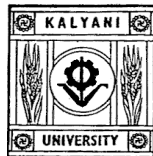


# UNIVERSITY OF KALYANI



## Department of Physical Education

### NOTICE INVITING E-TENDER

**Tender ID showing at <http://wbttenders.gov.in> : 2022\_UOK\_381185\_1**

**Tender Ref. No.: KU/NIET/PE/21-22/02**

**Dated: 19/05/2022**

**(2<sup>nd</sup> call of KU/NIET/PE/21-22/01)**

E-Tender is invited for **Supply and Fitting of KKFI Approved Kho Kho Mat for the Department of Physical Education, Kalyani University** by the eligible venders.

Interested venders may follow the instructions as given below for submission of their tenders under online mode.

### **TECHNICAL SPECIFICATIONS:**

<b>PRODUCT TECHNICAL SPECIFICATIONS of 30 MM Kho-Kho Mat</b>		
<b>1</b>	<b>SCOPE OF SUPPLY</b>	
	Scope of Supply	Individual Interlocking Tiles for a Kho-Kho Mat reversible with border Strip
<b>2</b>	<b>CONSTRUCTION</b>	
	Construction	Kho-Kho Mat is assembled from interlocking tiles, square in shape
<b>3</b>	<b>DIMENSION AND SIZE</b>	
	Size of Individual interlocking Tiles (Excluding border)	1 Meter Length X 1 Meter Width
	Thickness	30 mm
<b>4</b>	<b>QUANTITY</b>	
	Total Area to be Covered	30Meter x 20 Meter = 600Sq. Meter
	Total Number of Mat Required	600 Pcs
<b>4</b>	<b>MATERIAL</b>	
	Material	Reva-R
	Density ( Kg per cubic Meter )	130-140 Kg/ Cubic Meter
	Shore A Hardness	30-40 degree
	Top Layer is anti-slip	Yes
	Water Resistant	Yes
<b>5</b>	<b>QUALITY &amp; COLOUR</b>	

	Quality	Premium Plus
	Colour	Reversible, may be multicolour and feasible as per the look and feel of Indoor and Outdoor Complex and Playground respectively.
	Texture	Quatre Pillars
<b>6</b>	<b>INSTALLATION/ ASSEMBLY</b>	
	Tiles with Locked Structure for joining	Yes
	Availability of Installation Instructions	Yes
<b>7</b>	<b>WARRANTY</b>	
	Warranty	2 years
<b>8</b>	<b>ADVANCE SAMPLE</b>	
	Agree to provide Advance Sample(s) for buyer's approval before commencement of supply	Yes

Dates & Information:

Sl.No.	Activities	Date & Time
1	Date of uploading of N.I.T. Documents in the e-tender portal of NIC : <a href="https://wbtenders.gov.in">https://wbtenders.gov.in</a>	19 <sup>th</sup> May, 2022
2	Documents download (online)	19 <sup>th</sup> May, 2022 (from 03.00 p.m.)
3	Bid Submission Start Date(on line)	19 <sup>th</sup> May, 2022 (from 03.00 p.m.)
4	Bid Submission Closing Date (Online)	7 <sup>th</sup> June, 2022 (up to 04.00 p.m.)
5	Bid Opening Date (Online) – Technical Bid	9th June, 2022 (from 04.00 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

**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 University of Kalyani's website [www.klyuniv.ac.in](http://www.klyuniv.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>. 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 requisite qualification for meeting the requirements as per this tender are only eligible for quoting.

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 of Rs.1 Crore or above with positive networth in India 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. 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. 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)*
- e) DECLARATION ON NIT - (Vide Annexure V) *(to be submitted in “Annexure” folder)*

**2. Technical details of the Items Quoted (Bidders must submit Technical specification along with Catalogue of the item quoted in “Technical Details” Folders.**

**3. Audited Annual Accounts for last three years 2017-18, 2018-19 & 2019-20 or**

during the period since formation of the Firm, if it was set up in less than such 3-year period. (to be submitted in “Accounts” folder)

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
			GST Registration Certificate
			Enrolment Certificate issued by Profession Tax Authority
			KKFI Approval Copy on Quoted Brand
2	Company Details	Company Details 1	Trade Licence/Enlistment Certificate/Certificate of Registration under Shop & Establishment Act
			Registration with Registrar of Companies & Memorandum of Articles (for Limited Companies)/Partnership Deed(For partnership Firm)
3	Credential	Credential 1	a) Copy of the purchase order for supplying Similar nature of items at least for last 3 years(2017-18,2018-19 & 2019-20) in an Institute of Higher Learning/Sports Institutes in India/Bodies directly or indirectly run by the Governments b) Brief User List for the above users
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
			GST Return for last 3 months(January, February and March) in the Financial Year 2020-21

### 6.3 Financial Bid

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

**Bill of Quantities (BOQ): The tenderer should fill-up the designated cell as marked by the University in the BOQ sheet. No other sheet prepared by the bidder will be accepted and tender will be outright rejected in that occasion.**

- 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 bidder in respect of Financial Bid is subject to further verification of several parameters allied with Financial Bid Evaluation.** The Financial Bids of only those tenderers who have been considered as Technically Qualified will be opened.

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

### **9.1 Bid Information:**

- a) Bidder must quote in INR in the BOQ Sheet.**
- b) 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.
- c) Bidder must follow the instruction for filling up BOQ as per Clause 6.3.**
- d) Partial Quotation/Incomplete Quotation both for Technical and Commercial aspects may subject to cancellation of tender. However, University Authority will define the Partial Quotation/Incomplete Quotation based on the tender evaluation status.**
- e) Quoted Price must be inclusive of all taxes and charges for delivery to the Department of Physical Education, Kalyani University.**

**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 and thereafter Price Bid for technically qualified bidders will be evaluated for selection of vender.

**9.3 Award of Contract:** The purchaser will award the contract to the bidder whose quotation has been determined to be substantially responsive both technically and commercially for both the equipments. 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** The bidder should quote and be capable to supply all the necessary items as per Tender. However, the university has the right to procure a part or a whole of the tendered items.

**9.5** University enjoys the discretion to select vendor either in full or in part (item wise) for the betterment for pursuing of tender objectives.

### **9.6 Warranty:**

- i) Suppliers must give the comprehensive warranty in writing that everything to be supplied by them hereunder shall be free from all defects and faults in material, workmanship and material shall be in full conformity with the specifications. The period of warranty shall not be less than period as mentioned in technical specification of the softwares/equipment from the date of successful installation.**
- ii) The supplier shall confirm that the goods supplied are new, unused and of the most recently manufactured and that they incorporate all recent improvements in design and materials unless provided otherwise in the contract.**
- iii) The supplier shall further warrant that all goods supplied shall have no defect arising from design materials or workmanship or from any act or omissions of the supplier that may arise under normal use of the supplied goods in the conditions prevailing in the purchaser's site. In**

case of any loss, breakage / damage and manufacturing defects are detected in the supplied material; it shall be replaced / repaired by the manufacturer/supplier free of cost and without any charges whatsoever. Further, all charges about supply of spare parts, labour, travel, per diem and accommodation to supplier's staff, etc. shall be borne by the supplier during the period of warranty. The purchaser shall not pay any additional charges for services rendered during the warranty period.

iv) The supplier will remain responsible for any defect arising out of defective or improper materials or workmanship in the work during period of **warranty** and they shall be bound to make good the same at their own cost or in case of failure to do so, the purchaser may cause the same to be made good by other alternative agency and deduct the expense from any sum that may be due and any time thereafter may become due to the supplier or from performance security. The maximum downtime during warranty period should not be more than a week from the time the complaint is lodged.

v) Supplier should clearly mention about their service set up in India for prompt service support along with the contact details of service engineers specially trained on the offered system. Service should be provided within 2 days from the report of technical problem so that machine down time is minimized. In case, the Equipment/System remains non-operational for more than 10 days, then warranty period will be extended for the equivalent period for which Equipment/System remained non-operational. Warranty extension in such case shall be done without prejudice to any other term & condition of the contract.

9.7 **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.

9.8 **Bidder must provide Technical Compliance Sheet duly certified by OEM as per the Tender Specification. Any non-compliance may lead to rejection of tender.**

9.9 **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 and in this case bidder should have full-fledged registered office in India.

9.10 Bidder should submit copy of updated Trade Licence, GST, IT and P.Tax Return submission document.

9.11 **Credentials:** Documents of supplying similar items in last three previous years(2017-18, 2018-19 & 2019-20) in an Institute of Higher Learning must be submitted along with the tender. Bidder must submit User List with copy of Purchase Order ensuring sale of similar items must be submitted as supporting documents.

9.12 **DSIR Certification:** University of Kalyani possesses the privilege for availing the facility of procuring items at Concessional Customs Duty and without incurring any excise duty as per DSIR certification.

9.13 **GST Exemption Certification:** University of Kalyani possesses the privilege for availing the facility of procuring items at Concessional GST as per the decisions taken by GST Council.

9.14 Statutory deduction for GST and other Government taxes will be made as per the law in force

9.15 **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 along with Technical Compliance Sheet for each item component. Make must be approved by International Kabaddi Federation(IKF). Documents for such approval must be submitted.

9.16 **Delivery Schedule:** Delivery, installation and commissioning of softwares/equipment at the Purchaser’s site will have to be completed within time period of 15 days from date of issue of purchase order. Suitable extension of time may be granted on reasonable ground.

9.17 **Validity of offer:** A bidder should spell out in the tender that it shall remain valid for a minimum period of six 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.

9.18 **After Sales Service**

(i) The name and complete address of the company in India authorized by the manufacturer, to provide after sales service for the equipment should be mentioned. The appointed authorized service provider should be holding a valid certificate from the manufacturer to this effect.

(ii) The manufacturer should give an undertaking that after the warranty period, they shall provide spares and after sale service of the equipment in India for the normal life time of the equipment.

9.19 University reserves the discretion to issue work order either in full or phase wise depending upon the requirement and selected vendor will not charge any extra amount for such supply and delivery.

9.20 **Place of delivery: Department of Physical Education, University of Kalyani, Kalyani - 741235.**

9.21 **Payment Schedule:** Payment be made after successful delivery and commissioning of the items.

9.22 **Performance Security:**

Successful bidder should deposit Performance Security money equivalent to the 3% of the order value in the form of DD/ suitable negotiable instruments as to be decided by the University immediately after 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 and/or 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

9.23 **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.

9.24 **Requisite Documents to be submitted:** Bidder must have adequate documents relating to Trade License and updated returns for Income Tax, GST, Audited Statement of Accounts and other documents.

9.25 **Query on Tender:** For any sorts of queries on any issue of the NIT, bidder may send query at the e-mail: [hodphysical\\_education@klyuniv.ac.in](mailto:hodphysical_education@klyuniv.ac.in). Any delay in responding the query or non-responding the query from the Purchaser's end may not be treated as a consideration for extension of tender submission date.

9.26 **Conflict of Interest:** Not more than one tender shall be submitted by one tenderer or tenderers having relationship. Under no circumstances will father and son(s) or other close relations who have business relationship with one another (i.e. when one or more partner(s)/director(s) are common) be allowed to tender for the same contract as separate competitors. A breach of this condition will render the tenders of both parties liable for rejection.

9.27 **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.

9.28 Conditional bid may be liable for rejection.

9.29 Under no circumstances, University of Kalyani will be held liable for any dispute/decision caused/taken due to the outbreak of COVID 19 inside and/or outside its campus.

#### **Discretion of the University:**

9.30 University may take decision about non-purchase of the said item even after selection of vendor due to its fund constraints.

9.31 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.

9.32 University reserves the right to relax any clause as stated hereinabove for selection of responsive vendor.

10. 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.

11. 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.

12. 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.



## 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 License No. (Please enclose copy of Trade License)	
6	PAN(Please enclose copy of PAN Card)	
7	GST No.(Please enclose copy of GST)	
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	2017-18: Rs..... 2018-19: Rs..... 2019-20 : 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, E mail address etc)

To  
The Head  
Department of Physical Education  
University of Kalyani,  
Kalyani-741235,  
Nadia, West Bengal

Sub: NIT for the **Supply and Fitting of KKFI Approved Kho Kho Mat for the Department of Physical Education, Kalyani University. (2<sup>nd</sup> call of KU/NIET/PE/21-22/01)**

Ref: - **KU/NIET/PE/21-22/02**

**Dated: 19/05/2022**

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 of .....  
.....in 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 University of Kalyani

Sl. No.	Description of Items	Make	Brand Name & Model No.	Warranty Period	Offer Validity (not less than 6 months)	Mode of Transport (AIR/RAILWAY/SHIP/ROAD)	Type of Delivery( CIP Kolkata/ FOB Kolkata/ Door Delivery)

5. 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:

### **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, E mail 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).

ANNEXURE V

**DECLARATION ON NIT**

*(To be typed in company letter pad, scanned and uploaded)*

I, the undersigned, do hereby declare that in respect of Tender Ref. No. **KU/NIET/PE/21-22/02**

**Dated: 19/05/2022**

- On behalf of my organization, I will comply all the formalities that are required to be complied as per NIT and I will observe all clauses of the NIT (including Terms & conditions).
- In case of any non-observance of any clause(s) of NIT, my organization will be bound to follow the decisions taken by the University of Kalyani for taking decision related with the tender for which the said NIT was uploaded.

---

Full signature of the Person  
(Designation with Seal)

Date:

Place:

**INR Zero Only**