

SECTION – A

INSTRUCTION TO BIDDERS

General guidance for e-Tendering Instructions/ Guidelines for tenders for electronic submission of the tenders online have been annexed for assisting the contractors to participate in e-Tendering.

1. Registration of Contractor

Any vendor 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 <https://etender.wb.nic.in> (the web portal of public works department) the vendor is to click on the link for e-Tendering site as given on the web portal.

2. Digital Signature certificate (DSC)

Each contractor is required to obtain a Class-III Digital Signature Certificate (DSC) with Organization Name for submission of tenders, from the approved service provider as a USB e-Token.

3. The contractor can search & download NIT & Tender Documents electronically from WB e-Tender Portal 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 Documents.

4. Participation in more than one 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 found to have applied severally in a single job, all his applications will be rejected for that job. A prospective bidder (including his participation in partnership) shall be allowed to participate in a single work as mentioned in the list of schemes.

5. Submission of Tenders

General process of submission, Tenders are to be submitted through online to the website stated in Cl. 2 in two folders at a time for each work, one in Technical Proposal & the other is Financial Proposal before the prescribed date & time using the Digital Signature Certificate (DSC) the documents are to be uploaded virus scanned copy duly Digitally Signed. The documents will get encrypted (transformed into non readable formats).

A. Technical proposal

The Technical proposal should contain scanned copies of the following in two covers (folders).

A-1. Statutory Cover / Technical file containing

- i. Prequalification Application (Sec-B, Form – I)
- ii. EMD Documents as Challan copy.

iii. NIT& Special Terms, conditions (if any) – *Original Files, digitally signed, should be uploaded. The rate will be quoted in the BOQ. Quoted rate will be encrypted in the BOQ under Financial Bid. In case of quoting any rate in 2911(ii), the tender will be liable to be summarily rejected).*

iv. Special Terms, conditions & specification of works (if any).

Note: - Tenders will be summarily rejected if any item in the Statutory cover is missing.

A-2. Non-Statutory / Technical Documents

i. Professional Tax (PT) deposit receipt challan Up to date, PAN Card, Latest IT- Return Acknowledgement, GST Registration Certificate, Trade License and Credential certificates

ii. Registration Certificate under Company Act. (if any).

iii. Registered Deed of partnership Firm/ Article of Association & Memorandum.

iv. Power of Attorney (For Partnership Firm/ Private Limited Company (if any).

Note: -Failure of submission of any of the above-mentioned documents (as stated in A1 and A2) will render the tender liable to summarily rejected for both statutory & non statutory cover. **THE ABOVE STATED NON-STATUTORY/TECHNICAL DOCUMENTS SHOULD BE ARRANGED IN THE FOLLOWING MANNER:** Click the check boxes beside the necessary documents in the My Document list and then click the tab “Submit Non-Statutory Documents” to send the selected documents to non-Statutory folder. Next Click the tab “Click to Encrypt and upload” and then click the “Technical” Folder to upload the Technical Documents.

Sl. No.	Category Name	Sub Category Description	Details
A.	CERTIFICATES	CERTIFICATES	1. GST Registration Certificate 2. Pan Card 3. P. Tax (Challan) Upto Date 4. Last Year IT Return Acknowledgement
B.	COMPANY DETAILS	COMPANY DETAILS-1	1. Proprietorship Firm (Trade Licence) 2. Partnership Firm (Partnership Deed, Trade Licence) 3. Ltd. Company (Incorporation Certificate/Moa, Trade Licence) 4. Society (Society Registration Copy, Trade Licence) 5. Power of Attorney
C	CREDENTIAL	CREDENTIAL-1	As stated in NIT

B. Tender evaluation committee (TEC)

i. Tender will be evaluated by the Tender Inviting & Accepting Authority through an “Evaluation Committee”, who will determine the eligibility of each bidder.



ii. **Opening & evaluation of tender:** -

If any contractor is exempted from payment of EMD, copy of relevant Government order needs to be furnished.

iii. **Opening of Technical proposal:** - Technical proposals will be opened by the Nodal Officer. and his authorized representative electronically from the web site stated using their Digital Signature Certificate.

iv. Intending tenderer may remain present if they so desire.

v. Cover (folder) statutory documents (vide Cl. No. 5.A-1) should be open first & if found in order, cover (Folder) for non-statutory documents (vide Cl. No. – 5.A-2) will be opened. If there is any deficiency in the statutory documents the tender will summarily be rejected.

vi. Decrypted (transformed in to readable formats) documents of the non statutory cover will be downloaded & handed over to the tender evolution committee.

vii. Uploading of summary list of technically qualified tenderers.

viii. Pursuant to scrutiny & decision of the evaluation committee the summary list of eligible tenders & the serial number of works for which their proposal will be considered will be uploaded in the web portals.

ix. During evaluation, the committee may summon, the tenderer & seek clarification / information or additional documents or original hard copy of any of the documents already submitted & if these are not produced within the stipulated time frame, their proposals will be liable for rejection.

C. Financial proposal

i. The financial proposal should contain the following documents in one cover (folder), i.e., Bill of quantities (BOQ) the contractor is to quote the rate (**Presenting Above / Below / At par**) online through computer in the space marked for quoting rate in the BOQ.

ii. Copies of the above documents are to be uploaded virus scanned & Digitally Signed by the contractor.

6. Penalty for Suppression / distortion of facts

If any tenderer fails to produce the original hard copies of the documents (especially Completion Certificates and audited balance sheets), or any other documents on demand of the Tender Evaluation Committee 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 tenderer will be suspended from participating in the tenders. Besides, the college may take appropriate legal action against such defaulting tenderer.

7 Rejection of BID

- i. The college reserves the right to accept or reject any Bid and to cancel the Bidding processes and reject all Bids at any time prior to the award of Contract without thereby incurring any liability to the affected Bidder or Bidders and without any obligation to inform the affected Bidder or Bidders of the ground for said action.



- ii. The tender inviting committee dose not bind itself to accept the lowest tender and reserves the right to reject any or the entire tender received without assigning any reason thereof.
- iii. A bid submitted with false information will not only be rejected but the vendor may also be debarred from participation in future tendering process

8. Award of Contract

The Bidder, whose Bid has been accepted, will be notified by the Tender Inviting & Accepting Authority through acceptance letter. The notification of award will constitute the formation of the Contract. The Agreement in W.B.F.No.-2911(ii) will incorporate all agreements between the Tender Accepting Authority and the successful Bidder.



Dr. Nityananda Patra
Principal
KhatraAdibasiMahavidyalaya

Principal
Khatra Adibasi Mahavidyalaya
P.O.-Khatra, Dist.-Bankura



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NAAC Accredited B+ (2nd Cycle)

Memo No - KAM/RUSA/PRO/2023-24/ET/01

Date – 16.09.2023

LIST OF ITEMS FOR PHYSICS & CHEMISTRY DEPARTMENT

Sl. No.	Equipments
1	Gaussian Eyepiece (without Spectrometer)
2	Wallaston's Air-film attachment (without Spectrometer)
3	P E Loop Tracer
4	Weighing Balance

LIST OF ITEMS FOR GEOGRAPHY DEPARTMENT

Sl. No.	Equipments
1	Garmin GPS 12H Handheld That Floats (1 PC)
2	Prismatic Compass 5 Inch Dia With Stand and Ranging Rod 2 Meter Folding in Canvas Cover (1PC)
3	BEP/WS330C 7 in 1 professional Weather Station wind direction and rain sensor WI-FI multi- energy weather station (With Solar)
4	Aneroid Barometer with Box

LIST OF ITEMS FOR MUSIC DEPARTMENT

Sl. No.	Equipments
1	Boom box (BT)
2	Microphone, Wire, Amplifier & Box (Speaker)
3	Button Microphone (Wireless) / Body Microphone
4	Electronic Tanpura (Radel) & Taalmala with cover
5	Gents Tanpura (1) c# / D With Couser
6	Tabla set (Steel banga) / Golden banga, with cover & Brass Bammer, c# B-Flat, Bira, Conspad & Bag
7	Stand Mandira & Mirakush
8	Harmonium (Pakrashi) Changer / box harmonium
9	Instrument Pack
10	Ashan / Sitting Mattress / Yoga Mat / Polyfilla soft firm multipurpose mat
11	Mixer (6 Charnel)



LIST OF ITEMS FOR PHYSICAL EDUCATION DEPARTMENT

SL. No	Name of the Sports Equipment's
1	Football
2	Volley Ball
3	Cricket Bat (Cambis)
4	Cricket Ball (Cambis)
5	Cricket Wicket
6	Net ball
7	Hand Ball
8	Yoga mat
9	KHO-KHO POLE(WOODEN)
10	High Jump Mat
11	Skinfold Calliper
12	Peak Flow Meter
13	Weight machine
14	Relay baton
15	Measuring tape
16	HIJH JUMP STAND
17	HIJH JUMP CROSS BAR (ALUMINIUM)
18	CONE
19	WHISTLE
20	STOPE WATCH
21	OFFICIATING CARD
22	TRAINING HURDLE
23	BADMITON NET
24	STARTING BLOCK
25	TABLE TANIS BOARD AND SET
26	BADMITON RACKET
27	TABLE TENIS BAT, BALL
28	STARTING GUN
29	TABLE TENIS BALL
30	METAL VICTORY STAND
31	CARROM BOARD
32	Basket Ball
33	Football corner Flag with spring
34	Volley Ball net(COTTON)
35	Men's Javelin
36	Women's Javelin
37	Training Aluminium Javelin Men's
38	Training Aluminium Javelin Women's
39	Bow Special with glass arm CB 03
40	Target Stand Metal TAR 03
41	Arrow Metal
42	Bow String
43	Discus Plate(Women)
44	Discus Plate(Men)
45	Badminton Shuttle
46	Football Goal Post Net
47	Blood Pressure Measurement
48	Sataranji (15X20 Feet)
49	Speed training agility hurdles(12inch)
50	Human Heart anatomical model
51	Goniometer

52	Spreading Calliper
53	Sliding Caliper large and small
54	Anthropometer
55	Pinch Gauge
56	Digital Calliper
57	Segmometer
58	Bone Caliper
59	Respiratory System model

LIST OF ITEMS FOR GYMNASIUM

Sl No	Name of equipments with specification
1	Chest: - i. Incline ii. Decline iii. Flat iv. Weight plates (2.5 kg to 25 kg)
2	Back: - i. Lat Pull Down with Rowing ii. T-Bar
3.	Shoulder Press Mechine
4	Leg: - i. Leg Extension ii. Hack Squat iii. Leg Press
5	DumbbellsBouncer(2.5 kg to 35 kgs)
6	Squat Rack
7	Rod (Olympic) for Chest One rod for bicep One rod for tricep Egg rod Hex Bar



Dr. Nityananda Patra

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P.O.-Khatra, Dist.-Bankura

Section-B

Form-1

PRE-QUALIFICATION APPLICATION

[To be Prepare on Company Letter Head]

To
The Principal,
Khatra Adibasi Mahavidyalaya,
Khatra, Bankura.

Ref:-

NIT No:

Tender ID: _____

Dear Sir,

Having examined the pre-qualification documents (N.I.T. & Volume-I), 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 order.

The necessary evidence admissible by law in respect of authority assigned to us on behalf of the group of firms for Application and for completion of the contract documents is attached herewith. We are interested in bidding for the works given in Enclosure to this letter. We understand that :

(a) Engineer -in-Charge/ Employer can amend the scope & value of the contract bid under this project.

(b) Engineer -in-Charge/ Employer reserves the right to reject any application without assigning any reason ;

Date:

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