



University of Calcutta
87/1, College Street, Kolkata-700 073

Tender Ref. No: R/18/liquid/26-27

Date: 14.08.2026

The University 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: Supply and refilling of Liquid Helium into 300MHz and 400MHz NMR Spectrometers of the Department of Chemistry, Rajabazar Science College Campus, University of Calcutta for a period of **one year**.

Name of the Item	Bid Validity Days	Time of completion of work	Earnest Money (EMD) Rs.	Name of the Concerned Department
Supply and refilling of Liquid Helium into 300MHz and 400MHz NMR Spectrometers of the Department of Chemistry, Rajabazar Science College Campus, University of Calcutta for a period of one year .	365 days	365 days	23600/- (To be deposited Online)	Department of Chemistry, Rajabazar Science College Campus, University of Calcutta

- **Time Extension:** Time is the essence of the contract, generally no time extension will be allowed. But, in the case of Force Majeure, the extension of time may be considered on the basis of the actual situation and subject to consideration of the Tender Inviting Authority.
- **Penalty Charges:** Penalty charges will be imposed @ 0.1 % per week on the tendered amount subject to a Maximum @ 10% of the tendered amount, if the work is not completed within the stipulated time period of the tender.
- **No extra payment will be paid beyond the tendered amount.**
- The Tender Inviting Authority reserves the right to accept or reject any tender without assuring any reasons.

Eligibility criteria for participation in the tender:

Resourceful & bonafide bidders having Valid trade License, GST & PAN, ISO Certificate and credential for satisfactory completion of similar nature of job of amounting 75% of the quoted value in a single tender in the last (03) three financial years in Government /Government Undertaking or any State-run University. Original documents may be asked for verification of technical checking on the date of issuing tender paper. Failing to produce original documents, the tender will be rejected.

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

Technical Specifications

Particulars	Approximate Quantity and Supply
Supply and refilling of Liquid Helium into 300MHz and 400MHz NMR Spectrometers of the Dept. of Chemistry, University of Calcutta for a period of one year from the purchase order date. HSN code of the product: 28042910	Rate Contract for per litre inclusive of Taxes and lab delivery and refilling. Maximum quantity: 250 Litres Refilling number and frequency: At least 2 times – one in September (125 Lit) and the other in March (125 Lit) - depending on the existing level of helium in both machines.

Terms & conditions: Should be confirmed by the vendor while submitting the Bid.

1. In case of any emergency, vendor should have enough technical capability to refill liquid helium in super conducting NMR Magnets.
2. All kinds of handling, delivery and refilling of the material into NMR magnets located in the group-floor of the NR Sen building, Dept. of Chemistry, University of Calcutta should be carried out by the vendor.
3. **Materials must be delivered within 15 days from the date of issuance of the work order.**
4. Bill can only be processed for the payment after the delivery of the material.

Important Dates:

Sl. No.	Items	Publishing Date (s)
1	Date of uploading of N.I.T. & Tender documents (online) from this end	14.08.2026, 06:00 P.M
2	Documents downloading, Starting date (online)	14.08.2026, 06:00 P.M
3	Bid submission, starting date (online)	14.08.2026, 06:00 P.M
4	Bid submission, closing date (online)	29.08.2026, 01:00 P.M
5	Bid opening date for Technical Proposal (online)	31.08.2026, 01:00 P.M
6	Pre Bid meeting	To be communicated later
7	Date of uploading of the list of Technically qualified Bidder (online)	To be communicated later

8	Date and Place for opening of Financial Proposal (online)	To be communicated later
9	Date of uploading of the list of bidders along with the approved rate	To be communicated later

INSTRUCTIONS TO BIDDERS

Instructions / Guidelines for electronic submission of tenders have been annexed for 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
23600/- (To be deposited Online)		

Earnest Money (EMD):- Intending bidders are requested to deposit Rs. **23600/-** (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 Bid contain scanned copies of the followings further in two cover (folder).
- c. **Online bid submission process (Bidder/Contractor) in <https://wbtenders.gov.in> portal, 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
			3. GST Registration Certificate
			4. Valid Trade License
			5. ISO Certificate
			6. <i>NSIC / MSME Registered Certificate for getting Exemption of EMD.</i>
			7. <i>For non-registered organizations under NSIC/MSME, EMD documents are to be enclosed.</i>
			8. <i>Certificate of sole Authorized agent for supplying foreign instrument.</i>
B.	Credential	Credential for satisfactory completion of similar nature of job amounting to 75% of the quoted value in a single tender in the last three (03) financial years in 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-mentioned documents 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 BOQ and 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, the committee may invite the bidders & seek clarification/ information or additional documents or original hard copy of any of the documents already submitted & if they are not produced within the stipulated time frame, their bid will be liable for rejection.

X. Opening and evaluation of Financial Bid:

Financial bid of bidders declared technically eligible by the Committee will be 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) Upon successful completion of the work specified in the original or any subsequent work order, triplicate bills (RA/Final bill)—duly checked and verified by the concerned department along with a completion certificate—must be submitted to the office of the undersigned.

Sd/-
Registrar
University of Calcutta