



OFFICE OF THE PRINCIPAL
RAIGANJ SURENDRANATH MAHAVIDYALAYA
(Assessed & Accredited by NAAC with Grade “B+”)
RAIGANJ – 733134, UTTAR DIANJPUR, WEST BENGAL
Website: www.rsmraiganj.in Email- mda_sunam@yahoo.co.in

Tender Notice No.:0869-RSM-2023

Date: 25.09.2023

Notification Inviting e-Tender (NIT)
(Submission of BID strictly through WB e-tender portal only)

The Principal, Raiganj Surendranath Mahavidyalaya, under the aegis of Department of Higher Education, Science, Technology & Biotechnology, Government of West Bengal having its office at Sudarshanpur, Raiganj- 733134, Uttar Dinajpur, West Bengal is inviting online bids for purchase of “COMPUTER EQUIPMENTS” from the Bona fide suppliers. The work detail is given in the table below:

Name of the Item	Earnest Money	Duration of delivery
Supply of Computer Equipment	10000/- (Rupees Five Thousand)	10 days

1. GENERAL INSTRUCTIONS

In the event of tendering process, intending bidder may download the tender documents from the website – <https://wbetenders.gov.in> directly with the help of Digital Signature Certificate. Necessary earnest money may be remitted through RTGS/NEFT in favour of the Principal/TIC, Raiganj Surendranath Mahavidyalaya. No bidders will be entertained without earnest money. The documents submitted by the bidders should be properly indexed and digitally signed.

2. SUBMISSION OF BIDS

Tenders are to be submitted through online in two folders at a time for each supply, one in Technical Proposal and 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).

3. The Financial Bid of the prospective tender will be considered only if the Technical Bid of the bidder found qualified by the Principal/TIC, Raiganj Surendranath Mahavidyalaya. The decision of the Principal/TIC, Raiganj Surendranath Mahavidyalaya will be final and absolute in this respect.

4. Bid shall remain valid for a period not less than 90 (ninety) days after the dead line date for Financial Bid submission (As directed by the authority).

5. Successful bidder shall have to sign an agreement in the Non-judicial stamp of Rs. 50/- and submitted security deposit @Rs. 2% of the total work value by Bank Draft/DCR within 7 days from the date of acceptance of tender, failing of which the e-tender submitted by him will be cancelled.

6. The intending bidders are requested to quote the rate in BQR only. No offline tender will be accepted.

7. During the scrutiny, if it comes to notice that the credential(s) and/or any other papers of any bidder has/have been found incorrect/manufactured/fabricated, the said bidder shall not be allowed to participate in the tender and the application shall be treated as cancelled.

8. Before issuance of the work order, the tender inviting authority may verify the credential(s) and/or other documents of the lowest bidder, if it is found necessary. After verification, if it is found that the documents submitted by the lowest bidder are either manufactured or false, the work order will not be issued in favour of the said bidder.

9. Conditional/ incomplete application will not be allowed.

10. Defective books shall not be accepted in any case.

11. The supplier must supply the latest edition of the books.

12. The accepting authority reserve the right to reject any or all tenders without assigning any reason whatsoever and he will be not to bound to accept either the lowest tender or any of the tenders.

13. EXPERIENCE / CREDENTIAL

The prospective bidders should have supplied books as mentioned in the BOQ prior to the date of issue of this Notice to at least two Government College / Government Aided College / State or Central University / Research Institute. At least three documents to be uploaded online. The prospective bidders should upload three order copies worth at least Rs. 5 Lakhs each along with corresponding satisfactory supply certificates.

14. Important Information:

Date and Time Schedule –

Sl. No.	Activity	Date & Time
01	Date of uploading of N.I.T documents online (Publishing Date)	26.09.2023 at 10:00 AM
02	Bid submission start date (on line)	26.09.2023 at 10:00 AM
03	Bid submission closing date (on line)	07.10.2023 at 4:00 PM
04	Bid opening date for Technical proposal (online)	09.10.2023 at 4:00 PM
05	Uploading of technical bid evaluation sheet	To be intimated later
06	Bid opening date for financial proposals (online)	To be intimated later
07	Uploading of financial bid evaluation sheet	To be intimated later

[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 all papers related to the essential requirements of the Tenderer for participation in the tender viz.

A	NIT and Corrigendum (if any)
B	CHECK LIST in the prescribed format
C	Authorization letter of signatory from Bidder
D	Forms

BID “A”: PART II

NON-STATUTORY/MY DOCUMENTS containing the following documents

Sl. No.	Category	Sub Category	Sub Category Description
A.	Certificates	A1 Certificates	1. PAN Card
			2. Professional Tax Enrollment Certificate With Current year challan and PTPC
			3. GST Registration certificate with Latest Return Copy.
			4. Valid Trade License for the period for
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(if required)
C.	Credential		As mentioned in the paragraph point 13., above.
D.			Income Tax Return last three years with profit and loss account and Balance Sheet with UDIN

15. BOQ in INR (in excel sheet)

The rate will be quoted in the BOQ. Quoted discount rate will be encrypted in the BOQ under Financial Bid downloaded properly and upload digitally signed. The tenderers are required to submit the hard copies of BID A as per schedule (more clearly described in the time line vide clause 24) along with Earnest Money Deposit (EMD) in separate packets by means of hand or Registered post or Courier along with **List of Items without quoting the price**. Submission of hard copy of Bid A to the Office of the Principal, Raiganj Surendranath Mahavidyalaya is for reference only while examining the technical bid online and will not be treated as substitute for online submission. Submission of hard copy of Bid B is totally prohibited and only be submitted through online through NIC portal.

16. EVALUATION OF THE TENDERS

During the tender evaluation process, the “Bid A” will be opened first. Those Tenderer 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 these tenderer 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.

17. COST OF EARNEST MONEY

Each tenderer has to submit Rs. 10000/- as EMD, unless exempted under the existing orders of the West Bengal Government. 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.

18. 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. 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.

19. SPECIAL TERMS AND CONDITIONS FOR TENDER SUBMISSION

- A) No advance payment shall be made at any circumstances.
- B) Payment will be made after 100% satisfactory delivery of computer equipments.
- C) Since the procurement is done under RUSA 2.0, payment will be made through PFMS portal, Government of India. Successful bidder has to produce firm details and bank account in prescribed format for registration at PFMS portal.
- D) Conditional bid may not be accepted by the tender inviting authority.
- E) **Delivery:** The supply of computer equipments should be made within 10 days or the time prescribed by the college as will be mentioned in the purchase order.
- F) **Penalty for Late Supply/ Non-Supply:** In case of delay in delivery, 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.
- G) The quantity may be increased or decreased in the final order.
- H) If the computer equipments are found defective, the supplier is bound to replace the same immediately.
- I) Vendors should have office in West Bengal.
- J) Order will give to any one vendor.
- K) Prices must be quoted for at least 90% titles for every subject.
- L) Company Price proof must be submitted for all titles supplied.

20. 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.

21. APPEAL

Appeal against the decision of the Principal, Raiganj Surendranath Mahavidyalaya, Raiganj – 733134, Uttar Dinajpur, West Bengal to impose such a penalty will be presented before the Director of Public Instruction, Department of Higher Education, Government of West Bengal.

22. AGREEMENT

On a tender being accepted, intimation of acceptance will be forwarded to the Tenderer by the Principal, Raiganj Surendranath Mahavidyalaya, Raiganj – 733134, Uttar Dinajpur, West Bengal. 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, Raiganj Surendranath Mahavidyalaya, Raiganj – 733134, Uttar Dinajpur, West Bengal. 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.

23.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.


THE PRINCIPAL, RAIGANJ SURENDRANATH MAHAVIDYALAYA, RAIGANJ – 733134, UTTAR DINAJPUR, WEST BENGAL 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.

24.VALIDITYOF 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 be allowed to participate in the tender and that application will be outrightly rejected without any prejudice. Prospective bidders must take training from authorized agencies before submission of their bids. The Central 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.

25.N.B.:

During evaluation, the Tender Inviting Authority may sum on 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.


Principal
Raiganj Surendranath Mahavidyalaya
Raiganj – 733134
Uttar Dinajpur, WestBengal

PRINCIPAL
Raiganj Surendranath Mahavidyalaya
Sudanshanpur, Raiganj, U/D

FORMAT FOR CHECK LIST

Sl. No.	Items	Please Mark		Page No.
		Yes	No	
1	PAN Card of the authorized signatory			
2	Professional Tax Registration Certificate			
3	GST Registration certificate			
4	Valid Trade License for the period for the specific trade			
5	Proprietorship Firm (Trade License)			
6	Partnership Firm (Partnership Deed, Trade License)			
7	LTD Company (Incorporation certificate, Trade License)			
8	Society (Society Registration copy, Trade License)			
9	Power of Attorney (if required)			
10	Manufacturing License			
11	Manufacturer's guarantee			
12	Work orders and paying certificates for experience in identical work in last 3 Financial Years where supply was made to at least 02 Government sponsored/aided Colleges			
13	Income Tax Returns submitted for the Financial year 2022-23			
14	Whether Blacklisted previously			
15	Whether involved in any criminal case			
16	Whether the bidder has bank A/C in the name as of quotation for receiving Payment			

Technical specification sheet
(Must be filled and Up-loaded by the bidders signed with Stamp)

Sl. No. in NIT	Description	Qty.
1	<p>Laptop : 11th Generation Intel® Core™ i3 processor, Windows 11 Home Single Language, 39.62 cm 15.6 diagonal HD, Display with Intel® UHD Graphics, 8 GB DDR4-3200 RAM, 512 GB PCIe® NVMe™ M.2 SSD Hard drive, True Vision 720p HD Camera, HP Original Laptop Bag, 1+2 years comprehensive warranty, Preferably Make: HP, DELL</p>	15
2	<p>Projector : 3,600 Lumens, 1024 * 768. wi-fi, Bluetooth, HDMI, USB, DVI, Ethernet, RCA, VGA Cable, Component, 2.7 kg, 3LCD technology for equal white & colour light output, XGA resolution and 4:3 performance, Long lamp life up to 12,000 hours in ECO mode, Easy setup and positioning flexibility HDMI connectivity Preferably Make: Epson, Sony</p>	6
3	<p><u>Integrated Computer Projector :</u> Single wire Plug & Play All-in-One device, designed by IIT Mumbai 3000 lumens; High end DLP Short Throw Projection system; OS Windows 10; High Speed Processor i3 with 4 GB of RAM and 1 TB of Hard Disk; Extremely good quality builtin audio system of 30 Watts; Webcam, Writing Pen, Traveling Bag; Wireless Keyboard & mouse; Unique feature to convert any Wall or Board as Interactive Digital Board. Preferably Make: K-yan</p>	2

Note: Quantity may increase or decrease at the time of placing of order. Deliver time strictly within 10 days from the date of placing of supply order from undersigned.

Form —II

[To be furnished on Firm's Letter Head]

To
The Principal
Raiganj Surendranath Mahavidyalaya
Raiganj- 733134
Uttar Dinajpur

Date:

Dear Sir,

I, the under-signed

1. do certify that all the statements made in the attached documents are true and correct. In case of any information submitted, proved 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 Organization / Undertaking during the last 5 (five) years prior to the date of this NIT.
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 an _____
authorized officer of the firm

Title of the Officer

Name of the Firm with Seal Date: Seal

Form —III

STRUCTURE AND ORGANIZATION

1. Name of Applicant: _____

2. Office Address:

Telephone/Mobile No. _____

Email: _____

3. Name and address of Banker:

IFSC Code: _____

MICR Code: _____

4. Brief description of the firm

Note: Application covers Proprietary firm, Partnership, Limited Company, LLP or Corporation.