



# উত্তরবঙ্গ কৃষি বিশ্ববিদ্যালয়

পুন্ডিবাড়ী,কোচবিহার,পশ্চিমবঙ্গ-৭৩৬১৬৫

UTTAR BANGA KRISHI VISWAVIDYALAYA

P.O. PUNDIBARI, DIST. COOCH BEHAR, WEST BENGAL- 736165

□:শুভেন্দু বন্দ্যোপাধ্যায়

নিয়ামক (ভারপ্রাপ্ত)

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## NOTICE INVITING TENDER (NIT)

Tender Ref. No. UBKV/Est. (T&P-02)/18/2019-20 Date: 28/08/2019

Sealed Tenders are being invited under Two Bid System viz, **Part-I Technical Bid and Part II Financial Bid** from the intending reputed, bonafidesuppliers for Supplying "**Electrical materials for day to day electrical maintenance work at UBKV, Pundibari, Cooch Behar**" as per following specification.

### List of Electrical materials for day to day electrical maintenance work at UBKV, Pundibari

Sl. No.	Name of the item	Make	Quantity
1.	240-volt, 36/40-watt fluorescent tube light	Philips/ Surya/ Havell's or equivalent.	300 Nos.
2.	240-volt, 20 watt Retrofit T8 LED tube light	Philips/ Surya/ Havell's or equivalent.	100 Nos.
3.	240V, 40-watt tube light electronic choke	Philips or equivalent	200 Nos.
4.	240-volt, 40-watt tube light starter-	Philips or equivalent.	100 Nos.
5.	250-volt, 6 Amp one-way switch	Anchor or equivalent	200 Nos.
6.	250-volt, 15 Amp one-way switch	Anchor or equivalent	50 Nos.
7.	250-volt 10 Amp Modular one-way switch	Crabtree	50 Nos.
8.	250-volt, 16/20 Amp Modular switch	Crabtree	50 Nos.
9.	250-volt, 3/5 pin 10 Amp Modular plug socket	Crabtree	50 Nos.
10.	250-volt, 3/5 pin 16/20 Amp Modular plug socket	Crabtree	10 Nos.
11.	250-volt 6 amp, 3- pin plug top	Anchor or equivalent	10 Nos.
12.	250-volt 15 amp, 3- pin plug top	Anchor or equivalent	5 Nos.
13.	Tube light Holder	Philips type	100 Nos.
14.	240-volt, 100-watt GLS lamp	Philips or equivalent	200 Nos.
15.	240-volt, 200-watt GSL lamp	Philips or equivalent	50 Nos.
16.	240-volt Batten holder	JJ or equivalent	44 nos.
17.	240-volt Pendent holder	JJ or equivalent	50 Nos.
18.	Ceiling fan step type & socket type regulator	Anchor or equivalent	50 Nos.
19.	240-volt, 32 Amp C-curve, SP MCB	Havells	40 Nos.
20.	240-volt, 16 Amp C-curve, SP MCB	Havells	20 Nos.
21.	250-volt, 2.50 mfd. Oil based fan condenser	Tibcon	100 Nos.
22.	240 V, 9/11-watt LED Ball lamp	Philips / Havell's or equivalent	60 Nos.
23.	250-volt Ignitor for Sodium vapour light fittings up-to 400 watts	Philips/ Havell's or equivalent	30 Nos.
24.	250-volt Ignitor for Sodium vapour SON (T) Lamp	Philips / Havell's or equivalent	25 Nos.
25.	250-volt, 150-watt Sodium Vapour Ballast	Philips / Havell's or equivalent	15 Nos.
26.	240 volt, 10 to 30 Amp, Kwh.. Meter	L&T, Havell's	04 Nos.

➤ **Tender Schedule:**

•	Date of Publication	:	28/08/2019
•	Last date of quotation submission	:	11/09/2019
•	Tender fee	:	Nil
•	EMD	:	@2.5% of quoted value by means of demand draft drawn from any nationalized Bank in favour of <i>Uttar Banga Krishi Viswavidyalaya payable at Cooch Behar</i>
•	Details available in the websites	:	<a href="http://www.ubkv.ac.in">www.ubkv.ac.in</a>

1. **Submission of bids:**

Both Technical bid and Financial Bid are to be submitted concurrently duly signed by the Authorized Company personnel. All papers must be submitted in English language.

2. **Time Schedules for the Tender:**

The Time Schedule for obtaining the Bid Documents, submission of bids and other documents etc. as per the attached list.

3. **Eligibility for Quoting:**

- Experienced suppliers who are able to supply the assured quantities as per requirement & have requisite qualification for meeting the requirements as per this tender are only eligible for quoting.
- Further, vendors who were declared black listed and/or insolvent by any Govt. Concern/any Institutions in the Country for particular item or items are not eligible to participate in the current tender for that item or items.

4. **Annual Turnover Requirements:**

Vender having average annual Turn Over for last three financial years is more than Rs.10 Lakh in India for the year 2016-17, 2017-18, 2018-19 are eligible to participate in the Tender.

5. **Submission of Tenders**

5.1 **General process of submission**

All the documents including addendum/ Corrigendum related to the tender uploaded by the Tender Inviting Authority form an integral part of the contract. Tenderers are required to upload all the tender documents along with the other documents, as asked in the tender, through the above website within the stipulated date and time as given in the Tender. Tenders are to be submitted in two envelopes at a time, one is Technical Bid and the other is Financial Bid. The tenderer shall carefully go through the documents and prepare the required documents.

5.2 **Technical details:** Bidders must submit Technical specification along with Catalogue of the item quoted in “**Technical Details**” Envelope.

- I) Audited Annual Accounts for last three years **2016-17, 2017-18, 2018-19** or during the period since formation of the Firm, if it was set up in less than such 3- year period. Bidders whose accounts are not audited must submit 26AS for the above years as available in the official website of the Income Tax Department, Government of India with other documents stated below:
- II) My document (Non-Statutory cover) containing as follows:

Sl. No.	Category	Sub-Category	Sub-Category Description
1	Certificates	Certificates	PAN Card of the Bidder
			GST Registration Certificate
			P -Tax Registration Certificate with a copy of last return
2	Company Details	Company Details 1	Trade License/Enlistment Certificate
			Registration with Registrar of Companies
			Memorandum of Articles for Limited Companies.
3	Credential	Credential 1	Copy of the purchase order for supplying Similar nature of items at least for last 2 years in an Institute of Higher Education Brief User List preferably for users in West Bengal in an Institute of Higher Education
4	Financial Information	Payment Certificate 1	Income Tax Returns submitted for the Assessment year 2016-17
			Income Tax Returns submitted for the Assessment year 2017-18
			Income Tax Returns submitted for the Assessment year 2018-19
			GST Return for last 3 months in 2019-20

### 5.3 Financial Bid

Financial Bid should contain the unit price of items on FOR destination and CIF including all applicable taxes. Rate of GST also be quoted.

#### 6. TERMS & CONDITIONS:

##### 6.1 Bid Information:

a) The rate quoted by the bidder shall be fixed for the duration of the contract and shall not be subject to adjustment on any account.

b) **Partial Quotation/Incomplete Quotation both for Technical and Commercial aspects may subject to cancellation of tender. However, University Authority will define the Partial Quotation/Incomplete Quotation based on the tender evaluation status.**

**6.2 Evaluation of Quotation:** Firstly, Technical Bid will be evaluated and thereafter Price Bids of technically qualified bidders will be evaluated for selection of vender.

**6.3 Award of Contract:** The purchaser will award the contract to the bidder whose quotation has been determined to be substantially responsive both technically and commercially.

**6.4** The vendor should quote and be capable to supply all the necessary items as per Tender. However, the University has the right to procure a part or a whole of the tendered items.

**6.5 Warranty:**One year from the date of supply of item(s) for high valued items.

- 6.6 Credentials:** Documents of supplying similar items in last two previous years in an Institute of Higher Education must be submitted along with the tender.
- 6.7 DSIR Certification:** University possesses the privilege for availing the facility of procuring items at Concessional Customs Duty and without incurring any excise duty as per DSIR certification.
- 6.8 GST Exemption Certification:** University possesses the privilege for availing the facility of procuring items at Concessional GST (5%) as per the decisions taken by GST Council.
- 6.9** Statutory deduction for GST and other Government taxes in the hand of the payee will be made as per the law in force.
- 6.10 Time Schedule:** The supply work must be completed within 30-45 days from the date of receipt of the supply order.
- 6.11 Validity of offer:** A bidder should spell out in the tender that it shall remain valid for a minimum period of 180 days from the date of opening of the tender and during this period, the bidder shall not be entitled to revoke or cancel its offer.
- 6.12 Place of delivery:** UBKV, Pundibari, Cooch Behar, 736165.
- 6.13 Payment Schedule:** 100% Payment will be made after delivery and satisfactory verification of the items.
- 6.14 Quantity Changeability:** Quantity as stated in the tender document may subject to change at the time of issuing purchase order due to the fund crunch or for other valid reasons.
- 6.15 Disposal of Disputes:** In case of any dispute, the University's decision will be treated as the final and conclusive. All legal actions are subject to Cooch Behar jurisdiction only.
- 6.16 Conditional bid may be liable for rejection.**

**8. Discretion of the University:**

- i) University may take decision about non-purchase of the said item even after selection of vendor due to its fund constraints.
- ii) University reserves the right to relax any clause as stated hereinabove for selection of responsive vendor.
- iii) The University reserves the right not to accept the rate even from the lowest bidder/supplier.
- iv) The University reserves the right to accept or reject any or all tenders without giving any reason whatsoever.
- v) The Tender Selection Committee reserves the right to cancel the N.I.T. due to any unavoidable Circumstances and no claim in this respect will be entertained.
- vi) University enjoys the discretion to select vendor either in full or in part (item wise) for the betterment for pursuing of tender objectives.
- vii) University reserves the discretion to issue work/ supply order either in full or phase wise depending upon the requirement and selected vendor will not charge any extra amount for such supply and delivery.

Sd/-  
Registrar (Actg.)