



OFFICE OF THE PRINCIPAL

## SAHEED ANURUP CHANDRA MAHAVIDYALAYA

College: (033) 2420-2420  
Principal: 98303-86069

BURUL, 24 PARGANAS(SOUTH)  
Pin - 743318

### NOTICE INVITING E-TENDER

Tender Reference No.: SACM/WB Govt Grant/Furniture/NIT-02/2015-16

Dated: 10.06.2016

#### Second Call

The Principal, Saheed Anurup Chandra Mahavidyalaya having its office at Burul, South 24 Parganas, West Bengal, PIN 743318 is inviting **Re-tender** (Ref : Tender Reference No.: SACM/WB Govt Grant/Furniture/NIT-02/2015-16 Dt. 09.02.2016) for purchase (**Estimated amount of Purchase is Rs.520,000/-**) of **Combined High Benches-Seat Benches** for Classrooms and **Chairs with Handle** for Staff Room and Office from the bonafide manufacturer/authorized distributor.

#### 1. General Instructions:

Intending bidder may download the tender documents free of cost from the website; <http://wbtenders.gov.in> directly with the help of Digital Signature Certificate and necessary earnest money may be remitted to the office of the Principal, Saheed Anurup Chandra Mahavidyalaya, Burul, South 24 Parganas, West Bengal, PIN 743318 through demand draft issued from any nationalized bank/scheduled bank in India payable at **Kolkata** drawn in favour of the "Saheed Anurup Chandra Mahavidyalaya".

#### 2. Submission of bids :

Both Technical bid and Financial Bid are to be submitted concurrently duly digitally signed in the website <http://www.wbtenders.gov.in>. All documents must be submitted in pdf format(each of the documents must be in single file with multiple pages scanned). **The scanned documents must be legible otherwise the bid should be treated as cancelled.**

#### 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 23 as given below.

#### 4. Eligibility For Quoting:

Only Manufacturers, authorized distributors with credentials in similar 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. Earnest Money Deposit(EMD):

Each tenderer has to submit, unless exempted under the existing orders of the West Bengal Government Earnest Money in the form of Demand Draft issued from any nationalized bank/scheduled bank in India payable at **Kolkata** drawn in favour of the "Saheed Anurup Chandra Mahavidyalaya" as appended in the table below:

If the bidder does not provide the EMD for any Item, the bid of the respective bidder should be treated as cancelled.

Name of the Item	Earnest Money Deposit
Combined High Benches-Seat Benches and Chairs with Handle	Rs 10000/-



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

- If the bidder(s) do not get any offer, the EMD will be refunded without interest after finalization of the tender or within 3(three) months from the date of opening of tender whichever is later. Bidders are requested to approach the Principal, Saheed Anurup Chandra Mahavidyalaya immediately after the finalization of the tender for refund of EMD.
- If the bidder(s) got the offer, but could not supply the materials, the EMD might be forfeited.
- An advance money receipt may be submitted by the bidder(s) along with the bid paper for receiving the EMD by post.

#### 6. List of Items:

Sl. No.	Items	Sl. No. in NIT	Item No. in BOQ
01.	Combined High Benches-Low Benches	1	item1
02.	Chairs with handle	2	Item2

**7. Item-wise Specification:**

Sl. No.	Item	Specification	Quantity
1.		<b>SPECIFICATION :</b> Seat Bench: 6 feet X 12 Inches X 1.5 feet High Bench: 6 feet X 12 Inches X 2.5 feet Distance between Benches 8 Inches Number of Legs 8 Dimension of legs 2.5 Inches X 2.5 Inches Thickness of Top 0.8 Inches Dansa of Seat Bench: 4 (Standard Measurement) Dansa of High Bench: 3 (Standard Measurement) Pati 3 Inches X 1 Inch Wood must be "SAAL" only	70 nos.
2.		<b>SPECIFICATION :</b> Height of the Chairs with Back Rest 39 Inches Height of the Chairs without Back Rest 18 Inches <b>Top :</b> Back Line 16 Inches Front Line 21 Inches Distance Between Backline and Frontline 18 Inch Dimension of legs 2 Inches X 2 Inches Thickness of Top 0.75 Inches Handle Full and Complete Full Gala Polish Wood must be "TEAK " only for Top and others be SAAL)	30 Nos

The Principal, Saheed Anurup Chandra Mahavidyalaya reserves the right to change the quantity of Combined High Benches-Seat Benches and Chairs with Handle if the Estimated amount of Purchase (i.e. Rs.520,000/=) is found to be insufficient to meet the cost of 70 Combined High Benches-Seat Benches and 30 Chairs with Handle

**8. Submission of The Tenders:**

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

**PART I - Technical Bid**

**PART II - Financial Bid**

**PART I - Technical Bid**

All documents must be submitted in **pdf format** in the website <http://www.btenders.gov.in> .  
 (each of the documents must be **in single file with multiple pages scanned if there are more than one page**)

Sl. No.	Category	Sub Category Description
A.	Certificates	1. PAN Card
		2. Professional Tax Registration Certificate
		3. VAT/CST 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 / Authorisation Letter
C.	Tax Documents	Income Tax Returns submitted for the Financial year 2014-15 (A.Y. 2015-16)
	Audit Documents	Audited P/L Account for the year ended 31 <sup>st</sup> March 2015 Balance Sheet As on 31 <sup>st</sup> March 2015

**PART II - Financial Bid**

All documents must be submitted in **excel sheet** in the website <http://www.btenders.gov.in> .

Sl. No.	Category	Sub Category Description
A.	Bill of Quantity (BOQ)	The BOQ in Rs. shall contain base price in Indian Rupee including all charges e.g. cost of insurance, packing, forwarding, freight charges, clearing charges, custom duty and installation & transportation etc.

**9. Submission of Hardcopy:**

Technical Bid

**Hardcopies will NOT be treated as substitutes for on line submission.**

However, the tenderers **must submit the hardcopies of Technical Bid** along with original Demand Draft for the Earnest Money Deposit (EMD) by means of hand or Registered post or Courier to the Office of the Principal, Saheed Anurup Chandra Mahavidyalaya, Burul, South 24 Parganas, West Bengal, PIN 743318 for reference only while examining the technical bid on line.

Financial Bid

**Submission of hardcopy of Financial Bid is TOTALLY PROHIBITED and only be submitted through on line** through e-tender portal.

**10. Evaluation of the tenders:**

During the tender evaluation process, the Technical Bid will be opened first. The Tenderer failing to meet the technical and other requirements of participating in the tender will be rejected.

Those Tenderer who will be qualified in the evaluation of technical bid will be identified and only their Financial bid will be opened.

The Tenderer quoting the Lowest rate in his/her Financial bid will be considered as successful.

**11. Rate per Piece**

The price (**along with 1 years Comprehensive onsite Warranty of entire Items from the date of purchase**) is to be quoted in Indian Rupees.

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 VAT/CST, Excise Duty, Entry Tax & Cess etc. which shall be quoted separately in the template for Bill of Quantities (BOQ). Percentage of Excise Duty, CSS etc. , Percentage of VAT to be mentioned in the appropriate Column of the template for Bill of Quantities.

The Items are to be transported in such a manner so that there is no damage to the Items.

**12. 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.

**13. WITHDRAWAL/CANCELLATION & PURCHASE POLICY OF TENDERING AUTHORITY:**

The Tender Selection Committee reserves the right to cancel the **NOTICE INVITING E-TENDER** due to unavoidable circumstances and no claim in this respect will be entertained.

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. 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 as per the existing purchase policy of the Government of West Bengal and its amendment(s) made from time to time.

**14. After Sales Services and Maintenance Contract:**

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

**15. Delivery of Items:**

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

**16. PENALTY CLAUSES:**

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.

**17. APPEAL:**

Appeal against the decision of the Principal, Saheed Anurup Chandra Mahavidyalaya, Burul, South 24 Parganas, West Bengal, PIN 743318 to impose such a penalty will lie with the President, Governing Body, Saheed Anurup Chandra Mahavidyalaya, Burul, South 24 Parganas, West Bengal, PIN 743318.

**18. AGREEMENT:**

On a tender being accepted, intimation of acceptance will be forwarded to the Tenderer by Principal, Saheed Anurup Chandra Mahavidyalaya, Burul, South 24 Parganas, West Bengal, PIN 743318. After communication of the same, the Tenderer will have to execute an agreement in the prescribed form with the Principal, Saheed Anurup Chandra Mahavidyalaya, Burul, South 24 Parganas, West Bengal, PIN 743318.

**19. VALIDITY PERIOD OF AGREEMENT:**

**The contract period will be valid for a period 30 days from the date of finalization of tender(i.e from the date of execution of the Agreement). The full and final delivery will have to be made within this contract period.**

**20. PERFORMANCE BANK GUARANTEE:**

The performance bank guarantee will be mandatory for all suppliers and will not be waived in any case. The successful bidders shall be required to furnish the 'Performance Bank Guarantee' @ 5% of accepted rate within 15 days of receiving the order.

**21. INSPECTION:**

Before submitting the tender, the intending tenderers must thoroughly acquainted themselves with the proposed specimens of **“Combined High Benches-Seat Benches and Chairs with Handle”** by local inspection in the college premises during working hours on any working days.

**22. PAYMENT TERMS:**

Payment will be made through **account payee cheque** after execution of due supply as ordered subject to:

- i. Submission of Performance Bank Guarantee Clause 20 and subject to penalty Clauses 16.
- ii. Supply of the Items as per specification in terms of Clause 6 and 7 as provided in the tender documents.
- iii. Supply of the Items within the supplied period in terms of Clause 19 as specified in the work orders.

Payment will be made 100% after successful delivery of the Items.

**23. Time Schedule:**

Sl. No.	Items	Publishing Date(s)
01.	Date of uploading of N.I.T. & Tender documents (online) from this end	10.06.2016 at 4.00 P.M.
02.	Starting of Documents download (online)	11.06.2016 from 10.00 A.M
03.	Date of Pre Bid Meeting and workshop with the intending bidders at Saheed Anurup Chandra Mahavidyalaya, Burul, South 24 Parganas, West Bengal, PIN 743318	11.06.2016 at 12.00 Noon
04.	Bid Submission starting (on line)	11.06.2016 from 2.00 P.M.
05.	Last date of Documents download and submission of bid (on line)	25.06.2016 at 12.00 Noon
06.	Last date of submission of Original Demand Draft and Original print-out (hard copy) of Bid Documents, duly signed by authorized signatory of the bidder in sealed cover, to the office of the Principal, Saheed Anurup Chandra Mahavidyalaya, Burul, South 24 Parganas, West Bengal, PIN 743318	25.06.2016 at 2.00 P.M.
07.	Date of Technical Bid opening	27.06.2016 at 12.00 Noon
08.	Date of uploading list for Technically qualified Bidder (on line )(Bid A)	To be notified Later
09.	Date and Place for opening of Financial Proposal (Bid B) (online)	To be notified Later
10.	Date of uploading of list of bidders along with the approved rate	To be notified later

**The Principal, Saheed Anurup Chandra Mahavidyalaya, Burul, South 24 Parganas, West Bengal, PIN 743318 reserves the right to change the above Time Schedule in case of any exigencies after putting up a notice in the website <http://www.wbtenders.gov.in> and office notice board.**

During the scrutiny, if it come to the notice of tender inviting authority that the credential or any other paper found incorrect/manufactured/fabricated, the concerned bidder would not allowed to participate in the tender and that application will be out rightly rejected. Prospective bidders must take training from authorized agencies before submission of their bids.

**FORMAT FOR CHECK LIST**

Sl. No.	Items	On-line Submission	HardCopy Submission
		Yes	Yes
01.	PAN Card of the authorized signatory		
02.	Professional Tax Registration Certificate		
03.	VAT/CST Registration certificate		
04.	Valid Trade License for the period for the specific trade		
05.	Proprietorship Firm (Trade License)		
06.	Partnership Firm (Partnership Deed, Trade License)		
07.	LTD Company (Incorporation certificate, Trade License)		
08.	Society (Society Registration copy, Trade License)		
09.	Power of Attorney		
10.	Income Tax Returns submitted for the Financial year 2014-15 (A.Y. 2015-16)		
11.	Audited P/L Account for the year ended 31 <sup>st</sup> March 2015 Balance Sheet As on 31 <sup>st</sup> March 2015		
12.	One Demand Drafts (Earnest Money Deposit) Rs. 10000/-		