

AMDANGA JUGAL KISHORE MAHAVIDYALAYA

Sadhanpur-Uludanga, Amdanga, North 24 Parganas - 743221
Accredited Grade B by NAAC ::: Affiliated to West Bengal State University

Website: www.aikm.ac.in

E-mail: amdangacollege@gmail.com

Ref. AJKM/PRINCIPAL/eNIQ01/2024-25

Date: 11/02/2025

E-Tender Reference No. AJKM/PRINCIPAL/eNIQ01/2024-25

Notice inviting E-Tender no. **AJKM/PRINCIPAL/eNIQ01/2024-25** of Principal, Amdanga Jugal Kishore Mahavidyalaya, Amdanga, North 24 Parganas, West Bengal, invites E-Tender through website: <https://wbtenders.gov.in> for the works detailed in the table below Submission of bid through online only):

Sl No.	Name of the work (1)	Estimated Amount (2) Rs.	Earnest Money (3) Rs.	Completion Period (4)	Name of the Concerned Officer (5)
1	Purchase of 4 nos. of HITACHI / DAIKIN AIR CONDITIONING SYSTEMS (2 TONS EACH) for Amdanga Jugal Kishore Mahavidyalaya, Amdanga, North 24 Pgs, WB, 743221	-----	RS. 6000/-	14 Days	Principal, Amdanga Jugal Kishore Mahavidyalaya

1. In the event of e-tendering, intending bidder may download the tender documents from the website <https://wbtenders.gov.in> directly with the help of Digital Signature Certificate. EMD should be paid online as per Rule of Govt. of West Bengal.
2. Both Technical Bid and Financial Bid are to be submitted concurrently duly digitally signed in the website <https://wbtenders.gov.in>
3. Tender documents may be downloaded from website and submission of Technical Bid and Financial Bid will be done as per Time Schedule stated in Sl. No. 32.
4. The FINANCIAL OFFER of the prospective tenderer will be considered only if the TECHNICAL BID of the tenderer is found qualified by the Principal, Amdanga Jugal Kishore Mahavidyalaya. The decision of the Principal, Amdanga Jugal Kishore Mahavidyalaya will be final and absolute in this respect.
5. **Credentials:** The agency should have work experiences in supplying of similar items of **40% of Tendered value** to college /research institute /University/Laboratory/Govt. Organization/PSU etc. Necessary documents (work order and completion certificate) should be furnished.
6. The quoted rate must include all taxes, any dues payable to Govt. of West Bengal, delivery charges, installation charges and other levies (if any). No Extra amount will be paid beyond the quoted amount.
7. Quotations should be given serially strictly according to our tender number under separate heading.
8. Retention money: 5% of the cost of work or supply will be retained for a maximum period of 1 Years along with earnest money (if any).
9. The product and service should cover onsite warranty.
10. The rate should be quoted in figures only.
11. **The Quantity of the Item(s) is always subject to change and it is depends upon Requirement & Budget.**
12. Acceptance of the lowest tender is not obligatory and the Principal reserves the right to accept or reject any or all the tender(s) in part or full without assigning any reason what so ever and also to split up the tendered work to

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13. more than one contractor in the interest of scheme of execution.
14. In case any provisions of the above mentioned Tender are found violated, then the the College Authority shall have the right to reject the Tender/bid.
15. No extension of time will be allowed.
16. The vendour must be bound to provide all kind of support during the warranty period as and when required.
17. No tender will be accepted after the stipulated date and time as mentioned.
18. Completion of installation within 15 days after receiving the work order.
19. Payment will be made in favour of the selected bidder as per Govt. guidelines on successful completion of the works and observation of necessary formalities as the authority deems fit from time to time as per Govt. norms.
20. Any supplementary work (if necessary) will be allowed on written order from the office of the undersigned in consultation with the Governing Body and payment for the same will be made at par with the quoted rate.
21. Since the procurement is done under the college, payment will be made through cheque, Successful bidder has to produce firm details and bank account in prescribed format.
22. Required following documents (self attested copy) should be submitted by the bidders without having required documents tender will be summarized as rejected :
 - GSTN Registration certificate.
 - Trade License
 - P.Tax and its latest challan
 - Pan Card
 - Last three years Income tax Return
 - Registered Proprietorships documents (for Proprietorship Firm only) along with Power of Attorney to be submitted along with application.
 - Registered Partnership Deed (for Partnership Firm only) along with Power of Attorney to be submitted along with application.
 - Registered Unemployed Engineers' Co-operative Societies/ Unemployed Labour Co.-Op. Societies are required to furnish valid Bye Law, Current Audit Report, Valid Clearance Certificate from A.R.C.S. for the last three years along with other relevant supporting papers.
 - The prospective outside bidders or any of their constituent partner shall neither have abandoned any work nor any of their contract have been rescinded during the last 5 (five) years. Such abandonment or rescission will be considered as disqualification towards eligibility. (*A declaration in this respect through self-declaration has to be furnished by the prospective bidders without which the Technical Bid shall be treated non-responsive.*)
 - The contractor who have been de-listed or debarred by any Government Department shall not be eligible in any way. *An undertaking in this respect should be given stating thereby that the Firm has not been de-listed or debarred or penalized for any reasons out of work by any Government Department.*
 - Subletting of contract is strictly prohibited.
 - Duly filled up PRE-QUALIFICATION APPLICATION Form-I.
 - Duly filled up Organization details Form-II
23. Conditional bid or bid with clause or price variation will be rejected

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~~24. No mobilization / secured advance will be allowed.~~

25. Bids shall remain valid for a period not less than 120 (one hundred and twenty) days from the last date of submission of Financial Bid / Sealed Bid. If the bidder withdraws the bid during the period of bid validity the earnest money as deposited will be forfeited forthwith without assigning any reason thereof.
26. The Prospective Bidder shall have to supply and installation all the materials in such a manner so that appropriate service level of the materials is being maintained as desired by the tendering authority. If any defect / damage is found during the period of supply / installation, the supplier shall change the same good at his own cost as per the supplied specification. On failure to do so, penal action against the supplier will be imposed by the College as deem fit. The contractor may quote his rate considering the above aspect.
27. Agencies shall have to arrange for delivery all the materials into the campus of Amdanga Jugal Kishore Mahavidyalaya at their own cost and responsibility.
28. The Prospective Bidder shall have to produce the required documents along with contact details for each of the materials for the purpose of claim the warranty within the period of warranty before releasing the final payment, failure which the payment will be withheld.
29. **Earnest Money**: Earnest money: The EMD amount of Rs. 6000/- will have to be submitted through online in the form of Net Banking or RTGS / NEFT as per order no.- 3975 F(Y) dated 28.07.2016 in e-Procurement portal of the Government of West Bengal <http://wbtenders.gov.in>. The E.M.D. of the unsuccessful Bidder will be returned after finalization of Bid.
30. **Release of Earnest Money**: Earnest money of successful bidders will be refunded after 06 (Six) months from the date of supply of the equipment, subject to observation of performance of the equipment satisfactorily and Earnest money of *unsuccessful bidders* will be released automatically as per the procedure as per Finance Order No. 3975-F(Y) Dated 28-7-16.
31. Security Money: The earnest money amounting to Rs 6,000/- will be retained as Security Deposit money. The Security Deposit money will be refunded after 06 (Six) months from the date of supply of the equipment, subject to observation of performance of the equipment satisfactorily.

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32. Date and Time Schedule:

Sl. No.	Particulars	Date & Time
1	Date of uploading of N.I.T. & other Documents (online) (Publishing Date)	14/02/2025 after 11:00 AM
2	Documents download/sell start date (Online)	14/02/2025 after 11:00 AM
3	Documents download/sell end date (Online)	22/02/2025 upto 2:00 PM
4	Bid submission start date (On line)	14/02/2025 after 11:00 AM
5	Bid Submission closing date (On line)	22/02/2025 upto 2:00 PM
6	Bid opening date for Technical Proposals (Online)	24/02/2025 after 2:00 PM
7	Date of uploading list for Technically Qualified Bidder(online)	To be notified later
8	Date for opening of Financial Proposal (Online)	To be notified later

33. Agencies shall have to arrange Machineries, labor transportation etc. at their own cost and responsibility to deliver tendered materials.

34. All materials required for the supply shall be of specified grade and brand inconformity with relevant code of practice (latest revision) as mentioned in tender details or as directed by Principal, Amdanga Jugal Kishore Mahavidyalaya and manufactured accordingly and shall be procured and supplied by the agency at their own cost including all taxes. Authenticated evidence for purchase of all materials is to be submitted along with challan and test certificate. If required by the Principal, Amdanga Jugal Kishore Mahavidyalaya, further testing from any Government approved Testing Laboratory shall have to be conducted by the agency at their own cost.

35. The Bidder, at his own responsibility and risk is encouraged to visit and examine the site of works and its surroundings and obtain all information's that may be necessary for preparing the Bid and entering into a contract for the work as mentioned in the Notice Inviting Tender, before submitting offer with full satisfaction, the cost of visiting the site shall be at his own expense.

36. Other Relevant information:

- ✓ **The intending tenderers are required to quote the rate *online in BOQ*.**
- ✓ During scrutiny, if it comes to the notice of the tender inviting authority that the credential or any other paper found incorrect / manufactured / fabricated, that bidder would not be allowed to participate in the tender and that application will be rejected without any prejudice.
- ✓ The Principal, Amdanga Jugal Kishore Mahavidyalaya , reserves the right to cancel the N.I.T. due to unavoidable circumstances and no claim in this respect will be entertained.

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~~Before issuance of the supply order, the tender inviting authority may verify the credential and other documents of the lowest tenderer if found necessary.~~

- ✓ After verification if it is found that the documents submitted by the lowest tenderer is either manufactured or false in that case work order will not be issued in favour of the said Tenderer under any circumstances.
- ✓ Escalation of Price on any ground and consequent cost overrun shall not be entertained under any circumstances. Rates should be quoted accordingly.

(Dr. Anandi Mohan Roy)
Principal
Amdanga Jugal Kishore Mahavidyalaya

Date:

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General guidance for e-Tendering:

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

- ❖ **Registration of Contractor:** Any contractor 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://wbtenders.gov.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.
- ❖ **Digital Signature certificate (DSC):** Each contractor is required to obtain a Class-III Digital Signature Certificate (DSC) for submission of tenders from the approved service provider of the CCA GOVT OF INDIA on payment of requisite amount. Details are available at the Web Site stated in Clause A.1. above. DSC is given as a USB e-Token. The contractor can search & download N.I.T. & Tender Document(s) electronically from computer once he logs on to the website <https://wbtenders.gov.in> using the Digital Signature Certificate. This is the only mode of collection of Tender Documents.
- ❖ **Participation in more than one work:** A prospective bidder shall be allowed to participate in the job either in the capacity of individual or as a partner of a firm. If found to have applied severally in a single job all his applications will be rejected for that job.
- ❖ **Submission of Tenders:** Tenders are to be submitted through online to the website stated in Clause A.1. 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).
- ❖ **Technical Proposal:** The Technical proposal should contain scanned copies of the following in two covers (folders).
 - (a). **Statutory Cover Containing the following documents:**
 - ✓ The amount of Earnest Money at a Rs 6,000/- should be paid online as per Rule 6 Govt. of West Bengal.
 - ✓ NIQ along with Corrigendum (if any) (download & upload the same digitally signed)
 - ✓ The rate will be quoted in the B.O.Q. Quoted rate will be encrypted in the B.O.Q. under Financial Bid. In case quoting any rate in Tender Form the tender is liable to be summarily rejected.

(b) Non-statutory Cover Containing the following documents:

- ✓ Duly filled up PRE-QUALIFICATION APPLICATION Form-I.
- ✓ Duly filled up Organization details Form-II
- ✓ **Authorization Certificates is required.**
- ✓ GSTN Registration certificate.
- ✓ Trade Licence
- ✓ P.Tax and its latest challan

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- ✓ Pan Card
 - ✓ Voter Card
 - ✓ Aadhar Card
 - ✓ Last three years Income tax Return

 - ✓ Registered Proprietorships documents (for Proprietorship Firm only) along with Power of Attorney to be submitted along with application.

 - ✓ Registered Partnership Deed (for Partnership Firm only) along with Power of Attorney to be submitted along with application.

 - ✓ Registered Unemployed Engineers' Co-operative Societies/ Unemployed Labour Co.-Op. Societies are required to furnish valid Bye Law, Current Audit Report, Valid Clearance Certificate from A.R.C.S. for the last three years along with other relevant supporting papers.

 - ✓ The prospective outside bidders or any of their constituent partner shall neither have abandoned any work nor any of their contract have been rescinded during the last 5 (five) years. Such abandonment or rescission will be considered as disqualification towards eligibility. (A declaration in this respect through self declaration has to be furnished by the prospective bidders without which the Technical Bid shall be treated non- responsive.)

 - ✓ The contractor who have been delisted or debarred by any Government Department shall not be eligible in any way. An undertaking in this respect should be given stating thereby that the Firm has not been delisted or debarred or penalized for any reasons out of work by any Government Department.

 - ✓ Tax Audited Report in CD / pen drive 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)

 - ✓ For Registered Proprietorship firm / Registered Partnership Firm /Registered Unemployed Engineers' Co-operative Societies and Registered Labour Co-operative Societies having credential in similar nature of job of the Estimated amount put to tender during the last 3 (*three*) years prior to the date of issue of this N.I.T. is to be furnished under the authority of State / Central Government, statutory bodies under State / Central Government constituted under the statute of the State / State Government

- ✓ THE ABOVE STATED NON-STATUTORY/TECHNICAL DOCUMENTS SHOULD BE ARRANGED IN THE FOLLOWING MANNER

Sl No	Category Name	Sub Category Description	Details	File Format
A	CERTIFICATES	CERTIFICATES	GST REGISTRATION CERTIFICATE & ACKNOWLEDGEMENT, PAN PTAX (CHALLAN) LAST 3 YEARS IT	PDF
B	COMPANY DETAILS	COMPANY DETAILS	PROPRITORSHIP FIRM (TRADE LICENCE) PARTNERSHIP FIRM (PARTNERSHIP DEEP, TRADE LICENCE) LTD COMPANY (INCORPORATION CERTIFICATE, TRADE LICENCE) SOCIETY (SOCIETY REGISTRATION COPY, TRADE LICENCE)	PDF
C	CREDENTIAL	CREDENTIAL	SIMILAR NATURE OF SINGLE WORK DONE, PAYMENT CERTIFICATES WITH PROPER COMPLETION CERTIFICATES IN LAST FIVE YEARS IN GOVERNMENT AND SEMI GOVERNMENT SECTOR / CONCERN.	PDF

Opening & evaluation of tender:

- i. If any contractor is exempted from payment of EMD, copy of relevant Government Order needs to be furnished.
- ii. Cover (folder) for Statutory Documents will be opened first. If there is any deficiency in the Statutory Documents the tender may summarily be rejected.
- iii. Decrypted (transformed into readable formats) documents of the non-statutory cover will be downloaded & handed over to the Principal, Bangabasi Evening College.
- iv. Summary list of technically qualified tenderers will be uploaded online.
- v. Pursuant to scrutiny & decision of the Principal, Bangabasi Evening College, the summary list of eligible tenderers & the serial number of work for which their proposal will be considered will be uploaded in the web portals.
- vi. During evaluation the Principal, Bangabasi Evening College may summon of the tenderers & seek clarification / information or 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.

Financial Proposal:

- i. The financial proposal should contain the following documents in one cover (folder) i.e. Bill of Quantities (BOQ). The contractor is to quote the rate (in numeric figure only) online through computer in the space marked for quoting rate in the BOQ.
 - ii. Only downloaded copies of the above documents are to be uploaded virus scanned & Digitally Signed by the contractor.
- ❖ **Penalty for suppression / distortion of facts:** If any tenderer fails to produce the original hard copies of the documents like Completion Certificates and any other documents on demand of the Principal, Bangabasi Evening College within a specified time frame or if any deviation is detected in the hard copies from the uploaded soft copies, it may be treated as submission of false documents by the tenderer and action may be referred to the appropriate authority.
- ❖ **Rejection of Bid:** The Principal, Amdanga Jugal Kishore Mahavidyalaya, 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 action.

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- ❖ The College authority is not bound to accept the lowest rate and reserves the right to accept or reject any or all the quotation without assigning any reason whatsoever.
 - ❖ The College authority will have the right for rate negotiation with the lowest bidder.
 - ❖ The decision of the College authority in all respect will be final and binding upon the contractor.
 - ❖ The College authority reserves the right to terminate the contract at any point of time during the contract period if the services are not found satisfactory without showing any reason thereof.

(Dr. Anandi Mohan Roy)
Principal
Amdanga Jugal Kishore Mahavidyalaya

Date:

Special Terms & condition

1. OEM & Bidder should submit their West Bengal Sale & Service Support office address details with documents.
2. Tendering authority may ask for furnishing the Manufacturer **Authorization Certificates** with the contact details of the authorized signatory (if required). It is mandatory and same documents in original have to be produced at the time of verification of documents if required.
3. Quoted price must include installation charges, price of necessary materials required for installation, applicable taxes. No extra payment will be paid for the same.
4. No advance payment shall be made at any circumstances.
5. Payment will be made after successful installation and delivery of warranty certificate.
6. Since the procurement is done from the college fund, payment will be made through cheque, Government of India. Successful bidder has to produce firm details and bank account in prescribed format.
7. The supplier must have service centre at Kolkata or at nearby place of Kolkata. Service support details (address and contact information of service centre) should be uploaded along with the bid.
8. Conditional bid may not be accepted by the tender inviting authority.
9. Delivery and Installation: The installation of supplied good should be made within the time prescribed in NIQ by the college as well as will be mentioned in the purchase order.
10. Penalty for Late Delivery or Installation : In case of delay in delivery and installation, the competent authority has the right to deduct the amount @ 1 % of total order value and the same may be increased to maximum of @ 5 % of order value.
11. The quantity may be increased or decreased in the final order. The selected bidder shall be liable to supply and install the equipment with same quoted price and same terms and condition.
12. Warranty: All the supplied equipment must carry 01 (one) year standard warranty from the date of Installation or separately as mentioned in NIQ or BOQ. Free Service and support shall be provided at our site at zero cost.
13. Performance Security: The earnest money amounting to Rs 4000/- will be deposited as Security Deposit money. The Security Deposit money will be refunded after 06 (Six) months from the date of supply of the equipment, subject to observation of performance of the equipment satisfactorily.
14. Brochure and specification sheets of the product to be available in public domain and also needs to be attached with the tender.
15. Please mention the offered desktop model number, Intel Processor number and monitor model number clearly in your bid for the proper technical evaluation, otherwise your bid may be rejected due to lack of information.

(Dr. Anandi Mohan Roy)
Principal
Amdanga Jugal Kishore Mahavidyalaya

Date:

FORM-I
PRE-QUALIFICATION APPLICATION

To
The Principal
Amdanga Jugal Kishore Mahavidyalaya
Amdanga, North 24 Parganas

Date:

Sub: Acceptance of Terms and Conditions

Ref:- Tender for
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Respected Madam,

Having examined the pre-qualification documents (N.I.Q.), I/We, (Name of the Proprietor) on behalf of the (Name of the Organization/Firm) hereby submit all the necessary information and relevant documents for your evaluation for the above mentioned 'Tender' as per your E-Tender No.dated.....

I/We would like to state that I/We have carefully read all the Terms and Conditions as laid down against Tender Inviting Notice No. dated and these are understood and unconditionally accepted to me/us. I/We do undertake to abide all the Terms and Conditions contained therein.

The necessary evidence admissible by law in respect of authority assigned to us on behalf of the group of firms for Application and for completion of the contract documents is attached herewith. We are interested in bidding for the works given in Enclosure to this letter.

(Full Signature of the Tenderer(s))

Enclosures:

1. Prescribed forms duly filled in duplicate.
2. Evidence of authority to sign.
3. Latest brochures.

(Official Seal)

FORM-II

ORGANISATION DETAILS

Name of applicant :

Office Address :

i) Telephone No. :

ii) Mobile No. :

iii) Fax No. :

iv) E-mail Id :

Name and address of Bankers :

Attach an cancelled cheque colour photo copy :

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Note: Application covers Proprietary Firm, Partnership, Limited Company or Corporation,

Signature of applicant including title
and capacity in which application is made

CHECK LIST FOR TENDERER:
SPECIFICATION OF THE REUIRED
ITEMS:

SI No.	Name of the Item	Brief technical specification specified by the customer	Qty required
1	DAIKIN OR HITACHI AIR CONDITONING MACHINES with Installation, 3 Free Service for 1 year.	<ul style="list-style-type: none">• 2 TON 4 star / 5 star Inverter Split AC• 100% Copper Coil with Dust Filter.• Minimum 2024 model.	4

Others Terms & Conditions

1. **Authorization Certificates is required.**

(Dr. Anandi Mohan Roy)
Principal
Amdanga Jugal Kishore Mahavidyalaya

Date: