



Umeschandra College

13, Surya Sen Street, Kolkata, West Bengal 700012

Email-Id : umeschandracollege@gmail.com

No.: 204/SS-SM/2022-2023

Dated : 27-02-2023

01. Principal, Umeschandra College invites quotation for the work detailed in the table below. Submission of quotation is online.

Sl. No.	Name of Work	EMD	Delivery Period
01.	Supply of Computer, Laptop, Almira, AC, Chairs & Computer Table at Umeschandra College.	Rs. 2000.00	7 Days

02. Technical Specification :-

Sl. No.	Item Description	Specification	Quantity
1.	Lockers Almira	(12 lockers of standard size in each almira) Size: 43.8 D *91.4 W*198.1H cm (P.T.O.)	2
2.	Laptop	10th Generation, 500 GB SSD, 8 GB RAM, 15.6" Screen, Matte finish, Scratch proof top, USB, HDMI, LAN Port mandatory, Carry Bag, Pre-loaded Windows 10. Processor : Intel (i5- 3 Pcs & i3 – 2 Pc) Brand : HP, Dell, ACER, ASUS	5

3.	Computer System	(Desktop All-in-one) (Core i3 : 4 Pc & Core i5 : 4 Pc) processor 10th /12th gen DDR4 8gb SSD 480gb /512gb 18.5" LED DVD Pre-loaded Windows 10 & office 21 Branded PC : HP, Dell, Acer, Lenovo	8
4.	Computer Table	Wooden (Standard Size)	1
5.	Chairs	Plastic chair for IT Laboratory.	6
6.	A.C.	(2 Tons each) Specification for AC Machines :- Refrigerant :- R-22 Compressor :- Rotary Star rating : - 3 Star Display : - Digital Brand : Hitachi/Samsung/Daikin/Carrier/ Blue Star/Voltas/LG/ Videocon/ Onida / Panasonic	2
7.	Printer	(All in One) Duplex LaserJet printer with ADF scanner, LAN, USB port support. Brand : Canon	2

- a) Intending vendor may download this notice from the website: <https://umeschandracollege.ac.in> . Technical Bid and Financial Bid both will be submitted concurrently and duly signed at <https://wbtenders.gov.in/nicgep/app> .
- b) The Technical document and Financial Bid submission as per Instruction.
- c) The FINANCIAL OFFER of the prospective vendor will be considered only if the TECHNICAL Document (both statutory and non-statutory) of the vendor found to be qualified by the Principal, Umeschandra College. The decision of the Principal, Umeschandra College will be final and absolute in this respect. Both the list of accepted and rejected vendors will be displayed in the college website and also in the Notice Board of the office of the Principal, Umeschandra College on the scheduled date and time.

03. Eligibility criteria for submitting quotation : -

- a. Vendor must have working office and service center at Kolkata.
- b. The manufacturer must have business in relevant field in India for at least 10 years.
- c. In case of Proprietorship and Partnership Firms and Company to Tax Audited Report in 3CD Form is to be furnished along with Balance Sheet & Profit and Loss A/c. for the last 3 (Three) years (year just preceding the current Financial year will be considered as year—1). [Non-statutory Documents]
- d. Declaration regarding Structure and Organization duly signed by the applicant to be submitted along with application.
- e. Where there is a discrepancy between the unit rate & the item total amount resulting from multiplying the unit rate by the quantity, the unit rate quoted shall govern.
- f. The Partnership Firm shall furnish the registered partnership deed and the company shall furnish the Article of Association and Memorandum. [Non-statutory Documents]
- g. Where an individual person holds a certificate in his own name duly issued to him by the company or the firm of which he/she happens to be a director or partner, such individual person, either belonging to an appropriate cadre officer of the company or an authorized partner of a firm, having a registered power of attorney empowered by the board or by the firm shall invariably upload a copy of registered power of attorney showing clear authorization in his favor to upload such quotation.
- h. In connection with the work, Arbitration will not be allowed.
- i. Quotation shall remain valid for a period not less than 120 (one hundred twenty) days after the dead line date for Financial Bid/Sealed Bid submission. Quotation valid for a shorter period shall be rejected by the Principal, Umeschandra College, as non-responsive.
- j. The Agency will be liable to maintain the work at working portion at the appropriate service level

04. to the satisfaction of the Principal at his/her own cost for a period of 1 (one) year from the date of completion of the work. If any defect/damage is found during the period as mentioned above vendor shall deliver the same item at his/her own cost expense to the specification at par with instant project work. Failure to do so, penal action against the Agency will be imposed by the college as deem fit. The Agency will have to quote the rate considering the above aspect.
05. Prospective applicants are advised to note carefully the minimum qualification criteria as mentioned in 'Instructions to Bidder' before tendering the bids.
06. Conditional/Incomplete quotation will not be accepted under any circumstances.
07. The participating vendors must have Authorization Certificate from respective manufacturers for participating in the Tender process of a particular item
5. Important information Date & Time schedule:

Sl. No.	Particulars	Date & Time
1.	Date of uploading of Tender Notice (Publishing Date)	27.02.2023
2.	Documents download start date (Online)	27.02.2023
3.	Documents download end date (Online)	09.03.2023 at 09.00 A.M.
4.	Tender submission start date (Online)	27.02.2023
5.	Tender submission closing (Online)	09.03.2023 at 09.00 A.M.
6.	Tender opening date for Technical Proposals (Online)	11.03.2023 after 09.00 A.M.
7.	Date of uploading list for Technically Qualified vendor (Online)	To be notified later
8.	Date & Place for opening of Financial Proposal (Online)	To be notified later
9.	Date of uploading of list of vendors along with the offer rates through (Online).	To be notified later

6. In case of ascertaining authority of intending vendors at any stage of the evaluation process or execution of work, necessary registered irrevocable power of attorney is to be produced as and when asked for by the quotation Inviting & Accepting Authority.
7. During the scrutiny, if it come to the notice to quotation inviting authority that the credential or any other paper found incorrect/manufactured/fabricated, that bidder would not allowed to participate in the bid and that application will be out rightly rejected without any prejudice. The Principal, Umeschandra College reserves the right to cancel the quotation notice due to unavoidable circumstances without assigning any reason, whatsoever, to the vendors and no claim in this respect will be entertained.

- 8. In case if there be any objection regarding prequalifying the Agency that should be lodged to the Principal, Umeschandra College within 02(two) day from the date of publication of list of qualified agencies and beyond that time schedule no objection will be entertained**

- 9. Qualification criteria :— The quotation inviting & Accepting Authority will determine the eligibility of each bidder, the bidders shall have to meet all the minimum criteria regarding:**
 - a) Technical Capacity comprising of personnel & equipment capability.**
 - i) Experience/Credential eligibility of a vendor will be ascertained on the basis of the signed documents in support of the minimum criteria as mentioned in a, & b above. If any document submitted by a vendor is either manufacture of false, in such cases the eligibility of the vendor will be out rightly rejected at any stage without any prejudice.**

- 10. Before issuance of the WORK ORDER, the tender inviting authority may verify the credential and other documents of the lowest bidder if necessary. After verification if it is found that the documents submitted by the lowest bidder is either manufactured or false in that case work order will not be issued in favor of the said vendor.**

- 11. The Quantity of the Item(s) is always subject to change and it depends upon the Requirement & Budget and actual required Quantity will be mentioned in WORK ORDER / Purchase Order.**

INSTRUCTIONS TO BIDDER

1. Technical Proposal:

The Technical proposal should contain scanned copies of the following in two covers (folders):

a) **Statutory Cover Containing the following documents:**

- i) NIT
- ii) Forms

b) **Non—statutory Cover containing the following documents:**

- i) Professional Tax (PT) deposit receipt challan for the current financial year, Pan Card, IT, Saral for the last three assessment years, GST Registration Certificate
- ii) Registration Certificate under Company Act. (If any).
- iii) Registered Deed of partnership Firm / Article of Association & Memorandum (if applicable).
- iv) Power of Attorney (For Partnership Firm / Private Limited Company, if any).
- v) Tax Audited Report in 3 CD form along with Balance Sheet & Profit & Loss A/c. for the last 3 (three years (year just preceding the current Financial Year will be considered as year—I)
- vi) Clearance Certificate for the Current Year issued by the Assistant Register of Cooperative Society (ARCS), bye laws are to be submitted by the Registered Labor Cooperative Society / Engineers' Co-Operative Society if applicable).
- vii) List of Technical staffs along with structure & organization if ask for.

N.B.: Failure of submission of any of the above-mentioned documents as stated will render the vendor liable to be rejected for both statutory & non-statutory cover.

Sl. No.	Category	Sub Category	Sub Category Description
1.	(Certificates)	Certificates	GST (Registration Certificate with (Acknowledgement,) PAN, Latest IT Acknowledgement, P TAX,
2.	(Company Details)	Company Detail 1	Trade License, Company Registration Certificate Credential
3.	Credential	Credential-1	Credential
4.	(Financial Info)	P/L & Balance Sheet last 1 years	P/L & Balance Sheet last 1 years

Quotation Evaluation Committee (TEC)

Evaluation Committee constituted as per Order of the Principal, Umeschandra College will function as Evaluation Committee for selection of technically qualified contractors.

1. Opening of Technical Proposal:

Technical proposals will be opened by the Principal, Umeschandra College in presence of his/her authorized representatives.

- 2. Cover (folder) for Statutory Documents will be opened first and if found in order, cover (folder) for Non-Statutory Documents will be opened. If there is any deficiency in the Statutory Documents, the tender will summarily be rejected.**
- 3. Summary list of technically qualified vendors will be uploaded online.**
- 4. During evaluation, the committee may ask the Bidder to submit Original copy of the Documents that uploaded online(If require).**
- 5. 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.**

6. Financial Proposal : -

Rate should be Quoted only in BOQ (Bill of Quantity). Rate should be unit Price, inclusive of all taxes & charges with delivery & installation (no extra cost will be paid).

7. Penalty for suppression / distortion of facts:

If any vendor fails to produce the original hard copies of relevant documents on demand of the quotation Evaluation Committee within a specified time frame or if any deviation is detected in the hard copies, it may be treated as submission of false documents by the vendor and action may be referred to the appropriate authority for prosecution as per existing relevant laws of IPC.

8. Rejection of quotation : -

Employer 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 vendor(s)r Bidders or has any obligation to inform the concerned vendor(s) of the ground for Employer's action.

9. Award of Contract : -

The vendor who's Bid has been accepted will be notified by the Quotation Inviting & Accepting Authority through acceptance letter/ Letter of Acceptance. The notification of award will constitute the formation of the Contract.

Sd/-

Principal
Umeschandra College

Form — I

[To be furnished on Firm's Letter Head]

To

**Principal,
Umeschandra College
13, Surya Sen Street
Kolkata-12**

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 under-signed.**
- 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:

Form — II

STRUCTURE AND ORGANIZATION

1. **Name of Contact Person:**

2. **Do you have Office (and or Delivery Location) in Kolkata?**

If Yes, Provide Details Office Address with extra sheet may be attach:

Contact Telephone / Mobile No.

Email.:

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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.

Signed by an authorized officer of the firm

Title of the Officer

Name of the Firm with

Signature Not Verified

Digitally signed by MD TOFAZZAL HAQUE
Date: 2023.02.10 11:50:01 IST
Location: West Bengal-WB

