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GOVERNMENT OF WEST BENGAL
GOENKA COLLEGE OF COMMERCE & BUSINESS ADMINISTRATION
210, BIPIN BIHARI GANGULY STREET, KOLKATA - 700 012
Website : www.goenkacollege.net

Notice Inviting e-Tender

NOTICE INVITING E-TENDER FOR SUPPLY OF
COMPUTER AND OTHER PERIPHERALS

AT

Goenka College of Commerce and Business Administration

NIT No.01/GCC/RUSA2.0/19-20

Date: 13.02.2020

For and on behalf of Goenka College of Commerce and Business Administration, online bids of discount rates available on printed price (INR ONLY) (percentage rate) are invited for purchase of Computers and Peripherals from Indian suppliers for different departments or college office from RUSA 2.0 as per the Bill of Quantities (BOQ) and referred to the Specification sheet.

Name of Work: Supply of Computers and Peripherals.

Earnest Money Deposit (EMD): Earnest Money of Rs.5000 (Five thousand only) to be deposited online through NEFT/RTGS or through Net Banking as per Finance Order No. 3975-F(y) Dated: 28/07/2016.

Sd/-

Officer-in Charge

Goenka College of Commerce and Business Administration



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Instruction for Bidders

Notice inviting **E-Tender No. 01/GCC/RUSA2.0/19-20 dated 13.02.2020** of the Officer-in Charge, Goenka College of Commerce and Business Administration through website: <https://wbtenders.gov.in> for the works detailed in the table below for submission of bid through online only:

Sl. No.	Name of work	Stipulated time
01	Purchase of Computer Desktop, Laptops, Printer and Scanner at Goenka College of Commerce and Business Administration, Kolkata	15 Days

1. In the event of e-tendering, intending bidder may download the tender documents from the website <https://wbtenders.gov.in> indirectly with the help of Digital Signature Certificate. EMD should be paid online as per Rule of Govt. of West Bengal.
2. Both Technical Bid and Financial Bid are to be submitted concurrently duly digitally signed in the website <https://wbtenders.gov.in>
3. Tender documents may be downloaded from website and submission of Technical Bid and Financial Bid will be done as per Time Schedule stated in Sl. No.30.
4. It is mandatory for all the Bidders to Deposit EMD offline through NEFT/RTGS and the CHALLAN to be uploaded along with tender documents.
5. The FINANCIAL OFFER of the prospective tenderer will be considered only if the TECHNICAL BID of the tenderer is found qualified by the Officer-in Charge, Goenka College of Commerce and Business Administration. The decision of the Officer-in Charge, Goenka College of Commerce and Business Administration will be final and absolute in this respect.
6. Credentials: The agency should have work experiences in supplying of similar items of 80% of Tendered value to college /research institute /University/Laboratory/Govt. Organization/PSU etc. Necessary documents (work order and completion certificate) should be furnished.
7. The quoted rate must include all taxes, any dues payable to Govt. of West Bengal, delivery charges, installation charges and other levies (if any). No Extra amount will be paid beyond the quoted amount.
8. Quotations should be given serially strictly according to our tender number under separate heading.
9. The product and service should cover onsite warranty.
10. The rate should be quoted in figures only.
11. The Quantity of the Item(s) is always subject to change and it depends upon Requirement & Budget at the time of placing the supply order. In the supply order, number of quantities to be supplied will be clearly mentioned.
12. Acceptance of the lowest tender is not obligatory and the Officer-in Charge reserves the right to accept or reject any or all the tender(s) in part or full without assigning any reason what so ever and also to split up the tendered work to more than one contractor in the interest of scheme of execution.
13. Bidder should have average annual financial turnover of Rs. 100 cores on, supply & installation of Computer during the last three years ending 31st March 2019 (Scanned copy of Certificate from Chartered Accountant to be furnished).



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14. Delivery period: 20 Days from the date of placing order.

15. In case any provisions of the above mentioned Tender are found violated, then the College Authority shall have the right to reject the Tender/bid.
16. No extension of time will be allowed.
17. The vendor must be bound to provide all kind of support during the warranty period as and when required.
18. No tender will be accepted after the stipulated date and time as mentioned.
19. Completion of installation is to be done within 25 days after receiving the work order.
20. Payment will be made in favour of the selected bidder as per RUSA guidelines on successful completion of the works and observation of necessary formalities as the authority deems fit from time to time as per RUSA norms.
21. Any supplementary work (if necessary) will be allowed on written order from the office of the undersigned in consultation with the RUSA Project Monitoring Unit and payment for the same will be made at par with the quoted rate.
22. The terms and conditions of Public Financial Management System (PFMS) will be followed in case of all financial transactional issues. Since the procurement is done under RUSA 2.0, payment will be made through PFMS portal, Government of India. Successful bidder has to produce firm details and bank account in prescribed format for registration at PFMS portal.
23. The following required documents (self-attested copy) should be submitted by the bidders. Without required documents tender will be summarized as rejected:
 - i. GSTN Registration certificate.
 - ii. Trade License
 - iii. P.Tax and its latest challan
 - iv. Pan Card
 - v. Last three years Income tax Return
 - vi. Registered Proprietorships documents (for Proprietorship Firm only) along with Power of Attorney to be submitted along with application. Registered Partnership Deed (for Partnership Firm only) along with Power of Attorney to be submitted along with application. Registered Unemployed Engineers' Co-operative Societies/ Unemployed Labour Co.-Op. Societies are required to furnish valid Bye Law, Current Audit Report, Valid Clearance Certificate from A.R.C.S. for the last three years along with other relevant supporting papers.

The prospective outside bidders or any of their constituent partner shall neither have abandoned any work nor any of their contract have been rescinded during the last 5 (five) years. Such abandonment or rescission will be considered as disqualification towards eligibility. (A declaration in this respect through self-declaration has to be furnished by the prospective bidders without which the Technical Bid shall be treated non-responsive.)

The contractors who have been de-listed or debarred by any Government Department shall not be eligible in any way. An undertaking in this respect should be given stating thereby that the Firm has not been delisted or debarred or penalized for any reasons out of work by any Government Department.

Subletting of contract is strictly prohibited.

Duly filled up PRE-QUALIFICATION APPLICATION Form-I. Duly filled up Organization details Form-II

24. Conditional bid or bid with clause or price variation will be rejected
25. No mobilization /secured advance will be allowed.
26. Bids shall remain valid for a period not less than 60 (sixty) days from the last date of submission of Financial Bid / Sealed Bid. If the bidder withdraws the bid during the period of bid validity the earnest money as deposited will be forfeited forth with without assigning any reason thereof.
27. The Prospective Bidder shall have to supply and make installation of all the materials in such a manner so that appropriate service level of the materials is being maintained as desired by the tendering authority. If any defect / damage are found during the period of supply / installation, the supplier shall change the same



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- good at his own cost as per the supplied specification. On failure to do so, penal action against the supplier will be imposed by the College as deemed fit. The contractor may quote his rate considering the above aspect.
28. Agencies shall have to arrange for delivery of all the materials into the campus of Goenka College of Commerce and Business Administration, Kolkata at their own cost and responsibility.
29. The Prospective Bidder shall have to produce the required documents along with contact details for each of the materials for the purpose of claim within the period of warranty before releasing the final payment, failure which the payment will be withheld.
30. Tender specific manufacturer Authorization Certificate should be uploaded with Technical Bid.
31. Bidder should have their presence in Kolkata with own Office, valid proof should be uploaded along with Technical Bid.
32. Date and Time Schedule:

Sl. No.	Particulars	Date & Time
1	Date of uploading of N.I.T. & other Documents (online)	14.02.2020
2	Documents download/sell start date (Online)	14.02.2020 after 6:00 pm
3	Documents download/sell end date (Online)	27.02.2020 UPTO 6:30 pm
4	Bid submission start date (Online)	14.02.2020 after 6:00 pm
5	Bid Submission closing date (Online)	27.02.2020 UPTO 6:30 pm
6	Bid opening date for Technical Proposals (Online)	02.03.2020 From 2.00 pm onwards
7	Date of uploading list for Technically Qualified Bidder(online)	TO BE NOTIFIED LATER
8	Date for opening of Financial Proposal (Online)	TO BE NOTIFIED LATER

33. Agencies shall have to arrange Machineries, labor transportation etc. at their own cost and responsibility to deliver tendered materials in College Premises.
34. All materials required for the supply shall be of specified grade and brand in conformity with relevant code of practice (latest revision) as mentioned in tender details or as directed by Officer-in Charge, Goenka College of Commerce and Business Administration and manufactured accordingly and shall be procured and supplied by the agency at their own cost including all taxes. Authenticated evidence for purchase of all materials is to be submitted along with chalan and test certificate. If required by the Officer-in Charge, Goenka College of Commerce and Business Administration, further testing from any Government approved Testing Laboratory shall have to be conducted by the agency at their own cost.
35. The Bidder, at his own responsibility and risk is encouraged to visit and examine the site of works and its surroundings and obtain all information's that may be necessary for preparing the Bid and entering into a contract for the work as mentioned in the Notice Inviting Tender, before submitting offer with full satisfaction, the cost of visiting the site shall be at his own expense.
36. Earnest Money Deposit (EMD) and the Security deposit will be released from the college in favour of the supplier after 90 days from the payment of the final bill.
37. Other Relevant information: The intending tenderers are required to quote the rate online in BOQ. During scrutiny, if it comes to the notice of the 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 without any prejudice.

The Officer-in Charge, Goenka College of Commerce and Business Administration, reserves the right to cancel the N.I.T. due to unavoidable circumstances and no claim in this respect will be entertained. Before issuance of the supply order, the tender inviting authority may verify the credential and other documents of the lowest tenderer if found necessary.



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After verification if it is found that the documents submitted by the lowest tenderer is either manufactured or false in that case work order will not be issued in favour of the said Tenderer under any circumstances.

Escalation of Price on any ground and consequent cost overrun shall not be entertained under any circumstances. Rates should be quoted accordingly.

Dr. Sujit Kumar Roy
The Officer-in Charge
Goenka College of Commerce and Business Administration



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General guidance for e-Tendering:

Instructions / Guidelines for electronic submission of the tenders have been annexed for assisting the contractors to participate in e-Tendering.

Registration of Contractor: Any contractor willing to take part in the process of e-Tendering will have to be enrolled & registered with the Government e-Procurement System, through logging on to <https://wbtenders.gov.in> (the web portal of Public Works Department), the contractor is to click on the link for e-Tendering site as given on the web portal.

Digital Signature certificate (DSC): Each contractor is required to obtain a Class-II or Class-III Digital Signature Certificate (DSC) for submission of tenders from the approved service provider of the National Informatics Centre (NIC) on payment of requisite amount. Details are available at the Web Site stated in Clause A.1. above. DSC is given as a USB e-Token. The contractor can search & download N.I.T. & 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.

Participation in more than one work: A prospective bidder shall be allowed to participate in the job either in the capacity of individual or as a partner of a firm. If found to have applied severally in a single job all his applications will be rejected for that job.

Submission of Tenders: Tenders are to be submitted through online to the website stated in Clause A.1. in two folders at a time for each work, one in Technical Proposal & the other is Financial Proposal before the prescribed date & time using the Digital Signature Certificate (DSC). The documents are to be uploaded virus scanned copy duly Digitally Signed. The documents will get encrypted (transformed into non readable formats).

Technical Proposal: The Technical proposal should contain scanned copies of the following in two covers (folders).

(a) Statutory Cover Containing the following documents:

NIT along with Corrigendum (if any) (download & upload the same digitally signed) The rate will be quoted in the B.O.Q. Quoted rate will be encrypted in the B.O.Q. under Financial Bid. In case quoting any rate in Tender Form the tender is liable to be summarily rejected.

(b) Non-statutory Cover Containing the following documents:

- Duly filled up PRE-QUALIFICATION APPLICATION Form-I.
- Duly filled up Organization details Form-II
- GSTN Registration certificate.
- Trade License
- P. Tax and its latest challan
- Pan Card
- Voter Card
- Aadhar Card
- Last three years Income tax Return

Registered Proprietorships documents (for Proprietorship Firm only) along with Power of Attorney to be submitted along with application.



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Registered Partnership Deed (for Partnership Firm only) along with Power of Attorney to be submitted along with application.

Registered Unemployed Engineers' Co-operative Societies/ Unemployed Labour Co.-Op. Societies are required to furnish valid Bye Law, Current Audit Report, Valid Clearance Certificate from A.R.C.S. for the last three years along with other relevant supporting papers.

The prospective outside bidders or any of their constituent partner shall neither have abandoned any work nor any of their contract have been rescinded during the last 5 (five) years. Such abandonment or rescission will be considered as disqualification towards eligibility. (A declaration in this respect through self-declaration has to be furnished by the prospective bidders without which the Technical Bid shall be treated non-responsive.)

The contractor who have been delisted or debarred by any Government Department shall not be eligible in anyway. An undertaking in this respect should be given stating there by that the Firm has not been delisted or debarred or penalized for any reasons out of work by any Government Department.

Tax Audited Report in CD form along with Balance Sheet & Profit & Loss A/c. for the last 3 (three) years (year just preceding the current Financial Year will be considered as year-I)

For Registered Proprietorship firm / Registered Partnership Firm / Registered Unemployed Engineers' Co-operative Societies and Registered Labour Co-operative Societies having credential in similar nature of job of the Estimated amount put to tender during the last 3 (three) years prior to the date of issue of this N.I.T. is to be furnished under the authority of State / Central Government, statutory bodies under State / Central Government constituted under the statute of the State / State Government



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THE ABOVE STATED NON-STATUTORY/TECHNICAL DOCUMENTS SHOULD BE ARRANGED IN THE FOLLOWING MANNER

SINo	Category Name	Sub Category Description	Details	File Format
A	CERTIFICATES	CERTIFICATES	GST REGISTRATION CERTIFICATE & ACKNOWLEDGEMENT, PAN, PTAX (CHALLAN) LATEST IT RECEIPT	PDF
B	COMPANY DETAILS	COMPANY DETAILS	PROPRITORSHIP FIRM (TRADE LICENCE) PARTNERSHIP FIRM (PARTNERSHIPDEEP, TRADE LICENCE) LTD COMPANY (INCORPORATIONCERTIFICATE, TRADE LICENCE) SOCIETY (SOCIETY REGISTRATIONCOPY, TRADE LICENCE)	PDF
C	CREDENTIAL	CREDENTIAL	SIMILAR NATURE OF SINGLE WORK DONE, PAYMENTCERTIFICATES WITH PROPERCOMPLETION CERTIFICATES INLAST FIVE YEARS INGOVERNMENT AND SEMIGOVERNMENT SECTOR /PSU CONCERN.	PDF



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Opening & evaluation of tender:

- i. Cover (folder) for Statutory Documents will be opened first. If there is any deficiency in the Statutory Documents the tender may summarily be rejected.
- ii. Decrypted (transformed into readable formats) documents of the non-statutory cover will be downloaded & handed over to the Officer-in Charge, Goenka College of Commerce and Business Administration.
- iii. Summary list of technically qualified tenderers will be uploaded online.
- iv. Pursuant to scrutiny & decision of the Officer-in Charge, Goenka College of Commerce and Business Administration, the summary list of eligible tenderers & the serial number of work for which their proposal will be considered will be uploaded in the web portals.
- v. During evaluation the Officer-in Charge, Goenka College of Commerce and Business Administration may summon of the tenderers & seek clarification / information or additional documents or original hard copy of any of the documents already submitted & if these are not produced within the stipulated time frame, their proposals will be liable for rejection.

Financial Proposal:

- i. The financial proposal should contain the following documents in one cover (folder) i.e. Bill of Quantities (BOQ). The contractor is to quote the rate (in numeric figure only) online through computer in the space marked for quoting rate in the BOQ.
- ii. Only downloaded copies of the above documents are to be uploaded virus scanned & Digitally Signed by the contractor.

Penalty for suppression / distortion of facts: If any tenderer fails to produce the original hardcopies of the documents like Completion Certificates and any other documents on demand of the Officer-in Charge, Goenka College of Commerce and Business Administration within a specified time frame or if any deviation is detected in the hard copies from the uploaded soft copies, it may be treated as submission of false documents by the tenderer and action may be referred to the appropriate authority.

Rejection of Bid: The Officer-in Charge, Goenka College of Commerce and Business Administration, reserves the right to accept or reject any Bid and to cancel the Bidding processes and reject all Bids at any time prior to the award of Contract without thereby incurring any liability to the affected Bidder or Bidders or any obligation to inform the affected Bidder or Bidders of the ground for action.

The College authority is not bound to accept the lowest rate and reserves the right to accept or reject any or all the quotation without assigning any reason whatsoever.

The College authority will have the right for rate negotiation with the lowest bidder.

The decision of the College authority in all respect will be final and binding upon the contractor.

The College authority reserves the right to terminate the contract at any point of time during the contract period if the services are not found satisfactory without showing any reason thereof.

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Special Terms & condition

1. OEM & Bidder should submit their Kolkata, West Bengal Sale & Service Support office address details with documents.
2. Tendering authority may ask for furnishing the Manufacturer Authorization Certificates with the contact details of the authorized signatory (if required). It is mandatory and same documents in original have to be produced at the time of verification of documents if required.
3. Quoted price must include installation charges, price of necessary materials required for installation, applicable taxes. No extra payment will be paid for the same.
4. No advance payment shall be made at any circumstances.
5. Payment will be made after successful installation and delivery of warranty certificate.
6. Since the procurement is done under RUSA 2.0, payment will be made through PFMS portal, Government of India. Successful bidder has to produce firm details and bank account in prescribed format for registration at PFMS portal.
7. The supplier must have service center at Kolkata or at nearby place of Kolkata. Service support details (address and contact information of service center) should be uploaded along with the bid.
8. Conditional bid may not be accepted by the tender inviting authority.
9. Delivery and Installation: The installation of supplied good should be made within the time prescribed in NIT by the college as well as will be mentioned in the purchase order.
10. Penalty for Late Delivery or Installation: In case of delay in delivery and installation, 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.
11. The quantity may be increased or decreased in the final order. The selected bidder shall be liable to supply and install the equipment with same quoted price and same terms and condition.
12. Warranty: All the supplied equipment must carry 01 (one) year standard warranty from the date of installation or separately as mentioned in NIT or BOQ. Free Service and support shall be provided at our site at zero cost.
13. Brochure and specification sheets of the product to be available in public domain and also needs to be attached with the tender.
14. Please mention the offered desktop model number, Intel Processor number and monitor model number clearly in your bid for the proper technical evaluation, otherwise your bid may be rejected due to lack of information.

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FORM-I

PRE-QUALIFICATION APPLICATION

To
 Officer-in Charge,
 Goenka College of Commerce and Business Administration
 210, B. B. Ganguly Street,
 Kolkata - 700012

Sub: Acceptance of Terms and Conditions

Tender for

.....

Respected Sir,

Having examined the pre-qualification documents (N.I.T. & Volume-I), I/We,
(Name of the Proprietor) on behalf of the
 (Name of the Organization/Firm) herebysubmit
 all the necessary information and relevant documents for your evaluation for the abovementioned
 'Tender' as per your E-Tender No.dated.....

I/We would like to state that I/We have carefully read all the Terms and Conditions as laid down
 against TenderInviting Notice No. dated and
 these are understood andunconditionally accepted to me/us. I/We do undertake to abide all the Terms and
 Conditions contained therein.

The necessary evidence admissible by law in respect of authority assigned to us on behalf of
 thegroup of firms for Application and for completion of the contract documents is attached herewith.
 Weare interested in bidding for the works given in Enclosure to this letter.

Enclosures:

(Full Signature of the Tenderer(s))

1. Prescribed forms duly filled in duplicate.
2. Evidence of authority to sign.
3. Latest brochures.

(Official Seal)

Date:



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FORM- II

ORGANISATION DETAILS

A.1 Name of applicant:

A.2 Office Address:

- i) Telephone No.:
- ii) Mobile No. :
- iii) Fax No.:
- iv) E-mail Id:

A.3 Name and address of Bankers:

A.4 Attach a cancelled cheque color photo copy:

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Note: Application covers Proprietary Firm, Partnership, Limited Company or Corporation,

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



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CHECK LIST FOR TENDERER:

(Tenderers are requested to check the following requirements for compliance before submission of the Tender Documents)
(This must be attached with the Tender Documents)

Sl. No.	Check List	Yes/ No	Supporting Documents Attached /Not Attached
1	Whether the Organization/Firm is in existence for over 05 years in the Trade? If yes, please provide necessary supporting documents.		
2	Whether the Organization/Firm is registered with Sales Tax Department? If yes, please provide necessary supporting documents.		
3	Whether the Organization/Firm is expertise to provide maintenance/repairing of the Item(s) tendered for? If yes, please provide necessary supporting documents.		
4	Whether the Organization/Firm has experience to supply similar materials against work order issued by the Govt. /Govt. undertaking /Govt. aided organizations during last 03 years? If yes, please provide necessary supporting documents.		
5	Whether the Organization/Firm has Income Tax Return documents for last 3 years including the current assessment year? If yes, please provide necessary supporting documents.		
6	Whether the Organization/Firm has Balance sheet and Profit & Loss A/c for last 3 years? If yes, please provide necessary supporting documents.		
7	Whether the Organization/Firm has Annual Turn Over Report? If yes, please provide necessary supporting documents.		
8	Whether Earnest Money (if applicable) enclosed? If yes, please provide necessary supporting documents.		
9	Whether the Organization/Firm has VAT certificate? If yes, please provide necessary supporting documents.		
10	Whether the Organization/Firm has GST Certificate? If yes, please provide necessary supporting documents.		
11	Whether the Organization/Firm has P.Tax (Challan) (2017-18)? If yes, please provide necessary supporting documents.		
12	Whether the Organization/Firm has valid Trade License? If yes, please provide necessary supporting documents.		
13	Whether the Organization/Firm has Service Tax Registration Certificate? If yes, please provide necessary supporting documents.		
14	Whether the Organization/Firm has PAN card? If yes, please provide necessary supporting documents.		
15	Whether the Organization/Firm has AADHAAR no.? (not mandatory) If yes, please provide necessary supporting documents.		
16	Whether the Organization/Firm is Blacklisted by any Govt. Organization? If yes, the Organization/Firm shall be rejected for bidding.		
17	Whether the Tender Acceptance Letter is signed by by the Tenderer with official seal?		
18	Whether the Organization/Firm has an Office in KOLKATA, WEST BENGAL or not? and upload the Office details		

Declaration:

I/We do hereby declare that information furnished above are absolutely correct to the best of my/our knowledge.
I/We understand that in case any deviation is found in the above statement at any stage, the College authority shall have the right to reject the Tender/Quotation and black list the Firm/Organization.

Date