



PASCHIM BANGA GO-SAMPAD BIKASH SANSTHA

(A Govt. of West Bengal Organization)
LB-2, Sector-III, Salt Lake City, Kolkata – 700 106
Ph: 033-23350715/ Fax: 033-23350712
E-mail: ceopbgsbs2003@yahoo.co.in
Web site: www.darahwb.org

TENDER DOCUMENTS FOR SUPPLY OF LABORATORY INSTRUMENT/EQUIPMENTS

Each Set Contains

- 1) Detailed Tender Notification along with specification
- 2) Tender Form
- 3) Terms & Conditions for submission of Tender.
- 4) Information about Bidders

NIT No. 05/ Instrument/ PBGSBS of 2020-21 dated 26.08.2020

LAST DATE FOR SUBMISSION OF TENDER 03.09.2020 UP TO 2-00 PM

Sd/-
Chief Executive Officer
Paschim Banga Go Sampad Bikash Sanstha

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NIT No. **05/ Instrument/ PBGSBS of 2020-21**

Dated: 26.08.2020

Sealed Tenders are invited by the Chief Executive Officer, Paschim Banga Go-Sampad Bikash Sanstha from bonafide firms/ concerns/Individuals for supply and installation of Laboratory Instrument/Equipments, as per detailed specification mentioned at Embryo Transfer Laboratory, Haringhata Farm of Nadia district under the Paschim Banga Go-Sampad Bikash Sanstha as mentioned below. The rate should be offered including packing, forwarding, loading, unloading, etc.

Item No.	Name of the Item	Qty	Specification
1	Hot Air Oven	1	<p>Inner Stainless Steel Mechanical Convection Type Size: 18" x 18" x 24"</p> <p>Description These Ovens are Triple walled in construction. The Inner Chamber is made of Stainless Steel and the Outer Chamber is made of suitably thick Mild Steel Sheets (reinforced with iron angle for bigger sizes) finished with powder coated thick glass-wool insulation is provided on three sides as well as the door to prevent the loss of heat. "A" grade heating elements, which are completely shielded for protection against sample spills, are used for a temperature range from ambient plus 5°C upto 280°C controlled by Microprocessor based PID temperature indicator cum comptroller. The Oven is provided with a suitable capacity electrically operated maintenance free Blower, fixed on the right side of the chamber for maintaining a steady horizontal Airflow for re-circulation. Provided with suitable length of wire to work on 220 / 230 Volts AC Supply.</p>
2	Autoclave		<p>Both inner and outer chamber, ring and lead made up of SS-304. 14" X 22" with basket, 3000 watt. 220- 240 volts AC, capable of working at 15/20 pound pressure provided with power safety valve, pressure gauge, steam release cock, paddle lifting device, supplied mechanical pressure control switch, temperature indicator cum controller and low water cut out device.</p>

NIT No. 05/Instrument/PBGSBS of 2020-21 dated 26.08.2020

Item No.	Name of the Item	Qty	Specification
3	Micropipette 0.5-10µl	1	Micropipette 0.5-10µl with 1000 tips
	Micropipette 2.0-20µl	2	Micropipette 2.0-20µl with 1000 tips
	Micropipette 20-200µl	1	Micropipette 20-200µl with 1000 tips
	Micropipette 100-1000µl	2	Micropipette 100-1000µl with 1000 tips
	Micropipette 5000µl	1	Micropipette 5000µl with 1000 tips
	Micropipette Holder	1	Micropipette Holder to hold at least 20 pipette
4	Vortex mixers	1	Brushless AC motor, material of mixing head/ vortex cup-rubber, mini vortex mixture, base material steel, multi tube , timer 0.0001 minute.
5	Test Tube Heating Block	1	Digital Block 3 Heater. Operating temperature 36-38°C. Design to accept at least six test tube of 15 ml and 50 ml.

The Tender Documents to be downloaded from www.pbgsbs.gov.in

Each Tender must be supported by: -

- Earnest Money in the form of Demand Draft of Rs. 2,000/- (Rupees Two Thousand) only on any Nationalized Bank Payable at Service Branch, Kolkata in favour of "**Paschim Banga Go-Sampad Bikash Sanstha**". Valid exemption certificate issued from the competent authority for claiming exemption of depositing Earnest Money such as valid MSME Certificate issued by Govt. of West Bengal, NSIC certificate etc.
- Self attested Photocopy of the PAN card.
- Self attested Photocopy of the GST registration.
- Self attested Photocopy of the Trade License
- Self attested Photocopy of the document showing evidence of supply of Laboratory instrument in Govt/Semi Govt/PSU/any reputed organization at least once in last five years.
- Self attested photocopy of the Firm/Co-Operative Registration certificate along with upto date renewal document from the appropriate authority.
- Brochure containing detail specification of the tendered item.

No Tender will be accepted, if the same is not supported with the above documents.

The offered rate will be valid for six calendar months. The period may be extended or curtailed at the discretion of the undersigned on requirement. The undersigned/ Tender Committee has the every right to accept and/ or reject any Tender/ entire Tender procedure at any time without assigning any reason thereof.

Sealed Tenders super scribing '**Tender for supply & installation of Laboratory Instrument/Equipments**' along with NIT No., name & address with PIN, Telephone No./ Fax No. etc. of the bidder and with all requisite documents as aforesaid should reach the office of the undersigned either by hand or by post on or before 03.09.2020 within 2:00 PM. A Tender Box for the purpose shall be kept within the office premises at the aforesaid address. The Box will be closed/ sealed at 2:00 PM on 03.09.2020 and the tenders will be opened in presence of representative of bidders on 03.09.2020 at 3:00 PM. No tender will be accepted across the table and no such receipt will be issued thereon.

Dated: 26.08.2020

Sd/-
Chief Executive Officer
Paschim Banga Go Sampad Bikash Sanstha

TENDER FORM (TO BE SUBMITTED IN DUPLICATE)

To
The Chief Executive Officer
Paschim Banga Go-Sampad Bikash Sanstha
LB-2, Sector-III, Salt Lake City, Kolkata – 700 106

Sir,
With reference to your **NIT No. 05/Instrument/PBGSBS of 2020-21 dated 26.08.20**, I am / we are furnishing below my / our rate for the item tendered for in duplicate as per your specification / description, terms & conditions :-

RATE

Item no.	Name of the Item	Qty	Basic Rate	Tax	Total	Total Amount (In Word)
1	Hot Air Oven	1				
2	Autoclave	1				
3	Micropipette 0.5-10µl	1				
	Micropipette 2.0-20µl	2				
	Micropipette 20-200µl	1				
	Micropipette 100-1000µl	2				
	Micropipette 5000µl	1				
	Micropipette Holder	1				
4	Vortex mixers	1				
5	Test Tube Heating Block	1				

Dated :

Yours faithfully,

Signature with office seal :

Name of the Firm :

Address with PIN :

DETAILS OF EARNEST MONEY DEPOSIT

Description of Bank Instrument (No., Date, Issuing Bank)	Amount

If this tender be accepted, I/ We hereby agree to abide by and fulfill all the terms and conditions laid down in the tender and the particulars available in the Tender Notice and the details given in the specification / description attached here to or in default thereof to forfeit and pay the Paschim Banga Go-Sampad Bikash Sanstha the penalties / sums / or of money that may be imposed by the Chief Executive Officer, Paschim Banga Go-Sampad Bikash Sanstha, the Earnest Money deposited or from other money deposited by me/ us or from the bills that will be payable to me/ us for the jobs to be undertaken.

I / we also agree that the decision of the Chief Executive Officer, Paschim Banga Go-Sampad Bikash Sanstha in all matters in respect of this Tender will be final and binding on me/ us.

I / we also agree to execute on being called upon to enter into a formal Agreement embodying the terms and conditions contained herein &/or on usual terms and conditions and on default on my/ our doing so, the Earnest Money deposited by me/ us will liable to be forfeited by the Sanstha.

Dated :

Yours faithfully,

Signature with office seal :

Name of the Firm :

Address with PIN :

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TENDER FORM FOR SUPPLY OF LABORATORY INSTRUMENT/EQUIPMENTS

(TO BE FILLED IN CAPITAL LETTER ONLY)

Serial Number	Description	Particulars
1.	Name of the firm / concern/Individual	
2.	Registered address with PIN, Phone No., Fax etc.	
3.	Sole owner/ partnership firm	
4.	Name of the person authorized to enter into and execute Contract Agreement	
5.	PAN Card (Self Attested Copy) whether enclosed	
6.	Trade License (Self Attested copy) whether enclosed	
7.	Credential Certificate (Self Attested copy) whether enclosed	
8.	Firm/Co-Operative Registration certificate along with up to date renewal document from the appropriate authority	
9.	Brochure of the tendered item/s whether enclosed	
10.	Copy of Terms and Conditions of the Tender Duly signed in each page whether enclosed	
11.	Documentary evidence in support of experience (whether enclosed)	

Place

Signature & Office Seal of the Tenderer

Date

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Terms & Conditions for submission of Tender against NIT No. 05/Instrument/PBGSBS of 2020-21 dated 26.08.2020

1. MINIMUM ELIGIBILITY CRITERIA

- (A) Rate should be quoted in figures and as well as in words. Erasures, interpolations, changes or over-writing of Rates etc. of the item will make the tendered item liable for rejections, unless it is authenticated by signature and seal of the Tenderer. The Rate should clearly be quoted in Indian Currency in decimal coinage for delivery to Embryo Transfer Lab., Haringhata Farm, Nadia of the Paschim Banga Go-Sampad Bikash Sanstha of West Bengal. If there is a discrepancy between word and figure, the amount in word will prevail.
- (B) **Capital letters only should be used in filling up the Tender Forms.**

2. EARNEST MONEY DEPOSIT

- (i) Each Tenderer, while submitting Tender document(s) will have to submit **Earnest Money Deposit of Rs. 2,000/- (Rupees Two Thousand) only** in **Demand Draft payable at Kolkata** in favour of **Paschim Banga Go-Sampad Bikash Sanstha**. Tender Notification No, Date of Issue & Name of the item is to be **clearly mentioned on reverse leaf of the payment instrument**. The Demand Darft should be drawn on any Nationalized Bank & to be deposited in original along with a Photocopy.
- (ii) The Earnest Money Deposit shall not carry interest. This Sanstha is not liable for deposition of excess of Earnest Money.
- (iii) Earnest Money deposited before the date of issue of this Tender Notification will not be accepted. Earnest Money Deposit of previous tender, if any, will not be adjusted/ considered for this tender.
- (iv) Earnest Money will be released after finalization of tender and in the following cases:-
- Tender documents which are not valid.
 - After deposition of prescribed Security Money.
 - Since a panel of 2nd Lowest Rate(s) is/are to be maintained the Earnest Money Deposit(s) of such firm(s) will be retained up to 3 (three) months from the date of approval of 1st Lowest Rate due to obvious reason. For such retention no interest shall be payable.
 - In other cases, it will be released in due course.

3. TENDER PRE-REQUISITES

- Self attested Photocopy of the PAN card.
 - Self attested Photocopy of the GST registration.
 - Self attested Photocopy of the Trade License
 - Self attested Photocopy of the document showing evidence of supply of Laboratory instrument in Govt/Semi Govt/PSU/any reputed organization at least once in last five years.
 - Self attested photocopy of the Firm/Co-Operative Registration certificate along with upto date renewal document from the appropriate authority.
 - Brochure containing detail specification of the tendered item.
 - Tenders along with all requisite documents will have to be submitted, either by hand or by registered post, in duplicate, **in prescribed form** duly signed & affixed with seal of the firm by indicating full communicating address with PIN Code, Telephone/FAX/E-mail/ Website number, in a sealed cover, super-scribing the Tender Notification No & Date and to be addressed to *The Chief Executive Officer, Paschim Banga Go-Sampad Bikash Sanstha, LB-2, Sector-III, Salt Lake City, Kolkata – 700 106*. A Tender Box will be kept in the said office of this Sanstha. No Tender will be accepted across the table and no such receipt will be issued thereon. Envelopes must be closed & sealed properly with any sealing material.
- (i) **This tender document is to be submitted duly sealed & signed in all pages with tender as a token of acceptance.**

4. RATE

- (i) Rate should be quoted only in the prescribed Tender Form (*to be submitted in duplicate*) & in both **Words & Figures**. In case of discrepancy between words & figures, **the amount in word will prevail**. In case of insufficient space in the Tender Form, the Bidder may use a separate sheet duly authenticated by him/ them.
- (ii) Rate should be quoted on the prescribed Tender Forms marked "ORIGINAL" stating the particulars of item/s of category proposed to be supplied by including all incidental charges like Insurance, Packing & Forwarding & stacking etc. to the locations under the Paschim Banga Go-Sampad Bikash Sanstha as mentioned in the Tender Form. **The Rate should be quoted in Rupees and Paise.**
- (iii) Rates should be quoted in terms of unit of weight specified against the item. Rates quoted which are not as per specification will not be accepted. Rates in no case shall exceed the controlled price of any item in force at the time of submission of Tender, if there be any.
- (iv) All sheets of paper including the duplicate Tender Form shall be numbered serially and the total No. of sheets in each cover shall be cited in covering letter. All paper marked "ORIGINAL" and "DUPLICATE" shall be submitted in separate sheet in the same cover.
- (v) Erasures, interpolation, changes, addition or alteration in Rates of any item may be treated as cancelled unless authenticated by hand and seal of the Bidder. Rates quoted which are not as per specification mentioned in the Tender/Catalogue will not be accepted.
- (vi) Under no circumstances any change of rate whatsoever will be accepted after closing of Tender Box, whatever the reasons given thereafter save & except for any tax imposed by the Govt. Photocopy of Govt. Order in respect is to be submitted while claiming such increase.
- (vii) Only Rates will be read out by the officers of this Sanstha at the time of opening of the tender.
- (viii) Abnormally low rate quoted by a tendering firm in the offer with some malafide intention will not be accepted, if detected.

5. DELIVERY SCHEDULE

- (i) The material/s must be delivered at Embryo Transfer Lab, Haringhata Farm, Nadia within 15 days from the issue of the supply order.

6. VALIDITY

- (i) The period of contract will be for 12 months. The period of contract may further be extended or curtailed at the discretion of the undersigned after expiry of contract. In case of poor performance the undersigned shall be at liberty to terminate/curtail the contract at any point of time without any prejudice.
- (ii) Rate quoted shall hold well for one year from the date of approval of rate by the Tendering Authority and/or any extended period, if situation arises & within the validity period, any further requirement other than tendered quantity must be supplied at the approved rate & refusal to supply will be dealt with as per Tender Rule.
- (iii) ***The Validity period of contract may further be extended/ curtailed at the discretion of the undersigned/ Tender Committee at the time of finalization of tender or after expiry of the period of validity.***

7. AGREEMENT

- (i) The Successful Bidder will have to enter into a contractual agreement with the Sanstha in the standard format embodying the tender terms & conditions in Non-Judicial Stamp Paper worth minimum of Rs. 50/- (Rupees Fifty) only.

8. SECURITY MONEY DEPOSIT

- (i) The Successful Bidder will have to deposit Security Money to cover 5% (Five Percent) ad velorum of the supply order value subject to maximum of Rs. 25,000/- (Rupees Twenty Five Thousand) only in **Demand Draft payable at Kolkata** in favour of **Paschim Banga Go-Sampad Bikash Sanstha** within 7 (seven) working days from the date of issue of order failing which the order will be cancelled along with forfeiture of Earnest Money Deposit kept at Head Quarters and no further correspondence will be entertained.
- (ii) The Security Money will not carry interest. This Sanstha is not liable for deposition of excess Security Money. Partial Deposit/ adjustment with previous deposit(s) will not be accepted.
- (iii) Security Money will be refunded after satisfactory completion of supply. No proportionate refund of Security Money will be allowed if the supplied quantity either falls below the ordered quantity.

9. PENAL MEASURE

- (i) The Earnest money Deposit furnished by a firm will be liable to be forfeited in full (including excess amount of earnest money, if deposited), if the firm withdraws tender as a whole or for any particular item at any stage during the tenure of tender or fails/refuses to enter into written agreement once the rate for any/all items is/are accepted within the time specified when requested to do so by this Directorate and/or refuses to deposit security money. For such firms offer will not be taken into consideration in future & shall liable to be **black listed for 3 (three) years or more.**
- (ii) The Security Money Deposit furnished by a Bidder is liable for forfeiture in full (including excess amount of Security Money, if deposited) along with cancellation of order without prejudice in the event of failure/refusal to maintain the contract &/or non-observance of terms & conditions of tender & the authority will be at liberty to terminate the contract as a whole or part.
- (iii) In case of poor performance the undersigned shall be at liberty to terminate/curtail the contract at any point of time without any prejudice.

10. PAYMENT

- (i) No advance payment (Part or full) will be entertained in any case.
- (ii) Tax Invoice is to be sent in TRIPLICATE & should invariably be submitted to the head of the establishment for making payment.
- (iii) Payment shall be made after executing the order satisfactory in all respect. However, no interest shall be paid to the firm, if the payment is delayed due to whatsoever reasons. In no circumstances, supply should be affected and or linked with the payment of outstanding bills. The payment of bills shall be withheld, in case of violation of any tender terms & conditions.

11. MISCELLANEOUS

- (i) No additional terms & conditions shall be put forth by the Tenderer and such offer(s) will not be taken into consideration.
- (ii) No Tender/Tender Pre-requisites such as Earnest Money Deposit, Trade License etc., will be accepted after closing of tender box.
- (iii) Conditional Tenders & Tenders not accompanied with the documents as mentioned in **Clause No. 1 & 2** shall be summarily rejected without any reference made to the bidder & no correspondence will be entertained.
- (iv) If the submission & opening of tender is not possible on the scheduled date & time due to any unavoidable circumstances, the same will be done on immediate next working day at the same time prescribed in the tender. The bidder shall not be informed separately in this regard.
- (v) The offer may go to the next bidder, if the successful bidder fails to perform the contract.
- (vi) No negotiation/enquiry/subsequent representation regarding rate/quantity/quality or otherwise will be entertained after closing of Tender Box.
- (v) The undersigned reserves the right to reject any or all of the tenders at any stage without assigning any reason thereof & will not be bound to accept lowest tender rate.
- (vi) Any dispute / difference arising out of this Tender will be referred to the sole arbitrator to be appointed by the undersigned and the same will be held at Kolkata. Arbitrator will have the power to pass interim order and will be guided by the Arbitration & Conciliation Act, 1996.
- (vii) When a Firm submits their tender in response to this Notification, they will be deemed to have understood fully the contents, the requirements, terms & conditions of this tender. No extra payment will be made on the pretext that the Tendering Firm did not have a clear idea of any particular point. Any offer made in response to this tender when accepted by the Tendering Authority will constitute a Contract between the parties.
- (viii) Non-compliance to any Terms & Conditions laid herein shall constitute a breach of contract & penalty for non-compliance shall be enforced very rigidly.

Dated: 26.08.2020

Sd/-
Chief Executive Officer
Paschim Banga Go Sampad Bikash Sanstha