



बसु बिज्ञान मन्दिर  
BOSE INSTITUTE

Unified Academic Campus, Block EN, Sector V Kolkata – 700091  
BI-K/E-TEND/05/2022-23

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BOSE INSTITUTE  
KOLKATA

**STANDARD BIDDING DOCUMENTS  
FOR  
ANNUAL RATE CONTRACT FOR  
SUPPLY OF CHEMICALS / GLASS-  
WARES / PLASTIC WARES / LAB-  
WARES**

**TO BE ADDRESSED TO :**

**REGISTRAR (OFFICIATING)  
BOSE INSTITUTE, UNIFIED ACADEMIC CAMPUS,  
BLOCK-EN, SECTOR V, KOLKATA 700091**

[bipurchase@jcbose.ac.in](mailto:bipurchase@jcbose.ac.in) / [registrar\\_office@jcbose.ac.in](mailto:registrar_office@jcbose.ac.in)



**बसु बिज्ञान मन्दिर**  
**BOSE INSTITUTE**

Unified Academic Campus, Block EN, Sector V Kolkata – 700091  
*BI-K/E-TEND/05/2022-23*

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SECTION 1 – INVITATION FOR BIDS

| Sl. No. | Name of the item   |
|---------|--|
| 1       | <b>Annual Rate Contract of supplies for laboratory supply of items (chemicals/glass wares/plastic wares / lab wares)</b> |

Tender inviting authority : Registrar (Officiating), Bose Institute, Kolkata  
Earnest money deposit : Rs 25,000/-  
Validity : 120 days from the opening date of Technical bid

**The bidder must specify for which category of laboratory items they are quoting in their technical bid.**

| Sl. No.   | Particulars  | Date & Time                    |
|-----------|--|--------------------------------|
| 1.        | Date of uploading of NIT & other documents (Online) (Publishing date)  | 27-7-2022 AT 15:00 HRS.        |
| 2.        | Documents download start date (Online)   | 27-7-2022 AT 15:30 HRS.        |
| 3.        | Clarification Start date<br>Queries to be sent to the mail id <a href="mailto:bipurchase@jbose.ac.in">bipurchase@jbose.ac.in</a> ) | 27-7-2022 AT 16:00 HRS.        |
| 4.        | Clarification End date   | 02-8-2022 AT 17:00 HRS.        |
| <b>5.</b> | <b>Prebid conference</b>   | <b>04-8-2022 AT 12:00 NOON</b> |
| 6         | Amendment (if any) (On line)   | 09-8-2022 AT 17:00 HRS.        |
| 7         | Bid submission start date (On line)  | 10-8-2022 AT 17:00 HRS.        |
| 8         | Documents download end date (Online)   | 18-8-2022 AT 18:00 HRS.        |
| 9         | Bid Submission closing (On line)   | 18-8-2022 AT 18:00 HRS.        |
| 10        | Last Date of submission of Earnest Money Deposit Including the technical brochure, if any ( <b>Off line</b> )                      | 19-8-2022 upto 17:00 HRS.      |
| 11        | Bid opening date for Technical Proposals (Online)  | 22-8-2022 AT 13:00 HRS.        |
| 12        | Date of uploading list for Technically Qualified Bidder (online)   | To be notified later           |
| 13        | Date for opening of Financial Proposal (Online)  | To be notified later           |



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**General guidance for e-Tendering:** Instructions / Guidelines for electronic submission of the tenders have been annexed for assisting the vendors to participate in e-Tendering.

**Registration of Vendors :** Any vendor willing to take part in the process of e-Tendering will have to enrol and get registered in the Central Public Procurement (CPP) Portal, NIC, GOI through logging on to <http://eprocure.gov.in/eprocure/app> and the vendor is to click on the link for e-Tendering site as given on the above.

**Digital Signature certificate (DSC):** Each vendor is required to obtain a Class-II or Class-III Digital Signature Certificate (DSC) for submission of tenders as applicable from the approved service provider of the National Informatics Centre (NIC) on payment of requisite amount. Details are available at the Web Site stated in Clause A.1. above. DSC is given as a USB e-Token.

The vendor can search & download N.I.T. & Tender Document(s) electronically from computer once they log on to the website mentioned in Clause A.1. using the Digital Signature Certificate. This is the only mode of collection of Tender Documents.

**Submission of Tenders:** Tenders are to be submitted through online as stated in Clause A.1. in two folders at a time for each bid, one in Technical Proposal & the other is Financial Proposal before the prescribed date & time using the Digital Signature Certificate (DSC). The uploaded documents are to be virus scanned and duly Digitally Signed. The documents will get encrypted (transformed into non readable formats).

*The procurement will be made by Bose Institute in compliance with the Govt. of India rules framed for public procurement from time to time Any bidder from a country which shares a land border with India will be eligible to bid in this tender only if the bidder is registered with the competent authority. In this regard the clause and conditions issued as per Ministry of Finance, Department of Expenditure, Public Procurement Division order no F.No.6/18/2019-PPD dated 23 July 2020, must be strictly adhered to and necessary certification as mentioned in the subject order must be submitted alongwith the tender. The bidders have to quote strictly as per PPP-MII order dated 4<sup>th</sup> June 2020 in INR payment terms only. NON LOCAL SUPPLIERS NEED NOT APPLY.*

**Financial Proposal:**

- The financial bid should contain the Bill of Quantities (BOQ) corresponding to this tender, which is available on the tender webpage as an MS-Excel file.
- This file must be downloaded and opened with MS-Excel. The rate being quoted by the bidder must be entered in the space marked for this purpose in the file. **Quoted rate** will be encrypted under BOQ. **In case quoting any rate in Tender Form, the tender is liable to be summarily rejected.**
- All fields in the BOQ file other than those allocated for the name of the bidder and the rate(s) being quoted are non-editable.
- The BOQ file must be saved after this and should be uploaded using digital signature.
  - In the BOQ put the rate of discount in numerical figure. Do not put any percentage value.**
  - In the optional folder please put up the price break up with tax component, if applicable.**
  - Bidders are requested not to put any percentage (%) in any column of the BOQ.
  - As per Govt. Notification # 45/2017 dt.14<sup>th</sup> November, 2017, Scientific Research Institute funded by the Govt. of India, GST will be applicable @5% for the goods used for research purpose, for the bids where GST will be applicable, against applicable Certificates to be provided by the Institute. The bidders must note that Bose Institute is registered with DSIR and necessary exemption has been provided in GST.**



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Earnest Money Deposit :

(a). Demand Draft / Bankers Cheque / Bank Guarantee towards Earnest Money (EMD) as prescribed in the N.I.T. should in favour of “Bose Institute” payable at Kolkata.

(b). Demand Draft / Bankers Cheque / Bank Guarantee towards Earnest Money (EMD) as prescribed in the N.I.T. against each of the instruments in favour of “Bose Institute” payable at Kolkata (original hard copy) **alongwith a covering letter stating the bank details for releasing the said EMD online by the Institute, as per norms** to be submitted to the Purchase Section at Unified Academic Campus, Kolkata 700091.

**(c). Bidder must upload copy of valid registration certificate (i.e. MSME, NSIC) for EMD exemption.**



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SECTION -2

ELIGIBILITY CRITERIA

|    |  |
|----|--|
| 1  | The Bidder should have existence as a firm for supply of similar items for a minimum period of five years - (Certificate of Incorporation/Registration Certificate of the firms)(Copy to be enclosed).   |
| 2  | Attested copy of deed of partnership, if the firm is a partnership concern/ Memorandum and Articles of Association duly certified in case of Company, Company Identification Number , if applicable (Copy to be enclosed).   |
| 3  | If bidder is Local dealer/distributor/stockiest, it is mandatory to attach Authorization Certificate from the principal supplier along with bid (Copy to be enclosed).   |
| 4  | Copy of the PAN CARD of the firm. (Copy to be enclosed)  |
| 5  | It is mandatory for bidders to have GST registration no. and should submit duly filled Bidders Information along with the Tender.( Annexure-1).  |
| 6  | The Bidders must not be blacklisted/Suspended or any service-related dispute with any Govt. Organizations / Semi Govt org in India. (declaration to be given as per Annexure-2).   |
| 7  | The Bidders should have minimum Annual Business Turnover of 30 Lakh for the past three Financial years taken together. Annexure 3(Copy of Audited Annual Accounts for the last three years to be submitted).   |
| 8  | The Bidders should have filed ITR for the A.Y. 2019-20, A.Y. 2020-21 & A.Y. 2021-2022. Annexure-3 (Copy of field acknowledgments to be submitted).   |
| 9  | The bidders should have supplied chemicals/glass wares/ plastic wares/gas in the govt organization/Autonomous bodies. Rate contract copy/copy of work orders of supplying the items chemicals/glass wares/ plastic wares/gas, as applicable for the bidder at least amounting to Rs. 10,00,000/- (Rupees Ten Lakh) during last five years supplying similar items in the Govt. research institutes/Autonomous bodies/reputed health care center or reputed R&D laboratories . Details to be mentioned in Annexure-4 (Client experience details). |
| 10 | The bidder should submit Undertaking as per Annexure 5.  |
| 11 | <ul style="list-style-type: none"><li>• Bids are invited from manufacturers/principal supplier of the items.</li><li>• In cases where the manufacturers do not quote directly, the applicant may authorize its local agents / dealers / vendors to execute purchase orders and supply the products on time.</li><li>• Bidders are advised to specifically mention the particular category of item(viz. chemicals/glass wares/ plastic wares/gas) for which they are quoting in the tender.</li></ul>   |
| 12 | If more than one authorized agent quote on behalf of one manufacturer, the agent giving the highest percentage of discount will be empanelled. The other agents will be considered only if they match with the highest quoted percentage of discount. It will be the sole discretion of the Institute to enlist more than one authorized agents, if required.  |



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The bidder must fill the table for evaluation purpose of eligibility criteria ::

| S.N. | Eligibility criteria  | Submitted or not<br>(write yes or no) | Name of the folder<br>and page marking |
|------|---|---------------------------------------|--|
| 1    | The Bidder should have existence of firm for a minimum period of five years<br>– (Certificate of Incorporation /<br>Registration Certificate of the firms   |                                       |  |
| 2    | Attested copy of deed of partnership, if the firm is a partnership concern /<br>Memorandum and Articles of Association duly certified in case of Company/CIN no.  |                                       |  |
| 3    | If bidder is Local dealer / distributor / stockiest, it is mandatory to attach Authorization Certificate from the principal supplier  |                                       |  |
| 4    | Copy of the PAN CARD of the firm  |                                       |  |
| 5    | GST registration no   |                                       |  |
| 6    | Non-blacklisted/Suspended declaration   |                                       |  |
| 7    | Annual Business Turnover of minimum 30Lakh for the past three Financial years i.e. 2019-20, 2020-21 & 2021-22   |                                       |  |
| 8    | ITR for the A.Y. 2019-20, A.Y. 2020-21 & A.Y. 2021-2022   |                                       |  |
| 9    | <b>Submission of supplying chemicals in the govt organization/Autonomous bodies.</b>  |                                       |  |
|      | Rate contract copies alongwith copies of Purchase orders received of at least amounting to Rs. 10,00,000/- (Rupees Ten Lakh) during last five year supplying similar items in the govt research institutes/Autonomous bodies, reputed health care centre or reputed R&D laboratories. |                                       |  |
|      | The Bidder should have 3 or more Rate Contracts with the CSIR Labs / ICMR Labs / ICAR Labs / IIT Labs/NIT Labs / Central Universities / DRDO /CFTI/ Govt. Organization/Autonomous Bodies in the past five financial years for the similar items                                       |                                       |  |
| 10   | Undertaking   |                                       |  |



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SECTION 3 – INSTRUCTIONS TO BIDDERS

|   |   |
|---|---|
| <b>Amendment of Bidding Documents</b>   |   |
| i.  | At any time prior to the deadline for submission of bids, Bose Institute may, for any reason, whether on its own initiative or in response to pre-bid resolution (if approved by the competent authority of the Institute) may modify the bid document. |
| ii.   | All prospective BIDDERS who have downloaded the bidding document may visit Bose Institute website and CPP website for amendments / modifications which will be binding on them.   |
| <b>Bid Opening Process:</b> As per CPP schedule   |   |
| Financial bids of only those bidders, whose bids are found technically qualified, by the Evaluation Committee, will be opened   |   |
| <b>Cancellation of tender</b>   |   |
| Notwithstanding anything specified in this tender sole document, Bose Institute in its discretion, unconditionally, reserves the rights:  |   |
| a.  | To accept OR reject any bid or all the tenders.   |
| b.  | To accept any bid in full or in part.   |
| c.  | To reject the bid offers not confirming to the tender terms.  |
| <b><i>If the quality of product and service provided is not found satisfactory, Bose Institute reserves the right to cancel or amend the contract awarded to any vendor.</i></b>  |   |
| <b>Validity of the offer :</b> 120 Days from the date of opening of the Technical bid.  |   |
| There shall be no change in price structure during the currency of contract except of the statutory levies which are made applicable by the Govt. through notifications and regulations. However, the Bidder will pass on the advantage to the Institute, in case of downward price movement during the Contract period.  |   |
| <b>Transfer and subletting</b>  |   |
| The bidder shall not sublet, transfer, assign or otherwise part with the acceptance to the tender or any part as per eligible thereof, either directly or indirectly.   |   |
| <b>Financial Evaluation</b>   |   |
| The financial bid shall be opened of only those bidders who have been found to be technically eligible as per eligibility criteria. The financial bids shall be opened in presence of representatives of technically eligible bidders, who may like to be present. The institute shall inform the date, place and time for opening of financial bid, to the technically qualified bidders |   |





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**SECTION – 4**

**TERMS & CONDITIONS**

|  |   |
|--|---|
|  | <ul style="list-style-type: none"><li>• A panel of suppliers shall be selected for rate contract. The Empanelled suppliers will abide by all the Terms &amp; Conditions laid down in the Tender Document.</li></ul>   |
|  | <ul style="list-style-type: none"><li>• The qualified suppliers will be empanelled initially for a period of one year and maybe extended further for another two years, if their performance found satisfactory.</li></ul>  |
|  | <ul style="list-style-type: none"><li>• The rate contract will be on the catalogue price for the year 2022-2023. There will be no price enhancement for the FY 2022-23. Renewal of the rate contract for subsequent years will be on the catalogue price of the respective financial years with same rate of discount.</li></ul>          |
|  | <ul style="list-style-type: none"><li>• During the currency of contract, the rate of discount on the catalogue prices would remain same, along with other terms and conditions.</li></ul>   |
|  | <ul style="list-style-type: none"><li>• Purchase Orders will be placed with reference to the contract.</li></ul>  |
|  | <ul style="list-style-type: none"><li>• The Rate contract will be terminated, in case there is loss or damage to the equipment or for unsatisfactory performance. In case of such losses the same will be adjusted from as penalty amount which will be deducted from the Security Deposits submitted by the enlisted supplier.</li></ul> |
|  | <ul style="list-style-type: none"><li>• If the quality of product and service provided is not found satisfactory, BI reserves the right to cancel or amend the contract.</li></ul>  |
|  | <ul style="list-style-type: none"><li>• BI reserves right to enter into Rate contract for similar items during the period of currency of contract with one or two parties.</li></ul>  |
|  | <ul style="list-style-type: none"><li>• All the discounts quoted should be against the catalogue price.</li></ul>   |
|  | <b>Terms of payment</b>   |
|  | <ul style="list-style-type: none"><li>• Payment will be made after delivery and acceptance of the items.</li></ul>  |
|  | <ul style="list-style-type: none"><li>• No advance payment will be made for the supplies. No Bill for part payment will be entertained. No payment will be made for unsatisfactory supply.</li></ul>  |
|  | <ul style="list-style-type: none"><li>• Payment within 30 days from the date of delivery and &amp; Acceptance Certificate of concerned Department / Section / Materials Management Division.</li></ul>  |
|  | <b>Delivery schedule</b>  |
|  | <ul style="list-style-type: none"><li>• Free delivery at the various campuses of BI</li></ul>   |
|  | <ul style="list-style-type: none"><li>• Non-availability of the stock should be informed in writing immediately. No part supply will be allowed without prior permission from BI</li></ul>  |
|  | <ul style="list-style-type: none"><li>• Defective items or items not as per given brands or samples, if any supplied must be taken back and be replaced with no additional cost.</li></ul>  |
|  | <b>Earnest money deposit (EMD) &amp; Security deposit</b>   |
|  | <ul style="list-style-type: none"><li>• Earnest Money Deposit (EMD) of Rs. 25000/- (Rs. Twenty Five Thousand Only) in the form of Demand Draft/RTGS/ Bank Guarantee etc to be submitted in favor of Bose Institute, payable at Kolkata. Exemptions as per Govt of India rules will be applicable.</li></ul>                               |
|  | <ul style="list-style-type: none"><li>• No interest shall be payable by the BUYER to the BIDDER on Earnest Money for the period of its currency.</li></ul>  |
|  | <ul style="list-style-type: none"><li>• Earnest Money Deposit of unsuccessful bidders will be returned after the award of the contract.</li></ul>   |



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|   |  |
|---|--|
| • | The successful vendors have to submit a Security deposit of Rs 1.00 lakh which would be returned after satisfactory performance of the work and on completion of all obligations during the period of contract plus sixty days.  |
| • | Further, if the successful bidders fail to furnish the required performance security within the specified period, its EMD will be forfeited  |
| • | <b>Security Deposit</b><br><i>The bidders who will be empanelled with Bose Institute has to submit a security deposit of Rs.1.0 lakh within 10 days of issuance of formal work order, without which their rate contract would not be considered as valid. The tenure of the security deposit should cover the entire period of rate contract plus sixty days.</i>  |
|   | <b>Penalty/ Liquidated Damages :</b>   |
| • | Timely delivery is essence of the contract and hence if any consignment be delayed,  |
| • | Liquidated damages at the rate 0.5% of the price of the delayed consignment, for each week or part whereof shall be levied and recovered subject to maximum of 10% of total purchase order value.  |
| • | BI reserves the right to cancel the order in case the delay is more than 10 weeks. Penalties if any will be recovered by forfeiting security deposit at vendor's cost and risks.   |
|   | <b>Appointment of Local Dealer / Stockiest</b>   |
| • | The Principal Suppliers offering the Tender must furnish the name and address of their local distributor / dealers, for expeditious supply. Any addition and deletion of dealership/ distributorship shall be intimated to BI immediately on authorization of new party.   |
|   | <b>Discount</b>  |
| • | The applicant should submit the offer of discount on current price list / Catalogue. Technical Selection will be based on quality of the offered items and credentials of the principal and their authorized local agent, and for the technically qualified bidders, the price bid folder will be opened and the bidders will be enlisted based on the quantum of discounts offered                      |
| • | If the discount varies with the quantity, the vendor should provide complete details with the quantity and offered discount. Special Seasonal or Temporary Discount, if it is more than the Rate Contract the vendor should provide prior details to BI with details such as period of discount, rate of discount, etc. In such cases if special discount is more beneficial BI may accept the discount. |
| • | The local agent may offer additional discount over and above the discount given by the Principal company with concern of the principal company.  |
| • | If the bidder has participated in BI rate contract earlier, the bidder should submit a satisfactory report from end users of BI (minimum 4) along with the bid documents.  |
| • | <b><u>Discount should be mentioned in pricebid with reference to your existing price list / catalogue price.</u></b><br><br><b><u>The vendors offering higher rate of discount will considered for empanelment, subject to fulfilling the eligibility criteria.</u></b>  |



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|   |   |
|---|---|
| <ul style="list-style-type: none"><li>• <b>Price</b></li></ul>  |   |
|   | Percentage discount <b>MUST BE SUBMITTED IN ENCLOSED PRICE BID FORMAT TO BE SUBMITTED ONLINE.</b>   |
|   | If the quantum of discount is not quoted in Price Bid Form provided in tender document then, Bose Institute will reject the bid. If supplier wishes to give pricing details, the same may be uploaded in separate sheet.  |
|   | The supplier shall pay and bear all other liabilities, taxes and duties not specifically agreed by the Purchaser in the contract.   |
|   | <b>GST will be as applicable. The Institute is registered with Department of Scientific and Industrial Research and our present registration no is 11/106/1988-TU-V dated 01<sup>st</sup> April 2021. <u>It is to be noted that Institute will provide certificate to the vendor for GST exemption but no certificates will be provided for customs duty exemption for procurement of any material under rate contract.</u></b> |
| <ul style="list-style-type: none"><li>• <b>Legal matter:</b></li></ul>  | All matters should be subjected to the jurisdiction of Kolkata Courts only.   |
| <ul style="list-style-type: none"><li>• <b>Warranty</b></li></ul>   | The bidder shall be fully responsible for the manufacturer warranty in respect of quality and workmanship of the materials covered in the Rate Contract. In case of any defects found at the time of use, the supplier will provide free replacement or refund the amount charged for that item.  |
| Bose Institute does not guarantee or assure of any quantum of business during the contract period. The order will be issued only if the requirement of such items arise in the Institute. |   |



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**SECTION 5 : PRICE BID**  
Catalogue price including applicable GST  
(hard copy to be sent separately)

Discount percentage (to be quoted in INR) offered on catalogue price for laboratory supply of items (chemicals/glass wares/plastic wares / lab wares) are to be mentioned in the BOQ sheet of the price bid folder in the CPP Portal.

*\* It is mandatory to submit latest printed Catalogue (Hard Copy) of the manufacturer along with the technical bid.*

**Date :**

**Place :**

**GST Registration No.**

**Signature :**

**Name :**

**Office Address : Affix**

**Rubber Stamp :**



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**SECTION - 6 : ANNEXURES**

**ANNEXURE 1: BIDDER'S INFORMATION**  
(On Company Letterhead)

| Details of the bidder : |   |
|-------------------------|---|
| 1                       | Name of the bidder  |
| 2                       | Registered Office Address of the bidder   |
| 3                       | Details of the Incorporation /Shop Establishment  |
| 4                       | License of the company  |
| 5                       | Company Registration No.  |
| 6                       | Valid GST Registration No.  |
| 7                       | Permanent Account No. (PAN)   |
| 8                       | Name & Designation of the Contact person to whom all references shall be made regarding this tender |
| 9                       | Address for Communication   |
| 10                      | Email Address of the contact person   |
| 11                      | Telephone No. (with STD Code)   |
| 12                      | Fax No. (with STD Code)   |
| 13                      | Type of Bidder: (Tick the relevant)   |
|                         | a) Manufacturer   |
|                         | b) Stockiest / Chemicals/authorised vendor  |
| 14                      | Name & Address of the Local Authorized Dealer/Distributors / Stockiest (if applicable):             |
|                         | a) Permanent Account No. (PAN) (copy to be enclosed)  |
|                         | b) Valid GST Registration No. (copy to be enclosed)   |



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**ANNEXURE 2: DECLARATION**  
(On Company Letterhead)

To  
The Registrar (Officiating)  
Bose Institute  
Kolkata

Date

Sir,

**Re: Tender No. for “Annual Rate Contract of supplies for laboratory supply of items (chemicals/glass wares/plastic wares / lab wares)”**

We have carefully gone through the Terms & Conditions contained in the above referred Tender. we hereby declare that our company / firm is not currently debarred / black listed/convicted by any Government / Semi Government Organizations / Institutions in India..

We declare the following (in case blacklisted)

| S.N. | Country in which the company is debarred / blacklisted / case is pending | Black listed / debarred by Government / Semi Government Organisations / Institutions | Reason | Since when and for how long |
|------|--|--|--------|-----------------------------|
|      |  |  |        |                             |

(NOTE: In case the company / firm was blacklisted previously, please provide the details regarding Period for which the company / firm was blacklisted and the reason/for the same)

Yours faithfully,

Signature of the bidder

Company Name

Designation

Seal

Business address



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ANNEXURE - 3 : DECLARATION ON FINANCIAL PARAMETERS  
(On Company Letterhead)

To  
Registrar (Officiating)  
Bose Institute  
Kolkata – 700 091.

Date

Sir,

**Re: Tender No. for “Annual Rate Contract of supplies for laboratory supply of items (chemicals/glass wares/plastic wares / lab wares)”**

We hereby declare our firm's Annual Turnover and we have also enclosed an Audited Accounts for your references:

| F. Y. 2018 – 19 | F. Y. 2019 – 20 | F. Y. 2020 – 21 |
|-----------------|-----------------|-----------------|
|                 |                 |                 |

And,

We hereby declare that, our firm had filed Income Tax Returns for A.Y. as above(Enclosed copy of ITR).

Yours faithfully,

Signature of the bidder

Company Name

Designation



बसु बिज्ञान मन्दिर  
**BOSE INSTITUTE**

Unified Academic Campus, Block EN, Sector V Kolkata – 700091  
BI-K/E-TEND/05/2022-23

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**ANNEXURE 4: EXPERIENCE DETAILS**  
(On Company Letterhead)

To  
The Registrar (Officiating)  
Bose Institute  
Kolkata

Date :

Re: Tender No. for “Annual Rate Contract of supplies for laboratory supply of items (chemicals/glass wares/plastic wares / lab wares)”

| Order Placed by (full address of client) | Order No. & date | Item Description | Value of the work order / rate contract | Date of completion of contract | Contact Person along with Telephone No., Fax No. and e-mail address |
|--|------------------|------------------|---|--------------------------------|---|
|  |                  |                  |   |                                |   |

Yours faithfully,

Signature of the bidder

Company Name

Designation





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**BOSE INSTITUTE**

Unified Academic Campus, Block EN, Sector V Kolkata – 700091  
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**ANNEXURE 5 : UNDERTAKING**  
(On Company Letterhead)

We hereby declare that all the particulars given in this tender are true and complete to the best of our knowledge and belief and we will produce all the relevant documents promptly, if necessary or as and when asked by Bose Institute. We understand that information provided by us will serve the criteria for enlistment of ANNUAL RATE CONTRACT and in the event of any information being found false or incorrect or ineligibility being detected even after the approval of Rate Contract our contract may be cancelled and all our claims may be forfeited by the Bose Institute. We have read and understood all the terms and conditions of Tender and we fully agree to it.

We also declare that we will not sell our products at a lesser price to other parties than those given to you and in the event of happening of such situation, we will be bound to refund the difference and our enlistment may be cancelled at the discretion of Bose Institute. We also undertake that all the terms and such as Product Range, Price, Discount, Delivery/other charges, Terms of payment and also the name/s of the Dealer/ Distributor will remain unchanged during the period and no alteration will be done without your official approval. However, we will promptly change our distributor/supplier if a request/complaint is received from your end with regard to this effect due to any reason.

Yours faithfully,

Signature of the bidder

Name

Designation

Company name

Seal

Rubber stamp

Business address :



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**BOSE INSTITUTE**

Unified Academic Campus, Block EN, Sector V Kolkata – 700091  
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**ANNEXURE - 6**  
**DECLARATION OF LOCAL CONTENT**

Self-Certification form for Minimum 50% or for Minimum 20% Local Content (on Letter Head of the Bidder)

Ref: DPIIT Order No. P-45021/2/2017-PP (BE-II) pref. to Make in India dated 16th Sept 2020 and subsequent orders / directives made thereto.

|  |  |
|--|--|
| Local content value added for the offered item (in percentage) |  |
| State  |  |
| District   |  |
| Place  |  |

\_\_\_\_\_  
Signature & Name with Designation of  
Applicant with Rubber Stamp



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**BOSE INSTITUTE**

Unified Academic Campus, Block EN, Sector V Kolkata – 700091  
*BI-K/E-TEND/05/2022-23*

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DECLARATION OF ACCEPTANCE OF TERMS AND CONDITIONS

Tender no.

Date :

To  
The Registrar (Offcg)  
Bose Institute Kolkata

**Re: Tender No. for “Annual Rate Contract of supplies for laboratory supply of items (chemicals/glass wares/plastic wares / lab wares)”**

Sir,

We have carefully gone through the Terms & Conditions as mentioned in the above referred Tender document. We declare that all the provisions of this Tender are acceptable to our company.

Yours faithfully,  
Authorised signatory of the Bidder)

Printed Name Designation

Office Seal



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Quotation No.

**FALL CLAUSE CERTIFICATE**

This is to certify that we have offered maximum discount to you in our quotation no..... dated ..... The prices charged for the supply of stores under Rate Contract should under no event be higher than lowest prices at which the party sells the items of identical description to any other Govt. Organization /PSU's/Autonomous bodies/Pvt. Organisations during the period of contract failing which the "FALL CLAUSE" will be applicable. In case, if the price charged by our firm is more, Bose Institute will have the right to recover the excess charged amount from the subsequent/unpaid bill of the supplier.

Seal and Signature of  
the authorised signatory  
of the bidder

Note: This letter of authority should be on the letterhead of the quoting firm and should be signed by a person competent and having the power of attorney to bind the same



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Unified Academic Campus, Block EN, Sector V Kolkata – 700091  
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AUTHORIZATION FORM

Dated \_\_\_\_\_

The Registrar (Offcg)  
Bose Institute  
Kolkata

Tender Ref No :

We who are established and reputable manufacturers/principal supplier do hereby authorize M/s (Name and address of Agent) to submit a bid, negotiate and receive the order from you against your tender for the Rate Contract. No company or firm or individual other than M/s is authorized to bid, and conclude the Rate Contract in regard to this business. We hereby inform you that we have not been blacklisted by any Government organization/ department /Central Government/State Government funded autonomous bodies. We hereby extend our full guarantee and warranty as per the tender conditions for the goods and services offered by the above firm.

Yours faithfully,  
(Name)  
(Name of manufacturers)

Note: This letter of authority should be on the letterhead of the manufacturer and should be signed by a person competent and having the power of attorney to bind the manufacturer.



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BOSE INSTITUTE

Unified Academic Campus, Block EN, Sector V Kolkata – 700091  
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**PERFORMANCE SECURITY FORM**

(To be executed by a scheduled Bank in India on non-judicial stamp paper)

To  
The Director,  
Bose Institute,  
P-1/12, CIT Scheme-VII/M,  
Kolkata - 700054 (W.B.) India

Dear Sir,

Sub: Your Contract No. -----dated -----for  
-----

1. You have entered into a contract with reference no as given above with \_\_\_\_\_ (herein after referred to as the contractor) for the supply, installation, and commissioning of \_\_\_\_\_ (herein after referred to as stores) for the price and on the terms and conditions contained in the said contract.
2. In accordance with the terms of said contract, the contractor has undertaken to produce a bank guarantee for Rs. \_\_\_\_\_ (Rupees \_\_\_\_\_ only) being 3% of the total value of the said stores supplied to you, for the due fulfilment of its obligations to you for due performance as per the contract during warranty period.
3. In consideration thereof, we hereby expressly, irrevocably and unconditionally undertake and guarantee as principal obligator on behalf of the contractor that in the event you submit a written demand to us that the contractor has not performed according to the contractual obligations included in the said contract, we will pay you on written demand, without demur and without reference to the contractor any sum up to a maximum amount of Rs \_\_\_\_\_ (Rupees \_\_\_\_\_ only). Your demand shall be conclusive evidence to us that such payment is due under the terms of the said contract. Payment by us to you will be made within thirty (30) days from receipt of your request making reference to this guarantee and on demand.
4. This guarantee shall not be revoked without your express consent and shall not be affected by your granting any indulgence to the contractor, which shall include but not be limited to postponement from time to time of the exercise of any powers vested in you or any right which you may have against the contractor and to exercise the same in any manner at any time and either to forbear or to enforce any covenant contained or implied in the said contract or any other course or remedy or security available to you, and our Bank shall not be released from its obligations under this guarantee by your exercising any of your rights with reference to matters aforesaid or any of them or by reason of any other act or forbearance or other acts of omission or commission on your part or any other indulgence shown by you or by any other matter or thing whatsoever which under law would, but for this provision, have the effect of relieving our Bank from its obligation under this guarantee.
5. Notwithstanding anything herein contained, our liability under this guarantee is restricted to Rs \_\_\_\_\_ (Rupees \_\_\_\_\_ only) and the guarantee shall remain in force up to and including the \_\_\_\_\_ day of being reported to us by you and returned to us duly discharged.



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6. Unless a demand or claim under this guarantee is made on us in writing on or before the aforesaid expiry date as provided above or unless this guarantee is extended by us all your rights under this guarantee shall be proscribed and we shall be discharged from the liabilities hereunder.
  
7. This guarantee shall not be affected by any change in the constitution of our Bank or of the contractor or for any other reason whatsoever.

Date:

Signature.....

Place:

Seal of Bankers

(Complete Address/Contact Details with Tel./Fax/email etc)

Witness:

1. ....

2. ....



बसु बिज्ञान मन्दिर  
**BOSE INSTITUTE**

Unified Academic Campus, Block EN, Sector V Kolkata – 700091  
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**BID SECURITY FORM**

(To be executed by a scheduled Bank in India on non-judicial stamp paper)

To  
The Director,  
Bose Institute,  
P-1/12, CIT Scheme-VII/M,  
Kolkata – 700054 (W.B.) India

Dear Sir,

Whereas ..... (Name and address of Bidder) (hereinafter called "the Bidder") in response to your Tender Notification No. ----- dated ----- is submitting its bid for the supply of ..... (Name and/or description of the goods) (Hereinafter called "the Bid"). KNOW ALL PEOPLE by these presents that WE ..... (Name of bank) of ..... (Name of country), having our registered office at ..... (Address of bank) (Hereinafter called "the Bank"), are bound unto Director, Bose Institute, Kolkata, INDIA (Hereinafter called "the Purchaser") for the sum of ..... (Amount of the Guarantee in Words and Figures) for which payment well and truly to be made to the said Purchaser, the Bank binds itself, its successors, and assigns by these presents. Sealed with the Common Seal of the said Bank this \_\_\_\_ day of \_\_\_\_\_ 20 \_\_\_\_.

THE CONDITIONS of this obligation are:

1. If the Bidder withdraws its Bid during the period of bid validity specified by the Bidder on the Bid Form;  
Or
2. If the Bidder, having been notified of the acceptance of its bid by the Purchaser during the period of bid validity:
3. Fails or refuses to execute the Contract Form if required; or
4. Fails or refuses to furnish the performance security, in accordance with the Instruction to Bidders.
5. This guarantee is valid up to .....(six months from date).

We undertake to pay the Purchaser up to the above amount upon receipt of its first written demand, without the Purchaser having to substantiate its demand, provided that in its demand the Purchaser will note that the amount claimed by it is due to it, owing to the occurrence of one or both of the two conditions, specifying the occurred condition or conditions.

This guarantee will remain in force up to and including forty-five (45) days after the period of the bid validity, and any demand in respect thereof should reach the Bank not later than the above date.

Date:

Signature.....

Place: Seal of Bankers

(Complete Address/Contact Details with Tel./Fax/email etc)

Witness: 1. ....

2.....