

SAHEED ANURUP CHANDRA MAHAVIDYALAYA

A DEGREE COLLEGE OF ARTS & COMMERCE

Affiliated to the University of Calcutta

Recognized by the University Grants Commission



Tender Reference No.: SACM/RUSA/Tender-2-08/2019

Dated: 18.03.2019

The Teacher-In-Charge, Saheed Anurup Chandra Mahavidyalaya having its office at Burul, South 24 Parganas, West Bengal, PIN 743318 is inviting tender for supply & installation of "Xerox Machine" from the bonafide manufacturer/authorized distributor. **(Estimated Tender Value Rs 2,60,000/-)**

1. Submission of bids :

ONLY Electronic Submission will be accepted. HARDCOPY WILL NOT BE ACCEPTED.

2. Electronic Submission of tender:

- Quotation in Letter Head and duly **SIGNED by the Authorised Signatory MUST BE SCANNED** and e-mailed to **sacmcollege@gmail.com**.
- Quotation without signature will be **CANCELLED**.
- All documents **must be scanned and submitted along with the quotation**. Otherwise, the quotation will be **CANCELLED**
- All documents must be submitted in PDF format (each of the documents must be in single file with multiple pages scanned).
- All documents must be legible otherwise the documents will not be accepted.

3. Documents to be submitted:

All documents must be submitted in PDF format to the e-mail ID "**sacmcollege@gmail.com**."

(Each of the documents must be **in single file with multiple pages scanned if there are more than one page**)

All documents must be legible otherwise the documents will not be accepted.

Sl. No.	Category	Sub Category Description
A.	Certificates	1. PAN Card
		2. Professional Tax Registration Certificate
		3. GST Registration certificate
B.	Bidder Details	1. Proprietorship Firm (Trade License) .
		2. Partnership Firm (Partnership Deed, Trade License)
		3. Limited Company (Incorporation certificate, Trade License)
		4. Society (Society Registration copy, Trade License)
		5. Power of attorney / Authorisation Letter
D.	Tax Documents	Income Tax Returns submitted for the Financial year 2017-18 (A.Y. 2018-19)
	Audit Documents	Audited P/L Account & Balance Sheet for the year 2017-18

4. Time Schedules of the Electronic Submission of tender:

Last Date of submission of Tender along with documents: **27.03.2019 at 12.00 Noon**

(No tender will be accepted after 12.00 Noon of 27.03.2019)

Date of Tender opening : **27.03.2019 at 12.30 P.M.**

5. Earnest Money Deposit:

No earnest Money is required to be deposited by the bidders

6. List of Items:

Sl. No.	Items
1	Canon Image Runner 2204N
2	Xerox Versalink Altalink B7000

7. Item-wise Specification:

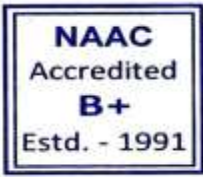
Sl. No.	Item	Specification	Quantity
1	Canon Image Runner 2204N	Canon Image Runner 2204N (Black & White)	1Nos
2	Xerox Versalink Altalink B7000	Xerox Versalink Altalink B7000 (Black & White)	1 Nos

8. Evaluation of the tenders:

The Tenderer quoting the Lowest rate in his/her Financial bid will be considered as successful.

9. Rate per Piece

The price (along with 1 year Comprehensive onsite Warranty of entire Items from the date of purchase) is to be quoted in Indian Rupees.



The basic rate should be furnished **inclusive of all taxes duties & charges** e.g. Customs Duty, Transportation Cost, commissioning and earthing job and installation charges including **dismantling** charges, Insurance, Freight, Testing charges, Incidental Charges etc.(consider if Applicable) but excluding of GST which shall be quoted separately. Percentage of GST is to be mentioned in the Tender. The Items are to be transported in such a manner so that there is no damage to the Items.

10. 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 installments 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.

11. WITHDRAWAL/CANCELLATION & PURCHASE POLICY OF TENDERING AUTHORITY:

The Tender Selection Committee reserves the right to cancel the **NOTICE INVITING TENDER** due to unavoidable circumstances and no claim in this respect will be entertained.

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. 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 as per the existing purchase policy of the Government of West Bengal and its amendment(s) made from time to time.

12. After Sales Services and Maintenance Contract:

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

13. Delivery of Items:

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

14. PENALTY CLAUSES:

If the tenderer gives a false statement on any of the above information the firm/supplier will not be considered and their quotation/tender shall be rejected.

15. AGREEMENT:

On a tender being accepted, intimation of acceptance will be forwarded to the Tenderer by Principal, Saheed Anurup Chandra Mahavidyalaya, Burul, South 24 Parganas, West Bengal, PIN 743318. After communication of the same, the Tenderer will have to execute an agreement in the prescribed form with the Principal, Saheed Anurup Chandra Mahavidyalaya, Burul, South 24 Parganas, West Bengal, PIN 743318.

16. VALIDITY PERIOD OF AGREEMENT:

The contract period will be valid for a period 10 days from the date of finalization of tender (i.e from the date of execution of the Agreement). **The full and final delivery will have to be made within this contract period.**

17. PAYMENT TERMS:

Payment will be made through **PFMS**.

Payment will be made 100% after successful supply and installation of the Items.

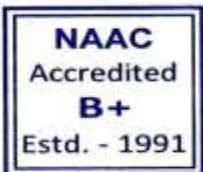
The Teacher-In-Charge, Saheed Anurup Chandra Mahavidyalaya, Burul, South 24 Parganas, West Bengal, PIN 743318 Reserves the right to change the above schedule in case of any exigencies after putting up a notice in the website www.sacm.ac.in and office notice board.

During the scrutiny, if it comes to the notice of tender inviting authority that any paper found incorrect/manufactured/fabricated, the concerned bidder would not allowed to participate in the tender and that application will be out rightly rejected. Prospective bidders must take training from authorized agencies before submission of their bids.

Gopaldeb Kantha

Teacher-In-Charge

Saheed Anurup Chandra Mahavidyalaya,
Burul, South 24 Parganas, West Bengal, PIN 743318



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FORMAT FOR CHECK LIST

Sl. No.	Items	On-line Submission	HardCopy Submission
		Yes √	Yes √
01.	PAN Card of the authorized signatory		
02.	Professional Tax Registration Certificate		
03.	GST Registration certificate		
04.	Valid Trade License for the period for the specific trade		
05.	Proprietorship Firm (Trade License)		
06.	Partnership Firm (Partnership Deed, Trade License)		
07.	Limited Company (Incorporation certificate, Trade License)		
08.	Society (Society Registration copy, Trade License)		
09.	Power of Attorney		
10.	Income Tax Returns submitted for the Financial year 2017-18 (A.Y. 2018-19)		
11.	Audited P/L Account & Balance Sheet for the year 2017-18		