



Ref. No.: Chemistry/CSIR Project/SB/1

Date: 30-07-2024

Prof. Sumanta Bhattacharya, The University of Burdwan (B.U.) intends to procure chemicals for the on-going CSIR Research Project through Online Tender. The tentative quantity of the required items along with technical configuration of each items are mentioned at Annexure separately. B.U. is looking for interested bidders who have experience in supplying of above type of items and may follow the instructions as given below for submission of their tenders under online mode:

Items Specification

SL No	Description of Item	Code/Catalogue No./Specification	Unit	Discount offered(%)
1.	Acetone	Merck	20 Litre	
2.	2-amino pyridine	Sigma-Aldrich	5 gm	
3.	C ₆₀ pyrrolidine tris-acid ethyl ester (PyC ₆₀)	Sigma-Aldrich	250 mg	
4.	Toluene-d ₈	SRL	10 mL	
5.	InP/ZnS Quantum Dots	Sigma-Aldrich, Catalogue No. 776750	5 mL	
6.	Indium Phosphide Zinc Sulfide (InP/ZnS) Quantum Dots	Sigma-Aldrich, Catalogue No. 920304	10 mg	

1. General Instructions:

4. Eligibility for Quoting:

Manufacturers or Dealers/Distributors/Agents duly authorized by the manufacturers who are able to supply the assured quantities as per requirement & have requisite Annual Average Turnover, as per clause no. 5, are only eligible for quoting. Manufacturers not having the capability to supply the required quantity solely need not apply. Failure of submission of declaration of full supply will lead to cancellation of tender. Further, vendors who were declared black listed and/or insolvent by any Govt. Concern/any Institutions in the Country for particular item or items are not eligible to participate in the current tender for that item or items.

5. Annual Turnover Requirements:

Vender having average annual Turn Over for last three financial years is more than Rs 30 lakh in India or equivalent foreign currency in the respective foreign country for the year 2020-21, 2021-22 & 2022-23 are eligible to participate in the Tender.

6. Submission of Tenders

6.1 General process of submission

Tenders are required to upload all the tender documents along with the other documents, as asked for in the tender, through the above website within the stipulated date and time as given in the Tender. Tenders are to be submitted in two folders at a time, one is Technical

Tender
Maybe floated
&
30-07-24

D.F.A
Haibla v.c

30-07-24

Sumanta Bhattacharya 30/07/24
Approved
30/07/24



Bid and the other is Financial Bid . Tenderers should specially take note of all the addendum/corrigendum related to the tender till the bid submission ends. Tenderers should in general upload the latest documents as part of the tender, however, in case of failure in uploading such documents, it will be deemed that they (tenderers) have taken note of such latest documents including addendum/corrigendum, if published till the bid submission ends.

3. Bidder must submit Audited Balance Sheet and Profit and loss Account for last 3 (three) financial year namely 2020-21, 2021-22 & 2022-23

Note: Tenders will be summarily rejected if any item in the statutory cover is missing.

II. My Document (Non-Statutory Cover) containing as follows:

I.No.	Category	Sub-Category	Sub-Category Description
1	Certificates	Certificates	PAN Card of the Bidder GST Registration Certificate
2	Company Details	Company Details 1	Trade Licence/Enlistment Certificate Registration with Registrar of Companies, if applicable Memorandum of Articles for Limited Companies, if applicable.
3	Credential	Credential 1	a) Copy of the purchase order for supplying Similar nature of items at least for last 2 years in an Institute of Higher Learning b) Brief User List preferably for users in West Bengal in an Institute of Higher Learning
4	Financial Information	Payment Certificate 1	Income Tax Returns submitted for the Financial year 2018-19 Income Tax Returns submitted for the Financial year 2019-20 Income Tax Returns submitted for the Financial year 2020-21
		Payment Certificate 2	GST Returns for the year 2020-21

8. Evaluation of the tenders

During the tender evaluation process, the "Technical Bid" will be opened first. Those Bidders who have qualified in respect of the essential & other requirements in "Technical Bid" will

Sumanta Bhattacharya



be identified and their financial bid will be opened. The financial bid of those Tenderer failing to meet the technical & other requirements laid down in the tender will not be opened and be rejected. The Tenderer offering the item found suitable and as per the tender specifications will only be selected. Final selection of the lowest bidder in respect of Financial Bid is subject to further verification. The Financial Bids of only those tenderers who have been considered as Technically Qualified will be opened. If found suitable in the context of above pre qualification etc, the Tenderer quoting the lowest rate will be considered as successful.

9. TERMS & CONDITIONS REGARDING PURCHASE POLICY OF TENDERING AUTHORITY:

9.1 Bid Information:

a) Partial Quotation within the same item will not be accepted and tender will be liable for cancellation.

b) All duties, taxes and other levies payable by the contractor under the contract shall be included in the total price but should be indicated separately in the price bid.

c) The rate quoted by the bidder shall be fixed for the duration of the contract and shall not be subject to adjustment on any account.

9.2 Evaluation of Quotation: The Purchaser will evaluate and compare the quotations determined to be substantially responsive stage wise. Firstly, Technical Bid will be evaluated based on and thereafter Price Bid for technically qualified bidders will be evaluated for selection of vender.

9.3 Award of Contract: The purchaser will award the contract to the bidder whose quotation has been determined to be substantially responsive both technically and commercially. Purchaser reserves the right to reject any or all the tender, wholly or partly, without assigning any reason thereof and shall not be bound to accept the lowest bid.

9.4 **DSIR Certification:** Burdwan University possesses the privilege for availing the facility of **procuring items at Concessional Customs Duty , GST and without incurring any excise duty as per DSIR certification.**

9.5 Make & Model: Bidder must mention Make and Model in the Information Sheet as given vide Annexure-I and must send the product details/catalogue/brochure in the "Technical Details" folder.

9.6 Time Schedule: The supply work must be completed within 15 days from the date of receipt of the purchase order.

9.7 Validity of offer: A bidder should spell out in the tender that it shall remain valid for **a minimum period of twelve months** from the date of opening of the tender and during this period, the bidder shall not be entitled to revoke or cancel its offer.

9.8 Place of delivery: Golapbag Campus, Department(s), the University of Burdwan, Burdwan.

9.9 Payment Schedule : Payment be made after delivery of the items.

9.10 Quantity Changeability: Quantity as stated in the tender document may subject to change at the time of issuing purchase order due to the fund crunch or for other valid reasons.

9.11 Requisite Documents to be submitted: Bidder must have adequate documents relating to Trade License and updated returns for Income Tax, GST, Audited Statement of Accounts.

9.12 Turnover Criterion: Bidder must have average annual turnover of more than Rs.30 lakh in last three financial year ending 2020-21.

Sumantra Bhattacharya



9.13 Disposal of Disputes: In case of any dispute, the University's decision will be treated as the final and conclusive. All legal actions are subject to Kolkata jurisdiction only.

9.14 The bidders are required to quote for each item separately in terms of basic price and all other charges. Prices can be quoted in Indian Currency only (₹).
Discretion of the University:

9.15 University may take decision about non-purchase of the said item(s) even after selection of vendor due to its fund constraints.

9.16 University may seek documents from the bidder in addition to the scanned documents sent by them at the time of uploading technical bid for verification and evaluation of tender.

9.17 University reserves the right to relax any clause as stated hereinabove for selection of responsive vender.

10. Opening the financial bid as per schedule will BE NOTIFIED LATER ON.

Financial bid can be seen & accessed by the bidder through the NIC Portal on line after opening of financial bid on line. No objections raised by any Bidder in this respect will be entertained by the University. No informal tender will be entertained in the Bid further.

11. During the scrutiny, if it comes to the notice to tender inviting authority that the credential or any other paper found incorrect/ manufactured/ fabricated, that bidder would not allowed to participate in the tender and that application will be rejected outright without any prejudice.

12. The Tender Selection Committee reserves to right to cancel the tender due to unavoidable circumstances and no claim in this respect will be entertained.

Sumantra Bhattacharya 30/02/24