



Memo No: AC/316/19-20

Dated:18-10-2019

Notice Inviting e-Tender

e-Tender is invited from reputed, experienced and financially sound companies/vendors/organization for supply & delivery including fittings and installation of Desktop Computers, Printers and UPS for the Netaji Subhas Open University, DD-26, Sector -1, Salt Lake, Kolkata-700064 and Kalyani Regional Centre, NSOU, Durgapur Regional Centre, NSOU & Jalpaiguri Regional Centre, NSOU. Interested bidders are to participate in the bidding process as per specifications and conditions mentioned below in the Annexure - I, II & III.

DATE AND TIME SCHEDULE

Date of Publication of Tender Online through website https://wbtenders.gov.in/	18.10.2019 after 17.00 Hrs.
Date of Document Download Start	18.10.2019 after 17.00 Hrs.
Date of Bid Submission Start	18.10.2019 after 17.00 Hrs.
Date of Bid Submission Closing	05.11.2019 after 16.00 Hrs.
Date of Opening of Technical Bid	08.11.2019 after 12.00 Hrs.
Date of Opening of Financial Bid	To be notified later

Contact Mobile No: 9433843040, 9051162059

Finance Officer
Netaji Subhas Open University
DD-26, Sector -1, Salt Lake, Kolkata -700064
[Email: sachindrakar@yahoo.in](mailto:sachindrakar@yahoo.in)
Mobile No: 9432747119



ANNEXURE - I

SPECIFICATION FOR TECHNICAL BID

1. The Bidders should have Experience in similar type of supply as specified in Annexure II.
2. The supplier must have the credential of supply of similar type of items to the Educational Institute.
3. The Bidders should have legal compliance such as: (1) GST Number, (2) PAN / TAN , (3) Trade License.

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ANNEXURE - II

SPECIFICATION FOR FINANCIAL BID

following items to be supplied:

Sl No	Items	Specification	Qty
1	Desktop Computer - HP	HP- Intel,Processor-i5 8th Generation, RAM-4GB, DDR4, 1 TB HDD, DVD RW, Display-19.5", Windows 10 Professional	15
2	Colour Printer - HP	HP-Color Laserjet Pro MFP M277n	1
3	Laser Printer - HP	HP Laser Jet 1020 plus	1
4	UPS -APC	APC 600VA	15

Place of delivery & installations and quantity to be supplied :		
A	Desktop Computer - HP	Kalyani Regional Centre, NSOU-5 (five Desktop Computers) Durgapur Regional Centre, NSOU-5 (five Desktop Computers) Jalpaiguri Regional Centre, NSOU-5 (five Desktop Computers)
B	Colour Printer - HP	Netaji Subhas Open University, DD-26, Sector -1, Salt Lake, Kolkata-700064
C	Laser Printer - HP	Kalyani Regional Centre, NSOU-1 (One Laser Printer) Durgapur Regional Centre, NSOU-1 (One Laser Printer) Jalpaiguri Regional Centre, NSOU-1 (One Laser Printer)
D	UPS -APC	Kalyani Regional Centre, NSOU-5 (five Desktop Computers) Durgapur Regional Centre, NSOU-5 (five Desktop Computers) Jalpaiguri Regional Centre, NSOU-5 (five Desktop Computers)

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ANNEXURE – III

GENERAL TERMS & CONDITIONS

1. The bidders are to participate in the bidding process for the Tender only online at <https://www.wbtenders.gov.in> as per prescribed formats.
2. Price should be including GST
3. Price shall be quoted in INR only.
4. Incomplete and Conditional Bids will be summarily rejected without assigning any reasons thereof.
5. Tenders must be submitted in two Separate Bids- (1) Technical Bid covering all the credentials noted above, (2) Financial Bid as specified in Annexure - II. The Technical Bid, if found suitable to meet the specifications noted above, will be followed by Financial Bid.
6. The sum of all items would only be taken into consideration to have LOWEST QUOTATION.
7. The Bidders should quote all the items (Partial bidding will not be considered).
8. Quantity of items to be supplied may vary at the time of order.
9. The jurisdiction of any legal disputes will be under the Hon'ble High Court, Calcutta.
10. The Authority of NETAJI SUBHAS OPEN UNIVERSITY reserves the right to reject the entire bid received without assigning any reason thereof.
11. The applicant bidders to participate in the bidding process are to fill in the following Formats given in the page No. 5 and BOQ.



To
The Finance Officer
Netaji Subhas Open University
DD 26, Sector – 1, Salt Lake
Kolkata – 700064

Ref: Memo No: AC/316/19-20 Dated: 18-10-2019

Sub: Submission of Bid – Technical & Financial with reference to the above.

Sir,

As per guidelines given in the Tender Notice we are quoting the itemwise value and the total amount in the prescribed BOQ format in the Financial bid along with the Technical Credentials supported with relevant documents as applicable. We have read all the terms and conditions given in the Tender Notice and do hereby undertake to obey the rules and regulations of e-Tender.

With regards

Signature with Seal & Date:

Name of Signatory:

Name of Organization:

Mailing Address:

Mobile No of Contact Person:

Email Address of the Organization:

Enclosures:

1. Copy of GST Registration Certificate
2. Copy of PAN & TAN
3. Copy of Experience in similar type of supply as specified in Annexure II.