



**OFFICE OF THE PRINCIPAL  
HOOGHLY MOHSIN COLLEGE**

COLLEGE ROAD, CHINSURAH, HOOGHLY-712101, WEST BENGAL  
e-mail: [hooghlymohsincollege@gmail.com](mailto:hooghlymohsincollege@gmail.com); website: [www.hooghlymohsincollege.ac.in](http://www.hooghlymohsincollege.ac.in)

*Tender Notice No.: 526/U-2(2<sup>nd</sup> Call)*

*Date: 10/11/2023*

**Notification Inviting e-Tender (Two Bid)**

*(Submission of BID strictly through WB e-tender portal only)*

The Principal, Hooghly Mohsin College under the aegis of the Department of Higher Education, Government of West Bengal having its office at College Road, Chinsurah, Hooghly - 712201 is inviting e-tender (two bid) for **Supply of Laboratory Equipments (as listed in Annexure-1)** in the college campus for **the financial year 2023-24** from the Bonafide Manufacturer / Direct Importer / Authorized Distributers / Reputed Vendors having at least three years experience in relevant field. This tender is invited in concurrence with the approval of the Higher Education Department, Government of West Bengal (vide memo no. **GO2324006346HE, dated 04/09/2023**). The effective date of supply will be mentioned in the final work order.

Necessary earnest money to be submitted to the Government only through online mode for participation in the e-Tender process as appended in the table below as per G.O. No 3975-F(Y) dated 28/07/2016 of the Finance Department, Government of West Bengal:

<b>Name of the Item</b>	<b>Earnest Money</b>
<b>Supply of Laboratory Equipments (Listed in Annexure-1)</b>	<b>Rs.3,000/- (Rupees Three Thousand Only)</b>

**1. GENERAL INSTRUCTIONS**

- In the event of the tendering process, an intending bidder may download the tender documents free of cost from the website; <https://wbtenders.gov.in> directly with the help of a Digital Signature Certificate.
- Both Technical bid and Financial Bid are to be submitted concurrently and duly digitally signed on the website <https://wbtenders.gov.in>.
- All papers must be submitted in the English language.
- The bidder must submit all the proforma enclosed herewith in the Annexure-2 and Annexure-3.
- The "Checklist for Documents" must be properly filled up; else the quotation/tender of the bidder shall be rejected.
- The documents must be properly arranged in the file following the checklist.
- Submission of hard-copy of any bid-related document is prohibited and will only be submitted through the NIC portal.

- h) The rates should remain valid for the period up to March 2024.
- i) No conditional/incomplete rate will be accepted under any circumstances.
- j) During the evaluation, the Tender Inviting Authority may summon the tenderers (if required) & seek clarification/ information or additional documents or an original hard copy of any of the documents already submitted & if they are not produced within the stipulated time frame, their bid will be rejected.
- k) If the tenderer gives a false statement on any information about the firm/supplier or any credentials found incorrect/manufactured/fabricated during the tender process, their quotation/tender shall be rejected, and the earnest money shall be forfeited.
- l) The tender inviting authority reserves the right to reject any or all the quotations without assigning any reasons thereof.
- m) The Tender Schedule is available in Clause-6 on Page-5.
- n) Mere submission of tender does not necessarily mean the offering of work order to the bidders.
- o) It is assumed by the tendering authority that the participating bidders have read all the conditions as mentioned in e-NIT.
- p) No request, no complaints, no grievance will be entertained by the tendering authority unless there is/are inadvertent mistakes/mistakes on the part of the tendering authority.
- q) In case of any dispute, the tendering authority's decision will be treated as the final and conclusive. All legal actions are subject to Chinsurah jurisdiction only.
- r) Tendering authority may decide the non-hiring of the said personnel even after the selection of agents due to its fund constraints.
- s) Tendering authority may seek documents from the bidder in addition to the scanned documents sent by them at the time of uploading the technical bid for verification and evaluation of the tender.
- t) Tendering authority reserves the right to relax any clause as stated here in above for the selection of a responsive bidder.

## **2. SUBMISSION OF THE TENDERS**

The tender is to be submitted in a two Bid System.

### **[A] TECHNICAL BID "A"**

#### **PART I: Statutory Cover containing the following documents**

**(SINGLE FILE MULTIPLE PAGE SCANNED)**

Essential Requirements of the Tendering Firm for participation shall contain all papers related to the essential requirements of the Tenderer for participation in the tender viz.

- a) "Checklist for Documents" (in the prescribed format available in Annexure-2)
- b) "Declaration Form" (in the prescribed format available in Annexure-3)
- c) "Specification of the Quoted Item" (in the prescribed format available in Annexure-4)

## PART II: Non-Statutory/My Documents containing the following documents

(SINGLE FILE MULTIPLE PAGE SCANNED)

Sl.No.	Category	Sub-category	Sub-Category Description
A.	Bidder Details	Certificates	1. PAN Card 2. Professional Tax Registration Certificate 3. GST Registration Certificate 4. Valid Trade License for the FY 2023-24 for the specific trade
B.	Credential		1. Work orders and payment certificates for experience in similar nature of work for the last three financial years 2. Guarantor on behalf of the bidders (if value of quotation exceeds Rs.10Lakh)
C.	Financial Information	Income Tax Returns	Income Tax Returns submitted for the – 1. Financial Year 2022-23 relating to Assessment Year 2023-24 2. Financial Year 2021-22 relating to Assessment Year 2022-23 3. Financial Year 2020-21 relating to Assessment Year 2021-22
		P/L Accounts & Balance Sheet	Audited P/L Account & Balance Sheet or a certificate by the chartered accountant clearly stating the nature of the business and annual turnover for the – 1. Financial Year 2022-23 relating to Assessment Year 2023-24 2. Financial Year 2021-22 relating to Assessment Year 2022-23 3. Financial Year 2020-21 relating to Assessment Year 2021-22

### [B] FINANCIAL BID “B”

#### **BOQ in INR (in excel sheet)**

The folder as “Financial Bid” shall contain the BOQ file where **Base Price including all charges** (e.g. Customs Duty; Transportation Charges; Insurance Charges; Testing Charges; Incidental Charges; Packing, Forwarding & Freight Charges; Clearing Charges; and Installation Charge etc.) and **Applicable GST Amount** are to be mentioned for each item. All prices must be quoted in Indian Currency only.

### **3. EVALUATION OF THE TENDERS & AWARD OF CONTRACT**

During the tender evaluation process, “Bid A”, i.e., the technical bid will be opened first and all the participating Tenderers will be processed for technical evaluation.

The Tenderers who will qualify the technical evaluation, will be identified and only their “Bid B”, i.e., the financial bid will be processed for financial evaluation.

The Tenderers who will not qualify the technical evaluation due to failure to meet the technical and other requirements of participating in the tender, will be rejected at technical evaluation and their quotation will not be processed for financial evaluation.

***The Financial Bid is to be evaluated on the total price (Base Price + Applicable GST Amount) for individual item.***

The Tenderer quoting the lowest price for individual item will be considered successful in financial evaluation.

In case of a tie in selecting a successful bidder among more than one L1 bidder, the successful bidder will be selected based on the pertaining clauses as mentioned in the G.O. No. 2320-F(Y) dated 07/06/2022 of the Finance Department of the Government of West Bengal.

The contract will be awarded to the successful tenderers selected as mentioned above.

#### **4. PAYMENT TERMS**

No advance money will be provided to the eligible bidders/suppliers.

Payment will be made through online e-billing mode through IFMS, Government of West Bengal and Hooghly-II Treasury after successful execution and accomplishment of service depending upon the availability of funds in the respective head of the IFMS Module. In no case, payment will be made manually.

Payment may be made after successful and complete supply of the ordered items.

#### **5. COST OF EARNEST MONEY**

Each tenderer must to submit Earnest Money in the form of online submission in accordance with G.O. No. 3975-F(Y), dated 28.07.2016 of the Finance Department, Government of West Bengal at a minimum amount of Rs.15,000/- (Rupees Fifteen Thousand). If the bidder does not provide the EMD for any quoted bid value of any department/section in respect of in Bid A, the bid of the respective bidder should be treated as cancelled.

The EMD will be refunded or forfeited as per following conditions--

- a) If the bidder(s) do not get any offer, the EMD will be automatically refunded to the bidder(s) account through online mode only after finalization of the tender or within 120 (one hundred twenty) days from the date of opening of tender whichever is later against the specific prayer of Tenderer, depending upon the accessibility of the IFMS Portal, Govt. of WB.
- b) If the bidder(s) get any offer, the EMD will be refunded to the bidder(s) account through online mode from Hooghly-II Treasury only after successful and satisfactory completion of the work order issued to the vendor, within 90 (ninety) days from the date of completion of issued work order, depending upon the accessibility of the IFMS Portal, Govt. of WB.
- c) No request for receiving the EMD amount in any other offline / online mode will be entertained at any stage by the College authority.
- d) **If the bidder(s) get the work order, but is unable to supply the materials / carry out the work order successfully and satisfactorily, the EMD will be forfeited.**

## 6. TIME SCHEDULES OF THE E-TENDER:

Sl. No.	Items	Publishing Date(s)
01.	Date of uploading of N.I.T. & Tender documents (online) from this end	14/11/2023 after 9:00 AM
02.	Starting of Documents download (online)	14/11/2023 after 9:00 AM
03.	Bid Submission starting (online)	14/11/2023 after 9:00 AM
04.	Last date of Documents downloads and submission of bid (online)	29/11/2023 upto 10:00 AM
05.	Date of Technical Bid opening	01/12/2023 after 10:15 AM
06.	Date of uploading list for Technically qualified Bidder (Bid A) (online)	To be notified later
07.	Date and Place for opening of Financial Proposal (Bid B) (online)	To be notified later
08.	Date of uploading of list of bidders along with the approved rate	To be notified later

**The Principal, Hooghly Mohsin College, Chinsurah, Hooghly reserves the right to change the above schedule in case of any exigencies after putting up a notice on the website, <https://wbtenders.gov.in> and office notice board.**

**Sd/-  
The Principal & the DDO  
Hooghly Mohsin College  
Chinsurah, Hooghly**

## Annexure - 1

### List of Equipments for Supply

Sl No	Department	Name of equipment	Made	Quantity
1	Botany	Chroatographic Paper Dryer 1000 W	Philips	3
2		Chromatographic chamber (small) with lid 20x12x10cm		4
3		Hot plate With magnetic Stirrer-2L	Remi	1
4		Digital pH Meter	Systronic	2
5		OHP	Lagbo	
6		Projector Holder		1
7		Electrical Conductivity Meter	Systronic	1
8		Autoclave Plunger		6
9		Soxlet Apparatus With Controlled Heating Mantle	Biocin	2
10		Thimble Single thickness Whatan (25 No pkt)	Biocin	1
11		Ninhydrin Sprayer		14
12		Magnetic Stirrer bar (6x10mm)	Tarson	4
13		Clinical Centrifuge with 6x15 ml swing out head & 15 ml tapered bottom glass tube- RPM 3500	Remi C-854/6	1
	Chemistry			
14		SMPS 450 Watt	IBall	3
15	Micro Controller Ph Meter	Systronics Type 361	1	
16	Ups 1KV	Sen and Pandit	1	
17	Taparia 8 Inch (+)	Taparia	1	
18	Geology	Binocular polarizing petrological Microscope with optics	Censico	1
19		Palaeontological Microscope	Censico	1
20	Zoology	Readwell Touch Elisa Reader	Robonik Hsn9027	1
21		Chest Freezer	Celfrost Hsn9027	1
22		TDS Tester	Eutech Hsn9027	1

## Annexure - 2

**[To be furnished on Company/Firm's Letter Head]**

### Check List for Documents

Sl. No.	Items	Yes /No	Page No.in file
1	Annexure - 3		
2	Annexure - 4		
3	PAN Card of the authorized signatory		
4	GST Registration Certificate		
5	Professional Tax Registration Certificate		
6	Valid Trade License for carrying on a business of Private Security Agency issued by the Home Department, Government of West Bengal		
7	Income Tax Returns submitted for the i) FY 22-23 relating to AY 23-24 ii) FY 21-22 relating to AY 22-23 iii) FY 20-21 relating to AY 21-22		
8	Audited P/L Account & Balance Sheet of the i) FY 22-23 relating to AY 23-24 ii) FY 21-22 relating to AY 22-23 iii) FY 20-21 relating to AY 21-22		
9	Work orders and payment certificates for experience in similar nature of work of last three financial years (20-21, 21-22, 22-23)		
10	Proof payment of EMD		
11	Annual Turnover as per Audited P/L Accounts & Balance Sheet	FY 20-21 : Rs. _____/- FY 21-22 : Rs. _____/- FY 22-23 : Rs. _____/- Average Annual Turnover : Rs. _____/-	

\_\_\_\_\_  
Signature of the Authorized Signatory with Seal

Mobile:

Email:

Address:

## Annexure - 3

**[To be furnished on Company/Firm's LetterHead]**

To  
The Principal  
Hooghly Mohsin College  
Chinsurah, Hooghly  
Hooghly, West Bengal, 712101

Dear Sir,

I, the undersigned

1. Do certify that all the statements made in the attached documents are true and correct. In case of any information submitted, is proved to be false or concealed the application may be rejected and no objection / claim will be raised by the undersigned.
2. Do certify that neither our company/firm M/S. \_\_\_\_\_ nor any of constituent partner had been debarred to participate in any tender by any Government/ Undertaking / Private Organization during the last 5 (five) years prior to the date of Tender Inviting Notice.
3. Do certify that we will supply the items and provide the relevant services as per the requirement mentioned in the work order through the notice inviting tender.
4. Read the notice inviting tender thoroughly and accept the terms and conditions as laid down in the tender document and declare that we shall abide by them throughout the contract period including its extensions, if any.
5. Understand that further qualifying information may be requested and agree to furnish any additional information as required by the tendering authority.
6. Certify that I have applied in the tender in the capacity of individual/partner of a firm/Director of the company/Chairman of the corporation and I have not applied separately for the same supply.

**I hereby declare that the above information is true and correct to the best of my knowledge and belief. In case of any false/wrong/misleading information, I shall be bound to take the decision taken by the College.**

\_\_\_\_\_  
Signature of the Authorized Signatory with Seal

Mobile:

Email:

Address:



## Annexure - 4

**[To be furnished on Company/Firm's LetterHead]**

### **Specification of the Qouted Item**

<b>Sl.</b>	<b>Name of the Equipment</b>	<b>Make</b>	<b>Model</b>
1	Chroatographic Paper Dryer 1000 W		
2	Chromatographic chamber (small) with lid 20x12x10cm		
3	Hot plate With magnetic Stirrer-2L		
4	Digital pH Meter		
5	OHP		
6	Projector Holder		
7	Electrical Conductivity Meter		
8	Autoclave Plunger		
9	Soxlet Apparatus With Controlled Heating Mantle		
10	Thimble Single thickness Whatan (25 No pkt)		
11	Ninhydrin Sprayer		
12	Magnetic Stirrer bar (6x10mm)		
13	Clinical Centrifuge with 6x15 ml swing out head & 15 ml tapered bottom glass tube- RPM 3500		
14	SMPS 450 Watt		
15	Micro Controller Ph Meter		
16	Ups 1KV		
17	Taparia 8 Inch (+)		
18	Binocular polarizing petrological Microscope with optics		
19	Palaeontological Microscope		
20	Readwell Touch Elisa Reader		
21	Chest Freezer		
22	TDS Tester		

\_\_\_\_\_  
Signature of the Authorized Signatory with Seal

Mobile:

Email:

Address: