

TENDER FOR SUPPLY OF EQUIPMENTS, INSTRUMENTS & ITEMS FOR CHEMISTRY
LABORATORY



BIJU PATNAIK UNIVERSITY OF TECHNOLOGY, ODISHA,
CHHEND, ROURKELA-769015

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**TENDER FOR SUPPLY OF EQUIPMENTS, INSTRUMENTS & ITEMS FOR CHEMISTRY
LABORATORY**

Tender Notice No. BPUT/CAPGS/77/2022/5862

Dated: 29.09.2022

BIDDING DATA SHEET

A. GENERAL INFORMATIONS:

Sl. No.	Item	Details
01	Bid Identification No.	
02	Name of the Work	PROCUREMENT OF LAB APPARATUS FOR PHYSICS DEPARTMENT
03	Officer inviting tender	REGISTRAR, BPUT ODISHA, ROURKELA
04	Accepting Authority	VICE CHANCELLOR, BPUT ODISHA, ROURKELA

B. BID INFORMATIONS:

Sl. No.	Item	Details
01	Pre-Bid Discussion	11.10.2022 at 4.00pm
02	Last date of Bid submission	29.10.2022 by 5.00pm
02	Date of Opening of Technical bid	01.11.2022 at 11.30am
03	Date of Opening of Financial bid	02.11.2022 at 4.00pm
04	Bid Processing Fee	Rs. 1000 (DD in favour of "Biju Patnaik University of Technology" payable at Rourkela)
05	Earnest Money Deposit (EMD)	Rs. 10,000/- (DD in favour of "Biju Patnaik University of Technology" payable at Rourkela)
06	Intended completion period/Time period assigned for Completion of supply.	By 30.11.2022

Quotations are invited for supply of the items (as specified at Annexure-I) sealed in **Two Bid system (one is Technical Bid and second is Financial Bid)** separately super scribing the cover with "**Tender for Supply of Equipments, Instruments & Items for Chemistry Laboratory**" for CAPGS, BPUT, Rourkela. The outer cover should bear only the addresses. Offer with complete details on the following should reach **The Registrar, Biju Patnaik University of Technology, Chhend, Rourkela-769015** on or before **29.10.2022 by 5.00pm through Speed Post or Registered Post only**. Technical Queries if any please contact: **The Director I/c, CAPGS, BPUT (capgs.rkjena@bput.ac.in)**.

You are requested to kindly go through the detailed instructions and terms & conditions mentioned below and overleaf and submit your most competitive offer by the last date and time of submission cited above.

INSTRUCTIONS

- Bidders must submit their bids in three separate sealed covers i.e., the first sealed cover is "**Bid Processing Fee & EMD**", the second sealed cover is "**Technical Bid**" and the third sealed cover in "**Financial Bid**". These three bids should be put in a separate cover. This outer cover must be sealed and mentioned **Tender for Supply of Equipments, Instruments & items for Chemistry Laboratory** on the top of the envelope.
- Please submit copy of your Income Tax return copies of last three years and copy of PAN & GST along with offer.

3. The offer must be submitted in **Two Bids** in a single cover. Tender should be sent through Speed Post / Registered Post only addressing to **The Registrar, Biju Patnaik University of Technology, Chhend, Rourkela-769015**. Other mode of delivery shall not be accepted.
4. Tenders/Quotations must be sent sufficiently in advance so that it reaches us on or before the due date and time. Quotation received after the due date & time will not be considered.
5. Quotation document (s) and all enclosures must contain the signature on each page of the competent authority of the firm.
6. The Bank/RTGS detail must be submitted along with the quotations /Tenders on the letter head. A Scan copy of the cancelled Cheque can also be attached for verification of IFSC code (if required).
7. The firm quoting for mentioned items should be the authorized dealer of the manufacturer / manufacturer. Copy of authorization certificate should be enclosed with the quotation. Offers submitted without proper authorization shall be rejected summarily.

ELIGIBILITY CRITERIA FOR BIDDERS

1. The bidder must be a Proprietary/Partnership firm/Limited Company/Agency/Society legally constituted or registered under the relevant Act.
2. Must be in the same business for supplying of above items for **at least Five or more years as on 29.10.2022**.
3. Must be registered and submit the documents such as PAN, TAN, Goods & Service Tax Registration etc. with proper validity.
4. Must have an average annual turnover of **Rs.50 lakhs** or more from supply of items during the last three financial Years [2018-19, 2019-20, 2020-21 and 2021-22] in the books of account.
5. The Bidder must have provided minimum 05 nos. or more of the items in at least one Government Organisation during a given last three financial year.
6. The bidder must submit Customer Satisfactory Performance Report (CSPR) from these organisations for the Financial Year in which they have supplied similar type of items.
7. Where the Bid is signed by any official other than MD/CMD or Proprietor / Owner of the Agency, then the person signing the Bid must have to submit duly signed power of attorney from the MD/CMD or the proprietor/owner of the Agency to the effect that the person signing the bid is legally authorised and competent to sign the bid and negotiate on behalf of the Agency concerned. **All the pages of the bid must be serially numbered and duly signed and sealed by the Authorized signatory giving detail of the page numbers in the index of the bid.**
8. Self-Attested copy of Memorandum of Understanding (MoU) shall be provided in case the Bidder comprises of Joint venture/Consortium/Partnership or relevant document about sole proprietorship.
9. The bidder shall submit full details of his ownership and control or, if the Bidder is a partnership, joint venture or consortium, full details of ownership and control of each member thereof.
10. **The bidder shall submit an Undertaking that the said items(s) of respective item should be delivered on or before One month of the work order.**
11. **All supporting documents in respect of the Bid must be submitted duly self-attested by the person signing the Bid.**
12. **Non-submission of these documents will make the bid as un-responsive and such bids shall not be considered as valid.**
13. Canvassing or offer of an advantage or any other inducement by any person with a view

to influencing acceptance of a bid will be an offence under Laws of India. Such action will result in the rejection of bid, in addition to other punitive measures.

14. Bank Mandate as per the format at Annexure-IV is required to be submitted.
15. The Bidder/ Firm should not have been blacklisted by any Government Organization nor should have any criminal background. An undertaking in this regard shall be submitted by the bidders.

TERMS & CONDITIONS

The offer must comprise of the following failing which it will be treated as un-responsive hence rejected:

1. The basic price must not be higher than price of the principal, if any additional accessories required, as per technical specifications, it must be quoted separately. Price list in case of proprietary items must be submitted.
2. **Bid Processing fee (Non-refundable) Rs.1000/- (One Thousand Only) in favour of BPUT, Rourkela, to be submitted in the form of Demand Draft (DD) only. EMD (Refundable) of Rs. 10,000/- in favour of BPUT, Rourkela, to be submitted in the form of Demand Draft (DD) from any Nationalized/ Scheduled Commercial Bank payable at Rourkela and it should be valid for a period of 45 days beyond the bid validity period. Bids received without, Bid Processing fee, EMD, Bank mandate, and other essential documents will be rejected. The EMD amount will be refunded after submission of Performance Bank Guarantee.**
3. **NSIC/SSI/MSME Units are exempted for submitting EMD as per Govt. Of India order.**
4. **Conditional tenders will not be accepted.**
5. **Late and delayed quotation:** Late and delayed tender will not be considered. If, in any case, unscheduled holiday occurs on prescribed closing/opening date, the next working day shall be the prescribed date of closing/opening. It will be the sole responsibility of the firm that quotation should reach on or before the due date and time.
6. **Pre-installation Requirement:** The bidder should mentioned pre-installation requirements for the equipment like ambient temperature, humidity, weather specification, power specifications, etc., when items are provided full performance satisfactions, should be demonstrated.
7. **TAXES:** The percentage of taxes must be either inclusive/extra in exact figure and should be mentioned clearly by the supplier.
8. Authorization Dealer Certificate of Principal or manufacturer certificate shall be submitted.
9. The exact days of delivery period, installation & commissioning schedule.
10. The exact figure of percentage of discount offered.
11. **The quoted price (final offer) must be F.O.R (Freight on Road), i.e. BPUT, Rourkela including Packing & Forwarding, Freight, and Insurance etc. with detail break-up.**
12. Packing, Forwarding, Transporting, Postage/Courier, Octroi, Freight, Insurance, Any Certificate(s), Extra Warranty, Installation, commissioning any, any levy, any other charge(s) must be included in the price bid.
13. **Finance Bid: The L1 bidder of each respective item(s) (schedule-A, schedule-B) and (schedule-C) shall be selected as per the recommendation of the Tender Committee.**
14. **DELIVERY:** The Items should be supplied on the basis of free delivery at BPUT, Rourkela on working days.
15. **SPECIFICATION AND MAKE:** Quotation should be given for the exact specification and make as shown in the **Technical Specification (Annexure-I)** against the items along with the order copy of similar equipment supplied to any Govt. Organization including detail of

price & all charges must be attached.

The supplier should also provide a list of Govt. Institutions (if any) to which similar product has been supplied with product details in the Technical bid.

16. The date of delivery should be strictly adhered to failing which the purchase order is liable to be cancelled. Penalty may be imposed as per P.O. terms & conditions. Goods should be securely, safely, and adequately packed & dispatched at the risk of supplier and packing costs quoting this order reference should be kept in all package.
17. **VALIDITY PERIOD:** The validity period of the offer should be clearly specified. It should be at least for **180 days** from the last date of submission of quotations.
18. **PAYMENT:** Full payment within 30 days from the date of received, tested/inspected/ commissioned, and found satisfactory with regard to quality, quantity and specifications and acceptance by the Indenter subject to submission of 10% PBG.
19. **PERFORMANCE BANK GUARANTEE (PBG):** The firm has to submit Performance Security of **10% of the total order value to be submitted on or before installation of equipment.** Performance Security must **valid for 38 (Thirty-Eight) months i.e. 2 months** beyond the warranty period to cover the warranty. Performance security is to be issued and sent directly from an Indian Nationalized bank.
20. **WARRANTY:** The items should be onsite comprehensive Warranty/Guarantee against any manufacturing defect for a period of **03 years** from the date of successful installation and authorization. In case any part or whole of the equipment is found to be defective during the guarantee period, then the same will have to be replaced/repaired free of cost at our premises by the supplier.
21. **LIQUIDATED DAMAGES:** As time is the essence of this order, the date of delivery should be strictly adhered to, otherwise the delivery in full or in part may not be accepted and penalty for late delivery will be imposed @ 0.5% per week subject to a maximum of 10% of the total value of supply order & beyond 10% subject to approval of Vice Chancellor, BPUT. In case of delay in installation/ supply the same rate of penalty shall be leviable. In case of cancellation of order, no compensation will be paid towards progress of order/procurement.
22. All communications are to be addressed to the Registrar, BPUT, Chhend, Rourkela only. Any kind of canvassing visit to the Institute Premises for enquiry of the status of the tender without prior permission may lead to rejection of the bid.
23. BPUT reserves the right to accept or reject or cancel any or all enquiries or quotations at any stage without assigning any reason thereof.
24. For any dispute, the place of jurisdiction shall be Odisha, India only.

Registrar

TECHNICAL SPECIFICATIONS**Schedule-A**

Sl. No.	Glass Apparatus & Plastic Wares for Chemistry Laboratory	Quantity
01	Conical Flask (250ml)	1 Packet
02	Conical Flask (500ml)	1 Packet
03	Conical Flask (100ml)	1 Packet
04	Beaker (500ml)	1 Packet
05	Beaker (100ml)	1 Packet
06	Beaker (50ml)	1 Packet
07	Burette (50ml)	1 Packet
08	Burette Stand ((Single))	1 Packet
09	Burette Stand (Double))	1 Packet
10.	Regent Bottle (250ml)	1 Packet
11	Pipette (10ml)	1 Packet
12	Pipette (5ml)	1 Packet
13	Pipette (20ml)	1 Packet
14	Measuring Flask (100ml)	1 Packet
15	Measuring Flask (50ml)	1 Packet
16	Measuring Cylinder (1000ml)	1 Packet
17	Measuring Cylinder (500ml)	1 Packet
18	Wash Bottle	1 Packet
19	Pipette Bulb (Pro-tube)	1 Packet
20	Filter Paper (Whatman)	1 Packet
21	Filter Paper (Ordinary)	1 Packet
22	Retort Stand	10
23	Sample Preparatory Bottle	1 Packet
24	Pipette Stand	10
25	Burner	10
26	Gas Cylinder	
27	Gloves	1 Packet

Schedule-B:

Sl. No.	Chemicals for Chemistry Laboratory	Quantity
01	Sodium Hydroxide	1Packet/Bottle
02	Sodium Carbonate	1Packet/Bottle
03	Hydrochloric acid	1Packet/Bottle
04	Sulphuric acid	1Packet/Bottle
05	Nitric acid	1Packet/Bottle
06	Potassium Permanganate	1Packet/Bottle
07	Sodium Oxalate	1Packet/Bottle
08	Mohr's Salt	1Packet/Bottle
09	Lime Stone	1Packet/Bottle
10	Eriochrome Black – T	1Packet/Bottle
11	Phenolphthalein indicator	1Packet/Bottle
12	Methyl orange	1Packet/Bottle
13	Methyl red	1Packet/Bottle
14	EDTA	1Packet/Bottle
15	Sodium thiosulphate	1Packet/Bottle
16	Starch	1Packet/Bottle
17	Manganous Sulphate	1Packet/Bottle
18	Potassium Iodide	1Packet/Bottle
19	Calcium Chloride	1Packet/Bottle

20	Bleaching Powder	1Packet/Bottle
21	Sodium Bicarbonate	1Packet/Bottle
22	Buffer Solution (pH=7.0)	1Packet/Bottle
23	Buffer Solution (pH=9.2)	1Packet/Bottle
24	Buffer Solution (pH=4.0)	1Packet/Bottle
25	Ammonium Solution	1Packet/Bottle
26	Ammonium Chloride	1Packet/Bottle
27	Ammonium Oxalate	1Packet/Bottle
28	Cobalt Chloride	1Packet/Bottle
29	Di Pot Oxalate	1Packet/Bottle
30	Acetone	1Packet/Bottle

Schedule-C:

Sl. No.	Equipments for Chemistry Laboratory	Quantity
01	Digital pH Meter	1 Unit
02	Redwood Viscometer	1 Unit
03	Distillation Flask / Apparatus	1 Unit

ANNEXURE – II

Tender Notice No. BPUT/CAPGS/77/2022/5862

Dated: 29.09.2022

TENDER DOCUMENT FOR SUPPLY OF APPARATUS FOR CHEMISTRY LABORATORY**TECHNICAL BID****(A) General Information:**

Sl.No	Item	Description
1	Name of the Company/Agency/Society Proprietary/Partnership firm/Limited	
2	Address of the Firm / Company (i) Head Office (ii) Branch in Odisha (if any) (iii) Factory Location.	
3	Year of establishment.	
4	E-mail address.	
5	Telephone Number(s)	
6	Fax No:	
7	EMD DD no. Date & Bank (Total Amount as per the respective items)	
8	Bid Processing Fee DD no. Date & Bank	
9	Is your firm registered under a) The Indian Companies Act, b) The Indian Partnership Act (Enclose documentary proof)	
10	If your firm is a sole proprietorship firm (give details with documentary proof).	
11	If your firm comes under any other categories (give details with documentary proof).	
12	Whether insured against fire, theft, and burglary. If so, please state the amount for which insured, the name of the insurance firm and policy no.	
13	GST Regn.No.(give details with documentary proof).	
14	Permanent Account No (PAN). (Copy to be enclosed)	

(B) Experience of the Firm:

Please enclose Work Orders of supply similar items

Sl. No.	Name of Government Organisation	Item	Quantity
1			
2			

(C) Annual Turnover of last three years. (Enclose documentary proof):

Year	Annual Turnover (in Rupees)

Authorized Signature of the Bidder
with Seal & Date

ANNEXURE – III**FINANCIAL BID**

Tender Notice No.: BPUT/CAPGS/77/2022/5862

Date:29.09.2022

Sl. No.	Description of Items & Specifications	Quantity	Unit Price in INR	Discount %	GST %	Cust om Duty % (if any)	Insta llation & Com missi onin g Charges	Char ges for Train ing	Total Prince in INR
01	Conical Flask (250ml)	1 Packet							
02	Conical Flask (500ml)	1 Packet							
03	Conical Flask (100ml)	1 Packet							
04	Beaker (500ml)	1 Packet							
05	Beaker (100ml)	1 Packet							
06	Beaker (50ml)	1 Packet							
07	Burette (50ml)	1 Packet							
08	Burette Stand ((Single))	1 Packet							
09	Burette Stand (Double))	1 Packet							
10	Regent Bottle (250ml)	1 Packet							
11	Pipette (10ml)	1 Packet							
12	Pipette (5ml)	1 Packet							
13	Pipette (20ml)	1 Packet							
14	Measuring Flask (100ml)	1 Packet							
15	Measuring Flask (50ml)	1 Packet							
16	Measuring Cylinder (1000ml)	1 Packet							
17	Measuring Cylinder (500ml)	1 Packet							
18	Wash Bottle	1 Packet							
19	Pipette Bulb (Pro-tube)	1Packet							
20	Filter Paper (Whatman)	1 Packet							
21	Filter Paper (Ordinary)	1 Packet							
22	Retort Stand	10							
23	Sample Preparatory Bottle	1 Packet							
24	Pipette Stand	10							
25	Burner	10							
26	Gas Cylinder								
27	Gloves	1 Packet							
28	Sodium Hydroxide	1Packet/ Bottle							
29	Sodium Carbonate	1Packet/ Bottle							
30	Hydrochloric acid	1Packet/ Bottle							

31	Sulphuric acid	1Packet/ Bottle							
32	Nitric acid	1Packet/ Bottle							
33	Potassium Permanganate	1Packet/ Bottle							
34	Sodium Oxalate	1Packet/ Bottle							
35	Mohr's Salt	1Packet/ Bottle							
36	Lime Stone	1Packet/ Bottle							
37	Eriochrome Black – T	1Packet/ Bottle							
38	Phenolphthalein indicator	1Packet/ Bottle							
39	Methyl orange	1Packet/ Bottle							
40	Methyl red	1Packet/ Bottle							
41	EDTA	1Packet/ Bottle							
42	Sodium thiosulphate	1Packet/ Bottle							
43	Starch	1Packet/ Bottle							
44	Manganous Sulphate	1Packet/ Bottle							
45	Potassium Iodide	1Packet/ Bottle							
46	Calcium Chloride	1Packet/ Bottle							
47	Bleaching Powder	1Packet/ Bottle							
48	Sodium Bicarbonate	1Packet/ Bottle							
49	Buffer Solution (pH=7.0)	1Packet/ Bottle							
50	Buffer Solution (pH=9.2)	1Packet/ Bottle							
51	Buffer Solution (pH=4.0)	1Packet/ Bottle							
52	Ammonium Solution	1Packet/ Bottle							
53	Ammonium Chloride	1Packet/ Bottle							
54	Ammonium Oxalate	1Packet/ Bottle							

55	Cobalt Chloride	1Packet/ Bottle							
56	Di Pot Oxalate	1Packet/ Bottle							
57	Acetone	1Packet/ Bottle							
58	Digital pH Meter	1 Unit							
59	Redwood Viscometer	1 Unit							
60	Distillation Flask / Apparatus	1 Uniit							

1	Make & Model	
2	Delivery Mode	FREE DELIVERY AT BPUT, ROURKELA
3	Total Bid price per unit should be inclusive of all taxes and levies, transportation, loading, unloading, etc. The selection of bidder shall be considered item wise L1 value.	
4	Delivery Period	Days _____
5	Validity Date	Maximum _____ days from the date of opening of Technical Bid
6	Payment Term	Payment term within 30 days from the date submission of bill Acceptance Certificate to concerned Dept. subject to submission of 10 % PBG.

PAN No.:
GST Registration No.:
Signature:
Authorized Signature:
Name:
Bank Address:
Affix Rubber Stamp:

Place :

Date:







FORMAT FOR PERFORMANCE BANK GUARANTEE

(To be typed on Non-judicial stamp paper of the value of Indian Rupees of One Hundred) (TO BE ESTABLISHED THROUGH ANY OF THE NATIONAL BANKS (WHETHER SITUATED AT ODISHA OR OUTSTATION) WITH A CLAUSE TO ENFORCE THE SAME ON THEIR LOCAL BRANCH AT ROURKELA OR ANY SCHEDULED BANK (OTHER THAN NATIONALISED BANK) SITUATED AT ROURKELA. BONDS ISSUED BY CO-OPERATIVE BANKS ARE NOT ACCEPTED.)

To
The Registrar,
Biju Patnaik University of Technology
Chhend, Rourkela-769015, Odisha

LETTER OF GUARANTEE

WHEREAS Biju Patnaik University of Technology, Rourkela (Buyer) have invited Tenders vide Tender No. Dt. for purchase of AND WHEREAS the said tender document requires that any eligible successful tenderer (seller) wishing to supply the equipment etc. in response thereto shall establish an irrevocable Performance Guarantee Bond in favour of "**Registrar, Biju Patnaik University of Technology, Rourkela**" in the form of Bank Guarantee for Rs and valid till 38 months from the date of issue of Performance Bank Guarantee may be submitted within 30 (Thirty) days from the date of acceptance as a successful bidder.

NOW THIS BANK HEREBY GUARANTEES that in the event of the said tenderer (seller) failing to abide by any of the conditions referred in tender document / purchase order / performance of the equipment / machinery, etc. this bank shall pay to BPUT, Rourkela on demand and without protest or demur Rs (Rupees.....).

This bank further agrees that the decision of BPUT, Rourkela (Buyer) as to whether the said Tenderer (Seller) has committed a breach of any of the conditions referred in tender document / purchase order shall be final and binding.

We, (name of the bank & branch) hereby further agree that the guarantee herein contained shall not be affected by any change in the constitution of the Tenderer (Seller) and/ or BPUT, Rourkela (Buyer).

Notwithstanding anything contained herein:

1. Our liability under this Bank Guarantee shall not exceed Rs. (Indian Rupees..... only).
2. This Bank Guarantee shall be valid up to(date) and
3. We are liable to pay the guaranteed amount or any part thereof under this bank guarantee only and only if Institute serve upon us a written claim or demand on or before(date).

This Bank further agrees that the claims if any, against this Bank Guarantee shall be enforceable at our branch office at situated at (Address of local branch).

Yours truly,

Signature and seal of the guarantor:

Name of Bank:

Address:

Date:

Instruction to Bank: Bank should note that on expiry of Guarantee Period, the Original Guarantee will not be returned to the Bank. Bank is requested to take appropriate necessary action on or after expiry of bond period.

CHECK LIST OF MANDATORY DOCUMENTS TO BE ENCLOSED

Sl	Details of Documents	Page No.
1.	Bid Processing fee of Rs. 1000/- in form of DD in favour of BPUT payable at Rourkela	
2.	EMD DD (Rs. 10,000/-) in form of DD in favour of BPUT payable at Rourkela	
3.	Bid submitted along with no. of items and list duly signed	
4.	Bid should be serially numbered, signed, seal and indexed	
5.	Copy of PAN Card	
6.	Copy of GST Registration Certificate	
7.	Income Tax Return copies for last 3 years	
8.	Cancelled Cheque for A/C no and IFSC code	
9.	Certified copy of authorized Dealer/ Manufacturer	
10.	Copy of Company/ Partnership/ Proprietorship/ Society registration certificate	
11.	Copy of experience certificate for last five years or more	
12.	Copy of Turnover of more than Rs. 50 lakhs during last 3 years (duly certified by the Chattered Accountant from 2018-19 to 2021-22)	
13.	Copy of challan or other documents showing supply of 05 nos or more items to any one Government organization during last 3 financial years	
14.	Customer Satisfactory Performance Report (CSPR) to be signed by supplied organization on or after 29.10.2022	
15.	Power of Attorney from MD/CMD/ Proprietor/ Owner in case of submission of bid other than MD/CMD/ Proprietor/Owner	
16.	Full details of ownership and other members/ partners	
17.	Undertaking for supply of items within stipulated period	
18.	Bank Mandate as per format at Annexure –IV of Tender Document	
19.	Non-Blacklist/ Non-Criminal background certificate	

Note : All the documents to be signed and sealed