



Telephone: (03213) 225128, 225133
Fax : (03213) 225128

web site: polbamahavidyalaya.com
e-mail: officepolbamahavidyalaya@gmail.com

POLBA MAHAVIDYALAYA

Post Office - Polba, District – Hooghly, West Bengal, Pin - 712148

AFFILIATED TO THE UNIVERSITY OF BURDWAN
Recognized under Sections 2(f) & 12(B) of the UGC Act. 1956
NAAC Accredited with "B" Grade

Ref. No. PM/182(2023-2024)

Date:08-12-2023

NOTICE INVITING TENDER

A. PREFACE:

Notice inviting competitive E-Tender in the prescribed format are hereby invited from experienced and Reputed sellers for the purchase of following items as briefed in 'Table' below:

It. No.	Description of the item	Amount put to tender (in Rs.)	Earnest Money (in Rs.)	Time allowed for delivery (in days)	Remarks
1	2	3	4	5	6
1.	Supply and delivery of 1 (one) No. Apple MacBook Air Laptop (2022 Apple MacBook Air Laptop with M2 chip: 34.46 cm (13.6-inch) Liquid Retina Display, 8GB RAM, 512GB SSD Storage, Backlit Keyboard, 1080p Face Time HD Camera. Works with iPhone/iPad; Space Grey) and 1 (one) No. HP Printer (416 INK TANK).	1,50,000	3000	10 days	

B. SCHEDULE

NOTE: Prescribed Formats for submission of E-Tender (on-line) and the Specified Schedule will be available at "e-procurement" link under <http://wbtenders.gov.in> Website and the filled-in tender forms may be submitted on-line through the aforesaid e-portal with Earnest Money as prescribed in Column No.- 4. The amount should be deposited directly in the Account of "POLBA MAHAVIDYALAYA" in the form of BANK DRAFT as per the bank details provided below:

Account Name: POLBA MAHAVIDYALAYA

A/C No.: 07380100004473

Bank and branch name: UNITED COMMERCIAL BANK LTD. UCO BANK, POLBA BRANCH, DIST. HOOGHLY, PIN: 712148

IFSC code: UCBA0000738

Here, bidder must upload the scanned copy of Bank Draft/NEFT/RTGS receipt mentioned with Name of The Bidder and Sl. No. of NIT Table during the tender submission.

The Office of the Polba Mahavidyalaya does not take any responsibility for the delay caused due to non-availability of Internet connection or traffic jam etc. The Bid submitted by post/telex/telegrams/fax/e-mail will not be considered.



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Sl. No.	Particulars	Date & time
1	Date of uploading NIT Documents (online)	08-12-2023 at 6.00 P.M.
2.	Date of Publishing NIT Documents (online)	09-12-2023 at 6.00 P.M.
3.	Document Download and Bid submission start date (online)	15-12-2023 at 10.00 A.M.
4.	Document Download and Bid submission Closing date (online)	30-12-2023 at 3.00 P.M.
5.	Bid Opening date for Technical Proposal (Online)	03-01-2024 at 3.00 P.M.
6.	Date of uploading technically qualified bidders (online)	To be notified in due course
7.	Date of Opening Financial Bids (Online)	To be notified in due course

Tender Validity Days from the date of Dropping: 180 days

C. WHO CAN PARTICIPATE:

i) Intending tenderers should produce credentials of a similar deliveries to educational institutes of the minimum value of 40% of the estimated amount put to tender during 5 (five) years prior to the date of issue of this tender notice; or,

ii) Intending tenderers should produce credentials of 2(two) similar deliveries to educational institutes, each of minimum value of 30% of the estimated amount put to tender during S(five) years prior to the date of issue of this tender notice.

D. INSTRUCTION TO THE INTENDING TENDERERS:

1. Please Quote your Rate (Less/A\ Per/Above)) at appropriate places in the prescribed format.
2. Please enclose copies of Credentials as per Para C.
3. Please submit details of previous deliveries in educational institutes in the same name during last (five) years. The information should be as per the following Proforma.

Sl. No.	Name of the item	Price of the item delivered	Date of delivery	Reason for any delay
1	2	3	4	5

4. The Office of the Polba Mahavidyalaya does not take any responsibility for the delay caused due to non-availability of Internet connection or traffic jam etc.
5. Tender will be of two separate parts. Part-I will be for "Technical Bid" containing mainly pre-qualification documents and Part-II "Financial Bid".
6. Part-I "Technical Bid" of the bid will contain the following documents and should be.
 - i) Authorized address and contact details of the bidder having the following information:-
Address of communication:-
Telephone No(s) Office:-
Mobile No.:- Facsimile (FAX) No.:-.....
Electronic Mail Identification (E-Mail ID) -.....
 - ii) Scanned copies of credentials as per para C.
 - iii) Schedule of Quantities (S.O.Q.) and standard bidding Documents (S.B.D.)
 - iv) Other relevant documents in support of Technical and financial Bid.
 - v) Declaration and list of equipment with scan copy of challan.



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7. Part-II "Financial Bid" will contain the following documents and should be
 - i) Properly filled up Bill of quantity (B.O.Q.) as a space provided in the format.
8. Each Part shall be separately submitted.

E. OPENING AND RECEIVING OF TENDER.

1. The Tenders, show received on dated as prescribed on Para 8.3. " Technical Bid" will be opened at 11.00 a.m. in this office in presence of the available intending tenders or at any other date as the authority deem fit and opening date of 'Financial Bid' will be informed.
Only "Financial Bid" of the participant tenders will be opened if the "Technical Bid" opened first is qualified. Otherwise, the financial bid shall be considered as in formal.
In case, the date of Opening of Tender happens to be a holiday, or for any unforeseen reason the tender cannot be opened as the case may be the Tenders shall be opened on the next working day at the same hour of the day and at the same venue.

The financial bid document of the technically qualified bidders will be opened for evaluation and other bid documents will be unopened. No Individual intimation will be given separately. Name of the qualified bidders will be displayed in the office notice board.

The College authority reserves the right to reject or cancel any or all prequalification documents and bid document without assigning any reason whatsoever.

F. TERMS AND CONDITIONS.

1. The Bidder, at his own cost, responsibility and risk is encouraged to visit, examine and familiarize himself with POLBA MAHAVIDYALAYA, and obtain all information that may be necessary for preparing the Bid and entering into a contact for construction of the Works. The cost of visiting the Site shall be at the Bidder's own expense.
2. Intending Tenderers may obtain detailed information about General & detailed technical information. specification, other conditions, procedure guidelines etc. and other Terms & Conditions related with the work(s) but not incorporated in this Tender, in any, from the College on all working days during office hours and also available at "e-procurement" link under <https://wbtenders.gov.in> Website.
3. While submitting rate, the intending tenderer should keep in account that the rate so quoted should be inclusive of all taxes. Cess, levy, royally and all other incidental charges related with the material and labour, plants and machineries. any other charges payable to other statutory bodies etc. whether it is Inclusive In the price schedule or not. No extra payment over the schedule items will be allowed.
4. Due to any reason, any tender being uploaded after the Specified date and lime will not be considered as valid and will automatically be rejected as mentioned on Para-B.
5. No Mobilization Advance and Advance against purchase of equipment will be paid for the work.
6. No Price/Cost escalation over the rate specified in the price schedule will be allowed.
7. The College Authority reserves the right to accept or reject any or all the Tenders without assigning any reason. The said authority will not be bound to accept the lowest tender.
8. Payment will made by the respective Head of Account.
9. No arbitration will be entertained.



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10. Abbreviation of POLBA MAHAVIOYALAYA terms as POLBA MAHAVIDYALAYA.

Sd/-

Teacher-in-charge

Polba Mahavidyalaya