



Raja Rammohun Roy Mahavidyalaya
(Govt. Sponsored)
Radhanagar * Nangulpara * Hooghly
West Bengal, Pin:712406

eNIT No:- MISC/TEND/0019

Memo No: MISC/0051/23-24

Date: 09.02.2024

The authority of Raja Rammohun Roy Mahavidyalaya is going for e-Tender for obtaining the rate of equipment as per list from bonafide Manufacturer/Direct Importer/Authorized Distributors. Necessary earnest money to be submitted for participation in the Tender is appended in the table below.
Exemption of EMD is not allowed under any circumstance.

Sl	Details of the Equipment	Qty.	EMD in Rs
1	HP SLIM DESKTOP S)1-PF28881N INTEL i3 12 TH GEN 8GB RAM 512 GB SSD WIN 11SL+M.S. OFFICE H&S WIRED KEYBOARD &MOUSE JET BLACK 19.5" MONITOR	12	2% of the Total value of Supply Order [Rs. 20000.00 (Rupees Twenty Thousand) should be deposited during bid submission, rest amount before agreement]
2	HP SLIM DESKTOP S)1-PF28881N INTEL i5 12 TH GEN 8GB RAM 512 GB SSD WIN 11SL+M.S. OFFICE H&S WIRED KEYBOARD &MOUSE JET BLACK 19.5" MONITOR	8	
3	Dell inspiron 3020 ID3020C8TH5001ORB1 DLDi0290 13 th Gen Intel Core i3-13100 Win11+MSO 21, 8GB RAM, 512 GB SSD, 20" Monitor	12	
4	Dell Inspiron 3520 Laptop, Intel Core i5-1235U Processor, 8GB, 512GB, 15.6" (39.62cm) FHD WVA AG 120Hz 250 nits, Win 11 + MSO'21	3	
5	HP Laser Jet 1020 Plus B/W Printer	8	
6	HP Smart Tank 670 All-in-One Printer, Wireless, Print, Copy, Scan, Bluetooth LE, Hi-Speed USB 2.0, Up to 12/7 ppm (Black/Color), 150-sheet Input Tray, 100-sheet Input Tray, Color, 6UU48A	1	
7	Photocopier Machine: Canon iR-2425 with duplex and toner	1	
8	2 kVA Stabilizer for Photocopier Machine	1	
9	BenQ MS560P SVGA Projector, High Brightness 4000 ANSI Lumens DLP, 20000:1 High Contrast Ratio, Dual HDMI, USB-A, Keystone Correction,Upto 15000 Hrs Lamp Life,Anti-Dust Sensor,3D Capable, 10W Speaker	4	
10	HP LaserJet Tank MFP 2606sdw all in one Printer	2	
11	Central UPS System: APC Online UPS 5kVA; Battery Capacity: 26 AH; No. of Batteries to be used (192V VDC)- 16; Expected Backup Time- 40min	1	

All bidders must complete their technical demonstration of their quoted items within ten (10) days from the date of opening of technical bid to the concern technical person.





office of the undersigned.

2. Submission of Bids:

Both Technical Bid and Financial Bid are to be submitted concurrently duly signed under the website: <https://wbenders.gov.in>. All papers must be submitted in English language.

3. Time Schedules:

The time schedule for obtaining the bid documents, pre bid meetings, registration with the tendering authorities, the submission of bids and other documents etc. will be as per the list provided in a separate clause vide Serial No. 14 as given below. Bidders are instructed to wait for uploading any corrigendum arising during pre-bid meeting, before submitting their bid online.

4. Eligibility for Quoting:

Only Manufacturer/ Direct Importers/Authorised Distributors are eligible for quoting. The price is to be quoted in Indian Rupees including cost of insurance, packing, forwarding, freight charges, clearing charges and installation of the new instruments and exclusive of GST and other taxes which are to be quoted separately in the BOQ. Agency commission is not permissible.

5. Submission of Tender:

The tender is to be submitted in Two Bid System (Technical Bid or Bid A& Financial Bid or Bid B).

a. "Technical Bid/ BID- A": Part –I

File containing Technical Bid only single file with multiple pages containing Statutory and My documents separately.

I: Statutory Documents:

1. Duly Filled Check List in the prescribed format. Page Numbers of every document must be mentioned.
2. Application in the prescribed format given in the Annexure I
3. Authorization Letter of the signatory from the company in Annexure II
4. No conviction certificate in the form of an Affidavit as per the format.

II. My Documents:

PAN Card of the authorized Signatory, Professional Tax, GST Reg. Certificate, A declaration mentioning existence of fully equipped service center under West Bengal, List of Purchaser in Govt. Institutions of repute, for last two years, IT Return certificate of last 3 years, P/L Balance Sheets of last 3 years etc.

b. "Technical Bid/ BID- A": Part –II

Catalogue/ Manual mentioning Technical Specification of Instrument in PDF format i.e. Model, Make, and Features. Improper filling &/or suppression of facts will lead to disqualification and penalty in the form of black listing.

c. "Financial Bid/ BID- B":

Separate file containing financial document only. The folder marked as Financial Bid shall contain All Inclusive Price in INR only and should include base price along with the cost of allied works and services which are to be undertaken, cost of insurance, packaging, forwarding, delivery charges, clearing charges etc. GST and other applicable tax should be quoted separately. 5 (Five) Years CAMC rate should also be quoted separately in the template. Submission of any hard copy is totally prohibited.



6. Evaluation of tender:

During tender evaluation process, "Bid A" will be opened first. Those tenderers who would qualify the statutory and non-statutory requirements on the basis of technical and commercial documents will be identified and "Bid B" i.e. financial bid of only those qualified bidders will be opened. Verification of hard copies of the audited balance sheet and Profit and Loss accounts of the tenderers for last three years will be made if deemed necessary before opening Financial Bid (Bid B) of the technically qualified bidders. If found suitable on the basis of the above pre-qualification, the tenderer quoting the lowest rate will be considered as successful.

7. Earnest Money and Tender Fee:

The earnest money of the tenderer is liable to be forfeited if the tenderer withdraw his tender as a whole or for any particular item at any stage after opening of the tender or fails /refuses to enter into written agreement for any or all of the items of his accepted bid within the time specified when requested to do so. EMD and applicable Tender Fee i.e. **Rs. 1000.00/bidder** should be deposited online through <https://wbtenders.gov.in> . A proof of submission should be attached with the Statutory Documents mentioned in clause 5.a. **The tender fee is non-refundable under any circumstances.** EMD should be deposited as per Finance Department Order No: - 3975F(y) Dated: 28/07/2016.

8. Rate:

The price is to be quoted in INR only including base price alongwith the cost of allied works and services which are to be undertaken, cost of insurance, packaging, forwarding, delivery charges, clearing charges etc. **GST and other applicable tax should be quoted separately. 5 (Five) Years CAMC rate should also be quoted separately in the template.**

9. Order and Supply:

The tender committee has the liberty to ask for performance demonstration of any item during any stage of the tender process, before placing order for supply. In case of dissatisfaction, the authority will have the right to disapprove the offer of L1 bidder and go for the next bidder. Orders for supply of the approved products will be placed with the successful tenderers after execution of agreements and such supply shall have to be made in pursuance of the agreements. The equipment is to be transported in such packaging so as to avoid damage to primary package of the manufacturer. The successful tenderer will have to supply within the specified time schedule that had been assured at the time of selection as supplier. Authority may change the quantity if required.

10. Withdrawal/ Cancellation & Purchase Policy of Tendering Authority:

The tendering authority reserves the right to withdraw any item from the tender at any stage. The selection of such item, if already made in favor of any tendered, shall be treated as cancelled. The tendering authority reserves the right to reject or accept any tender of part thereof at any stage or to split any tender without assigning any reason. Withdrawal of tender or any revision after submission of tender by the tenderer will not be allowed. Purchase will be made following the existing purchase policy of Govt. of West Bengal.

11. Spare-parts & Guarantee/Warranty Period:

The bidder will undertake that supplies of necessary maintenance equipment and spare parts will be available for all items/equipment and the complete system for at least five years on a continuing basis. However, this does not relieve the



supplier of any warranty obligations under the contract.

- i. The machine/instrument should be covered by free on-site Warranty for one year after successful installation. The tenderer must quote for 5 years' comprehensive on-site AMC of entire system (including all spares and labors) after the date of free warranty period. The CAMC charges for 5years to be quoted in the BOQ will however be determined on extant Govt. rules in this regard.
- ii. All faults appearing and their rectification shall be periodically advised to the user, the period being not more than two weeks.
- iii. Any lacuna or lacunae noticed in the functioning of the installation as a result of any design or other feature shall be rectified by the supplier free of cost within 72 hours of call log. The vendor or supplier will be liable and may be penalized for any downtime due to faulty system.

12. Agreement:

On a tender being accepted, the tenderer have to execute an agreement with the **Principal, Raja Rammohun Roy Mahavidyalaya, Khanakul, Hooghly** in the prescribed form. The agreement will be valid for next 180 days only and may be extended, if decided. Before signing any agreement, the tenderer should thoroughly get acquainted themselves with the proposed supply and installation by local inspection of site and take into consideration the site condition and other criterion. Eno claim whatsoever will be entertained afterwards.

13. Payment Terms:

Supplier have to submit following items for payment of bill:

- i. Supplier's invoice in original
- ii. Challan and Installation Certificate from qualified IT Personnel.
- iii. Any other thing of importance not mentioned hereabove.

The payment will be made electronically/ by bank cheque after deduction as per government rules applicable.

14. Dates and Information:

ITEMS	DATE
DOCUMENT DOWNLOAD START DATE- END DATE	09-02-2024 to 28-02-2024 upto 2.00 PM
BID SUBMISSION START DATE- END DATE	09-02-2024 to 28-02-2024 upto 2.00 PM
TECHNICAL BID OPENING	01.03.2024 2.30 PM
FINANCIAL BID OPENING	01.03.2024 3.30 PM
PRE BID MEETING AND INSPECTION OF THE SITE	As per website

15. Misc: The Principal, Raja Rammohun Roy Mahavidyalaya, Khanakul, Hooghly reserves the right to change/ cancel the part or whole tender process without assigning any reason to the bidders.



Principal,
Raja Rammohun Roy Mahavidyalaya,
Khanakul, Hooghly.

Memo No:- MISC/0051/23-24

Principal
Raja Rammohun Roy Mahavidyalaya
Radhanagar, Nangulpara, Hooghly

Date:-09.02.2024

Copy forwarded for information with a request to publish the Notice through Office Notice Board to:-

- 1) The District Magistrate, Hooghly, Chinsurah, Hooghly.
- 2) The Sub-Divisional Officer, Arambagh Sub-Division, Arambagh, Hooghly.
- 3) The Block Development Officer & Programme Officer (MGNREGA), Khanakul-I Dev. Block, Khanakul, Hooghly.
- 4) The Editor, Statesman.
- 5) Bursar, Raja Rammohun Roy Mahavidyalaya
- 6) Convener, Infrastructure Development Committee (IDC), Raja Rammohun Roy Mahavidyalaya
- 7) Office Notice Board.



CHECKLIST

Sl	Item	Put Tick or NA	Page No
1	Annexure I		
2	Annexure II		
3	Annexure III		
4	No Conviction Certificate		
5	IT Return (Last 3 Years)		To be submitted through OID submission
6	Audited P/L Balance Sheet (Last 3Years)		To be submitted through OID submission
7	Proof of EMD Submission in PDF format		
8	Catalogues of the Products		
9	List of Purchaser in Govt. Institutions of repute, for last two years		
10	A declaration mentioning existence of fully equipped service center under West Bengal		
11	Manufacturing License (if bidder is manufacturer)		



ANNEXURE: I

To,
The Principal,
Raja Rammohun Roy Mahavidyalaya,
Khanakul, Hooghly.

Sub: Tender No. _____, Date. _____ for purchase and installation of
IT equipment for Lab Raja Rammohun Roy Mahavidyalaya

Sir,

Having examined the pre-qualification and other documents published in the NIT, I/we hereby submit all the necessary information and relevant documents for evaluation:

1. That the application is made by me/us on behalf of _____ in the capacity of _____ duly authorized to submit the offer. The authorization letter from the company is attached herewith in Annexure II.
2. I/We accept the terms and conditions as laid down in the NIT mentioned above and declare that I/we shall abide by it for throughout the tender period and its extensions, if any.
3. I/We am/are offering rate for the following items and assured supply to the **Raja Rammohun Roy Mahavidyalaya, Radhanagar, Nangulpara, Hooghly, PIN-712406.**
4. In the event of being selected, supply will be made within the stipulated time frame excepting the condition which is beyond our control.
5. I/We understand that:
 - a. The Principal/ Tender Selection Committee can amend the scope & value of the contract bid under this project.
 - b. The Principal/ Tender Selection Committee reserves the right to reject any or all application without assigning any reason.

Date:

Signature of the Applicant

Contact Details:

Mobile No:

Email ID:





ANNEXURE: II

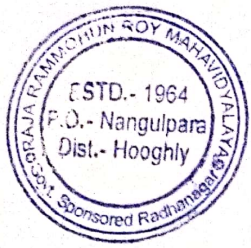
(To be furnished in the Company's official Letter pad with full address, contact no, email)

TO WHOM IT MAY CONCERN

This is to certify that Mr. /Mrs. _____
(Name), an employee of this organization as _____
(Designation) is hereby authorized to submit tender online, vide NIT
No _____ Date _____ on behalf of this
organization.

Signature of the Authorized person _____

Signature of the competent authority
(With Seal)



Draft Affidavit Proforma

(Notarized on Rs. 100 Stamp Duty)

I, Sri/Smt. _____, the _____ of
the firm named _____ at _____,
_____ (Full Address) do hereby solemnly
affirm and declare as follows:

a. That I am not under conviction of any offence making myself liable to be disqualified to supply of IT equipments etc. to any Govt. or Govt. undertaking Organization /Institution in the State of West Bengal or other State or States.

b. My Firm has not been blacklisted at present as a whole or for any item/ items as quoted in this tender by any Govt. or Govt. undertaking Organization /Institution in the State of West Bengal or other State or States in India.

c. That no case is pending against me or against my Firm in any criminal court of law in connection with the supply of IT Equipments to the Govt. or Govt. undertaking Organization / Institution in the State of West Bengal or other State or States (If any case is pending, please state the details).

d. That, I declare that the item or items quoted by me confirms the specification given in the NIT document or higher standard relating to the specification is provided.

e. The duly authenticated Technical Data Sheet is uploaded conforming to the prescribed standard.

f. 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.

g. 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.

Deponent