

DUM DUM MOTIJHEEL COLLEGE

Office of the Principal

Dum Dum Rd, Motijheel, Amarpalli, South Dum Dum, West Bengal 700074

NOTICE INVITING PRE-QUALIFICATION CUM-TENDER (TWOCOVSYSYSTEM)

Memo no. DDMC-e-Tend/05/19

Dated : 02.12.2019

NIT No. : WBHE/DDMC/PRINC/19-20/05

For and on behalf of Dum Dum Motijheel College, the Principal, Dum Dum Motijheel College, Dum Dum, invites online item rate e - tenders for each of the following works by two cover system. Pre-qualification documents in a separate cover and Bid document with BOQ rate in another cover are to be submitted by the qualified Suppliers, Seller, Manufactures and any other eligible Bidders who satisfy the terms and conditions set out in pre-qualification document.e-tender for the work detailed in the table below. (Submission of Bid through online)

Cataloguing and Technical Processing of Books at Library

1. Stack out; 2. Call No. building (According to DDC 23" Edition); 3. Subject heading building (According to Sear List of Subject Heading); 4. Spine label pasting with cello-tape guard;
5. Cataloguing (According to MARC 21format) in Koha (ILMS, Latest Version)
 - a. Leader should be correctly set for all new record as per every documents and question.
 - b. Tag 008 Fixed-Length Data Elements-General Information (NR);
 - 06 - Type of date/Publication status
 - 07-10 - Date 1
 - 15-17 - Place of publication, production, or execution
 - 33 - Literary form
 - 35-37- Language codeAbove all should be established for all record.
- c. Field 100,110,111, 650,700.710,711 need to be authority control.
- d. Field 0205a: ISBN should be entire without any hyphen (-), space () or any other indication mark;
for ISSN- Same rule applicable.
- e. Field 490, not at 440.
- f. Indicators as applicable must be entered at required MARC field.
- g. Any other fields as informed to the vendor at the time of placing the work order.
6. Barcode building and pasting with cello-tape guard;
7. Stack in (According to Call No.) and alphabetical order:
Data entry operators and supervisors should have suitable qualification and experience as needed to handle the task involved in the project.
2. Total No. of Books: 25000 (Approximately)
3. Total job completed within a period of 100 Days.

Intending bidders may download tender documents from e-procurement portal of Govt. website www.wbtenders.gov.in. The pre-qualification and bid documents duly filled in all respect should be submitted on-line through our e-portal from (as per Server Time). Dum Dum Motijheel College does not take any responsibility for the delay caused due to non-availability of Internet connection or traffic jam etc. for on-line bids.

The financial bid document of the technically qualified bidders will be opened for evaluation and selection of qualified bidders will be declared after Technical evaluation and the other bid documents will be unopened. No separate intimation will be given for this, unless the above date is changed. In case of change of date, due intimation will be given in News dailies. No individual intimation will be given. Name of the qualified bidders will be displayed in the office notice board & College Website.

The Principal, Dum Dum Motijheel College, Dum Dum reserves the right to reject or cancel any or all pre-qualification documents and bid document without assigning any reason whatsoever.

The eligibility criteria are given below: -

1. The Rate should be Quoted as per specification Excluding of All Taxes.
3. The delivery should be made at the office of the undersigned within 5 days from date of issuance of supply order.
4. The rates should remain valid for the period up to March 2020. The rates once accepted will not be changed under any circumstances.
5. The tender should be submitted in the proforma enclosed herewith.
6. The violation of any of the conditions will entitle cancellation of the order.
7. Photocopy of Income Tax return for the last Financial year, GST Registration certificate valid for the current Financial year, PAN No., Trade license renewed for the current Financial year, credentials.
8. The tender inviting authority shall verify the above mentioned documents (in original) which are mandatory for the participation before issuance of the work order.
9. The prospective tenderers as a primary agency should have satisfactorily completed the supply to a single organization for a single financial year amounting at least to Rs. 50% only for supply of computer accessories articles to any state/central Governments establishment or its undertakings or any statutory body.
10. The tenderer may deposit the tender papers for items
11. Payment of bills on its production will be made after successful supply of the items subject to availability of fund and no claim, whatsoever will be entertained for any delay of payment.

12. Neither any mobilization advance nor any secured advance will be allowed.

13. "Tender for supply of computer accessories should be Submitted in two cover system of

Technical and financial document in e-procurement system

14. The tenderer should submit his credentials in one single Technical document and the rates quoted as per financial document(BOQ) in a separate two cover system . The credential will be examined after the credential are checked and the qualified financial bid will be opened only for the qualified bidder on the same day .If required any technical paper may be present during the opening of tender papers.

15. The tender bid will be out rightly rejected with a forfeiture of his earnest money if it comes to the notice inviting authority during scrutiny that the credential or any other papers of a tenderer are fabricated etc.

16. The undersigned reserves the right of accepting or cancelling the tender without assigning any reason.

17)Necessary Tax clearance certificate & Pan Card, GST Certificate (Xerox copy) paying slip (bid document), credentials should be furnished (Scan Copy).

18) To qualify for a Package of contracts made up of this and other contracts for which bids are invited in the NIT, the bidder must demonstrate having experience and resources sufficient to meet the aggregates of the qualifying criteria for individual contracts.

19) Date and Time Schedule:

Sl. No.	Particulars	Date & Time
1	Date of uploading of N.I.T. & other Documents (online) (Publishing Date)	02.12.2019
2	Documents download/sell start date (Online)	02.12.2019 6:55 P.M.
3	Bid submission start date (On line)	02.12.2019 6:55 P.M.
4	Bid Submission closing (On line)	18.12.2019 2:00 P.M.
5	Bid opening date for Technical Proposals (Online)	20.12.2019 3:00 P.M

Principal,
Dum Dum Motijheel College,
Dum Dum