

UNIVERSITY OF GOUR BANGA

(Established under West Bengal Act XXVI of 2007, 12B Affiliated & NAAC Accredited)

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University Engineer (Civil)



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Ref. No.: 41 /UGB/UE-18

Date: 26/6/2018

ABRIDGED NOTICE INVITING e-QUOTATION

eNIQ No. - UGB/UE/06/18-19

Sealed e-quotations are invited from the reputed vendor(s)/supplier(s)/distributor(s)/dealer(s) for the following supply and installation of the materials required by the University of Gour Banga at Malda---

Sl No.	Description of items	Model & make	Warranty	Quantity required	Rate in Rs./ set or pc (inclusive of all taxes)	Amount in Rs.
1	Supply, installation, commissioning & testing of 10 KVA (3ph/3ph) IGBT based Online UPS system with built-in Isolation Transformer with 12V, 65 Ah, 20 nos. batteries for 2 hours back-up (considering 60% load) along with battery rack and interlink cable.	UPS(make— Numeric & model no-HP i 33). Battery (make-Exide).	On-site warranty 24 months from the date of installation or 25 months from the date of delivery, whichever is earlier.	4 sets		
2	Supply, installation, commissioning & testing of 2X10 KVA Parallel Redundant (3ph/3ph) IGBT based Online UPS system with built-in Isolation Transformer with parallel kit with 2X (12V, 120 Ah, 20 nos.) separate battery bank for 8 hours back-up (considering 60% load) along with battery rack and interlink cable.	UPS(make— Numeric & model no-HP i 33). Battery (make-Exide).	On-site warranty 24 months from the date of installation or 25 months from the date of delivery, whichever is earlier.	1 set		
3	Supply of Line Interactive (1 ph/1ph) 600 VA UPS with built in 12V, 7 Ah & considering single PC load with 17 inch. Monitor up to 20 min. back-up.	Make- Numeric & model-Digital 600 EX.	24 months from the date of delivery.	80 pcs.		

Date & time schedule:-

Sl.No.	Particulars	Date & Time
1	Date of Publishing of e-NIQ & Tender Documents (online) –	27/06/2018
2	Documents download/ sell start date & time (online)	28/06/2018 from 11.00 a.m.
3	Prequalification, technical and financial bid submission starting date & time (online)	28/06/2018 from 11.00 a.m.
4	Documents download/sell closing date & time (online)	04/07/2018 upto 01:00 p.m.
5	Prequalification, technical and financial bid submission closing date & time (online)	04/07/2018 upto 01:00 p.m.
6	Date & time of opening of prequalification proposals & technical proposal (online)	06/07/2018 at 01.00 p.m.
7	Tentative date & time of uploading of list of technically qualified bidders (online)	07/07/2018 after 11:00 a.m.
8	Tentative date & time of opening of financial bid (online)	07/07/2018 after 11.30 a.m.
9	Tentative date of uploading of list of bidders along with their offered rates (online)	07/07/2018 after 12:00 noon.

(ANIRBAN GOON)
University Engineer (C)
University of Gour Banga

Terms and Conditions:

- a) The following documents are required to be attached/uploaded with the quotation—
 - i) Valid Trade Licence.
 - ii) PAN along with Income Tax Returns for last 3 (three) financial years.
 - iii) GST Registration.
 - iv) **EMD –A sum of Rs.60000.00 (rupees sixty thousand)** in the form of CTS Demand Draft from any Nationalized Bank in favour of University of Gour Banga payable at Malda is to be attached/uploaded with the tender documents as earnest money deposit, failing which the tender/quotation will be treated as cancelled.
 - v) Intending tenderers/quotationers should produce credentials of a similar nature of supply & installation work of minimum value of Rs. 1200000.00 (rupees twelve lakhs) in a single work during 5 (five) years prior to the date of issue of the tender/quotation notice. The photocopy of the credential document(s)/certificate(s) is required to be attached/uploaded with the tender documents, otherwise the tender will be treated as cancelled. **Only payment certificate or work order will not be treated as credentials. However, payment certificate along with work order will be treated equivalent as credential certificate. Authorised Distributor(s)/ Dealer(s) of Numeric may submit/upload their Distributorship/Dealership Certificate which will be treated equivalent as credential certificate.**
- b) **Price should not exceed MRP/Latest price-list of the manufacturer, if any and should be including of all taxes.**
- c) Time of delivery shall be reckoned 20 (twenty) days from the date of receipt of work order.
- d) Warranty period will be considered as mentioned in the e-NIQ.
- e) Taxes will be deducted as per prevailing Government norms.
- f) Payment will be made through account payee cheque.
- g) Price shall be quoted in Indian Rupees (INR).
- h) EMD will be released after expiry of warranty period in case of successful bidder who has to submit the EMD in original at the office of the undersigned during the verification of the original documents (against the uploaded copies) prior to the issuance of work order.
- i) All material(s) supplied by the vendor(s) from the market should possess IS specification or as recommended in the tender notice or as approved by the University Engineer (Civil) or by his authorized representatives. However, input/output panel, cabling, dedicated earthing, bottom ms angle stand, cable tray/trench etc., if required, shall not be within the scope of work for the supplier/agency under this contract. The scope of such work and cost will be borne and carried out by the client.
- j) Tools and tackles for any installation work as required shall have to be arranged by the agency at their own cost.
- k) Agency shall maintain & comply with all standard/relevant safety norms and measures at their own cost during installation of such equipment.
- l) Supervision of electrical components of works will be carried out by concerned electrical wing of the department (office of the University Engineer) under the overall coordination of the University Engineer (Civil) as the case may be.
- m) Quantity of materials required may vary as per requirement of the University authority. Quantity required may increase or decrease as per decision taken by the University authority.
- n) Recommendation of payment will be done only after successful delivery & installation of the materials.
- o) Bidders are requested to be present at the time of opening of quotations.
- p) For any further detail bidders may contact the office of the undersigned during office hours except Saturday, Sunday and Holidays.
- q) The Tender Inviting Authority reserves the right to deny or accept or reject any or all the applications and to amend/change/supplement/cancel any clause or the whole tendering

process, at any point of time without any obligation & assigning any reasons what-so-ever and 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 such action.

- r) University authority has the liberty to take administrative/legal steps as deem fit against the successful bidder at their discretion if the warranty/guarantee/services are not provided properly and in time by the agency/service provider. For any discrepancies, decision taken by the Vice Chancellor, University of Gour Banga is final and binding. And for any court cases the jurisdiction will be Calcutta High Court.

(Anirban Goon)

University Engineer (Civil)

University of Gour Banga

INSTRUCTION TO BIDDERS

SECTION-A

1. General Guidance for e-Tendering-

Instructions / Guidelines for tenderer/bidder for electronic submission of the tenders online have been annexed for assisting the contractors to participate in e-Tendering.

2. Registration of Contractor/supplier-

Any contractor willing to take part in the process of e-Tendering will have to be enrolled & registered with the Government e-Procurement system, through logging on to <http://etender.wb.nic.in> .the contractor is to click on the link for e-Tendering site as given on the web portal.

3. Digital Signature certificate (DSC)-

Each contractor is required to obtain a Class-II or Class-III Digital Signature Certificate (DSC) for submission of tenders, from the approved service provider of the National Information Centre (NIC) on payment of requisite amount details of which are available at the Web Site stated in Clause 2. DSC is given as a USB e-Token.

1. The contractor can search & download E-NIQ & Tender Documents electronically from computer once he logs on to the website mentioned in Clause 2 using the Digital Signature Certificate. This is the only mode of collection of Tender Documents.
2. **Submission of Tenders.** General process of submission
Tenders are to be submitted online through the website stated in Cl. 2 in two folders as per tender schedule, i.e Prequalification with Financial Proposal before the prescribed date & time using the Digital Signature Certificate (DSC), The documents are to be uploaded (virus scanned copy) duly Digitally Signed wherever necessary. The documents will get encrypted (transformed into non-readable formats).

A. TECHNICAL PROPOSAL---

The Technical Proposal to be submitted in the following two covers (Folders):-

A-1. Statutory Cover Containing:-

Following Scanned Documents are to be uploaded virus scanned and digitally signed by the Contractor/Supplier:-

- (a) e-N.I.Q.
- (b) Scan copy of EMD.
- (c) Credential Certificate/Distributorship Certificate/Dealership Certificate (any one).
- (d) Others (All section of tender document i.e. Form-I & Form-II).

A-2. Non-Statutory Cover:-

This will contain the following scanned documents to be uploaded virus scanned and duly digitally signed by the bidder:-

- a) GST Registration Certificate.
- b) PAN along with Income Tax Returns for last 3 (three) financial years.
- c) Valid Trade Licence.

SECTION-B

FORM-I

PRE-QUALIFICATION APPLICATION

To
The University Engineer (Civil),
University of GourBanga,
Malda-732103.

Ref : -Tender / quotation for :

(Name of work) :

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.....

E-N.I.Q No. : (Sl. No.....) of 2018-19 by the University Engineer (Civil),University of Gour Banga, Malda.

Dear Sir,

Having examined the Statutory, Non statutory & E-NIQ documents, I / we hereby submit all the necessary information and relevant documents for evaluation.

The application is made by me / us on behalf ofin the capacity.....duly.....authorized to submit the offer. The necessary evidence admissible by law in respect of authority assigned to us on behalf of them group of firms for Application and for completion of the contract documents is attached herewith

We are interested in bidding for the work(s)/supply given in Enclosure to this letter. We understand that:

(a) Tender Inviting & Accepting Authority/ University Engineer (Civil) can amend the scope & value of the contract bid under this project.

(b) Tender Inviting & Accepting Authority/University Engineer (Civil) reserve the right to reject any application without assigning any reason.

Enclo :-e-Filling:

1. Statutory Documents
2. Non Statutory Documents

Signature of applicant including title and capacity in which application is made

Date:-

SECTION – B

FORM-II

Detail of Organization

1. Name of Applicant : (Indicate whether proprietary firm,) Partnership, Limited Company, Corporation/Others)

2. Office Address:-

3. Telephone/Mobile No. :-

4. Fax No. :-

5. E-Mail address :-

6. Name and address of Banker :-

Signature of applicant including title and capacity in which applicant is made

B. (II) Financial Proposal:--

The financial proposal should contain the following documents in one cover (folder):--

- a) Financial Bid in which the contractor is to quote the rate online in the space marked for quoting rate in the BOQ. Only downloaded copies of the above Documents are to be uploaded, virus scanned & digitally signed by the contractor.

4. Opening & Evaluation of tender:-

4.1 Opening of prequalification & technical proposal:-

- i. Technical proposals will be opened by the **University Engineer (Civil), University of Gour Banga** or his authorized representative electronically from the web site using their Digital Signature Certificate.
- ii. Intending Tenderer/Quotationers may remain present if they so desire.
- iii. Statutory documents will be opened first & if found in order, non-statutory documents will be further opened. If there is any deficiency in such documents the tender will summarily be rejected.
- iv. Pursuant to scrutiny & decision of the Tender Evaluation Committee the summary list of eligible Tenderers/Quotationers will be uploaded in the web portals.
- v. While evaluation, the committee may summon the Tenderers/ Quotationers & seek clarification / information or additional documents or original hard copy of any of the documents already submitted/uploaded & if these are not produced within the stipulated time frame, their proposals will be liable for rejection.

4.2. Opening of Financial proposal:-

- i. Financial proposals of the Tenderers / Quotationers declared technically eligible will be opened electronically from the web portal on the prescribed date, by the **University Engineer (Civil), University of GourBanga, Malda**.
- ii. The encrypted copies will be decrypted and the rates will be read out to the contractors remaining present at that time.
- iii. The Financial Proposal shall be evaluated by the Tender Inviting Authority i. e. the **University Engineer (Civil), University of Gour Banga** Final summary result containing inter – alia name of contractors and the rates quoted by them shall be uploaded provided he is satisfied that the rate obtained is fare and reasonable and there is no scope of further lowering down of rate.
- iv. However, if there is any scope for lowering down of rates in the opinion of the University Engineer (Civil), further negotiation meeting with the lowest bidder may be held at his office which will be done offline. The final negotiation statement shall be uploaded in the website.

5. Penalty for suppression/distortion of facts:-

If any Tenderers /Quotationers fails to produce the original hard copies of the documents or any other documents on demand of the Tender Inviting Authority at any stage of tender process within a specified time frame or if any deviation is detected in the hardcopies from the uploaded soft copies or if there is any suppression, the Tenderer/ Quotationer will be Barred from participating the tenders for a period of 3 years. In addition, his user ID might be deactivated and Earnest Money Deposit may stand forfeited. Besides, the University authority may take appropriate legal/administrative action against such defaulting tenderer/ Quotationer.

(Anirban Goon)
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