



West Bengal State University

Berunanpukuria, Malikapur Barasat
24 North Parganas, Kolkata-700126

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NOTICE INVITING e-TENDER

NIT No. : WBSU/24PNR/ETEN/Comp.Sci / Lab_Equip./2017-18/05

Dated: 02/02/2018

The REGISTRAR (Officiating), West Bengal State University, Berunanpukuria, Malikapur, Barasat, 24 Parganas (N), invites **“Open E-tender for procurement of Computer & Accessories for the Department of Computer Science, 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>)

Sl. No.	Description of Equipment / Materials	Quantity (Nos.)	Earnest Money (Note: Through Online)	Period of Completion
1	Laptop (i7-7820HQ, 32GB 512 SSD 1TB 7200, 6GB NVIDIA quadro P3000)	3	Rs. 30,000/-	30 Days
2	Desktop (i7-7700 3.6GhZ 8Gb 1TB 7200)	10		
3	Notebook (i7-7500U, 8GB 512 SSD, 6GB NVIDIA quadro P3000)	3		
4	UPS 1KVA (Offline)	3		
5	Projector (1920x1080 lamplife 5000, 1500:1 Contrast ratio, connectivity USB, VGA, HDMI, AV in)	1		
6	Black and White Laser Printer (Multifunction, Duplex, Network ready with USB Ethernet, 256MB, 28ppm)	3		

Opening and Evaluation of Tender

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

Note: 1) The actual quantity may vary at the time of placing order.
2) The tender will be evaluated itemwise at the time of evaluation.

2) 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://wbtenders.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, Berunanpukuria, 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, failing which, the submission will be 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://wbtenders.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://wbtenders.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 be 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 web portal only.
- O. Before issuance of the work order, the tender inviting authority may verify the credential & other documents of the lowest tenderer if found necessary.

3) Eligibility criteria for participation in the tender.

- i) Bonafide, experienced & resourceful contractors of Govt., Semi Govt., Govt. Undertaking Organizations, Govt. Enterprises etc. who have successfully completed the work of similar nature having value not less than 40% of the Total Quoted Cost of work, put to tender in a single contract during last 3(three) financial years are only eligible to participate in the tender. Must produce the credential & accordingly submit through online only.
- ii) 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.
- iii) Income Tax Acknowledgement Receipt for the latest Assessment year, P.T. Deposit Challan for the year 2014-2015/2015-2016/2016-2017, Pan Card, GST Registration Certificate are to be accompanied with the Technical Bid Documents.
- iv) 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.
- v) 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.
- vi) 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.
- vii) No mobilisation advance and secured advance will be allowed.
- viii) Joint Ventures will not be allowed.
- ix) 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.

4) **Submission of Bids:**

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

5) **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.

6) **Detailed Specification:**

I. Laptop

Quantity: 03 Nos.

Sl. No.	Specification	Description
1	Make	Bidder to specify, Preferably reputed OEM like Dell
2	Model	Bidder to specify
3	Processor	Intel Core i7-7820HQ Quad Core 2.90GHz, 3.90GHz Turbo, 8MB 45W
4	Operating System	Windows 10 Professional 64 Bit w/ both gen processors
5	Chipset	Intel Mobile CM238
6	Graphics	Nvidia Quadro P3000 with 6 GB GDDR5 dedicated memory
7	Memory	Upto 32 GB DDR4, 2667MHz, superspeed memory
8	Storage	512GB SSD + 1TB 7200RPM SATA HDD
9	Display	17.3" UltraSharp™ UHD IGZO (3840x2160) Premiere Colour Wide View Anti-Glare LED-backlit w/ premium panel guarantee (100% adobe colour gamut)
10	Storage options	HDD-1TB 7200 RPM upto 2 TB 2.5" 5400 RPM SATA 6GB/s. SSD-512 GB
11	Communication Option	Wired-Integrated Intel I@219LM 10/100/1000 Gigabit Ethernet. Wireless Lan and Bluetooth: Intel 8265 Dual-Band 2X2 802.11 ac Bluetooth 4.2
12	Multimedia	Dual Integrated High Quality speakers and optional dual integrated noise cancelling digital array microphones
13	I/O ports and connectors	1 X SD Card Reader (SD, SDHC, SDXC, supporting upto 2TB); 1 x Thunderbolt 3; 4 x USB 3.0 with PowerShare; 1 x mDP 1.4; 1 x HDMI 1.4; 1 x Headphone and microphone combo jack; 1 x Smart card reader
14	Security	Intel Platform Trust Technology, TPM 1.2/2.0. Chasis Lock support.
15	Dimensions	Width 16.42"/417.04mmx Depth 11.08"/281.44mmx Height (front-Rear): Front 1.12"/28.5mm-Rear 1.36"/34.49mm
16	Battery	91 HR Lithium Ion polymer battery
17	Power Adapter	240 Watt AC adapter (7mm barrel)
18	Regulatory and Environmental Compliance	Energy STAR 6.2; EPEAT Registered
19	TAA Configuration available	YES
20	Backpack	OEM Backpack
21	Warranty	5 years OEM onsite comprehensive

II. Desktops

Quantity: 10 Nos.

Sl. No.	Specification	Description
1	Make	Bidder to specify, Preferably reputed OEM like Dell
2	Model	Bidder to specify

3	Processor	Intel Core i7-7700 3.6GHz , 8 MB Cache, 4 Core CPU or Higher
4	Chipset	Compatible Intel chipset
5	RAM and Upgradable	8 GB (1 X 8GB) 2400 MHz DDR4.Minimum 2 DIMM Slots up gradable to 32 GB.
6	Monitor	19.5 inches or higher with Resolution of 1600 x 900 or Higher, minimum Color depth - 16.9 million colors, Panel type - IPS with LED Backlight. Connectors/Ports : Display Port , HDMI , VGA, USB . Monitor capable of Height, Tilt, Pivot and Swivel adjustment option. (Same OEM make of Desktop)
7	Graphics	Onboard HD Graphics
8	Audio	High Definition Integrated Audio with internal speaker in SFF chassis
9	Hard Drive	1 TB SATA (7,200 Rpm) Hard Drive
10	Optical Drive	Internal DVD+/-RW Drive
11	Input Devices	USB Keyboard & USB Optical Mouse (Same OEM make of Desktop)
12	Network	Integrated Intel 10/100/1000 Controller
13	Slots	Minimum 2 PCIe series slots, Minimum 1 M.2 Slot
14	Ports	Minimum 8 USB port (out of 8 minimum 4 Nos. USB 3.0 port) , One Universal Audio Jack (UAJ) , Audio line-out ,1 RJ45, 1 HDMI, 1 Display port
15	Form Factor	Small Form Factor
16	Chassis	Less than 8 liters
17	Power Supply	Minimum 85% Energy Efficient not more than 180 Watt.
18	Certification on Quoted product Model	Windows 10, EPEAT Gold (Systems & Monitor), Ubuntu/SUSE Linux ,ROHS and UL / FCC.
19	Operating System	Windows 10 Pro 64-bit English
20	Additional Software	Microsoft Office 2016 Professional
21	Warranty	5 years OEM onsite comprehensive

III. Notebook

Quantity: 03 Nos.

Sl. No.	PARAMETER	REQUIRED TECHNICAL SPECIFICATION
1	Make	Bidder to specify, Preferably reputed OEM like Dell
2	Model	Bidder to specify
3	Category	Business Class laptop
4	Processor	Intel® Core™ i7-7500U (4M Cache, upto 3.5 GHz)
5	CHIPSET	Intel Chipset (based on the Intel processor offered by the vendor).
6	Dimensions (HxWxD)	0.9 CM (0.33")-1.5cm (0.6")x 30.4 cm(11.98")x20cm(7.88")
7	Weight	Not exceeding 1.3kg(2.91lbs)
8	Battery	60Whr built in
9	Display	33.78cm (13.3") FHD,(1920x1080) Infinity Edge Display, Anti Glare
10	Hard Drive	512GB SSD
11	RAM	8 GB DDR3 , 1866 Mhz
12	Graphics	Intel HD Graphics 620
13	Keyboard & TOUCH PAD DEVICE	Full size backlit chiclet keyboard; 1.3mm travel precision touchpad, seamless glass integrated button
14	Sound	Stereo speakers professionally tuned with Waves Maxx Audio Pro 1 Wx2
15	Security/Software	Microsoft Hello compliant finger print reader (optional), macafee live safe 15 month subscription, dropbox Microsoft office 2016 home and student edition
16	Battery	60 WHr Long Life Cycle Polymer battery

17	Ethernet Card	10/100/1000 Mbps inbuilt Ethernet card
18	Certification	Windows 10, Ubuntu Linux, Energy Star 6.1, Epeat Gold (proofs to be submitted)
19	Backpack	OEM Backpack
20	Warranty	5 years OEM onsite comprehensive
21	WIRELESS + Bluetooth	enabled

IV. UPS

Quantity: 03 Nos.

1. Capacity: 1KVA
2. Battery Backup: 60 minutes
3. Input Voltage: 140 V AC to 280 V AC
4. Input DC Voltage: 24 V
5. Input Frequency: 50 Hz \pm 6%
6. Input Compatibility: D/G Set
7. Output Voltage: 220V + 9% (Mains Mode), 220V+5% (Battery Mode)
8. Output Frequency: 50 Hz \pm 6% (Under Mains Mode), 50 Hz \pm 1% (Under Battery Mode)
9. Protection: Short Circuit, Overload, Low Battery
10. Indicators: Mains On, Load on Battery
11. Audible Alarm: Main Failure, Battery Low
12. Temperature: 0o C to 45o C

V. Projector

Quantity: 01 No.

Specifications

GENERAL

Resolution	1920 x 1080 pixels
Type	3D
3D Glasses Type	Lighter Full HD RF 3D Glasses
Display Mode	480p, 720p, 1080i, 1080p, 480i, 576i, 576p
Projection Ratio	1.22 - 1.47
Device Chipset	LCD
3D Support	Yes
Lamp	200 W UHE
Lamp Life	5000 hr
Usage	Home

DISPLAY FEATURES

Other Display Features	Projection Technology: RGB Liquid Crystal Shutter Projection System, LCD Size: 0.61 inch Wide Panel with MLA, Native Resolution: 1080p, Video Quality: Interlace Progressive Conversion, 3D Y/C Separation, Noise Reduction, Lamp Life: 6000 hrs (Eco), Screen Size: Wide and Tele (34 inch - 328 inch), Zoom Wide: 0.9 - 9.0 m, Zoom Tele: 1.08 - 10.8 m
Maximum Projection Size	328 inch
Brightness	2000 lm (Standard), 2700 lm (Maximum)
Contrast Ratio	15000:1 Hz
Zoom Ratio	1 1.2

DIMENSIONS WITHOUT STAND

Weight	2.8 kg
Height	105 mm
Width	297 mm
Depth	247 mm

AUDIO FEATURES

Audio Type	Mono, Stereo
Other Audio Features	Built-in Speaker, Superb Sound Quality
Output Per Speaker	2 W
Number of Speakers	1 Speaker

POWER FEATURES

Power Supply	AC 100 - 240 V, 50/60 Hz
Other Power Features	Power Consumption (220 - 240 V) Lamp On: 287 W (Normal), 217 W (Eco), Stand By: 0.31 W

LENS FEATURES

Other Lens Features	Projection Lens Type: Optical Zoom (Manual)
Focus Mechanism	Manual Focus
Focal Length	16.9 - 20.28 mm
Aperture	F1.58 - F1.72

CONNECTIVITY

Audio In	1 x RCA (White / Red)
USB	2 USB Type A, USB Type B Mini USB (For Service and Firmware Update Only) Port
Headphone Jack	Yes
VGA	1 x 15-pin D-sub, 15-pin Mini D-sub
HDMI	2 HDMI Port
Audio Out	1 x Stereo Mini Jack
AV In	RCA Composite Audio In, RCA Composite Video In
Other Connectors	Control I/O RS-232C: 1 x D-sub 9-pin, HDCP Supported, MHL x 1

OPERATING CONDITIONS

Other Operating Conditions	Fan Noise: 29 dB (Eco)
Noise Level	37 dB (Normal)
Maximum Altitude	3000 m
Operating Temperature	5 °C - 35 °C

IN THE BOX

Projector, Power Cable, Remote Control, User Manual Set

ADDITIONAL FEATURES

Other Features	Six Axis Color Adjustment: Hue, Saturation, Brightness for Each of RGBCMY are Adjustable, 3D Display: On / Off, 3D Format: Auto, Side by Side, Top and Bottom, 2D, 3D Depth: +/-10, Superior Placement Flexibility, Wide Range Connectivity, Clear and Vibrant Images, Bright 3D Drive, Eco Features: Projector Optics Employ Lead-free Lenses, Unpainted Plastic Housing Reduces the Environment Impact, The Flame Retardants Used in the Plastic Housing do not Contain Chlorine or Bromine, Direct Power On / Off: Yes / NA, Start Up Period: 20 Seconds, Warm Up Period: 30 Seconds, Cool Down Period: Instant Off
Signal Type	SECAM, NTSC 4.43, PAL-60, PAL-M, PAL-N, NTSC, PAL
Remote Control	Yes
Functional Modes	Natural, Cinema, 3D Cinema, Living Room, Eco Mode, Color Mode: Dynamic, 3D Dynamic, Fast Mode, Normal Mode
Keystone Adjustment	Keystone Correction: Auto Vertical: 30°, Horizontal: 30°

BRAND

To be Specified by bidder.

WARRANTY

2 Years Carry-in, Lamp: 1 Year or 750 hrs - Whichever Comes First

VI. Printer (Multifunction)

Quantity: 3 Nos.

Specifications

Functions

Functions

- Print, copy, scan

Multitasking supported

- Yes

Printing specifications

Print speed black:

Normal: Up to 28 ppm

First page out (ready)

Black: As fast as 6.4 sec

Duty cycle (monthly, A4)

Up to 30,000 pages

Recommended monthly page volume

250 to 2500

Print technology

- Laser

Print quality black (best)

- Up to 1200 x 1200 dpi

Print languages

- PCL5c
- PCL6
- PS
- PCLmS
- PDF
- URF
- PWG

Display

- 2-line LCD

Processor speed

- 800 MHz

Automatic paper sensor

- No

Connectivity

Mobile printing capability

Yes

AirPrint 1.5 with media presence sensor

Google Cloud Print™ 2.0 10

Connectivity, standard

- 1 Hi-Speed USB 2.0
- 1 Ethernet 10/100Base-TX

Network ready

- Standard (built-in Ethernet)

Minimum system requirements

- Windows 10, 8.1, 8, 7: 32-bit or 64-bit, 2 GB available hard disk space, CD-ROM/DVD drive or Internet connection, USB port, Internet Explorer. Windows Vista: (32-bit only), 2 GB available hard disk space, CD-ROM/DVD drive or Internet connection, USB port, Internet Explorer 8. Windows XP SP3 or higher (32-bit only): any Intel Pentium II, Celeron or 233 MHz

compatible processor, 850 MB available hard disk space, CD-ROM/DVD drive or Internet connection, USB port, Internet Explorer 8

- Apple OS X Sierra (v10.12), OS X El Capitan (v10.11), OS X Yosemite (v10.10)
- 1 GB HD
- Internet required
- USB

Memory specifications

Memory

256 MB

Maximum memory

256 MB

Paper handling

Paper handling input, standard

- 250-sheet input tray, 10-sheet priority tray

Paper handling output, standard

- 150-sheet output tray

Maximum output capacity (sheets)

- Up to 150 sheets

Duplex printing

- Automatic (standard)

Media sizes supported

- A4
- A5
- B5 (JIS)
- A6

Media sizes, custom

- 76 x 127 to 216 x 356 mm

Media types

- Paper (laser, plain, photo, rough, vellum), envelopes, labels, cardstock, postcards

Media weight, supported

- 60 to 163 g/m²

Media weights, supported ADF

- 70 to 90 g/m²

Scanner specifications

Scanner type

- ADF, Flatbed

Scan file format

- JPG, RAW (BMP), PNG, TIFF, PDF

Scan resolution, optical

- Up to 300 dpi (color and mono, ADF)
- Up to 600 dpi (color, flatbed)
- Up to 1200 dpi (mono, flatbed)

Scan size, maximum

- 215.9 x 297 mm

Scan size (ADF), maximum

- 215.9 x 355.6 mm

Scan size ADF (minimum)

- 148.5 x 210 mm

Scan speed (normal, A4)

Up to 15 ppm 18

Duplex ADF scanning

- No

Automatic document feeder capacity

- 35 sheets

Scan input modes

- Scanning via TWAIN-compliant or WIA-compliant software or equivalent

Copier specifications

Copy speed (normal)

Black: Up to 28 cpm 17

Copy resolution (black text)

- 600 x 600 dpi

Copy reduce / enlarge settings

- 25 to 400%

Copies, maximum

- Up to 99 copies

Power and operating requirements

Power

- 110-volt input voltage: 110 to 127 VAC (+/- 10%), 60 Hz/50 Hz, 5.9 A
- 220-volt input voltage: 220 to 240 VAC (+/- 10%), 60 Hz/50 Hz, 3.3A

Power consumption

475 watts (active printing), 4.5 watts (ready), 1.0 watts (sleep), 0.1 watts (Auto Off/Wake on USB, enabled at shipment), 0.05 watts (Auto-off/Manual-on), 0.05 watts (Manual Off) 5

Energy efficiency

- ENERGY STAR® qualified
- CECF
- Blue Angel RAL-UZ 205

Operating temperature range

- 15 to 32.5°C

Operating humidity range

- 30 to 70% RH

Acoustic power emissions (ready)

2.8 B(A)

Acoustic pressure emissions bystander (active, printing)

52 dB(A)

Dimensions and weight

Minimum dimensions (W x D x H)

403 x 407.4 x 311.5 mm 4

Maximum dimensions (W x D x H)

403 x 624.4 x 455.6 mm 4

Cable included

- Yes, 1 USB, 1 USB PC to Printer.

Warranty

- 1 Year Limited Warranty (Return to Dealer - Standard Bench Repair)

5 **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:-

- a) Financial Capacity
- b) Technical Capability comprising of personnel & equipment capability
- c) 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.

6 **Date & Time schedule:**

Particulars	Date	Time
1.Date of uploading of N.I.T. & other Documents(online) (Publishing Date)	02.02.2018	2:00 PM
2. Documents download/sale start date (Online)	02.02.2018	2:30 PM
3. Documents download/sale end date (Online)	19.02.2018	06:00 PM
4. Bid submission start date (Online)	02.02.2018	03:30 PM
5. Last Date of submission of original copies for the Copy of Earnest money deposit Payment(Hardcopy) & Technical Detailed Specifications (Hardcopy) & necessary sufficient documents as per Online Submission (Hardcopy)	21.02.2018	Upto 03:30 PM
6. Bid Submission closing (Online)	19.02.2018	06:00 PM
7. Bid opening date for Technical Proposals (Online)	22.02.2018	02:30 PM
8. Date of uploading list for Technically Qualified Bidder(online)	To be Notified after evaluation of Technical Proposal	
9. Date for opening of Financial Proposal (Online)	To be Notified after evaluation of Technical Proposal	

7 **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> 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.

D. 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.

**E. Tenders Documents Details:
Others important Documents or My Document**

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

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
Berunanpukuria, 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 ofin 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

1	Name of the Applicant	
2	Office Address	
	Telephone No.	
	Fax No	
3	Name and Address of Bankers	
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	

.....
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: -

- i) The Sabhadhipati 24 North Parganas Zilla Parishad.**
- ii) D.M 24 North Parganas.**
- iii) District Information officer 24 North Parganas.**
- iv) Divisional Account Officer 24 North Parganas.**

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