



উত্তরবঙ্গ কৃষি বিশ্ববিদ্যালয়
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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NOTICE INVITING TENDER (NIT)

Tender Ref. No. UBKV/Est. (T&P-02)/09/2021-22Date:18/11/2021

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 **Toner for Canon make Photocopier at annual Rate Contract for one year** as per attached Annexure -A.

• Last date of submission of Bids	:	02/12/2021
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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.
 - 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 2018-19, 2019-20& 2020-21 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 2018-19, 2019-20 & 2020-21 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/AIS 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 2018-19
			Income Tax Returns submitted for the Assessment year 2019-20
			Income Tax Returns submitted for the Assessment year 2020-21
			GST Return for last 3 months in 2020-21
5	Product Catalogue (Coloured)		

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:

- 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.
- 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 Selected bidders will have to sign an agreement on Non-Judicial stamp paper with competent authority of the University.

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** University enjoys the discretion to select vendor either in full or in part (item wise) for the betterment for pursuing of tender objectives.
- 6.6** Bidder must provide Technical Compliance Sheet duly certified by OEM as per the Tender Specification. Any non-compliance will lead to rejection of tender.
- 6.7** Competent authority of the University may like to ask the bidders to produce sample of any item/items.
- 6.8** Credentials: Documents of supplying similar items in last two previous years in an Institute of Higher Education may be submitted along with the tender.
- 6.9** 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.
- 6.10** 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.
- 6.11** Statutory deduction for GST and other Government taxes in the hand of the payee will be made as per the law in force.
- 6.12** Time Schedule: The supply work must be completed within 30-45 days from the date of receipt of the supply order.
- 6.13** 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.
- 6.14** 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.
- 6.15** Payment Schedule: 100% Payment will be made after delivery and satisfaction of the item.
- 6.15** 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.
- 6.16** 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.
- 6.17** Conditional bid may be liable for rejection.

7. 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 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 Toner and Drum unit for Photocopier Machine

Sl. No.	Items & Specification	Make
1.	NPG-59 Drum Unit for iR-2002/2002N	Canon
2.	NPG-28 Drum Unit for iR-2016/2016J/2318L/2320L	Canon
3.	NPG-20 Drum Unit for iR-1600	Canon
4.	NPG-21 Drum Unit for iR-1210/1510	Canon
5.	NPG-32 Drum Unit for iR-1022	Canon
6.	NPG-25/26 Drum Unit for iR-3530	Canon
7.	NPG-37 Drum Unit for iR-2018N	Canon
8.	NPG-51 Drum Unit for iR-2520/2525/2530	Canon
9.	NPG-57 Drum Unit for iR-4225	Canon
10.	NPG-52 Drum Unit for iRC-2020 Black	Canon
11.	NPG-52 Drum Unit for iR-2020 Colour	Canon
12.	NPG-59 Toner for iR-2002/2002N	Canon
13.	NPG-20 Toner for iR-1600	Canon
14.	NPG-21 Toner for iR-1210/1215	Canon
15.	NPG-28 Toner for iR-2016/2016J/2318L/2320L	Canon
16.	NPG-32 Toner for iR-1022	Canon
17.	NPG-25 Toner for iR-3225	Canon
18.	NPG-35 toner for Colour IRC 3080i (Black)	Canon
19.	NPG-35 toner for Colour IRC 3080i (Colour)	Canon
20.	NPG- 51 Toner for iR2520/2525/2530	Canon
21.	NPG-52 Toner for iR-C2220 (Black)	Canon
22.	NPG-52 Toner for iR-C2220 (Colour)	Canon
23.	NPG-57 Toner for iR-4225	Canon
24.	Cartridge for iPF-710/750	Canon

Sd/-Registrar (Actg).