

UNIVERSITY OF KALYANI



Department of Works

NOTICE INVITING E-TENDER

NIT ID showing at <http://wbttenders.gov.in>: 2025_UOK_924769_1

Tender Ref. No.: WD/2025-26/3T-1/630 (2nd Call)

Dated: 15/10/2025

E-Tender is invited for **Supply and Installation of 13 (Thirteen) Nos of 2 Ton Split AC Machines for University of Kalyani** by the eligible venders. Interested venders may follow the instructions as given below for submission of their tenders under online mode:

SL No	Specification	Nominal Capacity: -2.0 TON Quantity-13 nos.
01	BEE Star rating:	03 stars (As per the latest BEE standard)
02	Manufacturing year	2025
03	Nominal Power Input:	1700W ($\pm$ 5% tolerance)
04	Nominal Cooling Capacity	6000 W or higher
05	Air Flow Rate-high (CFM):	600 or above
06	Compressor type:	Rotary, Fixed Speed
07	Refrigerant:	R32
08	ISEER rating	3.8 and above as per the latest standard
09	Condenser coil	100 % copper
10	Cooling Coil	100% Copper
11	Connecting kit:	100% Copper
12	Electricity input:	230V/50Hz/Single phase
13	Noise level (Indoor):	Not more than 48 dB
14	Function Modes:	Auto/cool/fan/dry
15	Ambient Temperature Range (Cooling) °C	Up to 52°C
16	Number of fan speed:	04(indoor)/01 (Outdoor)
17	Filters:	Electrostatic dust filter/anti dust, antimicrobial protection etc. High Density Dust Filters that prevent tiny dust and particulate matter in the air from entering the indoor unit. As a result, the circulated air is clean, and free from any dust particles.
18	Remote Hand Set	Temp display in the indoor unit with ON/Off from remote (with night glow & LCD display)
19	Copper tubing:	min 10ft and 100% Copper
20	Power cable:	3 core, 2.5 mm ² Copper, ISI standard, min 10 ft length inbuilt (as per standard)
21	Warranty Period	1 year comprehensive+ 4 years extra on Comp
22	Outdoor Installation Bracket	Heavy duty Bracket (high gauge metal) with fasters, nuts and washers of standard and of reputed make
23	Installation	Standard installation for split air conditioner including supply and laying of copper refrigerant piping with insulations, electrical power cable and adequate rating top (Anchor make –for 2.0 to 25A) for providing power to the indoor unit from the nearby available socket point and 1 meter of PVC drain pipe which shall be connected to the nearest drain point. The outside wall hole must be filled up to prevent entering the insects, rats, snake etc. as well as rain water.
24	Information accessibility	Product and model details, specifications and brochure must be attached with tender and also available in public domain for verification
25	Outdoor unit features	The outdoor units are coated with superior powder coating to ensure that the galvanized metal stays rust-free.
26	PCB Features	PCB Metal Enclosure for Double Fortification Specially designed PCB Metal Enclosure to resist fire, and to shield the electrical components of the PCB circuit from any kind of heat damage or fire.

Dates & Information:

Sl. No.	Activities	Date & Time
1	Date of uploading of N.I.T. Documents in the e-tender portal of nic: https://wbttenders.gov.in	15 th October, 2025
2	Documents download (online)	15 th October, 2025 (from 17.00 Hrs.)
3	Bid Submission Start Date (online)	15 th October, 2025 (from 17.00 Hrs.)
4	Bid Submission Closing Date (Online)	3 rd November, 2025 (up to 13.00 Hrs.)
5	Bid Opening Date (Online)–Technical Bid	5 th November, 2025 (up to 13.00 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://wbttenders.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://wbttenders.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:

- The bidder must have requisite educational qualification for the tender work.
- Bidder who was declared black listed and/or insolvent by any Govt. Concern/any Institutions in the Country for the similar kind of work is not eligible to participate in the current tender.

5. Annual Turnover Requirements:

Vender having average annual Turn Over for last three financial years is more than Rs.30 Lakh in India having positive net worth for the year 2021-22, 2022-23 & 2023-24 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 Clause1. 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) Technical 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 **2021-22, 2022-23 & 2023-24** 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 with Registrar of Companies
			Memorandum of Articles for Limited Companies.
3	Credential	Credential1	a) Copy of the purchase order for supplying Similar nature of items as per previous instruction to this tender 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 2022-23
			Income Tax Returns submitted for the Assessment year 2023-24
			Income Tax Returns submitted for the Assessment year 2024-25
			GST Return for January'24, February'24 and March'24

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 must 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 reserves the right to decide on 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. 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 **Warranty:** The vendor shall be fully responsible for the comprehensive onsite warranty in all respect of the equipment, accessories etc. including spares and services for a period as per specification from the date of installation. Warranty will be effective from the date of joint installation Report.

9.5 **Adequate support service facility:** The bidder/manufacturer should have adequate service support Centre in Kolkata for any emergency breakdown/fault offering facility within 48 hours and should be agreeable to provide AMC facility after the warranty period. The bidder should have enough infrastructure as well as qualified personnel to maintain the equipment as mentioned.

9.6 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.

9.7 **Bidder must submit Technical Compliance Sheet duly certified by OEM in the “Technical Details” Folder.**

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

9.9 Bidder must have their own service support facilities having registered office in Kolkata/Kalyani or its adjacent localities.

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

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

9.12 **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.

9.13 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.

9.14 **Place of delivery: University of Kalyani, Kalyani -741235.**

9.15 **Payment Schedule:** Payment be made after sucessful delivery and installation of the items.

9. 16 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 work as per Work Order in normal case without any accrued interest. University may forfeit the Security Money in the event of the following circumstances:

- vi) 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 completion of the work as per Work Order, the Printer could not supply the items or does not function satisfactorily.
- 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. 17 Quantity Changeability: Quantity as stated in the tender document may subject to change at the time of issuing purchase order due to the fund crunch or for other valid reasons.

9. 18 Conditional bid may be liable for rejection.

9. 19 Bidder must be responsible for conformance of quality according to tender from all corners with satisfaction of University Authority.

9. 20 Bidder must undertake to supply the spares of the delivered items for a minimum period of 7(seven) years from the date of installation.

9. 21 Successful bidder must deliver the items manufactured not prior to 2024.

9. 22 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. 23 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. 24 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. 25 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) In case of tie bid item-wise or for all the items between two or more bidders, University reserves the right to select bidder in strict observance of the existing orders of the Government of West Bengal.

(v) 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 on line 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/LACCOUNTS & BALANCE SHEET	2021-22: Rs..... 2022-23: Rs..... 2023-24: Rs..... Average Annual Turnover: Rs.....
10	Status of the bidder (Please Enclose copy authenticating your status)	Manufacturer/Dealer/Distributor/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, Email address etc)

To
The
University Engineer,
University of Kalyani,
Kalyani - 741235,
Nadia, West Bengal

Sub: **NIT for Supply and Installation of 13 (Thirteen) Nos of 2 Ton Split AC Machines for University of Kalyani. (2nd Call)**

Tender Ref. No.: WD/2025-26/3T-1/630

Dated: **15/10/2025**

Sir,

Having examined the pre-qualification & other documents published in the N.I.T, I/ we here by 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 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, Email Address etc)

(TO WHOM IT MAY CONCERN)

This is to certify that Mr. (Name),
Employee of this Organization as(Official Designation) is
Hereby authorized to submit tender online, Vide NIT No.....,
Datedon behalf of the Organization.

Signature of the competent authority with Seal

.....

(Signature of the Authorized Person)

Signature of Mr.....

.....is here by 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)

Tender Ref. No.: WD/2025-26/3T-1/630

Dated: 15/10/2025

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 organization 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

TECHNICAL COMPLIANCE SHEET

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

I, the undersigned, do hereby furnish the details of Technical Compliance Sheet in respect of
Tender Ref. No.: WD/2025-26/3T-1/630 **Dated: 15/10/2025**

as follows:

Sl. No.	Item Parts	Specification as per Tender	Specification Offered	Deviation, if any, with details

Date:

Place:

Full signature of the Person
(Designation with Seal)

ANNEXURE VI

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.:**
WD/2025-26/3T-1/630 Dated: 15/10/2025

- 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

Unit Price BoQ

Tender Inviting Authority: University Engineer, University of Kalyani								
Name of Work: Supply and Installation of 13 (Thirteen) Nos of 2 Ton Split AC Machines for University of Kalyani. (2nd Call)								
Contract No: WD/2025-26/3T-1/630								
Name of the Bidder/								
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 #	TEXT #
Sl. No.	Item Description	Quantity	Units	BASIC PRICE Per Unit allowing Educational Discount, if any Rs. P	GST on Basic Price Per Unit (if any) Rs. P	Any Other Charges in TOTAL Rs. P	TOTAL AMOUNT With Taxes	TOTAL AMOUNT In Words
1	2	4	5	13	15	17	53	55
1	Supply and Installation of 13 (Thirteen) Nos of 2 Ton Split AC Machines for University of Kalyani.							
1.01	2 TON (as per specification in NIT)	13.00	Nos.				0.00	INR Zero Only
Total in Figures							0.00	Zero Only
Quoted Rate in Words		INR Zero Only						