Brainware University

BARASAT: KOLKATA-700 125

TELEPHONE NO: 033-69010654

Notice inviting quotations (Including WEBSITE publication)

ENQUIRY No: BWU/PRM/CONS-OTH/EVEN (26-27)/0086 **Date: 16.11.26**

(To be quoted in all correspondence)

Dear Sir,
University will be pleased to receive your lowest possible quotation in a SEALED COVER with our ENQUIRY NUMBER and the DUE DATE duly superscribed on the COVER, and on the face of the offer letter for the supply of the mentioned goods and articles, subject to the terms and conditions outlined below.

The last date of submission of QUOTATION is 26.11.2026 (4:00 pm)

Sr.	Name of the item	HSN CODE(COMPULSORILY PROVIDED BY THE VENDOR)	Maker (if applicable)	Detailed Specification of item (if applicable)	UOM	Quantity Required
1	Micro Spatula		SS		pcs	25
2	Spatula		SS		pcs	50
3	Filter Paper 110mm		Biva		Box	60
4	Filter paper 47 mm		Biva		Box	20
5	Filter Paper Sheet		any		Pcs	100
6	Butter paper		any		Pcs	100
7	Sterlized Lancet		Apollo		Box of 100 pcs	5
8	TLC plate		Merck		Box	1
9	Ph paper(1-14)		any		pcs	10
10	Bottle washing brush		any		pcs	10
11	centrifuge Tube		Ependrof	2ml	pcs	500
12	centrifuge Tube		Ependrof	5ml	pcs	500
13	centrifuge Tube		Ependrof	15ml	pcs	500
14	Labelling sticker				Sheet	100
15	Empty Capsule Sheel		(000) size	Triple 0	pkt	1
16	Disposible gloves		No-6	pack of 100	pkt	2
17	Disposible Mask			pack of 100	pkt	2
18	Rubber pipe			4mm Dia	10 Meter	2
19	Rubber pipe			6mm Dia	10 Meter	2
20	Rubber pipe			8mm Dia	10 Meter	2
21	Test tube brush				pcs	50
22	Test tube Holder				pcs	30
23	Micro pipette Tip			20-200 microletre	box	2
24	Empty Capsule Sheel			Double zero(00)	pkt	2
25	Sterilized cotton absorbent		Any	Pure	pkt	2000
26	Aluminium tray		Any	small size	pcs	10

*** N.B.: Authorisation letter from the Manufacturer or Manufacturing Certificate from the appropriate authority is required, if applicable.**

1. **Quotation shall be accepted only from GST-registered vendors/dealers/manufacturers, etc**. The GST registration number must be mentioned on the quotation.
2. **Validity of the quotation must be for 30 days from the date of submission.**
3. **The last date of submission of the tender is 26.11.2026 within 4 p.m.** at the Purchase Section, Building-III/RR-112, **to be opened at 5 p.m. Vendors are requested to attend.**
4. The party is requested to keep in touch with the **HOD of the Department of Pharmaceutical Technology.** Of the University. Before quoting the rate, for better Knowledge of the specification & quality of materials asked.
5. The University reserves the right of selection.
6. We will accept only those tenders that will maintain the **Make, HSN CODE NUMBER** and **the last date of tender submission strictly as mentioned in " Notice inviting quotations "**

Last date for submission of quotation is 26.11.2026 within 4.00 P.M. to be opened at 5:00 P.M.

SD/-
Purchase Officer
Authorised Signatory

TERMS & CONDITIONS OF NOTICE INVITING QUOTATIONS

1. Quotation should be for FREE DELIVERY at the University campus, unless otherwise agreed.
2. Prices quoted should be net, and the minimum period of validity of the quotation should be for one month from the closing date & should be free from CORRECTIONS.
3. Sample must be attached with quotation in all possible cases & when asked for, before the DUE DATE of Enquiry.
4. The University does not bind itself to accept the lowest or any tender or assign any reason for non-acceptance. It further reserves the right to accept any tender in part or in whole at its option.
5. If the University finds that the materials supplied are not of the contract quality or not according to the specification required by the University or otherwise not satisfactory owing to any reason, of which the University shall be the sole judge, the University shall be entitled to refuse the acceptance of the said materials, cancel the order and buy its requirement elsewhere at supplier's responsibility.
6. Tenderers must, as far as possible, arrange to supply the materials according to the terms of delivery specified in the orders. This delivery time must be strictly adhered to. Failure to supply within the specified time will lead to cancellation of the order without notice, or
7. If the deliveries are not regular and if, on that account, the University is forced to buy the materials elsewhere, any loss or damage that the University may sustain thereby will be recovered from the supplier for non-delivery at the scheduled periods.
8. THREE consecutive failures to supply within the scheduled time or times will entail the removal of the Tenderer's name from the Approved List of Suppliers.
9. If any tenderer charges GST, in addition to their quoted rates, this fact should be stated specifically in their quotation. In the absence of such a statement, the rate quoted will be deemed to be inclusive of GST. Payment of a Tax Invoice is dependent on the checking of the regularity of GST returns of a vendor, as applicable.
10. Non-compliance with an order may lead to cancellation of enlistment, and no enquiry will be issued in future.
11. Up to 10% of the bill value may be deducted for default and/or delay in delivery @1% per week of delay, without prior confirmation from the University.
12. In all cases of disputes, the decision of the university shall be final & binding on you.
13. Vendor is to complete delivery first, then raise the Tax Invoice; thus, against one order, only one Tax Invoice will be accepted. If delivery is made in parts, there may be more than one challan (say Three/Four) challans.
14. The vendor must update the delivery status of all individual orders in the mail, as per our schedule and committed dates, for better tracking, including the submission of the original Tax Invoice/bill.
15. For new vendors, PTPC is a must; it should be intimated to all.

By Order