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Acharya Prafulla Chandra College

NAAC ACCREDITED 'A' GRADE COLLEGE (Govt. Sponsored)

P.O. New Barrackpore, North 24 Parganas, Kolkata-700 131, West Bengal

Memo No. 1916/APCC/ /e-Tender/2024

Dated: 29/08/2024

Notice Inviting e- Quotation No. WBDHE/APCC/INSTRUMENT/NB/e-NIQ-03/2024-25

(Submission of BID strictly through WB e-tender portal only)

The Principal, Acharya Prafulla Chandra College, New Barrackpore, 24 Parganas(North) is inviting e-tender (two bid) for purchase and installation of INSTRUMENT as per annexed list from the bonafide resourceful Manufacturer / Direct Importer / Authorized Distributors / Reputed Vendors. Necessary earnest money to be submitted only through online mode for participation in the e-Tender process as appended in the table below:

| <u>Annexure</u> | | | | |
|-----------------|--|------------------------|---------------|--|
| Sl. No | Description of Particulars | Earnest Money (in INR) | Specification | Remarks |
| 1 | Supply and installation of Desktop Laptop and DSLR Camera LENS of Acharya Prafulla Chandra College. | 30,000/- | Annexure-A | Supply in all cases should be completed within 15 days from the date of issue of work order |
| | (ii) Supply and installation of Desktop-II Intel core i5,13th Gen of Acharya Prafulla Chandra College | | Annexure-B | |
| | (iii) Supply and installation of Laptop Intel core i3,12th Gen of Acharya Prafulla Chandra College | | Annexure-C | |
| | (iv) Supply of DSLR Camera and of Acharya Prafulla Chandra College | | Annexure-D | |
| | (v) Supply of DSLR Camera LENS of Acharya Prafulla Chandra College | | Annexure-E | |
| | (vi) Supply and installation of Desktop- HP 15L Gaming Desktop TG02-11041N PC Intel ® 13th gen Core TM i5-13400F of Acharya Prafulla Chandra College | | Annexure-F | |
| | (vii) Supply and installation of Samsung 24-inch (60.46cm) FHD Flat 1,920 x 1,080 Monitor of Acharya Prafulla Chandra College | | Annexure-G | |

1. GENERALINSTRUCTIONS

In the event of tendering process, intending bidder may download the tender documents free of cost from the website; <https://wbtenders.gov.in> directly with the help of Digital Signature Certificate. Necessary earnest money may be remitted in favour of the Principal, Acharya Prafulla Chandra College, New Barrackpore, strictly **through online mode only** in accordance with **G.O. No. 3975-F(Y), dated 28.07.2016** of the Finance Department, GovernmentofWestBengal.

Registration of Bidder: Any bidder willing to take part in the process of e-tendering will have to be enrolled and registered with the Government e-procurement system through logging onto <https://wbtenders.gov.in>.The bidder is to click on the link foe e-tendering site as given in the web-portal.

Digital Signature Certificate: Each bidder is required to obtain a class II or class III Digital signature certificate (DSC) for submission of tender from the approved service provider of the national Informatics Center (NIC).

2. SUBMISSIONOFBIDS

Both Technical bid and Financial Bid are to be submitted concurrently duly digitally signed in the website <https://wbtenders.gov.in> before the prescribed date and time using the Digital Signature Certificate (DSC).Virus-free scanned copies of all relevant documents are to be uploaded duly digitally signed. The documents will get encrypted (transformed into non-readable formats)

3. ELIGIBILITY FOR QUOTING

Only manufacturers authorized distributors, reputed vendors and direct importers with good credentials in similar jobs are eligible for quoting. The price is to be quoted in Indian Rupees including all charges e.g. cost of insurance, taxes, GST, custom duty, packing, forwarding, freight charges, clearing charges and transportation and installation charges including dismantling charges,if any.

4. SUBMISSION OF THE TENDER

The tender is to be submitted in a two Bid System.

[A] TECHNICALBID“A”

- (a) Statutory Cover containing the following documents:

BID “A”: PART -I

(SINGLE FILE MULTIPLE PAGE
SCANNED)

Essential Requirements of the Tendering Firm for participation shall contain a ll papers related to the essential requirements of the Tenderer for participation in the tender viz.

| | |
|---|---|
| A | NIT and Corrigendum's(if any) |
| B | CHECK LIST in the prescribed format |
| C | Authorization letter of signatory from Bidder |
| D | TechnicalSpecification (in prescribed format available with this tender) |

BID "A" : PART II

**It should contain the detailed Technical Specifications of Items to be supplied
(in .pdf format available with this tender)**

NON-STATUTORY/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 certificate |
| | | | 4. Valid Trade License for the period for the specific trade |
| B. | Bidder Details | 1. Proprietorship Firm (Trade License) | |
| | | 2. Partnership Firm (Partnership Deed, Trade License) | |
| | | 3. LTD Company (Incorporation certificate, Trade License) | |
| C. | Credential | 1. License for doing the job. | |
| | | 2. Guarantor on behalf of the bidders (if the value of quotation exceeds Rs.10 Lakh) | |
| | | 3. Guarantee of the job/product as the case may be. | |
| | | 4. Work orders and payment certificates for experience in identical work if any. | |
| D. | Financial Information | 1. Income Tax Returns submitted for the last Financial Year (2024-2025). | |
| | | P/L Accounts & Balance Sheet (if available) | Audited P/L Account & Balance Sheet of last Financial Year (2023-2024) or a certificate by the chartered accountant clearly stating the nature of the business and annual turnover. |
| D. | Technical Information | 1) Technical Brochure /Documents providing technical specification of equipments. | |
| | | 2) Submit scanned copy of original Equipment Manufacturer issued Authorization Certificate if participant is dealer and in case Original Equipment Manufacturer himself is bidding he should enclose proof of being manufacturer. Authorization certificate with signature of competent Person of OEM is highly important. | |

[B] FINANCIAL BID "B"

(i) BOQ in INR (in excel sheet)

The folder as "Financial Bid" shall contain base price in Indian Rupee and the portion of the allied works and services which are to be undertaken in India (like installation, commissioning of equipments or PC etc.) are to be quoted in Indian currency including all charges e.g. cost of insurance, packing, forwarding, freight charges, clearing charges, custom duty, and installation & transportation etc. along with applicable taxes.

Submission of hard copy of Bid A and B is totally prohibited and only be submitted online through NIC portal.

5. EVALUATION OF THE TENDERS

During the tender evaluation process, the "Bid A" will be opened first. Those Tenderer who have qualified the evaluation of technical bid will be identified and only their "Bid B", i.e., financial bid will be opened. The "Bid B" of those Tenderer failing to meet the technical and other requirements of participating in the tender will not be opened and will be rejected. The tenderer offering the item found suitable and being as per the tender specifications will only be selected.

The "Bid B" (Financial Bids) of only those tenderers passing the technical bid evaluation will be opened then subject to verification of hard copies submitted earlier.

If found suitable in the context of above pre-qualification etc. the Tenderer quoting the lowest rate will be considered as successful.

6. COST OF EARNEST MONEY

Each tenderer has to submit, unless exempted under the existing orders of the West Bengal Government Earnest Money in the form of online submission in accordance with G.O. No. 3975-F(Y), dated 28.07.2016 of the Finance Department, Government of West Bengal at a flat rate as specified in the table against each particulars. If the bidder does not provide the EMD for any quoted bid value of any department/section in respect of in Bid A, the bid of the respective bidder should be treated as cancelled.

The EMD will be refunded to the bidder(s) as per following manners--

- I. If the bidder(s) do not get any offer, the EMD will be automatically be refunded to the bidder(s) account through online mode only after finalization of the tender .
- II. If the bidder(s) get the work offer, but is unable to supply the materials / carry out the work order successfully and satisfactorily, the EMD will be forfeited.

7. RATE

The price **along with minimum one year Comprehensive onsite Warranty (where applicable) of entire system, including all spares and labour from the date of completion of the satisfactory installation** is to be quoted in Indian Rupees including all costs e.g. insurance, custom duty, packing, forwarding, freight charges, clearing charges, installation and transportation etc. and dismantling charges if any, payable in Indian Rupees should also be mentioned.

The Instrument is to be transported in such packaging so that there is no damage to the primary packaging during transportation process.

The basic rate should be furnished inclusive of all taxes duties & charges e.g. Customs Duty, Transportation Cost, Insurance, Freight, Testing charges, Incidental Charges. GST etc. in the template for Bill of Quantities (BOQ).

8. ORDER & SUPPLY

Orders for the supply of the approved products will be placed with the successful tenderers after the execution of the agreements, and such supply shall have to be made in such instalments as may be fixed or spread over a period to be specified in the supply orders to be made in purchase of the agreements. **The successful tenderer will have to supply within the specified time schedule that had been assured at the time of selection as supplier.**

9. 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 favour of any Tenderer, shall be treated as cancelled. The tendering authority reserves the right to reject or accept any tender or 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 unless otherwise required by the tendering authority. The tendering authority reserves the right to accept or reject any tender, in part or in full, without assigning any reason. Purchase will, however be made following the existing purchase policy of the Government of West Bengal and its amendment(s) made from time to time. The purchase policy of the State Government as provided in the West Bengal Financial Rules, the policy of price preference in particular incorporated under Notification No. 10500-F dated 19.11.04 read with Notification No. 5400-F dated 25.06.2012 should be observed in considering the tenders.

10. IMPORTANT INSTRUCTION WITH REGARD TO SUBMISSION OF TENDER

The rate should be quoted in Indian Rupees (both in figure and words) for a particular brand or model/model no. of the offered item only as mentioned in the appropriate column of the "Tender Form", (Alternative offer will not be accepted). The tender shall be cancelled for the quotation of item without its brand name, model, model no. etc. the detail information regarding the manufacturer and the item quoted in the "Tender Form" shall be furnished.

11. SPARE PARTS

The Bidder will undertake the supplies of necessary maintenance equipment and spare parts will be made available for all items and the complete system for at least five years on a continuing basis. However, this does not relieve the supplier of any warranty obligations under the contract.

12. CMC/AMC

- 13.1 Implementation of CMC/AMC is subject to the decision of the Authority.
- 13.2 Any lacuna or lacunae noticed in the functioning of the installation as a result of any design feature shall be rectified by the supplier free of cost.

13. AFTER SALES SERVICES AND MAINTENANCE CONTRACT

After sales services will have to be provided by the supplier during warranty/guarantee period of the equipment free of cost.

14. DELIVERY, INSTALLATION AND COMMISSIONING

- 15.1 Delivery of the goods at the purchaser's premises shall be completed by the Supplier in accordance with the terms specified by the purchaser
- 15.2 The installation, testing and commissioning of the proposed system shall be completed in accordance with the order as per the decision of the tender inviting committee.

15. SPECIAL TERMS AND CONDITIONS FOR TENDER SUBMISSION

The tender has to give a certificate that the firm has not been blacklisted in the past by any Institution Government/Private or convicted in any criminal case.

If the tenderer gives a false statement on any of the above information the firm/supplier will not be considered and their quotation/tender shall be rejected and the earnest money shall be forfeited.

The manufacturer should submit all the quotations directly or through their authorized agent were applicable provided the manufacturer accepts responsibility for any lapse on the part of the agent and authorization certificate must be enclosed.

16. PENALTY CLAUSES

PENALTY FOR FORMATION OF CARTEL OR FURNISHING OF FRAUDULENT/MISLEADING DOCUMENTS:

If during the tender process or at any stage during the validity of the tender period, it is found that a Tenderer(s) has formed a cartel in what so ever form or name to fix up the rates or suppliers to the detriment of the fairness of the tender process, penal measures shall be initiated. Similar penal measures shall also be initiated against those tenderers who have submitted false/misleading/fraudulent documents or made incorrect declarations. The penal measure will be Forfeiture of Earnest Money, Forfeiture of Performance Bank Guarantee if enlisted as a supplier.

17. AGREEMENT

On a tender being accepted, intimation of acceptance will be forwarded to the Tenderer by the Principal, Acharya Prafulla Chandra College, New Barrackpore. After communication of the same, the Tenderer and the selected distributor (in the event of distributor to receive order and payment in his name) will have to execute agreement in the prescribed form with the Principal, Acharya Prafulla Chandra College, New Barrackpore. The present document and the tender forms filled in by the Tender or copies thereof in so far as they are not inconsistent with these terms and conditions will be incorporated as part of the agreement. Such agreement will be binding on the Tenderer and distributor.

18. VALIDITY PERIOD OF AGREEMENT

The contract period will be for a period decided by the tendering authority while giving work order to the bidder depending upon the job.

19. INSPECTION

Before submitting the tender, the intending tenderers should thoroughly acquainted themselves with the proposed supply and installation by local inspection of site and make into consideration the site condition and other criterion for effecting smooth supply. No claim whatsoever will be entertained afterwards.

20. PAYMENT TERMS

No advance money will be provided to the eligible bidders/suppliers.

Payment will be made through e-payment system through PFMS after execution and accomplishment of due supply as ordered subject to:

- i. Supply of the materials as per specification as provided in the tender documents and the catalogue.
- ii. Supply of the materials within the supplied period as specified in the work orders.
- iii. Availability of fund in PFMS and IFMS Module as the case may be

On being selected, the successful vendors will have to submit one application to the Principal, Acharya Prafulla Chandra College, New Barrackpore, 24 Pdns(North) stating the name of the payee/recipient, Bank account no with MICR code, IFSC of the payee/recipient for making e payment.

No manual payment is allowed to be made as far as practicable.

Payment will be made 100% after successful completion of the job including warranty period.

21. DATES & INFORMATION:

| Sl. No. | Items | Publishing Date(s) |
|---------|---|-------------------------------|
| 01. | Date of uploading of N.I.T. & Tender documents (online) from this end | 30/08/2024 at 09.00.AM |
| 02. | Starting of Documents download (online) | 30/08/2024 at 09.00.AM |
| 03. | Bid Submission starting (on line) | 30/08/2024 at 11.00.AM |
| 04. | Last date of Documents download and submission of bid (on line) | 07/09/2024 at 12.30.PM |
| 05. | Date of Technical Bid opening | 09/09/2024 at 12.30.PM |
| 06. | Date of uploading list for Technically qualified Bidder (on line)(Bid A) | To be notified Later |
| 07. | Date and Place for opening of Financial Proposal (Bid B) (online) | To be notified Later |
| 08. | Date of uploading of list of bidders along with the approved rate | To be notified later |

THE PRINCIPAL, ACHARYA PRAFULLA CHANDRA COLLEGE, NEW BARRACKPORE, RESERVES THE RIGHT TO CHANGE THE ABOVE SCHEDULE IN CASE OF ANY EXIGENCIES AFTER PUTTING UP A NOTICE IN THE WEBSITE, <https://wbtenders.gov.in>, WEBSITE OF THE COLLEGE AND OFFICE NOTICE BOARD.

22. VALIDITY OF TENDER:

The contract period will be for a period decided by the tendering authority while giving work order top the bidder depending upon the job.

No objections in this respect will be entertained raised by any Bidder who will remain present during opening of bid, or from any Bidder who will remain absent at the time of opening of Financial Bid. No informal tenderer will be entertained in the Bid further.

During the scrutiny, if it come to the notice to tender inviting authority that the credential or any other paper found incorrect/manufacture/fabricated, that bidder would not allowed to participate in the tender and that application will be out rightly rejected without any prejudice.

Prospective bidders must take training from authorized agencies before submission of their bids.

The Tender & Purchase Advisory Committee of the College reserves the right to cancel the N.I.T. due to unavoidable circumstances and no claim in this respect will be entertained.

N.B. :

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 uploaded & if they are not produced within the stipulated time frame, their bid will liable to be rejected.

Specification:-

ANNEXURE-A

Desktop-I:

- i) Intel core i3,12th Gen,Speed:3.30 GHz to 4.30 GHz,4 cores,12MB Cache.
 - ii) Graphics:-Intel UHD Graphics 730
 - iii) Memory:8GB DDR4 RAM(speed upto 3200 MHz), expandable up to 32GB.
 - iv) Storage: SSD – 512GB
 - v) Display - 19.5” FHD
 - vi) Connectivity: WiFi,Bluetooth
 - vii) Ports: 4 USB 3.2, 2 USB 2.0, 1 USB-C 3.2, Headphone/Mic combo jack (3.5mm), 1 card reader, Ethernet (RJ-45), HDMI 1.4, VGA, Line-out (3.5mm), Microphone.
 - viii) Mouse(wired), Keyboard(wired).
 - viii) OS : Windows 11 Pro/Home 64/DOS
- Warranty 1 year.

ANNEXURE-B

Desktop-II:

- i) Intel core i5,13th Gen,Speed:(E-cores up to 3.30 GHz P-cores up to 4.60 GHz),10 Cores,20 MB Intel® Smart Cache,L2 Cache – 9.5MB.
 - ii) Memory: 16 GB DDR4-3200MHz (UDIMM) - (2 x 8 GB)
 - iii) Graphic Card: NVIDIA® GeForce RTX™ 3050 8GB GDDR6
 - iv)Storage: 1 TB SSD M.2 2280 PCIe Gen4 TLC
 - v) Pointing Device : USB Optical Mouse
 - vi) Keyboard: USB, Calliope, Black - India English
 - vii) WiFi Wireless LAN Adapters: Wi-Fi 6 2x2 AX & Bluetooth® 5.1 or above
 - viii) OS : Windows 11 Pro/Home 64
 - ix) Display - 19.5” TN,Brightness: 250 nits,Anti-glare,Aspect Ratio-16:9,Viewing Angle: 170° / 160° (Horizontal/Vertical),Refresh Rate: 60Hz,Response Time: 2ms (On) / 5ms (Off)
- Connectivity: HDMI 1.4, VGA
- Warranty 1 year.

ANNEXURE-C

Laptop:

- i) Intel core i3,12th Gen,Speed:3.3 GHz to 4.4 GHz.
 - ii) Graphics:-Intel UHD Graphics for 12 Gen
 - iii) Storage: 512GB SSD, Gen 4
 - iv) RAM: 8GB DDR4 (3200 MHz)
 - v) Screen: 15.6 inches | FHD LED Display, Anti-glare
 - vi) Camera:720P HD with Dual Microphone
 - vii) Connectivity: USB, HDMI,WiFi,Bluetooth
 - viii) OS : Windows 11 Home
- Warranty 1 year.

ANNEXURE-D

DSLR CAMERA

1) SONY A6100

ANNEXURE-E

DSLR CAMERA LENS

1) TAMRON 17-70 mm 2.8

ANNEXURE-F

DESKTOP:-

Victus by HP 15L Gaming Desktop TG02-11041N PC Intel ® 13th gen Core TM i5-13400F
16 GB DDR4-3200 MHz RAM (2X 8 GB) 512 GB Intel ® PCIe(R) NVMe™ SSD NVIDIA ® GeForce
RTX TM 3060 12 GB Graphics Wi-Fi 6 (2X2) | Bluetooth ® 5.3 Windows 11 Home | MS Office
Home and Student 5.1 surround sound | Mica Silver (without monitor)

ANNEXURE-G

MONITOR:-

Samsung 24-inch (60.46cm) FHD Flat 1,920 x 1,080 Monitor, IPS, 75 Hz, Bezel Less Design,
AMD FreeSync, Flicker Free, HDMI, D-sub, (LS24C310EAWXXL, Black)

Sd/-

Principal
Acharya Prafulla Chandra College,
New Barrackpore.

FORMAT FOR CHECK LIST

| Sl. No. | Items | Please Mark √ | | Page No. |
|---------|--|----------------------|----|----------|
| | | Yes | No | |
| 01. | PAN Card of the authorized signatory | | | |
| 02. | Professional Tax Registration Certificate | | | |
| 03. | GST Registration certificate | | | |
| 04. | Valid Trade License for the period for the specific trade | | | |
| 05. | Proprietorship Firm (Trade License) | | | |
| 06. | Partnership Firm (Partnership Deed, Trade License) | | | |
| 07. | LTD Company (Incorporation certificate, Trade License) | | | |
| 08. | Society (Society Registration copy, Trade License) | | | |
| 09. | Power of Attorney(if required) | | | |
| 10. | Manufacturing License | | | |
| 11. | Manufacturer's guarantee | | | |
| 12. | Work orders and paying certificates for experience in identical work in previous Financial Year with minimum 80% of bid value. | | | |
| 13. | Income Tax Returns submitted for the Financial year 2024-25 | | | |
| 14. | Audited P/L Account & Balance Sheet of last Financial Year (2024-2025) or a certificate by the chartered accountant clearly stating the nature of the business and annual turnover | | | |
| 15. | Whether Blacklisted previously | | | |
| 16. | Whether involved in any criminal case | | | |

Principal
Acharya Prafulla Chandra College,
New Barrackpore.