

RAIGANJ UNIVERSITY

College Para, Raiganj, Uttar Dinajpur, 733134 (W.B)



NOTICE INVITING TENDER

Ref. No. *Fm-71 (Furniture)/24*

Date: *30.09.2024*

Online E-Tender is invited for Supply of Furniture at Raiganj University. The eligible Manufacturer / Vendor may follow the instructions as given below for submission of their tenders under online mode. For more details please visit www.wbtenders.gov.in

Dates & Information:

1. Date of uploading of N.I.T. - *30.09.2024*
2. Documents download (online) - *01.10.2024*
3. Bid Submission Start Date (Online) - *01.10.2024*
4. Bid Submission Closing Date (Online) - *21.10.2024*
5. Technical Bid Opening Date (Online) - *Notified Later*
6. Date of uploading list for technically qualified bidder (Online) To Be Notified Letter
7. Date of opening of Financial Bid To Be Notified Letter
8. Date of uploading of list of bidders along with the approved Rate To Be Notified Letter

[Signature] *30/9/24*
Finance Officer
Raiganj University
Finance Officer
Raiganj University
Uttar Dinajpur

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 Raiganj University website www.raiganjuniversity.ac.in.

2. Submission of bids:

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

3. Time Schedules for the e-tender:

The Time Schedule for obtaining the Bid Documents, the submission of bids and other documents etc. will be as per the list given above.

4. Eligibility for Quoting:

- a) The bidder should be a manufacturer registered in India or their authorized Dealer or should be a 100% subsidiary in India of parent company, if any who are able to supply the assured quantities as per requirement. The Joint ventures are not accepted
- b) The bidder should have had an Office in the Country of India for the last 7 years for faster and better serviceability
- c) If an authorized dealer is bidding for the parent company then the authorized representative should be having an office for the last 5 years in West Bengal
- d) Bidder should have satisfactorily completed supply & installation furniture in India only as mentioned below during the last Five years ending last day of the month March 2024:

1. Three similar works costing not less than Rs.5 Laacs each or
2. Two similar works costing not less than Rs.8 Laacs each or
3. One similar work costing not less than Rs. 15 Laacs.

Scanned copy of Purchase order & Payment Certificate in support of any of the above three criteria must be submitted to comply Credential Criterion.

e) Bidder should have average annual financial turnover of Rs.50 Laacs on manufacturing, supply & installation of furniture during the last three years ending 31st March 2024. (Scanned copy of Certificate from Chartered Accountant to be furnished)

f) Bidder should not have incurred any loss in the last five years ending 31st March 2024.

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5. Submission of Tenders

5.1 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. Annexure –

- a) Basic Information (Vide Annexure I) *(to be submitted in "Annexure" folder)*
- b) Application for Tender - (Vide Annexure II) *(to be submitted in "Annexure" folder)*
- c) Authorization letter - (Vide Annexure III) *(to be submitted in "Annexure" folder)*
- d) Affidavit Proforma - (Vide Annexure IV) *(to be submitted in "Annexure" folder)*
- e) DECLARATION ON NIT - (Vide Annexure V) *(to be submitted in "Annexure" folder)*

2. Technical details of the Items Quoted (Bidders must submit Technical specification along with Catalogue of the item quoted in "Technical Details" Folders.

3. Bidder must submit Audited Balance Sheet and Profit and loss Account for last 3 (three) financial year namely 2021-22, 2022-23 & 2023-24 in "Accounts" folder.

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II. My Document (Non-Statutory Cover) containing as follows:

- a. PAN Card of the Bidder
- b. GST Registration Certificate with latest Return copy.
- c. Profession Tax Enrollment Certificate with the Current challan and PTPC.
- d. Trade Licence/Enlistment Certificate
- e. Copy of the Work order and Payment Certificate/ Completion Certificate.
- f. Copy of NSIC / SSI / MSME Registration
- g. Audited Annual Accounts for last three Financial year i.e. 2021-22, 2022-23 & 2023-24
- h. Income Tax Return of last three assessment year i.e. 2021-22, 2022-23 & 2023-24
- i. All prescribed declaration.


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5.3 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. Partial Quoting will not be accepted and Tender will be liable for cancellation.

6. The tenderers are not required to submit hard copies of Technical File (Statutory) or any documents (Non-Statutory). Submission of hard copy of Financial Bid is strictly prohibited and only be submitted through on line tender portal.

7. Evaluation of the tenders

During the tender evaluation process, the "Technical Bid" will be opened first. Those Bidders who have 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 & other requirements laid down in the tender 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 lowest bidder in respect of Financial Bid is subject to further verification. The Financial Bids of only those tenderers who have been considered as Technically Qualified will be opened. If found suitable in the context of above pre qualification etc, the Tenderer quoting the lowest rate will be considered as successful.

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

9.1 Bid Information:

A) Bidder must quote for all the items in the BOQ. Quotation for the single item/partial quotation will not be considered and the tender will be rejected in that case.

B) 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.

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

9.3 **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 for both the equipments. 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.

9.4 Warranty: The vendor shall be fully responsible for the comprehensive onsite warranty in all respect of the Products.

9.5 Adequate support service facility: The bidder/manufacturer should have adequate service support centre in Raiganj for any emergency.

9.6 Training Facility: User training regarding the operation of the Product shall be arranged by the supplier/vendor at no extra cost.

9.7 Manufacturer's Authorisation: 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 as per Clause No. 4

9.8 Credentials: As per Clause No.4

9.9 DSIR Certification: Raiganj 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.

9.10 Make & Model: Bidder must mention Make and Model in the Information Sheet as given vide Annexure-II and must send the product details/catalogue/brochure in the " **Technical Details**" folder.

9.11 Time Schedule: The supply and installation work must be completed within 30 days from the date of receipt of the Work order.

9.12 Validity of offer: A bidder should spell out in the tender that it shall remain valid for a minimum period of thirty 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.

9.13 Place of delivery: Raiganj University, Collegepara, Raiganj, Uttar Dinajpur, West Bengal, 733134.

9.14 Payment Schedule : Payment to be made after delivery and installation of the items and certifications by the Competent Authority.

9.15 Performance Security:

Successful bidder should deposit Performance Security Money Deposit equivalent to the 5% of the order value in the form of DD/ suitable negotiable instruments as to be decided by the University immediately before issuing purchase order from the University. Such security will be refunded after completion of the warranty period in normal case without any accrued interest. University may forfeit the Security Money in the event of the following circumstances:

- i) Selected bidder withdraws the bid before expiry of its validity but after receipt of the 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 Work 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

9.16 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.

9.17 Requisite Documents to be submitted: Bidder must have adequate documents relating to Trade License and updated returns for Income Tax, G.S.T, Audited Statement of Accounts and other documents as sought for under Clause 4 of this tender.

9.18 Turnover Criterion: As per Clause No.4

9.19 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 Raiganj University jurisdiction only.

Discretion of the University:

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

9.21 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.

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

10. Opening the financial bid as per schedule will BE NOTIFIED LATER ON.

Financial bid can be seen & accessed by the bidder through the NIC Portal on line after opening of financial bid on line. No objections raised by any Bidder in this respect will be entertained by the University. No informal tender will be entertained in the Bid further.

11. During the scrutiny, if it comes to the notice to tender inviting authority that the credential or any other paper found incorrect/ manufactured/ fabricated, that bidder would not allowed to participate in the tender and that application will be rejected outright without any prejudice.

12. The Tender Selection Committee reserves to right to cancel the N.I.T. due to unavoidable Circumstances and no claim in this respect will be entertained.


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Annexure I

FURNISHING BASIC INFORMATION

(To be furnished in the Company's official letter pad)

1. Name of the Bidder
2. Address for Communication
3. Contact Number(s)
4. E-mail ID
5. Trade License No.
(Please enclose copy of Trade License)
6. GST No
(Please enclose copy of GST)
7. Do you have previous experience for supplying similar nature of Items at Educational Institute of Higher Learning
(Please enclose copy of Purchase order & user list, if yes)
8. Annual Turnover as per Audited P/L ACCOUNTS & BALANCE SHEET
9. Average Annual Turnover:
10. Status of the bidder(Please enclose copy authenticating your status)

I hereby declare that the above information is true and correct to the best of my knowledge and belief. In case of any false/wrong/misleading information, I shall be bound to take the decision taken by the University.

Signature of the Bidder
(With Seal)

Annexure II
APPLICATION FOR TENDER

(To be furnished in the Company's official letter pad with full address and contact no, E mail address etc)

To
Finance Officer
Raiganj University
Raiganj-733134
Uttar Dinajpur, West Bengal

Sub: NIET for Supply and Installation of Furniture at Raiganj University.

Ref: - N.I.E.T. Nodated

Sir,
Having examined the pre-qualification & other documents published in the N.I.E.T, I/we hereby submit all the necessary information and relevant documents for evaluation:

1. That the application is made by me / us on behalf of

.....

.....in the capacity

..... duly authorized to submit the offer. The authorization letter from the Company is attached in

2. We accept the terms and conditions as laid down in the tender document vide **Clause 9** and declare that we shall abide by it throughout the tender period including its extensions, if any.

3. We have gone through the Tender Document thoroughly and quoted the tendered items keeping in mind all sorts of information as furnished in the tender document including Corrigendum/Addendum as published from time to time

4. We are offering rate for as per BOQ.

In the event of being selected, I will make the supply within the stipulated period excepting the condition which is beyond our control.

Date:-

Signature of Applicant

Contact no : _____

E-mail address: _____

Postal Address: _____

Annexure III

(Authorization letter in favour of the applicant (other than Managing Director/ Proprietor/Partner) from the competent authority.)

FORMAT

(To be furnished in the Company's official letter pad with full address and contact no, E mail Address etc)

(TO WHOM IT MAY CONCERN)

This is to certify that Mr. (Name), Employee of this Organisation as..... (Official Designation) is Hereby authorised to submit tender online, Vide NIET No....., Dated on behalf of the Organisation.

Signature of the competent authority with Seal

.....
(Signature of the Authorised Person)

Signature of Mr.....
..... is hereby attested.

Signature of the competent authority with Seal

ANNEXURE IV
(Affidavit Proforma)

(To be furnished in Non – Judicial Stamp paper of appropriate value duly notarized)

I, Sri/Smt..... The Managing Director/Proprietor/Partner (etc.) of the Firm.
..... (Name of the firm) At (address)
Do hereby solemnly affirm and declare as follows:

1. That I have not ever been convicted of any offence making myself liable to be disqualified to supply & Instalation of furniture /other items to any Govt. or Govt. undertaking Organization /Institution in the State of West Bengal or other State or States.
2. That no case is pending against me or against my firm in any criminal court of law to supply & Installation of furniture and Peripherals and other items to the Govt. or Govt. undertaking Organization / Institution in the State of West Bengal or other State or States (If any case is pending, state the details).
3. That, I also declare that if any information subsequently found incorrect or false will it automatically render the tender submitted by me cancelled and make me liable for penal/legal action as per law of the country.
4. That my concern has not yet been declared bankrupt by any banking or money lending agency duly licensed by RBI nor has it been considered doubtful by any Government concern so far as the solvency of the organisation is concerned.
5. That I do further affirm that the statements made by me in this tender are true to the best of my knowledge and belief and all the documents attached are genuine & correct.

ANNEXURE V
DECLARATION ON NIT

(To be typed in company letter pad, scanned and uploaded)

I, the undersigned, do hereby declare that in respect of Tender Ref. No.

On behalf of my organization, I will comply all the formalities that are required to be complied as per NIT and I will observe all clauses of the NIT (including Terms & conditions).

· In case of any non-observance of any clause(s) of NIT, my organization will be bound to follow the decisions taken by the Raiganj University for taking decision related with the tender for which the said NIT was uploaded.

· For any mistake in furnishing above information or for non-furnishing of the above information, Raiganj University will not be held responsible for non-refund/non-credit of refund amount to my/our bank account

Date:

Full signature of the Bidder
(Designation with Seal)

ANNEXURE – VI
Manufacturer's Authorization Letter (if applicable)

TENDER NOTICE NO. _____

Date _____

To _____

WHEREAS _____ who are official producers of _____ and having production facilities at _____ do hereby authorize _____

located at _____ (hereinafter, the "Bidder") to submit a proposal of the following Products produced by us, for the Supply Requirements associated with the above Tender

When resold by _____, these products are subject to our applicable standard end user warranty terms.

We assure you that in the event of _____, not being able to fulfill its obligation as our Service

Provider in respect of our standard Warranty Terms we would continue to meet our Warranty Terms through alternate arrangements and also provide spares in accordance with the Tender for the period of 5 (Five) years.

Name _____

In the capacity of _____

Signed _____

Duly authorized to sign the authorization for and on behalf of:

Dated on _____ day of _____, _____.

Note: This letter of authority must be on the letterhead of the manufacturer, must be signed by a authorized person of the organization who is competent and having the power of attorney to bind the Producer, and must be included by the Bidder in its bid as specified in the Instructions to Bidders.

Furniture Details:-

Sl. No.	Item description	Quantity
1	<p>Visitor Chair Specification - Height 930mm, Width 580mm, Depth 550mm, seat made of polyurethane moulded foam and Upholstered with mesh fabric, back made of pp structure with head rest for extra comfort and mesh fabric mounted on back structure.</p> <p>base seat moulded PU foam D -42 kg/m³, H-20 on 12 mm hot compressed ply., seat sizes are width 510 mm and depth of chair seat is 480 mm, back sizes are width 490 mm and height of back seat is 490 mm Arm rest fixed made up of PP. Under structure made up of chrome plated 25.4mm thick round CRCA pipe, pipe end cap should be made up of high quality polypropylene material</p>	20
2	<p>Executive Chair Specification:- Max. Height 1080 ±10, Depth 720 ±10, Base Seat Width 510 ±10, Depth 430 ±10, Thickness 70 ±10, Seat Height from Ground 470 ±10, Back seat Width 500 ±10, Height 510 ±10, Thickness 70 ±10, Arm Rest Height from seat Min 230 ±10 & Max 300 ±10, Handle In 490 ±10, Handle Out 750 ±10, Pedestal Dia 656 ±10 (w/o Castor), Castor Wheel Dia 60, Plywood : Seat- 12 mm (Hot pressed), Upholstery : Seat- Leatherette, Back- Leatherette, Base Seat Foam : PU Foam (H.D), D -45 kg/m³, H-20, Back Seat Foam PU Foam (H.D), D -45 kg/m³, H-20, Arm Rest Adjustable Pad (P.U) ± L. Bkt (Chrome plated steel), Understructure /Base Revolving Pedestal - Chrome Plated Steel base with 3 piece bellow, Beading Stainless Steel, Castors/wheel Black Nylon - Twin Wheel Pin castor.</p>	5
3	<p>Steel Almirah :- Dimensions: W x H x D: 91.44 cm x 197.866 cm x 48.514 cm (3 ft x 6 ft 5 in x 1 ft 7 in), Door - High end door, 18 gauge door top bottom and legs / 20 gauge body, powder coated with seven tank anti-rust.</p>	15
4	<p>Computer Table:- To be made with pre-laminated medium density board 18mm thick and edges sealed with PVC edge banding. Sliding key board with channel (24" x 18" or nearest), Sliding platform for printer (24" x 18" or nearest std.), a drawer (12" W x 6" H x 20" D), and a place for CPU with auto hinge cover. Table base should have Castor wheels for smooth movement of system.</p>	8
5	<p>Office Table:- To be made with pre-laminated medium density board 18mm thick and edges sealed with PVC edge banding. Length (40 inches / 116 CMs), Width (22 inches / 57 CMs), Height (28 inches / 72 CMs)</p>	6


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