



# West Bengal State University

Berunanpukuria, Malikapur Barasat  
24 North Parganas, Kolkata-700126

## **NOTICE INVITING e-TENDER**

Notice Inviting e-Tender No	WBSU/24PNR/ETEN/AMC NETWORK/2022-23	Dated	19.07.2022
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**Name of Job :** Comprehensive Annual Maintenance Contract (AMC) & FMS of the IT Infrastructure installed at West Bengal State University for a period of Three (03) calendar years in 1+1+1 system (1<sup>st</sup> Year+2<sup>nd</sup> Year+ 3<sup>rd</sup> Year)

The Registrar (Officiating), WBSU, invites e-tender for the work detailed in the table below including GST and all other charges. Interested bidders may obtain bidding documents by registering themselves to the e-tendering portal (<https://wbtenders.gov.in>). **Interested bidders/contractors may upload their bids in prescribed format with all relevant documents in the website <http://www.wbtenders.gov.in>**

Sl. No	Name of the work	Earnest Money (INR) (Note: Through Online)	Price of Tender Documents	Period of completion	Name of the Concerned Officer
1	1	2	3	4	5
	Comprehensive Annual Maintenance Contract (AMC) & FMS of the IT Infrastructure installed at West Bengal State University for a period of Three (03) calendar years in 1+1+1 system (1 <sup>st</sup> Year+2 <sup>nd</sup> Year+ 3 <sup>rd</sup> Year )	Earnest Money Rs. 1,00,000.00. to be submitted through Net Banking/ RTGS/NEFT in favor of the “West Bengal State University” payable at “Barasat”.	NIL	Three (03) Calender Years (1 <sup>st</sup> year+ 2 <sup>nd</sup> year + 3 <sup>rd</sup> year ) basis from the date of Work Order issued.	The Registrar (Officiating), West Bengal State University

In the event of e-filing intending bidder may download the tender document from the website <https://wbtenders.gov.in> directly with the help of Digital Signature Certificate and necessary cost of tender document (tender fees) and earnest money may be remitted through demand draft/pay order issued from any Nationalized Bank to be drawn in favour of “West Bengal State University” payable at “Barasat” though e-filing

### **1. General Terms and Condition:**

- A.** In the event of e-filing, 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)** The bidder will select the tender to bid and initiate payment of pre-defined EMD 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 Registrar (Officiating), West Bengal State University, Berunanpukuria, Malikapur, Barasat, North 24 Parganas, Kolkata-700126. The original part of online submission of EMD Payment challan copy (Hard Copy), other submitted documents through online (Hard Copy) and other documents as per NIT should be submitted at the Office of the Registrar (Officiating), West Bengal State University, under sealed cover at least 24 Hrs. before the date of opening of the tender, failing which, the submission will treated as cancelled.

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-----------------------------	-------------------------------------	-------	------------

- E.** Both Technical bid and Financial bid are to be submitted 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. 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 shall be no provision of legal arbitration in this work.
- G.** **The Bidder, at his own responsibility must visit and examine the site of works and its surroundings on the scheduled day 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 e-Tender before submitting offer with full satisfaction. The cost of visiting the site shall be at his own expense. No claim of missed out items/scope shall be entertained after submission of Tender.**
- H.** 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 University. The tender accepting authority of WBSU. reserves the right to accept or reject any offer without assigning any reason whatsoever and is not liable for any cost that might have been incurred by any Tenderer at the stage of Bidding.
- I.** Prospective applicants are advised to note carefully the minimum qualification criteria as mentioned in 'Instructions to Bidders' stated in this tender document.
- J.** CONDITIONAL/ INCOMPLETE TENDER will not be accepted under any circumstances.
- K.** **The intending tenderers are required to quote the rate online only.**
- L.** In the event of multiple lowest rate submitted by the bidders, University's discretion will prevail.
- M.** The University reserves the right to cancel the N.I.e.T. due to unavoidable circumstances and no claim in this respect will be entertained.
- N.** Contractor shall have to comply with the provisions of (a) the contract labour (Regulation Abolition) Act. 1970 (b) Apprentice Act. 1961 and (c) minimum wages Act. 1948 of the notification thereof or any other laws relating there to and the rules made and order issued there under from time to time.
- O.** During scrutiny, if it comes to the notice of the 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 the application will be out rightly rejected without any prejudice and forfeiture of earnest money.
- P.** **If there be any objection regarding pre-qualifying the Agency, the same should be lodged online to the Tender Evaluation Committee within 2 (two) days from the date of publication of list of qualified agencies and beyond that time schedule no objection will be entertained by the Tender Evaluation Committee.**
- Q.** List of "Technically Qualified Bidders" will be published in the web portal only.
- R.** Before issuance of the Work Order, the tender inviting authority will verify the credential & other documents of the lowest tenderer if found necessary. After verification if it is found that the documents submitted by the lowest tenderer is either manufactured or false in that case work order will not be issued in favor of the said Tenderer under any circumstances.
- S.** **Rates shall be quoted separately for 1<sup>st</sup> year, 2<sup>nd</sup> Year & 3<sup>rd</sup> Year. Rates must include cost of engaged man power + all materials required & including all Statutory Taxes and Duties to complete the maintenance and operation of the said work for three (03) consecutive years from the date of issuance of work order.**

**Also cost involvement for fixing 60 nos. 1KVA UPS & one time scope: Fiber connection between main building and boy's hostel restoration work (as mentioned in the scope of work) shall have to be included in the quotation for 1<sup>st</sup> year only.**

- T.** 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.

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-----------------------------	-------------------------------------	-------	------------

### **2. Eligibility Criterion for participation in the tender.**

- i. Intending tenders should produce credentials of similar nature of work of the minimum value of Rs 10,00,000.00 (value) per year during 5(five) years prior to the date of issue of this tender notice i.e. not earlier than July' 2017 .
  - ii. Intending tenders should produce credentials of one single running work of similar nature which has been completed to the extent of 75% or more and value of which is not less than the desired value as stated above;  
In case of running works, only those tenders who will submit the certificate of satisfactory running work from the competent authority will be eligible for the tender. In the required certificate it should be clearly stated that the work in progress satisfactorily and also that no penal action has been initiated against the agency, i.e. the tenderer.
  - iii. Payment Certificate will not be treated as credential.
  - iv. Credential certificate must be issued by the competent authority or any State/Central Govt., State/ Central Govt. Undertaking, Statutory /Autonomous bodies constituted under the Central / State statue, on the executed value of completed/ running work will be taken as credential. Credential issued by any private agency shall not be entertained in any case.
  - v. Copies of orders of engagement of the agency concerned by the Govt. Department/s, Public, Statutory Body/s etc. during last 3 (three) years and performance certificate/s from such organization/s are to be submitted in support of credential/s with the applications.
  - vi. The prospective bidders or any of their constituent partner shall neither have abandoned any work nor any of their contract have been rescinded during the last 5 (five) years. Such abandonment or rescission will be considered as disqualification towards eligibility. (A declaration in this respect through affidavit (Affidavit-Y) has to be furnished by the prospective bidders without which the Technical Bid shall be treated as non-responsive.)
  - vii. Contractors/Bidders having Valid Trade License, Provident Fund Registration/Code no and certificate, GST Registration Certificate, PAN Card, ESI Registration certificate, EPF Registration Certificate and up-to-date challan should be furnished along with the Technical Bid Documents.
  - viii. Income Tax Return for the last three(03) Financial Years, P.T. Deposit Challan for the last three(03) Years, should be furnished along with the Technical Bid Documents.
  - ix. In case of Proprietorship, Partnership Firms and Company, Tax Audit Report in 3CD Form are to be furnished along with the Balance Sheet and Profit and Loss Account, and all the documents along with schedules forming the part of Balance Sheet and Profit & Loss Account should be in favour of applicant.
  - x. Annual report and Balance Sheet for the last three years.
  - xi. 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.
  - xii. Joint Ventures will not be allowed.
  - xiii. A prospective bidder shall be allowed to participate in a 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 his applications will be rejected for that job, without assigning any reason thereof.
  - xiv. No mobilization advance and secured advance will be allowed.
3. The Prospective Bidder shall have to execute the work in such a manner so that appropriate service level of the work is maintained during the entire three (03) Years Contract Period to the entire satisfaction of the University. If any defect / damage is found during the period as mentioned above, the contractor shall make the same good at his own cost to the specification at par with instant project work. On failure to do so, penal action against the contractor will be imposed by the University as deem fit.
  4. Intending bidders are instructed to attend per-bid meeting to have a clear discussion on the entire matter. No dispute or objection regarding any specification and scope of work would be entertained after the due date and time of the pre-bid meeting.
  5. Engaged skilled personnel/s must be holder of valid workmen permit issued from the competent authority so as to he be engaged in works related to operation, maintenance & monitoring of the said work.
  6. 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. You 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.

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-----------------------------	-------------------------------------	-------	------------

### 7. EARNEST MONEY:

**Rs. 1,00,000.00(Rupees One Lakh) only should be deposited as Earnest Money against this Tender.** The amount is to be paid through Net Banking or RTGS/NEFT in favor of the "**West Bengal State University**" payable at '**Barasat**'. In case of unsuccessful tender/(s), the earnest money will be refunded without any interest and in case of successful tender/s..

### 8. SECURITY DEPOSIT, SUBMISSION OF BANK GUARANTEE& LIQUIDATED DAMAGE:

- Liquidated damage will be charged to the contractor if they fail to perform the work within the stipulated time,, 0.01% per day to a maximum limit of 05.00% of the total contract value.
- The successful bidder will have to submit a Bank Guarantee amounting to Three(03.00)% of the Tendered amount before issue of Work order, failing which the EMD will be forfeited and the agency may be blacklisted. The Bank Guarantee should remain valid till the end of the contract period and shall be renewed accordingly if required. This bank Guarantee is an Additional Performance Security. So provision of deducting Security deposit from bills will hold goods per relevant clause of the contract. The Bank Guarantee shall be returned immediately on successful completion of contract.
- The University authority will retain a sum amounting to Three (03.00)% of the bill of the contract for a period of six months from the date of completion of work as **Security Deposit**. This will be released after a period of six months from the date of completion of the work on application.

9. Bid Documents are not transferable. All the tenderers must keep their offers valid for acceptance for a period of One Twenty (120) days from the date of opening of tenders.

10. **The competent authority of the West Bengal State University reserves the right to accept the full or part of tender or reject any/ or all tenders and / or negotiate by way of revised and /or improved offer from all the tenderers for the concerned job. The West Bengal State University reserves the right to withdraw full or part of the tender without assigning any reason whatsoever.**

11. The tender must be accompanied with the following documents:

- Attested photocopy of the IT and P.T. clearance certificate.
- Attested photocopies of Provident fund Registration Certificate /Code No. or EPF Registration Certificate, ESI Registration Certificate, GST Registration Certificate, PAN Card.
- Credentials (**Including the same credentials as specified in 'Eligibility of Contractor' in this e-tender document.**)
- Annual report and Balance Sheet of the agency.

### 12. Submission of Bids:

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

### 13. Bid Validity:

Bid shall remain valid for a period not less than 120 (one hundred twenty) days from the last date of submission of Financial Bid / Sealed Bid. If the bidder withdraws the bid during the validity period of bid, the earnest money as deposited will be forfeited forthwith without assigning any reason thereof.

### 14. TERMS OF PAYMENT:

**Payment will be made on quarterly basis i.e. on completion of the maintenance work for Three (03) calendar months after successful operation, monitoring and maintenance of the said work.**

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Notice Inviting e-Tender No	WBSU/24PNR/ETEN/AMC NETWORK/2022-23	Dated	19.07.2022
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### **15. Qualification Criteria:**

The Tender Inviting & Accepting Authority through a 'Purchase & Tender Committee' will determine the eligibility of each bidder. The bidders shall have to meet all the minimum Criteria regarding:-

- Financial Capacity
- Technical Capability comprising of personnel & equipment capability
- Experience/ Credentials.

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 Rs.100.00 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 outrightly rejected at any stage without any prejudice and forfeiture of earnest money forthwith or will be debarred from participation in any tender within the jurisdiction of the University.

**The Purchase and Tender Committee, WEST BENGAL STATE UNIVERSITY, Berunanpukuria, Malikapur, 24- Pgs.(N), Kolkata – 700126 reserves the right to accept or reject the tender and/or negotiate by way of revised and/or improved offer from all the tenderers for the concerned job. The Hon'ble Vice Chancellor, WEST BENGAL STATE UNIVERSITY, Berunanpukuria, Malikapur, 24-Pgs.(N), Kolkata – 700126 also reserves the right to withdraw the tender without assigning any reason whatsoever.**

**16. Escalation of Price on any ground and consequent cost over run shall not be entertained under any circumstances. Rates should be quoted accordingly.**

**17. No. price preference and other concession will be allowed under any circumstances.**

### **18. Tender Evaluation Committee (TEC):**

Evaluation Committee constituted by the Competent Authority will function as Evaluation Committee for selection of technically qualified contractors.

### **19. Opening & Evaluation of Tender:**

If any contractor is exempted from payment of EMD, copy of relevant Government Order needs to be furnished.

### **20. DATE & TIME SCHEDULE:**

Sl. No.	Particulars	Date	Time
1	Date of uploading of N.I.T. & other Documents (Online) (Publishing Date)	22.07.2022	05:00 P.M.
2	Documents download/sale start date (Online)	02.08.2022	05:00 P.M.
3	Documents download/sale end date (Online)	16.08.2022	03:00 P.M.
5	Bid submission start date (Online)	02.08.2022	05:00 P.M.
6	Pre-bid side inspection	01.08.2022	02:00 P.M.
7	Bid Submission closing (Online)	16.08.2022	03:00 P.M.
8	Last Date of submission of original copies for the Earnest money deposit Payment challan copy (Hardcopy) & Necessary sufficient documents as per Online Submission (Hardcopy) & Others documents as per NIT	16.08.2022	03:00 P.M.
9	Bid opening date for Technical Proposals (Online)	19.08.2022	01:00 P.M.
10	Date of uploading list for Technically Qualified Bidder(online)	To be Notified after evaluation of Technical Proposal	
11	Date for opening of Financial Proposal (Online)	To be Notified after evaluation of Technical Proposal	

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-----------------------------	-------------------------------------	-------	------------

- I. **WEST BENGAL STATE UNIVERSITY**, Berunanpukuria, Malikapur, 24-Pgs.(N), Kolkata – 700126 RESERVES THE RIGHT TO CHANGE THE ABOVE SCHEDULE IN CASE OF ANY EXIGENCIES AFTER PUTTING UP A NOTICE.
- II. Opening of the financial bid as per schedule may be subject to change due to administrative exigencies. No objections in this respect will be entertained raised by any bidder who will be present during opening of bid or from any bidder who will be absent at the time of opening of the Financial bid. No informal tenderer will be entertained in the bid further.
- III. During the scrutiny, if it comes to the notice to the Tender Inviting Authority that the credentials or any other paper is incorrect/manufactured/fabricated, that bidder would not be allowed to participate in the Tender and that application will be outrightly rejected without any prejudice. The onus of the legibility of the documents will solely rest on the bidder.

### **21. 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 bidders to participate in E-Tendering.

#### **B. Registration of Contractor**

Any contractor 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>.

#### **C. Digital Signature certificate (DSC)**

Each vendor is required to obtain a relevant 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.** The contractor can search & download N.I.T. & Tender Document(s) electronically from computer once he logs on to the website mentioned, using the Digital Signature Certificate. This is the only mode of collection of Tender Documents.

#### **E. Participation in more than one work:**

A prospective bidder shall be allowed to participate in the 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 his applications will be rejected for that job.

#### **F. 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.

### **22. Tenders Document Details:**

a) **Statutory Cover containing the following documents:**

#### **I. Technical Proposal:**

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

- i. Prequalification Application [**Form – I**].
- ii. STRUCTURE AND ORGANISATION [**Form II**]
- iii. The rate will be quoted in the B.O.Q. Quoted rate will be encrypted in the B.O.Q. under Financial Bid.
- iv. **Special terms & conditions and specification of works.**
- v. **TECHNICAL DOCUMENTS**
  - Affidavit [Ref. Format]
  - Experience profile [**Form No-III**].



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-----------------------------	-------------------------------------	-------	------------

## II. Financial Proposal

The financial proposal should contain the following documents in one cover (folder) i.e. Bill of Quantities (BOQ). The contractor is to quote the rate (inclusive of all statutory taxes as applicable) online through computer in the space marked for quoting rate in the BOQ. Rates shall be quoted all inclusive of applicable taxes and duties as per Government Rules but excluding service tax. Statutory charges towards engagement of Manpower(e.g. Bonus, P.F, E.S.I, Medclaim etc.) in line with the directives of Labour Department, Government of West Bengal also needs to be included within the quoted cost. Only downloaded copies of the above documents are to be uploaded virus scanned & Digitally Signed by the contractor.

Financial capacity of a bidder will be judged on the basis of information furnished.

### b) Non-statutory Cover containing the following documents :

- i. GST Registration Certificate, PAN Card, P. Tax (Challan) (Last 03 Financial Years), IT Return for Last 03(three) Financial Years.
- ii. Registration Certificate under Company Act. (if any).
- iii. Registered Deed of partnership Firm / Article of Association & Memorandum.
- iv. Power of Attorney (For Partnership Firm / Private Limited Company, if any).
- v. Balance Sheet for last 3 (three) years (year just preceding the current Financial Year will be considered as year – I)
- vi. List of machineries possessed by own / arranged through lease hold agreement along with authenticated copy of invoice, challan & waybill.
- vii. List of Technical staffs along with structure & organization.
- viii. Job Credential.
- ix. Company Details.
- x. Payment Certificate.

**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.**

**Note- The original part of online submission of EMD Payment challan copy(Hard Copy), other submitted documents through online(Hard Copy) and other documents as per NIT(Hard Copy) should be submitted, at least one day before the date of opening of the technical bid, failing which, the submission will be treated as cancelled.**

THE ABOVE STATED NON-STATUTORY/TECHNICAL DOCUMENTS SHOULD BE ARRANGED IN THE FOLLOWING MANNER

Sl. No	Category Name	Sub-Category Description	Detail(s)
1.	Certificate(s)	Certificate(s)	GST Registration Certificate. PAN Card. P Tax (Challan) for last Three(03) Years & Latest IT Receipt IT-Return for last Three(03)Financial Years.
2.	Company Detail(s)	Company Detail	Valid Trade License Proprietorship Firm (Trade License) -Structure & Org. Partnership Firm (Partnership Deed, Trade License) Ltd. Company (Incorporation Certificate, Trade License) Society (Society Registration Copy, Trade License) Power of Attorney, Memorandum of Association and Articles of Association of the Company.
3.	Credential	Credential	The Agency should have a valid license as mentioned earlier in this document. Similar nature of work completion certificate, in addition to the credentials as specified in 'Eligibility of Contractor' as stated in this tender document.
4.	Financial Info		Tax Audited Report in 3 CD form along with Balance Sheet & Profit & Loss A/c. for the last 3 (three) years (year just preceding the current Financial Year will be considered as year – I)
5	Man Power	Technical Personnel	List of Technical Staffs with Qualifications & Experience

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-----------------------------	-------------------------------------	-------	------------

### **23. Opening of Technical Proposal:**

Technical proposals will be opened by the Concerned Tender Inviting Authority or his authorized representative electronically from the website using their Digital Signature Certificate (DSC).

Intending tenderers may remain present if they so desire.

Cover (folder) for Statutory Documents will be opened first and if found in order, cover (folder) for Non-Statutory Documents will be opened. If there is any deficiency in the Statutory Documents the tender will summarily be rejected.

Decrypted (transformed into readable formats) documents of the non-statutory cover will be downloaded & handed over to the Tender Evaluation Committee.

Summary list of technically qualified tenderers will be uploaded online.

Pursuant to scrutiny & decision of the Tender Evaluation Committee the summary list of eligible tenderers & the serial number of work for which their proposal will be considered will be uploaded in the web portals.

During evaluation the committee may summon of the tenderers & seek clarification / information or additional documents or original hard copy of any of the documents already submitted & if these are not produced within the stipulated time frame, their proposals will be liable for rejection.

### **24. Penalty for suppression / distortion of facts:**

If any tenderer fails to produce the original hard copies of the documents like Completion Certificates and any other documents on demand of the Tender Evaluation Committee within a specified time frame or if any deviation is detected in the hard copies from the uploaded soft copies, it may be treated as submission of false documents by the tenderer and action may be referred to the appropriate authority for prosecution as per relevant IT Act.

### **25. 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 on the ground for Purchase and Tender Committee's action.

If any tenderer fails to produce the original hard copies of the documents like Completion Certificates and any other documents on demand of the Tender Evaluation Committee within a specified time frame or if any deviation is detected in the hard copies from the uploaded soft copies, it may be treated as submission of false documents by the tenderer and action may be referred to the appropriate authority for prosecution as per relevant IT Act.

### **26. Award of Contract:**

The Bidder whose 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.



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--------------------------------	-------------------------------------	-------	------------

### **27. SCOPE OF WORK:**

1. Internet Connectivity, both LAN & Wi-Fi on round the clock basis is an absolute necessity for running of the Academic and Administrative activities of this University. It will be absolute necessary for the selected agency to ensure fulfillment of this essential requirement of this University during the entire contract period.
2. The A.M.C work is comprehensive, i.e. the selected agency shall be fully responsible at their own cost, risk and responsibility towards (a) engagement of technician at the University site (b) replacement of any defective materials/switches/UPS and any other equipment that is associated with providing un-interrupted internet connectivity.
3. The selected agency has to provide parts, labor and on site services as an when necessary for all the equipments installed at this University. The agency has to ensure un-interrupted internet services(LAN & Wi-Fi) connectivity on round the clock basis. Replacement of any defective material shall have to be done at the cost, risk and responsibility of the selected agency.
4. Work is to be carried out as per specification & up to the complete satisfaction of the University authority.
5. All types of tools and tackles related to work to be maintained by the contractor at site.
6. No sub-contractor can be engaged by the contractor for accomplishment/ carrying out full or part of any job under the contract except the supply of unskilled worker.
7. The materials brought to site for execution of the work should by no means be taken out of site without the permission of the University authority.
8. Onsite (full time) properly qualified Technician has to be deputed for taking the rectification calls. The Technician on completion of the assigned job must report to the University Authority.
9. The University in any case will not supply any materials to the selected agency.
10. Log book for daily calls to be maintained by the contractor
11. Any calls to be attended within 1 hour from reported time. Reported problems to be fixed within 48 hours (Maximum).
12. Approximately 60 nos 1 KVA UPS are to be fixed under the said scope apart from the devices mentioned in the below list in Annexure-A
13. 02 Nos. Vertiv make UPS to be maintained along with battery bank throughout the entire contract period of Three(03) Years.
14. 02 Nos. Vertiv make Precision Air-Conditioners installed in the Server Room( At 3<sup>rd</sup> Floor level of Academic Block) to be maintained throughout the entire contract period of Three(03) Years.
15. One time scope: Fiber connection between main building and boy's hostel to be restored under the said scope without any additional cost.
16. In case of lease line disconnection, the selected agency contractor has to liaison with ISP for restoration of connection on priority basis.
17. Force Majeure Conditions such as Acts of God, Strike, Commotion, Lockout, Railways & Power Station Service disruption etc. the agency shall intimate in writing such prevailing Force Majeure Condition to WBSU Barasat within seven days for the occurrence of such event with satisfactory documentary evidence on this behalf in order to entertain any claim
18. Agency have to equipped with necessary testing equipments, machineries e.t.c.
19. He should have to engage qualified electrical supervisor to look after operation, maintenance & servicing of the system of indoor & outdoor lighting arrangement.
20. Agency have to keep necessary tools & plants for day to day maintenance with their personnel.

# West Bengal State University

Berunanpukuria, Malikapur Barasat  
24 North Parganas, Kolkata-700126

## NOTICE INVITING e-TENDER

Notice Inviting e-Tender No	WBSU/24PNR/ETEN/AMC NETWORK/2022-23	Dated	19.07.2022
-----------------------------	-------------------------------------	-------	------------

### FORM – I

#### PRE-QUALIFICATION APPLICATION

To  
The Registrar (Officiating) 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 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 and  
capacity in which application is made.

# West Bengal State University

Berunanpukuria, Malikapur Barasat  
24 North Parganas, Kolkata-700126

## NOTICE INVITING e-TENDER

Notice Inviting e-Tender No	WBSU/24PNR/ETEN/AMC NETWORK/2022-23	Dated	19.07.2022
-----------------------------	-------------------------------------	-------	------------

### 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.  <b>Note :</b> Application covers Proprietary Firm, Partnership, Limited Company or Corporation	

.....  
Signature of applicant including title and  
capacity in which application is made

# West Bengal State University

Berunanpukuria, Malikapur Barasat  
24 North Parganas, Kolkata-700126

## NOTICE INVITING e-TENDER

Notice Inviting e-Tender No	WBSU/24PNR/ETEN/AMC NETWORK/2022-23	Dated	19.07.2022
-----------------------------	-------------------------------------	-------	------------

### FORM – III

#### Experience Profile

Name of the Firm: .....

List of projects completed that are similar in nature to the works having more than 50% (fifty percent) of the project cost executed during the last 2 (two) years.

Name of Employer	
Name, Location & nature of work	
Name of Consulting Engineer responsible for supervision	
Contract price in Indian Rs.	
Percentage of Participation of company	
Original Date of start of work	
Original Date of completion of work	
Actual Date of starting the work	
Actual Date of completion of work	
Reasons for delay in completion (if any)	

Note:

1. Certificate from the Employers to be attached
2. Non-disclosure of any information in the Schedule will result in disqualification of the firm

.....  
Signature of applicant including title and capacity in which application is made.

# West Bengal State University

Berunanpukuria, Malikapur Barasat  
24 North Parganas, Kolkata-700126

## NOTICE INVITING e-TENDER

Notice Inviting e-Tender No	WBSU/24PNR/ETEN/AMC NETWORK/2022-23	Dated	19.07.2022
--------------------------------	-------------------------------------	-------	------------

### 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 University 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 University.
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:.....

# West Bengal State University

Berunanpukuria, Malikapur Barasat  
24 North Parganas, Kolkata-700126

## **NOTICE INVITING e-TENDER**

Notice Inviting e-Tender No	WBSU/24PNR/ETEN/AMC NETWORK/2022-23	Dated	19.07.2022
--------------------------------	-------------------------------------	-------	------------

Copy forwarded for information and necessary action 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 with request to upload the N.I.T on University Website and arrange for putting the same on University Notice Board.
9. Registrar's Department, Guard file

Sd/-  
Registrar(Officiating)



# West Bengal State University

Berunanpukuria, Malikapur Barasat  
24 North Parganas, Kolkata-700126

## NOTICE INVITING e-TENDER

Notice Inviting e-Tender No	WBSU/24PNR/ETEN/AMC NETWORK/2022-23	Dated	19.07.2022
-----------------------------	-------------------------------------	-------	------------

### ANNEXURE-A

#### LIST OF EQUIPMENTS TO BE MAINTAINED FOR OPERATION, MAINTENANCE AND MONITERING WORK

A.

Building Name	Floor	Zone	Location	Switch Type	Switch Make	Switch Model	
Main academic Block	Ground Floor	Wing A	Waiting hall near room 121 & 122	Access Switch	Juniper	EX2200-24T-4G	
		Wing B	Waiting hall near room 125 & 126	Access Switch	Juniper	EX2200-24T-4G	
	First Floor	Wing A	Waiting hall near room 221 & 222	Access Switch	Juniper	EX2200-24T-4G	
		Wing B	Waiting hall near room 225 & 226	Access Switch	Juniper	EX2200-24T-4G	
	Second Floor	Wing A	Waiting hall near room 321 & 322	Access Switch	Juniper	EX2200-24T-4G	
		Wing B	Waiting hall near room 325 & 326	Access Switch	Juniper	EX2200-24T-4G	
	Third Floor	Wing A	Waiting hall near room 421 & 422	Access Switch	Juniper	EX2200-24T-4G	
		Wing A	Room-401	Access Switch	Juniper	EX2200-24T-4G	
		Wing A	Room-401	Access Switch	Juniper	EX2200-24T-4G	
		Wing B	Waiting hall near room 425 & 426	Access Switch	Juniper	EX2200-24T-4G	
		Server Room	Wing A Room No 423				
		Wing A					
	Fourth Floor	Wing A	Waiting hall near room521 & 522	Access Switch	Juniper	EX2200-24T-4G	
		Wing B	Waiting hall near room525 & 526	Access Switch	Juniper	EX2200-24T-4G	
	Fifth Floor	Wing A	Waiting hall near room621 & 622	Access Switch	Juniper	EX2200-24T-4G	
		Wing B	Waiting hall near room625 & 626	Access Switch	Juniper	EX2200-24T-4G	
		AP Rack	Back Side Corridor	POE Switch	Juniper	EX2200-24T POE-4G	
	Sixth Floor	Wing A	Waiting hall near room721 & 722	Access Switch	Juniper	EX2200-24T-4G	
		Wing B	Waiting hall near room725 & 726	Access Switch	Juniper	EX2200-24T-4G	
	Seventh Floor	Wing A	Waiting hall near room821 & 822	Access Switch	Juniper	EX2200-24T-4G	
		Wing B	Waiting hall near room825 & 826	Access Switch	Juniper	EX2200-24T-4G	
		AP Rack	Back Side Corridor	POE Switch	Juniper	EX2200-24T POE-4G	
		First Floor	Class Room	Class Room	Access Switch	Juniper	EX2200-24T-4G
	Lab Block	Ground Floor	Wing A	Room-110		Juniper	EX3300-24T
			Wing B	Room-310		Juniper	EX2200-24T-4G
		Second Floor	Wing A	Room-314		Juniper	EX2200-24T-4G
			Wing A	Corridor		Juniper	EX3300-24T
		Fourth Floor	Lab 412	Lab 412		Juniper	EX2200-24T-4G
Wing B			Corridor		Juniper	EX3300-24T	
Fifth Floor		Wing A	Corridor		Juniper	EX3300-24T	
		Wing B	Corridor		Juniper	EX3300-24T	

# West Bengal State University

Berunanpukuria, Malikapur Barasat  
24 North Parganas, Kolkata-700126

## NOTICE INVITING e-TENDER

Notice Inviting e-Tender No	WBSU/24PNR/ETEN/AMC NETWORK/2022-23	Dated	19.07.2022
-----------------------------	-------------------------------------	-------	------------

	Sixth Floor	Wing A	Corridor		Juniper	EX3300-24T
		Wing B	Corridor		Juniper	EX3300-24T
	Seventh Floor	Wing A	Corridor		Juniper	EX3300-24T
		Wing B	Corridor		Juniper	EX3300-24T
Admin Block	Second Floor	Wing A	Exam Room		Juniper	EX2200-24T-4G
		Wing B	Exam Room		Juniper	EX2200-24T-4G
	Third Floor	Wing A	Office	24 port Switch	Juniper	EX2200-24P-4G
Guest House	Ground Floor	Wing A	Corridor	48 Port Switch	Juniper	EX2200-48T-4G
	First Floor	Wing A	Room No-223	24 port Switch	Juniper	EX2200-24T-4G
		Wing B	Corridor	24 port Switch	Juniper	EX2200-24T-4G
		Wing B	Room No-323	24 port Switch	Juniper	EX2200-24T-4G

Sl No	Description	Qty	Make	Model
1	SFP 1000 Base LX Gigabit Ethernet Optics , 1310 nm for 10 Km transmission on SMF	4	Juniper	EX-SFP-1GE-LX
2			Juniper	EX-SFP-1GE-LX
3			Juniper	EX-SFP-1GE-LX
4			Juniper	EX-SFP-1GE-LX
5		8	Juniper	EX-SFP-1GE-LX
6			Juniper	EX-SFP-1GE-LX
7			Juniper	EX-SFP-1GE-LX
8			Juniper	EX-SFP-1GE-LX
9			Juniper	EX-SFP-1GE-LX
10			Juniper	EX-SFP-1GE-LX
11			Juniper	EX-SFP-1GE-LX
12			Juniper	EX-SFP-1GE-LX
13	SFP 1000 Base LX Gigabit Ethernet Optics , 1310 nm for 10 Km transmission on SMF	32	Juniper	EX-SFP-1GE-LX
14			Juniper	EX-SFP-1GE-LX
15			Juniper	EX-SFP-1GE-LX
16			Juniper	EX-SFP-1GE-LX
17			Juniper	EX-SFP-1GE-LX
18			Juniper	EX-SFP-1GE-LX
19			Juniper	EX-SFP-1GE-LX
20			Juniper	EX-SFP-1GE-LX
21			Juniper	EX-SFP-1GE-LX
22			Juniper	EX-SFP-1GE-LX
23			Juniper	EX-SFP-1GE-LX
24			Juniper	EX-SFP-1GE-LX
25			Juniper	EX-SFP-1GE-LX
26			Juniper	EX-SFP-1GE-LX
27			Juniper	EX-SFP-1GE-LX
28			Juniper	EX-SFP-1GE-LX
29			Juniper	EX-SFP-1GE-LX
30			Juniper	EX-SFP-1GE-LX
31			Juniper	EX-SFP-1GE-LX
32			Juniper	EX-SFP-1GE-LX
33			Juniper	EX-SFP-1GE-LX
34			Juniper	EX-SFP-1GE-LX

# West Bengal State University

Berunanpukuria, Malikapur Barasat

24 North Parganas, Kolkata-700126

## NOTICE INVITING e-TENDER

Notice Inviting e-Tender No	WBSU/24PNR/ETEN/AMC NETWORK/2022-23	Dated	19.07.2022
-----------------------------	-------------------------------------	-------	------------

35			Juniper	EX-SFP-1GE-LX
36		Juniper	EX-SFP-1GE-LX	
37		Juniper	EX-SFP-1GE-LX	
38		Juniper	EX-SFP-1GE-LX	
39		Juniper	EX-SFP-1GE-LX	
40		Juniper	EX-SFP-1GE-LX	
41		Juniper	EX-SFP-1GE-LX	
42		Juniper	EX-SFP-1GE-LX	
43		Juniper	EX-SFP-1GE-LX	
44		Juniper	EX-SFP-1GE-LX	
45	SFP 1000 Base LX Gigabit Ethernet Optics , 1310 nm for 10 Km transmission on SMF	45	Juniper	EX-SFP-1GE-LX
46		Juniper	EX-SFP-1GE-LX	
47		Juniper	EX-SFP-1GE-LX	
48		Juniper	EX-SFP-1GE-LX	
49		Juniper	EX-SFP-1GE-LX	
50		Juniper	EX-SFP-1GE-LX	
51		Juniper	EX-SFP-1GE-LX	
52		Juniper	EX-SFP-1GE-LX	
53		Juniper	EX-SFP-1GE-LX	
54		Juniper	EX-SFP-1GE-LX	
55		Juniper	EX-SFP-1GE-LX	
56		Juniper	EX-SFP-1GE-LX	
57		Juniper	EX-SFP-1GE-LX	
58		Juniper	EX-SFP-1GE-LX	
59		Juniper	EX-SFP-1GE-LX	
60		Juniper	EX-SFP-1GE-LX	
61		Juniper	EX-SFP-1GE-LX	
62		Juniper	EX-SFP-1GE-LX	
63		Juniper	EX-SFP-1GE-LX	
64		Juniper	EX-SFP-1GE-LX	
65		Juniper	EX-SFP-1GE-LX	
66		Juniper	EX-SFP-1GE-LX	
67		Juniper	EX-SFP-1GE-LX	
68		Juniper	EX-SFP-1GE-LX	
69		Juniper	EX-SFP-1GE-LX	
70		Juniper	EX-SFP-1GE-LX	
71		Juniper	EX-SFP-1GE-LX	
72		Juniper	EX-SFP-1GE-LX	
73		Juniper	EX-SFP-1GE-LX	
74		Juniper	EX-SFP-1GE-LX	
75		Juniper	EX-SFP-1GE-LX	
76		32	Juniper	EX-SFP-1GE-LX
77	SFP 1000 Base LX Gigabit Ethernet Optics , 1310 nm for 10 Km transmission on SMF	77	Juniper	EX-SFP-1GE-LX
78		Juniper	EX-SFP-1GE-LX	
79		Juniper	EX-SFP-1GE-LX	
80		Juniper	EX-SFP-1GE-LX	
81		Juniper	EX-SFP-1GE-LX	
82		Juniper	EX-SFP-1GE-LX	
83		8	Juniper	EX-SFP-1GE-LX
84		Juniper	EX-SFP-1GE-LX	
85	SFP + 10G Base LR 10 Gigabit Ethernet Optics , 1310 nm for 10 Km transmission on SMF	85	Juniper	EX-SFP-10GE-LX
86		Juniper	EX-SFP-10GE-LX	
87		Juniper	EX-SFP-10GE-LX	
88		Juniper	EX-SFP-10GE-LX	
89		Juniper	EX-SFP-10GE-LX	
90		Juniper	EX-SFP-10GE-LX	
91	32	Juniper	EX-SFP-10GE-LX	

# West Bengal State University

Berunanpukuria, Malikapur Barasat  
24 North Parganas, Kolkata-700126

## NOTICE INVITING e-TENDER

Notice Inviting e-Tender No	WBSU/24PNR/ETEN/AMC NETWORK/2022-23	Dated	19.07.2022
-----------------------------	-------------------------------------	-------	------------

92			Juniper	EX-SFP-10GE-LX
93		Juniper	EX-SFP-10GE-LX	
94		Juniper	EX-SFP-10GE-LX	
95		Juniper	EX-SFP-10GE-LX	
96		Juniper	EX-SFP-10GE-LX	
97		Juniper	EX-SFP-10GE-LX	
98		Juniper	EX-SFP-10GE-LX	
99		Juniper	EX-SFP-10GE-LX	
100		Juniper	EX-SFP-10GE-LX	
101		Juniper	EX-SFP-10GE-LX	
102		Juniper	EX-SFP-10GE-LX	
103		Juniper	EX-SFP-10GE-LX	
104		Juniper	EX-SFP-10GE-LX	
105		Juniper	EX-SFP-10GE-LX	
106		Juniper	EX-SFP-10GE-LX	
107		Juniper	EX-SFP-10GE-LX	
108		Juniper	EX-SFP-10GE-LX	
109	Juniper	EX-SFP-10GE-LX		
110	Juniper	EX-SFP-10GE-LX		
111	Juniper	EX-SFP-10GE-LX		
112	Juniper	EX-SFP-10GE-LX		
113	Juniper	EX-SFP-10GE-LX		
114	Juniper	EX-SFP-10GE-LX		
115	Juniper	EX-SFP-10GE-LX		
116	Juniper	EX-SFP-10GE-LX		
117	SFP + 10G Base LR 10 Gigabit Ethernet Optics , 1310 nm for 10 Km transmission on SMF	4	Juniper	EX-SFP-10GE-LX
118		Juniper	EX-SFP-10GE-LX	
119		Juniper	EX-SFP-10GE-LX	
120		Juniper	EX-SFP-10GE-LX	
121	QSFP+ to QSFP+ 40GbE Direct Attach Copper ( twinax Copper Cable ) 50 cm passive		Juniper	EX-QSFP-40GEDAC-50
122		Juniper	EX-QSFP-40GEDAC-50	
123	SFP 10/100/1000 BASE-T copper, RJ-45 connector ; 100 m reach on UTP		Juniper	EX-SFP-1GE-T
124		Juniper	EX-SFP-1GE-T	
125		Juniper	EX-SFP-1GE-T	
126		Juniper	EX-SFP-1GE-T	
127		Juniper	EX-SFP-1GE-T	
128		Juniper	EX-SFP-1GE-T	
129		Juniper	EX-SFP-1GE-T	
130		Juniper	EX-SFP-1GE-T	
131		Juniper	EX-SFP-1GE-T	
132		Juniper	EX-SFP-1GE-T	
133		Juniper	EX-SFP-1GE-T	
134		Juniper	EX-SFP-1GE-T	
135		Juniper	EX-SFP-1GE-T	
136		Juniper	EX-SFP-1GE-T	
137		Juniper	EX-SFP-1GE-T	
138		Juniper	EX-SFP-1GE-T	
139		Juniper	EX-SFP-1GE-T	
140		Juniper	EX-SFP-1GE-T	
141		Juniper	EX-SFP-1GE-T	
142		Juniper	EX-SFP-1GE-T	
143		Juniper	EX-SFP-1GE-T	
144		Juniper	EX-SFP-1GE-T	
145		Juniper	EX-SFP-1GE-T	
146		Juniper	EX-SFP-1GE-T	

**B.** Two Nos. of Vertib make Precision Air Conditioners installed at the Server Room, 3<sup>rd</sup> Floor Level, Academic Block, W.B.S.U.