

*Government of West Bengal*  
**DIRECTORATE OF ANIMAL RESOURCES & ANIMAL HEALTH**  
**INSTITUTE OF ANIMAL HEALTH & VETERINARY BIOLOGICALS**  
**37, BELGACHIA ROAD, KOLKATA-700037**

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E- Tender Helpdesk: (033) 2223-6236  
Tele-fax: (033) 2556-5476  
E-MAIL: [iahvb.kolkata@rediffmail.com](mailto:iahvb.kolkata@rediffmail.com)  
Departmental Website: <http://www.darahwb.org>

Log-on for submission: <http://www.wbtenders.gov.in>

<p><b>SET OF TENDER DOCUMENTS FOR E-PROCUREMENT OF NEUTRAL GLASS VIALS WITH ITS FULL ACCESSORIES</b></p>
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Each set contains: -

- (1) Notice inviting e-tender.
- (2) Catalogue along with specification.
- (3) Annexure I to V
- (4) Terms & conditions for submission of tender
- (5) Bill of quantities (BOQ).

<b>LAST DATE FOR ON-LINE SUBMISSION OF TENDER: 20.12.2019 (upto 2pm)</b>
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*Sd/-*  
*(Dr. Basudeb Maity)*  
Joint Director ,ARD  
IAH&VB(R&T), Kolkata.



*Government of West Bengal*  
**DIRECTORATE OF ANIMAL RESOURCES & ANIMAL HEALTH**  
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**37, BELGACHIA ROAD, KOLKATA-700037**

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**NOTICE INVITING E-TENDER FOR RATE CONTRACT OF NEUTRAL GLASS VIALS WITH ITS ACCESSORIES.**

**(Submission of bid through NIC e-tender portal <http://www.wbtenders.gov.in>)**

**NIT NO. WBARD/IAHVB/NIT-21(A) 2<sup>nd</sup> call( Retender) /T-8/19-20**

**Date of Issue: 26.11.2019.**

The Joint Director,ARD,IAH&VB(R&T)Kolkata on behalf of the Governor to the State of West Bengal is going for e-tender for preparing the rate schedule of Neutral Glass vial with full accessories for different vaccine production sections of this Institute.

On-line tenders are invited only from MANUFACTURERS/ AUTHORISED DISTRIBUTORS/DEALERS/TRADERS/BONAFIDE SUPPLIERS for rate contract of Neutral Glass vial with full accessories for IAH&VB,Kolkata as per catalogue enclosed.

Sl. No.	Name of the Item	Approx Qty to be procured	Unit
1.	Neutral glass vial with Neoprene rubber stopper and Aluminium caps-(Colored/NonColored)	4,60,000pcs	pcs

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**N.B. \*Catalogue of Laboratory instruments along with specification is attached.**

- Uniform rate must be quoted applicable to the entire aforementioned units. Quoting of separate rate against each of the above units will not be considered for acceptance.
- Offered rate should remain valid for a **period OF TWO YEARS FROM THE DATE OF ACCEPTANCE OF THE TENDER** and any extended period, if situation arises.
- Necessary Earnest Money Deposit **Rs. 43,000.00** or valid exemption certificate along with mandatory documents in Statutory & non-statutory cover are to be uploaded for participation in the tender.
- After publication of the N.I.T. in the newspapers, detailed catalogue along with terms & conditions, BOQ (Bill of Quantities) may be obtained from the Website <http://www.wbtenders.gov.in> at free of cost.
- Tenders will be floated in two parts – one Technical Bid for technical proposal (mandatory documents in Statutory & non-statutory cover) and other for Financial Bid for quoting rate & GST (whole amount) in BOQ's in dedicated column.

7. The software shall make automatic encryption of the technical bid as well as financial bid. No one will be able to open these two bids prior to schedule date & time as fixed by the undersigned.
8. After evaluation of technical bid, those who will technically qualify, their financial bid will be opened for evaluation.
9. Disclosure of rate other than BOQ will disqualify the bidder.
10. On-line bid submission will start on **04.12.2019 after 2 pm** in the e-tender portal viz. <http://wbtenders.gov.in>.
11. Necessary Earnest Money Deposit or valid exemption certificate along with mandatory documents in Statutory & non-statutory cover are to be uploaded for participation in the tender.
- 12. Sample along with Literature of quoted item/s and test certificate in relation to quality of neutral glass vials and neoprene rubber stopper and aluminium caps should be submitted physically before sample selection committee on stipulated date, place & time that will be communicated later on.**
- 13. Sample( sample quantity as asked by the sample selection committee) will be accepted on the basis of satisfactory report of the sample selection committee.**
14. On-line tenders in two parts i.e. Technical Bid (Part-I) & Financial Bid (Part-II) are to be submitted **up to 2pm on 20.12.2019** for the aforementioned N.I.T.
15. Technical Bid Opening Date is tentatively fixed **at 11am on 23.12.2019**. Other activities i.e. date of uploading of List of Technically qualified bidders, date of opening of financial bid etc. will be communicated later on.
16. The above schedule is fixed, however, the undersigned reserves the right to change the date of activities in case of any exigencies through a notice in the departmental website viz. [www.darahwb.org](http://www.darahwb.org) & Notice Board at above addressed office.

The entire tender documents including N.I.T, terms & conditions for submission of tender and BOQs are part & parcel of the tender.

The Bidder should abide by all the tender terms & condition and upload the same as a token of acceptance.

The undersigned reserves the right to reject and/or cancel all tenders at any stage without assigning any reason thereof and will not bound to accept lowest bid.

Sd/-  
*(Dr Basudeb Maity)*  
Joint Director ,ARD  
IAH&VB(R&T),Kolkata.

## ANNEXURE-I

### Application Format

**(To be furnished in the Company's Official Letter Head Pad with full Address with contact no. Telephone no. FAX No., e-mail Address, Website etc.)**

Ref. No. -----

Dated.....

To

The Joint Director ,ARD

IAH&VB(R&T),Kolkata

37,Belgachia Road

Kolkata-700 037.

**Sub: NIT for Supply of Lab Instruments for IAH&VB,Kolkata.**

Sir,

With reference to your N.I.T. # **WBARD/IAHVB/NIT-21(A)2<sup>nd</sup> call (Retender)/T-8/19-20** dated **26.11.2019**, I am/We are furnishing my/our rates for the item tendered for as per your specification, terms & conditions.

Should this tender be accepted, I/We hereby agree to abide by & fulfil all the terms & conditions laid down in the N.I.T. and the particulars available in the Tender Notice & the details given in the specification/ Description or in default thereof to forfeit & pay the Governor of the state of West Bengal, or his successor in office the penalties/sums/or of money that may be imposed by the Joint Director of ARD,IAH&VB,Kolkata , the earnest money deposited herewith or from other money deposited by me/us or from the bills that will be payable to me/us for the supplies to be made.

I/We also agree that the decision of the Joint Director of ARD,IAH&VB,Kolkata in all matters in respect of this tender will be final & binding on me.

I/We also agree to execute on being called upon to enter into a formal agreement embodying the terms & conditions contained herein &/or on usual terms & conditions & on default on my/our doing so, the Earnest Money deposited by me/us will liable to be forfeited.

Yours faithfully,

Date:

Signature & office seal:

Name of the Firm:

Address with PIN:

**ANNEXURE-II****CHECK-LIST**

<b>Sl.</b>	<b>Name of the documents</b>	<b>Yes/ No</b>	<b>Page No.</b>
1.	Application form duly signed whether uploaded (ANNEXURE-I).		
2.	Check List duly signed whether uploaded (ANNEXURE-II).		
3.	Earnest Money Deposit <b>Rs 43,000.00, (Rs Forty three thousand )Only</b>		
4.	Valid Exemption Certificate for Earnest Money Deposit <u>only for listed items</u> issued under Price Preference Rules & Registration Certificate for SSI units of WB from DIC whether uploaded.		
5.	Manufacturers/authorised distributor/dealer/trader/bonafide supplier will produce documentary evidence of own.		
6.	Self declaration having 2 (Two) years marketing experience in laboratory related business whether uploaded.		
7.	ORIGINAL IT Return for two years i.e. <b>2016-17&amp;2017-18(FY)</b> whether uploaded.		
8.	ORIGINAL Certificate (ANNEXURE-III) issued by Registered Chartered Accountant stating Average Annual Turnover of the company <b>Rs10lakh (Rupees Ten lakh)</b> [In case SSI units it should be <b>Rs.05lakh-(Rupees Five Lakh) (2016-17 &amp; 2017-18) (FY)</b>		
09.	Affidavit of Self-declaration of the bidder for neither blacklisted nor suspended for quoted items (ANNEXURE-IV).		
10.	List of items quoted whether uploaded (Annexure-V)		
11.	Credential of the Company in supply of laboratory related items.		
12.	Literature for the quoted items whether uploaded.		
13.	Scanned original Trade License whether uploaded.		
14.	Scanned original PAN whether uploaded.		
15.	Valid 15 Digit Goods & Services Taxpayers Identification Number (GSTIN) under GST Act, 2017 whether uploaded		
16.	Digitally signed N.I.T. as a token of acceptance whether uploaded		
17.	Name & Specimen Signature of office of the company who is authorized to make correspondence	Name <hr/> Specimen Signature <hr/>	

Date:

\_\_\_\_\_  
Signature of the bidder with official seal

**ANNEXURE-III**

## ANNUAL TURNOVER CERTIFICATE

The Annual Turnover of M/s. \_\_\_\_\_

Address \_\_\_\_\_ for the past two years are given below and certified that the statement is correct as per the records.

Sl. No.	Year	Turnover (Rs. in lakhs)	Rupees in words
1.	2016-2017 <b>(FY)</b>		
2.	2017-2018 <b>(FY)</b>		

Date:

Signature of the Registered Chartered Accountant

Seal:

**ANNEXURE- IV**

**AFFIDAVIT**

**D E C L A R A T I O N**

I/ We \_\_\_\_\_ the  
Proprietor/ Authorized nominee(s) of the Firm M/s.  
\_\_\_\_\_ hereby declare that, our  
Firm/Products have not been black listed/ suspended for the  
**financial year 2016-2017 and 2017-2018 and till date.**

That, I am/ we are well acquainted with the facts about the  
firm/products/ I may be punished as per law including criminal  
proceeding for any wrong information, misleading facts provided in  
this regard.

Place:

Date:

Signature of the Bidder with Seal

**ANNEXURE-V**

**PROFORMA FOR LIST OF ITEMS QUOTED**

<b>Sl. No.</b>	<b>Name of the Bidder</b>	<b>Name of Manufacturer &amp; manufacturing license no. &amp;date</b>	<b>Item No. as per Catalogue</b>	<b>Nomenclature with Description as per Catalogue</b>	<b>Accounting unit &amp; Packing as per Catalogue</b>	<b>Trade Name/ Brand Name of the quoted items</b>
<b>(1)</b>	<b>(2)</b>	<b>(3)</b>	<b>(4)</b>	<b>(5)</b>	<b>(6)</b>	<b>7</b>

***Signature of the Bidder with seal***

***Name of Firm:***

Date:

Place:





Government of West Bengal

**DIRECTORATE OF ANIMAL RESOURCES & ANIMAL HEALTH**

**INSTITUTE OF ANIMAL HEALTH & VETERINARY BIOLOGICALS**

**37, BELGACHIA ROAD, KOLKATA-700037**

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**TERMS & CONDITIONS FOR SUBMISSION OF ON-LINE TENDER FOR RATE CONTRACT OF LABORATORY ITEM AGAINST NIT NO. WBARD/IAHVB/ NIT-21(A) 2<sup>nd</sup> call/Retender/T-8/19-20 dated: 26.11.2019.**

**1. ACTIVITIES**

1.1. On-line bid submission will start on **04.12.2019 after 2 pm** in the e-tender portal viz. <http://wbtenders.gov.in>

**1.2 EARNEST MONEY DEPOSIT**

Unless the bidder is exempted under existing orders of the Govt. of WB or Govt. of India, Earnest Money Deposit @ stipulated rate will have to be submitted.

The detailed procedure of submission of EMD and its refunding is stated hereunder;  
**Online Receipt and Refund of EMD of e Procurement through State Govt. E Procurement Portal**

**1. Login by bidder:**

- a) A bidder desirous of taking part in a tender invited by a State Government Offices / PSUs, Autonomous and Local Bodies, PRIs, etc. shall login to the e-procurement portal of the Government of West Bengal <https://wbtenders.gov.in> in using his login ID and password.
- b) He will select the tender to bid and initiate payment of pre-defined EMD/Tender Fees for that tender by selecting from either of the following payment modes:
  - i) Net banking (any of the banks listed in the ICICI Bank payment gateway) in case of payment through ICICI Bank payment gateway :
  - ii) RTGS/NEFT in case of office payment through Bank Account in any Bank.

**2. Payment Procedure :**

**a) Payment by the Net Banking (any listed bank) through ICICI Bank payment Gateway:**

- i) On selection of net banking as the payment mode, the bidder will be directed to ICICI Bank payment Gateway web page (along with a string containing a Unique ID) where he will select the Bank through which he wants to do the transaction.
- ii) Bidder will make the payment after entering his Unique ID and Password of the Bank to process the transaction.
- iii) Bidder will receive a confirmation message regarding success/failure of the transaction.
- iv) If the transaction is successful, the amount paid by the bidder will be credited in the respective pooling account of the State Government / PSU/ Autonomous Body / PRIs, etc. maintain with the Focal Point Branch of ICICI Bank at R.N. Mukherjee Road, Kolkata for collection of EMD/Tender Fees.
- v) If the transaction is failure the bidder will again try for payment by going back to the first step.

**b) Payment through RTGS/NEFT:**

i) On selection of RTGS/NEFT as the payment mode, the e-procurement portal will show a pre-filled challan having the details to process RTGS/NEFT transaction.

The bidder will print the challan and used pre-filled information to make RTGS/NEFT payment using his Bank account.

ii) Once payment is made, the bidder will come back to the e procurement portal after expiry of a reasonable time to enable the NEFT/RTGS process to complete. In order to verify, the payment made and continue the bidding process.

iii) If verification is successful , the fund will gate credited to the respective pooling account of the State Government / PSUs/ Autonomous Body/Local Body / PRIs, etc. maintained with the Focal Point Branch of ICICI Bank at R.N. Mukherjee Road, Kolkata for collection of EMD/Tender Fees.

iv) Here after, the bidder will go to e-procurement portal for submission office bid.

v) But if the payment verification is unsuccessful the amount will be returned to the bidders account.

**1.3. Refund/Settlement process:**

i) After opening of the bids and technical evaluation of the same by the tender inviting authority through electronic processing in the e-procurement portal of the State Government, the tender inviting authority will declare the status of the bid as successful or unsuccessful which will be made available, along with the details of the unsuccessful bidders, to ICICI Bank by the e-procurement portal through web services.

ii) On receipt of the information from the e-procurement portal, the bank will refund, through an automated process, the EMD of the bidders disqualified at the technical evaluation to the respective bidders' bank accounts from which they made the payment transaction. Such refund will take place within T+2 Bank Working Days where T will mean the date on which information on rejection of bid is uploaded to the e-procurement portal by the tender inviting authority.

iii) Once the financial bid evaluation is electronically processed in the e-procurement portal, EMD of the technically qualified bidders other than that of the L<sub>1</sub> and L<sub>2</sub> bidders will be refunded, through an automated process, to the respective bidders bank accounts from which with they made the payment transaction. Such refund will take place within T+2 Bank Working Days where T will mean the date on which information on rejection of financial bid is uploaded to the e-procurement portal by the tender inviting authority. However, the L<sub>1</sub> bidder should not be rejected till the LOI process is successful.

iv) If the L<sub>1</sub> bidder accepts the LOI and the same if processed electronically in the e-procurement portal, EMD of the L<sub>2</sub> bidder will be refunded through an automated process to his Bank account from which he made the payment transaction. Such refund will take place within T+2 Bank Working Days where T will mean the date on which information Awarded of contract (AOC) to the L<sub>1</sub> bidder is uploaded to the e-procurement portal by the tender inviting authority.

v) As soon as the L<sub>1</sub> bidder awarded of contract (AOC) and the same is processed electronically in e-procurement portal.

a) EMD of the L<sub>1</sub> bidder for tender of State Government Office will automatically gate transferred from the pooling account to the State Government deposit head "8443- 00-103-001-07" through GRIPS along with the bank particulars of the L<sub>1</sub> bidder.

b) EMD of the L<sub>1</sub> bidder for tenders of the state PSUs/Autonomous Bodies/Local Bodies/PRIs etc. will automatically gate transferred from the pooling account to their respective linked bank account along with the bank particulars of the L<sub>1</sub> bidder. In both the above cases, such transfer will take place within T+1 Bank Working Days where T will mean the date on which the Award of Contract (AOC) is issued.

vi) The Bank will share the details of the GRN No. Generated on successful entry in GRIPS with the e-procurement portal for updation.

- vii) Once the EMD of the L<sub>1</sub> bidder is transferred in the manner mentioned above, Tender fees, if any, deposited by the bidder will be transferred electronically from the pooling account to the Government revenue receipt head "0070-60-800-013-27" through the GRIPS for government tender and to the respective link bank account for State PSUs/Autonomous Bodies/Local Bodies/PRIIs etc. tenders.
- viii) All refunds will be made mandatorily to the Bank Account from which the payment of EMD and Tender fees (if any) were initiated.

Those who are exempted from depositing of earnest money, will have to upload the ORIGINAL exemption certificate issued by the competent authority. Onus of proving that a bidder is exempted from deposition of earnest money will be on the bidder & MUST be proved by submission of valid document to that effect e.g. Small Scale Industries of the State of WB should furnish EM (Part-II), Acknowledgement thereof and Declaration of Product, Plant & Machinery Investment issued by D.I.C., Govt. of West Bengal or NSIC Certificate issued by Govt. of India etc. 8.3. The list of product manufactured & approved by NSIC/SSI Registration authority will **only** be considered for exemption from depositing of earnest money and those listed items will **only** come under zone of consideration of price preference. If any bidder quoted products other than those covered under NSIC/SSI Registration should accompany EMD. Authorized Officers of the undersigned may visit factory. 8.4. In no circumstances Cash, G.P. Notes, Account Payee Cheque, Savings Bank Pass Book, Fixed/Term/Special Term Deposit Receipt, Token of RBI etc. will be accepted save and except those bank instruments mentioned in Clause No. 8.1. 8.5. The Earnest Money Deposit shall not carry interest and Earnest Money Deposit of previous tender will not be adjusted or considered for this tender. Earnest Money Deposited before the date of issue of this N.I.T. will not be accepted. Tender uploaded without earnest money deposit or valid exemption certificate will be summarily rejected. Tender received without EMD will be rejected. 8.6. Earnest Money of successful bidder will be retained during the tenure of tender and extension, if there be any, and for such retention no interest shall be payable. 8.7. If the validity of SSI registration is going to expire within tender/contract period, the bidder should produce the certificate to this effect to the undersigned. Registration of SSI unit after the submission of tender will not entitled the bidder to exemption from payment of Earnest Money.

1.4 . Sample along with Literature of quoted item/s should be submitted physically before at the office of the Jt. Director, Institute of Animal Health & Veterinary Biologicals, 37, Belgachia Road, Kolkata-37. Date and time for sample submission will be will be communicated later on.

1.5 On-line tenders in two parts i.e. Technical Bid (Part-I) & Financial Bid (Part-II) are to be submitted up to 2pm on 20.12.2019 for the aforementioned N.I.T.

1.6 Technical Bid Opening Date is tentatively fixed at 11 am on 23.12.2019. Other activities i.e. date of uploading of List of Technically qualified bidders, date of opening of financial bid etc. will be communicated later on.

1.7 The above schedule is fixed, however, the undersigned reserves the right to change the date of activities in case of any exigencies through a notice in the departmental website viz. [www.darahwb.org](http://www.darahwb.org) & Notice Board at above addressed office.

## 2. INSTRUCTION TO BIDDERS

2.1. Intending bidders may download & upload the tender documents free of cost from the website <http://wbtenders.gov.in> directly with the help of Digital Signature Certificate.

2.2. Intending bidder may obtain Digital Signature Certificate from the approved service provider of Govt. of India.

**3.ELIGIBILITY CRITERION**

- 3.1. Manufacturers/Authorised Distributors/Dealers/traders/bonafide suppliers having documentary evidence are eligible to participate in the tender.
- 3.2. Manufacturers /Authorized Distributor/Dealer/traders/bonafide suppliers including SSI having minimum two years marketing experience in the field of supply of laboratory related materials is eligible.

**4.SUBMISSION OF ON-LINE TENDER**

- 4.1. Tenders have to be submitted ON-LINE in two parts i.e. Technical Bid (Part-I) & Financial Bid (Part-II) in e-tender portal <http://wbtenders.gov.in> by using DSC.
- 4.2. All the desired documents have to be uploaded in Technical Bid (Part-I).
- 4.3. Eligibility of opening the Financial Bid (Part-II) for finalization of firms & rates will depend on the outcome of the documents uploaded in the Technical Bid (Part-I).
- 4.4. The Financial Bid shall consist of only the details of rates offered.
- 4.5. The intending bidders may please note that all the columns in the Technical Bid are to be filled meticulously with precision along with documentary evidence wherever necessary.

**5.APPLICATION FORMAT & CHECK-LIST**

- 5.1. Prescribed application format is to be uploaded (ANNEXURE-I) duly filled in, signed and affix with the seal of firm by indicating full communicating address with PIN, Telephone, Fax, E-mail address, Website number, NIT number and date.
- 5.2. Prescribed Check-list (ANNEXURE-II) should be properly filled in & uploaded.

**6.DOCUMENTS TO BE UPLOADED IN TECHNICAL BID**

- 6.1. All the required documents are to be arranged in seriatim as per table & Serial Number should be indicated on the right side top of the corner and uploaded in e-tender portal <http://wbtenders.gov.in>.
- 6.2. All the uploaded documents shall be English or Hindi. If any document produced in language other than English and Hindi, translation copies of such document in English shall be uploaded duly attested alongwith the seal by a Gazetted Officer. Failure to submit English Translation shall make the tender invalid.
- 6.3. All original documents are to be produced at the time of scrutiny, when asked for.

- 6.4. In the event of failure to upload any required document, the bid shall become invalid. No documents will be accepted physically save & except Sample/Literature.
- 6.5. Disclosure of rate/discounts/special offers in the Technical Bid will be treated as disqualification & such offers will be rejected.
- 6.6. The bidder should sign every page of tender terms & conditions & upload in the e-tender portal as a token of acceptance.
- 6.7. **Intending bidders should upload the following documents.**

<b>Sl.</b>	<b>Name of the documents</b>	<b>Yes/No</b>	<b>Page No.</b>
<b>BID-A STATUTORY COVER</b>			
1.	Application form duly signed whether uploaded (ANNEXURE-I).		
2.	Check List duly signed whether uploaded (ANNEXURE-II).		
3.	<b>Earnest Money Deposit Rs- 43,000.00, (Rs Forty three thousand )Only whether uploaded .</b>		
4.	Valid Exemption Certificate for Earnest Money Deposit <u>only for listed items</u> issued under Price Preference Rules & Registration Certificate for SSI units of WB from DIC whether uploaded.		
5.	Manufacturers /Authorised distributor/dealer /trader/bonafide suppliers will produce documentary evidence of their own		
6.	Self declaration having 2(Two) years marketing experience in laboratory item related business whether uploaded.		
7.	ORIGINAL IT Return for two years <b>i.e. 2016-17 &amp; 2017-18(FY)</b> whether uploaded.		
8.	ORIGINAL Certificate (ANNEXURE-III) issued by Registered Chartered Accountant stating Average Annual Turnover of the company <b>Rs10lakh (Rupees Ten lakh)</b> [In case SSI units it should be <b>Rs.05lakh- (Rupees Five Lakh) (2016-17 &amp; 2017-18)(FY)</b>		
09.	Self-declaration of the bidder for neither blacklisted nor suspended for quoted items (ANNEXURE-IV).		
10.	List of items quoted whether uploaded (Annexure-V)		
11.	Credential of the Company in supply of laboratory related items		
12.	Digitally signed N.I.T. as a token of acceptance whether uploaded		
13.	Literature for the quoted items whether uploaded.		
<b>NON STATUTORY DOCUMENTS</b>			
14.	Scanned original Trade License whether uploaded.		
15.	Scanned original PAN whether uploaded.		
16.	Valid 15 Digit Goods & Services Taxpayers Identification Number (GSTIN) under GST Act, 2017 whether uploaded.		

**7.SUBMISSION OF FINANCIAL BID**

- 7.1. The offered rates for various items should be quoted in BOQ(Bill of Quantities) i.e. Financial Bid (Part-II) in the dedicated column & to be uploaded separately.

<b>8.EARNEST MONEY DEPOSIT</b>
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- 8.1. Unless the bidder is exempted under existing orders of the Govt. of West Bengal or Govt. of India, Earnest Money Deposit Rs 43,000.00, (Rs Forty three thousand )Only will have to be uploaded to the e- procurement portal of the government of West Bengal [http://wbtenders .gov.in](http://wbtenders.gov.in) using his login ID and pass word. Detail procedure is given in the ACTIVITIES 1.2 EMD deposit column.
- 8.2 Those who exempted from depositing of earnest money, they will have to upload the ORIGINAL exemption certificate issued by the competent authority. Onus of proving that a bidder is exempted from deposition of earnest money will be on the bidder & **MUST** be proved by submission of valid document to that effect e.g. Small Scale Industries of the State of WB should furnish EM (Part-II), Acknowledgement thereof and Declaration of Product, Plant & Machinery Investment issued by D.I.C., Govt. of West Bengal or NSIC Certificate issued by Govt. of India etc.
- 8.3. The list of product manufactured & approved by NSIC/SSI Registration authority will **only** be considered for exemption from depositing of earnest money and those listed items will **only** come under zone of consideration of price preference. If any bidder quoted products other than those covered under NSIC/SSI Registration should accompany EMD. Authorized Officers of the undersigned may visit factory.
- 8.4. In no circumstances Cash, G.P. Notes, Account Payee Cheque, Savings Bank Pass Book, Fixed/Term/Special Term Deposit Receipt, Token of RBI etc. save and except those bank instruments mentioned in Clause No. 8.1.
- 8.5. The Earnest Money Deposit shall not carry interest and Earnest Money Deposit of previous tender will not be adjusted or considered for this tender. Earnest Money Deposited before the date of issue of this N.I.T. will not be accepted. Tender uploaded without earnest money deposit or valid exemption certificate will be summarily rejected. Tender received without EMD will be rejected.
- 8.6. Earnest Money of successful bidder will be retained during the tenure of tender and extension, if there be any, and for such retention no interest shall be payable.
- 8.7. If the validity of SSI registration is going to expired within tender/contract period, the bidder should produce the certificate to this effect to the undersigned. Registration of SSI unit after the submission of tender will not entitled the bidder to exemption from payment of Earnest Money.

<b>9.IT RETURN &amp; ANNUAL TURNOVER REQUIREMENT</b>
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- 9.1. ORIGINAL IT Return for two years i.e. **2016-17(FY) & 2017-18 (FY)** are to be uploaded.
- 9.2. ORIGINAL Certificate (ANNEXURE-III) issued by Registered Chartered Accountant stating Average Annual Turnover of the company **Rs10lakh (Rupees Ten lakh)** [In case SSI units it should be **Rs.05lakh-(Rupees Five Lakh)** ] **(2016-17 & 2017-18.)(FY)**
- 9.3. Participants below the said stricture are not eligible and their offer will be rejected.

<b>10.PERIOD OF RATE CONTRACT</b>
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- 10.1. Rate quoted shall hold well for **TWO YEARS** from the date of approval of rate by the tendering authority and/or any extended period, if situation arises.
- 10.2. They must supply the items at the approved rates within the validity period and refusal to supply will be dealt with as per tender rules.

**11 Goods & Services Taxpayers Identification Number (GSTIN) under GST Act, 2017**

- 11.1. Each bidder should upload Valid 15 Digit Goods & Services Taxpayers Identification Number (GSTIN) under GST Act, 2017 obtained from competent authority. If the bidder is exempted from Tax they should upload exemption Certificate obtained from competent authority.

**12.PAN**

- 12.1. ORIGINAL PAN card issued by competent authority is to be uploaded.

**13.SELF-DECLARATION**

- 13.1. Self declaration having 02 years marketing experience for Manufacturers/ Authorized Distributor/Dealer/traders/bonafide suppliers .
- 13.2. Each bidder should upload self-declaration for quoted items which are 'NEITHER BLACKLISTED NOR SUSPENDED' as per ANNEXURE-IV.

**14.LIST OF QUOTED ITEMS AND SAMPLE SUBMISSION**

- 14.1. Each bidder will have to upload the list of quoted items (Annexure-V).Product Literature for all the quoted items should be uploaded.
- 14.2. The samples of the quoted items shall be submitted in original before the sample selection committee for inspection and selection on scheduled date and time for Which prior intimation through letter will be given through Post/e mail which will be communicated later on.
- 14.3. However, exemption from submission/presentation of sample will only be entertained for certain specified and sensitive products as the undersigned may deem fit and proper.
- 14.4. The bidders should arrange supplies according to sample/literature approved and retained at the Institute of Animal Health & Veterinary Biologicals (R&T), 37 Belgachia Road, Kolkata-37.
- 14.5. The non-approved sample will be returned to the respective firms at their own expense. The same will have to take back positively within 15 (fifteen) days from the date of communication failing which their claim of return may not be entertained.
- 14.6. **The sample & literature will be examined by our technical experts. Test certificate in relation to quality of neutral glass vials and neoprene rubber stopper and aluminium caps should be submitted along with the samples. Sample( sample quantity as asked by the sample selection committee) will be accepted on the basis of satisfactory report of the sample selection committee.**

**Technical Evaluation Committee shall have the right to cross-verify the document as well as product provided in the technical bid before qualifying the firm to be placed before the Financial Evaluation Committee. The Technical Bid Evaluation Committee may visit the premises of the participating firm and inspect the manufacturing, analytical & other facilities to arrive the decision regarding the finalization of technical bid.**

- 14.7. In case, Sample or Product Literature is approved, one set of vial with accessories of such sample and Product Literature shall have to be kept with this office during the tenure of the tender. Supply should be made according to the approved sample/literature.

**15.RATE**

- 15.1. UNIFORM rate(s) inclusive of delivery (F.O.R. destination), all other incidental charges e.g. loading/unloading, cost of transportation, insurance, packaging etc. as mentioned in NIT. Taxes & duties should be mentioned separately in whole amount the dedicated column of BOQ.
- 15.2. The rate(s) is/are to be quoted in the specified BOQ (Bill of Quantities), in INR (Indian Rupees and Paisa), in NET in decimal coinage only. The authority does not guarantee purchase of all the items mentioned in the catalogue since it depends upon the actual requirement evaluated by the sections. Hence, rate should be quoted accordingly.
- 15.3. The composition, strength, packing specifications and unit of pack are clearly indicated in the catalogue. **The details of specification of the item for which rate quoted by the bidder in the BOQ must be obtained from the catalogue mentioned in NIT.** The bidder shall offer their rate ONLY for specified composition & packing. Products offered which do not conform the composition, strength, packing specifications and unit of pack shall not be considered. Therefore, the bidders are requested to go through all such specifications before quoting their rates.
- 15.4. Enhancement of rate, under no circumstances, will be accepted after date of closing of on-line bid submission, whatever the reason thereafter except any tax imposed by the Govt. Attested photocopy of Govt. Order in this respect is to be submitted while claiming such increase. However, such claim will be decided by the undersigned based upon the merit of each case.
- 15.5. If there is any reduction of Govt. Tax imposed by Govt. or statutory bodies and or Price compared to the rate as on the date of tender, the benefit will accrue to the Govt.
- 15.6. Abnormally low rate of any items quoted by the bidder in the offer without sufficient reason of such low rate, if detected will not be accepted. The undersigned reserved the right to reject any or all of the tenders at any stage without assigning any reason thereof.
- 15.7. The rate(s) quoted by the bidder shall not exceed the controlled rate(s) if the Govt. controlled rate(s) are in force on the date of uploading of tender. In the absence of controlled price, the bidder shall quote reasonable price applicable to bulk purchases. Quantity ordered is not likely to be enough to consider as TRUCK LOAD & the bidder must execute supply of any small quantity of ordered item.

**16.AGREEMENT**

- 16.1. The successful bidder will have to enter into a contractual agreement with the Govt. as per standard format embodying the tender terms & conditions in Non-judicial Stamp paper worth R.10/- (Rupees Ten only).
- 16.2. The agreement should be typed only on one side of the Stamp paper duly signed by the authorised signatory on each page. The continuing pages should be typed on conquest paper.
- 16.3. The said format will be uploaded alongwith list of products tentatively approved.
- 16.4. In the event of failure to execute agreement in prescribed manner within the stipulated period by the successful bidder such bidder's earnest money deposit will be forfeited in full. Such defaulters will forgo the right to participate in future tenders for period of minimum three years.



- 16.5. Award of Contract: On getting contractual agreement, the undersigned will circulate the approved price list to the purchase section of this institute for awarding contract.

### **17. SECURITY MONEY DEPOSIT**

- 17.1. The successful bidder will have to deposit security money @ 5% (Five Percent) ad-valorem subject to maximum of Rs.1,00,000/- (Rupees One Lakh) only in Term/Fixed Deposit receipt on any Nationalized Bank in favour of the Joint Director,ARD,IAH&VB,Kolkata A/c. \_\_\_\_\_ (Name of the firm) within 7 (seven) working days from the date of issue of order failing which order will be cancelled along with forfeiture of EMD and no further correspondence will be entertained.
- 17.2. The security money deposit is liable to be forfeited for non/short supply of ordered item in stipulated timeframe.
- 17.3. Partial deposit and/or previous deposit of security money will not be accepted.
- 17.4. Security money deposit will be refunded after satisfactory completion of supply. No proportionate refund of security money will be allowed if the supplied quantity falls below the ordered quantity.

### **18. PAYMENT**

- 18.1. Tax Invoice against all supplies is/are to be sent in TRIPLICATE & invariably be submitted along with the supplies for payment to the indenting officer. For imported items, copies of Bill of Entry/Lading, Invoice of overseas supplier & Certificate of Origin shall be produced along with Invoice otherwise payment will not be disbursed.
- 18.2. No advance payment shall be made under any circumstances.
- 18.3. Payment shall be made after executing the order satisfactory in all respect. However, no interest shall be paid to the firm in the event of delay in making payment due to whatsoever reasons. In no circumstances, delivery schedule should be affected and/or linked with the payment of outstanding bills. The payment of bills shall be withheld in case of violation of any tender clause.
- 18.4. The rates quoted shall be exclusive of Tax. The Tax will be paid in accordance with the orders of the Govt. from time to time.
- 18.5. In case of bidder from outside the State of West Bengal, the ordering officer will furnish the 'D' Form to the firms to enable the firm to claim exemption from Central Sales Tax as per the rules.
- 18.6. Tax Invoice against all supplies made should invariably be submitted along with supplies. Bills in duplicate & challan in duplicate indicating order no. & Date, Unit of supply etc. is to be raised by designating of officer placing the order.

### **19.SUPPLY & DELIVERY**

- 19.1. Fresh stock, as per approved sample shall have to be supplied against all indents, delivery of ordered item shall have to be made strictly as per given schedule printed in the order. The schedule may be revised (increased/decreased/temporarily postponed) by the receiving authority, depending upon requirement.
- 19.2. The quantity normally depends upon the actual requirement of the indenting officer. The successful firm is required for supply any quantity at the accepted rate within the contracted period.

- 19.3. The ordered item must be packed suitably to avoid transit loss and weathering to maintain quality. The supply must comport to the given specification in the tender. Any loss, damage or breakage or leakage or shortage observed on receipt of supplies and reported by the authority, it will be the responsibility of the supplier who shall be required to replenish the loss positively within 15 (fifteen) days from the date of intimation sent by the Indenting Officer. No extra cost shall be admissible for the same. Failure to replenish the above losses shall be liable for deduction of the corresponding amount from bills which shall be final and binding. Sterile items are to be transported in such packaging so that no damage to the primary packaging during transport process and sterility should be maintained properly.
- 19.4. Supply will normally be accepted on all working days between 11 am & 3 pm. Successful bidder must provide the requisite number of labour to store/install the materials in the respective stores/places as will be indicated from time to time without any additional charges. No supply will be accepted on Sundays and Govt. holidays unless otherwise desired by the receiving authority.
- 19.5. It is obligatory for the bidder to note that failure to maintain delivery schedule for supply of ordered item will lead to severe dislocation in carrying out public service for which successful bidder will be held responsible & action will be taken strictly as per tender rules laid down herein without any prejudice, any sort of plea will not be considered, save & except any incident occurred "by act of god" may be considered sympathetically.

**20. PENAL MEASURE**

- 20.1. The Earnest Money Deposit furnished by a firm will be liable to be forfeited in full (including excess amount of Earnest Money, if deposited), if the firm withdraws tender as a whole or for any particular item at any stage during the tenure of tender or fails/refuses to enter into written agreement once the rate for any/all item/s is/are accepted within the time specified when requested to do so by this Directorate and/or refuses to deposit Security Money. Such firms offer will not be taken into consideration in future & shall liable to be black listed for 3 (three) years.
- 20.2. The Security Money Deposit furnished by a Bidder is liable for forfeiture in full (including excess amount of Security Money, if deposited) along with cancellation of order without prejudice in the event of failure/refusal to maintain the delivery schedule and/or non-observance of terms & conditions of tender and/or contracted specification and/or quality/ quantity and the authority will be at liberty to terminate the contract as a whole or part.
- 20.3. The price, at which the bidder sells the products of identical description to any other Govt. Directorate, Organization etc., shall not exceed the quoted rate. If such incident of quoting higher rate comes to the notice, the authority reserves the right to initiate legal/penal action against such firms.
- 20.4. In case, the delivery programme is not followed & the competent authority is compelled to procure the ordered articles from the open market at a higher rate than the accepted price in tender, in that case the excess cost incurred on the account will have to be borne by the firm which will deducted from their outstanding bill apart from forfeiture of Security Money in full. Besides, failure to maintain the delivery schedule/ stoppage of supply may lead to termination of contract along with forfeiture of Security Money Deposit in full and such firms shall liable to be Black Listed for 3 (three) years.
- 20.5. The Tendering Authority reserves the right to test Chemicals in any reputed Laboratory having facilities for such under Public Sector and the Test Report will binding for taking positive action/cancellation of order against the bidder and/or its suppliers. The tendering authority reserves the right not to disclose the intensity of the Test House.

- 20.6. Non-compliance to any Terms & Conditions laid herein shall constitute a breach of contract & penalty for non-compliance shall be enforced very rigidly.

**21.GENERAL**

- 21.1. No Tender/Tender pre-requisites such as Earnest Money Deposit, Sample etc., will be accepted after date & time of scheduled closing.
- 21.2. Conditional Tenders and Tenders not accompanied with the documents as mentioned above shall be summarily rejected without any reference made to the bidder and no correspondence will be entertained.
- 21.3. Submission of hard copy of financial bid (BOQ) is totally prohibited & only be uploaded through e-tender portal. Disclosure of rate in the technical bid will lead to rejection of bid.
- 21.4. Any addendum/corrigendum/extension of validity period will be notified at our departmental website [www.darahwb.org](http://www.darahwb.org) as it is not possible to inform each.
- 21.5. The uploaded document in the tender without containing necessary enclosures and incomplete or tampered documents shall be rejected at the time of evaluation without any further notice to the bidder.
- 21.6. In case of products with Brand Name, the Tendering Firm is required to mention the Brand Name against each item. In case, I.S.I. Marked products, the Tendering Firm shall have to produce License of manufacturing from B.I.S. ISI/BIS marked items would be preferred and non-ISI/BIS items will be considered only when ISI/BIS marked items are not available.
- 21.7. The offer may go to the next bidder, if the successful bidder fails to perform the contract.
- 21.8 No negotiation/enquiry/subsequent representation regarding rate/quantity/quality or otherwise will be entertained after scheduled closing time. No import license, any sort of permit etc. in respect of any item will be provided from this Directorate and the tendering firm should have rely on their own resources.
- 21.9 The undersigned reserves the right to reject any or the entire tender at any stage without assigning any reason thereof and will not be bound to accept lowest tender rate.

**22 MISCELLANEOUS**

- 22.1. The bidder shall offer guarantee to the effect that the goods/stores/articles would continue to conform to the description and quality as specified that is up to the date of expiry or at least for next one & half years from the date of delivery.
- 22.2. Latest guidelines pertaining to purchase of stores issued by the Govt. of West Bengal will be followed provided that there is no specific instruction of the Tender Committee in this regard.
- 22.3. Any dispute/difference arising out of this Tender will be referred to the sole arbitrator to be appointed by A.R.D. Dept. and the same will be held at Kolkata. Arbitrator will have the power to pass interim order and will be guided by the Arbitration & Conciliation Act, 1996.
- 22.4. When a Tendering Firm submitted their tender in response to this Notification, they will be deemed to have understood fully the contents, the requirement, term & conditions of this tender. No extra payment will be made on the pretext that the Tendering Firm did not have a clear idea of any particular point. Any offer made in response to this tender when accepted by the Tendering Authority will constitute a contract between the parties.

22.5 A HELP DESK for implementation of e-tender is available at National Informatics Centre (NIC), Jal Sampad Bhavan, Office of the Executive Engineer, DVC Cell, Irrigation & Waterways Dept., 7<sup>th</sup> Floor, Salt Lake City, Kolkata - 700 091 to help and guide the prospective bidders about their registration, digital signature certificate and allied matter. The intending bidders may contact personally or over Phone # (033) 2223 6236.

22.6 Firm quoting rates on behalf of its Principal should indicate in tender paper that it is a DIVISION of the principal firm.

22.7 All notice intended to be served on the bidder will be deemed to have been duly served, if sent under certificate of posting or Registered post to the address mentioned in the tender or by any other process permissible under civil law.

22.8 All instructions given either in the catalogue of items, tender notice, tender and/order form are binding on the bidder and are part of terms and conditions.

22.9 In the event of delay/non-availability/garbled printout/inconvenience in getting access to the Website for downloading tender documents, the authority will not be held responsible. Every document uploaded by the bidder should be clear, legible otherwise it will not be considered for acceptance.

**DATES & INFORMATION**

Sl.	Activity	Date, Time & Venue
1.	Date of Publishing of N.I.T. & other Documents (Online)	04.12.2019 after 2 pm
2.	Starting Date of Downloading Documents (Online)	04.12.2019 after 2 pm
3.	Bid submission date (Online)	04.12.2019 after 2 pm onwards.
4.	Date of hosting of documents at departmental Website	04.12.2019 after 2 pm
5.	Pre bid meeting date and venue	09.12.2019 at 11 am ,IAHVB Conference Hall
6.	Closing date of downloading documents & online bid submission	20.12.2019 up to 2 pm
7.	Bid opening date for Technical bid (Online)	23.12.2019 at 11 am
8.	Date of uploading list for Technically Qualified Bidder(Online)	To be notified later on
9.	Date for opening of Financial bid (Online)	To be notified later on
10.	Date of uploading of list of Bidders alongwith the approved rate	To be notified later on.

*Sd/-*  
*(Dr. Basudeb Maity)*  
Joint Director ,ARD  
IAH&VB(R&T),Kolkata

**\*CATALOGUE**  
**Items for tender list**

Sl. No.	Name of the Instrument	Specification with presentation
<b>Laboratory Items</b>		
1.	Neutral glass vial with Neoprene rubber stopper and Aluminium caps- (Colored/noncolored)	<p><b>Neutral Glass vial-</b> Vial capacity-3ml, height-40mm. Body diameter- 15 mm., Neck diameter: 13mm.</p> <p><b>Neoprene rubber stopper- Single slit , suitable for above mentioned neutral glass vials / Single slit with 2(Two)elevated rings, suitable for above mentioned neutral glass vials</b> capable of holding vacuum after freeze drying and also after freezing(cold chain storage upto-80°C) for at least one year.</p> <p><b>Aluminium cap (Colored /non-colored )</b> - 13 mm. Diameter and suitably fit for above mentioned Neoprene rubber stopper.</p> <p><b>NB: A complete set of Neutral glass vials, Neoprene rubber stopper and Aluminium Caps( Colored/non-coloured ) mentioned above must be capable of holding the vacuum after freeze drying and also after freezing (cold chain storage upto - 80 °C) for at least one year. The above mentioned set of Neutral glass vials, Neoprene rubber stopper and Aluminium Caps (colored/noncoloured ) must be suitable for freeze dried viral vaccine production.)</b></p>

*Sd/-*  
*Dr . Basudeb Maity*  
Joint Director ,ARD  
IAH&VB(R&T),Kolkata