

# RAIGANJ UNIVERSITY



## NOTICE INVITING E-TENDER

Tender Ref. No.: NIET/RGU(SAIFC)/86/2019-20

Dated: 31/05/2019

Online E-Tender is invited for Supply & Installation of Scientific Instruments to be Housed in the University Campus under Raiganj University. The eligible Manufacturer / Vender may follow the instructions as given below for submission of their tenders under online mode. For more details please visit [www.wbtenders.gov.in](http://www.wbtenders.gov.in)

### **Dates & Information:**

Sl.No.	Activities	Date & Time
1	Date of uploading of N.I.T. Documents in the E-tender portal of NIC : <a href="https://wbtenders.gov.in">https://wbtenders.gov.in</a>	31 <sup>st</sup> May, 2019
2	Documents download (online)	31 <sup>st</sup> May, 2019
3	Bid Submission Start Date (Online)	31 <sup>st</sup> May, 2019
4	Bid Submission Closing Date (Online)	15 <sup>th</sup> June, 2019
5	Bid Opening Date (Online) – Technical Bid	17 <sup>th</sup> June, 2019
6	Date of uploading list for technically qualified bidder (Online)	To Be Notified Letter
7	Date of opening of Financial Bid	To Be Notified Letter
8	Date of uploading of list of bidders along with the approved Rate	To Be Notified Letter

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→ Bidder must deposit EMD through NEFT as per the following details:

Name of the Beneficiary	<b>RAIGANJ UNIVERSITY</b>
Account Name	<b>RAIGANJ UNIVERSITY</b>
Bank Account Number	<b>33881203627</b>
Name of the Bank	<b>STATE BANK OF INDIA</b>
Name of Bank Branch	<b>RAIGANJ Branch M.G Road, Uttar Dinajpur West Bengal-733134</b>
Email id	<b>financeofficerrgu@gmail.com</b>
IFSC Code	<b>SBIN0000162</b>
Mode of Electronic transfer available in the Bank	<b>RTGS/NEFT</b>

**Bidders having Bank Accounts at the above branch, may transfer the EMD amount from their respective bank accounts to the aforesaid bank account of the University.**

<b>Sl No.</b>	<b>Item Name</b>	<b>Amount</b>
1	Earnest Money Deposit (EMD)	Rs. 200,000 /-
2	Security Deposit	10% of the order value.

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**1. 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 Raiganj University website [www.raiganj.ac.in](http://www.raiganj.ac.in).

**2. 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.

**3. Time Schedules for the e-tender:**

The Time Schedule for obtaining the Bid Documents, the submission of bids and other documents etc. will be as per the list given above.

**4. Eligibility for Quoting:**

- a) The bidder should be a manufacturer registered in India or their authorized Dealer or should be a 100% subsidiary in India of parent company, if any who are able to supply the assured quantities as per requirement. The Joint ventures are not accepted
- b) The bidder should have had an Office in the state of West Bengal for the last 7 years for faster and better serviceability
- c) If an authorized dealer is bidding for the parent company then the authorized representative should be having an office for the last 5 years in West Bengal.
- d) Bidder should have satisfactorily completed supply & installation of Scientific Instruments with peripherals in India only as mentioned below during the last Five years ending last day of the month March 2019:
  - 1.Three similar works costing not less than Rs.10 Lacs each or
  - 2.Two similar works costing not less than Rs.20 Lacs each or
  - 3.One similar work costing not less than Rs. 30Lacs.

Scanned copy of Purchase order & Payment Certificate in support of any of the above three criteria must be submitted to comply Credential Criterion.

- e) Bidder should have average annual financial turnover of Rs.1 Crore on manufacturing, supply & installation of Scientific Instruments during the last three years ending 31st March 2019. (Scanned copy of Certificate from Chartered Accountant to be furnished)
- f) Bidder should not have incurred any loss in the last five years ending 31st March 2019.

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## 5. Submission of Tenders

### 5.1 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)*
- f) EMD : Scanned copy of the Acknowledgement issued by Issuing Branch must be submitted online through “EMD” 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. Bidder must submit Audited Balance Sheet and Profit and loss Account for last 3 (three) financial year namely 2015-16, 2016-17 & 2017-18 in “**Accounts**” folder.

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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
			GST Registration Certificate with Current Return copy
			PTPC with the Current challan
2	Company Details	Company Details 1	Trade Licence/Enlistment Certificate
			Registration with Registrar of Companies
			Memorandum of Articles for Limited Companies.
3	Credential	Credential 1	Copy of the purchase order and Payment Certificate
4	Financial Information	Audit Report 1	Audited Annual Accounts for the Financial year 2015-16 with copy of ITR
			Audited Annual Accounts for the Financial year 2016-17 with copy of ITR
			Audited Annual Accounts for the Financial year 2017-18 with copy of ITR

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### 5.3 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. Partial Quoting will not be accepted and Tender will be liable for cancellation.**

6. The tenderers are not required to submit hard copies of Technical File (Statutory) or any documents (Non-Statutory). Submission of hard copy of Financial Bid is strictly prohibited and only be submitted through on line through NIC portal.

### 7. 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.

### 8. TERMS & CONDITIONS REGARDING PURCHASE POLICY OF TENDERING AUTHORITY:

#### 9.1 Bid Information:

- A) **Bidder must quote for all the items in the BOQ. Quotation for the single item/partial quotation will not be considered and the tender will be rejected in that case.**
- 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 vender.

- 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 comprehensive onsite warranty (5/5/5-part/labour/onsite) in all respect of the Products. including spares and services for a period of five years from the date of installation. Warranty will be effective from the date of joint installation Report.

- 9.5 **Adequate support service facility:** The bidder/manufacturer should have adequate service support centre in Raiganj for any emergency breakdown/fault offering facility within 48 hours and should be agreeable to provide AMC facility after the warranty period.

- 9.6 **Training Facility:** User training regarding the operation of the Product shall be arranged by the supplier/vendor at no extra cost.

**9.7 Manufacturer's Authorisation:** Document in support of Manufacturer/Dealer and Service Provider has 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 as per Clause No. 4

**9.8 Credentials:** As per Clause No.4

**9.9 DSIR Certification:** Raiganj University possesses the privilege for availing the facility of procuring items at Concessional Customs Duty and without incurring any excise duty as per DSIR certification.

**9.10 Make & Model:** Bidder must mention Make and Model in the Information Sheet as given vide Annexure-II and must send the product details/catalogue/brochure in the " **Technical Details**" folder.

**9.11 Time Schedule:** The supply and installation work must be completed within 15 days from the date of receipt of the Work order.

**9.12 Validity of offer:** A bidder should spell out in the tender that it shall remain valid for a minimum period of fifteen days from the date of opening of the tender and during this period, the bidder shall not be entitled to revoke or cancel its offer.

**9.13 Place of delivery:** DODL Building, Raiganj University, Raiganj -733134.

**9.14 Payment Schedule :** Payment to be made after delivery and installation of the items.

**9.15 Performance Security:**

Successful bidder should deposit Performance Security Money Deposit 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 Work 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 Work 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, G.S.T, Audited Statement of Accounts and other documents as sought for under Clause 4 of this tender.

**9.18 Turnover Criterion:** As per Clause No.4

**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 Raiganj University jurisdiction only.

**9.20 Refund of EMD:** EMD will be refunded after selection of Contractor without any accrued interest for all bidders. However, University may forfeit the EMD in the event of the following circumstances:

- Bidder withdraws the bid before expiry of its validity.

- If the bidder withdraws the bid after expiry of the last date and time of the bid submission
- Bidder, after selection for work for which the bid was submitted, refuses to abide by terms and conditions as per NIT against which the bidder participated for bidding
- In case of any false submission / statement by the bidder that was detected after bid opening

**Discretion of the University:**

- 9.21 University may take decision about non-purchase of the said product even after selection of vendor due to its fund constraints.
- 9.22 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.
- 9.23 University reserves the right to relax any clause as stated hereinabove for selection of responsive vender.

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.

Registrar  
Raiganj University



**FURNISHING BASIC INFORMATION**  
(To be furnished in the Company's official letter pad)

<b>1.</b>	<b>Name of the Bidder</b>	
<b>2</b>	<b>Address for Communication</b>	
<b>3</b>	<b>Contact Number(s)</b>	
<b>4</b>	<b>E-mail ID</b>	
<b>5</b>	<b>Trade License No.</b> (Please enclose copy of Trade License)	
<b>6</b>	<b>PAN(Please enclose copy of PAN Card)</b>	
<b>7</b>	<b>VAT No.(Please enclose copy of VAT)</b>	
<b>8</b>	<b>Do you have previous experience for supplying similar nature of Items at Educational Institute of Higher Learning</b> (Please enclose copy of Purchase order & user list, if yes)	<b>Yes/No</b> (Please put tick mark)
<b>9</b>	<b>Annual Turnover as per Audited P/L ACCOUNTS &amp; BALANCE SHEET</b>	<b>2015-16: Rs.....</b> <b>2016-17: Rs.....</b> <b>2017-18: Rs.....</b> <b>Average Annual Turnover: Rs.....</b>
<b>10</b>	<b>Status of the bidder(Please enclose copy authenticating your status)</b>	<b>Manufacturer/Dealer/Distributor/Selling Agent/Stockiest</b> (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)

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 Registrar  
Raiganj University  
Raiganj-733134  
Uttar Dinajpur, West Bengal

Sub: NIET for Supply and Installation of Computer and peripherals of Raiganj University.

Ref: - N.I.E.T. No .....dated  
.....

Sir,

Having examined the pre-qualification & other documents published in the N.I.E.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 as per BOQ.

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

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 NIET 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

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

I, Sri/Smt.....

The Managing Director/Proprietor/Partner (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 & Instalation of Scientific Instruments /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 & Installation of Scientific Instruments and Peripherals 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).

**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. NIET/RGU(SAIFC)/86/2019-20 :

- 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 Raiganj University for taking decision related with the tender for which the said NIT was uploaded.
- In case of unsuccessful/rejection of bid submitted by me/my organisation, University may refund my EMD at the following details subject to the fulfillment of terms and conditions as per NIT on my part:

Name of the Account Holder*	
Bank Account Number*	
Name of the Bank*	
Name of Bank Branch*	
IFSC Code*	
Contact Number of Bank Branch	
EMD Amount deposited(Rs.)*	
UTR Number for RTGS/NEFT*	

\*Furnishing of information against the above is mandatory; otherwise refund can't be made electronically.

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

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Full signature of the Bidder  
(Designation with Seal)

Date:

ANNEXURE – VI

Manufacturer's Authorization Letter (if applicable)

TENDER NOTICE NO. \_\_\_\_\_

Date \_\_\_\_\_

To

WHEREAS \_\_\_\_\_ who are official producers of

\_\_\_\_\_ and having production facilities at

\_\_\_\_\_ do hereby authorize

\_\_\_\_\_ located at

\_\_\_\_\_ (hereinafter, the "Bidder") to submit a proposal of the following Products produced by us, for the Supply Requirements associated with the above Tender

When resold by \_\_\_\_\_, these products are subject to our applicable standard end user warranty terms.

We assure you that in the event of \_\_\_\_\_, not being able to fulfill its obligation as our Service Provider in respect of our standard Warranty Terms we would continue to meet our Warranty Terms through alternate arrangements and also provide spares in accordance with the Tender for the period of 5 (Five) years.

Name \_\_\_\_\_ In the capacity of \_\_\_\_\_

Signed

Duly authorized to sign the authorization for and on behalf of : \_\_\_\_\_

Dated on \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_.

Note: This letter of authority must be on the letterhead of the manufacturer, must be signed by a authorized person of the organization who is competent and having the power of attorney to bind the Producer, and must be included by the Bidder in its bid as specified in the Instructions to Bidders.

Copy forwarded for information and necessary action to:

- 1) Additional Chief Secretary, Higher Education Department, Govt. of West Bengal.
- 2) Finance Officer, Raiganj University
- 3) PA to Honb'le Vice-Chancellor, Raiganj University
- 4) University Notice Board
- 5) University Website.