

# **Standard Bidding Document**

## **TECHNICAL BID**

**Raja Narendra Lal Khan Women's College**

# Raja Narendra Lal Khan Women's College

Midnapore, Paschim Medinipur-721102

Phone: (03222) 275 426

## NOTICE INVITING PRE-QUALIFICATION

### CUM - TENDER (TWO COVER SYSTEM)

RNLWC/NIT/14/ 2018-19 Date : 04.08.2018

Memo No. 209-WCMID/18

Dated : 04.08.2018

For and on behalf of Raja Narandra Lal Khan Women's College, the Principal, Raja Narandra Lal Khan Women's College Paschim Medinipur, invites Online e-Tender **ITEM WISE** rate tenders for each of the following works by two cover system. Pre-qualification documents (Bidders1, Bidders2, and document for specification wise for Technical Document) in a separate cover and Bid document with BOQ rate in another cover are to be submitted by the qualified Suppliers, Seller, Manufactures and any other eligible Bidders who satisfy the terms and conditions set out in pre-qualification document.e-tender for the work detailed in the table below (Submission of Bid through online).

Sl. No	Name of the work	Estimated Cost (Rs.)	Earnest Money (Rs.)	Cost of Documents (in Rs)	Completion Time
(1)	(2)	(3)	(4)	(5)	(6)
1	SUPPLY AND INSTALLATION OF UPS AT RAJA N. L. KHAN WOMEN'S COLLEGE, PASCHIM MEDINIPUR. (SEE DETAIL SPECIFICATIONS SHEET - 1, 2, 3 & 4)	Quoted Amount	2% of Quoted Amount	1000.00	30 (Thirty) Days
2	SUPPLY AND INSTALLATION OF LCD PROJECTOR AND PRINTERS AT RAJA N. L. KHAN WOMEN'S COLLEGE, PASCHIM MEDINIPUR. (SEE DETAIL SPECIFICATIONS SHEET - 5, 6, 7, 8 & 9)	Quoted Amount	2% of Quoted Amount	1000.00	30 (Thirty) Days

Intending bidders may download tender documents from e-procurement portal of Govt. website [www.wbtenders.gov.in](http://www.wbtenders.gov.in) The pre-qualification and bid documents duly filled in all respect should be submitted on-line through our e-portal from **(as per Server Clock)**. Raja Narandra Lal Khan Women's College, Paschim Medinipur does not take any responsibility for the delay caused due to non-availability of Internet connection or traffic jam etc. for on-line bids. **The amount of Earnest Money and cost of document should be deposited separately in favour of "E-Procurement of Raja N. L. Khan Women's College "Paschim Medinipur at UCO BANK, Midnapore, AC NO: 17480110061961, IFSC CODE: UCBA0001748, MICR CODE : 721028303 (specifying the name of tenderer and as per NIT RNLWC/NIT/14/ 2018-19 (SI No. ....) ) in the Paying**

**slip), through RTGS/NEFT/CBS System/Directly deposit on account only (without Earnest Money and cost of document bidder will be rejected).**

**A. Terms and conditions:**

1. Bidders are advised to study all **technical and financial** aspects, instructions, forms, terms and specifications carefully in the tender document. Failure to furnish all information required in the Tender Document or submission of a bid not substantially responsive to the Tender document in every respect will be at the Bidder's risk and may result in the rejection of the bid.
2. The financial bid document of the technically qualified bidders will be opened for evaluation and selection of qualified bidders will be declared after technical evolution and the other bid documents will be unopened. No separate intimation will be given for this, unless the above date is changed. In case of change of date, due intimation will be given in our college website **www.rnlkwc.ac.in**. No individual intimation will be given. Name of the qualified bidders will be displayed **in the college Website**.
3. **The Principal, Raja N. L. Khan Women's College, Paschim Medinipur, reserves the right to reject or cancel any or all pre-qualification documents and bid document without assigning any reason whatsoever. The college is not bound to accept the lowest quotation and reserves the right to reject or partially accept any or all the quotations received without assigning any reasons.**
4. The bidder must upload the filled Technical Compliance sheet for particular annexure mentioning make and model. Other features must fill just put Yes or No in the Technical Compliance sheet for particular annexure. If put 'NO' mention your specification.
5. Same value or higher Copy of Work Order / Work Completion Certificate with work value duly signed by Competent Authority from Central (India) / State Government Department/Institute, Autonomous Institute/ Agency/ Office/ University Funded by Central/State Government showing that the Bidder should have executed (completed) for supply, installation and Commissioning of IT Hardware, Software other items mentioned in this tender document and turn over 50% of estimated present tender cost in the last five (05) financial years. Photocopy of PAN, GST Registration certificate, Current Trade License, Professional Tax (2018-2019), Income Tax return for the last five financial years. The

tender inviting authority shall verify the above mentioned documents (in original) which are mandatory for the participation before issuance of the work order.

6. All bidders should submit their West Bengal Sale & Service Support office address details with documents. Post-sales service should be available from the end of the bidder as and when required.
7. The bidders are required to quote for each item separately in terms of basic price and all other charges. Prices can be quoted in Indian Currency only in rupees.
8. No advance payment or payment against Performa invoice will be made. Payment will be made after receipt, inspection, and installation/ testing. All damaged or unapproved goods shall be returned at the bidder's risk and cost and the incidental expenditure there upon shall be recovered from the concerned party. The company or bidder should ensure quick back up response in case of equipment failure which should be replaced if needed within 48 hours of the distress call.
9. The purchase order or work order for the entire quantity can be placed either in one lump sum or as per the requirement through repeat order subject to availability of fund of the required items. The quantity shown is tentative and may increase or decrease. On acceptance of work order, the date of delivery should be strictly adhered to otherwise, the Principal, **Raja N. L. Khan Women's College, Paschim Medinipur** reserves the right not to accept the delivery in full or in part. In case the order is not executed within the stipulated period, the **Raja N. L. Khan Women's College, Paschim Medinipur** will be at liberty to make purchase through other sources.
10. **Payment of bill will be made through by crossed account payee Cheque or electronic payment (NEFT) or ePFMS portal by Print Payment Advices only after delivery and successful installation of each of the items after deduction of 10% security and others taxes as per Govt. norms. Security deposit is refundable after six months subject to the condition of successful running of the items.**
11. The rates should remain valid for the period up to March 2019. The rates once accepted will not be changed under any circumstances.

12. **Refund of EMD:** The Earnest money of all the unsuccessful tenderers/bidders will be refunded after submission of application with original bank transaction slip from the tenderer/ bidders to the office of the Raja N. L. Khan Women's College, Paschim Medinipur. The Earnest money deposited by the successful tenderer/bidders will be converted into security deposit. No interest will be paid by the tender accepting authority.

**B. METHODOLOGY OF SUBMISSION OF BID AND ITS EVALUATION:**

The Bidder has to accept unconditionally the on-line user portal agreement which contains the acceptance of all the Terms and Conditions of NIT, including Commercial and General Terms & Conditions and other terms, if any, along with on-line undertaking in support of the authenticity of the declarations regarding the facts, figures, information and documents furnished by the Bidder on-line in order to become an eligible Bidder. No conditional bid shall be allowed / accepted. The Bidder must comply with all the terms & conditions.

**C. Confirmatory Documents:**

The Bidder must upload scanned copies of various documents required for eligibility and all other documents as specified in the Tender Document while submitting his bid. The Bidder will have to give an undertaking online that if the information / declaration / scanned documents furnished in support of the same in respect of Eligibility Criteria are found to be wrong or misleading at any stage, they will be liable to punitive action. Any other document uploaded which is not required as per the terms of the Tender Document shall not be considered.

**D. Technical Parameter Sheet and Commercial Sheet::**

The **Technical Parameter Sheet** (TPS) containing the technical specification parameters for each tendered item **along with “commercial parameters”** will be available for download in Excel format. This will be downloaded by the Bidder and he/she will furnish all the required information on this Excel file. Thereafter, the Bidder must upload the same Excel file during Bid submission in **Cover-I**. Non-compliance of any of the technical parameter of specification for any of the item will disqualify the Bidder for that item. Non-compliance of **any of the commercial parameters** will disqualify the Bidder for all the items. The Technical **cum Commercial** Parameter Sheet, which is incomplete and not submitted as per instructions given above, may lead to rejection of one or all the items automatically by the system.

**E. Price Bid / BOQ:**

The Price Bid containing the Bill of Quantity (BOQ), which is in Excel Format, will be uploaded during tender creation. The Price bid / BOQ will be downloaded by the Bidder and the rates, taxes & duties, etc., for the offered items will be quoted in the same Excel file along with the price. Thereafter, the Bidder must upload the same Excel file during bid submission in **Cover-II**.

**F. Composite Price:**

If the Price-bid is on item wise, the Bidders should quote for any tendered item(s), and the L-1 will be decided on Item wise and the item shall be procured from Lowest Bidders Separately.

# Raja Narendra Lal Khan Women's College

Midnapore, Paschim Medinipur-721102

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## List of Important Dates of Bids

1.	Name of Work	SUPPLY AND INSTALLATION OF UPS, PRINTER, LCD PROJECTOR AT RAJA N. L. KHAN WOMEN'S COLLEGE, PASCHIM MEDINIPUR.
2.	Completion Period of work	<b>30</b> (Thirty) Days after receiving Work order by successful bidder.
3.	<b>Date of Issue of Notice Inviting Bid</b>	04-08-2018
4.	<b>Period and time for download of Bidding Documents</b>	From: 06.08.2018 at 10.00 A.M. To: 16.08.2018 at 3.00 P.M.
5.	<b>Place of submission of bids</b>	Raja N. L. Khan Women's College, Midnapore, Paschim Medinipur-721102
6.	<b>Time of submission Bids</b>	From: 06.08.2018 at 10.00 A.M. To: 16.08.2018 at 3.00 P.M.
7.	<b>Time and Date for opening Technical Bid/Bids</b>	18.08.2018 at 3.00 P.M.
8.	<b>Time and Date of opening Financial Bids</b>	Will be declared after evolution of Technical Bids.
9.	<b>Place of opening bids</b>	Raja N. L. Khan Women's College, Midnapore, Paschim Medinipur-721102
10.	<b>Last Date of Bid Validity</b>	180 days

Sd/-

Principal

Raja N. L. Khan Women's College  
Midnapore, Paschim Medinipur-721102.

Memo No. 209 -WCMID/18

Dated : 04.08.2018

Copy forwarded for information and wide publications :-

1. Two (02) wide circulated news papers.
2. College Website: [www.rnlkwc.ac.in](http://www.rnlkwc.ac.in)
3. Accountant.
4. Convener, College Purchase Committee.
5. Notice Board of Raja N. L. Khan Women's College.

Sd/-

Principal

Raja N. L. Khan Women's College  
Midnapore, Paschim Medinipur-721102