



**SISTER NIBEDITA GOVERNMENT GENERAL DEGREE COLLEGE FOR GIRLS  
HASTINGS HOUSE, ALIPORE  
KOLKATA 700027**

Memo No: SNGGDCG/80

Dated: 12.03.2024

**NOTICE INVITING ELECTRONIC ITEM RATE TENDER NO. 03 OF 2024 – 2025  
OF SISTER NIBEDITA GOVERNMENT GENERAL DEGREE COLLEGE FOR GIRLS ,  
HASTINGSHOUSE, ALIPORE  
WBHE/SNGGDCG/NIeT-03/2024-25  
TENDER ID : 2024\_DHE\_684240\_1 & 2**

**NOTICE INVITINGPRE-QUALIFYING DOCUMENTCUMTENDER (TWO COVER SYSTEM)**

For and on behalf of Sister Nibedita Government General Degree College for Girls, Hastings House, Kolkata 700027, the undersigned invites online item rate e - tenders for each of the following works by two cover system. Pre-qualifying documents in a separate cover and Bid document with BOQ rate in another cover are to be submitted by Qualified Service- Providers or any other eligible bidders who satisfy the terms and conditions as laid down in pre-qualifying document. The e-tender for the work, detailed in the table below, is to be submitted. Intending bidders may download tender documents from the e-procurement portal of Govt. website: [www.wbtenders.gov.in](http://www.wbtenders.gov.in). The pre-qualifying and bid documents duly filled in all respects should be submitted on-line through our e-portal from (as per Server Time). Sister Nibedita Government General Degree College for Girls, Hastings House, Kolkata 700027 does not take any responsibility for the delay caused due to non-availability of Internet connection, traffic congestion, etc. for online bids.

Sl. No	Name of the work	Estimated Cost (Rs.)	Completion Time
(1)	(2)	(3)	(4)
1	Purchase of equipment	Total amount of Earnest Money will be 2% of quoted amount by the bidder. The amount is Rs. 8,000/- stands close to 2% of quoted amount. The bidder will have to deposit the entire earnest money during the submission of bid online.	15 days

The financial bid document of the technically qualified bidders will be opened for evaluation. Selection of qualified bidders will be declared after Technical evaluation is made, followed by opening of Financial bid documents. No separate intimation will be given for this, unless the above date is changed. No individual intimation will be given.

The Officer-in-Charge, Sister Nibedita Government General Degree College for Girls, Hastings House, Kolkata 700027, reserves the right to reject or cancel any or all pre-qualification documents and bid document without assigning any reason whatsoever.

The eligibility criteria are given below: -

1. The Rate/s should be Quoted as per specification/s including All Taxes.
2. The delivery should be made at the office of the undersigned within 15 days from date of issuance of supply order.
3. The rates should remain valid for the period up to December 2024. The rates once accepted will not be changed under any circumstances.
4. The violation of any of the conditions will entitle cancellation of the order.
5. Photocopy of Income Tax return for the last three financial years, GST Registration certificate and GST Return Copy valid for the last quarter of current financial year, PAN No., Trade license renewed for the current financial year, credentials.
6. The tender inviting authority shall verify the above-mentioned documents (in original) which are mandatory for the participation before issuance of the Work Order.
7. The prospective tenderers as a primary agency should have satisfactorily completed the supply to a single organization for a single financial year amounting at least to Rupees 50% only for supply of equipment to any state/central Governments establishment or its under taking sor any statutory body.
8. Payment of bills on its production will be made after successful supply of the items.
9. Neither any mobilization advance nor any secured advance will be allowed.
10. "Tender for supply of equipment should be submitted in two cover system of Technical and Financial document in e-procurement system.
- 11 . The tenderer should submit the credentials in one single Technical document and the rates quoted as per financial document (BOQ) in separate two cover system. The credentials will be examined and after the credential are checked, the qualified financial bid will be opened only for the qualified bidder. If required, any technical paper may be furnished during the opening of tender papers.
12. The tender bid will be out rightly rejected with a forfeiture of his Earnest Money if it comes to the notice inviting authority during scrutiny that the credential or any other papers of a tenderer are fabricated etc.
13. The undersigned reserves the right of accepting or cancelling the tender without assigning any reason thereof.
14. Other conditions being equal, the agencies that stand under the tie will be called for physical discussion on mutually convenient date at the office of the Officer-in-Charge, Sister Nibedita Govt. General Degree College for Girls, Hastings House, Alipore, Kolkata and the work will be allotted based on common agreed preferences.
15. To qualify for a Package of contracts made up of this and other contracts for which bids are invited in the NIT, the bidder must demonstrate having experience and resources sufficient to meet the aggregates of the qualifying criteria for individual contracts.

### Date and Time Schedule:

Sl. No.	Particulars	Date & Time
1	Date of uploading of N.I.T. & other Documents (online)(Publishing Date)	12.03.2024, 18:55 PM
2	Documents download / sell start date (Online)	13.03.2024, 14:00 PM
3	Bid submission start date (Online)	13.03.2024, 14:30 PM
4	Bid Submission closing date (Online)	23.03.2024, 14:00 PM
5	Bid opening date for Technical Proposals(Online)	28.03.2024, 15:00 PM
7	Date of uploading list for Technically qualified Bidder (online)	To be notified later
8	Date of opening of Financial Proposal(online)	To be notified later
9	Date of uploading of list of bidders alongwith the approved rate	To be notified later

### General Terms and Conditions

1. The authority reserves the right to accept or reject any Quotation without assigning any reason thereof.
2. No conditional / in complete rate will be accepted under any circumstances.
3. The agency engaged for this work will have to maintain regular contact with the college authority.
4. The agency will keep itself ready to take up the work within seven (7) days from the date of issue of work order or from any other special date as will be mentioned.
5. Filled NIT without email id and contact number will be cancelled.
6. The decision of the college authority in selection of the company will be final and binding on all.
7. Financial proposal
  - i) The financial proposal should contain the required documents in one cover (folder) i.e. Bill of Quantities (BOQ). The contractor is to quote the item rate online through Computer in the spaces marked for quoting rate in the BOQ.
  - ii) Only downloaded copies of the above documents are to be uploaded virus scanned & Digitally Signed by the contractor.

-Sd/-

Officer-in-Charge  
Sister Nibedita Government General Degree College for Girls