

GOURAV GUIN MEMORIAL COLLEGE

P.O. : Chandrakona Road □ Dist. : Paschim Medinipur

NIT No. 01/GGMC/CCTV/2023-2024

Date:- 13.10.2023

eTender Notice No. GGMC/CHANDRAKONA ROAD/1e-23-24

TENDER DOCUMENTS

SL NO	NAME OF WORK	ESTIMATED AMOUNT	EARNEST MONEY (RS)	TENDER FEES (RS)
01	Installation & Commissioning of CCTV with accessories at the GGMC campus, Chandrakona Road, Paschim Medinipur	AS PAR RATE	5000.00	500.00

The Principal on and for behalf of the Gourav Guin Memorial College invites e-Tender on percentage (above / below) rate from the reliable and resourceful Companies / Firms / Contractors / Suppliers having experience and acumen in installation and service work as noted below and the eligibility is depicted hereunder for participating in the Tender.

Details of Tender with necessary requirement towards submission of tender papers will be available online as per particulars given below:-

Eligibility to participate in the Tender :-

(i) Intending tenderers should produce credentials of a similar nature of work of the minimum value of 40% of the estimated amount put to tender during 5(five) years prior to the date of issue of the tender notice; or, Intending tenderers should produce credentials of 2(two) similar nature of work, each of the minimum value of 30% of the estimated amount put to tender during 5(five) years prior to the date of issue of the tender notice; or, Intending tenderers should produce credentials of one single running work of similar nature which has been completed to the extent of 80% or more and value of which is not less than the desired value at (i) above; In case of running works, only those tenderers who will submit the certificate of satisfactory running work from the concerned Executive Engineer, or equivalent competent authority will be eligible for the tender. In the required certificate it should be clearly stated that the work is in progress satisfactorily and also that no penal action has been initiated against the executing agency, i.e., the tenderer.

(ii) Having valid P.Tax, PAN, GST Registration Certificate, Trade License,

(iii) ITR last 3 years, Annual turnover of Rs.3.0 lakh of last 3 years

Cumulative credential shall be required from the bidders for application of tender in more than work.

All documents in original to be produced in due course of time as & when asked by the Tender inviting Authority.

Mode of Payment: - Earnest Money Deposit have to be deposited through net banking (RTGS or NEFT) as per guideline of Finance Department of Govt. of West Bengal. Earnest money deposit challan will be attached with documents.

Date and Time Schedule :-

Particulars	Date and Time
Publishing Date	16.10.2023 at 04.00 p.m.
Document download start date	16.10.2023 from 04.00 p.m.
Tender submission start date (online)	16.10.2023 from 04.00 p.m.
Tender submission closing date (online)	01.11.2023 at 11.10 a.m.
Date of Technical Opening	03.11.2023 from 12.00 p.m.

Time of completion – Time Of completion of the contract is 30 days from the date of issue of Work Order.

Note 1 :- Works of all groups are independent and to be executed . All works out to tender are part of a project where time is an important factor. No extension of time for reasons whatsoever will be permitted. If any Contractor / Contractors fail to complete its contract work within stipulated time, then penalty may be imposed against the non completed portion of works in terms of Clause of Contract.

Site inspection & general information:- Intending Tenders is required to inspect the works site with particular reference to location and infrastructure facilities. They make a careful study with regard to all relevant factors that might affect their rates and price. They are also required to make themselves acquainted with relevant specifications, Clauses, Sub Clauses of the Tender documents and to have fully acquainted with all details of work front, seasonal weather and its variation, labors, position and direction of transportation etc.

Validity of Tender:- A Tender submitted shall remain valid for a period of 180 calendar days from the date of opening of tender.

Withdrawal of Tender:- A Tender submitted shall not be withdrawn within the valid period. If any Tender / tenders withdraw his/their Tender(S) within the validity period then earnest money as deposited by him/them will be forfeited.

Acceptance of Tender:- The Principal, Tender Committee Gourav Guin Memorial College will accept the Tender. He does not bind himself to accept otherwise the lowest Tender and reserves to himself the right to reject any or all of the Tenders received without assigning any reason thereof.

Intimation:- The successful Tenderer will be notified in writing of the acceptance of his Tender. The Tenderer then becomes the "Contractor" and he shall forthwith take steps to execute Formal Contract Agreement in appropriate Govt. From The Principal, tender committee Gourav Guin Memorial College and fulfill all his obligations as required by the Contract.

Escalation of Cost:- There will be no escalation in cost for materials or labor and contract price mentioned in the contract stands valid till completion of the contract.

Execution of work :- The Contractor is liable to execute the whole work as per direction and instruction of the Tender Committee of Gourav Guin Memorial College .

Departmental Materials:- No materials will be supplied to the contractor.

Payment :- Payment will be made to the Contractor by the Principal, tender committee Gourav Guin Memorial College after completion of the work on recommendation. Bank details as Scanned copy of Pass Book or scanned copy of a canceled cheque must be produced at the time of bid submission.

Influence:- Any attempt to exercise undue influence in the matter of acceptance of Tender is strictly prohibited and any Tenderer who resorts to this will render his Tender liable to rejection.

Following clauses are to be adhered to by the concerned Tender during the process of Tendering.

In case office faces sudden closure owing to reason beyond the scope and control of the The Principal, tender committee Gourav Guin Memorial College, any of last date/dates as schedule may be extended up to next and following working days without issuing further and separate notice should the Principal feel it to be necessary and exigent.

Persons having authenticated and having registered power of Attorney may be considered lawfully becoming to be acting on and for behalf of the Tenderer.

Imposition of any duty/tax/rule etc. owing to change / application in legislations/enactment shall be considered as a part of the contract and to be adhered to by the Tenderer strictly.

Tender acceptance authority is The Principal and tender committee Gourav Guin Memorial College.

All usual deductions for taxes i.e., GST, IT and Labour Welfare Cess Etc as applicable will be made from the bills from time to time.

No conditional / incomplete Tender shall be entertained.

In the event of e-filing extending, Tenderer may download the tender document from the website <http://wbtenders.gov.in> directly by the help of Digital Signature Certificate. Earnest money channel after paying in support of Earnest Money Deposited shall have to be up-loaded through e-filing.

Financial Tender will be submitted duly digitally signed in the website <http://wbtenders.gov.in> Tender document may be downloaded from website & submission of financial part as per Tender Schedule.

The requisite Earnest Money, as specified in this NIT shall be paid by on online mode.

The tender, at his own responsibility and risk, is encouraged to visit and examine the site of works and its surroundings and obtain all information that may be necessary for preparing the tender and entering into a contract for the work as mentioned in the Notice Inviting Tender. The costs of visiting the site shall be at the tenderer's own expense. Traffic management and execution shall be the responsibility of the supplier at his/her/their risk and cost.

The Principal Gourav Guin Memorial College reserves the right to reject any application for purchasing tender documents and to accept to reject any or all the offered tender without assigning any reason whatsoever and is not liable for any cost that might have been incurred by any tenderer at any stage of tender.

Prospective applicants are advised to note carefully the minimum qualification criteria as mentioned in instruction to tender before tender.

During scrutiny, if it comes to the notice to tender inviting authority that the credential or any other papers found incorrect/manufactured/fabricated, that Tender will not be allowed to participate in the quotation and that application will be out rightly rejected without any prejudice.

Before issuance of the work order, the tender inviting authority verifies the credential & other documents with the original of the lowest Tenderer, if found necessary. After verification, if it is found that such documents submitted by the lowest Quotationer is either manufactured or false, in that case, L.O.A./ work order will not be issued in favor of the quotationer under any circumstances.

Contractor shall have to comply with the provisions of the Contract labour Act 1970, Apprentice Act 1961, and Minimum Wages Act. 1948, any of the notification thereof or any other laws relating thereto and the rules made and order issued thereunder from time to time.

Where an individual person holds a digital certificate in his own name duly issued to him against the company or the firm of which he happens to be a director or partner, such individual person shall, while uploading the tender for and on behalf of such company or firm, invariably upload a copy of registered power of attorney showing clear authorization in his favor. The power of attorney shall have to be registered in accordance with the provisions of the Registration Act, 1908.

INSTRUCTION TO TENDERERS

SECTION A

1. **General guidance for e-tendering**
Instructions / Guidelines for tenderers for electronic submission of the tenders have been annexed for assisting them to participate in e-tendering.
2. **Registration of Tenderer**
Any tenderer willing to take part in the process of e-tendering will have to be enrolled and registered with the Government e-procurement system, through logging on to <http://wbtenders.gov.in>. the tenderer is to click on the link for e-tendering site as given on the web portal.
3. **Digital Signature Certificate (DSC)**
Each tender is required to obtain a Class – III Digital Signature Certificate (DSC) submission of tenders, form the service provider of the National Information's Centre (NIC) or any other bonafied service provider on payment or requisite amount. Details are available at the web site stands in clause 2 of guideline to tenderer. DSC is given as a USB e-Token.
4. **The contractor can search and download NIT and Tender Document electronically from the computer once he logs on to the website mentioned in clause 2 using the Digital Signature Certificate. This is the only mode of collection of Tender Document.**
5. **Submission of Tenders.**
General process of submission of Tenders is to be submitted online to the website stated in Cl. 2 in percent (above / below) folder at a time for work, before the prescribed data and date and time using the

Digital Signature Certificate (DSC). The documents are to be uploaded via virus-free scanned copy duly Digitally Signed. The documents will get encrypted (transformed into non readable formats).

A-1. Statutory Cover Containing

i. As prescribed in NIT.

A-2. Others Important Document (My Space)

1. Professional Tax (PT) Clearance Certificate and IT & PAN valid up to the date of opening of the tenders. Application for such clearance addressed to the competent authority may also be considered. GST return certificate of the last quarter of previous financial year. Earnest money deposit challan should be attached.

2. Credential

Completion Certificate of Completed (100%) work(s) supported by bill of Quantities and as required as per NIT. (Work Order, Payment Certificate, Completion Certificate along with signed Estimate of a single work will be treated as a single Credential)

Tender Evaluation

i. Opening and evaluation of Tender – If any tenderer is exempted from payment of EMD, copy of relevant Government Order needs to be furnished.

Financial proposal

Financial proposal to be uploaded digitally signed by the Tenderer.

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Date:- 13.10.2023

Copy forwarded for information and wide circulation through:

1. B D O. Garhbeta-III Notice Board.
2. Office Notice Board
3. 6 No. Sankarkanta Grampanchayat Notice Board.
4. Add agency, MIDAS, for publishing in AAJKAAL,Patrika.



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Gourav Guin Memorial College
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