



# Sarojini Naidu College for Women

(Govt. Sponsored)

30 Jessore Road, Kolkata - 700 028

Phone : 2559-2583, 2529-1985

## Notice Inviting e-Tender

NOTICE INVITING E-TENDER FOR SUPPLY OF  
COMPUTERS AND PRINTERS  
AT

## SAROJINI NAIDU COLLEGE FOR WOMEN

Memo no:- SNCW/e Tender-01/2024-2025

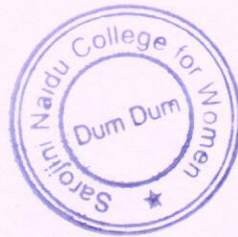
NIT No. - SNCW /eNIT-01/2024-2025

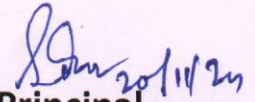
Date: 20.11.2024

For and on behalf of Sarojini Naidu College Women, online bids of discount rates available on printed price (INR ONLY) (percentage rate) are invited for purchase of **Computers and Printers** for Indian and foreign suppliers for different departments or college office for the college as per the Bill of Quantities (BOQ) and referred to the Specification sheet.

**Name of Work:** Supply of Computers and Printers.

**Earnest Money Deposit (EMD): Earnest Money of Rs.10, 000 (Ten Thousand only) to be deposited offline through NEFT/RTGS should be drawn In favour of "SAROJINI NAIDU COLLEGE FOR WOMEN" BANK NAME:- PUNJAB & SIND BANK, BRANCH SAROJINI NAIDU COLLEGE OF WOMEN, ACC NO 13731000000189, IFSC :- PSIB0021373, MICR :- 700023027**



  
Principal

**Sarojini Naidu College for Women.**

Principal  
Sarojini Naidu College for Women  
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## Instructions to Bidders

### A. General guidance for e-Tendering:

Instructions / Guidelines for electronic submission of the tenders have been annexed for assisting the suppliers to participate in e-Tendering.

#### 1. Registration of Supplier:

Any suppliers 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 web portal of Higher Education Department). The supplier is to click on the link for e-Tendering site as given on the web portal.

#### 2. Digital Signature certificate (DSC):

Each supplier 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 Informatics Centre (NIC) on payment of requisite amount. DSC is given as a USB e-Token.

#### 3. The supplier can search & download Notice Inviting Tender (NIT) & Tender Documents electronically from WB e- Tender Portal once he logs on to the website mentioned in Clause 1 using the Digital Signature Certificate. This is the only mode of collection of e-Tender Documents.

#### 4. Participation in more than one supply:

A prospective bidder shall be allowed to participate in the supply of computers and peripherals either in the capacity of individual or as a partner of a firm. If bidder is found to have applied separately in a single supply, all his applications will be rejected.

#### 5. Submission of Tenders:

Tenders are to be submitted through online in two folders at a time for each supply, 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).



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## B. BID Submission of Tenders:

### 1. Technical Proposal

The technical proposal should contain scanned copy of the following documents contained in two covers (folders).

#### a. Statutory Cover containing the following documents:

1. N.I.T.
2. Form- II and III

(NIT & Corrigendum downloaded properly and upload the same Digitally Signed). The rate will be quoted in the BOQ. Quoted rate will be encrypted in the BOQ under Financial Bid.

#### b. Non-statutory cover include (to be uploaded online):

- GST Registration Certificate.
- PAN Card.
- IT Return of last three years.
- Trade License ( 2024-2025 )
- Credential.
- P-Tax Registration Certificate (2024-2025).

### 2. Financial Proposal

The rate will be quoted in the BOQ

Quoted discount rate will be encrypted in the BOQ under Financial Bid. Downloaded properly and upload digitally signed.

### 3. Experience / Credential

The prospective bidders should have supplied computers and Printers as mentioned in the BOQ prior to the date of issue of this Notice to at least three Government College / Government Aided College / State or Central University / Research Institute. At least three documents to be uploaded online.



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## General Terms and Conditions:

1. In the event of e-filing the intending bidder may download the tender documents from the website — <https://wbtenders.gov.in> directly with the help of Digital Signature Certificate.
2. Technical Bid and Financial Bid both will be submitted concurrently duly digitally signed in the website <https://wbtenders.gov.in>. Tender document may be downloaded from website & submission of Technical Bid/Financial Bid as per Tender time schedule stated in Sl. No. 14. The documents submitted by the bidders should be properly indexed & self-attested with seal.
3. The prospective bidders should have supplied computers and Printers as mentioned in the BOQ prior to the date of issue of this Notice to at least three Government College / Government Aided College / State or Central University / Research Institute.
4. It is mandatory for all the Bidders to Deposit EMD offline through NEFT/RTGS and the CHALLAN to be uploaded along with tender documents.
5. The quoted rate should be kept valid for 120 days from date of submission.
6. Defective computers and Printers shall not be accepted in any case.
7. The bidder should be a manufacturer registered in India or their authorized Dealer/Distributor/Reputed Selling Agent.
8. The bidder should have had an Office in State of West Bengal. Or if an authorized dealer is bidding for the parent company then the authorized representative should be having an office in West Bengal.
9. Bidder should have satisfactory completed installation of Computers, Printer and projector in India only as mentioned below during the last **Five** years ending last day of the month March'2024.

Maximum Three similar works total costing not less than Rs. 4 Lacs each

**or**

One similar works costing not less than Rs.3 Lacs.

Scanned copy of Purchase order in support of any of the above two criteria must be submitted to comply Credential Criterion.



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10. Bidder should have average annual financial turnover of Rs. 08 lakh on, supply & installation of Computer & Printers during the last three years ending 31st March 2024. (Scanned copy of Certificate from Chartered Accountant to be furnished).
11. Bidder should submit a tender specific authorization letter from the manufacturer for each item separately.
12. Security Deposit: Bidder should submit a security deposit @ 5% of order value in a form of bank guarantee from any nationalized bank after delivery of material.
13. The College Authority (Tender Committee) reserves the right to accept or reject any bid or/and cancel the bidding process at any time prior to the award of contract without thereby incurring any liability to the affected bidder or bidders.  
I) Earnest Money Deposit (EMD) and the Security deposit will be released from the college in favour of the supplier after 90 days from the payment of the final bill.
14. **Delivery period: 20 Days from the date of placing order.**

## Date & Time Schedule:

Sl. No.	Items	Publishing Date(s)
01	Date of uploading of N.I.T. & tender documents (online) from this end	20.11.2024
02	Starting of documents download (online)	20.11.2024 after 3.30 pm
03	Bid Submission starting (online)	20.11.2024 after 3.30 pm
04	Last date of Documents download and submission of bid (on line)	04.12.2024 upto 3.30 am
05	Submission of hard copies of documents and the copy of the challan against Earnest money deposited at the office of the Principal Sarojini naidu college for women, Kolkata 700028	07.12.2024 up to 3.30pm
06	Date of Technical Bid opening	09.12.2024 after 12:00 noon
07	Date of uploading list for Technically Qualifier Bidder (on line) (Bid A)	To be notified later
08	Date and Place for opening of Financial Proposal (Bid B) (on line)	To be notified later

## **Special terms and conditions:**

1. No advance payment shall be made at any circumstances.
2. Payment will be made after satisfactory delivery and installation.
3. Since the procurement is done by College, payment will be made through cheque.  
Successful bidder has to produce firm details and bank account in prescribed format for payment.



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4. Conditional bid may not be accepted by the tender inviting authority.
5. **Delivery:** The supply of computers and Printers should be made within 20 days or the time prescribed by the college as will be mentioned in the purchase order.
6. **Penalty for Late Supply:** In case of delay in delivery, the competent authority has the right to deduct the amount 1% of total order value and the same may be increased to maximum of 5% of order value.
7. The quantity may be increased or decreased in the final order.
8. If any item is found defective, the supplier is bound to replace the item immediately.
9. College reserves the right to relax any clause as stated herein above for selection of responsive vender.
10. Discretion of the College: College may take decision about non-purchase of the said equipment even after selection of vendor due to its fund constraints.
11. College may seek documents from the bidder in addition to the scanned documents sent by them at the time of uploading technical bid for verification and evaluation of tender.
12. During the scrutiny, if it comes to the notice to tender inviting authority that the Credential or any other paper found incorrect/ manufactured/ fabricated, that bidder would not be allowed to participate in the tender and that application will be rejected outright without any prejudice.
13. The Tender Selection Committee reserves the right to cancel the N.I.T. due to unavoidable Circumstances and no claim in this respect will be entertained.
14. Bidder should quote every item unless it will be disqualified.
15. **WARRANTY:- Three years from the date of satisfactory installation.**



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## Form — II

To  
The Principal  
Sarojini Naidu College for Women  
30 Jessore Road, Dum Dum,  
Kolkata - 700028

Date:

Dear Sir,  
I, the under-signed

1. 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. also hereby certifies that neither our firm M/S. \_\_\_\_\_ Nor any of constituent partner had been debarred to participate in any tender by any Government Organization / Undertaking during the last 5 (five) years prior to the date of this NIT.
3. would authorize and request any bank, person, firm or corporation to furnish pertinent information as deemed necessary and / or as required by the Department to verify this statement.
4. understands that further qualifying information may be requested and agrees to furnish any additional information as required by the College.
5. certify that I have applied in the tender in the capacity of individual / as a partner of a firm / Director of the company / Chairman of the corporation and I have not applied separately for the same supply.

\_\_\_\_\_  
Signed by an authorized officer of the firm

\_\_\_\_\_  
Title of the Officer

\_\_\_\_\_  
Name of the Firm with

Seal Date: \_\_\_\_\_



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## Form — III

### STRUCTURE AND ORGANIZATION

1. Name of Applicant: \_\_\_\_\_

2. Office Address: \_\_\_\_\_

\_\_\_\_\_

Telephone / Mobile No. \_\_\_\_\_

Email.: ' \_\_\_\_\_

3. Name and address of Banker: \_\_\_\_\_

\_\_\_\_\_

IFSC Code: \_\_\_\_\_

MICR Code: \_\_\_\_\_

4. Brief description of the firm \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Note: Application covers Proprietary firm, Partnership, Limited Company, LLP or Corporation.

**Sd/-**

**Principal**

**Sarojini Naidu College for Women.**