

UNIVERSITY OF KALYANI



NOTICE INVITING E-TENDER

Tender ID showing at <http://wbtenders.gov.in> : 2017_UOK_120603_1

Tender Ref. No.: WD/3T-1/575

Dated: 19/07/2017

Online E-Tender is invited for Manufacture and Supply of Bench for PCP Class rooms lying at the newly constructed DODL building, University of Kalyani .by the eligible venders. Interested venders may follow the instructions as given below for submission of their tenders under online mode:

Technical Specification

Sl No.	ITEM DESCRIPTION	QUANTITY
01.	High Low combind bench with back rest Size- High Bench 7'-0 X 1'-4'' X 2' - 6'' Low Bench 7'-0 X 1'-3'' X 2' - 9'' Frame made by 1' X 1'' MS iron Hollow bar of 16 gauge. Total six legs in high bench and also in low bench. Back rest size 1'-0 X 7'-0 fitted on the back size of the low bench, low bench base, high bench base and back rest made by 19mm B.W.R grade block board with best quality sunmica, nicely painted/polish and all complete. Ashelf fitted 6'' below the high bench top and 6'' covered by ply and sunmica on three side.	96 Nos

*Please refer clause 9.12 for refund of EMD

1.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	19 th July 2017
2	Documents download (online)	19 th July 2017 (from 5 p.m.)
3	Bid Submission Start Date(on line)	19 th July 2017 (from 5 p.m.)
4	Bid Submission Closing Date (Online)	28 th July, 2017 (up to 3 p.m.)
5	Bid Opening Date (Online) – Technical Bid	31 st July, 2017 (from 3 p.m.)
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

2. 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.

3. 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](http://wbtenders.gov.in). All papers must be submitted in English language.

4. 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. 1 given above**.

5. Eligibility for Quoting:

Manufacturers or Dealers/Distributors/Agents duly authorised by the manufacturers who are able to supply the assured quantities as per requirement & have requisite Annual Average Turnover, **as per clause no. 6**, are only eligible for quoting. Manufacturers not having the capability to supply the required quantity solely need not apply. Failure of submission of declaration of full supply will lead to cancellation of tender.

Further, vendors who were 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.

Moreover, vendors whose previous service at the University of Kalyani is unsatisfactory/disputable will not be considered as technically qualified in spite of having suitable credentials also.

Bidder having no credentials for similar trade in a single Educational Institutions / Government office/premises and/or in Large Public place to the tune of Rs 10 Lakh or more on an average in last three financial years(2013-14, 2014-15 & 2015-16) will not be eligible for submission of tender.

6. Annual Turnover Requirements:

Vender having average annual Turn Over for last three financial years is not less than **Rs.20 Lakh** in India for the year 2013-14, 2014-15 & 2015-16 are eligible to participate in the Tender.

7. Submission of Tenders

7.1 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.

7.2 Technical Bid

The Technical Bid should contain scanned copies and/or declarations in the following standardised 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) DECLARATION ON NIT - (Vide Annexure V) *(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 2013-2014, 2014-2015 & 2015-2016 or during the period since formation of the Firm, if it was set up in less than such 3- year period. Bidders whose accounts are not audited must submit 26AS for the above years as available in the official website of the Income Tax Department, Government of India. (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
			VAT/ CST Registration Certificate
2	Company Details	Company Details 1	Trade Licence
			Registration with Registrar of Companies
			Memorandum of Articles for Limited Companies.
3	Credential	Credential 1	<ol style="list-style-type: none"> a) Copy of the purchase order for supplying Similar nature of items at least for last 2 years in an Institute of Higher Learning 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 2013-14

			Income Tax Returns submitted for the Assessment year 2014-15
			Income Tax Returns submitted for the Assessment year 2015-16
	Payment Certificate 2		VAT/CST Returns (of the last quarter) for the year 2013-14
			VAT/CST Returns (of the last quarter) for the year 2014-15
			VAT/CST Returns (of the last quarter) for the year 2015-16

7.3 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.

7.4 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 lowest bidder in respect of Financial Bid is subject to further verification. The Financial Bids of only those tenderers who have been considered as Technically Qualified will be opened. If found suitable in the context of above pre qualification etc, the Tenderer quoting the lowest rate will be considered as successful.

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

9.1 Bid Information:

- a) **Bidder must quote in the BOQ in INR (Indian Rupees).**
- 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.

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 based on and thereafter Price Bid for technically qualified bidders will be evaluated for

selection of vendor.

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 **Warranty:** The vendor shall be fully responsible for the onsite warranty cum service in all respect of the above furniture items for a period of three years from the date of successful delivery of the item. Warranty will be effective from the date of Report made by the University regarding fitting and fixing of all tendered items.

9.5 **Adequate support service facility:** The bidder/manufacturer should have adequate service support centre within 20 Kms from the University campus so that the said concern can provide service support facility within 2 Hrs from the call made by the University in this behalf.

9.6 **Manufacturer's Authorisation:** Document in support of Manufacturer/Dealer/Service Provider is 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.

10 **Credentials:** Documents of previous experience of the job, at least for last 3 years ending 2015-16 must be submitted along with the tender. Bidder having no credentials for similar trade in a single Educational Institutions / Government office/premises and/or in Large Public place to the tune of Rs 10 Lakh or more on an average in last three financial years(2013-14, 2014-15 & 2015-16) will not be eligible for submission of tender.

10.3 **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.

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

10.5 **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.

10.6 **Place of delivery:** DODL Building, University of Kalyani, Kalyani -741235.

10.7 **Payment Schedule :** Payment be made after delivery , fitting and fixing of the items duly certified by the competent authority of the University.

10.8 **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 before issuing purchase order from the University. Such security will be refunded after completion of the warranty period in normal case without any accrued interest. 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

9.16 **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.

9.17 **Requisite Documents to be submitted:** Bidder must have adequate documents relating to Trade License and updated returns for Income Tax, VAT, Audited Statement of Accounts and other documents as sought for under Clause 7.2.II of this tender.

9.18 **Turnover Criterion:** Bidder must have average annual turnover of more than **Rs.20 lakh** in three consecutive financial year ending **2015-16**.

9.19 **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.

Discretion of the University:

9.20 University may take decision about non-purchase of the said equipment even after selection of vendor due to its fund constraints.

9.21 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.

9.22 University reserves the right to relax any clause as stated hereinabove for selection of responsive vendor.

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	VAT No.(Please enclose copy of VAT)	
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	2013-14: Rs..... 2014-15: Rs..... 2015-16: 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, E mail address etc)

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

Sub: NIT for Manufacture and Supply of Bench for PCP Class rooms lying at the newly constructed DODL building, University of Kalyani.

Ref: - N.I.T. No **WD/3T-1/575** dated 19/07/2017

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 manufacturing capacity and assured supply to the University of Kalyani

Sl. No.	Description of Items	Make/Name of Paper Mill	Quantity	Offer Validity

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:

E-mail address:

Postal Address:

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)

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 Chemicals / Equipments/other 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 Chemicals, Lab. Chemicals & Laboratory Equipments and other 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 incorrect 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

(Affidavit Proforma)

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

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/3T-1/575, dated 19/07/2017:**

- 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.
- For any mistake in furnishing above information or for non-furnishing of the above information, University of Kalyani will not be held responsible for non-refund/non-credit of refund amount to my/our bank account

Full signature of the Person
(Designation with Seal)

Date:

Place:

Validate

Print

Help

Item Wise BoQ

Tender Inviting Authority: Department of DODL, University of Kalyani

Name of Work: Manufacture and Supply of Bench for PCP Class rooms lying at the newly constructed DODL building, University of Kalyani .

Contract No: WD/3T-1/575

Bidder Name :										
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 #	TEXT #	NUMBER #	NUMBER	TEXT	NUMBER #	NUMBER #	TEXT #
Sl. No.	Item Description	Quantity	Units	Quoted Currency in INR	BASIC RATE In Figures To be entered by the Bidder Rs. P	Any Other Taxes/Duties/Charges	Educational Discount if any,	NET AMOUNT Without Taxes	NET AMOUNT With Taxes	NET AMOUNT with Taxes In Words
1	2	4	5	12	13	17	18	53	54	55
1	Manufacture and Supply of Bench for PCP Class rooms lying at the newly constructed DODL building, University of Kalyani .			INR						
1.01	High Low combind bench with back rest Size- High Bench 7'-0" X 1'-4" X 2' - 6" Low Bench 7'-0" X 1'-3" X 2' - 9" Frame made by 1" X 1" MS iron Hollow bar of 16 gauge. Total six legs in high bench and also in low bench. Back rest size 1'-0" X 7'-0" fitted on the back size of the low bench, low bench base, high bench base and back rest made by 19mm B.W.R grade block board with best quality sunmica, nicely painted/polish and all complete. A shelf fitted 6" below the high bench top and 6" covered by ply and sunmica on three side.	96.000	Nos	INR				0.00	0.00	INR Zero Only
Total in Figures								0.00	0.00	INR Zero Only
Quoted Rate in Words										