



Dinabandhu Andrews College

54, Raja Subodh Chandra Mallick Road
Baishnabghata, Garia, Kolkata – 700 084.

E-mail.: dacprincipal@gmail.com, dacddo@gmail.com

Contact No.: +91-33 2430 4377; Website: www.dacollege.org

Notice Inviting e-Tender

NIT No. DAC/E-NIT-01/2024-25, dated: 06.06.2024

Tender Ref. No. DAC/E-NIT-01/2024-25, dated 06.06.2024; Tender ID:2024_DHE_689763_1

Dinabandhu Andrews College invites online bids through the West Bengal Government e-procurement system “<https://wbtenders.gov.in>” from the reputed OEMs and bidders who must be authorized by the OEMs / Registered for Supply and installation of 50 - 100 Nos. (approx.) Lenovo AIO Desktop Computers & UPS.

Interested bidders are requested to provide their bids as per mentioned in the table below.

Sl. No.	Name of the work	Earnest Money Deposit (EMD) in Rs.	Completion Period
1	Supply & Installation of Lenovo AIO Desktop Computers & UPS.	8,000.00	30 Days

System Features & Specifications:

Sl. No.	System Features:	
1.00	Lenovo Idea Centre AIO Desktop	
1.01	Operating System	Pre-Loaded Windows 11 Home with Lifetime Validity
1.02	Processor Name	Intel® Core™ i3-1115G4
1.03	Processor Family	11 th Generation Intel® Core™ i3 processor
1.04	Memory	8 GB RAM DDR4-3200
1.05	Hard Drive Description	512 GB SSD
1.06	Display	21.5-inch Full HD (1920x1080)
1.07	Keyboard & Mouse	Wireless Keyboard and mouse combo
1.08	Microsoft Office	Microsoft Office home and Student 2021
2.00	APC BACK-UPS	
2.01	APC Back UPS	APC BACK-UPS 600, 230V without auto shutdown Model: BX600C-IN

Note: The final quantity will be decided by the Tender Inviting Authority (TIA) as per the requirements and availability of funds.

▪ **Earnest money**

- ❖ In the event of e-procurement, intending bidder may download the tender documents from the website <https://wbtenders.gov.in> directly with the help of Digital Signature Certificate. Earnest Money may be remitted through NEFT/RTGS or Net-Banking as per Order No→3975 – F(Y) Dated: 28th July,2016 of Finance Department Government of West Bengal and also to be documented through e-procurement portal.
- ❖ **Tenderers having valid / Relevant NSIC or MSME Certificate or Registration is exempted from payment of EMD, where such proof needs to be submitted.**

▪ **Eligibility criteria for participation in the tender**

- a) Company should have at least an experience in installation of same make and model, as being offered in this tender, in the Government Department / Academic Institution / State or Central Govt. undertaking / Statutory Bodies constituted under the statute of Central or State Govt. with capable service team and reagents inventory / stock points in the city. For immediate Service & Support local service center shall be there.
- b) Work order copies along with job completion certificate (if any) from the customer duly self-attested are to be submitted. The bidder will have to produce original documents for verification, without which the bid will be treated as non-responsive and summarily rejected.

▪ **Date and Time schedule:**

Sl. No.	Particulars	Date & Time
1	Date of uploading of N.I.T & other Documents (online) (Publishing Date)	08/06/2024 from 10:00 AM
2	Documents download / sale start date (online)	08/06/2024 from 10:00 AM
3	Bid submission start date (online)	08/06/2024 after 12:00 Noon
4	Bid submission closing date (online)	22/06/2024 up to 03:00 PM
5	Bid opening date for technical proposal	24/06/2024 at 03:00 PM
6	Date of uploading list for Qualified Bidder in Technical Proposal	After evaluation of Technical Proposal
7	Date for opening of Financial Proposal (Online)	To be notified later on.

Terms & Conditions:

The rates must be of all-inclusive taxes in total as cost to the College, considering following functions:

- 1) **Delivery:** The Equipment should be delivered and installed within the period as specified in the purchase order and be ready for use within 30 days of the issue of purchase order unless otherwise prescribed. If the bidder fails to deliver and place any or all the Equipment's or perform the service by the specified date, penalty at the rate of 1% per week of the total order value subject to the maximum of 10% of total order value will be deducted.
- 2) Delivery at Dinabandhu Andrews College, Kolkata.
- 3) Installation is to be carried out by the Consignor, at their own cost.
- 4) Maintenance & Support during warranty period to be borne by the Consignor.
- 5) Order will be placed to a single bidder for the entire job.
- 6) **Payment terms:** Payment will be made after successful installation of the all Desktop Computers. No part payment / advance payment shall be made.
- 7) Total price should include all components and fixed for the period of contract.
- 8) **Price-Bid:**
 - a) Bill of Material with price bid as per E-Tender BOQ format.
 - b) Price shall be quoted in INR only.
 - c) Rate: The rate should be quoted inclusive installation charges, fixing, packing, forwarding, freight, Insurance, loading & unloading and all other incidental charges, if any.
 - d) No escalation in respect of materials, labour, duties, freight etc. will be allowed in any shape
 - e) **GST amount should be quoted as separately.**
- 9) Any change in taxes levied by Govt. after opening of bids will be on account of bidder. No change in offer in offer will be accepted later on.
- 10) Validity of quotation 90 days.
- 11) The Tender may be cancelled at any level.
- 12) The College reserves the right to accept or reject any bid and cancel the bidding process.
- 13) In all cases of disputed the decision of the College will be final.

INSTRUCTIONS TO BIDDERS

The OEM/OEM Authorized Vendors should not be blacklisted from any government or Education Institutes. In such case their offer will be summarily rejected and will not be considered as a valid bid.

Instructions/Guidelines for electronic submission of tender have been annexed for assisting the contractors participate in e-tendering.

- 1. Registration of Contractor:** -Any contractor willing to take part in the process of e-Tendering will have to be enrolled & registered with the Government system through logging on the <https://wbtenders.gov.in>. The contractor is to click on the link for e-Tendering site as given on the web portal.
- 2. Digital Signature Certificate (DSC):** -Each contractor is required to obtain a class-II, class-III Digital Signature Certificate (DSC) for submission of tenders from the approved service provider of the Govt. of India(cca.gov.in) on payment of requisite amount details are available at the Web Site started in Clause-1 of Guideline to Bidder. DSC is given as a USB e-Token.
- 3. Collection of Tender documents:** -The contractor can search & download NIT & Tender documents electronically from computer once he logs on to the website mentioned Clause 1 using the Digital Signature Certificate. This is the only mode of collection of Tender documents.
- 4.** The tenderer is not required to submit hard copies Technical File (Statutory) or My Documents (Non-Statutory). Submission of hard copy of Financial Bid is totally prohibited & only be submitted through on-line <https://wbtenders.gov.in>. NIC web portal.
- 5. Submission of Tenders: -**
 - a) General process of submission:** -Tenders are being submitted through online to the website <https://wbtenders.gov.in> in two folders at a time for each work, one is Technical Bid and other is Financial Bid before the prescribed date and time using the Digital Signature Certificates.
 - b) Technical Bid:** -Technical Bid should contain scanned copies of the followings further in two cover (folder):
 - 5.1 Statutory Cover Containing:**
 - i.** Earnest Money Deposit (EMD) as prescribed in the NIT.
 - ii.** NIT and Corrigendum if any (Download the NIT and upload the same by digitally sign & sign by the bidder with company stamp).
 - iii.** Scan Copy of Non-Statutory Cover / My Documents Compliance Format as prescribed format in the NIT.

5.2 Non-Statutory Cover / My Documents containing the following documents:

Sl. No.	Category	Sub Category	Sub Category Description
A.	Certificates	A1 Certificates	1. PAN Card
			2. Professional Tax Registration Certificate
			3. GST Registration No.
			4. GST Registration Certificate
			5. Income Tax Returns submitted for the Last Financial Year
B.	Company Details		<ol style="list-style-type: none">1. Proprietorship Firm (Trade License)2. Partnership Firm including LLP (Partnership Deed, Trade License)3. LTD Company (Incorporation Certificate, Trade License)4. Society (Society Registration copy, Trade License)5. Power of attorney.6. Solvency Certificate from any Nationalized Bank of India / Schedule Bank not more than 6 months old.7. Company Incorporation Certificate
C.	Credential		<ol style="list-style-type: none">1. Credential Certificate for similar type of job.2. Payment Certificates/ Work Completion Certificate/ Certified copy of Final Paid Bill.

Note:

Failure of submission of any of the above-mentioned documents will render the tender liable to summarily rejected.

6) Financial Bid: -

- The Financial Bid should contain the following documents in one cover (folder) i.e. Bill of Quantities (BOQ). The contractor is to quote the rate through online in the space marked for quoting rate in the BOQ, including GST.
- Only downloaded copies of the above documents are to be uploaded, virus scanned & digitally signed by the contractor.

7) Opening & Evaluation of Tender: -

Opening of Technical Bid:

- Technical bid will be opened by the Dinabandhu Andrews College Officials. Statutory Cover (folder) would be opened first & if found in order and correct, Non-Statutory Cover (folder) will be opened. If there is any deficiency in the Statutory & Non-statutory documents, the tender will summarily be rejected.
- Decrypted (transformed in to readable formats) documents of the non-statutory cover will be downloaded & handed over to the evaluation committee.
- List of technically qualified tenders would be uploaded.

NB: While evaluation, the committee may invite the tenderers & seek clarification/ information or additional documents or original hard copy of any of the documents already submitted. The College reserves the right to call for other documents if found otherwise eligible.

Opening and evaluation of Financial Bid:

- i) Financial bid of tenderers declared technically eligible by the Committee will be opened electronically from the web portal on the prescribed date and time.

8) Penalty for suppression/ distortion of facts:

Submission of false document by tenderer is strictly prohibited and will be liable for rejection of the tender, for submission of false document or for suppression & distortion of facts.

Sd/ Principal
Dinabandhu Andrews College.

Signature valid

Digitally signed by MITHUN MAJI
Date: 2024.06.06 14:35:17 IST
Location: West Bengal-WB

