



Sudhiranjana Mahavidyalaya

P.O: Majdia, Dist: Nadia-741507, West Bengal, India.

Rasthriya Uchha Siksha Abhiyan

Phone-03472-276206

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NIT NO: SRLM/ET/P/01/2019

Date: 05.01.2019

NOTICE INVITING E-TENDER ON BEHALF OF THE PRINCIPAL, SUDHIRANJAN LAHIRI MAHAVIDYALAYA, MAJDIA, NADIA-741507, WEST BENGAL

The Principal, Sudhiranjana Lahiri Mahavidyalaya invites item wise rate through online bid system within 15 days, details of items and other relevant information are given below:

DESCRIPTION

Sl.No.	Name of the item	Earnest Money(Refundable)	Processing fees(Non-refundable)	Period of completion of supply	Eligibility of the Bidders
1.	Printing and binding of Academic Calendar for 1200 copies	Rs. 1000 (Payable in DD/Bankers' cheque in favour of Sudhiranjana Lahiri Mahavidyalaya)	Rs.100.00(Payable in DD/Bankers' cheque in favour of Sudhiranjana Lahiri Mahavidyalaya)	30 days	Open to all bidders having credential of similar nature of job in College/University/ other Institution without any reservation for any particular class of contractors and through pre-qualification.

(Dr.Sarojendra Nath Kar)
Principal

Description/Specification:

Sl.No.	Item name	Technical specification	Quantity(for per copy)	Total Quantity
1	DTP	In both language Bengali, English	DTP(In Bengali/English)(64x2=128 for per copy)	153600.00 pages
2	Printing	Mat litho 15 kg	Printing(in Mat litho 15 kg)(64x2=128 for per copy)	153600.00 pages
3	Cover page	Foam colour digital printing with picture	Cover page(Foam colour digital printing with picture)(2x2-04 for per copy)	4800.00 pages
4	Binding	Pasting and binding	Binding(8 forma Journal Size)	1200.00 pages
5	Size	8 forma (Journal size)		

Important Dates (Tentative):

Sl.No.	PARTICULAR	DATE AND TIME
1	Date of Publication of tender	10.01.2019 after 10 AM
2	Start date of submission of bid	10.01.2019 after 10 AM
3	Closing date submission of bid	22.01.2019 up to 1.00 PM
4	Date of opening technical bid	24.01.2019 after 1.00 PM
5	Date of opening financial bid	To be notified later on

One of the terms and conditions:

1. Bidders may collect sample copy from the college. Submission of one copy of proof before final printing binding is mandatory.

2. Documents to be uploaded Technical Bid:

- i) Firm details/bidder's details on the official letter head of the firm duly signed by the authorized signatory;
 - ii) Self- attested copy of :
 - a) Up to date trade license;
 - b) GST registration certificate;
 - c) PAN card;
 - d) Up to date Income tax return.
 - e) Professional Tax Registration Certificate with up to date clearance challan
 - f) Credential in favour of the bidder for successful performance of similar kind of job in similar organization.
 - g) Scanned copy of DD/Bankers' cheque for EMD and processing fees.
 - h) Scanned copy of affidavit along with all forms as per NIT;
3. No advance will be paid. Payment will be made after successful completion of delivery.
 4. Retention will be 10% of the bill value including earnest money stated above for one year.
 5. The bidder is required to submit the scanned copy of Demand Draft in favour of Sudhiranjan Lahiri Mahavidyalaya payable at Majdia against Processing Fess and EMD with the technical bid. Original Demand draft of tender Fee shall be reached to the office of the tender Inviting Authority before the Closing of bid submission
 6. In the event of e-filing the intending bidder may download the tender documents from the website – <http://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 Website <https://wbetender.gov.in>. Tender document may be downloaded from website & submission of Technical Bid/Financial Bid as per Tender time schedule stated the tender documents submitted by the bidders should be properly indexed & self attested with seal.
 7. Successful bidder must provide the soft copy of the ready item not more than three MB in size.
 8. 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
 9. Delivery Period : 30 (thirty days) days from the date of issue of Order.

10. For any delay in supply beyond the stipulated period of delivery, liquidated damages @0.5% per week on Purchase Order value may be recovered from vendor's/supplier's bill subject to a maximum of 10% of Purchase Order value.
11. CONDITIONAL/INCOMPLETE TENDER will be accepted under any circumstances.
12. The Principal, Sudhiranjan Lahiri Mahavidyalaya, reserves the right to cancel the N.I.T. due to unavoidable circumstances and no claim in this respect will be entertained.
13. 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.
14. 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

(Dr.Sarojendra Nath Kar)
Principal

CHECKLIST

*Name of the Bidder : _____			
*Email ID : _____		*Contact No. : _____	
Seria l No	Particulars	Details	
1	Details of Processing Fees and EMD submitted		
		<u>(Yes/No)*</u>	<u>Remarks</u>
2	Whether ready to supply the items within the period of delivery		
3	Whether the Bidder is black listed for supplying any item by any Govt. concern or otherwise penalized? (Attach declaration on organization letter head)		
4	Whether Bidder has submitted trade license, partnership deed company registration documents as applicable.		
5	Whether Bidder has submitted legible copies PAN/TIN, Professional Tax Registration certificate along with up to date clearance challan and GST Registration Certificate with Technical Bid?		
6	Whether Bidder has submitted up to date Income Tax Return		
7	Whether the bidder submitted all forms as per NIT		

I, _____ the authorized signatory of _____ here by undertake and agreed with the all terms and condition stated in the tender and its corrigendum (if any). I further undertake that all the information and data furnished by our organization with regard to this tender specification are true and complete to the best of our knowledge. I have gone through the specification, conditions and stipulations in details and agree to comply with the requirements and intent of specification.

Name of Authorized Signatory:

Designation:

Signature and Seal of the Bidder

**PRE-QUALIFICATION APPLICATION
[To be Prepare on Company Letter Head]**

**TO
THE PRINCIPAL
SUDHIRANJAN LAHIRI MAHAVIDYALAYA**

Name of the Work:-

NIT No:

Tender ID: _____

Dear Sir,

Having examined the pre-qualification documents (N.I.T. & Volume-I), I /we hereby submit all the necessary information and relevant documents for evaluation.

The application is made by me / us on behalf of in the capacity of duly authorized to submit the bid/quotation.

The necessary evidence admissible by law in respect of authority assigned to us on behalf of the group of firms for Application and for completion of the contract documents is attached herewith. We are interested in bidding for the works given in Enclosure to this letter. We understand that:

- (a) Competent Authority / Employer can amend the scope & value of the contract bid under this project.
- (b) Competent Authority / Employer reserves the right to reject any application without assigning any reason ;

Encl. :-

- 1. Prescribed forms duly filled in duplicate.
- 2. Evidence of authority to sign.
- 3. Latest brochures.

Date:

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

AFFIDAVIT- 'Y'

(To be furnished in Non-judicial Stamp paper of 10 rupees with duly notarized)

1. I, the under-signed do certify that all the statements made in the attached documents are true and correct. In case of any information submitted proved to be false or concealed, the application may be rejected and no objection/claim will be raised by the under-signed.
2. The under-signed also hereby certifies that neither our firm M/S _____ nor any of constituent partner had been debarred to participate in tender by the PW department during the last 5 (five) years prior to the date of this NIT.
3. The under-signed would authorize and request any Bank, person, Firm or Corporation to furnish pertinent information as deemed necessary and/or as requested by the Department to verify this statement.
4. The under-signed understands that further qualifying information may be requested and agrees to furnish any such information at the request of The Department.
5. Certified that I have applied in the tender in the capacity of individual/ as a partner of a firm & I have not applied severally for the same job.

Signed by an authorized officer of the firm

Title of the Officer: _____

Name of Firm with Seal: _____

Date _____