



# West Bengal State University

Berunanpukuria, Malikapur Barasat  
24 North Parganas, Kolkata-700126

Phone: (033) 2524 1975/1976/1978/1979 Fax: (033) 2524 1977

## **NOTICE INVITING e-TENDER**

NIT No. : WBSU/24PNR/ETEN/Education/ETRC\_Equip./2017-18/01

Dated: 10/01/2018

The REGISTRAR (Officiating), West Bengal State University, Berunanpukuria, Malikapur, Barasat, 24 Parganas (N), invites **“Open E-tender for procurement of Office Equipments & Furnitures for Educational Technology Resource Centre for the Department of Education, WBSU”**. Interested bidders may obtain bidding documents by registering themselves to the e-tendering portal (<https://wbtenders.gov.in>).

(Submission of Bid through online only: <http://www.wbtenders.gov.in>)

Sl. No.	Description of Equipment / Materials	Earnest Money (Note: Through Online)	Period of Completion
1	Office Equipments & Furnitures	<b>Rs. 40,000/-</b>	120 Days

### **Opening and Evaluation of Tender**

The REGISTRAR (Officiating)  
West Bengal State University  
Berunanpukuria, Malikapur, Barasat  
24 North Parganas, Kolkata-700126

**Note:** The actual quantity may vary at the time of placing order.

**Contents:**

1. Notice Inviting Tender.
2. Instruction to Bidder
3. Date and Time Schedule of Work.
4. General Conditions of Contract and Specification for the Work.

**2) Instruction to Bidder:**

In the event of e-filling, intending bidder may download the tender documents from the website <http://wbtenders.gov.in> directly with the help of Digital Signature Certificate. Necessary Earnest Money deposit may be remitted through Online in favor of the **“West Bengal State University” payable at ‘Barasat’**. The Copy of Earnest Money Deposit (EMD) against the tender should be submitted to the Office of the West Bengal State University, Berunanpukuria, Malikapur, Barasat, North 24 Parganas, Kolkata-700126. The original part of online submission of Copy of EMD Payment(Hard Copy), Technical Specification(Hard Copy) and other submitted documents(Hard Copy) should be submitted, at least before the date of opening of the bid, failing which, the submission will be treated as cancelled. The EMD will be refunded only after the issue of the final supply order.

Both Technical bid and Financial bid are to be submitted concurrently duly digitally signed in the website <http://wbtenders.gov.in>.

Tender documents may be downloaded from the website and submission of Technical Bid and Financial Bid will be done as per Date & Time Schedule stated below.

The FINANCIAL OFFER of the prospective tenderer will be considered only for those tenderer who have successfully qualified technically i.e., Technical Bid is found suitable in all respect. The decision of the ‘University’ will be final and absolute in this respect. The list of Qualified Bidders will be displayed in the website.

**A) Eligibility criteria for participation in the tender.**

- i) Bonafide, experienced & resourceful contractors of Govt., Semi Govt., Govt. Undertaking Organizations, Govt. Enterprises etc. who have successfully completed the work of similar nature having value not less than 40% of the Estimated Cost of work, put to tender in a single contract during last 3(three) financial years are only eligible to participate in the tender. Must produce the credential & accordingly submit through online only.
- ii) Contractors having valid PAN, GST registration Certificate & Professional Tax challan, Service Tax Registration Certificate if available, EPF registration Certificate and up-to-date challan are to be accompanied with the Technical Bid Documents.
- iii) Income Tax Acknowledgement Receipt for the latest Assessment year, P.T. Deposit Challan for the year 2014-2015/2015-2016/2016-2017, Pan Card, GST Registration Certificate are to be accompanied with the Technical Bid Documents.
- iv) Registered Partnership Deed for Partnership Firm only along with Power of Attorney is to be submitted. The company shall furnish the Article of Association and Memorandum.

- v) Registered Labour Co-operative Societies are required to furnish valid Bye Law, Current Audit Report, Minutes of last A.G.M., valid certificate from A.R.C.S. along with other relevant supporting papers.
- vi) Running payment for work may be made to the executing agency as per availability of fund. The executing agency may not get a running payment unless the gross amount of running bill is 50 (fifty) lakh or 30% of the tendered amount whichever is less.
- vii) No mobilisation advance and secured advance will be allowed.
- viii) Joint Ventures will not be allowed.
- ix) Average annual turnover during last three years shall not be less than 30% of the estimated cost. Working capital in the year, proceeding the year of bid submission shall not be less than 30% of the estimated cost.

**B) Submission of Bids:**

Technical Bid & Financial Bids are to be submitted concurrently duly digitally signed in the website <https://wbtenders.gov.in> .

**C) Bid Validity**

Bids shall remain valid for a period not less than 120 days (One Hundred Twenty) from the last date of submission of Financial Bid / Sealed Bid.

**D) Detailed Specification:**

Sl. No.	Item Description	Quantity (nos.)
1	Desktop [Core i3 6100/4GB DDR4/1TB/DVD RW/18.5 LED/Windows 10 PRO/ Onboard Graphics- standard specification] Warranty: 3 years Onsite Brand: HP	20
2	Desktop [Core i3 6100/4GB DDR4/1TB/DVD RW/18.5 LED/DOS/ Onboard Graphics- standard specification] Warranty: 3 years Onsite Brand: HP	03
3	Laptop [Core i5 7200U/8GB DDR4/1TB/DVD RW/15.6 HD LED/Windows 10/2GB AMD Radeon Dedicated Graphics, With Bag- standard specification] Warranty: 3 years Onsite Brand: HP	03
4	600 VA UPS Warranty: 2 years and 1 years for Battery Brand : APC	23
5	Projector RGB liquid crystal shutter projection system, 3,200lm/2,240lm, D-Sub 15 pin: 1 (Blue molding), Composite: RCA x 1 (Yellow), S-Video, HDMI, 2 RCA (White/Red), USB Type A, USB Type B Warranty: Projector 2 years & 1 year/1000 hrs for the lamp Brand: Epson	1

6	Short Throw Projector 2800 ansi lumens brightness, wxga resolution Warranty: Projector 2 years & 1 year/1000 hrs for the lamp Brand: Epson	1
7	Tripod screen with stand (4' x 6')	1
8	Projector Wall mount kit	1
9	WACOM interactive pen display 15.6" IPS Full HD , HDMI, USB Warranty: 1 year	1
10	Projection Wall Mount Magnetic Board 4' x 6'	1
11	Printer (Bottle ink) (Print, Scan, Copy) Warranty: 1 year onsite Brand: HP	2
12	Printer (Print, Scan, Copy) Warranty: 3 year onsite Brand l: HP	2
13	External Hard Disk (1 TB) Brand: HP	2
14	Pen Drive (32 GB) Brand: HP	5
15	Antivirus: Quick Heal Total Security (10 user 3 years)	3
16	DVD	50
17	CD	50
18	Desktop Cover	23
19	Computer Speaker System (2.0) Brand: Creative/iBall	5
20	Scanner Warranty: 1 year carry in Brand: CANON	1
21	<b>Digital Photocopier Machine</b> With 20 cpm/ppm, Max. A3/11" x 17" & Ethernet(100Base-TX/10Base-T), USB 2.0 Warranty- 3 months or 30,000 copies whichever is earlier / As per OEM Brand & Model: Canon image Runner 2004n	1
22	<b>2 KVA voltage stabilizer</b> for Photocopier Machine	1
23	<b>Public Address System: Ahuja</b> 160 watt, amplifier- <b>ssa- 160dp</b> <b>Ahuja</b> wired microphone- <b>ASM- 980XLR</b> <b>Ahuja</b> microphone stand- <b>AFS-201 Studio master</b> wireless dual uhf microphone- <b>XR40 Ahuja</b> gooseneck mic- <b>GM-615 Ahuja</b> mic. Base- <b>GMB-6C Ahuja</b> wall speaker- <b>SMX-302t Flexible wire for connection</b>	1
24	<b>LG 1.5 Ton 3 star</b> split inverter Air Conditioner including installation charge Warranty: 10 years Compressor & 5 years condenser	6
25	<b>Almirah with 1 locker 4 Compartments</b> <b>Make: Raj &amp; Raj</b>	2
26	<b>Almirah without 4 shelves making 5 Compartments</b> <b>Make: Raj &amp; Raj</b>	2
27	<b>Chair with half writing top</b>	30
28	<b>Stool with cushion seat</b>	30
29	<b>Open Steel Rack(7'x3'x1')</b>	5

30	<b>Instrument Box</b> (for minor repairing)(Hammer, Screw driver set, Plier, Slide Wrench Set, Allen key, Electric tester, Electric Hand Drill)	1 set
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**E) Qualification Criteria:**

The Tender Inviting & Accepting Authority will determine the eligibility of each bidder; the bidders shall have to meet all the minimum Criteria regarding:-

- a) Financial Capacity
- b) Technical Capability comprising of personnel & equipment capability
- c) Experience

The eligibility of a bidder will be ascertained on the basis of the attested documents in support of the minimum criteria as mentioned in a), b) and c) as above and the declaration executed through prescribed affidavit in non-judicial stamp paper of appropriate value notarized duly. If any document submitted by a bidder is either concocted or false, in such cases the eligibility of the bidder/ tenderer will be out rightly rejected at any stage without any prejudice with forfeiture of earnest money forthwith.

**3) Date & Time schedule:**

Particulars	Date	Time
<b>1.Date of uploading of N.I.T. &amp; other Documents(online) (Publishing Date)</b>	<b>10.01.2018</b>	<b>12:30 PM</b>
<b>2. Documents download/sale start date (Online)</b>	<b>10.01.2018</b>	<b>01:30 PM</b>
<b>3. Documents download/sale end date (Online)</b>	<b>29.01.2018</b>	<b>06:00 PM</b>
<b>4. Bid submission start date (Online)</b>	<b>10.01.2018</b>	<b>03:00 PM</b>
<b>5. Last Date of submission of original copies for the Copy of Earnest money deposit Payment(Hardcopy) &amp; Technical Detailed Specifications (Hardcopy) &amp; necessary sufficient documents as per Online Submission (Hardcopy)</b>	<b>30.01.2018</b>	<b>Upto 03:30 PM</b>
<b>6. Bid Submission closing (Online)</b>	<b>29.01.2018</b>	<b>06:00 PM</b>
<b>7. Bid opening date for Technical Proposals (Online)</b>	<b>31.01.2018</b>	<b>02:30 PM</b>
<b>8. Date of uploading list for Technically Qualified Bidder(online)</b>	<b>To be Notified after evaluation of Technical Proposal</b>	
<b>9. Date for opening of Financial Proposal (Online)</b>	<b>To be Notified after evaluation of Technical Proposal</b>	

**Note:** The tender will be evaluated itemwise at the time of evaluation.

#### 4) General Terms and Condition:

### INSTRUCTION TO BIDDER

**A. General guidance for e-Tendering**

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

**B. Registration of Vendor**

Any Vendor 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 vendor is to click on the link for E-Tendering site as given on the web portal.

**C. Digital Signature certificate (DSC)**

Each vendor 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 Information's Centre (NIC) on payment of requisite amount details are available at the Web Site stated in Clause 2 of Guideline to Tenderer's DSC is given as a USB e-Token.

**D. Submission of Tenders**

General process of submission, Tenders are to be submitted through online to the website 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)

**E. Tenders Documents Details:**

**Others important Documents or My Document**

<b>Sl. No</b>	<b>Category Name</b>	<b>Detail(s)</b>
<b>1.</b>	<b>Certificate(s)</b>	GST Registration Certificate & Acknowledgement. PAN. P Tax (Challan) (current financial year). Latest IT Receipt. IT-Saral for last Assessment Year
<b>2.</b>	<b>Company Detail</b>	Proprietorship Firm (Trade License) Partnership Firm (Partnership Deed, Trade License) Ltd. Company (Incorporation Certificate, Trade License) Valid Trade License
<b>3.</b>	<b>Credential</b>	Similar nature of work completion certificate.
<b>4.</b>	<b>Financial Info</b>	Tax Audited Report last 3 (Three) years (year just preceding the current Financial Year)

## **Statutory Cover containing the following documents**

### **E.1 Technical proposal**

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

- i. Scan copy of AFFIDAVIT
- ii. FORM I, II
- iii. Scan copy of Technical Specifications

### **E.2 Financial proposal**

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 online through computer in the space marked for quoting rate in the BOQ.

**Note- The original part of online submission of copy of EMD Payment(Hard Copy), Technical Specification(Hard Copy) and other submitted documents(Hard Copy) should be submitted, at least before the date of opening of the bid, failing which, the submission will treated as cancelled. Also submitted the Commercial Terms & Conditions for the quoted items.**

### **F. Non-statutory Cover containing the following documents :**

- A) GST Registration Certificate & Acknowledgement. PAN. P Tax (Challan) (current financial year). Latest IT Receipt. IT-Saral for last Assessment year.
- B) Job Credential.
- C) Company Details.
- D) Payment Certificate.
- E) Power of Attorney (For Partnership Firm / Private Limited Company, if any)

**N.B.: Failure of submission of any of the above mentioned documents as stated above will render the tenderer liable to be rejected for both statutory & non statutory cover.**

### **G. Rejection of Bid:**

The Tender Committee 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 Tender Committee's action.

### **H. Award of Contract**

The Bidder who's Bid has been accepted will be notified by the Tender Inviting & Accepting Authority through an Acceptance e-mail / Letter of Acceptance.

The notification of award will constitute the formation of the Contract.

The Agreement as per enclosed format in G.C.C. will incorporate all agreements between the Tender Accepting Authority and the successful bidder. All the tender documents including N.I.T. & B.O.Q. will be the part of the contract documents. After receipt of Letter of Acceptance, the successful bidder shall have to submit requisite copies of contract documents stated in N.I.T. of the concerned work within time limit to be set in the letter of acceptance.

- I. There shall be no provision of Arbitration.

**J.** Conditional / Incomplete tender submissions will be treated as non responsive.

**K.** In case of quoting rates, no multiple lowest rate will be entertained. Rates to be quoted both in number & words. No adjustment in price or price as collation of any kind will be allowed for the works included in this NIT.



**FORM – I**

**PRE-QUALIFICATION APPLICATION**

To  
The Registrar  
West Bengal State University  
Berunanpukuria, Malikapur  
Barasat, Kolkata-700126

Ref: Tender for .....  
(Name of Work).....  
.....

N.I.e.T. No. : .....  
.....

Having examined the Statutory, Non-statutory & N.I.T. documents, I /we hereby submit all the necessary information and relevant documents for evaluation.

The application is made by me / us on behalf of .....in the capacity..... duly authorized to submit the order.

The necessary evidence admissible by law in respect of authority assigned to us on behalf of the group of firms for Application and for completion of the contract documents is attached herewith.

We are interested in bidding for the work(s) given in Enclosure to this letter.

We understand that:

1. Tender Inviting & Accepting Authority / Engineer-in-Charge can amend the scope & value of the contract bid under this project.
2. Tender Inviting & Accepting Authority / Engineer-in-Charge reserve the right to reject any application without assigning any reason

Enclosure(s): e-Filling:-

- a) Statutory Documents.
- b) Non Statutory Documents.

.....  
Signature of applicant including title

Date: .....

**FORM – II**

**STRUCTURE AND ORGANISATION**

1	Name of the Applicant	
2	Office Address	
	Telephone No.	
	Fax No	
3	Name and Address of Bankers	
4	Attach an organization chart showing the structure of the company with names of Key personnel and technical staff with Bio-data.  <b>Note :</b> Application covers Proprietary Firm, Partnership, Limited Company or Corporation	

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

**AFFIDAVIT – “Y”**

(To be furnished in Non – Judicial Stamp paper  
of Rs.100.00 (One Hundred only) duly notarized)

1. I, the under-signed do certify that all the statements made in the attached documents are true and correct. In case of any information submitted proved to be false or concealed, the application may be rejected and no objection/claim will be raised by the under-signed.
2. The under-signed also hereby certifies that neither our firm  
M/S..... nor any of  
constituent partner had been debarred to participate in any tender by any Govt. Organization / Undertaking during  
the last 5 (five) years prior to the date of this N.I.e.T.
3. The under-signed would authorize and request any Bank, person, Firm or Corporation to furnish pertinent  
information as deemed necessary and/or as requested by the Department to verify this statement.
4. The under-signed understands that further qualifying information may be requested and agrees to furnish any such  
information at the request of the Department.
5. Certified that I have applied in the tender in the capacity of individual/ as a partner of a firm and I have not applied  
severally for the same job.

.....  
Signed by an authorized officer of the firm.

.....  
Title of the officer

.....  
Name of the Firm with Seal

Date: .....

**Copy forwarded to the: -**

- i) The Sabhadhipati 24 North Parganas Zilla Parishad.**
- ii) D.M 24 North Parganas.**
- iii) District Information officer 24 North Parganas.**
- iv) Divisional Account Officer 24 North Parganas.**

**Sd/  
REGISTRAR (Officiating)  
West Bengal State University  
Berunanpukuria, Malikapur Barasat  
24 North Parganas, Kolkata-700126**