



# University of Calcutta

87/1, College Street, Kolkata-700 073

E-Tender No. ET/CU/PureM/12/4-17

Date: 12<sup>th</sup> April, 2017

Notice inviting e-Tender to purchase 25 nos. Lenovo Desktop PCs along with 25 nos. APC UPS for the Department of Pure Mathematics University of Calcutta 35, Ballygunge Circular Road Kolkata - 700019.

Items	Quantity	Earnest Money (EMD) (Rs.)	Delivery Period in Days	Bid Validity Days	Name of the Concerned Department
01) Lenovo Desktop PC	25	50,000 (To be deposited Online)	10 days	365 days	Head, Department of Pure Mathematics University of Calcutta 35, Ballygunge Circular Road Kolkata - 700019
02) APC UPS	25				

## Technical specifications of the Items

Sl. No	Item	Specification
01	Lenovo Desktop PC	Intel Core i3, 4GB RAM, DVD-Writer, 1TB HDD, DVD-Writer, 18.5" LED, Key Board, Mouse, DOS, 3 yrs. Warranty
02	APC UPS	600 VA

## A. Important Dates :

Sl. No.	Items	Publishing Date (s) & Time
1	Date of uploading of N.I.T. & Tender documents (online) from this end	12 <sup>th</sup> April, 2017; 13:00 PM
2	Starting of Documents download (online)	12 <sup>th</sup> April, 2017; 13:00 PM
3	Bid Submission starting (online)	12 <sup>th</sup> April, 2017; 13:00 PM
4	Bid submission closing date (online)	2 <sup>nd</sup> May, 2017; 05:30 PM
5	Bid opening date for Technical Proposal (online)	5 <sup>th</sup> May, 2017; 12:00 PM
6	Date of uploading list for Technically qualified Bidder (on line)	To be notified later on
7	Date and Place for opening of Financial Proposal (online)	To be notified later on
8	Date of uploading of list of bidders along with the approved rate	To be notified later on

## INSTRUCTIONS TO BIDDERS

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

- I. **Registration of Contractor:** - Any bidder 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 bidder is to click on the link for e - Tendering site as given on the web portal.
- II. **Digital Signature Certificate (DSC):** - Each bidder is required to obtain a class - II or class - III Digital Signature Certificate (DSC) for submission of tenders from the approved service provider.
- III. **Collection of Tender documents:** - The bidder can search & download NIT & Tender documents electronically from computer once he logs on to the website mentioned Clause 1 using the Digital Signature Certificate. This is the only mode of collection of Tender documents.
- IV. **Cost of earnest Money (EMD)**

Name of the Item	Earnest Money (EMD) Quoted INR
Purchase of 25 nos. Lenovo Desktop PCs along with 25 nos. APC UPS	Rs/- 50,000 (To be deposited Online)

V. **Submission of Tenders:-**

- a. **General process of submission:** - Tenders are to be submitted through online to the website <https://wbtenders.gov.in> in two folders at a time for each work, one is Technical bid and other is Financial Bid before the prescribed date and time using the Digital Signature Certificates.
- b. **Technical Bid:-** Technical Bid contain scanned copies of the followings further in two cover (folder)
- c. **Online bid submission process (Bidder/Contractor) in**  
<https://wbtenders.gov.in> portal, download the pdf file.

[https://wbtenders.gov.in/nicgep/app?component=%24DirectLink&page=BiddersManualKit&service=direct&session=T&sp=Swb\\_Online\\_Bidder\\_presentation\\_NetBanking\\_and\\_NEFT.pdf](https://wbtenders.gov.in/nicgep/app?component=%24DirectLink&page=BiddersManualKit&service=direct&session=T&sp=Swb_Online_Bidder_presentation_NetBanking_and_NEFT.pdf)

VI. **Statutory Cover Containing**

- I) NIT and Corrigendum if any (Download the NIT and upload the same by digitally sign).

VII. **NON-STATUTORY/MY DOCUMENTS containing the following documents:**

Sl. No.	Category	Sub Category	Sub Category Description
A.	Certificates	Certificates	1. PAN Card
			2. Professional Tax Registration Certificate
			3. VAT/CST Registration certificate
			4. Service Tax Registration Certificate
			5. Warranty Certificate
B	Credential	1. Manufacturer's guarantee	

**Note: Failure of submission of any of the above mentioned documents will render the tender liable to summarily rejected for both statutory & non statutory cover.**

### **VIII. Financial Bid: - BOQ in INR (in excel sheet)**

- i) The financial bid should contain the following documents in one cover (folder) i.e. Bill of Quantities (BOQ). The contractor is to quote the rate through on line in the space marked for quoting rate in the BOQ.
- ii) Only downloaded copies of the above documents are to be uploaded, virus scanned & digitally signed by the contractor.
- iii) **In BOQ, VAT should be added to total number of items.**

### **IX. Opening & Evaluation of Tender:-**

#### **Opening of Technical Bid:**

- i) Technical bid will be opened by the University of Calcutta Officials. Intending bidders may remain present if they so desire. Statutory Cover (folder) would be opened first & if found in order and correct Non Statutory Cover (folder) will be opened. If there is any deficiency in the Statutory & Non statutory documents the tender will summarily be rejected.
- ii) Decrypted (transformed in to readable formats) documents of the non statutory cover will be downloaded & handed over to the evaluation committee.
- iii) List of technically qualified bidders would be uploaded.

**NB: While evaluation, the committee may invite the bidders & 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 for rejection.**

### **X. Opening and evaluation of Financial Bid:-**

Financial bid of bidders declared technically eligible by the Committee will be opened electronically from the web portal on the prescribed date and time.

### **XI. Penalty for suppression / distortion of facts:-**

Submission of false document by bidder is strictly prohibited and will be liable for rejection of the tender.

**Registrar  
University of Calcutta**