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Memo No. AC/297/24-25

Date: 07-01-2025

Notice Inviting e-Tender

Online quotations through website https://wbtenders.gov.in are invited from competent and bonafide vendors/ distributors/ dealers/agents/ manufacturers for supply and delivery of laboratory Chemicals at Kalyani Regional Centre, Chemistry Department, School of Sciences, Netaji Subhas Open University, Ghoshpara Station Road, Kalyani, Nadia, West Bengal subject to the following terms and conditions. Interested bidders are to participate in the bidding process as per specifications and conditions mentioned below.

DATE AND TIME SCHEDULE

| Date of Publication of Tender Online through website https://wbtenders.gov.in/ | 07.01.2025 after 17.00 Hrs. |
|--|-----------------------------|
| Date of Document Download Start | 07.01.2025 after 17.00 Hrs. |
| Date of Bid Submission Start | 07.01.2025 after 17.00 Hrs. |
| Date of Bid Submission Closing | 18.01.2025 after 17.00 Hrs. |
| Date of Opening of Technical Bid | 21.01.2025 after 12.00 Hrs. |
| Date of Opening of Financial Bid | To be notified later |

Finance Officer Netaji Subhas Open University DD-26, Sector -1, Salt Lake, Kolkata-700064 Email: <u>finance@wbnsou.ac.in</u>



Bidders Eligibility:

- 1. The Bidders should have Experience in similar type of supply as specified in Annexure II at least for 3 years.
- 2. The supplier must have the credential of supply of similar type of items to the Educational Institute/Government Office.
- The Bidders should have legal compliance such as: (1) GST Number, (2) PAN / TAN , (3) Trade License other related Certificate.

Terms & Conditions:

 Payment Terms: No advance payment or payment against Performa invoice will be made. Payment will be processed after receipt, inspection, and successful installation/testing of the items.
Return of Goods: Any damaged or unapproved items will be returned at the bidder's risk and cost, with incidental expenditures being recovered from the concerned party.

3. **Payment Method:** Payments will be made through crossed account payee cheque or electronic payment (NEFT) after the delivery and successful installation of the items.

4. **Delivery Schedule:** The bidder must deliver and install the items within 21 days from the receipt of the order. Delivery/Installation is to be done at the Kalyani Regional Centre, School of Sciences, Netaji Subhas Open University, Ghosh Para Station Road, Kalyani, Nadia. West Bengal (Cell Development and Immunobiology Laboratory, Department of Zoology, Room No. 008, Academic Building – II).

5. Work /Purchase Order: The work / Purchase order may be issued either in a lump sum or through repeat orders based on the availability of funds. The quantity mentioned is tentative and may vary.

6. Quoted Rates: All quoted rates must include installation charges, if any.

7. **Additional Charges:** No additional installation/other charges will be paid beyond the quoted rates.

8. **Security Deposit:** 10% of the Bill/Invoice value will be deducted as Security Deposit and will be refunded after one year of the date of completion of work without any accrued interest.

9. Govt. Compliances: Any TDS/GST/any other taxes or charges will be applicable as per Government Rules.



| SI. No. | Items | Details | Quantity | Preferred Brand |
|------------|--|------------------------------|----------|-----------------------|
| 1 | Ammonium chloride | 500 gm | 1 | Merck/SRL/Spectrochem |
| 2 | Pd-Charcoal activated | 1gm | 1 | Merck/Sigma Aldrich |
| 3 | Dimethyl Glyoxime | 250 gm | 1 | Merck/SRL/Spectrochem |
| 4 | Glycerol | 500 ml | 1 | Merck/SRL/Spectrochem |
| 5 | Malachite Green Oxalate | 25 gm | 1 | Merck/SRL/Spectrochem |
| 6 | Phenol Crystalline | 500 gm | 1 | Merck/SRL/Spectrochem |
| 7 | Potassium iodide | 500 gm | 1 | Merck/SRL/Spectrochem |
| 8 | Potassium dichromate | 500 gm | 1 | Merck/SRL/Spectrochem |
| 9 | Potassium hydroxide flakes | 500 gm | 1 | Merck/SRL/Spectrochem |
| 10 | Potassium permanganate | 500 gm | 1 | Merck/SRL/Spectrochem |
| 11 | Potassium peroxodisulfate | 500 gm | 1 | Merck/SRL/Spectrochem |
| 12 | Silver nitrate | 25 gm | 1 | Merck/SRL/Spectrochem |
| 13 | Sodium hydrogen carbonate | 500 gm | 1 | Merck/SRL/Spectrochem |
| 14 | Sodium carbonate | 500 gm | 1 | Merck/SRL/Spectrochem |
| 15 | Urea | 500 gm | 1 | Merck/SRL/Spectrochem |
| 16 | Thioures | 500 gm | 1 | Merck/SRL/Spectrochem |
| 17 | Sodium dodecyl sulfate | 500 gm | 1 | Merck/SRL/Spectrochem |
| 18 | Litmus paper Blue | 10 book | 1 | Merck/SRL/Spectrochem |
| 19 | Pre-coated TLC aluminum sheets, Kieselguhr F_{254} (L × W 20 cm × 20 cm, aluminum support) | 1 pkg of 25 sheets, sheet | 1 | Merck/Sigma Aldrich |
| 20 | Hydrochloric acid about 35% | 2.5 Lit | 1 | Merck/SRL/Spectrochem |
| 21 | Nitric acid about 69% | 2.5 Lit | 1 | Merck/SRL/Spectrochem |
| 22 | Perchloric acid 60% | 500 ml | 1 | Merck/SRL/Spectrochem |
| 23 | Ortho-Phosphoric acid min. 85% | 2.5 Lit | 1 | Merck/SRL/Spectrochem |
| 24 | Sulfuric acid about 98% | 2.5 Lit | 1 | Merck/SRL/Spectrochem |



| 25 | Absolute alcohol (ethanol) | 500 ml | 3 | Available brand |
|----|---|---|----|-----------------------|
| 26 | Ethanol for lab pract. | 500 | 6 | Available brand |
| 27 | Acetone (rankem) | 25 Lit | 1 | rankem |
| 28 | Carbinol (rankem) | 2.5 Lit | 1 | rankem |
| 29 | Chloroform | 2.5 Lit | 2 | Merck/SRL/Spectrochem |
| 30 | Petroleum benzene 40-60°C /PET ether | 25 Litre drum (rankem) | 1 | rankem |
| 31 | N,N-Dimethylformamide | 2.5 Lit | 1 | Merck/SRL/Spectrochem |
| 32 | 1-Butanol | 500 ml | 1 | Merck/SRL/Spectrochem |
| 33 | DMSO | 1 lt | 1 | Merck/SRL/Spectrochem |
| 34 | Ethylene glycol | 1 lt | 1 | Merck/SRL/Spectrochem |
| 35 | Acetonitrile | 2.5L | 1 | Merck/SRL/Spectrochem |
| 36 | 1, 4 dioxane | 500mL | 1 | Merck/SRL/Spectrochem |
| 37 | 2-methoxy ethanol | 500mL | 1 | Merck/SRL/Spectrochem |
| 38 | 1,2 dimethyoxy ethane | 1L | 1 | Merck/SRL/Spectrochem |
| 39 | ethyl acetate | 25 litre drum (rankem) | 1 | rankem |
| 40 | 2-propanol | 1 lt | 1 | Merck/SRL/Spectrochem |
| 41 | Digital Photoelectric Colorimeter Type 112 | Systronics | 1 | Systronics |
| 42 | Conductivity Cell | (Compatible to the Systronics Conductivity Meter Model - 304) | 1 | Systronics |
| 43 | Beakers – 100 ml | Borsilicate glass | 12 | Borosil |
| 44 | Beakers – 250 ml | Borsilicate glass | 12 | Borosil |
| 45 | Beakers – 25 ml | Borsilicate glass | 5 | Borosil |
| 46 | Beakers – 50 ml | Borsilicate glass | 5 | Borosil |
| 47 | Conical flask with Stopper – 100 ml | Borosil | 6 | Borosil |
| 48 | Conical flask without Stopper – 250 ml | Borsilicate glass | 10 | Borosil |



| | | | | Borosil |
|----|---|-----------------------------|--------|--------------------------|
| 49 | Crucible G-4 glass with bottom unit | Borosil | 1 | |
| 50 | Quartz Cuvette for Spectro Fluorimeter | (sterna /hellma/agilent) | 1 | (sterna /hellma/agilent) |
| 51 | ACCUPIPETTE - Variable Volume Pipette 2-20 microliter | Tarson | 1 | Tarson |
| 52 | ACCUPIPETTE - Variable Volume Pipette 20-200 microliter | Tarson | 1 | Tarson |
| 53 | ACCUPIPETTE - Variable Volume Pipette 200-1000 microliter | Tarson | 1 | Tarson |
| 54 | ACCUPIPETTE - Variable Volume Pipette 1000-5000 microliter | Tarson | 1 | Tarson |
| 55 | Graduated Pipette-01 ml | Borosil | 5 | Borosil |
| 56 | Volumetric Flask with Stopper – 10 ml | Borosil | 6 | Borosil |
| 57 | Volumetric Flask with Stopper – 100 ml | Borsilicate glass | 12 | Borosil |
| 58 | Volumetric Flask with Stopper – 250 ml | Borsilicate glass | 12 | Borosil |
| 59 | Microtip-200ul | Tarson | 2 | Tarson |
| 60 | Microtip-1000ul | Tarson | 2 | Tarson |
| 61 | Micro centrifuge tube-1.5ml | Tarson | 1 pack | Tarson |
| 62 | Micro centrifuge tube-2.0ml | Tarson | 1 pack | Tarson |
| 63 | Centrifuge tube -15.0ml | Tarson | 50 | Tarson |

Sd/-Finance Officer Netaji Subhas Open University DD-26, Sector -1, Salt Lake, Kolkata-700064 Email: <u>finance@wbnsou.ac.in</u>

GENERAL TERMS & CONDITIONS AND INSTRUCTIONS

1. The quotation should include the cost of installation and configuration of all the components.



- The Bidders should have legal compliance such as: (1) GST Number, (2) PAN / TAN & (3)Trade License (4) Professional Tax (5) Certificate of Authorization if applicable.
- 3. The bidders are to participate in the bidding process for the Tender only online at <u>https://www.wbtenders.gov.in</u> as per prescribed format (BOQ).
- 4. Price should be including GST(Please put Total amount of GST of each item in GST Col. of BOQ Sheet).
- 5. Price shall be quoted in INR only.
- 6. Incomplete and Conditional Bids will be summarily rejected without assigning any reasons thereof.
- 7. Tenders must be submitted in two Separate Bids- (1) Technical Bid and (2) Financial Bid. The Technical Bid, if found suitable to meet the specifications noted above, will be followed by Financial Bid.
- 8. Rate of Chemical will be valid for 6 months from the last date of submission of Tender
- 9. The Authority of NETAJI SUBHAS OPEN UNIVERSITY reserves the right to reject the entire bid received without assigning any reason thereof.
- 10. If more than one bidder qualifies as L1 Bidder then the Authority has the right to choose the particular L1 Bidder on the basis of following method:
 - i. Highest average annual turnover of last 3 financial years (2021-22, 2022-23, 2023-24) as per the Audited Financial Statements. (All Financial Statements should bear Audited certification).
 - ii. Any other parameters to be decided by the competent authority, if needed
- 11. The judicature of any legal disputes will be under the Hon'ble High Court, Calcutta.

Sd/-Finance Officer Netaji Subhas Open University DD-26, Sector -1, Salt Lake, Kolkata-700064



ANNEXURE – I

APPLICATION FOR TENDER

(To be furnished in the Company's official letter pad with full address and contact no, E mail address etc)

To The Finance Officer Netaji Subash Open University DD 26, Sector – 1, Salt Lake Kolkata – 700064

Ref: Memo No:

Sub: Submission of Bid – Technical & Financial with reference to the above.

Sir,

As per guidelines given in the Tender Notice we are quoting the rate along with the Technical Credentials supported with relevant documents as applicable.

We have read all the terms and conditions given in the Tender Notice and do hereby undertake to obey the rules and regulations of e-Tender.

With regards

Signature with Seal & Date:

Name of Bidder:

Name of Organization:

Mailing Address:

Mobile No of Contact Person:

Email Address of the Organization:



ANNEXURE - II

FURNISHING BASIC INFORMATION

(To be furnished in the Company's official letter pad)

| 1 | Name of the Bidder | |
|----|--|--|
| 2 | Address for Communication | |
| 3 | Contact Number(s) | |
| 4 | E-mail ID | |
| 5 | Trade License No. (Please enclose copy of Trade License) | |
| 6 | PAN(Please enclose copy of PAN Card) | |
| 7 | GST No.(Please enclose copy of GST) | |
| 8 | Do you have previous experience for supplying similar nature of Items at Educational Institute of Higher Learning (Please enclose copy of Purchase order & user list, if yes) | Yes/No (Please put tick mark) |
| 9 | Annual Turnover as per Audited P/L ACCOUNTS & BALANCE SHEET | FY 2021-22: Rs FY 2022-23 : Rs FY 2023-24 : Rs Average Annual Turnover: Rs |
| 10 | Status of the bidder (Please enclose copy authenticating your status) | Manufacturer/Dealer/Distributer/Selling Agent/Stockiest/Supplying Agent (Please put tick mark) |

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 Bidder (With Seal)



ANNEXURE - III

(Authorization letter in favour of the applicant (other than Managing Director/ Proprietor/Partner) from the competent authority.)

FORMAT

(To be furnished in the Company's official letter pad with full address and contact no, E mail address etc)

(TO WHOM IT MAY CONCERN)

| This is to certify that Sri/Smt | (Name), |
|--|----------------------------------|
| employee of this Organisation as | (Official Designation) is hereby |
| authorized to submit tender online, Vide Notice No | Dated on behalf |
| of the Organization. | |

Signature of the competent authority with Seal

(Signature of the Authorized Person)

Signature of Mr.....is hereby attested.

Signature of the competent authority with Seal



ANNEXURE - IV

(Affidavit Proforma) (To be furnished in Non – Judicial Stamp paper of appropriate value duly notarized)

I, Sri/Smt.

The Managing Director/Proprietor (etc.) of the Firm.,

.....(Name of the firm)

At (address).....

do hereby solemnly affirm and declare as follows:

- That I have not ever been convicted of any offence making myself liable to be disqualified to supply of the above mentioned items to any Govt. or Govt. undertaking Organization /Institution in the State of West Bengal or other State or States.
- 2. That no case is pending against me or against my firm in any criminal court of law to supply the above mentioned items to the Govt. or Govt. undertaking Organization / Institution in the State of West Bengal or other State or States (If any case is pending, state the details).
- 3. That, I also declare that if any information subsequently found incorrect or false will it automatically render the tender submitted by me cancelled and make me liable for penal/legal action as per law of the country.
- 4. That my concern has not yet been declared bankrupt by any banking or money lending agency duly licensed by RBI nor has it been considered doubtful by any Government concern so far as the solvency of the organization is concerned.
- 5. That I do further affirm that the statements made by me in this tender are true to the best of my knowledge and belief and all the documents attached are genuine & correct.



Check List of General Terms and Conditions:

Name of the Bidder/Organisation:

| Sl. No. | Particulars | Put Y if Yes/ Put N if No, respectively |
|------------|---|---|
| 1. | Copy of GST Registration Certificate attached | |
| 2. | Copy of PAN & TAN attached | |
| 3. | Copy of proof of Trade License attached | |
| 4. | Copy of proof of Experience | |
| 5. | Copy of Certificate of Authorization, if applicable, attached | |
| 6. | Details of jobs is attached | |
| | Copy of Audited P/L ACCOUNTS & BALANCE SHEET (For FY | |
| 7. | 2021-22, 2022-23 & 2023-24) | |

Signature with Seal & Date:

Enclosures:

- 1. Copy of GST Registration Certificate
- 2. Copy of PAN & TAN
- 3. Copy of proof of Trade License
- 4. Copy of proof of Experience
- 5. Certificate of Authorization as applicable
- 6. Details of jobs.
- 7. Copy of Audited P/L ACCOUNTS & BALANCE SHEET (For FY 2021-22, 2022-23 & 2023-24)



Rate chart to be submitted separately (in PDF) in Financial Bid along with BOQ (in excel) :

Name of the Bidder:

Address:

Mobile No.

Email ID:

Tender Ref No. :

Rate of Chemical for Chemistry Department, SoSc, NSOU, Kalyani RC

| SI | | | | | Rate without GST ₹ |
|----|----------------------------|---------|-----|-------|--------------------|
| ·N | Items | Details | Qty | Brand | |
| 0. | | | | | |
| 1 | Ammonium chloride | 500 gm | 1 | | |
| 2 | Pd-Charcoal activated | 1gm | 1 | | |
| 3 | Dimethyl Glyoxime | 250 gm | 1 | | |
| 4 | Glycerol | 500 ml | 1 | | |
| 5 | Malachite Green Oxalate | 25 gm | 1 | | |
| 6 | Phenol Crystalline | 500 gm | 1 | | |
| 7 | Potassium iodide | 500 gm | 1 | | |
| 8 | Potassium dichromate | 500 gm | 1 | | |
| 9 | Potassium hydroxide flakes | 500 gm | 1 | | |
| 10 | Potassium permanganate | 500 gm | 1 | | |
| 11 | Potassium peroxodisulfate | 500 gm | 1 | | |
| 12 | Silver nitrate | 25 gm | 1 | | |
| 13 | Sodium hydrogen carbonate | 500 gm | 1 | | |
| 14 | Sodium carbonate | 500 gm | 1 | | |



| 15 | Urea | 500 gm | 1 | |
|----|---|---------------------------------|---|--|
| | | | | |
| 16 | Thioures | 500 gm | 1 | |
| 17 | Sodium dodecyl sulfate | 500 gm | 1 | |
| 18 | Litmus paper Blue | 10 book | 1 | |
| 19 | Pre-coated TLC aluminum sheets, Kieselguhr F_{254} (L × W 20 cm × 20 cm, aluminum support) | 1 pkg of 25 sheets, sheet | 1 | |
| 20 | Hydrochloric acid about 35% | 2.5 Lit | 1 | |
| 21 | Nitric acid about 69% | 2.5 Lit | 1 | |
| 22 | Perchloric acid 60% | 500 ml | 1 | |
| 23 | Ortho-Phosphoric acid min. 85% | 2.5 Lit | 1 | |
| 24 | Sulfuric acid about 98% | 2.5 Lit | 1 | |
| 25 | Absolute alcohol (ethanol) | 500 ml | 3 | |
| 26 | Ethanol for lab pract. | 500 | 6 | |
| 27 | Acetone (rankem) | 25 Lit | 1 | |
| 28 | Carbinol (rankem) | 2.5 Lit | 1 | |
| 29 | Chloroform | 2.5 Lit | 2 | |
| 30 | Petroleum benzene 40-60°C /PET ether | 25 Litre drum (rankem) | 1 | |
| 31 | N,N-Dimethylformamide | 2.5 Lit | 1 | |
| 32 | 1-Butanol | 500 ml | 1 | |
| 33 | DMSO | 1 lt | 1 | |
| 34 | Ethylene glycol | 1 lt | 1 | |
| 35 | Acetonitrile | 2.5L | 1 | |
| 36 | 1, 4 dioxane | 500mL | 1 | |
| 37 | 2-methoxy ethanol | 500mL | 1 | |



| 38 | 1,2 dimethyoxy ethane | 1L | 1 | |
|----|--|--|----|--|
| 39 | ethyl acetate | 25 litre drum (rankem) | 1 | |
| 40 | 2-propanol | 1 lt | 1 | |
| 41 | Digital Photoelectric Colorimeter Type 112 | Systronic s | 1 | |
| 42 | Conductivity Cell | (Compati ble to the Systronic s Conducti vity Meter Model - 304) | 1 | |
| 43 | Beakers – 100 ml | Borsilicat e glass | 12 | |
| 44 | Beakers – 250 ml | Borsilicat e glass | 12 | |
| 45 | Beakers – 25 ml | Borsilicat e glass | 5 | |
| 46 | Beakers – 50 ml | Borsilicat e glass | 5 | |
| 47 | Conical flask with Stopper – 100 ml | Borosil | 6 | |
| 48 | Conical flask without Stopper - 250 ml | Borsilicat e glass | 10 | |
| 49 | Crucible G-4 glass with bottom unit | Borosil | 1 | |
| 50 | Quartz Cuvette for Spectro Fluorimeter | (sterna /hellma/a gilent) | 1 | |
| 51 | ACCUPIPETTE - Variable Volume Pipette 2-20 microliter | Tarson | 1 | |
| 52 | ACCUPIPETTE - Variable Volume Pipette 20-200 microliter | Tarson | 1 | |
| 53 | ACCUPIPETTE - Variable Volume Pipette 200-1000 microliter | Tarson | 1 | |
| 54 | ACCUPIPETTE - Variable Volume Pipette 1000-5000 microliter | Tarson | 1 | |
| 55 | Graduated Pipette-01 ml | Borosil | 5 | |
| 56 | Volumetric Flask with Stopper – 10 ml | Borosil | 6 | |



| 57 | Volumetric Flask with Stopper – 100 ml | Borsilicat e glass | 12 | | |
|----|---|-----------------------|-----------|--|--|
| 58 | Volumetric Flask with Stopper – 250 ml | Borsilicat e glass | 12 | | |
| 59 | Microtip-200ul | Tarson | 2 | | |
| 60 | Microtip-1000ul | Tarson | 2 | | |
| 61 | Micro centrifuge tube-1.5ml | Tarson | 1 pack | | |
| 62 | Micro centrifuge tube-2.0ml | Tarson | 1 pack | | |
| 63 | Centrifuge tube -15.0ml | Tarson | 50 | | |
| | | | | | |

GST will be applicable%.

Signature with Date & Seal

