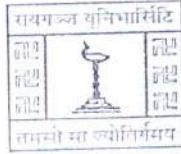


RAIGANJ UNIVERSITY  
College Para, Raiganj, Uttar Dinajpur, 733134 (W.B)



NOTICE INVITING TENDER

Ref. No. **f17-72 (FTIR)/24**

Date: **30.09.2024**

Online E-Tender is invited for Supply of FTIR Spectrophotometer (preferable brand Shimadzu / Jasco / Bruker) at Raiganj University. The eligible Manufacturer / Authorized dealer may follow the instructions as given below for submission of their tenders under online mode. For more details please visit [www.wbtenders.gov.in](http://www.wbtenders.gov.in)

**Dates & Information:**

1. Date of uploading of Tender Notice - **30.09.2024**
2. Documents download (online) - **01.10.2024**
3. Bid Submission Start Date (Online) - **01.10.2024**
4. Bid Submission Closing Date (Online) - **21.10.2024**
5. Date of uploading list for technically qualified bidder (Online) **To Be Notified Letter**
6. Date of opening of Financial Bid **To Be Notified Letter**

  
Finance Officer  
Raiganj University  
Finance Officer  
Raiganj University  
Uttar Dinajpur

**1. General Instructions:**

In the event of e-tendering, intending bidder may download the tender documents from the website: <http://wbtenders.gov.in> directly with the help of Digital Signature Certificate (DSC) or from the Raiganj University website [www.raiganjuniversity.ac.in](http://www.raiganjuniversity.ac.in).

**2. Submission of bids:**

Both Technical bid and Financial Bid are to be submitted concurrently duly digitally signed by the Company personnel who is in the pay roll of the Company (having Authorization from the Company management) in the website <http://wbtenders.gov.in>. All papers must be submitted in English language.

**3. Time Schedules for the e-tender:**

The Time Schedule for obtaining the Bid Documents, the submission of bids and other documents etc. will be as per the list given above.

#### 4. Eligibility for Quoting:

- a) The bidder should be a manufacturer registered in India or their authorized Dealer or should be a 100% subsidiary of parent company registered in India, if anyone who are able to supply the assured quantities and sales after service as per requirement. The Joint ventures are not accepted
- b) The bidder should have had an Office in India for the last 5 years for faster and better serviceability
- c) If an authorized dealer is bidding for the parent company then the authorized dealer should be having an office for the last 5 years in India.
- d) Bidder should have satisfactorily completed supply & installation of Scientific Instruments with peripherals in India only as mentioned below during the last Five years ending last day of the month March 2024:
  1. Three similar works costing not less than Rs.10 Laes each or
  2. Two similar works costing not less than Rs.15 Laes each or
  3. One similar work costing not less than Rs. 25 Laes.

Scanned copy of Purchase order & Payment Certificate / installation certificate in support of any of the above three criteria must be submitted to comply Credential Criterion.

e) Bidder should have average annual financial turnover of Rs.1 crore on manufacturing, supply & installation of Scientific Instruments during the last three years ending 31st March 2024. (Scanned copy of audited balance sheet for last three years to be furnished)

f) Bidder should not have incurred any loss in the last five years ending 31st March 2024.

  
Finance Officer  
Raiganj University  
Finance Officer  
Raiganj University  
Uttar Dinajpur

## 5. Submission of Tenders

### 5.1 Technical Bid

The Technical Bid should contain scanned copies and/or declarations in the following standardized formats in two covers (folders):

#### I. Technical File (Statutory Cover) containing:

##### 1. Annexure –

- a) Basic Information (Vide Annexure I) *(to be submitted in "Annexure" folder)*
- b) Application for Tender - (Vide Annexure II) *(to be submitted in "Annexure" folder)*
- c) Authorization letter - (Vide Annexure III) *(to be submitted in "Annexure" folder)*
- d) Affidavit Proforma - (Vide Annexure IV) *(to be submitted in "Annexure" folder)*
- e) DECLARATION ON NIT - (Vide Annexure V) *(to be submitted in "Annexure" folder)*
- f) Technical compliance statement form (Vide Annexure VII) *(to be submitted in "Annexure" folder)*

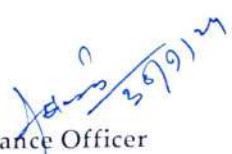
2. Technical details of the Item Quoted (Bidders must submit Technical specification along with Catalogue of the item quoted in "Technical Details" Folders.

3. Bidder must submit Audited Balance Sheet and Profit and loss Account for last 3 (three) financial year namely 2021-22, 2022-23 & 2023-24 in "Accounts" folder.

  
Finance Officer  
Raiganj University  
Finance Officer  
Raiganj University  
Uttar Dinajpur

## II. My Document (Non-Statutory Cover) containing as follows:

- a. PAN Card of the Bidder
- b. GST Registration Certificate with latest Return copy.
- c. Trade Licence/Enlistment Certificate
- d. Registration with Registrar of Companies (if any)
- e. Memorandum of Articles for Limited Companies (if any)
- f. Copy of the Work order and Payment Certificate/ Completion Certificate.
- g. Copy of NSIC / SSI / MSME Registration
- h. Audited Annual Accounts for last three Financial year i.e 2021-22, 2022-23 & 2023-24
- i. Income Tax Return of last three assessment year i.e 2021-22, 2022-23 & 2023-24
- j. All prescribed declaration.

  
Finance Officer  
Raiganj University  
Finance Officer  
Raiganj University  
Uttar Dinajpur

### 5.3 Financial Bid

The Financial Bid should contain the following document in one cover (folder):

**Bill of Quantities (BOQ):** The tenderer should fill-up the designated cell as marked by the University in the BOQ sheet. Partial Quoting will not be accepted and Tender will be liable for cancellation.

6. The tenderers are not required to submit hard copies of Technical File (Statutory) or any documents (Non-Statutory). Submission of hard copy of Financial Bid is strictly prohibited and only be submitted through on line through NIC portal.

### 7. Evaluation of the tenders

During the tender evaluation process, the "Technical Bid" will be opened first. Those Bidders who have qualified in respect of the essential & other requirements in "Technical Bid" will be identified and their financial bid will be opened. The financial bid of those Tenderer failing to meet the technical & other requirements laid down in the tender will not be opened and be rejected. The Tenderer offering the item found suitable and as per the tender specifications will only be selected. Final selection of the lowest bidder in respect of Financial Bid is subject to further verification. The Financial Bids of only those tenderers who have been considered as Technically Qualified will be opened. If found suitable in the context of above pre qualification etc, the Tenderer quoting the lowest rate will be considered as successful.

## 8. TERMS & CONDITIONS REGARDING PURCHASE POLICY OF TENDERING AUTHORITY:

### 9.1 Bid Information:

A) Bidder must quote for all the items in the BOQ. Quotation for the single item/partial quotation will not be considered and the tender will be rejected in that case.

B) The rate quoted by the bidder shall be fixed for the duration of the contract and shall not be subject to adjustment on any account.

9.2 **Evaluation of Quotation:** The Purchaser will evaluate and compare the quotations determined to be substantially responsive stage wise. Firstly, Technical Bid will be evaluated based on and thereafter Price Bid for technically qualified bidders will be evaluated for selection of vender.

9.3 **Award of Contract:** The purchaser will award the contract to the bidder whose quotation has been determined to be substantially responsive both technically and commercially for both the equipments. Purchaser reserves the right to reject any or all the tender, wholly or partly, without assigning any reason thereof.

9.4 **Warranty:** The vendor shall be fully responsible for the comprehensive onsite warranty in all respect of the Products, including spares and services for a period of ten years from the date of installation. Warranty will be effective from the date of joint installation Report.

9.5 **Adequate support service facility:** The authorized dealer/manufacturer should have adequate service support centre in India for any emergency breakdown/fault offering facility within 48 hours and should be agreeable to provide AMC facility after the warranty period.

9.6 **Training Facility:** User training regarding the operation of the Product shall be arranged by the supplier/vendor at no extra cost.

9.7 **Manufacturer's Authorization:** Document in support of Manufacturer/Authorized Dealer has to be submitted along with the tender paper. If the bidder is not the manufacturer, proper manufacturer's authorization and warranty from manufacturer is required as per Clause No. 4

9.8 **Credentials:** As per Clause No.4

9.9 **DSIR Certification:** Raiganj University possesses the privilege for availing the facility of procuring items at Concessional Customs Duty and without incurring any excise duty as per DSIR certification.

9.10 **Make & Model:** Bidder must mention Make and Model in the Information Sheet as given vide Annexure-II and must send the product details/catalogue/brochure in the "Technical Details" folder.

9.11 **Time Schedule:** The supply and installation work must be completed within 15 working days from the date of receipt of the Work order.

9.12 **Validity of offer:** A bidder should spell out in the tender that it shall remain valid for a minimum period of forty five days from the date of opening of the tender and during this period, the bidder shall not be entitled to revoke or cancel its offer.

9.13 **Place of delivery:** Raiganj University, Collegepara, Raiganj, Uttar Dinajpur, West Bengal, 733134.

9.14 **Payment Schedule :** Payment to be made after delivery and installation of the items.

9.15 **Quantity Changeability:** Quantity as stated in the tender document may subject to change at the time of issuing purchase order due to the fund crunch or for other valid reasons.

9.16 **Requisite Documents to be submitted:** Bidder must have adequate documents relating to Trade License and updated returns for Income Tax, G.S.T. Audited Statement of Accounts and other documents as sought for under Clause 4 of this tender.

9.17 **Turnover Criterion:** As per Clause No.4

9.18 **Disposal of Disputes:** In case of any dispute, the University's decision will be treated as the final and conclusive.

All legal actions are subject to Raiganj University jurisdiction only.

**Discretion of the University:**

9.19 University may take decision about non-purchase of the said product even after selection of vendor due to its fund constraints.

9.20 University may seek documents from the bidder in addition to the scanned documents sent by them at the time of uploading technical bid for verification and evaluation of tender.

9.21 University reserves the right to relax any clause as stated hereinabove for selection of responsive vendor.

10. Opening the financial bid as per schedule will BE NOTIFIED LATER ON.

Financial bid can be seen & accessed by the bidder through the tender Portal on line after opening of financial bid on line. No objections raised by any Bidder in this respect will be entertained by the University. No informal tender will be entertained in the Bid further.

11. During the scrutiny, if it comes to the notice to tender inviting authority that the credential or any other paper found incorrect/ manufactured/ fabricated, that bidder would not allowed to participate in the tender and that application will be rejected outright without any prejudice.

12. The Tender Selection Committee reserves to right to cancel the N.I.E.T. due to unavoidable Circumstances and no claim in this respect will be entertained.

*John*  
30/9/24

Finance Officer  
Raiganj University  
Finance Officer  
Raiganj University  
Uttar Dinajpur

Annexure I

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. GST No  
(Please enclose copy of GST)
7. 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)
8. Annual Turnover as per Audited P/L ACCOUNTS & BALANCE SHEET
9. Average Annual Turnover:
10. Status of the bidder(Please enclose copy authenticating your status)

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 University.

Signature of the Bidder  
(With Seal)

**Annexure II**  
**APPLICATION FOR TENDER**

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

To  
Finance Officer  
Raiganj University  
Raiganj-733134  
Uttar Dinajpur, West Bengal

Sub: NIET for Supply and Installation of Laboratory Instruments at Raiganj University.

Ref: - N.I.E.T. No .....dated .....

Sir,  
Having examined the pre-qualification & other documents published in the N.I.E.T, I /we hereby submit all the necessary information and relevant documents for evaluation:

1. That the application is made by me / us on behalf of

.....

.....in the capacity .....

..... duly authorized to submit the offer. The authorization letter from the Company is attached in

2. We accept the terms and conditions as laid down in the tender document vide **Clause 9** and declare that we shall abide by it throughout the tender period including its extensions, if any.

3. We have gone through the Tender Document thoroughly and quoted the tendered items keeping in mind all sorts of information as furnished in the tender document including Corrigendum/Addendum as published from time to time

4. We are offering rate for as per BOQ.

In the event of being selected, I will make the supply within the stipulated period excepting the condition which is beyond our control.

Date:-

Signature of Applicant

Contact no : \_\_\_\_\_

E-mail address: \_\_\_\_\_

Postal Address: \_\_\_\_\_

**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 Mr. .... (Name), Employee of this Organisation as..... (Official Designation) is Hereby authorised to submit tender online, Vide NIET No....., Dated ..... on behalf of the Organisation.

Signature of the competent authority with Seal

.....  
(Signature of the Authorised 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/Partner (etc.) of the Firm, ..... (Name of the firm) At (address) ..... Do hereby solemnly affirm and declare as follows:

1. That I have not ever been convicted of any offence making myself liable to be disqualified to supply & Instalation of Laboratory Instruments /other 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 & Installation of Laboratory Instruments and Peripherals and other 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 organisation 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.

**ANNEXURE V**  
**DECLARATION ON NIT**  
*(To be typed in company letter pad, scanned and uploaded)*

I, the undersigned, do hereby declare that in respect of Tender Ref. No.

On behalf of my organization, I will comply all the formalities that are required to be complied as per NIET and I will observe all clauses of the NIET (including Terms & conditions).

· In case of any non-observance of any clause(s) of NIET, my organization will be bound to follow the decisions taken by the Raiganj University for taking decision related with the tender for which the said NIET was uploaded.

· For any mistake in furnishing above information or for non-furnishing of the above information, Raiganj University will not be held responsible for non-refund/non-credit of refund amount to my/our bank account

Date:

Full signature of the Bidder  
(Designation with Seal)



ANNEXURE – VI  
Manufacturer's Authorization Letter (if applicable)

TENDER NOTICE NO. \_\_\_\_\_

Date \_\_\_\_\_

To \_\_\_\_\_

WHEREAS \_\_\_\_\_ who are official producers of \_\_\_\_\_ and having production facilities at \_\_\_\_\_

\_\_\_\_\_ do hereby authorize \_\_\_\_\_

located at \_\_\_\_\_

\_\_\_\_\_ (hereinafter, the "Bidder") to submit a proposal of the following Products produced by us, for the Supply Requirements associated with the above Tender

When resold by \_\_\_\_\_, these products are subject to our applicable standard end user warranty terms.

We assure you that in the event of \_\_\_\_\_, not being able to fulfill its obligation as our Service

Provider in respect of our standard Warranty Terms we would continue to meet our Warranty Terms through alternate arrangements and also provide spares in accordance with the Tender for the period of 5 (Five) years.

Name \_\_\_\_\_ In the capacity of \_\_\_\_\_

Signed \_\_\_\_\_

Duly authorized to sign the authorization for and on behalf of:  
\_\_\_\_\_

Dated on \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_.

Note: This letter of authority must be on the letterhead of the manufacturer, must be signed by a authorized person of the organization who is competent and having the power of attorney to bind the Producer, and must be included by the Bidder in its bid as specified in the Instructions to Bidders.

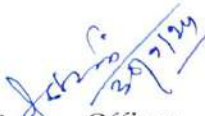
## Technical Specification of FTIR Spectrophotometer (Preferable brand Shimadzu / Jasco / Bruker)

FTIR should be High-end advanced PC based system for operation on 220V / 50Hz.

It must have following minimum technical specification:

- Mid-IR wave number range from 6,000 $\text{cm}^{-1}$  to 550  $\text{cm}^{-1}$  or better
- Michelson's interferometer with 30° incident angle, completely sealed and desiccated optics
- frictionless Flexible moving mirror mechanism for smooth moving mirror motion and high quality IR spectra
- spectral resolution of 0.9  $\text{cm}^{-1}$  or better .
- Signal to Noise Ratio should be 30,000: 1 or higher (4  $\text{cm}^{-1}$  resolution, 1 min scan, around 2,100  $\text{cm}^{-1}$ , peak-to-peak). Signal to noise ratio must be achieved without any mask or apodisation.
- Germanium coated ZnSe beam splitter with moisture resistant coatings on surfaces
- Must have high intensity long life Ceramic IR source.
- Should have DLATGS detector with temperature control
- Data sampling should be done by stable He-Ne laser
- **Following components of FTIR must be covered under a warranty of 10 years - Light Source, Interferometer, Laser, Detector and Electronic Substrate**
- Must have built-in validation software conforming to ASTM and European Pharmacopoeia.
- System must be supplied with 64-bit Windows 10 based FTIR software for complete instrument control full data processing including Arithmetic calculations; Dynamic spectral subtraction; Peak detection; Baseline correction; Normalization; Derivatives etc.
- Must have advanced data processing capabilities include Full Quantitation; Spectrum search; Private library search; Multi-linear regression; Deconvolution; Kubelka-Munk conversion; Kramer-Kronig Analysis; ATR-correction; JCAMP conversion; ASCII conversion; Contaminant / Foreign Material Analysis Program and Pharma Report Program etc.
- Should have built-in atmospheric correction function for automatic elimination of water vapor and CO<sub>2</sub> peaks
- Should have Automatic accessory recognition (ATR recognition) function with optional Quick-Start accessories

- Should have Built-in self diagnostic function for checking, logging and status monitoring of interferometer conditions and key components in the interferometer & sequential display of result
- Must have USB interface for PC connectivity
- Instrument must withstand humidity of 20-90% with no condensation
- Full system must be covered under warranty for minimum period of 1 year from the date of installation.
- Installation & training must be provided to user upto their satisfaction at lab
  
- Following must be quoted with the main instrument:
  - a) Single-reflection Diamond ATR- Qty 1  
Which covers application of measurement of Powders, moldings, films, liquids, rubber etc without sample preparation.
  - b) Online 1 KVA UPS with 30 minutes back up

  
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Uttar Dinajpur