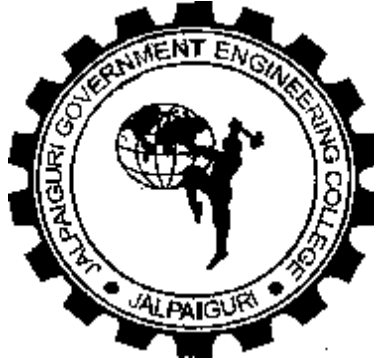




**TENDER DOCUMENT
FOR
PROCUREMENT OF MATTRESS WITH PROTECTOR
State Grant: 2023-24**

Tender Notice No: JGEC/SG/2024/HOSTEL/1 dated 19.02.2024



**Phone: 03561561 – 255131 (Principal),
e-mail: principal@jgec.ac.in, cpc@jgec.ac.in
255132 (Accounts Officer),**

**OFFICE OF THE PRINCIPAL
JALPAIGURI G GOVERNMENT ENGINEERING COLLEGE JALPAIGURI – 735 102
www.jgec.ac.in**

E-tender is being invited for supplying goods.
Follow: <http://wbtenders.gov.in> , from: 19.02.2024, 12.00 hours. www.jgec.ac.in
Notice no.:JGEC/SG/2024/HOSTEL/01 dated: 19.02.2024

GENERAL INFORMATION TO THE TENDERERS

1. **INVITATION:**

Two Bid Tenders / Quotations are invited by the Principal, Jalpaiguri Government Engineering College, from bonafide and experienced firms/agencies through the e-tendering portal of the Govt. of West Bengal (<https://wbtenders.gov.in>) for supplying mattress with protector for HOSTEL. While the main tender document (both technical and financial) must be submitted electronically following the instructions given in the said portal, hard copies of the technical bid together with all supporting documents may be required to submit directly to the Principal of the College at the above address, if is asked. Both NIT and corresponding BOQ are available in <https://wbtenders.gov.in> with our tender no. : JGEC/SG/2024/HOSTEL/1 dated 19.02.2024.

2. **GENERAL GUIDANCE FOR E-TENDERING:**

Interested bidders are requested to log on to the website <https://wbtenders.gov.in> to participate in the bid.

3. **LANGUAGE OF TENDER:**

The tender shall be submitted in the prescribed form in English. All papers and correspondences in connection with the tender shall also be in English.

4. **VALIDITY:**

The validity of the offer shall be for a minimum period of 180 days from the date of submission of the same.

5. **Pre-qualification (PQR) for participation: (proofs have to be attached):**

- a) Valid IT Clearance Certificates
- b) Valid P-Tax registration
- c) Valid PAN Card.
- d) Valid GST Registration.
- e) Valid "Certificate of Incorporation"/ "Trade License
- f) Proof of EMD Deposit, if any.

6. **Technical documents must contain the following for the item for which bidder is willing to quote:**

- a. Name of Item
- b. Make and model no.
- c. Detailed Technical Specification
- d. Relevant Literature
- e. Specify whether the quoted model conforms the Technical specifications of Item(s) as mentioned in our Bid Document.
- f. "Manufacturer's Authorization Letter / certificate" (if the quoted item is not manufactured by the Bidder itself).
- g. Bidder's relevant credentials.
- h. Supplementary information if any may be submitted.

7. **EARNEST MONEY /BID SECURITY DEPOSIT (EMD):** Earnest Money Rs. 10,000 is to be deposited online by the tenderer in favour of " Jalpaiguri Government Engineering College" as per e-tender norms. In case of failure to supply the Materials , the E.M.D. of the successful Bidder will be forfeited. The earnest money shall be forfeited in the event of withdrawal of the tender within the original validity period, once submitted or the successful bidder fails to execute necessary agreement within the period specified or for submitting false, incorrect, misleading information in the bid, mistakes, miscalculations. Exemption from depositing Earnest Money in terms of existing Govt order may be considered if requested in writing supported with necessary documents in original. **The Earnest Money Deposit of unsuccessful bidders will be returned as per e-tender norms. The bidder has to take the matter of refund with the bank only where it was deposited, not the college. No interest on E.M.D. is admissible. Tender documents without EMD will not be accepted.**

JGEC reserves the right of forfeiture of 'EMD' in case the Bidder after opening of Bid withdraws, amends, impairs, derogates or revokes his Tender within the validity period or extension thereof or if successful Bidder fail to execute the contract provision within the

contract period as mentioned in the service order.

NSIC/SSI units are exempted from deposition of EMD. In case of NSIC/SSI, photo copy of valid Certificate (Current) should be submitted/uploaded in “Fee Cover” in lieu of EMD.

8. Collection of Tender Documents:

Tenders are to be submitted online and interested bidders will have to download the tender documents from the website <https://wbtenders.gov.in> directly with the help of the e-Token provided. This is the only mode of collection of tender documents.

9. Submission of Tenders.

9.1: General process of submission

9.1.1: Tenders are to be submitted online through the website <https://wbtenders.gov.in>. All the documents uploaded by the Tender Inviting Authority form an integral part of the bid. Bidders 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.

9.1.2: Bidder must submit the Tenders in two covers i.e. “**Technical**” & “**Finance**”. Bidders must download tender specific documents (NIT, BOQ etc) from <https://wbtenders.gov.in>, prepare the required documents and upload the scanned documents in Portable Document Format (PDF) to the portal in the designated locations.

9.1.3: Bidder needs to fill up the rates of items in the BOQ, downloaded for the supply, in the designated cell of the BOQ spreadsheet and upload the same in designated location of “**Finance**” cover.

9.2: The documents uploaded must be scanned against any virus and digitally signed using the Digital Signature Certificate (DSC). Bidders should specially take note of all the addendum/corrigendum related to the tender and upload the latest documents as part of the tender.

10. Technical Proposal (Statutory Documents): (To be submitted in Technical Cover)

As mentioned in serial no. 5 & 6

11. Addenda/Corrigendum: Bidders have to keep track of all the Addendum/Corrigendum issued w.r.t. this NIT and **if published**, upload the downloaded copies of the above documents and merge the Addenda /Corrigenda with respective NIT/SBD in the NIT/SBD cover. Tenders submitted without the Addendum / Corrigendum may be rejected.

Note: Tenders may be summarily rejected if any of the above items (serial no. 10) in the statutory cover is missing.

12. Submission of EMD: (To be submitted in Technical Cover)

i) *Earnest Money Deposit (EMD)* -Scanned copy of online payment receipt towards EMD as prescribed in the NIT, in favour of “Jalpaiguri Government Engineering College” to be uploaded in **Fee Cover**. Earnest Money is to be deposited online by the tenderer in favour of “Jalpaiguri Government Engineering College” payable at Jalpaiguri as per e-tender norms.

ii) NSIC/SSI units are exempted from deposition of EMD. In case of NSIC/SSI, photo copy of valid Certificate (Current) should be submitted/uploaded in “**Fee Cover**” in lieu of EMD only if the mentioned category on the certificate is suitable for present work.

The Earnest Money Deposit of unsuccessful bidders will be returned as per e-tender norms. The bidder has to take the matter of refund with the bank only where it was deposited, not the college.

13. Financial Proposal: (To be submitted in “Finance” Cover)

The financial proposal should contain the following document in one cover (cover). Bill of Quantities (BOQ): The bidder is to write their name and to quote rate in the space/cell marked for quoting rate in the BOQ. *(Only downloaded copy of the above documents is to be uploaded, virus scanned and digitally signed by the bidder).*

Insert Unit Price in Column 07 of BOQ.

Insert Price for Total Quantity in Column 08, 09, 10, 11,12 (if required) of BOQ

14. Conditional and Incomplete Tender:

i) Conditional and incomplete tenders are liable to summarily rejection.

- ii) Bidder must quote/fill for all cells (applied/ not applied) mentioned in BOQ. Properly filled up BOQ must be submitted in Technical Bid. Non-submission of this sheet in Technical Bid and partial quoting will lead to rejection of the bid.

15. Opening and Evaluation of Tender (Technical) :

Opening of Technical Proposal:

- i) Technical proposals will be opened by the Tender Committee electronically from the website stated in Clause 1, using their Digital Signature Certificate.
- ii) Technical proposals for those tenders whose copies of DD towards EMD have been received will only be opened. Proposals corresponding to which the EMD have not been received will not be opened and will stand rejected.
- iii) Technical Cover (Statutory Documents) would be opened first and if found in order, Non- statutory Documents will be opened. If there is any deficiency in the Statutory Documents, the tender will summarily be rejected.
- iv) Decrypted (Transformed into readable formats) documents of the Non-statutory Cover will be downloaded, and handed over to the Tender Evaluation authority.

16. Uploading of Summary List of Technically Qualified Bidders:

Tender Evaluation authority will evaluate and compare the quotations determined to be satisfactorily responsive based on:

- a. The Bids are properly signed
- b. The bids which conform to the Laid Down terms and conditions as mentioned in the tender document,
- c. The bids which are found technically suitable according to the technical specifications of the purchaser,
- d. Supporting documents submitted along with the bids as required in item list

Pursuant to scrutiny and decision of the Technical Evaluation authority, the summary list of eligible bidders for which their Financial Proposals will be considered will be uploaded in the web portals.

17. Opening and Evaluation of Financial Proposal:

- a. Financial proposals of the Bidders declared technically eligible by the Tender Evaluation authority will be opened electronically from the web portal on the prescribed date, normally after two working days of the date of publication of final summary list of the Bidders.
- b. The encrypted copies will be decrypted at that time of financial bid opening.
- c. The prices of the items may have separate Price Components and Taxes & Duties Components (Tax & Duties Components which are required to be borne and paid by the Purchaser). The price component should be as per BOQ enclosed in the tender. Final ranking of the Qualified bidders will be on the basis of Evaluation of Financial bids with the total quoted amount with Taxes. The prices shall be quoted in Indian rupees only for stores of Indian origin.
- d. After evaluation of Financial Proposal, by Tender Evaluation authority, the final summary result, name of bidder with rank and the rates quoted by them will be uploaded.
- e. The Jalpaiguri Government Engineering College does not bind itself to accept the lowest tender and reserves the right to accept or reject any or all tenders without assigning any reason whatsoever or to split the whole work entrusting the same to more than one contractor.

18. Acceptance of Tender:

Bidders must quote for item as mentioned in BOQ sheet. Bids with Lowest valid rate should normally be accepted. However, the Tender Accepting Authority does not bind himself to do so and reserves the right to reject any or all the tenders, for valid reasons and also reserves the right to split the order, alter the quantity of any or all Bidders without assigning any reason whatsoever.

19. Return of Earnest Money Deposit:

The Earnest Money Deposit of unsuccessful bidders will be returned as per e-tender norms. **The Earnest Money Deposit of unsuccessful bidders will be returned as per e-tender norms. The bidder has to take the matter of refund with the bank only where it was deposited, not the college**. However, the EMD of the successful bidder will be converted towards part deposit of the Security Deposit.

20. Delivery:

Free delivery of the consignment is to be made at the premises of Jalpaiguri Government Engineering College, Jalpaiguri, West Bengal, 735102 within the stipulated date to be mentioned in the purchase order and the same has to be tested /commissioned / installed immediately. Part delivery will not be entertained.

21. PAYMENT: - (a) 100 % after completion of supply (b) No additional charges will be paid other than the eligible price.

22. FORCE MAJEURE: - There could be circumstances/events where the provider may not be in a position in spite of his best efforts, to meet the completion schedule due to events beyond their control and not foreseeable such as wars, or revolutions, fires, floods, epidemics, natural calamities, quarantine restrictions and freight embargo etc. In such cases suitable considerations based on merit of the case may be granted.

23. ARBITRATION:- In the event of any question, dispute or difference arising under the contract 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 sole arbitration of an officer as per prevailing norms of Govt of West Bengal .

24. FRAUD AND CORRUPTION:- The Bidders and their Subcontractors and Consultants in the contracts require to observe 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/declaring a firm or individual ineligible etc even for future bidding.

25. 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 financial resources and whose bid is substantially responsive to the tender conditions and has offered the lowest evaluated cost. The terms of the accepted offer shall be incorporated in the purchase order.

26. SIGNING OF CONTRACT:

At the same time as the College notifies the successful bidder that their bid has been accepted, the College will send the bidder the Contract Form provided in the bidding documents, incorporating all agreements between the parties. Within 14 days of receipt of the Contract Form, the successful bidder shall sign and date the Contract and return it to the Purchaser.

27. Schedule of Dates for e-Tendering:

SI No	Milestone	Date
1	Publishing Date	19.02.2024 at 12.00 Hrs.
2	Document Download start date	19.02.2024 at 12.00 Hrs.
4	Bid submission start date	19.02.2024 at 12.00 Hrs.
5	Bid submission end date	04.03.2024 at 12.00 Hrs.
6	Technical Bid opening date	06.03.2024, 14.00 Hrs
7	Uploading of Technical Bid Evaluation sheet	To be notified later
8	Financial Bid opening date	To be notified later
9	Uploading of Financial Bid evaluation sheet	To be notified later

28. Requirements:

Sl. No.	Item Description	Item Code	Quantity	Units
1	2	3	4	5
1	<p>Mattress with Protector:</p> <p>a. Mattress: 4-Inch Single Size Bed Mattress (72x36x4 Inches, Medium Firm Support), Bonded Foam, The dimension of the mattress is subject to tolerance as stipulated by the Bureau of Indian Standards)</p> <p>b. Protector (Mattresses Cover) : Cotton Feel Terry Ultra Soft Waterproof Mattress Protector with Breathable - Hypoallergenic 36" x 72" .</p>	MATTRESS	400	Nos.
2				
3				

29.PRICE:

The prices of the items may have separate Price Components and Taxes & Duties Components (Tax & Duties Components which are required to be borne and paid by the Purchaser). The price component should be as per BOQ enclosed in the tender.

Insert Unit Price in Column 07 of BOQ.

Insert Price for Total Quantity in Column 08, 09, 10, 11,12 (if required) of BOQ

Final ranking of the Qualified bidders will be on the basis of Evaluation of Financial bids with the total quoted amount with Taxes. The prices shall be quoted in Indian rupees only for stores of Indian origin.

30.ACCEPTANCE OF MATERIAL /INSPECTION /QUALITY ASSURANCE:

After issuance of purchase order in favour of successful bidder, the supplier has to make necessary arrangement for inspection and testing of the consignment by the tender inviting authority, i.e. Principal, Jalpaiguri Government Engineering College, Jalpaiguri, West Bengal, or his representative, if he deems fit. In such case, the Principal, Jalpaiguri Government Engineering College may accept only tested cleared consignment.

31.GUARANTEEE /WARRANTY:

The warranty shall be comprehensive and for a period of **01 (ONE) YEAR or mentioned in the item descriptions from the date of satisfactory supply.**

32.LIQUIDATED DAMAGES:

Liquidated Damages shall be levied in case of delay in the delivery of materials.

33.INSURANCE:

The materials under supply must be fully insured against any loss or damages during transit or storage or during delivery.

Principal / JGEC