



Ref. F69.V2/REG/1469-20

Date: 22.12.2020

NOTICE INVITING E-TENDER

In cancellation our earlier Tender vide Ref. No. F69.V2/REG/0916-20 dated 23.09.2020 is invited, by the Registrar, Cooch Behar Panchanan Barma University, for purchase, and installation below mentioned Software from reputed Software Developer Companies/ Service Provider.

Name of Work: **MATLAB and SIMULINK family of Software (Academic Version)**

| Sl. No. | Description | Units |
|---------|--|-------|
| 1 | MATLAB ¹ | 25 |
| 2 | Simulink (SL) | 25 |
| 3 | Partial Differential Equation Toolbox (PD) | 25 |
| 4 | Symbolic Math Toolbox (SM) | 25 |
| 5 | Optimization Toolbox (OP) | 10 |

FOR ANY CLARIFICATION REGARDING TENDER PLEASE CONTACT WITH COOCH BEHAR PANCHANAN BARMA UNIVERSITY E-MAIL ID – info@cbpbu.ac.in

- 1. Manufacturer Authorization Certificate must require.**
- 2. Credentials:** Documents of previous experience of the job (related University Level Work), at least 3 years, must be submitted along with the tender.
- 3. Payment Schedule:** 100% of the bill value will be paid after satisfactory installation/delivery of the equipment's/services.
- 4. DSIR Exemption Certification:** Cooch Behar Panchanan Barma University possesses the privilege for availing the facility of procuring items at Concessional Customs Duty and without incurring any excise duty as per DSIR certification.
- 5. GST Exemption Certification:** Cooch Behar Panchanan Barma University possesses the privilege for availing the facility of procuring items at Concessional GST as per the decisions taken by GST Council. Statutory deduction for GST and other Government taxes will be made as per the law in force.

[TENDER FEE: RS.2000/- (RUPEES TWO THOUSAND ONLY), NAME OF THE A/C: COOCH BEHAR PANCHANAN BARMA UNIVERSITY, SAVINGS ACCOUNT NUMBER: 32741316141, IFSC CODE: SBIN0000058]



COOCH BEHAR PANCHANAN BARMA UNIVERSITY

Panchanan Nagar, Vivekananda Street, Cooch Behar - 736101, West Bengal, India
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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 thee-tender:

The Time Schedule for obtaining the Bid Documents, 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 requisite Annual Average Turnover, as per clause no. 5, are only eligible for quoting. Manufacturers not having the capability to supply the required quantity solely need not apply. 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.20 lakh in India or equivalent foreign currency in the respective foreign country for the year 2017-18, 2018-19, 2019-20 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. Venders 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 vender 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



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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). Venders should specially take note of all the addendum/corrigendum related to the tender till the bid submission ends. Venders 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 (venders) 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 standardized 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 2015-16, 2016-17 & 2017-18 in **“Accounts”** folder.

1. **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 License / Enlistment Certificate |
| | | | Registration with Registrar of Companies |
| | | | Memorandum of Articles for Limited Companies. |



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| | | | |
|--|-----------------------|-----------------------|---|
| 3 | Credential | Credential 1 | 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 2017-18 |
| | | | Income Tax Returns submitted for the Assessment year 2018-19 |
| | | | Income Tax Returns submitted for the Assessment year 2019-20 |
| | | Payment Certificate 2 | VAT/CST/GST Returns (of the last quarter) for the year 2017-18 |
| VAT/CST/GST Returns (of the last quarter) for the year 2018-19 | | | |
| VAT/CST/GST Returns (of the last quarter) for the year 2019-20 | | | |

6.3 Financial Bid

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

Bill of Quantities (BOQ): The vender 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 vender 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 vender)

7. The venders 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 vender 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



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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.

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, 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/Siliguri/Cooch Behar 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. Documents related to the previous supply of same types of items in at



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least (04) four recognized National Level Institutions.

- 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:** DEPARTMENT OF MATHEMATICS, COOCH BEHAR PANCHANAN BARMA UNIVERSITY, COOCH BEHAR -736101.
- 9.14 **Payment Schedule:** 100% of the bill value will be paid after satisfactory delivery of the equipment’s.
- 9.15 **Performance Security: Successful bidder should deposit Performance Security money equivalent to the 5% 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:**
- Selected bidder withdraws the bid before expiry of its validity but after receipt of the Purchase Order.
 - Selected bidder does not accept the order after issuing the same or fails to enter into a contract within validity period of offer.
 - Selected bidder fails to supply the items within the scheduled time as specified in the Purchase Order
 - 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.
 - In case of any false submission /statement by the bidder.
 - 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, GST Audited Statement of Accounts and other documents as sought for under Clause 6.2.II of this tender.



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- 9.18 **Turnover Criterion:** Bidder must have average annual turnover of more than Rs.20 lakh in three financial year ending 2018-19.
- 9.19 **Disposal of Disputes/ Damage:** In case of any dispute/damage, the University's decision will be treated as the final and conclusive. All legal actions are subject to Kolkata/ Cooch Behar 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.
2. **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 herein above for selection of responsive vender.
- 9.24 The university reserves the right to accept or reject any or all the submitted quotations without assigning any reason whatsoever even it comply all condition.

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 | 22.12.2020 |
| 2 | Documents download (online) | 23.12.2020 (from 09.00 a.m.) |
| 3 | Bid Submission Start Date(on line) | 23.12.2020 (from 09.00 a.m.) |
| 4 | Bid Submission Closing Date (Online) | 09.01.2021 (up to 06.00 p.m.) |
| 5 | Bid Opening Date (Online) – Technical Bid | 11.01.2021 (from 11.00 a.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.



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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 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.



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- Select the Currency (INR, USD, JPY, EUR)** 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.

REGISTRAR