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RAJA RAMMOHUN ROY MAHAVIDYALAYA

[Govt. Sponsored]

RADHANAGAR * NANGULPARA * HOOGHLY
WEST BENGAL PIN - 712406

NAAC ACCREDITED B

E.Mail : principal.rrrm@gmail.com ♦ Website : www.rrrmahavidyalaya.in

E-tenders are invited from reputed and experienced bonafide Manufacturer/Direct Importer/Authorized Distributors/vendors for the supply and installation of Computer and IT related equipments. For detail information and tender papers visit the website www.wbtenders.gov.in . The E-tender must be submitted online at www.wbtenders.gov.in .

Sd/-
PRINCIPAL,
RRRM, KHANAKUL,
HOOGHLY



RAJA RAMMOHUN ROY MAHAVIDYALAYA

(Govt. Sponsored)

Radhanagar :: Nangulpara :: Hooghly
West Bengal :: Pin.- 712406

eNIT No:- DHE/RRRM/NIT-02(e)/2024-25

Memo No: MISC/Tender/0038/24-25

Date: 13/03/2025

The authority of Raja Rammohun Roy Mahavidyalaya is going for e-Tender for obtaining the rate of IT equipment as per list from bonafide Manufacturer/Direct Importer/Authorized Distributors. Intending bidders may download tender documents from e-procurement portal of our website: www.wbtenders.gov.in

Necessary earnest money to be submitted for participation in the Tender is appended in the table below. **Exemption of EMD is not allowed under any circumstance.**

Sl. No.	Details of the Equipment	Qty.	EMD in Rs.
1.	HP Desktop Intel® Core™ i3-13100 / RAM 8GB / SSD 512 GB / WIN-11 Pro / Realtek RTL8852BE Wi-Fi and Bluetooth® wireless card / 3 yrs onsite warranty, HP wired Keyboard, HP Mouse, 19.5" Monitor	20 Pcs	Rs. 50,000.00 (Rupees Fifty Thousand Only)
2.	HP Desktop Intel® Core™ i5-13500 / 8 GB DDR4-3200 / 512 GB PCIe® NVMe™ M.2 SSD / Realtek RTL8852BE Wi-Fi and Bluetooth® wireless card / Intel® UHD Graphics 770 / NO ODD /win11 pro, HP wired Keyboard, HP Mouse, .19.5" Monitor	10 Pcs	
3.	HP 13th Gen Intel Core i5-1334U, 16GB DDR4, 512GB SSD, (Win 11, Office 21, Silver, 1.59kg), Anti-Glare, 15.6-inch(39.6cm) Business Laptop, Iris Xe Graphics, FHD Camera, Backlit KB,	1 Pc	
4.	Dell Inspiron 3530 Laptop, 13th Gen Intel Core i5-1334U Processor, 16GB, 512GB SSD, 15.6"(39.62cm) FHD 120Hz 250 nits, Backlit KB, Windows 11 + Mso'21 & 15 Month McAfee, Silver,	1 Pc	
5.	HP LaserJet Pro P1108 Plus Single Function	8 Pcs	
6.	HP Smart Tank 585 All-in-One Printer	2 Pcs	
7.	XGA Meeting Room Projector for Presentation – BenQ Projector MX560 – 4000ANSI Lumen High brightness and 20000:1 High Contrast	8 Pcs	
8.	Central UPS System: APC Online UPS 5 KVA; Battery	1 Pc	

	capacity: 42 AH; No of Batteries to be used (192V VDC)–16; Expected Backup Time – 40 minutes.		
9.	Interactive flat panel: Teachmint-X, 8GB, octa core processor, 128GB ROM, Android-13 65 inches, True 4K UHD (3840 X 2160 @ 60HZ) 400 nits	2 Pcs	
10.	Uninterrupted Power Supply System (UPS) – Microtek Line Interactive Legend 650 UPS system	10 Pcs.	

1. Time Schedules:

SL. NO.	PARTICULARS	DATE & TIME
1.	Date of publishing of Tender	17-03-2025 at 12:00 Hrs
2.	Documents download start date	17-03-2025 at 12:00 Hrs
3.	Documents download end date	11-04-2025 upto 17:00 Hrs
4.	Bid submission start date	17-03-2025 at 12:00 Hrs
5.	Bid Submission closing	11-04-2025 upto 17:00 Hrs
6.	Bid opening date for Technical Proposals	17-04-2025 at 15:00 Hrs
7.	Date & Time for opening of Financial Proposal	To Inform latter

2. Eligibility for Quoting:

- I. The applicant in the same name and style as prime supplier should have successfully supplied similar nature of IT equipment as mentioned in the BOQ prior to the date of issue of this Notice to any Government Office / Government College / Government Aided College / State or Central University / Research Institute and it must be within last 02 (Two) years from the date of issue of this Notice (NIT).

Required Details- Certificates from clients regarding satisfactory supply and maintenance along with purchase orders. In case of non-disclosure agreement, confirmation regarding size and value of the project may be submitted from the client.

- II. The Bidder should have sufficient technical manpower & knowledge about as mentioned Equipment in above.
- III. The Bidder should have an average annual turnover of at least **Rs. 50 Lakhs** during last 3 financial years from similar activities, i.e., should have supplied IT equipment and related services from India operations i.e., for years 2021-22, 2022-23 and 2023-24.

Required Details- CA certificate with UDIN required.

- IV. Balance Sheet & P/L for the last 03 (Three)

Required Details – [F.Y.: 2021-22, 2022-23 and 2023-24] years (Audited).

- V. Income Tax return should be submitted for last 03 (Three) years.
- VI. GST registration Certificate, Latest submitted GST return & Professional Tax Enrollment Certificate with latest challan and payment certificate, Pan Card (Income Tax), Valid Trade license should be furnished.
- VII. Partnership firm shall furnish **registered partnership deed**, registered Co-operative society shall furnished By-Law and the company shall furnish the Article of Association and Memorandum. Private Limited Company should provide Registration Certificate of Company.
- VIII. The registered cooperative societies should submit the registration certificate, Current Renewal Certificate of their co-operative from the competent authority with the technical bid.
- IX. Power of attorney (in case of Partnership firm /Registered Co-Operative Society) and for company certified copy of board resolution to be uploaded.
- X. Joint venture will not be allowed.
- XI. Proposal for sub-contracting is not allowed.
- XII. No CONDITIONAL / INCOMPLETE BID will be accepted under any circumstances.
- XIII. The bid of Any Black listed agency will not be accepted.
- XIV. Arbitration will not be allowed in any case.
- XV. Prospective applicants are advised to note carefully the **documents to be uploaded** for qualification as mentioned in the “Instruction to Bidder’ before bidding.
- XVI. Bidder should be Original Equipment Manufacturer (OEM) or Authorized Principal National Distributer/ Regional Distributor/ Authorized Reseller/ Importer/ Large Scale system Integrator duly authorized by the OEM (Original Equipment Manufacturer) of the required equipment respectively. However, preference will be given to Original Equipment Manufacturers. **(Only for Computer & Laptop)**.
Required Details- Authorization letter from OEM in case OEM not bidding directly.
- XVII. **OEM** should have presence in INDIA for more than 10 years.
Required Details- Supporting documents such as Company Registration certificates etc.
- XVIII. The price is to be quoted in Indian Rupees including cost of insurance, packing, forwarding, freight charges, clearing charges and installation of the new instruments and including of GST and other taxes in the BOQ. Agency commission is not permissible.

- XIX. BID validation:** 30 (Thirty) days.
- XX. Period for Completion of Supply & Installation: 60 (Sixty) Days.**
- XXI. Delivery and Installation:** The installation of supplied good should be made within the time prescribed by the college as will be mentioned in the purchase order.
- XXII. Performance Security:** 5% performance security shall be claimed from the successful bidder or deducted of from the bill amount as performance security. The amount shall be paid after 06 (Six) months. Any damages occurred during **defect liability period** will have to be done by the bidder at his own cost.
- XXIII.** During evaluation, the Tender Inviting Authority may summon the tenderers (if required) & seek clarification/ information or additional documents or original hard copy of any of the documents already submitted & if they are not produced within the stipulated time frame, their bid will liable to be rejected.
- XXIV. Penalty for Late Delivery or Installation:** In case of delay in delivery and installation, 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.

3. Submission of Tender:

The tender is to be submitted in Two Bid System (Technical Bid & Financial Bid).

A. Technical Bid

File containing Technical Bid only single file with multiple pages containing Statutory and My documents separately.

I: Fee/Pre Qual/Technical (Statutory Documents):

1. Duly Filled Check List in the prescribed format. Page Numbers of every document must be mentioned.
2. Application in the prescribed format given in the Annexure I
3. Authorization Letter of the signatory from the company in Annexure II
4. No conviction certificate in the form of an Affidavit as per the format.
5. Etc.

II. Other Important Documents (My Documents):

Valid Trade License, PAN, Professional Tax (Enrollment Certificate, Payment Certificate, Challan - Current Year), GST Reg. Certificate with Last Return copy, IT Return certificate & P/L Balance Sheets of last 3 years, Credential for last two years, any company related document, etc.

B. Financial Bid

The price is to be quoted in Indian Rupees including cost of insurance, packing, forwarding, freight charges, clearing charges and installation of the new instruments and including of GST and other taxes in the BOQ.

4. Evaluation of tender:

During tender evaluation process, “**Technical BID**” will be opened first. Those tenderers who would qualify the statutory and non-statutory requirements on the basis of technical and commercial documents will be identified and “**Financial BID**” of only those qualified bidders will be opened.

Verification of hard copies of the audited balance sheet and Profit and Loss accounts of the tenderers for last three years will be made if deemed necessary before opening Financial Bid of the technically qualified bidders. If found suitable on the basis of the above pre-qualification, the tenderer quoting the lowest rate will be considered as successful.

5. Earnest Money and Tender Fee:

Earnest Money Deposit (EMD) shall be deposited by online mode only following memorandum of the Finance Department Audit Branch Memo No. 3975-F(Y) dated. 28.07.2016.

And applicable Tender Submission Fee i.e. **Rs. 2000.00** should be deposited online through <https://wbtenders.gov.in>.

6. Order and Supply:

The tender committee has the liberty to ask for performance demonstration of any item during any stage of the tender process, before placing order for supply. In case of dissatisfaction, the authority will have the right to disapprove the offer of L1 bidder and go for the next bidder. Orders for supply of the approved products will be placed with the successful tenderers after execution of agreements and such supply shall have to be made in pursuance of the agreements. The equipment is to be transported in such packaging so as to avoid damage to primary package of the manufacturer. The successful tenderer will have to supply within the specified time schedule that had been assured at the time of selection as supplier. Authority may change the quantity if required.

7. Withdrawal/ Cancellation & Purchase Policy of Tendering Authority:

The tendering authority reserves the right to withdraw any item from the tender at any stage. The selection of such item, if already made in favor of any tendered, shall be treated as cancelled. The tendering authority reserves the right to reject or accept any tender of part thereof at any stage or to split any tender without assigning any reason. Withdrawal of tender or any revision after submission of tender by the tenderer will not be allowed. Purchase will be made following the existing purchase policy of Govt. of West Bengal.

8. Spare-parts & Guarantee/Warranty Period:

The bidder will undertake that supplies of necessary maintenance equipment and spare parts will be available for all items/equipment and the complete system for at least 03 (Three) years on a continuing basis. However, this does not relieve the supplier of any warranty obligations under the contract.

9. Agreement:

On a tender being accepted, the tenderer have to execute an agreement with the **Principal, Raja Rammohun Roy Mahavidyalaya, Khanakul, Hooghly** in the prescribed form. The agreement will be valid for next 180 days only and may be extended, if decided. Before signing any agreement, the tenderer should thoroughly get acquainted themselves with the proposed supply and installation by local inspection of site and take into consideration the site condition and other criterion. No claim whatsoever will be entertained afterwards.

10. Payment Terms:

Supplier have to submit following items for payment of bill:

- i. Supplier's invoice in original.
- ii. Receiving Challan and Installation Certificate from supplied department of college.
- iii. Any other thing of importance not mentioned hereabove.

The payment will be made electronically/ by bank cheque after deduction as per government rules applicable.

- 11. Misc: The Principal, Raja Rammohun Roy Mahavidyalaya, Khanakul, Hooghly** reserves the right to change/ cancel the part or whole tender process without assigning any reason to the bidders.

Sd/-
Principal,
Raja Rammohun Roy Mahavidyalaya,
Khanakul, Hooghly

Memo No:-

Date:-

Copy forwarded for information with a request to publish the Notice through Office Notice Board to: -

1. The District Magistrate, Hooghly, Chinsurah, Hooghly.
2. The Sub-Divisional Officer, Arambagh Sub-Division, Arambagh, Hooghly.
3. The Block Development Officer & Programme Officer (MGNREGA), Khanakul-I Dev. Block, Khanakul, Hooghly.
4. The Editor, Statesman.
5. Bursar, Raja Rammohun Roy Mahavidyalaya
6. Convener, Infrastructure Development Committee (IDC), Raja Rammohun Roy Mahavidyalaya
7. Office Notice Board.

CHECKLIST
(To be furnished in the official Letter head)

Sl. No.	Description	Put Tick or NA	Page No.
1	Annexure I		
2	Annexure II		
3	Annexure III		
4	No Conviction Certificate / Affidavit		
5	IT Return (Last 3 Years)		through OID submission
6	Audited P/L & Balance Sheet (Last 3 Years)		through OID submission
7	Proof of EMD Submission in PDF format		
8	Catalogues of the products		
9	List of Purchaser in Govt. Institutions of repute, for last two years		
10	A declaration, mentioning existence of fully equipped service centre under West Bengal		
11	Manufacturing license (if bidder is manufacturer)		
12	PAN		through OID submission
13	GST Certificate with latest return		through OID submission
14	PTAX (Enrolled, Challan, PTPC)		through OID submission
15	Credential		through OID submission
16	Company Details		through OID submission
17	CA certificate with UDIN		
18	Original Equipment Manufacturer (OEM)		

ANNEXURE: I

(To be furnished in the official Letter head)

**To,
The Principal,
Raja Rammohun Roy Mahavidyalaya,
Khanakul, Hooghly.**

**Sub: Tender No. _____, Date. _____ for purchase and
installation of IT equipment for lab Raja Rammohun Roy Mahavidyalaya**

Sir,

Having examined the pre-qualification and other documents published in the NIT, 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 of _____ duly authorized to
submit the offer. The authorization letter from the company is attached herewith in
Annexure II.
2. I/We accept the terms and conditions as laid down in the NIT mentioned above and
declare that I/we shall abide by it for throughout the tender period and its extensions, if
any.
3. I/We am/are offering rate for the following items and assured supply to the **Raja
Rammohun Roy Mahavidyalaya, Radhanagar, Nangulpara, Hooghly, PIN-
712406.**
4. In the event of being selected, supply will be made within the stipulated time frame
excepting the condition which is beyond our control.
5. I/We understand that:
 - a. The Principal/ Tender Selection Committee can amend the scope & value of the
contract bid under this project.
 - b. The Principal/ Tender Selection Committee reserves the right to reject any or all
application without assigning any reason.

Date:

Signature of the Applicant

Contact Details:

Mobile No:

Email ID:

ANNRXURE: II

(To be furnished in the Company's official Letter pad with full address, contact no,
email)

TO WHOM IT MAY CONCERN

This is to Certify that Mr./ Mrs.
_____ (Name), an employee of
this organization as _____ (Designation) is
hereby authorized to submit tender online, vide NIT
No _____ Date _____ on behalf
of this organization.

Signature of the Authorized person _____

Signature of the competent authority
(With Seal)

ANNRXURE: III

(To be furnished in the official Letter head)

STRUCTURE AND ORGANIZATION

1. Name of Applicant : _____

2. Office Address : _____

- Telephone/Mobile No. : _____

- Email. : _____

3. Name and Address of Bankers: _____

- A/C No. : _____
- IFSC Cod : _____
- MICR Code : _____

4. Brief description of the firm :

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

Signature: _____

Full Name: _____

Designation : _____

Draft Affidavit Proforma
(Notarized on Rs. 100 Stamp Duty)

I, Sri/Smt. _____, the _____
of the firm named _____ at _____,
_____ (Full Address) do hereby
solemnly affirm and declare as follows:

- a. That I am not under conviction of any offence making myself liable to be disqualified to supply of IT equipments etc. to any Govt. or Govt. undertaking Organization /Institution in the State of West Bengal or other State or States.
- b. My Firm has not been blacklisted at present as a whole or for any item/ items as quoted in this tender by any Govt. or Govt. undertaking Organization /Institution in the State of West Bengal or other State or States in India.
- c. That no case is pending against me or against my Firm in any criminal court of law in connection with the supply of IT Equipments to the Govt. or Govt. undertaking Organization / Institution in the State of West Bengal or other State or States (If any case is pending, please state the details).
- d. That, I declare that the item or items quoted by me confirms the specification given in the NIT document or higher standard relating to the specification is provided.
- e. The duly authenticated Technical Data Sheet is uploaded conforming to the prescribed standard.
- f. 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.
- g. 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

Signature Not Verified

Digitally signed by DIPAK BHARGAVA
Date: 2025.03.15 10:37:07 IST
Location: West Bengal-VB