



West Bengal
Tenders

eProcurement System of Government of West Bengal

Tender Details

Date : 11-Apr-2023 02:12 PM

Print

Basic Details

Organisation Chain	DEPARTMENT OF HIGHER EDUCATION NETAJI SUBHAS OPEN UNIVERSITY		
Tender Reference Number	AC/009/23-24		
Tender ID	2023_DHE_508257_1		
Tender Type	Open Tender	Form of contract	Buy
Tender Category	Goods	No. of Covers	2
General Technical Evaluation Allowed	No	ItemWise Technical Evaluation Allowed	Yes
Payment Mode	Not Applicable	Is Multi Currency Allowed For BOQ	No
Is Multi Currency Allowed For Fee	No	Allow Two Stage Bidding	No

Cover Details, No. Of Covers - 2

Cover No	Cover	Document Type	Description
1	Fee/PreQual/Technical	.pdf	NIT
2	Finance	.xls	BOQ
		.pdf	BOQ
		.pdf	Product Details

Other Important Documents

S.No	Category	Sub Category	Sub Category Description	Format/File
1	CERTIFICATES	GST Registration Certificate	GST Registration Certificate	
2	CERTIFICATES	Permanent Account Number	Permanent Account Number	
3	COMPANY DETAILS	COMPANY DETAILS 1	PARTNERSHIP DEED, CO-OPERATIVE SOCIETY BYLAW, MOA,TRADE LICENCE,COMPANY REGISTRATION CERTIFICATE	
4	CREDENTIAL	CREDENTIAL 1	CREDENTIAL 1	
5	CREDENTIAL	CREDENTIAL 2	COMPLETION CERTIFICATES	
6	DECLARATION	DECLARATION FILE 1	DECLARATION FILE 1	

Tender Fee Details, [Total Fee in ₹ * - 0.00]

Tender Fee in ₹	0.00		
Fee Payable To	Nil	Fee Payable At	Nil
Tender Fee Exemption Allowed	No		

EMD Fee Details

EMD Amount in ₹	0.00	EMD through BG/ST or EMD Exemption Allowed	No
EMD Fee Type	fixed	EMD Percentage	NA
EMD Payable To	Nil	EMD Payable At	Nil

[Click to view modification history](#)

Work /Item(s)

Title	AC/009/23-24
Work Description	PROCUREMENT OF PHOTOCOPIER MACHINES
Pre Qualification Details	Please refer Tender documents.

Independent External Monitor/Remarks	NA				
Show Tender Value in Public Domain	No				
Tender Value in ₹	0.00	Product Category	Equipments	Sub category	NA
Contract Type	Tender	Bid Validity(Days)	270	Period Of Work(Days)	15
Location	KOLKATA	Pincode	700064	Pre Bid Meeting Place	NA
Pre Bid Meeting Address	NA	Pre Bid Meeting Date	NA	Bid Opening Place	KOLKATA
Should Allow NDA Tender	No	Allow Preferential Bidder	No		

Critical Dates

Publish Date	11-Apr-2023 05:00 PM	Bid Opening Date	19-Apr-2023 02:00 PM
Document Download / Sale Start Date	11-Apr-2023 05:00 PM	Document Download / Sale End Date	17-Apr-2023 12:00 PM
Clarification Start Date	NA	Clarification End Date	NA
Bid Submission Start Date	11-Apr-2023 05:00 PM	Bid Submission End Date	17-Apr-2023 12:00 PM

Tender Documents

NIT Document	S.No	Document Name	Description	Document Size (in KB)
		1	Tendernotice_1.pdf	NIT

Work Item Documents	S.No	Document Type	Document Name	Description	Document Size (in KB)
		1	BOQ	BOQ_1040391.xls	BOQ

Bid Openers List

S.No	Bid Opener Login Id	Bid Opener Name	Certificate Name
1.	sachindrakar@yahoo.in	SACHINDRA CHANDRA KAR	SACHINDRA CHANDRA KAR
2.	debanjanhr@gmail.com	DEBANJAN GHOSHAL	DEBANJAN GHOSHAL
3.	gopaldas1984@gmail.com	Gopal Das	GOPAL DAS

Tender Properties

Auto Tendering Process allowed	No	Show Technical bid status	Yes
Show Finance bid status	Yes	Show Bids Details	Yes
BoQ Comparative Chart model	SingleWindow	BoQ Compative chart decimal places	2
BoQ Comparative Chart Rank Type	L	Form Based BoQ	Yes

Tender Inviting Authority

Name	FINANCE OFFICER
Address	NSOU,DD 26, Sector -1, Salt Lake, Kolkata-700064

Tender Creator Details

Created By	SACHINDRA CHANDRA KAR
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Designation	FINANCE OFFICER
Created Date	11-Apr-2023 02:07 PM



Memo No: AC/009/23-24

Dated:11-04-2023

Notice Inviting e-Tender

e-Tender is invited from the original equipment manufacturer (OEM) or an authorized dealer for supply & delivery including fittings and installation of Photocopier Machines for the Netaji Subhas Open University, DD-26, Sector -1, Salt Lake, Kolkata-700064 and 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/	11.04.2023 after 17.00 Hrs.
Date of Document Download Start	11.04.2023 after 17.00 Hrs.
Date of Bid Submission Start	11.04.2023 after 17.00 Hrs.
Date of Bid Submission Closing	17.04.2023 after 12.00 Hrs.
Date of Opening of Technical Bid	19.04.2023 after 14.00 Hrs.
Date of Opening of Financial Bid	To be notified later

Contact No. 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/government Office.
3. The Bidders should have legal compliance such as: (1) GST Number, (2) PAN / TAN , (3) Trade License.
4. Bidders should be the original equipment manufacturer (OEM) or an authorized dealer. For the later, Letter of Authorization from original equipment manufacturer (OEM) on the same and specific to the tender should be enclosed. An authorized dealer is strongly discouraged to authorize another dealer to quote on their behalf.

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 - II

SPECIFICATION FOR FINANCIAL BID

1. General: Mono Multi-function machine in A3 category with Document Feeder.
2. Copy/Print Speed (A4): upto 25PPM (Mono).
3. Print Resolution: 1200 x 1200 dpi.
4. Processor & Memory: Minimum 1 Ghz Dual core Processor with Minimum 4GB RAM.
5. Connectivity: 10/100/1000BaseT Network and High Speed USB 3.0.
6. Document Feeder: Duplex type Automatic Document Feeder (Single pass dual scan type, Feeder Capacity – Minimum 130 Sheet).
7. Duplex Printing and Colour Scanning should be available with the machine.
8. Operating Panel : 7" color touchscreen or larger where users can tap, swipe and pinch their way through tasks and functions with mobile-like ease.
9. Tray Configuration: Single Tray along with Bypass Tray.
10. Paper Capacity: Minimum 520 Sheets x 1 + 100 Sheet x 1.
11. Duty Cycle: Minimum 105000 pages per month or higher (*Parameter must be mentioned on product literature*).
12. Standard Network Printing/Scanning should be available.
13. Other Utilities: Preview of Scan/Fax with Zoom, Rotate, Add Page. Print from USB, Secure Print, Sample Set, Bidirectional Real-time Status, Scaling, Job Monitoring, Built-in Optical Character Recognition (OCR), Scan to USB/Email/Network (FTP/SMB), Searchable PDF, Secure Scan, Secure Email, Password Protected PDF.
14. Scan-to and print-from USB drive.
15. Standard Accounting for usages tracking (Print, Copy, Scan) must be available for unlimited users of the devices. Storage must be of 500GB or higher.
16. Administrator should have the privilege to manage device via the Embedded Web Server
17. Mobile printing with Apple AirPrint and Mopria Print Service Plug-ins for Android.
18. Machine must be supplied along with floor mounted stand. Suitable Stabilizer (branded) is also to be included along with the offer.
19. Virtual demonstration of the machine should be available on the OEM's web source.
20. Warranty: Three year on-site warranty.

Place of delivery & installations		
Sl	Place	Quantity
1	Registrar Department, 2nd Floor, NSOU, DD-26, sector-I, Salt Lake, Kolkata-700064	1
2	School of Sciences, Jalpaiguri Regional Centre, NSOU	1

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 – 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.
8. Quantity of itmes to be supplied may vary at the time of order.
9. The judicature 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/009/23-24 Dated: 11-04-2023
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.
4. Details of Product to be supplied i.e Model name, Model No. , Brand, warranty, Service Centre etc.

Signature Not Verified

Digitally signed by SACHINDRA CHANDRA
KAR

Date: 2023.04.11 14:05:00 IST
Location: West Bengal-WB

Sachindra Chandra Kar, Finance Officer, Email: sachindrakar@wbnsou.ac.in, Mobile No: 98101747119