



# WEST BENGAL STATE UNIVERSITY

Berunanpukuria, Malikapur Barasat  
24 Parganas (North), Kolkata - 700 126

Phone : (033) 2524 1975 / 1976 / 1978 / 1979 Fax : (033) 2524 1977

WBSU/Reg/TENDER/Computer/110/2019-20

03/06/2019

Ref. No : .....

Date : .....

## Notice Inviting Tender

**Job : Arrangement for Engagement of One (01) No. Qualified Technician on full time basis to look after all Computers, Printers & Peripheral Devices in the Academic Departments and Administrative Offices under West Bengal State University.**

The Registrar (Officiating), West Bengal State University, Berunanpukuria, Malikapur, Barasat, North 24 Parganas invites Tender in sealed envelope from reputed, bonafied Agencies as per following details. The agency must have credentials of similar nature working in any Autonomous Body/Quasi Government/Undertaking in the Government of West Bengal/Government of India.

Sl. No.	Description of Item/Job	Unit	Total Quantity	Rate per Month for One (01) Technician(Rs.)	Rate per 12 Calendar months for One (01) Technician.(Rs.)
	Arrangement for Engagement of One (01) No. Qualified Technician on full time basis to look after all Computers, Printers & Peripheral Devices in the Academic Departments and Administrative Offices under West Bengal State University	Head	01 Nos. (in single shift on each work day)		
Total(In Words per 12 Calendar months):					

- Contract period shall be considered valid for Twelve (12) calendar months from the date of issue of the work order.
- Rates shall be quoted for 01 No. personnel per month basis considering weekly off-day and National Holidays and shall be all inclusive of relevant Taxes & Duties as applicable as per Government Rules, Insurance, Cess(if applicable), Electricity and Water Charges, Transportation Charges and any other cost as necessary to complete the job in all respect. Rates quoted for the engaged personnel must conform to the latest Notification/Regulation of the Labour Department, Government of West Bengal. Nothing extra will be paid.
- Tenderer must have completed similar nature of work within last three years in Govt./ Semi Govt./ Govt. Undertaking/ PSU with appropriate certificate of completion in support of their application shall have to be submitted.
- Copies of Valid Trade License, GST Registration certificate, PAN Card, IT Return for last three Financial Years (i.e. 2016-2017, 2017-2018, 2018-2019), PT Challan for last quarter of 2018-19 shall have to be submitted during submission of Tender.
- Copies of similar type of credentials shall have to be submitted during submission of Tender.
- The acceptance of the lowest Tender is not obligatory and the University Authority reserves the right to accept or reject any or all the Tenders including the entire Tender process for the said job at any point of time, without assigning any reason whatsoever.
- The technicians must possess valid relevant Certificates from any recognized Institute. That will be the governing criteria for the technicians to perform the intended work at the University. Copy of the valid certificate for the person who is intended to be engaged at this University shall have to be submitted during submission of Tender.
- Any Statutory clearance, if necessary for the purpose, shall have to be arranged by the agency throughout the entire contract period and shall be at the agency's own cost, risk and responsibility.
- Necessary arrangement towards transportation, food, accommodation and any other facilities as required by the engaged personnel shall have to be arranged by the Agency at their own cost and risk.
- The University shall be at liberty to terminate the execution order by issuing one(01) calendar month prior notice at any point of time during execution. The selected agency shall be at liberty to discontinue the execution order by issuing of one(01) calendar month prior notice. This provision is made to ensure proper handing over/taking over in case of discontinued service during the contract period.
- No mobilization advance and secured advance will be allowed.
- The engaged personnel must have basic working tools and equipments for the purpose.
- TERMS OF PAYMENT:**  
Monthly payment will be made after successful operation of that particular month for which intended services are rendered.
- The intended service is to be provided for single working shift only involving the above noted technician. The work shift shall span for eight (08) working hours in general to cover the normal office time of the University.





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15. There shall be no provision of legal arbitration in this work.
16. During checking, if any part/s (including hardware & software) is/are found non-functional and require replacement, necessary quotations shall have to be arranged by the agency concerned and replacement would be made accordingly by the University Authority.
17. In the event of unsatisfactory performance by the engaged agency during the contract period, 05% of the value of the monthly bill will be deducted.
18. Last date of submission of filled up Tender paper and relevant documents at the office of the undersigned is 17/06/2019 upto 12:00 Noon.
19. Date of opening of Tender paper is 17/06/2019 at 15:00 Hrs.
20. The interested agencies are requested to submit their quotation along with necessary supporting documents, rates to The Registrar (Officiating), West Bengal State University, Berunanpukuria, Malikapur, Barasat, 24 Pgs (N), Kolkata-700126, in sealed envelope cover super scribed "QUOTATION FOR ENGAGEMENT OF MANPOWER TO LOOK AFTER ALL COMPUTERS, PRINTERS & PERIPHERAL DEVICES UNDER WBSU" is to be submitted on or before 17/06/2019 up to 12 Noon.
21. Agencies interested to participate in the Tender are advised to visit this University Campus on 10/06/2019 at 13:00 Hrs in order to physically inspect the quantum/scope of work.

  
Registrar (Officiating)  
West Bengal State University

Registrar (Officiating)  
West Bengal State University  
Barasat, Kolkata-700126

Copy forwarded for information and necessary action, if any, to:

1. Vice-Chancellor's Secretariat, W.B.S.U.
2. Notice Board of the Office of the District Magistrate, North 24 Parganas.
3. The Proddhan, Ichhapore Nilgunj Gram Panchayet, North 24 Parganas.
4. The Sabhadhipati, North 24 Parganas Zilla Parishad, Barasat
5. The Officer-in-Charge, Duttapukur Police Station.
6. Finance Officer, W.B.S.U
7. University Engineer, W.B.S.U
8. Deputy Registrar, W.B.S.U
9. University Website
10. University Notice Board
11. Registrar's Department, Guard file

  
Registrar (Officiating)  
West Bengal State University

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West Bengal State University  
Barasat, Kolkata-700126