

**OFFICE OF THE PRINCIPAL
DWIJENDRALAL COLLEGE
KRISHNANAGAR, NADIA**

MEMO NO: DLC/RUSA2.0/BOOKS/eNIT01/2018-19/01

DATE: 27/02/2019

NOTICE INVITING e-TENDER

Notice inviting e-tender no: **WBHED/DLC/RUSA2/Enit-01/2018-19**

The office of the Principal, Dwijendralal College, Dist. Nadia, P.O. Krishnanagar invites e-tender for the works of detailed in the table below (Submission of bid through **online**)

List of Schemes:

Sl. No	Name Of the Work	Estimated Amount (Rupees)	Earnest Money (Rupees)	Price of Technical & Financial Bid Documents and other Annexures (Rupees)	Period of Procurement	Credential	Eligibility Of the Contractor
1	Purchase of Text Books, Reference Books, e-Books (Bengali & English Versions) of both Indian and Foreign Publishers for the following departments (Hons. and General): BENGALI, ENGLISH, SANSKRIT, HISTORY, GEOGRAPHY, PHILOSOPHY, POLITICAL SCIENCE, EDUCATION, PHYSICAL EDUCATION, SOCIOLOGY & COMMERCE	15,00,000 (Rupees Fifteen lakh)	NIL	NIL	15 (fifteen) days from the date of order	Credential at least 40% of the estimated amount in similar nature of supply	The bonafide supplier having sufficient experience in execution of similar supply value not less than 40% of the work in a single contract within 5 (five) years.

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1. In the event of e-filing, intending bidder may download the tender documents from the websites <https://wbtenders.gov.in/> directly with the help of Digital Signature Certificate. Necessary cost of tender documents (tender fees) and Earnest Money may be remitted ONLINE in favour of the PRINCIPAL, DWIJENDRALAL COLLEGE at Krishnagar.
2. Financial Bid is to be submitted concurrently duly digitally signed in the website <https://wbtenders.gov.in/>
3. Tender documents may be downloaded from the website and submission of Technical Bid and Financial Bid will be done as per time schedule stated in serial number 15
4. The FINANCIAL OFFER of the prospective tender will be considered only if the TECHNICAL BIDS of the tender is found qualified by the PRINCIPAL, DWIJENDRALAL COLLEGE. The decision of the Project Monitoring Unit (PMU) will be final and absolute in this respect. The list of the Qualified Bidders will be displayed in the website.

5. Eligibility Criteria for Participation in the Tender:

- i. The bonafide suppliers having sufficient experience in execution of similar supply value not less than 40% of the work in a single contract within 5 (five) years.
- ii. Income Tax Acknowledgement Receipt for the latest Assessment Year, Latest P.T. deposit challan, PAN Card, GST Registration Certificate are to be accompanied with the Bid Documents.
- iii. The perspective bidders or any of their constituent partner shall never have abandoned any supply nor have any of their contract been rescinded during the last five years. Such abandonment and rescission will be considered as disqualification towards eligibility. (A declaration in this respect to affidavit has to be furnished by the prospective bidders without which the technical bid shall be treated as non-responsive).

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iv. In case of Partnership, Partnership Firms and Company, Tax Audit Report in 3CD Form are to be furnished along with the Balance Sheet and Profit and Loss Account, and all the documents along with schedules forming part of balance Sheet and Profit and Loss Account should be in favour of applicant. No other name along with applicant's name in such enclosure will be entertained.

[Non-Statutory documents]

v. Registered Partnership Deed for Partnership Firm only along with the Power of Attorney is to be submitted. The company shall furnish the Articles of Association and Memorandum.

[Non-Statutory documents]

vi. Registered labour Co-operative Societies are required to furnish valid Bye Law, Current Audit Report, Minutes of the A.G.M., valid certificate from A.R.C.S. along with other relevant supporting papers.

[Non-Statutory documents]

vii. **Joint Ventures will not be allowed.**

viii. A prospective bidder shall be allowed to participate in particular job either in the capacity of individual or as a Partner of a Firm. If found to applied severally in a single job, all his applications will be rejected for the job, without assigning any reason thereof.

6. Running payment for supply may be made to the executing agency as per availability of fund. The executing agency may not get a running payment unless the gross amount of running bill is 5 (five) lakh or 50% of the tendered amount whichever is less. Provisions in clause(s) 7, 8 & 9 contained in W.B. From no. 2911 (ii) so far as they relate to quantum and frequency of payment are to be treated as superseded.

7. No mobilization advance and security advance will be allowed.

8. Security Deposit:

Retention money towards performance Security amounting to 10% (ten percent) of the value of the work shall be deducted from the running account bill of the tenderer as per prevailing order including Earnest Money. No interest will be paid on security Deposit.

9. Agencies shall have to arrange supply at their own cost and responsibility.

10. All items are to be supplied in strict specification of work order given to the eligible tenderer.

11. TDS and GST may be deducted as per norms.

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12. Bid shall remain valid for a period not less than 180 (one hundred eighty) days from the last day of submission of Financial Bid / Sealed Bid.

13. Date and Time Schedule:

Sl. No.	Particulars	Date & Time
1	Date of publishing of Tender (online)	27/02/2019.
2	Documents download/sell start date (Online)	28/02/2019 at 10:00 a.m.
3	Documents download/sell end date (Online)	15/03/2019 upto 5:00 p.m.
4	Bid submission start date (On line)	28/02/2019 at 10:00 a.m.
5	Bid Submission closing (On line)	15/03/2019 upto 5:00 p.m.
6	Bid opening date for Technical Proposals (Online)	18/03/2019 at 11:00 a.m.

14. The prospective bidder shall have to execute the supply in such a manner so that the appropriate service level of the work is maintained during the progress of supply. If any defect/damage are found bidder shall make the same good at his or her own cost to the specification at per with work order. On failure to do so, penal action against the contractor will be imposed by the department as deem fit.

Refund of security deposit will only be made after successful maintaining of appropriate service level of the work as mentioned above for 6 (six) months from the date of supply.

Provision in clause no. 17 of the W.B. Form No. 2911(ii) shall be treated as superseded.

15. Prospective applicants are advised to notice the minimum qualification criteria as mentioned in 'Instruction to Bidders' stated in Section – 'A' before tendering the bids.

16. Conditional / Incomplete tender will not be accepted under any circumstances.

17. The intending tenderers are required to quote the rate online.

18. During scrutiny, if it comes to the notice of the Tender Inviting Authority that the credential or any other paper found incorrect / manufactured / fabricated, the bidder would not be allowed to participate in the tender and that application will be rejected without any prejudice.

19. The **Principal, Dwijendralal College** reserves the right to cancel the N.I.T. due to unavoidable circumstances and no claim in this respect will be entertained.

20. If there be any objection regarding prequalifying the Agency that should be lodged on line to the Chairman of Tender Evaluation Committee within 2 (Two) days from the date of publication of list of qualified agencies and beyond that time schedule no objection will be entertained by the Tender Evaluation Committee.

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21. Before issuance of the WORK ORDER, the tender inviting authority may verify the credential and other documents of the lowest tenderer if found necessary. After verification if it is found that the documents the documents submitted by the lowest tenderer is either manufactured or false in that case work order will not be issued in favour of the said tendered under any circumstances.

22. If any discrepancy arises between two similar clauses of different notification, the clause as stated in later notification will supersede former one in following sequence:

1. N.I.T.
2. Special Terms and Conditions
3. Technical Bid
4. Financial Bid

23. Qualification Criteria:

The Tender Inviting and Accepting Authority through a “Tender Evaluation Committee” will determine the eligibility of the bidder. The bidders shall have to meet all the minimum criteria regarding:

1. Financial Capacity
2. Technical capability comprising personnel and equipment capability
3. Experience / Credential

The eligibility of a bidder will be ascertained on the basis of the document(s) in support of the minimum criteria as mentioned in a, b, & c above and the declaration executed through prescribed affidavit in non-judicial stamp paper of appropriate value duly notarized. If any document submitted by a bidder is either manufactured or false, in such case the eligibility of the bidder / tenderer will be rejected at any stage without any prejudice.

24. Escalation of price on any ground and consequent cost overrun shall not be entertained under any circumstances. Rates should be quoted accordingly.

25. No price preference and other concession will be allowed.

Sd/-

Dwijendralal College.

Principal,

Date: 27/02/2019

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Memo No.:

Copy forwarded for information and wide publication to:

1. College website (www.dwijendralalcollege.org)
2. Notice Board, Dwijendralal College.

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- i. N.B.: Failure of submission of any of the above mentioned documents as stated in Sl. No. A.5.(a). and Sl. No. A.5.(b). will render the tendered liable to be rejected for both statutory and non – statutory cover.

**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 – Stationary Documents” to send the selected documents to Non – Stationary Folder.

Next click the tab “Click to Encrypt and Upload” and then click the “Technical” Folder to upload the Technical Documents.

Sl. No.	Category Name	Sub-Category Description	Detail(s)
A.	Certificate(s)	Certificate(s)	GST Registration Certificate & Acknowledgement PAN P. Tax Challan Latest IT Receipt IT Serial for Assessment Year 2017-18
B.	Company Detail(s)	Company Detail(s)	Proprietorship Firm (Trade License) Partnership Firm (Partnership Deed, Trade License) Ltd. Company (Incorporation Certificate, Trade License) Society (Society Registration Copy, Trade License) Power of Attorney
C.	Credential	Credential – 1 Credential – 2	Similar nature of work done & completion certificate which is applicable for eligibility in this tender

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Technical Proposal:

The Technical Proposal should contain scanned copies of the following in two covers (folders)

(a). Statutory Cover containing the following documents:

- i. Prequalification Application (Sec – B, Form – I)
 1. The rate will be quoted in the B.O.Q. Quoted rate will be encrypted in the B.O.Q. under Financial Bid. In case quoting any rate in any other form, the tender is liable to be summarily rejected.
 2. Special terms & conditions and specification of work.

(b). Non – Stationary Cover containing the following Documents:

- i. Professional Tax (PT) deposit receipt challan for the financial year 2018-19, IT, Saral for the Assesment Year 2018-19, GST Registration Certificate.
- ii. Registration Certificate under Companies Act (if any).
- iii. Registered Deed of Partnership Firm / Private Limited Company.
- iv. Power of Attorney (For Partnership Firm / Private Limited Company, if any)
- v. Tax Audited Report in 3 CD from along with Balance Sheet and Profit & Loss A/c. for the last 5 (five) years (year just preceding the current financial year will be considered as Year – 1)
- vi. Clearance Certificate for the Current Year issued by the Assistant Register of Co-operative Society (ARCS) bye laws are to be submitted by the Registered Labour Co-operative Society / Engineers' Co-operative Society.
- vii. Affidavits (Ref.:- format for general affidavit shown in “Y”, Section – B).

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SECTION – B
FORM – 1
PRE – QUALIFICATION APPLICATION

To
The **Principal**
Dwijendralal College.

Ref : Tender For
(Name of Work)

e-N.I.T No: **WBHED/DLC/RUSA2/eNIT-01/2018-19** (Sl. No.) of the office of the Executive Officer, KrishnagarJillaParishad.

Dear Sir,

Having Examined the Statutory, Non-Statutory & N.I.T. documents, I / we hereby submit all the necessary information and relevant documents for evaluation.

The application is made by me / us on behalf of in the capacity duly authorized to submit the order.

The necessary evidence admissible by law in respect of authority assigned to us on behalf of the group of firms for Application and for compilation of the correct documents is attached herewith.

We are interested in bidding for the work(s) given in the Enclosure to this letter.

We understand that:

- 1. Tender Inviting and Accepting Authority / Engineer-in-charge can amend the scope & value of the contract bid under this project.**
- 2. Tender Inviting and Accepting Authority / Engineer-in-charge reserve the right to reject any application without assigning any reason.**

Enclosure(s): e-Filling: -

- 1. Statutory Documents.**
- 2. Non-Statutory Documents.**

Date:

Signature of applicant including title and capacity in which application is made

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1. Opening and evaluation of tender:

If any contractor is exempted from payment of EMD, copy of relevant Government Order needs to be furnished.

2. Opening of Technical Proposal:

Technical Proposal will be opened by and his authorized representative electronically from the website using their Digital Signature Certificate (DSC).

3. Intending tenderers may remain present if they so desire.

4. Cover (folder) for Statutory Documents (Ref. Sl. No. A.5.(a.)) will be opened first and if found in order, cover (folder) for Non-Statutory documents (Ref. Sl. No. A.5.(b.)) will be opened. If there is any deficiency in the Statutory Documents the tender will summarily be rejected.

5. Decrypted (transformed into readable formats) documents for the Non-Statutory cover will be downloaded & handed over to the Tender Evaluation Committee.

6. Summary list of technically qualified tenderers will be uploaded online.

7. Pursuant of Security & decision of the Tender Evaluation Committee the summary list of eligible tenderers & the serial number of work for which the proposal will be considered will be uploaded in the web portal.

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

ii. Financial Proposal

1. The financial proposal should contain the following documents in one cover (folder) i.e. Bill of Materials (BOM). The contractor is to quote the rate (Presenting Above / Below / At per) online through computer in the space marked for quoting rate in the BOM.

2. Only downloaded copies of the above documents are to be uploaded virus scanned & digitally signed by the contractor.

Financial capacity of a bidder will be judged on the basis of information furnished in Section – B.

b. Penalty for suspension / distortion of facts:

If any tenderer fails to produce the original hard copies of the documents like Completion Certificates and 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 appropriate authority for prosecution as per relevant IT Act.

c. Rejection of Bid:

Employer reserves the right to accept or reject any bid and to cancel the bidding process and reject all bids at any time prior to the award of Contract without thereby incurring any liability to the affected bidders or any obligation to inform the affected bidder or bidders of the group for Employer's action.

d. Award of Contract:

The Bidder whose bid has been accepted will be notified by the Tender Inviting and Accepting Authority through Acceptance Letter / Letter of Acceptance.

The Notification of Award will be continue the formulation of the Contract.

The Agreement in W.B. Form No. 2911(ii) will incorporate all agreements between the Tender Accepting Authority and the successful bidder. All the tender documents including N.I.T. & B.O.Q. will be the part of the contract documents. After receipt of Letter of Acceptance the successful bidder shall have to submit requisite copies of contract documents downloading from the stated in Sl. No. 1 of N.I.T. of the concerned work within time limit to be set in the letter of acceptance.

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SECTION – A
INSTRUCTION TO BIDDERS

General guideline for e-Tendering

Instructions / Guidelines for electronic submission of the tenders have been annexed for assisting the contributors to participate in e-Tendering.

i. Registration of Contractor:

Any contractor willing to take part in the process of e-Tendering will have to be enrolled and registered with the government e-Procurement System, through logging on to <https://etender.wb.nic.in> (the web portal of Public Works Department) the contractor is to click on the link for e-Tendering site as given on the web portal.

ii. Digital Signature Certificate (DSC):

Each contractor 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 Information Centre (NIC) on payment of requisite amount. Details are available at the website stated in Clause A.1 above. DSC is given as a USB e-Token.

iii. The contractor can search and download N.I.T. & Tender Document(s) electronically from computer once he logs on to the website mentioned in clause A.1. using the Digital Signature Certificate. This is the only mode of collection of Tender Documents.

iv. Participation in more than one work:

A prospective bidder shall be allowed to participate in the job either in the capacity of individual or as a partner of a firm. If found to have applied severally in a single job all his applications will be rejected for the job.

v. Submission of Tenders:

Tenders are to be submitted through online to the website stated in clause A.1. in two folders at a time for each work, one is technical proposal & the other is Financial Proposal before the prescribed date and time using the Digital Signature Certificate (DSC). The documents are to be uploaded virus scanned copy duly Digitally Signed. The documents will get encrypted (transformed into non readable formats).

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SECTION – B
AFFIDAVIT – “Y”

(To be furnished in Non – Judicial Stamp Paper of appropriate value duly notarized)

- 1) I, the under – signed do certify that all the statements made in the attached documents are true and correct. In case of any information submitted prove to be false or concealed, the application may be rejected and no objection / claim will be raised by the under – signed.
- 2) The under – signed also hereby certify that neither of our firm M/S nor any of constituent partner had been debarred to participate in tender by Krishnagar during the last 5 (five) years prior to the date of N.I.T.
- 3) The under – signed would authorize and request any Bank, person, firm or cooperation to furnish pertinent information as deemed necessary and / or as requested by the department to verify this statement.
- 4) The under – signed understands that further qualifying information may be requested and agrees to furnish any such information at the request of the department.
- 5) Certified that I have applied in the tender in the capacity of individual / as a partner of a firm and I have not applied severally for the same job.

Signed by the authorized officer of the firm

.....

Title of the officer

.....

Name of the firm with Seal

.....

Date:

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SECTION – B
FORM– II
STRUCTURE AND ORGANIZATION

1. **Name of Applicant** :
2. **Office Address** :
-
-
-
-
-
- Telephone No.** :
- Fax No.** :
3. **Name and Address of Bankers** :
-
-
-
-
4. **Attach an organization chart showing structure of the company with names of key personnel and technical staff with Bio-Date** :

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

Signature of Applicant including title
and capacity in which application is made

.....

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ANNEXURE II
Mandate by the Payee for e-Payment

No:

Date:

To
The
(The Head of the officer)
.....
.....

Subject: Payment through electronic mode.

Sir,

I / we are giving option for availing the facility of e-Payment. Kindly arrange to remit the amount to my/our Bank Account hereby. The details of my/our particulars are given below:

- 1.a. Name of the Claimant / Payee / Recipient
(Capital Letters)
- b. Address:

- c. Contact No.: Land Line: _____ Mobile: _____
- d. eMail ID: _____
- e. ID No.: _____ Nature of ID: _____

- 2.a. Name of the Bank:
- b. Name of Branch with bank Branch Code:
- c. Account Type: Savings / Current / Cash Credit
- d. Bank Account No.:

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e. Bank IFSC:

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f. Branch MICR:

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The Bank particulars furnished above is correct and true.

I/we hereby declare that I/We and my/our heirs and successors accept the liability of making good to Government the overpayment, if any, made to me/us under the scheme.

I/we hereby authorise Branch (name of the Branch of the bank to receive on my/our behalf for credit to my/our account as stated above and further authorise that the receipt of credit given by the Bank for the amount of my/our account shall be treated as legal quittance.

Yours faithfully,

(Signature of the Claimant/Payee/Recipient)

(To be accepted by the Head of the Office)

Signature of the Head of Office

(Office seal)

Date: