



**Government of West Bengal
Cooch Behar Government Engineering College**

**Harinchawra, Ghughumari, Cooch Behar,
West Bengal – 736170, India**

Website: www.cgec.org.in, 03582 233 044, principalofficecgec@gmail.com

Tender Reference No. : CGEC/NIT-04(e)/2023-24

Date:

Notice Inviting Tender (NIT)

FOR

**Engagement of Firm for Asset Numbering and Preparation of Fixed Asset Register for
Cooch Behar Govt. Engg. College (CGEC)**



Office of the Principal

Cooch Behar Government Engineering College

Harinchawra, Ghughumari, Cooch Behar,

West Bengal – 736170, India

Website: www.cgec.org.in, 03582 233 044, principalofficecgec@gmail.com

Tender Reference No.: CGEC/NIT-04(e)/2023-24

Date:

Tender is hereby invited by the Principal of Cooch Behar Government Engineering College for Engagement of Firm for Asset Numbering and Preparation of Fixed Asset Register of Cooch Behar Govt. Engg. College, Harinchawra, P.O.-Ghughumari, Coochbehar-736170, through electronic tendering (e-tendering) from the experienced firm of Chartered / Cost Accountants / authorized agencies / authorized companies in the respective fields upto 31st March, 2024.

The bidder should quote at the rate per unit of asset numbering. Payment shall be made as per allotted number of assets.

L1 bidder will be selected on the basis of lowest quoted INR Price of an asset (considering small or medium or large asset as one unit of asset). This tender will be valid for a period of 1 (one) year (may be shortened or extended as per discretion of the authority).

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

TERMS OF REFERENCE FOR APPOINTMENT OF FIRMS FOR ASSET NUMBERING AND PREPARATION OF FIXED ASSET REGISTER OF CGEC

1. i. OBJECTIVES

Asset Numbering and a fixed asset register is an accounting system which lists all the Fixed Assets of an organization. The financial values of the assets are recorded and depreciation is calculated to get the latest picture of all Fixed Assets. The objective of the current assignment is to seek professional assistance in developing and maintaining the Asset Numbers and Fixed Assets of CGEC. The Firm has to ensure that all the assets owned by and assets in operation for the purpose and activities of the Institute are recorded, documented in the Books of the Institute as on the given date. In addition to that it must ensure that the values are derived by applying Generally Accepted Accounting Principles, Accounting Standards and other statutory parameters. Total value of Fixed Assets shown in the Balance Sheet has to be justified with the physical existence of the individual items or with necessary documentary existence. The firm should physically verify the asset, put a unique identification number preferably RFID enabled and prepare the Fixed Asset Register.

1.ii. SCOPE

The selected bidder/ firm has to cover all class rooms, Laboratories, offices of all the six Departments; two Hostels, Administrative Building, Library, Principal Quarter, Guest House etc. of the Institute. The selected bidder/ firm is to ensure that all the assets exist physically and supported by entries in the specified Registers. In conducting the assignment, specific attention should be given to the following:

- i) The selected firm should verify physical assets of all Departments, Centers, Hostels of the Institute.
- ii) The firm will prepare a Department wise list of fixed assets with segregation of usable and unusable items.
- iii) The firm must ensure that the assets which are condemned or retired from active use are excluded from the Fixed Asset Register.
- iv) The firm will fix RFID enabled code on each item of the asset.
- v) The selected firm must ensure that the value of the Asset Register is in agreement with the asset value shown in the Balance Sheet of the Institute.
- vi) The selected firm can suggest suitable recommendations with respect to Audit in future.
- vii) The firm will need to maintain the Fixed Asset Register for a period of 1 (one) year from the date of initial preparation.
- viii) Bidder should quote as per unit asset numbering.
- ix) Payment to be made as per allotted number of assets.

1.3 LOCATION OF THE ASSETS

All the assets are located in the CGEC Campus, Harinchawra, Ghughumari, Cooch Behar, West Bengal, 736170.

1.4 TYPE OF ASSETS

Building, Apparatus and Equipments, Furniture and Fixtures, Air Conditioners, Electrical Installations, Workshop Apparatus, Internet facilities, Internal Telephones, EPABX Systems, Computer, Software, Different Scientific equipment, different machinery items etc.

1.5 STEPS OF WORK

- i) Physical stock taking has to be carried out in a pre planned manner in every department, centre, hostel and Units.
- ii) Data collected have to be reconciled with the available records.
- iii) The final list is to be prepared in discussion with the Institute Authority.
- iv) The job is to be completed within three (3) months from the date of Issue of Work Order.
- v) For items where individual costs are not available total costs as per the books of accounts will be taken as base, allocating on individual items utilizing standard acceptable practice.
- vi) The asset register is to be prepared as per the prescribed format as shall be decided.
- vii) Any other work depending as per requirement.
- ix) This list is not exhaustive but only indicative and shall be discussed on mutual consent.

1.6 DELIVERABLES & TIME FRAME

- i) Department wise list of Usable items
- ii) Department wise list of Unusable items
- iii) Consolidated list of items
- iv) Fixing RFID enabled sticker
- iv) Valuation of each item of assets
- v) Prepare Fixed Asset Register as per approved format in both hard and soft copy
- vi) Maintain the Fixed Asset Register for one more year
- vii) Train CGEC staff to prepare, maintain and modify the Fixed Asset Register.
- viii) Provide free and unconditional use of the soft-ware used if any
- ix) The software if used should seamlessly integrate with the college ERP (if required).

1.7 COMPLETION TIME:

Work has to be completed within three (3) months from the date of issue of the work order.

2. General Guidance for e-tendering

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

3. 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, Safescript, e-Mudhra, TCS, MTNL, IDRBT) or as mentioned in e-tendering portal of GOWB <https://wbtenders.gov.in>. DSC is given as a USB e-Token. After obtaining the Class 2/3 Digital Signature Certificate (DSC) from the approved CA they are required to register the Digital Signature Certificates through the registration system available on the website. Compliance of any changes is mandatory as per latest norms.

4. 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 work in the last five years.

5. EARNEST MONEY /BID SECURITY DEPOSIT:-

- a. **EARNEST MONEY /BID SECURITY DEPOSIT:** - Earnest Money **Rs 10,000** 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. CGEC reserves the right of forfeiture of 'EMD' in case the Bidder after opening of Bid, withdraws, amends, impairs, derogates or revokes his Tender within the validity period or extension thereof or if successful Bidder fail to execute the contract provision within the contract period as mentioned in the service order.

6. 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 the submission procedure are given below.

7. Submission of Tenders

7.1 General process of submission

7.1.1 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.

7.1.2 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.

7.1.3 He/She needs to fill up the rates of items in the BOQ, download them for the services in the designated cell of the BOQ spreadsheet and upload the same in the designated location of **“Finance”** cover.

7.2 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.

8. 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 form of D.D/B.G. 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.

9. Submission/Upload of Non-Statutory Documents

Following documents are to be uploaded along with the Bid

Certificates:

- a) Professional Tax (PT) Clearance Certificates and 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) VAT 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) The bidder must have valid Sales Tax/VAT, clearance certificates or Suitable certificate bearing exemption to any or all of above from competent authority. .
- d) Trade License for Proprietorship Firms.

10. 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 rate in the space

/ c e l l 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)*

11. Submission of Original Documents and Earnest Money

Mode of Payment: Earnest Money amounting Rs. 10,000 is to be deposited by the tenderer 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).

12. Conditional and Incomplete Tender

- i) Conditional and incomplete tenders are liable to summary rejection
- ii) BOQ sheet with all cells filled-up (applied/not applied) must be submitted in Technical Bid. Non-submission of this sheet in Technical Bid will lead to rejection of the bid.

13. General Terms & Conditions

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

14. Opening and Evaluation of Tender

14.1 Opening of Technical Proposal

14.1 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.

14.2 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 time frame, their proposals will be liable for rejection.

14.3 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 the 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 the services will be uploaded.
- iv) The Tender Accepting Authority may ask any of the Bidders to submit analysis to justify the rate quoted by that tenderer.
- v) Coochbehar 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.

15. Bid Validity:

The Bid shall remain valid up to one year.

16. Acceptance of Tender

Bidders must quote an item wise rate for all items as mentioned in BOQ sheet. Bids with Lowest valid rate should normally be accepted. However, the Tender Accepting Authority does not bind itself 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.

17. 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.

18. Price

- 18.1 The contractor should quote rate after going through all the relevant document uploaded for this tender
- 18.2 The contractor should quote rate at individual item wise rate for all items as given in the BOQ.
- 18.3 Escalation of prices/rates whatsoever, during the entire period of contract (including extended period, if any) over and above the quoted price shall not be allowed.
- 18.4 Any other item, not covered will be guided by practice and principle as followed by , Govt. of West Bengal.

19. PAYMENT:-

(a) No additional charges will be paid other than the quoted price.

(b) 100% after completion of delivery, acceptance of consignment by the consignee, including successful testing/ commissioning.

20. FORCE MAJEURE:- There could be circumstances/events where the supplier/contractor may not be in a position in spite of his best efforts, to meet the delivery/ completion schedule due to events beyond their control and not foreseeable such as wars, or revolutions, fires, floods, epidemics, natural calamities, quarantine restrictions and freight embargo etc. In such cases suitable delivery extensions based on merit of the case may be granted for arranging the delivery of goods or completion of works. Also the supplier shall not be made liable for forfeiture of performance security, liquidated damages or termination of contract as per provisions made in the contract elsewhere.

21. PATENT RIGHTS:- The firm/supplier/contractor should have proper and valid license/ right to the use of and/ or supply the product/ services for their design, material or manufacturing or service and it's patent, trademark or industrial design rights in the purchaser's country. The firm/supplier/contractor should safeguard the interest of the purchaser from any third party claim towards the infringement of it and indemnify the purchaser.

22. LAWS GOVERNING THE CONTRACT:- i) The contract shall be governed by the laws of the Union of India in force. ii) The courts of the place, from where the acceptance of tender has been issued, shall alone have jurisdiction to decide any dispute arising out of or in respect of the contract. iii) Irrespective of the place of delivery, the place of performance or place of payment under the contract or the place of issue of advance intimation of acceptance of tender, the contract shall be deemed to have been made at the place from where the acceptance of the tender has been issued.

23. 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 .

24. FRAUD AND CORRUPTION:- The Bidders, Suppliers, Contractors 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.

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

26. INCIDENTAL SERVICES:- The supplier shall be required to provide any or all of the following services, including additional services, if any, free of cost:

(a) Performance or supervision of the on-site assembly and/or start-up of the supplied Goods; (b) Furnishing of tools required for assembly and/or maintenance of the supplied Goods; (c) Furnishing of detailed operations and maintenance manual for each appropriate unit of supplied Goods; (d) Performance or supervision or maintenance and/or repair of the supplied Goods, for a period of time agreed by the parties, provided that this service shall not relieve the supplier of any warranty obligations under this Contract; and (e) Training of the Purchaser's personnel, at the Supplier's plant and/or on-site, in assembly, start-up, operation, maintenance and/or repair of the supplied Goods/software.

35. Schedule of Dates for e-Tendering:

Sl No	Milestone	Date
1	Publishing Date	03 rd February 2024 12:00 Hrs.
2	Document Download start date	03 rd February 2024 12:00 Hrs.
4	Bid submission start date	03 rd February 2024 12:00 Hrs.
5	Bid submission end date	19 th February 2024 upto 18:00 Hrs.
6	Technical Bid opening date	22 nd February 2024 11:00 Hrs.
7	Uploading of Technical Bid Evaluation sheet	To be inform later on .
8	Financial Bid opening date	To be inform later on .
9	Uploading of Financial Bid evaluation sheet	To be inform later on .