

**MAHARAJA MANINDRA CHANDRA COLLEGE  
20. RAMKANTO BOSE STREET,  
Kolkata-700 003**

**Notice Inviting e-Tender**

NOTICE INVITING E-TENDER FOR 1) making and installing wooden furniture for different departments 2) procurement & installation of Electrical Equipments 3) Treatment and Repairing of Roof (main building, top floor), Replacement of False Ceiling anti Anti termite treatment( Computer Science Dept)  
Of MAHARAJA MANINDRA CHANDRA COLLEGE  
20, RAMKANTO BOSE STREET, KOLKATA-700003, WEST BENGAL

**NIT No.-MMCC/RUSA1.0/ET-2/20**

**Date: 07.12.2020**

For and on behalf of Maharaja Manindra Chandra College, e-tenders are invited from the prospective eligible bidders for the items of works as stated above.

**Name of The work:**

- 1) Making and Installing wooden furniture in different departments as per BOQ.
- 2) Procurement & installation of Electrical Equipments in the newly renovated office room.
- 3) Treatment and Repairing of Roof (main Building, Top floor), Replacement of False Ceiling anti Anti Termite treatment (Computer Science Dept.)

**Earnest Money Deposit (EMD):** Earnest Money of Rs. 10,000/- (Ten thousand only) in favour of “Maharaja Manindra Chandra College”, payable at “Kolkata” will be deposited at the time of submitting tender before opening of financial bid to the principal.

Both Technical Bid and Financial Bid are to be submitted concurrently duly digitally signed in the website <https://wbtenders.gov.in>.

**Sd/-  
Principal  
MAHARAJA MANINDRA CHANDRA COLLEGE**

## **Instructions to Bidders**

### **A. General guidance for e-Tendering:**

Instructions / Guidelines for electronic submission of the tenders have been annexed for assisting the suppliers to participate in e-Tendering.

#### **1. Registration of Supplier:**

Any 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://wbenders.gov.in> (the web portal of Higher Education Department). The supplier is to click on the link for e-Tendering site as given on the web portal.

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

Each supplier is required to obtain a Class-II or Class-III Digital Signature Certificate (DSC) for submission of tenders from the approved service provider of the National Informatics Centre (NIC) on payment of requisite amount. DSC is given as a USB e-Token.

#### **3. The supplier can search & download NIT & Tender Documents electronically from WB e- Tender Portal once he logs on to the website mentioned in Clause 1 using the Digital Signature Certificate. This is the only mode of collection of e-Tender Documents.**

#### **4. Participation in more than one supply:**

A prospective bidder shall be allowed to participate in the e-tendering either in the capacity of individual or as a partner of a firm. If he is found to have applied separately in a single capacity, all his applications will be rejected.

#### **5. Submission of Tenders:**

Tenders are to be submitted through online in two folders at a time for each supply, one in Technical Proposal & the other is Financial Proposal before the prescribed date & time using the Digital Signature Certificate (DSC). The documents are to be uploaded as scanned copy duly Digitally Signed. The documents will get encrypted (transformed into non readable formats).

**B. BID Submission of Tenders:**

1. Technical Proposal

The technical proposal should contain scanned copy of the following documents contained in two covers (folders).

a. Statutory Cover containing the following documents:

1. N.I.T.
2. Form- II and III

(NIT & Corrigendum can be downloaded properly and upload the same Digitally Signed). The rate will be quoted in the BOQ. Quoted rate will be encrypted in the BOQ under Financial Bid.

b. Non-statutory cover include( to be uploaded online):

- GST Registration Certificate.
- PAN Card.
- IT Return of last three years.
- Trade License
- P-Tax Registration Certificate.

2. Financial Proposal

The rate will be quoted in the BOQ

Quoted discount rate will be encrypted in the BOQ under Financial Bid. Downloaded properly and upload digitally signed.

3. Experience / Credential

The prospective bidders should have experience of making furniture/civil work/electrical work prior to the date of issue of this Notice to at least three institutions like Government Colleges / Government Aided Colleges/ State or Central Universities / Research Institutes. At least three documents to be uploaded online.

### **General Terms and Conditions:**

1. In the event of e-filing the intending bidder may download the tender documents from the website — <https://wbtenders.gov.in> directly with the help of Digital Signature Certificate.
2. Technical Bid and Financial Bid both will be submitted concurrently duly digitally signed in the website <https://wbtenders.gov.in>. Tender documents may be downloaded from website & submission of Technical Bid/Financial Bid as per Tender time schedule stated in Sl. No. 10. **The documents submitted by the bidders should be properly indexed & self-attested with seal.**
3. The prospective bidders should have experience of making furniture/Civil work/electrical work prior to the date of issue of this Notice to any Government College / Government Aided College / State or Central University / Research Institute.
4. It is mandatory for all the bidders of Deposit EMD offline through Demand Draft payable to “Maharaja Manindra Chandra College” & payable at ‘Kolkata’.
7. The College Authority (Tender Committee) reserves the right to accept or reject any bid or/and cancel the bidding process at any time prior to the award of contract without thereby incurring any liability to the affected bidder or bidders.
9. **Delivery period: 3 months from the date of placing order.** In case of civil work Period may be negotiated.

#### 10. Date & Time Schedule:

S1 No.	Particulars	Date & Time
1.	Date of uploading of NIT & other documents (online) (Publishing Date)	07.12.2020 at 04.00 pm
2.	Documents download start date (online)	07.12.2020 at 04.00 pm
3.	Starting date of documents downloading (online)	07.12.2020 at 04.00 pm
4.	Closing date of documents downloading (online)	22.12.2020 upto 04.00 pm
5.	Bid Submission closing date (online)	22.12.2020 upto 04.00 pm
6.	Bid opening date for Technical Proposals (online)	24.12.2020 after 04.00 pm
7.	Date of uploading list of Technically Qualified Bidder (online)	To be notified later
8.	Date of opening of Financial Proposal (online)	To be notified later

#### Special terms and conditions:

1. No advance payment shall be made at any circumstances.
2. Payment will be made after satisfactory delivery.
3. Since the procurement is done under RUSA, payment will be made through PFMS portal, Government of India. Successful bidder has to produce firm details and bank account in prescribed format for registration at PFMS portal.
4. Conditional bid may not be accepted by the tender inviting authority.
5. **Delivery:** The supply of the items required should be made within 15 days or the time prescribed by the college as will be mentioned in the purchase order.
6. **Penalty for Late Supply:** In case of delay in delivery and installation, the competent authority has the right to deduct the amount 1% of total order value and the same may be increased to maximum of 5 % of order value.
7. The quantity may be increased or decreased in the final order.
8. If any item is found defective, the supplier is bound to replace the same immediately.

**Form — II**

[To be furnished on Firm's Letter Head]

To  
The Principal  
MAHARAJA MANINDRA CHANDRA COLLEGE,  
20, RAMKANTO BOSE  
STREET,  
KOLKATA-700003.

Date:

Dear Sir,

I, the under-signed

1. 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. also hereby certifies that neither our firm M/S. \_\_\_\_\_ Nor any of constituent partner had been debarred to participate in any tender by any Government Organization / Undertaking during the last 5 (five) years prior to the date of this NIT.
3. would authorize and request any bank, person, firm or corporation to furnish pertinent information as deemed necessary and / or as required by the Department to verify this statement.
4. understands that further qualifying information may be requested and agrees to furnish any additional information as required by the College.
5. certify that I have applied in the tender in the capacity of individual / as a partner of a firm / Director of the company / Chairman of the corporation and I have not applied separately for the same supply.

\_\_\_\_\_  
Signed by an authorized officer of the firm

\_\_\_\_\_  
Designation of the  
Officer

\_\_\_\_\_  
Name of the Firm with

Seal Date: \_\_\_\_\_

**Form — III**

**STRUCTURE AND ORGANIZATION**

1. Name of Applicant: \_\_\_\_\_

2. Office Address: \_\_\_\_\_

\_\_\_\_\_

Telephone / Mobile No. \_\_\_\_\_

\_\_\_\_\_

Email: \_\_\_\_\_

3. Name and address of Banker:

\_\_\_\_\_

IFSC Code: \_\_\_\_\_

MICR Code: \_\_\_\_\_

4. Brief description of the firm

Note: Application covers Proprietary firm, Partnership, Limited Company, LLP or Corporation.