

OFFICE OF THE TEACHER-IN-CHARGE  
**SAHEED ANURUP CHANDRA MAHAVIDYALAYA**

College: (033) 2420-6131  
Teacher-in-Charge: 8910871335

BURUL, 24 PARGANAS (SOUTH)  
Pin - 743318

**NOTICE INVITING E-TENDER**  
**2<sup>nd</sup> Call**

Tender Reference No.: 47/SACM/RUSA/eTender/2020/2<sup>nd</sup> Call

Dated: 15.02.2020

The Teacher-in-charge, SaheedAnurup Chandra Mahavidyalaya having its office at Burul, South 24 Parganas, West Bengal, PIN 743318 is inviting tender for supply & installation of "**Aluminium Glass Panel, Sliding, Doors etc Project**" 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 but do not repeat any documents). All documents must be legible otherwise the documents will not be accepted.

**3. INSPECTION:**

Before submitting the tender, the intending tenderers must thoroughly acquainted themselves with the proposed areas of "**Any Installation work**" by local inspection in the college premises during working hours on any working days.

**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:**

**2% of Bid Amount is required to be deposited as earnest Money by the bidders.**

**6. List of Items:**

Sl. No.	Items	Sl. No. in NIT	Item No. in BOQ
01	Aluminium Glass Panel, Sliding, Doors etc Project	1	1

**7. Item-wise Specification:**

Sl. No.	Item	Specification	Quantity
01	<b><u>Aluminium Glass Panel and Doors Project:</u></b> Aluminium Glass Panel, Sliding, Doors etc Project: <b>350 square feet</b> (Aluminium thickness 2mm, Transparent glass -4mm)	<b><u>Aluminium Glass Panel and Doors Project:</u></b> Aluminium Glass Panel, Sliding, Doors etc Project: <b>350 square feet</b> (Aluminium thickness 2mm, Transparent glass -4mm)	01 Nos.

**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, but do not repeat same documents and scanned documents must be readable** )

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 / Authorization Letter	ANY ONE
C.	Tax Documents	Income Tax Returns submitted for the Financial year 2018-19 (A.Y. 2019-20)	
	Audit Documents	Audited P/L Account & Balance Sheet for the year 2018-19	

## 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. **(Project rate must be coated after careful calculation of all/total no of material.)**

The basic rate should be furnished **inclusive of all taxes duties & charges** e.g. Customs Duty, Transportation Cost, Insurance, Freight, Testing charges, Incidental 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 Final Price should be calculated/bid including Installation charge, Carriage charge or any other charge. No hidden charge in addition to bid amount will be paid. For completion of the project bidders must have to make required demonstration.** 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 Teacher-in-charge, 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 TIC, 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 15 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 completed 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 specified period of supply and commissioning.

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

**17. IMPORTANT DATES & CHECKLIST:**

Sl. No.	Items	Publishing Date(s)
01.	Date of uploading of N.I.T. & Tender documents (online) from this end	15.02.2020 at 05.00 P.M.
02.	Starting of Documents download (online)	15.02.2020 from 05.00 P.M.
03.	Bid Submission starting (on line)	15.02.2020 from 05.00 P.M.
04.	Last date of Documents download and submission of bid (on line)	23.02.2020 at 06.00 P.M.
05.	Date of Technical Bid opening	24.02.2020 at 01.00 P.M.
06.	Date of uploading list for Technically qualified Bidder (on line)(Bid A)	25.02.2020 at 03.00 P.M.
07.	Date and Place for opening of Financial Proposal (Bid B) (online)	To be notified Later
08.	Date of uploading of list of bidders along with the approved rate	To be notified later

**FORMAT FOR CHECK LIST**

Sl.N o.	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 2018-19(A.Y. 2019-20)	
11.	Audited P/L Account & Balance Sheet for the year 2018-19	

The Teacher-in-Charge, SaheedAnurup 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.

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