



Govt. of West Bengal
Office of the Principal
Government General Degree College

Manbazar - II, Susunia,
Dist: Purulia (West Bengal, INDIA), Pin - 723131

E-mail – ggdcmanbazar@gmail.com , website:- www.ggdcm.ac.in,

Office Circular No.-32/GADC/MAN/E-TENDER/ dated -.....07/06/2024
KOH-24

NOTICE INVITING e-TENDER NO.GGDC/MAN/NIeT- 1 OF 2024-25

The Principal , GOVT. GENERAL DEGREE COLLEGE, MANBAZAR-II, Purulia invites e-tender on behalf of the Governor of West Bengal for the under noted works from the working agencies/any other resourceful agencies having credentials in State Govt./Central Govt. department/ Govt. Undertakings organization with similar type of works and successfully executed this type of work with in last 5 years as mentioned here below (submission of both technical and financial Bid through online).

Sl. No.	Name of the work	Estimated Value	Earnest Money	Time of Completion
1.	Installation of Library Automation Software koha with Cloud facility for 5years at Government General Degree College , Manbazar-II,Purulia (2 ND Call)	Rate quoted	5500.00	1826days

1. In the event of e-Filing intending bidder may download the tender document from the website directly by the help of Digital Signature Certificate.
2. In the event of online submission, both Technical Bid (Part-I) and Financial Bid (Part-II) will be submitted concurrently duly digitally signed in the website [https : // wbtenders.gov.in](https://wbtenders.gov.in).
3. **Eligibility criteria for participation in tender :**

The intending tenderer will have to produce the following information / data / credentials / certificates etc. to the undersigned along with the prayer for obtaining permission to participate in the tender.

- a) Certified Copy of PAN Card with latest Income Tax return (minimum 3 years).
- b) Certified Copy of the GST clearance certificate with latest return as applicable.
- c) Certified Copy of the Professional Tax clearance certificate with latest Ptax Challan.
- d) Copy of valid Trade License.
- e) Certified copy of completion certificate at least 40% of value of Credentials of related specific works as per govt rules and regulations regarding credentials.
- f) Additional performance bank guarantee: Additional performance security has been mandatory which shall be obtained only from the successful L1 bidder, if the accepted bid price is below by more than 20% of the amount put to tender, this additional performance security shall be equal to 10% of the tendered amount i.e. L1 bid price.
- g) In case of same rate is quoted by multiple agencies, selection will be made on basis of more number of Govt. General Degree Colleges (under Higher Education Department, Government of West Bengal, other than Government General Degree College Manbazar-II,Purulia) served by the agency and then ii) total year of their service period and experience (year of experience will be counted only when number of colleges served will be same for multiple agencies quoted same financial bid), and, ultimately, if those factors mentioned above would turn out same, iii) the Distance of the Office of the Company/Agency from Government General Degree College Manbazar-II,Purulia
- h) Reputed, resourceful, experienced & registered Agencies having experience of Library Automation at least 10 libraries of Higher Education Institutes/ Colleges/ Government Libraries, Kindly attach valid Purchase order or Completion certificate.
- i) Declaration by the agency in a letter head about details of serving Government General Degree Colleges (as stated above) with total service period details (format attached).

4. The documents as mentioned above will be examined after technical bid opening in order to assess the eligibility of the applicant to participate in the financial bid tender. On being satisfied about the eligibility, necessary permission will be granted. (online)


5. Each tenderer shall submit their tender offer marked as Part-I and Part-II. The part-I shall contain "Technical Part of the offer" and Part-II shall contain Price Bid.
6. In the Technical part of the offer each tenderer must submit all the requisite criteria as called for the NIT. Failure to comply with the above requirement or submission of incorrect / incomplete information may call for rejection of the tender summarily without any further notice to the tenderer.
7. **Qualified tenderers should quote their rates on item basis and including all taxes and charges.**
8. The acceptance of the tender will rest with the accepting authority who does not bind himself to accept the lowest offer or all tenders received and to split up the work without assigning any reasons thereof.
9. For item rate tender, rates for individual items are to be quoted in the schedule in figure as well as in words.
10. Tenderer who sign tender on behalf of the company / firm must produce the registered documents in support of the competency.

11. Date & Time Schedule :

Sl. No.	Particulars	Date & Time
1.	Date of uploading of the NIT & Tender Documents (online) Publishing date	10-06-2024
2.	Documents download Start Date (online)	10-06-2024
3.	Bid submission Starting Date (online)	10-06-2024 from 18:00 PM
4.	Bid Submission End date (online)	27-06-2024 up to 09:00 AM
5.	Date of opening of Technical Proposals (online)	29-06-2024 at 10:00 AM
6.	Date of uploading of list of technically qualified bidders (online)	To be notified later
7.	Date of opening of Financial Bid (online)	To be notified later
8.	Date of uploading of list of bidders along with the rates through (online), also if necessary for further negotiation through (offline) for final rate	To be notified later

12. Constructional Labour Welfare Cess @ 1(one)% of cost of construction will be deducted from every progressive bill, GST, Royalty & all other Statutory levy / Cess as applicable will have to be borne by the contractor & the rate quoted by them should be inclusive of all the taxes, cess & charges etc.
13. **Earnest Money** : Minimum 2% of the quoted amount/as mentioned in NIT for the work to be submitted (Online) in the form of NEFT/Debit Card/Credit Card/Internet Banking/ Online Challans . Scanned copy of which will be submitted during uploading of Bid documents.
14. Tender will be declared informal if earnest money is not submitted in prescribed form.
15. **Security Deposit** : Balance amount of security deposit will be deducted from each and every progressive bill to make 10% security deposit as per terms of the contract.
16. No **conditional / incomplete tender** will be accepted under any circumstances.
17. The Principal , GOVT. GENERAL DEGREE COLLEGE, MANBAZAR-II, Purulia reserves the right to cancel the N.I.e.T. due to unavoidable circumstances and no claim in this respect will be entertained.
18. During scrutiny, if it comes to the notice of the tender inviting authority that the credential or any other papers submitted are found incorrect / manufactured / fabricated, that tenderer will not be allowed to participate in the tender and that application will be out rightly rejected without any prejudice.
19. Payment will be made as per availability of fund at the college.
20. The tender inviting authority reserves the right to accept or reject any bids and to cancel the bidding process.




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 Govt. General Degree College
 Manbazar-II, Purulia.
 Officer-in-Charge
 Govt. General Degree College
 Manbazar-II
 Susunia, Kumari, Purulia

INSTRUCTION TO BIDDERS

SECTION –A



1. **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.

2. **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://wbttenders.gov.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's Centre (NIC) on payment of requisite amount details are available at the web site stated in clause 2. DSC is given as a USB e-Token.

4. The contractor can search & download NIT & 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.

5. **Participation in more than one work**

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

6. Neither prospective bidders nor any of constituent partner had been debarred to participate in tender by the The Principal, GOVT. GENERAL DEGREE COLLEGE, MANBAZAR-II during the last 5(five) years prior to the date of this NIT. Such debar will be considered as disqualification towards eligibility. (A declaration in this respect has to be furnished by the prospective bidders as per prescribed format without which the Technical Bid shall be treated non-responsive).

7. **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, one is Technical BID (Part-I) & the other is Financial BID(Part-II) 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).

The documents submitted by the bidders should be properly indexed and self attested with seal.

A. Technical BID

The Technical BID (Part-I) should contain scanned copies of the following further two covered (folders).

A-1. Statutory Cover Containing

- (i) Nle-T
- (ii) Technical Query

Note :-

- a. If any contractor is exempted from payment of EMD, a copy of relevant Government Order needs to be furnished.
- b. Tenders may be summarily rejected if any item in the statutory cover is missing.

A-2. Non Statutory Cover Containing



- (i) Copy of PAN Card, IT return, Copy of the GST Certificate, GST return
Copy of the Professional Tax clearance certificate with Challan, Trade license.
- (ii) Registration Certificate under Company Act. (if any).
- (iii) Registered Deed of partnership Firm / Article or Association & Memorandum.
- (iv) Power of Attorney (for partnership Firm / Private Limited Company, if any)
- (v) Scanned copy of Original Credential Certificate.
- (vi) Credential for completion of at least one similar nature of work under the authority of state / central Govt. statutory bodies under State / Central Govt. constituted under the statute of the state / state Govt. having a magnitude of 40(forty) percent of the Estimated amount put to tender during the last 5(five) years prior to date of issue of this NIT is to be furnished.

Intending Bidders should upload Non-Statutory documents as per following folders in My Document :

Sl. No.	Category Name	Sub-Category Description	Details	Remarks
A	CERTIFICATES	CERTIFICATES	1. GST Registration /PAN / P.Tax Clearance Certificate/ latest P Tax Challan, IT return Min 3years/ GST Return etc.	
B	COMPANY DETAILS	COMPANY DETAILS 1 COMPANY DETAILS 2	1.Proprietorship Firm (Trade License) 2.Partnership Firm(Partnership Deed, Trade License) 3.LTd. Company (Incorporation Certificate, Trade License) 4. Power of Attorney 5. Society (Society Registration copy, Trade License)	
C	CREDENTIAL	CREDENTIAL 1 CREDENTIAL 1	1. Similar Nature of Work Done & Completion Certificate	
D	DECLARATION	DECLARATION FILE 1 DECLARATION FILE 2 DECLARATION FILE 3	1.Corrigendum and Addendum (if any). 2.Additional Document if any	
E	FINANCIAL INFO	PAYMENT CERTIFICATE 1 PAYMENT CERTIFICATE 2	1. Payment Certificate only (Not TDS Certificate)	

Note :- Failure of submission of any of the above mentioned documents (as stated in A1 & A2) will render the tender liable to summarily rejected for both statutory & non statutory cover.

All Corrigendum & Addendum Notices, if any, have to be digitally signed & uploaded by the contractor in the Declaration Folder of My Documents.

B. Financial Proposal (Part-II) :

- 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 online through computer in the space marked for quoting rate in the BOQ. Only download copies of the above documents are to be uploaded virus scanned & Digitally Signed by the contractor.

8. Submission of Earnest Money :

a) Minimum 2% of the quoted amount/as mentioned in NIT for the work to be submitted (Online) in the form of NEFT/Debit Card/Credit Card/Internet Banking/ Online Challans . Scanned copy of which will be submitted during uploading of Bid documents.

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

9. **Bids shall remain valid** for a period not less than 120 (One Hundred Twenty) days after the dead line date for Financial Bid / Sealed Bid. "Bid valid for a shorter period shall be rejected by the 'Screening Committee' as non-responsive."

10. Opening & evaluation of tender :

10.1. Opening of Technical proposal :-

- (i) Technical proposals will be opened by the Principal , GOVT. GENERAL DEGREE COLLEGE, MANBAZAR-II, Purulia. along with his authorized representative electronically from the web site using their Digital Signature Certificate.
- (ii) Intending tenderers may remain present if they so desire.
- (iii) 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.
- (iv) Decrypted (transformed in to readable formats) documents of the non statutory cover will be downloaded & handed over to the tender evolution committee.

10.2. Uploading of summary list of technically qualified tenderers :-

- (i) Pursuant to scrutiny & decision of the *Tender Evaluation Committee (if necessary)* the summary list of eligible tenderers will be uploaded in the web portals.
- (ii) While evaluation the committee may summon the tenderers & 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.

10.3. Financial proposal :-

- (i) Financial proposals of the tenderers declared technically eligible by the Tender Evaluation Committee will be opened electronically from the web portal stated in Clause 2 on the prescribed date, by the Principal , GOVT. GENERAL DEGREE COLLEGE, MANBAZAR-II,Purulia.
- (ii) The encrypted copies will be decrypted and the rates will be read out to the contractors remaining present at the time.
- (iii) However, if there is any scope for lowering down of rates, further negotiation meeting with the lowest bidder may be held at the office of the concerned Principal, GOVT. GENERAL DEGREE COLLEGE, MANBAZAR-II, Purulia. which will be done offline. The final negotiation statement shall be uploaded in the website.
- (iv) The Financial Proposal shall be evaluated. 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.

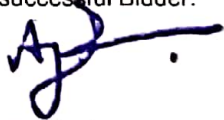
11. Penalty for suppression / distortion of facts :-

If any tenderer fails to produce the original hard copies of the documents (specially Completion Certificates and audited balance sheets), or any other documents on demand of the Tender Evaluation Committee within a specified time frame 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 on e-Tender platform for a 3(Three) years. In addition, his user ID will be deactivated and Earnest Money Deposit will state forfeited. Besides, the P.H.E. Directorate may take appropriate legal action against such defaulting tenderer.

12. Award of contract :-

The empower reserves the right to accept or reject any Bids and to cancel the bidding processes and reject all Bids at any time or distribute the work 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 on the ground for Employer's action. 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. – 2911 will incorporate all agreements between the Tender Accepting Authority and the successful Bidder.




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KOHAR/24

Copy forwarded for information please to;

1. The DPI, Education directorate, Bikasah Bhawan, Kolkata.
2. The Joint Secretary, Bikasah Bhawan, Kolkata.
3. The SDO, Manbazar, Purulia.
4. The NIC, Purulia.
5. Notice Board.



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