


West Bengal Tenders		eProcurement System of Government of West Bengal			
Tender Details					
Date : 04-Dec-2024 03:08 PM					
 Print					
Basic Details					
Organisation Chain	DEPARTMENT OF HIGHER EDUCATION NETAJI SUBHAS OPEN UNIVERSITY				
Tender Reference Number	AC/241/24-25				
Tender ID	2024_DHE_778828_1	Withdrawal Allowed	Yes		
Tender Type	Open Tender	Form of contract	Item Rate		
Tender Category	Goods	No. of Covers	2		
General Technical Evaluation Allowed	No	ItemWise Technical Evaluation Allowed	Yes		
Payment Mode	Offline	Is Multi Currency Allowed For BOQ	No		
Is Multi Currency Allowed For Fee	No	Allow Two Stage Bidding	No		
Payment Instruments		Cover Details, No. Of Covers - 2			
Offline	S.No	Instrument Type			
	1	RTGS/NEFT			
Cover No	Cover	Document Type	Description		
1	Fee/PreQual /Technical	.pdf	NIC		
2	Finance	.xls	BOQ		
		.pdf	BOQ		
		.pdf	PRODUCT DETAILS		
Other Important Documents					
S.No	Category	Sub Category	Sub Category Description	Format/File	
1	CERTIFICATES	CERTIFICATES	VAT/SALES TAX REGISTRATION CERTIFICATE ALONG WITH ACKNOWLEDGEMENT , PAN, LATEST IT ACKNOWLEDGEMENT, PTAX,LABOUR LICENCE		
2	CERTIFICATES	GST Registration Certificate	GST Registration Certificate		
3	CERTIFICATES	Bank Solvency Certificate	Bank Solvency Certificate		
4	CERTIFICATES	Permanent Account Number	Permanent Account Number		
5	COMPANY DETAILS	COMPANY DETAILS 1	PARTNERSHIP DEED, CO-OPERATIVE SOCIETY BYLAW, MOA,TRADE LICENCE,COMPANY REGISTRATION CERTIFICATE		
6	COMPANY DETAILS	COMPANY DETAILS 2	COMPANY DETAILS 2		
7	CREDENTIAL	CREDENTIAL 1	CREDENTIAL 1		
8	CREDENTIAL	CREDENTIAL 2	COMPLETION CERTIFICATES		
9	DECLARATION	DECLARATION FILE 1	DECLARATION FILE 1		
10	DECLARATION	DECLARATION FILE 2	DECLARATION FILE 2		
11	DECLARATION	DECLARATION FILE 3	DECLARATION FILE 3		
12	FINANCIAL INFO	P/L AND BALANCE SHEET 2021-22	P/L AND BALANCE SHEET 2021-22		
13	FINANCIAL INFO	P/L AND BALANCE SHEET FOR LAST FINANCIAL YEAR	P/L AND BALANCE SHEET FOR LAST FINANCIAL YEAR		
14	FINANCIAL INFO	P/L AND BALANCE SHEET 2022-23	P/L AND BALANCE SHEET 2022-23		
Tender Fee Details, [Total Fee in ₹ * - 0.00]				EMD Fee Details	
Tender Fee in ₹	0.00			EMD Amount in ₹	25,000
Fee Payable To	Nil	Fee Payable At	Nil	EMD Exemption Allowed	No

Tender Fee Exemption Allowed	No	EMD Fee Type	fixed	EMD Percentage	NA
		EMD Payable To	NETAJI SUBHAS OPEN UNIVERSITY	EMD Payable At	SALT LAKE, KOLKATA

[Click to view modification history](#)

Work /Item(s)					
Title	AC/241/24-25				
Work Description	Supply and installation of Desktop Computer, UPS, Printer, Photocopier Machine etc to NSOU				
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	Miscellaneous Goods	Sub category	NA
Contract Type	Tender	Bid Validity(Days)	270	Period Of Work(Days)	21
Location	SALT LAKE, 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	04-Dec-2024 05:00 PM	Bid Opening Date	23-Dec-2024 12:00 PM
Document Download / Sale Start Date	04-Dec-2024 05:00 PM	Document Download / Sale End Date	20-Dec-2024 05:00 PM
Clarification Start Date	NA	Clarification End Date	NA
Bid Submission Start Date	04-Dec-2024 05:00 PM	Bid Submission End Date	20-Dec-2024 05:00 PM

Tender Documents				
NIT Document	S.No	Document Name	Description	Document Size (in KB)
	1	Tendernotice_1.pdf	NIT	587.45
Work Item Documents	S.No	Document Type	Document Name	Description
	1	BOQ	BOQ_1724912.xls	BOQ

Bid Openers List			
S.No	Bid Opener Login Id	Bid Opener Name	Certificate Name
1.	dyregadm@wbnsou.ac.in	Ananya Mitra	ANANYA MITRA
2.	gopaldas1984@gmail.com	Gopal Das	GOPAL DAS
3.	debanjanhr@gmail.com	DEBANJAN GHOSHAL	DEBANJAN GHOSHAL
4.	pr2015124@gmail.com	PALASH GARANI	PALASH GARANI

Tender Properties			
Auto Tendering Process allowed	No	Show Technical bid status	Yes
Show Finance bid status	Yes	Stage to disclose Bid Details in Public Domain	Technical Bid Opening
BoQ Comparative Chart model	Normal	BoQ Compative chart decimal places	2

BoQ Comparative Chart Rank Type	L	Form Based BoQ	No
<u>Tender Inviting Authority</u>			
Name	FINANCE OFFICER		
Address	NSOU,DD-26,SALT LAKE, KOLKATA-700064		
<u>Tender Creator Details</u>			
Created By	PALASH GARANI		
Designation	FINANCE OFFICER		
Created Date	04-Dec-2024 02:58 PM		



Memo No. AC/241/24-25

Date: 04-12-2024

Notice Inviting e-Tender

Online quotations through website <https://wbtenders.gov.in> are invited from reputed vendors/ distributors/ dealers/agents/ manufacturers for supply, delivery and installation of Desktop Computers, UPS, Photocopier Machine and other items at Netaji Subhas Open University, HQ, DD-26, Sector-I, Salt Lake, Kolkata-700064, and Kalyani Regional Centre, Netaji Subhas Open University, Ghoshpara Station Road, Kalyani, Nadia, West Bengal subject to the following terms and conditions.

DATE AND TIME SCHEDULE

Date of Publication of Tender Online through website https://wbtenders.gov.in/	04.12.2024 after 17.00 Hrs.
Date of Document Download Start	04.12.2024 after 17.00 Hrs.
Date of Bid Submission Start	04.12.2024 after 17.00 Hrs.
Date of Bid Submission Closing	20.12.2024 after 17.00 Hrs.
Date of Opening of Technical Bid	23-12-2024 on or after 12.00
Date of Opening of Financial Bid	To be notified later

Finance Officer
Netaji Subhas Open University
DD-26, Sector -1, Salt Lake, Kolkata-700064
Email: finance@wbnsou.ac.in



TECHNICAL SPECIFICATION

1. The Bidders should have Experience in similar type of supply as specified in Annexure II at least for 3 years.
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 other related Certificate.
4. Bidder must deposit Earnest Money of **Rs. 25,000/-** (Rupees Twenty Five Thousand Only) through the online payment gateway (NEFT/RTGS) from any National/Scheduled Bank in favour of “Netaji Subhas Open University” within date of bid submission and must submit the copy payment of EMD with the Bid submission. Bank details for EMD submission:

Name : Netaji Subhas Open University
Bank Name : ICICI Bank
Account number : 627501209542
IFSC : ICIC0000042

Terms & Conditions:

1. **Payment Terms:** No advance payment or payment against Performa invoice will be made. Payment will be processed after receipt, inspection, and successful installation/testing of the items.
2. **Return of Goods:** Any damaged or unapproved items will be returned at the bidder’s risk and cost, with incidental expenditures being recovered from the concerned party.
3. **Payment Method:** Payments will be made through crossed account payee cheque or electronic payment (NEFT) after the delivery and successful installation of the items.
4. **Delivery Schedule:** The bidder must deliver and install the items within 21 days from the receipt of the order. Delivery Locations are mentioned in the specification part.
5. **Work /Purchase Order:** The work / Purchase order may be issued either in a lump sum or through repeat orders based on the availability of funds. The quantity mentioned is tentative and may vary.
6. **Quoted Rates:** All quoted rates must include installation charges, if any.
7. **Additional Charges:** No additional installation/other charges will be paid beyond the quoted rates.
8. **Security Deposit:** 10% of the Bill/Invoice value will be deducted as Security Deposit and will be refunded after one year of the date of completion of work without any accrued interest.
9. **Govt. Compliances:** Any TDS/GST/any other taxes or charges will be applicable as per Government Rules.



Items required:

Sl	Item with Description	Qty (approx.)	Location of Delivery & Installation (qty)
1	Desktop Computer: Intel Processor -i5, 12 th Generation, RAM-16GB DDR-5, 1 TB HDD, SSD/MVME M.2 - 512 GB, DVD RW, display 20", Windows 11 (Home/Professional) and MS Office(lifetime) (Higher configuration is also accepted) Preferred Brand: HP	15	1. Kalyani Regional Centre, NSOU – (7) 2. NSOU, HQ, DD 26, Sector -I, Salt Lake, Kolkata & Sector V–(8)
2	UPS 600 VA - APC	12	1. Kalyani Regional Centre – (7) 2. HQ, DD 26, Sector -I, Salt Lake-(5)
3	UPS- 1100 VA - APC	2	1. Kalyani Regional Centre – (2)
4	UPS-2 KVA	4	1.Kalyani Regional Centre – (4)
5	Scanner: HP- Scanjet Pro 2000 s1/s2	1	1. NSOU, HQ, DD 26, Sector -I, Salt Lake, Kolkata-1
6	Printer - Epson L3260	1	1. NSOU, HQ, DD 26, Sector -I, Salt Lake, Kolkata-1
7	Anti-Virus- quick Heal Total Security – 3 years	16	1. NSOU, HQ, DD 26, Sector -I, Salt Lake, Kolkata & Sector V–(16)
8	Writing Pad- XP Pen Tablet	16	1. NSOU, HQ, DD 26, Sector -I, Salt Lake, Kolkata & Sector V–(16)
9	Photocopier Machine: 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.	1	1. Kalyani Regional Centre, SSS – (1)



NETAJI SUBHAS OPEN UNIVERSITY

DD 26, Sector – I, Salt Lake, Kolkata – 700064

Website: wbsou.ac.in, Tele-Fax: 03340663224, Ph: 03340663213

	<p>9. Tray Configuration: Single Tray along with Bypass Tray.</p> <p>10. Paper Capacity: Minimum 520 Sheets x +100 Sheet x 1.</p> <p>11. Duty Cycle: Minimum 105000 pages per month or higher (Parameter must be mentioned on product literature).</p> <p>12. Standard Network Printing/Scanning should be available.</p> <p>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.</p> <p>14. Scan-to and print-from USB drive.</p> <p>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.</p> <p>16. Administrator should have the privilege to manage device via the Embedded Web Server</p> <p>17. Mobile printing with Apple AirPrint and Mopria Print Service Plug-ins for Android.</p> <p>18. Machine must be supplied along with floor mounted stand. Suitable Stabilizer (branded) is also to be included along with the offer.</p> <p>19. Virtual demonstration of the machine should be available on the OEM's web source.</p> <p>20. Warranty: Three year on-site warranty.</p> <p>(Higher configuration is also accepted) (Preferred Brand: XEROX/Cannon)</p>		
10	Voltage Stabilizer for Photocopier Machine- Branded	1	1. Kalyani Regional Centre, SSS – (1)

Finance Officer
Netaji Subhas Open University
DD-26, Sector -1, Salt Lake, Kolkata-700064
Email: finance@wbsou.ac.in



GENERAL TERMS & CONDITIONS AND INSTRUCTIONS

1. The quotation should include the cost of installation and configuration of all the components.
2. The Bidders should have legal compliance such as: (1) GST Number, (2) PAN / TAN & (3) Trade License (4) Professional Tax (5) Certificate of Authorization if applicable.
3. The bidders are to participate in the bidding process for the Tender only online at <https://www.wbtenders.gov.in> as per prescribed format (BOQ).
4. Price should be including GST (Please put Total amount of GST of each item in GST Col. of BOQ Sheet).
5. Price shall be quoted in INR only.
6. Incomplete and Conditional Bids will be summarily rejected without assigning any reasons thereof.
7. Tenders must be submitted in two Separate Bids- (1) Technical Bid and (2) Financial Bid. The Technical Bid, if found suitable to meet the specifications noted above, will be followed by Financial Bid.
8. Rate of items will be valid for 6 months from the last date of submission of Tender.
9. Quantity of items to be supplied may vary at the time of order.
10. The Authority of NETAJI SUBHAS OPEN UNIVERSITY reserves the right to reject the entire bid received without assigning any reason thereof.
11. If more than one bidder qualifies as L1 Bidder then the Authority has the right to choose the particular L1 Bidder on the basis of following method:
 - i. Highest average annual turnover of last 3 financial years (2021-22, 2022-23, 2023-24) as per the Audited Financial Statements. (All Financial Statements should bear Audited certification).
 - ii. Any other parameters to be decided by the competent authority, if needed
12. The jurisdiction of any legal disputes will be under the Hon'ble High Court, Calcutta.

Finance Officer
Netaji Subhas Open University
DD-26, Sector -1, Salt Lake, Kolkata-700064



ANNEXURE – I

APPLICATION FOR TENDER

(To be furnished in the Company's official letter pad with full address and contact no, E mail address etc)

To

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

Ref: Memo No:

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

Sir,

As per guidelines given in the Tender Notice we are quoting the rate 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 Bidder:

Name of Organization:

Mailing Address:

Mobile No of Contact Person:

Email Address of the Organization:



ANNEXURE – II

FURNISHING BASIC INFORMATION

(To be furnished in the Company's official letter pad)

1	Name of the Bidder	
2	Address for Communication	
3	Contact Number(s)	
4	E-mail ID	
5	Trade License No. (Please enclose copy of Trade License)	
6	PAN(Please enclose copy of PAN Card)	
7	GST No.(Please enclose copy of GST)	
8	Do you have previous experience for supplying similar nature of Items at Educational Institute of Higher Learning (Please enclose copy of Purchase order & user list, if yes)	Yes/No (Please put tick mark)
9	Annual Turnover as per Audited P/L ACCOUNTS & BALANCE SHEET	FY 2021-22: Rs..... FY 2022-23 : Rs..... FY 2023-24 : Rs..... Average Annual Turnover: Rs.....
10	Status of the bidder (Please enclose copy authenticating your status)	Manufacturer/Dealer/Distributor/Selling Agent/Stockiest/Supplying Agent (Please put tick mark)

I hereby declare that the above information is true and correct to the best of my knowledge and belief. In case of any false/wrong/misleading information, I shall be bound to take the decision taken by the College.

Signature of the Bidder
(With Seal)



ANNEXURE – III

(Authorization letter in favour of the applicant (other than Managing Director/
Proprietor/Partner) from the competent authority.)

FORMAT

(To be furnished in the Company's official letter pad with full address and contact no, E mail
address etc)

(TO WHOM IT MAY CONCERN)

This is to certify that Sri/Smt..... (Name), employee of this Organisation
as (Official Designation) is hereby authorized to submit tender online ,
Vide Notice No.....Dated on behalf of the Organization.

Signature of the competent authority with Seal

.....
(Signature of the Authorized Person)

Signature of Mr.....
.....is hereby attested.

Signature of the competent authority with Seal



ANNEXURE – IV

(Affidavit Proforma)

(To be furnished in Non – Judicial Stamp paper of appropriate value duly notarized)

I, Sri/Smt.

The Managing Director/Proprietor (etc.) of the Firm.,

.....(Name of the firm)

At (address).....

do hereby solemnly affirm and declare as follows:

1. That I have not ever been convicted of any offence making myself liable to be disqualified to supply of the above mentioned items to any Govt. or Govt. undertaking Organization /Institution in the State of West Bengal or other State or States.
2. That no case is pending against me or against my firm in any criminal court of law to supply the above mentioned items to the Govt. or Govt. undertaking Organization / Institution in the State of West Bengal or other State or States (If any case is pending, state the details).
3. That, I also declare that if any information subsequently found incorrect or false will it automatically render the tender submitted by me cancelled and make me liable for penal/legal action as per law of the country.
4. That my concern has not yet been declared bankrupt by any banking or money lending agency duly licensed by RBI nor has it been considered doubtful by any Government concern so far as the solvency of the organization is concerned.
5. That I do further affirm that the statements made by me in this tender are true to the best of my knowledge and belief and all the documents attached are genuine & correct.



Check List of General Terms and Conditions:

Name of the Bidder/Organisation:

Sl. No.	Particulars	Put Y if Yes/ Put N if No, respectively
1.	Copy of GST Registration Certificate attached	
2.	Copy of PAN & TAN attached	
3.	Copy of proof of Trade License attached	
4.	Copy of proof of Experience	
5.	Copy of Certificate of Authorization, if applicable, attached	
6.	Details of jobs is attached	
7.	Copy of Audited P/L ACCOUNTS & BALANCE SHEET (For FY 2021-22, 2022-23 & 2023-24)	
8.	Proof of EMD submitted	
9.	Bank details along with cancelled cheque	

Signature with Seal & Date:

Enclosures:

1. Copy of GST Registration Certificate
2. Copy of PAN & TAN
3. Copy of proof of Trade License
4. Copy of proof of Experience
5. Certificate of Authorization as applicable
6. Details of jobs.
7. Copy of Audited P/L ACCOUNTS & BALANCE SHEET (For FY 2021-22, 2022-23 & 2023-24)
8. Proof of EMD submitted
9. Bank details

Signature Not Verified

Digitally signed by PALASH GARANI
Date: 2024.12.04 14:52:57 IST
Location: West Bengal WB