

e-Tender Document 2017-'18



Govt. College of Engg. & Textile Technology
Berhampore, Murshidabad
742 101

Telefax: 03482-250142
<http://www.gcettb.ac.in>

NOTICE INVITING e-TENDER

Ref: Advertisement in Newspapers

BID REFERENCE : GCETT/ET/SP/PUR/2017-18/3

PRICE OF BIDDING DOCUMENT : 0(Zero)

DATE OF UPLOADING OF N.I.T. : 09/09/2017 on 11:00 hrs
DOCUMENTS ONLINE
(PUBLISHING DATE)

DOCUMENTS DOWNLOAD : 09/09/2017 on 11:00 hrs
START DATE (ONLINE) :

DOCUMENTS DOWNLOAD : 23/09/2017 on 12:00 hrs
END DATE (ONLINE) :

BID SUBMISSION START : 09/09/2017 on 12:00 hrs
DATE (ONLINE) :

BID SUBMISSION
CLOSING DATE (ONLINE) : 23/09/2017 on 14:00 hrs

LAST DATE OF SUBMISSION OF ORIGINAL
DEMAND DRAFT AND ORIGINAL PRINT
-OUT (HARD COPY) OF BID DOCUMENTS,
DULY SIGNED BY AUTHORIZED SIGNATORY : 09/10/2017 TIME 12:00 Hrs
OF THE BIDDER IN SEALED COVER, TO
THE OFFICE OF THE PRINCIPAL, GCETT-B

TECHNICAL BID OPENING DATE 25/09/2017 TIME 14:00 Hrs

PLACE OF OPENING OF BIDS : **Government College of Engineering and Textile Technology, 4, Cantonment Road, P. O Berahmpore, Dist-Murshidabad WEST BENGAL – 742 101**

ADDRESS FOR COMMUNICATION : **Government College of Engineering and Textile Technology, 4, Cantonment Road, P. O Berahmpore, Dist-Murshidabad WEST BENGAL – 742 101**

The Officer-in-charge, Govt. College of Engineering & Textile Technology Berhampore for the procurement of invites e-tender for the items/jobs/services of the best/specified quality from the bonafide suppliers / service providers /organization/firm and their accredited Sole agents for supply of the following Items/Packages below: (Submission of Bid through **online**)

SR. NO	ITEM NAME	QUANTITY
1	Supply of Experimental set ups of Power system lab (Turnkey Job)	1 job
2	Supply of Experimental set ups of Electric Drives lab(Turnkey Job)	1 job
3	Supply of Experimental set ups of Analog Electronics lab (Turnkey Job)	1 job
4	Supply of Experimental set ups of Basic Electronics lab (Turnkey Job)	1 job

5	Supply of furniture	1 job
6	Supply of steel Furniture (Turnkey Job)	1 job
7	Supply of On Line UPS	1 job
8	Supply of water cooler (Turnkey Job)	1 job
9	Supply of Air Conditioner (Turnkey Job)	1 job

*******Details of Item specification & quantity are available at the file name “soq.pdf”**

1. In the event of e-filling, intending bidder may download the e-tender documents from the website: - <https://wbtenders.gov.in> directly with the help of Digital Signature Certificate & earnest money may be remitted through demand draft/pay order issued from any nationalized bank in favour of **Government College of Engineering & Textile Technology Berhampore.** and also to be documented through e-filling. The original part of online submission of Tender Fees, EMD & all other valid documents (Technical) (**Scan copy of document should be uploaded for EMD exemption**) should be submitted physically to the at the office of the Government College of Engineering and Textile Technology, 4, Cantonment Road, P. O Berahmpore, Dist-Murshidabad WEST BENGAL – 742 101, India. under sealed covered as per the date and time mentioned in the NIT.
2. **Financial Bid** is to be submitted concurrently duly digitally signed in the website <https://wbtenders.gov.in>
3. All bids must be accompanied by a bid security as specified in the bid document and must be delivered to the above office at the date and time indicated above.
4. The quantity of item as job imply a package/ turnkey job and rate should be quoted for the whole package/ turnkey job .
5. In the event of the date specified for bid receipt and opening being declared as a closed holiday for purchaser’s office, the due date for submission of bids and opening of bids will be the following working day at the appointed times.
6. **Eligibility criteria for participation in the tender:-**
 - a. Valid upto date clearance of Service Tax Registration (Last receipt of Challan) / Income Tax return / Professional Tax Clearance Certificate / P.T. (Deposit Challan) / Pan Card / GST Registration Certificate / Voter ID Card for self identification to be accompanied with the Technical Bid Documents, Income Tax Acknowledgement Receipt for latest assessment year to be submitted. [Non statutory Documents]
 - b. Government-owned enterprises in the Purchaser’s country may participate only if they are legally and financially autonomous, if they operate under commercial law, and if they are not a dependent agency of the Purchaser.
 - c. Bidders should not be associated, or have been associated in the past, directly or indirectly, with a firm or any of its affiliates which have been engaged by the Purchaser to provide consulting services for the preparation of the design, specifications, and other documents to be used for the procurement of the goods to be purchased under this Invitation of Bids.
 - d. Bidders shall not be under a declaration of ineligibility for corrupt and fraudulent practices issued by the Bank
7. **Eligible Goods and Services**
 - e. All goods and ancillary services to be supplied under the Contract shall have their origin in eligible source countries, defined in the IDA Guidelines for Procurement and all expenditures made under the Contract will be limited to such goods and services.

- f. For purposes of this clause, "origin" means the place where the goods are mined, grown, or produced or from which the ancillary services are supplied. Goods are produced when, through manufacturing, processing or substantial and major assembling of components, a commercially recognized product results that is substantially different in basic characteristics or in purpose or utility from its components.
- g. The origin of goods and services is distinct from the nationality of the Bidder.

8. Cost of Bidding

- h. The Bidder shall bear all costs associated with the preparation and submission of its bid, and The Director/Officer-in-charge, Govt College of Engineering and Textile & Technology, Berhampore, hereinafter referred to as "the Purchaser", will in no case be responsible or liable for these costs, regardless of the conduct or outcome of the bidding process.

9. Clarification of Bidding Documents

- i. A prospective Bidder requiring any clarification of the bidding documents may notify the Purchaser in writing or by telex or cable or fax at the Purchaser's mailing address indicated in the Invitation for Bids. The Purchaser will respond in writing to any request for clarification of the bidding documents which it receives no later than 15 days prior to the deadline for submission of bids prescribed by the Purchaser. Written copies of the Purchaser's response (including an explanation of the query but without identifying the source of inquiry) will be sent to all prospective bidders which have received the bidding documents.

10. Amendment of Bidding Documents

- j. At any time prior to the deadline for submission of bids, the Purchaser may, for any reason, whether at its own initiative or in response to a clarification requested by a prospective bidder, modify the bidding documents by amendment.
- k. In order to allow prospective bidders reasonable time in which to take the amendment into account in preparing their bids, the Purchaser, at its discretion, may extend the deadline for the submission of bids.

11. Language of Bid

- l. The bid prepared by the Bidder, as well as all correspondence and documents relating to the bid exchanged by the Bidder and the Purchaser, shall be written in English language. Supporting documents and printed literature furnished by the Bidder may be in another language provided they are accompanied by an accurate translation of the relevant passages in the English language in which case, for purposes of interpretation of the Bid, the translation shall govern.

12. Bid Currencies

- m. Prices shall be quoted in Indian Rupees

13. Bid Security

- a. The bid security shall be denominated in Indian Rupees and the amount of Earnest Money @ 2% (two percent) of the estimated amount and rounded off to next multiple of Rs.100 put to tender in the shape of Bank Draft/Pay Order from any nationalized bank drawn in favour of the "**Government College of Engineering & Textile Technology Berhampore**". **If any EMD against the previous tender of a particular bidder is lying with the Indenter, then the bidder may seek exemption from depositing the earnest money by adjustment and if EMD amount is more than the previous tender then they have to deposit only the balance amount..,**

14. Refund of EMD:

The Earnest Money of the successful Tenderer deposited in favour of the concerned **Government College of Engineering & Textile Technology Berhampore** along with the Tenders will be refunded by the said Officer-in-charge on receipt of application from Tenderer .

15. Unsuccessful bidder's bid securities will be discharged/returned as promptly as possible but not later than 30 days after the expiration of the period of bid validity prescribed by the Purchaser,

16. The successful Bidder's bid security will be discharged upon the Bidder signing the Contract, and furnishing the performance security in the form of a D.D. or with a Bank Guarantee by a recognized bank for an amount 5 % of specified ordered sum as security for compliance with the Supplier's performance obligations

17. Period of Validity of Bids

18. Bids shall remain valid upto 31/03/2018 days. A bid valid for a shorter period shall be rejected by the Purchaser as non-responsive.

19. Clarification of Bids

a. During evaluation of bids, the Purchaser may, at its discretion, ask the Bidder for a clarification of its bid. The request for clarification and the response shall be in writing and no change in prices or substance of the bid shall be sought, offered or permitted.

20. Packing

b. The Supplier shall provide such packing of the Goods as is required to prevent their damage or deterioration during transit to their final destination as indicated in the Contract. The packing shall be sufficient to withstand, without limitation, rough handling during transit and exposure to extreme temperatures, salt and precipitation during transit and open storage. Packing case size and weights shall take into consideration, where appropriate, the remoteness of the Goods' final destination and the absence of heavy handling facilities at all points in transit.

c. The packing, marking and documentation within and outside the packages shall comply strictly with such special requirements as shall be provided for in the Contract including additional requirements, if any, specified in SCC and in any subsequent instructions ordered by the Purchaser.

21. Delivery and Documents

Delivery of the Goods shall be made by the Supplier in accordance with the terms specified by the Purchaser in the Notification of Award. All the delivery & transportation charges must be included in Contract Price

22. Insurance

The Goods supplied under the Contract shall be fully insured in Indian Rupees against loss or damage incidental to manufacture or acquisition, transportation, storage and delivery.

23. Transportation

Where the Supplier is required under the Contract to transport the Goods to a specified place of destination within India defined as Project site, transport to such place of destination in India including insurance, as shall be specified in the Contract, shall be arranged by the Supplier, and the related cost shall be included in the Contract Price.

24. Warranty

a. The Supplier warrants that the Goods supplied under this Contract are new, unused, of the most recent or current models and that they incorporate all recent improvements in design and materials unless provided otherwise in the Contract. The Supplier further warrants that all Goods supplied under this Contract shall have no defect arising from design materials or workmanship (except when the design and/or material is required by the Purchaser's Specifications) or from any act or omission of the Supplier, that may develop under normal use of the supplied Goods in the conditions prevailing in the college.

b. Warranty/guarantee for all the items and sub-items of equipment supplied shall be on 'all comprehensive' basis (including repairs, replacements of defective parts & spares, maintenance, etc., but excluding consumables). And the warranty period shall be from the date

of acceptance of the equipment by the College. and the period of warranty shall be minimum 12 months from the date of acceptance of the Goods.

- c. If any system/item gives continuous trouble say 10 times in one month during the warranty period, the supplier shall replace the system with new system without any additional cost to purchaser.
- d. Repairs/ replacements/ maintenance services shall normally be carried out at site, within a reasonable time, on requisition/intimation from the concerned department of the College In case the equipment needs/need to be transported to service centers, all arrangements must be made and all expenses must be borne by the supplier.
- e. Warranty / guarantee, for all software items, shall be on the basis of on-site maintenance and up- gradation to the latest version issued during the warranty period.
- f. Suppliers not agreeing to the above terms of warranty/guarantee need not quote.

25. Payment

Payment for Goods and Services shall be made in Indian Rupees as follows: Full Contract Price of the goods shall be paid within 30 days on receipt of goods and upon submission of the documents specified above and on final acceptance by the Purchaser's representative for the respective delivery, installation and commissioning.

26. Qualification Criteria: -

The tender inviting & Accepting Authority through an "Evaluation Committee" will determine the eligibility of each bidder, the bidders shall have to meet all the minimum regarding.

- a. Financial Capacity.
- b. Technical Capability comprising of personal & equipment capability including make and model of each items..
- c. Experience / Credential: -

The eligibility of a bidder will be ascertained on the basis of the self attested documents in support of the minimum criteria as mentioned in a, b, c above If; any document submitted by a bidder is either manufacture or false, in such cases the eligibility of the bidder will be out rightly rejected at any stage without any prejudice.

27. INSTRUCTION TO BIDDERS

a. *General guidance for e-Tendering*

Instructions/ Guidelines for tenders for electronic submission of the tenders have been annexed for assisting the contractors to participate in e-Tendering.

b. *Registration of Bidder*

Any Bidder willing to take part in the process of e-Tendering will have to be enrolled & registered with the Government e-Procurement system, through logging on to <https://etender.wb.nic.in> (the web portal of public works department) the contractor is to click on the link for e-Tendering site as given on the web portal.

c. *Digital Signature certificate (DSC)*

Each contractor is required to obtain a class-II or Class-III Digital Signature Certificate(DSC) for submission of tenders, from the approved service provider of the National Information's Centre(NIC) on payment of requisite amount details are available at the Web Site stated in **Clause 2 of Guideline to**

Tenderer DSC is given as a USB e-Token.

- d. The contractor can search & download NIT & Tender Documents electronically from computer once he logs on to the website mentioned in **Clause 2 using the Digital Signature Certificate**. This is the only mode of collection of Tender Documents.

e. ***Submission of Tenders.***

General process of submission, Tenders are to be submitted through online to the website stated in Cl. 2 in two folders at a time for each work, one in Technical Proposal & the other is Financial Proposal before the prescribed date & 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).

f. ***Technical proposal***

The Technical proposal should contain scanned copies of the following further two covers(folders).

- Detailed Technical specifications, Terms & Conditions and Delivery period to be submitted on firm's letter head
- Sale tax and income tax clearance certificate should be furnished by the contractor for contract value above Rs 50000.00
- Brochure/Leaflets/Technical Information of the item(s), if any
- Proof of EMD (mention amount number and date)
- Proof of PAN no. (mention no.....)
- Proof GST/Sales Tax Registration. (mention no.....)
- Warranty Certificate if any
- Any other relevant documents

g. ***Financial proposal***

- The financial proposal should contain the following documents in one cover(folder) i.e. Bill of quantities(BOQ) the bidder is to quote the rate online through computer in the space marked for quoting rate in the BOQ.
- Only downloaded copies of the above documents are to be uploaded virus scanned & Digitally Signed by the bidder.

28. **Penalty for suppression / distortion of facts**

Submission of false document by tenderer is strictly prohibited & if found action may be referred to the appropriate authority for prosecution as per relevant IT Act with forfeiture of earnest money forthwith.

29. **Rejection of bid & Tender**

The Employer (tender accepting authority) 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 Bidder or Bidders or any obligation to inform the affected Bidder or Bidders of the ground for Employer's (tender accepting authority) action.

30. **Award of contract**

If bid capacity is found inadequate the department would be at liberty to accept his bid only such number of work for which his capacity would permit. In such case the choice of work awarded would rest with tender accepting authority.

Undertaking

I do hereby certify that all the information furnished above is true to the best of my knowledge. And I have no objection to the College verifying any or all the information furnished in this document with the concerned authorities, if necessary.

I also certify that, I have understood all the terms and conditions indicated in the tender document and hereby accept the same completely.

Signature of the authorized signatory of the agency/bidder

Official seal/ stamp

Date:

Place

ANNEXURE-II

PARTICULARS OF BIDDERS

(Photocopy of Necessary Documents to be enclosed with this format)

S. No.	Items	Information /inputs to be filled by the Bidder/ tenderer (if required separate sheets may be enclosed)	
1.	Name and address of the Company/agency, telephone number, fax, mobile number, email address		
2.	Type of organization (Whether proprietorship, partnership, private limited, limited company)		
3.	Name and address of the directors/ proprietor /partners		
4.	Year of formation of the company/ experience as a security service agency		
5.	Nature of business carried by the company		
6.	Branches in other cities in India and contact details		
7.	Any sister concerns and their address		
8.	Details of registration		
9.	Banker's name and address Bank Account No IFSC Code:		
10	Details of Earnest Money Deposit	Amount	
		Draft No.	
		Date	
		Bank	
		Branch	
10.	Total number of permanent employees of the firm		
11.	Contact number in case of emergency		
13.	Total turnover of the agency during last three financial years		
14.	Details of registration with statutory authorities like PF, Gratuity, ESI etc		
15.	(a) Service tax number/ certificate		
	(b) PAN number		
	(c) GST No		
16.	Change of the firm name at any time. If so, when and reason thereof		
17.	Infrastructure details		
18.	Dispute, if any		

ANNEXURE-III

AN UNDERTAKING TO BE SIGNED BY THE CONTRACTORS

To,
The Principal / Officer in Charge
GCETT- Berhampore,
West Bengal 742101

Sir,

1. Having examined the tender document thoroughly including instructions to Bidder's conditions of Contract, mode of payment, Schedule of Contract, Quantities, and Annexure etc. (every thing mentioned in the tender document), for execution of above mentioned jobs, we the undersigned offer to execute and complete the works, if we are awarded the job.
2. We undertake, if our Tender is accepted, to commence the works within seven days of issue of acceptance letter to commence works comprised in the contract.
3. If our tender is accepted, we will furnish the Security Deposit as per the terms and conditions mentioned in the Tender Document.
4. Unless and until an agreement is prepared and executed, the tender together with your written acceptance thereof, shall constitute a binding Contract between us, but without prejudice to your right to withdraw such acceptance.
5. We understand that you are not bound to accept the lowest or any tender you may receive.
6. We hereby agree and accept all the terms and conditions mentioned in the tender document. We also agree to abide by and fulfill all the terms and provisions of the conditions of the contract, and in default thereof to and pay to GCETT-Berhampore the sums of money mentioned in the said conditions.

(Signature of the authorized signatory of the agency/bidder)

Date:-

Seal :-

CERTIFICATE FOR WORK PERFORMANCE

The undersigned hereby certify that M/S -----

in connection with the specific work assignment pertaining to the order no. -----
-----has rendered services as authorized by the terms and conditions of contract, not to
our satisfaction / to our low satisfaction/ to our utmost satisfaction/ to our adequate satisfaction.

The undersigned hereby certifies that to his/her knowledge, no contractual disputes exist in regard to this work
assignment and that he/she has no knowledge of any pending or potential claims by any workmen, engaged under
the assignment, against this agency.

Signature
Name:
Designation:
Office Seal