

(1) INVITATION

- Sealed Tender are invited by the Principal, Rani Birla Girls' College, Kolkata for Supply of items/ services of the best/specified quality for the college as indicated in the enclosed tender schedule, from the manufacturers/ their authorised distributors / authorised dealers / authorised stockist / reputed suppliers in the respective field subject to the terms and conditions described in the following paragraph.

(2) FOR SPECIAL ATTENTION

- All Tenderers are to note that tenders containing any deviation from the terms and conditions, specifications and other requirements are liable to be rejected. The tenderers who do not meet the appropriate standard of capability and financial resources may not be considered.
- The inviting authority reserves all rights to reject any or all the tenders without assigning any reason and split up the supply if necessary and to accept the tender in whole or part.
- Invitation of the tender shall under no circumstances create any right, legal or otherwise in favour of the tenderer in case the tender is not closed or withdrawn or cancelled before issuance of purchase order nor shall the inviting authority be liable to explain the reason of such closure, withdrawal or cancellation of the tender.

(3) DATE OF SUBMISSION AND OPENING OF TENDER

- Tender may be submitted to the Principal, Rani Birla Girls' College, during office hours on all working days from 21.08.2018 to 28.08.2018 from 12 noon to 4 p.m. (12 noon in case of Saturdays).
- Last date for submission of tender is 28.08.2018 upto 4 p.m. and any tender submitted thereafter will not be considered.
- If for any reason the last date of submission of tenders be declared as holiday, the tenders will be accepted till the same time of the next working day.
- Tenders will be opened on 29.08.2018 at 1 p.m. at the same address.
- If for any reason the date of opening of the tenders be declared as a holiday, the tender will be opened on the next working day at the same time and place.

(4) EARNEST MONEY DEPOSIT

- Earnest Money Deposit (E.M.D.) is to be deposited separately for each item by the tender along with the tender of respective tender schedule (in the Technical Bid envelop) in the form of Demand Draft / Banker's Cheque drawn on any nationalised / scheduled bank and payable to Rani Birla Girls' College and that should be valid for 90 days from the date of tender. In case of failure to supply the material, the E.M.D. of the successful Bidder will be forfeited. The earnest money shall also be forfeited in the event of withdrawal of the tender document within the original validity or when the successful bidder fails to execute necessary agreement within the period specified or for submitting false, incorrect, misleading information in the bid.
- The amount of EMD shall be according to the following gradations in the bid amounts :
 - (i) Bids upto INR 50,000/- - E.M.D. INR Nil
 - (ii) Bids greater than INR 50,000/- to less than INR 1,00,000 /- - E.M.D. INR 5000/-
 - (iii) Bids of INR 1,00,000 to less than INR 6,00,000 – E.M.D. INR 6000/-
 - (iv) Bids of INR 6,00,000 o less than INR 12,00,000/- - EMD INR 12,00/-
 - (v) Bids greater than INR 12,00,000/- - EMD INR 20,000/-
- Non-submission of EMD bid security along with tender papers or submission of copy of Demand Draft / Bankers Cheque as bid security instead of the original may result in rejection of the bid / tender.
- Exemption from depositing Earnest Money in terms of existing Govt. Order may be considered if the request is supported with necessary documents in original.
- The EMD will be released on request by the unsuccessful tenderer, after finalization of the tender and in case of successful tenderer; it will be released only after acceptance of the consignment by the consignee. No interest on EMD is admissible.

(5) LANGUAGE OF TENDER

- The tender shall be submitted in English. All papers and Correspondences in connection with the tender shall be in English.

(6) VALIDITY

- The offer of this tender should be valid upto 2 months from the date of opening of the tender.

(7) SUBMISSION OF TENDER UNDER TWO-BID SYSTEM

- Separate Bids must be submitted in two-bid system for each of the items mentioned in the Tender schedule, as follows:-

(A) Technical bids should contain all of the following :

- (i) Technical details.

Tender Terms

- (ii) Product brochures.
- (iii) Commercial terms and conditions for particular item.
- (iv) Period of warranty and
- (v) Contact details (phone numbers) of persons in educational/ research institutions using each equipment / software, for query if necessary.

(B) Financial bids should contain the following:

- (i) Item wise price for the item /items mentioned in the technical bid.
- (ii) Rates for Annual Maintenance Contract / Warranty Extension or the likes.

The technical bid and the financial bid should be sealed by the bidder in separate cover duly superscribed and both the sealed covers are to be put in a bigger cover which should also be sealed and duly superscribed.

- Tender must be submitted at the office of the Principal, Rani Birla Girls' College, Kolkata at the above address in sealed cover superscribed Tender for Supply of Items / Services Vide Tender Notice No. 08/RBGC/18-19 dated 21.08.2016. **Do Not Open Before 29.08.2018 at 1 p.m.**
- The bidder should have Income Tax clearance and a valid PAN. If any bidder does not fall within the ambit of GST/ sale tax that shall be indicated separately with supporting documents from the competent authority.
- **Copies of following documents should be furnished by the bidders along with tender:-**
 - 1) Income Tax clearance certificate.
 - 2) Sales Tax clearance certificate.
 - 3) Professional tax clearance certificate.
 - 4) Trade licences.
 - 5) Past experience for undertaking similar type of work.
 - 6) GST registration number
 - 7) PAN.
 - 8) Contact details (phone numbers) of persons in educational/ research institutions using each of the instruments quoted for.
 - 9) Authorisation certificate from the Original Equipment Manufacturer.
- The college authorities neither shall take any responsibility for misplacement for the tender documents sent by post or delay in delivery by post nor will it arrange to collect tender from any delivery point other than specified in the Tender Notice.
- If the cover is not sealed and marked properly, no responsibility will be assumed for any misplacement of the tender or premature opening of the envelope or parcel.
- All papers submitted with the tender must be in serial number and page numbers should be printed.

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- Tenders submitted are to be written in ink neatly or to be typed without overwriting/illegible writing. Words in figures must be sufficiently clear. **No change in the Tender Schedule will be accepted.**
- Tenders, when necessary, must attach supplementary Literatures / Catalogue, etc.
- The tenderers must indicate the specification and rate separately for items requisitioned. Correction or any other changes or any other changes must be initialled by the person signing the tender documents.
- Tenders received late for any reason will not be considered. Telephonic tender will not be entertained.

(8) EVALUATION OF TENDER

- **For evaluation of offers under two-bid system, technical bids shall be opened first for evaluation and financial bids of only those technically acceptable offers shall be opened for furnishing value and ranking before finalisation.**
- Evaluation of the tenders will be done on the basis of best quality of items as per the specifications with Lowest Price quoted by the bidders.
- The purchaser will evaluate and compare the quotations which conform to the laid down terms and conditions and specifications.
- The quotations would be evaluated separately for each item.
- Free accessories with equipment, greater warranty periods, lesser AMC / Extended warranty costs, lesser running costs may be preferred.

(9) DELIVERY

- Delivery of the consignment is to be made at the consignee's place within the stipulated date to be mentioned in the purchase order and the same has to be tested / commissioned there.
- **Schedule of Delivery/Completion of Commissioning / Installation shall be within ~30 days from the date of issue of Purchase Order** (in case of supply of Machinery/ Equipment / Computer / software etc.)

(10) ELEGIBILITY CRITERIA

- Offers for Machines / Equipment / Computers / software will be accepted only from the reputed manufacturers or their authorised dealers/ authorised distributors / authorised stockiest/ reputed suppliers in the field for which necessary authorisation from the manufacturer shall have to be submitted. Intending tenderer must have to **produce the clientele list he served during last 03 (three) years with documentary evidence.**

(11) PRICE

- All tender prices shall be quoted for delivery up to the consignee's point inclusive of all charges (taxes, freight, duties, entry tax, etc.). For foreign items, the prices should be quoted in their respective foreign currencies to enable us

to avail the stipulated customers duty exemption against a valid DSIR certificate. The College will produce a valid DSIR Certificate for duty exemption as per rule.

- The prices quoted should be written both in figures and words.
- Correction, if any, shall be made by crossing (not over-writing) and initialling with date and rewriting. In case of conflict between the figures and words, words shall prevail.
- The rates quoted by the Bidder shall be fixed for the duration of the contract and shall not be subjected to adjustment on any account.

(12) SECURITY DEPOSIT / PERFORMANCE SECURITY

- Before placement of the confirmed purchase order, the successful tenderer will have to submit a security deposit / performance security @ 5% of the main equipment price, for item price INR 100,000/-or higher, in the form of Demand Draft/ Banker's Cheque drawn on any nationalized / scheduled bank and payable to Rani Birla Girls' College, Kolkata. The amount of the security deposit will be returned after the expiry of the warranty period (after deductions, if any) with a simple interest @5%.

(13) PAYMENT

- No additional charges will be paid other than the quoted prices.

(14) GURANTEE

- The tenderer shall remain responsible without cost to buyer for all defects in materials / spares and workmanship which may develop in normal use and which have been called to the attention of the successful tenderer (in case of supply of Machinery / Equipment / Computer etc).
- The tenderer shall remain responsible without cost to buyer for all defects in materials / spares and workmanship which may develop during normal servicing of the machine due to negligence on the part of the service provider (in case of AMC).
- Prior to expiry of the guarantee /warrantee period, it will be the responsibility of the tenderer to take up the matter with their respective manufacturers for fulfilment of the guarantee / warrantee provisions.
- **Guarantee / Warrantee cards shall have to be supplied in all cases of supply of machinery / equipment / computer and accessories duly filled in.**
- In case the repair of the Machinery / equipment / computers and accessories would take considerable time, a temporary replacement shall have to provided.
- **In case of failure on the part of the tenderer to remedy the defects / replace the materials within reasonable period (~30 days) in spite of due intimation from Rani Birla Girls' College, Kolkata, the purchaser reserves the right to remedy the defects/ replace the materials at the cost and responsibility of the tenderer without further notice and the same shall be deducted from his security deposit. In addition normal warranty as provided by the original equipment manufacturer has to be extended.**

- In case of failure on the part of the tenderer to attend the call / provide servicing / replace the materials within reasonable period in spite of due intimation from Rani Birla Girls' College, Kolkata, the purchaser reserves the right to remedy the defects / replace the materials at the cost and responsibility of the tenderer without further notice and the same shall be deducted from his security deposit. Preventive Maintenance should be carried out monthly (n case of AMC).

(15) MEASURE AT UNFORSEEN EVENTS

- 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 his control such as wars, or revolutions, fires, floods, epidemics, natural calamities, quarantine restrictions and freight embargo. Etc (forces majeure/ acts of God). In such cases suitable delivery extensions based on merit of the case may be granted for arranging the delivery of goods / services or completion of works.
- In addition, 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.

(16) LAWS GOVERNING THE CONTRACT

- The contract shall be governed by the laws in force of the Union of India.
- 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.
- 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.

(17) ARBITRATION

- In the event of any question, dispute or difference arising out of the 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 sold arbitration of an officer, from the government Department other than the department which decided the contract as per prevailing norms of Govt. Of West Bengal.
- The decision of the arbitrator shall be final and binding on both the parties to this contract.

(18) FRAUD AND CORRUPTION

- The Bidders, Suppliers, Contractors and their Subcontractors and Consultants in the contracts require observing 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 and declaring a firm or individual ineligible etc, even for future bidding.

(19) 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. Free accessories with equipment, greater warranty periods, lesser AMC/ Extended warranty costs, may be preferred.
- The purchaser can, if so desire, depute a team of officers to the premises of the bidder to whom the contract is proposed to be awarded and / or to places where the bidder to whom the contract is proposed to be awarded has supplied the relevant equipment to satisfy itself that the bidder has the capability to produce the required quality (in case of supply of Machinery / Equipment / Computer etc).
- The College can, if so desire, depute a team of officers to the premises of service provider to whom the contract is proposed to be awarded to satisfy itself that the service provider has the capability to deliver the required quality of service (in case of AMC).
- The terms of the accepted offer should be incorporated in Purchase Order.

Tender Terms

List of Items –

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| 1. | Adobe photoshop (Latest version)/CC | - | 01 No. |
| 2. | Adobe Premiere PROCS6 | - | 01 No. |
| 3. | Quark Xpress 9 | - | 01 No. |
| 4. | Sound Forge | - | 01 No. |

Sd/-
Principal / TIC
Rani Birla Girls' College
Kolkata.