

## Notice Inviting Tenders (NIT)

VIVEKANANDA MAHAVIDYALAYA, BURDWAN



DEPARTMENT OF CHEMISTRY (UG & PG)

Notice inviting tender for Supply & Installation of “POTENTIOSTAT” by

Dr. Palash Mondal, Department of Chemistry, Vivekananda Mahavidyalaya, Burdwan

Reference No. PS/CHEM/VM/2017-18/01

Date: 14/12/2017

**EXTENDED LAST DATE OF TENDER SUBMISSION: 31/01/2018 (SATURDAY), TIME- 4:00 PM**

Dr. Palash Mondal, Assistant Professor, **Department of Chemistry (UG & PG), Vivekananda Mahavidyalaya, Burdwan**, Principal Investigator of UGC-Minor research Project entitled “*Spectroscopic and electrochemical studies of some chemically synthesized new Schiff base ligands and their transition metals complex: Efficient fluorescent probes for heavy metals ion*” invites sealed tenders in **Two Bid system** (Technical & Financial) for **Supply & Installation of one Potentiostat** (as per details in Annexure-I) from reputed manufacturers and/or their authorized dealers/agents. Before submitting tenders, the interested bidders are requested to carefully go through the terms and conditions of the tender notice as detailed below and specifications of the equipment (Annexure-I), to avoid cancellation of the tender.

1. The tenderer should clearly mention whether they are manufacturer or authorized dealer/agent of manufacturers. In the case of dealer/distributor/agent latest letter of authorization from the manufacturer should be submitted along with the technical bid.
2. Technical bid should be enclosed with the copy of following documents
  - i. Trade license, Manufacturing license, Import license (if applicable) and any other licenses required in the related field.
  - ii. Company Registration certificate, Partnership deed (in case of Partnership firm), Power of Attorney (if required), Dealership or Authorization certificate (in case of dealer/agent) from the manufacturer.
  - iii. PAN and clearance certificate of GST, VAT, CST, Service Tax, P. Tax. *etc.* as applicable.

- iv. Credential for dealing with business of above sophisticated scientific equipments for at least three years with list of clients to whom such equipment's were supplied including Government organization. Annual turnover should be at least Rs. 50 lakhs during last three consecutive years supported by the Audited Balance Sheet.
  - v. Details of the company from which the Indigenous items (if required) will be procured.
  - vi. Soft copy of the technical bid.
3. **After Sales Service:** Vendors should indicate facilities available for after sales service in the region/India without which their offers are liable to be ignored. The quotation will have to clearly state the available nearest after sales service centre and contact number in India. Relevant software/hardware information in case of updating of the model of the supplied system must be provided.
4. Earnest Money Deposit (EMD) of Rs. 10,000/- in the form of account payee D/D drawn in favour of the Principal, Vivekananda Mahavidyalaya, Burdwan, payable at State Bank of India, Burdwan Branch (Court Compound), must be enclosed with Technical bid. Tender will be considered cancelled without EMD. No interest is payable on the EMD. EMD of unsuccessful bidders will be released within 30 days of issuance of purchase order. EMD of successful bidder will be refunded on receipt of Performance Bank Guarantee (PBG).
5. The successful bidder shall furnish an unconditional **Performance Bank Guarantee (PBG) for 10%** of the Purchase Order Value from a scheduled Bank of India, before release of the payment. Else 10% of the billed amount will be deducted as Security Deposit. Where the PBG is obtained from a Foreign Bank, it shall be confirmed by a scheduled Indian Bank and shall be governed by Indian Laws and will be subject to the jurisdiction of courts at Burdwan, West Bengal. The PBG shall guarantee that –
  - i. The vendor guarantees satisfactory operation of the equipment and components against poor workmanship, bad quality of materials used, faulty design and poor performance.
  - ii. The vendor shall at his own cost, rectify the defects/replace the items supplied for defects identified during the period of guarantee.
  - iii. This guarantee shall be operative from the date of installation till 60 days after the warranty period.
6. Rates quoted in the price bid should be on door delivery at **Department of Chemistry (UG & PG), Vivekananda Mahavidyalaya, Burdwan, Burdwan-713 103**. It may be noted that DSIR certificate will be issued and all price components will have to be indicated separately.
7. AMC cost after expiry of warranty period will also be considered for evaluation of bids though there may be separate contract for AMC.

8. If the equipment is of foreign origin, CIF, Kolkata value and FOB value should be quoted separately in the Price Bid. Please indicate clearly the Indian Agent commission separately which will be paid in INR after satisfactory installation, commissioning and operation of the equipment.
9. Acceptance process of the supplied equipment will be considered complete only after the successful installation and Commissioning of the equipment at Vivekananda Mahavidyalaya, Burdwan.
10. The Tenderer is to indicate cost of other ancillary items which may be required for Pre-Installation and operation of the equipment, separately. Otherwise any delay in installation and operation will be onus of the vendor and any cost in this effect will be borne by the vendor.
11. The bidder is also to indicate charges separately for comprehensive AMC for a period of 5 (five) years including Warranty/Guaranty period. AMC cost beyond warranty/Guarantee period is to be quoted separately.
12. **Warranty** – The bidder should clearly indicate the warranty period which will commence from the date of successful Installation, commissioning and acceptance of the equipment.
13. Financial Bids of those bidder who will be qualified in the Technical bid, will be considered only.
14. Tender for only one model and as par with the specifications given in Annexure-I will be considered as valid tender.
15. The rate offered by the bidder will be valid for at least six months from the date of issue of work order or date of opening of L/C (in case of foreign purchase) whichever is later.
16. For opening the L/C, all responsibilities will be governed by bidders without any extra charge.
17. In case of quotation received in foreign currency, exchange rate as notified in the newspapers on the date of opening of financial bid will be the basis for preparing the comparative statement. Relevant website can also be seen for spot conversion of foreign currencies.
18. The vendor will arrange for on-site training for operation of equipment at own cost: three days training during installation and additional advanced training for another three days after three months of installation should be provided.
19. **Delivery:** Delivery, installation & commissioning of the equipment are to be completed within 90 days from the date of issue of purchase order.
20. Liquidated Damage @ 0.5% of the total purchase order value, per week will be levied on the vendor for delay in supplies, installation & commissioning of equipment at Burdwan, subject to a maximum of 10% of the ordered value, beyond which purchase order may be cancelled in to without any financial liability on the part of Vivekananda Mahavidyalaya, Burdwan. The Liquidated Damage so levied will be recovered from the Bill Invoice of the vendor.

21. No price variation will be allowed beyond the original Scheduled delivery for defaults on the part of the supplier. It may be allowed in case of *force measure* or defaults by the College.
22. **Submission of duly** filled and signed compliance certificate as per formats in Annexure –IIA & B are must with the technical bid.
23. Original tender document should be neatly typed or printed, and each page will be signed and duly stamped with official seal. In case of Authorized signatory, authorization from the competent authority should have to be submitted.
24. Any correction, deletion or erasures, overwriting should have to be endorsed by the competent authority or signatory otherwise the tender will be liable to be cancelled.
25. Vague, incomplete, confusing or contradicting and conditional tender will be liable to be cancelled without any explanation.
26. The supplier will be liable to dispose post-sale service and will arrange for supply spares, maintenance after expiry of warranty/guaranty offered by the Manufacturer, for a period of at least ten years from the date of installation or the expiry of warranty period whichever is later.
27. Vivekananda Mahavidyalaya, Burdwan reserves right to annul/issue any amendments in the tender document or part thereof at any time prior to but five days before the deadline of submission of the tender and such change will be deemed as integral part of the tender. This will be published through Vivekananda Mahavidyalaya, Burdwan web-site.
28. The decision of the Technical Committee/Tender Committee will be final.
29. Vivekananda Mahavidyalaya, Burdwan reserves right to cancel the work order issued to the successful vendor, fully or partially without assigning any reasons to the vendor and there will be no claim for any compensation to the affected vendor, if it arises out of such cancellation.
30. Effort of any nature to personally influence the Tender Committee's decision will result in cancellation of the bid.
31. Notwithstanding anything contained in any clause of the tender document, the College reserves its right to annul the whole bidding process or to accept or reject all the bids at any time prior to finalization of contract without thereby incurring any liability to the affected bidder/s or any obligation to inform the affected bidder/s about the reason for action by the College.
32. **The bidder should quote financial bid both in figure and words.** Illegible bid will be liable to be cancelled. The rate indicated in 'word' will be considered for evaluation of lowest bidder.

33. Duly filled in tender may be sent through courier/speed post. Tenders by e-mail/fax and conditional tenders will not be accepted. No personal communication will be entertained and any information regarding the tender will be published on our web-site ([www.vmbdn.in](http://www.vmbdn.in)).
34. All disputes will be under the jurisdiction of Burdwan court at Burdwan district or by a Tribunal consisting of three persons- two from the side of the University and one from the bidder, if agreed by the bidder to settle the dispute out of the court.
35. The bidder should submit self-declaration to ensure that he/she is free from any encumbrance and has no case of legal conviction of any form.
36. **Sealed tender containing two covers for Technical and Financial bid superscribing as “Technical bid for Potentiostat” and “Financial bid for Potentiostat” should be sent in sealed covers superscribing as “Tender for supply of Potentiostat” to Dr. Palash Mondal, Department of Chemistry (UG & PG), Vivekananda Mahavidyalaya, Burdwan, P.O.-Sripally, Dist.- Burdwan, PIN- 713 103, West Bengal.**
37. **Last date of receipt** of sealed tender documents at Vivekananda Mahavidyalaya, Burdwan is **13/01/2018 by 5:00 PM. Late tender will not be accepted.**
38. **Date and time of opening:** Technical bids will be opened by the Purchase/Tender Committee at Department of Chemistry, Vivekananda Mahavidyalaya, Burdwan. **Price bids of only those tenders whose technical bids are found suitable will be opened later.** Date and time of the same will be intimated to the technically qualified bidders in advance by e-mail/post so as to enable them to be present at the time of opening of their Price Bids.

**Genuine Pricing:**

Vendor is to ensure that quoted price for the particular item is **not more than the price quoted to any other customer in India**, particularly to Central Universities, IITs/NITs and other Government Organizations. **Copy of the latest price list for the quoted item, applicable in India, must be enclosed with the offer.**

**ANNEXURE – I**

**Technical Specification of Potentiostat**

SI No.	Items	Descriptions
1.	Potentiostat	<p><b>Potentiostat having following requirements with software techniques</b></p> <ul style="list-style-type: none"> <li>• Current Range: <math>\pm 10\text{nA}</math> to <math>\pm 100\text{mA}</math> in 8 steps</li> <li>• Potential Range: <math>\pm 4.095\text{ V}</math> or more</li> <li>• Compliance Voltage: <math>&gt; \pm 10\text{ V}</math></li> <li>• Power Requirements: 90-240 VAC, 10W</li> <li>• Frequency range 0.1Hz to 10kHz</li> <li>• Maximum scan rate 1V/s</li> </ul> <p><b>Software Techniques</b></p> <ul style="list-style-type: none"> <li>• Amperometric i-t curve (iT)</li> <li>• Cyclic Voltammetry (CV)</li> <li>• Linear Sweep Voltammetry (LSV)</li> <li>• Open circuit potential vs. time (OCP)</li> <li>• Differential Pulse Voltammetry (DPV)</li> <li>• Normal Pulse Voltammetry (NPV)</li> <li>• Multi-Step Potential (MSP)</li> <li>• Square Wave Voltammetry (SWV)</li> <li>• Chronoamperometry (CA)</li> <li>• Chronocolorimetry</li> <li>• Multistep Pulse Voltammetry (48 steps)</li> <li>• Anodic (Cathodic) Stripping Voltammetry</li> <li>• Tafel Plot</li> </ul>
2.	Electrodes	<p><b>Electrodes contain three conventional system are as follows</b></p> <ul style="list-style-type: none"> <li>• Ag/AgCl Reference Electrode</li> <li>• 2 mm or more dia. Platinum Working Electrode</li> <li>• Platinum Wire Counter Electrode</li> <li>• 3 mm or more dia. Glassy Carbon Working Electrode</li> <li>• Non-Aqueous Ag/Ag<sup>+</sup> Reference Electrode</li> </ul>
3.	Cell & Others	<ul style="list-style-type: none"> <li>• Glass Cell (6 nos. cell)</li> <li>• Cell Top (including Pt wire counter electrode)</li> <li>• Simple Cell Stand (Including 6 Glass cell)</li> <li>• Silver/Silver Chloride filling solution</li> <li>• Polishing Kit (Al<sub>2</sub>O<sub>3</sub> powder having various sizes)</li> </ul>

❖ **The instrument should have warranty of minimum 1 year from the date of installation. 3 years or more warranty will be preferred.**

Dr. Palash Mondal  
Principal Investigator

Principal  
Vivekananda Mahavidyalaya, Burdwan

**Annexure-II**

**A. COMPLIANCE CERTIFICATE FOR NIT TERMS**

(To be enclosed in the Technical bid)

<b>Sl. No.</b>	<b>NIT Terms and Conditions</b>	<b>Yes/No</b>
1.	Rate quoted as per instruction	
2.	AMC rate after warranty provided	
3.	Validity of quoted rate for six months agreed	
4.	Tender fee deposited	
5.	EMD submitted /appropriate certificate enclosed	
6.	PBG term agreed	
7.	Warranty/AMC period specified	
8.	Literature: Printed Literature provided	
9.	Dealership/distributorship certificate (in case of dealers/agents) provided	
10.	Details of supply to other Institutes of National Importance provided	
11.	Details of Technical Support Staff & Branch Offices provided	
12.	Spare parts back-up clause agreed	
13.	Purchase Orders within last 3 years provided	
14.	After Sales Service: address of after Sales Service centre in India (for imported goods)/ in the region provided	
15.	Manufacture certificate provided (in case of OEM)	
16.	Soft copy of Technical Bid provided	

Signature with Seal:

Vendor: M/S

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**Annexure-II**

**B. COMPLIANCE CERTIFICATE FOR SPECIFICATIONS**

(One for each item must be enclosed in the Technical bid)

Group:		Item Sl. No.	
Quoted Product:	Make:	Model No:	
Specifications as per NIT		Quoted Item Specifications	Complied/ Deviation
Parameter	Specification		

Signature with Seal:

Vendor: M/S.....  
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**ANNEXURE - III**  
**PERFORMANCE STATEMENT FORM**  
 (For a period of last 5 years)  
 (To be enclosed in the **Technical bid**)

Name of the Firm.....

Order placed by (full address of Purchaser)	Order No. and date	Description and quantity of ordered equipment	Value of order	Date of completion of delivery as per contract	Date of actual completion of delivery	Remarks indicating reasons for late delivery, if any	Has the equipment been installed satisfactorily? (Attach a certificate from the purchaser/Consignee)	Contact person along with Telephone No., Fax No. and e-mail address of the Purchaser

Signature and Seal of the manufacturer/Bidder.....

Place :

Date:

**ANNEXURE - IV  
PRICE SCHEDULE  
(To be enclosed in the Financial Bid)**

**Purchaser:** Dr. Palash Mondal

Department of Chemistry, Vivekananda Mahavidyalaya, Burdwan

<b>Name of the firm/company</b>		
<b>Address of the firm/company</b>		
<b>Telephone</b>	<b>Mob</b>	<b>Email</b>
<b>Fax</b>		

Sl. No.	Name of equipment/items	Quantity	Basic Rate	Total Amount	Taxes & duties (Please specify)	Freight and Any other Charges (Pl. specify)	Total Value
	(Specify the Brand and Model No.)						

Total Value (In words) .....

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**Note:**

**1. Vague terms like “packing, forwarding, transportation etc. extra” without mentioning the specific amount will not be accepted. Such offers shall be treated as incomplete and rejected.**

**2. Validity of Quotation is to be at least 120 days from the date of opening of Tender.**

Date :

Place :

Name & Signature of Authorised Signatory

**ANNEXURE V**  
**ORIGINAL EQUIPMENT MANUFACTURER'S (OEM) AUTHORISATION FORM**  
**(on OEM letterhead)**

**(To be given when OEM is not participating directly in the bid)**

To,

Dr. .Palash Mondal

Department of Chemistry, Vivekananda Mahavidyalaya, Burdwan

Ref: No. **PS/CHEM/VM/2017-18/01 Dated: 14/12/2017**

Subject: OEM authorization of Channel partner of our products quoted in response to the referred NIT

Sir,

We are reputed Original Equipment Manufacturer (OEM) and authorize the undermentioned firm to submit/negotiate the tender, process the same further and enter into the any contract as specified in the NIT for sale and post sale requirements of our quoted equipment.

We further confirm/certify/undertake the following-

The said firm will quote/offer/supply of our OEM products/quoted product at most competitive bidding prices and commercial terms which are settled from time to time based on requirements and market.

Our OEM standard guarantee/warrantee shall be applicable for our products which shall be supplied by the said firm.

- (i) Our said authorized firm would sign and execute all required documents complying terms and conditions as laid down in the referred NIT.
- (ii) We also agree to submit all the required certificates including quality certificates for our OEM product and audited financial documents as and when required by the purchaser.
- (iii) In the event of failure on the part of the said authorized firm, the pending liabilities under the terms and conditions of the contract of the referred NIT shall be complied by us.
- (iv) In the event of any change in of the aforesaid matters, the same shall be immediately informed to the purchaser without any delay for fulfillment of the agreed terms and conditions of the purchase procedures.
- (v) Ours and authorized firm details are stated as under-

a) -----

(Name and complete address of main/head office of OEM, including name of concerned contact official, phone no. and email)

b) -----

(Name and complete addresses of all the manufacturing/production Facilities of OEM, across the globe evidencing country of origin of concerned product)

c) -----

(Name and complete address of said authorised firm including name of concerned contact official, phone no. and email)

d) -----

(Present validity period of this authorization/agreement, extendable thereafter)

This authorization has been signed, executed and extended from time to time if any by us, duly signed by our authorized authority who is the competent authority in accordance with the Power of Attorney authorized by our Board of Directors (evidence enclosed).

Enclosure: As stated above

Date:

Place:

Yours' faithfully

\_\_\_\_\_  
\_\_\_\_\_

(Signature with date, name and designation)

For and on behalf of \_\_\_\_\_

(Name, address and stamp of the OEM on their letter head)

Copy to

M/s \_\_\_\_\_  
\_\_\_\_\_

(Name and full address of the authorized firm)

Note: This authorization form should be on the letter head of the OEM and should be signed by a person competent and having the Power of Attorney to legally bind the manufacturer (OEM). (Document evidencing the same to be attached.)

**ANNEXURE VI**  
**TECHNICAL PROPOSAL SUBMISSION FORM**  
*(To be printed on Bidder's letterhead)*

Date.....

**LETTER OF BID**

To,

Dr. Palash Mondal

Department of Chemistry, Vivekananda Mahavidyalaya, Burdwan

Ref: No. **Invitation for Bid no.PS/CHEM/VM/2017-18/01 dated 14/12/2017**

1. We have examined and have no reservations to the Bidding Documents.
2. We offer to execute the supply order for equipment in conformity with the Bidding
3. Documents.
4. Our bid shall be valid for a period of 120 days from the date fixed for the bid submission deadline in accordance with the Bidding Documents and it shall remain binding upon us and may be accepted at any time before the expiration of that period.
5. If our bid is accepted, we commit to submit a performance security in accordance with the Bidding Documents.
6. We also declare that Government of India or any other Government body has not declared us ineligible or black listed us on charges of engaging in corrupt, fraudulent, collusive or coercive practices or any failure/lapses of serious nature.
7. We also accept all the terms and conditions of this bidding document and undertake to abide by them, including the condition that you are not bound to accept the lowest bid or any other bid that you may receive within the due dates

Yours sincerely,

Full Name and Designation

(Authorized Signatory)

With Official Seal

\*Authorised person shall attach a copy of Authorisation for signing on behalf of Bidding firm / company