

**Netaji Nagar Day College,
Kolkata-700092**

**e-Tender Notice No.
NNDC/NIT01/RUSA2.0/2019**

Netaji Nagar Day College, Kolkata-700092, West Bengal, invites **e-Tender for procurement of Desktop Computers, Laptop Computers, Projectors, Printers, Photocopier, Digital Notice Board, Steel Almirah, Laboratory Equipments & Language Lab Software** as per details in the Tender document, hereinafter called Notice Inviting e-Tender (NIT). Details may be seen & downloaded from the website <https://wbtenders.gov.in> and in the website of Netaji Nagar Day College, <https://www.nndaycollege.com/>, For any query, one may contact Principal, Netaji Nagar Day College, Kolkata-700092, during office hour on any working day (Ph. No. 033-2411-5301). If any rectification is required, corrigendum will be published in websites <https://www.nndaycollege.com/> & <https://wbtenders.gov.in>.

Relevant documents may be downloaded on line from (24.07.2019), (Wednesday) after (4.00 P.M.)

Bid submission closing date (19.08.2019) (Monday), at (2.00 P.M.)

(Dr. Sonali Banerjee Jash)
Principal
Netaji Nagar Day College

E-Tender (Financial Year -2019-20) for procurement of Desktop Computers, Laptop Computers, Projectors, Printers, Photocopier, Digital Notice Board, Steel Almirah, Laboratory Equipments & Language Lab Software

Notice inviting e-Tender(NIT)

e-Tender Notice No. *NNDC/NIT01/RUSA2.0/2019*

**Netaji Nagar Day College,
170/436, N.S.C. Bose Road,
Regent Estate, Kolkata-700092**

Notice inviting e-Tender(NIT)

The following Terms & Conditions shall be complied by the prospective agencies / bidder(s) for this e-Tender:-

1. Instructions to the Agencies/Bidder(s)

- 1.1 Netaji Nagar Day College proposes to select agency/bidder (in a two Bid System i.e. Technical bid and Commercial bid) for supply of some **Desktop Computers, Laptop Computers, Projectors, Printers, Photocopier, Digital Notice Board, Steel Almira, Laboratory Equipments & Language Lab Software strictly in accordance/congeniality to the specifications as detailed below in Annexure-I** in the current financial year **2019-20**.

The term 'Equipment(s)' shall hereinafter mean each of the desired Desktop Computers, Laptop Computers, Projectors, Printers, Photocopier, Digital Notice Board, Steel Almira, Laboratory Equipments & Language Lab Software in accordance/congeniality to the detailed specification in Annexure- I for this tender.

- 1.2 Interested Agencies are invited to submit their proposals for the assignment which must include the following, as detailed subsequently in this document.

- (i) A Technical Proposal and
- (ii) A Financial Proposal.

Scan copies of documents required mentioned in this NIT would be uploaded by the bidder in the website <https://wbtenders.gov.in> . **All documents/any of the documents uploaded can be called for any time at any stage from a bidder in hard copies.** Hard copies shall be identical with the soft copy uploaded. Any discrepancy / divergence in such documents, may lead to rejection of bid submitted by the concerned bidder.

- 1.3 Use of any forged/fabricated documents/statements for the purpose of this tender shall lead to rejection of the bid and termination of the contract with the concerned bidder at any stage of the tender and the **TIA** shall be free take such action as deemed fit against the concerned bidder.
- 1.4 The Agencies are required to provide professional, objective, and impartial service and at all times hold the Netaji Nagar Day College's interest paramount, without any consideration for future work, and strictly avoid conflicts with other assignments or their own corporate interests.
- 1.5 Agencies have an obligation to disclose any situation of actual or potential conflict that impacts their capacity to serve the best interest of Netaji Nagar Day College or that may be reasonably perceived as having this effect. Failure to disclose such situations by the Agency may lead to disqualification of the Agency or termination of the contract.
- 1.6 Agencies must observe the highest standards of ethics during the selection and execution of the contract. Netaji Nagar Day College may reject a proposal at any stage if it is found that the firm recommended for award has indulged in corrupt or fraudulent activities in competing for the contract in question. It may also blacklist the firm, either indefinitely or for a stated period of time, if at any time it is found that the firm has engaged in corrupt or fraudulent practices in competing for, or in executing, the contract.
- 1.7 **The Jurisdiction area will be Kolkata only in case of any legal dispute.**
- 1.8 The Bidder will submit a declaration(Please see Annexure-A, below) to the effect that the information submitted by him/her is correct and he/she/the firm concerned shall abide by the decision of Netaji Nagar Day College with regard to this work. In the event of the information submitted

by him/her being found to be false or fabricated in any manner whatsoever, the bidder may be suspended and/or debarred.

2. Minimum Eligibility Criteria

2.1 The firm/bidder/Organisation should be Original Equipment Manufacturers (OEM) or Authorised Vendors (Dealers/Sub Dealers) or Government Sponsored Export Agencies or a supplier in Government/Public Sectors in similar kind of job or supply of general items subject to the condition that in case where the same equipment(s) on same rate (Quoted inclusive of all taxes and others) is offered by more than one of the aforementioned parties, preference would be given to the OEM. If the bidder is not OEM, **Tender Specific authorization Certificate of OEM will be required from a bidder for Laptop and Desktop Computers.**

2.2 The firm/bidder should provide

- (a) Credentials/Certificates/Documents regarding supply of Equipment(s) i.e. execution of works of similar nature and value to any Govt. Organization or PSU
- (b) User satisfaction certificates of the organisation of repute like any Govt. organisation or PSU having received similar work from the bidder/agency,
- (c) Bank Solvency Certificate issued by Bank in which the Bidder has got its account, clearly specifying the maximum Bank Guarantee limit, over draft limit etc.
- (d) The Bidder must have minimum average annual turnover at least **Rs 20 lakhs** in INR. The audited balance sheet for last two years in this regard is to be submitted.
- (e) The Bidder should not owe any amount to the Government in the past. Accordingly, Self-certification by the Bidder that there are no Government dues outstanding against them to be submitted (Please refer Annexure-A) .
- (f) The Bidder should not be found to be blacklisted by any of the Government Organizations / PSUs / Autonomous bodies. An undertaking by the Bidder to be enclosed in this respect (Please refer Annexure-A).
- (g) Bidder is requested to submit the details of representatives of the firm dealing with the tender with their telephone and mobile numbers, Fax.

2.3 In the event of the tender being submitted by a firm or any bidder(s), Annexure-A (given below) & the Contract (in case of successful bidder at the time of Award of Contract), must be signed separately by each member thereof, or in the event of absence of any partners, it must be signed on his behalf by a person holding the "Power of Attorney" authorizing him to do so. Such **"Power of Attorney" is to be produced with the Tender** and in the Case of the firm, carried on by one member of Joint Family, it must be disclosed that the firm is duly registered under the "Indian Partnership Act".

3. Specifications

3.1 For detailed specifications of the desired Equipment(s) i.e. **Desktop Computers, Laptop Computers, Projectors, Printers, Photocopier, Digital Notice Board, Steel Almirah, Laboratory Equipments & Language Lab Software**, the bidder should refer to **Annexure- I.**

- 3.2 The vendor/bidder shall submit test and inspection certificates that the offered Equipment(s) by him/her is in 100% conformity to the each parameter of specification appended above.
- 3.3 The Equipment(s) should meet all the statutory and applicable standards in force at the time of supply of Equipment(s) to protect the environment, as well as, the workers from its hazardous discharge (if any).
- 3.4 Supplies/ Equipment(s) should be of latest manufacture, conform to the current production standard and should have 100% of the defined life at the time of delivery.
- 3.5 The delivery of Equipment(s) shall be completed as described below from the date of Signing of Contract. The delivery shall be at the consignee/TIA's location mentioned below.
- 3.6 The Equipment(s) supplied shall carry onsite **warranty by OEM for the duration as mentioned against each in the detailed specifications in Annexure-I**, from the date of supply to the TIA. Rates for such warranty should be inclusive of rate offered by the bidder in the BOQ.

4. Terms & Conditions

- 4.1 The Tender Document/Tender is not transferable under any circumstances.
- 4.2 Tender shall be submitted online only through <https://wbtenders.gov.in>
- 4.3 No physical/offline Tender/ Bid shall be accepted.
- 4.4 TIA reserves the right to cancel the BID/Tender without assigning any reason to the Bidder or anyone else. The contract shall not be sublet either wholly or in part.
- 4.5 Conditional tenders and casual letters sent by the bidders will not be accepted.
- 4.6 Bidders are requested to read the instruction in the Technical Document/Bid before submitting the Tender/BID online.
- 4.7 TIA also reserves the right for not assigning tender/AOC at all to any bidder/bidders without giving any reason and any agency /bidder being compensated for this.
- 4.8 **Nos. of Equipment(s) to be procured may increase or decrease at the time of placing the order with the selected firm and no claim in any manner whatsoever in this regard shall be made by the selected bidder/firm.**

5. Earnest Money Deposit (EMD):

- 5.1 The bidder shall furnish Earnest Money Deposit (EMD) amounting to **Rs. 15,000/- (Fifteen Thousand only)**.
- 5.2 The EMD shall be in Indian Rupees and shall be submitted electronically i.e. **online** – through net banking enabled bank accounts or by generating NEFT/ RTGS challan from the e-tendering portal. Intending Bidder will get the Beneficiary details from e-tender portal with the help of Digital Signature Certificate. Bidder who wants to pay EMD through **NEFT/RTGS** must read the instruction of the Challan generated from E-Procurement site (wbtenders.gov.in). Bidders are also advised to submit EMD of their bid, at least 3 working days before the bid submission closing date as it requires time for processing of Payment of EMD. For more details a bidder should refer to **Memorandum No. 3975-F(Y) dated 28th July, 2016 of Finance Department, Audit Branch, Government of West Bengal.**

- 5.3 The earnest money of unsuccessful bidders will be refunded **online automatically** as per the process mentioned in the above Memorandum. No interest on EMD could be claimed/paid.
- 5.4 The Earnest Money of the bidder will be forfeited on account of one or more of the following reasons:
- (a) Applicant/Bidder withdraws the proposal during the validity period of bid specified in E-Tender document.
 - (b) Applicant/Bidder does not respond to requests for clarification of its proposal/substandard works.
 - (c) Applicant/Bidder fails to provide required information during the evaluation process or is found to be non-responsive.
 - (d) In case the successful Applicant/Bidder, fails to sign the Agreement in time; or furnish Security Deposit.
- 5.5 Manufacturers who are registered as S.S.I. Unit with C. & S.S.I. Deptt. of Govt. of West Bengal and / or N.S.I.C. Ltd of Govt. of India must produce attested legible copy of their up-to-date Registration Certificate along with a Certificate issued by C. & S. S. I. Dte. of Govt. of West Bengal and / or N. S. I. C. Ltd of Govt. of India to the effect that the Bidders registration as S.S.I. Unit is valid up to **31/03/2019** to support their claim, if any, for exemption from depositing Earnest Money Deposit for the product requirement as mentioned above i.e. supply of Equipment(s) for which the Bidder is registered as S.S.I. Unit and not for other unregistered items. **Scan Copy of EMD Exemption Document will also have to be uploaded on line.**

6. Security Deposit:

- 6.1 **This amount has to be submitted offline in the form of F.D.R. (Fixed Deposit Receipt) at the time of signing the final agreement/AOC with the successful bidder and it shall remain valid during the tenure of contract period / completion of supply of consignment and six months thereafter.**
- 6.2 The selected Bidder shall have to deposit Security Deposit off line in the form of F.D.R. (Fixed Deposit Receipt) of any Nationalised Bank **at 5 per cent of the total value of orders placed with them** issued in favour of **Netaji Nagar Day College, 170/436, N.S.C. Bose Road, Regent Estate, Kolkata – 700092, West Bengal** and to execute an agreement.
- 6.3 TIA reserves the right to forfeit the Security Deposit tendered by the Bidder(s) or part thereof and or to Black-list the Bidder(s) in the event of his/her/their failure to supply the **Equipment(s) in full** in accordance to the specifications and to the best of satisfaction of TIA as per the contract/agreement or if any part of terms & conditions of this NIT/AOC are breached by the bidder.
- 6.4 If the offered **Equipment(s)** fails the Inspection/ Specification standards during inspection at TIA's place, by the Inspection Team/Acceptance Committee of **WBP** during delivery of **Equipment(s)** at the buyer's place, the Security Deposit may be forfeited.
- 6.5 If the bidder withdraws himself/his/her agency from the tender/contract at any stage after the execution of Award of Contract with him/his/her agency, his/her agency's Security Deposit shall be forfeited and suitable action will be taken against him/his agency.
- 6.6 For valid SSI Units/NSIC Ltd, no security deposit is required. However, exemption from Security Deposit for NSIC registered firm is allowed up to the monetary limit

of the firm mentioned in their certificate for the item they are registered. For the rest of the order value placed (i.e. by the amount the ordered/contract price exceeds the monetary limit) security deposit has to be given by the firm concerned in the proportionate amount (i.e 5% of the amount the ordered/contract price exceeds the monetary limit).

7. Submission of Proposals.

- 7.1 The bidders who are interested in bidding can download their tender documents/FRP/NIT From <https://wbtenders.gov.in>. Or <https://www.nndaycollege.com/>
- 7.2 Bidders who wish to participate in this tender will have to be registered on <https://wbtenders.gov.in> & should procure Digital signature certificate –Type –II/III prior to registration/bidding.
- 7.3 Bidder should submit their bid online both for technical & financial proposal within the due date of submission on the <https://wbtenders.gov.in> only.
- 7.4 Before electronically submitting the tenders, it should be ensured that all tender papers are digitally signed by the bidder.
- 7.5 The tender is to be submitted in a two Bid System. Both Technical bid and Commercial bid are to be submitted online and concurrently by the bidder, duly digitally signed, with the help of his DSC in the <https://wbtenders.gov.in>.

8. Submission of Technical proposal/bid and a Financial Proposal/bid

8.1 Technical proposal/bid

8.1.1 The Technical Proposal (Statutory Documents) will contain the following 3 Covers:

- A. **Technical Documents: (1st Cover)** : This should be uploaded in PDF format with **following documents** by a bidder in the website <https://wbtenders.gov.in> . Scan copies of the following documents have to be uploaded by a bidder: **the bidder should write the caption/title on the documents so uploaded.**
 - (a) Credentials/Certificates/Documents regarding supply of Equipment(s) i.e. execution of works of similar nature and value to any Govt. Organization or PSU
 - (b) User satisfaction certificates of the organisation of repute like any Govt. organisation or PSU having received similar work from the bidder/agency,
 - (c) Bank Solvency Certificate issued by Bank in which the Bidder has got its account, clearly specifying the maximum Bank Guarantee limit, over draft limit etc.
 - (d) The Bidder must have minimum average annual turnover at least Rs 50 lakhs in INR. The audited balance sheet for last two years in this regard is to be given.
 - (e) Power of Attorney (if applicable)
 - (f) Bidder is requested to submit the details of representatives of the firm dealing with the tender with their telephone and mobile numbers, Fax.
 - (g) Test and inspection certificates that the offered Equipment(s) by him/her is in 100% conformity to the each parameter of specification appended above.

- (h) **If the bidder is not OEM, Tender Specific authorization Certificate of OEM will be required from a bidder for Laptop and Desktop Computers.**

B. **EMD (2nd Cover)** should be uploaded Online as stated above.

C. **Tender Conditions Acceptance Letter (3rd Cover)**: The Bidder will submit in PDF format an undertaking on the letterhead of the Agency and signed by an authorized signatory as per **Annexure-A**, attached below.

8.1.2 The above undertaking submitted by the agencies shall be binding on the Agency.

8.1.3 **Non statutory documents OR My documents OR other Important Documents**

The scan copies of the following documents are to be uploaded in PDF format in this folder.

| Sl. No. | Documents | Corresponding E-Tender folder in Other Important Document. |
|---------|---|--|
| 1. | Trade License/Enlistment & Registration Certificates | Company Details |
| 2. | Valid PAN issued by the IT Deptt., Govt. of India | Certificates |
| 3. | Name and address of the Firm & Name and address of Directors/Partners/Proprietors | Credential |
| 4. | Valid 15-digit Goods and Services Taxpayer Identification Number (GSTIN) under GST Act, 2017 | Certificates |
| 5. | Proof of manufacturing capacity & Original Equipment Manufacturers (OEM) or Authorized Vendors (Dealers/Sub Dealers) or Government Sponsored Export Agencies or a supplier in Government/Public in similar kind of job or supply of general items | Credential |
| 6. | Certificate issued by C & SSI Dte, Govt. of WB or NSIC Ltd/ DGS & D, Govt. of India, as the case may be. (For SSI Units only) | Credential |

8.1.4 The Technical Proposal shall not include any financial information.

8.2 Financial Proposal/Bid

8.2.1 In preparing the Financial Proposal, Agencies are expected to take into account the requirements and conditions outlined in the NIT document.

8.2.2 This file contains **BOQ (Bill of Quantities)** in Excel Format as "Commercial Bid". A bidder will quote rate **per unit**, item wise, **inclusive of** packaging, transportation, freight charges and others but **exclusive** of all of taxes like GST etc.(wherever applicable). Taxes should be quoted separately in the BOQ.

8.2.3 The cost quoted shall be in Indian Rupees & firm and fixed for the duration of performance of the contract. At no point of time will any deviation from the quoted rate be entertained by the Tender Inviting Authority.

8.2.4 The Financial Bid shall not include any conditions attached to it and any such conditional financial proposal shall be rejected summarily.

- 8.2.5 Rate should be quoted / submitted in the BOQ and then uploaded in Excel format without making any changes to the BOQ template.

9. Validity of bids

- 9.1 **Bid shall be kept valid for a period of 90 days from the date of opening of Bids.**
- 9.2 Financial bid only of those firms will be opened, who qualify on the basis of the technical evaluation by the TIA & uploaded on the website.

10. Opening of Proposals and Selection Process

- 10.1 Two bid system will be followed, with technical bids being opened in the first instance. At the time of Technical Bid opening, following documents will be evaluated:-
- (i) All documents as demanded and uploaded for technical purpose.
 - (ii) EMD in full (if applicable),
- 10.2 As this tender is floated in two bid system, if the numbers of bidders/tenderers qualified in the technical bid is less than three, tender will be invited afresh.
- 10.3 At the second stage, the financial bids of only technically qualifying bidders will be opened.
- 10.4 After Commercial Bid Opening, a chart of financial bids with corresponding bidders will be prepared. The least cost proposal will be ranked L-1 and the next higher and so on will be ranked L2, L3 etc.
- 10.5 L-1 Bidder if found fit in all respects, will be awarded AOC (Award of Contract) subject to all preconditions mentioned in this NIT. Bidder(s) selected for AOC will be asked to submit within a given time period, hard copies of documents in original submitted previously online by him/her. Deviation/ discrepancy in these shall lead to rejection of such bid at any stage.
- 10.6 Failure to submit the original hard copies and documents desired from the L-1 bidder within the time period given for the purpose, may be construed as an attempt to disturb the tendering process and dealt with accordingly, legally including blacklisting of the bidder. In such case of rejection, AOC (Award of Contract) may be given to the next higher scorer if found suitable in all respects.
- 10.7 The person or persons whose tender or any other portion of whose tender is accepted will within **seven days** of receiving notice of such acceptance execute an agreement in the form mentioned above & deposit Security Deposit.
- 10.8 Before awarding AOC (Award of Contract) to a bidder, he/she will have to deposit **Security Deposit offline (physically) in the form of FDR.**
- 10.9 If L-1 bidder is unable to assure the supply in whole of the requirements, opportunity shall be given to the next higher scorer for supply at the lowest rate or otherwise, if the latter is found suitable as per specification. The supply order to the worthy bidder selected as per the above procedure, will be given at any time.
- 10.10 TIA reserves the discretionary right to divide the contract to more than one bidder in the light of prevailing tender rules in case more than one bidder is selected as L-1 and found worthy for the contract as per the NIT.

10.11 The decision regarding acceptance of tenders will be communicated in due course. No enquiry should be made before that date.

11. Delivery Pattern & Inspections of Equipment(s):

- 11.1 Notwithstanding any stage inspections that the TIA may carry out, pre-despatch inspections of the entire Equipment(s) complete in all respects shall be carried out by the Inspection Agency of the bidder at the firm's premises for its completeness, quality and conformity with contracted specifications.
- 11.2 The bidder, on being asked, **COMPLETE DELIVERY** of Consignment shall be made preferably at Netaji Nagar Day College, 170/436, N.S.C. Bose Road, Regent Estate, Kolkata - 700092.
- 11.3 Request from the selected bidder for extension of the date of supply mentioned below shall not be entertained and if the selected bidder does not supply **the full consignment** by the stipulated duration of time, suitable action will be taken against the bidder which includes forfeiture of Security Deposit.
- 11.4 The selected bidder shall have to Complete the supply in the following way **if not directed otherwise:-**
- 100% supply to be given within one month from the date of Award of Contract/Supply Order.**
- 11.5 *The whole consignment on reaching the TIA's Location(s) mentioned above in full will be inspected by a Committee appointed by the TIA for ascertaining any damage, short-supply and non-conformity with the Specifications. Live Efficiency & working may also be checked of the Equipments(s) so supplied.*
- 11.6 **Delivery of Equipment(s) shall not be considered as complete** until each of such goods have been **inspected and passed by the relevant Committee** appointed for the purpose as described in 11.5 above. The decision of the Inspection/Acceptance Committee shall be binding on the Bidder(s) with AOC(Award of Contract).
- 11.7 If in the opinion of the aforesaid Inspection team of **WBP**, the Equipment(s) or part of it inspected at the TIA's place do not found to be worthy as per specifications, **AOC/Contract awarded to the Bidder(s) may be reconsidered/treated as void automatically by the TIA** and suitable actions will be taken against the bidder as deemed fit by the TIA which includes forfeiture of Security Deposit.
- 11.8 In the event of failure to supply the Equipment(s) accordingly by the selected bidder or in the event of clause 11.7 above, Equipment(s) will be purchased from elsewhere without notice to the selected bidder with AOC and the bidder with AOC shall be penalised as per the provisions of this NIT. The bidder with AOC shall have no claim in this regard.
- 11.9 TIA also reserves the right to reject/cancel the tender/contract at any stage without assigning any reason thereof and no compensation or interest shall be claimed for this.
- 11.10 Arrangements **for lifting unaccepted Equipment(s) from the delivery/buyer's place should be made by the firms themselves** through their local agents or authorized representatives. Netaji Nagar Day College will not take any responsibility of returning unaccepted Equipment(s) in any way.

11.11 For payment "Tax invoice(s) needs to be issued by the supplier for raising claim under the contract showing separately the tax charged in accordance with the provisions of GST Act, 2017."

11.12 In the event of the Seller's/Bidder's failure to submit the Security Deposit /Documents, supply the **complete** stores/ Equipment(s), pass the inspection of Equipment(s) delivered at the TIA's place, installation/Commissioning of Equipment(s), etc as specified in the NIT/Contract, the TIA may at his discretion, **withhold any payment** until the completion of the Contract/ compliance of all the details and terms and conditions of the NIT.

12. Schedule of the Tender (Dates & Information):

| Sl. no. | Items | Scheduled date(s) |
|---------|---|---------------------------------------|
| 1 | Start of downloading Documents /Tender publishing/floating (online) | 24.07.2019, Wednesday after 4:00 p.m. |
| 2 | Bid submission start date (On line) | 24.07.2019, Wednesday after 4:00 p.m. |
| 3 | Bid submission closing (on line) | 19.08.2019, Monday at 2:00 p.m. |
| 4 | Date of opening of Technical Bid (On line). | 21.08.2019, Wednesday at 2:00 p.m. |
| 5 | Opening, Signing & Evaluation of documents of Technical Bid at Principal's Office, Netaji Nagar Day College, Kolkata-700092 | Will be informed later on. |
| 6 | Date of uploading list of Technically Qualified Bidders (On line) | Will be informed later on. |
| 7 | Date of Opening of Commercial Bid (On line) | Will be informed later on. |
| 8 | Date of uploading of list of qualified Bidders along with the approved rate on the Website. | Will be informed later on. |

12.1 The above schedule is tentative and may be changed with information to the concerned bidder.

12.2 For any further query contact Principal, Netaji Nagar Day College, 170/436, N.S.C. Bose Road, Regent Estate, Kolkata-700092, during office hour on any working day (Ph. No. 033-2411-5301)

(Dr. Sonali Banerjee Jash)
Principal
Netaji Nagar Day College

Instructions/Guidance for prospective bidders for electronic submission of the tenders online to participate in e-tendering.

1. Registration of Bidders:
Any Bidder willing to take part in the process of e-Tendering will have to be enrolled & registered beforehand with the Government e-procurement system, through logging on to <https://wbtenders.gov.in>. The prospective Bidder is to click on the link for e-Tendering site as given on the web portal.
2. Digital Signature Certificate (DSC):
Each Bidder is required to obtain a Class-II Or Class III Digital Signature Certificate (DSC) from any authorized vendor from Controller of Certifying Authorities, Ministry of Communication & Information technology, Government of India. The Bidder can search & download NIT & Tender Documents electronically from website once he logs on to the website <https://wbtenders.gov.in> even without the Digital Signature Certificate. The soft copies of the tender document are also published in the website of Netaji Nagar Day College, <https://www.nndaycollege.com/>,
3. Participation in more than one item:
A prospective bidder shall be allowed to offer rate for multiple items as per his or her choice subject to fulfillment of conditions laid down hereinabove and conforming to his production capacity to be laid down in the tender paper.
4. Submission of Tenders:
General process of submission: Tenders are to be submitted through online to the website <https://wbtenders.gov.in> two folders at a time, one in Technical Proposal & the other in Commercial Proposal before the prescribed date & time using the Digital Signature Certificate (DSC). The documents are to be uploaded with virus scanned copy, and duly Digitally Signed.
The Bidder's documents will be in secure/confidential format in the server as they will be encrypted automatically at Bidder's end during bid submission.
5. GST should be 5% .

(To be given on Company Letter Head)

Annexure-A

TENDER CONDITIONS ACCEPTANCE LETTER

Date:

**To,
The Principal
Netaji Nagar Day College
Kolkata-700092**

Sub: Acceptance of Terms & Conditions of Tender.

e-Tender Notice No.

Name of Tender / Work: E-Tender (financial year-2019-20) for supply of **Desktop Computers, Laptop Computers, Projectors, Printers, Photocopier, Digital Notice Board, Steel Almira, Laboratory Equipments & Language Lab Software** to Netaji Nagar Day College.

Dear Sir/Madam,

1. I/ We have downloaded / obtained the tender document(s) for the above mentioned 'Tender/Work' from the web site(s) namely.....as per your advertisement, given in the above mentioned website(s).
2. I have read the entire tender documents (NIT, Annexure, Specifications, other documents) and I / We hereby unconditionally accept and will abide by all the terms and conditions given in various paragraph of NIT for consideration of my application/tender for supply of the Equipment(s).
3. The corrigendum(s) issued from time to time by your department/ organisation too have also been taken into consideration, while submitting this acceptance letter.
4. In case any provisions of this tender are found violated, your department / organisation shall be at liberty to reject this tender/bid including the forfeiture of the full said Earnest Money Deposit and or Security Deposit (in case my firm/agency is selected for award of contract) absolutely and or withhold the payment fully or partly and we shall not have any claim/right against department in satisfaction of this condition.
5. My firm is Original Equipment Manufacturers (OEM) or Authorised Vendors (Dealers/Sub Dealers) or Government Sponsored Export Agencies or a supplier in Government/Public Sectors in similar kind of job or supply of general items (**please omit which is not required**).
6. All the information submitted for this tender by me on behalf of my firm/agency is correct & in the event of the information submitted by me for participating in this tender is found to be false or fabricated in any manner whatsoever, I may be suspended and/or debarred from the Tender at any stage without being compensated or otherwise.

7. The Tender Inviting Authority shall be at liberty to impose such penalty as it deems fit in case my agency withdraws the bid offered, at any stage of the tender.
8. My Agency will undertake the assignment, in accordance with the Scope & Specifications of Work detailed in the NIT document and at the cost submitted by my agency in the financial proposal.
9. My firm does not owe any amount to the Government in the past and there are no Government dues outstanding against us.
10. We are not blacklisted by any of the Government Organizations / PSUs / Autonomous bodies.
11. My firm is duly registered under the "Indian Partnership Act"(please strikethrough, if not applicable)

Yours Faithfully,

Signature of the Bidder_____

Name (in Bold Letters)_____

Designation_____

Official Seal

Important: In the event of the tender being submitted by a firm or any bidder(s), it must be signed separately by each member thereof, or in the event of absence of any partners, it must be signed on his behalf by a person holding the "Power of Attorney" authorizing him to do so. Such "Power of Attorney" is to be produced with the Tender and in the Case of the firm, carried on by one member of Joint Family, it must be disclosed that the firm is duly registered under the "Indian Partnership Act".

Annexure- I

| Sl. No | Name of the items/equipments | Tentative requirement | Parameters | Specifications | Specifications Offered (To be filled up by Bidder) |
|--------------|--|-----------------------|----------------------|---|--|
| 1. | Desktop Computer- 1 Brand: (HP/DELL/ LENOVO) Note: Tender Specific Authorisation from OEM is required | 12 | Processor | Intel® Pentium® Dual Core (2 GHz, 2 cores) | |
| | | | Motherboard | Intel chipset, Built-in WiFi , Mother board architecture should be 64 bit compatible. | |
| | | | Memory | 4 GB DDR4 expandable upto 32 GB | |
| | | | Hard Disk | 1 TB HDD SATA @ 7200rpm | |
| | | | Graphics | Intel® HD Graphics | |
| | | | Operating System | Free DOS | |
| | | | Expansion Slots | 2 RAM Slots | |
| | | | Ports and Connectors | Front: 1 USB 3.0; 1 Headphone connector Back: 4 x USB 2.0 ; 2 x USB 3.0 Ports; 1 x RJ-45 LAN Port ; HD Audio Jacks: Line in/Front Speaker / Microphone | |
| | | | Power Supply | 500 W | |
| | | | Monitor | 19"wide with Antiglare | |
| | | | UPS | 600VA | |
| | | | Keyboard | USB Keyboard | |
| | | | Mouse | USB Mouse | |
| | | | Cabinet | Standard | |
| Warranty | 3 years comprehensive onsite warranty. | | | | |
| Make / Model | <i>< To be stated by the bidder ></i> | | | | |
| 2. | Desktop Computer- 2 Brand: (HP/DELL/ LENOVO) Note: Tender Specific Authorisation from OEM is required | 08 | Processor | Intel® Pentium® G4560 (3.50 GHz, 3 MB Cache, 2 cores) | |
| | | | Motherboard | Intel B250 chipset, Built-in WiFi , Mother board architecture should be 64 bit compatible. | |
| | | | Memory | 4 GB DDR4 2400 MHz | |

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| | | | | expandable upto 32 GB | |
| | | | Hard Disk | 1 TB HDD SATA @ 7200rpm | |
| | | | Graphics | Intel® HD Graphics | |
| | | | Operating System | Free DOS | |
| | | | Expansion Slots | 2 RAM Slots | |
| | | | Ports and Connectors | Front: 1 USB 3.0; 1 Headphone connector Back: 4 x USB 2.0 ; 2 x USB 3.0 Ports; 1 x RJ-45 LAN Port ; HD Audio Jacks: Line in/Front Speaker / Microphone | |
| | | | Power Supply | 500 W | |
| | | | Monitor | 19"wide wit Antiglare | |
| | | | UPS | 600VA | |
| | | | Keyboard | USB Keyboard | |
| | | | Mouse | USB Mouse | |
| | | | Cabinet | Standard | |
| | | | Warranty | 3 years comprehensive onsite warranty. | |
| | | | Make / Model | <u>< To be stated by the bidder ></u> | |
| 3. | Laptop Computer Brand: (HP/DELL/ LENOVO) | 12 | Processor | Intel® Pentium® Dual Core Processor | |
| | | | Memory | 4GB | |
| | | | Hard Disk Drive | 1TB | |
| | | | Display | 15.6-inch HD (1366 x 768) LED-Backlit Display | |
| | | | Video Card | Intel® HD Graphics | |
| | | | Wireless Communication | 802.11bgn | |
| | | | Blue Tooth | Inbuilt Bluetooth v4.0 or better. | |
| | | | Ports and slots | HDMI; USB 3.0 (1); USB 2.0 (2), RJ45 LAN Port, One headphone/speaker out. | |
| | | | Operating System | Free DOS | |
| | | | Primary Battery | 40 WHr, 4-Cell Battery (removable) | |
| | | | Power Management | Matching power adapter with Indian type pins. | |
| | | | Warranty | 3 years comprehensive | |
| | Note: Tender Specific Authorisation from OEM is required | | | | |

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| | | | | onsite warranty. | |
| | | | Carry Bag | Fabric Carry Bag | |
| | | | Make / Model | < <i>To be stated by the bidder</i> > | |
| 4. | All-in-One Ink Tank Printer Brand: (HP/EPSON/CANON / XEROX/ BROTHER) | 05 | Print Method | On-demand inkjet (Piezoelectric) | |
| | | | Maximum Print Resolution | 5760 x 1440 dpi | |
| | | | Print Direction | Bi-directional printing, Uni-directional printing | |
| | | | Maximum Copy Size | A4, Letter | |
| | | | Copy Quality | Standard copy mode | |
| | | | Scanner Type | Flatbed colour image scanner | |
| | | | Sensor Type | CIS | |
| | | | Optical Resolution | 600 x 1200 dpi | |
| | | | Max Document Size | 216 x 297 mm (8.5 x 11.7 ") | |
| | | | Number of Paper Trays | 1 | |
| | | | Standard Paper Input Capacity | Up to 100 sheets, A4 Plain paper (75 g/m ²) Up to 20 sheets, Premium Glossy Photo Paper | |
| | | | Output Capacity | Up to 30 sheets, A4 Plain Paper Up to 20 sheets, Premium Glossy Photo Paper | |
| | | | Maximum Paper Size | 215.9 x 1,117.6 mm (8.5 " x 44 ") | |
| | | | Paper Sizes | A4, A5, A6, B5, 10 x 15 cm (4 x 6 in), 13 x 18 cm (5 x 7 in), 9 x 13 cm (3.5 x 5 in), Letter (8.5 x 11 in), Legal (8.5 x 14 in), Half Letter (5.5 x 8.5 in), 13 x 20 cm (5 x 8 in), 20 x 25 cm (8 x 10 in), 16:9 wide size, 100 x 148 mm Envelopes: #10, DL, C6 | |
| | | | Connectivity | USB 2.0 | |
| | | | Supported OS and Applications | Windows XP / Vista / 7 / 8 / 8.1 / 10 Mac OS X 10.6.8 or later | |

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| | | | Warranty | Minimum 1 Year Onsite | |
| 5. | Heavy Duty B&W Laser Printer Brand: (HP/EPSON/ CANON/ XEROX/ BROTHER) | 01 | Print Speed | Up to 33 ppm | |
| | | | Duty Cycle (Monthly, A4) | Up to 80,000 pages | |
| | | | Processor Speed | ≥ 1 GHz | |
| | | | Display | 4-line LCD with 10- key pad | |
| | | | Connectivity | USB 2.0 | |
| | | | Supported OS and Applications | Windows XP / Vista / 7 / 8 / 8.1 / 10 Mac OS X 10.6.8 or later | |
| | | | Paper Capacity | Up to 1200 Sheets | |
| | | | Duplex Printing | Automatic | |
| | | | Warranty | Minimum 1 Year Onsite | |
| 6. | Projector Brand: (HP/DELL/SONY/ BENQ/ EPSON) | 04 | Projection Technology | RGB liquid crystal shutter projection system | |
| | | | Brightness | White Light Output (Normal/Eco):3,300l m / 2,050lm Colour Light Output:3,300lm | |
| | | | Contrast Ratio | 15,000:1 | |
| | | | USB Interface | USB Type A: 1 USB Type B: 1 | |
| | | | Analog Input | D-Sub 15pin: 1 (Blue molding) Composite: RCA x 1 (Yellow) | |
| | | | Digital Input | HDMI: 1 | |
| | | | Audio Input | 2 RCA (White / Red): 1 | |
| | | | Screen Size (Projected Distance) | Standard Size: 60" screen 1.77 - 2.4 m Zoom : Wide: 30" - 350" [0.88 - 10.44 m] Zoom : Tele: 23" - 260" [0.88 - 10.44 m] | |
| | | | Vertical/Horizonta l Keystone | ±30° / ±30° | |
| | | | Auto Keystone | Yes (Vertical only) | |
| | | | Horizontal Slide Keystone Correction | Yes | |
| | | | Cool Down Period | Instant Off | |

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| | | | Direct Power On/Off | Yes | |
| | | | Warranty | Minimum 1 Year Onsite | |
| 7. | Photocopier Brand: (HP/CANON/XEROX /BROTHER) | 01 | Type | B / W Laser Multifunctional | |
| | | | Maximum Original Size | A3 | |
| | | | Supported Paper Size | A4, A3 | |
| | | | Copy Speed | A4 ≥ 20ppm A3 ≥ 10ppm | |
| | | | Duty Cycle (Per Month) | ≥ 20000 | |
| | | | First Copy Time | ≤10 sec | |
| | | | Warm-Up Time | From Power On ≤20 sec From Sleep Mode ≤10 sec | |
| | | | OS compatibility | Windows 10/ 8.1 / 8 / 7 / Vista, Windows Server 2012 / Server 2008 , Mac OS X 10.5.8 or later | |
| | | | Resolution | Scan: 300 x 300dpi Copy: 600 x 600dpi Print: 600 x 600dpi | |
| | | | Processor speed | ≥ 400 MHZ | |
| | | | Memory Capacity | ≥128 MB | |
| | | | Paper Capacity | ≥ 500 Sheets | |
| | | | Connectivity | Ethernet and USB 1.0/2.0 | |
| | | | Warranty | Minimum 1 Year Onsite | |
| 8. | Digital Notice Board | 01 | Display Type | Color, LED | |
| | | | Display Function | Picture, Graphics, Video, Animation,Text | |
| | | | Display Resolution | Full HD | |
| | | | Display Size | 12" X 36" | |
| | | | Mounting Type | Wall Mounted | |
| | | | Language Supported | Bengali, English, Hindi | |
| | | | Connectivity | RS485, RS232, Fiber Optics,Wi-Fi | |
| | | | IP Rating | Minimum IP 65 | |
| | | | Frequency | ≥ 60 Hz | |
| | | | Viewing Angle | ≥ 90° | |
| | | | Brightness | ≥6500 cd/m ² | |
| | | | Led Lifespan | ≥ 1 lakh hours | |

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|--|--|--|---------------|--------------------------|--|
| | | | Body Material | Stainless Steel/Aluminum | |
| | | | Usage | Outdoor Type | |
| | | | Compatibility | Pendrive, Computer | |
| | | | Warranty | Minimum 1 Year Onsite | |
| | | | | | |

9. English Language Content Software:

Note: Tender Specific Authorisation from OEM is required

Features:

1. Management of the laboratory by the teacher using a personal computer (PC or laptop)
2. Should have 3 levels: Basic, Intermediate and Advanced with substantial content to hone the learner skills and should be based on the Blended Learning Mechanism, i.e. It should have Instructor Lead Teaching (ILT/ Classroom teaching) content as well as Computer Based Training (CBT/Lab practice) content. Basic Level should use the contextual learning methodology.
3. Content should purely be multimedia based and comprise of graphics, audio, video and should be highly interactive in nature.
4. The software should have capabilities of Listening, Recording and Comparing of Speech patterns both via audio and visual. The software should have speech spectrograph for visualization.
5. The software should be based on neutral accent and should not use the foreign accent.
6. The software should consist of a glossary of words with correct pronunciation in the Indian context.
7. Should have a Mother Tongue Influence (MTI) removal tool.
8. Detailed trainer Manuals as per session plan should be available for each level to guide the teacher in each lesson for the training purpose.
9. The software should have pre defined lesson plans.
10. Student courseware/work books should be available in accordance with the software.
11. Teacher should be able to create tasks for students to work later on.
12. Detailed reports on the activities performed by the students as well as teachers should be made available.
13. Teachers should also be able to create their own exercises and assessments.
14. The Software should provide Automatic Live updates to the software content and technical aspects.
15. 2 Days or more Train the Trainer program should be provided on site by a subject matter expert.
16. Installation in minimum 10 Desktops/Laptops.
17. Institution will pay one time license fee for the software installation in all the systems and further customer support.
18. The provider should provide minimum one year of support and maintenance for the software installations.
19. The course should focus on following topics with extensive exercise material and learning skills. It should be comprehensive in nature with the objective to enable students to acquire skills in LSRW reading, listening, writing and speaking.
 - Phonetics:
 - a. The organs mechanism
 - b. Phonetic symbols and chart
 - c. Speech sounds vowel consonants
 - d. Consonant cluster in English
 - e. Phonetics and speech sounds for Indian students
 - Remedial Grammar:
 - Article, Parts of speech and details under each head, Verbs, Tense, Voice, Modals, Sentence

making, Narration

- Conversational English based on various situations to introduce students to different social situations and to develop conversational skills. Like:

Ways of greeting - formal/ informal, Asking a way, Narrating a story, At the bank, Railway counter, Making apology, Asking time, Interview. It should have resources on: Oral practice, describing objects/situations/people, individual/group activities, extempore, debate, group discussion, role play, public speaking, etc.

The exercises should enable the learners to comprehend meaning and correct common grammatical errors. It should provide practice on: use of appropriate vocabulary, paragraph, essay and précis writing, formal and informal letter writing.

And many more situation that one faces on day to day basis.

20. The software should be capable of being installed on desktops and laptops both.

21. The software should work on both in Wired LAN as well as wireless LAN. Use of internet should be minimum, so that classes can continue even if internet connectivity is not there.

22. The teacher should be able to use one monitor dedicated as the control panel to manage the language lab activity. The teacher should be able to send audio, video, and text based on content to each student in one go.

23. The teacher and student should be able to interact (speaking/ listening) using headset with built in microphone. The teacher should also be able to silently monitor, listen to the audio of the student in real time.

24. The software should be able to record audio or video students activities for evaluation and feedback purposes.

25. Tests

Recorded Oral Tests:

- Teacher must be able to create recorded oral tests and collect student recordings to a digital storage area.
- Saved student recordings must be able to be transferred into other computers for easy review.

Listening exercises.

Grading

- Teacher can give students grades on a customizable grading scale with an option for short comments.
- A list of detailed grading information for all students can be printed out and/or saved as a text file.

10. Laboratory Equipments

| Sl. No. | Name of the items/ equipments | Tentative requirement | Specifications | Specifications Offered (To be filled up by Tenderer) |
|---------|---|-----------------------|--|--|
| 1. | Cooling Centrifuge (or Refrigerated Centrifuge) | 01 | Max. Speed \geq 18000rpm Max. RCF \geq 30000 g' Max. Tube Size = 100 ml Max. Capacity = 400 ml Lowest Temperature = -8°C Noise \leq 60 dB Display: LED/LCD Control Communication: Digital | |
| 2. | PC Based UV-VIS Spectrophotometer with Quartz and Glass Cuvette | 01 | OPTICS : Single Beam Grating : 1200 Lines/mm WAVELENGTH : Range: 200 to 1000 nm | |

| | | | | |
|----|---------------------------------|-----------|---|--|
| | | | <p>Resolution: 0.1 nm Accuracy: ± 0.5 nm Repeatability: ± 0.2 nm Bandwidth: 1 nm</p> <p>PHOTOMETRIC Range: -0.3 to 2.5 Abs, 0 to 100% T Accuracy: ± 0.005 Abs at 1A Repeatability: ± 0.002 Abs at 1A</p> <p>MEASURING MODES : % Transmittance : Absorbance : Concentration (K-factor, Multi standard up to 5)</p> <p>OPERATING MODES : Single Wavelength : Multi Wavelength : Scan (with Multi-scan facility) : Time Scan</p> <p>SOURCE : Tungsten Halogen Lamp (320 to 1000 nm) : Deuterium Lamp (200 to 340 nm)</p> <p>SCAN SPEED : Slow, Medium and Fast (minimum at a span of 100 nm)</p> <p>DETECTOR : UV - enhanced wide range solid state Si-photodiode</p> <p>BASELINE CORRECTION : Automatic baseline correction</p> <p>DATA PROCESSING * Peak Pick, Point Pick, Valley Pick * Zoom/Overlaying of Spectra * 1st, 2nd, 3rd & 4th Derivatives * Averaging of Two Scans * Subtraction of Two Scans * Spectrum Store/Recall * Concentration of scan compared to base scans</p> <p>DATA PRESENTATION : Display of graphic and tabular data on computer monitor</p> <p>SAMPLE HOLDER : 5 position for 10 mm cuvette (automatically)</p> <p>ACCESSORIES : One Quartz cuvette : One Glass cuvette : Holder for 50 mm or 100 mm cylindrical and rectangular cuvettes</p> | |
| 3. | Microprocessor Trainer Kit 8085 | 02 | <p>* 8279 Keyboard Display controller for Hex pad keys & Display interface * 22 Parallel I/O lines from 8155 * 2k-bit static RAM (256 bytes) and a timer should be available * 24 Parallel I/O lines from 8255 * Versatile Keyboard/Display controller using 8279 * Memory expansion up to 56 K</p> | |

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|--|--|--|---|--|
| | | | <ul style="list-style-type: none"> * 8 K user RAM using 6264 * Three 16bit Timer/Counter channels should be available on-board 8253. * Serial I/O through auto adjusting type RS -232 channel. | |
|--|--|--|---|--|

11. Steel Almirah

| Sl. No. | Item | Tentative Requirements | Specifications | Specifications Offered (To be filled up by Bidder) |
|---------|---------------|------------------------|---|---|
| 1 | Steel Almirah | 10 | <p>Height: 74 inches Width: 34 inches Depth: 18 inches</p> <ul style="list-style-type: none"> *20 gauge for door *22 gauge for side cover & shelf partition. *Colour is Grey (Anticorrosive rust proof paint). *No of shelf is 7 including top and bottom. | |