



**উত্তরবঙ্গ কৃষি বিশ্ববিদ্যালয়**  
পুন্ডিবাড়ী, কোচবিহার, পশ্চিমবঙ্গ-৭৩৬১৬৫  
**UTTAR BANGA KRISHI VISWAVIDYALAYA**  
P.O. PUNDIBARI, DIST. COOCH BEHAR, WEST BENGAL- 736165

ড: শুভেন্দু বন্দ্যোপাধ্যায়  
নিয়ামক (ভারপ্রাপ্ত)  
*Dr. Subhendu Bandyopadhyay*  
Registrar (Acting)

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E-Tender Ref. No. UBKV/Est T/P-02/07/2019-20 Date: 01/10/2019

**NOTICE INVITING TENDER (NIT)**

Online Tenders are being invited under Two Bid System viz, **Part-I Technical Bid and Part II Financial Bid** from the intending reputed, bona-fide and experienced manufacturers / authorized dealers/experienced agencies for Supplying and Commissioning of **Small Utility Vehicle** at Uttar Dinajpur KVK, Uttar Dinajpur, West Bengal as per following specification.

**Specification for Small Utility Vehicle**

Sl. No.	Item & Specification		Qty.
1.	Engine	Reliable mHAWK <sup>D70</sup>	1 No.
	Maximum power	52.5 KW (70bhp) @3600 rpm	
	Maximum Torque	195 NM @1400-2200 rpm	
	Suspension	Front IFS coil spring, Rear- Rigid leaf spring	
	Tyres	215/75, 381 (R15)	
	Dimensions (LxWxH)	3995 x 1745 x 1880 (mm)	
	Wheelbase	2680 mm	
	Break	Front Disc, Rear –Drum	
	Clutch	Single plate dry	
	Gear Box	5 speed manual	
	AC	Yes Manual	
	Seating Capacity	7	

➤ **Tender Schedule:**

•	Date of Online Publication	:	01/10/2019
•	Starting Date of online upload & submission	:	01/10/2019
•	Last date of online bid submission	:	21/10/2019
•	Last date of quotation submission (Hard copy)	:	22/10/2019
•	Opening date of Technical bids	:	24/10/2019
•	Tender fee	:	<a href="#">Nil</a>
•	EMD	:	Rs. 20,000.00 by means of demand draft from any nationalized Bank in favour of <i>Uttar Banga Krishi Viswavidyalaya payable at Cooch Behar</i>
•	Details available in the websites	:	<a href="https://wbtenders.gov.in">https://wbtenders.gov.in</a>

## 1. General Instructions:

In the event of e-tendering, intending bidder may download the tender documents from the website: <http://wbtenders.gov.in> directly with the help of Digital Signature Certificate (DSC) or from the UBKV's website [www.ubkv.ac.in](http://www.ubkv.ac.in).

## 2. Submission of bids:

Both Technical bid and Financial Bid are to be submitted concurrently duly digitally signed by the Authorized Company personnel who is in the pay roll of the Company in the website <http://wbtenders.gov.in>. All papers must be submitted in English language.

## 3. Warranty: As per manufacturer norms

## 4. Eligibility for Quoting:

- Original Equipment Manufacturers (OEM) or Dealers/Distributors/Agents duly authorized by the manufacturers 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.

## 5. Annual Turnover Requirements:

Vender having average annual Turn Over more than Rs.30 Lakh in India for last three financial years 2016-17, 2017-18 & 2018-19 are eligible to participate in the Tender.

## 6. Submission of Tenders

### 6.1 General process of submission

Tenders are to be submitted online through the website stated in Clause 1. 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 for 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 folders at a time, one is Technical Bid and the other is Financial Bid. The tenderer shall carefully go through the notice and prepare the required documents and upload the scanned documents of originals in Portable Document Format (PDF) to the portal in the designated locations/folders of Technical Bid. He needs to fill up the active cell at BOQ and upload the same in designated location of Financial Bid. The documents uploaded are virus scanned and digitally signed using the Digital Signature Certificate (DSC). Tenderers should in general upload the latest documents as part of the tender, however, in case of failure in uploading such documents, it will be deemed that they (tenderers) have taken acceptant of such latest documents including addendum/corrigendum, if published till the bid submission ends.

### 6.2 Technical Bid

The Technical Bid should contain scanned copies and/or declarations in the following standardized formats in two covers (folders):

#### I. Technical File (Statutory Cover) containing:

1. Technical details of the Items Quoted "Bidders" must submit Technical specification along with Catalogue of the vehicle quoted in "Technical Details" Folders.
2. 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. (to be submitted in "Accounts" folder)

#### 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
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 with compliance certificate 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	Product Catalogue(Coloured)		
6	Compliance Statement		Mandatory

### 6.3 Financial Bid

The Financial Bid should contain the following document in one cover (folder):

**Bill of Quantities (BOQ):** The tenderer should fill-up the designated cell as marked by the University in the BOQ sheet.

**(\*\* All the required essential / optional accessories or incidental services should be mentioned in the hard copy of Financial Bid)**

### 7. Evaluation of the tenders

During the tender evaluation process, the “Technical Bid” will be opened first. Those Bidders who are qualified in respect of the essential & other requirements in “Technical Bid” will be identified and their financial bid will be opened. The financial bid of those Tenderer failing to meet the technical specification & other requirements laid down in the tender notice will not be opened and be rejected. The Tenderer offering the item found suitable and as per the tender specifications will only be selected. Final selection of the bidder in respect of Financial Bid is subject to further verification of several parameters allied with Financial Bid Evaluation.

### 8. TERMS & CONDITIONS REGARDING PURCHASE POLICY OF TENDERING AUTHORITY:

#### 8.1 Bid Information:

- Bidder may quote in Currency as available in the BOQ Sheet.
- 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.
- Bidder must follow the instruction for filling up BOQ as per Clause 6.3.
- Partial Tender/Incomplete tenders both for Technical and Commercial aspects may subject to cancellation of tender. However, University Authority will define the Partial Tender/Incomplete Tender based on the tender evaluation status.

**8.2 Evaluation of Quotation:** The Purchaser will evaluate and compare the quotations determined to be substantially responsive stage wise. Firstly, Technical Bid will be evaluated and thereafter Price Bid for technically qualified bidders will be evaluated for selection of vender.

**8.3 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. Purchaser reserves the right to reject any or all the tender, wholly or partly, without assigning any reason thereof and shall not be bound to accept the lowest bid.

**8.4** 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.

**8.5** University enjoys the discretion to select vendor either in full or in part (item wise) for the betterment for pursuing of tender objectives.

- 8.6 Adequate support service facility:** The bidder/manufacturer should have adequate service support Centre in Siliguri/ Cooch Behar for any emergency breakdown/fault offering facility within 48 hours.
- 8.7 Bidder must provide Technical Compliance Sheet duly certified by OEM as per the Tender Specification. Any non-compliance will lead to rejection of tender.**
- 8.8 Manufacturer's Authorization:** Document in support of Manufacturer/Dealer and Service Provider has to be submitted along with the tender paper. If the bidder is not the manufacturer, proper manufacturer's authorization and warranty from manufacturer is required and, in this case, bidder should have full- fledged registered office in India.
- 8.9** Bidder should submit copy of updated Trade License, GST, IT and P. Tax Return submission document.
- 8.10 Credentials:** Documents of supplying similar items in last two previous years in an Institute of Higher Education must be submitted along with the tender. Bidder must submit User List with copy of Purchase Order and Job completion certificate ensuring sale of similar items at least for five times in last three years in an Institute of Higher Education.
- 8.11 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.
- 8.12 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.
- 8.13** Statutory deduction for GST and other Government taxes in the hand of the payee will be made as per the law in force.
- 8.14 Time Schedule:** The supply & commissioning work must be completed within 60 days from the date of receipt of the supply order.
- 8.15 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.
- 8.16 After Sales and Service:**
- i. The name and complete address of the company in India authorized by the manufacturer, to provide after sales service for the vehicle should be mentioned. The appointed authorized service provider should be holding a valid certificate from the manufacturer to this effect.
  - ii. The manufacturer should give an undertaking that after the warranty period, they shall provide spares and after sale service of the equipment in India for the normal life time of the equipment.
- 8.17** University reserves the right 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.
- 8.18 Place of delivery:** Uttar Dinajpur KVK, Uttar Dianjpur, West Bengal
- 8.19 Payment Schedule:** 100% Payment will be made after delivery and successful commissioning of the vehicle.
- 8.20 Performance Security:**
- Successful bidder should deposit Performance Security money equivalent to the 10% of the order value in the form of DD/ BG from any nationalized bank in favour of UBKV payable at Cooch Behar. Such security will be refunded after completion of the warranty period in normal case without any accrued interest.

**University may forfeit the Security Money (EMD) and Performance security in the event of the following circumstances:**

- i. Selected bidder withdraws the bid before expiry of its validity and after receipt of the Purchase/work Order.
  - ii. Selected bidder does not accept the order after issuing the same or fails to enter into a contract within validity period of offer.
  - iii. Selected bidder fails to supply the items within the scheduled time as specified in the Purchase Order.
  - iv. If before expiry of the warranty period, the supplied Vehicle break down or do not function satisfactorily due to the cause related with the item itself or for its Commissioning and not for any reason caused by the University Authority and the supplier denies to take the responsibility to make the supplied items in order.
  - v. In case of any false submission /statement by the bidder
  - vi. In case of any refusal to abide by terms and conditions or refusal to enter into a written agreement as per prefixed terms and conditions.
- 8.21 D/D of EMD of disqualified bidder and unsuccessful bidders will be returned after completion of selection process.**
- 8.22 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.

**8.23 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

**8.24 Conditional bid may be liable for rejection.**

## **9. Discretion of the University:**

9.1 University may take decision about non-purchase of the said Vehicle even after selection of vendor due to its fund constraints.

9.2 University may seek documents from the bidder in addition to the scanned documents sent by them at the time of uploading technical bid for verification and evaluation of tender.

9.3 University reserves the right to relax any clause as stated hereinabove for selection of responsive vender.

9.4 The University reserves the right not to accept the rate even from the lowest bidder.

9.5 The University reserves the right to accept or reject any or all tenders without giving any reason whatsoever.

## **10 Opening of financial bid:-**

- i) Financial bid can be seen & accessed by the bidder through the NIC Portal after opening of financial bid on line. Objections raised by any Bidder in this respect will not be entertained by the University. No informal tender will be entertained in the Bid further.
- ii) During the scrutiny, if it comes to the notice of the tender inviting authority that the credential or any other paper found incorrect/ manufactured/ fabricated, that bidder would not be allowed to participate in the tender and that application will be rejected outright without any prejudice.
- iii) 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.

Sd/-  
Registrar (Actg.)