

Memo No.: **1429/dtsksm/etender/19**

**Date: 23-02-2019**

Reference No. dtsksm/NIT05/19 dated 23-02-19

E-Tenders are invited from eligible Licensed Contractors / Firms/agencies/dealers having successfully completed similar nature of works with adequate working experience and financial capabilities. Intending bidder may download the tender documents from the website <https://wbtenders.gov.in>. Submission of Tenders: 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> as per time schedule stated herein under. Time will be reckoned as per Server Clock. (b) The financial Bid of the prospective tenders 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.

**Information about the work:**

Sl. No.	Name of the work	EMD	Cost of tender documents	Time period of completion of upgradation work and delivery and installation of items	Eligibility of the bidder
1	Construction of Computer Sc. and BCA laboratory. (As Per BOQ)	2 % of Quoted Amount.	Rs. 250/-	30 Days	Bonafide, resourceful and reliable Agency/ Company or authorized agent of the principal company, having experience in similar works.

**Date & Time of Schedule:-**

<i>Sl.No.</i>	<i>Particulars</i>	<i>Date &amp; Time</i>
1.	NIT Publish Date	23.02.2019 at 16.00 Hours
2.	Document Download Start Date	23.02.2019 at 16.00 Hours
3.	Bid Submission Start Date (both Technical and Financial)	23.02.2019 at 16.00 Hours
4.	Bid Submission End Date (both Technical and Financial).	02-03-2019 at 16.00 Hours
5.	Date of opening of Technical Bid	04-03-2019 16.30 Hours
6.	Date of uploading the list of technically qualified bidder.	Will be declared after evaluation of Technical Bids.
7.	Date of opening of Financial Bid	Will be declared after evaluation of Technical Bids.
8.	Date of uploading of Financial Evaluation	Will be declared after evaluation of Technical Bids.
9.	<b>Place of opening bids</b>	Debra Thana Sahid Kshudiram Mahavidyalaya Chakshyampur, Debra 721124, Paschim Medinipur, W.B
10.	<b>Last Date of Bid Validity</b>	180 days

<b>1.</b>	<b>Eligibility criteria</b>	a) Tender papers may be downloaded from <a href="https://wbtenders.gov.in">https://wbtenders.gov.in</a> website by the bonafde resourceful contractors/agency/dealers/suppliers who sucessfully executed similar nature of project b) Tender should submit the scanned copies in the electronic format at proper place of the following documents: i) Valid Trade License of the Company. ii) PAN Card. iii) Valid Acknowledgement of IT returns (for last 3 years). iv) P.Tax Challan for current financial Years 2018-19 / upto date P.Tax Payment Certificate v) Valid document for GST Registration.  vi) The Credential / Completion Certificate of Similar nature of work minimum 40% of Tender Value
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***Authority reserves the right not to allow the agency to work / construct and in verifying whether the bidder has satisfied all eligible criteria to be treated as L1 Bidder. The authority has the right to select who will be L1 bidder.***

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### **General information to the Agencies:**

1. Tender Application Fees Rs. 250/- (Rupees Two Hundred and Fifty ) Only pay through ECS / Direct Transfer into the SBI A/C No11360261267 IFSCBIN0003647 DEBRA Branch at the time of submission of e-Tender. (Enclose scan copy with Tender documents).2% of Tender Value as EMD is required to be deposited in the above mention account.
2. If the applicant is an authorized signatory he should submit Registered Power of Attorney (in case of Partners hip firm, Limited Company) document of authorization in his favour along with the application. In case of partnership firm, copies of the registered partnership deed are to be submitted with the tender documents. In case of Limited company, copies of memorandum are to be submitted with the tender documents.
3. All tenderers must upload signed scanned copy of declaration given in Annexure I format.
4. Authority takes no responsibility for any delay / loss / non-receipt of tender document or any other letter sent by post or either way.
5. Authority reserves the right to reject or accept or split any or all tenders / bids without assigning any reasons whatsoever.

6. The successful tender shall comply with the provision of contract labour (Regulation & abolition) Act. 1970 other statutory relevant Act. such as Educational Cess etc. and subsequent amendment thereof.
7. Interested bidder are requested to visit the site and inspect the system, before quoting the rates by taking permission from the Tender Inviting Authority, **DEBRA THANA SAHID KSHUDIRAM SMRITI MAHAVIDYALAYA**, on any working days from 11.00 a.m. to 3.30 p.m.
8. Submission of tender will signify the acceptance of all terms and conditions of the contract as mentioned herewith.
9. Any request for extension of time for submission of tender will not accepted.
10. Agencies can contact with the authority for clarification with prior permission.
11. Schedule of Payment for the work : within 7-15 days of completion of work

**12. The Financial Bid:**

- a) All quotes by the tenderer shall be inclusive of all elements of taxes including income Taxes , Sale Taxes , Service Taxes , Cess etc. and duties, demands etc.
- b) All other charges like insurance charges, Freight, hire charges of machine, tools, etc. as would be required for completion of the work shall also be considered by the L1.**No claim what so ever on this account will entertained.**
- c) **Escalation cost will not be allowed under any circumstances.**

The agencies shall carefully read the tender paper, terms and conditions as mentioned above shall have to be accepted by them.

College authority reserves all the right to refuse permission to any applicant/ Tenderer without assigning any reason whatsoever.

In all above steps the authority has right to deduct income tax and sale tax at specified rate applicable by the Govt.

**1. THE ABOVE STATED NON - STATUTORY / TECHNICAL DOCUMENTS SHOULD BE ARRANGED IN THE FOLLOWING MANNER**

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.

<b>Sl.No.</b>	<b>Category Name</b>	<b>Sub-Category Description</b>	<b>Detail(s)</b>
A	Certificate(s)	Certificate(s)	i) Valid Trade License of the Company. ii) PAN Card. iii) Valid Acknowledgement of IT returns (for last 3 years). iv) P.Tax Challan for current financial Years 2017-18 / upto date P.Tax Payment Certificate valid upto 31.03.2019. v) Valid document for GST Registration
B	Company Details(s)	Company Detail-1	1. Proprietorship Firm ( <i>Trade License</i> ) Section-B Form-II [ Structure & Org. ] 2. Partnership Firm ( <i>Partnership Deed , Trade License</i> ) 3. Ltd. Company ( <i>Incorporation Certificate, Trade License</i> ) 4. Society ( <i>Society Registration Copy, trade License</i> ) 5. Power of Attorney, memorandum of Association and Articles of Association of the Company.
C	Credential	Credential	1. Similar nature of work done & completion certificate which is applicable for eligibility in this tender.
D	Declaration	Annexure 1	

**2. Tender Technical Committee:**

E tender and Purchase committee of the college.

**3. Opening of Technical Proposal:**

Technical proposals will be opened by the Tender & Purchase Committee and his authorized technical representative electronically from the website using their Digital Signature Certificate (DSC).

**4. Intending tenderers may remain present if they so desire.**

5. Cover (folder) for Statutory Documents will be opened first and if found in order, cover (folder) for Non-Statutory Documents will be opened.

6. Pursuant to scrutiny & decision of the Tender & Works Committee the summary list of eligible tenderers & the serial number of work for which their proposal will be considered will be uploaded in the web portals.

7. During evaluation the committee may summon of the tenderers & seek clarification / information or original hard copy of any of the documents already submitted & if these are not produced within the stipulated time frame, their proposals will be liable for rejection.

**Financial Proposal:**

8. The financial proposal should contain the following documents in one cover (folder) i.e. Bill of Quantities (BOQ). The contractor is to quote the item rate online through computer in the space marked for quoting rate in the BOQ.

09. Only downloaded copies of the above documents are to be uploaded virus scanned & Digitally Signed by the contractor.

**10. Penalty for suppression / distortion of facts:**

If any tenderer fails to produce the original hard copies of the documents (especially Completion Certificates and Audited Balance Sheets), or any other documents on demand of the tender Evaluation Committee within a specified time frame or if any deviation is detected in the hard copies from the uploaded soft copies, it may be treated as submission of false documents by the tenderer and action may be referred to the appropriate authority for prosecution as per relevant IT Act.

**11. Rejection of Bid:**

Principal reserves the right to accept or reject any Bid and to cancel the Bidding processes and reject all Bids at any time prior to the award of Contract without thereby incurring any liability to the affected Bidder or Bidders or any obligation to inform the affected Bidder or Bidders of the ground for Principal's action.

**12. Award of Contract:**

The Bidder whose Bid has been accepted will be notified by the Tender Inviting & Accepting Authority through acceptance letter / Letter of Acceptance.

The notification of award will constitute the formation of the Contract.

Sd/-  
*(Dr. Rupa Dasgupta)*  
**Principal**  
**Debra Thana Sahid Kshudiram Smriti Mahavidyalaya**  
**Chakshyampur , Debra , Paschim Medinipur.**

## **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 contractor with seal and date***

***Full name of the contractor.....***

***Full Address.....***

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***Phone No.....***

***Registration No.....***