

VICTORIA INSTITUTION (COLLEGE)

78-B, A. P. C ROAD, KOLOKATA - 700 009

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Phone: (033)2350-1959/2360-0046

Memo No: 163/VIC/ETENDER/25

Date: 13-08-2025

Notification Inviting e-Tender (NIT)

(Submission of BID strictly through WB e-tender portal only)

Notice Inviting E-Tender No. 163/VIC/ETENDER/25 of VICTORIA INSTITUTION (COLLEGE), KOLKATA - 700 009 invites E-Tender for the work detailed in the table below (Submission of Bid through online).

Name of the Item	Tender Fee (Non-Refundable)	Earnest Money
FOR PROCUREMENT AND INSTALLATION OF COMPUTER	Rs. 1,000/- (Rupees One Thousand Only)	Rs. 5,000/- (Rupees Five Thousand Only)

List of Items: Enclosed along with Items Specification

1. GENERAL INSTRUCTIONS

In the event of tendering process, intending bidder may download the tender documents free of cost from the website; <https://wbtenders.gov.in> directly with the help of Digital Signature Certificate. Necessary earnest money may be remitted in favour of THE PRINCIPAL, VICTORIA INSTITUTION (COLLEGE), KOLKATA-700009 strictly **through online mode only** in accordance with **G.O. No. 3975-F(Y), dated 28.07.2016** of the Finance Department, Government of West Bengal.

2. SUBMISSION OF BIDS

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

3. TIME SCHEDULES OF THE E-TENDER

THE TIME SCHEDULE FOR OBTAINING THE BID DOCUMENTS, THE SUBMISSION OF BIDS AND OTHER DOCUMENTS ETC. WILL BE AS PER THE LIST PROVIDED IN CLAUSE NO 23 AS GIVEN BELOW.

4. ELIGIBILITY FOR QUOTING

Only Manufacturers authorized distributors, reputed vendors and direct importers with good credentials in similar jobs are eligible for quoting. The price is to be quoted in Indian Rupees including all charges e.g. cost of insurance, custom duty, packing, forwarding, freight charges, clearing charges and transportation and installation charges including dismantling charges, if any.

5. SUBMISSION OF THE TENDERS

The tender is to be submitted in a two Bid System.

[A] TECHNICAL BID "A"

(a) Statutory Cover containing the following documents:

BID "A": PART I

(SINGLE FILE MULTIPLE PAGE SCANNED)

Essential Requirements of the Tendering Firm for participation shall contain all papers related to the essential requirements of the Tenderer for participation in the tender viz.

A	NIT and Corrigendum(if any)
B	CHECK LIST in the prescribed format
C	Authorization letter of signatory from Bidder
D	Technical Specification Given By Bidder

BID "A": PART II

It should contain the detailed Technical Specifications of Items (in Excel sheet)

NON-STATUTORY/MY DOCUMENTS containing the following documents:

Sl. No.	Category	Sub Category	Sub Category Description
A.	Certificates	A1 Certificates	1. PAN Card
			2. Professional Tax Registration Certificate with Latest Challan
			3. GST Registration certificate
			4. Valid Trade License for the FY 2024-25 for the specific trade
B.	Bidder Details		1. Proprietorship Firm (Trade License) 2. Partnership Firm (Partnership Deed, Trade License) 3. LTD Company (Incorporation certificate, Trade License) 4. Society (Society Registration copy, Trade License) 5. Power of attorney(if required)
C.	Credential		1. Work orders and payment certificates for experience in similar nature of work of last three financial years (22-23, 23-24, 24-25) minimum 80% of bid value. 2. Guarantor on behalf of the bidders (if value of quotation exceeds Rs.10Lakh).
D.	Financial Information		Income Tax Returns submitted for the – 1. Financial Year 2023-24 relating to Assessment Year 2024-25 2. Financial Year 2022-23 relating to Assessment Year 2023-24 3. Financial Year 2021-22 relating to Assessment Year 2022-23
		P/L Accounts & Balance Sheet (if available)	Audited P/L Account & Balance Sheet or a certificate by the chartered accountant clearly stating the nature of the business and annual turnover for the – 1. Financial Year 2023-24 relating to Assessment Year 2024-25 2. Financial Year 2022-23 relating to Assessment Year 2023-24 Financial Year 2021-22 relating to Assessment Year 2022-23

[B] FINANCIAL BID "B"

(i) BOQ in INR (in excel sheet)

The folder as "Financial Bid" shall contain base price in Indian Rupee and the portion of the allied works and services which are to be undertaken in India (like installation, commissioning of equipment or PC etc.) are to be quoted in Indian currency including all charges e.g. cost of insurance, packing, forwarding, freight charges, clearing charges, custom duty and installation & transportation etc. along with applicable taxes.

The tenderers are required to submit the hard copies of BID A as per schedule more clearly described in the time line vide clause 24 along with Earnest Money Deposit (EMD) (as mentioned in clause no. 7) in separate packets by means of hand or Registered post or Courier. Submission of hard copy of Bid A to the Office of THE VICTORIA INSTITUTION (COLLEGE), 78-B, A. P. C. ROAD, KOLKATA-700009 is for reference only while examining the technical bid on line and will not be treated as substitute for on line submission. Submission of hard copy of Bid B is totally prohibited and only be submitted through on line through NIC portal.

6. EVALUATION OF THE TENDERS

During the tender evaluation process, the "Bid A" will be opened first. Those Tenderer who have qualified the evaluation of technical bid will be identified and only their "Bid B", i.e. financial bid will be opened. The "Bid B" of those Tenderer failing to meet the technical and other requirements of participating in the tender will not be opened and will be rejected. The tenderer offering the item found suitable and being as per the tender specifications will only be selected.

The "Bid B" (Financial Bids) of only these tenderers passing the technical bid evaluation will be opened then subject to verification of hard copies submitted earlier.

If found suitable in the context of above pre-qualification etc. the Tenderer quoting the lowest rate will be considered as successful.

7. COST OF EARNEST MONEY

Each tenderer must to submit EMD, If the bidder does not provide the EMD for any quoted bid value of any department/section in respect of in Bid A, the bid of the respective bidder should be treated as cancelled.

The EMD will be refunded to the bidder(s) as per following manners--

- I. If the bidder(s) do not get any offer, the EMD will be automatically be refunded to the bidder(s) account through online mode only after finalization of the tender or within 180 (one hundred eighty) days from the date of opening of tender whichever is later against the specific prayer of Tenderer. No request for receiving the EMD amount in any other offline / online mode will be entertained at any stage by the College authority.
- II. If the bidder(s) get the work offer, but is unable to supply the materials / carry out the work order successfully and satisfactorily, the EMD will be forfeited.

8. RATE

The price [along with 3 years Comprehensive Onsite Warranty of entire system, including all spares and labour from the date of completion of the satisfactory installation] is **to be quoted in Indian Rupees including all costs e.g. insurance, custom duty, packing, forwarding, freight charges, clearing charges, installation (in college premises) and transportation etc. and dismantling charges if any, payable in Indian Rupees should also be mentioned.**

The Instrument is to be transported in such packaging so that there is no damage to the primary packaging during transportation process.

The basic rate should be furnished inclusive of all taxes duties & charges e.g. Customs Duty, Transportation Cost, Insurance, Freight, Testing charges, Incidental Charges etc. but excluding of GST which shall be quoted separately in the template for Bill of Quantities (BOQ). The GST Amount is to be mentioned in the appropriate Column of the template for Bill of Quantities.

9. ORDER & SUPPLY

Orders for the supply of the approved products will be placed with the successful tenderers after the execution of the agreements, and such supply shall have to be made in such instalments as may be fixed or spread over a period to be specified in the supply orders to be made in purchase of the agreements. The successful tenderer will have to supply within the specified time schedule that had been assured at the time of selection as supplier.

10. WITHDRAWAL/CANCELLATION & PURCHASE POLICY OF TENDERING AUTHORITY

The tendering authority reserves the right to withdraw any item from the tender at any stage. The selection of such item, if already made in favour of any Tenderer, shall be treated as cancelled. The tendering authority reserves the right to reject or accept any tender or part thereof at any stage or to split any tender without assigning any reason. Withdrawal of tender or any revision after submission of tender by the Tenderer will not be allowed unless otherwise required by the tendering authority. The tendering authority reserves the right to accept or reject any tender, in part or in full, without assigning any reason. Purchase will, however be made following the existing purchase policy of the Government of West Bengal and its amendment(s) made from time to time. The purchase policy of the State Government as provided in the West Bengal Financial Rules, the policy of price preference in particular incorporated under Notification No. 10500-F dated 19.11.04 read with Notification No. 5400-F dated 25.06.2012 should be observed in considering the tenders.

11. IMPORTANT INSTRUCTION WITH REGARD TO SUBMISSION OF TENDER

The rate should be quoted in Indian Rupees (both in figure and words) for a particular brand or model/model no. of the offered item only as mentioned in the appropriate column of the "Tender Form", (Alternative offer will not be accepted). The tender shall be cancelled for the quotation of item without its brand name, model, model no. etc. the detail information regarding the manufacturer and the item quoted in the "Tender Form" shall be furnished.

12. SPARE PARTS

The Bidder will undertake the supplies of necessary maintenance equipment and spare parts will be made available for all items and the complete system for at least five years on a continuing basis. However, this does not relieve the supplier of any warranty obligations under the contract.

13. CMC/AMC

- 13.1 Implementation of CMC/AMC is subject to the decision of the Authority.
- 13.2 All faults appearing and their rectification shall be periodically advised to the laboratory, the period being not more than a month.
- 13.3 Any lacuna or lacunae noticed in the functioning of the installation as a result of any design feature shall be rectified by the supplier free of cost.

14. AFTER SALES SERVICES AND MAINTENANCE CONTRACT

After sales services will have to be provided by the supplier during warranty/guarantee period of the equipment free of cost.

15. DELIVERY, INSTALLATION AND COMMISSIONING

- 15.1 Delivery of the goods at the purchaser's premises shall be completed by the Supplier in accordance with the terms specified by the purchaser.
- 15.2 The installation, testing and commissioning of the proposed system shall be completed in accordance with the order.

16. SPECIAL TERMS AND CONDITIONS FOR TENDER SUBMISSION

The tender has to give a certificate that the firm has not been blacklisted in the past by any Institution Government/Private or convicted in any criminal case.

If the tenderer gives a false statement on any of the above information the firm/supplier will not be considered and their quotation/tender shall be rejected and the earnest money shall be forfeited.

The manufacturer should submit all the quotations directly or through their authorized agent were applicable provided the manufacturer accepts responsibility for any lapse on the part of the agent and authorization certificate must be enclosed.

17. PENALTY CLAUSES

PENALTY FOR FORMATION OF CARTEL OR FURNISHING OF FRAUDULENT/MISLEADING DOCUMENTS:

If during the tender process or at any stage during the validity of the tender period, it is found that a Tenderer(s) has formed a cartel in what so ever form or name to fix up the rates or suppliers to the detriment of the fairness of the tender process, penal measures shall be initiated. Similar penal measures shall also be initiated against those tenderers who have submitted false/misleading/fraudulent documents or made incorrect declarations. The penal measure will be Forfeiture of Earnest Money, Forfeiture of Performance Bank Guarantee if enlisted as a supplier.

18. APPEAL

Appeal against the decision of THE PRINCIPAL VICTORIA INSTITUTION (COLLEGE), 78-B, A. P. C. ROAD, KOLKATA-700009 to impose such a penalty will lie with the Director of Public Instruction, Department of Higher Education, Government of West Bengal.

19. AGREEMENT

On a tender being accepted, intimation of acceptance will be forwarded to the Tenderer by THE PRINCIPAL VICTORIA INSTITUTION (COLLEGE), 78-B, A. P. C. ROAD, KOLKATA-700009. After communication of the same, the Tenderer and the selected distributor (in the event of distributor to receive order and payment in his name) will have to execute agreement in the prescribed form with THE PRINCIPAL VICTORIA INSTITUTION (COLLEGE), 78-B, A. P. C. ROAD, KOLKATA-700009. The present document and the tender forms filled in by the Tender or copies thereof in so far as they are not inconsistent with these terms and conditions will be incorporated as part of the agreement. Such agreement will be binding on the Tenderer and distributor.

20. VALIDITY PERIOD OF AGREEMENT

The contract period will be for a period decided by the tendering authority while giving work order top the bidder depending upon the job.

21. INSPECTION

Before submitting the tender, the intending tenderers should thoroughly acquaint themselves with the proposed supply and installation by local inspection of site and make into consideration the site condition and other criterion for effecting smooth supply. No claim whatsoever will be entertained afterwards.

22. PAYMENT TERMS

No advance money will be provided to the eligible bidders/suppliers.

Payment will be made through e-payment system through RTGS / NEFT as the case may be after execution and accomplishment of due supply as ordered subject to:

- i. Supply of the materials as per specification as provided in the tender documents and the catalogue.
- ii. Supply of the materials within the supplied period as specified in the work orders.
- iii. Availability of fund in PFMS and IFMS Module as the case may be

On being selected, the successful vendors will have to submit one application to THE PRINCIPAL VICTORIA INSTITUTION (COLLEGE), 78-B, A. P. C. ROAD, KOLKATA-700009 and concerned procuring authorities stating the name of the payee/recipient, Bank account no with MICR code, IFSC of the payee/recipient for making e payment.

No manual payment is allowed to be made as far as practicable.

Payment will be made in FULL after successful completion of the job.

23. DATES & INFORMATION:

Sl. No.	Items	Publishing Date(s)
01.	Date of uploading of N.I.T. & Tender documents (online) from this end	13.08.2025 at 03:00 PM
02.	Starting of Documents download (online)	13.08.2025 from 03.00 PM
03.	Bid Submission starting (on line)	13.08.2025 from 03.00 PM
04.	Last date of document download and submission of bid (on line)	30.08.2025 up to 03.00 PM
05.	Date of Technical Bid opening (on line)	01.09.2025 after 03.00 PM
06.	Date of uploading list for Technically qualified Bidder (online) (Bid A)	To be notified Later
07.	Date and Place for opening of Financial Proposal (Bid B) (online)	To be notified Later
08.	Date of uploading of list of bidders along with the approved rate	To be notified later

THE PRINCIPAL VICTORIA INSTITUTION (COLLEGE), 78-B, A. P. C. ROAD, KOLKATA-700009, RESERVES THE RIGHT TO CHANGE THE ABOVE SCHEDULE IN CASE OF ANY EXIGENCIES AFTER PUTTING UP A NOTICE IN THE WEBSITE; <https://wbtenders.gov.in> AND OFFICE NOTICE BOARD.

24. VALIDITY OF TENDER:

The contract period will be for a period decided by the tendering authority while giving work order top the bidder depending upon the job.

No objections in this respect will be entertained raised by any Bidder who will remain present during opening of bid, or from any Bidder who will remain absent at the time of opening of Financial Bid. No informal tenderer will be entertained in the Bid further.

During the scrutiny, if it come to the notice to tender inviting authority that the credential or any other paper found incorrect/manufacture/fabricated, that bidder would not be allowed to participate in the tender and that application will be out rightly rejected without any prejudice.

Prospective bidders must take training from authorized agencies before submission of their bids.

The Central Tender & Purchase Advisory Committee of the College reserves the right to cancel the N.I.T. due to unavoidable circumstances and no claim in this respect will be entertained.

25. ADDITIONAL TERMS AND CONDITIONS: (For items costing above Rs 30,000/-)

- (i) Bidder to submit BID Specific authorization with name, address and e-mail id of the Signatory.
- (ii) OEM to certify that Original OS and other s/w will be preloaded before supply of goods. Declaration to be submitted along with bid
- (iii) Datasheet and following Certifications to be provided along with bid. ISO 9001,14001, ISO 27001 for OEM, Energy star 7.1, EPEAT Certified, TCO 8.0 for monitor, ROHS and UL certificate, Bidder should be amongst TOP 3 No's as per Latest IDC report.
- (iv) Product serial nos and warranty information should be available in public domain

26. **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 Purchase Order.**
27. **Payment will be made after installation of all the desktop computers.**
28. **The Organization/Firm must has a Office / Service Center in Kolkata WEST BENGAL and upload the Office details including Contact Person with Contact Number.**

28. N.B.:

During evaluation, the Tender Inviting Authority may summon the tenderers (if required) & seek clarification/ information or additional documents or original hard copy of any of the documents already submitted & if they are not produced within the stipulated time frame, their bid will liable to be rejected.

Sd/-
THE PRINCIPAL
VICTORIA INSTITUTION (COLLEGE),
78-B, A. P. C. ROAD, KOLKATA-700009

FORMAT FOR CHECK LIST

(Must be given in Company Letter-Head with Sign & Company Official Stamp)

Sl.No.	Items	Please Mark √		Page No.
		Yes	No	
01.	PAN Card of the authorized signatory			
02.	Professional Tax Registration Certificate			
03.	GST Registration certificate			
04.	Valid Trade License for the FY 2024-25 for the specific trade			
05.	Proprietorship Firm (Trade License)			
06.	Partnership Firm (Partnership Deed, Trade License)			
07.	LTD Company (Incorporation certificate, Trade License)			
08.	Society (Society Registration copy, Trade License)			
09.	Power of Attorney(if required)			
10.	Manufacturing License			
11.	Manufacturer's guarantee			
12.	Work orders and payment certificates for experience in similar nature of work of last three financial years (22-23, 23-24, 24-25) minimum 80% of bid value.			
13.	Income Tax Returns submitted for the i) FY 23-24 relating to AY 24-25 ii) FY 22-23 relating to AY 23-24 iii)FY 21-22 relating to AY 22-23			
14.	Audited P/L Account & Balance Sheet of the i) FY 23-24 relating to AY 24-25 ii) FY 22-23 relating to AY 23-24 iii) FY 21-22 relating to AY 22-23			
15.	Whether blacklisted previously			
16.	Whether involved in any criminal case			
17.	Whether the bidder has bank A/C in the name as of quotation for receiving payment			
18.	Relevant documents as mentioned in Additional Terms and Conditions section.(see page 6 & 7)			
19.	Whether the Organization/Firm has a Office / Service Center in Kolkata WEST BENGAL or not? and upload the Office details			
20.	Whether the Organization/Firm has upload the Technical Specification and Manufacturer/Make of the Items? If is mandatory.			