



# উত্তরবঙ্গকৃষিবিদ্যালয়

পুণ্ডিবাড়ী,কোচবিহার, পশ্চিমবঙ্গ-৭৩৬১৬৫

UTTAR BANGA KRISHI VISWAVIDYALAYA

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

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*Registrar (Acting)*

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Tender Ref. No. UBKV/Est. (T&P-02)/08/2020-21 Date: 13/11/2020

## 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, bonafide suppliers for Supply and installation of below stated items .

### Details specification of items

Sl. No.	Name of the item	Make	Model/ Version	Specification	Quantity
1.	Laptop	HP/Dell or Any Standard make	Any standered one as per the make	10 <sup>th</sup> Generation Intel Core i5. Microsoft Windows 10 Home (Latest version) pre-loaded, 64 bit, MS office 19 pre-loaded 8 GB DDR4 RAM/ 1 TB HDD- SATA 15.6 inches LED Display 10/100/1000 Giga bite LAN	03 Nos.

### ➤ Tender Schedule:

•	Date of Publication	:	13/11/2020
•	Last date of submission of Bids	:	27/11/2020 up to 2.00 p.m.
•	Tender fee	:	<u>Nil</u>
•	EMD	:	₹3,750.00/- (Rupees three thousand seven hundred fifty) only. MSME, SSI & NSIC Certified bidders may be exempted from EMD, subject to submission of such valid exemption certificate.
•	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.

### 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.

### Eligibility for Quoting:

- Vender having average annual Turn Over for last three financial years is more than **Rs. 20 Lakh** in India for the year 2017-18, 2018-19 & 2019-20 are eligible to participate in the Tender.

- 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.

## 2. Submission of Tenders

### 2.1 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 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 tenderer shall carefully go through the documents and prepare the required documents.

**2.2 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 **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 bellow:
- 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
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	Copy of last three year's income Tax Returns GST Return for last 3 months in 2020-21

### 2.3 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.

## 3 TERMS & CONDITIONS:

### 3.1 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.

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

**3.3 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.

**3.4** 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.

**3.5 Warranty:** One year from the date of supply of item(s).

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

**3.7 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.

**3.8 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.

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

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

**3.11 Liquidated Damages:** If the supplier fails to deliver and installation of equipment within the time frame(s) incorporated in the work 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 sum equivalent to 2% per month (part of a month to be taken as one month) of delay or part thereof on delayed 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.

### **3.12 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 **UTTAR BANGA KRISHI VISWAVIDYALAYA** payable at Cooch Behar. Such security will be refunded after completion of the warranty period in normal case without any accrued interest.

### **3.12 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 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.

**3.13 D/D of EMD of disqualified bidder and unsuccessful bidders will be returned after completion of selection process.**

**3.14 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.

**3.15 Place of delivery and installation:**UBKV, Pundibari, Cooch Behar, 736165.

**3.16 Payment Schedule:** 100% Payment will be made after delivery and satisfactory installation of the items.

**3.17 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.

**3.18 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.

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

**4 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 herein above 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.
- 5. Arbitration:** In the event of any dispute or difference whatsoever arising under the contract or in connection therewith including any question relating to existence, meaning and interpretation of the contract or any alleged breach thereof, the same shall be referred to the sole Arbitration of the Chairman of the **Uttar Banga Krishi Viswavidyalaya** or to a person appointed by him for that purpose. The arbitration shall be conducted in accordance with the provisions of Arbitration and Conciliation Law 1996.
- 6. Jurisdiction:** All matters of dispute arising out of the order shall be referred to the District Court, Cooch Behar only.

Sd/-  
Registrar (Actg.)