UNIVERSITY OF KALYANI

Department of Engineering and Technological Studies

NOTICE INVITING E-TENDER

NIT ID showing at http://wbtenders.gov.in: 2026_UOK_1048500_1

Tender Ref. No.: KU/NIET/DETS/2026-27/01 **Dated: 04/11/2026**

Online E-Tender is invited for **Supply and Installation of Servo stabilizer with transformer, Department of Engineering and Technological Studies (DETS), Kalyani University** by the eligible venders. Interested venders may follow the instructions as given below for submission of their tenders under online mode:

ITEM	NOS
Specification: Single phase, 230V nominal, 3KVA, operating input voltage: 160V-270V, Output voltage: 220V/230V ±1% stepless precision regulation. Input Frequency: 47 Hz to 53 Hz, output Frequency: 50 Hz, cooling: air cooled, Waveform distortion on load and no load: Nil, correction rate: 20V/sec or better, response time <10 ms, High voltage and low voltage cut off, Overload and short-circuit protection with indicator. 100% copper winding for the transformer. All units to be enclosed with air ventilated metal enclosure with proper earthing and shielding. **Installation requirements:** Installation and Commissioning in coordination with the works Department and Department of Engineering and Technological Studies.	**2**

Dates & Information:

Sl.No.	Activities	Date & Time
1	Date of uploading of N.I.T. Documents in the e-tender portal of NIC : https://wbtenders.gov.in	4th November, 2026
2	Documents download (online)	4th November, 2026 (from 17.00 Hrs.)
3	Bid Submission Start Date(on line)	4th November, 2026 (from 17.00 Hrs.)
4	Bid Submission Closing Date (Online)	14th November, 2026 (up to 14.00 Hrs.)
5	Bid Opening Date (Online) – Technical Bid	16th November, 2026 (from 14.00 Hrs.)
6	Date of uploading list for technically qualified bidder (online)	To be notified
7	Date of opening of Financial Bid	To be notified
8	Date of uploading of list of bidders along with the approved Rate	To be notified

1. General Instructions:

In the event of e-tendering, intending bidder may download the tender documents from the website: http://wbtenders.gov.in directly with the help of Digital Signature Certificate (DSC)

or from the University of Kalyani's website www.klyuniv.ac.in.

2. Submission of bids:

Both Technical bid and Financial Bid are to be submitted concurrently duly digitally signed by the Company personnel who is in the pay roll of the Company (having Authorization from the Company management) in the website http:// wbtenders.gov.in. All papers must be submitted in English language.

3. Time Schedules for the e-tender:

The Time Schedule for obtaining the Bid Documents, Pre Bid meetings, the submission of bids and other documents etc. will be as per the list provided in Clause No. 10 given below.

4. Eligibility for Quoting:

a) The bidder should submit list of customers to whom similar equipment were supplied in recent past at least during the last 5 years along with names & full addresses of the customers indicating order reference etc.

b) Bidder and OEM Should have local support center

c) Further, Bidder who was declared black listed and/or insolvent by any Govt. Concern/any Institutions in the Country for particular item or items are not eligible to participate in the current tender for that item or items.

5. Annual Turnover Requirements:

Vender having average annual Turn Over for last three financial years is more than Rs.10 Lakh in India for the year 2022-23, 2023-24 & 2024-25 in the said financial years are eligible to participate in the Tender.

6. Submission of Tenders

6.1 General process of submission

Tenders are to be submitted online through the website stated in Clause 1. All the documents uploaded by the Tender Inviting Authority form an integral part of the contract. Tenderers are required to upload all the tender documents along with the other documents, as asked for in the tender, through the above website within the stipulated date and time as given in the Tender. Tenders are to be submitted in two folders at a time, one is Technical Bid and the other is Financial Bid. The tenderer shall carefully go through the documents and prepare the required documents and upload the scanned documents of originals in Portable Document Format (PDF) to the portal in the designated locations/folders of Technical Bid. He needs to fill up the BOQ in the designated cell and upload the same in designated location of Financial Bid. The documents uploaded are virus scanned and digitally signed using the Digital Signature Certificate (DSC). Tenderers should specially take note of all the addendum/corrigendum related to the tender till the bid submission ends. Tenderers should in general upload the latest documents as part of the tender, however, in case of failure in uploading such documents, it will be deemed that they (tenderers) have taken note of such latest documents including addendum/corrigendum, if published till the bid submission ends.

6.2 Technical Bid

The Technical Bid should contain scanned copies and/or declarations in the following standardized formats in two covers (folders):

I. Technical File (Statutory Cover) containing:

1. **Annexure**–

a) Basic Information (Vide Annexure I) *(to be submitted in "**Annexure**" folder)*

b) Application for Tender- (Vide Annexure II) *(to be submitted in "**Annexure**" folder)*

c) Authorization letter - (Vide Annexure III) *(to be submitted in "**Annexure**" folder*

d) Affidavit Proforma - (Vide Annexure IV) *(to be submitted in "**Annexure**" folder)*

e) Compliance Sheet (Vide Annexure V) (*to be submitted in **"Annexure"** folder)*

f) DECLARATIONONNIT- (Vide Annexure VI) (*to be submitted in "**Annexure**" folder)*

2. Technical details of the Items Quoted (Bidders must submit Technical specification along with Catalogue of the item quoted in **"Technical Details"** Folders.

3. Audited Annual Accounts for last three years 2022-23, 2023-24 & 2024-25 or during the period since formation of the Firm, if it was set up in less than such 3-year period. (to **be submitted in "Accounts" folder**)

II. My Document (Non-Statutory Cover) containing as follows:

Sl. No.	Category	Sub-Category	Sub-Category Description
1	Certificates	Certificates	PAN Card of the Bidder
			GST Registration Certificate
			Profession Tax Enrolment Certificate
2	Company Details	Company Details 1	Trade License /Enlistment Certificate/Registration Certificate under Shop & Establishment Act(for the States of India where Trade License are not issued)
			Registration with Registrar of Companies
			Memorandum of Articles for Limited Companies.
3	Credential	Credential 1	a) Copy of the purchase order for supplying Similar nature of items for last 5 years (2021-22, 2022-23, 2023-24, 2024-25 & 2025-26) b) Brief User List preferably for users in West Bengal in an Institute of Higher Learning
4	Financial Information	Payment Certificate 1	Income Tax Returns submitted for the Assessment year 2023-24
			Income Tax Returns submitted for the Assessment year 2024-25
			Income Tax Returns submitted for the Assessment year 2025-26
			GST Return for January'25,February'25 and March'25

NOTE:

1. If the company was set up less than three years ago, audited balance sheet for the no. of years since inception may be submitted)
2. Addenda/Corrigenda: if published, Contractors are to keep track of all the Addendum/Corrigendum issued with a particular NIT till the bid submission ends and in general upload the downloaded copies of the above documents and merge the Addenda/Corrigenda with respective NIT in the NIT folder. , however, in case of failure in uploading such documents, it will be deemed that they (tenderers) have taken note of such latest documents including addendum/corrigendum, if published till the bid submission ends, overriding any other terms/conditions if mentioned anywhere else in the concerned NIT.

3. Bidder must submit their documents through the appropriate folders as stated above. Submission of document not through proper folder(s) may be considered as non-submission. If University fails to identify the document because of such wrong submission or due to submission of documents not readable visibly or for any technical issue like not opening the files etc., it would be deemed that the bidder did not submit that particular document(s).
4. Others: Any other documents found necessary

6.3 Financial Bid

The Financial Bid should contain the following document in one cover (folder):

Bill of Quantities (BOQ): The tenderer should fill-up the designated cell as marked by the University in the BOQ sheet.

7. The tenderers are not required to submit hard copies of Technical File (Statutory) or My documents (Non-Statutory). Submission of hard copy of Financial Bid is strictly prohibited and only be submitted through on line through NIC portal.

8. Evaluation of the tenders

During the tender evaluation process, the "Technical Bid" will be opened first. Those Bidders who have qualified in respect of the essential & other requirements in "Technical Bid" will be identified and their financial bid will be opened. The financial bid of those Tenderer failing to meet the technical & other requirements laid down in the tender will not be opened and be rejected. The Tenderer offering the item found suitable and as per the tender specifications will only be selected. Final selection of the bidder in respect of Financial Bid is subject to further verification of several parameters allied with Financial Bid Evaluation.The Financial Bids of only those tenderers who have been considered as Technically Qualified will be opened.

9. TERMS & CONDITIONS REGARDING PURCHASE POLICY OF TENDERING AUTHORITY:

9.1 Bid Information:

a) Bidder may quote in INR in the BOQ Sheet.

b) The rate quoted by the bidder shall be fixed for the duration of the contract and shall not be subject to adjustment on any account.

c) Bidder must follow the instruction for filling up BOQ as per Clause 6.3.

d) **Partial Quotation/Incomplete Quotation both for Technical and Commercial aspects may subject to cancellation of tender. However, University Authority is the sole** authority to assess the Partial Quotation/Incomplete Quotation based on the tender evaluation status.

9.2 Evaluation of Quotation: The Purchaser will evaluate and compare the quotations determined to be substantially responsive stage wise. Firstly, Technical Bid will be evaluated and thereafter Price Bid for technically qualified bidders will be evaluated for selection of vender.

9.3 Award of Contract: The purchaser will award the contract to the bidder whose quotation has been determined to be substantially responsive both technically and commercially for both the equipments. Purchaser reserves the right to reject any or all the tender, wholly or partly, without assigning any reason thereof and shall not be bound to accept the lowest bid.

9.4 University enjoys the discretion to select vendor either in full or in part (item wise) for thebetterment for pursuing of tender objectives.

9.5 Warranty: The manufacturer should give guarantee/warrantee for the minimum period as

specified in the Item specification from the date of successful installation to the satisfaction of the University. If the equipment installed at one location is subsequently shifted to another location, the warranty services shall continue to be provided at new location without any additional financial implications. Undertaking that during warranty period, if any defect in the supplied equipment is noticed by the Purchaser, the supplier or his representative shall rectify the defect or replace the defective item free of cost at the Purchaser's site at the earliest possible, latest within a period of 30 days of notification. Warranty certificate of quoted product must be given in OEM letterhead from regional office.

9.6 Adequate support service facility: The bidder/manufacturer should have adequate service and accessories support center in Kolkata/Kalyani or around 80 KM radius distance from University premises for any emergency breakdown/fault offering facility within 48 hours and should be agreeable to provide AMC facility after the warranty period. Organization along with dedicated Toll Free no & Escalation matrix, Service ISO Certificate and Calibration certificate need to attach.

9.7 Bidder must provide Technical Compliance Sheet as per the Tender Specification. Any non-compliance will lead to rejection of tender.

9.8 Manufacturer's Authorisation: Document in support of Manufacturer/Dealer and Service Provider has to be submitted along with the tender paper. If the bidder is not the manufacturer, proper manufacturer's authorization and warranty from manufacturer is required and in this case bidder should have full- fledged registered office in India.

9.9 Bidder should submit copy of updated Trade Licence, GST, IT and P.Tax Return submission document.

9.10 Credentials: Documents of supplying similar items in last 5 years (2021-22, 2022-23, 2023-24, 2024-25 & 2025-26) in a Recognized Institute of Higher Learning must be submitted along with the tender. Bidder must submit User List with copy of Purchase Order ensuring sale of similar items at least for five times in last three years in an Institute of Higher Learning.

9.11 Statutory deduction for GST and other Government taxes will be made as per the law in force

9.12 Make & Model: Bidder must mention Make and Model in the Information Sheet as given vide Annexure-I and must send the product details/catalogue/brochure in the "**Technical Details**" folder along with Technical Compliance Sheet for each item component.

9.13 Time Schedule: The supply work must be completed within **30 days** from the date of receipt of the work order.

9.14 Validity of offer: A bidder should spell out in the tender that it shall remain valid for a minimum period of three months from the date of opening of the tender and during this period, the bidder shall not be entitled to revoke or cancel its offer.

9.15 After Sales Service

(i) The name and complete address of the company in India authorized by the manufacturer, to provide after sales service for the equipment should be mentioned. The appointed authorized service provider should be holding a valid certificate from the manufacturer to this effect.

(ii) The manufacturer should give an undertaking that after the warranty period, they shall provide spares and after sale service of the equipment in India for the normal life time of the equipment.

9.16 University reserves the discretion to issue work order either in full or phase wise depending upon the requirement and selected vendor will not charge any extra amount for such supply and delivery.

9.17 Place of delivery: Department of Engineering and Technological Studies, University of Kalyani, Kalyani -741235.

9.18 Payment Schedule: Payment be made after successful delivery and installation of the items.

9.19 Performance Security:

Successful bidder should deposit Performance Security money equivalent to the 10% of the order value in the form of DD/ suitable negotiable instruments as to be decided by the University immediately after issuing purchase order from the University. Such security will be refunded after completion of the warranty period in normal case without any accrued interest. In absence of any such deposit, equivalent sum will be deducted by the University from the Bill amount at the time of releasing payment to the vender. However, University may forfeit the Security Money in the event of the following circumstances:

i) Selected bidder withdraws the bid before expiry of its validity but after receipt of the Purchase Order.
ii) Selected bidder does not accept the order after issuing the same or fails to enter into a contract within validity period of offer.
iii) Selected bidder fails to supply the items within the scheduled time as specified in the Purchase Order
iv) If before expiry of the warranty period, the supplied items break down or do not function satisfactorily due to the cause related with the item itself or for its installation and not for any reason caused by the University Authority and the supplier denies to take the responsibility to make the supplied items in order.
v) In case of any false submission /statement by the bidder
vi)In case of any refusal to abide by terms and conditions or refusal to enter into a written agreement as per prefixed terms and conditions

9.20 Quantity Changeability: Quantity as stated in the tender document may subject to changeat the time of issuing purchase order due to the fund crunch or for other valid reasons.

Manufacturer must be able to supply spares of the item up to at least seven (7) years from the date of successful installation of the item at the department of the University.

9.22 Instruction Made with Item Specification: Bidder must comply the instructions as provided with Item Specification.

9.23 Disposal of Disputes: In case of any dispute, the University's decision will be treated as the final and conclusive. All legal actions are subject to Kolkata jurisdiction only.

9.24 Conditional bid may be liable for rejection.

9.25 The supplied items are preferred to be manufactured in 2025. If the supplied items are older than 1 year, vender must provide 2 years' additional onsite warranty with free of cost over and above OEM onsite warranty. Under no circumstances, items manufactured in 2023 or earlier will be accepted by the University. If it is noticed by the University regarding the manufacture of the supplied items in 2023 or its earlier, University may impose a penalty to the tune of 50% or more from the Bill Amount or take any other decision as to be deemed fit by the University and vender must accept the same as the final decision from the end of the University.

9.26 **Conflict of Interest**: Not more than one tender shall be submitted by one tenderer or tenderers having relationship. Under no circumstances will father and son(s) or other close relations who have business relationship with one another (i.e. when one or more partner(s)/director(s) are common) be allowed to tender for the same contract as separate competitors. A breach of this condition will render the tenders of both parties liable for rejection.

9.27 In case of Tie Bid arising after opening of price bid, University will follow the guideline as mentioned in the G.O. No. 2320-F(Y) dated 7/6/2022 issued by the Finance Department, Government of West Bengal.

9.28 Discretion of the University:

(i) University may take decision about non-purchase of the said item even after selection of vendor due to its fund constraints.

(ii) University may seek documents from the bidder in addition to the scanned documents sent by them at the time of uploading technical bid for verification and evaluation of tender.

(iii) For any false/unethical/illogical/unreasonable bid, University reserves the right to cancel the bid even after opening of Price Bid.

(iv) University reserves the right to relax any clause as stated herein above for selection of responsive vender.

10. Opening the financial bid as per schedule will BE NOTIFIED LATER ON.

Financial bid can be seen & accessed by the bidder through the NIC Portal online after opening of financial bid on line. No objections raised by any Bidder in this respect will be entertained by the University. No informal tender will be entertained in the Bid further.

11. During the scrutiny, if it comes to the notice to tender inviting authority that the credential or any other paper found incorrect/ manufactured/ fabricated, that bidder would not allowed to participate in the tender and that application will be rejected outright without any prejudice.

12. The Tender Selection Committee reserves to right to cancel the N.I.T. due to unavoidable Circumstances and no claim in this respect will be entertained.

Annexure I

FURNISHING BASIC INFORMATION

(To be furnished in the Company's official letter pad)

1.	**Name of the Bidder**	
2	**Address for Communication**	
3	**Contact Number(s)**	
4	**E-mail ID**	
5	**Trade License No.** **(Please enclose copy of Trade License)**	
6	**PAN (Please enclose copy of PAN Card)**	
7	**GST No. (Please enclose copy of GST)**	
8	**Do you have previous experience for supplying similar nature of Items at Educational Institute of Higher Learning** **(Please enclose copy of Purchase order & user list, if yes)**	**Yes/No** **(Please put tick mark)**
9	**Annual Turnover as per Audited P/L ACCOUNTS & BALANCE SHEET**	**2022-23: Rs……** **2023-24: Rs……...** **2024-25: Rs…….** **Average Annual Turnover: Rs……..**
10	**Status of the bidder (Please enclose copy authenticating your status)**	**Manufacturer/Dealer/Distributer/Selling Agent/Stockiest** **(Please put tick mark)**

I hereby declare that the above information is true and correct to the best of my knowledge and belief. In case of any false/wrong/misleading information, I shall be bound to take the decision taken by the University.

Signature of the Bidder
(With Seal)

Annexure II

APPLICATION FOR TENDER

(To be furnished in the Company's official letter pad with full address and contact no, E mail address etc)

To
The Head
Department of Engineering and Technological Studies
University of Kalyani,
Kalyani-741235, Nadia,
West Bengal

Sub: **Supply and Installation of Servo stabilizer with transformer, Department of Engineering and Technological Studies (DETS), Kalyani University.**

Ref: - **KU/NIET/DETS/2026-27/01** **Dated: 04/11/2026**

Sir,

Having examined the pre-qualification & other documents published in the N.I.T, I /we hereby submit all the necessary information and relevant documents for evaluation:

1. That the application is made by me / us on behalf of ……..……. ……..……in the capacity .....duly authorized to submit the offer. The authorization letter from the Company is attached in Annexure II.
2. We accept the terms and conditions as laid down in the tender document vide **Clause 9** and declare that we shall abide by it throughout the tender period including its extensions, if any.
3. We have gone through the Tender Document thoroughly and quoted the tendered items keeping in mind all sorts of information as furnished in the tender document including Corrigendum/Addendum as published from time to time
4. We are offering rate for the following item /items with printing capacity and assured supply to the University of Kalyani

Items	Make & Model No.	Warranty Offered

5. In the event of being selected, I will make the supply within the stipulated period excepting the condition which is beyond our control.

Date: -

Signature of applicant including title and capacity in which application is made.

Contact No.:

Annexure III

(Authorization letter in favour of the applicant (other than Managing Director/ Proprietor/Partner) from the competent authority.)

FORMAT
(To be furnished in the Company's official letter pad with full address and contact no, E mail Address etc)

(TO WHOM IT MAY CONCERN)

This is to certify that Mr..... (Name),

Employee of this Organisation as.....(Official Designation) is

Hereby authorised to submit tender online, Vide NIT No .....,

Dated .....on behalf of the Organisation.

Signature of the competent authority with Seal

.....

(Signature of the Authorised Person)

Signature of Mr.....

.....is hereby attested.

Signature of the competent authority with Seal

ANNEXURE IV

(Affidavit Proforma)
(To be furnished in Non – Judicial Stamp paper
of appropriate value duly notarized)

Ref: - **KU/NIET/DETS/2026-27/01** **Dated: 04/11/2026**

I, Sri/Smt.....

The Managing Director/Proprietor (etc.) of the Firm.
..... (Name of the firm)

At (address).....

Do hereby solemnly affirm and declare as follows:

1. That I have not ever been convicted of any offence making myself liable to be disqualified to supply of items to any Govt. or Govt. Undertaking Organization /Institution in the State of West Bengal or other State or States.

2. That no case is pending against me or against my firm in any criminal court of law to supply of items to the Govt. or Govt. Undertaking Organization / Institution in the State of West Bengal or other State or States (If any case is pending, state the details).

3.That, I also declare that if any information subsequently found in correct or false will it automatically render the tender submitted by me cancelled and make me liable for penal/legal action as per law of the country.

4. That my concern has not yet been declared bankrupt by any banking or money lending agency duly licensed by RBI nor has it been considered doubtful by any Government concern so far as the solvency of the organisation is concerned.

5. That I do further affirm that the statements made by me in this tender are true to the best of my knowledge and belief and all the documents attached are genuine &correct.

Deponent(s).

Annexure – V

COMPLIANCE SHEET FORMAT

Tender Ref. No.: KU/NIET/DETS/2026-27/01 **Dated: 04/11/2026**

Sl	Item Parameter	Minimum specification	Compliance	Remark, if any

ANNEXURE V

DECLARATION ON NIT

(To be typed in company letter pad, scanned and uploaded)

I, the undersigned, do hereby declare that in respect of Tender Ref. No. **KU/NIET/DETS/2026-27/01** **Dated: 04/11/2026**

- On behalf of my organization, I will comply all the formalities that are required to be complied as per NIT and I will observe all clauses of the NIT (including Terms & conditions).

- In case of any non-observance of any clause(s) of NIT, my organization will be bound to follow the decisions taken by the University of Kalyani for taking decision related with the tender for which the said NIT was uploaded.

_____

Full signature of the Person
(Designation with Seal)

Date:

Place:

Validate Print Help

Item Rate BoQ

Tender Inviting Authority: University of Kalyani

Name of Work: Supply and Installation of Servo stabilizer with transformer, Department of Engineering and Technological Studies (DETS), Kalyani University.

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Contract No: KU/NIET/DETS/2026-27/01

Name of the Bidder/ Bidding Firm /	

PRICE SCHEDULE

(This BOQ template must not be modified/replaced by the bidder and the same should be uploaded after filling the relevent columns, else the bidder is liable to be rejected for this tender. Bidders are allowed to enter the Bidder Name and Values only)

NUMBER #	TEXT #	NUMBER #	TEXT #	NUMBER #	NUMBER	NUMBER	NUMBER #	NUMBER #	TEXT #
Sl. No.	Item Description	Quantity	Units	Basic Rate per Unit (Rs)	GST Charges on Basic Rate Per Unit Rs. P	Other Charges in total (if any) Rs. P	TOTAL AMOUNT Without Taxes	TOTAL AMOUNT With Taxes	TOTAL AMOUNT In Words
1	2	4	5	13	14	17	53	54	55
1	**Supply and Installation of Servo stabilizer with transformer, Department of Engineering and Technological Studies (DETS), Kalyani University**								
1.01	**Servo stabilizer with transformer** (As per Tender Specification)	2.00	Nos.				**0.00**	**0.00**	INR Zero Only
tal in Figures							**0.00**	**0.00**	Zero Only

ed Rate in Words	**INR Zero Only**