



উত্তরবঙ্গ কৃষি বিশ্ববিদ্যালয়

পুণ্ডিবাড়ী, কোচবিহার, পশ্চিমবঙ্গ-৭৩৬১৬৫

UTTAR BANGA KRISHI VISWAVIDYALAYA

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Dr. Prodyut Kumar Paul

Registrar (Acting)

NOTICE INVITING TENDER (NIT)

Tender Ref. No. UBKV/Est. (T&P-02)/04/2020-21 Date: 29/09/2020

Sealed Tenders are being invited under Two Bid System viz, **Part-I Technical Bid and Part II Financial Bid** from the intending reputed authorized dealers/ eligible experienced supply agencies for Supplying of **Stationery items at Annual Rate Contract for one year** as per attached list. Details available in University website www.ubkv.ac.in

➤ **Tender Schedule:**

• Last date of submission of Bids	:	15/10/2020 up to 2.00 p.m.
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1. **Submission of bids:**

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

2. **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.
- 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.

3. **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 2017-18, 2018-19 & 2019-20 are eligible to participate in the Tender.

4. Submission of Tenders

4.1 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. Renderers 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 renderer shall carefully go through the documents and prepare the required documents.

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

4.3 Audited Annual Accounts for last three years **2017-18, 2018-19 & 2019-20** 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	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 2017-18
			Income Tax Returns submitted for the Assessment year 2018-19
			Income Tax Returns submitted for the Assessment year 2019-20
			GST Return for last 3 months in 2020-21
5	Product Catalogue (Coloured		
6	Compliance Statement		

4.4 Financial Bid

Financial Bid should contain the unit price of items on FOR destination and CIF including applicable taxes. 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 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.

6.3 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.

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

6.5 Bidder must provide Technical Compliance Sheet duly certified by OEM as per the Tender Specification. Any non-compliance will lead to rejection of tender.

6.6 Competant authority of the University may like to ask the bidders to produce sample of any item/items.

6.7 Credentials: Documents of supplying similar items in last two previous years in an Institute of Higher Education may be submitted along with the tender.

6.8 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.

6.9 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.

6.10 Statutory deduction for GST and other Government taxes in the hand of the payee will be made as per the law in force.

6.11 Time Schedule: The supply work must be completed within 30-45 days from the date of receipt of the supply order.

6.12 Validity of offer: A bidder should spell out in the tender that it shall remain valid for a minimum period of one year from the date of opening of the tender and during this period, the bidder shall not be entitled to revoke or cancel its offer.

6.13 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.

6.14 Payment Schedule: 100% Payment will be made after delivery and satisfaction of the item.

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.

7.1 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 vender.
- 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.)

List of Stationery items

Sl. No.	Description	Specification
01	Alpine	Brand: King
02	Ball Pen	Use & Through, Transparent body , Make: Agni/Link/Elkos
03	Binder Clip	Any Good Brand
04	Binding Registrar	Oxford, Size-4
05	Binding Registrar	Oxford, Size-6
06	Binding Registrar	Oxford, Size-8
07	Binding Registrar	Oxford, Size-10
08	Binding Registrar	Oxford, Size-12
09	Binding Registrar	Oxford, Size-14
10	Binding Registrar	Oxford, Size-16
11	Binding Registrar	Oxford, Size-18
12	Binding Registrar	Oxford, Size-20
13	Bodkin	Good quality, Wooden Handle
14	Brown Tape	2", Wonder -555, 60 mtr.
15	Calculator	Orpate, DTC-712/1400
16	Chalk	Brand: Kores /Any other good quality
17	Cloth Duster	Good quality, Size: 22"x19"
18	Correction Pen	Camlin
19	Computer Paper	10"x12", Good Quality Sample to be produced to the Tender & Purchase committee
20	Computer Paper	15"x12" Good Quality Sample to be produced to the Tender & Purchase committee
21	Cover File with Board	Good quality, Cover to be printed with University name and address, Sample to be produced to the Tender & Purchase committee
22	Dolphin Phenyl	Mfg by: Ridge Chemical, Bottle of 450ml
23	Envelope	Size-9"x4" Good quality, Sample to be produced to the Tender & Purchase committee
24	Envelope	Size-12"x5" Good quality, Sample to be produced to the Tender & Purchase committee
25	Envelope	Size: 14"x10" Cloth Binding , Sample to be produced to the Tender & Purchase committee
26	Envelope	Size: 14"x10" Interior Plastic quoted Sample to be produced to the Tender & Purchase committee
27	Envelope	Size: 38"x30" Plastic quoted Sample to be produced to the Tender & Purchase committee
28	Feather Duster	Good quality
29	Fevi Stick	Super star, Glue Stick , 08 Gm
30	Gum	Camel 150 ml
31	Gum	Camel 700 ml
32	Highlighter Pen	Faber-Castell
33	Knife	5" Blade, Good quality
34	James Clip	Any Good Brand
35	Liver Arch File	Good quality, Sample to be produced to the Tender & Purchase committee
36	Marker Pen	Reynolds

36	Multipurpose Pen Stand	Good quality
37	Muric Acid	Bengal Chemical
38	Naphthalene	Bengal Chemical
39	Note Sheet Pad	100 Pages (to be printed as per specification)
40	Paper Clips	Gripex, Good quality
41	Paper Weight	Good quality
42	Pen Stand	Good quality
43	Peon Book	100 Pages OXFORD Brand
44	Photocopier Paper	A-4, Century Star
45	Photocopier Paper	FS , Century Star
46	Pin Cushion	Good quality
47	Plastic Table Tray	Size:16"x12"x2" Good quality
48	Punching Machine	Single Hole, Good quality
49	Punching Machine	DP-280 Kangaro, Double Hole
50	Scissor	6" Blade, Good quality
51	Soap Toilet	Lifebuoy, 30 Gm
52	Scale	12" , Camlin
53	Sealing Wax	Good quality
54	Staff Attendance Register With printing	24 Pages, Oxford, As per existing design. Sample may be collected from central store section before printing
55	Stamp Pad	Faber-Castell
56	Stamp Pad Ink	25 ml Camline/ Faber-Castell
57	Stapler	10D , Kangaro
58	Stapler	24/6 , Kangaro
59	Stapler	HP-45 , Kangaro
60	Stapler Pin	10D , Kangaro
61	Stapler Pin	24/6 , Kangaro
62	Stock Book/ Stock Book	320 Pages to be Printed as per requirement of University
63	Stock Register	Oxford, Size-20
64	Student Attendance Register	Oxford
65	Tag	Length: 12" Good quality, Sample to be produced to the Tender & Purchase committee
66	Tag	Length: 18" Good quality, Sample to be produced to the Tender & Purchase committee
67	Thread Rill	Any Good Brand
68	Transparent Tape	1" , Wonder -555, 60 mtr
69	Transparent Tape	2" , Wonder -555, 60 mtr
70	Vim Detergent Powder	200/500 Gm
71	Waste Paper Basket	Good quality
72	Water Sponge	Good quality
73	Wooden Pencil	Apsara Platinum
74	Wooden Duster	Good quality