



NEW ALIPORE COLLEGE
L BLOCK, NEW ALIPORE, KOLKATA-700053
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SECTION-I

NOTICE INVITING TENDER (NIT), Dt. 01/02/2024

Vide Notice Inviting E-Tender No. **NAC/RUSA/TN/24/3**, NEW ALIPORE COLLEGE, L Block, New Alipore, Kolkata invites e-tender for the work detailed in the table below for submission of online bid.

SL	Work Description	Quantity of Products	Earnest Money (Rs.)	Completion period	Name of the Concerned Officer
01	Language Laboratory Software	11 Users	2,000.00 (Remaining EMD Amount to be adjusted before issuing the Work Order as per 2% of Quoted Rate)	7 Days from Issuing the Work Order	Principal, New Alipore College

1) Both Technical Bid and Financial Bid are to be submitted concurrently duly digitally signed in the website <http://wbtenders.gov.in>

2) Tender documents may be downloaded from website and submission of Technical Bid and Financial Bid have to be submitted as per Date and Time Schedule.

3) The FINANCIAL OFFER of the prospective tenderer will be considered only if the TECHNICAL BID of the tenderer is found qualified by the **RUSA Project Monitoring Unit, New Alipore College**. The decision of the 'RUSA Project Monitoring Unit, New Alipore College' will be final and absolute in this respect.

SECTION-II

TECHNICAL SPECIFICATION

SL NO	SPECIFICATIONS	Qty
01	<p><u>Language Laboratory Software</u></p> <p style="padding-left: 40px;">i. 1200 Language Learning Software (with basic English content), Qty: 11, Developed by: Any reputed Brand</p> <p style="padding-left: 40px;">ii. Pronounce software, Developed by: Any reputed Brand , Qty: 11</p> <p style="padding-left: 40px;">iii. Head Phone (Make: Any reputed Brand), Qty. 11</p> <p style="padding-left: 40px;">iv. Sky Pronounce Software, Qty. 01</p> <p style="padding-left: 40px;">v. Active Listening in Learning, Qty. 01</p> <p style="padding-left: 40px;">vi. Read up Speed Up, Qty. 01</p> <p><u>Facilities & Specifications:</u></p> <ul style="list-style-type: none"> • The LAN Based Digital Language Lab Control/communication Systems/Module supporting of minimum one teacher station and Thirty student stations.The learning system includes all the features and functions that are essential for effective and enjoyable teaching and learning, such as pre-set language learning activities, audio examples screen transfer features, audio and text communication tools, web browsing and program launch capabilities, file functions, classroom management and control features. • Interactive multimedia learning environment with native speakers in a natural context. • The students can be divided into minimum five different sessions. The sessions can be controlled separately and can simultaneously perform different activities. • The system should furnish the teacher to control the solid class with different controlling tools like lock students' screen, lock students' keyboard and mouse, take remote control of the student information processing system, shut down student computer. • The teacher should be able to send the instructor's screen, audio, video and text based content on student's consoles for teacher presentations or broadcast any student's screen to other students. • Teachers and students should be able to interact (speaking /listening/text) using headset with built-in microphone. Either for a single student or a group of student or whole class. • The system should have a media library area, which will enable a teacher to create and upload audio, video and texts based content and integrate into customized study modules. These modules can be created separately for different languages. The software system should enable a multi teacher access facility on these modules for sharing, and collaborating content resources remotely across the campus. <ul style="list-style-type: none"> • The teacher should be able to create session modules for students to access a content management library on the media activity dashboard for self-study even when the teacher is not present in class. • The System should facilitate teacher to create different group and perform group discussion or pair discussion at the same time for different group and record their discussion. 	11 Users

SL NO	SPECIFICATIONS	Qty
	<p>Examination: The System should provide Examination tool that simplifies the creation and administering of tests. The Examination tool includes a 6-step “wizard” application that assists and guides teachers in the creation of tests. Examination tool should allow teachers to easily create test questions and to edit any existing tests. The Examination Wizard allows instructors to design any type of questions to test a particular skill or student ability. Teachers may even set the time and outline instructions for tests before administering them, as well as preview entire exams. It should also allow teachers to create randomize question appearing in different students from same question paper.</p> <p>Listening Comprehension – The system should allow the students to listen from any source like- teacher, other student, teacher PC, Tutor Player and Text to Speech and any audio or video file.</p> <p>Text To Speech - the System should take text as input and create audio from that text.</p> <p>ReadingThe System should be able to perform reading aloud activity for more than one student or for the whole class at the same time without disturbing the others and record their reading. And where the teacher can listen their reading student wise.</p> <p>Pronunciation Tool:-The System Should provide Individual solution for improving oral skills in a foreign language. Should allow you to easily transform text material into spoken audio for pronunciation and speech practice. Should guides students to improve their pronunciation through instant feedback and visual indication of what sounds and words to improve on. Select the voice that will read the model sentences. Adjust the playback speed of model audio. Lower speed may be used to facilitate understanding. Adjust how long your own recording time will be in comparison with the model sentence. Whilst recording, the system is analyzing your speech. Once the recording is complete, system should automatically score your performance. Color indications should guide student on the performance. It should also Generate report for each with their recording.</p> <p>Model Imitation – Students listen to and repeat after a model track to practice the stress, rhythm and intonation of a foreign language, while their voices are recorded onto the student track. Students can either use sources with ready-made pauses in them or manually pause the audio source during the activity.</p> <p>Group Discussion: The System should allow teachers to make groups among students and perform group discussion activity and after discussion, it should also record the students' discussion , there should not be any limitation of number students in one group or number of groups created.</p> <p>Roundtable discussion – the System should allow teachers to set up small student groups with a designated chairman, who leads the discussion and assigns turns during the discussion by passing a microphone around the group. The activity allows teachers to set up a meeting environment to help advanced language learners strengthen their oral presentation skills. Chairmen and participants for the groups can be defined either manually or with automatic options. Student applications can display a list of discussion participants and chairman and students can request the microphone by clicking a request button. Teacher can listen in on each group and participate in the discussion when needed.</p>	

SL NO	SPECIFICATIONS	Qty
	<p>Telephone Simulation Activity Software should provide telephone simulation activity where teacher can create background noise to make it real</p> <p>Writing Skills Software in Teacher PC for one year subscription:Software should make advanced, context-aware products and services for personal, social, business and academic writing communication. These products and services provide a better and faster writing experience, enabling the quick composition of high-quality English text</p> <ul style="list-style-type: none"> • Proofreader – Corrects spelling, grammar and punctuation. • Rephrase – Enrich your text with advanced paraphrasing. • Translation – Translate between languages. • Definitions – Speedy access to contextual definitions as you type. • Text to Speech – Listen to your text read back to you. • Synonyms – Quickly find synonyms to enhance your text. • Personal Dictionary – Personalize by adding words, names and slang. • Should be available on your desktop, browsers and on Android and iPhone/iPad. • Leverages an advanced, cutting-edge NLP engine • Dynamic corrections as opposed to industry-standard rules/template methodology. • Easily incorporates additional languages (currently English only; can extend). • Context aware corrections- Suggestions and corrections are within the context of the text. Software should identify the correct use of phonetically identical words (their/there/their, whose/who's, it's/its, where/wear/ware). • Better coverage – more capable of finding mistakes within a given text. • Improved precision – much more accurate at suggesting the most accurate correction. • Adds grammar and punctuation to its spelling corrections – only offers this combination. • Software on windows platform Live Corrections and Stand-alone App • Personal Trainer – Learn From Your Own Mistakes Personal analytics of your English usage. Practice on your own mistakes. Learn by Practicing on your own writing mistakes, 1 over 30 different linguistic categories. • Software should Add-on Microsoft Office Should support Proofreader for browser <p>English Content LISTENING A Listening for Information task – here the learner must listen for something specific, e.g. what food items are mentioned by a shopper. A Listen and Respond task – here the learner must take the part of one of the speakers and respond by choosing the most suitable option. Areas covered include meeting people, eating out, and booking tickets. A Listening and Note-taking task - where the listener must fill out forms, take messages and complete timetables etc... A General Listening task – here the learner listens to an interview or to a talk and must first answer gist questions and then specific questions on the text. Each exercise should have three supplementary features: Vocabulary learning – learners can practice the difficult vocabulary from the audio text with a 'Matching the words with its meaning or association' exercise Language extension – Each exercise has a language practice section where a particular aspect is focused on. This could be a grammatical point, a function, alternative usages, or something that isolates and gives practice in a speaking component. A transcript of the audio text. This is available to learners only after they have completed the exercise. Learners can listen again and see the text of the dialogues</p>	

SL NO	SPECIFICATIONS	Qty
	<p>Specific Tools to improve learner reading speeds, text-chunking skills and counter sub-vocalisation.</p> <ul style="list-style-type: none"> • Program, should have a bank of 60 dedicated texts, which can be read in a variety of ways. • Contents and Levels • There are 4 levels : Elementary, Pre-Intermediate, Intermediate, and Post Intermediate with the accompanying tests graded in terms of difficulty. • Features and Functions • a variable speed control • a test feature for each text • Should be suitable for IELTS, FCE, Skills for Life preparation <p>Tense Testing software: Elementary, Intermediate and Advance Interactive Grammar program for English language learning Tool should allow learners to improve their ability in choosing the correct tense in English. All tenses, as well as modal verbs are tested. Should give detailed score. Feedback with correct grammar use. Result tracking and follow up quiz to check learner's comprehension. Large test bank should be present</p> <p>Phonetic Skill enhancement software in Teacher PC: Should Contain following Features and activities:</p> <ol style="list-style-type: none"> 1) International Phonetic Alphabet 2) Similar Sounds 3) Word and Phrasal Stress 4) Stress and Rhythm 5) Rhytham from Rainland <p>Reading ImproveMent Software : Should contain minimum 50 excersise to improve students reading speed and understanding.</p> <p>DEMO : There will be a demo for all the bidder to check the software quoted for bidding satisfy all the specification mensioned in tender.</p> <p>Installation, Testing, Training and Maintenance Support: The vendor must provide installation, testing, train the operator/instructor and provide full one year (12 months) maintenance support after go live the system.</p> <p>Manuals: Vendor will provide both printed and electronic user manual, training module and system user guide in English.</p>	

SECTION-III

GENERAL GUIDANCE FOR E-TENDERING

Instructions/Guidelines for tenders for electronic submission of the tenders online (www.wbtenders.gov.in) have been given below for assisting the contractors to participate in e-Tendering.

1. **Registration of Contractor**

Any contractor/agency/firm willing to take part in the process of e-Tendering will have to be enrolled & registered with the Government e-Procurement system, through logging on to www.wbtenders.gov.in. The contractor is to click on the link for e-Tendering site as given on the web portal.

2. **Digital Signature certificate (DSC)**

Each contractor having a valid Digital Signature Certificate (DSC) for submission of tenders can have the necessary details after log-in to www.wbtenders.gov.in.

Bidders willing to take part in the process of e-Tendering are required to obtain Digital Signature Certificate (DSC) from any authorized Certifying Authority (CA) under CCA, Govt. of India. (Viz. nCode Solution, Safescrypt, e-Mudhra, TCS, MTNL, IDRBT) or as mentioned in e-tendering portal of GOWB <https://wbtenders.gov.in>. DSC is given as a USB e-Token. After obtaining the Class 2/3 Digital Signature Certificate (DSC) from the approved CA they are required to register the Digital Signature Certificates through the registration system available on the website.

3. **Eligibility for Participation**

Reputed supplying companies, Consortiums and Partnership firms having proper valid trade license with GST number and PAN with at least **1 year of work experience** are eligible to participate. *Joint venture firms are not eligible to participate.*

4. **Collection of Tender Documents**

The contractor can search & download NIT & Tender Documents electronically from computer once he logs on to the website given in clause 1 above, directly (www.wbtenders.gov.in) using the Digital Signature Certificate (DSC) provided. This is the only mode of collection of tender documents.

5. **Participation of work**

A prospective bidder shall be allowed to participate in the job either in the capacity of individual or as a partner of a firm. If a prospective bidder is found to have applied severally in a single job in different capacity all his applications will be rejected for that job.

6. **Submission of Tenders**

6.1 **General Process of submission**

Tenders are to be submitted online through the website stated in Clause1. All the documents uploaded by the Tender Inviting Authority form an integral part of the contract. Tenderers are required to upload all the tender documents along with the other documents, as asked for in the tender, through the above website within the stipulated date and time as given in the Tender. Tenders are to be submitted in two folders at a time for each work, one is Technical Proposal and the other is Financial Proposal. The tenderer shall carefully go through the documents and prepare the required documents and upload the scanned documents in Portable Document Format (PDF) to the portal in the designated locations of Technical Bid. The agency/contractors/firms needs to fill up the rates of items/percentage in the BOQ, downloaded for the work, in the designated Cell and upload the same in designated location of Financial Bid. The documents uploaded are virus scanned and digitally signed using the Digital Signature Certificate (DSC). Tenderers should specially take note of all the addendum/corrigendum related to the tender and upload the latest documents as part of the tender.

6.2 **Technical proposal**

The Technical proposal should contain scanned copies and/or declarations in the following standardized formats in covers (folders).

A-1) Technical File (Statutory Cover) Containing: -

- i. Application for Tender - (**Annexure-I**) of NIT.
- ii. Notice Inviting Tender (NIT) – The NIT as published is to be downloaded and then uploaded and digitally signed.
- iii. Earnest Money Deposit (EMD) - Online submission of EMD is mandatory. It is the precondition through which the bidder can take part in e-procurement procedure.

- iv. Pre-Qualification Application as per prescribed format given in **Annexure-II** of NIT.
- v. Detail of experience as per prescribed format given in **Annexure-III** of NIT.
- vi. Letter of acceptance of *terms and conditions* of tender document in the prescribed format as given in **Annexure-IV** of NIT.
- vii. **Declaration as per Annexure “V”** of NIT.
- viii. Scanned copy of credential certificate of 100% completed works of similar nature (to be submitted in “credential” folder).
- ix. Tender Fee: - NIL
- x. Details of the items bided in **Annexure-VI**
- xi. Declaration on company letterhead regarding not ever been blacklisted as in **Annexure VII**
- xii. Document checklist in **Annexure-VIII**

A) My Document (Non-Statutory Cover): -

1. Certificates: -

- a) Income tax certificate/income tax return for the financial year 2020-21/2021-22/2022-23 FY
- b) P/L AND AUDITED BALANCE SHEET 2020-21/2021-22/2022-23 FY
- c) PAN/TAN/TIN of bidding firm.
- d) Details of GST registration and photocopy of registration certificate.
- e) Pre-qualification Application as per prescribed format given in **Annexure-II**.
- f) Letter of acceptance of terms and conditions of tender document in the prescribed format as given in **Annexure-IV**.
- f) Valid Trade License
- g) Manufacturer authorization certificate (if applicable)

2. Company Profile

B) Addenda/Corrigenda: if published

Note: - Contractors are to keep track of all the Addendum/Corrigendum issued with a particular NIT and upload the download copies of the above documents and merge the Addenda/Corrigenda with respective NIT in the NIT folder. Tenders submitted without the Addendum /Corrigendum may be rejected.

6.3 Financial proposal

The rate will be quoted in the B.O.Q. along with the name of the agency in a particular space provided in the B.O.Q. Quoted rate will be encrypted in the B.O.Q. under financial bid. Rate must be quoted strictly as per format in the BOQ and no space as provided in the BOQ shall be left

Signature of the bidder (Office seal)

blank otherwise the bid will be treated as incomplete and unresponsive and hence liable to be rejected.

A-2. Non-statutory cover

Sl No.	Category	Details
1.	Certificates	1. Self-attested copy of PAN/TAN/TIN. 2. Self-attested copy valid Trade License. 3. Self-attested copy of Valid GST Registration certificate. 4. Declaration on the Letter Head regarding not ever been Blacklisted.
2.	Credentials	a. Copy of relevant work orders along with completion certificate in support of the detail experience as furnished in Annexure-III . b. Manufacturer authorization certificate (if applicable)
3.	Financial Information	1. Self-attested copy of Income Tax Return for the financial year 2020-21/2021-22/2022-23 FY. 2 P/L AND AUDITED BALANCE SHEET 2020-21/2021-22/2022-23 FY

Note: -

Failure of submission of any of the above-mentioned documents will render the tender liable to be summarily rejected. All the forms as mentioned in the statutory cover are required to be furnished exactly in the prescribed format.

7. **Earnest Money Deposit(EMD): -**

Online submission of EMD is mandatory

1. **Payment through ICICI Bank Payment Gateway: -**

- i. On selection of net banking as the payment mode, the bidder will be directed to ICICI Bank Payment Gateway webpage (along with a string containing a Unique ID) where he will select the Bank through which he wants to do the transaction.
- ii. Bidder will make the payment after entering his Unique ID and password of the Bank to process the transaction.
- iii. Bidders will receive a confirmation message regarding success/failure of the transaction.
- iv. If the transaction is successful, the amount paid by the bidder will get credited in the respective pooling account of the State Government /PSU/Autonomous Body/Local Body/ PRIs, etc. Maintained with the Focal Point Branch of ICICI Bank at R. N. Mukherjee Road, Kolkata for collection of EMD/Tender Fees.
- v. If the transaction is a failure, the bidder will again try for payment by going back to the first step.

2. **Payment through RTGS/NEFT: -**

- i. On selection of RTGS/NEFT as the payment mode, the e-procurement portal will show a pre-filled challan having the details to process RTGS/NEFT transaction.

Signature of the bidder (Office seal)

- ii. The bidder will print the challan and use the pre-filled information to make RTGS/NEFT payment using his bank account.
 - iii. Once payment is made, the bidder will come back to the e-procurement portal after expiry of a reasonable time to enable the NEFT/RTGS process to complete, in order to verify the payment made and continue the bidding process.
 - iv. If verification is successful, the fund will get credited to the respective Pooling account of the State Government /PSU/ Autonomous Body/Local Body/PRI, etc. maintained with the Focal Point Branch of ICICI Bank at R N Mukherjee Road, Kolkata for collection of EMD/Tender Fees.
 - v. Hereafter, the bidder will go to e-procurement portal for submission of his bid.
 - vi. But if the payment verification is unsuccessful, the amount will be returned to the bidder's account.
3. **Refund of Earnest Money Deposit (EMD) of all unsuccessful bidder(s): -**

**Details guidelines of the same have been obtained from the Finance Department
G.O. No. 3975-F(Y), Dated 28th July, 2016.**

Refund / Settlement Process: -

- i. After opening of the bids and technical evaluation of the same by the tender inviting authority through electronic processing in the e-procurement portal of the State Government, the tender inviting authority will declare the status of the bids as successful or unsuccessful which will be made available, along with the details of the unsuccessful bidders, to ICICI Bank by the e-procurement portal through web services.
- ii. On receipt of the information from the e-procurement portal, the Bank will refund, through an automated process, the EMD of the bidders disqualified at the technical evaluation to the respective bidders bank account from which they made the payment transaction. Such refund will take place within T+2 Bank Working Days where T will mean the date on which information on rejection of bid is uploaded to the e-procurement portal by the tender inviting authority.
- iii. Once the financial bid evaluation is electronically processed in the e-procurement portal, EMD of the technically qualified bidders other than that of the L1 and L2 bidders will be refunded, through an automated process, to the respective bidders' bank account from which they made the payment transaction. Such refund will take place within T+2 Bank Working Days where T will mean the date on which information on rejection of a financial bid is uploaded to the e-procurement portal by the tender inviting authority. However, the L2 bidder should not be rejected till the LOI process is successful.
- iv. If the bidder accepts the LOI and the same is processed electronically in the e-procurement portal EMD of the L2 bidder will be refunded through an automated process, to his bank account from which he made the payment transaction. Such refund will take place within T+2 Bank Working Days where T will mean the date on which information on Award of Contract (AOC) to the L1 bidder is uploaded to the e-procurement portal by the tender inviting authority.
- v. As soon as the L1 bidder is awarded the contract (AOC) and the same is processed electronically in the e-procurement portal: -

Signature of the bidder (Office seal)

- i. EMD of the L1 bidder for tenders of State Government offices will automatically get transferred from the pooling account to the State Government deposit head “~~8443—00—103—001—07~~” through GRIPS along with the bank particulars of the L1 bidder.
- ii. EMD of the L1 bidder for tenders of the State PSUs/ Autonomous Bodies/Local Bodies/PRIs etc. will automatically get transferred from the polling account to their respective linked bank account along with the bank particulars of the L1 bidders.

In both the above cases, such transfer will take place within T+2 Bank Working Days where T will mean the date on which the Award of Contract (AOC) is issued.

- vi. The Bank will share the details of the GRN No. Generated on successful entry in GRIPS with the e-procurement portal for updation.
- vii. Once the EMD of the L1 bidder is transferred in the manner mentioned above, Tender fees, if any, deposited by the bidders will be transferred electronically from the polling account to the Government revenue receipt head “~~0070—60—800—013—27~~”-through GRIPS for Government tenders and to the respective linked bank accounts for State PSU/Autonomous Body/ Local Body/ PRIs, etc. tenders.
- viii. All refunds will be made mandatorily to the Bank A/c from which the payment of EMD & Tender Fees (if any) were initiated.

4. **Accounting and Monitoring Process:**

- i. The ICICI Internet Banking will communicate to the State Government e-Procurement portal all details of transactions on a daily basis.
- ii. The Tender Inviting Authority of the Government Offices/PSUs/ Autonomous Bodies/Local Bodies/PRIs, etc will be using their respective e-procurement User ID and Password to view the EMD and Tender Fees deposited by the bidders in the pooling accounts.
- iii. The nodal officer of the Finance Department, Government of West Bengal will be able to view the Department-wise EMD and Tender Fees deposited by the bidders to the pooling accounts and fund transferred downstream at various stages of the tender process to the Government accounts and bidders' accounts, as applicable by using user access as provided by NIC.
- iv. The details of NIC E-Procurement Help Desk and contact numbers of ICICI Bank.
 - Mr. ATANU BHUNIYA, wbehelpdesk@gmail.com [033-22236236]
 - Mr. Habibulla Rahaman, habibnic@gmail.com [9874961136]
 - ICICI Bank Help desk, saptarshi.chandra@icicibank.com [033-40267512/033-40267513]

8. **Bid opening**

The RUSA Project Monitoring Unit of New Alipore College shall open bids in presence of the bidders or their authorized representative who wish to be present at the time of opening of bids on due date. Authorization letter to this effect shall be submitted by the bidder before they are allowed to participate in bid opening.

9. **Evaluation**

Bidders who have submitted the valid security, i.e., EMD as per requirement shall be considered for further evaluation. Absence of bid security may lead to summary rejection of the bid.

Technical Evaluation, The RUSA Project Monitoring Unit, New Alipore College will evaluate if the bidder comply with all the eligibility conditions as provided in the tender document. If the bidder ensures compliance to all eligibility conditions and furnishes all documentary proofs of the same as considered necessary, they would be considered for participation in the financial bid.

Financial bids shall be opened of those bidders whose technical bids are found eligible. The tax (GST) will be applicable as per the Govt. rate.

10. Penalty for suppression / distortion of facts

If any bidder fails to produce the original hard copies of the documents (especially Completion Certificates or any other documents) on demand of the RUSA Project Monitoring Unit, New Alipore College, within a specified time frame or if any deviation is detected in the hard copies from the uploaded soft copies or if there is any suppression, the bidder will be suspended from participating in the quotations on e-Quotation platform for a period of 3 (Three) years. In addition, his user ID will be deactivated and Earnest Money Deposit will stand forfeited. New Alipore College may take appropriate legal action against such defaulting bidder.

The RUSA Project Monitoring Unit, New Alipore College, reserves the right to accept or reject any Bid and to cancel the Bidding processes and reject all Bids at any time the prior to the award of Contract without thereby incurring any liability to the affected Bidder or Bidders or any obligation to inform the affected Bidder or Bidders of the ground for the said Authority's action.

11. Award of contract

The Bidder whose Bid has been accepted will be notified by the Quotation Inviting & Accepting Authority through acceptance letter. The notification of award will constitute the formation of the Contract.

The Agreement will incorporate all necessary documents e.g. NIQ, all addenda corrigenda, special terms & conditions, specification of work, different filled-up forms and in the same will be constituted between the Quotation Accepting Authority and the successful Bidder.

12. Right to vary quantities

The College Authority reserves the right at the time of award of contract to increase or decrease the required quantity of services as specified in the schedule of requirements without any change in rate of the offered quantity or other terms and conditions.

13. Signing of contract

Signing of Agreement shall constitute the award of hiring contract on the bidder.

14. Annulment of Award

Failure of successful bidder to comply with requirement regarding signing of Agreement shall constitute sufficient ground for the annulment of the award and forfeiture of the EMD in which the College Authority may make the award to any other bidder at the discretion of the College or call for new bids.

15. Period of validity of bids

The bids shall remain valid for a period of 180 days from the date of opening of the bids. A bid valid for a shorter period shall be rejected by the College Authority as non-responsive.

SECTION-IV

MINIMUM ELIGIBILITY CRITERIA

- a) Reputed companies, Consortiums and Partnership firms are eligible to participate. **Joint venture firms are not eligible to participate.**
- b) The agency must have a valid Trade license. Valid license must be furnished.
- c) The supplier must have GST number and PAN.
- d) **The company should have the following minimum credentials to be eligible to participate. The certificates also must be produced.**

SL	Work Description	Experience duration (in year)	Minimum Annual Turnover (in Rs.)
01	Installation of Language Laboratory Software under RUSA	01	5,00,000 (Rupees Five Lakhs only)

- e) The Bidder should not have ever been blacklisted by any State/Central Govt. Department/PSU/Agency in the past for breach of general or specific condition of the contract, fraudulent, unethical or corrupt business practices. A declaration to be furnished on the letter head of the bidder.
- f) **Earnest Money Deposit (EMD):** deposit slip should be attached (*on-line EMD deposit will be accepted, no other mode of payment will be entertained*).
- g) **Intending bidder should produce the following documents:**
 - i. IT Return for 2020-21/2021-22/2022-23 FY
 - ii. P/L AND AUDITED BALANCE SHEET 2020-21/2021-22/2022-23 FY
 - iii. Certificate of GST registration
 - iv. PAN/TAN/TIN of the bidding firm
 - v. Manufacturer Authorization Certificate (if applicable)
 - vi. Valid Trade license
 - vii. The following annexure must be submitted:
 - a. Annexure – I : Declaration by the Tenderer
 - b. Annexure –II: Pre-qualification application
 - c. Annexure-III: Experience certificates
 - d. Annexure-IV: Letter of Acceptances of the terms and conditions of tender enquiry
 - e. Annexure-V: Declaration on Company letterhead
 - f. Annexure-VI: Details of the item/s bided
 - g. Annexure-VII: Declaration in company letterhead for never been blacklisted.
 - h. Annexure-VIII: Checklist of the documents to be submitted with the technical bid

Note: Prospective applicants are advised to note carefully the eligibility criteria mentioned above and follow the check list as appended in Annexure-V to ensure that all the requirements are complied with before submitting the bids

SECTION-V

IMPORTANT DATES AND INFORMATION

Sl. No.	Particulars	Date & Time
1	Date of Uploading the NIT Documents (online) (Online Publishing Date)	06/02/2024
2	Documents download start date (online)	06/02/2024 12:00 PM

Signature of the bidder (Office seal)

3	Documents download end date (online)	14/02/2024 at 05:00 PM
4	Bid submission start date(online)	06/02/2024 12:00 PM
5	Bid submission closing (online)	14/02/2024 at 05:00 PM
6	Bid opening date for Technical Proposal (online)	16/02/2024 at 05:00 PM
7	Date of uploading list of Technically Qualified Bidders (online)	To be notified accordingly
8	Date & place for opening financial proposal (on line)	To be notified accordingly

SECTION-VI

SCOPE OF WORK

- Delivery, installation and commissioning of the procured items.

SECTION-VII

GENERAL TERMS & CONDITIONS

- 1) No escalation of rates under any circumstances will be entertained during the period of contract except any enhancement in the rates under any Statute.
- 2) If the bidder withdraws his bid after opening of the Commercial or Price Bid, then the EMD will be forfeited.
- 3) The RUSA Project Monitoring Unit, New Alipore College reserves the right to accept or reject any tender or all the tenders without assigning any reason to the bidder.
- 4) **The successful bidder** to enter into the service contract agreement on prescribed Pro-forma (**Annexure-V**) within period specified in the letter of intent, failing which, offer liable to be cancelled and EMD will be forfeited.
- 5) On line submission of EMD is mandatory no other mode of payment will be entertained. In case of payments through **RTGS/NEFT**, bidders are advised to make their payment minimum 3 (three) working days before the last date & time of bid submission closing. **No interest will be paid on the Security Deposit.**
- 6) In case of non-compliance of the contract, unsatisfactory performance or any deviation from terms of service contract, the Performance Security Deposit amount will be forfeited in part or whole.
- 7) Any kind of canvassing with regard to the offered services, after submitting Tender will be treated as disqualification.
- 8) Contractor is solely responsible for all actions including payment of any type of claims arising out of infringement of rules, regulations, laws, accident or any other unforeseen happening. The User, New Alipore College authority, is not at all responsible for these accounts.
- 9) Bidders will be ranked financially based on the product base price i.e. price without tax and the tax (GST) will be applicable as per the Govt. rate.

Signature of the bidder (Office seal)

11. PAYMENTS TERMS:

- a) Payment will be made through PFMS within 30 days from completion of work.
- b) Income Tax as applicable will be deducted at source.
- c) Service Tax/VAT as applicable will be deducted at source.

12. TERMINATION OF CONTRACT:

- i. If the service of a contractor at any stage is found unsatisfactory, the New Alipore College is likely to terminate the Contract without assigning any reason and notice. The performance security deposit will be forfeited, in that case, without any intimation.
- ii. The RUSA Project Monitoring Unit, New Alipore College may without prejudice to any other remedy for breach of contract may terminate the contract in whole or parts if the contractor fails to arrange the supply of any or all of the personnel within the period(s) specified in the contract.
- iii. The RUSA Project Monitoring Unit, New Alipore College may without prejudice to other rights under law or the contract provided, get the work done at the risk and cost of the contractor, in above circumstances.

13. TERMINATOR FOR INSOLVENCY:

The RUSA Project Monitoring Unit, New Alipore College may also give written notice for termination of contract and without compensation to the contractor terminate the contract if the contractor becomes unwilling, bankrupt or otherwise insolvent without affecting its right of action or remedy as hirer.

14. AWARD OF CONTRACT:

The contract will be awarded to the company which meets the technical parameters and then comes lowest in total.

- 15. The contracting Company/Firm/Agency shall not be allowed to transfer, assign, pledge or sub-contract its rights and liabilities under this contract to any other agency without the prior written consent of the competent authority.
- 16. It will be the responsibility of the service providing agency to meet transportation, delivery, installation, demonstration and any other requirements if considered necessary by the company in respect to meet the job. New Alipore College authority will have no liability in this regard.
- 17. The successful agency will be required to execute an agreement in specific terms and conditions, with New Alipore College within the period specified in the award letter. In case the successful agency fails to enter into the agreement with the College within the specified date mentioned in the award letter, the EMD deposited by such agency shall stand forfeited without any further notice.
- 18. The Service Provider on its part and through its own resources shall ensure that the goods, materials and equipment etc. are not damaged in the process of carrying out the services undertaken by it and shall be responsible for act of commission or omission on the part of its staff or its workers etc. If college suffers any loss or damage on account of negligence, defaults or theft on the part of the personnel of the Service Provider, then the service provider shall be liable to reimburse the pecuniary value of the loss, as decided by the competent authority of New Alipore College for the same. The Service Provider shall keep New Alipore College authority fully indemnified against any such loss or damage caused by the acts of commission, omission or negligence on the part of personnel deployed.

*Principal,
New Alipore College*

Signature of the bidder (Office seal)

(TO BE TYPED ON BIDDER'S LETTERHEAD)

Annexure-I

DECLARATION BY THE TENDERER

Memo No./Letter No. _____ Date: _____

To,

The Principal,
New Alipore College.
L Block, New Alipore.
Kolkata-700053

I/We have carefully gone through the "Notice Inviting e-Tender" bearing no. _____ dt. _____ and other tender documents mentioned therein. I/We have also carefully gone through the Terms & Conditions [both general & Specific] of the above referred NIT. My /Our tender is offered taking due consideration of all factors, and if the same be accepted I/We promise to abide by all the terms and conditions [both general & specific] laid down in the said Tender documents and carry out and complete the work to the satisfaction of the New Alipore College, L Block, New Alipore, Kolkata-700053.

Dated this _____ day of _____ 202__

Full name of applicant: _____

Signature: _____

In the capacity of: _____

Duly authorized to sign bids

For & on behalf of (Name of Firm): _____

(In block capitals or typed)

Office address:

Telephone no(s) (office): _____

Mobile No: _____

Fax No: _____

E mail ID: _____

Signature of the bidder (Office seal)

(TO BE TYPED ON BIDDER'S LETTERHEAD)

Annexure-II

PRE-QUALIFICATION APPLICATION

To,

The Principal,
New Alipore College.
L Block, New Alipore.
Kolkata-700053

Ref:- Quotation for

.....
.....
..... (Name of work) in response to N.I.T. No:
.....,Dated

Dear Sir,

Having examined the detailed e-tender notice no. _____ dt. _____, I/we hereby submit all the necessary information and relevant documents for evaluation.

The application is made by me / us on behalf of

In the capacity duly
authorized to submit the tender.

The necessary evidence admissible by law in respect of authority assigned to us on behalf of the bidding agency for Application and for completion of the contract documents is attached herewith.

The information / documents furnished along with the above application are true and authentic to the best of my knowledge and belief. I/ we, am / are well aware of the fact that furnishing of any false information / fabricated document would lead to rejection of my tender at any stage besides liabilities towards prosecution under appropriate law. We understand that:

1. The Principal, New Alipore College can amend the scope & value of the contract bid under this project.
2. The Principal, New Alipore College reserves the right to reject any application without assigning any reason.

Signature of applicant including title and
capacity in which application is made

(TO BE TYPED ON BIDDER'S LETTERHEAD)

Annexure-III

Ref: Quotation for
..... (Name
of work) in response to NIT
No....., Dated.....

EXPERIENCE CERTIFICATION

Minimum 1 year of experience of working with any Government /PSU/reputed Private Organizations in West Bengal

Detail of experience:

Sl.	Year of work	Description of work undertaken	Name and address of the Agency that awarded the Contract	Value of the work	Date of work order	Date of completion
(a)	(b)	(c)	(d)	(e)	(f)	(g)

This is to certify that the information contained in table above is true and correct

Copy of the work order along with the satisfactory completion from the Agency awarding the work order must be furnished in order to consider the eligibility.

Name of the Applicant:

Signature of the Applicant:

Date:

Seal of the Applicant:

Signature of the bidder (Office seal)

(TO BE TYPED ON BIDDER'S LETTERHEAD)

Annexure-IV

LETTER FOR ACCEPTANCE OF TERMS AND CONDITIONS OF TENDER ENQUIRY

File No.

Date.

To,

The Principal,
New Alipore College.
L Block, New Alipore.
Kolkata-700053

Ref: Quotation for

.....

(Name of work) in response to NIT No.....

& Dated

Sir/Madam,

Having read and understood the conditions of contract and services to be provided we, undersigned offer to provide the products and services mentioned in the NIT in conformity with the conditions of contract and specifications for the sum shown in the schedule of prices attached herewith and made part of this Bid.

I/We abide by the provisions of Supply, Installation and commissioning of Language Laboratory Software and any other charges applicable from time to time. I/We will pay the wages to the personnel deployed as per Minimum Wages Act as amended by the Government from time to time and shall be fully responsible for any violation.

I/We shall provide the service as per your requirement.

We agree to abide by this Bid for a period of one year from the date fixed from opening and it shall remain binding upon us and may be accepted on any time before the expiration of that period.

Until an agreement is signed and executed, this Bid together with your written acceptance of award shall constitute a binding contract between us.

We understand that you are not bound to accept the lowest or any bid, you may receive.

Date :

Place :

(Signature of bidder with address & Seal)

Signature of the bidder (Office seal)

(TO BE TYPED ON BIDDER'S LETTERHEAD)

ANNEXURE – V

1. I, the under-signed do certify that all the statements made in the attached documents are true and correct. In case of any information submitted proved to be false or concealed, the application may be rejected and no objection/claim will be raised by the under-signed.
2. The under-signed also hereby certifies that neither our firm M/S _____
_____ nor any of constituent partner had been debarred to participate in quotation by
Govt. of WB/ PSU/Statutory/local Bodies during the last 5 (five) years prior to the date of this NIT.
3. The under-signed would authorize and request any Bank, person, Firm or Corporation to furnish pertinent information as deemed necessary and/or as requested by the RUSA Project Monitoring Unit, New Alipore College to verify this statement.
4. The under-signed understands that further qualifying information may be requested and agrees to furnish any such information at the request of the authority of New Alipore College.
5. Certified that I have applied in the quotation in the capacity of individual/ as a partner of a firm & I have not applied severally for the same job.
6. Certified that I have applied in the quotation in the capacity of individual/ as a partner of a firm in this circles

Signed by an authorized officer of the firm

Title of the officer

Name of the Firm with Seal

Date_____

Signature of the bidder (Office seal)

Annexure-VI

DETAILS OF THE BIDDED ITEMS

To

The Principal,
New Alipore College.
L Block, New Alipore.
Kolkata-700053

Ref: NIT No..... Dated

Sir,

I/We would like to supply the following item/s in respect to the above mentioned e-tender NIT.

SL	Name of the Product	Whether bided [YES/NO]	Make/Developer (if bided)	Complete Specification in conformation to the specifications in NIT (if bided)	Qty. (if bided)
01	Language Laboratory Software (11 Users)				

Date :

Place :

(Signature of bidder with address & Seal)

Signature of the bidder (Office seal)

(TO BE TYPED ON BIDDER'S LETTERHEAD)

Annexure-VII

DECLARATION OF NEVER BEEN BLACK-LISTED

To

The Principal,
New Alipore College.
L Block, New Alipore.
Kolkata-700053

Ref: NIT No..... Dated

Sir,

I/We hereby declare that our organization
has a goodwill and considered as a reputed company by the Govt./Govt. undertaking/Private organizations. I/We also declare
that has never been
blacklisted by any organization.

If found so or for any kind of suppression of facts regarding this, New Alipore College will have full right to reject our bid
and take actions against us that I/We would abide by.

Date :

Place :

(Signature of bidder with address & Seal)

(TO BE TYPED ON BIDDER'S LETTERHEAD)

Annexure-VIII

CHECK LIST OF THE DOCUMENTS TO BE SUBMITTED WITH THE TECHNICAL BID

Ensure the enclosure of all the below listed documents without which technical bid will not be eligible for considering the financial bid

Sl. No.	Items	Confirm [Yes/No]
1	Earnest Money Deposit [EMD]	
2	Self-attested Copy of PAN/TAN/TIN	
3	Self-attested copy of Valid Trade License.	
4	Self-attested copy of Valid GST Registration Certificate.	
5	Declaration on Company letter head regarding not ever been blacklisted.	
6	Self-attested copy of Income Tax Return for the 2020-21/2021-22/2022-23 FY certified by Chartered Accountant.	
7	P/L AND AUDITED BALANCE SHEET 2020-21/2021-22/2022-23 FY	
8	Manufacturer authorization certificate (if applicable)	
9	Application for Tender in Annexure-I	
10	Pre-Qualification Application as per prescribed format given in Annexure-II of NIT	
11	Copy of relevant work orders along with completion certificate in support of detail experience as furnished in Annexure-III .	
12	Letter of acceptance of terms and conditions of tender document in the prescribed format as given in Annexure-IV	
13	Declaration as per Annexure-V	
14	Details of the items bided in Annexure-VI	
15	Declaration on company letterhead regarding not ever been blacklisted as in Annexure VII	
16	Documents checklist in Annexure-VIII	

Date:

Signature:

Place:

Full Name:

Company's Seal:

Signature of the bidder (Office seal)