

Phone: 2669 0221

PrabhuJagatbandhu College

JHOREHAT, P.O.: ANDUL-MOURI, HOWRAH-711302
BLOCK – SANKRAIL, SUB-DIVISION – HOWRAH SADAR
ESTD: 1964, (NAAC ACCREDITED)

Email: info@prabhujagatbandhucollege.edu.in, *Website:* www.prabhujagatbandhucollege.edu.in

Ref. No. PJC /1132 /18

Date 12/09/2018

Tender Notice

Fresh quotations are invited for our College from the suppliers with GST number in sealed envelope to be submitted in the college office for the following items:

SI No.	Description of the item	Specification	Quantity
1.	College Management software	Student Record management, Finance Management, Examination Management, Student Activity Management and all other related management software.	1
2.	College website	Apart from new features, all documents and information of the present website to be uploaded in the new website.	1

Time and date of receipt of tender	From 12.09.2018 to 26.09.2018 up to 12 Noon
Time and date for opening of tender and demonstration	26.09.2018 at 2 PM

Schedule to tender, all documents attached herewith should be fully filled in, signed by the authorized representative and submitted to the principal.

Dr. Subrata Kumar Ray
Principal

(SCHEDULE TO OPEN TENDER)

PrabhuJagatbandhu College

**JHOREHAT, P.O.: ANDUL-MOURI, HOWRAH-711302
BLOCK – SANKRAIL, SUB-DIVISION – HOWRAH SADAR**

Tele : 033-2669 0221,

Email: www.prabhujagatbandhucollege.edu.in

Schedule to open Tender no:
PJC/ 0000/2018

Dated 12 September 2018

From 12.09.2018 to 26.09.2018 by 12

Time and date of receipt of tender : Noon.

Time and date of opening tender : 26th September 2018 at 2 PM

Validity of offer acceptance : The tender shall remain valid for till
45 days from the date of opening.

Tenderers are advised to go through the Payment terms, clause attached with this Tender Enquiry carefully before filling the tenders.

SI No.	Description of the item	Specification	Quantity
1.	College Management software	Student Record management, Finance Management, Examination Management, Student Activity Management and all other related management software.	1
2.	College website	Apart from new features, all documents and information of the present website to be uploaded in the new website.	1

- The Tender Acceptance letter which is a written undertaking that all the terms & condition of the tender are understood and accepted should be signed and submitted to the Principal.

Dr. Subrata Kumar Ray
Principal

01	Purchaser	PrabhuJagatbandhu College
02	Inspection Authority	IT Services Cell of the college
03	Inspection Officer	Principal/Authorized representative
04	Name of items and Qty	<p>1. As described earlier</p> <p>2. As described earlier</p>
05	Delivery of materials	Prabhu Jagatbandhu College
06	Delivery period	As per work order
07	Liquidity damages	If the firm shall not execute the work within scheduled period, the penalty will be imposed at the rate of 1% for each one week delay and upto maximum 5%. The cost of delay will be deducted from the final bill and which is not negotiable under any circumstances.
08	Validity of offer	The rates quoted by firm are valid for 45 days from the opening of price bid.

The Tender must be submitted along with methodology of support to meet the requirements and all documents as specified in the tender.

Incomplete offers, offers not confirming fully to Technical and Eligibility requirements or with vague replies will not be considered.

Firm should offer their price including off all relevant taxes and duties. No other amount would be payable extra beyond the offer rate at any circumstances.

Principal reserve the right to cancel/reject any or all the tender without assigning any reasons thereof.

GENERAL REQUIREMENT :-

(A) The tenderer should indicate specifically the Basic Price, Taxes/Excise duty, other duties (if any), levies chargeable, delivery and installation charges. No additional information will be entertained after due date.

(B) The tenderer should clearly indicate the **delivery period** and **validity period** of tender.

(C) **No advance payment or payment** against Performa invoice will be made. 100% Payment will be after successful installation/testing of Computer's & UPS and issuing of acceptance certificate by purchaser's authorized representative.

(D) Profile of the company.

ELIGIBILITY CRITERIA

Pre qualification criteria

S.No.	Requisite Credential	Requisite Supporting document	Submitted Yes/No
1.	Annual Turn over for each of last three financial years i.e. 2014-15, 2015-16, 2016-17 must be at least 10 Lakh .	Provide the turnover in a separate sheet with Auditor's/Authorised signatory along with audited balance sheet for last 3 years.	
5.	Must comply with all statutory obligations.	Provide the following required nos. in a separate sheet duly attested with following supporting documents. i. Copy of PAN Card. ii. Sales Tax Registration Certificate / GST certificate. iii)Income Tax clearance certificate	
6.	The bidder shall have a registered office in India involved in Electronics equipments and related business having operations in Kolkata and surroundings for the last five years (Certificate of Incorporation).	A documentary proof with complete address details and contact person details be submit with tender documents.	

SYSTEM PERFORMANCE

The Vendor shall be required to provide all kind of support during the warranty period as & when required.

PLACE OF SUBMISSION OF TENDER DOCUMENTS

Tender documents duly completed in all respect are to be submitted to the Principal before specified date and time mentioned in the Schedule to Tender. **Late/delayed tender shall not be opened and returned in original to the bidder.**

The Tender should be submitted in a single bid system which comprises of two separate closed envelops named as follows:

- i) First envelop comprises of technical bid**
- ii) Second envelop comprises of price and other commercial bid**

Purchaser reserves the right to cancel/reject or Scrap the tender without assigning any reason.

**Dr. Subrata Kumar Ray
Principal**

TENDER ACCEPTANCE LETTER

(To be given on Company Letter Head)

To

Sub : - **Acceptance of Terms & Conditions of Tender**

Tender Reference No.

Name of Tender/Work:

Dear Sir,

1. I/We have downloaded/obtained the tender documents(s) for the above mentioned 'Tender/Work' from the website(s) namely:-----

as per your advertisement, given in the above mentioned website(s).

2. I/We hereby certify that I/we have read the entire terms and conditions of the tender documents from page No.----- to -----(including all documents like annexure(s),

schedule(s), etc), which form part of the contract agreement and I/we shall abide hereby by the terms/conditions/clauses contained therein.

3. The corrigendum(s) issued from time to time by your department/organization to have also been taken into consideration, while submitting this acceptance letter.

4. I/We hereby unconditionally accept the tender conditions of above mentioned tender document(s)/corrigendum(s) in its totality/entirety.

5. In case any provisions of this tender are found violated, then your department/organization shall without prejudice to any other right or remedy be at liberty to reject this tender/bid.

Yours faithfully,

(Signature of the Bidder, with official seal)

Check list for Tenderer :-

(Tenderers should check following requirements for compliance before submission of the tender documents)

1	Whether the firm is in existence for over 05 years in the trade. If yes, necessary supportive document has been attached?	Yes / No
2	Whether the firm is registered with West Bengal sales tax department for Works contract tax. If yes, necessary supportive document has been attached?	Yes / No
3	Whether the firm is expertise to provide maintenance/repair of equipment as mentioned at appendix-“A”	Yes / No.
4	Whether income tax clearance certificate and the balance sheet for the last two years, are attached?	Yes / No
5	Tender Acceptance letter signed by tenderer with seal.	Yes / No
6	Registration certificate of DGS &D (If applicable) provided or not.	Yes / No
7	Annual turnover support documents attached or not.	Yes / No
8	Whether the firm is blacklisted by any Govt. Organization, if yes, firm will be rejected for bidding to College tender.	Yes/No

Declaration

I hereby certify that the information furnished above are full and correct to the best of our knowledge. We understand that in case found any deviation in the above statement at any state, the company will be black-listed and will not have any deal with the college in future.

Signature & full address of the Tenderer