



**West Bengal  
Tenders**

**eProcurement System of Government of West Bengal**

**Tender Details**

Date : 24-Dec-2024 01:57 PM

Print

**Basic Details**

<b>Organisation Chain</b>	DEPARTMENT OF HIGHER EDUCATION  NETAJI SUBHAS OPEN UNIVERSITY		
<b>Tender Reference Number</b>	AC/283/24-25		
<b>Tender ID</b>	2024_DHE_790073_1	<b>Withdrawal Allowed</b>	Yes
<b>Tender Type</b>	Open Tender	<b>Form of contract</b>	Item Rate
<b>Tender Category</b>	Goods	<b>No. of Covers</b>	2
<b>General Technical Evaluation Allowed</b>	No	<b>ItemWise Technical Evaluation Allowed</b>	Yes
<b>Payment Mode</b>	Online	<b>Is Multi Currency Allowed For BOQ</b>	No
<b>Is Multi Currency Allowed For Fee</b>	No	<b>Allow Two Stage Bidding</b>	No

**Payment Instruments**

Online Bankers	S.No	Bank Name
	1	ICICI BANK
	2	ICICI NEFT/RTGS

**Cover Details, No. Of Covers - 2**

Cover No	Cover	Document Type	Description
1	Fee/PreQual /Technical	.pdf	NIT
2	Finance	.xls	BOQ
		.pdf	BOQ IN PDF
		.pdf	PRODUCT DETAILS BRAND NAME , MODEL ETC

**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	Permanent Account Number	Permanent Account Number	
4	COMPANY DETAILS	COMPANY DETAILS 1	PARTNERSHIP DEED, CO-OPERATIVE SOCIETY BYLAW, MOA, TRADE LICENCE, COMPANY REGISTRATION CERTIFICATE	
5	COMPANY DETAILS	COMPANY DETAILS 2	COMPANY DETAILS 2	
6	CREDENTIAL	CREDENTIAL 1	CREDENTIAL 1	
7	CREDENTIAL	CREDENTIAL 2	COMPLETION CERTIFICATES	
8	DECLARATION	DECLARATION FILE 1	DECLARATION FILE 1	
9	DECLARATION	DECLARATION FILE 2	DECLARATION FILE 2	
10	FINANCIAL INFO	P/L AND BALANCE SHEET 2021-22	P/L AND BALANCE SHEET 2021-22	
11	FINANCIAL INFO	P/L AND BALANCE SHEET FOR LAST FINANCIAL YEAR	P/L AND BALANCE SHEET FOR LAST FINANCIAL YEAR	
12	FINANCIAL INFO	P/L AND BALANCE SHEET 2022-23	P/L AND BALANCE SHEET 2022-23	

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

<b>Tender Fee in ₹</b>	0.00		
<b>Fee Payable To</b>	Nil	<b>Fee Payable At</b>	Nil

**EMD Fee Details**

<b>EMD Amount in ₹</b>	10,000	<b>EMD Exemption Allowed</b>	No
<b>EMD Fee Type</b>	fixed	<b>EMD Percentage</b>	NA

<b>Tender Fee Exemption Allowed</b>	No	<b>EMD Payable To</b>	Nil	<b>EMD Payable At</b>	Nil
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[Click to view modification history](#)

<b>Work /Item(s)</b>					
<b>Title</b>	AC/283/24-25				
<b>Work Description</b>	supply, delivery and installation of Desktop Computers, UPS, Photocopier Machine and other items at Netaji Subhas Open University				
<b>Pre Qualification Details</b>	Please refer Tender documents.				
<b>Independent External Monitor/Remarks</b>	NA				
<b>Show Tender Value in Public Domain</b>	No				
<b>Tender Value in ₹</b>	0.00	<b>Product Category</b>	Miscellaneous Goods	<b>Sub category</b>	NA
<b>Contract Type</b>	Tender	<b>Bid Validity(Days)</b>	270	<b>Period Of Work(Days)</b>	21
<b>Location</b>	SALT LAKE, KOLKATA	<b>Pincode</b>	700064	<b>Pre Bid Meeting Place</b>	NA
<b>Pre Bid Meeting Address</b>	NA	<b>Pre Bid Meeting Date</b>	NA	<b>Bid Opening Place</b>	KOLKATA
<b>Should Allow NDA Tender</b>	No	<b>Allow Preferential Bidder</b>	No		

<b>Critical Dates</b>			
<b>Publish Date</b>	24-Dec-2024 05:00 PM	<b>Bid Opening Date</b>	17-Jan-2025 01:00 PM
<b>Document Download / Sale Start Date</b>	24-Dec-2024 05:00 PM	<b>Document Download / Sale End Date</b>	15-Jan-2025 12:00 PM
<b>Clarification Start Date</b>	NA	<b>Clarification End Date</b>	NA
<b>Bid Submission Start Date</b>	24-Dec-2024 05:00 PM	<b>Bid Submission End Date</b>	15-Jan-2025 12:00 PM

<b>Tender Documents</b>					
<b>NIT Document</b>	<b>S.No</b>	<b>Document Name</b>	<b>Description</b>	<b>Document Size (in KB)</b>	
	1	Tendernotice_1.pdf	NIT	691.54	
<b>Work Item Documents</b>	<b>S.No</b>	<b>Document Type</b>	<b>Document Name</b>	<b>Description</b>	<b>Document Size (in KB)</b>
	1	BOQ	BOQ_1752121.xls	BOQ	269.00

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

<b>Tender Properties</b>			
<b>Auto Tendering Process allowed</b>	No	<b>Show Technical bid status</b>	Yes
<b>Show Finance bid status</b>	Yes	<b>Stage to disclose Bid Details in Public Domain</b>	Technical Bid Opening
<b>BoQ Comparative Chart model</b>	Normal	<b>BoQ Compative chart decimal places</b>	2
<b>BoQ Comparative Chart Rank Type</b>	L	<b>Form Based BoQ</b>	No

**Tender Inviting Authority**

<b>Name</b>	FINANCE OFFICER
<b>Address</b>	NSOU,DD-26,SALT LAKE, KOLKATA

**Tender Creator Details**

<b>Created By</b>	PALASH GARANI
<b>Designation</b>	FINANCE OFFICER
<b>Created Date</b>	24-Dec-2024 01:48 PM



Memo No. AC/283/24-25

Date: 24-12-2024

## **Notice Inviting e-Tender (Re-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 <a href="https://wbtenders.gov.in/">https://wbtenders.gov.in/</a>	24.12.2024 after 17.00 Hrs.
Date of Document Download Start	24.12.2024 after 17.00 Hrs.
Date of Bid Submission Start	24.12.2024 after 17.00 Hrs.
Date of Bid Submission Closing	15.01.2025 before 12.00 Hrs.
Date of Opening of Technical Bid	17-01-2025 on or after 13.00
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](mailto: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. 10,000/- (Rupees Ten Thousand Only) through online vide West Bengal Government e-procurement system “<https://wbtenders.gov.in>”EMD will be refunded after selection of bidder without any accrued interest for all unsuccessful bidders through online vide West Bengal Government e-procurement system <https://wbtenders.gov.in>

#### **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 <sup>th</sup> 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. 10. Paper Capacity: Minimum 520 Sheets x +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. <b>(Higher configuration is also accepted)</b> <b>(Preferred Brand: XEROX/Cannon)</b></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](mailto: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: 2024.12.24 13:45:30 IST  
Location: West Bengal WB