NOTICE INVITING e-TENDER

The REGISTRAR (Officiating), West Bengal State University, Berunanpukuria, Malikapur, Barasat, 24 Parganas (N), invites “Open E-tender for procurement of Laptop and Projector, West Bengal State University”. Interested bidders may obtain bidding documents by registering themselves to the e-tendering portal (https://wbtenders.gov.in).

(Submission of Bid through online only: http://www.wbtenders.gov.in)

<table>
<thead>
<tr>
<th>Sl. No.</th>
<th>Description of Equipment / Materials</th>
<th>Quantity (Nos.)</th>
<th>Earnest Money Deposit (EMD)</th>
<th>Last date and Time for Bid Submission (Through Online only)</th>
<th>Technical Bid opening Date and time</th>
<th>Period of Completion of Contract</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Laptop HSN CODE : HP 15-DA0326TU (Natural Silver)</td>
<td>30</td>
<td>Rs. 20,000/- (in the form of Demand Draft/Bank Guarantee in favor of “West Bengal State University”)</td>
<td>26/12/2019 upto 03.00 PM</td>
<td>30/12/2019 at 03.00 PM at the Office of the Registrar (Officiating, WBSU)</td>
<td>15 Days from the Date of placing Firm Purchase Order</td>
</tr>
<tr>
<td>2</td>
<td>Epson EB Projector HSN CODE : X05 Projector (XGA 1024 x 786, ANSI Lumens – 3300)</td>
<td>15</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Location for Opening and Evaluation of Tender

Office of the REGISTRAR (Officiating)
West Bengal State University
Berunanpukuria, Malikapur, Barasat
24 North Parganas, Kolkata-700126

Note:-
1) The University pays only 5% GST as per Notice from Ministry of Finance, Govt. of India vide Notification No: 47/2017- Integrated Tax (Rate) dated: New Delhi, the 14th November, 2017.
2) The actual quantity may vary at the time of placing order.
3) The tender will be evaluated item-wise at the time of evaluation.
4) Tenderers are required to be present personally during the opening of Technical bid positively.
5) The scope of work includes supply, delivery, testing & installation of the above items inside West Bengal State University campus including Electrical work and any other work that might be necessary to complete the work in all respect.

General Terms and Condition:

A. In the event of e-filling, intending bidder may download the tender documents from the website http://wbtenders.gov.in directly with the help of Digital Signature Certificate.

B. A bidder desirous of taking part in the tender shall login to the e-Procurement portal of the Government of West Bengal http://wbtenders.gov.in using his login ID and password and thereafter may download the tender document from the website directly with the help of Digital Signature Certificate.
C. Login by bidder:

a. A bidder desirous of taking part in a tender invited by a State Government Office/PSU/ Autonomous Body/Local Body/ PRIs, etc. shall login to the e-Procurement portal of the Government of West Bengal https: wb.tenders.gov.in using his login ID and password.

b. He will select the tender to bid and initiate payment of pre-defined EMD / Tender Fees for that tender by selecting from either of the following payments modes:
   (i) Net banking (any of the banks listed in the ICICI Bank Payment gateway) in case of payment through ICICI Bank Payment Gateway;
   (ii) RTGS/NEFT in case of offline payment through bank account in any Bank.

D. Necessary Earnest Money deposit may be remitted through Online in favor of the “West Bengal State University” payable at “Barasat”. The Copy of Earnest Money Deposit (EMD) against the tender should be submitted to the Office of the West Bengal State University, Berunapukuria, Malikapur, Barasat, North 24 Parganas, Kolkata-700126. The original part of online submission of Copy of EMD Payment(Hard Copy), Technical Specification(Hard Copy) and other submitted documents(Hard Copy) should be submitted, at least before the date of opening of the bid, falling which, the submission will treated as cancelled. The EMD will be refunded only after the issue of the final supply order.

E. Both Technical bid and Financial bid are to be submitted concurrently duly digitally signed in the website http://wb.tenders.gov.in. Tender documents may be downloaded from the website and submission of Technical Bid and Financial Bid will be done as per Date & Time Schedule stated below. The Financial Offer of the prospective tenderer will be considered only for those tenderer who have successfully qualified technically i.e., Technical Bid is found suitable in all respect. The decision of the ‘University’ will be final and absolute in this respect. The list of Qualified Bidders will be displayed in the website http://wb.tenders.gov.in.

F. There will be no Provision of Arbitration in this contract.

G. The Bidder, at the Bidder’s own responsibility and risk is encouraged to visit and examine the site of works and its Surroundings and obtain all information that may be necessary for preparing the Bid and entering into a contract for the work as mentioned in the Notice inviting Tender, the cost of visiting the site shall be at the Bidder’s own expense.

H. A prospective bidder shall be allowed to participate in the particular Job either in the capacity of individual or as a partner of a firm. If found to have applied severally in a single job, all of his/ their bids will considered as nonresponsive for that job, without assigning any reason thereof.

I. The intending Bidders shall clearly understand that whatever may be the outcome of the present invitation of Bids, no cost of Bidding shall be reimbursable by the Department.

J. No CONDITIONAL/ INCOMPLETE TENDER will be accepted under any circumstances.

K. In the event of acceptance of lowest tendered rate no multiple lowest rate will be considered by the University.

L. The University reserves the right to cancel the N.I.T. due to unavoidable circumstances and no claim in this respect will be entertained.

M. During scrutiny, if it is come to the notice to tender inviting authority that the credential or any other papers found incorrect/manufactured/fabricated, that tenderer will not be allowed to participate in the tender and that application will be out rightly rejected without any prejudice with forfeiture of earnest money.

N. List of “Technically Qualified Bidders” will be published in the e-procurement portal of the Government of West Bengal

O. Before issuance of the work order, the tender inviting authority may verify the credential & other documents of the lowest tenderer if found necessary.

P. The price bid/financial offer of the tenderer/bidder will be considered only if they are technical bid is found qualified by the Tender Evaluation Committee of West Bengal State University. The decision of the Tender Evaluation Committee shall be considered final in all respect.
Q. Quoted price shall be all inclusive of Statutory Taxes & Duties, Delivery, Installation, Freight Charges, Insurances and any other charges that might be necessary to complete the work in all respect. Tax portion should be mentioned separately.

R. Liquidated Damage : As per the job mentioned in the tender document, in the event of failure to complete the job in stipulated date/time, liquidated damage may be imposed on the vendor for sum equivalent to 1.00% of the contract value for each week, subject to ceiling of 5.00% of the contract value (including all taxes and duties and other charges).

S. Warranty : The bidder will submit warranty on their letterhead confirming product supply under the contract are newly made and free from defects in the part of design, engineering and workmanship. The bidder will responsible for the upkeep and maintenance of the products delivered within a resolution time of 12 Hrs. Warranty period shall be as per original equipment manufacturer.

T. Payment Terms : Payment will be made on submission of final bills along with the receipt challan and successful installation certificate from the end users. No interim payment is admissible in this contract.

U. Security Deposit : Amount shall be 1% of the total contract value and will be deducted from the bill submitted by the bidder. The same would be released at the end of warranty period.

Eligibility criteria for participation in the tender.

1. Bonafide, experienced & resourceful agencies having credentials of similar nature of work of not less than 40% of the total quoted cost of the work put to tender in a single contract during last three(3) financial years are only eligible to participate in the tender. Must produce the credential & accordingly submit through online only (in the form of work completion certificate and payment certificate) and of Govt., Semi Govt., Govt. Undertaking Organizations, Autonomous Bodies, Govt. Enterprises etc.

2. Contractors having valid PAN, GST registration Certificate & Professional Tax challan, Service Tax Registration Certificate if available, EPF registration Certificate and up-to-date challan are to be accompanied with the Technical Bid Documents.


4. Registered Partnership Deed for Partnership Firm only along with Power of Attorney is to be submitted. The company shall furnish the Article of Association and Memorandum.

5. Registered Labour Co-operative Societies are required to furnish valid Bye Law, Current Audit Report, Minutes of last A.G.M., valid certificate from A.R.C.S. along with other relevant supporting papers.

6. Running payment is not allowed in this contract. Full and final payment shall be released only after satisfactorily completion/installation is done and duly certified by competent authority of this University.

7. No mobilization advance and secured advance will be allowed.

8. Joint Ventures will not be allowed.

9. Average annual turnover during last three years shall not be less than 30% of the estimated cost. Working capital in the year, proceeding the year of bid submission shall not be less than 30% of the estimated cost.

10. Authorization letter from respective OEM in their letterhead, specific to this tender, should be submitted by the bidder.

Submission of Bids:

Technical Bid & Financial Bids are to be submitted concurrently duly digitally signed in the website https://wbtenders.gov.in .

Bid Validity

Bids shall remain valid for a period not less than 120 days (One Hundred Twenty) from the last date of submission of Financial Bid / Sealed Bid.
I. Laptop

**Specification Description**
HP 15-DA0326TU (Natural Silver)
Intel 7th Generation Intel Core i3-7100U Windows 10 Home 4GB RAM,
1TB HDD Intel® HD Island-style with Numeric Keypad 15.6” FHD (HSN Code: 4202)

II. Projector

**Specification Description**
Epson EB
X05 Projector (XGA 1024 x 786, ANSI Lumens – 3300)

**Qualification Criteria:**
The Tender Inviting & Accepting Authority through a ‘Tender Evaluation Committee’ will determine the eligibility of each bidder, the bidders shall have to meet all the minimum criteria regarding:-

1. Financial Capacity
2. Technical Capability comprising of personnel & equipment capability
3. Experience

The eligibility of a bidder will be ascertained on the basis of the attested documents in support of the minimum criteria as mentioned in a), b) and c) as above and the declaration executed through prescribed affidavit in non-judicial stamp paper of appropriate value duly notarized. If any document submitted by a bidder is either concocted or false, in such cases the eligibility of the bidder/ tenderer will be out rightly rejected at any stage without any prejudice with forfeiture of earnest money forthwith or will be debarred from participation in any tender within the jurisdiction of the University.

**Date & Time schedule:**

<table>
<thead>
<tr>
<th>Particulars</th>
<th>Date</th>
<th>Time</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Date of uploading of N.I.T. &amp; other Documents(online) (Publishing Date)</td>
<td>16.12.2019</td>
<td>03.00 PM</td>
</tr>
<tr>
<td>2. Documents download/sale start date (Online)</td>
<td>16.12.2019</td>
<td>03.00 PM</td>
</tr>
<tr>
<td>3. Documents download/sale end date (Online)</td>
<td>26.12.2019</td>
<td>03.00 PM</td>
</tr>
<tr>
<td>4. Bid submission start date (Online)</td>
<td>16.12.2019</td>
<td>03.00 PM</td>
</tr>
<tr>
<td>5. Last Date of submission of original copies for the Copy of Earnest money deposit Payment(Hardcopy) &amp; Technical Detailed Specifications (Hardcopy) &amp; necessary sufficient documents as per Online Submission (Hardcopy)</td>
<td>26.12.2019</td>
<td>03.00 PM</td>
</tr>
<tr>
<td>6. Bid Submission closing (Online)</td>
<td>26.12.2019</td>
<td>03.00 PM</td>
</tr>
<tr>
<td>7. Bid opening date for Technical Proposals (Online)</td>
<td>30.12.2019</td>
<td>03.00 PM</td>
</tr>
<tr>
<td>8. Date of uploading list for Technically Qualified Bidder(online)</td>
<td>To be Notified after evaluation of Technical Proposal</td>
<td></td>
</tr>
<tr>
<td>9. Date for opening of Financial Proposal (Online)</td>
<td>To be Notified after evaluation of Technical Proposal</td>
<td></td>
</tr>
</tbody>
</table>

**Instruction to Bidder:**

A) **General guidance for e-Tendering**
Instructions/ Guidelines for tenders for electronic submission of the tenders have been annexed for assisting the contractors to participate in E-Tendering.

B) **Registration of Vendor**
Any Vendor willing to take part in the process of e-Tendering will have to be enrolled & registered with the Government e-Procurement system, through logging on to [https://wbtenders.gov.in](https://wbtenders.gov.in) the vendor is to click on the link for E-Tendering site as given on the web portal.
C) **Digital Signature certificate (DSC)**

Each vendor is required to obtain a class-II or Class-III Digital Signature Certificate (DSC) for submission of tenders, from the approved service provider of the National Information’s Centre (NIC) on payment of requisite amount details are available at the Web Site stated in Clause 2 of Guideline to Tenderer DSC is given as a USB e-Token. Bid may be treated as non-responsive if name of the company/ firm differs from DSC to any of the submitted documents.

**Submission of Tenders**

General process of submission, Tenders are to be submitted through online to the website in two folders at a time for each work, one in Technical Proposal & the other is Financial Proposal before the prescribed date &time using the Digital Signature Certificate (DSC) the documents are to be uploaded virus scanned copy duly Digitally Signed. The documents will get encrypted (transformed into non readable formats). Documents only in pdf format are to be submitted. Where an individual person holds a digital certificate in his own name duly issued to him against the company or the firm of which he happens to be a director or partner, such individual person shall, while uploading any tender for and on behalf of such company or firm, invariably upload a copy of registered power of attorney showing clear authorization in his favour.

**A. Tenders Documents Details:**

**Others important Documents or My Document**

<table>
<thead>
<tr>
<th>Sl. No</th>
<th>Category Name</th>
<th>Detail(s)</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>Certificate(s)</td>
<td>GST Registration Certificate &amp; Acknowledgement. PAN. P Tax (Challan) (current financial year). Latest IT Receipt. IT-Saral for last Assessment Year</td>
</tr>
<tr>
<td>2.</td>
<td>Company Detail</td>
<td>Proprietorship Firm (Trade License) Partnership Firm (Partnership Deed, Trade License) Ltd. Company(Incorporation Certificate, Trade License) Valid Trade License</td>
</tr>
<tr>
<td>3.</td>
<td>Credential</td>
<td>Similar nature of work completion certificate.</td>
</tr>
<tr>
<td>4.</td>
<td>Financial Info</td>
<td>Tax Audited Report last 3 (Three) years (year just preceding the current Financial Year)</td>
</tr>
</tbody>
</table>

**Statutory Cover containing the following documents**

**E.1 Technical proposal**

The technical proposal should contain scanned copies of the following further two covers (folders).

i. Scan copy of AFFIDAVIT
ii. FORM I, II
iii. Scan copy of Technical Specifications

**E.2 Financial proposal**

The financial proposal should contain the following documents in one cover(folder) i.e. Bill of quantities (BOQ), the vendor is to quote the rate online through computer in the space marked for quoting rate in the BOQ.

**Note- The original part of online submission of copy of EMD Payment(Hard Copy), Technical Specification(Hard Copy) and other submitted documents(Hard Copy) should be submitted, at least before the date of opening of the bid, falling which, the submission will treated as cancelled. Also submitted the Commercial Terms & Conditions for the quoted items.**

**F. Non-statutory Cover containing the following documents :**

a) GST Registration Certificate & Acknowledgement. PAN. P Tax (Challan) (current financial year). Latest IT Receipt. IT-Saral for last Assessment year.

b) Job Credential.
c) Company Details.
d) Payment Certificate.
e) Power of Attorney (For Partnership Firm / Private Limited Company, if any)

N.B.: Failure of submission of any of the above mentioned documents as stated above will render the tenderer liable to be rejected for both statutory & non statutory cover.
G. Rejection of Bid:
The Tender Committee reserves the right to accept or reject any Bid and to cancel the Bidding processes and reject all Bids at any time prior to the award of Contract without thereby incurring any liability to the affected Bidder or Bidders or any obligation to inform the affected Bidder or Bidders of the ground for Tender Committee's action.

H. Award of Contract
The Bidder who's Bid has been accepted will be notified by the Tender Inviting & Accepting Authority through an Acceptance e-mail / Letter of Acceptance.
The notification of award will constitute the formation of the Contract.
The Agreement as per enclosed format in G.C.C. will incorporate all agreements between the Tender Accepting Authority and the successful bidder. All the tender documents including N.I.T. & B.O.Q. will be the part of the contract documents. After receipt of Letter of Acceptance, the successful bidder shall have to submit requisite copies of contract documents stated in N.I.T. of the concerned work within time limit to be set in the letter of acceptance.

I. There shall be no provision of Arbitration.

J. Conditional / Incomplete tender submissions will be treated as non responsive.

K. In case of quoting rates, no multiple lowest rate will be entertained. Rates to be quoted both in number & words. No adjustment in price or price as collation of any kind will be allowed for the works included in this NIT.
FORM – I
PRE-QUALIFICATION APPLICATION

To
The Registrar
West Bengal State University
Beranpukuria, Malikapur
Barasat, Kolkata-700126

Ref:  Tender for ………………………………………………………………………………………………
     (Name of Work)………………………………………………………………………………………
     …………………………………………………………………………………………………………………

N.I.e.T. No. : …………………………………………………………………………………………………
…………………………………………………………………………………………………………………

Having examined the Statutory, Non-statutory & N.I.T. documents, I/we hereby submit all the necessary information
and relevant documents for evaluation.

The application is made by me / us on behalf of ……………………………………………………..in the
capacity……………………………………………………………………………………. duly authorized to submit the
order.

The necessary evidence admissible by law in respect of authority assigned to us on behalf of the group of firms for
Application and for completion of the contract documents is attached herewith.

We are interested in bidding for the work(s) given in Enclosure to this letter.

We understand that:

1. Tender Inviting & Accepting Authority / Engineer-in-Charge can amend the scope & value of the contract bid
   under this project.

2. Tender Inviting & Accepting Authority / Engineer-in-Charge reserve the right to reject any application
   without assigning any reason

Enclosure(s): e-Filling:-
   a. Statutory Documents.
   b. Non Statutory Documents.

Date: ………………………

.................................................................
Signature of applicant including title
# FORM – II

## STRUCTURE AND ORGANISATION

<p>| | |</p>
<table>
<thead>
<tr>
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<tbody>
<tr>
<td>1</td>
<td>Name of the Applicant</td>
</tr>
<tr>
<td>2</td>
<td>Office Address</td>
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<td></td>
<td></td>
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<tr>
<td></td>
<td>Telephone No.</td>
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<tr>
<td></td>
<td>Fax No</td>
</tr>
<tr>
<td>3</td>
<td>Name and Address of Bankers</td>
</tr>
</tbody>
</table>
| 4 | Attach an organization chart showing the structure of the company with names of Key personnel and technical staff with Bio-data.  

**Note**: Application covers Proprietary Firm, Partnership, Limited Company or Corporation

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Signature of applicant including title and capacity in which application is made
AFFIDAVIT – “Y”

(To be furnished in Non – Judicial Stamp paper of Rs.100.00 (One Hundred only) duly notarized)

1. I, the under-signed do certify that all the statements made in the attached documents are true and correct. In case of any information submitted proved to be false or concealed, the application may be rejected and no objection/claim will be raised by the under-signed.

2. The under-signed also hereby certifies that neither our firm M/S…………………………………………………………………………………………………… nor any of constituent partner had been debarred to participate in any tender by any Govt. Organization / Undertaking during the last 5 (five) years prior to the date of this N.I.e.T.

3. The under-signed would authorize and request any Bank, person, Firm or Corporation to furnish pertinent information as deemed necessary and/or as requested by the Department to verify this statement.

4. The under-signed understands that further qualifying information may be requested and agrees to furnish any such information at the request of the Department.

5. Certified that I have applied in the tender in the capacity of individual/ as a partner of a firm and I have not applied severally for the same job.

..............................................................
Signed by an authorized officer of the firm.

..............................................................
Title of the officer

..............................................................
Name of the Firm with Seal

Date: ..............................
Copy forwarded to the: -
1. The Sabhadhipati 24 North Parganas Zilla Parishad.
3. District Information officer 24 North Parganas.
4. Divisional Account Officer 24 North Parganas.

Sd/
REGISTRAR (Officiating)
West Bengal State University
Berunapukuria, Malikapur Barasat
24 North Parganas, Kolkata-700126