



**GHANI KHAN CHOUDHURY INSTITUTE OF ENGINEERING AND TECHNOLOGY**  
(A CFTI, Estd. by Ministry of Education, Govt. of India)  
P.O. Narayanpur, Dist. Malda, 732141, West Bengal, India

Tender ID: GKCIET/e-TENDER/2021/03

Date: 30/08/2021

**Subject: Tender Enquiry for Supply, Installation, Testing and Commissioning of Lab Equipment for the Department of Food Processing Technology.**

**e-TENDER NOTICE**

1. Ghani Khan Choudhury Institute of Engineering and Technology (GKCIET) invites online Tenders through **CPP Portal <https://eprocure.gov.in/eprocure/app>** from eligible Bidders for procurement of different lab equipment for the Department of Food Processing Technology (Please see **Annexure 2 – BOQ and Annexure 3 – “Technical Specification and BOQ”** for items details).
2. All interested vendors are requested to send their quotation in **Two Bid System** for supply of the above item as per detailed **Technical Specification, General Terms and Conditions** and other details included in **Annexure 1 to Annexure 13**. Particulars of the tender are as follows;

Sl. No.	Particulars	Details
1	Tender ID. & Date	GKCIET/e-TENDER/2021/04, Dated 30/08/2021
2	Type of Tender	Open e-Tender
3	Publish Date & Time	24/09/2021, 6P.M
4	Document Download Start Date & Time	24/09/2021, 6 P.M
5	Document Download end Date & Time	18/10/2021,2 P.M
6	Bid Submission Start Date & time	24/09/2021,6 P.M
7	Pre-Bid Conference Date, Time and Venue	30/09/2021,2 P.M
8	Bid Submission End Date & Time	18/10/2021,2 P.M
9	Date for Opening of Bid	20/10/2021,2 P.M
10	Estimated Cost:	Rs 23,20,000/-
11	Tender Fee (non-refundable)	Rs 1,000/- (Rupees one thousand only)
12	EMD (refundable but non-interest bearing)	EMD: Approx. 3% of quoted price. (EMD exemption allowed as per cl. No 25 & 26 of Annex 1 “General terms and Conditions”)
13	Price Bid and item details	As per BoQ uploaded at CPP Portal <b>Note:</b> Price Bid should be submitted in given BoQ format only. No other format shall be accepted.
14	EMD Submission Last Date	EMD shall have to be reached by GKCIET within 7 days of the end date of Bid Submission and soft copy of the same instruments to be uploaded along with bid on CPPP in EMD details and Tender Fee details.

### **IMPORTANT NOTES:**

- i. Ghani Khan Choudhury Institute of Engineering & Technology (GKCIET), Malda, West Bengal was established in 2010 by the Ministry of Human Resource Development, Govt. of India under the mentorship of National Institute of Technology, Durgapur. The Institute was established with the objective to create a multi-layered interdisciplinary and intersectoral efficient professional technical manpower to act as an international podium for the development and transfer of technical competence in academics. The Institute is devoted to provide leadership, organizational expertise, technical assistance and the other resources required to meet the demand. GKCIET is at a distance of 7 km from Malda central railway station and 0.7 km from 34 No. National Highway.
- ii. GKCIET will assess the ability of the agencies based on its past record, profile and on such other criteria and only those found fit will be considered.

### **Instruction for Online Bid Submission**

1. Tender Documents can be downloaded from the Central Public Procurement (CPP) Portal [www.eprocure.gov.in/eprocure/app](http://www.eprocure.gov.in/eprocure/app) or from GKCIET website <http://www.gkci.ac.in>. However, the bidding process (submission and finalization) will be done in online mode at CPP Portal. The bidders may submit their bid only through uploading in the CPP Portal <https://eprocure.gov.in/eprocure/app>. No bids received by post or by hand or by FAX/E-mail,
2. The bidders are required to submit soft copies of their bids electronically on the CPPP Portal, using valid Digital Signature Certificates. The instructions given below are meant to assist the bidders in registering on the CPPP Portal, prepare their bids in accordance with the requirements and submitting their bids online on the CPPP Portal.
3. More information useful for submitting online bids on the CPPP Portal may be obtained at: <https://eprocure.gov.in/eprocure/app>
4. **REGISTRATION:** Bidders are required to enroll on the e-Procurement module of the Central Public Procurement Portal (URL: <https://eprocure.gov.in/eprocure/app>) as per CPPP portal guideline.
5. **SEARCHING FOR TENDER DOCUMENTS:** There are various search options built in the CPPP Portal, to facilitate bidders to search active tenders by several parameters. These parameters could include Tender ID, Organization Name, Location, Date, Value, etc. There is also an option of advanced search for tenders, wherein the bidders may combine a number of search parameters such as Organization Name, Form of Contract, Location, Date, Other keywords etc. to search for a tender published on the CPPP Portal.

Once the bidders have selected the tenders they are interested in, they may download the required documents / tender schedules. These tenders can be moved to the respective 'My Tenders' folder. This would enable the CPPP Portal to intimate the bidders through SMS / e-mail in case there is any corrigendum issued to the tender document.

The bidder should make a note of the unique Tender ID assigned to each tender, in case they want to obtain any clarification / help from the Helpdesk.

6. **SUBMISSION OF BIDS**

7. Bidders should log into the site well in advance for bid submission so that they can upload the bid in time i.e. on or before the bid submission time. Bidders will be responsible for any delay due to other issues.

a) The bidder has to digitally sign and upload the required bid documents one by one as indicated in the tender document.

b) Bidder has to select the payment option as “offline” to pay the EMD and Tender fees as applicable and enter details of the instrument and upload all other details in the portal accordingly.

8. **ASSISTANCE TO BIDDERS:**

a) Any queries relating to the tender document and the terms and conditions contained therein should be addressed to the Tender Inviting Authority for a tender or the relevant contact person indicated in the tender.

b) Any queries relating to the process of online bid submission or queries relating to CPPP Portal in general may be directed to the 24x7 CPPP Portal Helpdesk.

c) Tenderer are advised to follow the instructions provided in the ‘Instructions to the Tenderer for the e- submission of the bids online through the Central Public Procurement Portal for e Procurement at <https://etender.gov.in/eprocure/app>.

9. **Instructions:**

a) The offer must be submitted in Two Bid - Two Envelope only though uploading in the CPP Portal, before the last date & time for bid submission.

b) Bidders must submit their digitally signed bids. The covers will contain the following documents:

**A. Cover 1**

i. EMD and Tender fees Details (original instrument shall be sent to Tender issuing authority).

ii. Valid document proof for EMD exemption, if applicable.

iii. Proof of establishment of Firms/shop/business/ manufacturing unit etc.

iv. Dealership Certificate/Manufacturer's Authorization Certificate from the make/manufacturer if bidder is not manufacturer.

v. Latest GST/Sales Tax Clearance certificate along with copy of Registration certificate under Sales Tax

vi. Photocopy of PAN card issued in the name of the bidder's firm

vii. Proof of registration with any other central government organization (if any)

viii. Photocopies of purchase orders received from any central govt. organization / state government to the firm.

ix. Similar Purchase Order copies are executed in National Importance Institutions like, IITs, NITs, IISERs, NISER, Central Universities etc.

x. Proof of turnover by way of Audited Balance Sheet/Auditor's certificate for the financial year 2017-18, 2018-19, and 2019-20.

xi. Copy of Income Tax return copies (last three years) for the financial year 2017-18, 2018-19, and 2019-20.

xii. Copy of the NIT Document duly signed on every page by the authorized Signatory

- xiii. Details specification of the quoted item, catalogue, where bidder submit "No" i.e. not same as per our specification.
- xiv. Bidder Specifications Compilation Sheet.
- xv. Affidavit for not blacklisted from any organisation from notary.
- xvi. Bidder's details.
- xvii. Terms and conditions for AMC for different quoted items.

**B. Cover 2**

i. Price Bid. (Separate in second Envelope in BoQ Ms-Excel format.)

**10. List of Enclosure:**

Annexure 1: General Terms and Conditions

Annexure 2: BOQ

Annexure 3: Technical Specification

Annexure 4: Bidder Information Form

Annexure 5: Price Schedule Format

Annexure 6: Format for Acceptance of Terms & Conditions of the Tender

Annexure 7: Mandate Form for Electronic Fund Transfer/RTGS Transfer

Annexure 8: Manufacturers' Authorization Form

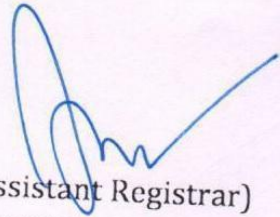
Annexure 9: Letter of Guarantee

Annexure 10: Compliance Report

Annexure 11: Self-Certificate for Local Content

Annexure 12: Check List

Annexure 13: EMD / Bid Security Declaration for NSIC/SSI/MSME



(Assistant Registrar)  
GKCIET, Malda

Date: 30/08/2021

Place: Malda

## Annexure 1

### **GENERAL TERMS AND CONDITIONS**

The offer must comprise of the following terms and conditions failing which their offer will be treated as non-responsive and will be rejected:

1. GKCIET reserves the right to accept / reject any or all the tenders in part /full without assigning any reason thereof, revise the requirement of service at the time of placing the order, modify, relax or waive any of the conditions stipulated in the tender specification, wherever deemed necessary and award contracts to one or more bidders for the items covered by the tender.
2. Any corrigendum, if issued any for the tender, shall form part of the Tender Document. Any amendment will be notified on the GKCIET website ([http:// www.gkci.ac.in.](http://www.gkci.ac.in)) and CPPP portal. Bidders/Tenderers are requested to visit GKCIET and CPPP website regularly to check Corrigendum/amendments to the tender without fail and submit the offer accordingly. GKCIET will not be responsible for ignorance of corrigendum.
3. The server time (which is displayed on the bidders' dashboard) will be considered as the standard time for referencing the deadlines for submission of the bids by the bidders, opening of bids etc. The bidders should follow this time during bid submission.
4. All the documents being submitted by the bidders would be encrypted using PKI encryption techniques to ensure the secrecy of the data. The data entered cannot be viewed by unauthorized persons until the time of bid opening. The confidentiality of the bids is maintained using the secured Socket Layer 128-bit encryption technology. Data storage encryption of sensitive fields is done. Any bid document that is uploaded to the server is subjected to symmetric encryption using a system generated symmetric key. Further this key is subjected to asymmetric encryption using buyers/bid opener's public keys. Overall, the uploaded tender documents become readable only after the tender opening by the authorized bid openers.
5. The uploaded tender documents become readable only after the tender opening by the authorized bid openers.
6. Upon the successful and timely submission of bids (i.e. after Clicking "Freeze Bid Submission" in the portal), the portal will give a successful bid submission message & a bid summary will be displayed with the bid no. and the date & time of submission of the bid with all other relevant details
7. Kindly add a scanned PDF of all relevant documents in a single PDF file of the compliance sheet.
8. The bid summary has to be printed and kept as an acknowledgement of the submission of the bid. This acknowledgement may be used as an entry pass for any bid opening meetings.
9. The bidder may please note that there is no facility of extension of the bid submission date for whatsoever reason unless it is required by the purchaser. Therefore, they should ensure that the bid is uploaded well in advance without waiting for the last date and time as there could be issues like server not responding, internet speed slow, and document not getting uploaded and so on. GKCIET, Malda shall not be responsible for any of these factors.
10. Conditional tender bids will not be accepted.
11. Price Bid must be submitted in prescribed **BoQ in MS-Excel** format only, no other format will be accepted.
12. BoQ is in INR only, bidder shall quote in INR only. No request shall be entertained to add any other currency after the floating of the tender under any circumstance.

13. Total price (with taxes) include basic price, all taxes, other charges (in any). Comparison will be made on total price (inclusive all).
14. The basic price must not be higher than the price of the principal, if any additional accessories required, as per enquiry, it must be included within the total price.
15. Quotation document (s) and all enclosures must contain the signature of the competent authority of the firm.
16. Bidders are requested to note that they should necessarily submit their financial bids in the format provided and no other format is acceptable. If the price bid has been given as a standard BoQ format with the tender document, then the same is to be downloaded and to be filled by all the bidders. Bidders are required to download the BoQ file, open it and complete the (unprotected) cells with their respective financial quotes and other details (such as name of the bidder). No other cells should be changed. Once the details have been completed, the bidder should save it and submit it online, without changing the filename. If the BoQ file is found to be modified by the bidder, the bid will be rejected.
17. Bidders shall fill all the boxes meant for the Bidders. No Box should be left blank. As the comparative statement will be generated by system. As the system generates the comparative statement on the basis of the final landing cost. In case, any box left blank by Bidder such as taxes etc. system presumed that all break up prices included in the final landing cost.
18. The bidder shall complete the BOQ as provided in the bidding documents. The BoQ must be completed without any alterations to its format and no substitutes shall be accepted. All blank spaces shall be filled in with the information requested in BoQ.
19. **Tender Fees (Nonrefundable): Rs 1,000/- (Rupees One Thousand)** must be submitted in the form of **Demand Draft (DD)** drawn from any Nationalized/ Scheduled Commercial Bank in favour of **Account Officer, GKCIET, Malda payable at Malda**. The DD should be valid for a period of 45 days beyond the bid validity period.
20. **EMD (Refundable): Approx. 3% of quoted price** must be submitted in the form of **Demand Draft (DD)** drawn from any Nationalized/ Scheduled Commercial Bank in favour of **Account Officer, GKCIET, Malda payable at Malda**. The DD should be valid for a period of 45 days beyond the bid validity period.
21. Original Demand Draft for EMD and Tender Fee for Tender shall be posted/couriered/handed over in a sealed envelope to the **Controller, Stores & Purchase Section, 1st Floor, GKCIET, P.O. Narayanpur, Dist. Malda, West Bengal, Pin 732141**, and shall have to be reached by GKCIET **within 7 days of the end date of Bid Submission** and **soft copy of the same instruments to be uploaded along with bid on CPPP** in EMD details and Tender Fee details. Instruments received other than uploaded on CPPP shall not be accepted and such bid will be rejected on the basis of non-submission of EMD and Tender Fee.
22. The sealed envelope containing Original EMD and Tender Fee to be reached to GKCIET shall be duly super scribed with the followings:
- A. "EMD for Tender Enquiry for Supply, Installation, Testing and Commissioning of Lab equipment for the Department of Food Processing Technology"
  - B. Tender No.: GKCIET/e-TENDER/2021/04 Dated 30/08/2021
  - C. Last Date & Time: \_\_\_\_\_ at 5:30 P.M.
  - D. Name of the Bidder & Address:
23. In case the original instrument is not received before the due date, or in any phase of tender process, it is found that EMD and Tender Fee price is not appropriate, the uploaded bid shall be rejected, whenever applicable.

24. Bidders must send valid documents subjected to acceptance by the Tender Inviting authority against EMD. No such information will be given to the bidder regarding non acceptance of EMD and Tender documents and their bid will be canceled based on non-submission of requisite fees. So, the Bidders must ensure from there end and submit valid EMD exemption documents, if applicable.

25. The bidders in the category of Micro and Small Enterprises (MSEs) who are registered with NSIC/SSI/MSME Units are exempted from submitting the EMD/Bid Security subject to submission of bid security declaration as per annexure 13. Particular "Activity Type" shall only be considered for exception and other benefit(s) as applicable. For the same, documentary proof to be enclosed with clearly mentioning the Category for EMD exemption. Any other activity types/category shall not be considered and will be treated as "Non-responsive in Bid security" in case of non-submission of EMD.

26. In compliance of Public Procurement Policy for Micro and Small Enterprise (MSEs) Order 2012, purchase preference shall be given to Micro and Small Enterprise (MSEs) registered with District Industries or Khadi and Village Industries Commission or Khadi and Village Industries Board or Coir Board or National Small Industries Corporation or Directorate of Handicrafts and Handloom or consortia or Micro and Small Enterprises formed by National Small Industries Corporation. Purchase preference shall be applicable as per policy of Govt. of India.

27. EMD Exemption applicable to NSIC/SSI/MSME Units who are actual manufactures of the Quoted items and not for the Quoting or Offering items Manufactured by other OEM. Traders/Distributors/Reseller/Authorized Agents will not be considered for availing benefits of EMD exemption under PP Policy 2012 for MESs as per MSE guidelines issued by MoMSME.

28. In case, the firm quoting for above mentioned items is the Authorized Dealer / Distributor of the manufacturer. Copy of Authorization Certificate/Dealership Certificate shall have to be enclosed with the quotation. Offers submitted without proper authorization shall be rejected summarily.

29. Quality, warranty and other details of the Item will be verified from the Original Equipment Manufacturer (OEM) if required.

30. The contract will be awarded based on the guidelines mentioned in the 'Public Procurement (Preference to Make in India), Order 2017' order no. P- 45021/2/2017-PP (B.E.-II) dated. 16/09/2020 of the Ministry of Commerce and Industry, Department for Promotion of Industry and Internal Trade (Public Procurement Section) and any subsequent revision thereafter. This will be applicable for local content subject to submission of Self-Certificate for Local Content. Accordingly, the bidder shall submit self-certification as per Annexure-11.

31. The Bank/RTGS detail must be submitted along with the quotations /Tenders on the letterhead. A Scan copy of the cancelled cheque can also be attached for verification of IFSC code (if required).

32. **Pre-installation Requirement:** The bidder should mention pre-installation requirements for the equipment like ambient temperature, humidity, weather specification, power specifications, etc., when items are provided full performance satisfactions, should be demonstrated. However, the supply of foundation bolts, anchor bolts, electrical insulation, vibration insulation, etc. including foundation will be in the scope of the supplier.

33. **Taxes:** The percentage of taxes must be either inclusive/extra in exact figure should be mentioned clearly by the supplier. Institute will not provide any GST Exemption Certificate.

34. The Bidders have to provide a tentative schedule for supply, installation, commissioning along with their bid.

35. The quoted price (final offer) must be F.O.R. i.e. GKCIET, Narayanpur, Malda, West Bengal-

732141 including packing & Forwarding, Freight, and Insurance etc.

36. The quoted amount (the final/total price of the items) shall include supply of item, delivery to actual site, installation, testing, commissioning, demonstration, training, supply of spare parts, third-party inspection (if any), all kinds of taxes, equipment foundation for installation etc. The comparison shall be made based on the final/total price of the items (basic price + all others prices+ all taxes).

37. The quotations must be neatly typed or computer printed. Hand written offers will be rejected. Quotations must carry the numbers of GST No. invariably on the top.

38. **Specification and Make:** Quotation should be given for the exact specification and make as shown in the enquiry against Sl. No. of the item. All makes shall be reputed/standard unless otherwise specified in the Annexure 3 "Technical Specification". In the view of the supplier, if there is any other alternative item which can serve our purpose, quotation may also be given for the same separately along with previous client list, order copy of similar equipment supplied to any IITs / any other Govt. Organization including details of price and all charges must be attached. There is scope to quote optional items, if required, which will be included within the total price of the particular item in the BoQ in the "any other charges" column. Evolution will be made on Total cost (inclusive all).

39. The supplier must have submitted the catalogue of the product, warranty/guarantee certificate, operator manual (2 copies), testing certificate, calibration certificate etc. along with the technical bid. The supplier must also provide a list of premier institutions (Like IITs/ NITs or Internationally reputed Universities, etc.) to which similar products have been supplied with product details. A compliance certificate to be provided item wise as per the specification.

40. **Delivery:**

i) The supply shall be delivered at GKCIET, P.O. Narayanpur, Dist. Malda, West Bengal – 732141 and the supplier shall be responsible for damage during the transit of goods. In case of receipt of materials in damaged condition the suppliers will have to arrange the replacement of goods free of cost. All expenses in this regard will be borne by the supplier.

ii) On arrival of shipment/consignment, the supplier is required to arrange custom clearance and transportation of the consignment up to GKCIET, Malda premises. The Tenderer/ bidder will do all types of clearance work and **formalities to deliver/provide the equipment at the site of installation. The expenses incurred will be reimbursed on an actual basis not exceeding the quoted amount.** Institute will provide all types of documentary support including Customs Duty exemption certificate. The custom duty, demurrage (in case of delay in release of custom duty to the custom department by GKCIET, Malda) and government taxes/levies (if any) will be paid extra by the buyer after as per term of payment. This may be included in your quotation as a separate item. Entry Tax will be reimbursed on production of proof of payment.

iii) The Successful bidders are requested to deliver the goods on the actual site before 3.00 PM on any working day (Monday to Friday).

iv) All the communications/queries with respect to the tender shall be addressed to (any working day (Monday to Friday) between 11.00 AM to 3:00 PM):

**The Controller (Store & Purchase)**  
**Administrative Building,**  
**Ghani Khan Choudhury Institute of Engineering and Technology**  
**P.O. Narayanpur, Dist. Malda, West Bengal (India) Pin 732 141.**  
**e-mail: controller@gkciet.ac.in**



41. The date of delivery should be strictly adhered to failing which the purchase order is liable to be cancelled. Penalty may be imposed as per P.O. terms & conditions. Goods should be securely, safely and adequately packed & dispatched at the risk of supplier and packing costs quoting this order reference should be kept in all packages. Local firms are requested to deliver the goods in our stores before 3.00 PM on any working day.

42. **Offer Validity Period:** The validity period of the offer should be clearly specified. It should be at least for 180 days from the last date of submission of the quotations.

43. **Performance Security (refundable but non-interest bearing):** The firm has to submit Performance Security of **10%** of the total order value in in favor of **The Account Officer, GKCIET, Malda** to be submitted in the form of Demand Draft (DD) from any Nationalized/ Scheduled Commercial Bank pledged in favor of "**GKCIET, Malda**" payable to be submitted on or before installation of equipment. Performance Security must be valid for **14 months or 2 months beyond the maximum warranty periods of the items**, whichever is later, to cover the warranty.

44. **Guarantee/Warranty Period:**

(i) Except otherwise specified in the invitation to tender or Technical Specification (Annexure 3), the contractor hereby declares that the goods/stores/articles/equipment sold/supplies to the purchaser/consignee under this contract shall be of best quality and workmanship and new in all respects and shall be strictly in accordance with the specification and particulars mentioned/contained in the contract. The contractor hereby guarantee/warranty that the said goods/stores/articles would continue to conform to the description and quality aforesaid for a period of **12 months** from the date of receipt of goods/articles/equipment in good condition at site by the consignees in case of supply contract and **12 months** from the date of installation and satisfactory taking over of the goods/stores/articles/equipment at site by consignee where installation and commission is involved and notwithstanding the fact that the purchase /inspection authority has inspected and/or approved the said goods/stores/articles equipment or such if during the **12 months** the said goods/stores/articles/equipment be discovered not to conform to the description and quality aforesaid or not giving satisfactory performance or have deteriorated and the decision of the purchase /consignee in that behalf shall be final and binding on the contractor/seller and the purchaser shall be entitled to call upon the contractor/seller to rectify the goods/stores/articles/equipment or such specified period as may be allowed by the purchaser in his discretion on application made thereof by the contractor/seller, and in such an event, the above period shall apply to the goods/stores/articles/equipment rectified from the date of rectification mentioned in the warranty thereof, otherwise the contractor/seller shall pay the purchaser such compensation as may arise by reason of the breach of warranty therein contained.

(ii) Guarantee that they will supply the spare parts, if and when required on an agreed basis for an agreed price. The agreed basis could be and including but without limitation an agreed discount on the catalogue price or an agreed percentage of profit on landed cost.

(iii) Warranty to the effect that before going out of production for the spare parts they will give adequate advance notice to the purchaser of the equipment so that the later may undertake the balance of lifetime requirements.

**Note:** In case of any discrepancy in the period of guarantee/ warranty mentioned anywhere else in this Tender document, the stipulations as mentioned in the **Annexure 3 (Technical Specification)** would prevail.

45. **Liquidated Damages:** As time is the essence of this order, the date of delivery should be strictly adhered to, otherwise the delivery in full or in part may not be accepted and penalty for late delivery will be imposed @ 0.5% per week (07 days) to be calculated on day basis, subject to a maximum of 10% of the total value of supply order & beyond 10% subject to approval of **the Director GKCIET, Malda**. In case of delay in installation the same rate of penalty shall be leviable.

In case of cancellation of order no compensation will be paid towards progress of order/procurement.

46. Premises for enquiry of the status of the tender without prior permission may lead to rejection of the bid.

47. GKCIET, Malda reserves the right to accept or reject or cancel any or all enquiries or quotations at any stage without assigning any reason thereof.

48. At any time prior to the pre-deadline for submission of bids, the Purchaser may, for any reason, whether at its own initiative or in response to a clarification requested by a prospective bidder, modify the tender documents by amendment. The same would also be hosted on the website of the Purchaser and all prospective bidders are expected to surf the website before submitting their bids to take cognizance of the amendments.

49. For any dispute, the place of jurisdiction shall be Malda, W.B, India only.

50. **Annual Maintenance Contract (AMC) of Equipment:** After the warranty/Guarantee term is over, the firm has to provide AMC for the items at least for **1 years** (yearly extendable type) unless otherwise specified in the invitation to tender or **Technical Specification (Annexure 3)** of this document.

**Note:** In case of any discrepancy in the period of and/or AMC mentioned anywhere else in this Tender document, the stipulations as mentioned in the **Annexure 3 (Technical Specification)** would prevail.

## **Annexure 2**

### **BOQ**

#### **Requisition for Laboratory equipment for Food Processing Technology Department**

Sl. No.	Name of the equipment	Qty. (nos.)	Item code as per BOQ
1.	Water activity meter	1	1.01
2.	Microwave vacuum dryer	1	2.01
3.	Single screw extruder	1	3.01
4.	Fibre Estimation System	1	4.01
5.	Microwave Assisted Extraction Unit	1	5.01
6.	Softy maker	1	6.01
7.	Laboratory Jaw Crusher	1	7.01

## **Annexure 2**

### **Detailed Technical Specification**

Sl No	Equipment	Specifications

1	Water activity meter	<p>Sensor: Chilled Mirror Dew Point technology  Certifications: C, AOAC approved method for measurement of Water Activity  Temperature control: 25 degree C  Measurement Time: Less than 5 minutes  Accuracy: +/- 0.01a<sub>w</sub>  Resolution: +/- 0.001 a<sub>w</sub>  Range: 0.05 to 1.000 a<sub>w</sub>  Sample Temperature accuracy: +/- 0.2 °C  Operating Environment: 4 to 50 °C.  0 to 90% relative humidity (non-condensing)  Warranty: Two years</p>
1.	Microwave vacuum dryer	<p>1000 W / 2450 Mhz system for better drying results.  vacuum pump: 1HP  Vacuum level: 650-700 mmHg vacuum.  Capacity- 4 Kg per batch  Control Panel- Fully automatic Control Panel  Minimum number of power levels: 8 Power Levels  Warranty: One years</p>
2.	Single screw extruder	<p>Screw length (L : D): 25 D  Drive power: 2,4 kW  Speed: 2 - 250 min-1  Max. torque: 150 Nm  Max. working temp.: 450 °C  Max. output: 1 - 10 kg/h  Dimensions (L x W x H): 1005 x 440 x 1400 mm  Weight(with stand): approx. 156 kg  Vertical forced feed-in: approx. 10 kg  Suitable for: Flour, Starch, Gluten, Rice, Pulses, Pasta products, Tobacco, Sweets and Snacks, Animal feed, fish feed, Pet feed, Fodder.  Warranty: One years</p>

3.	Fibre Estimation System	<p>Measurement range: 0.1% ~ 100%</p> <p>Sample weight: 0.5g ~ 3g</p> <p>Repeatability error: Craw Fiber Content below 10%, ≤0.4%   Craw Fiber Content above 10%, ≤1%</p> <p>No of samples: 4</p> <p>Temperature range: 30-500°C</p> <p>Pre-heating time: 10-12min</p> <p>Heating to boiling: 13-15min</p> <p>Heater Wattage: 1800-2000W</p> <p>Power supply: 220 VAC ±10% 50Hz</p> <p>With full software, system and all necessary parts.</p> <p>Warranty: One years</p>
4.	Microwave Assisted Extraction Unit	<p>Power output of 1000 W</p> <p>Microwave absorbing gaskets</p> <p>Microwave processing cavity dimensions were 900 × 900 × 600 mm (L × W × H)</p> <p>Warranty: One years</p>
5.	Softy maker	<ul style="list-style-type: none"> <li>•Twin twisted flavours, floor model, air pump, full stainless-steel panel</li> <li>•Separate hopper refrigeration</li> <li>•Capacity: 300 Cones/h (100g/Cone), Storage capacity 10 litre of each flavour</li> <li>•Maintain safe product temperature in the mix hoppers and freezing cylinders during non-using period</li> <li>•Records number of dispenses per day and total number of dispenses.</li> <li>•Displays hopper and cylinder temperature and product viscosity and control should be by touch switch.</li> </ul> <p>Warranty: Two years</p>

6.	Laboratory Jaw Crusher	<p>Feed size: &lt;40mm  Final fineness: &lt;0.5mm  Speed: 500-1000rpm  Collector capacity: 3L  Jaw plate width: 59.5 mm  Gap setting: 0-11 mm  Zero point adjustment: Yes  Rated power: 1.1 KW  Power supply: 220 Volts 50Hz  Instrument size (W*D*H): 450 × 630 × 490 mm  Jaw plate: Manganese steel, Stainless steel, Tungsten carbide, Zirconium oxide  Warranty: One years</p>
----	---------------------------	--

## Annexure 4

### **BIDDER INFORMATION FORM**

*(This should be done of the letter head of the firm)*

*[The Bidder shall fill in this Form in accordance with the instructions indicated below. No alterations to its format shall be permitted and no substitutions shall be accepted.]*

Tender No. & Date:

CPP Tender Ref. No. & date:

01.	Bidder's Name:	
02.	In case of JV, legal name of each party:	
03.	Bidder's actual or intended Country of Registration:	
04.	Bidder's Year of Registration	
05.	Bidder's Legal Address and contact details in Country of Registration:	
06.	Bidder's Authorized Representative Information Name: Address: Telephone/Mobile No: Email Address:	
07.	PAN Number	
08.	TAN Number	
09.	GST Registration Number (with copy of GST registration certificate)	

I / We hereby declare that the particulars given above are correct and complete.

Signature of Bidder with stamp \_\_\_\_\_

Name \_\_\_\_\_

Business Address \_\_\_\_\_

## Annexure 5

### Price Schedule Format

Sl. No.	Item Description	Item Code / Make	Quantity	Units	Basic Rate Rs. P	Excise Duty Amount in INR Rs. P	GST Amount in INR Rs. P	Any Other Taxes in	Any Other Charges Rs.	Total Amount Without Taxes	Total Amount With Taxes	Total Amount In Words
1.												
2.												
3.												
4.												
5.												
6.												
7.												

**Annexure 6**

**FORMAT FOR ACCEPTANCE OF TERMS & CONDITIONS OF THE TENDER**

(To be given on Company Letterhead)

**Dat**

\_\_\_\_\_e  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_T  
o

**Sub: Acceptance of Terms & Conditions of Tender**

**Tender Reference No:** \_\_\_\_\_

**Name of Tender / Work:** \_\_\_\_\_

Dear Sir,

I/ We have downloaded / obtained the tender document(s) for the above mentioned 'Tender/Work' from the web site(s) namely: ..... as per your above tender notice given in the above mentioned website(s).

I / We hereby certify that I / we have read the entire terms and conditions of the tender documents from Page nos ..... to ..... including all documents like annexure(s), schedule(s), etc. which form part of the contract agreement and I / we shall abide hereby by the terms / conditions / clauses contained therein.

The corrigendum(s) issued from time to time by your department/organization too have also been taken into consideration, while submitting this acceptance letter.

I / We hereby unconditionally accept the tender conditions of above mentioned tender document(s) /corrigendum(s) in its totality / entirety.

I / We do hereby declare that our Firm has not been blacklisted/ debarred by any Govt. Department/Public sector undertaking.

I / We certify that all information furnished by the our Firm is true & correct and in the event that the information is found to be incorrect/untrue or found violated, then your department/ organization shall without giving any notice or reason therefore or summarily reject the bid or terminate the contract, without prejudice to any other rights or remedy including the forfeiture of the full said earnest money deposit absolutely.

Yours Faithfully,

(Signature of the Bidder with Official Seal)  
(Name and Designation)



**Annexure 7****MANDATE FORM FOR ELECTRONIC FUND TRANSFER/RTGS TRANSFER**

Date: / /

To

The Assistant Registrar (Fin)

Ghani Khan Choudhury Institute of Engineering and Technology

P.O. Narayanpur, Dist. Malda, West Bengal, Pin – 732141

**Sub: Authorization for release of payment / dues from Ghani Khan Choudhury Institute of Engineering and Technology, Malda through Electronic Fund Transfer/RTGS Transfer**

1. Name of the Party/Firm/Company/Institute:

2. Address of the Party:

City

E-mail ID:

Mob No:

3. Permanent Account Number

4. Particulars of Bank:

Bank Name:		Branch Name:	
Branch Place:		Branch City:	
PIN Code:		Branch Code:	
MICR No.:			
Digit number appearing on the MICR Bank of the Cheque supplied by the Bank, please attach a Xerox copy of a cheque of your bank for ensuring accuracy of the bank name, branch name and code number)			
IFSC Code:(11 digit alphanumeric code)			
Account Type	Savings	Current	Cash Credit
Account Number:			

**DECLARATION**

I hereby declare that the particulars given above are correct and complete. If any transaction is delayed and not affected for reasons of incomplete or incorrect information I shall not hold Assistant Registrar (Fin), Ghani Khan Choudhury Institute of Engineering and Technology, Malda responsible. I also undertake to advise any change in the particulars of my account to facilitate updating of records for the purpose of credit of amount through NEFT/RTGS Transfer.

Place: \_\_\_\_\_

Date: \_\_\_\_\_

**Signature & Seal of the Authorized Signatory of the Party**


---

 Certified that particulars furnished above are correct as per our records

Bankers Stamp:

Date:

**Signature of the Authorized Official from the Bank**

**N.B:** Please fill in the information in CAPITAL LETTERS, computer typed; please TICK wherever it is applicable

**Annexure 8**

**MANUFACTURERS' AUTHORIZATION FORM**

*[The Bidder shall require the Manufacturer to fill in this Form in accordance with the instructions indicated. This letter of authorization should be on the letterhead of the Manufacturer and should be signed by a person with the proper authority to sign documents that are binding on the Manufacturer.]*

Date: *[insert date (as day, month and year) of Bid Submission]*

Tender No.: *[insert number from Invitation for Bids]*

To *[insert complete name and address of Purchaser]* WHEREAS

We *[insert complete name of Manufacturer]*, who are official manufacturers of *[insert type of goods manufactured]*, having factories at *[insert full address of Manufacturer's factories]*, do hereby authorize *[insert complete name of Bidder]* to submit a bid the purpose of which is to provide the following Goods, manufactured by us *[insert name and or brief description of the Goods]*, and to subsequently negotiate and sign the Contract.

We hereby extend our full guarantee and warranty in accordance with Clause 3.1 of the General Conditions of Contract, with respect to the Goods offered by the above firm.

Signed: *[insert signature(s) of authorized representative(s) of the Manufacturer]*

Name: *[insert complete name(s) of authorized representative(s) of the Manufacturer]*

Title: *[insert title]*

Duly authorized to sign this Authorization on behalf of: *[insert complete name of Bidder]*

Dated on \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_ *[insert date of signing]*

**Annexure 9**

**LETTER OF GUARANTEE**

WHEREAS Ghani Khan Choudhury Institute of Engineering and Technology, Malda (Buyer) have invited Tenders vide Tender No..... Dt. ....for purchase of ..... AND WHEREAS the said tender document requires that any eligible successful tenderer (seller) wishing to supply the equipment /machinery etc. in response thereto shall establish an irrevocable Performance Guarantee Bond in favour of “**Assistant Registrar Ghani Khan Choudhury Institute of Engineering and Technology, Malda,**” in the form of DD for Rs ..... and valid till .....from the date of issue of Performance DD may be submitted within **30 (Thirty) days** from the date of acceptance as a successful bidder.

NOW THIS BANK HEREBY GUARANTEES that in the event of the said tenderer (seller) failing to abide by any of the conditions referred in tender document / purchase order / performance of the equipment / machinery, etc. this bank shall pay to Ghani Khan Choudhury Institute of Engineering and Technology, Malda on demand and without protest or demur Rs ..... (Rupees.....).

This bank further agrees that the decision of Ghani Khan Choudhury Institute of Engineering and Technology, Malda (Buyer) as to whether the said Tenderer (Seller) has committed a breach of any of the conditions referred in tender document / purchase order shall be final and binding.

We, ..... (name of the bank & branch) hereby further agree that the guarantee herein contained shall not be affected by any change in the constitution of the Tenderer (Seller) and/ or Ghani Khan Choudhury Institute of Engineering and Technology, Malda (Buyer).

**Notwithstanding anything contained herein:**

1. Our liability under this DD shall not exceed Rs. .... (Indian Rupees ..... only).
2. This DD shall be valid up to .....(date) and

We are liable to pay the guaranteed amount or any part thereof under this bank guarantee only and only if the Institute serves upon us a written claim or demand on or before .....(date).

This Bank further agrees that the claims, if any, against this Bank Guarantee shall be enforceable at our branch office at ..... situated at ..... (Address of local branch).

Yours truly, Signature and seal of the guarantor:

Name of Bank:

Address:

Date:

**Instruction to Bank:** Bank should note that on expiry of Guarantee Period, the Original Guarantee will not be returned to the Bank. Bank is requested to take appropriate necessary action on or after the expiry of the bond period.

**Annexure 10**

**COMPLIANCE REPORT**

**Tender ID & Date:**

**Name of the Firm:**

<b>Sl.</b>	<b>Item</b>	<b>Technical Specification</b>	<b>Whether complied or not (Yes/No)</b>	<b>Remarks</b>
1.				
2.				
3.				
4.				

Signature of Bidder with seal

**Annexure 11**

**Self-Certificate for Local Content**

**[Supplier / Manufacturer letterhead]**

To

The Assistant Registrar (Fin)

Ghani Khan Choudhury Institute of Engineering and Technology

P.O. Narayanpur, Dist. Malda, West Bengal

Pin – 732141

\*We [name of manufacturer] hereby confirm in respect of quoted item(s) that Local Content is equal to or more than 50% and come under 'Class-I Local Supplier' Category. As being 'Class-I Local Supplier', we are eligible for Purchase Preference under 'Make in India' Policy vide GoI Order no. P- 45021/2/2017-PP (B.E.-II) dated 15.06.2017 (subsequently revised vide orders dated 28.05.2018, 29.05.2019 and 04.06.2020)

OR

\*We [name of manufacturer] hereby confirm in respect of quoted item(s) that Local Content is more than 20% but less than 50% and come under 'Class-II Local Supplier' Category.

The details of the location(s) at which the local value addition made is/ are as under:

1.....

2.....

3.....

\* Strike out whichever is not applicable

Date:

Seal & Signature of the Bidder

## Annexure 12

### CHECK LIST

(Please put this annexure at the top of the tender document)

**Tender ID & Date:**

**Name of the Firm:**

<b>SL. No.</b>	<b>Particular</b>	<b>Details</b>
1.	Scanned copy of the Bidder Information Form is submitted.	
2.	Proof of establishment of Firms/shop/business/ manufacturing unit etc. and Dealership Certificate from the principals etc.	
3.	Photocopy of PAN card issued in the name of the bidder's firm	
4	Date of Registration under Goods & Service Tax Act. (Self-Attested Goods and Service Tax Registration Certificate to be attached.)	
5	Latest GST/Sales Tax Clearance certificate along with copy of Registration certificate under Sales Tax	
6	Annual Income of the Firm for the last 3 Financial Years i.e. from 2017-18 to 2019-20. (Self- Attested copies of Audited Profit & Loss Accounts and Balance Sheets to be attached.	
7	Copy of Income Tax return copies (last three years) from 2017-18 to 2019-20.	
8	Scanned copy of the Demand Draft as Tender Fee of appropriate amount is submitted.	<b>RS:-</b> <b>DD No:-</b> <b>Date:</b>
9	Scanned copy of the Demand Draft as EMD of appropriate amount is submitted.	<b>RS:-</b> <b>DD No:-</b> <b>Date:</b>
10	Valid NSIC/SSI/MSME certificate cover in each quoted item is submitted.	
11	Self-Certificate for Local Content is submitted (Yes / No) If Yes, Please provide % of local content and belongs to Local Content I / II	If Yes % of Local Content: Class of Local Supplier : I or II
12	Documentary proof to be enclosed with clearly mentioning the Category for EMD exemption is submitted.	
13	Price Quoted as per BoQ or Price is Schedule	
14	Scanned copy of the Acceptance Of Terms & Conditions Of The Tender is submitted.	
15	Scanned Copy Of The Mandate Form For Electronic Fund Transfer/Rtgs Transfer is submitted.	
16	Scanned Copy Of The Manufacturers' Authorization Form Submitted for all items.	
17	Scanned Copy Of The Letter Of Guarantee is submitted.	
18	Scanned Copy Of The Compliance Report is submitted.	
19	Copy of the NIT Document duly signed on every page by the authorized Signatory	
20	Proof of registration with any other central government organization (if any)	

21	Photocopies of purchase orders received from any central govt. organization to the firm (if any)./ Similar Purchase Order copies executed in National Importance Institutions like, IITs, NITs, IISERs, NISER, Central Universities etc.	
22	Manufacturer's Authorization Certificate	
23	Blacklisting certificate if they are blacklisted from any Organization	
24	Terms and conditions for AMC for different quoted	
25	Delivery Period	
26	Catalogue of the product	
27	ISO Certificate if any	
28	Any other details the Firm would like to furnish (Example: Awards & Accreditations	

Signature of Bidder with seal

### Annexure 13

#### **BID SECURITY DECLARATION for NSIC/SSI/MSME**

##### **Company Letterhead**

I,..... Son /Daughter of Shri ..... Proprietor /Partner /CEO /MD /Director /Authorized Signatory of M/s. .... am competent to sign this Bid Security Declaration and execute this tender document and hereby declare that;

1. I understand that, according to your conditions, bid must be supported by a Bid Securing Declaration

2. I accept that I will automatically be suspended from being eligible for bidding in any contract with Ghani Khan Choudhury Institute of Engineering and Technology (GKCIET), Malda for the period of **5 (Five)** years from the date of notification, if I am in a breach of any obligation(s) under the bid conditions, because I;

a. have withdrawn/modified/amended, impairs or derogates from the tender during the period of bid validity specified in the bid document, or

b. having been notified of the acceptance of our Bid by GKCIET during the period of bid validity, (i) fail or refuse to execute the contract, if required, or (ii) fail or refuse to furnish the Performance Security, in accordance with the General terms and conditions & Instructions to Bidders.

3. I understand this Bid Securing Declaration shall cease to be valid if I am not the successful Bidder, upon the earlier of (i) the receipt of your notification of the name of the successful Bidder;

Signature of the Authorized Person Date:

Full Name:.....

Place:.....

Company Seal: -----

