



VIVEKANANDA MISSION MAHAVIDYALAYA

Affiliated to Vidyasagar University, West Bengal

NAAC Accredited B+ Institution

VIVEKNAGAR

P.O.- Chaitanyapur (Haldia), Dist.- Purba Medinipur

West Bengal, Pin-721645

Website : vmmahavidyalaya.ac.in



NOTICE INVITING TENDER DOCUMENTS FOR

Six (06) numbers of Air conditioning machines (1.5 Ton, 3 Star, Inverter)
(Brand: Hitachi/ Daikin) at the Vivekananda Mission Mahavidyalaya,
Chaitanyapur, Haldia, PurbaMedinipur, West Bengal. Pin 721645

(NIT Reference No.: VMM/NIT-01/2023-24, Dated - 22/05/2023)

Principal

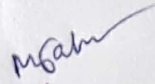
Vivekananda Mission Mahavidyalaya
P.O.-Chaitanyapur, Purba Medinipur, W.B.





Principal, Vivekananda Mission Mahavidyalaya invites sealed bids through electronic tendering (e-Tendering) for "Six (06) numbers of Air conditioning machines at "Vivekananda Mission Mahavidyalaya, Chaitanyapur, Haldia, PurbaMedinipur, West Bengal. Pin 721645" from the bonafide, resourceful and reliable experienced Contractor.

Sl. No	Name of the Work	Earnest Money (Rs.)	Cost of Tender documents (Rs.) (Non-refundable)	Period of Completion	Name & Address of the Office
1	Supplying, installation & commissioning of 6nos. (six) 1.5 ton split type 3 star (100%copper) inverter type room air conditioner machines in the premises of the college, Vivekananda Mission Mahavidyalaya, Chaitanyapur, Haldia, PurbaMedinipur, West Bengal. Pin 721645	Rs. 5,400.00 *Exemption of EMD is not allowed in any case.	Rs. 250.00	15 Days	Vivekananda Mission Mahavidyalaya, Chaitanyapur, Haldia, PurbaMedinipur, West Bengal. Pin 721645


Principal
Vivekananda Mission Mahavidyalaya
P.O.-Chaitanyapur, Purba Medinipur, W.B.



SPECIFICATIONS

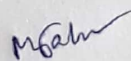
Name of Work:- Supplying, installation & commissioning of 6 nos. 1.5 ton split type 53 star (100% copper) inverter type room air conditioner machines in College Campus, Vivekananda Mission Mahavidyalaya.

<u>Item No</u>	<u>Description of Items</u>	<u>Unit</u>	<u>Rate</u>	<u>Qty</u>	<u>Amount</u>
<u>1</u>	Supplying of new 1.5 ton split type 3 star (100%copper) inverter type with dust filter, anti-bacterial coating, dehumidifier, room air conditioner machine with high ISEER, make-Hitachi/ Daikin including fitting, fixing & commissioning of the above machine with supplying of angle iron frames, copper pipes as required including insulation & drain pipe upto the nearest spout of drain of the building etc. all complete. (Position of the outdoor unit will be mentioned by the authority during executing the work.)	<u>Each</u>		<u>06</u>	

GENERAL TERMS & CONDITIONS:

1) Traditional process of deposit of earnest money through online instruments like Bank Draft, Pay Order etc. will be stopped for e -tender procurement of this Division wef. 01.10.2015. **Necessary Earnest Money will be deposited by the bidder electronically: online - through his net banking enabled bank account, maintained at any bank or: offline - through any bank by generating NEFT/ RTGS challan from the e- tendering portal.** Intending Bidder will get the Beneficiary details from e-tender portal with the help of Digital Signature Certificate and may transfer the EMD from their respective Bank as per the Beneficiary Name & Account No., Amount, Beneficiary Bank name (ICICI Bank) & IFSC Code and e- Proc Ref No.

Intending bidders who want to transfer EMD through NEFT/RTGS must read the instructions of the


Principal
Vivekananda Mission Mahavidyalaya
P.O.-Chaitanyapur, Purba Medinipur, W.B.





Challan generated from E -Procurement site. Bidders are also advised to submit EMD of their bid, at least 3 working days before the bid submission closing date as it requires time for processing of Payment of EMD.

2) In the event of e-filling, intending bidder may download the tender documents from the website: wbtenders.gov.in directly with the help of Digital Signature Certificate. Technical Bid and Financial Bid both will be submitted concurrently duly digitally signed in the wbtenders.gov.in. Tender document may be downloaded from website & submission of Technical Bid/Financial Bid as per tender time schedule stated in Item no. -20 of N.I.T.

The documents submitted by the bidders should be properly indexed & digitally signed.

3) Both Technical document and Financial Bid are to be submitted in technical (Statutory & Non - Statutory folder) and financial folder concurrently duly digitally signed in the website wbtenders.gov.in.

4) The FINANCIAL OFFER of the prospective bidder will be considered only if the TECHNICAL Document (both statutory and non-statutory) of the bidder found qualified by the Purchase Sub-Committee of the college. The decision of the Purchase Sub-Committee, College, will be final and absolute in this respect. The both list of Responsive and Non -Responsive Bidders will be displayed in the website wbtenders.gov.in.

5) **Eligibility criteria for participation in the tender:**

i) Resourceful & benefited contractors having Valid trade License, GST & PAN and credential for satisfactory completion of similar nature of job of amounting 60% of the quoted value in a single tender in the last (03) three financial years in Government/Government Undertaking or any State-run University/college. Original documents may be asked for verification of technical checking on the date of issuing tender paper. Failing to produce original documents, the tender will be rejected.

ii) The bidder must have a registered office at Kolkata and adjoining district in West Bengal.

(iii) The prospective bidders shall have satisfactorily completed as a prime agency during the last 3 (Three) years from the date of issue of this Notice the similar nature of work as per amendments vide Notification No - 04-A/PW/O/10C-02/14 dated 18.03.2015 under authority of State/Central Govt., State/Central Govt. undertaking/Statutory Bodies Constituted under the Statute of the Central/State Govt. [Non statutory Documents]

N.B: - Completion certificate should contain a) Name of work, b) Name and address of Client, c) Amount put to tender, d) Date of commencement of work e) Date of completion of work.

BOQ for the respective work should be uploaded along with completion certificate.

(iv) Valid up to date clearance of Income Tax return (last 3 years) / Professional Tax Clearance Certificate / P.T. (Deposit Challan) / Pan issued by the IT Dept., Govt. of India / 15-digit Goods & Service Taxpayer Identification Number (GSTIN) under GST Act, 2017 (with last return) / Voter ID Card for self-identification to be accompanied with the technical documents [Non statutory Documents] Income Tax Acknowledgement Receipt for last three assessment years to be submitted. [Non statutory Documents]

(v) In case of Proprietorship and Partnership Firms and Company to Tax Audited Report in 3CD Form is to be furnished along with Balance Sheet & Profit and Loss A/c. for the last 5 (five) years (year just preceding the current financial year will be considered as year -1). [Non statutory Documents]

(vi) Where an individual person holds a digital certificate in his own name duly issued to him by the company or the firm of which he happens to be a director or partner, such individual person, either belonging to an appropriate cadre officer of the company or an authorized partner of a firm, having a registered power of attorney empowered by the board or by the firm shall invariably upload a copy of registered power of attorney showing clear authorization in his favour to upload such tender.

(vii) Declaration regarding Structure and Organization duly digitally signed by the applicant to be submitted along with application.

(viii) A prospective bidder shall be allowed to participate in a single job either in the capacity of individual or as a partner of a firm. If found to have applied severally in a single job, all his applications will be rejected for that job.

(ix) Prevailing safety norms has to be followed so that LTI (Loss of time due to injury) is zero.

(x) The Partnership Firm shall furnish the registered partnership deed and the company shall furnish the Article of Association and Memorandum. [Non statutory Documents]

6) No extra payment to be paid beyond the tendered amount.

7) In connection with the work, Arbitration will not be allowed. The Clause No. 25 of 2911 (ii) is to be Considered as deleted vide Gazette notification no 558/SPW-13th December 2011.

8) The intending bidders are required to quote the rate on line. **Rate should be inclusive of GST.**

9) **Tax invoice (s) needs to be issued by the supplier for raising claim under the contract showing separately the tax charged in accordance with the provision of GST Act, 2017.**

10) Site of work and necessary drawings may be handed over to the agency phase wise. No claim in this regard will be entertained.

11) The Bidder, at his own responsibility and risk is encouraged to visit and examine the site of works and its surroundings and obtain all information that may be necessary for preparing the Bid and entering into a contract for the work as mentioned in the Notice Inviting e -Tender, before submitting offer with full satisfaction, the cost of visiting the site shall be at his own expense.

12) The intending Bidders shall clearly understand that whatever may be the outcome of the present invitation of Bids no cost of bidding documents shall be reimbursable by the Department. **The Purchase Sub-Committee, College, reserves the right to reject any application for purchasing Bid Documents and to accept or reject any offer without assigning any reason whatsoever and is not liable for any cost that might have incurred by any Bidder at the stage of Bidding.**

13) Prospective applicants are advised to note carefully the minimum qualification criteria as mentioned in 'Instructions to Bidders' before tendering the bids.

14) Warranty/Guarantee & On-site skill support: As per manufacturer terms and conditions.

15) **Time Extension:** Time is the essence of the contract, generally no time extension will be



allowed. But, in case of Force Majeure, the extension of time may be considered on the basis of actual situation and subject to consideration of the Tender Inviting Authority. For any other valid reasons for delay of the work consideration of the tender inviting authority will be full and final.

16) **Penalty Charges:** As per clause and terms and conditions of WBFR 2911, Finance Department, Govt. of West Bengal.

17) The rate should be quoted after inspection of the site and inclusive of all incidental charges i.e. freight, insurances, labour insurances, handling charges, necessary government taxes, duties etc as well as the Water, Electricity charges which are to be paid as per rules.

18) The contractor shall be responsible to ensure compliance with the provision of minimum wages act 1948 as modified up to date and the rules made in respect of any employees, employed by the contractor directly or through the petty or subcontractor for the purpose of carrying this contract. The contractor shall be responsible for any damage, injury or loss caused by the work or workmen to any person, animal or material during the progress of work.

19) The allotted time for completion of the work as specified in the NIT/NIQ from the date of receipt of work order. Time is the essence of this contract. Normally no time extension will be granted. In case of prayer for extension of time the University authority has the full right reserved to grant it or discard it.

20) **Additional Performance Security:** (a) If the successful contractor's bid rate is 80% or less than the estimated amount put to tender the contractor will have to submit a Bank Guarantee amounting to 10% of the Tendered amount before issue of Work order failing which the EMD will be forfeited and the agency may be blacklisted. The Bank Guarantee should be valid till the end of the contract period and shall be renewed accordingly if required. This bank Guarantee is an Additional Performance Security. So provision of deducting Security deposit from bills will hold goods per relevant clause of the contract. The bank Guarantee shall be returned immediately on successful completion of contract.

(b) The College authority will retain a sum amounting to **10% of the bill** of the contract for a period of six months from the date of completion of work as **Security Deposit**. This will be released after a period of six months from the date of completion of the work on application.

21) Work is to be carried out as per specification laid in the B.O.Q or PWD specification as per instruction of the College Engineer or his representative.

22) The materials brought to site for execution of the work should by no means be taken out of site without the permission of the Engineer of the College.

23) The College will not be bound to accept the lowest bidder.

24) The College will not supply any materials to the contractor.

25) The contractor will work under the strict supervision of the College Engineer/ Sub-Assistant Engineer. The estimate given along with the tender are provisional payment will be made on the actual work done jointly measured by the college Engineer or his representative (Sub-Assistant- Engineer) & the contractor or his representative. The contractor will have to submit a bill in printed format in duplicate.

26) The contractor will have to take necessary instruction from the college Engineer regarding the execution of work.



- 27) **Defect liability Period:-** The defect & liability period will be for a period of **manufacturer guarantee** from the date of completion of the job. Any defects pointed out during this period has to be mend good by the agency at their own cost failing which the retention money will be forfeited.

Termination Clause:

- Failing to supply and commissioning of the items as per work order within the stipulated time, the contract will be rejected except application of Force majeure Clause and EMD will be forfeited.
- If any deviation of quality and specification from the stipulated specification as per B.O.Q observed, the purchase order will be cancelled and EMD will be forfeited.

Force majeure Clause: If the work(s) be delayed for the following reasons:-

Due to war, internal emergency and other conditions such as abnormally bad weather, flood, cyclone natural calamity or serious loss or damage by fire or civil commotion, the contractor shall immediately give notice thereof in writing to the Purchase Sub Committee Committee but shall nevertheless use constantly his/her best endeavors to prevent or make good the delay and shall do all that may be reasonably required to the satisfaction of the Purchase Sub Committee to proceed with the works.

- 28) **Earnest Money (EMD):-** Intending bidders are requested to deposit Rs. 5400/- (to be deposited online by each bidder) only to be deposited by the bidder concerned electronically: online – through his net banking enabled bank account, maintained at any bank or: offline – through any bank generating NEFT/RTGS Challan from the e-tendering portal. Intending bidder will get the beneficiary details from e-tender portal with the help of Digital Signature Certificate and may transfer the EMD from their respective Bank as per the Beneficiary Name & Account No., Amount, Beneficiary Bank name & IFSC Code and e-Proc Ref No. Intending bidder who wants to transfer EMD through NEFT/RTGS must read the instruction of the Challan generated from E-Procurement site.

The amount of earnest money and cost of the document should be deposited separately in favour of 'Vivekananda Mission Mahavidyalaya' PurbaMedinipur at PUNJAB NATIONAL BANK, Chaitanyapur Branch, A/C No. 4432000100003780, IFSC Code: PUNB0443200, MICR CODE: 721024004 (specifying the name of the tender as per NIT document in the paying slip).

EMD through NEFT or RTGS or Bank Transfer Details:

Particular	Amount	Transaction No. & Date	Bank Name
EMD	Rs.5400/-		

- EMD of all unsuccessful bidders (if any) will be returned after finalization of the tender.
- The amount of EMD (if any) is liable to be forfeited, if the tenderer withdraws from the offer after submission of the tender or after the acceptance of the offer and fails to remit the Performance Security Deposit.
- No interest will be paid on the EMD (if any).

N.B.: During evaluation, the bidders may be invited and clarification/ information or additional documents or original hard copy of any of the documents already submitted may be sought from them & if these are not produced within the stipulated time frame, their bid will be liable to rejection.



Action to be taken in the cases of suppression / distortion off acts

Submission of any false document by the bidders is strictly prohibited and, in such cases, the concerned bid(s) shall be rejected.

29) Important information Date & Time schedule:

Sl. No.	Items	Publishing Date (s) & Time
1	Date of uploading of N.I.T. & Tender documents (online) from this end	22.05.2023 ; 15:00 Hrs.
2	Starting of Documents download (online)	22.05.2023 ; 15:00 Hrs.
3	Bid Submission starting (on line)	22.05.2023 ; 15:00 Hrs.
4	Bid submission closing date (online)	04-06-2023 ; 18:00 pm
5	Bid opening date for Technical Proposal (online)	07-06-2023; 11:00 hrs
6	Date of uploading list for Technically qualified Bidder (on line)	To be notified later on
7	Date and Place for opening of Financial Proposal (online)	To be notified later on
8	Date of uploading of list of bidders along with the approved rate	To be notified later on

30) **LOCATION OF CRITICAL EVENT:**

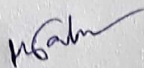
Office of Principal, Vivekananda Mission Mahavidyalaya, Chaitanyapur, Haldia, Purba Medinipur, West Bengal. Pin 721645.

31) Conditional/Incomplete tender will not be accepted under any circumstances.

32) Contractor shall have to comply with the provisions of (a) the contract labour (Regulation Abolition) Act. 1970 (b) Apprentice Act. 1961 and (c) minimum wages Act. 1948 of the notification thereof or any other laws relating thereto and the rules made and order issued there under from time to time.

33) In case of ascertaining authority of intending bidders at any stage of tender process or execution of work, necessary registered irrevocable power of attorney is to be produced as and when asked for by the Tender Inviting & Accepting Authority / Engineer-In-Charge.

34) If any discrepancy arises between two similar clauses on different notification, the clause as stated in later notification will supersede former one in following sequence.


Principal
Vivekananda Mission Mahavidyalaya
P.O.-Chaitanyapur, Purba Medinipur, W.B.

Sl.No.	Category	Sub Category	Sub-Category Description
A.	Certificates	Certificates	1. PAN Card
			2. Professional Tax Registration Certificate with current challan copy
			3. GST Registration Certificate with current return copy
			4. Valid Trade License
B.	Credential	Satisfactory completion of similar nature of job of amounting 75% of the quoted value in a single tender in the last (03) three financial years in Government /Government Undertaking or any State-run University.	

35) **Qualification criteria:** - The tender inviting & Accepting Authority will determine the eligibility of each bidder; the bidders shall have to meet all the minimum criteria regarding:

a) **Experience/Credential**

- (i) The eligibility of a bidder will be ascertained on the basis of the digitally signed documents in support of the minimum criteria as mentioned in a, b, c above. If any document submitted by a bidder is either manufacture of false, in such cases the eligibility of the bidder/ bidder will be out rightly rejected at any stage without any prejudice.

36) During the scrutiny, if it come to the notice to tender inviting authority that the credential or any other paper found incorrect/manufactured/fabricated, that bidder would not allow to participate in the tender and that application will be out rightly rejected without any prejudice. The Purchase Sub-Committee, College, reserves the right to cancel the NIT due to unavoidable circumstances without assigning any reason, whatsoever, to the bidders and no claim in this respect will be entertained.

37) In case if there be any objection regarding prequalifying the Agency that should be lodged to the Purchase Sub-Committee, College within 02(two) day from the date of publication of list of qualified agencies and beyond that time schedule no objection will be entertained by the Purchase Sub-Committee, College.

38) Before issuance of the WORK ORDER, the tender inviting authority may verify the credential and other documents of the lowest bidder if necessary. After verification if it is found that the documents submitted by the lowest bidder is either manufactured or false in that case work order will not be issued in favour of the said bidder under any circumstances and the Earnest Money deposited by the bidder will be forfeited by the Tender Inviting Authority without assigning any reason thereof.

39) Declaration must be uploaded by the bidder for the clause mentioned below: "any intending bidder who have failed to execute more than one works contract under any Directorate of this Department and was terminated by any sub -rule under Clause -3 of tender Form No. 2911 or terminated under any clause of Standard Bidding Document by the Engineer - in-Charge/Employer during last 3 (three) years will not be eligible to participate in any bid under any Directorate under this Department for another 2 (two) years from the date of imposition of last termination notice by the



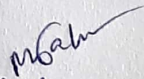
SECTION - A

Instruction to Bidder

- 1 Bids for the tender are to be submitted through online mode to the website **<https://wbtenders.gov.in>** in two folders at a time for each work, one is technical bid and other is Financial Bid, before the scheduled date and time using the Digital Signature Certificates.
- 2 Online bid submission (Bidder/Contractor) process is given in <https://wbtenders.gov.in> portal; please download the pdf file.
- 3 Possession of a valid DSC in the form of smart card / e-token is a prerequisite for registration and participating in the bid submission activities. DSCs can be obtained from the authorized certifying agencies.
- 4 Bidders are advised to register their valid email address and mobile numbers as part of the registration process. These would be used for any communication from the Portal.
- 5 Only one valid DSC should be registered by a bidder. Please note that the bidders are responsible to ensure that they do not lend their DSCs to others which may lead to misuse.
- 6 The Bidders are required to log in to the site through the secured log-in by entering their respective user ID / password and the password of the DSC.
- 7 The portal also has user manuals with detailed guidelines on enrollment and participation in the online bidding process. The user manuals can be downloaded for ready reference.

The bidder has to upload the relevant & readable files only as indicated in the tender documents. In case of any irrelevant or non-readable files, the bid may be rejected.
Online Bid Submission Procedure

- Cover-1: NIT modified copy, EMD challan copy
- Cover-2: The BOQ should be downloaded from the website and should comprise of the following item:
Financial Bid in XLS version Filled with all relevant information.


Principal
Vivekananda Mission Mahavidyalaya
P.O.-Chaitanyapur, Purba Medinipur, W.B.



SECTION-B

Technical Documents

Statutory Documents

Following documents are to be provided.

- a) Firm Incorporation/Establishment Certificate
- b) PAN details
- c) GSTIN (The participant bidder or agency must submit a declaration mentioning that the GST payment has been up-to-date and there is no default of GST payment with duly signed supporting documents, failing which his or her tender will be rejected)
- d) Compliance of the Special Terms & Condition.
- e) Address Proof of Bidder's Office in Kolkata and adjoining district.
- f) Credential (satisfactory completion of similar nature of job of amounting 60% of the quoted value in a single tender in the last (03) three financial years in Government /Government Undertaking or any State-run University).
- g) Last 03 (three) years Balance Sheet.

1. Financial Proposal:

- (i) The financial proposal should contain the following documents in one cover (folder) i.e. Bill of Quantities (BOQ). The contractor is to quote the rate (Presenting Above / Below / At Par) online through computer in the space marked for quoting rate in the BOQ.
- (ii) Only downloaded copies of the above documents are to be uploaded virus scanned & Digitally Signed by the contractor in XLS format.

Financial capacity of a bidder will be judged on the basis of information furnished in Section-B.

- (iii) Penalty for suppression / distortion of facts:

If any bidder fails to produce the original hard copies of the documents like Completion Certificates and any other documents on demand of the Tender Evaluation Committee within a specified time frame or if any deviation is detected in the hard copies from the uploaded soft copies, it may be treated as submission of false documents by the bidder and action may be referred to the appropriate authority for prosecution as per relevant IT Act.

(iv) Rejection of Bid:

Tender Committee reserves the right to accept or reject any Bid and to cancel the Bidding processes & reject all Bids at any time prior to the award of Contract without thereby incurring any liability to the affected Bidder or Bidders or any obligation to inform the affected Bidder or Bidders of the ground for Tender Committee's action.

- (v) Award of Contract:

The Bidder who's Bid has been accepted will be notified by the Tender Inviting & Accepting



Authority through acceptance letter / Letter of Acceptance.

2. Tender Evaluation Committee (TEC): Purchase Sub-Committee of the College.
3. Opening of Technical Proposal: Technical proposals will be opened by the Purchase Sub-Committee of the College.
4. Cover (folder) for Statutory Documents will be opened first and if found in order, cover (folder) for Non- Statutory Documents will be opened. If there is any deficiency in the Statutory Documents, the tender will summarily be rejected.
5. Decrypted (transformed into readable formats) documents of the non -statutory cover will be downloaded & handed over to the Tender Evaluation Committee.
6. Summary list of technically qualified bidders will be uploaded online.
7. Pursuant to scrutiny & decision of the Tender Evaluation Committee the summary list of eligible bidders & the serial number of works for which their proposal will be considered will be uploaded in the web portals.

Signature of Principal

Copy forwarded to:

- Inspector of Colleges, Vidyasagar University
- JDPI
- Registrar, Vidyasagar University
- Purchase committee members
- Newspaper
- College Notice Board

Signature of Principal

Principal

Vivekananda Mission Mahavidyalaya
P.O.-Chaitanyapur, Purba Medinipur, W.B.