



# Sree Chaitanya Mahavidyalaya

Formerly Sree Chaitanya College of Commerce

P.O. : Habra-Prafullanagar, North 24 Parganas, Pin - 743268

Ref. No. \_\_\_\_\_

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

Memo No. Scm/Prin/NIT/25(02)/18/23 Date: 20-04-2023

## Detailed Tender Notice

Tender Notice No: Scm/Prin/NIT/25(02)/18/23,20-04-2023

Tenders are invited from **eligible licensed Vendors** with adequate reputation and financial capabilities. Intending bidder may download the tender documents from the website

<https://wbtenders.gov.in/nicgep/app> directly.

**Submission of Tender:** - a) Pre-qualification/Technical Bid and Financial Bid both will have to be submitted online concurrently duly digitally signed in the website <https://wbtenders.gov.in/nicgep/app> as per time schedule stated herein under. Time will be reckoned as per Server Clock. b) The Financial Bid of the prospective tenderers will be opened only if the tenderer qualifies in the Technical Bid. The decision of the Tender Inviting Authority will be final and binding to all concerned and no challenge against such decision will be entertained

The details of the Tender for supply and installation of Desktop are given below.

Sl. No.	Item Description	Quantity
1	<b>Assembled Desktop :</b> CPU I-3 11 Gen Processor MB Gigabit Ram 8GB SSD 512GB Cabinet Zebnics/Frontech Cabinet UPS Fuji Antivirus Quickheal (Original) Keyboard and Mouse Combo Logitech Monitor LG 19 inch	10

TENDER FEES RS. 500/- ONLY (FOR L1 BIDDER)

Phone : (Principal) 03216-237189, Helpline : 6291796572

E-mail : [srchma@gmail.com](mailto:srchma@gmail.com) Website : [www.sreechaitanyamahavidyalaya.ac.in](http://www.sreechaitanyamahavidyalaya.ac.in)

## SCHEDULE OF e-TENDERING

1.	Date of uploading of N.I.T. & other Documents (online) (Publishing Date)	Date: 24-04-2023
2.	Starting date of Documents download (Online)	Date: 24-04-2023
3.	End date of Documents download (Online)	Date: 02-05-2023 up to 12:00 hrs.
4..	Starting date & time of Online Bid Submission	Date: 24-04-2023
5.	Last date & time of Online Bid Submission	Date: 02-05-2023 up to 12:00 hrs.
6.	(Intending Bidders are requested to generate NEFT / RTGS challan from the website <a href="https://wbtenders.gov.in">https://wbtenders.gov.in</a> and make the EMD payment in his bank before 3 Banking Working Days earlier from the Last Date of Bid Submission.)	
	<b>TECHNICAL OPENING OF TENDER (Online)</b>	Date: 04-05-2023 up to 12:00 hrs.
	Completion Period	1 Months ( 30 days)
	Eligibility Criteria	Tender papers may be downloaded from <a href="https://wbtenders.gov.in/nicgep/app_web">https://wbtenders.gov.in/nicgep/app_web</a> site by the eligible vendors who successfully supplied similar type of goods having credentials <b>Certificate in Government/Semi- Government Organization / Autonomous Body.</b>

	Eligibility Criteria	<p>Tenderer should submit the scanned copies in the electronic format at proper place of the following documents:-</p> <p>i) Valid Trade License of the Company. ii) PAN CARD.</p> <p>iii) Valid Acknowledgement of IT returns (For last 3 years).</p> <p>iv) PT Challan for current financial year 2022-2023</p> <p>v) Valid document for GST registration.</p> <p>vi) The credential / experienced certificate of supplying similar nature of goods (amount not less than <b>50% of Estimated Amount</b>) shall be submitted.</p>
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The intending tenderer shall submit only one application as Annexure-I Available in our web site with copies of the following documents which will be verified with the original.

Authority reserves the right not to allow the agency to participate in the tender under the following circumstances:-

- a) Delay in delivery completion of job in any previous cases
- b) Performance in terms of either quality of materials and workmanship.
- c) Litigation and court cases.

**General information to the Agencies:-**

1. In the event of e-procurement, intending bidder may download the tender documents from the website <https://wbtenders.gov.in> directly with the help of Digital Signature Certificate. Earnest Money may be remitted through NEFT/RTGS or Net-Banking as per Order No 3975 – F(Y) Dated: 28 th July,2016 of Finance Department Government of West Bengal and also to be documented through e-procurement portal. (Intending Bidders are requested to generate NEFT / RTGS challan from the website <https://wbtenders.gov.in> and make the EMD payment in his bank before 3 Banking Working Days earlier from the Last Date of Bid Submission.)

2. If the applicant is an authorized signatory he should submit document of authorization in his favour along with the application. In case of partnership firm, copies of the partnership deed are to be submitted along with the tender document.
3. Earnest money will be refunded to unsuccessful tenderer after issuance of work order to the successful tenderer.
4. Authority takes no responsibility for any delay/ loss/ non-receipt of tender document or any other letter sent by post either way.
5. Authority reserves the right to reject or accept or split any or all tenders / bids without assigning any reasons what so ever.
6. The successful tenderer shall comply with the provision of contract labour (Regulation & Abolition) Act 1970 other statutory relevant Act such as educational cess etc and subsequent amendment there of produce the same before the authority.
7. Submission of tender will signify the acceptance of all terms and conditions of the contract as mentioned herewith.
8. Any request for extension of time for submission of tender will not accepted
9. Agencies can contact the authority for any clarification.

#### **Withdrawal of Tender paper:-**

A tender once submitted shall not be withdrawn under any circumstances If a tenderer withdraws his tender without any valid reason, tenderer may be barred from submitting any tender in authority for period of one year or more which will be decided by the competent authority

#### **The Financial Bid:-**

- a) The rate quoted by the tenderer shall be inclusive of all elements of taxes include Income Taxes, GST, P-Tax etc and duties, demands etc.
- b) All other charges like insurance charges, Freight etc. as would be required for completion of the work shall also be considered in the rates quoted above or less of estimated amount. No claim what so ever on this account will entertained.
- d) **Escalation cost will not be allowed under any circumstances.**

Earnest Money may be remitted through NEFT/RTGS or Net-Banking as per Order No 3975 – F(Y) Dated: 28 th July,2016 of Finance Department Government of West Bengal and also to be documented through e-procurement portal.

***The Agencies shall carefully read the Tender Paper, terms and conditions as mentioned shall have to be accepted by them.***

Principal reserves the right to refuse permission to any applicant without assigning any reason whatsoever.

Copy forwarded for information to: -

- 1) One daily News Papers & college website
- 2) Notice Board

### INSTRUCTION TO BIDDERS

Instruction / Guidelines for tenders for electronic submission of tenders online have been annexed for assisting the contractors to participate in e- tendering.

1. **Registration of Vendor:** - Any vendor willing to take part in the process of e – Tendering will have to be enrolled & registered with the Government e – Procurement system through logging on to <https://wbtenders.gov.in/nicgep/app>. The vendor is to click on the link for e – Tendering site as given on the web portal.
2. **Digital Signature Certificate (DSC):**- Each vendor is required to obtain a class - II or class – III Digital Signature Certificate (DSC) for submission of tenders from the approved service provider of the national Information's Centre (NIC) on payment of requisite amount details are available at the Web Site stated in Clause -1 of Guideline to Bidder. DSC is given as a USB e – Token.
3. **Collection of Tender documents:** - The vendor can search & download NIT & Tender documents electronically from computer once he logs on to the website using the Digital Signature Certificate. This is the only mode of collection of Tender documents.
4. **Submission of Tenders :-**
  - a) **General process of submission:**- Tenders are to be submitted through online to the website stated in Cl. – 1 in two folders at a time for each work, one is Technical bid and other is Financial Bid before the prescribed date and time using the Digital Signature Certificates.
  - b) **Technical Bid:-** Technical Bid contain scanned copies of the followings further in two cover (folder).

#### A-1. Statutory Cover Containing

- i) Demand Draft/Pay Order towards earnest money (EMD) as prescribed in the NIT.
- ii) NIT (Download the NIT and upload the same by digitally sign).
- iii) **ANNEXURE I**( Scan Copies of duly fill-up(including manual Signature of the contractor with seal and date) Declaration as per prescribed format and All Other Forms.)

**N.B: Bidder must download NIT & all other addendum, Corrigendum etc. whatever**

documents uploaded by the department in the web and must go through carefully before quoting his rate.

#### **A-2. Non Statutory/Technical documents Cover containing-**

Click the check boxes beside the necessary documents in the My Document list and then click the tab "Submit Non Statutory Documents" to send the selected documents to Non Statutory folder. Next Click the tab "Click to Encrypt and upload" and then click the "Technical" Folder to upload the Technical Documents.

**Note: Failure of submission of any of the above mentioned documents (as stated in A-1 &**

**A-2 ) will render the tender liable to summarily rejected for both statutory & non statutory cover.**

#### **c) Financial Bid:-**

- i) The financial bid should contain the following documents in one cover (folder) i.e. Bill of Quantities (BOQ). The contractor is to quote the rate through on line in the space marked for quoting rate in the BOQ.
- ii) Only downloaded copies of the above documents are to be uploaded, virus scanned & digitally Signed by the contractor.

#### **5. Opening & Evaluation of Tender:- Opening of Technical Bid:**

- i) Technical bid will be opened by the Principal along with the member of the tender committee , Banipur Mahila Mahavidyalaya. Statutory Cover (folder) would be opened first & if found in order and correct Non Statutory Cover (folder) will be opened. If there is any deficiency in the Statutory & Non statutory documents the tender will summarily be rejected.
- ii) Decrypted (transformed in to readable formats) documents of the non statutory cover will be downloaded & handed over to the evaluation committee.
- iii) List of technically qualified tenderers would be uploaded.

**NB: While evaluation, the committee may summon any of the tenderers & 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 for rejection.**

#### **Opening and evaluation of Financial Bid:**

- i) Financial bid of tenderers declared technically eligible by the Tender Evaluation Committee will be opened electronically from the web portal on the prescribed date and time.

#### **6. Penalty for suppression / distortion of facts: Submission of false document by tenderer is strictly prohibited**

ANNEXURE-I  
DECLARATION

a) I / We hereby declare that I/We shall treat the tender documents; item specification and other records connected with the work as secret/ confidential documents and shall not communicate the same or use the information in any matter prejudicial to the safety of the country.

b) I / We hereby declare that I/We have gone through and understood the various terms and conditions/clauses of the contract documents/booklet of the Institute regarding details of the safety norms/ regulations/procedure, etc to be followed at the work site and agree to abide by the same. I/We hereby intend to tender for the subject work.

c) I/We hereby declare that the signature in all the pages of the tender documents is signed by me.

Signature of the vendor with seal and date

Full Name of the vendor

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Full Address

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Phone No.

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20.04.23

Principal  
Sree Chaitanya Mahavidyalaya  
Habra-Prafullangal, 24 Pgs. (N)