

Alipurduar University



P.O. Alipurduar Court
Dist: Alipurduar
Pin 736122

Tender inviting Notice No. 004/APDU/Reg/2024 dated 4.07.2024

A formal Tender is invited from reputed vendors to supply glasswares and small equipments in the Department of Chemistry, Alipurduar University, P.O. Alipurduar Court, Dist. Alipurduar, PIN- 736122 as per Annexure-I.

TERMS AND CONDITIONS:

- 1) The base price and GST shall be shown separately
- 2) Taxes will be deducted at source as per prevailing rules of Central and State Government.
- 3) The terms and conditions of payment shall be declared clearly.
- 4) Copy of current year Trade License, PAN card, GST registration certificate shall be accompanied with the technical bid documents. [Non Statutory Documents]
- 5) The vendor shall submit authorization certificate from OEM along with the technical bid. (Non Statutory documents).
- 6) The vendor shall provide Company details as per Annexure-II.
- 7) The vendor shall have credential of supply of similar glasswares and small equipments in any University / institution / Govt. Organization. Copy of credential certificate shall be submitted along with technical bid (Non Statutory documents).
- 8) The vendor shall clearly state the pre-installation requirements and take all responsibilities to arrange the same.
- 9) The University authority reserves the right to accept or reject any/all quotations.
- 10) The quotation should be valid up to 31.10.2024.
- 11) The brochure /catalogue of the glasswares and small equipments shall accompany the technical bid documents (Non Statutory documents).
- 12) Selection of the agency will be made on the basis of both technical and financial bids. The technical bid and the financial bid shall be sealed by the bidder in separate cover duly superscribed and both the sealed covers are to be put in a bigger cover which should also be sealed and duly superscribed. The technical bids will be opened at the first instance and evaluated. Subsequently, financial bids of only the technically accepted offers will be opened for furnishing value and ranking before finalization and issuance of supply only. After evaluation the lowest rate (L₁) financial bid from among the technically qualified bidders will be accepted.
- 13) The bid (Technical & financial) shall be submitted to the under noted address;

Registrar (Additional Charge)
Alipurduar University
P.O. Alipurduar Court
Dist. Alipurduar
PIN- 736122

- 14) 92% of the total order value shall be released after the successful supply of the glasswares and small

equipments against the submission of the test report duly certified by the concerned authority. The remaining 8% of the bill value shall be deducted and kept aside as security deposit which will be paid after 3(three) months from the date of supply, subject to redress of complaints, if any

- 15) The last date of submission of the tender form is up to 15.07.2024 at 3.00 P.M. and to be opened on 16.07.2024 at 3.30 P.M. in the chamber of the Registrar (Additional Charge)
- 16) The tenderers may remain present at the opening of tender.
- 17) All cases of disputes not covered under the terms & conditions of Tender will be referred to the Vice-Chancellor for a decision which shall be final and binding on both the parties.
- 18) For any clarification regarding tender please contact with the Dr. Rinku Chakrabarty, Head, Department of Chemistry, Alipurduar University. (Tel. No. 9474709142), email Id- rinkuapdu2020@gmail.com

Sd/-
Registrar (Additional Charge)
Alipurduar University

Specification of Chemicals and small equipments

Sl. No.	Item Name	Amount/Volume	Quantity	Company
1	Burette (Borosilicate)	50 ml	10 no	-
2	Test Tube	20 ml	4 packets	Borosil
3	Conical Flask	100 ml	24 no	-
4	Conical Flask	250 ml	15 no	-
5	Pipette	2ml	2 no	-
6	Volumetric Flask	100 ml	5 no	-
7	Volumetric Flask	250 ml	5 no	-
8	Beaker	50 ml	15 no	-
9	Beaker	100 ml	30 no	-
10	Beaker	250 ml	20 no	-
11	Beaker	500 ml	10 no	-
12	Fusion Tube	--	3 packets	=
13	Capillary tubes for TLC	--	6 packets	-
14	Rough Balance	2-50 g	1 unit	-
15	Plastic spatula	Different size	20 no	-
16	Metal spatula	Different size	5 no	-
17	Tweezer	Different size	5 no	-
18	Separating Funnel	125 ml	2 no	-
19	Separating Funnel	250 ml	2 no	-
20	Normal filter paper sheet	-	1 bunch	-
21	Funnel	Medium size	10 no	-
22	Plastic Dropper	5 ml	100 pc	-
23	Charcoal Block	-	1 packet	-

ANNEXURE-II

BIDDERS DETAILS

(To be provided on company letter head)

NIT NO.:

TENDER ID:

1	NAME OF THE BIDDER	
2.	ADDRESS	
3.	CONTACT NUMBER	
4.	CONTACT PERSON	
4.	EMAIL ID	
5.	BANK DETAILS A/c Name A/c Number Name of the Bank Name of the Branch IFSC	

Authorized Signatory (with seal & Stamps)