



**NEW ALIPORE COLLEGE**  
L BLOCK, NEW ALIPORE, KOLKATA-700053  
Email: newaliporecollege1963@gmail.com  
Contact: 033-24071828

## SECTION-I

### NOTICE INVITING TENDER (NIT), Dt. 10/03/2023

Vide Notice Inviting E-Tender No. NAC/23/TN/73, NEW ALIPORE COLLEGE, L Block, New Alipore, Kolkata invites e-tender for the work detailed in the table below for submission of online bid.

SL	Name Of the Product	Quantity of Products	Earnest Money (Rs.)	Completion period	Name of the Concerned Officer
01	Procurement of Desktop Computer	10	1,000.00  (Remaining EMD Amount to be adjusted before issuing the Work Order as per 2% of Quoted Rate)	7 Days from Issuing the Work Order	Principal, New Alipore College

1) Both Technical Bid and Financial Bid are to be submitted concurrently duly digitally signed in the website <http://wbtenders.gov.in>

2) Tender documents may be downloaded from website and submission of Technical Bid and Financial Bid have to be submitted as per Date and Time Schedule.

3) The FINANCIAL OFFER of the prospective tenderer will be considered only if the TECHNICAL BID of the tenderer is found qualified by the **Purchase Committee, New Alipore College**. The decision of the 'Purchase Committee, New Alipore College' will be final and absolute in this respect.

**Signature of the bidder (Office seal)**

## SECTION-II

### TECHNICAL SPECIFICATION

SL NO	SPECIFICATIONS
01	<p><b><u>Procurement of Desktop Computer</u></b> <b><u>Brand:</u></b> Dell/Lenovo <b><u>Configuration:</u></b> 10th Gen. Intel Core i3 or higher Minimum 8 GB DDR4 RAM Minimum 512 GB SSD Integrated UHD Graphics or Higher Windows 10 /11 64-bit Home MS Office Home Monitor size 19.5” or higher Wired Keyboard and Optical Mouse of the same brand In-built Ethernet and WiFi Minimum 3 years warranty (on-site service)</p>

## SECTION-III

### GENERAL GUIDANCE FOR E-TENDERING

Instructions/Guidelines for tenders for electronic submission of the tenders online ([www.wbtenders.gov.in](http://www.wbtenders.gov.in)) have been given below for assisting the contractors to participate in e-Tendering.

1. **Registration of Contractor**

Any contractor/agency/firm 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 [www.wbtenders.gov.in](http://www.wbtenders.gov.in). The contractor is to click on the link for e-Tendering site as given on the web portal.

2. **Digital Signature certificate (DSC)**

Each contractor having a valid Digital Signature Certificate (DSC) for submission of tenders can have the necessary details after log-in to [www.wbtenders.gov.in](http://www.wbtenders.gov.in).

Bidders willing to take part in the process of e-Tendering are required to obtain Digital Signature Certificate (DSC) from any authorized Certifying Authority (CA) under CCA, Govt. of India. (Viz. nCode Solution, Safescrypt, e-Mudhra, TCS, MTNL, IDRBT) or as mentioned in e-tendering portal of GOWB <https://wbtenders.gov.in>. DSC is given as a USB e-Token. After obtaining the Class 2/3 Digital Signature Certificate (DSC) from the approved CA they are required to register the Digital Signature Certificates through the registration system available on the website.

3. **Eligibility for Participation**

Reputed supplying companies, Consortiums and Partnership firms having proper valid trade license with GST number and PAN with at least **1 year of work experience** are eligible to participate. *Joint venture firms are not eligible to participate.*

4. **Collection of Tender Documents**

The contractor can search & download NIT & Tender Documents electronically from computer once he logs on to the website given in clause 1 above, directly ([www.wbtenders.gov.in](http://www.wbtenders.gov.in)) using the Digital Signature Certificate (DSC) provided. This is the only mode of collection of tender documents.

5. **Participation of work**

A prospective bidder shall be allowed to participate in the job either in the capacity of individual or as a partner of a firm. If a prospective bidder is found to have applied severally in a single job in different capacity all his applications will be rejected for that job.

6. **Submission of Tenders**

6.1 **General Process of submission**

Tenders are to be submitted online through the website stated in Clause 1. All the documents uploaded by the Tender Inviting Authority form an integral part of the contract. Tenderers are required to upload all the tender documents along with the other documents, as asked for in the tender, through the above website within the stipulated date and time as given in the Tender. Tenders are to be submitted in two folders at a time for each work, one is Technical Proposal and the other is Financial Proposal. The tenderer shall carefully go through the documents and prepare the required documents and upload the scanned documents in Portable Document Format (PDF) to the portal in the designated locations of Technical Bid. The agency/contractors/firms needs to fill up the rates of items/percentage in the BOQ, downloaded for the work, in the designated Cell and upload the same in designated location of Financial Bid. The documents uploaded are virus scanned and digitally signed using the Digital Signature Certificate (DSC). Tenderers should specially take note of all the addendum/corrigendum related to the tender and upload the latest documents as part of the tender.

6.2 **Technical proposal**

The Technical proposal should contain scanned copies and/or declarations in the following standardized formats in covers (folders).

**A-1) Technical File (Statutory Cover) Containing: -**

- i. Application for Tender - (**Annexure-I**) of NIT.
- ii. Notice Inviting Tender (NIT) – The NIT as published is to be downloaded and then uploaded and digitally signed.
- iii. Earnest Money Deposit (EMD) - Online submission of EMD is mandatory. It is the precondition through which the bidder can take part in e-procurement procedure.
- iv. Pre-Qualification Application as per prescribed format given in **Annexure-II** of NIT.
- v. Detail of experience as per prescribed format given in **Annexure-III** of NIT.
- vi. Letter of acceptance of **terms and conditions** of tender document in the prescribed format as given in **Annexure-IV** of NIT.
- vii. **Declaration as per Annexure “V”** of NIT.
- viii. Scanned copy of credential certificate of 100% completed works of similar nature (to be submitted in “credential” folder).
- ix. Tender Fee: - NIL

- x. Details of the items bided in **Annexure-VI**
- xi. Declaration on company letterhead regarding not ever been blacklisted as in **Annexure VII**
- xii. Document checklist in **Annexure-VIII**

**A) My Document (Non-Statutory Cover): -**

**1. Certificates: -**

- a) Income tax certificate/income tax return for the financial year 2019-20/2020-21/2021-22 FY
- b) P/L AND AUDITED BALANCE SHEET 2019-20/2020-21/2021-22 FY
- c) PAN/TAN/TIN of bidding firm.
- d) Details of GST registration and photocopy of registration certificate.
- e) Pre-qualification Application as per prescribed format given in **Annexure-II**.
- f) Letter of acceptance of terms and conditions of tender document in the prescribed format as given in **Annexure-IV**.
- f) Valid Trade License
- g) Manufacturer authorization certificate (if applicable)

**2. Company Profile**

**B) Addenda/Corrigenda: if published**

**Note:** - Contractors are to keep track of all the Addendum/Corrigendum issued with a particular NIT and upload the download copies of the above documents and merge the Addenda/Corrigenda with respective NIT in the NIT folder. Tenders submitted without the Addendum /Corrigendum may be rejected.

**6.3 Financial proposal**

The rate will be quoted in the B.O.Q. along with the name of the agency in a particular space provided in the B.O.Q. Quoted rate will be encrypted in the B.O.Q. under financial bid. Rate must be quoted strictly as per format in the BOQ and no space as provided in the BOQ shall be left blank otherwise the bid will be treated as incomplete and unresponsive and hence liable to be rejected.

**A-2.Non-statutory cover**

Sl No.	Category	Details
1.	Certificates	1. Self-attested copy of PAN/TAN/TIN. 2. Self-attested copy valid Trade License. 3. Self-attested copy of Valid GST Registration certificate.

**Signature of the bidder (Office seal)**

		4. Declaration on the Letter Head regarding not ever been Blacklisted.
2.	Credentials	a. Copy of relevant work orders along with completion certificate in support of the detail experience as furnished in <b>Annexure-III</b> . b. Manufacturer authorization certificate (if applicable)
3.	Financial Information	1. Self-attested copy of Income Tax Return for the financial year 2019-20/2020-21/2021-22 FY. 2 P/L AND AUDITED BALANCE SHEET 2019-20/2020-21/2021-22 FY

**Note: -**

**Failure of submission of any of the above-mentioned documents will render the tender liable to be summarily rejected. All the forms as mentioned in the statutory cover are required to be furnished exactly in the prescribed format.**

**7. Earnest Money Deposit(EMD): -**

**Online submission of EMD is mandatory**

**1. Payment through ICICI Bank Payment Gateway: -**

- i. On selection of net banking as the payment mode, the bidder will be directed to ICICI Bank Payment Gateway webpage (along with a string containing a Unique ID) where he will select the Bank through which he wants to do the transaction.
- ii. Bidder will make the payment after entering his Unique ID and password of the Bank to process the transaction.
- iii. Bidders will receive a confirmation message regarding success/failure of the transaction.
- iv. If the transaction is successful, the amount paid by the bidder will get credited in the respective pooling account of the State Government /PSU/Autonomous Body/Local Body/ PRIs, etc. Maintained with the Focal Point Branch of ICICI Bank at R. N. Mukherjee Road, Kolkata for collection of EMD/Tender Fees.
- v. If the transaction is a failure, the bidder will again try for payment by going back to the first step.

**2. Payment through RTGS/NEFT: -**

- i. On selection of RTGS/NEFT as the payment mode, the e-procurement portal will show a pre-filled challan having the details to process RTGS/NEFT transaction.
- ii. The bidder will print the challan and use the pre-filled information to make RTGS/NEFT payment using his bank account.
- iii. Once payment is made, the bidder will come back to the e-procurement portal after expiry of a reasonable time to enable the NEFT/RTGS process to complete, in order to verify the payment made and continue the bidding process.
- iv. If verification is successful, the fund will get credited to the respective Pooling account of the State Government /PSU/ Autonomous Body/Local Body/PRIs, etc. maintained with the Focal Point Branch of ICICI Bank at R N Mukherjee Road, Kolkata for collection of EMD/Tender Fees.
- v. Hereafter, the bidder will go to e-procurement portal for submission of his bid.

**Signature of the bidder (Office seal)**

- vi. But if the payment verification is unsuccessful, the amount will be returned to the bidder's account.

3. **Refund of Earnest Money Deposit (EMD) of all unsuccessful bidder(s): -**

**Details guidelines of the same have been obtained from the Finance Department G.O. No. 3975-F(Y), Dated 28th July, 2016.**

**Refund / Settlement Process: -**

- i. After opening of the bids and technical evaluation of the same by the tender inviting authority through electronic processing in the e-procurement portal of the State Government, the tender inviting authority will declare the status of the bids as successful or unsuccessful which will be made available, along with the details of the unsuccessful bidders, to ICICI Bank by the e-procurement portal through web services.
- ii. On receipt of the information from the e-procurement portal, the Bank will refund, through an automated process, the EMD of the bidders disqualified at the technical evaluation to the respective bidders bank account from which they made the payment transaction. Such refund will take place within T+2 Bank Working Days where T will mean the date on which information on rejection of bid is uploaded to the e-procurement portal by the tender inviting authority.
- iii. Once the financial bid evaluation is electronically processed in the e-procurement portal, EMD of the technically qualified bidders other than that of the L1 and L2 bidders will be refunded, through an automated process, to the respective bidders' bank account from which they made the payment transaction. Such refund will take place within T+2 Bank Working Days where T will mean the date on which information on rejection of a financial bid is uploaded to the e-procurement portal by the tender inviting authority. However, the L2 bidder should not be rejected till the LOI process is successful.
- iv. If the bidder accepts the LOI and the same is processed electronically in the e-procurement portal EMD of the L2 bidder will be refunded through an automated process, to his bank account from which he made the payment transaction. Such refund will take place within T+2 Bank Working Days where T will mean the date on which information on Award of Contract (AOC) to the L1 bidder is uploaded to the e-procurement portal by the tender inviting authority.
- v. As soon as the L1 bidder is awarded the contract (AOC) and the same is processed electronically in the e-procurement portal: -
  - i. EMD of the L1 bidder for tenders of State Government offices will automatically get transferred from the pooling account to the State Government deposit head "8443—00—103—001—07" through GRIPS along with the bank particulars of the L1 bidder.
  - ii. EMD of the L1 bidder for tenders of the State PSUs/ Autonomous Bodies/Local Bodies/PRIs etc. will automatically get transferred from the pooling account to their respective linked bank account along with the bank particulars of the L1 bidders.

In both the above cases, such transfer will take place within T+2 Bank Working Days where T will mean the date on which the Award of Contract (AOC) is issued.

- vi. The Bank will share the details of the GRN No. Generated on successful entry in GRIPS with the e-procurement portal for updation.

**Signature of the bidder (Office seal)**

- vii. Once the EMD of the L1 bidder is transferred in the manner mentioned above, Tender fees, if any, deposited by the bidders will be transferred electronically from the polling account to the Government revenue receipt head “0070—60—800—013—27”-through GRIPS for Government tenders and to the respective linked bank accounts for State PSU/Autonomous Body/ Local Body/ PRIs, etc. tenders.
- viii. All refunds will be made mandatorily to the Bank A/c from which the payment of EMD & Tender Fees (if any) were initiated.

#### 4. **Accounting and Monitoring Process:**

- i. The ICICI Internet Banking will communicate to the State Government e-Procurement portal all details of transactions on a daily basis.
- ii. The Tender Inviting Authority of the Government Offices/PSUs/ Autonomous Bodies/Local Bodies/PRIs, etc will be using their respective e-procurement User ID and Password to view the EMD and Tender Fees deposited by the bidders in the pooling accounts.
- iii. The nodal officer of the Finance Department, Government of West Bengal will be able to view the Department-wise EMD and Tender Fees deposited by the bidders to the pooling accounts and fund transferred downstream at various stages of the tender process to the Government accounts and bidders' accounts, as applicable by using user access as provided by NIC.
- iv. The details of NIC E-Procurement Help Desk and contact numbers of ICICI Bank.
  - Mr. ATANU BHUNIYA, wbehelpdesk@gmail.com [033-22236236]
  - Mr. Habibulla Rahaman, habibnic@gmail.com [9874961136]
  - ICICI Bank Help desk, saptarshi.chandra@icicibank.com [033-40267512/033-40267513]

#### 8. **Bid opening**

The Purchase Committee of New Alipore College shall open bids in presence of the bidders or their authorized representative who wish to be present at the time of opening of bids on due date. Authorization letter to this effect shall be submitted by the bidder before they are allowed to participate in bid opening.

#### 9. **Evaluation**

Bidders who have submitted the valid security, i.e., EMD as per requirement shall be considered for further evaluation. Absence of bid security may lead to summary rejection of the bid.

**Technical Evaluation,** The Purchase Committee, New Alipore College will evaluate if the bidder comply with all the eligibility conditions as provided in the tender document. If the bidder ensures compliance to all eligibility conditions and furnishes all documentary proofs of the same as considered necessary, they would be considered for participation in the financial bid.

Financial bids shall be opened of those bidders whose technical bids are found eligible. The tax (GST) will be applicable as per the Govt. rate.

#### 10. **Penalty for suppression / distortion of facts**

If any bidder fails to produce the original hard copies of the documents (especially Completion Certificates or any other documents) on demand of the Purchase Committee, New Alipore College,

**Signature of the bidder (Office seal)**

within a specified time frame or if any deviation is detected in the hard copies from the uploaded soft copies or if there is any suppression, the bidder will be suspended from participating in the quotations on e-Quotation platform for a period of 3 (Three) years. In addition, his user ID will be deactivated and Earnest Money Deposit will stand forfeited. New Alipore College may take appropriate legal action against such defaulting bidder.

The Purchase Committee, New Alipore College, reserves the right to accept or reject any Bid and to cancel the Bidding processes and reject all Bids at any time prior to the award of Contract without thereby incurring any liability to the affected Bidder or Bidders or any obligation to inform the affected Bidder or Bidders of the ground for the said Authority's action.

#### 11. **Award of contract**

The Bidder whose Bid has been accepted will be notified by the Quotation Inviting & Accepting Authority through acceptance letter. The notification of award will constitute the formation of the Contract.

The Agreement will incorporate all necessary documents e.g. NIQ, all addenda corrigenda, special terms & conditions, specification of work, different filled-up forms and in the same will be constituted between the Quotation Accepting Authority and the successful Bidder.

#### 12. **Right to vary quantities**

The College Authority reserves the right at the time of award of contract to increase or decrease the required quantity of services as specified in the schedule of requirements without any change in rate of the offered quantity or other terms and conditions.

#### 13. **Signing of contract**

Signing of Agreement shall constitute the award of hiring contract on the bidder.

#### 14. **Annulment of Award**

Failure of successful bidder to comply with requirement regarding signing of Agreement shall constitute sufficient ground for the annulment of the award and forfeiture of the EMD in which the College Authority may make the award to any other bidder at the discretion of the College or call for new bids.

#### 15. **Period of validity of bids**

The bids shall remain valid for a period of 180 days from the date of opening of the bids. A bid valid for a shorter period shall be rejected by the College Authority as non-responsive.

## SECTION-IV

### MINIMUM ELIGIBILITY CRITERIA

- a) Reputed companies, Consortiums and Partnership firms are eligible to participate. **Joint venture firms are not eligible to participate.**
- b) The agency must have a valid Trade license. Valid license must be furnished.
- c) The supplier must have GST number and PAN.
- d) **The company should have the following minimum credentials to be eligible to participate. The certificates also must be produced.**



SL	Name of Product	Experience duration (in year)	Minimum Annual Turnover (in Rs.)
01	Procurement of Desktop Computer	01	5,00,000 (Rupees Five Lakhs only)

- e) The Bidder should not have ever been blacklisted by any State/Central Govt. Department/PSU/Agency in the past for breach of general or specific condition of the contract, fraudulent, unethical or corrupt business practices. A declaration to be furnished on the letter head of the bidder.
- f) **Earnest Money Deposit (EMD):** deposit slip should be attached (on-line EMD deposit will be accepted, no other mode of payment will be entertained).
- g) **Intending bidder should produce the following documents:**
- i. IT Return for FY 2019-20/2020-21/2021-22 FY
  - ii. P/L AND AUDITED BALANCE SHEET 2019-20/2020-21/2021-22 FY
  - iii. Certificate of GST registration
  - iv. PAN/TAN/TIN of the bidding firm
  - v. Manufacturer Authorization Certificate (if applicable)
  - vi. Valid Trade license
  - vii. The following annexure must be submitted:
    - a. Annexure – I : Declaration by the Tenderer
    - b. Annexure –II: Pre-qualification application
    - c. Annexure-III: Experience certificates
    - d. Annexure-IV: Letter of Acceptances of the terms and conditions of tender enquiry
    - e. Annexure-V: Declaration on Company letterhead
    - f. Annexure-VI: Details of the item/s bided
    - g. Annexure-VII: Declaration in company letterhead for never been blacklisted.
    - h. Annexure-VIII: Checklist of the documents to be submitted with the technical bid

Note: Prospective applicants are advised to note carefully the eligibility criteria mentioned above and follow the check list as appended in Annexure-V to ensure that all the requirements are complied with before submitting the bids

## SECTION-V

### IMPORTANT DATES AND INFORMATION

Sl. No.	Particulars	Date & Time
1	Date of Uploading the NIT Documents (online) (Online Publishing Date)	15/03/2023
2	Documents download start date (online)	15/03/2023 12:00 PM
3	Documents download end date (online)	25/03/2023 at 4:00 PM
4	Bid submission start date(online)	15/03/2023 12:00 PM
5	Bid submission closing (online)	25/03/2023 at 4:00 PM
6	Bid opening date for Technical Proposal (online)	27/03/2023 at 4:00 PM
7	Date of uploading list of Technically	To be notified accordingly

Signature of the bidder (Office seal)

	<b>Qualified Bidders (online)</b>	
<b>8</b>	<b>Date &amp; place for opening financial proposal (on line)</b>	<b>To be notified accordingly</b>

## SECTION-VI

### SCOPE OF WORK

- Delivery, installation and commissioning of the procured items.

## SECTION-VII

### GENERAL TERMS & CONDITIONS

- 1) No escalation of rates under any circumstances will be entertained during the period of contract except any enhancement in the rates under any Statute.
- 2) If the bidder withdraws his bid after opening of the Commercial or Price Bid, then the EMD will be forfeited.
- 3) The Purchase Committee, New Alipore College reserves the right to accept or reject any tender or all the tenders without assigning any reason to the bidder.
- 4) **The successful bidder** to enter into the service contract agreement on prescribed Pro-forma (**Annexure-V**) within period specified in the letter of intent, failing which, offer liable to be cancelled and EMD will be forfeited.
- 5) On line submission of EMD is mandatory no other mode of payment will be entertained. In case of payments through **RTGS/NEFT**, bidders are advised to make their payment minimum 3 (three) working days before the last date & time of bid submission closing. **No interest will be paid on the Security Deposit.**
- 6) In case of non-compliance of the contract, unsatisfactory performance or any deviation from terms of service contract, the Performance Security Deposit amount will be forfeited in part or whole.
- 7) Any kind of canvassing with regard to the offered services, after submitting Tender will be treated as disqualification.
- 8) Contractor is solely responsible for all actions including payment of any type of claims arising out of infringement of rules, regulations, laws, accident or any other unforeseen happening. The User, New Alipore College authority, is not at all responsible for these accounts.
- 9) Bidders will be ranked financially based on the product base price i.e. price without tax and the tax (GST) will be applicable as per the Govt. rate.

#### 11. PAYMENTS TERMS:

- a) Payment will be made through PFMS within 30 days from completion of work.
- b) Income Tax as applicable will be deducted at source.
- c) Service Tax/VAT as applicable will be deducted at source.

**Signature of the bidder (Office seal)**

## 12. TERMINATION OF CONTRACT:

- i. If the service of a contractor at any stage is found unsatisfactory, the New Alipore College is likely to terminate the Contract without assigning any reason and notice. The performance security deposit will be forfeited, in that case, without any intimation.
- ii. The Purchase Committee, New Alipore College may without prejudice to any other remedy for breach of contract may terminate the contract in whole or parts if the contractor fails to arrange the supply of any or all of the personnel within the period(s) specified in the contract.
- iii. The Purchase Committee, New Alipore College may without prejudice to other rights under law or the contract provided, get the work done at the risk and cost of the contractor, in above circumstances.

## 13. TERMINATOR FOR INSOLVENCY:

The Purchase Committee, New Alipore College may also give written notice for termination of contract and without compensation to the contractor terminate the contract if the contractor becomes unwilling, bankrupt or otherwise insolvent without affecting its right of action or remedy as hirer.

## 14. AWARD OF CONTRACT:

The contract will be awarded to the company which meets the technical parameters and then comes lowest in total.

15. The contracting Company/Firm/Agency shall not be allowed to transfer, assign, pledge or sub-contract its rights and liabilities under this contract to any other agency without the prior written consent of the competent authority.
16. It will be the responsibility of the service providing agency to meet transportation, delivery, installation, demonstration and any other requirements if considered necessary by the company in respect to meet the job. New Alipore College authority will have no liability in this regard.
17. The successful agency will be required to execute an agreement in specific terms and conditions, with New Alipore College within the period specified in the award letter. In case the successful agency fails to enter into the agreement with the College within the specified date mentioned in the award letter, the EMD deposited by such agency shall stand forfeited without any further notice.
18. The Service Provider on its part and through its own resources shall ensure that the goods, materials and equipment etc. are not damaged in the process of carrying out the services undertaken by it and shall be responsible for act of commission or omission on the part of its staff or its workers etc. If college suffers any loss or damage on account of negligence, defaults or theft on the part of the personnel of the Service Provider, then the service provider shall be liable to reimburse the pecuniary value of the loss, as decided by the competent authority of New Alipore College for the same. The Service Provider shall keep New Alipore College authority fully indemnified against any such loss or damage caused by the acts of commission, omission or negligence on the part of personnel deployed.

***Principal,  
New Alipore College***

(TO BE TYPED ON BIDDER'S LETTERHEAD)

**Annexure-I**

**DECLARATION BY THE TENDERER**

Memo No./Letter No. \_\_\_\_\_ Date: \_\_\_\_\_

To,

The Principal,  
New Alipore College.  
L Block, New Alipore.  
Kolkata-700053

I/We have carefully gone through the "Notice Inviting e-Tender" bearing no. \_\_\_\_\_ dt. \_\_\_\_\_ and other tender documents mentioned therein. I/We have also carefully gone through the Terms & Conditions [both general & Specific ] of the above referred NIT. My /Our tender is offered taking due consideration of all factors, and if the same be accepted I/We promise to abide by all the terms and conditions [both general & specific] laid down in the said Tender documents and carry out and complete the work to the satisfaction of the New Alipore College, L Block, New Alipore, Kolkata-700053.

Dated this \_\_\_\_\_ day of \_\_\_\_\_ 202\_\_

Full name of applicant: \_\_\_\_\_

Signature: \_\_\_\_\_

In the capacity of: \_\_\_\_\_

Duly authorized to sign bids

For & on behalf of (Name of Firm): \_\_\_\_\_

(In block capitals or typed)

Office address:

Telephone no(s) (office): \_\_\_\_\_

Mobile No: \_\_\_\_\_

Fax No: \_\_\_\_\_

E mail ID: \_\_\_\_\_

**Signature of the bidder (Office seal)**

(TO BE TYPED ON BIDDER'S LETTERHEAD)

## Annexure-II

### PRE-QUALIFICATION APPLICATION

To,

The Principal,  
New Alipore College.  
L Block, New Alipore.  
Kolkata-700053

Ref:- Quotation for .....

.....

.....

..... (Name of work) in response to N.I.T. No:

....., Dated .....

Dear Sir,

Having examined the detailed e-tender notice no. \_\_\_\_\_ dt. \_\_\_\_\_, I/we hereby submit all the necessary information and relevant documents for evaluation.

The application is made by me / us on behalf of .....

In the capacity ..... duly

authorized to submit the tender.

The necessary evidence admissible by law in respect of authority assigned to us on behalf of the bidding agency for Application and for completion of the contract documents is attached herewith.

The information / documents furnished along with the above application are true and authentic to the best of my knowledge and belief. I / we, am / are well aware of the fact that furnishing of any false information / fabricated document would lead to rejection of my tender at any stage besides liabilities towards prosecution under appropriate law. We understand that:

1. The Principal, New Alipore College can amend the scope & value of the contract bid under this project.
2. The Principal, New Alipore College reserves the right to reject any application without assigning any reason.

Signature of applicant including title and  
capacity in which application is made

**Signature of the bidder (Office seal)**

(TO BE TYPED ON BIDDER'S LETTERHEAD)

**Annexure-III**

Ref: Quotation for  
..... (Name  
of work) in response to NIT  
No....., Dated.....

**EXPERIENCE CERTIFICATION**

Minimum 1 year of experience of working with any Government /PSU/reputed Private Organizations in West Bengal

*Detail of experience:*

Sl.	Year of work	Description of work undertaken	Name and address of the Agency that awarded the Contract	Value of the work	Date of work order	Date of completion
(a)	(b)	(c)	(d)	(e)	(f)	(g)

This is to certify that the information contained in table above is true and correct

Copy of the work order along with the satisfactory completion from the Agency awarding the work order must be furnished in order to consider the eligibility.

Name of the Applicant:

Signature of the Applicant:

Date:

Seal of the Applicant:

**Signature of the bidder (Office seal)**

(TO BE TYPED ON BIDDER'S LETTERHEAD)

**Annexure-IV**

**LETTER FOR ACCEPTANCE OF TERMS AND CONDITIONS OF TENDER ENQUIRY**

**File No.**

**Date.**

To,

The Principal,  
New Alipore College.  
L Block, New Alipore.  
Kolkata-700053

Ref: Quotation for .....

.....  
(Name of work) in response to NIT No.....

& Dated .....

Sir/Madam,

Having read and understood the conditions of contract and services to be provided we, undersigned offer to provide the products and services mentioned in the NIT in conformity with the conditions of contract and specifications for the sum shown in the schedule of prices attached herewith and made part of this Bid.

I/We abide by the provisions of Supply, Installation, Testing and commissioning of Computers and accessories and any other charges applicable from time to time. I/We will pay the wages to the personnel deployed as per Minimum Wages Act as amended by the Government from time to time and shall be fully responsible for any violation.

I/We shall provide the service as per your requirement.

We agree to abide by this Bid for a period of one year from the date fixed from opening and it shall remain binding upon us and may be accepted on any time before the expiration of that period.

Until an agreement is signed and executed, this Bid together with your written acceptance of award shall constitute a binding contract between us.

We understand that you are not bound to accept the lowest or any bid, you may receive.

Date :

Place :

(Signature of bidder with address & Seal)

**Signature of the bidder (Office seal)**

(TO BE TYPED ON BIDDER'S LETTERHEAD)

ANNEXURE – V

1. I, the under-signed do certify that all the statements made in the attached documents are true and correct. In case of any information submitted proved to be false or concealed, the application may be rejected and no objection/claim will be raised by the under-signed.
  
2. The under-signed also hereby certifies that neither our firm M/S \_\_\_\_\_  
\_\_\_\_\_ nor any of constituent partner had been debarred to  
participate in quotation by  
Govt. of WB/ PSU/Statutory/local Bodies during the last 5 (five) years prior to the date of this NIT.
  
3. The under-signed would authorize and request any Bank, person, Firm or Corporation to furnish pertinent information as deemed necessary and/or as requested by the Purchase Committee, New Alipore College to verify this statement.
  
4. The under-signed understands that further qualifying information may be requested and agrees to furnish any such information at the request of the authority of New Alipore College.
  
5. Certified that I have applied in the quotation in the capacity of individual/ as a partner of a firm & I have not applied severally for the same job.
  
6. Certified that I have applied in the quotation in the capacity of individual/ as a partner of a firm in this circles

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

\_\_\_\_\_  
Title of the officer

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

Date \_\_\_\_\_



## Annexure–VI

### DETAILS OF THE BIDDED ITEMS

To

The Principal,  
New Alipore College.  
L Block, New Alipore.  
Kolkata-700053

Ref: NIT No..... Dated .....

Sir,

I/We would like to supply the following item/s in respect to the above mentioned e-tender NIT.

SL	Name of the Product	Whether bided [ YES/NO ]	Brand and Model Number (if bided)	Complete Specification in conformation to the specifications in NIT (if bided)	Qty. (if bided)
01	Procurement of Desktop Computer				

Date :

Place :

(Signature of bidder with address & Seal)

Signature of the bidder (Office seal)

(TO BE TYPED ON BIDDER'S LETTERHEAD)

## **Annexure–VII**

### **DECLARATION OF NEVER BEEN BLACK-LISTED**

To

The Principal,  
New Alipore College.  
L Block, New Alipore.  
Kolkata-700053

Ref: NIT No..... Dated .....

Sir,

I/We hereby declare that our organization .....  
has a goodwill and considered as a reputed company by the Govt./Govt. undertaking/Private organizations. I/We also declare  
that ..... has never been  
blacklisted by any organization.

If found so or for any kind of suppression of facts regarding this, New Alipore College will have full right to reject our bid  
and take actions against us that I/We would abide by.

Date :

Place :

(Signature of bidder with address & Seal)

**Signature of the bidder (Office seal)**

(TO BE TYPED ON BIDDER'S LETTERHEAD)

### Annexure-VIII

#### CHECK LIST OF THE DOCUMENTS TO BE SUBMITTED WITH THE TECHNICAL BID

Ensure the enclosure of all the below listed documents without which technical bid will not be eligible for considering the financial bid

Sl. No.	Items	Confirm [Yes/No]
1	Earnest Money Deposit [EMD]	
2	Self-attested Copy of PAN/TAN/TIN	
3	Self-attested copy of Valid Trade License.	
4	Self-attested copy of Valid GST Registration Certificate.	
5	Declaration on Company letter head regarding not ever been blacklisted.	
6	Self-attested copy of Income Tax Return for the 2019-20/2020-21/2021-22 FY certified by Chartered Accountant.	
7	P/L AND AUDITED BALANCE SHEET 2019-20/2020-21/2021-22 FY	
8	Manufacturer authorization certificate (if applicable)	
9	Application for Tender in <b>Annexure-I</b>	
10	Pre-Qualification Application as per prescribed format given in <b>Annexure-II</b> of NIT	
11	Copy of relevant work orders along with completion certificate in support of detail experience as furnished in <b>Annexure-III</b> .	
12	Letter of acceptance of terms and conditions of tender document in the prescribed format as given in <b>Annexure-IV</b>	
13	Declaration as per <b>Annexure-V</b>	
14	Details of the items bided in <b>Annexure-VI</b>	
15	Declaration on company letterhead regarding not ever been blacklisted as in <b>Annexure VII</b>	
16	Documents checklist in <b>Annexure-VIII</b>	

Date:

Signature:

Place:

Full Name:

Company's Seal:

Signature of the bidder (Office seal)