



THE WEST BENGAL NATIONAL UNIVERSITY OF JURIDICAL SCIENCES

(An Autonomous Law University established by the West Bengal Act No. IX of 1999)

"Dr. Ambedkar Bhavan", 12, LB Block, Sector III, Salt Lake City, Kolkata - 700 106

Phone: (033) 2335 7397/ 0510/ 2811, 2569 4700 to 30 <> Fax: (033) 2335 7422/ 0511

E-mail: ao@nujs.edu <> Website: www.nujs.edu

Ref. No.: WBNUJS/PC/NIT/ SF&F /2023-24

DATE: 26.05.2023

NOTICE INVITING TENDERS

The West Bengal National University of Juridical Sciences, an Autonomous Law University established under WBNUJS Act, 1999 (West Bengal Act IX of 1999) adopted by the West Bengal Legislature in July, 1999. The University was notified under Clause (f) of Section 2 of the UGC Act, 1956 in August 2004 and granted affiliation by the Bar Council of India is in the process for procurement of the following item through the Offline Tenders under two cover bidding system (Technical+ Financial).

Item Description
Supply of Furniture & Fixture Items at BSNL Campus, Salt Lake, Kolkata

The potential and eligible bidders are required to visit the University website (<https://www.nujs.edu/home/tenders/>) for submission the bid with proper documentation with in bidding schedule. Interested Bidders are also requested to check the detailed corrigendum time to time through the University Tenders Portal which may be uploaded against this tender.

Critical Dates of Tender

Sl.No.	Particulars	Date	Time
1.	Date of Online Publication/ Download of Tender	26.05.2023	4.00pm
2.	Bid Submission Start Date	26.05.2023	11.00am
3.	Bid Submission Close Date	16.06.2023	04.00pm
4.	Opening of Technical Bids	18.06.2023	
5.	Opening of Financial Bid	To be communicated later	
5.	Validity of the Bid Documents	90 Days from the date of opening	

All quotation and manual bid should be submitted in the respective section of The W.B. National University of Juridical Sciences.


Raja Chakraborty
Registrar

Address for the submission:

Registrar

THE W.B. NATIONAL UNIVERSITY OF JURIDICAL SCIENCES

"DR. AMBEDKAR BHAVAN"

12, LB BLOCK, SECTOR-III, SALT LAKE CITY, KOLKATA- 700 106





THE WEST BENGAL NATIONAL UNIVERSITY OF JURIDICAL SCIENCES

(An Autonomous Law University established by the West Bengal Act No. IX of 1999)

"Dr. Ambedkar Bhavan", 12, LB Block, Sector III, Salt Lake City, Kolkata - 700 106

Phone: (033) 2335 7397/ 0510/ 2811, 2569 4700 to 30 <> Fax: (033) 2335 7422/ 0511

E-mail: ao@nujs.edu <> Website: www.nujs.edu

INSTRUCTION TO THE BIDDER

As per the decision of the University Authority, this tender document has been published on the University website (<https://www.nujs.edu/home/tenders/>). The bidders are required to submit hard copies of their bids at the respective section of the University.

IMPORTANT INFORMATION

NIT REF. NO.	:	WBNUJS/PC/NIT/015/SF&F/2022-23
ITEM DESCRIPTION	:	Supply of Furniture & Fixture Items at BSNL Campus, Salt Lake, Kolkata
PERIOD OF STANDARED WARRANTY	:	5 YEARS ONSITE COMPREHENSIVE
TENDER TYPE	:	OPEN TENDER
NO. OF COVER	:	TWO (02) COVER SYSTEM
DATE OF PUBLICATION OF TENDER	:	26.05.2023
LAST DATE OF BID SUBMISSION	:	16.06.2023
DATE OF OPENING OF TECHNICAL BID	:	18.06.2023

CONTACT INFORMATION:

Any queries relating to the tender document and the terms and conditions or technical specification, Bidders may contact to the following offices:

FOR ANY COMMERCIAL TERMS AND CONDITIONS:

Designated Officer: **The Chairman, Procurement Committee**
Department: **Store & Purchase Section, WBNUJS Kolkata**
Email ID: **ao@nujs.edu**
Telephone No: **033-2569 4700 (Extn. 1040)**

FOR ANY Technical Specification: Campus Supervisor 033-2569 4700 (Extn. 1050)





THE WEST BENGAL NATIONAL UNIVERSITY OF JURIDICAL SCIENCES

(An Autonomous Law University established by the West Bengal Act No. IX of 1999)

"Dr. Ambedkar Bhavan", 12, LB Block, Sector III, Salt Lake City, Kolkata - 700 106

Phone: (033) 2335 7397/ 0510/ 2811, 2569 4700 to 30 <> Fax: (033) 2335 7422/ 0511

E-mail: ao@nujs.edu <> Website: www.nujs.edu

A. PRE-QUALIFICATION CRITERIA:

- 1) Bidders should be the original equipment manufacturer (OEM) or an authorized dealer. For the later, Letter of Authorization from original equipment manufacturer (OEM) on the same and specific to the tender should be enclosed. An authorized dealer is strongly discouraged to authorize another dealer to quote on their behalf.
- 2) The OEM/authorized dealer must have service support team for providing the after sale service for warranty and onsite service near WBNUJS Kolkata, located at Salt Lake, Kolkata.
- 3) Bidder must have supplied similar goods of equal value or more to any Govt. organization. Copy of valid order and satisfactory completion certificate to be enclosed along with the technical bid.
- 4) Bidder will be responsible for delivery, erection, installation and commissioning of the goods.
- 5) Data/Specification sheet of the quoted model must be attached along with technical bid.
- 6) Bidder should submit the details of company profile along with technical and financial credibility as following:
 - Current Trade License, Incorporation Certificate (if Applicable)
 - Company PAN Card,
 - GST Registration certificate,
 - up to date P-Tax Challan,
 - ITR and Profit and Loss statement with Balance Sheet for Last Three Financial Year etc.
 - Details Office Address with the details of contact person
 - Past Experience of Similar nature of Job in Government Organization.

B. BID VALIDITY:

The quoted price shall be valid for a period of 180 days from the date of financial bid opening of the tender. The University may issue the order within 180 days from the date of opening of financial bid i.e. within the period of bid validity.

C. DELIVERY





THE WEST BENGAL NATIONAL UNIVERSITY OF JURIDICAL SCIENCES

(An Autonomous Law University established by the West Bengal Act No. IX of 1999)

"Dr. Ambedkar Bhavan", 12, LB Block, Sector III, Salt Lake City, Kolkata - 700 106

Phone: (033) 2335 7397/ 0510/ 2811, 2569 4700 to 30 <> Fax: (033) 2335 7422/ 0511

E-mail: ao@nujs.edu <> Website: www.nujs.edu

The delivery and commissioning of the consignment(s) is/are required to be made within 3 to 4 weeks from the issue of the Work Order.

D. PRICES:

The price should be quoted on **Door Delivery WBJNUJS Kolkata** basis including applicable Taxes, Charges etc. The bidder shall also show the amount of each item, the total of each section and the grand total of the whole tender.

E. PERFORMANCE SECURITY:

The Vendor shall require to submit the performance security in the form of irrevocable bank guarantee issued by any Indian Nationalized Bank /Schedule Bank for an amount of **3 % (Three Percent)** of the order value within 10 days from the date of installation and should valid for a period of 395 days beyond the date of completion of all contractual obligations of the supplier including warranty. Compliance sheet of the Performance Security are mentioned in the specification.

The Performance Security will be forfeited and credited to the University's account in the event of a breach of contract by the supplier. The decision of the Competent Authority of WBJNUJS Kolkata in this respect will be final and binding on all the stake holders. Performance Security may be refunded to the supplier without interest, after it duly performs and completes the contract in all respects.

F. PAYMENT :

The payment will be made within 30 days after completion of the successful installation, commissioning, demonstration of the whole system, imparting training. In case of Work Order value is equal or more than Rs. 5 Lac, Performance Security @3% of total Order value valid till 13 months beyond warranty period from the date of installation should be submitted before release of the payment.

1. **Advance payment:** No advance payment shall be made.

G. INSTALLATION:

Installation and commissioning of the supplied goods/accessories to be done by the successful bidders at our site with your instruments, accessories, tools & tackles and by deploying appropriate manpower as required, at your own cost.

H. TRAINING:





THE WEST BENGAL NATIONAL UNIVERSITY OF JURIDICAL SCIENCES

(An Autonomous Law University established by the West Bengal Act No. IX of 1999)

"Dr. Ambedkar Bhavan", 12, LB Block, Sector III, Salt Lake City, Kolkata - 700 106

Phone: (033) 2335 7397/ 0510/ 2811, 2569 4700 to 30 <> Fax: (033) 2335 7422/ 0511

E-mail: ao@nujs.edu <> Website: www.nujs.edu

Training on operation, routine maintenance shall have to be provided to the Staffs etc. after the installation and commissioning at our site as needed and when requested to do so.

I. **BANK CHARGES:**

NEFT/RTGS/Out Station Bank Charges etc. to the beneficiary account.

J. **SERVICE FACILITY:**

Vendor should mention about the possible service set up in India and the contact details of the contact person.

K. **AGENCY COMMISSION:** No agency commission will be paid.

L. **AFTER SALES SERVICE:**

After sales service should be provided satisfactorily as per the requirement of the University.

M. **DISPUTES AND JURISDICTION:**

Any legal disputes arising out of any breach of contract pertaining to this tender shall be settled in the court of competent jurisdiction located within Kolkata, West Bengal.

N. **FORCE MAJEURE:**

The Vendor shall not be liable for forfeiture of its performance security, liquidated damages or termination for default, if and to the extent that, it's delay in performance or other failure to perform its obligations under the Contract is the result of an event of Force Majeure.

- For purposes of this Clause, "Force Majeure" means an event beyond the control of the Supplier and not involving the Supplier's fault or negligence and not foreseeable. Such events may include, but are not limited to, acts of the Purchaser either in its sovereign or contractual capacity, wars or revolutions, fires, floods, epidemics, quarantine restrictions and freight embargoes.
- If a Force Majeure situation arises, the Supplier shall promptly notify the Purchaser in writing of such conditions and the cause thereof. Unless otherwise directed by the Purchaser in writing, the Supplier shall continue to perform its obligations under the Contract as far as is reasonably practical, and shall seek all reasonable alternative means for performance not prevented by the Force Majeure event.





THE WEST BENGAL NATIONAL UNIVERSITY OF JURIDICAL SCIENCES

(An Autonomous Law University established by the West Bengal Act No. IX of 1999)

"Dr. Ambedkar Bhavan", 12, LB Block, Sector III, Salt Lake City, Kolkata - 700 106

Phone: (033) 2335 7397/ 0510/ 2811, 2569 4700 to 30 <> Fax: (033) 2335 7422/ 0511

E-mail: ao@nujs.edu <> Website: www.nujs.edu

O. LIQUIDITY DAMAGES:

1 % per week of the order value will be applicable for belated supply towards liquidated damages subject to maximum of 10 % beyond the due date. Such amount will be deducted from any amount due or which may become due to Vendor.

The condition regarding the execution of LD Clause as mentioned above is given bellow -

For Indigenous Order: Delivery/ Installation from the date of issue of Work Order

P. RESOLUTION OF DISPUTES:

The dispute resolution mechanism to be applied pursuant shall be as follows:

In case of Dispute or difference arising between the Purchaser and a vendor relating to any matter arising out of or connected with this agreement, such disputes or difference shall be settled in accordance with the Indian Arbitration & Conciliation Act, 1996, the rules there under and any statutory modifications or re-enactments thereof shall apply to the arbitration proceedings.

The dispute shall be referred to The Vice Chancellor, The West Bengal National University of Juridical Sciences (WBNUJS) Kolkata and if he is unable or unwilling to act, to the sole arbitration of some other person appointed by him willing to act as such Arbitrator. The award of the arbitrator so appointed shall be final, conclusive and binding on all parties to this order.

In the case of a dispute between the purchaser and a Foreign Vendor, the dispute shall be settled by arbitration in accordance with provision of sub-clause (a) above. But if this is not acceptable to the supplier then the dispute shall be settled in accordance with provisions of UNCITRAL (United Nations Commission on International Trade Law) Arbitration Rules. The venue of the arbitration shall be the place from where the order is issued.

Q. GOVERNING LANGUAGE:

The contract shall be written in English language. English language version of the Contract shall govern its interpretation. All correspondence and other documents pertaining to the Contract, which are exchanged by the parties, shall be written in the same language.

R. AWARD OF CONTRACT:

WBNUJS Kolkata shall award the contract to the technically eligible lowest bidder. If more than one bidder happens to quote the same lowest price, WBNUJS Kolkata reserves the right to award the contract to more than one bidder or any bidder.

S. PURCHASER'S RIGHT TO VARY QUANTITIES AT THE TIME OF AWARD:

WBNUJS Kolkata reserves the right at the time of award of Contract to increase or decrease the quantity of items specified in the Schedule of Requirements without any





THE WEST BENGAL NATIONAL UNIVERSITY OF JURIDICAL SCIENCES

(An Autonomous Law University established by the West Bengal Act No. IX of 1999)

"Dr. Ambedkar Bhavan", 12, LB Block, Sector III, Salt Lake City, Kolkata - 700 106

Phone: (033) 2335 7397/ 0510/ 2811, 2569 4700 to 30 <> Fax: (033) 2335 7422/ 0511

E-mail: ao@nujs.edu <> Website: www.nujs.edu

change in price or other terms and conditions.

T. INDEMNITY:

The vendor shall indemnify, protect and save WBNUJS Kolkata against all claims, losses, costs, damages, expenses, action suits and other proceeding, resulting from infringement of any law pertaining to patent, trademarks, copyrights etc. or such other statutory infringements in respect of all the equipment supplied by him.

U. TERMINATION FOR DEFAULT:

The Purchaser may, without prejudice to any other remedy for breach of contract, by written notice of default sent to the Vendor, terminate the Contract in whole or part:

- 1) If the Vendor fails to deliver, erect, install and commission any or all of the Goods within the period(s) specified in the order, or within any extension thereof granted by the Purchaser; or
- 2) If the Vendor fails to perform any other obligation(s) under the Contract.
- 3) If the Vendor, in the judgment of the Purchaser has engaged in corrupt or fraudulent practices in competing for or in executing the Contract.

For the purpose of this Clause:

- 1) "**Corrupt practice**" means the offering, giving, receiving or soliciting of anything of value to influence the action of a public official in the procurement process or in contract execution.
- 2) "**Fraudulent practice**" means a misrepresentation of facts in order to influence a procurement process or the execution of a contract to the detriment of the Borrower, and includes collusive practice among Bidders (prior to or after bid submission) designed to establish bid prices at artificial non-competitive levels and to deprive the Borrower of the benefits of free and open competition;"

In the event the Purchaser terminates the Contract in whole or in part, the Purchaser may procure, upon such terms and in such manner, as it deems appropriate, Goods or Services similar to those undelivered, and the Vendor shall be liable to the Purchaser for any excess costs for such similar Goods or Services. However, the Vendor shall continue the performance of the Contract to the extent not terminated.

V. OFFICE FOR COMMUNICATION :

The Bidder is desirable to have an office in West Bengal and service delivery centre in or around Kolkata. The Bidder should mention in detail their support infrastructure including





THE WEST BENGAL NATIONAL UNIVERSITY OF JURIDICAL SCIENCES

(An Autonomous Law University established by the West Bengal Act No. IX of 1999)

"Dr. Ambedkar Bhavan", 12, LB Block, Sector III, Salt Lake City, Kolkata - 700 106

Phone: (033) 2335 7397/ 0510/ 2811, 2569 4700 to 30 <> Fax: (033) 2335 7422/ 0511

E-mail: ao@nujs.edu <> Website: www.nujs.edu

address, contact Phone No., Fax No., e-Mail ID etc. and modalities by which fast response to maintenance calls and minimum downtime will be ensured.





THE WEST BENGAL NATIONAL UNIVERSITY OF JURIDICAL SCIENCES

(An Autonomous Law University established by the West Bengal Act No. IX of 1999)




"Dr. Ambedkar Bhavan", 12, LB Block, Sector III, Salt Lake City, Kolkata - 700 106

Phone: (033) 2335 7397/ 0510/ 2811, 2569 4700 to 30 <> Fax: (033) 2335 7422/ 0511

E-mail: ao@nujs.edu <> Website: www.nujs.edu

ANNEXURE- I

TENDER SPECIFICATION FOR FURNITURE & FIXTURE FOR BSNL CAMPUS

Item No.	Item	Specification	Qty	Quoted amount per piece	Total quoted Amount
1.	Classroom Faculty Table 	The table is composed from: a) Rectangular top b) Metallic skeleton. The top will be in laminated 18mm – 20 mm teak plywood. The skeleton will be in metallic elements 914.4 x 609.4 mm. x 750 mm. The perimeter of the top will be chamfered. The connection of elements will be done with invisible accessories. The desk contact with the floor will be done with plastic tapes to avoid damages from humidity and strokes. The colour will be laminate beech-maple. The skeleton will be in grey colour.	4 nos.		
2.	Executive Table 	The desk is composed from: a) The top in rectangular shape b) Three drawers in the Right Hand Side c) Computer Keyboard tray 710 mm (front width) x 300mm(depth). The top will be in laminated 28 mm – 32 mm teak plywood. The skeleton will be in metallic elements 1524 mm x 762 mm x 750 mm. The front of the top will be chamfered. The connection of elements will be done with invisible accessories. The desk contact with the floor will be done with plastic tapes to avoid damages from humidity and strokes. The colour will be laminate cream.	10 nos.		
3.	Visiting/Library Chair 	Chair Type: - Non-Revolving and Non-Tilting chair with Armrest, Chair frame type Cantilever, Armrest Type: Moulded armrest continuously fitted with seat bottom to backrest, Seat type Padded; Backrest Type Padded; Frame Material Configuration One piece, Frame Material Steel tube (ERW quality) conforming to IS: 1161 (with latest Amendment) ; Seat Material	44 nos.		






THE WEST BENGAL NATIONAL UNIVERSITY OF JURIDICAL SCIENCES

(An Autonomous Law University established by the West Bengal Act No. IX of 1999)

"Dr. Ambedkar Bhavan", 12, LB Block, Sector III, Salt Lake City, Kolkata - 700 106

Phone: (033) 2335 7397/ 0510/ 2811, 2569 4700 to 30 <> Fax: (033) 2335 7422/ 0511

E-mail: ao@nujs.edu <> Website: www.nujs.edu

		<p>Moulded Plywood with thickness 12 mm</p> <p>Density of Polyurethane foam used in seat (± 2 Kg/Cub Meter) 32 ; Seat upholstered with Fabric GSM of seat cover (± 3 GSM) 250 GSM</p> <p>Backrest material Moulded Plywood; Density of Polyurethane foam used in Backrest (± 2 Kg/Cub Meter) 35; Backrest upholstered with Fabric</p> <p>Seat Depth (± 5 mm) 430 mm</p> <p>Seat Width (± 5 mm) 460 mm</p> <p>Seat height from floor surface (± 5 mm) 435 mm, Backrest width (± 5 mm) 410 mm, Backrest height from seat (± 5 mm) 420 mm; Paint Type Powe coated.</p> <p>Availability of Test Report from Central Govt/NABL/ILAC accredited lab to prove the conformity of product to the Specification Yes Test reports to be furnished to buyer on demand Yes</p>			
4.	<p>Office Almirah</p> 	<p>Technical specification of Almirah steel, Generally conforming to BIS specification IS: 3312:2021 (with latest amendment); Type of Almirah Steel; Almirah Steel shelving cabinets; Number of door 2 ; Drawer Number of shelves 4 Colour Silver Grey ; Steel sheet material CRCA sheets conforming to grade CRI of IS 513(part-1):2016 (with latest amendment) ; Almirah height(excluding the height of pedestal) ± 5 mm 1830 mm Almirah width ± 5 mm 910 mm Almirah depth ± 5 mm 480 mm, Side sheet thickness 0.9 mm</p> <p>Back sheet thickness 0.9 mm; Top sheet thickness 1 mm; Bottom sheet thickness 1 mm; Shelves sheet thickness 0.7-0.9 mm; Hinges sheet thickness 1.25 mm (double folded); Handle size 12 cm; Steel Almirah lock/locker lock Six lever lock; Material of lock Brass and Steel finish; Finish coat with enamels Conforming to IS 2933 (Part 1); Powder coating N.A</p>	10 nos.		







THE WEST BENGAL NATIONAL UNIVERSITY OF JURIDICAL SCIENCES

(An Autonomous Law University established by the West Bengal Act No. IX of 1999)

"Dr. Ambedkar Bhavan", 12, LB Block, Sector III, Salt Lake City, Kolkata - 700 106

Phone: (033) 2335 7397/ 0510/ 2811, 2569 4700 to 30 <> Fax: (033) 2335 7422/ 0511

E-mail: ao@nujs.edu <> Website: www.nujs.edu

5.	<p>File Cabinet</p> 	<p>Number of Drawer (NOS) 4 ;Drawer suspension Ball Slide (Not as per IS 3313); Lock Provided – YES ; Locking Mechanism central locking mechanism Movable with Wheels at bottom Yes</p> <p>Loading Capacity of drawer in kg (+/- 2 Kg)50 kilogram Sheet Thickness of Side, Back, Top and bottom in mm (+/- 5%)0.8 millimeter Sheet Thickness of Filing Drawer in mm (+/- 5%)0.6 millimeter Clutch compressor strip or Cradle stripMS Sheet (Not as per IS 3313)Overall Height +/- 10(mm)1300 millimeter Width +/- 10 (mm)475 millimeter Depth +/- 10(mm)620 millimeter Height of smallest Drawer +/- 10(mm)ALL DRAWERS EQUAL Height of medium Drawer +/- 10(mm) ALL DRAWERS EQUAL Height of largest Drawer +/- 10(mm) 300 mm Finish Powder Coated</p>	4 nos.		
6.	<p>Iron Cot</p> 	<p>Made of wrought iron(solid): 6' x 2.5' x 30'' as per following specifications</p> <p>(a) 1.5'' solid steel angle</p> <p>(b) 25.5 mm thickness 1'' sq pipe</p> <p>(c) 1.5'' solid steel rod</p> <p>(d) Stand of 2'' diameter round tube of 10 gauge</p> <p>(e) Design of head made of ½ diameter solid with solid rod</p> <p>(f) Full Power coated</p> <p>(g) Mosquito stand of "T" type with power coated tubular pipe fittings 60'' (H) x 32'' (W). Size of the best quality plywood for top 71.5'' x 29.5''</p> <p>(as per existing sample available in the University campus, LB Block, Sector -III, Salt Lake) of 12 mm thickness</p>	60 nos.		
7.	<p>Wall Mounted Study Table</p>	<p>Fold up to use, down to store. Fold down to the wall using a simple fingertip release mechanism; The Surface should</p>	110 nos.		






THE WEST BENGAL NATIONAL UNIVERSITY OF JURIDICAL SCIENCES

(An Autonomous Law University established by the West Bengal Act No. IX of 1999)

"Dr. Ambedkar Bhavan", 12, LB Block, Sector III, Salt Lake City, Kolkata - 700 106

Phone: (033) 2335 7397/ 0510/ 2811, 2569 4700 to 30 <> Fax: (033) 2335 7422/ 0511

E-mail: ao@nujs.edu <> Website: www.nujs.edu

		beautiful teak plywood with teak colour surface instead of the hardware. The fold down table wall mounted can fit in any wall and which will be used as study table. The floating desk with folding brackets are built with high-strength 14 gauge cold rolled steel (knot down) which will powder coated for a perfect finish. And the wall table top surface is 2.5 cm thick, high resistance on scratch free & friction. – L 762 mm x W 457.2 mm. After folding down thickness is 4.5 cm.			
8.	Library Racks	Two sided Slotted Angle open type structure of size 2400 mm H x 900 mm L x 300 mm D having 7 shelves for making 6 compartments, Load baring capacity 100 kgs UDL (Uniform Distributed Load) per shelf. Complete with Gusset Plate Bolts & Nuts, etc.	1 nos. Main Unit + 3 nos. additional Unit		

Note :- Financial Bid and Technical Bid should be submitted in sealed envelope separately

(Signature of the Authorized Person with Organization Seal)

Designation with Contact No:

Company Name:





THE WEST BENGAL NATIONAL UNIVERSITY OF JURIDICAL SCIENCES

(An Autonomous Law University established by the West Bengal Act No. IX of 1999)

"Dr. Ambedkar Bhavan", 12, LB Block, Sector III, Salt Lake City, Kolkata - 700 106

Phone: (033) 2335 7397/ 0510/ 2811, 2569 4700 to 30 <> Fax: (033) 2335 7422/ 0511

E-mail: ao@nujs.edu <> Website: www.nujs.edu

ANNEXURE- II

FORMAT OF 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 letter head of the Manufacturer and should be signed by a person with the proper authority to sign documents that are binding on the Manufacturer].

Tender Ref.No with Date:

To
The Vice-Chancellor
The West Bengal National University of Juridical Sciences
"Dr. Ambedkar Bhavan"
12, LB Block, Sector-III, Salt Lake City, Kolkata- 700 106

Dear Sir,

We _____ who are established and
reputable Manufacturers of _____ having
factories/office _____ at

_____ (address of factory/office)
do _____ hereby _____ certify _____ that
_____ (Name of the
Authorized Dealer) is our authorized dealer to quote against your tender enquiry
no _____ dated

We hereby extend our full guarantee and warranty in accordance with the General Conditions of Contract, with respect to the Goods / Services offered by the above authorized company.

Yours faithfully,

Name of the Signatory:

Contact Number

Name of Manufacturer

Seal and Signature





THE WEST BENGAL NATIONAL UNIVERSITY OF JURIDICAL SCIENCES

(An Autonomous Law University established by the West Bengal Act No. IX of 1999)

"Dr. Ambedkar Bhavan", 12, LB Block, Sector III, Salt Lake City, Kolkata - 700 106

Phone: (033) 2335 7397/ 0510/ 2811, 2569 4700 to 30 <> Fax: (033) 2335 7422/ 0511

E-mail: ao@nujs.edu <> Website: www.nujs.edu

ANNEXURE- III

PAST EXPERIENCE (LIST OF GOVT. ORGANIZATION/DEPARTMENT)

List of Government Organizations/ Private Organisations for whom the Bidder has undertaken such work during last three years (must be supported with supply orders)			
Name of the organization	Name of Contact Person/ User with Designation	Year of Supply/ Installation	Contact No.

(Signature of the Authorized Person with Organization Seal)

Designation with Contact No:

Company Name:





THE WEST BENGAL NATIONAL UNIVERSITY OF JURIDICAL SCIENCES

(An Autonomous Law University established by the West Bengal Act No. IX of 1999)

"Dr. Ambedkar Bhavan", 12, LB Block, Sector III, Salt Lake City, Kolkata - 700 106

Phone: (033) 2335 7397/ 0510/ 2811, 2569 4700 to 30 <> Fax: (033) 2335 7422/ 0511

E-mail: ao@nujs.edu <> Website: www.nujs.edu

ANNEXURE- IV

PERFORMANCE SECURITY FORM (MODEL BANK GUARANTEE FORMAT FOR PERFORMANCE SECURITY)

To
The Vice-Chancellor
The West Bengal National University of Juridical Sciences
"Dr. Ambedkar Bhavan"
12, LB Block, Sector-III, Salt Lake City, Kolkata- 700 106

WHEREAS (Name and address of the supplier) (Hereinafter called "the supplier") has undertaken, in pursuance of contract no. dated to supplies (description of goods and services) (herein after called "the contract").

AND WHEREAS it has been stipulated by you in the said contract that the supplier shall furnish you with a bank guarantee by a scheduled commercial bank recognized by you for the sum specified therein as security for compliance with its obligations in accordance with the contract;

AND WHEREAS we have agreed to give the supplier such a bank guarantee;

NOW THEREFORE we hereby affirm that we are guarantors and responsible to you, on behalf of the vendor, up to a total of (amount of the guarantee in words and figures), and we undertake to pay you, upon your first written demand declaring the vendor to be in default under the contract and without cavil or argument, any sum or sums within the limits of (amount of guarantee) as aforesaid, without your needing to prove or to show grounds or reasons for your demand or the sum specified therein.

We hereby waive the necessity of your demanding the said debt from the vendor before presenting us with the demand.

We further agree that no change or addition to or other modification of the terms of the contract to be performed there under or of any of the contract documents which may be made between you and the supplier shall in any way release us from any liability under this guarantee and we hereby waive notice of any such change, addition or modification. This guarantee shall be valid until the Day of, 20.....

(Signature of the authorized officer of the Bank)

.....
Name and designation of the officer

.....
Seal, name & address of the Bank and address of the Branch

Note: Whenever, the bidder chooses to submit the Performance Security in the form of Bank Guarantee, then he should advise the banker issuing the Bank Guarantee to immediately send by Registered Post (A.D.) an unstamped duplicate copy of the Guarantee directly to the Purchaser with a covering letter to compare with the original BG for the correctness, genuineness, etc.

FOR Vendor

Signature

Name.....

Designation

Date

FOR PURCHASER

Signature

Name.....

Designation

Date





THE WEST BENGAL NATIONAL UNIVERSITY OF JURIDICAL SCIENCES

(An Autonomous Law University established by the West Bengal Act No. IX of 1999)

"Dr. Ambedkar Bhavan", 12, LB Block, Sector III, Salt Lake City, Kolkata - 700 106

Phone: (033) 2335 7397/ 0510/ 2811, 2569 4700 to 30 <> Fax: (033) 2335 7422/ 0511

E-mail: ao@nujs.edu <> Website: www.nujs.edu

ANNEXURE- V

BIDDER INFORMATION FORM

(TO BE PRINTED ON ORGANIZATION LETTER HEAD)

Company Name :

Registration Number :

Registered Address :

Name of Partners /Director

City :

Postal Code :

Company's Establishment Year :

Company's Nature of Business :

Company's Legal Status
(tick on appropriate option)

- 1) Limited Company;
- 2) Undertaking; 3) Joint Venture; 4) Partnership
- 5) Others (In case of others please specify)

Company Category

- 1) Micro Unit as per MSME
- 2) Small Unit as per MSME
- 3) Medium Unit as per MSME
- 4) Ancillary Unit; 5) SSI
- 6) Others (In case of others please specify)

CONTACT DETAILS

Contact Name :

Email Id :





THE WEST BENGAL NATIONAL UNIVERSITY OF JURIDICAL SCIENCES

(An Autonomous Law University established by the West Bengal Act No. IX of 1999)

"Dr. Ambedkar Bhavan", 12, LB Block, Sector III, Salt Lake City, Kolkata - 700 106

Phone: (033) 2335 7397/ 0510/ 2811, 2569 4700 to 30 <> Fax: (033) 2335 7422/ 0511

E-mail: ao@nujs.edu <> Website: www.nujs.edu

Designation _____ :

Phone No _____ :

Mobile No _____ :

BANK DETAILS

Name of Beneficiary _____ :

A/c No. CC/CD/SB/OD _____ :

Name of Bank _____ :

IFSC No. (Bank) _____ :

Branch Address and Branch Code _____ :

OTHER DETAILS

Vendor's PAN No. _____ :

Vendor's GST _____ :

(Signature of the Authorized Person with Organization Seal)

Designation with Contact No:

Company Name:





THE WEST BENGAL NATIONAL UNIVERSITY OF JURIDICAL SCIENCES

(An Autonomous Law University established by the West Bengal Act No. IX of 1999)

"Dr. Ambedkar Bhavan", 12, LB Block, Sector III, Salt Lake City, Kolkata - 700 106

Phone: (033) 2335 7397/ 0510/ 2811, 2569 4700 to 30 <> Fax: (033) 2335 7422/ 0511

E-mail: ao@nujs.edu <> Website: www.nujs.edu

ANNEXURE- VI

DECLARATION REGARDING CLEAN TRACK/NO LEGAL ACTION

(to be provided on letter head of the firm)

I hereby certify that the above firm namely _____ is neither blacklisted by any Central/ State Government/ Public Undertaking/ University nor any criminal case registered / pending against the firm or its owner / partners anywhere in India (or) against any of its branches (or) partners abroad.

I also certify that the above information is true and correct in any every respect and in any case at a

later date it is found that any details provided above are incorrect, any contract given to the above

firm may be summarily terminated and the firm blacklisted.

(Signature of the Authorized Person with Organization Seal)

Designation with Contact No:

Company Name:





THE WEST BENGAL NATIONAL UNIVERSITY OF JURIDICAL SCIENCES

(An Autonomous Law University established by the West Bengal Act No. IX of 1999)

"Dr. Ambedkar Bhavan", 12, LB Block, Sector III, Salt Lake City, Kolkata - 700 106

Phone: (033) 2335 7397/ 0510/ 2811, 2569 4700 to 30 <> Fax: (033) 2335 7422/ 0511

E-mail: ao@nujs.edu <> Website: www.nujs.edu

ANNEXURE- VII

ACCEPTANCE OF TENDER

(TO BE PRINTED ON ORGANIZATION LETTER HEAD)

Tender Ref.No with Date:

To

The Vice-Chancellor

The West Bengal National University of Juridical Sciences

"Dr. Ambedkar Bhavan"

12, LB Block, Sector-III, Salt Lake City, Kolkata- 700 106

I/ We _____ (name and designation of the bidder)
on behalf of _____ (name of the organization/company)
have downloaded / obtained the tender document(s) for the above mentioned 'Tender from
the University website (_____). I/ We hereby certify that I/ we
have read the entire terms and conditions of the tender documents from Page No. _____
to _____

(including all documents like annexure(s), schedule(s), specification terms and condition
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
organization 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
organization/company 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,





THE WEST BENGAL NATIONAL UNIVERSITY OF JURIDICAL SCIENCES

(An Autonomous Law University established by the West Bengal Act No. IX of 1999)

"Dr. Ambedkar Bhavan", 12, LB Block, Sector III, Salt Lake City, Kolkata - 700 106

Phone: (033) 2335 7397/ 0510/ 2811, 2569 4700 to 30 <> Fax: (033) 2335 7422/ 0511

E-mail: ao@nujs.edu <> Website: www.nujs.edu

then your department/ organization shall without giving any notice or reason therefore or summarily reject the bid or terminate the contract.

(Signature of the Authorized Person with Organization Seal)

Designation with Contact No:

Company Name:





THE WEST BENGAL NATIONAL UNIVERSITY OF JURIDICAL SCIENCES

(An Autonomous Law University established by the West Bengal Act No. IX of 1999)

"Dr. Ambedkar Bhavan", 12, LB Block, Sector III, Salt Lake City, Kolkata - 700 106

Phone: (033) 2335 7397/ 0510/ 2811, 2569 4700 to 30 <> Fax: (033) 2335 7422/ 0511

E-mail: ao@nujs.edu <> Website: www.nujs.edu

ANNEXURE- VIII

FORM OF BID-SECURING DECLARATION
(To be printed on Organization Letter Head)

To

The Chairman, Purchase Committee
The West Bengal National University of Juridical Sciences
"Dr. Ambedkar Bhavan"
12, LB Block, Sector-III, Salt Lake City, Kolkata- 700 106

Ref: Tender Document No.

Dated

I/We, the undersigned hereby certify that if we withdraw or modify our Bid during the period of validity, or if we are awarded the contract and fail to sign the contract, or we fail to submit a performance security before the deadline defined in this tender document, we will be suspended for the period of **Three (3) years** from being eligible to submit Bids for contracts for which tenders are floated by the University.

Dated this _____ day of _____

For and on behalf of M/s. _____

Address: _____

Signature _____ with
Stamps _____





THE WEST BENGAL NATIONAL UNIVERSITY OF JURIDICAL SCIENCES

(An Autonomous Law University established by the West Bengal Act No. IX of 1999)

"Dr. Ambedkar Bhavan", 12, LB Block, Sector III, Salt Lake City, Kolkata - 700 106

Phone: (033) 2335 7397/ 0510/ 2811, 2569 4700 to 30 <> Fax: (033) 2335 7422/ 0511

E-mail: ao@nujs.edu <> Website: www.nujs.edu

ANNEXURE- IX

CHECK LIST

PARTICULAR	BIDDER REMARKS
Name and address of the Bidder/Organization with Contact no and Email ID :	
Name and address of the foreign principal with Contact no and Email ID:	
Name and address of the company to whom order to be placed:	
Period Standard Warranty Offered:	
Whether comply to submit the Performance security.	
Whether the bidder comply to deliver and install the equipment/ instrument as per tender:	
Whether the bidder agreed to provide the after sale service during the warranty period as per the requirement of the University:	
Whether the bidder quoted all the items/ component of the furniture & Fixture as per the tender Specification:	
Whether the bidder uploaded the detailed technical specification/technical offer/ technical quotation of the item/equipment's:	
Whether the bidder uploaded the signed copy of all annexure including the check list:	
HSN/SAC code of the quoted item/equipment if any:	
Whether the item/equipment is duty free (upload proper documents / declaration in case of duty-free item):	
Whether the bidder uploaded all documents showing the technical eligibility and financial credibility:	
Whether the bidder agreed to provide clarification during the evaluation process of the tender:	





THE WEST BENGAL NATIONAL UNIVERSITY OF JURIDICAL SCIENCES

(An Autonomous Law University established by the West Bengal Act No. IX of 1999)

"Dr. Ambedkar Bhavan", 12, LB Block, Sector III, Salt Lake City, Kolkata - 700 106

Phone: (033) 2335 7397/ 0510/ 2811, 2569 4700 to 30 <> Fax: (033) 2335 7422/ 0511

E-mail: ao@nujs.edu <> Website: www.nujs.edu

Whether uploaded the Authorization Certificate from the Principal/Manufacturer with contact information:	
Price bid should be submitted in excel format as per BOQ	

(Signature of the Authorized Person with Organization Seal)

Designation with Contact No:

Company Name:

