



WEST BENGAL UNIVERSITY OF ANIMAL AND FISHERY SCIENCES

68, KSHUDIRAM BOSE SARANI, BELGACHIA, KOLKATA - 700 037, PHONE : 2556-3123, FAX : 91-033-25571986
Gram : vetuniv + E-mail : wbuafs1995@gmail.com

Prof. S. S. Dana
Registrar [acting]

E-Tender Helpdesk: (033) [2546-9768](tel:2546-9768)
Tele-fax: (033) 2556-3123 E-MAIL: drsouravchandra1@gmail.com
Log-on for submission: <http://www.wbtenders.gov.in>
University Website: <http://www.wbuafscl.ac.in>

WBUAFS/ADMN/ET-016/2017-18.

SET OF TENDER PAPERS

Each set contains:-

- (1) Application Form.
- (2) Detailed Tender Notification Along With Site Details.
- (3) Terms & Conditions for Submission of Tender.
- (4) Check List.

- **LAST DATE FOR ONLINE SUBMISSION OF BID: 02nd March,18 UP TO 5 PM**

Prof. S. S. Dana)
Registrar (Actg.)



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ANIMAL AND FISHERY SCIENCES**

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Memo No. WBUAFS/Admn/ET(17-18)/176

Date. 06.02.2018

E-TENDER NOTIFICATION

e NIT NO : WBUAFS/ADMN/ET-016/2017-18.

Registrar, West Bengal University of Animal & Fishery Sciences invites open e-tender from the **authorized Indian agents / Suppliers / Manufacturers / Authorized Dealers / reputed Agencies / firms** for the supply, installation of the Instruments, Equipment, Furniture as mentioned below at Belgachia / Mohanpur / Chakgaria Campus, under WBUAFS. Specification of instruments and furniture are attached as Annexure - I:

The last date for submission of online e-tender is 02nd March, 2018 upto 5.00 p.m.

1. Name & Address of the site: West Bengal University of Animal & Fishery Sciences.
 - a) Faculty of Vety & Animal Sciences, Belgachia, Kolkata & Mohanpur, Nadia.
 - b) Faculty of Dairy Technology, Mohanpur, Nadia.
 - c) Faculty of Fishery Sciences, Chakgaria, Kolkata.

2. Details of Supply Work :

A : Instruments / Equipments :

Sl. No.	Name of the Items	Qty. Required.
01.	Reading Table.	30
02.	What Not	30
03.	Executive Table	06
04.	Executive Chair	10
05.	Visitor Chair	12
06.	Book Case	02
07.	Steel Almirah	07
08.	Drawing Table	20
09.	Drawing Board	20
10.	Wooden Stool	20
11.	Computer Table	15
12.	Plastic Chair	76

13.	Plastic Chair	130
14.	Plastic Chair	17
15.	Plastic Table	29
16.	File Cabinet	01
17.	Metal Perforated Chair 3 Seater	02
18.	Laboratory wooden bench	04
19.	Black Board	01
20.	Laboratory Table	02
21.	Cot	35
22.	Book Shelf / Rack	20

3. Controlling Officer: Registrar, West Bengal University of Animal & Fishery Sciences.
4. Contact Number : 033 2556 – 3123.

Detailed particulars may be obtained from the website <http://www.wbtenders.gov.in> from **08th February, 2018** also be viewed from the Website <http://wbuafsc.ac.in>.

Each tender must be supported by:-

- a) Each Tender, unless the Bidder is exempted under the existing orders of the Govt. of West Bengal or Govt. of India, will have to be deposit **Earnest Money (Refundable as per rules) amounting 2% of the total tender value only in form of Demand Draft drawn in favour of “West Bengal University of Animal & Fishery Sciences” payable at Kolkata.**
- b) Each Bidder will have to be deposit Cost of Tender value (**Non- Refundable**) amounting to **Rs. 500/- (Five hundred) only in form of Demand Draft drawn in favour of “West Bengal University of Animal & Fishery Sciences” payable at Kolkata.**
- c) In case exemption for submission of EMD is claimed, relevant document in this respect valid up to 31.03.2018 shall be uploaded.
- d) Scanned Original PAN Card
- e) Scanned Original License (valid up to 31.3.2018).
- f) Scanned Original Trade License & GST Registration Certificate issued by appropriate authority.
- g) Scanned Original P.Tax, Sale Tax, IT Return document / Certificate issued by appropriate authority.
- h) Application Form in Annexure-I [Rate in BOQ should not be indicated in the Application, Disclosure of Service Charge anywhere other than BOQ will be a disqualification & such tender will be rejected]
- i) Up-to-date Balance Sheet, Receipt Payment Statement & Income-Expenditure Statement of the bidder duly authenticated by any Registered Chartered Firm should be scanned & uploaded in the prescribed e-tender portal.
- j) Terms & conditions for submission of tender to be duly signed & stamped and have to be scanned & uploaded as a token of acceptance in the prescribed e-tender portal.
- k) All the submitted documents should bear Page number & must be indicated in the CHECK LIST.

No Tender will be accepted, if the same is not supported with all the above documents. The OFFERED RATE SHOULD BE VALID for **One Year**.

On-line submission of tender will start from 2 pm on 08th February, 2018. The last date of submission of tender is 02nd March, 2018 up to 5.00 p.m. The technical bid will be opened on 5th March, 2018 at 11.30 am. The date of opening of financial bid will be notified later on.

The bidder must abide by the enclosed terms & conditions as laid down by this University.

IMPORTANT: *BEFORE QUOTING RATE INTERESTED PARTIES WILL HAVE TO CONTACT THE REGISTRAR, WBUAFS FOR ANY FURTHER CLARIFICATION ON THE TECHNICAL SPECIFICATION OF THE ITEMS.



(Prof. S. S. Dana)
Registrar (Actg.)

Memo No. WBUAFS/Admn /ET(17-18)/ 176/1(13)

Date. 06.02.2018

Copy forwarded for information and wide circulation to:

- 1) The Hon'ble Vice-Chancellor, WBUAFS, Kolkata -37, 2) The Finance Officer, WBUAFS, Kolkata – 37.
- 3) The Dean, Faculty of _____, WBAUFS, Kolkata-37, 4) The DSW, WBUAFS, Kolkata-37
- 5) The DREF, WBUAFS, Kolkata-37, 6) The Controller of Examination, WBUAFS, Kolkata-37
- 7) The Campus In-Charge, Mohanpur, WBUAFS. 8) The In-Charge, CLINS. (with a request to upload the notice into the university website.) 09) The Dy. Registrar, WBUAFS., 10) Office Copy.



(Prof. S. S. Dana)
Registrar (Actg.)



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Terms & Conditions

For submission of BID against N.I.T. No. WBUAFS/ADMN/ET- 016/ 2017-18

1. MINIMUM ELIGIBILITY CRITERIA

Tenders should be submitted in **two bid system** . First bid shall be known as “**Technical Bid**” in which below stated documents must be kept. **In case of lack of any document (Technical Bids), the tender shall be liable to be rejected and Financial Bids not to be considered.** Second bid shall be known as “**Financial Bid**” in which only rates of items should be kept in prescribed BOQ only.

Bid 1: Technical bid:

Technical bid must be contained:

1. Tender Form
2. PAN
3. Valid Trade License,
4. Valid GST Registration Certificate
5. Constitution of Company, Solvency Certificate, if any
6. Photocopy of Authorized dealership/distributorship certificate (currently valid)
7. Income Tax Return copy (latest)
8. Professional Tax
9. Central Sales Tax (if applicable)
10. Credential of bidder
11. Each Tender, unless the Bidder is exempted under the existing orders of the Govt. of West Bengal or Govt. of India (Valid certificate for EMD Exemption), will have to submit **Earnest Money Deposit @ 2% (Two percent) of the Total Value quoted (Rounded-off to nearest hundred) for each item SEPERATELY** in the form of Bank demand draft drawn on any nationalized bank in favour of **West Bengal University of Animal & Fishery Sciences payable at Kolkata.** Tender Notification No, Date of issue, Name of the item and name of the firm are to be clearly mentioned on the reverse side of the EMD draft.
12. **Previous EMD Draft not to be considered for this notification.**
13. Bank Draft of Rs. 500.00 as cost of tender fees for downloaded tender document on any nationalized bank in favour of **West Bengal University of Animal & Fishery Sciences payable at Kolkata.**
14. Specification of items

N.B.: Documents must be Self attested

Bid 2: Financial bid:

1. Financial bid will be opened only when technical bid is found to be qualified
2. In the envelope of this bid only rates of items (prescribed format) will be kept (Separate envelop for separate items except Stationery Items) and envelope will be sealed in one big envelop.
3. **Price can be quoted only in INR.**
4. Separate tender may be submitted for separate group of items i.e. A & B.
5. Validity of tender: Quoted rate shall remain valid for a period of at least 365days from the last date of submission of tender.
6. Normal commercial warrantee/ guarantee shall be applicable to the supplied goods.

7. All duties, taxes and other levies payable by the supplier/manufacturer under the contract shall be included in the total price.
8. Tender Notification No, Date of issue, Name of the item and name of the firm are to be clearly mentioned on the envelope.
9. No conditional financial bid shall be entertained / accepted.

NOTES:

- Rate quoted should be inclusive of all charges for supply at Belgachia, Kolkata-37 or Mohanpur, Nadia or Chakgaria, Kolkata.
- Custom clearance has to be done by the supplier on behalf of the University free of charge (if any).
- Installation of equipment and training for use must be given free of charge at our laboratory (if required).
- No Agency Charge / Commission shall be entertained.
- Copy of certificate of origin should be enclosed.
- Agency / sole distributorship certificate should be enclosed (valid certificate).
- University Authority reserves the right to accept or reject any tender without assigning any reason / reasons what so ever.
- WBUAFS, Kolkata is exempted for excise duty payment.
- **Preference will be given to the manufacturer of the items.**

General:

- Payment shall be made within a reasonable period after delivery of items or completion work, submission of bills and final Quality Approval.
- No Tender will be accepted, if the same is not supported with all the above documents.
- The offered rate should be valid for **365 days** but the period may be extended or curtailed at the discretion of the undersigned/ Appropriate Committee/ Tendering Authority and requirement.
- The quantity and delivery schedule as stated above are tentative and may vary.
- The bidder must abide by the terms and Conditions as laid down by this University.
- Any further clarification on the technical specifications of the items prior to the submission of tender, the firms may contact the undersigned.

2. EARNEST MONEY DEPOSIT & OTHER FEES

- i. Each Tender, unless the Bidder is exempted under the existing orders of the Govt. of West Bengal or Govt. of India, will have to be deposit Earnest Money amounting 2% of the Total tender value only in form of Demand Draft drawn in favour of "West Bengal University of Animal & Fishery Sciences" payable Kolkata.
- ii. The Earnest Money Deposit shall not carry interest. This university is not liable for deposition of excess of Earnest Money.
- iii. Earnest Money deposited before the date of issue of this N.I.T. will not be accepted. Earnest Money Deposit of previous tender will not be adjusted/ considered for this tender.

- iv. The onus of proving that a Bidder is exempted from depositing Earnest Money will be on the Bidder & must be proved by submission of valid documents to that effect e.g., Co-operative Societies of this State should furnish Registration Certificate from the State Register of Co-Operative Societies.
- v. Earnest Money will be released after finalization of tender as in the following cases:-
 - a) Tender documents which are not valid or selected..
 - b) Since a panel of two tenderers quoting Rate(s) lowest one and second lowest, is to be prepared, their Earnest Money Deposits will be retained for 6 (Six) months from the date of approval of Lowest Rate . For such retention no interest will be payable.
 - c) In other cases, it will be released in due course.

B.FINANCIAL COVER: “BID- B”:

- **BOQ:**

- a. Rate should be quote as mentioned in the N.I.T. including incl. of all incidental charges & exclusive of GST.

10. DATES & INFORMATION

Sl.	Activity	Date, Time & Venue
1.	Date of Publishing of N.I.T. & other Documents (On-line)	08 th Feb, 2017 from 2-00p.m.
2.	Starting Date of Downloading Documents (On-line) & Bid submission date (On-line)	08 th Feb, 2017 from 2-00p.m.
3.	Date of hosting of documents at departmental Website	08 th Feb, 2017 from 2-00p.m.
4.	Date of Pre-bid Meeting at the office of the Undersigned	13 th Feb,2017 at 12 Noon.
5.	Closing date of downloading documents & on-line bid submission	02 nd March,2017 upto 5.00 p.m.
6.	Bid opening date for Technical bid (On-line)	05 th March,2017 at 11.30 a.m.
7.	Date of uploading list for Technically Qualified Bidder(On-line)	To be notified later on
8.	Date for opening of Financial bid (On-line)	To be notified later on
9.	Date of uploading of list of Bidders along with the approved rate	To be notified later on.

THE UNDERSIGNED RESERVES THE RIGHT TO CHANGE THE ABOVE SCHEDULE IN CASE OF ANY EXIGENCIES AFTER PUTTING UP A NOTICE IN THE DEPARTMENTAL WEBSITE & NOTICE BOARD.

11. PAYMENT

- (i) No advance payment (Part or full) will be entertained in any case.
- (ii) Tax Invoice is to be sent in TRIPLICATE along with relevant order, if any, after completion of every month addressed to the Registrar, WBUAFS for making payment.
- (iii) Periodical inspection/ surprise visits will be carried out by the Officers authorized for checking performance of the agency during the tenure. The payment will be released after inspection of the area proposed for protection.



(Prof. S.S.Dana)
Registrar (Actg.)

CHECK – LIST

**Information about Bidders
(To be furnished On-line with the Technical bid)**

Sl No.	Description	Particulars	Page Number
1.	Name of the Firm		
1. (a)	Registered Address with PIN, Phone No., E-mail, FAX etc.		
(b)	Sole Owner or Partnership Firm.		
3.	Name of the Person authorized to enter into & execute Contract Agreement		
4.	Earnest Money, whether submitted, if not attested copy of Exemption Certificate attached.		
5.	Scanned Original PAN Card whether uploaded.		
6.	Scanned Original GST Registration Certificate whether uploaded.		
7.	Scanned Original Trade License whether uploaded.		
8.	Copy of Terms & Conditions of the Tender duly signed in each page whether enclosed.		
09.	List of Clients whether uploaded.		
10.	Scanned Original Documentary Evidence in support of prescribed Annual Turnover issued by competent authority whether uploaded.		

Application Format

(To be furnished in the Company's Official Letter Head Pad with full Address with contact no. Telephone no. FAX No., e-mail Address, Website etc.)

Ref. No. -----

Dated.....

To
The Registrar,
West Bengal University of Animal & Fishery Sciences
68, K.B. Sarani
Kolkata-700037

Sub: Supply of Furniture.

Sir,
With reference to your online WBUAFS/ADMN/ET-016/2017-18 dated. Feb,2018,
I / We.....the Proprietor/Authorised
Nominee/s (of the Firm) are hereby furnishing my/our rates for
the item tendered for, as per your specification, terms & conditions to the West Bengal University of
Animal & Fishery Sciences for the year 2017-18.

Should this tender be accepted, I/We hereby agree to abide by & fulfil all the terms & conditions laid down in the online N.I.T. and the particulars available in the Tender Notice & the details given in the specification/ Description or in default thereof to forfeit & pay the Governor of the state of West Bengal, or his successor in office the penalties/sums/or of money that may be imposed by the West Bengal University of Animal & Fishery Sciences, the earnest money deposited herewith or from other money deposited by me/us or from the bills that will be payable to me/us for the supplies to be made.

I/We also agree that the decision of the Registrar, West Bengal University of Animal & Fishery Sciences in all matters in respect of this online tender will be final & binding on me.

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

I am/We are well acquainted with the facts about the firm and the information provided in the tender is true & correct.

Yours faithfully,

Date:

Signature & office seal:

Name of the Firm:

Address with PIN:

ANNEXURE-I

Sl.No.	Item	Specification
01.	Reading Table	Size-36'' (L)x24'' (W)x30''(H). Leg 25 mmx 25 mm square pipe (16 gauge) with rubber buffer, 19 mm thick water & termite proof ply wood with both side lamination with 0.8 mm laminate top side covered with leaping bit, fitted with one standard drawer (12''x16''x3'' with lock. Finished with good quality paint.
02.	What not	Size-36'' (L)x12'' (W)x30''(H) made up with MS angle (30 mm x 30mm x 5mm) and 22 gauge MS sheet with two shelves finish with priming painting and complete.
03.	Executive Table	Godrej Exe. Table, Model Enterprise 5'6'' x 3''
04.	Executive Chair	Godrej mid back chair model Bravo PCH-9U01R
05	Visitor Chair	Model ch-077
06	Book Case	Made with steel along with 5 shelve and 4 door with glass.
07	Almirah	Godrej- Model Storwel Plain
08	Drawing Table (Wooden make)	Size -36'' x 22'' x 38'' (height) sal wood structure , top Siris/ Akashmoni wood and 01 no. shelve size 36''x22'' with polishing
09	Drawing Board	Make- pine wood, size: 24'' x24'' with side Channel
10	Wooden Stool	Size-15'' x15'' x30'' (height) Sal wood structure, top serice/ Akashmoni wood with polishing
11	Computer table (wooden make)	Size-36''x24''x30'' (height) Sal Wood structure side Piya Siris 16''x30'' Siris wood with wheel system, one nos key board Chanel drawer size- 34''x24'' and one nos shelve for UPS & Printer arrangement size – 16''x36'' table top sunmica pasing with all polishing
12	Plastic Chair without arm for dining room product name:	Best quality
13	Plastic Chair without arm	Height- 880mm, Width-404mm, Depth- 470 mm (Branded Quality)
14	Plastic Chair with arm	Height-873 mm, Width- 582 mm, Depth- 587mm (Branded Quality)
15	Plastic Chair without arm	Height- 855mm, Width-410 mm, Depth- 545mm (Branded Quality)
16	File Cabinet	Good quality Steel body, 5 drawer with lock & key.
17	Metal Perforated Chair 3 Seater	
18	Laboratory wooden bench	Laboratory wooden bench with backrest and arms for sitting of student - 4 Nos, Specification: Length-7ft, Breadth -18'', Height for back rest-36'', Seating top height- 18'', Arms- 2nos.
19	Black Board	5ft x 3ft-2 nos.
20	Laboratory Table	Sal wood make 8 feet X 2.5 ft X 3 ft , 6 Nos legs, top 8 m.m plug finish Sunmika structure (Wooden polish making & Supplying)
21	Cot	6ft X 4ft X 1.5ft (Iron Make) with 12mm water proof plywood along with banded mattress.
22	Book Shelf / Rack	Standard size. (size should be mentioned in the tender paper by the vendor)