

BOSE INSTITUTE KOLKATA	
<b>Tender No.</b>	BI/T/05/2025
<b>Tender date</b>	11/07/2025
<b>Type of Tender</b>	Open
<b>Tender Title</b>	<b>Empanelment of OEM/Authorized Dealers for supply of Chemicals/Glasswares/Labwares</b>
<b>Last date &amp; time for submission</b>	: 31/07/2025 upto 12.00 Noon
<b>Date &amp; time for opening of bids</b>	: 31/07/2025 at 12.30 P.M.
<b>Date &amp; Venue of Pre-bid meeting</b>	: 18/07/2025 at 2.30 P.M. in Purchase Cell, UAC, Bose Institute, Block-EN, Salt Lake, Kolkata 700091; If any outstation vendor is interested to participate in the pre-bid meeting through Video Conference, please send a request email to <a href="mailto:debdas@jcbose.ac.in">debdas@jcbose.ac.in</a> before 12 Noon on 17/07/2025.
<b>Submission of Tender (Address)</b>	: <b>Two Bid System</b> : Bidder must submit their offer in separate sealed envelopes as – Technical Bid and Price Bid. Both the Technical Bid and Price Bid envelopes should be clearly marked as “Envelope No. 1 - Technical Bid" and "Envelope No. 2 - Price Bid" and both these sealed covers are to be put in a bigger cover which should also be sealed and duly superscribed with our Tender No. & Due Date and to be submitted in the Tender Box kept at the Gate of UAC, Bose Institute, Unified Academic Campus, Block EN 80, Sector V, Salt Lake, Kolkata–700091.
<b>Venue of bid opening</b>	: Purchase Cell, UAC, Bose Institute, Kolkata 700091
<b>For any query the interested bidders may contact</b>	: <a href="mailto:bipurchase@jcbose.ac.in">bipurchase@jcbose.ac.in</a> ; registrar_office@jcbose.ac.in
<b>General Terms &amp; Conditions:</b>	
<b>Type of Bid</b>	: <b>Two Bid system</b> – Technical Bid and Price Bid separately
<b>Period of Empanelment</b>	: Initially for 01 year, may be renewed for another 01 year.
<b>LD clause</b>	: It is requested to strictly comply with the delivery period otherwise, late delivery charges will be applicable 0.5% per week or part thereof subject to maximum of 10% of the value of the purchase order.
<b>Bid validity</b>	: 90 days from the date of opening of the bid.
<b>Taxes</b>	: Applicable tax mentioned clearly in the offer otherwise the quoted price will be deemed inclusive of all taxes.
<b>Documents to be submitted along with the bid</b>	As mentioned in Tender.
<b>Earnest Money Deposit</b>	<b>Earnest money deposit : Rs 25,000/-</b> in the form of Account Payee Demand Draft /Fixed Deposit Receipt/ Banker’s Cheque / Bank Guarantee (including e-BG) from any commercial bank or payment online in an acceptable form (in the bank account mentioned in the tender) towards Earnest Money (EMD) as prescribed in the Tender and it should be in favor of “Bose Institute” payable at Kolkata. <b>Copy of valid registration certificate (i.e. MSME, NSIC) to be submitted for EMD exemption</b>
<b>Performance Security Deposit</b>	The bidders who will be empaneled with Bose Institute has to submit a security deposit of <b>Rs.50,000.00</b> within 10 days of issuance of formal letter of empanelment, without which their empanelment would not be considered as valid. It may be in the form of an Account Payee Demand Draft, Fixed Deposit Receipt from a Commercial bank, Bank Guarantee from a Commercial Bank or online payment in an acceptable form. The tenure of the security deposit should cover the entire period of contract plus sixty days. If the successful bidders fail to furnish the required performance security within the specified period, its EMD will be forfeited.
Bid must be submitted in two envelopes <b>Technical Bid (Envelope 1)</b> and <b>Price Bid (Envelope 2)</b> , superscribing on both the envelopes the Tender No. and the due date and <b>both these sealed covers are to be put in a bigger cover which should also be sealed and duly superscribed with our Tender No. &amp; Due Date</b> and should be submitted in the Tender Box kept at the Gate of UAC, Bose Institute, Unified Academic Campus, Block EN 80, Sector V, Salt Lake, Kolkata–700091 <b>before 12 Noon on 31/07/2025.</b>	

Sd/-  
**Registrar (Officiating)**  
**Bose Institute**



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**BOSE INSTITUTE**

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

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**BOSE INSTITUTE  
KOLKATA  
BIDDING DOCUMENTS  
FOR  
EMPANELMENT OF OEM/AUTHORISED DEALERS FOR SUPPLY OF  
CHEMICALS / GLASS-WARES / LABWARES**

**TENDER NO. BI/T/05/2025 DT. 11/07/2025**

**TO BE ADDRESSED TO :**

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

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



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**SECTION 1 – INVITATION FOR BIDS**

Sl. No.	Name of the item
1	<b>Empanelment of OEM/Authorized Dealers for supply of items (Chemicals/Glass wares/Labwares)</b>

Tender inviting authority : Registrar (Officiating), Bose Institute, Kolkata

Earnest money deposit : Rs 25,000/-

**Earnest Money Deposit :**

(a) Account Payee Demand Draft /Fixed Deposit Receipt/ Banker's Cheque / Bank Guarantee (including e-BG) from any commercial bank or payment online in an acceptable form (in the bank account mentioned in the tender) towards Earnest Money (EMD) as prescribed in the Tender and it should be in favor of "Bose Institute" payable at Kolkata.

- No interest shall be payable by the BUYER to the BIDDER on Earnest Money. The bid security is normally to remain valid for a period of forty-five days beyond the final bid validity period.
- Earnest Money Deposit of unsuccessful bidders will be returned after the award of the contract.

**(b) Bidder must send a copy of valid registration certificate (i.e. MSME, NSIC) for EMD exemption.**

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

- *The procurement will be made by Bose Institute in compliance with the Govt. of India rules framed for public procurement from time to time Any bidder from a country which shares a land border with India will be eligible to bid in this tender only if the bidder is registered with the competent authority.*
- *In this regard the clause and conditions issued as per Ministry of Finance, Department of Expenditure, Public Procurement Division order no F.No.6/18/2019-PPD dated 23 July 2020 and any revision thereafter, must be strictly adhered to and necessary certification as mentioned in the subject order must be submitted along with the tender.*
- As per Govt. Notification # 45/2017 dt.14<sup>th</sup> November, 2017, Scientific Research Institute funded by the Govt. of India, GST will be as applicable for the goods used for research purpose, for the bids where GST will be applicable, against applicable Certificates to be provided by the Institute. The bidders must note that Bose Institute is registered with DSIR and exemption, if any, available under GST may be availed.



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SECTION -2 ELIGIBILITY CRITERIA

1	The Bidder should have existence as an organization for supply of similar items for a minimum period of five years (Copy of Certificate of Incorporation/Registration Certificate of the firms To be enclosed).
2	Attested copy of deed of partnership, if the firm is a partnership concern/Memorandum and Articles of Association duly certified in the case of Company, Company Identification Number, if applicable (Copy to be enclosed).
3	If the bidder is Local dealer/distributor/stockiest, it is mandatory to submit Authorization Certificate from the OEM along with bid.
4	Copy of the PAN CARD of OEM/Authorized Dealers or its authorized vendor wherever applicable. (Copy to be enclosed)
5	It is mandatory for bidders to have GST registration no. and should submit duly filled Bidders Information along with the Tender. (Annexure-1).
6	The Bidders must not be blacklisted/Suspended or should not have any service-related dispute with any Govt. Organization/Semi Govt. organization in India. (declaration to be given as per Annexure-2).
7	The Bidder should have Average Annual Turnover of Rs. 30 Lakh/per year for the last three Financial years i.e. 2021-22, 2022-23 & 2023-24. Annexure-3 (Copy of Audited Annual Accounts for the last three years to be submitted).
8	The Bidders should have filed ITR for the A.Y. 2022-23, A.Y. 2023-24 & A.Y. 2024-25. Annexure-3 (Copy of filed acknowledgments to be submitted).
9	The bidders should have supplied chemicals/glass wares/ plastic wares in the Govt. organizations /Autonomous Bodies/ reputed health care center or reputed R&D laboratories. Copy of Purchase Orders of supplying the items Chemicals/Glasswares/Labwares, as applicable for the bidder at least amounting to Rs. 10,00,000/- (Rupees Ten Lakh)/per year during the last three years, i.e., 2022-23, 2023-24 and 2024-25 for supplying the same or similar items in the Govt. research institutes/Autonomous Bodies/reputed health care center or reputed R&D laboratories. Details to be mentioned in Annexure-4 (Client experience details).
10	The bidder should submit Undertaking as per Annexure 5.
11	<ul style="list-style-type: none"> <li>• Bids are invited from manufacturers/Authorized dealers/OEM of the items having registered office in India. OEM should mention clearly the names of their local agents / dealers / vendors, if any, to execute purchase orders and supply the products on time.</li> <li>• In cases where the manufacturers do not have registered office in India, the dealers/vendors having authorization certificate may directly participate in the bidding process. <b><u>The Institute may consider more than one Authorized dealer of the same OEM under empanelment.</u></b></li> <li>• Bidders are advised to mention the particular category of item specifically (viz. chemicals/glass wares/ plastic wares/gas) for which they are quoting in the tender.</li> <li>• In all the above cases, the percentage of discount must be clearly mentioned in the bid submitted by the OEM/Authorized Dealers.</li> </ul>
12	<ul style="list-style-type: none"> <li>• Vendor once empaneled, shall have to promptly reply to all the enquiries, execute order as per the order terms of BI and keep the BI inform of the new products/developments/ innovative ideas that shall help in reducing the cost and improving quality, reliability, etc.</li> </ul>
13	<ul style="list-style-type: none"> <li>• The vendor should supply a product maintaining its storage instructions as per the manufacturer and replace the supplied product if found defective or non-functional within 10 days from the date of intimation.</li> </ul>
14	<ul style="list-style-type: none"> <li>• Trade License must mention about the activity with chemicals.</li> </ul>
15	<ul style="list-style-type: none"> <li>• Vendor will certify that all the safety and security measures have been taken by them to ensure the quality.</li> </ul>



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

S.N.	Eligibility criteria	Submitted or not (write yes or no)	Name of the folder and page number (please put page no. on every submitted document)
1	The Bidder should have the existence of Business for a minimum period of five years (Certificate of Incorporation/ Registration Certificate of the firms/Partnership Deed)		
2	Attested copy of deed of partnership, if the firm is a partnership concern / Memorandum and Articles of Association duly certified in the case of Company/CIN no.		
3	If the bidder is Local dealer /distributor/ stockiest, it is mandatory to attach Authorization Certificate from the Principal Manufacturer		
4	Copy of the PAN Card of the Organization/Business		
5	GST Registration No.		
6	Non-blacklisted/Suspended declaration		
7	Average Annual Turnover of Rs. 30 Lakh/ year for the past three Financial Years i.e.2021-22, 2022-23 & 2023-24		
8	ITR for the A.Y. 2022-23, A.Y. 2023-24 & A.Y. 2024-2025		
9	Copy of Purchase Orders of supplying the items Chemicals/Glass wares/Lab wares, a s applicable for the bidder at least amounting to Rs. 10,00,000/- (Rupees Ten Lakh)/per year during the last three years, i.e. 2022-23, 2023-24 and 2024-25 for supplying same or similar items in the Govt. research institutes/Autonomous Bodies /reputed health care center or reputed R&D laboratories.		
10	Undertaking		

- Copy of all documents to be submitted along with Technical Bid.



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SECTION 3 – INSTRUCTIONS TO BIDDERS

<b>Amendment of Bidding Documents</b>	
i.	At any time prior to the deadline for submission of bids, Bose Institute may, for any reason, whether on its own initiative or in response to pre-bid resolution (if approved by the competent authority of the Institute) may modify the bid document.
ii.	All prospective BIDDERS can view the bidding documents in Bose Institute website.
<b>Cancellation of tender</b>	
Notwithstanding anything specified in this tender, Bose Institute in its sole discretion, unconditionally, reserves the rights:	
a.	To accept OR reject any bid or all the tenders.
b.	To accept any bid in full or in part.
c.	To reject the bid offers not confirming to the tender terms.
<i><b>If the quality of product and service provided is not found satisfactory, Bose Institute reserves the right to cancel or amend the contract awarded to any vendor.</b></i>	
There shall be no change in price structure during the currency of contract except for the statutory levies which are made applicable by the Govt. through notifications and regulations. However, the Bidder will pass on the advantage to the Institute, in case of downward price movement during the Contract period.	
<b>Transfer and subletting</b>	
The bidder shall not sublet, transfer, assign or otherwise part with the acceptance to the Tender or any part as per eligible thereof, either directly or indirectly.	





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SECTION – 4

TERMS & CONDITIONS

•	The Empaneled suppliers will abide by all the Terms & Conditions laid down in the Tender Document.
•	The qualified bidder will be empaneled initially for a period of one year and maybe extended further for another one year on a yearly basis, on the same terms and conditions, if their performance is found satisfactory.
•	The contract of empanelment with all terms and conditions along with the valid catalogue price at the time of submission of bid will remain in force for one year from the date of empanelment. If renewed, the contract of empanelment for subsequent years will be valid on the revised catalogue price after expiry of the contract with at least same rate of discount. However, before renewal, Bose Institute will enquire about increase in the rate of discount, if any, for renewal period and may negotiate.
•	The contract of empanelment will be terminated if a supplier provides poor quality or damaged materials or if their performance is unsatisfactory. If losses occur due to these issues, the loss amount will be deducted from the supplier's security deposit as a penalty.
•	If the quality of product and service provided is not found satisfactory, BI reserves the right to cancel or amend the contract.
•	All the discounts quoted should be against the catalogue price.
	<b>Terms of payment</b>
•	Payment will be made after delivery and acceptance of the items.
•	No advance payment will be made for the supplies. No Bill for part payment will be entertained. No payment will be made for unsatisfactory supply.
•	Payment within 30 days from the date of delivery and the date of submission of bill and Acceptance Certificate of concerned Department / Section / Materials Management Division.
	<b>Delivery schedule</b>
•	Free delivery at the various campuses of Bose Institute.
•	Non-availability of stock should be informed in writing immediately. No part supply will be allowed without prior permission from BI
•	Defective items or items not as per given brands or samples, if any supplied must be taken back and replaced with no additional cost.
•	<b>Security Deposit</b> The bidders who will be empaneled with Bose Institute has to submit a security deposit of Rs.50,000.00 within 10 days of issuance of formal letter of empanelment, without which their empanelment would not be considered as valid. It may be in the form of an Account Payee Demand Draft, Fixed Deposit Receipt from a Commercial bank, Bank Guarantee from a Commercial Bank or online payment in an acceptable form. The tenure of the security deposit should cover the entire period of contract plus sixty days. If the successful bidders fail to furnish the required performance security within the specified period, its EMD will be forfeited.
	<b>Penalty/ Liquidated Damages :</b>
•	Timely delivery is essence of the contract and hence if any consignment be delayed, Liquidated damages at the rate 0.5% of the price of the delayed consignment, for each week or part thereof shall be levied and recovered subject to a maximum of 10% of total purchase order value.
•	BI reserves the right to cancel the order in case the delay is more than 10 weeks. Penalties, if any, will be recovered at vendor's cost and risks.
•	If the vendor fails to supply the goods/items within the stipulated delivery date or goods/items supplied are other than specifications / requirements as specified in the Purchase Order, Bose Institute reserves the right to procure the goods/items from any other sources on empaneled vendor's risk, responsibility and cost. Any extra cost in this regard shall be recovered from security deposit/BG/ pending bills of the empaneled vendor.
•	<b>Appointment of Local Dealer /Stockiest</b>
•	The Principal Suppliers offering the Tender must furnish the name and address of their local distributor / dealers, for expeditious supply. Any addition and deletion of dealership/ distributorship shall be intimated to BI immediately on authorization of new party.
•	<b>Discount</b>
•	The applicant should submit the offer of discount on current price list / Catalogue. Technical Selection will be based on quality of the offered items and credentials of the principal and their authorized local agent, and for the technically qualified bidders, the bidders will be enlisted based on the quantum of discounts offered
•	If the discount varies with the quantity, the vendor should provide complete details with the quantity and offered discount. Special Seasonal or Temporary Discount, if it is more than the Contract, the vendor should provide prior details to Bose Institute with details such as period of discount, rate of discount, etc. In such cases, if special discount is higher than the prevailing discount, BI may accept the discount.
•	The local agent may offer additional discount over and above the discount given by the Principal company with concern of the principal company.
•	The Institute reserves the right to negotiate on the discount offered by the bidders before empanelment.
•	If the bidder has participated in BI rate contract earlier, the bidder should submit a satisfactory report from end users of BI (minimum 4) along with the bid documents. New participants may give certificate of other Institutes.
•	<b><u>Discount should be mentioned in price bid with reference to your existing price list/catalogue price.</u></b> <b><u>The vendors offering higher rate of discount will be considered for empanelment, subject to fulfilling the eligibility criteria.</u></b>
•	<b>Price</b>
•	If the quantum of discount is not quoted in Price Bid Form provided in tender document then, Bose Institute will reject the bid. If bidder wishes to give pricing details, the same may be uploaded in separate sheet.
•	The supplier shall pay and bear all other liabilities, taxes and duties not specifically agreed by the Purchaser in the contract.
•	<b>GST will be as applicable. The Institute is registered with the Department of Scientific and Industrial Research, and our present registration no. is 11/106/1988-TU-V dated 01<sup>st</sup> April 2021. It is to be noted that Institute will provide a certificate to the vendor for GST exemption, but no certificates will be provided for customs duty exemption for procurement of any material under the contract.</b>





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•	<a href="#">Legal matter</a> : All matters should be subjected to the jurisdiction of Kolkata Courts only.
•	<a href="#">Warranty/Shelf-life: 12 Months</a>
•	The bidder shall be fully responsible for the manufacturer warranty in respect of quality and workmanship of the materials covered in the Contract. In case of any defects found at the time of use, the supplier will provide free replacement or refund the amount charged for that item.
•	Bose Institute does not guarantee or assure of any quantum of business during the contract period. The order will be issued only if the requirement of such items arise in the Institute.



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**SECTION - 5 : PRICE BID**

**Empanelment of Suppliers for supply of Chemicals, Glasswares & Labwares Items**

Sl. No.	List of Chemicals Brands	Discount offered on Catalogue Price %	GST %
Sl. No.	List of Glasswares Brands	Discount offered on Catalogue Price %	GST %
Sl. No.	List of Labwares Brands	Discount offered on Catalogue Price %	GST %
Sl. No.	Sequencing of Biological Samples	Discount offered on Catalogue Price %	GST %
	Please see the next page attachment		

\*You can quote for all or any one from the above.

\*It is mandatory to submit latest printed Catalogue (hard copy) of the Manufacturer if you are selected for empanelment.

Place :

GST Registration No.:

Date :

Signature :

Name :

Office Address :

Affix Rubber Stamp



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Sample preparation, sequencing, and analysis

		Deliverable/	Rates and discounts
Sample preparation	<ol style="list-style-type: none"> <li>Human DNA/RNA</li> <li>Plant DNA/RNA</li> <li>Microbial DNA/RNA</li> <li>Soil/water/air: DNA/RNA</li> <li>Cell/tissue/soil sample for DNA/RNA extraction</li> </ol>	<p>A. The service provider will be responsible for transporting samples from Bose Institute under appropriate conditions (dry or wet ice, as required).</p> <p>B. For points 1-4, DNA or RNA will be provided by the service provider.</p> <p>C. For point 5, DNA or RNA will be extracted by the service provider.</p>	Rates and discounts for deliverables B and C should be clearly mentioned in the quotation(s) with proper justification (PO copy of similar sequencing services in the last one-year in Govt. organization).
Sequencing	<ol style="list-style-type: none"> <li>Whole genome sequencing</li> <li>RNA sequencing (whole transcriptome, Ribosome depletion)</li> <li>RNA seq for low quality samples, FFPE patient samples, Low input RNA seq</li> <li>Single cell RNA sequencing, Targeted RNA sequencing</li> <li>Non-coding RNA sequencing (both small and long)</li> <li>Bisulfite sequencing/methyl-seq</li> <li>Chip sequencing, ATAC Seq, Hi-C-Seq,</li> <li>Metagenome sequencing</li> <li>Degradome sequencing</li> <li>Whole Exome sequencing/ Exome capture</li> </ol>	<p>A. Q/C check reports (DNA/RNA) samples</p> <p>B. Data quality: ~4-12 GBs/sample</p> <p>C. Sequencing platform(s) (MiSeq, Novaseq, PacBio, Oxford Nanopore etc.)</p>	Rates and discounts for types of sequencing (1-10) and deliverables A-C should be clearly mentioned in the quotation(s) with proper justification (PO copy of similar sequencing services in the last year in a government organization).
Analysis*	<p>➤ <b>Basic Analysis (mandatory &amp; included in sequencing):</b></p> <ol style="list-style-type: none"> <li>Q/C check for samples (DNA/RNA) using the latest platforms (qbit, Bioanalyser, etc) should be done, and information should be provided to the client before processing the sample for sequencing services.</li> <li>High quality data (high amount of data in ~4-10 GBs per sample as per service platform requested, latest platform coverage, pre and post processing data (Raw and processed fastQ files and sequencing data should be available to client via FTP server and hard drives within 40 days of receiving samples)</li> <li>Raw data/analysis in proper file formats (Raw, cel, bed, bam, bigwig, txt, etc) that can be uploaded at NCBI, EMBL, or other well-known online databases for publication.</li> <li>Methods with step-wise details, Adaptor sequence information with basic data statistics should be provided, summary of sequence runs.</li> </ol> <p>➤ <b>Advanced Analysis (optional):</b> Publication-quality Bioinformatics analysis is needed for downstream analysis and for each type of NGS service. Basic data analysis, like assembly, annotation, mapping, OTU generation, DGE/DeSeq files, and Bam/Bed files for ChIP data, should be included with raw data. Principle component Analysis (PCA), various Pathway analysis, Differential Gene Expression, GSEA/GO analysis, Uniform manifold approximation and projection analysis (UMAP), Isoform analysis, Transcription factor prediction analysis, Enhancer mapping, Fusion gene prediction/identification, Network analysis (GRN predictions, Super enhancer predictions, disease specific pathway analysis, species/organism specific platforms), R-based/python based custom analysis as per client's discretion.</p>		Rates and discounts for advanced (optional) analysis should be clearly mentioned in the quotation(s) with proper justification (PO copy of similar sequencing services in the last year in a government organization).

\*Provider should have prior experience with techniques/reputation validated by publication/testimonials/service reports.

\*A List of clients having services from the vendor for the last 3 years should be provided.



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SECTION–6 : ANNEXURES

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

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

Signature of the bidder

Company Name

Designation

Seal

Business address



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ANNEXURE-2 : DECLARATION  
(On Company Letterhead)

To  
The Registrar (Officiating)  
Bose Institute  
Kolkata

Date

Sir,

**Re: Tender No.                      dated                      for Empanelment of OEM /Authorized  
Dealers for supply of items (Chemicals/Glasswares/Labwares)**

We have carefully gone through the Terms & Conditions contained in the above-mentioned Tender. We here by declare that our company/firm is not currently debarred/ blacklisted/convicted by any Government/Semi Government Organizations/Institutions in India.

We declare the following (in case blacklisted)

S.N.	Country in which the company is debarred/ blacklisted/case is pending	Blacklisted/debarred by Government/Semi Government Organizations/Institutions	Reason	Since when and for how long

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

Yours faithfully,

Signature of the bidder

Company Name

Designation

Seal

Business address



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

To  
Registrar (Officiating)  
Bose Institute  
Kolkata–700091.

Date

Sir,

**Re: Tender No.                      dated                      for Empanelment of  
OEM/Authorized Dealers for supply of items (Chemicals/Glasswares/Labwares)**

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

F.Y.2021–22	F.Y.2022–23	F.Y.2023–24

And,

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

Yours faithfully,

Signature of the bidder

Company Name

Designation







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BOSE INSTITUTE

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

**ANNEXURE 5: UNDERTAKING**  
(On Company Letterhead)

We hereby declare that all the particulars given in this tender are true and complete to the best of our knowledge and belief and we will produce all the relevant documents promptly, if necessary or as and when asked by Bose Institute. We understand that information provided by us will serve the criteria for **Empanelment of OEM/Authorized dealers for supply of items (Chemicals/Glass wares/Labwares)** and in the event of any information being found false or incorrect or ineligibility being detected even after the approval of our contract may be cancelled and all our claims maybe forfeited by the Bose Institute. We have read and understood all the terms and conditions of Tender and we fully agree to it.

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

Yours faithfully,

Signature of the bidder

Name

Designation

Company name

Seal

Rubber stamp

Business address:



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DECLARATION OF ACCEPTANCE OF TERMS AND CONDITIONS  
(On Company Letterhead)

Tender no.

Date:

To  
The Registrar (Officiating)  
Bose Institute  
Kolkata

**Re: Tender No.                      dated                      for Empanelment of  
OEM/Authorized Dealers for supply of items (Chemicals/Glass wares/Labwares)**

Sir,

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

Yours faithfully,

Authorized signatory of the Bidder

Name

Designation

Office Seal



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**BOSE INSTITUTE**

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

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**FALL CLAUSE CERTIFICATE**

(On Company Letterhead)

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

Seal and Signature of the authorized signatory of the bidder

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



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**AUTHORIZATION FORM**  
(on Company Letterhead)

Dated\_\_\_\_\_

To  
The Registrar (Officiating)  
Bose Institute  
Kolkata

Tender Ref No: \_\_\_\_\_ dated \_\_\_\_\_

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

Yours faithfully,

(Name)

(Name of manufacturers)

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



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BOSE INSTITUTE

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

**PERFORMANCE SECURITY FORM**

(To be executed by a scheduled Bank in India on non-judicial stamp paper of Rs.100/-)

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

Dear Sir,

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

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



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

Date:

Signature.....

Place:

Seal of Bankers

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

Witness:

1. ....

2. ....



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**SECTION 7 – CHECKLIST**

The following items must be checked before the Bid is submitted:

**1. Envelope “1” - “Technical Bid”**

- a) Demand Draft for Rs. 25,000/- (Rs. Twenty-Five Thousand only) towards Earnest Money Deposit.
- b) Eligibility Criteria Responses (each page duly sealed and signed by the authorized signatory)
- c) Copy of this Tender document duly sealed and signed by the authorized signatory on every page.
- d) Annexure 1 : Bidder's Information (Copy of all supporting documents to be submitted)

Annexure 2 : Declaration Regarding Clean Track by Bidder

Annexure 3 : Declaration of Annual Turnover and Income Tax Return

Annexure 4 : Client's Experience Details

Annexure 5 : Undertaking

- e) DECLARATION OF ACCEPTANCE OF TERMS AND CONDITIONS
- f) FALL CLAUSE
- g) LETTER OF AUTHORIZATION

**2. Envelope “2” - “Price Bid”**

- a) Price Bid (As per enclosed format of Section-5)

Bid must be submitted in two envelopes **Technical Bid (Envelope 1)** and **Price Bid (Envelope 2)** superscribing on both the envelopes the Tender No. and the due date and **both these sealed covers are to be put in a bigger cover which should also be sealed and duly superscribed with our Tender No. & Due Date.**