

SEVAYATAN SIKSHAN MAHAVIDYALAYA



A Govt. Sponsored College
Established in 1959

(Affiliated to VU & WBUTTEPA and Recognized by the NCTE: Letter No. ERC/7-87.6(1). 3/2008/11885)
Revised Letter No. – ERC/NCTE/(APE00720)/B.Ed.(Revised Order)/2015/32494, Dtd. 30-05-2015.
P.O.: Sevayatan, Dist. - Jhargram, PIN 721514:: **WBUTTEPA Code No. 16024**
E-mail: ssmahavidyalaya@yahoo.co.in Web: www.ssmahavidyalaya.ac.in

Notice Inviting E Tender

E-Tender No: SSM/ 2022-23/ET-01

Date: 18/01/2023

E-Tender is invited through the website: <https://wbtenders.gov.in> for the work detailed in the table below.(Submission of bid through online only):

Sl. No.	Description of work	Earnest Money	Cost Tender Form	Period of Completion
1.	Supply and installation of Desktop Computer, Laptop, LCD Projector, Projector Screen, Projector Screen (Motorized), Printer (MFP), UPS (KVA), Access Point, (WIFI), Smart Class Interactive Panel Make, Smart Class Solution with LCD Projector, Sound System with amplifier, Speakers, Chord mic and cordless mic and Cat-6 UTP Cable at Sevayatan Sikshan Mahavidyalaya, Jhargram.	10,000/-	1,000/-	30 days

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 the Time Schedule stated herewith.
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, Sevayatan Sikshan Mahavidyalaya. The decision of the Principal, Sevayatan Sikshan Mahavidyalaya, Jhargram 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/s and completion certificate/s) 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 six months along with earnest money (if any).
9. The Quantity of the Item(s) is always subject to change and it depends upon the Requirement & Budget. Actual required Quantity will be mentioned in the Purchase Order and the selected

bidder will be liable to supply and install the equipment with the same quoted price and same terms & conditions.

10. Warranty: All the supplied equipment must carry 03 (Three) year standard onsite warranty from the date of successful Installation if it is not mentioned in the Specification (Table – I).
11. The bidder / participating firm in the tender shall be either OEM of the product or their authorized distributor. The distributor will have to submit valid original OEM authorization certificate/s as mentioned in the specification. The original certificate/s will need to be submitted on demand.
12. OEM & Bidder must submit their Sales & Service Support office address in West Bengal with contact details.
13. Installation & demonstration of all the items in the College premises is mandatory.
14. 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 whatsoever and also to split up the tendered work to more than one contractor in the interest of scheme of execution.
15. In case any provisions of the above-mentioned Tender are found violated, then the College Authority shall have the right to reject the Tender/bid.
16. No extension of time will be allowed and no advance payment will be made at any circumstances.
17. The vendor must be bound to provide all kind of support during the warranty period as and when required.
18. No tender will be accepted after the stipulated date and time as mentioned.
19. Completion of installation within 30 days after receiving the work/purchase order.
20. Payment will be made in favour of the selected bidder after successful completion of the work and observation of necessary formalities as the authority deems fit from time to time as per Govt. norms.
21. Conditional bid or bid with clause or price variation will be rejected.
22. No mobilization / secured advance will be allowed.
23. 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.
24. The Prospective Bidder shall have to supply and install 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 deemed fit. The contractor may quote his rate considering the above aspect.
25. The Prospective Bidder must arrange the delivery of all the materials into the campus of Sevayatan Sikshan Mahavidyalaya , Jhargram – 721514, West Bengal, at their own cost and responsibility.
26. 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.
27. Earnest Money: The amount of Earnest Money Rs. should be paid online through NEFT/RTGS or Net-Banking as per Order No → 3975 – F(Y) Dated: 28th July, 2016 of Finance Department Government of West Bengal. If any contractor is exempted from payment of EMD, copy of relevant Government Order needs to be furnished.
28. 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.

29. Security Money: The earnest money of amount **Rs. 10,000/-** 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.

30. Date and Time Schedule:

Sl.No.	Particulars	Date & Time
1	Date of Publishing of N.I.T. & other Documents (online)	18/01/2023 18:00 hrs
2	Documents download/sell start date (Online)	18/01/2023 18:00 hrs
3	Documents download/sell end date (Online)	30/01/2023 16:00 hrs
4	Bid submission start date (Online)	18/01/2023 18:00 hrs
5	Bid Submission closing date (Online)	30/01/2023 16:00 hrs
6	Bid opening date for Technical Proposals (Online)	02/02/2023 16:00 hrs
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

31. The Principal, Sevayatan Sikshan Mahavidyalaya, reserves the right to cancel the N.I.T. due to unavoidable circumstances and no claim in this respect will be entertained.

32. Escalation of Price on any ground and consequent cost overrun shall not be entertained under any circumstances. Rates should be quoted accordingly.

33. 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.

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-II or Class-III Digital Signature Certificate (DSC) for submission of tenders from the approved

service provider of the National Informatics Centre (NIC) 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 nonreadable 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 Rs. 10,000/- should be paid Online as per Rule of Govt. of West Bengal.
- NIT 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
- GSTIN Registration certificate with Latest Ack.
- Trade Licence FY 22-23
- P.Tax and latest Challan (FY 22-23)
- PAN Card
- Voter Card
- Aadhar Card
- Last 3 years Income Tax Return (AY 22-23, 21-22, 20-21)
- 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 has 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 along with Balance Sheet & Profit & Loss A/c. for the last year (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 BEARRANGED IN THE FOLLOWING MANNER

Sl. No.	Category Name	Sub Category Description	Details	File Format
A	CERTIFICATES	CERTIFICATES	GST REGISTRATION CERTIFICATE & ACKNOWLEDGEMENT, PAN, PTAX (CHALLAN 22-23), LATEST IT RECEIPT	PDF
B	COMPANYDETAILS	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, Sevayatan Sikshan Mahavidyalaya,.
- iv. Summary list of technically qualified tenderers will be uploaded online.
- v. Pursuant to scrutiny & decision of the Principal, Sevayatan Sikshan Mahavidyalaya,, the summary list of eligible tenderers & the serial number of the work for which their proposal will be considered will be uploaded in the web portals.
- vi. During evaluation the Principal, Sevayatan Sikshan Mahavidyalaya, 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

- (a) The financial proposal should contain the following documents in one cover (folder) i.e. Bill of Materials (BOM). The contractor is to quote the rate (in numeric figure only) online through computer in the space marked for quoting rate in the BOM.
- (b) 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, Sevayatan Sikshan Mahavidyalaya, within a specified time frame or if any deviation is detected in the hardcopies 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, Sevayatan Sikshan 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.
- ❖ The College authority is not bound to accept the lowest rate and reserves the right to accept or reject any or all the quotations 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 respects 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. Ashis Kumar Gupta
Principal
Sevayatan Sikshan Mahavidyalaya

List of materials

Desktop (HP/DELL/LENOVO)

Sl No	Parameter	Description	Unit Rate including GST	Quantity	Total Amount
01	Processor Name	Intel Core15-12400 (2.5 GHz base frequency, Turbo Frequency 4.4 GHz,18 MB L3 cache, 6 cores			
	Chipset	Intel® H470			
	Primary Memory	8 GB DDR4-2666 MHz RAM (1 x 8 GB) extendable up to 32 GB			
	Secondary Memory	1 TB HDD+256GB NV me SSD			
	Graphics	Intel® UHD Graphics 730			
	I/O Ports (Front)	1headphone/microphone combo; 4 SuperSpeed USB 5Gbps signaling rate; 2 SuperSpeed USB 10Gbps signaling rate			
	I/O Ports (Rear)	1 HDMI; 1 line in; 1 line out; 1 power connector; 1 RJ-45; 1 serial; 1 VGA; 4Type-A USB			
	Network Interface	Integrated 10/100/1000GbE LAN			
	Wireless	Realtek 802.11a/b/g/n/ac Wifi and Bluetooth			
	Monitor	19.5 Inch LED FHD Screen			
	Same Make	CPU, Monitor, Keyboard and Mouse should be of same OEM Make			
	O/S	Windows 11 home Pre loaded			
	Warranty	03 Years labour onsite			
	Total Price				

Sl No	Parameter	Description	Unit Rate including GST	Quantity	Total Amount
02	LAPTOP HOP/DELL/LENOVO	Intel Core i5-1035 G1/8GB DDR4 Ram/512 GB SSD /INTEGRATED INTEL UHD/ Graphics /15.6'' FHD IPS 250 nits Anti-Glare Screen /Windows 11 home 64 SL/Office H & S 2021/ Laptop Carry Case/ Warranty 01 Year		02	
	LCD Projector Make Epson	XGA 3 LCD Projector / 3300 lumens XGA (1024x768) with ceiling mount bracket, VGA cable 10 mtr, 10 mtr HDMI cable, 10 mtr power cable with Installation.		03	
	Projector Screen	Projector insta Size 8' X 6'		02	
	Projector Screen (Motorized)	Motorized Projector Screen with Remote size -6'X4'		01	
	Printer (MFP) Make-HP	HP Laser Jet All in one MFP M 128FN Print. Scan, Copy with Network Warranty 01 Year		01	
	UPS (1 KVA) Make -FSP	UPS 1 KVA offline double battery		25	
	Access point WIFI	Make D link		15	
	Total				

Terms and Conditions:

Price inclusive of all taxes

Payment to be made after successful delivery and installation

Validity of the Price Bid: 3 months from the Closing date of tender

Sl No	Parameter	Description	Unit Rate including GST	Quantity	Total Amount
03	Smart Class Interactive Panel Make-LG	65" Interactive Digital Board IPS Panel, 16:09 Aspect Ratio, 1200:1 Contra, Brightness :350nits Multi Touch Points (Max.) Interface: HDMI (3), RGB (1), Audio In (1), RS-232 C In (1), RJ45 (1), USB 3.0 Type A (3) USB 2.0 Type A (3), Audio Out/ Optical Output, Touch USB (2), Warranty 03 Years		02	
	Smart Class Solution with LCD projector	Smart Class Solution with Interactive White Board (IR30-82S), XGA Projector (X400 Lve), including all item and installation		01	
	Sound System with amplifier, Speakers, Chord mic and cordless mic	Ahuja 20W Column Speaker-02 Ahuja 80W Amplifier with Mic input port and build in player -01 VHF wireless Dual Channel Handheld and Laple Headband (HBM-50)		04	
	CAT 6 UTP Cable Make Dlink	D-Link CAT 6 Cable (305 Mtr)		2 Box	
	Total				

Terms and Conditions:

Price inclusive of all taxes.

Payment to be made after successful delivery and installation.

Validity of the Price Bid: 3 months from the Closing date of tender.

Dr. Ashis Kumar Gupta

Principal

Sevayatan Sikshan Mahavidyalaya

FORM-I

PRE-QUALIFICATION APPLICATION

To
The Principal
Sevayatan Sikshan Mahavidyalya
Sevayatan, Jhagram, 721514

Date:

Sub: Acceptance of Terms and Conditions

Ref: - Tender for

Respected Sir,

Having examined the pre-qualification documents (N.I.T. & Volume- I), 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
ORGANISATIONAL DETAILS

A.1 Name of applicant :.....

A.2 Office Address:.....

a. Telephone No.:.....

b. Mobile No.:.....

c. Fax No.:.....

d. E-mail Id:.....

A.3 Name and address of Bankers:.....

A.4 Bank Account Number and IFSC Code:.....

A.5 Attach a cancelled cheque colour photo copy:

Signature of applicant

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