

**Government of West Bengal
Office of the
Principal, Rajganj College.**

**NOTICE INVITING PRE-QUALIFICATION - CUM – TENDER
(E-Procurement) E-Tender (TWO COVER SYSTEM)**

Memo no-23/RC/32-A/2024

TENDER NO: NIT/01/RC/2023-24,

Dated: 08.02.2024

Name of the Work: Procurement of Library Management Software (KOHA).

Electronic Tenders are invited from experienced, resourceful and bonafide agencies/firm/Associations of persons / Limited Companies for **Procurement of Library Management Software (KOHA)** at the college campus of the, Rajganj College, Dist. Jalpaiguri–as per details given below having experience of rendering similar nature of work in a single order under any Govt College/University/any other Govt. Department. The Tender shall be electronically submitted in the website: <https://wbtenders.gov.in>.

<i>SUBMISSION & OPENING OF TENDER</i>	
Publish date & time	08/02/24 at 06:00 P.M.
Documents download/sale starts date	08/02/24 at 06:00 P.M.
Bid submission start date	08/02/24 at 06:00 P.M.
Last date of submit of e- tender at the website wbtenders.gov.in.	17/02/24 Upto 04:00 PM.
Date of Opening: The Technical Bid of Tender:	19/02/24 After 04.00 P.M.
Date of Opening: The Price Bid of Tender:	To be informed later on.

1) SCOPE OF WORK:

- i. **Procurement of Library Management Software (KOHA).**
- ii. After the completion of installation, 1years of service must be provided, (If required)

2) INSTRUCTIONS FOR TENDERER:

- a) Tender must be electronically submitted in two parts, i.e., (i) Part-A, Technical Bid and (ii)Part- B, Price Bid.
- b) Technical bid should contain all the documents like, signed tender documents, Instructions for tenderer, Pre-qualifying requirement, General terms & conditions, duly filled & signed by the tenderer.
- c) Only one set of tender documents duly signed & stamped on each page by authorized representative of tenderer shall be electronically submitted. Tenderer should note specifically that all pages of tender document electronically submitted by them (after signing/ stamping on each page) as a part of their offer. Price shall not be mentioned by them anywhere in the techno-commercial portion of offer. Price shall be mentioned in there levant price bid only and electronically submitted.

- d) On the date of opening of tender, Technical Bid shall be opened first to select the eligible tenderers. Price Bid will be opened on the scheduled date only in respect of those tenderers, whose bids are found technically acceptable.
- e) Office of the Principal, Rajganj College reserves the right to accept or reject any or all offer without assigning any reason thereof. In addition, Office of the Principal, Rajganj College shall not entertain any correspondence from bidders in this matter.
- f) The undersigned reserves the right to negotiate the rates, terms and conditions with the lowest tenderer or any of the other tenderers to ascertain the suitability of the acceptable offer.
- g) The agency selected for engagement shall have to enter into a formal agreement with the Office of the Principal.
- h) The tenderers or their representative may attend the opening of both the Bids (Part A& B).

PART-A

3) Terms & Conditions to be followed for the Technical Bid.

- a) Multiple quotations by a single agency will not be entertained.
- b) Joint ventures will not be entertained.

(II) An intending agency shall submit attested copies of the following documents electronically

- a) Valid current Trade license specifically to provide Equipment.
- b) PAN Card.
- c) Profession Tax Registration certificate with current challan.
- d) GST Registration certificate.
- e) Income tax return for last three years.
- f) Firm/Company registration certificate.
- g) Local address proof**

Minimum experience of rendering similar service in a single order to offices under the establishment of State Government or Government of India/ Undertaking of State Government or Government of India with satisfactory performance certificate from the concern authority.

(III) Earnest Money:-

The Tenderer (L1) shall be required to deposit Earnest Money of **Rs.10,000.00 (Rupees Ten Thousand only)**. The Earnest Money (Mentioned in Annexure) must be submitted by intending bidder (L1) in form of Bankers Cheque/Bank Draft drawn in favour of **"Rajganj College"** Payable at Rajganj. Scanned copies of the originals of such Bankers Cheque/Bank Draft/Bank Guarantee should be uploaded in the folder of technical bid. The L1 bidder has to submit the Hard Copy of the said Bankers Cheque/Bank Draft within 3 (three) days of the opening of financial bid. Bankers Cheque/Bank Draft issued before the date of publish the NIT shall not be entertained.

Sd/-
Principal
Rajganj College

Instructions to Bidders

General guidance for E-Tendering:

The following are the instructions / guidelines for electronic submission of the tenders for assisting the service providers and or their authorized representatives to participate in E-Tendering:

- I. Registration of Contractor:** Any service providers and or their authorized representatives willing to take part in the process of E-Tendering will have to been rolled & registered with the Government e-procurement system, through logging onto **<https://wbtenders.gov.in>**.
- II. Digital Signature Certificate (DSC):** Each service providers and or their authorized representatives is required to obtain a Class-II or Class-III Digital Signature Certificate(DSC) for submission of tenders for the approval service of the National Informatics Centre (NIC) on payment of requisite amount. Details are available at the web site **<https://wbtenders.gov.in>**. DSC is given as a USB e-Token.
- III.** The service providers and or their authorized representatives can search and download the NIT and Tender Document(s) electronically from computer once he logs on to the website **<https://wbtenders.gov.in>** using the Digital Signature Certificate. This is the only mode of collection of Tender Documents.
- IV. Submission of Tenders:** Tenders are to be submitted through online to the web site **<https://wbtenders.gov.in>** using the Digital Signature Certificate (DSC). Virus scanned and digitally signed copies of the documents are to be uploaded. The documents will get encrypted (transformed into nonreadable formats).
- V. Payment:** **The Tenderer(L1)** shall be required to deposit **Earnest Money of 10,000.00 (Rupees Ten Thousand only).** Only **Udyam Aadhar** Category are accept for EMD Exemption
- VI. Technical Specification:** The Technical Specification should contain scanned copies of the following two covers (folders):
 - a) **Statutory Cover** Containing the following documents –
 - i. NIT
 - EMD details

- b) **Non-Statutory Cover** Containing the following documents –

Sl. No.	Category Name	Sub-Category Description	Detail(s)
A.	Certificate (s)	Certificate(s)	a) Valid Trade license b) PAN Card. c) Profession Tax Registration certificate with current challan. d) GST Registration certificate. e) Income tax return for last three years. f) Audit Report for last three years. g) Firm/Company registration certificate.
B.	Company Detail(s)	Company Detail	PARTNERSHIP DEED, CO-OPERATIVE SOCIETY BYLAW, MOU, TRADE LICENCE, COMPANY REGISTRATION CERTIFICATE
C.	Balance Sheet	PL & Balance Sheet:2019-20 PL & Balance Sheet:2020-21 PL & Balance Sheet:2021-22	P/L AND BALANCE SHEET 2020-21, 2021-22, 2022-23
D.	Credential	Credential – 1	Similar type of work supply and installation

			should be treated as a credential.
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VII. Financial Proposal:

a) **BOQ:** The Financial Proposal should contain Bill of Quantities (BOQ) in one cover (folder). The service providers and or their authorized representatives is to quote the rate online through computer in the space marked for quoting rate in the BOQ after downloading the prescribed format from the web site.

Opening & Evaluation of Tender:

- I. **Opening of Bid Proposal:** A Tender Evaluation Committee comprises of selected officers will open the bids of the Tender.
 - II. Intending tenderers may remain present if they so desire.
 - III. Cover (folder) for Statutory Documents will be opened first and if found in order, cover(folder) for Non-Statutory Documents will be opened. If there is any deficiency in the Statutory Documents the tender will summarily be rejected.
 - IV. Decrypted (transformed into readable formats) documents of the Non-Statutory cover will be downloaded and handed over to the Tender Evaluation Committee.
 - V. Summary list of technically qualified tenderers will be uploaded online.
 - VI. Pursuant to scrutiny and decision of the Tender Evaluation Committee the Summary List of eligible tenderers and the serial number of items for which their proposal will be considered & uploaded in the web portal.
 - VII. During evaluation the committee may summon the tenderers and seek clarification /information or additional documents or original hard copy of any of the documents already submitted and if these are not produced within the stipulated time frame, their proposals will be liable for rejection.
- Rejection of Bid:** The E-tender committee formed by the Principal, Rajganj College, reserves the right to reject any / or all the tendered rates without assigning any reason and not to place any orders even after selection and is not liable for any cost that might have incurred by any bidder at the stage of bidding and also reserves the right to divide the contract amongst any number of tenderers, if required so. The said committee does not bind himself to accept the lowest rate.

N.B.:- This Notice may be seen on Website www.wbtenders.gov.in

Principal
Rajganj. College

Description of product/ Service

Hardware & Consumables Items.

1. Staff Station Reader
2. Gate Antenna System (Two Pedestals / One Lane)
3. RFID Tags – Books
4. Institution Labels
5. Middleware
6. RFID Handheld Reader
7. Self-Check In Check Out Kiosk
8. RFID 1kb Mifare Smart Card