



# COOCH BEHAR PANCHANAN BARMA UNIVERSITY

Panchanan Nagar, Vivekananda Street, Cooch Behar - 736101, West Bengal, India  
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## OFFICE OF THE REGISTRAR

Ref. No: F69.V2/REG/2008-22(2<sup>nd</sup> Call)





Date: 28.02.2023





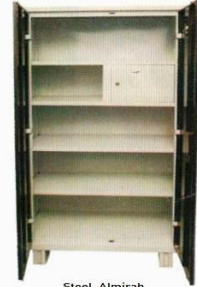
Name of Scheme: Supply of furniture at Second Campus of Cooch Behar Panchanan Barma University, Khalishamari, Mathabhanga, Cooch Behar - 736146

Sl. No.	Activities	Date & Time
1	Date of uploading of N.I.T. Documents in the e-tender portal of NIC: <a href="https://wbtdenders.gov.in">https://wbtdenders.gov.in</a>	28.02.2023
2	Documents download (Online)	28.02.2023 (from 06.00 p.m.)
3	Bid Submission Start Date(Online)	28.02.2023 (from 06.00 p.m.)
4	Bid Submission Closing Date (Online)	08.03.2023 (up to 06.00 p.m.)
5	Bid Opening Date (Online) – Technical Bid	10.03.2023 (from 06.00 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



Estimated Amount (Rs.)	Earnest Money (Rs.)	Tender Fee	Period of Completion	Remarks
Rs. 11,50,626/-	Rs. 23,013/-	Rs. 2,000/-	15 (Fifteen) days	Earnest Money & Tender Fees to be Deposited at the time of Submitting the bid in favour of Cooch Behar Panchanan Barma University, Savings Account Number: 32741316141, IFSC Code: SBIN0000058

## SPECIFICATION & QUANTITY OF FURNITURE

Sl. No.	Item Description	Quantity	Product Image
1	<p><b><u>Executive Revolving High Back Chair -</u></b> Seat Size - 500mm (W) x 500mm (D) Seat detail 12mm hot pressed plywood &amp; moulded Polyurethane foam with moulded Polypropylene covers in seat Chair Back covers in seat Chair Back Size - 500mm (W) X 1150mm from floor . Chair back - 12mm hot pressed ply wood &amp; &amp; moulded Polyurethane foam with Polyurethane foam with Polypropylene frame in back. Seating Height Adjustment - Gas Lift . 05 Nos. Custor Wheel (Fly Rail) fitted with Aluminium base</p>	02 (Two) Pcs.	 <p>Executive Revolving &amp; Tilting Chair Serial No. (1)</p>
2	<p><b><u>Steel Chair Cushion Seat and Back -</u></b> Supply, fitting &amp; fixing of Mid back Office Chair for Visitor The seat and back are to be made up of 0.2 cm thick hot pressed plywood upholstered with fabric and moulded and moulded fabric and moulded Polyurethane foam with PVC lipping all around BACKSIZE : 495 mm(W)X470 mm(H),SEAT SIZE: 495mm(W)X 440mm(D). The polyurethane foam should be moulded wityh density = 45 +/-2 kg/m3 and Hardness = 20 +/- The one piece arm rest to be made of black integral skin arm rest to be made of black integral skin polyurethane with 50-70 Shore Hardness and reinforced with M.S insert The arm rest should be of scratch and weather resistant. The under structure should be made of M.S. tube dia. 2.54cm. (1") x 14G thk. and black powder coated. (minor deviation in dimension ±5% is negotiable )</p>	15 (Fifteen) Pcs.	 <p>Ex. St. Chair Cushion Seat &amp; Back Serial No. (2)</p>
3	<p><b><u>Green Board - Size - 8' x 4'</u></b> - Frame shall be made of Seasoned Gamari Wood / Aluminium Frame structure . Wood section 4" x 1.5" with proper beading to fix 8mm glass after one side glass green colour and after frostating of glass in one side . side of glass should be well polished. Bidder is Liable to fix the whole frame on the wall at site</p>	04 (Four) Pcs.	 <p>Green Glass Board Size - 8' X 4' Serial No. (3)</p>
4	<p><b><u>Library Reading Room Table - Size - 94" X 46"</u></b> Size – 1800 x 1200 x 770mm Table top 25 mm thick water Proof Ply wood (IS- 710 Grade ), with 0.8mm to 1.0 mm thick Laminate - Virgolam / Century or any other good quality of laminate. Table frame shall be made of 38mm X 1.2mm thick M.S Iron SHS. All frame must have 25mm X 25mm SHS inter connected suitably strengthened to make it rugged. rugged All steel parts shall be pretreated 4 step anticorrosion treatment (degreasing, derusting , pickling) befoe painting . The Table must have foot rest for all readers . Steel welding where ever is required , must be done by MIG / TIG welding.</p>	04 (Four) Pcs.	 <p>Library Reding Room Table Serial No. (4)</p>

5	<p><b>Chair for Library :</b> PVC upholstered seat and back with PU foam for complete comfort , arm rest decorative type . Weight Bearing Capacity : 100 Kg Width (cm) 57.8 , Depth (cm) 59 , back height (cm) 90 Chair shall be made of 25 mm M.S Pipe (Powder Coated) or S.S Pipe</p>	<p><b>30 (Thirty) Pcs</b></p>	 <p>Chair for Library Serial No. (5)</p>
6	<p><b>Library Rack - 78"(H) X 45"(W) X 15" (D)</b> Shall be made of 38mm X 1.2mm thick M.S Slotted Angle with 5/16" G.I Nut Bolt and 20g. C.R.C.A sheet (Tata Steelenium) 06 shelves including top and Bottom 3 sides of this rack will be covered by 22g. C.R.C .A Sheet . All steel parts shall be pretreated 4 step anticorrosion treatment (degreasing, Derusting etc) before painting</p>	<p><b>12 (Twelve) Pcs.</b></p>	 <p>Library Rack Serial No. (6) 6 Shelves including Top &amp; Bottom</p>
7	<p><b>Steel Officers Table</b> - Size - 5'(W) X 2.5'(D) X 30" (H) , 03 drawers at right side and one cupboard at left side One shelf inside the cupboard to be made. All drawers should have proper locking arrangement. Table top should be made of BWP grade plywood with proper edge banding to make it stronger feo moisture penetration. There will be a keyboard in the distance between from right side to left side drawer to access keyboard operation for computer access . 08 Nos vertical post to be placed having 25mm (Tata) to make this table frame structurally strong and rigid . A cover shuld be fixed to hide users leg. (Cover shall br mad of Ply wood )</p>	<p><b>02 (Two) Pcs.</b></p>	 <p>Office Table Both Side Drawer Serial No. (7)</p>
8	<p><b>Class Room Desk - 48" X 24" X 30"(H)</b> shall be made of 1" SHS (TATA) section having one shelf bellow the working top shall be made of 19MM BWP PLY WOOD AND with very good quality teack wood edge banding with 0.8 mm Laminate Virgolam / Century or any most reputed brand .</p>	<p><b>06 (Six) Sets</b></p>	 <p>Class Room Desk Serial No. (8)</p>
9	<p><b>Steel Almirah - 78" (H) X 38(W) X 20"(D)</b> , 04 shelves making 05 compartments with one Half size locker. Locker surface shall be made of 16g. Plate and fitted with 75mm Lock (SS Key) . Painting process shall be passed through necessary anti corrosion process. In all shelves necessary support will be fixed to make all shelve structurally rigid. <b>(Slimline bend) Hinged Door</b></p>	<p><b>02 (Two) Pcs.</b></p>	 <p>Steel Almirah Serial No. (9)</p>



10	<p><b>2 Seater Class Room Desk</b> - must have sufficient place for seating 02 students . Reading Unit - Size - 30"(H) X 15" (D) with complete 1" SHS (TATA) section having one shelve bellow the working top and Seating measurement should be - 18"(H) X 12"(D) Seating and writing shall be made of 19MM BWP PLY WOOD AND with very good quality teak wood edge banding with 0.8 mm Laminate Virgolam / Century or any most reputed brand .</p>	<p><b>60 (Sixty) Sets</b></p>	 <p>2 Seater Class Room Desk Serial Number (09)</p>
11	<p><b>JOURNAL RACK : 6'(H) X 3' (W) X 15"(D)</b> - Shall be made of BWP Grade Ply wood 19mm thick and shall be finished with 1mm thick laminate Virgolam / Century / Green . 4 swing shtter shall be fixed in 04 compartments without lock. There will be 1" thick extra cover at the bottom side of each swing shutters so that various (New Addition) of Journal may stand in slanting alignment .</p>	<p><b>02 (Two) Pcs.</b></p>	 <p>Journal Rack Serial No. (11)</p>

1. **Both the Technical & the Financial Bid duly signed digitally** are to be submitted concurrently in the Website <https://etender.wb.nic.in>

2. **Eligibility criteria for participation in tender :**

a) The prospective bidders shall have to **UDYAM Certificate and should have own manufacturing set up/factory duly certified by concerned authority e.g. District Industries Centre. In case of non-submission of valid proof of SSI units, the bid will be summarily rejected.**

The bidder shall have to produce the evidence of satisfactory completion of supply of similar items by themselves during the last 3(Three) years prior to the date of issue of this Notice under the authority of State/Central Govt., State/Central Gov. undertaking /Statutory Bodies constituted under the statute of the Central / State Government / Govt. Affiliated Institution, necessary supporting documents are required to be attached in this regard.(Non statutory Documents.)

b) An undertaking should be given stating therein that the Firm has not been debarred or penalized for any reason and consequently thrown out of work by any Government Department.

c) The prospective bidders shall have to Business and Institutional Furniture Manufacturers Association (BIFMA) Level- 1 Certification.

d) Appointment / Engagement of sub-contractor is strictly prohibited.

e) Pan Card, Professional Tax receipts Challan for the year 2021-22, GSTIN registration Certificate along with current GST payment receipt to be accompanied with the Technical Bid document. Income Tax (Saral) Acknowledgement Receipt for assessment year (2021-22) to be submitted. [Non Statutory



Documents]

- f) The **Working Capital** of the tender shall not be less than **15 (Fifteen) percent** of the amount put to tender out of which minimum 10% shall be own resource. Solvency Certificate from any Nationalized Bank is to be attested with the Bid Documents at the time of submission of Bid through online.
- g) The prospective bidders shall neither have abandoned any work nor any of their contract have been rescinded during the last 5 (five) years. Such abandonment or rescission will be considered as disqualification towards eligibility. (A declaration in this respect through affidavit on requisite non-judicial stamp paper will have to be furnished by the prospective bidders without which the Technical Bid shall be treated non-responsive).
- h) In case of Proprietorship, Partnership Firms and The Company Tax Audit Report in 3CD Form are to be furnished along with the balance sheet and profit and loss account, and all the schedules forming the part of Balance Sheet and Profit & Loss Account, latest audit report in favour of applicant (As per section 44AB of Tax Audit). No other name along with applicant name, in such enclosure will be entertained. (Non-Statutory documents).
- i) **Logo of concerned manufacturer shall have to be embossed on each of the supplied materials.**
- j) Registered Partnership Deed (for Partnership Firm only) along with Power of Attorney to be submitted along with application. (Non-Statutory documents).
- k) Where there is a discrepancy between the unit rate & the line-item total resulting from multiplying the unit rate by the quantity, the unit rate quoted shall govern. Where there is a discrepancy between the rate in figures & words the rate in words will govern.
- 4) The Bid should be submitted in two parts in two separate sealed covers digitally super scribing "TECHNICAL BID" and "FINANCIAL BID". FINANCIAL bid of only those bidders shall be opened who are technically qualified on evaluation according to the predefined qualification criteria as mentioned in this N.I.E.T. by the "Tender Committee", formed for the purpose. The decision of the "Tender Committee" will be final and absolute in this respect. The list of Qualified Bidders will be displayed in the Notice Board of this office on the scheduled date and time as mentioned NIET.
- 3) Issuance of work order as well as payment of bill will be made after successful completion of the work subject to availability of fund and no claim whatsoever will be entertained for any delay of issuance of work order as well as payment, if any. Deduction of Income Tax, GSTIN (if required) will be made at source in accordance with the existing rules / Orders. Intending tenderers may consider these criteria while quoting their rates.
- 4) **The bidder shall have to produced valid ESIC and PF Registration Certificate for any interior/structural/civil/Electrical work to be executed at the site of indenting authority. Statutory fees/taxes will be deducted from the bidder as per Govt. norms.**
- 5) **Adjustment of Price (increase or decrease)** :- No escalation of cost will be allowed even during the period of extension, if granted by Cooch Behar Panchanan Barma University.
- 6) If any difference arises concerning supply of materials, the same will be settled by mutual consultations and negotiations or as per West Govt. norms.
- 7) No **Mobilization Advance and Secured Advance** will be allowed.



- 8) **Bids shall remain valid** for a period not less than 180 (One Hundred and Eighty) days after the dead line date for Financial Bid/ Sealed Bid submission. Bid valid for a shorter period shall be rejected by the „Tender Committee“ as non-responsive.
- 9) **Performance security of 10% shall be obtained from L1 bidder if the bid rate is 80% or less as per order issued by West Bengal Finance Department Audit Branch vide no :4608- F(Y) dated : 18.07.2018.**
- 10) The intending Bidders shall clearly understand that whatever may be the outcome of the present invitation of Bids, no cost of Bidding shall be reimbursable by the Registrar, Cooch Behar Panchanan Barma University reserves the right to reject any application for purchasing Bid documents and to accept or reject any offer without assigning any reason whatsoever and is not liable for any cost that might have incurred by any Bidder at the stage of Bidding.
- 11) The intending tenderers are required to quote the rate *online only*. *No offline tender will be entertained.*
- 12) During scrutiny, if it comes to the notice of the tender inviting authority that the credential or any other papers of any tenderer found incorrect/manufactured/fabricated, that the tenderer will not be allowed to participate in the tender and his application will be out rightly rejected without any prejudice. Besides the Cooch Behar Panchanan Barma University may take appropriate Legal Action against such defaulting tenderer.
- 13) Before issuance of the work order, the tender inviting authority may verify the original credentials & other documents of the lowest tenderer if found necessary. After verification, if it is found that such documents submitted by the lowest tenderer is either manufactured or false in that case, work order will not be issued in favour of the tenderer under any circumstances.
- 14) If any discrepancy arises between two similar clauses on different notifications, the clause as stated in later notification will supersede former one in following sequence: -
  - a) NIET
  - b) Technical bid
  - c) Financial bid.
- 15) Intending tenderers are required to submit online attested/self-attested photocopies of valid enlistment renewal certificate, valid partnership deed (in case of partnership firm), current Professional Tax Deposit Challan / Professional Tax Clearance Certificate, PAN Card, GSTIN registration Certificate along with current GST payment receipt, Trade License showing manufacturing activity from the respective Municipality, Panchayet etc. [Non statutory documents].
- 16) If the dates fall on holidays or natural calamity, the dates defer to next working days.
- 17) In case of inadvertent typographical mistake, the same will be corrected as per norms. The intending



tenderer is required to quote the rate in figures as well as in words as mentioned in BOQ.

18) No **CONDITIONAL/ INCOMPLETE TENDER** will be accepted under any circumstances.

19) The **Registrar**, Cooch Behar Panchanan Barma University reserves the right to cancel the N.I.E.T. due to unavoidable circumstances and no claim in this respect will be entertained.

20) All bidders are requested to be present either personally or through their authorized representatives in the office of the **Registrar**, Cooch Behar Panchanan Barma University during opening of the Tender, to observe the tender opening procedure.

21) Legal issues, if any, arising out of and /or in case of the instant subject to Kolkata Jurisdiction only.

## 22) Qualification Criteria

The Tender Inviting & Accepting Authority through a „Tender Committee“ will determine the eligibility of each bidder, the bidders shall have to meet all the minimum criteria regarding: -

a) **Financial Capacity**

b) **Technical Capability comprising of personnel & equipment**

c) **Experience**

The eligibility of a bidder will be ascertained on the basis of the self-attested documents in support of the minimum criteria as mentioned in a, b, c as above, and the declaration executed through prescribed affidavit in non-judicial stamp paper of appropriate value duly notarized. If any document submitted by a bidder is noticed either manufactured or false, in such cases the eligibility of the bidder/ tenderer/Supplier will be out rightly rejected at any stage without any prejudice. The bidder will also be liable for the criminal proceedings as per law.

Sd/-

**Registrar**

**Cooch Behar Panchanan Barma University**

**Panchanan Nagar, Vivekananda Street**

**Cooch Behar – 736101, West Bengal**





## INSTRUCTION TO BIDDERS

### SECTION – A

General guidance for e-Tendering Instructions/ Guidelines for tenders for electronic submission of the tenders online has been annexed for assisting the contractors to participate in e-Tendering.

#### **1. Registration of Manufacturer/ Supplier.**

Any Manufacturer/ Supplier 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://etender.wb.nic.in> (the web portal of e-tendering). The contractor is to click on the link for e-Tendering site as given on the web portal.

#### **2. Digital Signature certificate (DSC)**

Each contractor/manufacturer is required to obtain a (class –I, class-II , Class-III and bonafide resourceful outsiders) 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. DSC is given as a USB e- Token.

3. The contractor can search & download NIET & 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.

#### **4. Submission of Tenders**

General process of submission: Tenders are to be submitted online to the website stated in Cl.2 in two folders at a time for each work, one in Technical Proposal & the other in Financial Proposal 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).

#### **A. Technical proposal**

The Technical proposal should contain scanned copies of the following further two covers (folders).

##### **A1. Statutory Cover Containing**

- i. RTGS/NEFT towards cost of tender documents as prescribed in the e-NIT, against the serial of work as applied for concerned with the Work.
- ii. ***Download & upload the same Digitally Signed except quoting rate, quoting rate will be only encrypted in the B.O.Q. under Financial Bid. In case quoting any rate in technical bid document the tender is liable to be summarily rejected.***
- iii. Special Terms, condition & specification of works.





#### iv. AGREEMENT

##### A2. Non statutory Cover Containing

- i) Valid Professional Tax (PT) deposit challan for the financial year 2021-22, Pan Card, IT return, for the Assessment year 2021-22, GSTIN Registration/clearance Certificate.
- ii) Registration Certificate under Company Act. (if any).
- iii) Registered Deed of partnership Firm/ Article of Association & Memorandum.
- iv) Power of Attorney (For Partnership Firm/ Private Limited Company, if any)
- v) Tax Audited Report in 3 Cd Form along with Balance Sheet & Profit & Loss A/c for the last three years (year just preceding the current Financial Year will be considered as year – I)
- vi) “Annexure- D” to be furnished in Letter Head of the firm
- vii) Credential for completion of similar nature of work under the authority of State/ Central Govt. undertaking / Statutory bodies constituted under the statute of the State/ Central Govt. prior to the date of issue of this NIET.

##### viii) Valid documents of SSI Registration. (UDYAM)

**Note :-** Failure of submission of any of the above mentioned documents in specified cover as above in ( A1, i.e Statutory cover and A2, i.e Non-statutory cover) and also non submission of document in proper perspective, the tender will be liable to be summarily rejected.

#### B. Tender committee (TSC)

- i) Opening of Technical proposal:-

Technical proposals will be opened by the **Registrar**, Cooch Behar Panchanan Barma University or 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 should be opened first & if found in order. Cover (Folder) for non-statutory documents will be opened. If there is any deficiency in the 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 committee.
- v) Uploading of summary list of technically qualified tenderers.
- vi) Pursuant to scrutiny & decision of the tender committee the summary list of eligible



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tenders & the serial number of works for which their proposal will be considered will be uploaded in the web portals.

- vii) While evaluating the committee may summon the tenderer & seek clarification / information or additional documents or original hard copy of any of the documents already submitted & if these cannot be produced within the stipulated time, their proposals will be liable for rejection.

### C) Financial proposal

- 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 (Presenting Above/ below/ at par) or **item wise** rate whichever is applicable, online through computer in the space market for quoting rate in the BOQ.
- ii) Only downloaded copies of the above documents are to be uploaded virus scanned & Digitally Signed by the contractor.

**The audited Balance sheet for the last three years**, net worth bid capacity etc. are to be submitted which must demonstrate the soundness of Bidder's financial position, showing long term profitability including an estimated financial projection of the next two years

### 5) AWARD OF CONTRACT

- i) The **Registrar**, Cooch Behar Panchanan Barma University reserves the right to accept or reject any Bid and to cancel the Bidding processes and reject all Bids at any time 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 of the ground for Employer's action.
- ii) The Bidder who's Bid has been accepted will be notified by the Tender Inviting & Accepting Authority through acceptance letter.
- iii) The notification of award will constitute the formation of the Contract.

Sd/-

**Registrar**

**Cooch Behar Panchanan Barma University**

**Panchanan Nagar, Vivekananda Street**

**Cooch Behar – 736101, West Bengal**



## SPECIAL TERMS AND CONDITIONS OF TENDER

- 1) The rates should be quoted item wise separately mentioned in the online BOQ.
- 2) No payment will be made for unapproved materials.
- 3) The rate quoted by the bidder shall include the cost of loading, unloading, carrying stacking, in the site, royalty, and all other taxes etc.
- 4) No extra payment will be made for carrying of materials involving head load/ trolley etc.
- 5) Work must be completed within scheduled time.
- 6) Actual quantity of supply of furniture may be changed subject to decision of the authority.
- 7) Quantity of supply may vary depending on the requirement.
- 8) The bidder has to submit credential/ completion certificate for execution of similar type of work in any Govt. offices.
- 9) Supply of utensils/execution of work will be made in conformity with the specification & time as mentioned in the work order at selective delivery point as mentioned in by the indenting authority. No deviation in specification will be accepted. After delivery of the materials/execution of work to the respective points by selected bidder (s), authority reserves the right to collect the samples of supply the materials at random basis and send those materials for testing to ensure the quality of products etc. If it is found that materials are not according to the specification, the authority has every right to cancel the total lot of furniture /cancel the work order, blacklisting the respective Manufacturer / Supplier/ Bidder and terminate the contract.
- 10) Since the work being awarded to the selected Agency is of important nature, the time schedule for all orders must be adhered to, failing which a penalty @ 0.5% per week of the contract value or 10% of the contract value for delay whichever is lower will be imposed and recovered from the agency. Delivery Schedule with destinations will be provided at the time of issuance of work order.
- 11) In case of failure of performances by the Manufacturer / Supplier/ Bidder, the work may be assigned by this corporation to any other Agency/Manufacturer / Supplier/ Bidder.
- 12) No payment shall be paid in advance and no loan from any bank or any financial institutions will be recommended against the work order. All payments shall be made by institutional way. The Corporation shall be at liberty to withhold any of the payments in full or part subject to recovery of penalties towards execution of supply order.
- 13) I.T. will be deducted at source as per Govt. of West Bengal Rule.
- 14) The Corporation will have the right to call upon information regarding status of delivery at any point of time.
- 15) Tender with overriding condition will be summarily rejected.
- 16) The basic rates and statutory tax shall be quoted separately.
- 17) Delivery will be made at the point of delivery at proper destination level and as per instruction in the work/ supply order. No extra charges will be entertained.
- 18) Extension of time for delivery will be granted on the basis of the written prayer of the Manufacturer



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/ Supplier/ Bidder based on the valid reason. However, no claim of price escalation will be entertained in any manner what- so-ever.

- 19) The applying Firm shall not assign the work or any part of it to any other person or party without having written permission of the authority.
- 20) The cost of tender paper received after the stipulated time and date, as mentioned in the e-NIT, due to any reason whatsoever, shall not be considered and the same are liable to be rejected.
- 21) The words “Agency” / “Supplier” / “Dealer”/ “Manufacturer”/ and “Bidder” wherever appearing in these contract documents shall be deemed to be synonymous and shall have the same meaning as word “Manufacturer”.
- 22) Technical bids will be evaluated first. Financial bids of only those agencies will be evaluated who are found technically eligible.
- 23) Bidders should produce valid documents of experience of work with The West Bengal Small Industries Development Corporation Limited or any other Govt. organization in the similar nature of work.
- 24) Supporting documents should be enclosed by self-attested.
- 25) Service center should be in and around Cooch Behar or within 200 KMs of Cooch Behar Panchanan Barma University / Product Delivery Location.**
- 26) Manufacturer should furnish a valid factory license for Manufacturing, Assembling and Supply of Modular furniture.
- 27) Manufacturers should have their own modern manufacturing facility having strict quality checks at his owned factory.
- 28) Bidders should Provide Evidence of GST registration certificate indicating also the TIN number (for vendors from within the State of West Bengal).
- 29) The bidders may be asked to submit rate analysis if required by the competent authority. Submission of abnormal rates may be caused penalty by forfeiting the EMD.
- 30) Payment will be made after receiving the same from the indenting authority.

### **Quality Assurance and Workmanship:**

- i. Only approved brands of items shall be accepted. Samples shall be got approved before taking up full supply/installation.
- ii. If required tests on representative samples and/or components thereof shall be got conducted from reputed laboratory as decided by the In-charge.
- iii. Samples shall be taken/made as per the direction of the In-Charge in presence of the authorized representative of the contractors. Samples shall be signed and sealed by both the parties. Manufacturer’s Test certificate for the product being offered is to be provided to the department.
- iv. All material shall confirm to the approved makes of materials specified. The procurement of various materials shall be either from the manufacturers or their authorized dealers so that there is no duplicate/spurious makes are used. Notwithstanding all above, contractor shall be held responsible for the execution of works and use of proper best available quality of materials as per the tender





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- specifications. For the items/materials not appearing in the list, the decision of authorized In-charge from purchaser shall be final and binding.
- v. The manufacturer shall arrange stage wise inspection of the furniture at factory of the works by In-Charge or his authorized representative if asked for. Manufacturer will have no claim if the furniture brought at site is rejected by In-Charge in part or full lot due to bad workmanship /quality. Such furniture will not be paid for and the contractor shall remove the same from the site of work within 7 days after the written instructions in this regard are issued by In-Charge or his authorized representative.
  - v. The /manufacturer shall produce all materials in advance so that there is sufficient time for testing and approving of the material and clearance of the same for use in work. The contractor shall produce test certificates of all the material in respect of their confirmation to the relevant quotation specifications. All tests required for the materials as desired by the In-Charge shall be at the contractor's cost.
  - vi. Testing may also be carried out at the discretion of the In-Charge, from the lot of finished product brought at site by the contractor. In case such tests have been carried out by the principal manufacturer at its testing facility, the same will may be provided by the contractor for consideration.

### **DECLARATION**

I/We agree all the terms & conditions as mentioned above and all the information supplied by me/us are true to my/ our best of knowledge.

**Seal &Signature of the Bidder**  
(With Name and Address)



# COOCH BEHAR PANCHANAN BARMA UNIVERSITY

Panchanan Nagar, Vivekananda Street, Cooch Behar - 736101, West Bengal, India  
Ph. : (03582) 230218, Ph. & Fax : (03582) 230833, E-mail : [info@cbpbu.ac.in](mailto:info@cbpbu.ac.in) Website : [www.cbpbu.ac.in](http://www.cbpbu.ac.in)

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Annexure - B

## SPECIFICATION OF FURNITURE

Sl. No.	Item Description	Product Image

Seal & Signature of Manufacturer/ Supplier  
(With Name and Address)



**Technical Bid Form (To be filled up) (Technical bid)  
Technical Bid for supply of Furniture**

Sl. No.	Particulars	Information
1.	Name of the Manufacturer with Address and Telephone No: Email-Id	
2.	Name and Designation of the authorised signatory	
3.	Mobile Number of the Authorised Signatory.	
4.	GSTIN Registration Number	
5.	CST Number	
6.	PAN number of the company	
7.	Current GST payment Receipt	
8.	Name of product intended to be supplied as per technical specifications	Manufacturing and supply of the required furniture.
9.	Supply details to the Govt Agencies or other reputed agencies other than The WBSIDC Ltd. for the last 3 (Three) years. (enclose copies of supply orders).	
10.	Audited balance sheets for the last 3(Three) years. (enclosed copies).	
11.	Bank details of the company a) Name of the Bank b) Branch address c) Account type d) Account Number e) IFSC Code [ Also please enclose a cancelled cheque of above account for ready reference ]	
12.	Other information if any	

**Seal &Signature of the Manufacturer/ Supplier**  
(With Name and Address)



**Annexure - D**

**(To be furnished in Letter Head of the firm)**

1. I, the under-signed do certify that all the statements made in the attached documents are true and correct. In case of any information submitted proved to be false or concealed, the application may be rejected and no objection / claim will be raised by the under signed.
2. The under signed also hereby certifies that neither our firm nor any of constituent partner had been debarred to participate in tender.
3. The under signed would authorize and request any bank, person, firm or Corporation to furnish pertinent information as deemed necessary and / or as requested by the department to verify this statement.
4. The under-signed understood that further qualifying information may be requested and agrees to furnish any such information at the request of the department.
5. Certified that I have applied in the tender in the capacity of individual / as a partner of a firm & I have not applied severally for the same job.
6. Certified that I/ We have paid all the dues under Income Tax Act/ GSTIN / Service Tax, PF, ESI or under any other laws applicable to the organisation till date.

**Signed by an authorized officer of the firm**

**Title of the Officer**

**Name of the firm with Seal**

**Date**

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

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## FINANCIAL STATEMENT

1. Name of Applicant :
2. Summary of assets and liabilities on the basis of the audited financial statement of the last two financial years.

(Attach copies of the audited financial statement of the last two financial years)

	Year..... (Rs. In lakh)	Year..... (Rs. In lakh)
a) Current Assets: (It should not include investment in any other firm)		
b) Current liabilities: (It should include bank over draft)		
c) Working capital: (a) – (b)		
d) Net worth: (Proprietors Capital or Partners Capital or Paid up Capital + Recovery & Surplus)		
e) Bank loan/ Guarantee:		

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