



BAOSI BANIKANTA KAKATI COLLEGE

Nagaon, Barpeta, PIN-781311 (Assam)

www.bbkcollege.co.in

TENDER DOCUMENT
SHORT NOTICE INVITING TENDER (NIT) IN TWO BIDS
[Technical & Financial]

FOR
SUPPLY AND INSTALLATION OF STEEL DESK-BENCH PAIR
(Tender No:BBKC/NIT/2023-24/01)

To be submitted

OFFICE OF THE PRINCIPAL

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OFFICE OF THE PRINCIPAL

BAOSI BANIKANTA KAKATI COLLEGE

Principal, Baosi Banikanta Kakati College (hereafter, B.B.K. College) Nagaon, Barpeta invites Tender as hardcopy in *two bid system (Technical Bid & Financial Bid)* only from reputed firms/ manufacturer/ authorized Dealer for supply and installation of Steel Desk-Bench Pair for Classroom at the B.B.K. College

Sl No	Reference No.	Items	Quantity	Specifications	Tender Document Fee (Rs.)
01	BBKC/NIT/2023-24/01	SUPPLY AND INSTALLATION OF DESK-BENCH PAIR	100 Pairs (approx.)	Material- Steel Length- 6 feet Colour- Plain Type- Dual Desk Bench (Desk & Bench detached)	1000/-

Important Dates for Bid Submission:

Download of Tender document through Website	:- 26-07-2023 to 30-07-2023
Last date of Submission of Bid	:- 02-08-2023 (16:30 hrs)
Date and Time Of Technical Bid Opening	:- 05-08-2023 (12.00 Hrs)
Date and Time Of Financial Bid Opening	:- 05-08-2023 (12.00 Hrs)

The Technical bids will be opened in the presence of representatives of tenders, if any. **If the date of submission/opening happens to be a holiday, the bids shall be submitted/ opened next working day at the same time. Requests for postponement will not be entertained.**

Delayed tenders and tenders submitted by Email shall not be considered.

The Principal, BBK College, Nagaon, Barpeta, Assam reserves the right to change the opening time and date of the tender due to administrative reason by notifying the same on the website. The Procurement Cell reserves the right to accept any or all tenders either in part or in full without assigning any reasons thereof.

Sd/ Principal
BBK College
Nagaon, Barpeta

BID INSTRUCTION:

1. **Quotations will have to be submitted** in TWO Bids. Both Technical bid and Financial bid are to be submitted concurrently.
2. Hardcopy of the Financial bid format must also be submitted along with the Technical Bid, in addition to the hard copies.
3. **Bid not transferable:** The bid documents are not transferable.
4. Please note that all tender forms and supporting documents are to be submitted in hard copy manually sealed envelope super scribed with Tender No. and Due Date to the **The Principal, BBK College Nagaon, Barpeta, PIN-781311 (Assam) on or before the closing date and time mentioned in the tender. The following documents should be enclosed with technical bid:**
 - i)* Original Tender Fee Receipt.
 - ii)* Dealership Certificate/Manufacturer Certificate/Manufacturer authorization form.

All documents submitted in physical and technical bid should be signed on all pages by the authorized signatory of the bidder except for the DDs.

QUALIFICATION REQUIREMENTS

1. The Bidder should be a firm of reputation having sufficient expertise and experience in the subject tender with sound warranty/service support capability items. The firm should also have the capability & facility to take total responsibility to execute of the contract at BBK College.
2. The Bidder has to quote for all the items in the Tender as a package and the comparative statement will be made as a package only. Bidders who do not quote for all the items as per the given Tender Specification are subject to be disqualified.
3. The bidder should have Experience of executing at least 1(one) Single Work order of similar nature as per NIT of value not below **Rs.3 lakhs** successfully within last 3(Three) Financial Years at any educational institute preferably within North Eastern Region of India. The self-attested hard copy of the Purchase Order & the satisfactorily completion certificate/receipt challan/invoice/bill from the Customer against the supply should be enclosed along with the Technical Bid.
4. Quality Certificate from the Principal of the respective college regarding quality of the items is to be furnished at the time of submission of bill.
5. All bid submitted shall also include the following information or documents of manufacturer/authorized dealer in the technical bid.
6. The bidder must submit prescribed Tender fees of Rs. 1000/- (Rupees One Thousand Only) in the form of demand draft/bankers cheque drawn on any nationalized/scheduled bank of India in favour of the **“Principal, B.B.K. College and payable at Union Bank of India, Nagaon, Barpeta.** The tender fee shall be submitted manually in sealed envelope super scribed with Tender No. and Bid Closing date and Time mentioned in the Tender along with the tender documents. The bidder must submit the copy of PAN Card and latest income tax clearance certificate.
7. The bidder must submit copies of their GST registration certificate from the competent authority. The bidder also must submit copies of there up to date Trade License from the competent authority.
8. Bidder who do not meet the criteria given above are subject to be disqualified, if they have made untrue or false representation in the forms, statements and attachments submitted in proof of the qualification requirements or have a record of poor performance, not properly completing the contract, inordinate delays in completion or financial failure, etc.

NIT TERMS & CONDITIONS:

Rates: Rates quoted in the Price/ Financial Bid should be on DOOR DELIVERY at BBK College, Nagaon, Barpeta, Assam as per details below:

Sl. No.	Items Description	Qty.	Rate per Unit (Rs.)	Amount (Rs.)	GST (%)	GST Amount (Rs.)	Total Amount (Rs.)
1.							

Note: The rate per unit should be inclusive of packaging, transportation, etc.

- 1) **Validity of Quotation:** Quoted rates must be valid for 180 days from the date of quotation.
- 2) All the quotations must be supported by the printed technical data sheet the specifications mentioned in the quotation must be reflected / supported by such printed technical data sheet. The specifications quoted should invariably be highlighted in the data sheets for easy reference.
- 3) Bidders should have **previous experience** of similar nature of works.
- 4) The bidder should have own office at Assam to provide quality after sales service.
- 5) Bidders should have to produce dealership or similar type certificate.
- 6) **Delivery:** Maximum within 07 (Seven) days from the date of issue of formal purchase order. The items should be delivered safely and installed properly at BBK College, Nagaon, Barpeta, Assam
- 7) **Payment:** 100% payment will be made after submission of bill with the satisfactory completion of supply and installation report from the principal of the colleges.
- 8) The acceptance of the quotation will rest solely with the Tender authority, who in the interest of the Institute is not bound to accept the lowest quotation and reserves the right to himself to reject or partially accept any or all the quotations received without assigning any reasons.
- 9) **Termination for default:** Default is said to have occurred
 - (a) If the equipment or any of its component is found having poor workmanship, faulty designs, poor performance and bad quality of materials used.
 - (b) If the supplier fails to deliver any or all of the services within the time period(s)

specified in the purchase order or any extension thereof granted by the authority.

(c) If the supplier fails to perform any other obligation(s) under the contract.

(d) Under the above circumstances authority may terminate the contract / purchase order in whole or in part.

10) Tender authority reserves the right to Add / modify / relax or waive any of the conditions stipulated in the tender document whenever deemed necessary.

11) Notification of award: Prior to the expiration of the period of bid validity, the purchaser will notify the successful bidder in writing, by registered letter or by e-mail. The notification of award will constitute the formation of the contract.

12) Saving clause: No suit, prosecution or any legal proceedings shall lie against Tender Inviting Authority or any person for anything that is done in good faith or intended to be done in pursuance of tender.

13) Reasonability of rates/ firm price:

- a. The bidder shall certify that the rates quoted are the lowest ones for any institution in the country.
- b. During the period of the contract, if the price of any tendered item is reduced due to any reason including any Law or Act of the Central/State Government, the bidder shall be statutorily bound to intimate the reduced rates immediately to the purchaser and shall charge the reduced rates. The purchaser is empowered to unilaterally effect such reduction as is necessary in rates, in case the bidder fails to notify or fail to agree to such reduction of rates.
- c. Subject to the condition stipulated above, the prices shall remain firm for the validity period of tender and on no account any increase in price shall be entertained till completion of the tender period.
- d. No bidder will be allowed at any time on any ground whatsoever, to claim revision of or modification in the rates quoted by him. The representation of the bidder that computation/ typographical or clerical error etc. has been committed in the bid and request for reversion on such plea shall not be entertained after submission of the bid.

14) Parties with comparatively lower rate and with comparatively better quality of the product (thickness and type of material) quoted will be selected. The shortlisted parties have to provide demo of the product.

- 15) The undersigned is not bound to accept the lowest rate and reserve the right to reject or cancel the tender without assigning the reason whatsoever.
- 16) Self-Declaration letter that the bidder has not been barred by any PSU/ Govt.Dept in doing business with them.
- 17) **After Sales Service:** Vendors should clearly State the available nearest after sales service facilities in the region, without which their offers will be rejected.

18) Applicable Law:

- a. The contract shall be governed by the laws and procedures established by Govt. of India and subject to exclusive jurisdiction of Competent Court and Forum in Guwahati/ India only.
- b. Any dispute arising out of this purchase shall be referred to The Principal, BBK College, Nagaon, Barpeta, Assam, and if either of the parties hereto is dissatisfied with the decision, the dispute shall be referred to the decision of an Arbitrator, who should be acceptable to both the parties, to be appointed by The Principal, BBK College, Nagaon, Barpeta Assam. The decision of such Arbitrator shall be final and binding on both the parties.

Sd/- Principal

Annexure-I

FINANCIAL BID

Sl. No.	Items Description	Qty.	Rate per Unit (Rs.)	Amount (Rs.)	GST (%)	GST Amount (Rs.)	Total Amount (Rs.)

Signature of the authorized Signatory

Name and Designation:

Address:

Annexure-II

Vendors Information

1. Type: Society/Company/Proprietary concern
2. Name of the firm:
3. Name of Proprietor:
4. Father's Name:
5. Address of the registered Office:

6. Mobile No.
7. Email Id:
8. PAN No.:
9. TIN No. (if any):
10. TAN No. (If any):
11. VAT/GST/Sales Tax/ Registration No.:
12. Bank Account Name:
13. Bank Account Number:
14. Bank Name:
15. Branch name of the Bank:
16. IFSC Code:
17. Experience of supplying quoted items to colleges/ universities/ Govt. Institution for the last 5 years. Enclose order copies for the same.

(Signature of the authorized signatory with seal of tendering firm)

Name :

Address :

Date: