



**OFFICE OF THE PRINCIPAL**  
**GOBINDA PRASAD MAHAVIDYALAYA**  
(Assessed & Accredited by NAAC with Grade "B+")  
AMARKANAN-722133, BANKURA, WEST BENGAL  
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Tender Notice No.: **GPM/06/RUSA 2.0**

Date: **01/11/2019**

**Notification Inviting e-Tender(NIT)**  
(Submission of BID strictly through WB e-tender portal only)

THE PRINCIPAL, GOBINDA PRASAD MAHAVIDYALAYA under the aegis of Department of Higher Education, Science & Technology & Biotechnology, Government of West Bengal having its office at AMARKANAN-722133, BANKURA, WEST BENGAL is inviting e-tender (two bid) for purchase and installation of equipment for various departments as per annexed list from the Bonafide Manufacturer / Direct Importer / Authorized Distributers / Reputed Vendors. Necessary earnest money to be submitted only through online mode for participation in the e-Tender process as appended in the table below:

Name of the Item	Earnest Money
For <b>LIBRARY Equipment</b> as enlisted in <b>Serial 1 of Annexure I</b>	Rs. 5,000/- (Rupees Five Thousand Only)

**List of Items:** Enclosed in Items Specification (Annexure I)

### 1. GENERAL INSTRUCTIONS

In the event of tendering process, intending bidder may download the tender documents free of cost from the website; <https://wbtenders.gov.in> directly with the help of Digital Signature Certificate. Necessary earnest money may be remitted in favour of THE PRINCIPAL, GOBINDA PRASAD MAHAVIDYALAYA, strictly **through online mode only** in accordance with **G.O. No. 3975-F(Y), dated 28.07.2016** of the Finance Department, Government of West Bengal.

### 2. SUBMISSION OF BIDS

Both Technical bid and Financial Bid are to be submitted concurrently duly digitally signed in the website <https://wbtenders.gov.in>. All papers must be submitted in English language.

### 3. TIME SCHEDULES OF 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 24 as given below.

#### 4. ELIGIBILITY FOR QUOTING

Only manufacturers, authorized distributors, reputed vendors and direct importers with good credentials insimilar jobs are eligible for quoting. The price is to be quoted in Indian Rupees including all charges e.g. cost of insurance, custom duty, packing, forwarding, freight charges, clearing charges and transportation and installation charges including dismantling charges, if any.

#### 5. SUBMISSION OF THE TENDERS

The tender is to be submitted in a two Bid System.

### [A] TECHNICAL BID “A”

(a) Statutory Cover containing the following documents:

#### BID “A” : PART I

(SINGLE FILE MULTIPLE PAGE SCANNED)

**Essential Requirements of the Tendering Firm for participation shall contain all papers related to the essential requirements of the Tenderer for participation in the tender viz.**

<b>A</b>	NIT and Corrigendum (if any)
<b>B</b>	CHECK LIST in the prescribed format
<b>C</b>	Authorization letter of signatory from Bidder
<b>D</b>	FORMS

#### BID “A” : PART II

It should contain the detailed Technical Specifications of Items (in Excel sheet)  
NON-STATUTORY/MY DOCUMENTS containing the following documents:

Sl. No.	Category	Sub Category	Sub Category Description
A.	Certificates	A1 Certificates	1. PAN Card
			2. Professional Tax Registration Certificate
			3. GST Registration certificate
			4. Valid Trade License for the period for the specific trade
B.	Bidder Details		1. Proprietorship Firm (Trade License) 2. Partnership Firm (Partnership Deed, Trade License) 3. LTD Company (Incorporation certificate, Trade License) 4. Society (Society Registration copy, Trade License) 5. Power of attorney(if required)
C.	Credential		1. License for doing the job. 2. Guarantee of the job/product as the case may be. 3. Work orders and payment certificates for experience in identical work if any.
D.	Financial Information		1. Income Tax Returns submitted for the last Financial Year (2018-2019).

## [B] FINANCIAL BID “B”

(i) BOQ in INR (in excel sheet)

The folder as “Financial Bid” shall contain base price in Indian Rupee and the portion of the allied works and services which are to be undertaken in India (like installation, commissioning of equipments etc.) are to be quoted in Indian currency including all charges e.g. cost of insurance, packing, forwarding, freight charges, clearing charges, custom duty and installation & transportation etc. along with applicable taxes.

The tenderers are required to submit the hard copies of BID A as per schedule (more clearly described in the time line vide clause 24) along with Earnest Money Deposit (EMD) (as mentioned in clause no. 7) in separate packets by means of hand or Registered post or Courier along with **List of Items without quoting the price**. Submission of hard copy of Bid A to the Office of the Principal, Gobinda Prasad Mahavidyalaya, Amarkananda, Bankura-722133, WB is for reference only while examining the technical bid online and will not be treated as substitute for online submission. Submission of hard copy of Bid B is totally prohibited and only be submitted through online through NIC portal.

### 6. EVALUATION OF THE TENDERS

During the tender evaluation process, the “Bid A” will be opened first. Those Tenderer who have qualified the evaluation of technical bid will be identified and only their “Bid B”, i.e., financial bid will be opened. The “Bid B” of those Tenderer failing to meet the technical and other requirements of participating in the tender will not be opened and will be rejected. The tenderer offering the item found suitable and being as per the tender specifications will only be selected.

The “Bid B” (Financial Bids) of only these tenderers passing the technical bid evaluation will be opened then subject to verification of hard copies submitted earlier.

If found suitable in the context of above pre-qualification etc the Tenderer quoting the lowest rate will be considered as successful.

### 7. COST OF EARNEST MONEY

Each tenderer has to submit, unless exempted under the existing orders of the West Bengal Government If the bidder does not provide the EMD (wherever applicable) for any quoted bid value of any department/section in respect of in Bid A, the bid of the respective bidder should be treated as cancelled.

The EMD will be refunded to the bidder(s) as per following manners:

- I. If the bidder(s) do not get any offer, the EMD will be automatically be refunded to the bidder(s) account through online mode only after finalization of the tender or within 120 (one hundred twenty) days from the date of opening of tender whichever is later against the specific prayer of Tenderer. No request for receiving the EMD amount in any other offline / online mode will be entertained at any stage by the College authority.
- II. If the bidder(s) get the work offer, but is unable to supply the materials / carry out the work order successfully and satisfactorily, the EMD will be forfeited.

## **8. RATE**

The price, along with 3 years Comprehensive onsite Warranty of entire system [wherever applicable], including all spares and labour from the date of completion of the satisfactory installation) is to be quoted in Indian Rupees including all costs e.g. insurance, custom duty, packing, forwarding, freight charges, clearing charges, installation and transportation etc. and dismantling charges if any, payable in Indian Rupees should also be mentioned. The Instrument is to be transported in such packaging so that there is no damage to the primary packaging during transportation process. The basic rate should be furnished inclusive of all taxes duties & charges e.g. Customs Duty, Transportation Cost, Insurance, Freight, Testing charges, Incidental Charges etc. but excluding of GST which shall be quoted separately in the template for Bill of Quantities (BOQ). The GST Amount is to be mentioned in the appropriate Column of the template for Bill of Quantities.

## **9. ORDER & SUPPLY**

Orders for the supply of the approved products will be placed with the successful tenderers after the execution of the agreements, and such supply shall have to be made in such installments as may be fixed or spread over a period to be specified in the supply orders to be made in purchase of the agreements. The successful tenderer will have to supply within the specified time schedule that had been assured at the time of selection as supplier.

## **10. WITHDRAWAL/CANCELLATION & PURCHASE POLICY OF TENDERING AUTHORITY**

The tendering authority reserves the right to withdraw any item from the tender at any stage. The selection of such item, if already made in favour of any Tenderer, shall be treated as cancelled. The tendering authority reserves the right to reject or accept any tender or part thereof at any stage or to split any tender without assigning any reason. Withdrawal of tender or any revision after submission of tender by the Tenderer will not be allowed unless otherwise required by the tendering authority. The tendering authority reserves the right to accept or reject any tender, in part or in full, without assigning any reason. Purchase will, however be made following the existing purchase policy of the Government of West Bengal and its amendment(s) made from time to time. The purchase policy of the State Government as provided in the West Bengal Financial Rules, the policy of price preference in particular incorporated under Notification No. 10500-F dated 19.11.04 read with Notification No. 5400-F dated 25.06.2012 should be observed in considering the tenders.

## **11. IMPORTANT INSTRUCTION WITH REGARD TO SUBMISSION OF TENDER**

The rate should be quoted in Indian Rupees (both in figure and words) for a particular brand or model/model no. of the offered item only as mentioned in the appropriate column of the "Tender Form", (Alternative offer will not be accepted). The tender shall be cancelled for the quotation of item without its brand name, model, model no. etc. the detail information regarding the manufacturer and the item quoted in the "Tender Form" shall be furnished.

## **12. SPARE PARTS**

The Bidder will undertake the supplies of necessary maintenance equipment and spare parts will be made available for all items and the complete system for at least five years on a continuing basis. However, this does not relieve the supplier of any warranty obligations under the contract.

## **13. CMC/AMC**

13.1 Implementation of CMC/AMC is subject to the decision of the Authority.

13.2 All faults appearing and their rectification shall be periodically advised to the laboratory, the period being not more than a month.

13.3 Any lacuna or lacunae noticed in the functioning of the installation as a result of any design feature shall be rectified by the supplier free of cost.

## **14. AFTER SALES SERVICES AND MAINTENANCE CONTRACT**

After sales services have to be provided by the supplier during warranty/guarantee period of the equipment free of cost.

## **15. DELIVERY, INSTALLATION AND COMMISSIONING**

15.1 Delivery of the goods at the purchaser's premises shall be completed by the Supplier in accordance with the terms specified by the purchaser.

15.2 The installation, testing and commissioning of the proposed system shall be completed in accordance with the order.

## **16. SPECIAL TERMS AND CONDITIONS FOR TENDER SUBMISSION**

The tenderer has to give a certificate that the firm has not been blacklisted in the past by any Institution Government/Private or convicted in any criminal case. If the tenderer gives a false statement on any of the above information the firm/supplier will not be considered and their quotation/tender shall be rejected and the earnest money shall be forfeited. The manufacturer should submit all the quotations directly or through their authorized agent where applicable provided the manufacturer accepts responsibility for any lapse on the part of the agent and authorization certificate must be enclosed.

- **The Bidders participating in the e-procurement system (e-tender) have to provide quotation for each item given in the BOQ.**

## **17. PENALTY CLAUSES**

### **PENALTY FOR FORMATION OF CARTEL OR FURNISHING OF FRAUDULENT/MISLEADING DOCUMENTS:**

If during the tender process or at any stage during the validity of the tender period, it is found that a Tenderer(s) has formed a cartel in what so ever form or name to fix up the rates or suppliers to the detriment of the fairness of the tender process, penal measures shall be initiated. Similar penal measures shall also be initiated against those tenderers who have submitted false/misleading/fraudulent documents or made incorrect declarations. The penal measure will be Forfeiture of Earnest Money, Forfeiture of Performance Bank Guarantee if enlisted as a supplier.

## **18. APPEAL**

Appeal against the decision of the Principal, Gobinda Prasad Mahavidyalaya, Amarkanan, Bankura-722133, West Bengal to impose such a penalty will lie with the Director of Public Instruction, Department of Higher Education, Government of West Bengal.

## **19. AGREEMENT**

On a tender being accepted, intimation of acceptance will be forwarded to the Tenderer by the Principal, Gobinda Prasad Mahavidyalaya, Amarkanan, Bankura-722133, West Bengal. After communication of the same, the Tenderer and the selected distributor (in the event of distributor to receive order and payment in his name) will have to execute agreement in the prescribed form with the Principal, Gobinda Prasad Mahavidyalaya, Amarkanan, Bankura-722133, West Bengal. The present document and the tender forms filled in by the Tender or copies thereof in so far as they are not inconsistent with these terms and conditions will be incorporated as part of the agreement. Such agreement will be binding on the Tenderer and distributor.

## **20. VALIDITY PERIOD OF AGREEMENT**

The contract period will be for a period decided by the tendering authority while giving work order to the bidder depending upon the job.

## **21. INSPECTION**

Before submitting the tender, the intending tenderers should thoroughly acquaint themselves with the proposed supply and installation by local inspection of site and make into consideration the site condition and other criterion for effecting smooth supply. No claim whatsoever will be entertained afterwards.

## **22. PAYMENT TERMS**

**No advance money will be provided to the eligible bidders/suppliers.**

Payment will be made through e-payment system through RTGS / NEFT as the case may be after execution and accomplishment of due supply as ordered subject to:

- i. Supply of the materials as per specification as provided in the tender documents and the catalogue.
- ii. Supply of the materials within the supplied period as specified in the work orders.
- iii. Availability of fund in PFMS and IFMS Module as the case may be

On being selected, the successful vendors will have to submit one application to the Principal, Gobinda Prasad Mahavidyalaya, Amarkanan, Bankura-722133, West Bengal and concerned procuring authorities stating the name of the payee/recipient, Bank account no with MICR code, IFSC of the payee/recipient for making e payment.

No manual payment is allowed as per instruction from RUSA 2.0.

**Payment will be made 100% after successful completion of the job.**

### 23. DATES & INFORMATION:

SL. NO.	ITEMS	Publishing Date(s)
1	Date of uploading of N.I.T. & Tender documents (online)	08.11.2019
2	Starting of Documents download (online)	08.11.2019 at 5:30 PM
3	Bid Submission starting (on line)	08.11.2019 at 05:30 PM
4	Date of Pre Bid Meeting and workshop with the intending bidders with the Principal, Gobinda Prasad Mahavidyalaya, Amarkanan, Bankura-722133, West Bengal, if necessary	21.11.2019 at 02.30 PM
5	Last date of Documents download and submission of bid (on line)	25.11.2019 at 01:00 PM
6	Date of Technical Bid opening	27.11.2019 up to 01.00 PM
7	Date of uploading list for Technically qualified Bidder (on line )(Bid A)	To be Intimated Later
8	Date and Place for opening of Financial Proposal (Bid B) (online)	To be Intimated Later
9	Date of uploading of list of bidders along with the approved rate	To be Intimated Later

**THE PRINCIPAL, GOBINDA PRASAD MAHAVIDYALAYA, AMARKANAN, BANKURA-722133, WEST BENGAL RESERVES THE RIGHT TO CHANGE THE ABOVE SCHEDULE IN CASE OF ANY EXIGENCIES AFTER PUTTING UP A NOTICE IN THE WEBSITE; <https://wbtenders.gov.in> AND OFFICE NOTICE BOARD.**

### 24. VALIDITY OF TENDER:

The contract period will be for a period decided by the tendering authority while giving work order to the bidder depending upon the job. No objections in this respect will be entertained raised by any Bidder who will remain present during opening of bid, or from any Bidder who will remain absent at the time of opening of Financial Bid. No informal tenderer will be entertained in the Bid further. During the scrutiny, if it comes to the notice of the tender inviting authority that the credential or any other paper found incorrect/manufacture/fabricated, that bidder would not be allowed to participate in the tender and that application will be rightly rejected without any prejudice.

Prospective bidders must take training from authorized agencies before submission of their bids. The Central Tender & Purchase Advisory Committee of the College reserves the right to cancel the N.I.T. due to unavoidable circumstances and no claim in this respect will be entertained.

### 25. N.B.:

During evaluation, the Tender Inviting Authority may summon the tenderers (if required) & seek clarification/information or additional documents or original hard copy of any of the documents already submitted & if they are not produced within the stipulated time frame, their bid will be liable to be rejected.

Sd/-  
Principal,  
Gobinda Prasad Mahavidyalaya,  
Amarkanan, Bankura-722133



## FORMAT FOR CHECK LIST

Sl. No.	Items	Please Mark $\sqrt{\quad}$		Page No.
		Yes	No	
1	PAN Card of the authorized signatory			
2	Professional Tax Registration Certificate			
3	GST Registration certificate			
4	Valid Trade License for the period for the specific trade			
5	Proprietorship Firm (Trade License)			
6	Partnership Firm (Partnership Deed, Trade License)			
7	LTD Company (Incorporation certificate, Trade License)			
8	Society (Society Registration copy, Trade License)			
9	Power of Attorney (if required)			
10	Manufacturing License			
11	Manufacturer's guarantee			
12	Work orders and paying certificates for experience in identical work in last 3 Financial Years where supply was made to at least 02 Government sponsored/aided Colleges			
13	Income Tax Returns submitted for the Financial year 2017-18			
14	Whether Blacklisted previously			
15	Whether involved in any criminal case			
16	Whether the bidder has bank A/C in the name as of quotation for receiving payment			

## Annexure-I

### DEPARTMENT WISE TECHNICAL SPECIFICATION OF THE LIBRARY INSTRUMENTS/EQUIPMENT/GOODS

Contract. No.	Specification of the instruments /equipment for the Department (Code)	Item No. in NIT
<b>Serial-1 (Equipment)</b>		
	LIBRARY EQUIPMENT (LIB)	LIB 01 to LIB 02

### Serial– 1 (Library Equipment)

#### 1. List of Items for Department of Library (LIB)

Item No. in BOQ	Item No. in NIT	Item	Specification	Quantity Required
	LIB-01	Iron Book Shelves	18" wide x 36" length x 78" height (6 shelves, 20 Gauge, durable and sturdy angles)	10 nos.
	LIB-02	Iron Book Shelves	12" wide x 36" length x 78" height (6 shelves, 20 Gauge, durable and sturdy angles)	15 nos.

**N.B.: The Bidders participating in the e-procurement system (e-tender) have to provide quotation for each item given in the BOQ.**

**Form —II**

[To be furnished on Firm's Letter Head]

To

**THE PRINCIPAL,  
GOBINDA PRASAD MAHAVIDYALAYA,  
AMARKANAN,  
BANKURA-722133,  
WEST BENGAL**

Dear Sir,

Date:

I, the under-signed

1. Do certify that all the statements made in the attached documents are true and correct. In case of any information submitted, proved to be false or concealed the application may be rejected and no-objection / claim will be raised by the undersigned.
2. Also hereby certifies that neither our firm M/S. Nor any of constituent partner had been debarred to participate in any tender by any Government Organization / Undertaking during the last 5 (five) years prior to the date of this NIT.
3. Would authorize and request any bank, person, firm or corporation to furnish pertinent information as deemed necessary and / or as required by the Department to verify this statement.
4. Understands that further qualifying information may be requested and agrees to furnish any additional information as required by the College.
5. Certify that I have applied in the tender in the capacity of individual / as a partner of a firm / Director of the company / Chairman of the corporation and I have not applied separately for the same supply.

\_\_\_\_\_  
Signed by an authorized officer of the firm

\_\_\_\_\_  
Title of the Officer

\_\_\_\_\_  
Name of the Firm with Seal Date:

Seal Date: \_\_\_\_\_

**Form —III**

**STRUCTURE AND ORGANIZATION**

1. Name of Applicant: \_\_\_\_\_

2. Office Address:

\_\_\_\_\_

\_\_\_\_\_

Telephone/Mobile No. \_\_\_\_\_

Email: \_\_\_\_\_

3. Name and address of Banker:

IFSC Code: \_\_\_\_\_

MICR Code: \_\_\_\_\_

4. Brief description of the firm

Note: Application covers Proprietary firm, Partnership, Limited Company, LLP or Corporation.