

Memo No :- **UC/231/2023**Date :- **21.01.2023**

NOTICE INVITING TENDER

Uluberia College invites E-Tender for the work from reputed vendors/authorized partner for supplying the following item (Submission of Bid through online).

1.	E-Tender No.	WB/DHW/UC/22-23/NIT/E-1	Dated: 21.01.2023
2.	Name of Work	Purchase of 25 (Twenty-Five) Laptop Computers with bags for Uluberia College	
3.	Estimated Cost put to Tender	NA	
4.	Technical Specification	Annexure-A	
5.	Earnest Money	Rs. 40000/- Payable to Principal, Uluberia College, Uluberia Howrah 711315	
6.	Completion Period	60 days	
7.	Terms & Conditions	a) The Work order will be awarded to the Lowest (L1) valid Bidder. b) The quoted rate should be inclusive of all Govt taxes, loading, unloading, carriage etc complete. c) No extra payment to be paid beyond the tendered amount. d) The Tender Inviting Authority reserves the right to accept or reject any tender without assuring ant reasons. e) Manufacturing Warranty Period:- 3 Years onsite hardware warranty (Battery one year) (No extra payment will be made for any maintenance or up gradation of software package during the guarantee period). f) If the Agency fails to complete work within the completion time then the Agency will be debarred for applying any tender for 3 years in this college.	

In the event of e-procurement, intending bidder may download the tender documents from the website <https://wbtenders.gov.in> directly with the help of Digital Signature Certificate. The Earnest Money Deposit (EMD) and documents in support should be submitted physically to The Office of The Principal, Uluberia College, Uluberia, Howrah-711315.

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

Tender documents may be downloaded from website and submission of Technical Bid and Financial Bid will be done as per Date and Time Schedule. The Technical Bid/Proposal is submitted in two parts. The two parts of the proposal are:-

- (i) Part – 1 : Technical proposal
 - a) Folder 1: Prequalification documents.
 - b) Folder 2: Technical submission by bidder.
- (ii) Part – 2 : Financial proposal

Eligibility criteria for participation in the tender:

1. The prospective bidders shall have similar nature of work done and completion certificate from any govt /PSU department which is applicable for eligible in this tender.

N.B: Date of Completion of Project and detail communicational address of client must be indicated in the credential Certificate. **[Non-statutory documents]**

2. Income Tax Return Acknowledgement for the latest Assessment Year, P.T. Deposit Challan for the year 2022-23, Pan Card, GSTIN (Terms and Conditions apply), Current Trade License.

[Non-statutory documents]

3. Registered Partnership Deed for Partnership Firm is to be submitted. The Company shall furnish the Article of Association and Memorandum. Where an individual person holds a digital certificate in his own name duly issued to him against the company or the Firm of which he happens to be a Director or Partner, such individual person shall, while uploading any tender for and on behalf of such Company or Firm, invariably upload a copy of Registered Power of Attorney Showing clear authorization in his favour, by the rest of the Directors of such Company or the Partners of such Firm, to upload such tender. **[Non-statutory documents]**

A prospective bidder shall be allowed to participate in a particular 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, without assigning any reason thereof.

Date and Time schedule :

SL. No	Particulars Date & Time	Date & Time
1	Date of uploading of N.I.T & other Documents (online) (Publishing Date)	28-01-2023
2	Documents download / sale start date (online)	28-01-2023 AT 10 AM
3	Bid submission start date (online)	28-01-2023 AT 10 AM
4	Bid submission closing date (online)	13-02-2023 AT 6.55 PM
5	Date & time of submission of supporting document for Earnest Money Deposit and other Technical Document to The office of Principal, Uluberia College, Uluberia, Howrah, West Bengal-711315	14.02.2023 From 11am to 3.00 pm
6	Bid opening date for Technical proposal (Folder 1: Prequalification documents and Folder 2: Technical submission by bidder) (Online)	16-02-2023 at 1.00 PM
7	Date of uploading list for Qualified Bidder in Technical Proposal	After evaluation of Technical Proposal
8	Date for opening of Financial Proposal (Online)	To be notified later on.

SECTION – A INSTRUCTION TO BIDDERS

A. General Guidance for e-Tendering:

A.1. Registration of Contractor:

Any contractor 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 the <https://wbtenders.gov.in> The contractor is to click on the link for e-Tendering site as given on the web portal.

A.2. Digital Signature certificate (DSC) :

Each contractor is required to obtain a Class-II or Class-III Digital Signature Certificate (DSC) for submission of tenders from the approved service provider of the National Informatics Centre (NIC) on payment of requisite amount. Details are available at the web site stated in Clause A.1. above DSC is given as a USB e-Token.

A.3. The contractor can search and download N.I.T., Tender Document(s) and addenda & Corrigenda (if any) electronically from computer once he logs on to the website mentioned in Clause A.1. Using the Digital Signature Certificate. This is the only mode of collection of Tender Documents.

A.4 Participation in more than one 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 found to have applied severally in a single job all his applications will be rejected for that job. A prospective bidder (including his participation in partnership) shall be allowed to participate in single building or repairing work as mentioned in the list of schemes.

A.5. Submission of Tenders:

Tenders are to be submitted through online to the website stated in Clause A.1. in two folders at a time for each work , one is Technical Proposal & the other is Financial Proposal before the prescribed date & time using the Digital Signature Certificate(DSC) Virus free scanned copy of the documents are to be uploaded duly Digital Signed. The documents will get encrypted (transformed into non readable formats).

A.5.1. Technical Proposal:

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

A5.1.1: Technical Cover containing the following documents:

- i) NIT (Download from the e-Tender)
- ii) D.D. / Pay Order Payable to Principal, Uluberia College, Uluberia Howrah-711315, for Earnest Money (EMD) as prescribed in the N.I.T against the work and any other Documents.

A5.1.2: Financial Cover containing the following documents:

- i) BOQ

A5.1.3: Non statutory Cover containing the following documents

- i) Professional Tax (PT) deposit receipt challan for the financial year 2022-23, PAN Card, ITR Acknowledgement for the Assessment year 2021-22, GSTIN with last Acknowledgement.
- ii) Registration Certificate under Company Act. Trade License as the case may be.

iii) Registered Deed of partnership Firm/Article of Association & Memorandum

iv) Power of Attorney (For Partnership Firm/Private Limited Company).

The above stated Non-statutory/Technical Documents should be arranged in the following manner

Click the check boxes beside the necessary documents in the My Document list and then click the tab “Submit Non Statutory Documents’ to send the selected documents to Non-Statutory folder. Next Click the tab “Click to Encrypt and upload” and then click the “Technical” Folder to upload the Technical Documents.

Sl.No	Category Name	Sub-Category Description	Detail(s)
A	Certificate(s)	Certificate(s)	1. GST & Service Tax Registration Certificate & Acknowledgement. 2. PAN 3. P Tax(Challan)(2022-23) 4. Latest IT Receipt. 5. IT-Saral for A.Y. 2022-23
B	Company Detail(s)	Company Detail-1	1. Proprietorship Firm (Trade License) Section – B From-II[Structure & Org]. 2. Partnership Firm (Partnership Deed, Trade License) 3. Ltd. Company(Incorporation Certificate, Trade License) 4. Power of Attorney, Memorandum of Association and Articles of Association of the Company.
C	Credential	Credential-1	1. Similar nature of work done and completion certificate from any govt /PSU department which is applicable for eligible in this tender.

A.5.2 Tender Evaluation Committee (TEC)

A.5.2.1 Tender Committee members will act as Evaluation Committee for selection of technically qualified contractors.

A.5.2.2 Opening of Technical Proposal: Technical proposal will be opened by the Tender Committee member/s electronically from the Website using their Digital Signature Certificate (DSC).

A.5.2.3: Intending tenderers may remain present if they so desire.

A.5.2.4: Cover(folder) for Statutory Documents will be opened first and if found in order, cover(folder) for Non-Statutory Documents will be opened.

A.5.2.5: Decrypted (transformed into readable formats) documents of the non-statutory cover will be downloaded & handed over to the Tender Evaluation Committee.

A.5.2.6: Pursuant to scrutiny & decision of the Tender Evaluation Committee the summary list of eligible tenderers & the serial number of work for which their proposal will be considered will be uploaded in the web portals.

A.5.2.7: During evaluation the committee may summon of the tenderer& seek clarification/information 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.

A.5.3: Financial Proposal:

A.5.3.1: The financial proposal should contain the following documents in one cover (folder) i.e. Bill of Quantities(BOQ). The contractor is to quote the rate online through computer in the space marked for quoting rate in the BOQ..

A.5.3.2: Only downloaded copies of the above documents are to be uploaded after Virus scan & Digitally signed by the contractor.

A.6. Financial capacity of a bidder will be judged on the basis of working Financial Statement. If an applicant feels that his/their Working Capital from own resource may be insufficient, he/they may include with the application letter of guarantee issued by a first class Bank to supplement the applicant. This letter of guarantee should be addressed to the Tender Inviting/Accepting Authority and should guarantee duly specifying the name of the project that in case of contract is awarded to the Bidder, the Bidder will be provided with a revolving line of credit. Such revolving line of credit should be maintained until the works are taken over by the Engineer-in-charge/Employer.

The audited Balance sheet for the last year, net worth, bid capacity, etc. are to be submitted which must demonstrate the soundness of Bidder's financial position, showing long term profitability including an estimated financial projection of the next two years.

A.7: Penalty for suppression/distortion of facts:

If any tenderer fails to produce the original hard copies of the documents (especially Completion Certificates and Audited Balance Sheets) Or any other documents on demand of the Tender Evaluation. Committee within a specified time frame or if any deviation is detected in the hard copies from the uploaded soft copies, it may be treated as submission of false documents by the tenderer and action may be referred to the appropriate authority for prosecution as per relevant IT Act.

A.8: Rejection of Bid:

Employer Reserves the right to accept or reject any Bid and to cancel the Biding 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 Employer's action.

A.9: Award of Contract:

The Bidder whose Bid has been accepted will be notified by the Tender Inviting & Accepting Authority through acceptance letter/Letter of Acceptance.

The notification of award will constitute the formation of the Contract:

The Agreement in West Bengal From No. 2911(ii) will incorporate all agreements between the Tender Accepting Authority and the successful bidder. All the tender documents including N.I.T & B.O.Q will be the part of the contract documents. After receipt of Letter of Acceptance, the successful bidder shall have to submit requisite copies of contract documents along with requisite of the concerned work within time limit to be set in the letter of acceptance.

To be submitted in Non-Judicial Stamp Paper, and it should be notarized

DECLARATION TO BE GIVEN ALL BIDDERS PARTICIPATING IN TENDER


This is to declare that, as on date of submission of this tender, we have not been banned/Put on hold or delisted by any government or quasi Government agencies or PSUs.

Sign & seal of the Bidder

Technical Specification

Annexure A

Item	Laptop Specifications of HP, DELL, LENOVA Brand Preferable
Form Factor	Clamshell
Chassis	With metallic hinges
Chipset	Integrated in Processor
Processor	Intel® Core™ i5-1135G7 with Intel® UHD Graphics (up to 4.2 GHz with Intel® Turbo Boost Technology, 8 MB L3 cache, 4 cores) or higher
Memory	8 GB DDR4-3200 SDRAM (1 x 8 GB) ,should support Dual Channel, Memory expandability up to 32 GB with 2 DIMM Slots (no sticker on mother board), memory should not be soldered
Storage	1TB HDD and 512 GB SSD NVme or Higher
Graphics	Integrated Intel graphics
Display	15.6" , HD 250 nits with digital microphone and HD Webcam
Audio	Integrated audio controller with 2 Integrated stereo speakers
Operating System	Microsoft Windows 11 SL
Networking	Integrated Gigabit 10/100/1000 Ethernet Controller & 802.11ac (2x2) WLAN and Bluetooth® 5.0
Ports	Video: 1 HDMI 1.4, Audio: 1 Headphone/microphone combo jack. USB:2 USB 3.2 Gen 1, &1 USB 3.2 Gen Type C
Keyboard	Full size textured island type keyboard
Pointing Devices	Click pad with multi-touch gesture support
Slots	2 M.2 for WLAN & Storage
Camera	720p HD camera with temporal noise reduction
Battery	3-cell, 41- 45 Whr Li-ion Long life Battery with 1000 charge should Support battery fast charge - Approximately 90% in 90 minutes should be able to provide battery backup of at least 9 Hours in ideal test conditions. 1 Year Warranty.
Power Supply	HP Smart 65 W External AC power adapter with 88% average efficiency or better Adapter or equivalent
Weight	1.80 Kg including battery (Maximum weight)
Security	Hardware based endpoint security controller TPM 2.0. Comprehensive end point security - below the OS . Standard Security Lock Slot. Drive lock option for SSD to secure Data
Manageability	Integrated utility to enables hardware level testing outside the operating system & Drivers should be available on OEM Website for download
Certifications	Microsoft Windows 10 FCC,CE, RoHS, UL, EPEAT, Energy Star , ISO 9001,14001,20001,27001 for OEM, MIL standard, Top 3 OEM as per latest IDC report.
Warranty	3 Years onsite hardware warranty, Battery one year.
<p>1) Bid specification authorization form OEM with name, mail id and phone no of the signatory.</p> <p>2) OEM to certify original OS would be preloaded from factory before supply of the laptops. Document to be submitted along with the bid.</p> <p>3) Product datasheet and Warranty details of each Laptop must be available in OM website.</p> <p>4) Minimum 9 hrs battery backup in ideal condition.</p> <p>5) Certification of FCC, CE, ROHS, UL, EPEAT, Energy star.</p> <p>6) 2 DIMM slots with no memory soldered on the mother board, OEM logo should be embossed on the motherboard (no sticker).</p> <p>7) Weight must be 1.80 Kgs or less.</p>	


 Principal
 Uluberia College
 Uluberia, Howrah