



KAZI NAZRUL UNIVERSITY

Nazrul Road, Kalla More, P.O. – Kalla C. H.

Asansol – 713340, Dist.-Paschim Bardhaman, West Bengal

www.knu.ac.in

e-Tender Document **For Enlistment of Vendor for Supplying of Toner for** **Color Laser Printer (Model – LEXMARK-CS921) for** **the Kazi Nazrul University.**

Tender ID : 2022_DHE_408315

These documents are meant for the exclusive purpose of bidding against this NIT and shall not be transferred, reproduced or otherwise used for purposes other than that for which they are specifically issued

Kazi Nazrul University
Nazrul Road, Kalla Bypass More, Asansol,
Paschim Bardhaman – 713340



KAZI NAZRUL UNIVERSITY

Nazrul Road, Kalla More, P.O. – Kalla C. H.

Asansol – 713340, Dist.-Paschim Bardhaman, West Bengal

www.knu.ac.in

Ref. No.: KNU/EO/NIT-04/31/22

Date: 19.09.2022

NOTICE INVITING TENDER

Request for Proposal (RFP) through E-TENDER platform

KAZI NAZRUL UNIVERSITY (KNU) intends to enlist vendor for **supplying of Toner for Color Laser Printer (Model – Lexmark-CS921)** through Online eTender. The tentative quantity of the required items along with technical configuration of each items are mentioned. KNU is looking for interested bidders who have experience in supplying of above type of instruments and may follow the instructions as given below for submission of their tenders under online mode.

1. General Instructions:

Intending bidder may download the tender documents from the website <https://wbtenders.gov.in> directly with the help of Digital Signature Certificate. Last date of submission is **07.09.2022** at **16:00hrs**. Bid opening time is **10.10.2022** at **12:30 hrs**.

2. Submission of bids:

Both Technical bid and Financial Bid are to be submitted concurrently duly digitally signed by the Company personnel who is in the pay roll of the Company (having Authorization from the Company management) in the website <http://wbtenders.gov.in>. All papers must be submitted in English language.

3. Time Schedules for the e-tender:

The Time Schedule for obtaining the Bid Documents, Pre-Bid meetings, the submission of bids and other documents etc. will be as per the list provided in Clause No. 10 given below.

4. Eligibility for Quoting:

Manufacturers or Dealers/Distributors/Agents duly authorized by the manufacturers who are able to supply the assured quantities as per requirement & have requisite Annual Average Turnover, as per clause no. 5, are only eligible for quoting. Manufacturers not having the capability to supply the required quantity solely need not apply. Failure of submission of declaration of full supply will lead to cancellation of tender. Further, vendors who were declared black listed and/or insolvent by any Govt. Concern/any Institutions in the Country for particular item or items are not eligible to participate in the current tender for that item or items.

5. Annual Turnover Requirements:

Vendor having average annual Turn Over more than **Rs. 10 lakh** in India or equivalent foreign currency in the respective foreign country for the year **2018-19, 2019-20 & 2020-21** are eligible to participate in the Tender.



KAZI NAZRUL UNIVERSITY

Nazrul Road, Kalla More, P.O. – Kalla C. H.

Asansol – 713340, Dist.-Paschim Bardhaman, West Bengal

www.knu.ac.in

6. Submission of Tenders

6.1. General process of submission

Tenders are to be submitted online through the website stated in Clause 1. 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, one is Technical Bid and the other is Financial Bid. The tenderer shall carefully go through the documents and prepare the required documents and upload the scanned documents of originals in Portable Document Format to the portal in the designated locations/folders of Technical Bid. He needs to fill up the BOQ 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 till the bid submission ends. Tenderers should in general upload the latest documents as part of the tender, however, in case of failure in uploading such documents, it will be deemed that they (tenderers) have taken note of such latest documents including addendum/corrigendum, if published till the bid submission ends.

6.2. Technical Bid

The Technical Bid should contain scanned copies and/or declarations in the following standardized formats in two folders:

I. Technical Bids (Statutory Cover) containing:

1. Annexures

- a) Basic Information (Vide Annexure I) (to be submitted in “Annexure” folder)
- b) Application for Tender - (Vide Annexure II) (to be submitted in “Annexure” folder)
- c) Authorization letter - (Vide Annexure III) (to be submitted in “Annexure” folder)
- d) Affidavit Proforma (Vide Annexure IV) (to be submitted in “Annexure” folder)
- e) DECLARATION ON KNU (Vide Annexure V) (to be submitted in “Annexure” folder)

2. Technical details of the Items Quoted (Bidders must submit Technical specification along with Catalogue of the item quoted in “Technical Details” Folders).

3. Bidder must submit Audited Balance Sheet and Profit and loss Account for last 3 (three) financial year namely 2018-19, 2019-20 & 2020-21 in “Accounts” folder.

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



KAZI NAZRUL UNIVERSITY

Nazrul Road, Kalla More, P.O. – Kalla C. H.

Asansol – 713340, Dist.-Paschim Bardhaman, West Bengal

www.knu.ac.in

II. My Document (Non-Statutory Cover) containing as follows:

Sl. No.	Category	Sub-Category	Sub-Category Description
1	Certificates	Certificates	PAN Card of the Bidder
			GST Registration Certificate
2	Company Details	Company Details 1	Trade License/Enlistment Certificate/License for Electrical works (Mandatory for Electrical installation work)
			Registration with Registrar of Companies (if any)
			Memorandum of Articles for Limited Companies (if any)
3	Credential	Credential 1	Copy of the purchase order for supply in similar nature of items at least for last 2years in an Institute of Higher Learning
			Brief User List preferably for users in West Bengal in an Institute of Higher Learning
4	Financial Information	Certificate 1	Income Tax Returns submitted for the financial year 2018-19, 2019-20, 2020-21
		Certificate 2	GST Returns for the year 2018-19, 2019-20, 2020-21

6.3. Financial Bid

The Financial Bid should contain Bill of Quantities (BOQ) in one cover (folder): Proforma (Don't quote here)

Sl. No.	Items	Specification	Qty.	Rate (INR) A	GST amount @....% B	Amount (INR) C={A+B}
1	<u>High Yield Toner for COLOR LASER PRINTER MODEL- (LEXMARKCS921)</u>	TONER	MODEL			
		Black Toner Cartridge	76C00K0	1		
		Cyan Toner Cartridge	76C00C0	1		
		Magenta Toner Cartridge	76C00M0	1		
		Yellow Toner Cartridge	76C00Y0	1		
		Black Toner Cartridge	76C0HK0	1		
		Cyan Toner Cartridge	76C0HC0	1		
		Magenta Toner Cartridge	76C0HM0	1		
	Yellow Toner Cartridge	76C0HY0	1			

For any query please write: eo@knu.ac.in



KAZI NAZRUL UNIVERSITY

Nazrul Road, Kalla More, P.O. – Kalla C. H.

Asansol – 713340, Dist.-Paschim Bardhaman, West Bengal

www.knu.ac.in

7. The tenderers are not required to submit hard copies of Technical File (Statutory Cover) or My documents (Non-Statutory Cover). Submission of hard copy of Financial Bid is strictly prohibited and **only be submitted through on line via NIC portal.**

8. Evaluation of the tenders

During the tender evaluation process, the “Technical Bid” will be opened first. Those Bidders who have qualified in respect of the essential & other requirements in “Technical Bid” will be identified and their financial bid will be opened. The financial bid of those Tenderer failing to meet the technical & other requirements laid down in the tender will not be opened and be rejected. **The Tenderer offering the item found suitable and as per the tender specifications will only be selected (Bidders are advised to carefully go through the specification of each item before quoting).** Final selection of the lowest bidder in respect of Financial Bid is subject to further verification. The Financial Bids of only those tenderers who have been considered as Technically Qualified will be opened. If found suitable in the context of above pre-qualification etc, the Tenderer quoting the lowest rate will be considered as successful.

9. Terms & Conditions Regarding Purchase Policy of Tendering Authority:

9.1. Bid Information:

- a) Partial Quotation within the same item will not be accepted and tender will be liable for cancellation.
- b) All duties, taxes and other levies payable by the contractor under the contract shall be included in the total price but should be indicated separately in the price bid.
- c) The rate quoted by the bidder shall be fixed for the duration of the contract and shall not be subject to adjustment on any account.
- d) Bidder must follow the instruction for filling up BOQ as per Clause 6.3.

9.2. **Evaluation of Quotation:** The Purchaser will evaluate and compare the quotations determined to be substantially responsive stage wise. Firstly, Technical Bid will be evaluated and thereafter Price Bid for technically qualified bidders will be evaluated for selection of vendor.

9.3. **Award of Contract:** The purchaser will award the contract to the bidder whose quotation has been determined to be substantially responsive both technically and commercially. Purchaser reserves the right to reject any or all the tender, wholly or partly, without assigning any reason thereof and shall not be bound to accept the lowest bid.

9.4. **Adequate infrastructural facility:** The bidder/manufacturer should have registered establishment set up in Kolkata/Asansol/Durgapur or its adjacent locality. In addition, the bidder/manufacturer must have authorized service center with adequate numbers of sound service personnel. Representatives from both establishment and service center must be made available within 24 hours after making calls from the Kazi Nazrul University. Documents in support of establishment and service center with pay roll sheet must be uploaded in “TECHNICAL DETAILS” folder.



KAZI NAZRUL UNIVERSITY

Nazrul Road, Kalla More, P.O. – Kalla C. H.

Asansol – 713340, Dist.-Paschim Bardhaman, West Bengal

www.knu.ac.in

- 9.5. **Training Facility:** User training regarding the operation of the equipment shall be arranged by the supplier/vendor at no extra cost if required.
- 9.6. **Technical Bid must be submitted along with the copies of OEM license or authorization from the manufacturer.** Document in support of the same must be uploaded by the bidder in “TECHNICAL DETAILS” folder. If the bidder is not the manufacturer/brand owner, proper manufacturer’s/brand’s authorization must be uploaded in the said folder. **Detail technical catalogue must be uploaded with the bid. If catalogue (with technical detail), OEM license or authorization from the manufacturer is not submitted, the bid may be rejected.**
- 9.7. **Credentials:** Documents of previous experience of the job, at least 2 years, must be submitted along with the tender.
- 9.8. **DSIR Certification:** Kazi Nazrul University does not possess the privilege for availing the facility of procuring items at Concessional Customs Duty and without incurring any excise duty as per DSIR certification at present.
- 9.9. **Make & Model: Bidder must mention Make and Model in the Information Sheet and must send the product details/catalogue/brochure in the “Technical Details” folder.**
- 9.10. **Time Schedule:** The supply and installation work must be completed within 15 days from the date of receipt of the purchase order.
- 9.11. **Validity of offer:** A bidder should spell out in the tender that it shall remain valid for a minimum period of 12 months from the date of opening of the tender and during this period, the bidder shall not be entitled to revoke or cancel its offer.
- 9.12. **Period of Contract:** An offer letter to be issued to the selected vendor with a validity of 06 months initially and if both the party mutually agreed with the rate then it may be extended upto 01 year after expiry of the first offer letter.
- 9.13. **Place of delivery:** Office of the Controller, Kazi Nazrul University, Asansol. Nazrul Road, Kalla More, P.O. –Kalla C. H. Asansol – 713340
- 9.14. **Payment Schedule:** Payment will be made after delivery and satisfactory installation (wherever applicable) of the items.
- 9.15. **Quantity Changeability:** Quantity as stated in the tender document may subject to change at the time of issuing purchase order due to the fund crunch or for other valid reasons.
- 9.16. **Requisite Documents to be submitted:** Bidder must have adequate documents relating to Trade License and updated returns for Income Tax, GST, Audited Statement of Accounts and other documents as sought for under Clause 6.2.II of this tender.
- 9.17. **Turnover Criterion:** Bidder must have average annual turnover of more than Rs.10 lakh in last three financial year ending 2020-21.



KAZI NAZRUL UNIVERSITY

Nazrul Road, Kalla More, P.O. – Kalla C. H.

Asansol – 713340, Dist.-Paschim Bardhaman, West Bengal

www.knu.ac.in

- 9.18. **Disposal of Disputes:** In case of any dispute, the University's decision will be treated as the final and conclusive. All legal actions are subject to Kolkata jurisdiction only.
- 9.19. The bidders are required to quote for each item separately in terms of basic price and all other charges. Prices can be quoted in Indian Currency only.

10. Discretion of the University:

- 10.1. University may take decision about non-purchase of the said equipment even after selection of vendor due to its fund constraints.
- 10.2. University may seek documents from the bidder in addition to the scanned documents sent by them at the time of uploading technical bid for verification and evaluation of tender.
- 10.3. University reserves the right to relax any clause as stated hereinabove for selection of responsive vendor. The decision of the University in this respect will be final.

11. Dates & Information:

Sl. No	Activities	Date & Time
1	Date of uploading in the e-tender portal of NIC: https://wbtenders.gov.in	19.09.2022 (17:55hrs.)
2	Documents download (online)	19.09.2022 (17:55hrs.)
3	Pre-bid query to be received through email (eo@knu.ac.in) only till <u>(No further request will be entertained after the scheduled date & time)</u>	21.09.2022 (12:00hrs.)
4	Pre-bid Meeting (online) meeting will be held on online (meeting link will be sent to interested bidder through the revert mail only)	21.09.2022 (12:30hrs.)
5	Bid Submission Start Date(online)	21.09.2022 (14:00hrs.)
6	Bid Submission Closing Date (online)	07.10.2022 (16:00hrs.)
7	Bid Opening Date (online) – Technical Bid	10.10.2022 (12:30hrs.)
8	Date of uploading list for technically qualified bidder (online)	To be notified
9	Date of opening of Financial Bid	To be notified
	Date of uploading of list of bidders along with the approved Rate	To be notified

12. Opening the financial bid as per schedule will BE NOTIFIED LATER ON. Financial bid can be seen & accessed by the bidder through the NIC Portal online after opening of financial bid online. No objections raised by any Bidder in this respect will be entertained by the University. No informal tender will be entertained in the Bid further.



KAZI NAZRUL UNIVERSITY

Nazrul Road, Kalla More, P.O. – Kalla C. H.

Asansol – 713340, Dist.-Paschim Bardhaman, West Bengal

www.knu.ac.in

13. 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.
14. The Tender Selection Committee reserves the right to cancel the tender due to unavoidable Circumstances and no claim in this respect will be entertained.

Sd/-

Estate Officer (Addl. Charge)
Kazi Nazrul University

Copy to:

1. The Registrar, KNU;
2. The Finance Officer, KNU;
3. The Deputy Registrar, KNU *with a request to publish the notice in two daily newspapers;*
4. The Asst. Estate Officer (Addl. Charge), KNU;
5. The System Admin, KNU *with a request to upload on the website for wide circulation;*
6. PA to the Vice Chancellor *for kind information to the Hon'ble Vice Chancellor*



KAZI NAZRUL UNIVERSITY

Nazrul Road, Kalla More, P.O. – Kalla C. H.

Asansol – 713340, Dist.-Paschim Bardhaman, West Bengal

www.knu.ac.in

Annexure I

FURNISHING BASIC INFORMATION (To be furnished in the Company's official letter pad)

1	Name of the Bidder	
2	Address for Communication	
3	Contact Number(s)	
4	E-mail ID	
5	Trade License No.(Please enclose copy of Trade License)	
6	PAN(Please enclose copy of PAN Card)	
7	GST No.(Please enclose copy of GST)	
8	Do you have previous experience for supplying similar nature of Items at Educational Institute of Higher Learning (Please enclose copy of purchase order & user list, if yes)	Yes/No(Please put tick mark)
9	Annual Turnover as per Audited P/L ACCOUNTS &BALANCE SHEET	2018-19: Rs..... 2019-20: Rs..... 2020-21: Rs..... Average Annual Turnover: Rs.....
10	Status of the bidder(Please enclose copy authenticating your status)	Manufacturer/Dealer/Distributor/Selling Agent/Stockiest (Please put tick mark)
8	Income Tax Returns submitted for the Financial year 2019-20(Please enclose copy)	Yes/No (Please put tick mark)
	Income Tax Returns submitted for the Financial year 2020-21(Please enclose copy)	Yes/No (Please put tick mark)
	Income Tax Returns submitted for the Financial year 2021-22(Please enclose copy)	Yes/No (Please put tick mark)
	GSTR 9 for the FY 2019-20(Please enclose copy)	Yes/No (Please put tick mark)
	GSTR 9 for the FY 2020-21(Please enclose copy)	Yes/No (Please put tick mark)
	GSTR 1 and 3B for the FY 2021-22 (Please enclose copy)	Yes/No (Please put tick mark)

(Signature of authorized person with seal)



KAZI NAZRUL UNIVERSITY

Nazrul Road, Kalla More, P.O. – Kalla C. H.

Asansol – 713340, Dist.-Paschim Bardhaman, West Bengal

www.knu.ac.in

Annexure II

APPLICATION FOR TENDER

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

To
The Registrar
Kazi Nazrul University, Asansol

Sub: Tender for the supply of Toner for Color Laser Printer (Model – LEXMARK-CS921)

Ref: Tender No.....dated.....

Sir,

Having examined the pre-qualification & other documents published in the Tender No..... dated, I/we hereby submit all the necessary information and relevant documents for evaluation:

1. That the application is made by me/us on behalf of.....in the capacity of duly authorized to submit the offer. The authorization letter from the company is attached in Annexure III.
2. We accept the terms and conditions as laid down in the tender document vide Clause 9 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 and assured supply to the Kazi Nazrul University:

Sl. No.	Items	Specification	
		TONER	MODEL
1	High Yield Toner for COLOR LASER PRINTER MODEL- (LEXMARKCS921)	Black Toner Cartridge	76C00K0 76C0HK0
		Cyan Toner Cartridge	76C00C0 76C0HC0
		Magenta Toner Cartridge	76C00M0 76C0HM0
		Yellow Toner Cartridge	76C00Y0 76C0HY0

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

Contact no:

E-mail address:

Postal Address:



KAZI NAZRUL UNIVERSITY

Nazrul Road, Kalla More, P.O. – Kalla C. H.

Asansol – 713340, Dist.-Paschim Bardhaman, West Bengal

www.knu.ac.in

Annexure III

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

(To be furnished in the company's official letter pad with full address and contact no, E mail Address etc.)

(TO WHOM IT MAY CONCERN)

This is to certify that Mr. (Name), Employee of this organization as (Official Designation) is hereby authorized to submit tender online, Vide Ref. No., datedon behalf of the Organization.

Signature of the Authorized Person.....

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

Signature of the competent authority with Seal



KAZI NAZRUL UNIVERSITY

Nazrul Road, Kalla More, P.O. – Kalla C. H.

Asansol – 713340, Dist.-Paschim Bardhaman, West Bengal

www.knu.ac.in

ANNEXURE IV

(Affidavit Proforma)

(To be furnished in Non – Judicial Stamp paper of appropriate value duly notarized)

I, Sri/Smt..... the Managing Director/Proprietor (etc.)of the firm.....
(Name of the firm) at (address)..... do hereby solemnly affirm and declare as follows:

1. That I have not ever been convicted of any offence making myself liable to be disqualified to supply of Instruments/ Equipment's/ or other items to any Govt. or Govt. undertaking Organization/Institution in the State of West Bengal or other State or States.
2. That no case is pending against me or against my firm in any criminal court of law to supply of Instrument's/ Equipment or any other items to the Govt. or Govt. undertaking Organization/Institution in the State of West Bengal or other State or States (If any case is pending, state the details).
3. That, I also declare that if any information subsequently found incorrect or false will it automatically render the tender submitted by me cancelled and make me liable for penal/legal action as per law of the country.
4. That my concern has not yet been declared bankrupt by any banking or money lending agency duly licensed by RBI nor has it been considered doubtful by any Government concern so far as the solvency of the organization is concerned.
5. That I do further affirm that the statements made by me in this tender are true to the best of my knowledge and belief and all the documents attached are genuine & correct.

Deponent(s)



KAZI NAZRUL UNIVERSITY

Nazrul Road, Kalla More, P.O. – Kalla C. H.

Asansol – 713340, Dist.-Paschim Bardhaman, West Bengal

www.knu.ac.in

ANNEXURE V

(Affidavit Proforma)

(To be furnished in Non – Judicial Stamp paper of appropriate value duly notarized)

DECLARATION ON KNU

I, the undersigned, do hereby declare that on behalf of my organization, I will comply all the formalities that are required to be complied as per KNU and I will observe all clauses of the KNU (including Terms & conditions). In case of any non-observance of any clause(s), we will be bound to follow the decisions taken by the Kazi Nazrul University for taking decision related with the tender.

Full signature of the Person (Designation with Seal)

Date:

Place: