



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

Prof. Prodyut Kumar Paul
Registrar (Acting)

ইমেল/E-mail: registrarubkvv@gmail.com
ওয়েবসাইট/Website: www.ubkv.ac.in

NIT Ref. No. UBKV/Est. (T&P-02)/ 07/2022-23

Date: 28/06/2022

NOTICE INVITING TENDER (NIT)

Sealed Tenders are being invited under Two Bid System viz, Part-I Technical Bid and Part II Financial Bid from the intending reputed supply agencies for supplying **Desktop Computer, AC Machine & File Cabinet** in Kolkata Camp Office of UTTAR BANGA KRISHI VISWAVIDYALAYA as stated below:

Sl. No.	Description	Specification	Required Quantity (Approx.)
01	AC Machine	One Ton Split Non-Inverter Make: Daikin or Equivalent	01 No.
02	Desktop Computer	Intel Core i5-10500, Chipset: H470, Memory: 8 GB Ram DDR4, HDD: 1 TB SATA Optical drive, Operating System: Windows 10 Professional, Monitor: 19.5" Warranty: 3 Years onsite	01 No.
03	File Cabinet	Size-48"x24"x19", With four drawers and locking facility. Make: Godrej or Equivalent	01 No.

Tender Schedule:

• Last date of submission of Bids	:	11/07/2022
• EMD (Earnest Money Deposit)	:	C2500.00(Rupees Two thousand five hundred) only or @2.5% of Quoted value by means of D/D from any Nationalized Bank in favor of Uttar Banga Krishi Viswavidyalaya payable at Cooch Behar.
• Exemption of EMD	:	MSME, SSI & NSIC Certified vendor may be Exempted from submission of EMD, subject to submission of such valid certificate

1. **Submission of bids:**

Both Technical bid and Financial Bid are to be submitted concurrently duly signed by the Authorized persons from Govt. or Non-Govt. organizations/suppliers. All papers must be submitted in English language.

2. **Eligibility for Quoting:**

- Persons from Govt. or Non-Govt. organizations/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.
- The University reserves the right not to accept the rate even from the lowest bidder/supplier.
- The University reserves the right to accept or reject any or all tenders without giving any reason whatsoever.

Submission of Tenders

3. 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. Bidders are required to download 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 bidders shall carefully go through the documents and prepare the required documents.

4.1 Technical details: (Bidders must submit Technical documents in “Technical Details “Envelope.

4.2 Audited Annual Accounts for last three years 2019-20, 2020-21& 2021-22 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:

Sl. No.	Category	Sub-Category Description
1	Certificates	PAN Card of the Bidder
		GST Registration Certificate
		P -Tax Registration Certificate with a copy of last return
2	Company Details	Trade License/Enlistment Certificate
		Govt. Registration of Firm
3	Credential	Copy of the purchase order for supplying Similar nature of items at least for last 2 years may be submitted. Brief User list preferably for users in West Bengal in an Institute of Higher Education may be submitted.
4	Financial Information	Income Tax Returns submitted for the assessment year 2019-20
		Income Tax Returns submitted for the assessment year 2020-21
		Income Tax Returns submitted for the assessment year 2021-22
		GST Return for last 3 months in 2021-22

4.3 Financial Bid

Financial Bid should contain the unit price of Feed item on FOR destination. Rate of GST also to be quoted.

5 TERMS & CONDITIONS:

5.1 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 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.

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

6.2 Successful bidder will have to sign a Deed of agreement with University authority for maintaining the accuracy as per term & conditions of Tender.

- 6.3 Award of Contract:** The purchaser will award the contract/supply order 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 the necessary Animal Feed as per Tender. However, the University has the right to procure a part or a whole quantity.
- 6.5** University enjoys the discretion to select vendor either in full or in part for the betterment for pursuing of tender objectives.
- 6.6** Bidder must provide Technical Compliance Sheet duly signed by authorized person. Any non-compliance will lead to rejection of 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 10-20 days from the date of receipt of the supply order.
- 6.11 Delivery Terms & Condition:** All the items are to be delivered **in the Camp office of the University**(Mr. Amit Roy Nandi, Office Superintendent)**at Uttara Commercial Complex, 3rd Floor, 9B Ultadanga Main Road, Kolkata-700 067.**
- 6.12** Validity of offer: A bidder should spell out in the tender that it shall remain valid for the end of the Financial Year (2022-23) from the date of finalization of process of the tender and during this period, the bidder shall not be entitled to revoke or cancel its offer.
- 6.13** University reserves the discretion to issue 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.
- 6.14 Supplier will have to submit the Performance security for Warranty period of the items @3% of total ordered value by means of DD/BG in favor of Uttar Banga Krishi Viswavidyalaya payable at Cooch Behar.** The same would be released after successful completion of Warranty period.
- 6.15** Payment Schedule: 100% or phase wise Payment will be made after successful delivery and satisfactory verification.
- 7.1** 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.
- 7.2** 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.
- 7.3** Conditional bid may be liable for rejection.
- 7.4** University may forfeit the Security Money (EMD) and Performance Security deposit in the event of the following circumstances:
- i. If selected bidder withdraws the bid before expiry of its validity and after receipt of the Purchase Order.
 - ii. If selected bidder does not accept the order after issuing the same or fails to enter into a contract within validity period of offer.
 - iii. If 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 items break down or do not function satisfactorily due to the cause related with the item itself or for its installation 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. 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) The University reserves the right not to accept the rate even from the lowest bidder.
 - iii) The University reserves the right to accept or reject any or all tenders without giving any reason whatsoever
 - iv) University reserves the right to relax any clause as stated hereinabove for selection of responsive vender.
 - 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.
9. Liquidity Damages: If the supplier fails to deliver within the tome frames incorporated in the supply order ,the purchaser/ consignee shall, without prejudice to other rights and remedies available to the purchaser/consignee under the work order, deduct from the order price, as liquidated damages, a some equivalent to 02 % per month (part of a month to be taken as one month) of delay or part there of delay supply of equipment until actual delivery or performance subject to a maximum of 10 % of the order value. Once the maximum is reached purchaser/ consignee may consider termination of the order perform herein. During the above-mentioned period of supply and /or performance, the conditions incorporated herein shall also apply.

Sd/-
Registrar (Actg.)