

Ref. No.: MAKAUT-WB/2020-21/FS&T/002/Chemicals

Dated: 08-12-2020

Maulana Abul Kalam Azad University of Technology, West Bengal (MAKAUT, WB) invites quotation for supply of Lab Chemicals to the Food Science & Technology Department of the University at the Haringhata Campus.

Please follow the Part-A, Part-B, Part-C & Part-D of this tender for further details.

PART-A: KEY INFORMATION

Sl. No.	About	Remarks / Date
1.	About the Assignment:	Supply of Lab Chemicals to the Food Science & Technology Department of the University at the Haringhata Campus MAKAUT, WB (details given below in Part-B).
2.	Name of the Tender Inviting Authority:	Registrar, MAKAUT, WB
3.	Last date of Submission of bids:	15-12-2020
4.	Tender Fee:	Rs.500.00 (Rupees Five Hundred only)
5.	University Bank Details for Depositing Tender Fee:-	
5.a.	Bank & Branch:	Indian Bank, Salt Lake Branch
5.b.	Bank Account Number:	6360279330
5.c.	Name of the Account:	MAKAUT-WB
5.d.	Type of Account:	Current Account
5.e.	IFS Code:	IDIB000S147

PART-B: SPECIFICATIONS OF THE ITEM(S) / JOB(S)

Sl. No.	Item	Quantity	Base Rate (Rs.)	Base Value (Rs.)	GST % on Base Value	GST on Base Value (Rs.)	Total Value (Rs.)
1.	Aluminium foil	10 rolls					
2.	Autoclave plastic bag	20 pcs					
3.	Burette stand	3 Nos.					
4.	Butter paper	100 pcs					
5.	Cotton hot gloves	4 pair					
6.	Cotton (non-absorbent)	5 pcs					
7.	Distilled water bottle	4 Nos.					
8.	Dropper (Pasteur pipette)	50 pcs					
9.	Eppendorf tubes (2ml)	200 Nos.					
10.	Funnel plastic	10 Nos.					
11.	Glass rod	10 pcs					
12.	Loop	6 pcs					
13.	Magnetic stirrer	2 pcs					
14.	Magnetic retriever	2 pcs					
15.	Mask (cotton)	8 Pcs					
16.	Medicinal gloves	15 pairs					
17.	Micropipette set 0.01ml, 0.05ml, 0.5ml,	3 each					
18.	Micropipette stand	2 Nos.					
19.	Micropipette tip box (1ml), (0.2ml)	3 each					
20.	Mortar pastle	3 Nos.					
21.	Normal filter paper	6 boxes					
22.	Ph paper (1-14 range)	5 boxes					
23.	Pipette stand	2 Nos.					
24.	Pipette sucker (5 ml., 10ml)	6 each					
25.	Plastic Beaker (50 ml., 100 ml., 500 ml., 1000 ml.)	4 each					
26.	Plastic measuring cylinder (1000ml,500 ml,100 ml,25ml)	5 each					
27.	Plastic zipper packet(8*10", 10*14")	50 each					
28.	Safety goggles	5 Nos.					
29.	Slide	2 packets					
30.	Slide box	2 Nos.					
31.	Spatula	10 Nos.					
32.	Spirit lamp	5 Nos.					
33.	Spraying bottle (plastic)	5 Nos.					
34.	Spreader (GLASS, PLASTIC)	5 each					
35.	Stopcock	10 Nos.					
36.	Test tube holder	8 Nos.					
37.	Test tube rack	6 Nos.					
38.	Tissue paper	50 pcs					
39.	Whatmann filter paper (no.42)	5 boxes					
40.	Silica crucible	12 pcs					
41.	Porcelain basin	12 pcs					
42.	Tongs	6 pcs					
TOTAL VALUE (INCL. ALL)							
<i>Add: GST @%</i>							
TOTAL VALUE (incl. all)							

Bids must be submitted as per the "Part-C" of this tender (General Terms & Conditions). So, before submitting the bid documents, interested vendors are requested to carefully go through the same to avoid cancellation / rejection of the bid or any unnecessary complications in future in this regard.

PART-C: BASIC INFORMATION (TO BE PROVIDED BY THE BIDDER)

- 1) Name of the Bidder:
- 2) The firm is running business from / for:
- 3) Address:
- 4) Official Contact Number(s):
- 5) Official E-mail address:
- 6) Contact Person detail [Name, Designation, Contact No. & E-mail address]:
- 7) Whether has *Valid* Trade License for Financial Year 2020-2021? **Yes / No**
- 8) PAN:
- 9) GSTIN:
- 10) P. Tax Registration Number:
- 11) Tender Fee & Earnest Money deposit details:

Sl. No.	Item	Amount	Transaction details*	Bank Details**
1.	Tender Fee	Rs. 500/-		

*** Mode of Payment (NEFT / Net Banking / UPI / IMPS / Any other mode), Transaction Reference No. with the Date of transaction (Tender Fee and EMD have / has to be deposited separately).**

**** Bank Name & Branch, Bank Account No. of the Bidder from which the amount will be credited to the University Account.**

- 12) Any other necessary information that the bidder would like to mention:
 - a)
 - b)
 - c)
 - d)
 - e)
 - :
 - :
 - :
 - :
 - :
 - :

PART-D: GENERAL TERMS & CONDITIONS

- 1) The bidder should be a registered firm under prevailing rules. Bidder having an office in Nadia, North 24 Parganas or Kolkata may be given preference. The bidder will have to provide essential registration numbers like PAN, GSTIN, Profession Tax, etc.
- 2) The tendering process will be two-stage bidding: (a) Technical and (b) Financial.
- 3) In order to maintain the confidentiality, the financial bid (BoQ) must be a password-protected file. The bidders have to send the Technical and Financial bids to purchase@makautwb.ac.in. The password of the password-protected financial bids file has to be sent to registrar@makautwb.ac.in.
- 4) Last date of submission of bids: **15th December, 2020** (through e-mail only).
- 5) Any firm already having any legal dispute with the University need not to submit the bid.
- 6) The Technical Bid should contain the following items in the respective sequence:
 - a) Duly filled information s as mentioned in **Part-C** of this tender notice.
 - b) Valid Trade License (for the financial year 2020-2021) of the firm. *In case the latest Trade License (2020-2021) not yet available to the firm, trade license for 2019-2020 may be enclosed along with a copy of application for renewal / fees payment receipt for the financial year 2020-2021.*
 - c) PAN Card copy
 - d) GSTIN Copy
 - e) P. Tax Registration Copy
 - f) Legal Occupancy of Principal place of Business/Factory/Warehouse/Additional Place of Business and Branch –
 - (i) Ownership: Current Tax Payment Receipt issued by Corporation / Municipality / Panchayat (for Ownership)
 - (ii) Rental: Copy of Latest Rent Receipt and Valid Tenancy Agreement
 - (iii) Rent-Free Accommodation: “No Objection” Certificate given by the Landlord and Copy of Property Tax Receipt of the Landlord.
 - g) Item specifications supported with catalogues / brochures (if the vendor may wish to furnish).
 - h) Any other document, the bidder feels necessary to furnish.
- 7) Apart from the above list mentioned above, the University may ask the bidder for any other document(s) / information, if feels necessary. The bidder has to furnish the document(s) / information immediately failing which his bids will be rejected.
- 8) All the documents should be authenticated with official stamp and signature / signatures thereon by the bidder.
- 9) Submission of false document(s) / information by the bidder will result into cancellation of bid and the University may take strict action against that bidder.
- 10) Any document sent in .jpeg / .jpg / .doc / .docx / .xls / .xlsx format will not be accepted.
- 11) Incomplete / Partial bidding will not be allowed. The commercial bid should be exactly as per the given BoQ format. Rate-based quotation is not preferred.
- 12) The University reserves the right to accept or reject any bid without showing any reason.
- 13) Any dispute which may arise between the bidder and the University regarding this bidding shall be referred to the Vice Chancellor of the University whose decision shall be final and irrevocable in this regard.
- 14) Being the lowest bidder (L1) in term of quoted amount (incl. all) may not be the only condition to receive the order, other criteria like having PAN, GSTIN, location of office, etc. may also be considered during selection of the eligible bidder. Decision of the University in such case will be the final.

- 15) In case the selected bidder is unable to supply the items after being selected to supply the items or after receiving the respective order from the University, the bidder should immediately inform the University Authority about the same by e-mail. Decision of the University in such case will be the final.
- 16) Delivery of the items to the destination is solely the bidder's responsibility and no extra charge will be paid by the University for the same. Any damage of any item during transit will be the responsibility of the bidder.
- 17) Govt. levies will be as per existing Government Rules. The University will provide DSIR Certificate against which all permissible tax relief has to be ensured.
- 18) If any vendor is registered under GST Composite Scheme, the same is to be mentioned in **Part-A**. The same may also be mentioned in the BOQ (**Part-B**).
- 19) Payment will be subject to successful delivery and installation (if required) of the required items and necessary approval by the Approval Authority of the University. No additional charge will be paid by the University towards installation charges.
- 20) Apart from submitting the hard copies, a copy of the order, challan and bill / invoice should be mailed to: bill.finance@makautwb.ac.in.
- 21) The bidder should submit GST-compliant bill / invoice for GST bill / invoice. Copy of the order received by the vendor always should be attached to the challan and bill / invoice.
- 22) PAN, GSTIN and Bank details of the bidder are to be mentioned in the bill / invoice.
- 23) Statutory deductions (if any) during payment process will be made as per existing Government Rules.
- 24) The payment will be made only in favour of the bidder's name. Any exception in this regard will subject to the consideration of the University Authority only.
- 25) For any query related to the bid submission, the bidder may contact the University by e-mailing to: purchase.makaut@gmail.com.

**Sd/-
Registrar
MAKAUT, WB**