

**Tender for Supply of Computers Accessories & Annual Maintenance Contract (AMC)**  
**West Bengal State University, Barasat**



**Scope of work**

**The work to be rendered by the Vendor under this tender/ agreement is supply, delivery and installation/ maintenance of the sold equipment at the users' premises. The tender should include the installation material wherever required. Terms & Conditions**

1. The rates should be valid for at least 1 month
2. The rates should be quoted in words as well as in figures in respect of each item.
3. Bid Price:
  - a) The contract shall be item wise/ group of items as described above. Crossing out, initiating and re writing, if any, shall make corrections.
  - b) All duties, taxes and other levies payable by the contractor under the contract shall be included in the total price but should be indicated separately in the
  - c) The rate quoted by the bidder shall be fixed for the duration of the contract and shall not be subject to adjustment on any account.
  - d) Prices shall be INR, including all duties and taxes.
4. The technical bid and the commercial bid **MUST** to be submitted separately in sealed envelopes superscribed as "*TECHNICAL BID FOR WBSUB PART 1*" and "*COMMERCIAL BID FOR WBSUB PART 2*".
5. All essential items including cables, connectors, etc. needed for the smooth operation of the equipment shall be assumed to have been included in the quoted price/items if these have not been quoted separately.
6. Installation, of the equipment purchased is to be done by supplier at the site. Charges on account of installation, if any, should be quoted see Technical specification/Model/Make shall be strictly as per the requirements laid down.
7. The supplier/manufacturer should quote the academic/educational prices of the equipment.
8. Technical specification/Model/Make shall be strictly as per the requirements laid down.
9. Most of the manufacturers offer education discount while offering equipment to Educational Institutions world over. The tenderers should therefore also, offer such Discount while quoting prices against the tender.
- 10. Period of delivery:** Should be within 2 weeks from the date of opening of purchase order.
11. The vendor should quote and be capable to supply all the necessary accessories for the equipment.
12. **Warranty:**

The manufacturer should give guarantee/warranty for a period not less than three years.
- 13. After Sales Service**
  - (i) The name and complete address of the company in India authorized by the manufacturer, to provide after sales service for the equipment should be mentioned.
14. West Bengal State University, Barasat **reserve the right to purchase varying quantity of material, less or more than the quantity specified in the tender.**
15. West Bengal State University, Barasat reserves the right to reject any/all tenders or cancel the accepted tenders without assigning any reason.
16. The bidder whose bid is accepted will be notified of the award of contract by the purchaser prior to expiration of the quotation validity period. The terms of the accepted offer shall be incorporated in the purchase order.
17. Tender paper should be signed in all pages with seal and rate of each item should be entered in the

tender form in the specified pages of the tender. Total amount should be calculated and entered in the sheet included in the tenders.

18. Partial quoting comprising of all items of similar nature and related function (e.g. all computer related products) may be accepted.
19. The tender should be prepared & submitted after carefully perusing the complete tender document (including the guidelines, instructions, terms and conditions, nature & scope of work, specifications of the equipment to be supplied & work to be performed, etc.)
20. Only those tenderer(s) who meet all the guidelines and terms & conditions in all respects should submit their tender, complete in all respect, after perusing complete tender document.
21. The specifications of the equipments are enclosed at Annexure -I .
22. Please confirm that only original equipment(s) and components will be supplied by you.
23. Each bidder shall submit two separate quotations in duplicate – one marked original and one marked as copy to evaluate and decide accordingly.
24. 100% of the total payment against equipment will be paid through Letter of Credit on delivery. Installation charges will be paid after satisfactory installation and after satisfactory joint installation report from both sides .
25. The last date of submission of Tender is 23<sup>rd</sup> January, 2012 at 3 PM at the Registrar's Office, West Bengal State University (Barasat, N 24 Pgns).

**Annexure 1 – Specifications**

1. AMC of 50 PC's (Approx) with Spares for both Brandedd and assembled PC's
2. UPS battery (10 Pc) for Iton 600 VA Ups of Emerson. (12V/7AH - 1Pc )