



RAIGANJ UNIVERSITY
RAIGANJ, UTTAR DINAJPUR- 733134

Notice inviting E Tender

- **Name of the Job: Selection of Supplier Regarding Supply of Computer Spare Parts Throughout The Year**

Ref No. **SSO/RGU-500**

Date: **23/09/2024**

The Registrar, Raiganj University, Raiganj, Uttar Dinajpur, 733134 invites online e-Quotation for Supply of Computer Spare Parts throughout the Year through e-Tender (www.wbtender.gov.in). The list of items with make & model has been mentioned as BOQ in the annexure-1. The rate quote should be done inclusive of all taxes. So such extra or hidden charges shall be entertained. The successful bidder shall get Work Order for the period of two years (02) or it may be extended another one year (01) at the end of two years satisfactory completion of contract.

- A. Participation Fees: Rupees 5,000/- (non refundable)**
- B. Performance Security: 10 % of quoted amount**

Scope of work: The successful bidder shall be liable to supply & install of various computer related spare parts (both hardware and software) as and when required by the various departments of the University. The list of items have been mentioned with its' Make & Model in the Annexure-1. The bidders will quote the each item in one quantity (01 qty) including GST. If any items are required apart from the listed BoQ, the same shall be provided by the selected vendor as per market rate. The rate of all items (as per BoQ) shall be fixed till the expiration of contract agreement.

Dates & Information:

1. Date of uploading of document in University Website – **25.09.2024**
2. Submission Start Date (Online) in e-tender portal – **25.09.2024**
3. Bid Submission Closing Date (Online) in e-tender portal – **09.10.2024**
4. Technical Bid Opening Date (Online)– To be notified later on **to be n**
5. Date of uploading list for technically qualified bidder (Online)– To be notified later on
6. Date of opening of Financial Bid- To be notified later on
7. Date of uploading of list of bidders along with the approved Rate- To be notified later on

Eligibility General Terms & Conditions:

- a) The bidder should have had an Registered Office in the Country of India for the last 07 years for faster and better service ability
- c) The bidder should have an office for the last 05 years in West Bengal
- d) Bidder should have successfully completed same work during the last Five years (05) ending last day of the Month March 2024:


DR. DURLAV SAR
Registrar

- e) Bidder should have average annual financial turnover of Rs.50 Lakhs on manufacturing, supply & installation of hardware and software related items during the last three years ending 31st March 2023. (Scanned copy of Certificate from Chartered Accountant to be furnished)
- f) Bidder should not have incurred any loss in the last five years ending 31st March 2023.

Additional Terms & Conditions:

1. The bidder should have the valid authorization certificates from the reputed Makes/OEMs as mentioned in the BOQ. The said documents are to be uploaded to the online tender portal.

Submission of Tenders

Technical Bid

The technical bid should contain the scanned copies / declarations in the following standardized formats in two covers (folders):

I. Technical File (Statutory Cover) containing:

10. Annexure-

- (i) BOQ (Vide Annexure 1) [to be submitted in 'Annexure' Folders]
 - (ii) Basic Information (Vide Annexure 2) [to be submitted in 'Annexure' Folders]
 - (iii) Affidavit Proforma (Vide Annexure 3) [to be submitted in 'Annexure' Folders]
 - (iv) Declaration on NiET (Vide Annexure 4) [to be submitted in 'Annexure' Folders]
11. Technical details of the item quoted (bidders must submit technical specifications along with the catalogue of the items quoted in 'Technical Details' folder)
12. Bidders must submit the audited balanced sheet & Profit and Loss account for last 03 financial years, 2020-21, 2021-22, 2022-23 in 'Accounts' folder.

(II) My Document (Non-Statutory Cover) containing as follows:

4. Certificates:

- t. PAN Card of the Bidder
- u. Profession Tax Enrollment Certificate with the Current challan and PTPC.
- v. GST Registration Certificate with latest return copy.

2. Company details:

- a. Trade License/Enlistment Certificate
- b. Registration with Registrar of Companies (if any)

3. Credentials:

- a. Copy of work order(s) and payment certificate(s) of the similar job / Work Completion Certificate

4. Financial Information:

- a. Audited Annual Accounts for the last three financial years i.e. 2020-21, 2021-22 & 2022-23

Financial Bid: Bill of Quantities (BOQ): The tenderer should fill-up the designated cell as marked by the University in the BOQ sheet. Partial Quoting will not be accepted and Tender will be liable for cancellation.

6. The tenderers are not required to submit hard copies of Technical -File or any documents including Financial Bid and only be submitted through e-tender portal.


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Registrar

7. Evaluation of the tenders

- i. During the tender evaluation process, the Technical Bid will be opened first. Those Bidders who have qualified in respect of the essential & other requirements in Technical Bid will be identified and their financial bid will be opened. The Financial bid of those Tenderer failing to meet the technical & other requirements laid down in the tender will not be opened and be rejected. The Tenderer offering the item found suitable and as per the tender specifications will only be selected.
- ii. The Financial Bid will be opened for technically qualified tenderer and authority select the agency whose rate are competitive and technically qualified. It is not binding on authority to accept the lowest rate and can always reject it if found to be irrational after proper analysis.
- iii. All kind of spare parts as per the Annexure-1 should be available as and when required by the various departments of University. For supply of material, need to prior approval of the University authority. All installation of software shall be licensed software (original version). Materials should be supply as per competitive rate. The OEMs' authorization certificates to supply all the spare parts shoulder be mentioned separately. Otherwise the tender application shall be rejected.
- iv. The supply of the item will have to be executed within 01 day from the date of supply order as per the applicability. The party whose rates are accepted will have to enter into a contract agreement with this office for supply of items in accordance with the settled price, delivery schedule, taxes, method of payment including submission of bills, packing, transport etc.
- v. The undersigned reserves the right of rejecting all or any the quotations without assigning reason for their rejection and will not be bound to accept the lowest quotation.
- vi. The payment of supply of items will be made monthly and the payment of material supplied by the agency on quarterly basis after completion of 03 Months/ satisfactory service whichever is later. No advance payment will be made in any case.
- vii. Replacement of all parts should be of same brand as original.
- viii. In case of any emergency, a site visit by the company representative is mandatory.
- ix. Each party must clearly mention any exclusion separately.
- x. At least two (02) service personnel are required in the university campus from Monday to Saturday (9:30 am-5:30 pm) and they have to report to the Systems and Support Officer within the time every day for attendance.
- xi. The successful bidder will have to survey all the Computers, Printers, and Scanner department wise and maintain a database with the signature of HoD and submit the survey report to the office of the undersigned.
- xii. All interested parties should make sure that they can fulfill the eligibility criteria and the above terms and conditions before submitting their quotations.


23/9
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Registrar
Raizani University

(To be furnished in the Company's official letter pad)

Annexure-1

BOQ

SI No	Item Name	Make	Model / Specifications	Quantity	Warranty	Rate per qty inc GST (in rupees)	Total Amount inc GST (in rupees)
1	HP Printer Toner	Geonix compatible	12A	1	1		
2	HP Printer Toner	Geonix compatible	88A	1	1		
3	HP Printer Toner	Labcare compatible	12A	1	1		
4	Brother Printer Toner	Labcare compatible	88A	1	1		
5	Canon Printer Toner	Labcare compatible	925	1	1		
6	Antivirus Internet Security	Bit Defender	1 user, 2years	1	1		
7	Monitor	Geonix	19.5" Led with HDMI	1	1		
8	Monitor	Geonix	21.5" LED with HDMI	1	1		
9	UPS Battery	Geonix	625 VA Battery	1	1		
10	Keyboard + Mouse Combo pack (wired)	HP	MK160 USB Wired	1	1		
11	Router	TP-Link	ADSL+2 300mbps	1	1		
12	Switch	TP-Link	5 port	1	1		
13	Switch	TP-Link	8 port	1	1		
14	Switch	TP-Link	16 port	1	1		
15	Internal Lan Card	TP-Link	TL-WN881ND	1	1		
16	Usb Lan Card	Geonix	NC-0014	1	1		
17	Internal SSD Hard Disk	Geonix	256 GB	1	1		
18	Internal SSD Hard Disk	Geonix	512GB	1	1		
19	Speaker 4 in one	Frontech	SPK-0002	1	1		
20	Cabinet With Smpls (any reputed make)	Geonix	14D x 16W x 8H Cms	1	1		
21	SMPS	Geonix	450W	1	1		
22	Motherboard	Geonix	G-41	1	1		
23	Motherboard	Geonix	H-61	1	1		
24	Motherboard	Geonix	H-81	1	1		
25	Motherboard	Geonix	110	1	1		
26	Motherboard	Geonix	410	1	1		
27	Motherboard	Geonix	510	1	1		
28	RAM	Geonix	4 GB DDR3	1	1		
29	RAM	Geonix	8 GB DDR3	1	1		
30	RAM	Geonix	4 GB DDR4	1	1		
31	RAM	Geonix	8 GB DDR4	1	1		
32	External DVD Writer	ASUS	N.A.	1	1		
33	Processor	Intel	Dual Core 3.0	1	1		
34	Processor	Intel	Core 2 Do 3.0	1	1		
35	Processor	Intel	i3 6th Generation	1	1		

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23/19


DR. DURLAV SARKAR

36	Processor	Intel	i3 3rd Generation	1	1		
37	Processor	Intel	i5 6th Generation	1	1		
38	Processor	Intel	i5 3rd Generation	1	1		
39	Ink For tank Printer	Epson	black /color set 664	1	1		
40	Ink For tank Printer	Epson	black /color set 003	1	1		
41	Ink For tank Printer	Epson	black /color set 001	1	1		
42	Ink For tank Printer	Epson	black /color set 005	1	1		
43	Ink For tank Printer	Epson	black /color set 774	1	1		
44	Ink For tank Printer	Epson	black /color set 673	1	1		
45	Ink For tank Printer	HP	black /color set GT53	1	1		
46	Ink For tank Printer	HP	black /color set GT52	1	1		
47	Graphics Card	ASUS	4GB	1	1		
48	Pen Drive	SanDisk	64GB	1	1		
49	OS - licensed	Windows	10 Home	1	1		
50	OS - licensed	Windows	10 professional	1	1		
51	OS - licensed	Windows	11 Home	1	1		
52	OS - licensed	Windows	11 Professional	1	1		

Total Amount (item no 1 to 52) in Rupees inc GST

Total Amount inc. GST in words.....

Signature with Date & Seal of the Bidder


23/19

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Registrar

FURNISHING BASIC INFORMATION

(To be furnished in the Company's official letter pad)

1. Name of the Bidder:
2. Address for Communication:
3. Contact Number(s):
4. Email ID:
5. Trade License No. (Please enclose copy of Trade License)
6. GST No (Please enclose copy of the GST)
7. Do you have previous experience of the same work at Educational Institute of Higher Learning (Please enclose copy of Work order & user list, if yes):
8. Annual Turnover as per Audited P/L ACCOUNTS & BALANCE SHEET:
9. Average Annual Turnover:
10. Status of the bidder (Please enclose copy authenticating your status)

I hereby declare that the above information is true and correct to the best of my knowledge and belief. In case of any false/wrong/misleading information, I shall be bound to take the decision taken by the University.

Signature of the Bidder (With Seal)


23/19
DR. DURLAV SARKAR
Registrar
Raiganj University

APPLICATION FOR TENDER

(To be furnished in the company's official letter pad with full address and contact no, E mail address etc)

To
The Registrar
Raiganj University
Raiganj-733134
Uttar Dinajpur, West Bengal

Sub: Selection of Supplier Regarding Supply of Computer Spare Parts throughout the Year

Ref: - N.i.E.T. Nodated.....

Sir,

Having examined the pre-qualification & other documents published in the NiET, I/We hereby submit all the necessary information and relevant documents for evaluation.

1. That the application is made by me / us on behalf of..... in the capacity.....duly authorized to submit the offer. The authorization the Company letter from is attached in.
2. We accept the terms and conditions as laid down in the tender document and declare that we shall abide by it throughout the tender period including its extensions, if any.
3. We have gone through the Tender Document thoroughly and quoted the tendered items keeping in mind all sorts of information as furnished in the tender document including \Corrigendum/Addendum as published from time to time
4. We are offering rate for as per BoQ.

In the event of being selected, I / we will do the job within the stipulated period excepting the condition which is beyond our control.

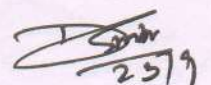
Date:-

Contact no :

E-mail address:

Postal Address:

Signature of the applicant



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Raiganj University

(Affidavit Proforma)

(To be furnished in Non - Judicial Stamp paper of appropriate value duly notarized)

I, Sri/Smt.....The Managing
Director/Proprietor/Partner (etc.) of the
Firm.....(Name of the firm) at
(address).....do hereby solemnly
affirm and declare as follows:

1. That I have not ever been convicted of any offence making myself liable to be disqualified to do the same kind of job to any Govt. or Govt. undertaking Organization /Institution in the State of West Bengal or other State or States.
2. That no case is pending against me or against my firm in any criminal court of law for the same job to the Govt. or Govt. undertaking Organizational / Institution in the State of West Bengal or other State or States (If any case is pending, state the details)
3. That, I also declare that if any information subsequently found incorrect or false will it automatically render the tender submitted by me cancelled and make me liable for penal/legal action as per law of the country
4. That my concern has not yet been declared bankrupt by any banking or money lending agency duly licensed by RBI nor has it been considered doubtful by any Government concern so far as the solvency of the organization is concerned
5. That I do further affirm that the statements made by me in this tender are true to the best of my knowledge and belief and all the documents attached are genuine & correct.

Deponent(s).


23/9
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Registrar
Raiganj University

DECLARATION ON NIET

(To be typed in company letter pad, scanned and uploaded)

I, the undersigned, do hereby declare that in respect of e-Tender Ref. On behalf of my organization.....I will comply all the formalities that are required to be complied as per NiET and I will observe all clauses of the NiET (including Terms & conditions). In case of an non-observance of any clause(s) of NiET, my organization will be bound to follow the decisions taken by the Raiganj University for taking decision related with the tender for which the said NiET was uploaded. In case of unsuccessful/rejection of bid submitted by me/my organization, University may refund my EMD at the following details subject to the fulfillment of terms and conditions as per NiET on my part:

- i. Name of the Account Holder:*
- ii. Bank Account Number:*
- iii. Name of the Bank:*
- iv. Name of Bank Branch:*
- v. IFSC Code:*
- vi. Contact Number of Bank and Branch:*
- vii. EMD amount deposited (in rupees):*
- viii. UTR Number of RTGS / NEFT*:

***Furnishing of information against the above is mandatory.**

[For any mistake in furnishing above information or for non-furnishing of the above information, the University authority reserves the right to cancel the application anytime.]

Date:

Full signature of the Bidder
(Designation with seal)


23/9
DR. DURLAV SARKAR
Registrar
Raiganj University
Dinaipur