

OFFICE OF THE PRINCIPAL  
SAHEED ANURUP CHANDRA MAHAVIDYALAYA  
BURUL, 24 PARGANAS (SOUTH), Pin – 743318

College: (033) 2420-6131  
Principal Mob. No.: 9830501820

Dated: 06.11.2023

NOTICE INVITING E-TENDER

***Tender Reference No.: SACM/RUSA/e-Tender-149/2023***

The Principal, Saheed Anurup Chandra Mahavidyalaya having its office at Burul, South 24 Parganas, West Bengal, PIN 743318 is inviting tender for **supply & installation of 1.5/2 TON SPLIT AIR CONDITIONER and HP LAPTOP** from the bonafide manufacturer/authorized distributor.

**1. GENERAL INSTRUCTIONS:**

Intending bidder may download the tender documents free of cost from the website; <http://wbtenders.gov.in> directly with the help of Digital Signature Certificate.

**2. SUBMISSION OF BIDS:**

Both Technical bid and Financial Bid are to be submitted concurrently duly digitally signed in the website <http://wbtenders.gov.in>. 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. INSPECTION:**

For AC - Before submitting the tender, the intending tenderers must thoroughly acquainted themselves with the proposed areas of “AC Installation” by local inspection in the college premises during working hours on specified dates which are mentioned in NEP.

**4. TIME SCHEDULES OF THE E-TENDER:**

The time schedule for obtaining the Bid Documents, the Submission of Bids and other documents etc. will be as per the list provided in clause no. 17 as given below.

**5. EARNEST MONEY DEPOSIT:**

10% of Bid Amount is required to be deposited as earnest money by the bidders. Bidder may deposit Earnest money through Demand Draft or NEFT payable at Kolkata, in the favor of Saheed Anurup Chandra Mahavidyalaya. Burul, South 24 Parganas. Bank Details-Union Bank of India, Burul Branch, Account No-4846020102201645, IFSC Code-UBIN0548464.) Earnest money will be return after 6 month of date of delivery and installation.

**6. LIST OF ITEMS:**

Sl. No.	Items	Sl. No. in NIT	Item No. in BOQ
01.	* Hitachi 1.5 Ton 3 Star Split Inverter AC with V-Guard 4KVA Voltage Stabilizer, installation, and electrical wiring with fittings. * Hitachi 02 Ton 3 Star Split Inverter AC with V-Guard 4KVA Voltage Stabilizer, installation, and electrical wiring with fittings.	1 & 2	item1
02	*HP Laptop- HP Intel Core i3 11th Gen *HP Pavilion x360, 12th Gen Intel Core i5	3 & 4	item1

7. **A) ITEM-WISE & ELECTRICAL ANCILLARY SPECIFICATIONS:**

Sl. No.	Item	Specification	Quantity
01	Item1-Hitachi 1.5 Ton 3 Star Split Inverter AC with V-Guard 4KVA Voltage Stabilizer, installation, and electrical wiring with fittings.	*Hitachi 1.5 Ton 3 Star Split Inverter AC, 2023 Model, Colour- White, Copper Condenser. *Voltage Stabilizer - V-Guard 4KVA Copper Stabilizer with digital display (130V TO 300 V) for 1.5 ton AC *Wiring extension from the meter to the installation site. Power-point/MCB fitting, wiring with PVC casing and any other electrical work. Material should be ISI marked reputed brand and handling high voltage for AC. Total electrical fittings required for installation of AC and Voltage Stabilizer.	08 Nos.
02	Item1-Hitachi 02 Ton 3 Star Split Inverter AC with V-Guard 4KVA Voltage Stabilizer, installation, and electrical wiring with fittings.	*Hitachi 02 Ton 3 Star Split Inverter AC, 2023 Model, Colour- White, Copper Condenser. *Voltage Stabilizer - V-Guard 4KVA Copper Stabilizer with digital display (90V TO 300 V) for 02 ton AC *Wiring extension from the meter to the installation site. Power-point/MCB fitting, wiring with PVC casing and any other electrical work. Material should be ISI marked reputed brand and handling high voltage for AC. Total electrical fittings required for installation of AC and Voltage Stabilizer.	01 Nos.
03	Item2-HP Laptop- HP Intel Core i3 11th Gen	HP Laptop- HP Intel Core i3 11th Gen. 8 GB DDR4 RAM, 512 GB SSD, Windows 11 Home pre-installed. 15.6 Inch Full HD Display, IPS panel, Colour-Natural Silver, Light weight with pre-installed MS Office. HP Wide Vision 720p HD camera.	05 Nos.
04	Item2-HP Pavilion x360, 12th Gen Intel Core i5	HP Pavilion x360, 12th Gen Intel Core i5, 16GB RAM/512GB SSD 14-inch(35.6 cm) FHD, Multi touch, Micro-Edge Display/Alexa/Win 11/Intel Iris Xe Graphics/5MP Camera/B&O/FPR/Backlit KB/Pen/MSO.	01 Nos.

**B) INSTALLATION DETAILS:**

Total installation of indoor and outdoor units with iron stand, extra copper pipe (if required), wrapping the pipe with seasoning tape, drain pipe extension (if required) and any other materials which required for AC installation. Wiring extension from the meter to the installation site. Power-point/MCB fitting and any other electrical work. Total electrical fittings required for installation of AC and Voltage Stabilizer. Material should be ISI marked and Heavelss/Finolex/Mescab. Wire gauge must be 4/4/2.5 mm and Heavelss/Finolex/Mescab brand and handling high voltage for AC

8. **Submission of the Tenders:**

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

PART I - Technical Bid

PART II - Financial Bid

## PART I - TECHNICAL BID

All documents must be submitted in PDF format in the website <http://wbtenders.gov.in>.  
(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. Valid Trade License	
		4. 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 / Authorization Letter	ANY ONE
C.	Tax Documents	Income Tax Returns submitted for the Financial year 2022-23 (A.Y. 2023-24)	
	Audit Documents	Audited P/L Account & Balance Sheet for the year 2022-23	

## PART II - FINANCIAL BID

All documents must be submitted in excel sheet in the website <http://wbtenders.gov.in>.

Sl. No.	Category	Sub Category Description
A.	Bill of Quantity (BOQ)	The BOQ in Rs. shall contain base price in Indian Rupee including all charges e.g. cost of insurance, packing, forwarding, freight charges, clearing charges, custom duty and installation & transportation etc.

### 9. EVALUATION OF THE TENDERS:

During the tender evaluation process, the Technical Bid will be opened first. The Tenderer failing to meet the technical and other requirements of participating in the tender will be rejected.

Those Tenderer who will be qualified in the evaluation of technical bid will be identified and only their financial bid will be opened.

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

### 10. RATE:

The price (along with 1 year's 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, Insurance, Freight, Testing charges, Incidental Charges, Installation & Electrical Wiring charges etc. but excluding of GST, Excise Duty, Entry Tax & Cess etc. which shall be quoted separately in the template for Bill of Quantities (BOQ). Percentage of GST is to be mentioned in the appropriate Column of the template for Bill of Quantities. The Items are to be transported in such a manner so that there is no damage to the Items.

### 11. 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.

**12. WITHDRAWAL/CANCELLATION & PURCHASE POLICY OF TENDERING AUTHORITY:**

The Tender Selection Committee reserves the right to cancel the NOTICE INVITING E-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.

**13. 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.

**14. 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.

**15. VALIDITY PERIOD OF AGREEMENT:**

The contract period will be valid for a period 20 days from the date of finalization of tender (i.e. from the date of execution of the Agreement). The full and final delivery and installation will have to be made within this contract period.

**16. PAYMENT TERMS:**

Payment will be made through PFMS after execution of due supply as ordered subject to:

- i. Supply of the Items as per specification in terms of Clause 6 and 7 as provided in the tender documents.
- ii. Supply of the Items within the supplied period in terms of Clause 15 as specified in the work orders. Payment will be made 100% after successful supply and installation of the Items.
- iii TDS (GST and Income Tax) applicable as per rules.

**17. IMPORTANT DATES & CHECKLIST:**

Sl. No.	Items	Publishing Date(s)
01	Date of uploading of N.I.T. & Tender documents (online) from this end	06.11.2023 at 05.00 P.M.
02	Starting of Documents download (online)	06.11.2023 from 05.00 P.M.
03	Pre bid inspection	17.11.2023 and 18.11.2023
04	Bid Submission starting (on line)	18.11.2023 from 12.00 Noon
05	Last date of Documents download and submission of bid (on line)	27.11.2023 at 11.59 P.M.
06	Date of Technical Bid opening	28.11.2023 at 12.00 Noon
07	Date of uploading list for Technically qualified Bidder (on line) (Bid A)	28.11.2023 at 05.00 P.M.
08	Date and Place for opening of Financial Proposal (Bid B) (online)	29.11.2023 at 12.00 Noon
09	Date of uploading of list of bidders along with the approved rate	To be notified later

## FORMAT FOR CHECK LIST

Sl. No	Items	On-line Submission
		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 2022-23 (A.Y. 2023-24)	
11.	Audited P/L Account & Balance Sheet for the year 2022-23	

The Principal, 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 <http://wbtenders.gov.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.



Principal

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