



COOCH BEHAR COLLEGE



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Website: <http://www.coochbeharcollege.org.in> email: principal@coochbeharcollege.org.in

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REFERENCE NO.20/41-2021

DATED. 15/01/2021

**NOTICE FOR INVITING E-TENDER FOR PURCHASE AND INSTALLATION OF
SOFTWARES FOR PG DEPARTMENT OF GEOGRAPHY FROM COLLEGE FUND
MAY BE RECOVERABLE FROM UGC GRANTS FOR SKILL COURSES IN
GEOINFORMATICS IF SANCTIONED**

Tender No.20/41-2021

(Submission of Bid through *online*)

Principal, Cooch Behar College invites e-tender for the Purchase and Installation of Laboratory software for PG Department of Geography, of Cooch Behar College as per Annexure IV (Serial No. A) Specification from the Manufacturer / Direct Importer / Authorized Distributors / Reputed Vendors. Necessary earnest money to be submitted only through online mode for participation in the e-Tender process as appended in the table below;

Table-1

Name of the Item	Earnest Money
SOFTWARE OF GEOGRAPHY LABORTARY- 1. Arc GIS EIGAP software (5 users) for two year subscription. 2. Intergraph Edukit (GIS, RS & Photogrammetry) - 5 users each perpetual license.	Rs. 14,000/- (Fourteen thousand Only)

Table-2

Name of Work	Processing Fee (Rs.)
Procurement of software for Geography department	1000.00

1. GENERAL INSTRUCTIONS

In the event of tendering process, intending bidder may download the tender documents free of cost from the website; <https://wbtenders.gov.in> directly with the help of Digital Signature Certificate. Necessary earnest money may be remitted in favour of Principal, Cooch Behar College, strictly **through online mode only**.

2. SUBMISSION OF BIDS

Both Technical bid and Financial Bid are to be submitted concurrently duly digitally signed in the website <https://wbtenders.gov.in>. All papers must be submitted in English language.

3. ELIGIBILITY FOR QUOTING

- I. Only Manufacturers, authorized distributors, reputed vendors and direct importers with good credentials in similar jobs are eligible for quoting. The price is to be packing, forwarding,

- II. The bidder should have supplied at least 6 number of Arc GIS software/Erdas Imagine/ IT infrastructure solutions in central government/State government/PSU/ private organization/education department within last Financial Year (2019 – 20).
- III. Bidder should have annual turnover of Rs. 2 Crores in last three years and audit balance sheet for the last three financial years should be enclosed with bid.
- IV. The bidder should have single order value of Rs. 75,00,000.00 (Seventy Five Lakh) of GIS software/ IT infrastructure solution (Order copy must be attached with bid.) in central government/State government/PSU/ private organization/education department.
- V. **Also mention the Annual Maintenance charge for Erdas Imagine Edukit Softwares after the free maintenance period of one year.**

4. SUBMISSION OF THE TENDERS

The Tender is to be submitted in a two Bid System.

5. EVALUATION OF THE TENDER

During the tender evaluation process, the “Bid A” will be opened first. Those Tenderer who have qualified the evaluation of technical bid will be identified and only their “Bid B”, i.e., financial bid will be opened. The “Bid B” of those Tenderer failing to meet the technical and other requirements of participating in the tender will not be opened and will be rejected. The tenderer offering the item found suitable and being as per the tender specifications will only be selected.

The “Bid B” (Financial Bids) of only these tenderers passing the technical bid evaluation will be opened.

If found suitable in the context of above condition etc. the Tenderer quoting the lowest rate will be considered as successful.

6. COST OF EARNEST MONEY

Each tenderer has to submit, unless exempted under the existing orders of the West Bengal Government If the bidder does not provide the EMD (wherever applicable) for any quoted bid value of any department/section in respect of in Bid A, the bid of the respective bidder should be treated as cancelled.

For participating the agency shall have to deposit earnest money and processing fee in the **Account number 50266786735 of Allahabad Bank of B.S. Road branch Cooch Behar (IFSC CODE: ALLA0211721)**. But in case of co-operative society only processing fee is deposited, earnest money deposit is exempted. After the date of publication of this notice, for the amounts mentioned in the list of works under Table-1 . The receipt copy of earnest money deposited slip and processing fee deposited slip should be scan and uploaded to the technical file.

The EMD will be refunded to the bidder(s) as per following manners--

I. If the bidder(s) do not get any offer, the EMD will be automatically be refunded to the bidder(s) account through online mode only after finalization of the tender or within 120 (one hundred twenty) days from the date of opening of tender whichever is later against the specific prayer of Tenderer. No request for receiving the EMD amount in any other offline / online mode will be entertained at any stage by the College authority.

II. If the bidder(s) get the work offer, but is unable to supply the materials / carry out the work order successfully and satisfactorily, the EMD will be forfeited.

7. RATE

The price is to be quoted in Indian Rupees including all costs e.g. GST, insurance, custom duty, packing, forwarding, freight charges, clearing charges and transportation etc. payable in Indian Rupees should also be mentioned.

The basic rate should be furnished inclusive of all taxes duties & charges e.g. Customs Duty, Transportation Cost, Insurance, Freight, Testing charges, Incidental Charges and **GST** which shall be quoted in the template Rate cell for Bill of Quantities (BOQ).

8. ORDER AND SUPPLY

Orders for the supply of softwares will be placed with the successful tenderer after the execution of the agreements, and such supply shall have to be made in such installments as may be fixed or spread over a period to be specified in the supply orders to be made in purchase of the agreements. The successful tenderer will have to execute within the specified time schedule that had been assured at the time of selection as supplier. **The selected tenderer must have to complete the supply and installation of software within the stipulated time schedule, otherwise the supply order will automatically be cancelled and will pass to the next best supplier.**

9. WITHDRAWAL / CANCELLATION AND PURCHASE POLICY OF TENDERING AUTHORITY

The tendering authority reserves the right to withdraw any item from the tender at any stage. The selection of such item, if already made in favour of any Tenderer, shall be treated as cancelled. The tendering authority reserves the right to reject or accept any tender or part thereof at any stage or to split any tender without assigning any reason. Withdrawal of tender or any revision after submission of tender by the Tenderer will not be allowed unless otherwise required by the tendering authority. The tendering authority reserves the right to accept or reject any tender, in part or in full, without assigning any reason. Purchase will, however be made following the existing purchase policy of the Government of West Bengal and its amendment(s) made from time to time.

10. IMPORTANT INSTRUCTION WITH REGARD TO SUBMISSION OF TENDER

The rate should be quoted in Indian Rupees (both in figure and words) for a particular brand or model/model no. of the offered item only as mentioned in the appropriate column of the "Tender Form", (Alternative offer will not be accepted). The tender shall be cancelled for the quotation of item without its brand name, model, model no. etc. the detail information regarding the manufacturer and the item quoted in the "Tender Form" shall be furnished. Also mention the Annual Maintenance charge for Erdas Imagine Edukit Softwares after the free maintenance period of one year.

11. SPECIAL TERMS AND CONDITIONS FOR TENDER SUBMISSION

The tender has to give a certificate that the firm has not been blacklisted in the past by any Institution Government/Private or convicted in any criminal case.

If the tenderer gives a false statement on any of the above information the firm/supplier will not be considered and their quotation/tender shall be rejected and the earnest money shall be forfeited.

The Publisher should submit all the quotations directly or through their authorized agent were applicable provided the publisher accepts responsibility for any lapse on the part of the agent and authorization certificate must be enclosed.

12. PENALTY CLAUSES

Penalty for formation of cartel or furnishing of fraudulent/misleading documents:

If during the tender process or at any stage during the validity of the tender period, it is found that a Tenderer(s) has formed a cartel in what so ever form or name to fix up the rates or suppliers to the detriment of the fairness of the tender process, penal measures shall be initiated. Similar penal measures shall also be initiated against those tenderers who have submitted false/misleading/fraudulent documents or made incorrect declarations. The penal measure will be Forfeiture of Earnest Money, Forfeiture of Performance Bank Guarantee if enlisted as a supplier.

13. AGREEMENT

On a tender being accepted, intimation of acceptance will be forwarded to the Tenderer by Principal, COOCH BEHAR COLLEGE, Cooch Behar. After communication of the same, the Tenderer and the selected distributor (in the event of distributor to receive order and payment in his name) will have to execute agreement in the prescribed form with Principal, COOCH BEHAR COLLEGE, Cooch Behar. The present document and the tender forms filled in by the Tender or copies thereof in so far as they are not inconsistent with these terms and conditions will be incorporated as part of the agreement. Such agreement will be binding on the Tenderer and distributor.

14. VALIDITY PERIOD OF AGREEMENT

The contract period will be for a period decided by the tendering authority while giving work order to the bidder depending upon the job.

15. INSPECTION

Before submitting the tender, the intending tenderers should thoroughly acquainted themselves with the proposed installation by local inspection of site and make into consideration the site condition and other criterion for effecting smooth supply. No claim whatsoever will be entertained afterwards.

16. PAYMENT TERMS

No advance money will be provided to the eligible bidders/suppliers.

Payment will be made through e-payment system following the guidelines of UGC. The payment is subject to:

- i. Supply and Installation of Software as per specification as provided in the tender documents and the catalogue.
- ii. Supply and Installation of Software within the supplied period as specified in the work orders.

On being selected, the successful vendors will have to submit one application to Principal, COOCH BEHAR COLLEGE, Cooch Behar and concerned procuring authorities stating the name of the payee/recipient, Bank account no with MICR code, IFSC of the payee/recipient for making e payment.

No manual payment is allowed to be made as far as practicable.

Payment will be made after successful delivery of the items.

17. DATES & INFORMATION:

Sl. No.	Items	Publishing Date(s)
01.	Date of uploading of N.I.T. & Tender documents (online) from this end	15.01.2021
02.	Starting of Documents download (online)	15.01.2021 from 03:00 pm
03.	Bid Submission starting (on line)	15.01.2021 from 03:00 pm
04.	Last date of Documents download and submission of bid (on line)	25.01.2021 up to 05:00 pm
05.	Date of Technical Bid opening	02.02.2021 after 11.00 am
06.	Date of uploading list for Technically qualified Bidder (on line)(Bid A)	To be notified Later
07.	Date and Place for opening of Financial Proposal (Bid B) (online)	To be notified Later
08.	Date of uploading of list of bidders along with the approved rate	To be notified later

PRINCIPAL, COOCH BEHAR COLLEGE, COOCH BEHAR RESERVES THE RIGHT TO CHANGE THE ABOVE SCHEDULE IN CASE OF ANY EXIGENCIES AFTER PUTTING UP A NOTICE IN THE WEBSITE; <https://wbtenders.gov.in> AND OFFICE NOTICE BOARD.

18. VALIDITY OF TENDER:

The contract period will be for a period decided by the tendering authority while giving work order to the bidder depending upon the job.

No objections in this respect will be entertained raised by any Bidder who will remain present during opening of bid, or from any Bidder who will remain absent at the time of opening of Financial Bid. No informal tenderer will be entertained in the Bid further.

During the scrutiny, if it come to the notice to tender inviting authority that the credential or any other paper found incorrect/manufacture/fabricated, that bidder would not allowed to participate in the tender and that application will be out rightly rejected without any prejudice.

Prospective bidders must take training from authorized agencies before submission of their bids.

The Central Tender & Purchase Advisory Committee of the College reserves the right to cancel the

N.I.T. due to unavoidable circumstances and no claim in this respect will be entertained.

19. ELIGIBILITY CRITERIA FOR PARTICIPATION IN TENDER:

i) Uploading of scanned copies of Pan Card, up to date Income tax Return receipts, up to date Professional Tax receipts, GST registration certificate and GST return, scan of EMD and processing fees receipt in the Technical Proposal as Non-statutory Documents.

ii) All tenderers should have to upload only their self attested copies of the requisite documents in the website for submitting their Tender.

Notice:- i)Tenders will be summarily rejected if any item in the statutory cover is missing.

ii) Necessary deduction i.e GST will be made as per relevant Govt. Order.

20. NON-STATUTORY TECHNICAL COVER CONTAINING:

i) Up to date Professional Tax (P.T.), Clearance receipts, IT PAN Card and Income tax return receipts valid up to the date of opening of tenders. Valid application for such clearance to the competent authority may also be considered if necessary.

21. FINANCIAL PROPOSAL:

i) Financial Proposal should contain the following documents in one folder i.e. Bill of quantities (BOQ) the bidder is to quote the rate (item wise) on lumpsum basis. It may please be noted that the rate quoted in BOQ should match with the rate quoted in the tender form.

ii) Only downloaded copies of the above documents are to be uploaded virus scanned and digitally signed by the bidder.

22.NOTE:

During evaluation, the Tender Inviting Authority may summon the tenderers (if required) & seek clarification/ information or additional documents or original hard copy of any of the documents already submitted & if they are not produced within the stipulated time frame, their bid will liable to be rejected.

Sd/-

**Principal
Cooch Behar Collage
Cooch Behar**

ANNEXURE I: APPLICATION

TENDER FOR PURCHASE AND INSTALLATION OF EQUIPMENTS FOR PG DEPARTMENT OF GEOGRAPHY,
COOCH BEHAR COLLEGE, COOCH BEHAR.

NIT No _____

1	Name and address of Firm/Agency/ Company	
2	Registration No with ROC with Date	
3	GOC Membership No and Date	
4	Telephone	
5	Cell phone Numbers	
6	E-mail ID	
7	Name, Designation & Mobile No of Authorised Signatory	
8	Please specify as to whether tenderer is sole proprietor/ Partnership firm/Private or	
9	Name, Address and Telephone No of Directors/partners	
10	Account Details i) Account Number: ii) Bank Name and Branch:	
11	Details of Earnest Money Deposit a) Amount b) Demand Draft/Bankers Cheque No: c) Date of Issue	
12	Any other information:	
Declaration by the Bidder: This is to certify that I/We before signing this tender have read and fully understood all the terms and		

(Signature of the Bidder)
(Name and Address with Seal)

Annexure II

APPLICATION FOR TENDER

(To be furnished in the Company's official letter pad with full address and contact no, Email address etc)

To

The PRINCIPAL

COOCH BEHAR COLLEGE

COOCH BEHAR

Cooch Behar-736101

West Bengal

Sub: NIT FOR PURCHASE AND INSTALLATION OF EQUIPMENT FOR GEOGRAPHY DEPARTMENT, COOCH BEHAR COLLEGE

Ref: - _____ N.I.T. Nodated Sir,

Having examined the pre-qualification & other documents published in the N.I.T, I/we hereby submit all the necessary information and relevant documents for evaluation:

1. That the application is made by me/us on behalf ofin the capacity duly authorized to submit the offer. The authorization letter from the Company is attached in Annexure II.
2. We accept the terms and conditions as laid down in the tender document and declare that we shall abide by it throughout the tender period including its extensions, if any.
3. We have gone through the Tender Document thoroughly and quoted the tendered items keeping in mind all sorts of information as furnished in the tender document including Corrigendum/Addendum as published from time to time.
4. We are offering rate for the following item /items with manufacturing capacity and assured supply to COOCH BEHAR COLLEGE, COOCH BEHAR, West Bengal.

Sl. No.	Description of item	Make	Model No	Quantity	Offer

5. In the event of being selected, I will make the supply within the stipulated period excepting the condition which is beyond our control.

Date :-

Contact no:

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

Postal Address:

E-mail address

Annexure

III

(Authorization letter in favour of the applicant (other than Managing Director/ Proprietor/Partner) from the competent authority.)

FORMAT

(To be furnished in the Company's official letter pad with full address and contact no, Email address etc)

(TO WHOM IT MAY CONCERN)

This is to certify that Mr.(Name), employee of this Organisation as (Official Designation) is hereby authorised to submit tender online, Vide NIT No....., on behalf of the Organisation.

Signature of the competent authority with Seal

(Signature of the Authorised Person)

Signature of Mr.....is hereby attested.

Signature of the competent authority with Seal

VENDOR REGISTRATION FORM

Type	Commercial / Govt. official - Imprest Advance / Departmental officer
Name	
GST no.	
Pan	
Service Tax no.	
TIN Number	
TAN Number	
Address 1	
City	
Country	
District	
Mobile No	
Email	
Address 2	
Address 3	
State	
Pin Code	
Phone No	
BANK DETAILS	
Bank Name	
Name as in Bank A/c	
Type of Account	
Account No	
IFSC	
MICR	
Branch Name	
Branch Code	
Branch Address	
Cancelled Cheque No.	

1 (one) Cancelled cheque to be submitted along with this form

Signature of Vendor

Date :

Seal :

ANNEXURE - IV

SERIAL NO. A

1. Software Specification for Intergraph Edu Kit (GIS, RS & Photogrammetry) - 5 users each perpetual license.

Sl. No.	Software Details	Quantity
1.	Intergraph GIS, remote sensing, special educational Package 5 user-Network License perpetuals (Software content as per below list)	5 Users

Content of Intergraph Edu Kit (GIS & RS)

GIS Software (GeoMedia)	Image Processing Software(ERDAS Imagine)
Geomedia Professional (includes functionality of Spatial Analysis, Terrain Analysis, Cadastral Mapping, COGO, Versioning, and Utility advance Feature Model, Geometry and attribute Validations).	Erdas Imagine Professional (Includes EasyTrace, Vector, Enterprise Loader, Image equalizer, Radar Interpreter, ER Mapper) with IMAGINE Expansion pack (includes Autosync, Virtual GIS, DeltaCue, OrthoRadar, StereoSAR DEM, NIFT & Stereo Analyst for Imagine).

2. Arc GIS EIGAP software (5 users) for two year subscription.

Sl. No.	Description	Quantity
1.	ArcGIS Desktop Advanced (ArcGIS Pro and ArcMap) with extensions <ul style="list-style-type: none"> ● 3D Analyst ● Data Interoperability ● Data Reviewer ● Geostatistical Analyst ● Network Analyst 	5
2.	ArcGIS Enterprise (Server) Advanced and extensions <ul style="list-style-type: none"> ● 3D Analyst ● Data Interoperability ● Data Reviewer ● Geostatistical Analyst ● Network Analyst 	1 (4Core)
3.	Esri CityEngine Advanced	5
4.	ArcGIS Online Level 2 Named Uses (1 Organization Account only)	5
5.	ArcGIS Online Service Credits	2,500
6.	Apps <ul style="list-style-type: none"> ● ArcGIS Earth ● Explorer of ArcGIS ● Web Mapping Apps ● Collector for ArcGIS ● Operations Dashboard for ArcGIS ● Workforce for ArcGIS 	5
7.	Premium Apps <ul style="list-style-type: none"> ● Business Analyst web and mobile apps ● Community 	5