

UNIVERSITY OF GOUR BANGA

Established under the West Bengal Act XXVI of 2007

[Recognized U/S 2(f) & 12(B) of the UGC Act and NAAC accredited University with „B Grade] (2016)]

P.O.: Mokdumpur, District: Malda, West Bengal, PIN- 732 103

Convener,

Tender & Purchase Committee (Dept. of UE)

URL: www.ugb.ac.in

E-mail: financeofficer@ugb.ac.in

Ref. No: 77/UGB/UE -22

Date: 17/09/2022

NOTICE INVITING QUOTATION

ABRIDGED NOTICE INVITING e-QUOTATION

e-NIQ No. - UGB/UE/77, Dated ...17/09/2022

The Convener, Tender & Purchase Committee, University of Gour Banga, Malda invites **e-Tender in two bid system i.e. Technical bid and Financial bid** from eligible, reputed and OEM authorized dealers for “**Supplying of SMF Battery to be used in Numeric(Existing) make 3 Phase Input /3 Phase Output UPS having model No. HPI33**” at University of Gour Banga, Malda. The details of work are given below (Submission of Bid through **online**).

Scope of Work

Supply of SMF Battery-65AH-80 Nos. to be connected with Four Numbers 10 kVA Numeric make UPS (Model No. Hpi33) and Supply of SMF Battery 120AH-40 Nos. to be connected with Two numbers Numeric make UPS (Model No. Hpi33) after rectification of SCR PCB & Inductor PCB.

The prospective bidder should submit the OEM (Numeric) authorisation along with the authorize to service of Numeric UPS.

TERMS & CONDITION

1. Intending bidders have to download the tender document from the website directly by the help of Digital Signature Certificate & necessary cost of tender document may be remitted through **demand draft only** issued from any nationalized bank in favour of **University of Gour Banga**, payable at **Malda**. & same may be documented along with earnest money through e-Filling. EMD of unsuccessful bidder will be returned subsequently. No interest shall be paid on EMD.
2. During Online submission of Bid only scan copy of **EMD (Earnest Money Deposit)** should be submitted. Only successful L1 Bidder will have to submit the EMD in original (same as submitted during online bidding) to the office of the Convener, University of Gour Banga, Malda. However department (Tender Inviting Authority) will not be held responsible for late delivery or loss of the DD so mailed through post / courier. Technical Bid and Financial Bid both will be submitted concurrently duly digitally signed in the Website <https://etender.wb.nic.in>. Tender documents may be

downloaded from website & submission of Technical Bid/Financial Bid as per Tender time schedule sated in **(Date & Time Schedule)**.

3. **The tender is liable to be rejected if OEM Authorization is not given there-in, or if the particulars and data (if any) asked for.**
4. EMD –A sum of Rs.20,000.00 (Rupees Twenty thousand) in the form of CTS Demand Draft from any Nationalized Bank in favour of ‘**University of Gour Banga**’ payable at ‘**Malda**’ is to be attached/uploaded with the tender documents as earnest money deposit, failing which the tender/quotation will be treated as cancelled. EMD of unsuccessful bidder be refunded and no interest will be paid against EMD.
5. An amount of 10 % of the total order value shall be retained as security money which shall be released after one (01) year.
6. As per Govt. norms product should be “**Make in India**”.
7. Payments will be made on account pay in cheque on the basis of on finished work.
8. Taxes shall be deducted as per Govt. norms
9. Documents like PAN, GST and Trade License are to be submitted with the tender paper. The University of Gour Banga reserves the right to amend or cancel the scope of the job as well as to modify the terms and conditions of the tender. Dispute, if any, arising out of the supply of Items shall be settled by mutual discussion or arbitration by sole Arbitrator to be appointed by the Vice Chancellor UGB as per the provisions of the Indian arbitration and Conciliation CIS_Tender_Supply and installation"
- Act, 1996 and the Rules framed there under. Any Arbitrator appointed shall not have the jurisdiction to pass any interim awards, or to grant interest higher than 8% charged simply on the award amounts, or amounts payable to either party.
10. The number of Items may increase or decrease by the demand/decision of the authority of UGB.
11. Damage to goods or any other loss due to accident etc. during transit shall be the Responsibility of the supplier.
12. Bidder should be submitted **OEM Authorized Letter**.
13. Without **OEM** Authorized Letter Tender will be treated as cancelled.
14. Time of delivery shall be reckoned Before December, 2022 from the date of receipt of work order.
15. Warranty period will be considered as provided by the manufacturer.
16. Price shall be quoted in Indian Rupees (INR) inclusive of all taxes, installation & delivery Charges.
17. Tools and tackles for any installation work as required shall have to be arranged by the agency at their own cost.
18. Agency shall maintain & comply with all standard/relevant safely norms and measures at their own cost during installation of such equipment.
19. Recommendation of payment will be done only after successful delivery & installation of the materials.
20. University authority has the liberty to take administrative/legal steps as deem fit against the successful bidder at their discretion if the warranty/guarantee/services are not provided properly and in time by the agency/service provider. For any discrepancies, decision taken by the Vice Chancellor, University of Gour Banga is final and binding. And for any court cases the jurisdiction will be Calcutta High Court.

Date & Time Schedule:

Sl. No.	Particulars	Date and Time
1	Date of Publishing of e-NIQ & Tender Documents (online)	17/09/2022
2	Documents download/ sell start date & time (online)	19/09/2022 from 10.00 hrs.
3	Prequalification, technical and financial bid submission starting date & time (online)	19/09/2022 from 10.00 hrs.
4	Documents download/sell closing date & time (online)	17/10/2022 upto 15.00 hrs.
5	Prequalification, technical and financial bid submission closing date & time (online)	17/10/2022 upto 15.00 hrs.
6	Date & time of opening of prequalification proposals & technical proposal (online)	19/10/2022 on 15.00 hrs.
7	Tentative date & time of uploading of list of technically qualified bidders (online)	21/10/2022 on 12.00 hrs.
8	Tentative date & time of opening of financial bid (online)	21/10/2022 on 13.00 hrs.
9	Tentative date of uploading of list of bidders along with their offered rates (online)	21/10/2022 on 13.00 hrs.

NOTE : Any complain / grievance will have to submit in writing only before the date & time of opening of tender / tenders. No complain / grievance will be entertained after opening of this / these tenders.

21. No Conditional / Incomplete Tender will be accepted under any circumstances.
22. During scrutiny, if it is come to the notice to tender inviting authority that the credential or any other papers found incorrect/ manufactured/ fabricated, that tenderer will not be allowed to participate in the tender and that application will be out rightly rejected without any prejudice.
23. Before issuance of the work order, the tender inviting authority may verify the necessary documents of the lowest tenderer if found necessary. After verification, if it is found that such documents submitted by the lowest tenderer is either manufacture or false in that case, work order will not be issued in favour of the tenderer under any circumstances and the earnest money will be forfeiture duly without any prejudice.
24. Bidders should upload their documents from the original copies. Uploaded copies which are not clearly visible will not be accepted.
25. If proportionate progress with time is not maintained in any work then any work can be rescind without any further reminder and NO TIME OF EXTENSION will be entertained in any circumstances unless this Department sought for it and submission of tentative bar-charts within three days of date of issue of work order.
26. For a particular work, in 2nd Call, Bona fide outsider Contractors may be allowed to participate along with other categories if that tender in 1st call cannot be finalized due

to shortage of successful bidders. The bidders will be disqualified if all necessary documents as required in NIT are not produced by those bidders.

INSTRUCTION TO BIDDERS

1. General guidance for e-Tendering

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

2. 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://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.

3. 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).

4. Downloading of Tender Documents

The Bidders 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.

5. 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.

6. Submission of Tenders.

General process of submission, Tenders are to be submitted through online 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).

A. Technical proposal

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

A-1. Statutory Cover Containing

- i) Prequalification Application
- ii) Earnest Money Demand Draft of Rs. 20,000/- (Twenty THOUSAND) only.
- iii) Demand Draft towards cost of tender documents as prescribed in the NIT, against each serial of work in favor of **University of Gour Banga**, payable at **Malda**.
- iv) Demand Draft towards earnest money (EMD) as prescribed in the NIT against each of the serial of work in favor of the **University of Gour Banga**, payable at **Malda**.
- v. Special Terms, condition & specification of works.
- vi. Certificate of revolving line of credit by the Bank (if required).
- vii. **A letter of authorization from the Principal specific (OEM) as proof of manufacturing unit/dealership to the tender should be enclosed**

A-2. Not statutory Cover Containing

- i) Professional Tax (PT), deposit receipt challan, Pan Card, GST Registration Certificate.
- ii) Registration Certificate under Company Act. (if any).
- iii) Registered Deed of partnership Firm/ Article of Association & Memorandum. iv) Power of Attorney (For Partnership Firm/ Private Limited Company, if any)
- v) Tax Audited Report in along with Balance Sheet & Profit & Loss A/c for the last three years, (year just preceding the current Financial Year will be considered as year – 1).
- vi) List of Technical staffs along with structure & organization.
- vii) Enlistment copy issued by Department.

Note: Failure of submission of any of the above mentioned documents will render the tender liable to summarily rejected for both statutory & non statutory cover.

THE ABOVE STATED NON-STATUTORY / TECHNICAL DOCUMENTS SHOULD BEARRANGE IN THE FOLLOWING MANNER

Click the check boxes beside the necessary documents in the My Document list and then click the tab “Submit Non Statutory Documents’ to send the selected documents to Non-Statutory Folder. Next Click the tab “Click to Encrypt and upload” and then click the “Technical” Folder to upload the Technical Documents.

<i>Sl. No.</i>	<i>Category</i>	<i>Sub-Category Description</i>	<i>Details</i>
<i>A.</i>	<i>CERTIFICATES</i>	<i>CERTIFICATES</i>	<ol style="list-style-type: none"> 1. <i>GST Registration Certificate & Acknowledgement.</i> 2. <i>PAN, I. Tax Return (up to date)</i> 3. <i>P. Tax (Challan and Number, Current FY.</i>
<i>B.</i>	<i>COMPANY DETAILS</i>	<i>COMPANY DETAILS I</i>	<ol style="list-style-type: none"> 1. <i>Proprietorship Firm (Trade License).</i> <i>Partnership Firm (Partnership Deed, Trade License).</i> 3. <i>Ltd. Company (Incorporation certificate, Trade License).</i> 4. <i>Co-operative Society (Society Registration copy, Renewal copy, NOC from ARCS, Up to date meeting resolution copy.</i> 2. <i>Power of Attorney.</i>
<i>C.</i>	<i>CREDENTIAL</i>	<i>CREDENTIAL -1 CREDENTIAL – 2</i>	<i>credential of similar nature of job without any reservation for any particular class of contractors</i>

D.	<i>P/L AND BALANCE SHEET</i>	<i>P/L AND BALANCE SHEET LAST THREE YEARS</i>	<i>Profit and Loss and Balance Sheet (with Annexure in case of Tax Audit – Current F.Y.).</i>
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B. 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 amount.
- ii) Only downloaded copies of the above documents are to be uploaded virus scanned & Digitally Signed by the Bidders.

07. Rejection of Bid

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.

08. Award of Contract

The Bidder, whose Bid has been accepted will be notified by the Tender Inviting & Accepting Authority through acceptance letter/ Letter of Acceptance / Work Order.

The notification of award will constitute the formation of the Contract.

The Agreement will incorporate all agreements between the Tender Accepting Authority and the successful Bidder. All the tender documents including NIT & B.O.Q. will be the part of the Contact Document.

#NOTE: Successful bidders (i.e. L1 bidders) are requested to submit self- attested hard copies of all documents which were submitted during bidding.

GUIDELINES TO THE TENDERER

Instruction / guidelines for the tenderer for Electronic Submission of the tenders online :- 1. Registration of the Contractor

- Any contractor/Bidders willing to participate in the processes of e-Tendering is required to log on to <https://etender.wb.nic.in> with user ID (a valid e-mail ID with password) for enrolment and registration. The contractor/Bidders is to click on the link for e-Tendering site as given on the web portal.□
- The registration page would appear where the contractor is to fill up the details asked for regarding basic organization information in that page.□
- Upon submission of such details online, registration would be done.□

2. Obtaining Digital Signature Certificate (DSC).

- A Digital Signature is not a digitized form of signature. It is rather an identity proof for the tenderer, who is tendering electronically online, this may be used is the name of Authorized Representative of the Organization (Firm). It is stored in and given as a USB e-token.□
- Class- II and Class III Digital Signature Certificate can be procured from the approved Certifying Authorities recognized the Controller of Certifying Authorities, Government of India on payment of requisite amount.□
- The contractor/Bidders is again required to log on with the user ID and password to register the Digital Signature Certificate (DSC) without which he

cannot participate in e-Tendering. One registered, this DSC can be used for participating in any e-Tendering□

3. *Uploading documents*

- The tenderer is to log in with Digital Signature Certificate (DSC), e-token password to□ upload scanned copies of various documents, as sought for in the NIT. This can be save, edited and even deleted, if necessary, by the tenderers.

4. *Downloading Tender Documents*

- By tender search, (by value, by location, and by classification) or from latest tender, the tenderer may download and view details of tenders after clicking on serial number.□
- Such downloaded documents can be saved in computer as well.□
- After downloading documents and before submission of tender online, it is to be ensured that the documents have properly been filled up and necessary scanned documents have been uploaded, virus scanned and digitally signed.□

5. *Tender Submission*

- The Tenderer is to read the NIT carefully.□
- All corrigendum, addendum to the original NIT is to be considered as part of NIT.□
- Each tenderer can submit tender for maximum 1 serial (package) in any particular NIT, but such tenders will be considered subject to fulfilment of credential criteria and financial capability to be assessed by the Tender & Purchase Committee (TEC).□
- The Tenderer is to use log in ID and password, followed by Digital Signature Certificate and to give e-token password to search the tender(s) he wants to participate from ‘Search Active Tenders’.□
- The selected tender may be added firstly in ‘My favourite’ and then ‘My Tender’ A message would appear that the tender has been set as favourite.□
- The Tenderer is click ‘View’ to submit tender.□
- The Tenderer is to further click ‘I agree’ and ‘Submit’, before opting for offline payment for cost of tender paper and Earnest Money Deposit (wherever applicable).□
- Cost of Tender papers and Earnest Money Deposit (wherever applicable) are to be paid through Demand Draft (DD) or as may be prescribed, details of which are to be filed up subsequently for online information.□
- Synopsis of credential in prescribed format and other documents as may be required are to be entered, verified, encrypted (transformation into non readable format) and uploaded.□
- Financial Folder containing the Bill of Quantities (BOQ) for offering the rate for execution of works is to be submitted next online, by uploading scanned copies duly encrypted.□
- Before freezing the submission, changes may be made, but these cannot be done after freezing.□
- Technical and Financial Bids, both are to be submitted concurrently online, positively before the prescribed date and time of tender submission.□

6. In case of any clarification / assistance required for the process of e-Tendering please contact during office hours to Convener, Tender & Purchase Committee, University of Gour Banga, Malda.

- Sd/-
The Convener,
Tender & Purchase Committee, University of Gour Banga,
Malda – 732103

PRE- QUALIFICATION APPLICATION

To
The Convener, Tender & Purchase Committee, University of Gour Banga, Malda - 732103

Ref:- Tender for.....

(Name of work).....

.....

.....

[N.I.T. No.....(Sl. no._____)

Dear Sir,

Having examined the statutory, Non statutory & NIT documents, I /we hereby submit all the necessary information and relevant documents for evaluation.

The application is made by me / us on behalf of.....In the capacity.....duly authorized to submit the order.

The necessary evidence admissible by law in respect of authority assigned to me on behalf of the group of firms for Application and for completion of the related documents is attached herewith.

We are interested in bidding for the work given in Enclosure to this letter.

We understand that :

- (a) Tender Inviting and Accepting Authority can amend the scope & value of the contract bid under this project.
- (b) Tender Inviting & Accepting Authority reserves the right to reject any application without assigning any reason: **Encl:- e-filling of**

1. Statutory Documents 2. Non Statutory Documents.

Date :-

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