



ASANNA
PLOT NO. – DG 10/1. PREMISES NO. -13-0327,
ACTION AREA – ID, RAJARHAT, NEWTOWN ,
KOLKATA – 700156

Memo No.34- IT – ILSR(JU) Pro /SCHE/2023

Dated:10 February,2023

NOTICE INVITING QUOTATIONS

Sealed tenders are invited for the following works from the reputed firms/agencies having sufficient experience and credentials for successful completion of similar nature of work preferably in a Government Department.

Brief description of work	Estimated Quantity & place of delivery	Important Dates	Time of Completion
Supply and installation of Laptop, printers etc. at the office of W B State Council of Higher Education	As per schedule of work etc.	Last date of Bid Submission: 22.02.2023 up to 14 hours Date of opening of Bid: on 22.02.2023 15-00 hrs.	7 (seven) days.

1.0 Eligible Bidder

An individual organization shall submit the bid. No consortium or sub vendor is allowed.

The bidder shall meet the following criteria for eligibility:

- The bidder shall be an Information Technology company or be a subsidiary of an Information Technology company or a renowned company / Organization / firm authorized to sell specific/assorted software products.
- The bidder shall have valid Trade License, Income Tax, PAN, sales tax registration certificate and shall all licenses required to perform the works mentioned in the scope of work.
- The local presence of the bidder in Kolkata is mandatory.
- The Bidder should provide original OEM certificate along with the Bid.

2.0 Documents to Accompany the Bids

1. Bidders should note that non-compliance of the following instructions may render the quotation liable for rejection. The **sealed envelope** shall be submitted in tender box in the New Town Kolkata Development Authority 03 MAR, New Town, Kolkata-700156 mentioned in the NIQ No and name of work. The **sealed envelope** must contain the "Techno-commercial" and "Financial" bid in separate envelopes.

2. EMD (Bid Security)

Each bid in favour of "WB State Council of Higher Education" payable at Kolkata must accompany an **A/c. Payee Bank Draft of Rs5000.00 (Rupees Five Thousand) only**. The instrument must be from a nationalized / scheduled bank and be payable at Kolkata. The validity of the EMD instrument will be for 6 months and may have to be extended by the successful bidder till Final Acceptance of the project. The EMD will however be released along with the final payment made to the contractor.

3.0 Organizational Capability

- Trade License
- Valid GST registration certificate.
- PAN No
- Last I T return Receipt
- Details of project executed.

4.0 Techno-commercial

Clause by clause Compliance statement indicating model no and part number products offered. Printed leaflet from OEM or Website URL reference to be included.

- No deviation to the technical specification is acceptable.
- Original quotation document duly signed on all pages indicating acceptance of all term and condition.
- Valid "Certificate of Incorporation".
- Valid "Trade License".

5. "Manufacturer's Authorization Letter" (if the quoted item is not manufactured by the Bidder itself).
6. Income Tax Return / Trading A/c, Profit & Loss A/c and Balance Sheet / any other form of Final Accounts of the bidder for last 3 (three) years
7. Bidder to submit list of Purchaser(s) to whom same or similar type of item has/have been supplied during the last 5 (five) years along with satisfactory installation & performance certificate.
8. Bidder to confirm availability of Spare Parts as and when required.
9. The Bidder is to confirm that the offered item shall be under WARRANTY FOR A PERIOD OF 3(THREE) YEARS from the date of satisfactory installation and performance at the premises of the Purchaser.
10. Authorization Letter or Power of Attorney to sign the tender documents in favour of the signatory of the bidder concern in case the bidder is a entity other than a sole proprietorship concern.

5.0 Evaluation of Tender:-

- i) The purchaser will evaluate and compare the quotations determined to be satisfactorily responsive based on:-
 - a) the Bids are properly signed,
 - b) the bids which conform to the Laid Down terms and conditions as mentioned in the tender document,
 - c) the bids which are found technically suitable according to the technical specifications of the purchaser,
 - d) supporting documents submitted along with the bids as required are LEGIBLE.
- ii) The quotations would be evaluated separately for each item.

6.0 Delivery:

Free delivery of the consignment is to be made at the premises of the, W B State Council of Higher Education New Town Kolkata- 700156 within the stipulated date to be mentioned in the supply order and the same has to be tested /commissioned / installed immediately.

7.0 Language of Bid

The Bid prepared by the Bidder, as well as all correspondence and documents relating to the Bid exchanged by the Bidder and W B State Council of Higher Education shall be in English.

8.0 Bidder's Solution

The bidder shall submit only one option per category, which is best suitable to meet the specification mentioned under detailed in Section titled: Technical Specification. The bids submitted with more options shall be liable to be rejected. While working out a solution the bidder must quote products currently available in the market. The product quoted must be listed in the OEM's website.

9.0 Validity of Offer

The proposals shall remain valid for a period of 180 days after the last date for submission of the offer. The price offers shall remain firm within the currency of contract and no escalation of price will be allowed.

10.0 Warranty

All the computer components should have warranty for 3 years Comprehensive on-site.

11.0 Payment Terms: Full and final payment would be made after successful installation and commissioning of the equipment.

12.0 Taxes & Duties

The prices shall be inclusive of all taxes and levies including service tax. However, the rate of Taxes should be indicated separately in the Price Schedule.

13.0 Discrepancies in Bid

In case of discrepancies in bids, the following will be adopted to correct the arithmetical errors for the purpose of evaluation. In case of discrepancy between the original and copies of bid, the original bid will be considered correct.

Arithmetical errors will be rectified on the following basis. If there is a discrepancy between the unit price and the total price, which is obtained by multiplying the unit price and quantity, or between subtotals and the total price, the unit or sub total price shall prevail, and the total price shall be corrected.

14.0 Authorized Representatives

Any action required or permitted to be taken, and any document required or permitted to be executed, under this contract by the purchaser or the Bidder may be taken or executed by the officials authorized for the purpose.

15.0 Bid Due Date

Bid shall be received by the W B State Council of Higher Education at the address specified in the Notice Inviting Quotations (NIQ) not later than the date and time specified in the NIQ.

West Bengal State Council of Higher Education may, as its discretion, on giving reasonable notice by fax, cable or any other written communication to all prospective bidders who have been issued the bid documents, extend the bid due date, in which case all rights and obligations of the New Town Kolkata Development Authority and the bidders, previously subject to the bid due date, shall thereafter be subject to the new bid due date as extended.

16.0 Late Bid

Any bid received by W B State Council of Higher Education after the bid due date and time prescribed in NIQ, is liable to be rejected. It would be the purchaser's sole decision to accept or reject a "Late Bid".

17.0 Opening of Bids by W B State Council of Higher Education

The Bidder's names, Bid modifications or withdrawals, discounts and the presence or absence of relevant Bid security and such other details as the W B State Council of Higher Education officer at his/her discretion, may consider appropriate, shall be announced at the time of opening.

Immediately after the closing time, the W B State Council of Higher Education, contact person shall open the bid for scrutiny.

18.0 W B State Council of Higher Education's authority Right to Reject any or All Bids

reserves the right to reject any bid, and to annul the bidding process and reject all bids at any time prior to award of contract, without thereby incurring any liability to the affected Bidder(s) or any obligation to inform the affected Bidder(s) of the grounds for such decision.

If any bidder withdraws his quotation before acceptance or refusal within a reasonable time without giving any satisfactory explanation for such withdrawal, he shall be disqualified for participation in any quotation tender of this Department for a minimum period of 2 (two) years.

Sd/ D. Datta

Joint Secretary

W B State Council of Higher Education

Memo No.34/1(7) - IT - ILSR(JU) Pro /2023

Dated:10 February,2023

Copy forwarded to kind information of

- 1) The Director, ILSR.
- 2) The Member Secretary, WBSCH & Secretary, ILSR.
- 3) Sr. P S to Principal Secretary, HED.
- 4) OSD (Law) Jr, WBSCH.
- 5) Office Notice Board
- 6) Website of WBSCH
- 7) Website of ILSR



Joint Secretary

W B State Council of Higher Education

Schedule of Work

Name of Work - Supply And Installation of, Laptop, Printers etc. at the Office Of W B State Council of Higher Education

Sl. No.	Items	Qty.	Unit Price	Total Price
1.	<u>Laptop</u> : Dell New 14 AMD Ryzen 3-3250U 14 inches FHD Display Laptop (8GB, 1TB HDD, Windows 11+ MS Office'21, Vega Graphics, Accent Black Vostro3405, (D552234WIN9B), 1.59 Kg	1 No		
2	<u>Printer cum scanner</u> (HP Laserjet138fnw Print Copy scan & Fax, Wi-Fi Printer, Compact Design Reliable and Fast Printing Network Support)	1 No.		


Joint Secretary

WB State Council of Higher Education