

OFFICE OF THE PRINCIPAL
SOVARANI MEMORIAL COLLEGE
JAGATBALLAVPUR; HOWRAH-711408; WEST BENGAL; INDIA

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NIT No. SMC/09/LabEquip-3rdCallTender/RUSA-2.0/2018□19 Dated : 02/08/2021

The Principal, on behalf of Sovarani Memorial College, is inviting e-Tenders (under RUSA 2.0) in two Bids - Technical & Financial - System laid down in Rule 47C of WBFR regarding Tenders at discount rates available on printed price (INR ONLY) (percentage rate) for purchase and installation of **Lab Equipment** as per **BOQ in annexed list** from the bonafide Manufacturers / Direct Importers / Authorized Distributers / Reputed Vendors with financial capability of having executed similar jobs within the last 5 (five) years in the NIT mentioned below in any Govt. / Semi- Govt. / Undertaking / Autonomous Bodies. In the e-tendering process, intending Bidders may download the tender documents free of cost from the website : <https://wbtenders.gov.in> directly with the help of Digital Signature Certificate.

The Bidders, willing to participate in the tendering exercise, have to deposit **Earnest Money Deposit (EMD)** afresh. The previous deposit, if any, will be refunded as per e-tendering rule.

All Bidders are hereby requested to peruse the guidelines meticulously before participating in the e-tender and comply with the terms and conditions contained in this e-tender document in letter and spirit.

Sl. No.	Name of Work	Total Cost for Items to be Supplied (INR)	Earnest Money Deposit (EMD) @2% (INR)	Time of Completion of Delivery & Installation	Remark
1.	Supply & Installation of Lab Equipment	722,360/- (Seven lac twenty two thousand three hundred sixty)	14,450/- (Fourteen thousand four hundred fifty)	30 Days from the date of issuance of work order	--

SD/-Principal
Sovarani Memorial College

INSTRUCTIONS TO BIDDERS

General Guidelines for e-Tendering

1. Tender Document :

All information posted on the website consisting of NIT and related documents including the annexures, BOQ, Corrigendum etc. shall form part of the tender document.

2. Registration of Supplier :

Any supplier 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> (the web portal of Higher Education Department, Govt. of West Bengal). The supplier is to click on the link for e-tendering site as given on the web portal.

3. Digital Signature Certificate (DSC) :

Each supplier 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 Informatics Centre (NIC) on payment of requisite amount. DSC is given as a USB e-Token.

4. The supplier can search & download NIT & Tender Documents electronically from WB e-Tender Portal : <https://wbtenders.gov.in> once he logs on to the website mentioned above, using the Digital Signature Certificate. **This is the only mode of collection of e-Tender Documents.**

5. Participation in more than one supply :

A prospective bidder shall be allowed to participate in the supply of equipment either in the capacity of individual or as an authorized partner of a firm. If he is found to have applied separately in a single supply, all his applications will be rejected.

6. Submission of Tenders :

Tenders are to be submitted through online in **two folders (covers)** at a time for each supply, **one in Technical Proposal & the other in Financial Proposal, before the prescribed date & time using the Digital Signature Certificate (DSC).** The documents are to be uploaded as virus scanned copies duly **Digitally Signed.** The documents will get encrypted (transformed into non-readable formats).

A. Technical Proposal

The technical proposal shall include scanned copies of the following documents contained in two covers (folders), namely, Statutory and Non-statutory.

a) Statutory Cover shall contain the following documents :

1. NIT
2. Addendum/Corrigendum
3. List of items to be purchased

4. Form - I, II and III

(Download the all NIT documents including corrigendum properly and upload the same Digitally Signed, following completion of all relevant information).

b) Non-statutory Cover shall contain the following documents :

1. GST Registration Certificate.

2. PAN Card.

3. Audited Balance Sheets and I.T. Return of the **last three consecutive financial years**, regarding annual turnover from contracting business in each year. (If the company was set up less than three years ago, Audited Balance sheet for the number of years since inception has to be submitted) .

4. Trade License

5. P-Tax Registration Certificate.

6. Credential for supplying Lab Equipment to at least three Government College/
Government Aided College/State or Central University/Research Institute.

7. A Bank guarantee relating to Financial Solvency for completing the work.

B. Financial Proposal

The rates (including charges of supply, installation and services during warranty period) will have to be quoted in the BOQ. Quoted discount rates will be encrypted in the BOQ under "Financial Bid". No additional claim will be entertained in any circumstances.

General Terms and Conditions :

1. Technical Bid and Financial Bid both will have to be submitted concurrently duly digitally signed in the website : <https://wbtenders.gov.in> Submission of **Technical Bid and Financial Bid** has to be completed as per Tender Date & Time Schedule stated below. The documents submitted by the Bidders should be properly indexed & self-attested with seal.

2. Date & Time Schedule :

Sl. No.	Particulars	Date & Time
1	Date of uploading of NIT & other documents (online) (Publishing Date)	02/08/2021 after 9:00 A.M.
2	Documents download opening date (online)	02/08/2021 after 9:00 A.M.
3	Bid submission opening date (online)	02/08/2021 after 9:00 A.M.
4	Documents download closing date	16/08/2021 upto 11:30 A.M.
5	Bid submission closing date	16/08/2021 upto 11:30 A.M.
6	Technical Bid opening date	18/08/2021 after 11:30 A.M.

7	Uploading of final list of Technically qualified bidders	To be notified later
8	Financial Bid opening date	To be notified later
9	Uploading of Financial Bid evaluation sheet	To be notified later

3. It is mandatory for all Bidders to deposit **EMD online** through **NET BANKING/ CHALLAN** according to **G.O. No. 3975-F(Y) dated 28.07.2016 of the Finance Department, Government of West Bengal.**

4. The discount rate should be kept valid for 120 days from the date of submission. It may be extended if required.

5. Defective Lab Equipment shall not be accepted in any case. Replacements have to be made by the supplier within 7 (seven) days from the date of delivery.

7. The supplier must supply the prescribed model of the equipment to be supplied.

8. Delivery period : The supply of Lab Equipment shall be made **within 30 days from the date of issue of Work Order** or the time prescribed by the **College Authority** as will be mentioned in the Work Order to be issued by the college authority.

9. The College Authority reserves the right to accept or reject any bid or cancel the bidding process at any time prior to the award of contract without assigning any reason and without thereby incurring any liability to the affected bidder(s).

Special Terms and Conditions :

1. No advance payment shall be made at any circumstance.

2. Payment will be made online after satisfactory delivery and installation of equipment under contract.

3. Since the procurement is done under RUSA 2.0, payments will be made **through PFMS Portal, Government of India, only.** The successful Bidder shall have to produce the following information, when asked for :

(i) Firm details (i.e. firm name, address, proprietor etc.)

(ii) Bank account in prescribed format for registration at PFMS Portal

(iii) IFS Code

(iv) Mobile No. linked to the Bank A/C No.

(v) Cancelled cheque of the Bank, where all payments will be made.

4. Conditional and incomplete Bids are liable to be summarily rejected.

5. Penalty for Late Supply : In case of delay in delivery and installation, the competent authority has the right to deduct the amount @1% of total order value and the same may be increased to the maximum of 5 % of order value.

6. The quantity for purchase of items may be increased or decreased in the final order.

7. During evaluation, the Tender Inviting Authority may summon the Bidder(s) & 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 and the next Bidder will be awarded the contract by the authority without incurring any liability.

8. There shall be no provision for arbitration.

9. Legal jurisdiction for solving disputes, if any, shall be settled in the Honorable Court of Sub Divisional Judge, Howrah, West Bengal.

10. The NIT shall form part of the contract agreement. On acceptance of the Bid, the successful Bidder shall have to sign the contract agreement consisting of NIT, instructions to bidders, special terms and conditions, specifications, BoQ, rate quoted, Letter of Authorization (LOA) and the Tender Form-I, II and Form-III.

11. Tenderers shall specifically take note of all the addendum /corrigendum related to the tender, if any, and upload the latest documents as part of the tender.

12. If the L-1 Bidder does not agree to execute the job after opening of Bid, the Earnest Money will be forfeited without any further intimation and may be construed as an attempt to disturb the tendering process and dealt with accordingly legally.

13. Tenders may be summarily rejected if any item in the Statutory and Non-statutory Covers is not uploaded.

14. Taxes & duties to be borne by the Contractor : Income Tax, GST and Other Taxes as per Govt. Rules shall have to be borne by the contractor and the rate shall be quoted accordingly after consideration of all these charges.

15. Site inspection before submission of tender : Before submitting the tender, the intending tenderers should make themselves acquainted thoroughly with the local conditions prevailing at the site delivery by actual inspection of the site and taking into consideration all factors and difficulties likely to be involved in the execution of work in all respects including transportation of materials, communication facilities, market rate etc. and no claim whatsoever will be entertained on these account afterwards. In this connection intending tenderers may contact the office of the Principal concerned with the work between 11.30 hours to 15.30 hours (IST) on any working day prior to date of submission of tenders.

16. The BOQ contains the list of Lab Equipment with specifications.

Note : *Inadvertent mistakes, if any, in the tender document may be ignored.*

SD/-
Principal, Sovarani Memorial College

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FORM-I

PRE-QUALIFICATION APPLICATION (FILL UP BY TYPING ONLY, HANDWRITTEN DOCUMENTS NOT ALLOWED)

To The Principal

Sovarani Memorial College

Jagatballavpur , Howrah - 711 408, WB, India.

NIT-Lab-Equipments No. & Date

Name of Work :

Estimated Amount :

Dear Sir,

Having examined the Statutory, Non-statutory & NIT documents, I/we do hereby like to state that I/we willfully accept all your conditions and offer to execute the works as per Tender No. and Serial No. stated above. I/We also agree to remedy the defects after/during execution of the above work in conformity with the conditions of contract, specifications, bill of quantities and addenda/corrigenda.

Dated this _____ day of _____ 2021

Full name of applicant (In block capitals) : _____

In the capacity of owner/authorized partner :

Duly authorized to sign bids

for & on behalf of (Name of Firm in block capitals) : _____

Office address (In block capitals) :

Telephone Number(s) (Office) : _____

Mobile No. _____

E-mail ID : _____

Signature with date of the owner/authorized partner

(Official Seal)

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FORM- II

ORGANISATION DETAILS

A. Head Office :

1. Name of Contact Persons :

2. Office Address :

3. Telephone No. :

4. Mobile No. :

5. E-mail Id :

3. Bank details :

i) Name and address of Bankers :

ii) Account No.

iii) Type of account :

iii) IFS Code :

iv) MICR Code :

v) Mobile No. linked to the Bank Account :

vi) Attach a cancelled cheque (colour photo copy) :

B. Branch Office & Service Centre in/nearby Kolkata / Howrah

1. Name of Contact Persons :

2. Office Address :

3. Telephone No. :

4. Mobile No. :

5. E-mail Id :

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

Signature with date of the owner/authorised partner

(Official Seal)

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Affidavit Format

One Affidavit before **1st class Magistrate/Notary Public** will have to be submitted mentioning the correctness of the documents and Declaration of penalty, debarment etc. faced by the declarant under any Govt / Semi- Govt / Autonomous Body / Institution / Local Body / Corporate House in hard copy along with serial No. within the stipulated date & time.

Declaration to be furnished in the AFFIDAVIT

I /We (Name), , son/daughter of (Father’s Name), residing at (Residential Address), having office at..... (Business Address), do hereby solemnly affirm and declare as follows :

i) Ownership/authorized Partnership Details :

ii) Reference of NIT No. & date

iv) That all documents submitted by me are genuine, authentic, true and valid.

v) That the Tender Inviting Authority has got full right to cancel my Tendering Bid with penal measure(s), if any, in case any of the statements furnished is proved false.

vi) That I/we have never been blacklisted; that neither any penalty or debarment was made against me/us nor against my Firm in any way at any Govt./Autonomous Body/Institution/ Corporate House.

vii) That I/we have never abandoned the work assigned to me/us by any Govt. Department/Institution during the last five years.

viii) That I/we am/are a citizen(s) of India.

ix) I/We do hereby declare that I/we am/are the authorized user(s) of DSC for consortiums.

ix) That the above statements are true to the best of my knowledge and belief.

Signature with date of the owner/authorised partner

(Official Seal)

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