



Khatra Adibasi Mahavidyalaya

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NAAC Accredited B+ (2nd Cycle)

Memo No - KAM/RUSA/2019-20/ET/02

Date – 24.03.2019

NIT NO. : KAM /RUSA/2019-20/ET/02

The Teacher-in-charge, KhatraAdibasiMahavidyalaya, P.O-Khatra, Bankura, Dist.-Bankura, Pin-722140 invites e-tenders within 14 days from bonafide suppliers having experience in government jobs for supplying books or similar nature of works detailed below (Submission of Bid through online).

1	NAME OF ITEM	BOOKS
2	ESTIMATED AMOUNT PUT TO TENDER	Rs. 1203716.00
3	Earnest Money (EMD)	Rs. 24074.00
4	Cost of Tender Documents at the time of formal agreement	Rs. 1000.00
5	PERIOD OF COMPLETION	30 days

TERMS AND CONDITIONS :

In the event of e-filing the intending bidder may download the tender documents from the website <https://www.wbtender.gov.in> directly with the help of Digital Signature Certificate and necessary Earnest Money may be remitted through wbtenders portal only.

Earnest Money (EMD) - Bidders are required make payment of Earnest Money (EMD) through the e-Payment banking system on-line and should read in advance the instructions carefully, particularly those contained in the challan generated in the e-transaction of the portal, if opted for EMD payment through RTGS/NEFT. Only if the bidder is exempted from payment of EMD by the State Finance Department, the Govt. order for such exemption is to be uploaded while opting for EMD exemption category. Any misjudgement and resultant non submission of EMD will lead to rejection of the bid. Finance Department has exempted from payment of EMD to State Registered Labour Cooperative Societies, Mackintosh Burn Limited, Westinghouse Saxby Farmer Limited & Britannia Engineering Limited only.

1. Pan Card, Professional Tax receipts Challan for the current year, ITR-I(SAHAJ) for the last year, GST registration Certificate to be accompanied with the Technical Bid document(NonStatutory Documents)

2. The prospective bidders shall have satisfactorily supplied as a prime agency during the last 5(five) years prior to the date of issue of this Notice and having a magnitude of 40 (forty) percent of the estimated amount put to tender.
3. The rate should be kept valid for three months from date of submission.
4. Bids shall remain valid for a period not less than 120 days (One Hundred Twenty) from the last date of submission of Financial Bid / Sealed Bid.
5. **The bidder must supply all books as per list attached. The ceiling of amount of the different department is attached herewith.**
6. The categories of items and quantity indicated in the Tender Document are tentative. Khatra Adibasi Mahavidyalaya, however, reserves the right to increase or decrease the quantity or delete some or all of the items depending on the needs of the College and availability of funds without assigning any reasons.
7. The categories of items and quantity indicated in the Tender Document are tentative. Khatra Adibasi Mahavidyalaya,, however, reserves the right to increase or decrease the quantity or delete some or all of the items depending on the needs of the Khatra Adibasi Mahavidyalaya, and availability of funds without assigning any reasons.
8. Payment will be made after supplying all books.
9. KhatraAdibasiMahavidyalaya reserves the right to reject the tender without assigning any reason whatsoever.

Important Information:

A. Payment will be made through online through PFMS with usual deduction as per Govt. norms.

B. Date & Time Schedule:-

Sl. No.	Particulars	Date & Time
1.	Date of uploading of N.I.T. Documents (Online) (Publishing Date)	25.05.2019
2.	Documents download/sell start date (Online)	25.05.2019
3.	Documents download/sell end date (Online)	08.06.2019
4.	Bid submission start date (Online) technical& financial	25.05.2019
5.	Bid submission closing date (Online)	08.06.2019
6.	Date of Opening of Technical Bid (Online)	10.06.2019
7.	Date & Place for Opening of Financial Bid (Online)	After technical evaluation

Refund of EMD:

i. After decrypting/admitting of all e-bids, the preliminary technical bid evaluation (TBO) summary sheet would be published in the Portal after two working days, and thereafter at least after four working days,

the Final technical evaluation (TBE) summary sheet would be published in the Portal with simultaneous electronic processing in the e-Procurement portal by the tender inviting authority done so that status of the all bids as qualified or disqualified; based on the Final Bid Evaluation Sheet (FBE) is made available to all bidders along with the details of the unsuccessful bidders to ICICI Bank by the e-Procurement portal through web services.

ii. On receipt of the information from the e-Procurement portal, the Bank will refund through an automated process the EMD of the bidders disqualified at the technical evaluation to the respective bidders' bank accounts from which they made the EMD on-line transaction. Such refund will take place within T+2 Bank working days where T will mean the date on which information on rejection of bid is uploaded to the e-

Procurement portal by the Tender Inviting Authority. iii. Once the financial bid evaluation is electronically processed in the e-Procurement portal, EMD of the technically qualified bidders other than that of the L1 will be refunded, through an automated e-process, to the respective bidders' bank accounts from which they made the payment transaction. Such refund will take place within T+2 Bank working days where T will mean the date on which information on rejection of financial bid is uploaded to the e-Procurement portal by the tender inviting authority.

iv. All refunds will be made mandatorily to the Bank account from which the payment of EMD was initiated.

v. If the e-tender is cancelled, then the EMD would be reverted to the original bidder's bank account automatically after such cancellation order is processed online by the Tender Inviting Authority.

vi. TIA reserves the right to forfeit the EMD electronically in case of breach/violation of tender rules.

15. During scrutiny, if it comes to the notice of the tender inviting authority that the credentials or any other papers of a tenderer are incorrect/manufactured/fabricated, that tenderer will not be allowed to participate in the tender and that application will be entirely rejected.

16. Before issuance of the work order, the tender inviting authority may verify the credentials & other documents of the lowest tenderer if found necessary. After verification, if it is found that such documents submitted by the lowest tenderer is either fabricated or false, the work order will not be issued in favour of the tenderer under any circumstances.

18. i) Conditional tenders will not be accepted in any case.

ii) The accepting authority reserves the right to accept or reject the tender without assigning any reasons what so over.

Sd/-

Dr. Parthasarothi Hati
Teacher-in-Charge
Khatra Adibasi Mahavidyalaya

SECTION – A

INSTRUCTION TO BIDDERS

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

1. Registration of Contractor

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 <https://etender.wb.nic.in> (the web portal of public works department) the contractor is to click on the link for e-Tendering site as given on the web portal.

2. Digital Signature certificate (DSC)

Each contractor is required to obtain a Class-II or Class-III Digital Signature Certificate (DSC) with Organization Name for submission of tenders, from the approved service provider as a USB e-Token.

3. The contractor can search & download NIT & Tender Documents electronically from WB e-Tender Portal 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.

4. Participation in more than one work

A prospective bidder shall be allowed to participate in the 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. A prospective bidder (including his participation in partnership) shall be allowed to participate in a single work as mentioned in the list of schemes.

5. Submission of Tenders

General process of submission, Tenders are to be submitted through online to the website stated in Cl. 2 in two folders at a time for each work, one in Technical Proposal & the other is 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. The documents will get encrypted (transformed into non readable formats).

A. Technical proposal

The Technical proposal should contain scanned copies of the following in two covers (folders).

A-1. Statutory Cover / Technical file containing

- i. Prequalification Application (Sec-B, Form – I)
- ii. EMD Documents as Challan copy.

iii. NIT& Special Terms, conditions (if any) – *Original Files, Digitally signed, should be uploaded. The rate will be quoted in the BOQ. Quoted rate will be encrypted in the BOQ under Financial Bid. In case of quoting any rate in 2911(ii), the tender will be liable to be summarily rejected).*

iv. Special Terms, conditions & specification of works (if any).

Note :- Tenders will be summarily rejected if any item in the Statutory cover is missing.

A-2. Non statutory / Technical Documents

i. Professional Tax (PT) deposit receipt challan Up to date, Pan Card, Latest IT- Return_Acknolegement, GST Registration Certificate, Trade License and Credential certificates

ii. Registration Certificate under Company Act. (if any).

iii. Registered Deed of partnership Firm/ Article of Association & Memorandum.

iv. Power of Attorney (For Partnership Firm/ Private Limited Company (if any).

Note:-Failure of submission of any of the above mentioned documents (as stated in A1 and A2) will render the tender liable to summarily rejected for both statutory & non statutory cover. **THE ABOVE STATED NON-STATUTORY/TECHNICAL DOCUMENTS SHOULD BE ARRANGED IN THE FOLLOWING MANNER:** Click the check boxes beside the necessary documents in the My Document list and then click the tab “Submit Non Statutory Documents” to send the selected documents to Non-Statutory folder. Next Click the tab “Click to Encrypt and upload” and then click the “Technical” Folder to upload the Technical Documents.

Sl. No.	Category Name	Sub Category Description	Details
A.	CERTIFICATES	CERTIFICATES	1.GST REGISTRATION CERTIFICATE & ACNOWLEDGEMENT 2. PAN CARD 3. P TAX (CHALLAN) UP TO DATE 4. LAST YEAR IT RETURN_ACKNOLEGEMENT
B.	COMPANY DETAILS	COMPANY DETAILS-1	1. PROPRIORSHIP FIRM (TRADE LICENCE) 2. PARTNERSHIP FIRM (PARTERNERSHIP DEED, TRADE LICENCE) 3. LTD. COMPANY (INCORPORATION CERTIFICATE/MOA, TRADE LICENCE) 4. SOCIETY (SOCIETY REGISTRATION COPY, TRADE LICENCE) 5. POWER OF ATTORNEY
C	CREDENTIAL	CREDENTIAL-1	AS stated in NIT

B. Tender evaluation committee (TEC)

i. Tender will be evaluated by the Tender Inviting & Accepting Authority through an “Evaluation Committee”, who will determine the eligibility of each bidder.

ii. Opening & evaluation of tender:-

If any contractor is exempted from payment of EMD, copy of relevant Government order needs to be furnished.

iii. **Opening of Technical proposal:** - Technical proposals will be opened by the Nodal Officer. and his authorized representative electronically from the web site stated using their Digital Signature Certificate.

iv. Intending tenderer may remain present if they so desire.

v. Cover (folder) statutory documents (vide Cl. No. 5.A-1) should be open first & if found in order, cover (Folder) for non-statutory documents (vide Cl. No. – 5.A-2) will be opened. If there is any deficiency in the statutory documents the tender will summarily be rejected.

vi. Decrypted (transformed in to readable formats) documents of the non statutory cover will be downloaded & handed over to the tender evolution committee.

vii. Uploading of summary list of technically qualified tenderers.

viii. Pursuant to scrutiny & decision of the evaluation committee the summary list of eligible tenders & the serial number of work for which their proposal will be considered will be uploaded in the web portals.

ix. During evaluation, the committee may summon , the tenderer & seek clarification / information or additional documents or original hard copy of any of the documents already submitted & if these are not produced within the stipulated time frame, their proposals will be liable for rejection.

C. 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. Copies of the above documents are to be uploaded virus scanned & Digitally Signed by the contractor.

6. Penalty for suppression / distortion of facts

If any tenderer fails to produce the original hard copies of the documents (especially Completion Certificates and audited balance sheets), or 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 or if there is any suppression, the tenderer will be suspended from participating in the tenders.

Besides, the college may take appropriate legal action against such defaulting tenderer. The college reserves the right to accept or reject any Bid and to cancel the Bidding processes and reject all Bids at any time prior to the award of Contract without thereby incurring any liability to the affected Bidder or Bidders and without any obligation to inform the affected Bidder or Bidders of the ground for said action.

7. Award of Contract

The Bidder, whose Bid has been accepted, will be notified by the Tender Inviting & Accepting Authority through acceptance letter. The notification of award will constitute the formation of the Contract. The Agreement in W.B.F.No.-2911(ii) will incorporate all agreements between the Tender Accepting Authority and the successful Bidder.

Sd/-

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ALLOTMENT OF FUND FOR DIFFERENT DEPARTMRNTS FOR PURCHASING LIBRARY BOOKS

Sl. No.	Department	Amount (Rs.)
1	BENGALI	Rs.108775.00
2	ENGLISH	Rs. 136349.00
3	HISTORY	Rs. 114344.00
4	PHILISOPHY	Rs. 109277.00
5	SANSKRIT	Rs. 102879.00
6	SANTALI	Rs. 50000.00
7	EDUCATION	Rs. 50000.00
8	PHYSICAL EDUCATION	Rs. 50000.00
9	PHYSICS	Rs. 123780.00
10	CHEMISTRY	Rs. 105348.00
11	MATHEMATICS	Rs. 100000.00
12	MUSIC	Rs. 30000.00
13	GEOGRAPHY	Rs.70000.00
14	GENERAL BOOKS FOR LIBRARY	Rs.52964.00

TOTAL: Rs. Rs. 1203716.00