



# THE RAMAKRISHNA MISSION INSTITUTE OF CULTURE

(A Branch Centre of Ramakrishna Mission, P.O. Belur Math, Dist Howrah, West Bengal - 711 202)

GOL PARK, KOLKATA - 700 029

Phone: (91-33) 2464-1303 (3 Lines); 2466-1235 (3 Lines); Fax: (91-33) 2464-1307

E-Mail: [rmic.golpark@gmail.com](mailto:rmic.golpark@gmail.com), [golpark.rmic@rkmm.org](mailto:golpark.rmic@rkmm.org); [Library email ID: [rmic.library@gmail.com](mailto:rmic.library@gmail.com)]

Website: [www.sriramakrishna.org](http://www.sriramakrishna.org)

Ref.: RMIC-LIB/10/2021-22

30 July 2021

## NOTICE INVITING TENDER (NIT)

Sealed offers are invited in two-part bid system (in paper bid form) from reputed and experienced bidders (meeting Pre-Qualification Criteria as mentioned in tender document) for the subject job by the **Secretary, The Ramakrishna Mission Institute of Culture (RMIC)** as per the tender documents detailed below. Following points relevant to the tender may please be noted and complied with.

### 1.0 Salient Features of NIT

SL. NO.	ISSUE	DESCRIPTION
i	Tender No.	RMIC-LIB/10/2021-22/01
ii	Job	Supply & Installation of Compactor Storage System at the Library of The Ramakrishna Mission Institute of Culture, Gol park, Kolkata-700029, West Bengal.
iii	DETAILS OF TENDER DOCUMENT	
a	Part-B:	GENERAL CONDITIONS OF CONTRACT (GCC) Applicable.
b	Part-C	TECHNICAL SPECIFICATION AND SPECIAL CONDITIONS OF CONTRACT (SCC) Applicable.
c	Part-H	Forms and Procedures etc. Applicable.
d	Part-E	Price Schedule (Absolute value). Applicable.
iv	Issue of Tender Documents	From website <a href="http://www.sriramakrishna.org">www.sriramakrishna.org</a> Tender documents can be downloaded from website till due date of submission. Start date : <b>12/08/2021</b> Applicable
v	Due Date, Time & Place of Offer Submission	Date: <b>27/08/2021, Time: 12-00 Noon IST</b> Place: Tender Box located at the Ramakrishna Mission Institute of Culture, Gol park, Kolkata-700029, West Bengal. Applicable
vi	Opening of Tender	Techno-commercial offer will be opened on the same day i.e. on <b>27/08/2021 at 15-00 Hrs. IST</b> . Bidders are requested to visit website for viewing Tender Change Notice (TCN) / Corrigendum etc. informing any change before submitting the tender. Bidder may depute authorized representative with due authorization letter to witness the opening of tender. Applicable
ix	EMD AMOUNT	Nil Not Applicable
x	COST OF TENDER	Nil Not Applicable
xi	Last Date for Seeking Clarification	Date: <b>20/08/2021</b> Through email, along with the hard copy also, addressing the undersigned (in email) as per contact address given below Applicable
xii	Schedule of Pre-Bid Discussion (PBD)	Not Applicable Not Applicable
xiii	Latest updates	Latest updates on the important dates, Amendments, Correspondences, Corrigenda, Clarifications, Changes, Errata, Modifications, Revisions, etc. to Tender Specifications will be hosted/updated in webpage <a href="http://www.sriramakrishna.org">www.sriramakrishna.org</a> only. Bidders to keep themselves updated with all such information. Applicable
xiv	Evaluation Currency	Indian Rupees (INR)

# **THE RAMAKRISHNA MISSION INSTITUTE OF CULTURE**

Tender No. RMIC-LIB/10/2021-22/01

## **The offer shall be sent in sealed envelopes in the manner prescribed below:**

Addressed to **The Secretary, The Ramakrishna Mission Institute of Culture, Gol park, Kolkata-700029, West Bengal**, as per following details. In case of voluminous document the tender may be submitted in properly bound form.

Sl. No.	Description	No. of copy
<b>I. COVER-I - EN-01 (TECHNO-COMMERCIAL BID) – in sealed envelope</b>		
I.a	Offer forwarding/covering letter in Company letterhead.	Original & 1 copy.
I.b	Duly filled-in 'No deviation certificate' in Company letterhead as per prescribed format to be placed after document under Sl. No. I.a above. In case of any deviation, the same should be submitted separately for technical & commercial parts, indicating respective clauses of tender against which deviation is taken by bidder. The list of such deviation shall be placed after document under Sl. No. I.a above. It shall be specifically noted that deviation recorded elsewhere shall not be entertained.	Original & 1 copy.
I.c	Techno-commercial offer enclosing supporting documents meeting Pre Qualifying Criteria / annexure / schedules / drawing / BOM etc. as required in line with prescribed format. It shall be specifically noted that all documents as per the above shall be indexed properly.	Original & 1 copy.
I.d	All volumes of this tender document pertinent for the subject job including NIT together with subsequent changes in the tender in the form of TCN, correspondences etc., <b>signed on all pages</b> .	1 copy.
I.e	Support / Warranty statement, delineating the extent and the manner in which the bidder proposes to provide the after sales support / warranty, in general agreement with stated comprehensive warranty clause.	Original & 1 copy
I.f	Any other details preferred by bidder with proper indexing.	Original & 1 copy.
<b>II. COVER-II - EN-02 (PRICE BID) - in sealed envelope</b>		
II.a	Copy of offer forwarding / covering letter in Company letterhead (as referred in I.a).	1 copy.
II.b	Duly filled-in PART- E (Price Schedule) together with signed preamble (if any) in separate sealed envelope.	Original.
<b>III. COVER-III - EN-03 (BID COVER) - in sealed envelope</b>		
All two aforesaid covers (i.e. Cover-I - EN-01 & Cover-II - EN-02) in sealed condition shall be enclosed in this cover.		
<b>IMPORTANT NOTE:</b> All the aforesaid Cover / Sealed envelope shall be super-scribed with (i) Cover no; (ii) Details of documents enclosed in the cover and (iii) Name of the job, Tender no. & due date of offer submission along with name & complete address (NAME OF BIDDER, NAME OF AUTHORISED REPRESENTATIVE OF BIDDER, ADDRESS, PHONE NO., E-MAIL ID) of bidder.		

### **SPECIAL NOTE:**

- The offer and documents submitted with the offer shall be legible and signed and stamped in each page by your authorized representative. No overwriting / correction in tender documents by bidders shall be allowed. However, if correction is unavoidable, the same may be signed by authorized signatory in the place of correction.
  - All documents / annexure submitted with the offer shall be properly annexed and placed in respective places of the offer as per enclosure list mentioned in the covering letter.
- RMIC reserve the right to reject the bidder with unsatisfactory past performance. RMIC's decision in this regard shall be final & binding.
  - RMIC also reserves the right to accept or reject any or all offer without assigning any reasons thereof. RMIC also reserve the right to cancel the offer wholly or partly without assigning any reason thereof. RMIC also reserve the right to split the job.

# **THE RAMAKRISHNA MISSION INSTITUTE OF CULTURE**

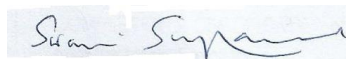
Tender No. RMIC-LIB/10/2021-22/01

4. For any clarification on the tender document, bidder may seek the same in writing in the prescribed format through e-mail (E-mail ID: [rmic.library@gmail.com](mailto:rmic.library@gmail.com) with Copy to [golpark.rmic@rkmm.org](mailto:golpark.rmic@rkmm.org)). Such e-mail should be sent positively within the Last Date for Seeking Clarification, as stated above.
5. In the event of any conflict between requirement of any clause of this specification / documents / drawings / data sheets etc. or requirements of different codes / standards specified, the same to be brought to the knowledge of RMIC by the bidder in writing for such clarifications by the last date for seeking clarification as specified; otherwise, more stringent requirements as may be interpreted by RMIC shall prevail and shall be binding on the bidder.
6. Price bid of those bidders will be opened who will be qualified for the subject job on the basis of evaluation of Techno-commercial bids / Pre-qualifying criteria and as considered suitable by RMIC.
7. RMIC reserves the right to open the bid in camera. In such case, appropriate notification shall be issued by RMIC.
8. Validity of the offer shall be up to 31-12-2021.
9. The bidder may have to produce original documents for verification if so decided by RMIC.
10. **Bidders are requested to note that the accepted / agreed tender terms in their original offer cannot be altered / withdrawn by their own during the validity period of their offer. In such observance at any stage from bid opening up to completion of job, RMIC reserves the right to invoke suitable action against the bidder.**
11. Order of Precedence: In the event of any ambiguity or conflict between the Tender Documents, the order of precedence shall be in the order below:
  - i) Amendments/Clarifications/Corrigenda/Errata etc. issued in respect of the tender documents
  - ii) Notice Inviting Tender (NIT)
  - iii) Price Schedule – (Part-E)
  - iv) Technical Specification & Special Condition of Contract (SCC) – (Part-C)
  - v) General Conditions of Contract (GCC) - (Part-B)
  - vi) Forms and Procedures (Part-H)

All the bidders are requested to note that all the errata / technical clarifications / corrigendum / extension etc. shall be published in the web page [www.sriramakrishna.org](http://www.sriramakrishna.org) only. As such, all the bidders are requested to be in continuous touch with the aforesaid web page.

Thanking you,

For and on behalf of RMIC



**Secretary (RMIC)**

Agency	Contact details	
Ramakrishna Mission Institute of Culture, Kolkata	Address	Ramakrishna Mission Institute of Culture, Gol park, Kolkata-700029, West Bengal.
	Phone no	(91-33) 2464-1303 (3 Lines); 2466-1235 (3 Lines)
	FAX no	(91-33) 2464-1307
	E-mail	<a href="mailto:golpark.rmic@rkmm.org">golpark.rmic@rkmm.org</a> ; (Copy to) <a href="mailto:rmic.library@gmail.com">rmic.library@gmail.com</a>

## **Enclosure**

01. Annexure-I: Pre-Qualification Criteria.
02. Annexure-II: Format for No Deviation Certificate.
03. Annexure-III: General information and instructions
04. Annexure-IV: Format for seeking clarification.
05. Form-1: Pre-Qualification Proposal Submission Form
06. Other Tender documents as per this NIT.

# **THE RAMAKRISHNA MISSION INSTITUTE OF CULTURE**

Tender No. RMIC-LIB/10/2021-22/01

## **ANNEXURE - I**

### **Pre-Qualification Criteria**

#### **(PART OF COVER-I - EN-01)**

<b>Job</b>	<b>Supply &amp; Installation of Compactor Storage System at the Library of The Ramakrishna Mission Institute of Culture, Gol park, Kolkata-700029, West Bengal.</b>
<b>Tender No.</b>	<b>RMIC-LIB/10/2021-22/01</b>

The Pre-qualification bids shall be evaluated with reference to information provided by the bidders and the supporting documentation (to be numbered / indexed in accordance with Sl. No. as enumerated in the table below). **Bidders failing to meet the criteria or failing to furnish the requisite supporting documents / documentary evidence are liable to be rejected summarily** and their bid shall not be considered for the subsequent stages of evaluation.

<b>Sl. No.</b>	<b>Pre-qualification criteria</b>	<b>Supporting document(s)</b>
1	Bidders should be registered in India as a sole proprietor, firm or a company for at least the last three years and providing office-storage solutions. Bidders can either be an Original Equipment Manufacturer (OEM) or an Authorized Dealer of the OEM. <b>Note: Bidder should be an individual organisation, Consortium/JV bidding shall not be allowed</b>	Certificate of Incorporation / Registration / Dealership Certificate
2	Bidder should have an average annual turnover of at least <b>Rs. 50 Lakhs</b> during last three years (FY 2020-21, 2019-20, 2018-19).	Audited Balance Sheet & Profit and Loss Account for the financial years 2018-19 to 2020-21.
3	Bidder should have GST registration.	Copy of the GST Registration Certificate.
4	Bidder should have a valid PAN	Copy of the PAN.
5	Bidder should not be blacklisted or declared as ineligible by any Government or Private Company for fraudulent or corrupt practices or inefficient / ineffective performance.	Certified statement/Declaration from the bidder.
6	Bidder should not be declared insolvent or undergoing insolvency proceedings.	Certified statement/Declaration from the bidder.
7	Bidder should have experience of <b>successfully supplied and installed similar type of compactor unit of quantity as mentioned hereunder during the last five years</b> ending on latest due date of offer submission to any Central or State Govt. organisation / PSU / MNC / reputed private organisation in the state of West Bengal: <b>A. 01 (One) similar completed job costing not less than Rs. 4.0 Lakhs,</b> <b>OR</b> <b>B. 02 (Two) similar completed jobs each costing not less than 2.5 Lakhs.</b>	I. Copies of WORK ORDER and COMPLETION CERTIFICATE obtained from the respective client, II. Form 26 AS (or proof of payments received), III. Details of the contact person of each client along with phone number, e-mail ID.

**Note:** Credentials submitted by the bidder against "PRE QUALIFYING CRITERIAS" may be verified for its authenticity. In case, any credential (s) is/are found unauthentic, offer of the bidder is liable to the rejection. RMIC reserves the right to initiate any further action against such bidder, as per norms of RMIC.

# **THE RAMAKRISHNA MISSION INSTITUTE OF CULTURE**

Tender No. RMIC-LIB/10/2021-22/01

**ANNEXURE - II**

**NO DEVIATION CERTIFICATE**  
**(TO BE SUBMITTED IN BIDDER'S LETTERHEAD)**  
**(PART OF COVER-I - EN-01)**

To,  
Secretary, Ramakrishna Mission Institute of Culture,  
Gol park, Kolkata-700029, West Bengal.

Job	Supply & Installation of Compactor Storage System at the Library of The Ramakrishna Mission Institute of Culture, Gol park, Kolkata-700029, West Bengal.
Tender No.	RMIC-LIB/10/2021-22/01

Dear Sir,

With reference to above, this is to confirm that as per tender conditions, we have gone through the tender documents and understood contents therein. We also confirm that we have not changed/ modified the tender documents as appeared in the website/ issued by you and in case of such observance at any stage, it shall be treated as null and void.

We hereby confirm that we have not taken any deviation from tender clauses together with other references as enumerated in the above referred NIT. We hereby confirm our unqualified acceptance to all terms & conditions and unqualified compliance to technical specification.

In the event of observance of any deviation in any part of our offer at a later date whether implicit or explicit, the deviations shall stand null & void.

We confirm to have submitted offer in accordance with tender instructions and as per aforesaid references.

Thanking you,

Yours faithfully,

Signature of the Authorised signatory with company seal \_\_\_\_\_

Name and designation of the Authorised signatory \_\_\_\_\_

Name of the firm \_\_\_\_\_

Address \_\_\_\_\_

Telephone No.(s) \_\_\_\_\_ Email ID \_\_\_\_\_

Location \_\_\_\_\_ Date \_\_\_\_\_

**GENERAL INFORMATION AND INSTRUCTIONS**  
**(PART OF COVER-I - EN-01)**

1. The Tender form must be filled in English.
2. The Pre-Qualification Proposal must be submitted in the prescribed proforma, to be downloaded from our website without any alteration whatsoever. If the space on proforma is insufficient for furnishing full details, such information may be supplemented on separate sheet stating therein the part of proforma and serial number. Separate sheet(s) may be used for each part of form(s).
3. Technical and Price bids are to be prepared on Company letterhead. The submitted Tender should be duly signed and stamped on the right hand bottom corner of every page (not overlapping any write-up or page number).
4. The Rate to be submitted should be inclusive of ALL taxes, FOR delivery at the designated location prior to installation. Installation charges, if extra, should be clearly spelt out with proposed schedule of work and price details.
5. The Tender Rate should be valid up to **31-12-2021**.
6. The Ramakrishna Mission Institute of Culture ("Institute") is not bound to accept the lowest tender and may cancel any or all tenders without assigning any reason.
7. Only those bidders who qualify in respect of the Pre-Qualification Proposal and Technical Bid shall be eligible to be considered for opening of the Price Bid. Decision of the Secretary of the Institute regarding short listing of bidders shall be final and binding.
8. Application found with false and / or incomplete information at any stage is liable to be rejected. Canvassing in any form is sufficient ground for rejection of a tender.
9. It will be binding to the successful tenderer to abide by all the conditions of the Tender Notice.
10. Conditional tenders are liable to be rejected.
11. During evaluation of the Pre-qualification proposal or Technical Bid the Secretary or his authorised representative may at its discretion seek clarification from the bidders on their bids and the bidders are required to respond with adequate information supported by documentary evidence / literature.

# **THE RAMAKRISHNA MISSION INSTITUTE OF CULTURE**

Tender No. RMIC-LIB/10/2021-22/01

## **ANNEXURE - IV**

**FORMAT FOR SEEKING CLARIFICATION**  
**(TO BE SUBMITTED IN BIDDER'S LETTERHEAD)**  
**(PART OF COVER-I - EN-01)**

Job	Supply & Installation of Compactor Storage System at the Library of The Ramakrishna Mission Institute of Culture, Gol park, Kolkata-700029, West Bengal.
Tender No.	RMIC-LIB/10/2021-22/01

Sl. No.	Reference clause of tender document	Existing provision	Bidder's query

# **THE RAMAKRISHNA MISSION INSTITUTE OF CULTURE**

Tender No. RMIC-LIB/10/2021-22/01

**FORM-1**

## **PRE-QUALIFICATION PROPOSAL SUBMISSION FORM** **(PART OF COVER-I - EN-01)**

Sl. No.	Pre-qualification criteria	Supporting document(s)	Compliance (Yes / No) alongwith document ref. no.
1	Bidders should be registered in India as a sole proprietor, firm or a company for at least the last three years and providing office-storage solutions. Bidders can either be an Original Equipment Manufacturer (OEM) or an Authorized Dealer of the OEM. <b>Note: Bidder should be an individual organisation, Consortium/JV bidding shall not be allowed</b>	Certificate of Incorporation / Registration / Dealership Certificate	
2	Bidder should have an average annual turnover of at least <b>Rs. 50 Lakhs</b> during last three years (FY 2020-21, 2019-20, 2018-19).	Audited Balance Sheet & Profit and Loss Account for the financial years 2018-19 to 2020-21.	
3	Bidder should have GST registration.	Copy of the GST Registration Certificate.	
4	Bidder should have a valid PAN	Copy of the PAN.	
5	Bidder should not be blacklisted or declared as ineligible by any Government or Private Company for fraudulent or corrupt practices or inefficient / ineffective performance.	Certified statement/Declaration from the bidder.	
6	Bidder should not be declared insolvent or undergoing insolvency proceedings.	Certified statement/Declaration from the bidder.	
7	Bidder should have experience of <b>successfully supplied and installed similar type of compactor unit of quantity as mentioned hereunder during the last five years</b> ending on latest due date of offer submission to any Central or State Govt. organisation / PSU / MNC / reputed private organisation in the state of West Bengal: <b>A. 01 (One) similar completed job costing not less than Rs. 4.0 Lakhs,</b> <b>OR</b> <b>B. 02 (Two) similar completed jobs each costing not less than 2.5 Lakhs.</b>	I. Copies of WORK ORDER and COMPLETION CERTIFICATE obtained from the respective client, II. Form 26 AS (or proof of payments received), III. Details of the contact person of each client along with phone number, e-mail ID.	

Signature of the Authorised signatory with company seal \_\_\_\_\_

Name and designation of the Authorised signatory \_\_\_\_\_

Name of the firm \_\_\_\_\_

Address \_\_\_\_\_

Telephone No.(s) \_\_\_\_\_ Email ID \_\_\_\_\_

Location \_\_\_\_\_ Date \_\_\_\_\_



# **THE RAMAKRISHNA MISSION INSTITUTE OF CULTURE**

Tender No. RMIC-LIB/10/2021-22/01

## **PART – B: GENERAL CONDITIONS OF CONTRACT (GCC)**

SL. NO.	RMIC TERMS	Supplier confirmation (Accepted/Not-Accepted)
01	<p>Offers are invited to submit in <b>TWO -parts</b>.</p> <p><b>Part-I : PRE-Q &amp; TECHNICAL-CUM-COMMERCIAL:</b> Consisting of complete technical details, catalogues, drawings and all commercial terms. (Price shall not be indicated i.e; un-price bid).</p> <p>Following formats are to be filled and submitted in a single cover super scribing as Technical - cum - Commercial and Un Priced Bid, Tender Enquiry No. and Due Date. :-</p> <ul style="list-style-type: none"> <li>(i) All PRE-Q documents to be submitted.</li> <li>(ii) Technical Specification details confirming to technical specification (PART C OF TENDER) &amp; Catalogues to be enclosed (if any)</li> <li>(iii) RMIC TERMS.</li> <li>(iv) Confirmation of pre-qualification criteria</li> </ul> <p><b>All documents to be downloaded from our Web Site i.e. <a href="http://www.sriramakrishna.org">www.sriramakrishna.org</a></b></p> <p><b>Part-II : PRICE BID</b> Price to be quoted in the format enclosed. (Any preconditions for price will not be accepted and the tender will be rejected).</p> <p>Techno-commercial &amp; Pre-Q bids shall be opened first &amp; afterwards price bid shall be opened for qualified bidder, who have qualified in Techno-commercial &amp; pre-q bid . <b><u>If the vendor submits offer i.e. Technical &amp; Price bid together, the offer shall be liable for rejection.</u></b></p> <p><b><u>Note : In order to maintain sanctity of the tender system, it is advised that one Agent cannot represent two suppliers or quote on their behalf in a particular tender</u></b></p> <p><b><u>In the tender, either one agent on behalf of the principal/OEM or Principal/OEM itself can bid but both cannot bid simultaneously for same item/product.</u></b></p>	
02	<b>RMIC</b> keeps its right to reject / load any offer which is having deviations to <b>RMIC</b> Specifications, Standard Terms & Conditions. All the bidders shall submit their offers only by filling the original RMIC tender documents. No other offer will be entertained.	
03	<b>The equipment / item offered shall be strictly conforming to the specification and for complete unit in conformance with tender specification.</b>	
04	<b>No offer for individual accessories or part machinery/part offer will be accepted.</b>	
05	<p><b>Terms of payment:</b></p> <p>As per Clause (vii) of Special Terms and Conditions of Part-C: TECHNICAL SPECIFICATION AND SPECIAL CONDITION OF CONTRACT (SCC).</p> <p>No advance shall be paid. Payment shall be paid in INR only. Payment shall be through RTGS as given in PART - H</p>	
06	<b>Warranty/Guarantee:</b> As specified in Part-C: TECHNICAL SPECIFICATION AND SPECIAL CONDITION OF CONTRACT (SCC)	
07	<p><b><u>SUPPLY &amp; INSTALLATION PERIOD:-</u></b></p> <p>As per in Clause IV of Special Terms and Conditions of Part-C: TECHNICAL SPECIFICATION AND SPECIAL CONDITION OF CONTRACT (SCC).</p> <p><b><u>Offer with delivery period for supply and installation beyond eight weeks from the date of award of the of the Purchase /Work Order, shall be liable for rejection.</u></b></p>	
08	<p><b><u>DISCOUNTS</u></b></p> <p>Discounts offered by the vendor in price shall not be entertained by RMIC. The vendor should factor in his discount in the price offer only. In-spite of the same, if a discount is offered by the bidder, the same shall not be considered for evaluation of the offer, but Purchase Order/Work Order shall be issued on bidder's final discounted price.</p>	

# **THE RAMAKRISHNA MISSION INSTITUTE OF CULTURE**

**Tender No. RMIC-LIB/10/2021-22/01**

09	<b><u>TERMINATION CLAUSES:</u></b>	
(i)	RMIC reserves the right to cancel the order for delay in supply/installation beyond the schedule without any monetary or legal obligations.	
(ii)	Obtaining the Export / Import License, if any required is the responsibility of the supplier. In case of delay in supplying & installing the equipment in time, due to this reason, RMIC has the right to cancel the order without any monetary / legal obligation. To this extent supplier has to give the confirmation.	
10	<b><u>Liquidated Damage (LD) / Penalty:</u></b>  <b>A penalty @ 0.5% of the Purchase Order value per week or part thereof subject to maximum of 5% of the Purchase Order value, shall be levied as Liquidated Damages for delay in supply &amp; completion of work. However, for delay due to reasons which shall not be attributable to agency, LD will not be imposed.</b>	
11	<b><u>Performance Security Deposit (SD):</u></b>  The successful bidder with the job shall be required to deposit Performance Security Deposit equivalent to 5% of the total value of the Purchase Order in the form of Demand Draft from a Nationalised Bank in favour of "The Ramakrishna Mission Institute of Culture". Payable at "Kolkata". The Performance Security Deposit shall be released after 12 (Twelve) months from the date of completion of work duly certified by the Competent Authority of the Institute. No interest will be payable on the said Performance Security Deposit. In the event of non-providing of services, the Performance Security Deposit. Shall be forfeited to the extent services not provided.	
12	The sealed tenders superscribing tender number and due date should be <b>addressed to:</b>  <b>Secretary, Ramakrishna Mission Institute of Culture, Gol park, Kolkata-700029, West Bengal.</b>  <b>In case the sealed offer is submitted by bidder by hand, the same shall be submitted in the TENDER BOX kept in Library-Ramakrishna Mission Institute of Culture, Kolkata.</b>	
13	<b><u>Inspection: Details shall be as per PART-C: TECHNICAL SPECIFICATION AND SPECIAL CONDITION OF CONTRACT (SCC).</u></b>  The final inspection / performance checking will be carried out at our RMIC premises.	
14	The quotation/offer should be <b>valid up to 31-12-2021</b> . Price shall be firm & any variation will not be entertained	
15	<b><u>Force Majeure:</u></b>  The vendor shall be subject to force majeure clause defined as under :  This force majeure is herein defined as any cause which is beyond the control of the tenderer which they would not have foreseen or with a reasonable amount of diligence could not have foreseen and which subsequently affect the performance of the contract such as SRCC (strike riot and civil commotion), earthquake, flood, acts of God, acts of any government, domestic or foreign including but not limited to war.  The tenderer shall not be liable for delay in performing his obligation resulting from any force majeure clause as referred to and/or defined above. The date of completion will be subject to hereinafter provided be extended by a reasonable time even though such cause may occur after tenderer's performance of his obligation has been delayed for other causes.	
16	<b><u>Arbitration:</u></b>  In the event of any dispute or difference arising between the parties to this contract regarding execution of the same or their respective rights and liabilities there under, the same shall except as otherwise expressly provided therein, be referred to the arbitration of sole arbitration of RMIC or any other person nominated by him and provisions of the "The Arbitration and Conciliation Act, 1996" of India or any statutory notification or re-enactment therefore and rules framed there under from time to time shall apply to such arbitrations. The decision of arbitrator shall be binding both on seller and purchaser. The venue of arbitration shall invariably be Kolkata, India.	
17	<b><u>Jurisdiction:</u></b>  All disputes or differences arising under out of or in connection with the Purchase Order/ Work Order shall be subject to the exclusive jurisdiction of court at Kolkata.	

# **THE RAMAKRISHNA MISSION INSTITUTE OF CULTURE**

Tender No. RMIC-LIB/10/2021-22/01

19	<b>Consignee Details of the equipment: -</b>  As per Clause of Special Terms and Conditions of Part-C: TECHNICAL SPECIFICATION AND SPECIAL CONDITION OF CONTRACT (SCC).  All documents / correspondences must bear the Tender no. / Purchase Order/ Work Order No. & Date.	
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**Notes:**

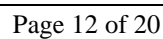
01. Bidder should write "accepted" / "Not-Accepted", as the case may be, in the column "supplier confirmation" for each clause.
02. The offers not complying the above Terms & Conditions will not be accepted.
03. Any deviation sought by the bidder should be indicated in the techno-commercial offer.

**PART-C:**  
**TECHNICAL SPECIFICATION AND SPECIAL CONDITIONS OF CONTRACT (SCC)**  
**TECHNICAL SPECIFICATION (SUPPLY & INSTALLATION)**

**1. SCOPE OF WORK:**

One set of **Mechanical Mobile Compactor** have to be supplied & installed in a rectangular room at the library of the Institute used for storing rare books. Two more compactors are already installed in the same room and the general description / dimension of the proposed compactor should be as given below (ref. Sketch of the proposed compactor unit a shown in Drawing 1):

Sl. No.	Particulars/Specifications	
1	Single face static 2235 mm H x 1500 mm L (2 parts 750 + 750) x 375 mm D consisting of 7 shelves making 6 compartments	1 set
	Single face movable 2235 mm H x 1500 mm L (2 parts 750 + 750) x 375 mm D consisting of 7 shelves making 6 compartments	1 set
	Double face movable 2235 mm H x 1500 mm L (2 parts 750 + 750) x 750 mm D consisting of 14 shelves making 12 compartments	9 sets
2	Aisle space for comfortable accessing of inside of the unit, when rolled apart, shall be at least 900 mm.	
3	All side panels and shelves should be at least 1 mm thick with at least 8 folds made of CRCA (Cold Rolled Close Annealed) Steel conforming to IS : 513 Grade D, adjustable type.	
4	Back panel should be at least 1 mm thick made of CRCA Steel conforming to IS : 513.	
5	Load capacity of each shelf should be at least 100 kg UDL.	
6	Each partition should be at least 0.8 mm, made of CRCA Steel conforming to IS : 513.	
7	Undercarriage should be made of at least 3.15 mm thick HR sheet conforming to IS : 10748 suitably fabricated for stated load.	
8	Drive shaft should be made out of solid bright steel rod.	
9	Rail should be solid bright steel bar 25 mm squared minimum.	
10	All materials should be treated and powder coated with epoxy polyester powder (with Dry Film Thickness of 50 microns minimum) with uniform colour on all surfaces (steel grey / green).	
11	All handles should be chrome plated (drawing / literature to be provided)	
12	All fastener should be electro galvanised.	
13	A centralised locking arrangement should be provided at the appropriate location facilitating the locking of the whole unit when all the units are brought together.	
14	Drive Unit Assembly to be provided with suitable locking arrangement preventing unwarranted movement of the system while in use. The unit should ensure hassle free operation to the user's satisfaction.	
15	All material should be in knock down condition and should be assembled at site.	
16	Any civil work required for installation of compactor shall be carried out by successful bidder to the reasonable satisfaction of the purchaser, at no extra cost.	



# **THE RAMAKRISHNA MISSION INSTITUTE OF CULTURE**

Tender No. RMIC-LIB/10/2021-22/01

## **SKETCH OF THE PROPOSED COMPACTOR UNIT**

### **SPECIAL TERMS AND CONDITIONS (SCC)**

The following items to be furnished /Supplied/Confirmed by the Vendor at the time of delivery of the above items.

#### **(i) CERTIFICATES:-**

The Vendor shall provide:

- Operation & Maintenance (O & M) Manual: - To be provided by Supplier/OEM in original (OEM COPY).
- Warranty /Guarantee Certificate: - To be provided by the Supplier/OEM. Bidder shall provide comprehensive warranty of a minimum period of **three years from date of successful installation**.
- Certificate of NEWNESS - To be provided by Supplier/OEM.

#### **(iii) SCOPE OF SUPPLY AND INSTALLATION: -**

- a. **SUPPLY (Supply means Delivery and Inspection) at RMIC library duly certified by Secretary, RMIC or his authorized representative:**

**Delivery:** Supply of various Mechanical equipment & devices along with accessories /Manuals/Warranty certificate etc. as per PO/WO certified by Secretary-RMIC or his authorized representative.

**Inspection:** Checking of the supplied items and its functioning certified by Secretary-RMIC or his authorized representative in presence of vendor's representative.

- b. **INSTALLATION (Installation means Installation, Demonstration, Training and Handing over): Installation, Demonstration, Training and Hand over by vendor's representative at RMIC library premises, certified by Secretary-RMIC or his authorized representative: -**

**Installation & Demonstration:** To Install & demonstrate the whole function/working procedure at RMIC library premises certified by Secretary-RMIC or his authorized representative.

**Training & Hand Over:** To train the concerned personnel of RMIC for independent operation of the supplied/installed item and its accessories at RMIC library premises certified by Secretary-RMIC or his authorized representative.

#### **(iv) TIME/COMPLETION SCHEDULE FOR SUPPLY & INSTALLATION: -**

The successful bidder will be required to ensure completion of delivery and installation of the compactor within a period of **eight weeks** from the date of award of the Purchase /Work Order.

#### **(v) CONSIGNEE: -**

Secretary, Ramakrishna Mission Institute of Culture, Gol park, Kolkata-700029, West Bengal.

#### **(vi) PAYING AUTHORITY: -**

Secretary, Ramakrishna Mission Institute of Culture, Gol park, Kolkata-700029, West Bengal.

#### **(vii) PAYMENT TERMS:-**

- A. 100% of order value shall be payable within 6 weeks from the date of completion of Supply & Installation of compactor at the designated place at RMIC on submission of GST Invoice (in triplicate) along with material receipted challan (duly certified by consignee), Operation & Maintenance (O & M) Manual, Warranty /Guarantee Certificate, Newness certificate & other documents as per tender requirement. Supply and Installation means completion of supply and installation as defined in Clause (iii)a & (iii)b respectively of Special Terms and Conditions of Part-C: TECHNICAL SPECIFICATION AND SPECIAL CONDITION OF CONTRACT (SCC).

# **THE RAMAKRISHNA MISSION INSTITUTE OF CULTURE**

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- B. **NO ADVANCE SHALL BE PAID.** Payment shall be made through e-payment mode. Successful bidder shall have to submit the requisite details in RTGS format.

(viii) **WARRANTY:-**

Bidder shall provide comprehensive warranty of a minimum period of **03 (three) years** from date of successful installation.

(ix) **SUBLETTING:-**

Successful bidder shall not sublet, transfer or assign the job or any part thereof to any agency, without the written permission of the Secretary of the Institute (RMIC).

(x) **TAXES AND DUTIES:**

1) <b>All taxes excluding GST with applicable Cess</b> but including, Charges, Royalties, , any State or Central Levy and other Taxes for materials if any obtained for the work and for the execution of the contract shall be borne by the bidder and shall not be payable extra by RMIC.
2) Any increase in the above at any stage during execution including extension of the contract, if any, shall have to be borne by the contractor. Quoted/ accepted rates/ price shall be inclusive of all such requirements.
3) <b>GST with applicable Cess, legally leviable &amp; payable by the successful bidder as per GST Law, shall be paid extra by RMIC. Hence, Bidder shall not include GST with applicable Cess in their quoted price.</b>
4) The successful bidder shall furnish proof of GST registration with GSTN Portal covering the services under this contract. Registration should also bear endorsement for the premises from where the billing shall be done by the successful bidder on RMIC for this job.
5) <b>Since GST on output will be paid by RMIC separately as enumerated above, bidder's quoted rates/ price should be after considering the Input Credit under GST law at their end.</b>
6) TDS under Income Tax shall be deducted at prevailing rates on gross invoice value from the bill unless exemption certificate from the appropriate authority/ authorities is furnished.
7) TDS under GST shall be deducted at applicable rates on gross invoice value from the bill.
8) Bidder shall note that the GST Tax Invoice complying with GST Invoice Rules (Section 31 of GST Act & Rules referred there under) wherein the 'Bill To' details shall be as per following. <b>RMIC GSTN – 19AAAR1077P2ZZ</b> <b>NAME - RAMAKRISHNA MISSION INSTITUTE OF CULTURE</b> <b>ADDRESS – SECRETARY, RAMAKRISHNA MISSION INSTITUTE OF CULTURE, GOL PARK, KOLKATA-700029, WEST BENGAL.</b> Bidder to intimate immediately on the day of removal of Goods (in case of any supply of goods) to RMIC along with all relevant details and a scanned copy of Tax Invoice through following communication mode for enabling RMIC to meet its GST related compliances Portal & Portal Address – <b>SECRETARY, RAMAKRISHNA MISSION INSTITUTE OF CULTURE, GOL PARK, KOLKATA-700029, WEST BENGAL, E-mail ID: <a href="mailto:rmic.library@gmail.com">rmic.library@gmail.com</a> with Copy to: <a href="mailto:golpark.rmic@rkmm.org">golpark.rmic@rkmm.org</a>.</b> In case of delay in submission of the abovementioned documents on the date of dispatch, RMIC may incur penalty /interest for not adhering to Invoicing Rules under GST Law. The same will be liable to be recovered from the successful bidder, if such delay is attributable to the bidder.
9) In case of raising any Supplementary Tax Invoice (Debit / Credit Note) Bidder shall issue the same containing all the details as referred to in Section 34 read with Section 31 of GST Act & Rules referred there under.
10) Bidder shall Comply with the Time limit prescribed under the GST Law and rules thereof for raising of the tax invoice. If any supply of goods is applicable, Bidder shall also ensure prompt delivery of Goods after dispatch.

# **THE RAMAKRISHNA MISSION INSTITUTE OF CULTURE**

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- 11) Bidder shall note that in case GST credit is delayed/ denied to RMIC due to delayed / non receipt of goods and /or tax invoice or expiry of the timeline prescribed in GST Law for availing such ITC, or any other reasons attributable to the bidder, GST amount shall be recoverable from the bidder along with interest levied/leviable on RMIC, as the case may be.
- 12) Bidder shall upload the Invoices raised on RMIC in GSTR-1 within the prescribed time as given in the GST Act. Bidder shall note that in case of delay in declaring such invoice in your return and GST credit availed by RMIC is denied or reversed subsequently as per GST Law , GST amount paid by RMIC towards such ITC reversal as per GST law shall be recoverable from the bidder along with interest levied / leviable on RMIC.
- 13) Way Bill: Successful Bidder to arrange for way bill / e-waybill for any transfer of goods for the execution of the contract.  
The Bidder has to make their own arrangement at their cost for completing the formalities, if required, with Issuing Authorities, for bringing materials, plants & machinery at site for execution of the works under this contract, Road Permit / Way Bill, if required, shall be arranged by the contractor and RMIC will not supply any Road Permit / Way Bill for this purpose.
- 14) Any new taxes & duties, if imposed subsequent to the due date of offer submission as per NIT & TCN, by statutory authority during contract period (including extensions for which delay is not attributable to the bidder), shall be reimbursed by RMIC on production of relevant supporting document to the satisfaction of RMIC. However, bidder shall obtain prior approval from RMIC before depositing any such new taxes and duties.  
Benefits and/or abolition of all existing taxes must be passed on to RMIC against new taxes, if any, introduced at a later date.
- 15) As per Anti-profiteering clause bidder shall pass on the benefit to RMIC in case of any reduction of the GST rate. Further any Excise Duty, VAT, CST, Service Tax, Entry Tax embedded in the price of the goods/services shall be passed on to RMIC.
- 16) **TCS Clause:**
  - i. You may collect TCS under section 206C (1H) of Income Tax Act, 1961 if applicable.
  - ii. In case, you collect TCS under section 206C (1H) of Income Tax Act, 1961, following compliance is required. (a) TAN and PAN of vendor should appear in all invoices/claims. Copy of TAN /TCS registration is to be submitted. (b) Amount of TCS and assessable value on which TCS has been calculated should be specified clearly in the invoice. (c) You shall be required to submit certificate of TCS in form no. 27d within 15 days from the due date for furnishing the statement of tax collected at the source.
  - iii. In case, you do not collect TCS under section 206C (1H) of Income Tax Act, 1961, following declaration is to be submitted along with each invoice: - "I/We hereby declare that I/We are not required to collect TCS under section 206C (1H) of Income Tax Act, 1961, on this bill."
  - iv. In event of failure to comply with the provisions of the act, or proper certificate not issued, or if tax collected but not remitted to the government, or for any other reason and thereby causing loss to RMIC, the same shall be recoverable from the vendor with applicable interest.
  - v. You shall comply with all statutory amendment/notifications in this respect.
  - vi. PAN of RMIC is AAAAR1077P.

# **THE RAMAKRISHNA MISSION INSTITUTE OF CULTURE**

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## **PART – E: PRICE SCHEDULE/ BID**

**(TO BE SUBMITTED IN BIDDER'S LETTERHEAD)**  
**BIDDER SHALL FILL/QUOTE IN THIS FORMAT**

**(PART OF COVER-II - EN-02)**

Job	Supply & Installation of Compactor Storage System at the Library of The Ramakrishna Mission Institute of Culture, Gol park, Kolkata-700029, West Bengal.
Tender No.	RMIC-LIB/10/2021-22/01

Sl. No.	Description of item	All inclusive F.O.R. Destination Price (INR)	GST [(CGST + SGST) / IGST] (% and amount in INR)		All inclusive F.O.R. Destination Price including GST (INR)
1	Supply of one unit (set) of Mechanical Mobile Compactor as per specification submitted in technical bid Ref. No. ----- -----		(%)	Amount in INR	
2	Installation of Mechanical Mobile Compactor supplied to the Ramakrishna Mission Institute of Culture, Gol Park, at the designated site location		(%)	Amount in INR	
All inclusive F.O.R. Destination Price for Supply & Installation (inclusive of all taxes) (In Figure INR)					
All inclusive F.O.R. Destination Price for Supply & Installation (inclusive of all taxes) (In Words INR)					

### **NOTE:-**

- 1) Bidder must quote for the items mentioned in tender, otherwise their offer shall be liable for rejection.
- 2) Offered Mechanical equipment, instruments & devices along with accessories must have technical compliance with tender Specification.
- 3) RMIC reserves the right to ask for demonstration of the offered model(s) of equipment, instruments, devices along with accessories, if so decided during Techno-Commercial evaluation.
- 4) For the items where Installation, Demonstration, Training and Hand over is applicable, vendor to include all-inclusive charges (including taxes duties etc.) for the same in their quoted price. No separate payment shall be made to vendor in this regard.
- 5) Quoted Price shall be firm throughout the currency of contract. No price variation/escalation claim shall be entertained by RMIC.
- 6) Discounts offer by the vendor in price shall not be entertained by RMIC. (Ref. cl. no. 10. PART-B).
- 7) Bidder must quote the price elements mentioned in price schedule if any element left blank shall be construed as the price is included in Total F.O.R. price.
- 8) **ALL INCLUSIVE F.O.R. DESTINATION PRICE FOR SUPPLY & INSTALLATION (INCLUSIVE OF ALL TAXES) SHALL BE TAKEN INTO ACCOUNT FOR EVALUATION & AWARDING.**

Signature of the Authorised signatory with company with seal \_\_\_\_\_

Name and designation of the Authorised signatory \_\_\_\_\_

Name of the firm \_\_\_\_\_

Address \_\_\_\_\_

Telephone No.(s) \_\_\_\_\_ Email ID \_\_\_\_\_

Location \_\_\_\_\_ Date \_\_\_\_\_



**PART-H**

**FORMS AND PROCEDURES**

# **THE RAMAKRISHNA MISSION INSTITUTE OF CULTURE**

Tender No. RMIC-LIB/10/2021-22/01

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## **F-01**

### **OFFER FORWARDING LETTER / TENDER SUBMISSION LETTER (To be typed and submitted in the Letter Head of the Company/Firm of Bidder) (PART OF COVER-I - EN-01)**

Offer Reference No:.....

Date:.....

To,  
**Secretary, Ramakrishna Mission Institute of Culture,  
Gol park, Kolkata-700029, West Bengal.**

Dear Sir,

Sub: Submission of Offer against Tender Specification No: .....

I / We hereby offer to carry out the work detailed in the Tender Specification issued by **Ramakrishna Mission Institute of Culture, Kolkata-700029**, in accordance with the terms and conditions thereof.

I / We have carefully perused the following listed documents connected with the above work and agree to abide by the same.

- i) Amendments/Clarifications/Corrigenda/Errata etc. issued in respect of the tender documents
- ii) Notice Inviting Tender (NIT)
- iii) Price Schedule – (Part-E)
- iv) Technical Specification & Special Condition of Contract (SCC) – (Part-C)
- v) General Conditions of Contract (GCC) - (Part-B)
- vi) Forms and Procedures – (Part-H)

I / We further agree to execute all the work referred to in the said Tender document(s) upon the terms and conditions contained or referred to therein and as detailed in the appendices annexed thereto.

Signature of the Authorised signatory with company with seal \_\_\_\_\_

Name and designation of the Authorised signatory \_\_\_\_\_

Name of the firm \_\_\_\_\_

Address \_\_\_\_\_

Telephone No.(s) \_\_\_\_\_ Email ID \_\_\_\_\_

Place:

Date:

**F-02**

**RTGS FORMAT**  
**(PART OF COVER-I - EN-01)**

**Form for getting payment through RTGS (Real Time Gross Settlement)**

01. NAME OF VENDOR
02. ADDRESS
03. VENDOR'S BANK A/C NAME
04. VENDOR'S BANK A/C NO.
05. NAME OF BANK
06. NAME OF BRANCH
07. BRANCH PH. NO.
08. CITY
09. IFSC CODE OF THE BRANCH

**THE CHARGES IF ANY FOR PAYMENT THROUGH RTGS MAY BE  
RECOVERED FROM THE BILL SUBMITTED BY US.**

SIGNATURE OF AUTHORISED REPRESENTATIVE  
OF VENDOR WITH DATE & SEAL

CONFIRMATION BY BANKER WITH  
OFFICE SEAL

Note :

1. Cancelled cheque may also be submitted along with this format.
2. Incorrect information will create accounting complications and payment will be delayed.

# **THE RAMAKRISHNA MISSION INSTITUTE OF CULTURE**

Tender No. RMIC-LIB/10/2021-22/01

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**F-03**

## **Vendor Details**

(To be typed and submitted in the Letter Head of the Company/Firm of Bidder)  
**(PART OF COVER-I - EN-01)**

1. Name & address of the vendor/company:
2. PAN No. of the vendor/company (scan copy of PAN Card):
3. Contact Person for the vendor/company
4. Mobile number & E-mail of the contact person
3. GST registration no. (scan-copy of GST registration Certificate):

Signature of the Authorised signatory with company with seal \_\_\_\_\_

Name and designation of the Authorised signatory \_\_\_\_\_

Name of the firm \_\_\_\_\_

Address \_\_\_\_\_

Telephone No.(s) \_\_\_\_\_ Email ID \_\_\_\_\_

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