



बसु बिज्ञान मन्दिर

Bose Institute

Unified Academic Campus, Block EN, Sector V
Kolkata – 700091

BIDDING DOCUMENTS

For Tender Notice No.

BI-K/E-TEND/01/2021-22

To be addressed to:

Registrar (Officiating)

Bose Institute,

Unified Academic Campus, Block EN, Sector V
Kolkata – 700091

(INDIA)



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BOSE INSTITUTE

Unified Academic Campus, Block EN, Sector V Kolkata – 700091

Ref : *BI-K/E-TEND/01/2021-22*

INVITATION TO BIDS

Bose Institute, Kolkata, West Bengal, India invites **online** offers from **reputed manufacture's** or their Authorized Dealers for supply, installation of the following.

Sl. No.	Name of the items	Qty.
1	Supply, fitting and fixing of name plate for faculties, officials and departments at Unified Academic Campus, Bose Institute. Each of the name plate is to be written in three language, English , Bengali and Hindi	113

Details of specifications are enclosed in Annexure – I

Sl. No.	Particulars	Date & Time
1.	Date of uploading of NIT & other documents (Online) (Publishing date)	24-8-2021
2.	Documents download start date (Online)	24-8-2021 at 16:00 hrs.
3.	Clarification Start date Queries to be sent to the mail id bipurchase@jcbose.ac.in)	24-8-2021 at 16:30 hrs.
4.	Clarification End date	27-8-2021 at 17:00 hrs.
5	Amendment (if any) (On line)	01-9-2021 at 18:00 hrs.
6	Bid submission start date (On line)	03-9-2021 at 17:00 hrs.
7	Documents download end date (Online)	13-9-2021 upto 17:00 hrs.
8	Bid Submission closing (On line)	13-9-2021 upto 17:00 hrs.
10	Bid opening date for Technical Proposals (Online)	15-9-2021 at 13:00 hrs.
11	Date of uploading list for Technically Qualified Bidder (online)	To be notified later
12	Date for opening of Financial Proposal (Online)	To be notified later



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SECTION – A
INSTRUCTION TO BIDDERS

General guidance for e-Tendering: Instructions / Guidelines for electronic submission of the tenders have been annexed for assisting the vendors to participate in e-Tendering.

- 1) **Registration of Vendors :** Any vendor willing to take part in the process of e-Tendering will have to enrol and get registered in the Central Public Procurement (CPP) Portal, NIC, GOI through logging on to <http://eprocure.gov.in/eprocure/app> and the vendor is to click on the link for e-Tendering site as given on the above.
- 2) **Digital Signature certificate (DSC):** Each vendor is required to obtain a Class-II or Class-III Digital Signature Certificate (DSC) for submission of tenders as applicable from the approved service provider of the National Informatics Centre (NIC) on payment of requisite amount. Details are available at the Web Site stated in Clause A.1. above. DSC is given as a USB e-Token.
- 3) The vendor can search & download N.I.T. & Tender Document(s) electronically from computer once they log on to the website mentioned in Clause A.1. using the Digital Signature Certificate. This is the only mode of collection of Tender Documents.
- 4) **Submission of Tenders:** Tenders are to be submitted through online as stated in Clause A.1. in two folders at a time for each bid, one in Technical Proposal & the other is Financial Proposal before the prescribed date & time using the Digital Signature Certificate (DSC). The uploaded documents are to be virus scanned and duly Digitally Signed. The documents will get encrypted (transformed into non readable formats).

1A. Technical Proposal: The Technical proposal should contain scanned copies of the following in two covers (folders).

(a) **Statutory Cover** containing the following documents :

(i) NIT (upload the published NIT accepted using digital signature)

(ii) Bid Form

(iii) Techno-Commercial Bid Form

(iv) Technical Compliance Statement Form

(v) Fall Clause Certificate



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The procurement will be made by Bose Institute in compliance with the Govt. of India rules framed for public procurement from time to time Any bidder from a country which shares a land border with India will be eligible to bid in this tender only if the bidder is registered with the competent authority.

In this regard the clause and conditions issued as per Ministry of Finance, Department of Expenditure, Public Procurement Division order no F.No.6/18/2019-PPD dated 23 July 2020, must be strictly adhered to and necessary certification as mentioned in the subject order must be submitted alongwith the tender.

The bidders have to quote strictly as per PPP-MII order dated 4th June 2020 in INR payment terms only. NON LOCAL SUPPLIERS NEED NOT APPLY.

Non-statutory Cover containing the following documents : For indigenous quotes the bidder has to upload requisite registration / tax certificate like TAN,PAN, Trade License, CIN, GST etc.

Note: Failure to submit any of the above mentioned documents (listed under 5(a) & (b) may render the bid liable to be summarily rejected for both statutory and non-statutory cover.

Financial Proposal:

- a) The financial bid should contain the Bill of Quantities (BOQ) corresponding to this tender, which is available on the tender webpage as an MS-Excel file.
- b) This file must be downloaded and opened with MS-Excel. The rate being quoted by the bidder must be entered in the space marked for this purpose in the file. **Quoted rate will be encrypted under BOQ. In case quoting any rate in Tender Form, the tender is liable to be summarily rejected.**
- c) All fields in the BOQ file other than those allocated for the name of the bidder and the rate(s) being quoted are non-editable.
- d) The BOQ file must be saved after this and should be uploaded using digital signature.

- **In the BOQ put the Basic rate.**
- **In the optional folder please put up the price break up with tax component as applicable.**
- **Bidders are requested not to put any percentage (%) in any column of the BOQ.**
- **As per Govt. Notification # 45/2017 dt.14th November, 2017, Scientific Research Institute funded by the Govt. of India, GST will be applicable @5% for the goods used for research purpose, for the bids where GST will be applicable, against applicable Certificates to be provided by the Institute. The bidders must note that Bose Institute is registered with DSIR and necessary exemption has been provided in GST.**

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6. Earnest Money Deposit:

As per recent Govt. circular (OM no No. F.9/4/2020-PPD dated 12 Nov 2020, deptt of expenditure, Ministry of Finance)

The bidders have to sign "Bid Security Declaration" in their letter head accepting that if they withdraw or modify their bids during period of validity etc., they will be suspended for the time specified in the tender documents."

**THE ABOVE STATED STATUTORY / NON – STATUTORY DOCUMENTS SHOULD BE
ARRANGED IN THE FOLLOWING MANNER**

Click the check boxes beside the necessary documents in the My Document list and then click the tab " Submit Non Statutory Documents' to send the selected documents to Non-Statutory folder.

Next Click the tab "Click to Encrypt and upload" and then click the "Technical" Folder to upload the Technical Documents.

N.B.: Failure of submission of any of the above mentioned documents as stated will render the bidder liable to be rejected for both statutory & non statutory cover.



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- 1) Tender Evaluation Committee (TEC): Evaluation committee constitute as per order of the competent authority of Bose Institute, Kolkata.
- 2) Bidders or their representative may wish to be present during tender opening, if they so desire.
- 3) Cover (folder) for Statutory Documents (Ref. Sl. No. A.5.(a).) will be opened first and if found in order, cover (folder) for Non-Statutory Documents (Ref. Sl. No. A.5. (b).) will be opened. If there is any deficiency in the Statutory Documents the bid will summarily be rejected.
- 4) Decrypted (transformed into readable formats) documents of the non-statutory cover will be downloaded & handed over to the Tender Evaluation Committee.
- 5) Pursuant to scrutiny & decision of the Tender Evaluation Committee, the summary list of eligible bidders will be uploaded in the web portals.
- 6) During evaluation the committee may summon of the bidders & seek clarification / information or additional documents or original hard copy of any of the documents already submitted & if these are not produced within the stipulated time frame, their proposals will be liable for rejection.
- 7) Financial Proposal:**
 - a) The vendor is required to quote the rate online in the designated field marked for quoting rate in the BOQ. For optional items as mentioned in the specifications may be quoted separately in the additional sheet as enclosed in the Financial Cover.
 - b) Only downloaded copies of the above documents are to be uploaded upon virus scanning & Digitally Signed by the vendor.
 - c) **Penalty for suppression / distortion of facts:** If any bidder fails to produce the original hard copies of the documents on demand of the Tender Evaluation Committee within a specified time frame, or if any discrepancy is found between the hard and soft copies that amounts to material deviation, the tender inviting authority may treat such a case as submission of false documents by the bidder and action may be referred to the appropriate authority for prosecution as per relevant IT Act.
 - d) **Rejection of Bid:** Director, Bose Institute reserves the right to accept or reject any Bid or cancel the entire Bidding process at any time prior to the award of Contract without thereby incurring any liability to the Bidder or Bidders or any obligation to inform the Bidder or Bidders the ground for Institute's action.
 - e) **Award of Contract:** The Bidder whose Bid has been accepted finally (both technical and financial), will be informed by the Institute authority for award of contract. The notification of award will constitute the formation of the Contract



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General Instruction
<ul style="list-style-type: none">The bids would be opened in the presence of the bidders who wish to attend the Bid opening. However, the representative should bring with them a letter of authority from the corresponding bidders, without which, they are not permitted to attend the bid opening.
<ul style="list-style-type: none">The acceptance of the quotation will rest with the competent authority of Bose Institute, Kolkata who does not bind himself to accept the lowest quotation and reserves the right to himself to reject, or partially accept any or all the quotations.
<ul style="list-style-type: none">The offer shall be valid for ninety days (90 days) from the date of opening of the technical bid. No revision in price will be allowed after opening the quotation.
<ul style="list-style-type: none">Unsolicited / conditional / in complete / unsigned digitally tenders shall not be considered.
<ul style="list-style-type: none">Offers that have been blindly copied from the tender specifications are not acceptable and shall be rejected.
<ul style="list-style-type: none">The Bidder / Company should not be in the list of black listed firms by any Govt. Dept. / agencies. Necessary certification to be provided in this regard.
<ul style="list-style-type: none">The price comparison will be decided as per BOQ comparative chart on the date of opening of financial bid.
<ul style="list-style-type: none">Prices are required to be quoted in units. When quotations are given in terms of other units, relationship between two sets of units should be furnished. Quantity discounts, if any should also be indicated. The items should be quoted indicating the serial nos.
<ul style="list-style-type: none">To assess in the examination / evaluation, comparison and post qualification of the bids, purchaser may at its discretion, ask the bidder for a clarification of its bid. The request for clarification and the response shall be in writing and no change in the prices or substance of the bids shall be sought, offered or permitted. Any clarification submitted by the bidder in respect of its bid which is not in response to a request by the purchaser shall not be considered.
<ul style="list-style-type: none">Two or more vendors cannot submit bid quoting the rates on behalf of same OEM.
<ul style="list-style-type: none">The Institute is registered with Department of Scientific & Industrial Research, Govt. of India and thus is exempted from Customs/Central Excise duty vide notification no. 10/97 dated 01.3.1997 and 16/2007 dated 01.03.2007. The present details of registration are no. 11/106/1988-TU-V dt. 01.04.2021
<ul style="list-style-type: none">The mode of dispatch of the items must be mentioned clearly in the quotation.
<ul style="list-style-type: none">Samples, if called for, shall be submitted free of charge and on no obligation basis.
<ul style="list-style-type: none">The offered delivery period shall have to be strictly adhered to in case an order is placed.



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1. Price:-

- Bidders are requested to give their final and best offer. Techno-Commercial Discussions will be held with the Lowest Bidder only, if necessary.
- Vendors, who do not accept our standard commercial terms are liable to be ignored. A categorical confirmation of acceptance of all our terms and conditions will have to be observed which enable speedy processing of the offers.
- Pre-conditioned, incomplete offers, not in line with the terms and conditions of the tender documents, are liable to be rejected.

A. For Indigenous Quotation

- The price of the goods, quoted (ex-works / ex-factory / ex-showroom / ex warehouse, or off-the-shelf, as applicable), including all duties and sales and other taxes already paid or payable.
- **The amount payable on account of GST should be mentioned clearly. If there is no explicit mention of taxes in your offer then quoted price will be deemed inclusive of such taxes. No other charges except those mentioned clearly in the quotation will be paid.**
- Rates should be quoted FOR, Bose Institute, Kolkata inclusive of packing, forwarding, installation and documentation & commissioning charges etc. If ex-works prices are quoted then packing, forwarding, documentation, freight and insurance charges must be clearly mentioned separately. Vague terms like “packing, forwarding, transportation etc. extra” without mentioning the specific amount/percentage of these charges will NOT be accepted. Such offers shall be treated as incomplete and rejected. Where there is no mention of packing, forwarding, installation and commissioning, freight, documentation, insurance charges, such offers shall be summarily rejected as incomplete.

2. Period of validity of Bids:

- Bids shall remain valid at least for 90 days after the date of bid opening prescribed by the Purchaser.
- In exceptional circumstances, the Purchaser may solicit the Bidder's consent to an extension of the period of validity.

3. **Bid Currencies:** Prices shall be quoted in Indian Rupees.

4. **Purchaser's Right to vary Quantities at the Time of Award:** The Purchaser reserves the right at the time of Contract award to increase or decrease the quantity of goods and services originally specified in the Schedule of Requirements without any change in unit price or other terms and conditions. However, the Purchaser reserves the right to call the lowest firm for negotiation in case of increase in quantity.



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5. **Order acceptance:** The successful bidder should submit acceptance of the Purchase Order immediately but not later than 30 days in any case from the date of issue of the Purchase Order failing which it shall be presumed that the vendor is not interested.

6. **Insurance :** The Goods supplied under the Contract shall be fully insured in Indian Rupees against loss or damage incidental to manufacture or acquisition, transportation, storage and delivery in the manner

7. **Transportation :** Where the Supplier is required under the Contract to transport the Goods to a specified place of destination within India defined as Project site, transport to such place of destination in India including insurance, as shall be specified in the Contract, shall be arranged by the Supplier, and the related cost shall be included in the Contract Price.

8. Change Orders

- The Purchaser may at any time, by written notice given to the Supplier make changes within the general scope of the Contract in any one or more of the following:
 - Drawings, designs, or specifications, where Goods to be furnished under the Contract are to be specifically manufactured for the Purchaser;
 - The method of shipping or packing;
 - The place of delivery; and/or
 - The Services to be provided by the Supplier.
 - The delivery schedule
 - If any such change causes an increase or decrease in the cost of, or the time required for, the Supplier's performance of any provisions under the Contract, an equitable adjustment shall be made in the Contract Price or delivery schedule, or both, and the Contract shall accordingly be amended. Any claims by the Supplier for adjustment under this clause must be asserted within fifteen (15) days from the date of the Supplier's receipt of the Purchaser's change order.

9. **Applicable law:** - The Contract shall be interpreted in accordance with the laws of the Union of India and all disputes shall initially be settled amicably between the two parties. If not the disputes shall be referred to arbitration. The seat of arbitration will be Kolkata , governing language will be English and provisions of the Indian Arbitration and Conciliation Act 1996 with amendments thereto shall apply for arbitration. The arbitrators will be chosen on mutual consent

Seat of jurisdiction: Kolkata

10. **Right to Use Defective Goods :** If after delivery, acceptance and installation and within the guarantee and warranty period, the operation or use of the goods proves to be unsatisfactory, the Purchaser shall have the right to continue to operate or use such goods until rectifications of defects, errors or omissions by repair or by partial or complete replacement is made without interfering with the Purchaser's operation.



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11. **Payment:** - Payments shall be made promptly by the Purchaser normally after submission of the invoice or claim by the Supplier.

a) For Indigenous payment

- The general conditions of payment for any indigenous items are 100% payment after successful installation & commissioning of the items. In case the item does not need any installation & commissioning the period shall be reckoned from the date of delivery & inspection. In case of Purchase Order value equivalent to INR 5 lakh and above, 3% of the order value has to be submitted as Performance Bank Guarantee (PBG) covering the period of warranty plus sixty days, should be submitted before release of the payment/or as mentioned in the work order.

b. For Indigenous Consignment : The delivery of the consignment(s) should be made within **06 weeks** from the issue of the Work Order, unless otherwise specified.

13. Force Majeure:

- The Supplier shall not be liable for forfeiture of its performance security, liquidated damages or termination for default, if and to the extent that, its delay in performance or other failure to perform its obligations under the Contract is the result of an event of Force Majeure.
- If a Force Majeure situation arises, the Supplier shall promptly notify the Purchaser in writing of such conditions and the cause thereof. Unless otherwise directed by the Purchaser in writing, the Supplier shall continue to perform its obligations under the Contract as far as is reasonably practical, and shall seek all reasonable alternative means for performance not prevented by the Force Majeure event.

14. Director, Bose Institute reserves the right to accept or reject any or all tenders either in part or in full. The reasons for rejecting the tender of a prospective bidder will be disclosed only when enquiries are made.



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BID FORM

(To be submitted on the official letterhead of the bidder)

**The Director
Bose institute
P – 1/12, C.I.T. Scheme – VIIM
Kolkata – 700054 (W.B.) India**

Sir,

Having examined the bidding documents the receipt of which is hereby duly acknowledged, I/We agree to furnish required supplies/services in conformity with the Techno-Commercial Bid or such portions thereof at the prices given in the Price Bid on receipt of order for the same.

I/We agree to hold this offer open until _____ and to supply, install the item and complete the whole of the work and hand over to the purchaser within the period of _____ weeks, from the date of receipt of intimation from you regarding acceptance of this tender/receipt of supply order.

I/We agree to submit the bank guarantee as specified in the form prescribed by your good self for the due performance of the contract, if our bid is accepted.

I/We understand that you are not bound to accept the lowest or any bid you may receive.

Signature of the Bidder
With Office stamp
Name & Address

Telephone No:

FAX No:

E – Mail address

Name & Designation of Contact Person.

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TECHNICAL COMPLIANCE STATEMENT FORM

An item-by-item commentary on the Purchaser's Technical Specifications demonstrating substantial responsiveness of the goods and services to those specifications or a statement of deviations and exceptions to the provisions of the Technical Specifications.

ITEM NAME			
SL. No.	Tender Specification	Bidder's Specification	Deviation/ Remarks, if any Including justification

(Technical literature/brochures/manuals should be attached along with this format)

Please note:

1. Compliance/Deviation statement comparing the specifications of the quoted model to the required specifications. This statement should also give the page number(s) of the technical literature where the relevant specification is mentioned.
2. Bids must have supporting documents (technical literature or copies of relevant pages from the service manual or factory test data) for all the points noted above, failure regarding which may result in rejection of bid.
3. In case the bidder furnishes wrong or false information wilfully in the technical compliance chart, such action shall be viewed strictly and the bidders may be blacklisted.
4. Where there is no deviation, the statement should be returned duly signed with an endorsement indicating "No Deviations".

Signature and Seal of the manufacture / Bidder.....

Place:

Date:



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Quotation No.....

Date.....

PROFORMA OF FALL CLAUSE CERTIFICATE

If on any subsequent date after submission of quotation or placing of supply order, the manufacturer (the term manufacturer will also include his authorized distributor / agent) reduces the sale price of such stores or sells such stores to any party at a price lower than the price charged / chargeable against supply order placed by Bose Institute, Kolkata, the manufacturer (including his authorized distributor / agent) as aforesaid in case the quotation is submitted by them and supply / service is also effected by them) will forth-with notify such reduction in sale price to Bose Institute, Kolkata and price payable for the stores to be supplied against the Supply Order after the date of such reduction in sale price coming into force shall reduced correspondingly and will be reimbursed to the Institute.

(Signature & Date of Bidder with Rubber Stamp)

** This certificate should be uploaded on the letter head of the company / firm / agency.

BID SECURITY DECLARATION

"The bidders to sign "Bid Security Declaration" accepting that if the withdraw or modify their bids during period of validity etc., they will be suspended for the time specified in the tender documents."

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Additional Terms & Conditions

Name of Work: - Supply, Fitting and Fixing of name plate for faculties officials and departments at Unified Academic Campus, Bose Institute.

1. The tenderers are requested to submit the photocopies of following documents duly signed by the proprietors / authorize signatories along with the tender paper positively.

I. Pan card of the owner

II. Income tax Clearance Certificates for last three financial years

III. Valid G.S.T. Registration Certificate

IV. Proper authentication of proprietorship / Partnership/ Authorized representative of Firm.

Failing which the tender may be treated as cancelled without showing any reason.

2. The tender/offer should be clear and precise quoting the net price(s) per unit both in words as well as figures, with break-up of different elements, if asked for. The price(s) quoted should be inclusive of applicable taxes, and G.S.T.
3. In case the quotation is accepted and order placed, the contractor shall remain liable to complete the work within the stipulated date.
4. Time of completion **06 (six) weeks from the issue** of the Work Order.
5. Time, being the essence of contract, the contractor shall pay or allow the employer the sum equivalent to 1% of the total cost of work awarded per week, subject to a limit of 10% of the order value or the final bill amount whichever is greater, as liquidated damages for the period during which the said works shall remain incomplete beyond the time for completion mentioned above or beyond the time duly extended in writing. The employer may deduct such damages from any money due to the contractor
6. Item prices once quoted will be firm and fixed. No price escalation will be entertained even for the works executed within the extended period, if any.
7. In case the order is cancelled due to non-compliance of the contractual terms and conditions, the Institute reserves the right to execute the job at its own cost and the differential amount, if any, on account of the alternative arrangement will be intimated to and recovered from him.
8. Warranty period: The contractor shall give warranty for a period of twelve months from the date of final handover and shall remain liable for rectification of defects, if any arises, within the said period at free of cost
9. All materials procured by the contractor will be subjected to inspection and/or tests prescribed in the specifications.

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10. Incomplete tenders will be liable to cancellation.
11. The tender/offer shall remain valid for acceptance till 03 months from the scheduled date of its opening.
12. The contractor shall remain liable for any incidental charges occurred from natural calamities, accidents etc.
13. **Supplementary/Non-Schedule Items:** Rates for supplementary/Non-schedule items will be ascertained on the basis of P.W.D. / D.S.R. Schedule of Rates, plus/minus percentage above/below as reflected in contractor's quoted rates or the actual cost of materials and labour plus 15% towards overhead and profit, whichever is less.
14. **Water and Electricity:** Water and electricity as may be required for the work may be provided free of cost, subject to availability, at our source and contractor will make his own arrangement for distribution. However, no claim will be entertained for non-supply of water and electricity by the Institute.
15. **Storage Space:** A space for storage of materials may be provided by the Institute but the responsibility for security of the materials and machineries rests with the contractor.
16. **Removal of Rubbish/Debris:** The rubbish/debris etc. out of dismantling worn-out plaster, walls etc., shall be removed by the contractor from the work site from time to time, as per direction of the Engineer-in-charge
17. **Indemnifying against damages:** Contractor shall, during the course of execution, be responsible for all damages to property and for any injury or loss caused to the work or workmen, to persons or things. The contractor shall make good all such damages besides damages out of dismantling plasters/walls/concrete surfaces during the course of execution at their own cost/risk.
18. **Work during holidays etc.:** Prior approval from the competent authority has to be obtained for persons to be engaged during holidays and/or beyond office hours, in listed form, mentioning, their names and addresses.



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19. The quantities may vary up to 10% and beyond the limit of 10% approval of Competent Authority is required to be obtained prior to execution.
20. The contractor shall abide by the Rules and regulations of labour wages act.
21. Bose Institute reserves the right to reject any or all tenders without assigning any reasons thereof.
22. In case of any discrepancy, the order of precedence in interpretation shall as follows
 - (i) Schedule of Quintiles and rates
 - (ii) Special conditions of contract
 - (iii) Institute's General Conditions of Contract
 - (iv) I.S. Code
 - (v) Best Engineering Practices.

Yours faithfully

Registrar (Officiating)



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ANNEXURE-I

Schedule & Quantities

Name of Work: - Schedule for Supply, Fitting and Fixing of name plate for faculties officials and departments at Unified Academic Campus, Bose Institute in three languages, English, Hindi and Bengali.

SL. No.	Particulars	Qty	Unit	Rate	Amount
1.	Supplying, installation, fitting & fixing of virgin Poly Vinyl chloride Name plates for various signage work, polish finish including all engraving recessing relief etc. as per approved design with fixing of plates with screw adhesive as applicable and approved including labour, wastage, transportation all necessary fitting, fixing etc from sample design (Size 72" x 12")	13 Nos.	Each		
2.	Supplying, installation, fitting & fixing of virgin poly vinyl Chloride Name plates along with sliding channel name plate holder made up from HDPE 500 grade for various signage work, polish finish including all engraving recessing, relief etc as per approved design with fixing of plates with screw, adhesives as applicable and approved including labour wastage, transportation all necessary fitting, fixing etc from sample design. Sample mock up at site to final supply with approved quality at all designated location at all elevation levels as per direction of engineer in charge and upto the satisfaction of the client for the various nameplate sizes. (size 13" x 7")	100 Nos.	Each		