

## **GUSHKARA MAHAVIDYALAYA**

P.O. GUSHKARA, DIST. PURBA BARDHAMAN, PIN 713128, W.B.  
Phone: (03452) 255 105, Email: guskaramahavidyalaya@gmail.com

### **Tender Reference No.: GM/RUSA/P/NIT-19/2019**

E-tenders are invited from reputed Manufacturer/Authorized Dealers/Suppliers for purchase of Laboratory Equipments for the Dept. of Music. Rate should be quoted in the prescribed format (standardized BOQ format).

All the relevant documents, **Specification (Annexure-“A”)** etc. should be downloaded by the interested bidders from the website: <https://wbtenders.gov.in>. Any addendum/corrigendum/Extension of validity period will be notified at the aforesaid e-Tendering portal: <https://wbtenders.gov.in>. Bidders are requested to go through the following very carefully before submission of bids. When a tendering firm submits their tender in response to this N.I.T., they will be deemed to have understood fully the contents, the requirements, terms& conditions of this tender.

#### **A. Laboratory Equipments for the Dept. of Music:**

✓ **Login by bidder:** A bidder desirous of taking part in an e-tender invited by a State Government shall login to the e-Procurement portal of the Government of West Bengal using their login ID and password using valid DSC.

#### **B. Eligibility of Bidder:**

✓ The bidder must be a Manufacturer or authorized representative of manufacturer. Certificates/Authorization must be submitted online in support of the claim.

**C. Validity of Bid & Warranty:** - The tendered rate shall be valid till 1 year from the date of acceptance. The equipments must be covered under On-site Warranty for 1 year.

**D. Documents:** - Bidders shall submit their Valid Trade License, GST Registration Certificates, PAN No. and P. Tax, Bank Account No., Credentials in support of supplying Lab. equipments from any Govt./Govt. Aided undertaking valued at not less than Rs. 30,000.

#### **E. Others: -**

- i. **The bid price must be final price inclusive of Supply of and installation in the College.**
- ii. The prospective bidder shall have to execute the work in such a manner so that appropriate service level of the work is maintained during the contract period. If any deficiency / damage is found during the period as mentioned above, the Bidder shall be held responsible. The bidder may quote his rate considering the above aspect. The intending Bidders shall clearly understand that whatever may be the outcome of the present invitation of Bids, no cost of Bidding shall be reimbursable by the College.
- iii. The College authority does neither bind itself to accept the lowest rates of any tender nor to assign any reason thereto for non-acceptance of the tender.
- iv. The college authority has the full right to check/verify the original copy of documents submitted by the bidder at any point during the e-tendering process.

It is obligatory for the bidder that to maintain delivery schedule for supply of the ordered item and its accessories. In case of delay successful bidder will be held responsible & action will be taken as per condition of tender as laid down herein without prejudice. Any sort of plea for Part Performance / No Performance / Defective Performance against work order, will not be considered and this will include incidents occurring due to acts of God.

**F. Payment:**

✓ Tax Invoice and the Challan against the work/supply is/are to be sent in DUPLICATE and should invariably be submitted along with supplies.

✓ Payment shall be made after executing the order satisfactorily in all respects. However, no interest shall be paid to the firm if the payment is delayed due to whatever reasons. In no circumstances, delivery schedule should be affected & or linked with the payment of outstanding bills. The payment of bills shall be withheld, in case of violation of any tender terms & conditions.

**Date & Time Schedule**

Sl.No.	Particulars	Date	Time
1.	NIT publication date	01.06.2019	16:20 p.m.
2.	Bidding starts	01.06.2019	16:20 p.m.
3.	Bidding closing	15.06.2019	18:00 p.m.
4.	Bid opening date	18.06.2019	14:30 p.m.

**Bid Opening Location:** Gushkara Mahavidyalaya, P.O. Gushkara, Dist. Purba Bardhaman, PIN 713128, W.B.

Sd/- Dr. S.K.Pan  
Principal  
Gushkara Mahavidyalaya

## Instructions to Bidders

### General guidance for E-Tendering:

The following are the instructions / guidelines for electronic submission of the tenders for assisting the Manufacturer/Authorized Dealers/Suppliers to participate in E-Tendering:

- I. **Registration:** Any Manufacturer/Authorized Dealers/Suppliers 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>.
- II. **Digital Signature Certificated (DSC):** Each Manufacturer/Authorized Dealer/Supplier is required to obtain a Class-II or Class-III Digital Signature Certificate (DSC) for submission of tenders for the approval service of the National Informatics Centre (NIC) on payment of requisite amount. Details are available at the website stated in Clause-I above. DSC is given as a USB e-Token.
- III. The Manufacturer/Authorized Dealers/Suppliers can search and download the NIT and Tender Document(s) electronically from computer once he logs on to the website mentioned in Clause-I using the Digital Signature Certificate. This is the only mode of collection of Tender Documents.
- IV. **Submission of Tenders:** Tenders are to be submitted online to the website stated in Clause-I in two folders, one in Technical Proposal & the other is Financial Proposal before the prescribed date & time using the Digital Signature Certificate (DSC). Virus scanned and digitally signed copies of the documents are to be uploaded. The documents will get encrypted (transformed into non-readable formats).
- V. **Technical Proposal:** The Technical Proposal should contain scanned copies of the following cover (folder):

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

i. NIT (Online)

b) **Non-Statutory Cover** Containing the following documents –

Sl.No.	Category	Sub-Category	Details
1.	Certificates	Certificates	<ul style="list-style-type: none"> <li>• Manufacturer/Authorized Dealer</li> <li>• GST Registration</li> <li>• PAN</li> <li>• P.Tax (Challan)</li> <li>• IT receipt</li> <li>• Credentials of supplying previously the same to the Govt./Govt. Aided undertaking</li> </ul>
2.	Company Details	Company details	<ul style="list-style-type: none"> <li>• Trade License</li> </ul>
3.	Catalogue	Brochure	<ul style="list-style-type: none"> <li>• Brochure of the manufacturer for each quoted item with specifications</li> </ul>

## **VI. Financial Proposal:**

- a) **BOQ:** The Financial Proposal should contain Bill of Quantities (BOQ) in one cover (folder). The contractor is to quote the rate online through computer in the space marked for quoting rate in the BOQ after downloading the prescribed format from the website.

## **Opening & Evaluation of Tender:**

- I. **Opening of Bid Proposal: Nodal Officer and Procurement Officers** will open the bids of the Tender in presence of the **members of Purchase & Tender Sub-Committee**.
- II. **Intending tenderers may remain present if they so desire.**
- III. 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.
- IV. Decrypted (transformed into readable formats) documents of the Non-Statutory cover will be downloaded and handed over to the Purchase & Tender Sub-Committee.
- V. Summary list of technically qualified tenderers will be uploaded online.
- VI. Pursuant to scrutiny and decision of the Purchase & Tender Sub-Committee the Summary List of eligible tenderers and the serial number of work for which their proposal will be considered will be uploaded in the web portals.
- VII. During evaluation the committee may summon the tenderers and seek clarification / information or additional documents or original hard copy of any of the documents already submitted and if these are not produced within the stipulated time frame, their proposals will be liable for rejection.

Sd/- Dr. S.K.Pan  
Principal  
Gushkara Mahavidyalaya

**Please see Annexure A for details.**

**Annexure – “A”**  
**Department of Music**  
**List of Equipments**

<b>Sl.No.</b>	<b>Name of equipments</b>	<b>Qty.</b>
1.	Harmonium (Scale Changer)	1
2.	Tanpura (Ladies Manual)	2
3.	Electronic Tanpura	1
4.	Tabla (three different scale)	3
5.	বাঁয়া	১