

Ref. No. : VJRC / Procurement / 2022-23 / 01

Dated : 06-02-2023

Principal, Vijaygarh Jyotish Ray College invites quotation for the work detailed in the table below. Submission of quotation is offline. For any query, contact at 6289165591 from Monday to Friday within 11:00 a.m. to 5:00 p.m

Sl. No.	Name of work	Amount put totender (Rs.)	Earnest Money (Rs.)	Period of completion	Eligibility of Bidder
1.	Supplying and installation of Desktop Computers, laptop, Projector, Flatbed Scanner	Rs. 12,00000/-	NIL	30 days	As mentioned in this notice

1. Intending vendor may download this notice from the website: **<https://vijaygarhjrcollege.com>**. Technical Bid and Financial Bid both will be submitted concurrently and duly signed at **<https://wbtdenders.gov.in>** .
2. The Technical document and Financial Bid submission: As per Tables mentioned Pages 2 & 3
3. The FINANCIAL OFFER of the prospective vendor will be considered only if the TECHNICAL Document (both statutory and non-statutory) of the vendor found to be qualified by the Principal, Vijaygarh Jyotish Ray College. The decision of the Principal, Vijaygarh Jyotish Ray College will be final and absolute in this respect. Both the list of accepted and rejected vendors will be displayed in the college website and also in the Notice Board of the office of the Principal, Vijaygarh Jyotish Ray College on the scheduled date and time.
4. **Eligibility criteria for submitting quotation**
 - a) The manufacturer should be a reputed concern, having presence in multiple countries.
 - b) **Vendor must have working office and service center at Kolkata.**
 - c) The manufacturer must have business in relevant field in India for at least 10 years.
 - d) In case of Proprietorship and Partnership Firms and Company to Tax Audited Report in 3CD Form is to be furnished along with Balance Sheet & Profit and Loss A/c. for the last 3 (Three) years (year just preceding the current Financial year will be considered as year—1). [Non-statutory Documents]
 - e) Declaration regarding Structure and Organization duly signed by the applicant to be submitted along with application.
 - f) A prospective vendor shall be allowed to participate in a single job either in the capacity of individual or as a partner of a firm. If found to have applied severally in a single job, all his applications will be rejected for that job.
 - g) Where there is a discrepancy between the unit rate & the item total amount resulting from multiplying the unit rate by the quantity, the unit rate quoted shall govern.
 - f) The Partnership Firm shall furnish the registered partnership deed and the company shall furnish the Article of Association and Memorandum. [Non-statutory Documents]
 - g) Where an individual person holds a certificate in his own name duly issued to him by the company or the firm of which he/she happens to be a director or partner, such individual person, either belonging to an appropriate cadre officer of the company or an authorized partner of a firm, having a registered power of attorney empowered by the board or by the firm shall invariably upload a copy of registered power of attorney showing clear authorization in his favour to upload such quotation.
 - h) No mobilization / secured advance will be allowed.
 - i) In connection with the work, Arbitration will not be allowed.
 - j) Quotation shall remain valid for a period not less than 120 (one hundred twenty) days after the

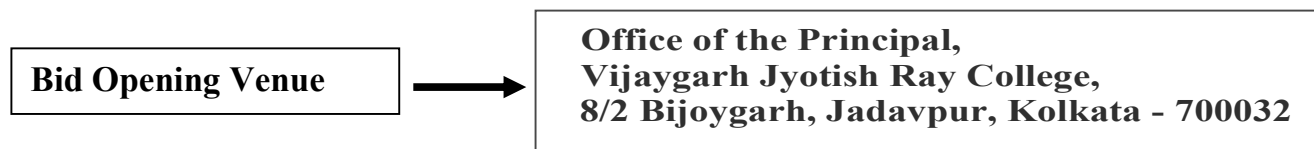
dead line date for Financial Bid/Sealed Bid submission. Quotation valid for a shorter period shall be rejected by the Principal, Vijaygarh Jyotish Ray College, as non-responsive.

- k) The Agency will be liable to maintain the work at working portion at the appropriate service level
- l) to the satisfaction of the Principal at his/her own cost for a period of 1 (one) year from the date of completion of the work. If any defect/damage is found during the period as mentioned above vendor shall deliver the same item at his/her own cost expense to the specification at par with instant project work. Failure to do so, penal action against the Agency will be imposed by the college as deem fit. The Agency will have to quote the rate considering the above aspect.
- n) All vendors who are accepted in the technical bid are requested to be present in the office of the Principal, Vijaygarh Jyotish Ray College during opening the financial bid. The Principal, Vijaygarh Jyotish Ray College may seek suitable rate further, if it is required after opening of the said bid. No objections in this respect will be entertained raised by any vendor who will present during opening of bid, or from any vendor who will be absent at the time of opening of Financial Bid. No informal vendor will be entertained in the Bid further.
- o) Prospective applicants are advised to note carefully the minimum qualification criteria as mentioned in 'Instructions to vendors' before tendering the bids.
- p) Conditional/Incomplete quotation will not be accepted under any circumstances.
- q) The participating vendors must have Authorisation Certificate from respective manufacturers for participating in the Tender process of a particular item

5. Important information Date & Time schedule:

Sl. No.	Particulars	Date & Time
1.	Date of uploading of Tender Notice (Publishing Date)	06-02-2023
2.	Documents download start date (Online)	06-02-2023 (11 a.m.)
3.	Documents download end date (Online)	20-02-2023 (2 p.m.)
4.	Tender submission start date (Online)	06-02-2023 (11 a.m.)
5.	Tender submission closing (Online)	20-02-2023 (2 p.m.)
6.	Tender opening date for Technical Proposals (Online)	21-02-2023 (2 p.m.)
7.	Date of uploading list for Technically Qualified vendor (Online)	Will be uploaded after technical evaluation
8.	Date & Place for opening of Financial Proposal (Online)	Will be uploaded after technical evaluation
9.	Date of uploading of list of vendors along with the offer rates through (Online).	Will be uploaded after opening of financial bid
	Also, if necessary for further negotiation through offline for final rate.	

LOCATION OF CRITICAL EVENT



- 6. In case of ascertaining authority of intending vendors at any stage of the evaluation process or execution of work, necessary registered irrevocable power of attorney is to be produced as and when asked for by the quotation Inviting & Accepting Authority.
- 7. During the scrutiny, if it come to the notice to quotation inviting authority that the credential or any other paper found incorrect/manufactured/fabricated, that bidder would not allowed to participate in the bid and that application will be out rightly rejected without any prejudice. The Principal, Vijaygarh Jyotish Ray College reserves the right to cancel the quotation notice due to unavoidable circumstances without assigning any reason, whatsoever, to the vendors and no claim in this respect will be entertained.
- 8. In case if there be any objection regarding prequalifying the Agency that should be lodged to the

Principal, Vijaygarh Jyotish Ray College within 02(two) day from the date of publication of list of qualified agencies and beyond that time schedule no objection will be entertained

9. Qualification criteria :— The quotation inviting & Accepting Authority will determine the eligibility of each bidder, the bidders shall have to meet all the minimum criteria regarding:
- Financial Capacity
 - Technical Capacity comprising of personnel & equipment capability.
 - Experience/Credential eligibility of a vendor will be ascertained on the basis of the signed documents in support of the minimum criteria as mentioned in a, & b above. If any document submitted by a vendor is either manufacture of false, in such cases the eligibility of the vendor will be out rightly rejected at any stage without any prejudice.
10. Before issuance of the WORK ORDER, the tender inviting authority may verify the credential and other documents of the lowest bidder if necessary. After verification if it is found that the documents submitted by the lowest bidder is either manufactured or false in that case work order will not be issued in favor of the said vendor.
11. **The Quantity of the Item(s) is always subject to change and it depends upon the Requirement & Budget and actual required Quantity will be mentioned in WORK ORDER / Purchase Order.**

SECTION – AN INSTRUCTION TO VENDORS

1. Technical Proposal:

The Technical proposal should contain scanned copies of the following in two covers (folders):

- Statutory Cover Containing the following documents:**
 - Detailed technical specification of individual items along with Authorization Certificate from the manufacturer.
- Non—statutory Cover containing the following documents:**
 - Professional Tax (PT) deposit receipt challan for the current financial year, Pan Card, IT, Saral for the last three assessment years, GST Registration Certificate
 - Registration Certificate under Company Act. (If any).
 - Registered Deed of partnership Firm / Article of Association & Memorandum (if applicable).
 - Power of Attorney (For Partnership Firm / Private Limited Company, if any).
 - Tax Audited Report in 3 CD form along with Balance Sheet & Profit & Loss A/c. for the last 3 (three years (year just preceding the current Financial Year will be considered as year—I)
 - Clearance Certificate for the Current Year issued by the Assistant Register of Cooperative Society (ARCS), bye laws are to be submitted by the Registered Labour Cooperative Society / Engineers' Co-Operative Society if applicable).
 - List of Technical staffs along with structure & organization if ask for.

N.B.: Failure of submission of any of the above-mentioned documents as stated will render the vendor liable to be rejected for both statutory & non-statutory cover.

Sl.No.	Ctegrory	Sub Category	Sub Category Description	File
1.	(Certificates)	Certificates	a) GST (Registration Certificate with (Acknowledgement,) b) PAN, c) Latest IT Acknowledgement, d) P TAX,	
2.	(Company Details)	Company Detail 1	a) Trade License, b) Company RegistrationCertificate c) Credential	
3.	Credential	Credential-1	Credential	
4.	(Financial Info)	P/L & Balance Sheet last 3 years	P/L & Balance Sheet last 3 years	

1. Quotation Evaluation Committee (TEC)

Evaluation Committee constituted as per Order of the Principal, Vijaygarh Jyotish Ray College will function as Evaluation Committee for selection of technically qualified contractors.

2. Opening of Technical Proposal:

Technical proposals will be opened by the Principal, Vijaygarh Jyotish Ray College in presence of his/her authorized representatives.

3. Cover (folder) for Statutory Documents will be opened first and if found in order, cover (folder) for Non-Statutory Documents will be opened. If there is any deficiency in the Statutory Documents, the tender will summarily be rejected.

4. Summary list of technically qualified vendors will be uploaded online.

5. Pursuant to scrutiny & decision of the Tender Evaluation Committee the summary list of eligible bidders & the serial number of work for which their proposal will be considered will be uploaded in the college website.

6. During evaluation the committee may summon the vendor(s) & seek clarification / information or additional documents or original hard copy of any of the documents already submitted & if these are not produced within the stipulated time frame, their proposals will be liable for rejection.

7. Financial Proposal

The financial proposal should contain statement of rate of each item separately.

8. Penalty for suppression / distortion of facts:

If any vendor fails to produce the original hard copies of relevant documents on demand of the quotation Evaluation Committee within a specified time frame or if any deviation is detected in the hard copies, it may be treated as submission of false documents by the vendor and action may be referred to the appropriate authority for prosecution as per existing relevant laws of IPC.

9. Rejection of quotation

Employer 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 vendor(s) or has any obligation to inform the concerned vendor(s) of the ground for Employer's action.

10. Award of Contract:

The vendor who's Bid has been accepted will be notified by the Quotation Inviting & Accepting Authority through acceptance letter/ Letter of Acceptance. The notification of award will constitute the formation of the Contract.

Item Description	Quantity	Units
Desktop, Laptop, Projector, Flatbed Scanner(A3) (Branded)	Desktop (i7 Processor) = 1 Desktop (i3 Processor) = 9 Laptop (i3 Processor) = 5 Projector 3LCD XGA (Type 1) Projector 3LCD XGA (Type 2) Flatbed Scanner (A3) = 1	Number

For Detailed Technical specifications of above items, see the next page. Also, kindly contact the college office or, contact at 6289165591 from Monday to Friday within 11:00 a.m. to 5:00 p.m for any further query in this regard.

Sd-/PRINCIPAL,
VIJAYGARH JYOTISH RAY COLLEGE
8/2 Bijoygarh, Jadavpur, Kolkata — 700032

Vijaygarh Jyotish Ray College, Kolkata - 700032

Lowest Rate Quotation required for the undermentioned Desktop, Laptop, Projector, Flatbed Scanner

**(TECHNICAL COMPLIANCE FORM) (TO BE GIVEN IN COMPANY LETTER-HEAD
WITH SIGN & SEAL)**

Required Lowest Quotation for	Qty.		Computer Configuration	To be Mentioned as per requirement (Yes/No)
Branded Desktop i3 Processor (With Warranty Period)	9	Motherboard	Gigabyte / Asus	
		Processor	Intel / AMD Ryzen3, 12th Gen Core i3 8100 (3.6 Ghz, 4 Core 8 thread 6MBCache) or above	
		RAM	8 GB DDR4 RAM expandable to 16GB: Two DIMiVi slots	
		HDD	ITB SATA (7,200 Rpm)	
		SSD	256 GB	
		Cabinet	Compatible	
		Monitor	21" or higher with LED Backlight	
		Keyboard	USB 104 Keys	
		Mouse	Optical Scroll	
		SMPS	Compatible, Cooler Master	
		HD Graphics	Intel	
		USB Port	Front Side : 4 & Back Side : 4 (3.1 Minimum 4 out of total 8)	
		NIC	Intel rated Gigabit (10/100/1000)	
		USP	APC 600VA	
		O/S	Genuine Microsoft Windows 10 Pro 64-bit	
		MS-Office	Genuine Microsoft Office 2019 Home & Student lifetime	
Branded Desktop i7 Processor (With Warranty Period)	1	Motherboard	Gigabyte / Asus	
		Processor	Intel / AMD Ryzen7, 12th Gen Core i7 8100 (3.6 Ghz, 6 Core 12 thread 6MB (Cache) or above	
		RAM	8 GB DDR4 RAM expandable to 32GB: Two DIMiVi slots	
		HDD	ITB SATA (7,200 Rpm)	
		SSD	256 GB	
		Cabinet	Compatible	
		Monitor	21" or higher with LED Backlight (IPS Panel)	
		Keyboard	USB 104 Keys	
		Mouse	Optical Scroll	
		SMPS	Compatible, Cooler Master	

		HD Graphics	Intel	
		USB Port	Front Side : 4 & Back Side : 4 (3.1 Minimum 4 out of total 8)	
		NIC	Intel rated Gigabit (10/100/1000)	
		USP	APC 600VA	
		O/S	Genuine Microsoft Windows 10 Pro 64-bit	
		MS-Office	Genuine Microsoft Office 2019 Home & Student lifetime	
Branded Laptop i3 Processor (With Warranty Period)	5	Motherboard	Compatible	
		Processor	Intel / AMD Ryzen3, 12th Gen Core i3 8100 (3.6 Ghz, 4 Core 8 thread 6MB (Cache) or above	
		Size	15.6 inches FHD	
		RAM	8GB	
		SSD	156GB	
		HDD	1TB	
		Port	USB 3.1 (two ports), USB 2 (one port)	
		OS	Windows 10 and MS office Integrated Graphics	
Projector 3LCD XGA (Type 1)		Brightness	3300 Lumens	
		Resolution	XGA (1024 X 768) 4:3	
		Projection Sys.	3LCD	
		Lamp Type	210 W UHE	
		Fan Noise (N/E)	37DB/28DB	
		Connectivity	USB, VGA, HDMI	
Projector 3LCD XGA (Type 2)		Brightness	3600 Lumens	
		Resolution	XGA (1024 X 768) 4:3	
		Projection Sys.	3LCD	
		Lamp Type	210 W UHE	
		Fan Noise (N/E)	37DB/28DB	
		Connectivity	USB, VGA, HDMI	
A3 Flatbed Scanner			600 DPI scanning Easy File Management software for convenient scans Network connectivity Scan speed up to 80 ipm	