

Ref. No.: MAKAUT-WB/2021-22/KEYBOARD-TRAY/001

Dated: 29-12-2021

Maulana Abul Kalam Azad University of Technology, West Bengal (MAKAUT, WB) invites quotation from authorised Supplier for Procurement/Supply of Metal Keyboard Tray for IT Department Labs at MAKAUT, W.B., Haringhata Campus of the University.

Please follow the Part-A, Part-B, Part-C, Part-D and Part-E of this tender for further details.

PART-A: KEY INFORMATION

<u>Sl. No.</u>	<u>About</u>	<u>Remarks / Date</u>
1.	About the Assignment:	Procurement/Supply of Metal Keyboard Tray for IT Department Labs at MAKAUT, W.B., Haringhata Campus of the University.
2.	Name of the Tender Inviting Authority:	Registrar, MAKAUT, WB
3.	Opening date of Submission of bids:	29-12-2021
3.	Last date of Submission of bids:	07-01-2022
4.	Tender Fee:	Rs. 500/- (Rupees Five Hundred only)
5.	University Bank Details for collecting Tender Fee: -	
5.a.	Bank & Branch:	Indian Bank, Salt Lake Branch
5.b.	Bank Account Number:	6360279330
5.c.	Name of the Account:	MAKAUT-WB
5.d.	Type of Account:	Current Account
5.e.	IFS Code:	IDIB000S147

PART-B: SPECIFICATIONS OF THE ITEM(S) / JOB(S)

Make-Metal

Finishing-Adjustable

Thickness-1.5mm

Size-480*210, Outer-495*265

PART-C: TECHNICAL INFORMATION / DOCUMENTS (TO BE PROVIDED BY THE BIDDER)

- 1) Basic Information (to be provided on Company's Official Letterhead):
 - a) Name
 - b) Address
 - c) Contact No.
 - d) E-mail ID
 - e) Contact Person's details (Name, Designation, Contact No. E-mail id)
- 2) Valid Trade License for Financial Year 2020-2021
- 3) PAN
- 4) GSTIN
- 5) P. Tax Registration Number
- 6) Last paid Electricity Bill / Telephone Bill (at Official address)
- 7) Tender Fee deposit details:

Sl. No.	Item	Amount	Transaction Details*	Bank Details**	Date
1.	Tender Fee	Rs. 500/-			

*** Mode of Payment (NEFT / Net Banking / UPI / IMPS / Any other mode), Transaction Reference No. with the Date of transaction (Tender Fee has to be deposited separately).**

**** Bank Name & Branch, Bank Account No. of the Bidder from which the amount will be credited to the University Account.**

- 8) Any other necessary information that the bidder would like to mention:
 - a)
 - b)
 - c)
 - d)
 - e)
 - :
 - :
 - :
 - :
 - :
 - :

PART-D: BOQ

<u>Sl. No.</u>	<u>Item/Job</u>	<u>Quantity</u>	<u>Item Rate (Rs.)</u>	<u>Item Value (Rs.)</u>
1.	Metal Keyboard Tray	400 Nos.	XXXX	XXXXX
Item Value (excl. GST)				XXXXX
<i>Add: GST @%</i>				XXXX
Grand Total (incl. all)				XXXXX

Bids must be submitted as per the “Part-E” of this tender (General Terms & Conditions). So, before submitting the bid documents, interested vendors are requested to carefully go through the same to avoid cancellation / rejection of the bid or any unnecessary complications in future in this regard.

PART-E: GENERAL TERMS & CONDITIONS

1. The bidder should be a registered firm under prevailing rules having an office in West Bengal, preferably in Nadia, North 24 Parganas or Kolkata and will provide essential registration numbers like PAN, GSTIN, Profession Tax, etc.
2. The web tendering process will be two-stage bidding: (a) Technical and (b) Financial.
3. In order to maintain the confidentiality, the financial bid (BoQ) must be a password-protected file. The bidders have to send both Technical and Financial bids to purchase@makautwb.ac.in mail address and the password of the password-protected financial bids file to registrar@makautwb.ac.in mail address.
4. Or Bid documents are to be dropped in the specified tender box at the Haringhata Campus of the University.
5. Any firm already having any legal dispute with the University need not to submit the bid.
6. Apart from the above list mentioned in Part-C of this tender notice, the University may ask the bidder for any other document(s) / information, if feels necessary. The bidder has to furnish the document(s) / information immediately failing which his bids will be rejected.
7. All the documents should be authenticated with official stamp and signature / signatures thereon by the bidder.
8. Submission of false document(s) / information by the bidder will result into cancellation of bid and the University may take strict action against that bidder.
9. Any document sent in .jpeg / .jpg / .doc / .docx / .xls / .xlsx format will not be accepted.
10. The University reserves the right to accept or reject any bid without showing any reason.
11. Any dispute which may arise between the bidder and the University regarding this bidding shall be referred to the Vice Chancellor of the University whose decision shall be final and irrevocable in this regard.
12. Being the lowest bidder (L1) in term of quoted amount (incl. all) may not be the only condition to receive the order, other criteria like having PAN, GSTIN, location of office, etc. may also be considered during selection of the eligible bidder. Decision of the University in such case will be the final.
13. In case the selected bidder is unable to supply the items after being selected to supply the items or after receiving the respective order from the University, the bidder should immediately inform the University Authority about the same by e-mail. Decision of the University in such case will be the final.
14. Delivery of the items to the destination is solely the bidder's responsibility and no extra charge will be paid by the University for the same. Any damage of the item during transit will be the responsibility of the bidder.
15. Govt. levies will be as per existing Government Rules. The University will provide DSIR Certificate against which all permissible tax relief has to be ensured.
16. If any vendor is registered under GST Composite Scheme, the same is to be mentioned in Part-C (Item No.4). The same may also be mentioned in the BOQ.
17. Payment will be subject to successful delivery and installation (if necessary) of the required items and necessary approval of the Competent Authority of the University. No additional payment will be made by the University towards installation charges.
18. The bidder should submit GST-compliant bill / invoice for GST bill / invoice. Copy of the order received by the vendor always should be attached to the challan and bill / invoice.
19. PAN, GSTIN and Bank details of the bidder are to be mentioned in the bill / invoice.



MAULANA ABUL KALAM AZAD UNIVERSITY OF TECHNOLOGY, WEST BENGAL

(Formerly WEST BENGAL UNIVERSITY OF TECHNOLOGY)

Main Campus: NH 12, Haringhata, Post Office - Simhat, Police Station – Haringhata, Pin - 741249

City Campus: BF-142, Sector -I, Salt Lake, Kolkata -700 064

20. Statutory deductions (if any) during payment process will be made as per existing Government Rules.
21. Payment will be made only in favour of the bidder's bank account and any exception in this regard will be subject to the consideration of the Competent University Authority only.

**Sd/-
Registrar
MAKAUT, WB**