

# Drabhat Kumar College, Contai

Re-accredited by NAAC with Grade B (CGPA - 2.76)

*Dr. Amit Kumar De*  
Principal & Secretary  
Mob. - 9434259107



Post - Contai  
Dist. - Purba Medinipur  
West Bengal, India, 721401  
Phone : -Principal - (03220) 288275  
Office - (03220) 255020  
Tele Fax - (03220) 288275

## TENDER NOTICE

**Tender No. : PKC/NIT/Purc/Software/18-19/02 (OFFLINE) Date: 20.11.2018**

Tenders for supply of **DIFFERENT OPERATING SYSTEM & NECESSARY SOFTWAREs** are hereby invited from the interested vendors (Microsoft Authorised vendor preferred) by the College.

The tenders have to be submitted their BIDs through sealed envelop on or before **30/11/2018 within 12-00 noon to the Office of the undersigned** and the same will be opened in the meeting of the Committee of the College on **the same day at 02-00 p.m.**

Failure to furnish all information required as mentioned in the tender documents or submission of a proposal not substantially responsive to the tender documents in every respect will be at the vendor's risk and may result in rejection of the proposal and forfeiture of the bid.

The interested vendors fulfilling the terms and conditions (mentioned below) should quote their minimum rate mentioning the **price of Single Unit with tax.**

**All the products (mentioned below) should be supplied in each sealed separate BOX.**

The College Authority reserves the right to accept/reject all or any of the tender(s) without assigning any reason thereof. The tender, which is conditional/incomplete/ belated etc will not be entertained.

- The details of the products are as follows :

Part Code	Product Name	Quantity
T5D-02701	OFFICE Home & Business 2016	10
KW9-00017	Windows FPP 10 Home	20



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## TENDER SCHEDULE

1	T. No.- <b>PKC/NIT/Purc/Software/18-19/02</b> <b>(OFFLINE)</b>	Date: 20.11.2018
2	Name and address of the Authority	PRINCIPAL, Prabhat Kumar College, Contai, Contai, Purba Medinipur, 721 404- West Bengal, India
3	Tender Document for	<b>Supply of Microsoft Genuine O.S. &amp; Softwares</b>
4	Earnest Money	NIL
5	Cost of tender	₹ 2,000/- (NEFT/ e-transfer) Name of the Account - <b>Prabhat Kumar College, Contai,</b> Account No. - <b>11261185458,</b> IFSC - <b>SBIN0000057,</b> Name of the Bank - <b>SBI,</b> Branch - <b>School Bazar, Contai.</b>
6	Cost of tender processing	NIL
7	Last date for submission of tender	<b>30.11.2018 at 12-00 noon</b>
8	Bid to be opened on	<b>30.11.2018 at 2-00 p.m.</b>
9	Last date for submission of written queries for clarifications	During 21.11.2018 to 30.11.2018 (11-00 a.m. - 5-00 p.m.) (except holiday)
10	Contact person for queries	Principal, P.K. College, Contai (03220- 288275)
11	GST IN of P.K. College, Contai	19AABAP3056H1DS



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## TERMS AND CONDITIONS

1.	Tender documents should be downloaded from website <a href="https://pkcollegecontai.ac.in">https://pkcollegecontai.ac.in</a> as per the dates mentioned in the Tender Document.
2.	Rate to be quoted by the bidders should be inclusive of caring. Installation of software at college and all taxes, otherwise quotations will not be considered.
3.	Bidder has to install the supplied softwares and submit the installation report along with their MPN IDs to the Office
4.	Last minute submission should be avoided. As such the authority will not be responsible for any failures in submission of bids.
5.	Incomplete or conditional bids will be summarily rejected.
6.	Tender shall be submitted in the Office in a sealed envelope within stipulated date & with the required technical documents, receipt copy of tender fee submitted and item wise with & without tax rate (in letter head). Failure to comply with these requirements may result in the bid being rejected.
7.	The tender fees shall not be refunded even if the bid is not submitted.
8.	The tender should be submitted in the sealed envelope and the complete address including contact number & tender number should be mentioned on the top of the envelope. The tender without the submitting cash deposit challan will not be entertained.
9.	If any vendor does not qualify in technical evaluation, the Commercial Proposal of the vendor shall not be entertained.
10.	The technical bid and financial bid will be opened on same date (i.e. 30.11.2018).
11.	The price comparisons in deciding lowest quotation for the complete value of all the items shall be made only over the rates quoted inclusive of all taxes and comprehensive on-site warranty support as required (IN CASE OF HARDWARE). The lowest evaluated valid quotation will be selected.
12.	The successful vendor shall supply the prescribed goods/materials within <b>15 days</b> from the issue of purchase order (P.O.).
13.	The payment will be released within <b>15 days on</b> installation or complete supply of goods/material based on duly certified installation reports after installations are done.
14.	If the tenders opening day happens to be holiday, the same will be accepted and opened on the next working day.
15.	The make / brand of the quoted materials/goods/equipments must be mentioned clearly.
16.	The person signing the tender form (or any other document forming part of the contract) on behalf of another, shall be deemed to warranty that he has the authority to sign such documents and if, on inquiry it appears that the person so signing had no authority to do so, the purchaser, may without prejudice to other civil and criminal remedies against the contract, holds the signatory liable for all costs and damages and forfeiture of the earnest money/tender fees.

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17.	The attempt on the part of the vendor, to negotiate directly or indirectly, with the authority to whom the tender is being submitted or with the tender accepting authority, before the finalization of tenders, will make vendor liable for exclusion from the consideration of his/her tender at present or at future.						
18.	The College authority reserves the right to reject all or any tender without assigning any reason(s).						
19.	The College authority reserves the right to modify the quantity as per requirement of the College.						
20.	The warranty shall cover the following: <ul style="list-style-type: none"><li>• If any parts needs to be replaced, then the same shall be done within 48 Hrs including data transfer and completion of complaints in totality (IN CASE OF HARDWARE).</li><li>• In case of failure for installing operating System (under computer, Software &amp; equipments purchasing)/breakage of Glass equipments/Lab equipments; it should be completely liable to replace the specified vender to reinstall within specified time, failing which the payment will be withheld.</li></ul>						
21.	<p><b>Penalty</b> User of the Lab Equipments/ Desktop and Printers and all other supplied peripherals may make a complaint about the said items through letter, fax email, phone SMS or any other means as the user thinks fit or convenient to the service center of vendor. Vendor shall provide contact numbers/ e-mail IDs clearly on stickers to be displayed on the provided item: On receiving complaint the Vendor shall respond/ repair/ resolve or provide required services within the period as stated below.</p> <table border="1"><thead><tr><th>Location</th><th>Response Period</th><th>Resolution period</th></tr></thead><tbody><tr><td>Any where in West Bengal</td><td>12 hours</td><td>24 - 72 hours</td></tr></tbody></table> <p>Public holidays shall be excluded from above down time calculation Penalty shall be applicable if the call is not responded within 12 hours. If any parts need to be replaced, then the same shall be done within 72 hours including data transfer and completion of complaints in totality.</p>	Location	Response Period	Resolution period	Any where in West Bengal	12 hours	24 - 72 hours
Location	Response Period	Resolution period					
Any where in West Bengal	12 hours	24 - 72 hours					
22.	Any dispute, arising out of this contract will be under the jurisdiction of Sub-divisional Court at Contai, Purba Medinipur.						



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## Documents Required in sealed envelope :

1. All the Rate Quotation to be made on vendor's letter head and all the **Price should Single Unit with tax** as per Tender Notice
2. Self attested Xerox copy of PAN Card (Bidder/Seller/Proprietor)
3. Self attested Xerox copy of AADHAAR Card (Bidder/Seller/Proprietor)
4. Self attested Xerox copy of Bank Details [A/C No., IFSC, MICR, Type of A/C] (Bidder/Seller/Proprietor),
5. Self attested Xerox copy of GST IN (Bidder/Seller/Proprietor)
6. Self attested Xerox copy of TAX Returns (Bidder/Seller/Proprietor)
7. Declaration of Staff Strength in a separate sheet
8. All the Documents to be submitted in a Sealed Envelop by mentioning Tender No. Date and the full address of the Bidder with contact number

Date : November 20, 2018



*Ok*  
Principal & Secretary,  
P.K. College, Contai,  
Purba Medinipur.