

**TENDER FOR SUPPLY OF GLASSWARE & PLASTIC WARE FOR DBT-WB PROJECT**  
**UNDER THE DEPARTMENT OF BIOTECHNOLOGY, MAKAUT, WB**

Ref. No.: MAKAUT-WB/2020-21/DBT-WB(RRR)/002/GW-PW

Dated: 04-02-2021

Maulana Abul Kalam Azad University of Technology, West Bengal (MAKAUT, WB) invites quotations for supplying various Glassware and Plastic ware items for "*Studies of bioremediation strategies based on the multi metal tolerance of a new bacterial isolate*" Project (P.I.: Dr. Rina Rani Ray) under the Department of Biotechnology of the University (Haringhata Campus).

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

**PART-A: TECHNICAL INFORMATION / DOCUMENTS TO BE PROVIDED BY THE BIDDER**

- 1) Brief Profile of the bidder (to be provided on official letterhead of the firm):
  - a) Name
  - b) Address
  - c) Official contact number(s) and e-mail id (including contact person's name and designation)
  - d) Nature of the firm (Proprietorship / HUF / Partnership / Company or else)
  - e) Date of incorporation (as per the first trade license)
  - f) Number of years in the present business (supply of chemicals)
- 2) Valid Trade License for Financial Year 2020-2021
- 3) PAN
- 4) GSTIN
- 5) P. Tax Registration Number:
- 6) Tender Fee (Rs.500/-) deposit detail:
  - a) Transaction reference no. and date:
  - b) Bank A/c No., Bank Name & Branch from where the amount was debited:
12. Any other necessary information that the bidder would like to mention:
  - a)
  - b)
  - c)
  - d)
  - e)
  - :
  - :
  - :

**PART-B: BOQ**

**List of Glassware and Plastic ware items to be supplied for "Studies of bioremediation strategies based on the multi metal tolerance of a new bacterial isolate" Project (P.I.: Dr. Rina Rani Ray), Department of Biotechnology, MAKAUT, WB at Haringhata, Nadia.**

Sl. No.	Item & Specification / Size	Qty.	Unit Rate (Rs.)	Item Value (Rs.)
1.a.	GLASS SPREADER	4 PACKS		
1.b.	GLASS SLIDES	5 PACKS		
2.	SYRINGE FILTER (0.45 MICROMETER PORE SIZE, 45 BARS)	100 UNITS		
3.	CENTRIFUGE TUBE – 50ML	100 UNITS		
4.	CENTRIFUGE TUBE – 15ML	100 UNITS		
5.	QUARTZ CUVETTE – 1ML	2 NOS.		
6.	QUARTZ CUVETTE - 500 $\mu$ L	2 NOS.		
			<b>Total Item Value</b>	<b>XXXXX</b>
			<i>Add: GST @ .....%</i>	<b>XXXX</b>
			<b>Grand Total (incl. all)</b>	<b>XXXXX</b>

**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: GENERAL TERMS & CONDITIONS**

- 1) The bidder should be a registered firm under prevailing rules. 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. Bids should be submitted in properly sealed envelopes (no stapling). There should be separate sealed envelopes for Technical Bid and Commercial / Financial Bid. The envelopes should be addressed to the Registrar, MAKAUT, WB. The Tender Reference Number, Tender Date, Title of the tender, Name and Address of the vendor should be properly mentioned on the envelopes. Envelope in unsealed condition or without having any of the above information will not be considered for further process.
- 3) Last date of submission of bids: **11<sup>th</sup> February, 2021** (hard copies).
- 4) Bid documents are to be dropped in the specified tender box at the Haringhata Campus of the University.
- 5) Prior to submitting the hard copies of the bid documents to the University, the scanned copies of the same should be mailed to [makaut.purchase@gmail.com](mailto:makaut.purchase@gmail.com).
- 6) Any firm already having any legal dispute with the University need not to submit the bid.
- 7) Apart from the list mentioned in **Part-A** of this tender notice, 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) Submission of multiple bids by any party against single tender notice, whether by self or through any other sub-vendor will not be considered for evaluation and all those bids will be summarily rejected.
- 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 amount mentioned as "Grand Total" shall be the door delivery price at MAKAUT WB, Haringhata Campus. No other payments shall be charged by the supplier for this purchase.
- 13) **Tender Fee (Non-Refundable) detail:**
  - a) Tender Fee Amount : Rs.500/- (Rupees Five Hundred only)
  - b) Bank & Branch : Indian Bank, Salt Lake Branch
  - c) Bank Account No. : 6360279330
  - d) Bank Account Name : MAKAUT, WB
  - e) IFS Code : IDIB000S147
  - f) Mode of deposit : NEFT / Net Banking / UPI (through various payment gateways)

The bidder must mention the transaction details in Part-A of this tender which will be subject to cross-checking at the University end during the time of technical evaluation. Bid without tender fee and/or without relevant deposit details will not be considered.

- 14) The University reserves the right to accept or reject any bid without showing any reason.
- 15) 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.

- 16) 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.
- 17) 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.
- 18) Items should be as per the specifications mentioned in **Part-B** of this tender.
- 19) 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.
- 20) 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.
- 21) If any vendor is registered under GST Composite Scheme, the same is to be mentioned in Part-A (Item No.4). The same may also be mentioned in the BOQ.
- 22) The bidder should submit GST-compliant bill / invoice for GST bill / invoice. Delivery challan and copy of the order received by the vendor always should be attached to the bill / invoice. GSTIN of the supplier and GSTIN of the University – both should be mentioned therein.
- 23) PAN and Bank details of the supplier are to be mentioned in the bill / invoice.
- 24) There should be a single bill / invoice against one purchase order.
- 25) Statutory deductions (if any) during payment process will be made as per existing Government Rules.
- 26) Payment will be subject to successful delivery of the required items and necessary approval of the Competent Authority of the University.
- 27) The payment will be made only in favour of the supplier only. Any exception in this regard will subject to the consideration of the University Authority only.

**Sd/-  
Registrar  
MAKAUT, WB**