



# KAZI NAZRUL UNIVERSITY

Nazrul Road, Kalla More, P.O. – Kalla C. H.  
Asansol – 713340, Dist.- Burdwan, West Bengal  
Phone No.: 0341-227 0456, FAX: 0341-227 1024,  
Email: [regknuasn@gmail.com](mailto:regknuasn@gmail.com), Website: [www.knuedu.in](http://www.knuedu.in)

Ref.No –KNU/R/.....298...../16

Date: 18.04.2016

## Notice

Sealed Tenders are invited by the Kazi Nazrul University to procure Laboratory equipment for use of Geography Department at Asansol LAST DATE OF RECEIVING APPLICATION IS 05.05.2016 up to 12:00 hrs. (by post or in person) For details please visit [www.knuedu.in](http://www.knuedu.in).



Sd/-  
Dr. Sougata Chakrabarti  
Finance Officer & Registrar(Addl. Charge)

Copy to:

1.PA to Hon'ble Vice Chancellor , KAZI NAZRUL University





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Ref. No: KNU/R/293/16

Date: 18.04.2016

## 1. Invitation for Bids

1.1 Kazi Nazrul University(KNU) intends to procure Laboratory equipment for use of Geography Department of KNU at Asansol. The tentative quantity of the required items along with technical configuration of each items are mentioned at Annexure separately. KNU is looking for vendors who have experience in supplying said type of Laboratory Equipment.

1.2 Bidders are advised to study all technical and commercial aspects, instructions, forms, terms and specifications carefully in the tender document. Failure to furnish all information required in the Tender Document or submission of a bid not substantially responsive to the Tender document in every respect will be at the Bidder's risk and may result in the rejection of the bid.

1.3 Sealed offers prepared in accordance with the procedure as enumerated below should be submitted to The Registrar, KNU , not later than the date and time laid down, at the address given :

Tender document may be downloaded from the University website [www.knuedu.in](http://www.knuedu.in) and the same after filled up must be submitted in a sealed envelope addressed to The Registrar, KAZI NAZRUL University, Nazrul Road, Kalla More, P.O. – Kalla C. H. Asansol – 713340, Dist.- Burdwan, West Bengal.

1.4 The categories of items and quantity indicated in the Tender Document are tentative. KNU, however, reserves the right to increase or decrease the quantity or delete some or all of the items depending on the needs of the KAZI NAZRUL UNIVERSITY without assigning any reasons.

1.5 The bidder should indicate specifically the Basic Price, Taxes/Excise duty, other duties (if any), and levies chargeable quantitatively against each item. No additional information will be entertained after due date. Kazi Nazrul University may reject bids if they do not carry such information separately and specifically quantitatively

1.6 The tender should be submitted in two cover system i.e. (a) Technical Bid (separate envelope) and (b) Financial Bid.

1.7 The bidder should clearly indicate the delivery period and validity period of tender.

1.8 The bidder should clearly indicate the availability of service and maintenance facilities at Asansol for the items quoted.

1.9 The above mentioned details particularly the Sales Taxes/excise duty/VAT, any other duty, if not quoted properly, the bid can be cancelled.

1.10 The bidders are required to quote for each item separately in terms of basic price and all other charges. Prices can be quoted in Indian Currency only (₹).

1.11 The bidder can quote for all items or for item(s) suitable for the firm as mentioned in the Annexure.

1.12 The bidder (Technical Bid) must be submitted along with the copies of OEM license or authority from the manufacturer if applicable.

1.13 KNU reserves the right to reject any or all tenders without assigning any reason whatsoever.





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1.14 The tenders will be opened on the date and time indicated in the presence of bidders, if any, present on the occasion.

1.15 No advance payment or payments against Performa invoice will be made. Payment will be made after receipt, inspection, and installation/testing

1.16 All damaged or unapproved goods shall be returned at the bidder's risk and cost and the incidental expenditure there upon shall be recovered from the concerned party.

1.17 Printed conditions of the firm sent along with the quotation, if any, shall not be binding on KNU ..

1.18 On acceptance of tender, the date of delivery should be strictly adhered to otherwise, the KNU reserves the right not to accept the delivery in full or in part. In case the order is not executed within the stipulated period, the KNU will be at liberty to make purchases through other sources.

1.19 Payment of bill will be made through by crossed account payee Cheque or through NEFT only after delivery and successful installation of each of the items.

1.20 Schedules for Invitation to Tender

a) Tender should be dropped at the Tender Box kept at the office of the Registrar of KNU

b) Place, Time and Date of opening of Technical bids:

Place: Meeting Room of New administrative building at Nazrul Road, Kalla More, P.O. – Kalla C. H. Last date of receiving tender document either by hand or by post: 05.05.2016 up to 12:00 hrs. The date of tender opening will be on 05.05.2016 at 13:00 hrs. The commercial bid of technically qualified bidders may be opened on the same date if University authority thinks so.

c) Date till which the tender is valid: 180 days from the opening of technical bid.

e) KNU shall not be responsible for any postal delay about non-receipt/non-delivery of the documents.

2. Procedure for submission of Bids

2.1 It is proposed to have a Two Cover System for this tender

a) Technical Bid in one cover duly super scribed as 'Technical Bid'

b) Commercial bid in another cover duly super scribed as 'Commercial Bid for Annexure I'

2.2 The cover thus prepared should also indicate clearly the name and address of the bidder to enable the Bid to be returned unopened in case it is declared "late".

3. The bidder shall bear all costs associated with the preparation and submission of its Bid, including the cost of presentation for the purpose of clarification of the bid, if so desired by the University and the University will in no case be responsible or liable for those costs, regardless of the conduct or outcome of the Tendering Process.

4. Clarification of Tender Document

A prospective bidder requiring any clarification of the Tender Document may notify the client in writing at the University's mailing address. The University will respond in writing (preferably through e-mail) to any request for clarification of the Tender Document, received not later than 03 working days prior to the last date for the receipt of bids prescribed by the University. In case of any further clarification on any of the points in the tender, if required, pre-bid conference can be held.

5. Amendment of Tender Document





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5.1 At any time prior to the last date for receipt of bids, the client may for any reason, whether at its own initiative or in response to a clarification requested by a prospective bidder, modify the Tender Document by an amendment.

5.2 The amendment will be displayed on the web site of the university at least three working days prior to the opening of technical bid.

5.3 In order to afford prospective bidders reasonable time in which to take the amendment into account in preparing their bids, the University may, at its discretion, extend the last date for the receipt of the Bids.

6. Language of Bids: The bids prepared by the bidder and all correspondence and documents relating to the bids exchanged by the bidder and the University, shall be written in English language.

7. Documents comprising the Bids

7.1 The Bids prepared by the bidder shall comprise of following components: -

Bid prices duly filled, signed and complete as per the format of PROFORMA FOR FINANCIAL BID as per Annexure 1

8. The bidder should have the following qualifications for bidding:

a. Shall be registered in India

b. Shall have OEM authorisation or channel partners/ service providers, authorised distributors / dealers / resellers (if applicable)

c. Shall have been in existence for not less than one year.

d. Shall be having sufficient experience and expertise in the relevant field

9. Delivery Schedule: The Company shall be able to deliver the required items within 7 days of the receipt of order. The company shall adhere with all seriousness to the time schedule provided by the KNU . Delivery/Installation is to be done at Asansol

10. Warranty: All the products must carry minimum one year comprehensive warranty.

11. The products asked for should be of very high standard and of mentioned brand

12. Liquidated Damages : The Company shall be liable to indemnify the KNU in all respects and meet and pay off the litigation expenses and all the liabilities including damages, sums etc. arising out of and as a consequence of the negligence, deficiencies, mistakes, lapses, delays etc. in the execution of the various jobs and the services provided.

13. Payment: There is no provision for making advance payment to the Company. However, the running bills for the jobs completed can be submitted by the company and will be cleared for payment within reasonable period.

14. Purchase Order: The purchase order for the entire quantity can be placed either in one lump sum or as per the requirement through repeat order. The quantity shown is tentative and may increase or decrease.

Yours faithfully,

(Dr. Sougata Chakrabar)

Finance Officer & Registrar (Addl. Charge)

Registrar (Addl. Charge)

Kazi Nazrul University

Asansol - 713340 (W.B.)





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## Annexure I

SL.NO.	ITEMS	QUANTITY	Rate including all taxes(Rs)	Amount(Rs)
1	VERNIER TRANSIT THEODOLITE	2		
2	PRISMATIC COMPASS	2		
3	STAFF	2		
4	RANGING ROD	4		
5	TAPE (100 METRES)	2		
6	BUBBLE TUBE	2		
7	GROUND PIN	20		
8	TRIPOD STAND ( PRISMATIC COMPASS)	2		
9	GARMIN GPSMAP 78SC	2		

