



COOCH BEHAR PANCHANAN BARMA UNIVERSITY

Office of the Registrar

NOTICE INVITING E-TENDER

Tender ID showing at <http://wbtenders.gov.in>:

Tender Ref. No.: F69.V1/REG/2-18

Date 02.01.2018

Online E-Tender is invited by the Registrar, Cooch Behar Panchanan Barma University, for supplying of HIGH SPEED 5 COLOUR INKJET PRINTER WITH FACE DOWN FINISHER, MULTIFUNCTION FINISHER, SCANNER, WIDE STACKING TRAY & P.S KIT by the eligible vendors. Interested vendors may follow the instructions as given below for submission of their tenders under online mode:

List of Items to be Purchased:

Sl. No	Item	Specification	Quantity
1	Printer	<p><u>HIGH SPEED 5 COLOUR INKJET PRINTER WITH FACE DOWN FINISHER, MULTIFUNCTION FINISHER, SCANNER, WIDE STACKING TRAY & P.S KIT</u></p> <p><u>SPECIFICATIONS</u></p> <p>Print Speed (simplex): 130 CPM(A4) Print Speed(Duplex): 65CPM(A4)</p> <p>Print Type: Line-type inkjet system Ink Type: Oil based Pigment Ink (Cyan, Magenta, Yellow, Black, Gray) Print Resolution: Standard : Black - 600 dpi x 600 dpi. Cyan, Magenta, Yellow, Grey - 300 dpi x 300 dpi, Fine : Black - 600 dpi x 600 dpi. Cyan, Magenta, Yellow, Gray - 300dpi x 600 dpi. Black: 4 gray Levels. Cyan, Magenta,</p> <p>Number of Gray level: 12 gray levels Yellow, Gray: 12 gray levels Paper Size Maximum: 340 mm x 550 mm (13 3/8" x 21 5/8") Paper Size Minimum: 90 mm x 148 mm (3 9/16" x 5 27/32") Printable area: Max: 314 mm x 548 mm (12 3/8" x 21 19/32") Paper Weight: Standard: 46 to 210 gsm ; Feed Tray: 52 gsm to 104 gsm Paper Tray Capacity: Standard Tray: Height up to 110 mm (4 5/16") Output Tray Capacity: Height up to 60 mm (2 3/8") Number of Paper Trays: 4nos.</p>	1

		<p>Continuous Print Speed: 65 Sheets/minute</p> <p>Supported Operating Systems:</p> <p>Memory Capacity:</p> <p>Hard Disk:</p> <p>Operating System:</p> <p>Power Consumption:</p> <p>SALIENT FEATURES</p> <ol style="list-style-type: none"> 1) High Productivity with Print speed up to 130 ppm 2) Compact design to fit any work space 3) Low cost Printing with quality image & optimising ink usage, ultimately lowering Print cost. 4) On Demand Printing: It allows printing on demand as and when required, eliminating the need for pre-printed stocks, thus decreasing waste & costing. 5) Intelligent, Flexible and simple paper feed mechanism: As no heating function is incorporated in the machine the paper to be fed is less likely to curl or crease during printing, thereby minimising paper jams and wastage of papers. These features ensures smooth pre and post processing facilitating program printing. 6) Online Optional accessories like Multifunction Folder, Stacker Stapler, Finisher, Scanner, etc. can be incorporated as and when required. 	<p>Max: Simplex- 130 Sheets/minute, Duplex-</p> <p>Standard: Microsoft, Windows Vista(32-bit/64bit), Windows- 7, Windows- 8.1, Windows- 10, Windows Server – 2008, Windows Server – 2008 R2, Windows Server – 2012.</p> <p>4 GB</p> <p>500 GB, available space approx. 430 GB</p> <p>Linux</p> <p>Max. – 1200W, Ready 150 W or less,</p>	
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1. General Instructions:

In the event of e-tendering, intending bidder may download the tender documents from the website: <http://wbtenders.gov.in> directly with the help of Digital Signature Certificate (DSC) or from the Cooch Behar Panchanan Barma University website www.cbpbu.ac.in.

2. Submission of bids:

Both Technical Bid and Financial Bid are to be submitted concurrently duly digitally signed by the Company personnel who is in the pay roll of the Company (having Authorization from the Company management) in the website [http:// wbtenders.gov.in](http://wbtenders.gov.in). All papers must be submitted in English language.

3. Time Schedules for the e-tender:

The Time Schedule for obtaining the Bid Documents, Pre-Bid meetings, the submission of bids and other documents etc. will be as per the list provided in Clause No. 10 given below.

4. Eligibility for Quoting:

Manufacturers or Dealers/Distributors/Agents duly authorised by the manufacturers who are able to supply the assured quantities as per requirement & have Authorization against this tender from OEM & Service centre situated locally. Failure of submission of declaration of full supply will lead to cancellation of tender.

Further, vendors who were declared black listed and/or insolvent by any Govt. Concern/any Institutions in the Country for particular item or items are not eligible to participate in the current tender for that item or items.

5. Annual Turnover Requirements:

Vender having average annual Turn Over for last three financial years is more than Rs. 30 lakh in India or equivalent foreign currency in the respective foreign country for the year 2014-15, 2015-16 & 2016-17 are eligible to participate in the Tender.

6. Submission of Tenders

6.1 General process of submission

Tenders are to be submitted online through the website stated in Clause 1. All the documents uploaded by the Tender Inviting Authority form an integral part of the contract. Tenderers 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. Tenders are to be submitted in two folders at a time, one is Technical Bid and the other is Financial Bid. The tenderer shall carefully go through the documents and prepare the required documents and upload the scanned documents of originals in Portable Document Format (PDF) to the portal in the designated locations/folders of Technical Bid. He needs to fill up the BOQ in the designated cell and upload the same in designated location of Financial Bid. The documents uploaded are virus scanned and digitally signed using the Digital Signature Certificate (DSC). Tenderers should specially take note of all the addendum/corrigendum related to the tender till the bid submission ends. Tenderers should in general upload the latest documents as part of the tender, however, in case of failure in uploading such documents, it will be deemed that they (tenderers) have taken note of such latest documents including addendum/corrigendum, if published till the bid submission ends.

6.2 Technical Bid

The Technical Bid should contain scanned copies and/or declarations in the following standardised formats in two covers (folders):

- I. Technical File (Statutory Cover) containing:
 1. **Notice Inviting Tender (NIT)** – The NIT as published is to be downloaded and then uploaded the same digitally signed (*to be submitted in “NIT” folder*).
 2. **Annexure** –
 - a) Basic Information (Vide Annexure I) (*to be submitted in “Annexure” folder*)
 - b) Application for Tender - (Vide Annexure II) (*to be submitted in “Annexure” folder*)
 - c) Authorization letter - (Vide Annexure III) (*to be submitted in “Annexure” folder*)
 - d) Affidavit Proforma - (Vide Annexure IV) (*to be submitted in “Annexure” folder*)
 3. Technical details of the Items Quoted (Bidders must submit Technical specification along with Catalogue of the item quoted in **“Technical Details”** Folders.
 4. Bidder must submit Audited Balance Sheet and Profit and loss Account for last 3 (three) financial year namely 2014-15, 2015-16 & 2016-17 in **“Accounts”** folder.

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

II. My Document (Non-Statutory Cover) containing as follows:

Sl.No.	Category	Sub-Category	Sub-Category Description
1	Certificates	Certificates	PAN Card of the Bidder
			VAT/ CST /GST Registration Certificate
			Exemption Certificate for paying EMD for the current financial year (if any)
2	Company Details	Company Details 1	Trade Licence/Enlistment Certificate
			Registration with Registrar of Companies
			Memorandum of Articles for Limited Companies.
3	Credential	Credential 1	<ul style="list-style-type: none"> a) Copy of the purchase order for supplying Similar nature of items at least for last 2 years in an Institute of Higher Learning b) Brief User List preferably for users in West Bengal in an Institute of Higher Learning
4	Financial Information	Payment Certificate 1	Income Tax Returns submitted for the Assessment year 2014-15
			Income Tax Returns submitted for the Assessment year 2015-16
			Income Tax Returns submitted for the Assessment year 2016-17
		Payment Certificate 2	VAT/CST/GST Returns (of the last quarter) for the year 2014-15
			VAT/CST/GST Returns (of the last quarter) for the year 2015-16
			VAT/CST/GST Returns (of the last quarter) for the year 2016-17

6.3 Financial Bid

The Financial Bid should contain the following document in one cover (folder):

Bill of Quantities (BOQ): The tenderer is to fill-up the designated cell as marked by the University in the BOQ under online mode through computer for preparing their quotation and thereafter tenderer will have to upload the same after digitally signed as submission of their quotation (Only downloaded copies of the BOQ as available in the web portal are to be uploaded without changing the name of the BOQ file after virus scanned and digitally signed by the tenderer)

7. The tenderers are not required to submit hard copies of Technical File (Statutory) or My documents (Non-Statutory). Submission of hard copy of Financial Bid is strictly prohibited and only be submitted through on line through NIC portal.

8. Evaluation of the tenders

During the tender evaluation process, the “Technical Bid” will be opened first. Those Bidders who have qualified in respect of the essential & other requirements in “Technical Bid” will be identified and their financial bid will be opened. The financial bid of those Tenderer failing to meet the technical & other requirements laid down in the tender will not be opened and be rejected. The Tenderer offering the item found suitable and as per the tender specifications will only be selected. Final selection of the lowest bidder in respect of Financial Bid is subject to further verification. The Financial Bids of only those tenderers who have been considered as Technically Qualified will be opened. If found suitable in the context of above pre-qualification etc, the Tenderer quoting the lowest rate will be considered as successful.

9. TERMS & CONDITIONS REGARDING PURCHASE POLICY OF TENDERING AUTHORITY:

9.1 Bid Information:

- a) **Partial Quotation within the same item serial number as mentioned in BOQ and also in this NIT will not be accepted and tender will be liable for cancellation.**
- b) All duties, taxes and other levies payable by the contractor under the contract shall be included in the total price but should be indicated separately in the price bid.
- c) The rate quoted by the bidder shall be fixed for the duration of the contract and shall not be subject to adjustment on any account.
- d) Currency will be made either in INR or from any of the foreign currencies like USD, GBP, EURO and JPY.

- 9.2 **Evaluation of Quotation:** The Purchaser will evaluate and compare the quotations determined to be substantially responsive stage wise. Firstly, Technical Bid will be evaluated based on and thereafter Price Bid for technically qualified bidders will be evaluated for selection of vender.

- 9.3 **Award of Contract:** **The contract shall be made item wise as per Item Serial number of the List of Items as shown in Clause 15.** The purchaser will award the contract to the bidder whose quotation has been determined to be substantially responsive both technically and commercially. Purchaser reserves the right to reject any or all the tender, wholly or partly, without assigning any reason thereof and shall not be bound to accept the lowest bid.

- 9.4 **Warranty:** The vendor shall be fully responsible for the comprehensive onsite warranty (3/3/3-part/labour/onsite) in all respect of the equipment's, accessories etc. including spares and services for a period of three years from the date of installation. Warranty will be effective from the date of joint installation Report.

- 9.5 **Adequate support service facility:** The bidder/manufacturer should have adequate service support centre in Kolkata for any emergency breakdown/fault offering facility within 48 hours and should be agreeable to provide AMC facility after the warranty period.

- 9.6 **Training Facility:** User training regarding the operation of the equipment's shall be arranged by the supplier/vendor at no extra cost.

- 9.7 **Manufacturer's Authorisation:** Document in support of Manufacturer/Dealer and Service Provider has to be submitted along with the tender paper. If the bidder is not the manufacturer, proper manufacturer's authorization and warranty from manufacturer is required.
- 9.8 **Credentials:** Documents of previous experience of the job, at least 2 years, must be submitted along with the tender.
- 9.9 **DSIR Certification:** The Cooch Behar Panchanan Barma University will provide the necessary certificate at the time of purchase.
- 9.10 **Make & Model:** Bidder must mention Make and Model in the Information Sheet as given vide Annexure-I and must send the product details/catalogue/brochure in the "**Technical Details**" folder.
- 9.11 **Time Schedule:** The supply and installation work must be completed within 15 days from the date of receipt of the purchase order.
- 9.12 **Validity of offer:** A bidder should spell out in the tender that it shall remain valid for a minimum period of three months from the date of opening of the tender and during this period, the bidder shall not be entitled to revoke or cancel its offer.
- 9.13 **Place of delivery:** Cooch Behar Panchanan Barma University, Cooch Behar -736101.
- 9.14 **Payment Schedule:** Payment be made after delivery and installation of the items.
- 9.15 **Performance Security:**
Successful bidder should deposit Performance Security money equivalent to the 10% of the order value in the form of DD/Bank Guarantee immediately before issuing purchase order from the University. Such security will be refunded after completion of the warranty period in normal case without any accrued interest. University may forfeit the Security Money in the event of the following circumstances:
- i) Selected bidder withdraws the bid before expiry of its validity but after receipt of the Purchase Order.
 - ii) Selected bidder does not accept the order after issuing the same or fails to enter into a contract within validity period of offer.
 - iii) Selected bidder fails to supply the items within the scheduled time as specified in the Purchase Order
 - iv) If before expiry of the warranty period, the supplied items break down or do not function satisfactorily due to the cause related with the item itself or for its installation and not for any reason caused by the University Authority and the supplier denies to take the responsibility to make the supplied items in order.
 - v) In case of any false submission /statement by the bidder.
 - vi) In case of any refusal to abide by terms and conditions or refusal to enter into a written agreement as per prefixed terms and conditions.
- 9.16 **Quantity Changeability:** Quantity as stated in the tender document may subject to change at the time of issuing purchase order due to the fund crunch or for other valid reasons.
- 9.17 **Requisite Documents to be submitted:** Bidder must have adequate documents relating to Trade License and updated returns for Income Tax, VAT, Audited Statement of Accounts and other documents as sought for under Clause 6.2.II of this tender.
- 9.18 **Turnover Criterion:** Bidder must have average annual turnover of more than Rs.30 lakh in three financial year ending 2014-15, 2015-16& 2016-17.
- 9.19 **Disposal of Disputes:** In case of any dispute, the University's decision will be treated as the final and conclusive. All legal actions are subject to Kolkata jurisdiction only.
- 9.20 **Conversion of FC Rate:** Generally, the West Bengal Government Portal is equipped enough for conversion of Foreign Currency (FC) rate into INR. In case of any problem arising out of the West

Bengal Government Portal for e-tender regarding the conversion rate against foreign currencies quoted by the bidders in the BOQ, the conversion rate as existing in the official website of the Reserve Bank of India (RBI) as on the date of opening the Financial Bid will be considered for Financial Bid Evaluation.

Discretion of the University:

- 9.21 University may take decision about non-purchase of the said equipment even after selection of vendor due to its fund constraints.
- 9.22 University may seek documents from the bidder in addition to the scanned documents sent by them at the time of uploading technical bid for verification and evaluation of tender.
- 9.23 University reserves the right to relax any clause as stated hereinabove for selection of responsive vendor.

10. Dates & Information:

Sl.No.	Activities	Date & Time
1	Date of uploading of N.I.T. Documents in the e-tender portal of NIC : https://wbtenders.gov.in	5 th January 2018
2	Documents download (online)	5 th January 2018 (from 6.00 p.m.)
3	Bid Submission Start Date(on line)	5 th January 2018 (from 6.00 p.m.)
4	Bid Submission Closing Date (Online)	13 th January, 2018 (up to 2.00 p.m.)
5	Bid Opening Date (Online) – Technical Bid	16 th January, 2018 (from 3.00 p.m.)
6	Date of uploading list for technically qualified bidder (online)	To be notified
7	Date of opening of Financial Bid	To be notified
8	Date of uploading of list of bidders along with the approved Rate	To be notified

11. Opening the financial bid as per schedule will BE NOTIFIED LATER ON.

Financial bid can be seen & accessed by the bidder through the NIC Portal on line after opening of financial bid on line. No objections raised by any Bidder in this respect will be entertained by the University. No informal tender will be entertained in the Bid further.

12. During the scrutiny, if it comes to the notice to tender inviting authority that the credential or any other paper found incorrect/ manufactured/ fabricated, that bidder would not allowed to participate in the tender and that application will be rejected outright without any prejudice.

13. The Tender Selection Committee reserves to right to cancel the N.I.T. due to unavoidable Circumstances and no claim in this respect will be entertained.

14. STEPS TO BE FOLLOWED FOR SUBMISSION OF E-TENDER

1. SEARCHING THE TENDER

- After Login on www.wbtenders.gov.in with DSC Click on Search Active Tenders
- In Keyword writes Tender Reference No. / Tender memo. No. or put Tender ID and click on submit on NIC website.

2. DOWNLOADING THE TENDER DOCUMENTS

- After searching the particular tender, you will find NIT & BOQ and other document, click on those to download and save the documents.
- Then fill the login Id and password which is written on top or your own login id and password; the same page will appear again click on NIT & BOQ to download.
- While downloading the BOQ please do not change the name of the BOQ and quote as per the exact Accounting Unit, as mentioned.

3. UPLOADING DOCUMENTS UNDER “MY DOCUMENTS” FOLDER

- First upload all the “My Documents” before starting the Bid Submission process.
- While starting the Bid submission process after the EMD payment you will find an option “Do you want to submit Other Important Documents?”.
- Here click on YES to submit the MY DOCUMENTS and then tick mark the check boxes to tag those documents in that particular tender.

4. UPLOADING DOCUMENTS UNDER “STATUTORY COVER” FOLDER

- First upload Tender Document (Other than BOQ) with digital signature in **NIT Folder**.
- Thereafter, upload Scanned Copy of all Annexure in the **Annexure Folder**.

5. BOQ

- While first opening the BOQ there is an option at top of the rows. “Security warning Macros have been disabled” Click on Options.
- Select “Enable the content” then OK. This will enable you to visualize the BOQ.
- Select the Currency (INR, USD, JPY, EUR, GBP)** type from drop down list while quoting the amount against each item.
- Upload BOQ in the “BOQ Folder” under “Financial Cover” after filling up financial data in the appropriate columns

6. ITEM WISE DETAILS

- Select that item as Yes/No from drop down list which item bidder wants to quote the amount.

Annexure I

FURNISHING BASIC INFORMATION

(To be furnished in the Company's official letter pad)

1.	Name of the Bidder	
2	Address for Communication	
3	Contact Number(s)	
4	E-mail ID	
5	Trade Licence No. (Please enclose copy of Trade Licence)	
6	PAN (Please enclose copy of PAN Card)	
7	VAT No. (Please enclose copy of VAT)	
8	Do you have previous experience for supplying similar nature of Items at Educational Institute of Higher Learning? (Please enclose copy of Purchase order & user list, if yes)	Yes/No (Please put tick mark)
9	Annual Turnover as per Audited P/L ACCOUNTS & BALANCE SHEET	2014-15 :Rs..... 2015-16 :Rs..... 2016-17 :Rs..... Average Annual Turnover: Rs.....
10	Status of the bidder (Please enclose copy authenticating your status)	Manufacturer/Dealer/Distributor/Selling Agent/Stockiest (Please put tick mark)

I hereby declare that the above information is true and correct to the best of my knowledge and belief. In case of any false/wrong/misleading information, I shall be bound to take the decision taken by the University.

Signature of the Bidder

(With Seal)

Annexure II
APPLICATION FOR TENDER

(To be furnished in the Company's official letter pad with full address and contact no, Email address etc)

To
The Registrar
Cooch Behar Panchanan Barma University
Cooch Behar-736101
West Bengal

Sub: NIT for the Supply of **different Instruments** for University requirement
Ref: - _____ N.I.T. Nodated

Sir,

Having examined the pre-qualification & other documents published in the N.I.T,
I/we hereby submit all the necessary information and relevant documents for evaluation:

1. That the application is made by me/us on behalf ofin the capacity duly authorized to submit the offer. The authorization letter from the Company is attached in Annexure II.
2. We accept the terms and conditions as laid down in the tender document vide **Clause 9** and declare that we shall abide by it throughout the tender period including its extensions, if any.
3. We have gone through the Tender Document thoroughly and quoted the tendered items keeping in mind all sorts of information as furnished in the tender document including Corrigendum/Addendum as published from time to time.
4. We are offering rate for the following item /items with manufacturing capacity and assured supply to the Cooch Behar Panchanan Barma University.

Sl. No.	Description of Items	Make	Model No.	Quantity	Offer Validity

4. In the event of being selected, I will make the supply within the stipulated period excepting the condition which is beyond our control.

Date :-

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

Contact no:

E-mail address

Postal Address:

Annexure III

(Authorization letter in favour of the applicant (other than Managing Director/ Proprietor/Partner) from the competent authority.)

FORMAT

(To be furnished in the Company's official letter pad with full address and contact no, Email address etc)

(TO WHOM IT MAY CONCERN)

This is to certify that Mr.(Name),
employee of this Organisation as (Official Designation) is
hereby authorised to submit tender online, Vide NIT No.....,
Dated on behalf of the Organisation.

Signature of the competent authority with Seal

.....

(Signature of the Authorised Person)

Signature of Mr.....

.....is hereby attested.

Signature of the competent authority with Seal

ANNEXURE IV

(Affidavit Proforma)
(To be furnished in Non – Judicial Stamp paper
of appropriate value duly notarized)

I, Sri/Smt.....

The Managing Director/Proprietor (etc.) of the Firm.
..... (Name of the firm)

At (address).....

do hereby solemnly affirm and declare as follows:

1. That I have not ever been convicted of any offence making myself liable to be disqualified to supply of Chemicals / Equipments/other items to any Govt. or Govt. undertaking Organization /Institution in the State of West Bengal or other State or States.
2. That no case is pending against me or against my firm in any criminal court of law to supply of Chemicals, Lab. Chemicals & Laboratory Equipments and other items to the Govt. or Govt. undertaking Organization / Institution in the State of West Bengal or other State or States (If any case is pending, state the details).
3. That, I also declare that if any information subsequently found incorrect or false will it automatically render the tender submitted by me cancelled and make me liable for penal/legal action as per law of the country.
4. That my concern has not yet been declared bankrupt by any banking or money lending agency duly licensed by RBI nor has it been considered doubtful by any Government concern so far as the solvency of the organisation is concerned.
5. That I do further affirm that the statements made by me in this tender are true to the best of my knowledge and belief and all the documents attached are genuine & correct.

Deponent(s).