



MALDA WOMEN'S COLLEGE

(NAAC ACCREDITED B+ IN 2017)

RUSA 2.0 BENEFICIARY (2018)

Affiliated to the University of Gour Banga

Pirojpur, Shanti Gopal Sen Sarani

P.O. & Dist.- Malda, West Bengal, PIN - 732101



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NIT No. : 131/MWC/RUSA2/COMP/19

Date: 10/08/2019

Notification Inviting e-Tender (Two Bid)

(Submission of BID strictly through WB e-tender portal only)

The Principal, Malda Women's College, Malda is inviting e-tender (two bid) for supply, installation of desktop computers, laptops, printers, scanners, projectors, photocopiers, anti-virus (internet security) and laser bar code reader under RUSA 2.0 as per annexed list from the Bonafide Manufacturer / Direct Importer / Authorized Distributors / Reputed Vendors. Necessary earnest money to be submitted only through online mode for participation in the e-Tender process as appended in the table below:

Sl. No	Name of work	Type of Tender	Earnest Money Deposit(INR)	Period of completion (Days)
1	Supply and Installation of Desktops	Item Rate	17,500.00	20
2	Supply and Installation of Laptops	Item Rate	9,600.00	20
3	Supply and Installation of Wall Mount Projectors	Item Rate	9,360.00	20
4	Supply and Installation of Wall Mount Projector for Auditorium	Item Rate	1,200.00	20
5	Supply and Installation of Scanners	Item Rate	560	20
6	Supply and Installation of Printers	Item Rate	1,080.00	20
7	Supply and Installation of Photocopier	Item Rate	3,400.00	20
8	Supply and Installation of Anti-Virus in Installed Desktops and Laptops (Internet Security)	Item Rate	480	20
9	Laser Bar Code Reader	Item Rate	600	20

1. **GENERAL INSTRUCTIONS**

In the event of tendering process, intending bidder may download the tender documents free of cost from the website; <https://wbtenders.gov.in> directly with the help of Digital Signature Certificate. Necessary earnest money may be remitted in favour of the Principal, Malda Women's College, Malda, West Bengal strictly **through online mode only** in accordance with **G.O. No. 3975-F(Y), dated 28.07.2016** of the Finance Department, Government of West Bengal.

2. **SUBMISSION OF BIDS**

Tenders in English language are to be submitted online in two folders at a time for each supply, one is Technical Bid/proposal and the other is Financial Bid/proposal, before the prescribed date and time. Tenders are to be submitted concurrently duly digitally signed in the website <https://wbtenders.gov.in>.

3. **ELIGIBILITY**

Only manufacturers, authorized distributors, reputed vendors and direct importers with good 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, tax, custom duty, packing, forwarding, freight charges, clearing charges and transportation and installation charges including dismantling charges, if any. Each contractor is required to obtain a Class – I 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.

4. **BID SUBMISSION OF THE TENDERS**

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

[A] TECHNICAL BID "A"

(a) Statutory Cover containing the following documents:

BID "A" : PART I

(SINGLE FILE MULTIPLE PAGE SCANNED)

Essential Requirements of the Tendering Firm for participation shall contain the following Statutory Documents:

A	NIT and Corrigendums(if any)
B	Authorization letter of signatory from Bidder (FORM I)
C	Structure and Organization (FORM II)
D	Technical Specification (in prescribed format available with this BOQ)

BID “A” : PART II

It should contain the detailed Technical Specifications of Items to be supplied (in .pdf format available with this tender)

NON-STATUTORY DOCUMENTS containing the following documents:

Sl. No.	Category	Sub Category	Sub Category Description
A.	Certificates	A1 Certificates	1. PAN Card
			2. Professional Tax Registration Certificate
			3. GST Registration certificate
			4. Valid Trade License for the period for the specific trade
B.	Bidder / Company 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 (if required), Memorandum of Association and Articles of Association of the Company
C.	Credential		1. License for doing the job. 2. Guarantor on behalf of the bidders (if the value of quotation exceeds Rs.10 Lakh) 3. Guarantee of the job/product as the case may be. 4. Work orders and payment certificates for experience in identical work if any.
D.	Financial Information		1. Income Tax Returns submitted for the Financial Year 2017-18/2018-19.
		P/L Accounts & Balance Sheet (if available)	Audited P/L Account & Balance Sheet of last Financial Year (2017- 2018) or a certificate by the chartered accountant clearly stating the nature of the business and annual turnover.

[A] FINANCIAL BID “B”

5. BOQ in INR (in excel sheet)

The Financial Proposal should contain The folder as “Financial Bid” shall contain base price in Indian Rupee and the portion of the allied works and services which are to be undertaken in India (like installation, commissioning of equipments or PC etc.) are to be quoted in Indian currency including all charges e.g. cost of insurance, packing, forwarding, freight charges, clearing charges, custom duty and installation & transportation etc. along with applicable taxes.

Submission of hard copy of Bid A and B is totally prohibited and only be submitted through online through NIC portal.

6. EVALUATION OF THE TENDERS

During the tender evaluation process, the “Bid A” will be opened first by the Tender Inviting Committee/ PMU. Intending tenderers may be present if they so desire. Cover (folder) for Statutory Documents will be opened first and if found in order, cover (folder) for Non-Statutory Documents will be opened. Those Tenderers who have qualified the evaluation of technical bid will be identified and only their “Bid B”, i.e., financial bid will be opened. The “Bid B” of those Tenderer failing to meet the technical and other requirements of participating in the tender will not be opened and will be rejected. The tenderer offering the item found suitable and being as per the tender specifications will only be selected.

The “Bid B” (Financial Bids) of only those tenderers passing the technical bid evaluation will be opened then subject to verification of hard copies submitted earlier.

If found suitable in the context of above pre-qualification etc. the Tenderer quoting the lowest rate will be considered as successful.

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

7. COST OF EARNEST MONEY

Each tenderer has to submit, unless exempted (copy of relevant documents to be enclosed in this case) under the existing orders of the West Bengal Government Earnest Money in the form of online submission in accordance with G.O. No. 3975-F(Y), dated 28.07.2016 of the Finance Department, Government of West Bengal. EMD for the stated work is to submitted for each procurement as mentioned in the NIT. If the bidder does not provide the EMD for any quoted bid value of any department/section in respect of in Bid A, the bid of the respective bidder should be treated as cancelled.

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

- i. If the bidder(s) do not get any offer, the EMD will be automatically be refunded to the bidder(s) account through online mode only after finalization of the tender or within 120 (one hundred twenty) days from the date of opening of tender whichever is later against the specific prayer of Tenderer. No request for receiving the EMD amount in any other offline / online mode will be entertained at any stage by the College authority.
 - ii. If the bidder(s) get the work offer, but is unable to supply the materials / carry out the work order successfully and satisfactorily, the EMD will be forfeited.
8. **RATE**The price, in composite form in words and figures clearly (along with 3 years Comprehensive onsite Warranty of entire system, including all spares and labour from the date of completion of the satisfactory installation) is to be quoted in Indian Rupees including all costs e.g. insurance, custom duty, packing, forwarding, freight charges, clearing charges, installation and transportation etc. and dismantling charges if any, payable in Indian Rupees should also be mentioned.

The Instrument is to be transported in such packaging so that there is no damage to the primary packaging during transportation process.

The basic rate should be furnished inclusive of all taxes duties & charges e.g. Customs Duty, Transportation Cost, Insurance, Freight, Testing charges, Incidental Charges. GST etc. in the

template for Bill of Quantities (BOQ).

9. 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 instalments 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.

10. WITHDRAWAL/CANCELLATION & PURCHASE POLICY OF TENDERING AUTHORITY

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 unless otherwise required by the tendering authority. 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 following the existing purchase policy of the Government of West Bengal and its amendment(s) made from time to time. The purchase policy of the State Government as provided in the West Bengal Financial Rules, the policy of price preference in particular incorporated under Notification No. 10500-F dated 19.11.04 read with Notification No. 5400-F dated 25.06.2012 should be observed in considering the tenders.

11. REGARDING SUBMISSION OF TENDER

The rate should be quoted in Indian Rupees (both in figure and words) for a particular brand or model/model no. of the offered item only as mentioned in the appropriate column of the "Tender Form", (Alternative offer will not be accepted). The tender shall be cancelled for the quotation of item without its brand name, model, model no. etc. the detail information regarding the manufacturer and the item quoted in the "Tender Form" shall be furnished.

12. SPARE PARTS

The Bidder will undertake the supplies of necessary maintenance equipment and spare parts will be made available for all items and the complete system for at least five years on a continuing basis. However, this does not relieve the supplier of any warranty obligations under the contract.

13. CMC/AMC

Implementation of CMC/AMC is subject to the decision of the college authority.

Any lacuna or lacunae noticed in the functioning of the installation as a result of any design feature shall be rectified by the supplier free of cost.

14. AFTERSALES SERVICES AND MAINTENANCE CONTRACT

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

15. DELIVERY, INSTALLATION AND COMMISSIONING

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

The installation, testing and commissioning of the proposed system shall be completed in accordance with the order as per the decision of the tender inviting committee.

16. PENALTY CLAUSES

PENALTY FOR FORMATION OF CARTEL OR FURNISHING OF FRAUDULENT/MISLEADING DOCUMENTS:

If during the tender process or at any stage during the validity of the tender period, it is found that a Tenderer(s) has formed a cartel in what so ever form or name to fix up the rates or suppliers to the detriment of the fairness of the tender process, penal measures shall be initiated. Similar penal measures shall also be initiated against those tenderers who have submitted false/misleading/fraudulent documents or made incorrect declarations. The penal measure will be Forfeiture of Earnest Money, Forfeiture of Performance Bank Guarantee if enlisted as a supplier.

17. AGREEMENT

On a tender being accepted, intimation of acceptance will be forwarded to the Tenderer by the Principal, Malda Women's College, Malda. After communication of the same, the Tenderer and the selected distributor (in the event of distributor to receive order and payment in his name) will have to execute agreement in the prescribed form with the Principal, Women's College, Malda. The present document and the tender forms filled in by the Tender or copies thereof in so far as they are not inconsistent with these terms and conditions will be incorporated as part of the agreement. Such agreement will be binding on the Tenderer and distributor.

18. VALIDITY PERIOD OF AGREEMENT

The contract period will be for a period decided by the tendering authority while giving work order to the bidder depending upon the job.

19. INSPECTION

Before submitting the tender, the intending tenderers should thoroughly acquaint themselves with the proposed supply and installation by local inspection of site and make into consideration the site condition and other criterion for effecting smooth supply. No claim whatsoever will be entertained afterwards.

20. PAYMENT TERMS

No advance money will be provided to the eligible bidders/suppliers.

Payment will be made through e-payment system through PFMS after execution and accomplishment of due supply as ordered subject to:

- i. Supply of the materials as per specification as provided in the tender documents and the catalogue.
- ii. Supply of the materials within the supplied period as specified in the work orders.

On being selected, the successful vendors will have to submit one application to the Principal, Malda Women's College, Malda stating the name of the payee/recipient, Bank account no with MICR code, IFSC of the payee/recipient for making e payment.

No manual payment is allowed to be made as far as practicable.

Payment will be made 100% after successful completion of the job including warranty period.

21. DATES & INFORMATION:

Sl. No.	Items	Publishing Date(s)
01.	Date of uploading of N.I.T. & Tender documents (online) from this end	10/08/2019 (at 16.00 Hrs.)
02.	Starting of Documents download (online)	10/08/2019(at 16.00 Hrs.)
03.	Bid Submission starting (on line)	10/08/2019(at 16.00 Hrs.)
04.	Last date of Documents download and submission of bid (on line)	04/09/2019 (at 12 noon)
05.	Date of Technical Bid opening	06/09/2019 (at 12 noon)
06.	Date of uploading list for Technically qualified Bidder (on line)(Bid A)	To be notified later
07.	Date and Place for opening of Financial Proposal (Bid B) (online)	To be notified later
08.	Date of uploading of list of bidders along with the approved rate	To be notified later

THE PRINCIPAL, MALDA WOMEN'S COLLEGE, MALDA RESERVES THE RIGHT TO CHANGE THE ABOVE SCHEDULE IN CASE OF ANY EXIGENCIES AFTER PUTTING UP A NOTICE IN THE WEBSITE, <https://wbtenders.gov.in> AND OFFICE NOTICE BOARD.

22. VALIDITY OF TENDER:

The contract period will be for a period decided by the tendering authority while giving work order to the bidder depending upon the job.

No objections in this respect will be entertained raised by any Bidder who will remain present during opening of bid, or from any Bidder who will remain absent at the time of opening of Financial Bid. No informal tenderer will be entertained in the Bid further.

During the scrutiny, if it come to the notice to tender inviting authority that the credential or any other paper found incorrect/manufacture/fabricated, that bidder would not allowed to participate in the tender and that application will be out rightly rejected without any prejudice.

Prospective bidders must take training from authorized agencies before submission of their bids.

The Tender & Purchase Advisory Committee of the College reserves the right to cancel the N.I.T. due to unavoidable circumstances and no claim in this respect will be entertained.

N.B. :

During evaluation, the Tender Inviting Authority may summon the tenderers (if required) & 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 liable to be rejected.

Additional Terms and Conditions:

1. Vendors should have required the Brand Authorization letter in college mail id from mother company.
2. Local vendors preferred for quick service support.
3. Vendors must have minimum 5 years' experience for supply of computer and service sector in State and Central Government.
4. Vendor must have submitted the latest GST return copy.
5. After sales, support required within 6 to 8 hours (in warranty period)
6. The following to be produced:
 - a) Energy Star ver 6.1 for the given form factor of desktop & monitor
 - b) EPEAT certified in India for the given form factor of desktop & Monitor
 - c) FCC, CE, RoHS Certificate for quoted desktop & Monitor
 - d) UL Certificate
 - e) Windows certificate ISO 9001, 14001, 20001, 27001 for OEM
7. Price must be same and valid for 60 days from the date of bidding online.
8. Tender Inviting Authority may cancel the tender without any reason. The decision of the TIA remains final.

Sd/-
Principal
Malda Women's College
Malda

FORM – I
(TO BE FURNISHED ON FIRM'S LETTER HEAD)

To
The Principal
Malda Women's College
Shanti Gopal Sen Sarani
Pirojpur
Malda – 732101

Madam,

I, the undersigned

1. Do hereby certify that all the statements made in the attached documents are true and correct. In case of any information provided is found to be false or concealed, the application may be rejected and no-objection/claim will be raised by the undersigned.
2. Also hereby certifies that neither our firm M/S. _____ nor any of constituent partner had been debarred to participate in any tender by any Government.
3. Would authorize and request any bank, person firm or corporation to furnish pertinent information as deemed necessary and/or as required by the Department to verify this statement.
4. Understands that further qualifying information may be requested and agrees to furnish any additional information as required by the College.
5. Certify that I have applied in the tender in the capacity of individual / as a partner of a firm / Director of the company / Chairman of the corporation and I have not applied separately for the same supply.

Signed by the Authorized Officer of the Firm

Designation of the Officer

Name of the Firm

Seal :

Date :

FORM – II

STRUCTURE AND ORGANIZATION

1. Name of the Applicant : _____

2. Office Address : _____

Telephone / Mobile No. _____

Email : _____

3. Name and address of the Banker :

IFSC : _____

MICR Code : _____