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November

2023

[Tender document related to the supply of Library Books at
Cooch Behar Government Engineering College]

[Bidders should note
the terms and
conditions first]



Government of West Bengal
Cooch Behar Government Engineering College

Village: Harinchawra, P.O.: Ghughumari, Dist.: Cooch Behar, West Bengal – 736170, India

Website: www.cgec.org.in | Phone Number: 03582 233 044 | E-mail ID:
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Tender Reference No.: CGEC/NIT-05(e)/2023-24

(2nd Call of CGEC/NIT-02(e)/2023-24)

Tender is hereby invited by the Principal, **Cooch Behar Government Engineering College, Cooch Behar** for supply of Library Books as per Annexure-1 at **Cooch Behar Government Engineering College** through electronic tendering (e-tendering) from eligible and resourceful organizations having sufficient credential and financial capability for execution of works of similar nature. The Agency has to ensure full transportation and delivery of books at the premises of Coochbehar Govt. Engineering College Library.

L1 bidder will be selected on the basis of lowest quoted price after Discount (minimum 15% discount) by the vendors. This tender will be valid for a period of 1 (one) year (may be shortened or extended as per discretion of the authority) subject to the approval of Higher Education department, Govt. of West Bengal. The discounts quoted by the vendor will remain unaltered during entire PERIOD. The agency shall quote the discount per book basis. On the basis of highest discount, supply order will be made.

In case of bidding same rate, the supply order may be split among vendors. In this case decision of the tender inviting authority is final.

1. General Guidance for e-tendering

Interested bidders are requested to log on to the website <https://wbtenders.gov.in> to participate in the bid.

2. Registration of Bidders

Bidders willing to take part in the process of e-tendering are required to obtain Digital Signature Certificate (DSC) from any authorized Certifying Authority (CA) under CCA, Govt. of India. (Viz. nCode Solution, Safes crypt, e-Mudhra, TCS, MTNL, IDRBT) or as mentioned in e-tendering portal of GOVT. OF WB <https://wbtenders.gov.in>. DSC is given as a USB e-Token. After obtaining the Class2/3 Digital Signature Certificate (DSC) from the approved CA they are required to register the Digital Signature Certificates through the registration system available in the website.

3. Pre-qualification (PQR) for participation:

- a. IT, ST, Clearance Certificates as applicable or suitable certificate bearing exemption to any or all of above from competent authority.
- b. Credential Certificate of satisfactory completion of similar kind of work in the last three years.

4. Earnest Money

- a. **EARNEST MONEY /BID SECURITY DEPOSIT:** - Earnest Money **Rs 20,000** is to be deposited online by the tenderer in favour of “**Cooch Behar Government Engineering College**” as per e-tender norms. In case of failure to supply the manpower or violation of work contract, the E.M.D. of the successful Bidder will be forfeited. The earnest money shall be forfeited in the event of withdrawal of the tender within the original validity period, once submitted or the successful bidder fails to execute necessary agreement within the period specified or for submitting false, incorrect, misleading information in the bid, mistakes, miscalculations. Exemption from depositing Earnest Money in terms of existing Government order may be considered if requested in writing supported with necessary documents in original.
- b. The Earnest Money Deposit of unsuccessful bidders will be returned as per e-tender norms. However, the EMD of the successful bidder will be converted towards part deposit of the Security Deposit. No interest on E.M.D. is admissible.
- c. **Tender documents without online EMD will not be accepted. EMD if not submitted cannot be submitted after tender documents are opened on the stipulated date of opening.**
- d. **EMD shall be converted to Security Deposit in respect of successful vendor, which shall be released after successful execution of the work.**
- e. NSIC /SSI units are exempted from deposition of EMD.

5. Collection of Tender Documents:

Tenders are to be submitted online and interested bidders will have to download the tender documents from the website <https://wbtenders.gov.in> directly with the help of the e-Token provided. This is the only mode of collection of tender documents. Details of submission procedure are given below.

6. Submission of Tenders

6.1 General process of submission

6.1.1 Tenders are to be submitted online through the website <https://wbtenders.gov.in>. All the documents uploaded by the Tender Inviting Authority form an integral part of the bid. Bidders are required to upload all the tender documents along with the other documents, as asked for in the tender, through the above website within the stipulated date and time as given in the Tender.

6.1.2 Bidders must submit the Tenders in two covers i. e. “**Technical**”, & “**Finance**”. Bidders must download tender specific documents (NIT, BOQ etc.) from <https://wbtenders.gov.in>, prepare the required documents and upload the scanned documents in Portable Document Format (PDF) to the portal in the designated locations.

6.1.3 Bidders need to fill up the Discount Percentage of items in the BOQ, downloaded for the supply, in the designated cell of the BOQ spreadsheet and upload the same in designated location of “**Finance**” cover.

6.2 The documents uploaded must be scanned against any virus and digitally signed using the Digital Signature Certificate (DSC). Bidders should specially take note of all the

addendum/corrigendum related to the tender and upload the latest documents as part of the tender.

7. Technical Proposal (Statutory Documents) (To be submitted in **Technical** Cover)

The following documents in standard formats should be uploaded in **Technical** cover:

- i. Notice Inviting Tender (NIT)–The NIT as published is to be downloaded, then digitally signed and uploaded.
- ii. Earnest Money Deposit (EMD) -Scanned copy of online payment receipt towards EMD as prescribed in the NIT, in favour of “**Cooch Behar Government Engineering College**” to be uploaded in Technical Cover.
- iii. NSIC/SSI units are exempted from deposition of EMD. In case of NSIC/SSI, photocopy of valid Certificate (Current) should be submitted / uploaded as an Exemption Document.
- iv. **Addenda/Corrigenda: if published.**

Note: Bidders are to keep track of all the Addendum/Corrigendum issued with a particular NIT and upload the download copies of the above documents and merge the Addenda/Corrigenda with respective NIT/SBD in the NIT/SBD cover. Tenders submitted without the Addendum/Corrigendum may be rejected.

Note: Tenders will be summarily rejected if any of the above items in the statutory cover is missing.

8. Submission/Upload of Non-Statutory Documents

Following documents are to be uploaded along with the Bid

i. Certificates:

- a) Trade licence, and experience certificates/credentials. IT, PAN valid up to the date of opening of the tenders. Application for such clearance addressed to the competent authority may also be considered. IT, Service Tax, or suitable certificate bearing exemption to any or all of above from competent authority.
- b) GST Return Certificate of the last quarter of the previous financial year. Number or suitable certificate bearing exemption to any or all of above from competent authority.
- c) Trade License for Proprietorship Firms.
- d) GST Registration and return certificates.

9. Financial Proposal

(To be submitted in “**Finance**” Cover)

The financial proposal should contain the following document in one cover (cover). Bill of Quantities (BOQ): The bidder is to quote the Profit/Service charge in the space/cell marked for quoting rate in the BOQ. *(Only downloaded copies of the above documents are to be uploaded, virus scanned and digitally signed by the bidder)*

10. Submission of Original Documents and Earnest Money

Mode of Payment: Earnest Money amounting Rs. 20,000 is to be deposited by the tendered by net banking through ICICI payment gateway as per Govt. notification 3975-F(Y) dated 28.07.2016 (detailed given in the web www.wbtenders.gov.in).

11. Conditional and Incomplete Tender

- i. Condition a land in complete tenders are liable to summary rejection

- ii. Bidder must quote/fill for all cells (applied/ not applied) mentioned in BOQ/similar excel chart. BOQ/similar excel sheet with all cells filled-up (applied/ not applied) must be submitted in Technical Bid. Non-submission of this sheet in Technical Bid and partial quoting will lead to rejection of the bid.

12. General Terms & Conditions

The work shall be covered strictly as per enclosed schedule of items (Annexure -1) and in conformity with the terms & conditions as directed from the controlling officer.

13. Opening and Evaluation of Tender

13.1 Opening of Technical Proposal

- i) Technical proposals will be opened by the Tender Committee electronically from the website stated in Clause 1, using their Digital Signature Certificate.
- ii) Interested bidders may remain present if they so desire.
- iii) Technical Cover (Statutory Documents) would be opened first and if found in order, Cover for Non-statutory Documents will be opened. If there is any deficiency in the Statutory Documents, the tender will summarily be rejected.
- iv) Decrypted (Transformed into readable formats) documents of the Non-statutory Cover will be downloaded, and handed over to the Tender Evaluation authority.

13.2 Uploading of Summary List of Technically Qualified Bidders

- i) Pursuant to scrutiny and decision of the Technical Evaluation authority, the summary list of eligible bidders for which their Financial Proposals will be considered will be uploaded in the web portals.
- ii) While evaluation, the Committee may summon of the Bidders and seek clarification /information or additional documents or original hard copy of any of the documents already submitted and if these cannot be produced within the stipulated timeframe, their proposals will be liable for rejection.

13.3 Opening and evaluation of Financial Proposal

- i) Financial proposals of the Bidders declared technically eligible by the Tender Evaluation authority will be opened electronically from the web portal on the prescribed date, normally after two working days after the date of publication of final summary list of the Bidders.
- ii) The encrypted copies will be decrypted and the rates will be read out to the bidders, present at that time of bid opening.
- iii) After evaluation of Financial Proposal, by Tender Evaluation authority, the final summary result, name of bidder and the rates quoted by them against supply of manpower will be uploaded.
- iv) The Tender Accepting Authority may ask any of the Bidders to submit analysis to justify the rate quoted by that tendered.
- v) The **Cooch Behar Government Engineering College** does not bind itself to accept the lowest tender and reserves the right to accept or reject any or all tenders without assigning any reason whatsoever or to split the whole work entrusting the same to more than one contractor.

14. Bid Validity:

The Bid shall remain valid up to one year.

15. Acceptance of Tender

Bidders must quote for item wise Discount percentage for all items as mentioned in BOQ sheet. The Tender Accepting Authority does not bind himself to do so and reserves the right to reject

any or all the tenders, for valid reasons and also reserves the right to split the order, alter the quantity of any or all Bidders without assigning any reason whatsoever.

16. Return of Earnest Money Deposit

The Earnest Money of the entire unsuccessful Bidder will be returned, after placement of L.O.A on the successful bidders. The Earnest Money Deposit of unsuccessful bidders will be returned as per e-tender norms. However, the EMD of the successful bidder it will be converted towards part deposit of the Security Deposit. No interest on E.M.D. is admissible.

17. Price

17.1 The contractor should quote rate after going through all the relevant Document uploaded for this tender.

17.2 The contractor should quote rate at individual item wise Profit/Service charge for all items and multiply with quantity as given in the BOQ.

17.3 Escalation of prices/rates what so ever, during the entire period of contract (including extended Period, if any) over and above the quoted price shall not be allowed.

17.4 Any other item, not covered will be guided by practice and principle as followed by Govt. of West Bengal.

17.5 The contractor should quote discount percentage field in BOQ and verify total value computed in the BOQ before upload.

17.6 The prices shall be quoted in **Indian rupees only**.

18 ELIGIBILITY CRITERIA:- Offers for all items will be accepted from eligible and resourceful organizations having sufficient credential and financial capability for execution of works of similar nature. Intending tendered must have to produce the clientele list he served during last 03(three) years with documentary evidence.

19 PAYMENT:- (a) **100 % after completion of work/job**. (b) No additional charges will be paid other than the quoted price.

20 ARBITRATION:- In the event of any question, dispute or difference arising under the contract conditions of Contract, or any special conditions of contract, or in connection with the contract(except as to any matters the decision of which is specially provided for by these or the special conditions) the same shall be referred to the sole arbitration of an officer as per prevailing norms of Govt of West Bengal .

21 FRAUD AND CORRUPTION:- The Bidders and their Subcontractors and Consultants in the contracts require to observe the highest standard of ethics during the procurement and execution of this contract by not being engaged in Corrupt, fraudulent, collusive, coercive or obstructive practice as generally defined. Non-Compliance of the above will lead to rejection of proposal for award/declaring a firm or individual ineligible etc even for future bidding.

22 AWARD OF CONTRACT:- The purchaser shall award the contract, within the validity period of tenders, to the bidder who meets the tender conditions in all aspects, has the necessary technical and production capabilities and financial resources and whose bid is substantially responsive to the tender conditions and has offered the lowest evaluated cost. The purchaser can, if so desired, depute a team of 3-4 officers to the premises of Service provider

to whom the contract is proposed to be awarded to satisfy itself that the Service provider has the capability to produce the required quality. The terms of the accepted offer shall be incorporated in the purchase order.

23 SIGNING OF CONTRACT

At the same time as the College notifies the successful bidder that its bid has been accepted, the College will send the bidder the Contract Form provided in the bidding documents, incorporating all agreements between the parties. Within 14 days of receipt of the Contract Form, the successful bidder shall sign and date the Contract and return it to the Purchaser.

24. SPECIAL TERMS AND CONDITIONS:-

While tenders are under consideration, renderers and their representatives or other interested parties shall refrain from contacting by any means any persons or representatives of the buyer on matters relating to the tender under study. The buyer if necessary may request for clarification of tender in writing. After the public opening of the tenders, information relating to examination, clarification and evaluation of tenders and recommendations concerning awards shall not be disclosed to bidders or other persons not officially concerned with this process until the successful bidder is notified of the award of the contract.

25. TERMS OF DELIVERY: - Free delivery at Cooch Behar Government Engineering College, Village – Harinchawra, P.O.- Ghughumari, District- Cooch Behar, Pin-736170. (A)Serial will be procured on standing order basis and therefore should be supplied as soon as published or become available in the market but not later than 15 days after their availability in the market. (B)All orders (except standing orders) placed by CGEC, will be supplied within 30 days. For the books to be imported from foreign publishers, the supplies should be completed within 60 days of placing order. The supplier should inform in writing to the purchaser about all such books and their probable date of supply. (C) **Bidders may contact Sri Manoj Das, Librarian on his mobile no- 8509123193 for any assistance.**

26. PERFORMANCE SECURITY (SECURITY DEPOSIT): Before placement of the supply order against the contract, supplier shall furnish performance security for an amount in rupees equivalent to 5% (five percent) of the value of the supply order in the form of a bank draft drawn on any nationalized bank in favour of Cooch Behar Government Engineering College. The Security Deposit shall be valid till the expiry of guarantee/warranty period. The performance security will be discharged /returned within 30 days of completion of the supply order. No interest is payable on the security deposit. Option for conversion of EMD into security deposit can be availed.

27. PENALTY CLAUSE: - (A) For delays-If the supplier fails to supply books, reports, serials as ordered to them within the time period specified in the contract, the purchaser shall deduct from contract price a sum equivalent to 0.5 percent of the price of delayed items for each week of delay or part thereof until actual delivery up to a maximum of 5(five percent). Once the maximum is reached, the purchaser may consider termination of the contract. (B) Termination for default the purchaser may, without prejudice to any other remedy or breach of contract, by written notice of default sent to the supplier, terminate the contract in whole or part if the supplier fails to deliver any or all publications ordered to him within the time period specified in the contract, or if the supplier fails to perform other obligation(s) under

the contract. In the event of the purchaser terminates the contract in whole or in part, the purchaser may procure, upon such terms and in such manner as it deems appropriate undelivered books, reports, serials and similar publications and similar publications and the supplier shall be liable to pay for any excess costs for such publications. However, the supplier shall continue performance of the contract to the extent not terminated. (C) Force majeure the supplier shall not be liable for (A) and (B) above, if its delay in performance or other failure to perform its obligations under the contract is the result of an event of force majeure (means an event beyond the control of the supplier and not involving the supplier's fault or negligence and not foreseeable). Such events may include, but are not restricted to, acts of the purchaser either in its sovereign or contractual capacity, wars or revolutions, fires, floods, epidemics, quarantine restrictions and freight embargoes. The supplier shall promptly notify the purchaser in writing of such conditions and the causes thereof.

28. INSPECTION: Books, reports, serials and other publications will be accepted only after the inspection at the CGEC by: INSPECTION AUTHORITY- Principal, Cooch Behar Government Engineering College or his authorized representative.

29. Schedule of Dates for e-Tendering:

Sl. No	Milestone	Date
1	Publishing Date	03 rd February 2024
2	Document Download start date	03 rd February 2024 , 18:00 Hrs
4	Bid submission start date	03 rd February 2024 , 18:00 Hrs
5	Bid submission end date	19 th February 2024 , 18:00 Hrs
6	Technical Bid opening date	22 nd February 2024 , 11:00 Hrs
7	Uploading of Technical Bid Evaluation sheet	To be notified later
8	Financial Bid opening date	To be notified later
9	Uploading of Financial Bid evaluation sheet	To be notified later