University of Calcutta

87/1, College Street, Kolkata-700 073

Tender Ref. No: CU/CT/01 **Dated: 08/07/2025**

TheUniversity of Calcutta invites e-tenders for the following work from experienced & bonafide firms/ organizations having credential of similar nature of work in any Government/ Semi-Govt./State Aided University/Autonomous Govt. aided Institution.

Name of work:Procurement of milling equipment

Name of the Item	Bid Validity Days	Time of completion of work	Earnest Money (EMD) Rs.	Name of the Concerned Department
Milling equipment	180 days	60 days	**14000 /-** (To be deposited Online)	Department of Chemical Technology

- **Eligibility criteria for participation in the tender (up to date as on date):**

I. The intending bidder must attach the photo-copies of all the relevant documents such as Valid Trade License , P.Tax, GST &Pan and credential for satisfactory completion of **similar nature of job amounting to 75% of the quoted/estimated value** in a single tender in the last three (03) financial yearsin Government, or Government Undertaking or any State Aided University. **Only completion certificate of the work will be considered as Credential of works.** Original documents **(up to date as on date)** may be asked for verification of technical checking on the date of tender opening. Failing to produce original documents, the tender will be rejected.

N.B: – Completion certificate should contain a) Name of work, b) Name and address of Client, c) Amount put to tender, d) Date of commencement of work e) Date of completion of work.

II. **The bidder must have credentials (only completion certificate is valid) of similar nature of work in State aided University/ State Govt. Departments/ semi-Govt. Departments. Failing which, the bidder will be rejected.**

III. **The bidder must have a registered office in Kolkata or its surrounding districts in West Bengal. A copy of the address proof as per GST is to be submitted with the tender documents.**

- **BOQ for the respective work should be uploaded along with valid trade license, P.tax, PAN, GST & completion certificate for last 03 financial years etc. (up to date as on date) including above mentioned documents. Failing which, the bidder will be rejected.**

- Consortium is not allowed and No Partial Quote will be accepted.

- **Time Extension:** Time is the essence of the contract, generally no time of extension will be allowed. But, in case of Force Majeure, the extension of time may be considered on the basis of actual situation and subject to consideration of the Tender Inviting Authority.

- **Liquidated damage:** Liquidated damage will be charged to the contractor, if they fail to complete the work within the stipulated time as per contract@0.01% per day to a maximum limit of 10 % of the contract value.

- **Defect & Liability Period:** The defect & liability period will be for a period of manufacturer guarantee from the date of completion of the job. Any defects pointed out during said period has to be mending good damages by the agency at their own cost failing which the retention money will be forfeited.

- **No extra payment will be paid beyond the tendered amount.**

- The Tender Inviting Authority reserves the right to accept or reject any tender without assigning any reasons.

- **The intending bidder must quote all items on the BOQ, failing which his/her tender, will be cancelled. The Bidder should inspect the site for the mentioned work before bidding of the tender.**

Bid Opening Place: - University of Calcutta at 87/1 College Street,Darbhanga Building, Ground Floor Kolkata-700073.

Technical Specifications

B.O.Q.

SL No.	Item Description	Qty.	Unit	Rate (Including all taxes) Rs.
01.	**Milling equipment** a. Max Capacity: 2000 ml b. No. of mill jars: 4 and each jar is 500 ml volume c. MOC of mill jar: Zirconia jars with Lid d. MOC of grinding balls: Zirconia balls of mix sizes e. Total timing: 1-9999 minutes f. Alternate running time: 1-999 minutes g. Revolution: 35-335 rpm h. Rotation: 70-650 rpm i. Working mode: 2 or 4 grinding jars working together j. Feed size: Ceramic Materials <3mm k. Output granularity: Minimum up to 0.1µm l. Speed regulation: Frequency control (Forward, Reverse and Pause timing control) m. Noise: 70 db maximum n. Power supply: 220 Volts 50Hz Warranty: minimum 1 year Spares: Extra Alumina balls for two jars with appropriate size	**01**	**EA**	

Important Dates:

Sl. No.	Items	Publishing Date (s)
1	Date of uploading of N.I.T. & Tender documents (online) from this end	**08.07.2025, 06:00 P.M**
2	Documents downloading, Starting date (online)	**08.07.2025, 06:00 P.M**
3	Bid submission, starting date (online)	**08.07.2025, 06:00 P.M**
4	Bid submission, closing date (online)	**23.07.2024, 01:00 P.M**
5	Bid opening date for Technical Proposal (online)	**25.07.2024, 01:00 P.M**
6	Date of uploading of the list of Technically qualified Bidder (online)	**To be communicated later**
7	Date and Place for opening of Financial Proposal (online)	**To be communicated later**
8	Date of uploading of the list of bidders along with the approved rate	**To be communicated later**

INSTRUCTIONS TO BIDDERS

Instructions / Guidelines for electronicsubmission oftenders havebeen annexedfor assisting the contractors to participate in e- tendering.

I. **Registration of Bidder:** - Any bidder willing to take part in the process of e –tender will have to be enrolled & registered with the Government e – Procurement system through logging on to **https://wbtenders.gov.in.**The bidder is to click on the link for e –Tendering site as given on the web portal.

II. **Digital Signature Certificate (DSC): -** Each bidder is required to obtain a class - II or class – III Digital Signature Certificate (DSC) for submission of tenders from the approved service provider.

III. **Collection of Tender documents: -** The bidder can search & download NIT & Tender documents electronically from computer once he logs on to the website mentioned Clause 1 using the Digital Signature Certificate. This is the only mode of collection of Tender documents.

IV. Cost of Earnest Money (EMD)

Earnest Money (EMD) Quoted INR	Transaction No. & Date	Bank Name
14000 /- (To be deposited Online)		

Earnest Money (EMD):- Intending bidders are requested to deposit Rs. **14000 /-** (to be deposited online by each bidder) only to be deposited by the bidder concerned electronically: online – through his net banking enabled bank account, maintained at any bank or: offline – through any bank generating NEFT/RTGS Challan from the e–tendering portal. Intending bidder will get the beneficiary details from e–tender portal with the help of Digital Signature Certificate and may transfer the EMD from their respective Bank as per the

Beneficiary Name & Account No., Amount, Beneficiary Bank name (ICICI Bank) & IFSC Code and e–Proc Ref No. Intending bidder who wants to transfer EMD through NEFT/RTGS must read the instruction of the Challan generated from E–Procurement site.

Bidders are also advised to submit EMD of their bid, at least 3 working days before the closing date for bid submission as it requires considerable time for processing of Payment for EMD.

For getting exemption of EMD: - Bidders are requested to upload the relevant NSIC / MSME Registered Certificate against each item work for getting exemption of EMD, failing which their Tender will be rejected. For that they need to select the EMD page as Yes and provide the exemption type as fixed and put the actual EMD amount in Rupees and upload the exemption document.

N.B.: During evaluation, the bidders may be invited and clarification/ information or additional documents or original hard copy of any of the documents already submitted may be sought from them & if these are not produced within the stipulated time frame, their bid will be liable to rejection.

Rejection of Bid:

Tender Committee reserves the right to accept or reject any Bid and to cancel the Bidding processes& reject all Bids at any time prior to the award of Contract without thereby incurring any liability to the affected Bidder or Bidders or any obligation to inform the affected Bidder or Bidders of the ground for Tender Committee's action.

I. Submission of Tenders:-

a. **General process of submission: -** Tenders are to be submitted through online to the website **https://wbtenders.gov.in** in two folders at a time for each work, one is Technical bid and other is Financial Bid before the prescribed date and time using the Digital Signature Certificates.

b. **Technical Bid:-**Technical Bidcontain scannedcopies ofthe followingsfurther intwo cover (folder).

c. **Online bid submission process (Bidder/Contractor) inhttps://wbtenders.gov.inportal, download the pdf file.**

II. Statutory Cover Containing

i) NIT and Corrigendum if any (Download the NIT and upload the same by digitally sign).

VII. NON-STATUTORY/MY DOCUMENTS containing the following documents:

Sl.No.	Category	Sub Category	Sub-Category Description
A.	Certificates	Certificates	1. PAN Card
			2. Professional Tax Registration Certificate
			3. GST Registration Certificate
			4. Valid Trade License

			6. *NSIC / MSME Registered Certificate for getting Exemption of EMD.*
			7. For non-registered organizations under NSIC/MSME, EMD documents are to be enclosed.
			8. Certificate of sole Authorized agent for supplying foreign instrument.
B.	**Credential**	Credential forsatisfactory completionof **similar nature of jobamounting to 75% of the quotedvalue** ina singletender in the last three (03) financial yearsin Government, or Government Undertaking or any State Aided University. **Only completion certificate of the work will be considered as Credential of works.**	

Note: Failure of submission of any of the above-mentioneddocuments will render the tender liable to be summarily rejected for both statutory &non statutory cover.

VIII. Financial Bid: - BOQ in INR (in excel sheet)

i) The financial bid should contain the following documents in one cover (folder) i.e. Bill of Quantities (BOQ). The contractor is to quote the rate through online in the space marked for quoting rate in the BOQ.

ii) Only downloaded copies of the above documents are to be uploaded, virus scanned & digitally signed by the contractor.

iii) The lowest bidder should be the sole authorized agent of the foreign instrument as per specification mentioned in BOQand purchase order will be issued either to the Indian sole authorized agent(Lowest bidder) or in favour of the manufacturer(For foreign organization only) duly certified by the lowest bidder(sole authorized agent) and as per terms & condition of the lowest bidder.

IX. Opening & Evaluation of Tender:-

Opening of Technical Bid:

i) Technical bid will be opened by the University of Calcutta Officials. Intending bidders may remain present if they so desire. Statutory Cover (folder) would be opened first & if found in order and correct Non Statutory Cover (folder) will be opened. If there is any deficiency in the Statutory & Non statutory documents the tender will summarily be rejected.

ii) Decrypted (transformed in to readable formats) documents of the non statutory cover will be downloaded & handed over to the evaluation committee.

iii) List of technically qualified bidders would be uploaded.

NB: While evaluation, thecommittee mayinvite thebidders &seek clarification/ information or additional documents or original hard copy ofany ofthe documentsalready submitted& if they are not produced within the stipulated time frame, their bid will liable for rejection.

X. Opening and evaluation of Financial Bid:

Financial bid ofbidders declaredtechnically eligibleby theCommittee willbe opened electronically from the web portal on the prescribed date and time.

XI. Penalty for suppression / distortion of facts:

Submission of false document by bidder is strictly prohibited and will be liable for rejection of the tender.

XII. **Special conditions related to Payment Terms:**

1) The rate should be inclusive of all Govt. taxes and cost of loading, un-loading, and commissioning to the University of Calcutta.
2) Only one currency will be given.
3) The lowest bidder should be the sole authorized agent of the foreign instrument as per specification mentioned in BOQand purchase order will be issued either to the Indian sole authorizedagent (Lowest bidder) or in favour of the manufacturer (For foreign organization only) duly certified by the lowest bidder(soleauthorized agent) and as per terms & condition of the lowest bidder.

4) The payment terms would be 100% Letter of Credit on submission of shipping documents.
5) The quote should be submitted up to CIP Kolkata basis. For clearing, charges will be added to the main system cost in any single currency only.
6) The lowest bidder should quote the rate of clearing charge in any single currency only.
7) 100% Payment will be made after delivery, successful installation and commissioning of the equipment.

8) Vendor should mention the terms & conditions of payment in the Technical Bid (NON-STATUTORY/MY DOCUMENTS).
9) The price quote should be broken up into basic rate, all government taxes, loading, unloading carrying etc. all complete.

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