



# Asansol Girls' College

(NAAC Accredited with 'A' Grade)

(GOVT. SPONSORED)

Affiliated with The Kazi Nazrul University

Dr. Anjali Roy Sarani, Asansol - 713304

Ph. 0341-2257107 (Day), 2254098 (Morn.), 2257600 (Principal)

Website : www.agc.ac.in • E-mail : mail@agc.ac.in

## NOTICE INVITING TENDER FOR SUPPLY OF BENCH (HIGH & LOW) WITH NECESSARY SPECIFICATION

AT

ASANSOL GIRLS' COLLEGE

DR. ANJALI ROY SARANI

ASANSOL-713304

Tender No: AGC/NIT01/24-25

Date: 19.04.2024

The Asansol Girls' College Library invites E-tenders from reputable suppliers for the Supply of Bench as per specification.

**Name of Work:** SUPPLY OF BENCH (HIGH & LOW) WITH NECESSARY SPECIFICATION.

**Tender Value:** Total amount of the tender including GST should not exceed Rs. 8,00,000/-

### 1. Material Details with Specifications:

Sl. No.	Name of the Product	Quantity
1.	High Bench Specification: Size - 70"x13"x31" (length=70 inch, width= 13 inch, height=31 inch) iron made with rectangular shape with 4 legs end to end. Buffer to be used in all legs. Size of branded (Century or Greenply) high bench ply (water proof with thickness 1 inch) 15"x72" at top of bench and with sunmica finishing and iron 1'x1' square 18 gauge pipe.	1500
2.	Low Bench Specification: Size - 70"x10"x18" (length=70 inch, width= 10 inch, height=18 inch) iron made with rectangular shape with 6 legs (4 end to end and 2 in the middle for proper support). Buffer to be used in all legs. Size of branded (Century or Greenply) low bench ply (water proof with thickness 1 inch) 12"X72" at top of bench with sunmica finishing and iron 1'x1' square 18 gauge pipe.	150



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## Pictorial Representation of Iron Frames of High and Low Bench:

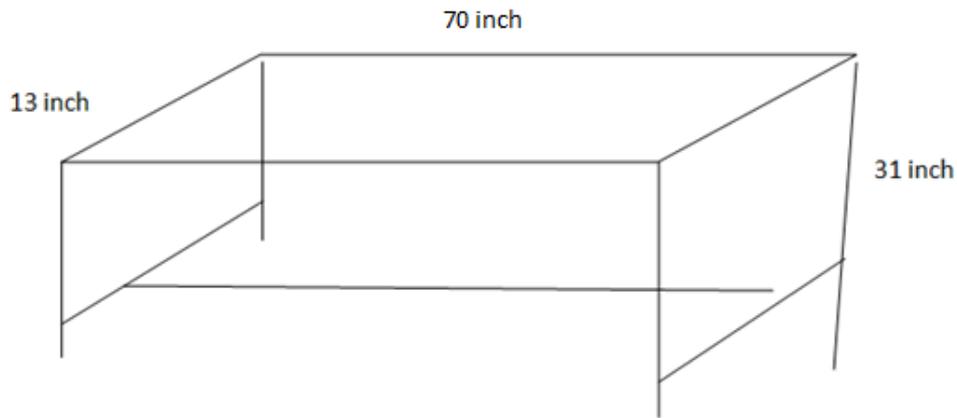


Fig 1: Iron Frame for High Bench

Top ply 15"X72"

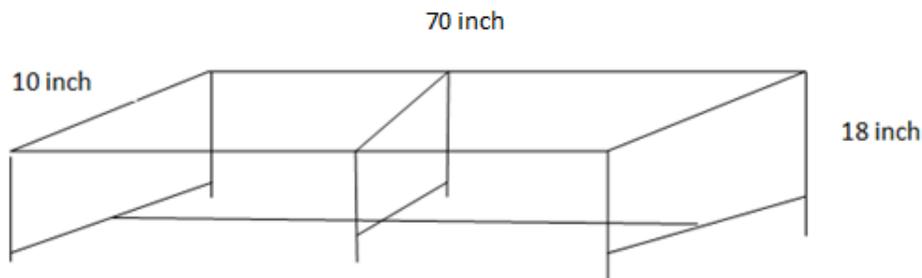


Fig 2: Iron Frame for Low Bench

Top Ply Size 12 inch X 72 Inch



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## 2. Submission of Tender:

- Interested suppliers are requested to submit their tenders through e-tender on or before 02.05.2024 5:00 p.m. and place of tender opening through online to the following address: **Asansol Girls' College, Dr. Anjali Roy Sarani, Near Polo Ground, Asansol - 713304.**
- The tender should include all relevant details such as the supplier's name, contact information, a valid Tax Identification Number (TIN) and all other relevant document through online.

## 3. Tender Evaluation Criteria:

Tenders will be evaluated based on the following criteria:

- Price competitiveness
- Quality of the proposed equipment
- Warranty and after-sales support
- Delivery time
- Past performance and references

### Note:

1. The Asansol Girls' College reserves the right to reject any or all tenders without assigning any reason thereof.
2. The decision of the evaluation committee will be final.

For any clarifications or additional information, please contact Dr Pradip Ghanty at 98301 74437 or [mail.agcorgin@gmail.com](mailto:mail.agcorgin@gmail.com)

Dr. Sandip Kumar Ghatak

Vice-Principal, Asansol Girls' College



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## Instructions to Bidders

### BID Submission of Tenders:

#### 1. Technical Proposal

The technical proposal should contain copy of the following documents.

##### a. Statutory documents containing the following:

1. N.I.T.
2. Form- II and III

##### b. Non-statutory documents containing the following:

- GST Registration Certificate.
- PAN Card.
- IT Return of last three years.
- Trade License
- P-Tax Registration Certificate.

#### 2. Financial Proposal

The rate will be quoted for each item.

#### 3. Experience / Credential

The prospective bidders should have supplied similar items as mentioned in the submitted bid prior to the date of issue of this Notice to at least three Government College / Government Aided College / State or Central University / Research Institute. At least three documents to be attached.



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## General Terms and Conditions:

1. The bidder should have had an Office in State of West Bengal. Or if an authorized dealer is bidding for the parent company then the authorized representative should be having an office in West Bengal.
2. Bidder should have average annual financial turnover of Rs. 2 lakh on during the last three years ending 31st March 2024. (Copy of Certificate from Chartered Accountant to be furnished).
3. Bidder should submit a tender specific authorization letter from the manufacturer for each item separately.
4. Security Deposit: A security deposit @ 5% of order value to be deducted at the time of payment.
5. TDS: TDS will be deducted as per government rule.
6. The College Authority (Tender Committee) reserves the right to accept or reject any bid or/and cancel the bidding process at any time prior to the award of contract without thereby incurring any liability to the affected bidder or bidders.

## Date & Time Schedule:

Sl. No.	Items	Publishing Date(s)
01	Date of issuing of N.I.T.	22.04.2024
02	Bid Submission starting	22.04.2024 after 15:00 pm
03	Last date of Submission of bid	02.05.2024 upto 5:00 pm
04	Date of Technical Bid opening	03.05.2024 after 11:00 am
05	Technical Evaluation	04.05.2024 after 11:00 am
06	Date of Financial Bid opening	06.05.2024 after 11:00 am
07	Financial Evaluation	07.05.2024
08	Date of issue of list of bidders along with the approved rate	08.05.2024 after 11:00 am

## Special terms and conditions:

1. No advance payment shall be made at any circumstances.
2. Payment will be made after satisfactory delivery and installation.
3. The payment will be made as per college norms. Successful bidder has to produce firm details and bank account in prescribed format for payment.
4. **Delivery:** The supply of Bench should be made within 30 days or the time prescribed by the college as will be mentioned in the purchase order.
5. **Penalty for Late Supply:** In case of delay in delivery, the competent authority has the right to deduct the amount 1% of total order value and the same may be increased to maximum of 5% of order value.



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6. The quantity may be increased or decreased in the final order.
7. If any item is found defective, the supplier is bound to replace the item immediately.
8. College reserves the right to relax any clause as stated hereinabove for selection of responsive vender.
9. Discretion of the College: College may take decision about non-purchase of the said equipment even after selection of vendor due to its fund constraints.
10. College may seek documents from the bidder in addition to the documents sent by them at the time of submission bid for verification and evaluation of tender.
11. During the scrutiny, if it comes to the notice to tender inviting authority that the credential or any other paper found incorrect/ manufactured/ fabricated, that bidder would not be allowed to participate in the tender and that application will be rejected outright without any prejudice.
12. The Tender Selection Committee reserves the right to cancel the N.I.T. due to unavoidable Circumstances and no claim in this respect will be entertained.



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## Form — II

To  
The Principal  
ASASOL GIRLS' COLLEGE  
DR. ANJALI ROY SARANI  
ASANSOL - 713304

Date:

Dear Sir,  
I, the under-signed

1. 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. also hereby certifies that neither our firm M/S. \_\_\_\_\_ Nor any of constituent partner had been debarred to participate in any tender by any Government Organization / Undertaking during the last 5 (five) years prior to the date of this NIT.
3. would authorize and request any bank, person, firm or corporation to furnish pertinent information as deemed necessary and / or as required by the Department to verify this statement.
4. understands that further qualifying information may be requested and agrees to furnish any additional information as required by the College.
5. certify that I have applied in the tender in the capacity of individual / as a partner of a firm / Director of the company / Chairman of the corporation and I have not applied separately for the same supply.

\_\_\_\_\_  
Signed by an authorized officer of the firm

\_\_\_\_\_  
Title of the Officer

\_\_\_\_\_  
Name of the Firm with

Seal Date: \_\_\_\_\_



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## Form — III

### STRUCTURE AND ORGANIZATION

1. Name of Applicant: \_\_\_\_\_

2. Office Address: \_\_\_\_\_  
\_\_\_\_\_

Telephone / Mobile No. \_\_\_\_\_

Email.: ' \_\_\_\_\_

3. Name and address of Banker: \_\_\_\_\_  
\_\_\_\_\_

IFSC Code: \_\_\_\_\_

MICR Code: \_\_\_\_\_

4. Brief description of the firm \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Note: Application covers Proprietary firm, Partnership, Limited Company, LLP or Corporation.