

# COOCH BEHAR ZILLA PARISHAD

## COOCH BEHAR

KALIKA DAS ROAD, P.O. & DIST. COOCH BEHAR, PIN: 736101.

**NOTICE INVITING ONLINE TENDER (E-TENDER) NO.WBZP/28/DE-ET/COB/2018-19, DATE : 30/11/2018**

**Name of Scheme - SUPPLY OF LASER JET PRINTER (1 NO.)**


### **SCHEDULE OF IMPORTANT DATES OF BIDS**


<b><u>PARTICULAR</u></b>	<b><u>DATE &amp; TIME</u></b>
1. Date of Publication of NIT	<b><u>30.11.2018 at 6 pm</u></b>
2. Document download start date & time	<b><u>30.11.2018 from 6 pm</u></b>
3. Document download end date & time	<b><u>07.12.2018 up-to 6 pm</u></b>
4. Pre-bid meeting in the Conference room of Cooch Behar Zilla Parishad	<b><u>03.12.2018 at 12 noon</u></b>
5. Bid submission start date & time	<b><u>30.11.2018 at 6 pm</u></b>
6. Last date & time of online submission of Technical Bid and Financial Bid	<b><u>07.12.2018 at 6 pm</u></b>
7. Date & Time of opening of Technical Bid at Cooch Behar Zilla Parishad	<b><u>10.12.2018 at 2 pm</u></b>
8. Date & Time of opening of Financial Bid at Cooch Behar Zilla Parishad	<b><u>Date and time will be notified later through online.</u></b>
9. Validity of bid	<b><u>90 days</u></b>
10. Completion Period of the work	<b><u>15 days</u></b>
11. Free Maintenance Period	<b><u>1 (one) year</u></b>

**Name of Scheme- SUPPLY OF LASER JET PRINTER (1 NO.)**

For and on behalf of the Executive Officer, Cooch Behar Zilla Parishad, the Addl. Executive Officer, Cooch Behar Zilla Parishad invites e-tender of rates for supply of Laser Jet Printer ( 1 No.) by two cover system (e-procurement) from resourceful & bonafide Manufacturer/ Authorized Dealer/Distributor certificate as mentioned in ANNEXURE-I to NIT NO. **WBZP/28/DE-ET/COB/2018-19**. The pre-qualification documents are to be uploaded in two separates folders. One of the folders shall contain Technical documents along with scanned copy of challan for earnest money (EMD). Financial Bids are to be uploaded in another folder. The details are given below:

**ANNEXURE-I to NIT NO.:WBZP/28/DE-ET/COB/2018-19:**

1. Name of work	:	<b>Name of Scheme- <u>SUPPLY OF LASER JET PRINTER (1 NO.)</u></b>		
2. Location of Work	:	Dist : Cooch Behar Zilla Parishad		
3. Specification :		Sl. No.	Category	Required Specification
		1.	Operating System	Windows 8, Windows 10 (64 bit), (32 bit)
		2.	Print Cartridge Color	Black
		3.	Print Speed	Minimum 12 pages per minute
		4.	Print Resolution	600 X 600 DPI
		5.	Duty Cycle	2000 single sided pages per month
4. Scope of Work	:	<ul style="list-style-type: none"> <li>• Works as per the specification</li> </ul>		
5. Completion Period	:	<b><u>15 days</u></b>		
6. Security Deposit against work	:	The Security Deposit money of successful bidders will be refunded after supply of the Good quality Laser Jet Printer.		
7. Bid Inviting Authority	:	Addl. Executive Officer, Cooch Behar Zilla Parishad.		
8. Eligibility Criteria for "Pre Qualification"	:	<p><b><u>CREDENTIAL:</u></b></p> <p><b><u>Similar Nature of Work: Similar type of Supply work.</u></b></p> <p><i>N.B.: Nature of work, Estimated amount, Date of Completion of project and detail communicational address of client must be indicated in the credential certificate.</i></p> <p><b>1. Statutory Documents:</b></p> <ol style="list-style-type: none"> <li>Work order and Credential Certificate of any Govt. Supply work.</li> <li>Filled up Form-I</li> <li>Filled up Form-II</li> <li>Latest Income Tax return</li> <li>15 digit GST number &amp; up to date return</li> <li>Balance Sheet of last Financial year</li> <li>Pan Card</li> <li>Trade license.;</li> </ol> 		

<p>9. Earnest Money Deposit :</p>	<p><b><u>Fixed Rs. 1,000.00 (Rupees one thousand) only</u></b>  Soft Copy of the EMD submitted (scanned PDF file) through ICICI Bank or ICICI NEFT/RTGS have to be submitted. It is compulsory on the part of the Bidders to pay EMD through online mode of the payment only. The L1 bidder shall submit the hard copy of the documents to the tender inviting authority with the acceptance letter of the LOI (Letter of intent). Failure to submit the hard copy with acceptance letter within the time period prescribed for the purpose may be constructed as an attempt to disturb the tendering process and dealt with accordingly legally including blacklist of the bidder. EMD should be deposited only at any ICICI Bank, vide order no. 3975-F(Y) dt. 28.07.2016 of Finance Dept., Govt. of W.B.</p> <p>The earnest money of unsuccessful Bidder if submitted shall be returned back not later than 30 days from the bid validity period without interest.</p>
<p>10. Bid document Requisition :</p>	<p>Bid Document is available in the e-Tendering portal of Govt. of West Bengal, <a href="https://etender.wb.nic.in">https://etender.wb.nic.in</a>. Bidders who have registered with <b>National Informatics Centre (NIC)</b> can participate in the tender. Interested bidders shall register with NIC in advance. Document requisition shall be done as per instruction given in the Information to Bidders (ITB).</p>
<p>11. Technical Bid Evaluation :</p>	<p>The technical bid will be evaluated by the Tender evaluation committee, Cooch Behar Zilla Parishad. Bidders shall produce hard copies of the requisite documents during evaluation for the technical bid. Originals shall be shown for verification.</p>
<p>12. Date and time of opening of Financial Bid submitted on line of only the technically qualified bidders :</p>	<p><b><u>To be notified later through online.</u></b></p>
<p>13. Financial Bid :</p>	<p>Rate shall be quoted in <b>per unit basis</b> against the tender value</p>
<p>14. Validity of Bid :</p>	<p>90 days</p>
<p>15. E-Tender registration and bidding :</p>	<p><b><u>ONLINE BIDS:</u></b></p> <p>The bidders interested to submit the bid Online shall get registered and get a digital signature as per the procedure described below:</p> <ul style="list-style-type: none"> <li>• Agencies/Bidders who are interested in participating A.E.O.'s e-tenders are requested to contact the representatives of <b>NIC</b> for registration, computer setting and clarification on e-tendering.</li> <li>• Online Tenders can be submitted by logging in the e-Tendering portal of Govt. of West Bengal <i>i.e.</i> <a href="https://etender.wb.nic.in">https://etender.wb.nic.in</a>.</li> </ul> 

	<p><b><u>ONLINE BID SUBMISSION:</u></b></p> <p>The Bidders are required to submit the Technical and Financial Bid documents ONLINE i.e. uploading of the documents complete in all respect by following the Online Bid submission procedure.</p>
<p>16. Important Instructions :</p>	<ul style="list-style-type: none"> <li>• Names of the technically qualified bidders as per the bid criteria after verification with original &amp; evaluation will be displayed in the e-portal, this office notice board and official website.</li> <li>• The financial bid documents of the technically qualified bidders will only be opened.</li> <li>• List of Financial comparison chart of bidders will be published on the next day after opening. Addl. Executive Officer, Cooch Behar Zilla Parishad reserves the right to reject or cancel any or all pre-qualification documents and bid document without assigning any reasons whatsoever.</li> </ul>

*dm*  
30/11/18

**Addl. Executive Officer  
Cooch Behar Zilla Parishad  
Cooch Behar**

## INFORMATION TO THE BIDDERS (ITB)

### **1. Download of Tender**

Tender to be downloaded only from the e-Tendering portal of Govt. of West Bengal i.e. <https://etender.wb.nic.in>.

The tender will be submitted in two bid system i.e. **Technical bid & Financial bid** only through online.

### **2. Online Bid submission procedure**

- i) **Registration of Contractor:** Agencies/Bidders who are interested in participating A.E.O e-tenders will have to get enrolled & registered with the Government e-Procurement system, through logging on to <https://etender.wb.nic.in>.
- ii) **Digital Signature certificate (DSC):** Each contractor is required to obtain a class-II or Class-III Digital Signature Certificate (DSC) having Signing and Encryption certificate for submission of tenders, from the approved service provider of the National Information's Centre (NIC) on payment of requisite amount or any service provide as may be allowed by the Finance Department, Govt. of West Bengal.
- iii) **Tender Download:** The contractor can search & download NIT & Tender Documents electronically from computer once he logs in to the e-Tendering portal <https://etender.wb.nic.in> using the Digital Signature Certificate. This is the only mode of collection of Tender Documents.
- iv) **Submission of Tenders:** General process of submission, Tenders are to be submitted through online to the stipulated website in two folders at a time for each work, one in Technical Bid & the other is Financial Bid 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).
- v) **Submission of Earnest Money Deposit:** The earnest money deposit has to be made and submitted following the clauses as mentioned in Sl. No. 10 of the tender notice (Ref: 3.1.3 of this ITB)

#### **A. Technical Bid:**

The Technical proposal should contain scanned copies of the following (**all in PDF file**) in **2 (two)** covers (folders),

#### **Cover 1 >Statutory Cover file Containing (Mandatory Documents)**

Relevant documents must be uploaded online for participating in this tender. If the relevant documents are not submitted online within the stipulated date & time, then bid of the applicant shall summarily be rejected and the bid offer shall not be opened. The Details of Mandatory Documents are given below:

1. NIT (Properly upload the same Digitally Signed).
2. Scanned Copy of NEFT/RTGS towards Earnest Money Deposit (EMD) receipt as prescribed in the NIT
3. Duly Filled in **FORM-I** (Declaration for Turn-Over)
4. Duly Filled in **FORM-II** (Declaration for specification offered by Bidder)
5. 15 digit GST number & up to date return
6. Balance sheet of last financial year
7. Pan Card (Xerox Copy)
8. Trade License
9. Work Order and Credential Certificate of any Govt. supply work

#### **Non- Statutory Cover (Mandatory Documents)**

**Note:** *Failure of submission of any of the above mentioned documents (as applicable) i.e. statutory and non-statutory documents will render the tender liable to be rejected. The tender will be summarily rejected if any of these documents are not submitted online. Bidders shall produce original hard copies of the requisite documents during evaluation for the technical bid.*

## **B. Financial Bid:**

### **Cover 2.**

The financial proposal should contain the following documents in **one cover** (folder):  
The contractor shall quote the rate (**Offering Item rate per unit basis**) online through Computer only in the space marked for quoting rate in the Bill of Quantities (**BOQ**). Only downloaded copies of the above documents **digitally signed** by the contractor are to be uploaded (**Excel file**).

### **2.1.1 Receiving of Earnest Money Deposit (EMD)**

Soft Copy of the EMD submitted (scanned PDF file) through ICICI Bank or ICICI NEFT/RTGS have to be submitted. It is compulsory on the part of the Bidders to pay EMD through online mode of the payment only. The L1 bidder shall submit the hard copy of the documents to the tender inviting authority with the acceptance letter of the LOI (Letter of intent). Failure to submit the hard copy with acceptance letter within the time period prescribed for the purpose may be constructed as an attempt to disturb the tendering process and dealt with accordingly legally including blacklist of the bidder. EMD should be deposited only at any ICICI Bank, vide order no. 3975-F(Y) dt. 28.07.2016 of Finance Dept., Govt. of W.B.

The earnest money of unsuccessful Bidder if submitted shall be returned back within not later than 30 days from the bid validity period without interest.

**2.1.1.1** The Completion Certificate should be pertaining to the work specified in the NIT. The completion certificate should not be misleading the authority. If the completion certificate has mention on multiple nature of works executed by the agency in a single tender including the work specified in this NIT, then the value of the work as specified in this NIT will only be taken into account for evaluating the eligibility of the bidder. The decision of the authority in this respect is final and binding.

**2.1.2** If the applicant is an authorized signatory he should submit document of authorization (Power of Attorney) in his favour along with the application. In case of Partnership firm, copies of the partnership deed are to be submitted along with the tender document.

### **2.1.3 Penalty for suppression / distortion of facts:**

If any tenderer fails to produce the original hard copies of the documents (especially Completion Certificates, audited balance sheets or any document which is vital for his eligibility), or any other documents within the specified time frame stated above or if any deviation is detected in the hard copies from the uploaded soft copies or if there is any suppression of fact during any time of the tendering process or even after the issuance of work order, the tenderer will be suspended from participating in the tenders on e-Tender platform for a minimum period of 2 (two) years.

## **2.2 FINANCIAL BID:**

1. Single rate (**Item rate per unit basis**) shall be quoted in the specified space of the BOQ given under financial bid.
2. The rate quoted by tenderer shall be inclusive of all elements of taxes and duties, demands, etc. The tenderer shall include income tax, sales tax, service tax, cess etc. as applicable, octroi if any, toll, ferry charges, local charges, royalties, turn over tax and all other charges as applicable while quoting the rate.
3. All other charges like insurance charges, freight etc as would be required for completion of the work shall also be included in the rate quoted. No claim what so ever in this account shall be entertained.

## **2.3 Taxes & duties to be borne by the Contractor:**

It may again be reiterated that Income Tax, GST, Sales Tax, Royalty, other statutory levy / cess etc. will have to be borne by the contractor while executing the work.



### **2.3.1 Conditional and incomplete tender :**

Conditional and incomplete tenders shall be summarily rejected.

#### **3. Acceptance of Tender:**

Lowest valid rate may be accepted, however, the undersigned does not bind him to do so and reserves the right to reject any or all the tenders, without assigning any reason and also reserve the right to split the work amongst more than one Tenderer if required.

#### **4. Return of Earnest Money of the unsuccessful tenderer(s):**

The earnest money of unsuccessful Bidder if submitted shall be returned not later than 30 days from the bid validity period without interest.

#### **5. The payment of RA as well as final bill for any work will be made according to the availability of fund and no financial claim in case of any delay in payment will be entertained.**

No bidder can hamper the progress of work by stating non-payment of bills or non-receipts of payment. The financial capabilities of the bidder are evaluated through his annual turnover and no bidder can cite the non-payment as a reason for delayed completion or slow progress of work. Authority may impose penalty for delay in completion of work.

#### **7. Withdrawal of tender:**

A tender once submitted shall not be withdrawn within a period of 90 days from the last day of the opening of the financial bid of the tender. If a tenderer withdraws his tender within this period without any valid reason, the EMD shall be forfeited.

#### **8.1 Payment:**

- No advance will be paid to the supplier. Quality of the items will be justified by the competent Authority.
- Progressive payment will be paid in running account bill subject to good performance. Payment may be withheld / not made on average or poor quality of job. If the agency gets average or poor grading of work quality, he may be debarred for one year from the tender of Addl. Executive Officer, Cooch Behar Zilla Parishad. Payment shall be made only after receiving signed bills and certificate of stock position given by the concerned. E-payment will be made for which contractors shall provide their Bank account detail along with IFSC code.

#### **8.2 Cost Escalation: No escalation of cost is permissible at any time after the issuance of work order. Agency shall be barred from approaching the authority to claim escalation cost for reasons whatsoever.**

#### **8.3 Defect liability Period: starts from the date of completion of the work and release of Security Money (10% of the contract value) will be done as per the satisfactory supply certificate.**

#### **8.4 Addl. Executive Officer, Cooch Behar Zilla Parishad reserves the right not to allow the agency to participate in future tenders under the following circumstances.**

- i) Delay in completion of job.
- ii) Poor performance in terms of quality of materials and workmanship.

#### **8.5 Termination of Contract/ Supply/Work Order:**

The authority may terminate the contract/work order due to the following reasons.

- i) Poor Progress of work.
- ii) Poor Quality of work.
- iii) Adoption of any unfair means during execution of work.
- iv) Violation/Non-compliance of any instructions of the authority.

For termination of the contract/work, the authority will issue a 7 days' notice to the agency/contract to make up the discrepancy/shortfall of the work as instructed by the authority, failing which the contract/work order will be terminated with forfeiture of E.M.D., S.D., Performance Security etc.

**8.6 Discretion of the authority inviting tender:** The tender inviting authority reserves the right to accept or to reject any or all applications/tenders without assigning any reason whatsoever. On matters of dispute authority decision shall be final and binding. The quantity of work indicated in BOQ is provisional and should not be taken as firm. The extent to which the work would be actually executed will depend on the final decision of the Addl. Executive Officer, Cooch Behar Zilla Parishad. He however reserves the right to reduce the quantity even substantially without assigning any reason thereof and take up the same otherwise for which no compensation is payable under any circumstances.

*dm*  
*30/11/18*

**Addl. Executive Officer  
Cooch Behar Zilla Parishad  
Cooch Behar**



## FORM - I

### STATEMENT ON ANNUAL TURNOVER FROM CONTRACTUAL BUSINESS

This is to certify that the following statement is the summary of the audited Balance sheet arrived from contractual business in favour of \_\_\_\_\_ for the last specified year.

<b>Sl. No.</b>	<b>Financial Year</b>	<b>Turnover (rounded of)</b>	<b>Remarks</b>
1	2017-2018		
<b>Total:</b>			
<b>Average Turnover:</b>			

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*(Signature of the Bidder)*

## FORM - II

### Technical Specification offer by Bidder:

Sl. No.	Category	Specification offered by Bidder
1.	Manufacturer/ Company	
2.	Model No.	
3.	Print Cartridges Colour	
4.	Print Speed	
5.	Print Resolution	
6.	Duty Cycle	