



ESTD: 1942

Nabadwip Vidyasagar College

(Affiliated to University of Kalyani & Registered under 2(f) & 12(B) of UGC Act
Re-accredited by NAAC in 2nd cycle with Grade 'B')

Nabadwip, Nadia – 741302, West Bengal

Phone: 03472 240014 Fax: 03472 240014

Email: nvcollege1942@gmail.com Website: <https://nvc.ac.in/>

Notice Inviting Tender (NIT)

E-Tender No: NVC/CF/2022-23/ET-08

Date: 23/02/2023

E-Tender is invited through the website: <https://wbenders.gov.in> for the work detailed in the table below.
(Submission of bid through online only):

Sl. No.	Name of work	Earnest Money	Period of Completion
1.	Replacement of batteries for 10KVA online UPS at Nabadwip Vidyasagar College, Nabadwip, Nadia.	1,000/-	30 days

- In the event of e-tendering, intending bidder may download the tender documents from the website <https://wbenders.gov.in> directly with the help of Digital Signature Certificate. EMD should be paid online as per Rule of Govt. of West Bengal.
- Both Technical Bid and Financial Bid are to be submitted concurrently duly digitally signed in the website <https://wbenders.gov.in>
- Tender documents may be downloaded from website and submission of Technical Bid and Financial Bid will be done as per the Time Schedule stated herewith.
- The FINANCIAL OFFER of the prospective tenderer will be considered only if the TECHNICAL BID of the tenderer is found qualified by the Principal, Nabadwip Vidyasagar College. The decision of the Principal, Nabadwip Vidyasagar College will be final and absolute in this respect.
- Credentials: The agency should have work experiences in supplying of similar items of 80% of Tendered value to college /research institute /University/Laboratory/Govt. Organization/PSU etc. Necessary documents (work order/s and completion certificate/s) should be furnished.
- The quoted rate must include all taxes, any dues payable to Govt. of West Bengal, delivery charges, installation charges and other levies (if any). No Extra amount will be paid beyond the quoted amount.
- Quotations should be given serially strictly according to our tender number under separate heading.
- Retention money: 5% of the cost of work or supply will be retained for a maximum period of six months along with earnest money (if any).
- The Quantity of the Item(s) is always subject to change and it depends upon the Requirement & Budget. Actual required Quantity will be mentioned in the Purchase Order and the selected bidder will be liable to supply and install the equipment with the same quoted price and same terms & conditions.
- Warranty: All the supplied equipment must carry 02 (Two) years standard onsite warranty from the date of successful installation if it is not mentioned in the Specification (Table – I).
- OEM & Bidder must submit their Sales & Service Support office address in West Bengal with contact details.
- Installation & demonstration of all the items in the College is mandatory.
- Acceptance of the lowest tender is not obligatory and the Principal reserves the right to accept or reject any or all the tender(s) in part or full without assigning any reason what so ever and also to split up the tendered work to more than one contractor in the interest of scheme of execution.
- In case any provisions of the above-mentioned Tender are found violated, then the College Authority shall have the right to reject the Tender/bid.



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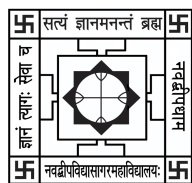
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15. No extension of time will be allowed and no advance payment will be made at any circumstances.
16. The vendor must be bound to provide all kind of support during the warranty period as and when required.
17. No tender will be accepted after the stipulated date and time as mentioned.
18. Completion of installation within 30 days after receiving the work/purchase order.
19. Payment will be made in favour of the selected bidder after successful completion of the work and observation of necessary formalities as the authority deems fit from time to time as per Govt. norms.
20. Conditional bid or bid with clause or price variation will be rejected
21. No mobilization /secured advance will be allowed.
22. Bids shall remain valid for a period not less than 180 (one hundred and eighty) days from the last date of submission of Financial Bid / Sealed Bid. If the bidder withdraws the bid during the period of bid validity the earnest money as deposited will be forfeited forthwith without assigning any reason thereof.
23. The Prospective Bidder shall have to supply and install all the materials in such a manner so that appropriate service level of the materials is being maintained as desired by the tendering authority. If any defect / damage is found during the period of supply / installation, the supplier shall change the same good at his own cost as per the supplied specification. On failure to do so, penal action against the supplier will be imposed by the College as deemed fit. The contractor may quote his rate considering the above aspect.
24. The Prospective Bidder must arrange the delivery of all the materials into the campus of Nabadwip Vidyasagar College, Nabadwip, Nadia – 741302, West Bengal, at their own cost and responsibility.
25. The Prospective Bidder shall have to produce the required documents along with contact details for each of the materials for the purpose of claim the warranty within the period of warranty before releasing the final payment, failure which the payment will be withheld.
26. Earnest Money: The amount of Earnest Money Rs. 1,000/- should be paid online through NEFT/RTGS or Net-Banking as per Order No → 3975 – F(Y) Dated: 28th July, 2016 of Finance Department Government of West Bengal. If any contractor is exempted from payment of EMD, copy of relevant Government Order needs to be furnished.
27. Release of Earnest Money: Earnest money of successful bidders will be refunded after 06 (Six) months from the date of supply of the equipment, subject to observation of performance of the equipment satisfactorily and Earnest money of unsuccessful bidders will be released automatically as per the procedure as per Finance Order No. 3975-F(Y) Dated 28-7-16.
28. Security Money: The earnest money of amount Rs. 1,000/- will be retained as Security Deposit money. The Security Deposit money will be refunded after 06 (Six) months from the date of supply of the equipment, subject to observation of performance of the equipment satisfactorily.



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29. Date and Time Schedule:

Sl.No.	Particulars	Date & Time
1	Date of uploading of N.I.T. & other Documents (online)	23/02/2023 after 11:00 AM
2	Documents download/sell start date (Online)	23/02/2023 after 11:00 AM
3	Documents download/sell end date (Online)	17/03/2023 up to 6:00 PM
4	Bid submission start date (On line)	23/02/2023 after 11:00 AM
5	Bid Submission closing date (On line)	17/03/2023 up to 6:00 PM
6	Bid opening date for Technical Proposals (Online)	22/03/2023 after 11:00 AM
7	Date of uploading list for Technically Qualified Bidder (online)	To be notified later
8	Date for opening of Financial Proposal (Online)	To be notified later

30. The Principal, Nabadwip Vidyasagar College, reserves the right to cancel the N.I.T. due to unavoidable circumstances and no claim in this respect will be entertained.
31. Escalation of Price on any ground and consequent cost overrun shall not be entertained under any circumstances. Rates should be quoted accordingly.
32. Penalty for Late Delivery or Installation: In case of delay in delivery and installation, the competent authority has the right to deduct the amount @ 1 % of total order value and the same may be increased to maximum of @ 5 % of order value.

General guidance for e-Tendering:

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

- ❖ **Registration of Contractor:** Any contractor willing to take part in the process of e-Tendering will have to be enrolled & registered with the Government e-Procurement System, through logging on to <https://wbenders.gov.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.
- ❖ **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 Informatics Centre (NIC) on payment of requisite amount. Details are available at the Web Site stated in Clause A.1. above. DSC is given as a USB e-Token. The contractor can search & download N.I.T. & Tender Document(s) electronically from computer once he logs on to the website <https://wbenders.gov.in> using the Digital Signature Certificate. This is the only mode of collection of Tender Documents.
- ❖ **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 that job.
- ❖ **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 in Technical Proposal & the other is Financial Proposal before the prescribed date & time using the Digital Signature Certificate (DSC). The



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documents are to be uploaded virus scanned copy duly Digitally Signed. The documents will get encrypted (transformed into nonreadable formats).

- ❖ **Technical Proposal:** The Technical proposal should contain scanned copies of the following in two covers (folders).

(a) Statutory Cover Containing the following documents:

- The amount of Earnest Money Rs. 1,000/- should be paid online as per Rule of Govt. of West Bengal.
- NIT along with Corrigendum (if any) (download & upload the same digitally signed)
- 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 Tender Form, the tender is liable to be summarily rejected.

(b) Non-statutory Cover containing the following documents:

- Duly filled up PRE-QUALIFICATION APPLICATION Form-I.
- Duly filled up Organization details Form-II
- GSTIN Registration certificate.
- Trade Licence
- P.Tax and its latest challan
- PAN Card
- Voter Card
- Aadhar Card
- Last year Income Tax Return
- Registered Proprietorships documents (for Proprietorship Firm only) along with Power of Attorney to be submitted along with application.
- Registered Partnership Deed (for Partnership Firm only) along with Power of Attorney to be submitted along with application.
- Registered Unemployed Engineers' Co-operative Societies/ Unemployed Labour Co.-Op. Societies are required to furnish valid Bye Law, Current Audit Report, Valid Clearance Certificate from A.R.C.S. for the last three years along with other relevant supporting papers.
- The prospective outside bidders or any of their constituent partner shall neither have abandoned any work nor any of their contract have been rescinded during the last 5 (five) years. Such abandonment or rescission will be considered as disqualification towards eligibility. (A declaration in this respect through self-declaration has to be furnished by the prospective bidders without which the Technical Bid shall be treated non- responsive.)
- The contractor who has been delisted or debarred by any Government Department shall not be eligible in any way. An undertaking in this respect should be given stating thereby that the Firm has not been delisted or debarred or penalized for any reasons out of work by any Government Department.
- Tax Audited Report along with Balance Sheet & Profit & Loss A/c. for the last year (year just preceding the current Financial Year will be considered as year – I)
- For Registered Proprietorship firm / Registered Partnership Firm /Registered Unemployed Engineers' Co-operative Societies and Registered Labour Co-operative Societies having credential



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in similar nature of job of the Estimated amount put to tender during the last 3 (three) years prior to the date of issue of this N.I.T. is to be furnished under the authority of State / Central Government, statutory bodies under State / Central Government constituted under the statute of the State / State Government

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

Sl. No.	Category Name	Sub Category Description	Details	File Format
A	CERTIFICATES	CERTIFICATES	GST REGISTRATION CERTIFICATE & ACKNOWLEDGEMENT, PAN, PTAX (CHALLAN), LATEST IT RECEIPT	PDF
B	COMPANYDETAILS	COMPANY DETAILS	PROPRITORSHIP FIRM (TRADE LICENCE) PARTNERSHIP FIRM (PARTNERSHIP DEEP, TRADE LICENCE) LTD COMPANY (INCORPORATION CERTIFICATE, TRADE LICENCE) SOCIETY (SOCIETY REGISTRATION COPY, TRADE LICENCE)	PDF
C	CREDENTIAL	CREDENTIAL	SIMILAR NATURE OF SINGLE WORK DONE, PAYMENT CERTIFICATES WITH PROPER COMPLETION CERTIFICATES IN LAST FIVE YEARS IN GOVERNMENT AND SEMI GOVERNMENT SECTOR / CONCERN.	PDF

Opening & evaluation of tender

- If any contractor is exempted from payment of EMD, copy of relevant Government Order needs to be furnished.
- Cover (folder) for Statutory Documents will be opened first. If there is any deficiency in the Statutory Documents the tender may summarily be rejected.
- Decrypted (transformed into readable formats) documents of the non-statutory cover will be downloaded & handed over to the Principal, Nabadwip Vidyasagar College.
- Summary list of technically qualified tenderers will be uploaded online.
- Pursuant to scrutiny & decision of the Principal, Nabadwip Vidyasagar College, the summary list of eligible tenderers & the serial number of the work for which their proposal will be considered will be uploaded in the web portals.
- During evaluation the Principal, Nabadwip Vidyasagar College may summon of the tenderers & seek clarification / information or additional documents 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.



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Financial Proposal

- (a) The financial proposal should contain the following documents in one cover (folder) i.e. Bill of Quantities (BOQ). The contractor is to quote the rate (in numeric figure only) online through computer in the space marked for quoting rate in the BOQ.
- (b) Only downloaded copies of the above documents are to be uploaded virus scanned & Digitally Signed by the contractor.

- ❖ **Penalty for suppression / 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 Principal, Nabadwip Vidyasagar College 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.
- ❖ **Rejection of Bid:** The Principal, Nabadwip Vidyasagar College, 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 action.
- ❖ The College authority is not bound to accept the lowest rate and reserves the right to accept or reject any or all the quotation without assigning any reason whatsoever.
- ❖ The College authority will have the right for rate negotiation with the lowest bidder.
- ❖ The decision of the College authority in all respect will be final and binding upon the contractor.
- ❖ The College authority reserves the right to terminate the contract at any point of time during the contract period if the services are not found satisfactory without showing any reason thereof.

Dr. Swapan Kumar Roy
Principal
Nabadwip Vidyasagar College



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FORM-I

PRE-QUALIFICATION APPLICATION

To
The Principal
Nabadwip Vidyasagar College
Nabadwip, Nadia – 741302

Date:

Sub: Acceptance of Terms and Conditions

Ref:- Tender for

Respected Sir,

Having examined the pre-qualification documents (N.I.T. & Volume-I), I/We, (Name of the Proprietor) on behalf of the (Name of the Organization/Firm) hereby submit all the necessary information and relevant documents for your evaluation for the above mentioned 'Tender' as per your E-Tender No.dated.....

I/We would like to state that I/We have carefully read all the Terms and Conditions as laid down against Tender Inviting Notice No. dated and these are understood and unconditionally accepted to me/us. I/We do undertake to abide all the Terms and Conditions contained therein.

The necessary evidence admissible by law in respect of authority assigned to us on behalf of the group of firms for Application and for completion of the contract documents is attached herewith. We are interested in bidding for the works given in Enclosure to this letter.

(Full Signature of the Tenderer(s))

Enclosures:

1. Prescribed forms duly filled in duplicate.
2. Evidence of authority to sign.
3. Latest brochures.

(Official Seal)



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FORM- II

ORGANISATION DETAILS

A.1 Name of applicant:

A.2 Office Address:

a. Telephone No.:

b. Mobile No.:

c. Fax No.:

d. E-mail Id:

A.3 Name and address of Bankers:

A.4 Bank Account Number and IFS Code:

A.5 Attach a cancelled cheque colour photo copy:

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

Note: Application covers Proprietary Firm, Partnership, Limited Company or Corporation



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CHECK LIST FOR TENDERER:

Tenderers are requested to check the following requirements for compliance before submission of the Tender Documents. ***This must be attached with the Tender Documents.***

Sl. No.	Check List	Yes / No	Supporting Documents Attached /Not Attached
1.	Whether the Organization/Firm has experience to supply similar materials against work order issued by the Govt. /Govt. undertaking /Govt. aided organizations during last 03 years? If yes, please provide necessary supporting documents.		
2.	Whether the Organization/Firm has Income Tax Return documents for 2021-22? If yes, please provide necessary supporting documents.		
3.	Whether the Organization/Firm has Balance sheet and Profit & Loss A/c for 2021-22? If yes, please provide necessary supporting		
4.	Whether Earnest Money (if applicable) is enclosed? If yes, please provide necessary supporting documents.		
5.	Whether the Organization/Firm has GST Certificate? If yes, please provide necessary supporting documents.		
6.	Whether the Organization/Firm has P. Tax (Challan) (2021-22)? If yes, please provide necessary supporting documents.		
7.	Whether the Organization/Firm has valid Trade Licence? If yes, please provide necessary supporting documents.		
8.	Whether the Organization/Firm has PAN card? If yes, please provide necessary supporting documents.		
9.	Whether the Organization/Firm has Sales & Service Support office in West Bengal? If yes, please provide necessary supporting documents.		
10.	Whether the Organization/Firm is Backlisted by any Govt. Organization? If yes, then the submitted bid will be rejected.		
11.	Whether the Form – I & Form – II in the NIT are signed by the Tenderer with official seal and attached with the tender documents?		
12.	Whether warranty of all items is offering according to the NIT? Please provide necessary supporting documents.		

Declaration:

I/We do hereby declare that information furnished above is absolutely correct to the best of my/our knowledge. I/We understand that in case any deviation is found in the above statement at any stage, the College authority shall have the right to reject the Tender/Quotation and black list the Firm/Organization.

Date:

Full Signature of the Tenderer(s)

(Official Seal)



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List of Items with Specification:

(Table – I)

Sl. No.	Item No	Item Description	Technical Specification
1.	Item1	Replacement of batteries for Numeric 10KVA Online UPS	<p><u>Compatible Battery (New) for Numeric Onfiniti 10KVA Online UPS</u> Battery Type: SEALED LEAD ACID MAINTENANCE FREE, LEAD ACID TUBULAR 12 V / 65 AH / 18 Nos Quantity: 18 Nos Preferred make : Exide / Quanta Warranty: 2 (Two) years onsite warranty Installation of new batteries must be done by the vendor.</p> <p><u>Buyback of old batteries (18 Nos)</u> Quantity: 18 Nos Old Battery Type: Exide Powersafe Plus 12 V / 65 AH Replacement of old batteries must be done by the vendor.</p> <p><i>Price must be quoted after subtracting buyback price of old batteries from the actual price of new batteries.</i></p>

Dr. Swapan Kumar Roy

Principal

Nabadwip Vidyasagar College