

# Prabhat 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

## Notice Inviting E-Tender (wbtenders.gov.in)

E-Tender Ref. No.: PKC/NIT/Purc/Software/18-19/02 (3rd Call) Date: 26/10/2018

Tenders for supply of **SUPPLY OF DIFFERENT OPERATING SYSTEM & NECESSARY SOFTWAREs** are hereby invited from the vendors by PRABHAT KUMAR COLLEGE, CONTAI through the e-tendering process using the website <http://wbtenders.gov.in/>. The tender documents can be downloaded from Website: <http://wbtenders.gov.in/> and the notice can be downloaded from [www.pkcollegecontai.ac.in](http://www.pkcollegecontai.ac.in)

The tenders have to be submitted as per Terms & Conditions mentioned at Annexure-'A'. Format of Technical Bid mentioned at Annexure-'B', format of financial bid mentioned at Annexure-'C' and detailed specification, estimated quantity are mentioned at "Annexure-D".

The tender document containing "Technical bid" and financial bid", complete in all respect should be uploaded ( <http://wbtenders.gov.in/>) on or before **10/11/2018** which will be opened in the meeting of purchase committee of the College on **14/11/2018**.

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 tender fees shall not be refunded even if the bid is not submitted. The vendors are required to be registered with <http://wbtenders.gov.in/>. The vendor must have valid digital signature to submit the bid.

The interested vendors fulfilling the terms and conditions should quote their minimum rates along with earnest money deposit as mentioned in the tender document.

The College Authority reserves the right to reject all or any of the tenders without assigning any reason thereof. The tender, which is conditional/ incomplete/ belated/ without earnest money, processing fees, tender fees etc will not be entertained.

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## TENDER DOCUMENT

SL.	T. R. No.- <u>PKC/NIT/Purc/Software/18-19/02</u>	Date: 26.10.2018
	Name and address of the Authority	PRINCIPAL, Prabhat Kumar College, Contai, Karkuli, Contai, Purba Medinipur, 721 404- West Bengal, India
	Tender Document for	<b><u>SUPPLY OF DIFFERENT OPERATING SYSTEM &amp; NECESSARY SOFTWAREs</u></b>
	Earnest Money	N.A.
	Cost of tender	₹. 2,000/-
	Cost of tender processing	NIL
	Last date for submission of e-tender	10/11/2018 at 03:00 P.M.
	Last date for submission of hard copy of Technical BID in sealed envelop	12/11/2018 within 03-00 p.m.
	Technical Bid to be opened on	14/11/2018 at 3-00 p.m.
	Financial Bid to be opened on	14/11/2018
	Last date for submission of written queries for clarifications	12/10/2018 within 03-00 p.m. (except holiday & sunday)
	Contact person for queries	Principal, P.K. College, Contai (03220- 288275/ 255020)

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## ANNEXURE-'A'-(TERMS AND CONDITIONS)

1.	Tender documents should be downloaded from website <a href="http://wbtenders.gov.in/">http://wbtenders.gov.in/</a> as per the dates mentioned in the Tender Document.
2.	The vendor should use the electronic mode of tendering using the website <a href="http://wbtenders.gov.in/">http://wbtenders.gov.in/</a> to submit his best possible quotes for the items given therein.
3.	Late submission will not be entertained and will not be permitted by the e-Tendering System.
4.	<b>The bidder will have to submit MAF (Manufacturer's Authorisation Form) certificate in connection with MS Windows OS and MS Office. Bids submitted without this certificate shall be rejected automatically .</b>
5.	<b>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.</b>
6.	<b>Bidder has to install the supplied softwares and submit the installation report along with their MPN IDs to the Office</b>
7.	Last minute submission should be avoided. As such the authority will not be responsible for any failures in submission of bids.
8.	Incomplete or conditional bids will be summarily rejected.
9.	The vendors are expected to examine all instructions, forms, terms and other information in the tender documents.
10.	Tender shall be uploaded separately through the e-Tendering System under Two Bid System viz Technical bid & Financial bid, as per the prescribed formats only. Failure to comply with these requirements may result in the bid being rejected.
11.	The tender fees shall not be refunded even if the bid is not submitted.
12.	The tender should be uploaded by <b>26/10/2018 at 05:00 PM</b> , along the scanned copy of NEFT/RTGS/OTC/ <del>debit card/credit card facility</del> /net banking challan. The tenders without the mentioned challans will not be entertained.
13.	The Technical Bid and the Financial bid as per Annexure -B and Annexure-C to be strictly uploaded to the e-tendering website mentioned.
14.	If any vendor does not qualify in technical evaluation, the Commercial Proposal of the vendor shall not be opened.
15.	The price should not be mentioned in the Technical bid in any form or manner. In case the prices are mentioned in the technical bid, the offer will be liable for rejection.
16.	The technical bid and financial bid will be opened on same date (14/11/2018).
17.	The financial bid will be opened in respect of only those vendors whose documents are found in order and whose items qualify technically. 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 HARWARE). The lowest evaluated valid quotation will be selected.
18.	Technical Documents to be scanned and uploaded to the e-tendering website.
19.	<del>The vendor shall submit bank guarantee equal to 20% of the total cost of the goods. The College Authority shall be at liberty to enforce such bank guarantee in case the vendor fails</del>

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	<del>to provide warranty of supplied goods/materials during warranty period or any other defaults in the execution of the order.</del>
20.	The successful vendor shall supply the prescribed goods/materials within <b>15 days</b> from the issue of purchase order (P.O.).
21.	<del>The EMD of successful vendor will be converted into security till the complete supply is made and will be refunded without any interest. The EMD of unsuccessful vendors will be returned after completion of tender process.</del>
22.	The payment will be released within <b>15 days on</b> installation of complete supply of goods/material based on duly certified installation reports after installations are done.
23.	If the tenders opening day happens to be holiday, the same will be accepted and opened on the next working day.
24.	The make / brand of the quoted materials/goods/equipments must be mentioned clearly.
25.	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.
26.	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.
27.	The College authority reserves the right to reject all or any tender without assigning any reason(s).
28.	The approximate quantity to be purchased along with minimum hardware configuration & specifications/ Lab equipments/Glass goods/Reagents/Specimen required have been mentioned at Annexure "D". However, the College authority reserves the right to modify the quantity as per requirement of the College.
29.	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 &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>
30.	Hard Copy of the Technical bid only along with the challan mentioned at point 1 of the Annexure - B has to be submitted at P.K. College, Contai on or before 12/11/2018. <b>No Hard Copy of Financial Bid is to be submitted.</b> Financial bid has to be strictly



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	uploaded on the <a href="http://wbtenders.gov.in/">http://wbtenders.gov.in/</a> , Any bid received with the Hard Copy of Financial Bid will be rejected summarily.						
31.	<p><b>Penalty</b></p> <p>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:</p> <p>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					
32.	Any dispute, arising out of this contract will be under the jurisdiction of Courts at Contai, Purba Medinipur.						
33.	<p><b>SECURITY DEPOSIT</b></p> <ul style="list-style-type: none"><li><del>The vendor whose hardware is being supplied shall deposit an amount equivalent to 10% of the total value of their accepted tender as security deposit in the form of demand draft or bank guarantee drawn on any Nationalized/Scheduled Bank in favor of Principal, P K College, Contai payable at Contai, within 30 days from the date of supply order, valid for one year with a claim period of three months beyond the warranty period. The Bank Guarantee / DD will be returned on successful supply and completion of the warranty period to the satisfaction of P.K. College, Contai. If, the vendor fails to supply the goods as per the Purchase Order within the defined time frame, the E.M.D furnished/Security Deposit shall be forfeited and the order will be cancelled. Agreement will be signed only on fulfillment of the above conditions by the vendor. However, the P.K. College, Contai, may at its discretion, sign the agreement even in the absence of the vendor providing the Security Deposit but in such a case, 10% of the amount payable to the vendor shall be deducted and withheld from the payment(s) due to the vendor until such time as the vendor provides the Security Deposit.</del></li><li><del>If the successful vendor fails to sign the contract or after signing the contract fails to perform any contractual obligations, his EMD / Security Deposit mentioned above will be forfeited in favor of P K College, Contai and order shall be treated as cancelled. Further, the College authority reserves the right to cancel the contract or take any such action as it deems fit.</del></li><li><del>Failure to supply as per schedule will be construed as failure to perform contractual obligation and the action as contemplated above will be initiated.</del></li></ul>						

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## ANNEXURE 'B' (TECHNICAL BID FORMAT)

The technical bid should contain the following documents which must be attached with the technical bid:-

1. The vendor should submit the tender payments in the e-Payment mode towards Cost of the Tender Document, ~~EMD & Tender Processing Fee~~: To be paid online through e-payment mode via NEFT/RTGS/~~OTC/debit card/credit card facility/net banking~~, the details of Bank Account are given below -

Name of the Account - **Prabhat Kumar College, Contai,**

Account No. - **11261185458,**

IFSC - **SBIN0000057,**

Name of the Bank - **SBI,**

Branch - **School Bazar, Contai.**

The following amount have to be paid:

Sr.	Tender No.	Name of Work	Tender Fees	EMD (if any)	Period of delivery
1	<u>PKC/NIT/Purc/Software/18-19/02 (3rd Call)</u>	<u>SUPPLY OF DIFFERENT OPERATING SYSTEM &amp; NECESSARY SOFTWAREs</u>	2000/-	Nil	To be Delivered within 15 days from the PO

All the challans towards same has to be scanned and uploaded to the e-tendering website within the period of tender application submission. The payment challan along with the Hard Copy of the Technical Bid Only (Hard copy of the Financial Bid is not to be submitted. Financial bid to be uploaded only to the website mentioned) shall be placed in single envelope superscripted as "Technical Bid towards Tender No. PKC/NIT/Purc/Software/18-19/02 (3rd Call) for SUPPLY OF DIFFERENT OPERATING SYSTEM & NECESSARY SOFTWAREs and the due date of opening of the bid mentioned and to be deposited in the College office on or before 12/11/2018.

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1. The person signing the tender shall be deemed that he has the authority to sign the tender on behalf of the said company. Letter of Authority to be attached.
2. Proof of Income Tax, GST Registration number (As applicable) Trade License etc: Self attested copies to be attached.
3. The product profile of the company along with last 3 years' turnover, not less than Rs. 3 Lakh per year. ~~Audited Balance Sheet and Profit and Loss account (amount in Rupees) for last three years should be submitted.~~
4. The vendor shall be Original Equipment Manufacturer (OEM) of Desktop computers and peripherals or the Authorised System Integrator/ Partners / Dealer of OEM. In case the vendor is offering Desktop computers and peripherals from more than one OEM, he shall be authorised System Integrator/Channel Partner/Dealer for the Desktop computers and peripherals offered by him. Proof of the above shall be submitted in the form of authorization of dealership/SI/Partnership issued by the respective OEM.
5. The vendor should have a presence, to provide quality service support. Undertaking mentioning office address and No of Employees with qualification to be enclosed.
6. Vendors should have executed at least one order towards supply of Equipments/ Specimens/ Hardware of value of Rs. 2 Lakh or above in the last 2 years. The company has to provide proof of satisfactory completion and Purchase Order.
7. The vendor should have successfully supplied goods/materials/equipments amounting to Rs. 2 Lakh to at least one customer in Government Department or Public Undertaking in West Bengal in the last 2 years. Purchase Order and proof of satisfactory service from the customer shall be attached.
8. The company/firm should be in existence and should have been in operation for a period of at least 3 years. The company/firm has to produce Certificate of Incorporation/Registration with Shops and Establishments/ GST Registration for the last 2 Years.
9. PAN No. of the company/firm, TIN No. (As applicable): Self attested copies to be attached.
10. The bidder should not have any of their contracts terminated or blacklisted in the last three years by any State or Central Government / PSU/ BFSI/ Private Sector. (Affidavit duly notarized to be submitted).

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## ANNEXURE-'C'- (FINANCIAL BID FORMAT)

### QUOTATIONS FOR PURCHASE OF DIFFERENT OPERATING SYSTEM & NECESSARY SOFTWAREs

#### Financial Terms and Conditions:

- 1 The vendors must use only the format provided in the e-tender website for submitting the financials. Any other formats/ forms will not be accepted and such tenders will be rejected.
- 2 The vendor must provide the Commercial Proposal strictly in e-tender mode only. Hardcopies of the Commercial proposals are not to be submitted.
- 3 The rates should be quoted in figures as well as in words, on the form attached at Annexure-'C' and duly signed and stamped by the authorized person.
- 4 Rates mentioned above are inclusive of all taxes, F.O.S. destination and installation charges and all other charges. No charges of whatsoever nature would be paid additional to the cost mentioned above.
- 5 The College Authority reserves the right to alter the quantity of the computers/Equipments/Materials/Goods and peripherals.

Date : 26.10.2018



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## ANNEXURE-'D' - (SPECIFICATIONS AND CONFIGURATIONS)

Part Code	Product Name	Quantity
021-10539	<u>Product Family- Office Standard Academic,</u> <u>Item Name - OfficeStd 2016</u> <u>SNGL OLP NL Acdmc</u>	30
T5D-02701	OFFICE Home & Business 2016	10
KW9-00017	Windows FPP 10 Home	20

Date : 26.10.2018



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