

**HIRALAL MAZUMDAR MEMORIAL COLLEGE FOR WOMEN
DAKSHINESWAR, KOLKATA-700 035
PHONE NUMBER: 033-2564-5148/ 033-2544-2632.
FAX NUMBER: 033-2544-4520**

Email ID: hmmcw35@gmail.com.

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NOTICE INVITING e-QUOTATION NO - HMMCW/RUSA/NIQ/18-19/0005

QUOTATION notice for Supply of Books at College Library

The Principal, HiralalMazumdar Memorial College For Women, Dakshineswar, situated at Jadunath Sarbabhouma Lane,Dakshineswar, Kolkata – 700035.invites e-Quotation for the job detailed in the table below. (Submission of Bid through online)

Reputed vendors / bidders having sufficient experience for successful completion of “Similar Nature” of work in a Government Department/PSU/Autonomous Body/University or any reputed organization.

Sl. No.	Name of the Work	Estimate of Amount (Rs.)	Earnest Money (Rs.)	Cost of documents for Tender Agreement (Rs.)	Period of Competition	Books List
A	Supply Books For College Library	Rs.10,00,000/-	N/A	N/A	30 Days	As per Annexure-A

- a) In the event of e-filling, intending bidder may download the tender documents from the website: www.wbtenders.gov.in Both Technical Bid and Financial Bid are to be submitted concurrently duly signed digitally in the said website.

b) The Financial Offer of the Prospective tenderer will be considered only if the tenderer qualifies in the Technical Bid. The decision of the Principal, HiralalMazumdar Memorial College For Women, Dakshineswar, situated at Jadunath Sarbabhouma Lane, Dakshineswar, Kolkata – 700035., will be final and binding on all concerned and no challenge against such decision will be entertained. The list of qualified bidders will be displayed in the website on the scheduled date and time.

c) **A. DATE AND TIME SCHEDULE:-**

Sl No.	Particulars	Date & Time
1	Date of uploading of N. I. T Documents (Online)(Publishing Date)	13.12.2018 05:00 P. M.
2	Documents download start date (Online)	13.12.2018 05:00 P. M.
3	Bid proposal submission start date (Online)	13.12.2018 05:00 P. M.
4	Bid proposal submission closing / end date	31.12.2018 up to 05:00 P.M.
5	Date and Time of opening of technical proposal (Online)	03.01.2019 from 10.00 A.M.
6	Date of uploading list for Technically Qualified Bidder (Online)	After evaluation of Technical Bid
7	Date & Place for opening of Financial Proposal (Online)	To be notified later on

NOTE: If the dates fall on holidays or on days of bandh or natural calamity, the dates defer to next working days.

B. Bid Opening Place: HiralalMazumdar Memorial College For Women, Dakshineswar, situated at JadunathSarbabhouma Lane, Dakshineswar, Kolkata – 700035.

Non-Statutory Documents:

1. PAN Card, 3 Years IT with Pl, Balance sheet and computation at least up to A.Y. 2017-18
2. GST Registration certificate.
3. Valid Trade license from respective Municipality/Panchayet etc.(for the F.Y-2018-19)
4. Either P-Tax Challan or P.T.P.C. (for the F.Y-2018-19) with P-Tax Registration Certificate
5. Registered Partnership Deed and Registered Power of attorney (in case of Partnership Firm as per law)
6. Credential as stated in this NIQ/NIQ.

Statutory Documents:-

NIT should be properly uploaded on website with Seal and Signed after duly filling up all the Documents and pages as stated in the NIT.

Trams and Conditions:-

1. The accepting authority reserves the right to reject any or all the tenders without assigning any reason whatsoever and he will not be bound to accept either the lowest tender or any of the tenders.
2. Payment of the contractors will be made as per the availability of fund.
3. The contractor can search & download NIT & Tender Documents electronically from computer from the website (<https://www.wbtenders.gov.in>). This is the only mode of collection of Tender Documents.
4. **General process for submission of Tenders:-** Tenders are to be submitted through online to the website, one in Technical Proposal & the other in Financial Proposal before the prescribed date & time using the Digital Signature Certificate (DSC). The documents are to be uploaded duly digitally signed. The documents will get encrypted (transformed into non readable formats).
5. **Opening of Technical proposal:** - Technical proposals will be opened by tender inviting authority and his authorized representative electronically from the stated website using their Digital Signature Certificate. Intending tenderers may remain present if they so desire.
6. While evaluation the tender evaluation committee (i.e. Tender & Purchase Sub-Committee of the College) may summon the Tenderers & seek clarification/information or additional documents or originally 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. The financial proposal should contain the following documents in one cover (folder) i.e. Bill of Quantities (BOQ). The bidder is to quote the rate (Offering Excess / Less) online through Computer in the space marked for quoting rate in the BOQ. Only downloaded copies of the above documents are to be uploaded Digitally Signed by the contractor.
8. **MODIFICATION AND WITHDRAWAL OF BIDS:** As per the bidding process available in the tender.

9. **FORMS AND FORMATS:** The various inputs for the Techno Commercial and Financial Bids are to be submitted in the format specified. The bidder shall use the form, wherever specified, to provide relevant information. If form does not provide space for any required information, space at the end of the form or additional sheets shall be used to convey the said information. For all other cases, the bidder shall design a form to hold the required information.
10. **The Tender Committee reserves the right:**
- i. To vary, modify, revise, amend or change any of the terms and conditions mentioned above and,
 - ii. To reject any or all the Tender/s without assigning any reason whatsoever thereof or to annul the bidding process and reject all bids at any time prior to award of contract, without thereby incurring any liability to the affected bidder(s) or any obligation to inform the affected bidder(s) of the grounds for such decision.
11. **SUB-CONTRACT:** The purchaser (HMMCW) does not recognize the existence of Sub-Contractors. The Contractor's responsibility is not transferable.
12. The Bidder who's Bid has been accepted will be notified by the Tender inviting & Accepting Authority by Acceptance letter/Letter of Acceptance.

Annexure- W

ELIGIBILITY CRITERIA

- 1) The bidder must be a company registered under Companies Act, 1956/2013 or Partnership or LLP or OPC or Proprietary Firm. Documentary (Certificate of incorporation/Relevant document) evidence to be submitted.
- 2) The bidder should have their presence in Kolkata with own office. Valid proof should be submitted along with the bid.
- 3) The bidder should have valid GST Registration Certificate, PAN & Trade License. Bidder shall have to submit photocopy of the documents.
- 4) The bidder shall submit Bid Form (Section – E) duly signed by the authorized signatory of the company as per the format enclosed. Deviation in format may not be accepted.
- 5) The bidder shall not have been blacklisted by any University/State/Central Government or PSU Organization or bilateral/multilateral funding agencies for breach of ethical conduct or fraudulent practices as on date of submission of the proposal. Declaration on bidder's letter head to be submitted.

Annexure- X
BID FORM

(Bidders are requested to furnish the Bid Form in the Format given in this section, filling the entire Blank and to be submitted on Letter Head in original)

To
The Principal,
Hiralal Mazumdar Memorial College For Women,
Dakshineswar, situated at JadunathSarbabhouma
Lane, Dakshineswar, Kolkata – 700035.

Sub: Supply Books of Hiralal Mazumdar Memorial College For Women College Library.

Dear Madam,

1. We the undersigned bidder/(s), having read and examined in details the specifications and other documents of the subject tender no. _____ dated _____, do hereby propose to execute the job as per specification as set forth in your Bid documents.
2. The prices of all items stated in the bid are firm during the entire period of job irrespective of date of completion and not subject to any price adjusted as per in line with the bidding documents. All prices and other terms & conditions of this proposal are valid for a period of 30 (Thirty) days from the date of opening of bid. We further declare that prices stated in our proposal are in accordance with your bidding.
3. If this proposal is accepted by you, we agree to provide services and complete the entire work, in accordance with schedule indicated in the proposal.
4. We agree that HMMCW reserves the right to accept in full/part or reject any or all the bids received without any explanation to bidders and his decision on the subject will be final and binding on Bidder.

Dated, thisday of2018

Thanking you, we remain,
Yours faithfully

Signature
Name in full:
Designation:

Annexure- Y

FINANCIAL CAPABILITY OF BIDDER

(Bidders are requested to furnish the Bid Form in the Format given in this section, filling the entire Blank and to be submitted on Letter Head in original)

FINANCIAL INFORMATION

Name of the Bidder:

Address:

Turnover (Rs.)		
2015-16	2016-17	2017-2018

Authorized Signatory (Signature In full):

Name and title of Signatory:

Stamp of the Company:

Note: Submit the financial statement/ Balance Sheet of the last three financial years.

Annexure- Z

BIDDERS'S DETAILS

(Bidders are requested to furnish the Bid Form in the Format given in this section, filling the entire Blank and to be submitted on Letter Head in original)

1	Name of the Firm	
2	Registered Office Address	
3	Contact Number	
4	E-mail	
5	Former name of the company, if any	
6	GST No.	
7	Are you registered with any Government/ Department/ Public Sector Undertaking (if yes, give details)	
8	How many years has your organization been in business under your present name?	
9	Is your organization has ISO 9001:2015 certificates?	
	Have you ever been denied tendering facilities by any Government / University / Public sector Undertaking? (Give details)	

Authorized Signatory (Signature In full):

Name and title of Signatory:

Company Rubber Stamp: