

Principal, Vijaygarh Jyotish Ray College invites e—tender for the work detailed in the table below. (Submission of Bid through online). For any query, contact at 9433285855/9123062349 from Monday to Friday within 11:00 a.m. to 5:00 p.m.

Sl. No	Name of work	Amount put to tender (Rs.)	Earnest Money (Rs.)	Period of completion	Eligibility of Bidder
1.	Supply of books in library	12,00,000/-	Nil	30 days	As mentioned in the tender document

1. In the event of e—filling, intending bidder may download the tender documents from the website: <https://etender.wb.nic.in> directly with the help of Digital Signature Certificate. Technical Bid and Financial Bid both will be submitted concurrently duly digitally signed in the <https://etender.wb.nic.in>. Tender document may be downloaded from website & submission of Technical Bid/Financial Bid. The documents submitted by the bidders should be properly indexed and digitally signed.
2. Both Technical document and Financial Bid are to be submitted in technical (Statutory & Non- Statutory folder) and financial folder concurrently duly digitally signed in the website <https://etender.wb.nic.in>.
3. The Technical document and Financial Bid submission: As per Table mentioned at page—4.
4. The FINANCIAL OFFER of the prospective bidder will be considered only if the TECHNICAL Document (both statutory and non—statutory) of the bidder found qualified by the Principal, Vijaygarh Jyotish Ray College. The decision of the Principal, Vijaygarh Jyotish Ray College will be final and absolute in this respect. The both list of Responsive and Non—Responsive Bidders will be displayed in the website and also in the Notice Board of the office of the Principal, Vijaygarh Jyotish Ray College on the scheduled date and time.

5. Eligibility criteria for participation in the tender:

- (i) The supplier/publisher should be a reputed concern, and must have working office in Kolkata. The supplier/publisher must have business in relevant field in India for at least 05 years.
- (ii) In case of Proprietorship and Partnership Firms and Company to Tax Audited Report in 3CD Form is to be furnished along with Balance Sheet & Profit and Loss A/c. for the last 3 (five) years (year just preceding the current Financial year will be considered as year—1). [Non statutory Documents]
- (iii) Declaration regarding Structure and Organization duly digitally signed by the applicant to be submitted along with application.
- (iv) A prospective bidder shall be allowed to participate in a single 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.
- (v) Where there is a discrepancy between the unit rate & the line item total resulting from multiplying the unit rate by the quantity, the unit rate quoted shall govern.
- (vi) The Partnership Firm shall furnish the registered partnership deed and the company shall furnish the Article of Association and Memorandum. [Non statutory Documents]
- (vii) Where an individual person holds a digital certificate in his own name duly issued to him by the company or the firm of which he happens to be a director or partner, such individual person, either belonging to an appropriate cadre officer of the company or an authorized partner of a firm, having a registered power of attorney empowered by the board or by the firm shall invariably upload a copy of registered power of attorney showing clear authorization in his favor to upload such tender.
- (viii) No mobilization/secured advance will be allowed.
- (ix) In connection with the work, Arbitration will not be allowed.
- (x) Bids shall remain valid for a period not less than 120 (one hundred twenty) days after the dead line date for Financial Bid/Sealed Bid submission. Bid valid for a shorter period shall be rejected by the Principal, Vijaygarh Jyotish Ray College, as non-responsive. 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.
- (xi) The Agency will be liable to maintain the work at working portion at the appropriate service level to the satisfaction of the Principal at his own cost for a period as per prevailing Govt. rule from the date of completion of the work. If any defect/damage is found during the period as mentioned above contractor shall make the same good at his own cost expense to the specification at par with instant project work. Failure to do so, penal action against the Agency will be imposed by the Department as deem fit. The Agency will have to quote his rate considering the above aspect.
- (xii) All Bidders are requested to be present in the office of the Principal, Vijaygarh Jyotish Ray College during opening the financial bid. The Principal, Vijaygarh Jyotish Ray College may call Open Bid/Seal Bid after opening of the said bid to obtain the suitable rate further, if it is required. No objections in this respect will be entertained raised by any Bidder who will present during opening of bid, or from any Bidder who will absent at the time of opening of Financial Bid. No informal bidder will be entertained in the Bid further.
- (xiii) Prospective applicants are advised to note carefully the minimum qualification criteria as mentioned in 'Instructions to Bidders' before tendering the bids.
- (xiv) Conditional/Incomplete tender will not be accepted under any circumstances.

(xv) The intending bidders are required to quote the rate on line.

6. Important information

Date & Time schedule: :

Sl. No.	Particulars	Date & Time
1.	Date of uploading of NIT Documents online (Publishing Date)	<u>06.02.2024</u>
2.	Documents download/sell start date (Online)	<u>[06.02.2024 from 17.30 hrs</u>
3.	Documents download/sell end date (Online)	<u>[16.02.2024 at 15.00 hrs.</u>
4.	Bid submission start date (On line)	<u>[06.02.2024 from 17.30 hrs</u>
5.	Bid submission closing (On line)	<u>[16.02.2024 at 15.00 hrs.</u>
6.	Bid opening date for Technical Proposals (Online)	<u>[18.02.2024 at 15:00 hrs</u>
7.	Date of uploading list for Technically Qualified Bidder (Online)	<u>Will be uploaded after technical bid evaluation</u>
8.	Date & Place for opening of Financial Proposal (Online)	<u>Will be uploaded after technical bid evaluation</u>
9.	Date of uploading of list of bidders along with the offer rates through (Online).	<u>Will be uploaded after opening of financial bid</u>
	Also if necessary for further negotiation through offline for final rate.	

8. BID OPENING AT:

Principal's office,
Vijaygarh Jyotish Ray College,
8/2 Bijoygarh, Jadavpur,
Kolkata - 700032

In case of ascertaining authority of intending bidders at any stage of tender process or execution of work, necessary registered irrevocable power of attorney is to be produced as and when asked for by the Tender Inviting & Accepting Authority.

9. During the scrutiny, if it come to the notice to tender inviting authority that the credential or any other paper found incorrect/manufactured/fabricated, that bidder would not allowed to participate in the tender and that application will be out rightly rejected without any prejudice. The Principal, Vijaygarh Jyotish Ray College reserves the right to cancel the NIT due to unavoidable circumstances without assigning any reason,. Whatsoever, to the bidders and no claim in this respect will be entertained.

10. In case if there be any objection regarding prequalifying the Agency that should be lodged to the the Principal, Vijaygarh Jyotish Ray College within 02(two) day from the date of publication of list of qualified agencies and beyond that time schedule no objection will be entertained.

11. Before issuance of the WORK ORDER, the tender inviting authority may verify the credential and other documents of the lowest bidder if necessary. After verification if it is found that the documents submitted by the lowest bidder is either manufactured or false in that case work order will not be issued in favour of the said bidder under any circumstances and the Earnest Money deposited by the bidder will be forfeited by the Tender Inviting Authority without assigning any reason thereof.

12. Qualification criteria:— The tender inviting & Accepting Authority will determine the eligibility of each bidder, the bidders shall have to meet all the minimum criteria regarding:

a) Financial Capacity

b) Technical Capacity comprising of personnel & equipment capability.

(i) Experience/Credential eligibility of a bidder will be ascertained on the basis of the digitally signed documents in support of the minimum criteria as mentioned in a, b, c above. If any document submitted by a bidder is either manufacture of false, in such cases the eligibility of the bidder/ bidder will be out rightly rejected at any stage without any prejudice.

13. Before issuance of the WORK ORDER, the tender inviting authority may verify the credential and other documents of the lowest bidder if necessary. After verification if it is found that the documents submitted by the lowest bidder is either manufactured or false in that case work order will not be issued in favour of the said bidder under any circumstances and the Earnest Money deposited by the bidder will be forfeited by the Tender Inviting Authority without assigning any reason thereof.

SECTION — A INSTRUCTION TO BIDDERS

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.

1. 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.

2. 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.

3. The contractor can search & download NIT& Tender Document(s) electronically from computer once he logs on to the website mentioned as stated above using the Digital Signature Certificate. This is the only mode of collection of Tender Documents.

4. Submission of Tenders:

Tenders are to be submitted through online to the website stated above 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).

5. Technical Proposal:

The Technical proposal should contain scanned copies of the following in two covers (folders):

a) Statutory Cover containing the following documents:

(i) NIT.

(ii) The rate will be quoted in the B.O.Q. Quoted rate will be encrypted in the B.O.Q. under Financial Bid.

b) Non—statutory cover containing the following documents:

(i) Professional Tax (PT) deposit receipt challan for the current financial year, Pan Card, IT, Saral for the current assessment year, 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 3 CD form along with Balance Sheet & Profit & Loss A/c. for the last 5 (*five*) years (year just preceding the current Financial Year will be considered as year—I)
 - (vi) Clearance Certificate for the Current Year issued by the Assistant Register of Cooperative Society (ARCS), bye laws are to be submitted by the Registered Labour Cooperative Society / Engineers' Co-Operative Society.
- (viii List of Technical staffs along with structure & organization if ask for.

N.B.: Failure of submission of any of the above mentioned documents as stated will render the bidder liable to be rejected for both statutory & non statutory cover.

The above stated Non—Statutory/ Technical Documents should be arranged 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.

S.No	Category	Sub Category	Sub Category Description	File
1.	(CERTIFICATES)	CERTIFICATES	GST (registration CERTIFICATE ALONG WITH (ACKNOWLEDGEMENT, PAN, LATEST IT ACKNOWLEDGEMENT, P TAX,	
2.	(COMPANY DETAILS	COMPANY DETAIL 1	TRADE LICENSE, Company registration Certificate	
3	CREDENTIAL	CREDENTIAL--1	CREDENTIAL	
4.	(FINANCIAL INFO)	P/L & Balance Sheet Last 3 years	P/L & Balance Sheet Last 3 years	

1. Tender Evaluation Committee (TEC)

Evaluation Committee constituted as per Order of the Principal, Vijaygarh Jyotish Ray College will function as Evaluation Committee for selection of technically qualified contractors.

2. Opening of Technical Proposal:

Technical proposals will be opened by the Principal, Vijaygarh Jyotish Ray College and his authorized representative electronically from the website using their Digital Signature Certificate (DSC).

3. 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.

4. Decrypted (transformed into readable formats) documents of the non-statutory cover will be downloaded & handed over to the Tender Evaluation Committee.

5. Summary list of technically qualified bidders will be uploaded online.

6. Pursuant to scrutiny & decision of the Tender Evaluation Committee the summary list of eligible bidders & the serial number of work for which their proposal will be considered will be uploaded in the web portals.

7. During evaluation the committee may summon the bidders & 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.

8. Financial Proposal

(i) The financial proposal should contain the following documents in one cover (folder) i.e. Bill of Quantities (BOQ).

(ii) Only downloaded copies of the above documents are to be uploaded virus scanned & Digitally Signed by the contractor.

(iii) Penalty for suppression / distortion of facts:

If any bidder fails to produce the original hard copies of the documents like Completion Certificates and any other documents on demand of the Tender Evaluation Committee 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 bidder and action may be referred to the appropriate authority for prosecution as per relevant IT Act.

(iv) Rejection of Bid:

Employer 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 action.

(v) Award of Contract:

The Bidder who's Bid has been accepted will be notified by the Tender Inviting & Accepting Authority through acceptance letter/ Letter of Acceptance. The notification of award will constitute the formation of the Contract.

For Detailed Technical specifications of above items, kindly contact the college office or, contact at 9433285855/9123062349 from Monday to Friday within 11:00 a.m. to 5:00 p.m.

Sd-/

PRINCIPAL, VIJAYGARH JYOTISH RAY COLLEGE

8/2 Bijoygarh, Jadavpur, Kolkata – 700032