

UNIVERSITY OF KALYANI



NOTICE INVITING E-TENDER

Tender ID showing at <http://wbtenders.gov.in>: 2022_UOK_432407_1

Tender Ref. No.: KU/NIET/TOTO/ADAM/2022-23/02

Dated: 12th December 2022

(2nd Call of KU/NIET/TOTO/ADAM/2022-23/01)

Online E-Tender is invited for the **Purchase and Delivery of Environment Friendly Toto/E-Rickshaw of reputed make** for the Physically Challenged Students, scholars and Employees of the University by the eligible venders. Interested venders may follow the instructions as given below for submission of their tenders under online mode:

Technical Specification for Toto/E-Rickshaw (1 Number)

Make: Mahindra or equivalent internationally reputed Brand

Seating Capacity: D+ 4 Seater

Dimensions & Weight

Vehicle Dimensions: 2769 x 995 x 1750 (Variation of 5 mm may be accepted)

Wheel Base: 2073 mm

Ground Clearance: 142 mm

Turning Radius: 2.9 m

Vehicle KERB weight: 275 kg or higher

Performance

Top Speed: 24 km/hour or more

Certified Performance Range: 125 km or higher

Battery

Battery Type: Lithium Ion, 48V with Charger

Battery Charging: 5 – 6 hours

Warranty

36 months/ 40000km whichever is earlier

Roof Type: Metal

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 | 12 th December 2022 |
| 2 | Documents download (online) | 12 th December, 2022 (from 1.30 p.m.) |
| 3 | Bid Submission Start Date(on line) | 12 th December, 2022 (from 1.30 p.m.) |
| 4 | Bid Submission Closing Date (Online) | 24 th December, 2022 (up to 6.00 p.m.) |
| 5 | Bid Opening Date (Online) – Technical Bid | 27 th December, 2022 (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 |

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.

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 information provided in the tender.

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:

Bidder should have at least an average annual Turn Over for last three financial years of Rs.30 Lakh in India for the year 2018-19, 2019-20 and 2020-21.

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 **2018-19, 2019-20 and 2020-21** 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 |
| | | | ISO Certificate for the tendered Item |
| 2 | Company Details | Company Details 1 | Trade Licence/Enlistment Certificate |
| | | | Registration with Registrar of Companies |
| | | | Memorandum of Articles for Limited Companies. |
| 3 | Credential | Credential 1 | a) Copy of the purchase order for |

| | | | |
|---|-----------------------|--------------------------|---|
| | | | supplying Similar nature of items at least for last 5 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 2019-20 |
| | | | Income Tax Returns submitted for the Assessment year 2020-21 |
| | | | Income Tax Returns submitted for the Assessment year 2021-22 |
| | | | GST Return for January 2022, February 2022 and March 2022 |

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.

7. 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 Technic/ally Qualified will be opened.

9. Bidder must have running business for the tendered items with surplus fund for last five financial years.

10. TERMS & CONDITIONS REGARDING PURCHASE POLICY OF TENDERING AUTHORITY:

10.1 Bid Information:

- Bidder must quote in INR in the BOQ Sheet.**
- 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.
- Bidder must follow the instruction for filling up BOQ as per Clause 6.3.**
- 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.

- 10.2 **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 vendor.
- 10.3 **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.
- 10.4 The vendor should integrate, install and commission the instrument as per the satisfaction of the University.
- 10.5 A joint installation report must be signed between the vendor and the university authority for proper integration, installation and commissioning of the software before payment.
- 10.6 **Warranty:** The equipments covered under the purchase order, when installed, shall be warranted for the quality, workmanship, trouble free operation and performance for a period as stated in the technical specification from the date of delivery at the Installation site with all requisite documents of the University of Kalyani.
- 10.7 **Adequate support service facility:** The bidder/manufacturer should have adequate set up in running Service centers network within 25 KM radius from our Organization along with dedicated Toll Free no & Escalation matrix. Service Centre Details need to be submitted in the “Technical Details” folder.
- 10.8 **Bidder must provide Technical Compliance Sheet as to the conformance of quality associated with the tendered items.**
- 10.9 **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.
- 10.10 Bidder should submit copy of Trade Licence, GST, IT and P.Tax Return submission document.
- 10.11 **Credentials:** Unless stated for any specified items separately, Documents of supplying of similar items in last five previous years in reputed Institute/Office must be submitted along with the tender. Bidder must submit User List with copy of Purchase Order ensuring sale of similar items.
- 10.12 Statutory deduction for GST and other Government taxes in the hand of the payee will be made as per the law in force
- 10.13 **Make & Model:** Bidder must mention Make and Model and must furnish the product details/catalogue/brochure in the “Technical Details” folder along with Technical Compliance Sheet for each item component.

10.14 Bidder/OEM should have manufacturing ISO certificates for Quality Management System & Environmental Management System. . Relevant document for the same must be submitted in the “**Certificate**” folder.

10.15 Time Schedule: The supply work must be completed within **7 days** from the date of receipt of the work order.

10.16 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.

10.17 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 tendered items should be mentioned.

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

10.18 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.

10.19 Place of delivery: University of Kalyani, Kalyani, Nadia-741 235

10.20 Payment Schedule: Payment be made after satisfactory delivery and installation/commission/fitting of the items.

10.21 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 after deposit the security money withdraws the bid before expiry of its validity but 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

10.22 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.

10.23 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.

10.24 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.

10.25 Conditional bid may be liable for rejection.

Discretion of the University:

10.26 University may take decision about non-purchase of the said item even after selection of vendor due to its fund constraints or any other valid reason.

10.27 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.

10.28 For any dispute on the part of the bidder either for non-submission of desired documents or submission of desired documents not properly in order as per Tender Instructions, bidder will have the sole responsibility for any adversities if made by the University out of the said dispute.

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

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.

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. Under no circumstances, University will be held liable for any sorts of problems arising from COVID-19

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 | 2018-19: Rs..... 2019-20: Rs..... 2020-21: Rs..... Average Annual Turnover: Rs..... |
| 10 | Status of the bidder(Please enclose copy authenticating your status) | Manufacturer/Dealer/Distributer/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 Registrar
University of Kalyani,
Kalyani-741235,
Nadia, West Bengal

Sub: Purchase and Delivery of Environment Friendly Toto/E-Rickshaw of reputed make

Ref: - KU/NIET/TOTO/ADAM/2022-23/02 dated: 12/12/2022

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 ofin 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 10** 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 | Model No. | Offer Validity | Mode of Transport (AIR/RAIL WAY/SHIP /ROAD) | Type of Delivery(CIP Kolkata/F OB 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/TOTO/ADAM/2022-23/02 dated 12/12/2022**

- 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).
- I shall comply the formalities on Warranty as laid down in the above Tender after accepting the Work Order for the tendered work.
- 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:

Validate

Print

Help

Item Rate BoQ

Tender Inviting Authority: University of Kalyani

Name of Work: Purchase and Delivery of Environment Friendly Toto/E-Rickshaw of reputed make for the Physically Challenged Students, scholars and Employees of the University. (2nd Call of KU/NIET/TOTO/ADAM/2022-23/01)

Contract No: KU/NIET/TOTO/ADAM/2022-23/02

Name of the Bidder/ Bidding

PRICE SCHEDULE

(This BOQ template must not be modified/replaced by the bidder and the same should be uploaded after filling the relevant columns, else the bidder is liable to be rejected for this tender. Bidders are allowed to enter the Bidder Name and Values only)

| NUMBER # | TEXT # | NUMBER # | TEXT # | NUMBER # | NUMBER | NUMBER | NUMBER # | TEXT # |
|----------------------------|--|----------|--------|------------------------------|---|--|-------------------------|-----------------------|
| Sl. No. | Item Description | Quantity | Units | Basic Rate per per Unit (Rs) | GST Charges on Basic Rate Per Unit Rs. P | Other Charges in total (if any) Rs. P | TOTAL AMOUNT With Taxes | TOTAL AMOUNT In Words |
| 1 | 2 | 4 | 5 | 13 | 14 | 17 | 53 | 55 |
| 1 | Purchase and Delivery of Environment Friendly Toto/E-Rickshaw of reputed make for the Physically Challenged Students, scholars and Employees of the University | | | | | | | |
| 1.01 | Purchase and Delivery of Environment Friendly Toto/E-Rickshaw of reputed make (As per Tender Specification) | 1.000 | No. | | | | 0.000 | INR Zero Only |
| Total in Figures | | | | | | | 0.000 | Zero Only |
| Noted Rate in Words | | | | INR Zero Only | | | | |