

UNIVERSITY OF NORTH BENGAL

OFFICE OF THE REGISTRAR

Accredited by NAAC with Grade 'A'



ENLIGHTENMENT TO PERFECTION

In continuation to advt. no 59/R-18, dt. 20/6/18, sealed Buy-Back Offer (quotations) are invited for three nos. of Desktop at the University Press. For Details visit NBU Website [www.nbu.ac.in](http://www.nbu.ac.in)

Advt. No. 101/ R-2018 Dated: 09.08.2018

Registrar

**In continuation to advertisement published in the Uttar Banga Sambad vide advt. no. 59/R-18, dt. 20/6/18, sealed Quotations cum Buy-Back offer Against three nos. of old desktops of University Press are invited from the bonafide manufacturers / suppliers of Computer and Peripheral at the University Press for supply and install of new three nos. of Branded Desktops with following specifications:**

Processor: Intel Core i7

Cache: 8 MB

Ram Type: DDR4

Chipset: Intel

Hard Disk: 1 TB

DVD Player

Mouse and Keyboard (USB)

Processor Speed: 3.6 GHZ

Ram size: 8 GB

Ram Speed: 2400 MHZ

Graphics Card: DDR-5

TFT (LED) Monitor 21"

Operating System: DOS

BIT: 64 bits

**Products of HP or DELL Make shall be preferred most.**

Interested parties may collect the tender form available at the University Press during office hours from 9/08/18 to 23/08/2018. The filled up Tender form shall be submitted to the Superintendent (Acting), University Press within 2:00 P.M. of 23/08/2018 and will be opened on 23/08/2018 at 3:00 P.M at the University Press. Cost of form Rs. 200.00.

The tender shall be in two bid system. The envelope "A" will be technical bid while the envelope "B" will be commercial bid (price-bid). For proper identification both the envelopes "A" & "B" should be clearly be marked on top of the envelope as mentioned envelopes A – technical bid & envelope "B" price bid. Both the envelopes should be kept in the third sealed main envelope.

Memo No.:

Tender Form and Terms & Conditions may also be downloaded from NBU Portal [www.nbu.ac.in](http://www.nbu.ac.in)

**UNIVERSITY PRESS**  
**UNIVERSITY OF NORTH BENGAL**

Rajarammohunpur, P.O. North Bengal University, Dist. Darjeeling, PIN-734 013, West Bengal  
Phone No.: 0353 – 2776 384

**Tender Form A – Technical-bid**

Tender Form for buy back of three nos. of Desktop

Last date of submission is on 23/08/2018 upto 2.00 P.M.

1 Name of the Supplier: \_\_\_\_\_

2 Status of the Supplier (please tick):    Manufacturer             Distributor             Dealer

3 Address of Showroom / factory: \_\_\_\_\_  
\_\_\_\_\_

Contact Person and his/her No. and email: \_\_\_\_\_

4 Details of Cost of Form and Earnest Money Payment

a.) Cost of Form (Rs. 200.00) Paid through Cash Challan/ D.D. No. ....  
dt..... Bank .....

b.) Earnest Money (Rs. 2500.00) Paid through Cash Challan/ D.D. No. ....  
dt.....Bank .....

5 Technical Details:

**MODEL :** .....

**Make :** .....

**Specifications seeked**

**Processor: Intel Core i7**

**Processor Speed: 3.6 GHZ**

**Cache: 8 MB**

**RAM size: 8 GB**

**RAM Type: DDR4**

**RAM Speed: 2400 MHZ**

**Chipset: Intel**

**Graphics Card: DDR-5**

**Hard Disk: 1 TB**

**TFT (LED) Monitor 21”**

**DVD Player**

**Operating System: DOS**

**Specification of the supply model**

Processor: .....

Processor Speed: .....

Cache: .....

RAM size: .....

RAM Type: .....

RAM Speed: .....

Chipset: .....

Graphics Card: .....

Hard Disk: .....

Monitor .....

DVD Player .....

Operating System: DOS

6. Trade License No.: \_\_\_\_\_ (latest copy to be enclosed)
7. GST Registration No.: \_\_\_\_\_ (copy to be enclosed)
8. P.T. Registration No.: \_\_\_\_\_ (latest copy of PT clearance certificate to be enclosed)
9. Average Annual Turnover for last 3 years (min. Rs. 05 lakhs): \_\_\_\_\_ (Audited copy of the annual accounts of last 3 years to be enclosed, however incase of turnover less than Rs. 40 lakhs p.a. the submission of audited accounts is not compulsory but the accounts shall be certified by a Chartered Accountant)
10. Previous experience / credentials \_\_\_\_\_  
(Copy of order should be attached) \_\_\_\_\_

We declare that the above information is correct. The rate quoted for the above mentioned desktop are in conformity with the specification sought. We do hereby bind ourselves to submit quotation as and when asked by the University. We further declare that we shall abide by the Terms & Conditions of the Supply and those to be laid down by the University time to time for the supply and installation of desktops.

**Date**

**Place**

**Signature with Seal**

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Phone No.: 0353 – 2776 384

**Tender Form B – Price-bid**

Tender Form for buy back of three nos. of Desktop

Last date of submission is on 23/08/2018 upto 2.00 P.M.

1 Name of the Supplier: \_\_\_\_\_

2 Address of Suppliers Showroom / factory: \_\_\_\_\_

Name of Contact Person and his/her Cell No. : \_\_\_\_\_

3 Rate Detail:

Model and Make	Base Price (Per Unit)	GST %	GST Amount	Total Amount	Exchange Value (Total amount – Buy-Back value) per unit	Exchange value (in words) for three nosumers of Desktop
Description of old Desktop			Buy Back Value inclusive of all taxes (per unit)			
03 nos. of Desktops (make before 2005) Pentium IV Processor with 14/15 inch CFT Monitor						

We declare that the above information is correct. We do hereby bind ourselves to submit quotation as and when asked by the University. We further declare that we shall abide by the Terms & Conditions of the Supply and those to be laid down by the University time to time for the supply of Computer Desktops.

**Date**

**Place**

**Signature with Seal**

# UNIVERSITY OF NORTH BENGAL

## SPECIFICATIONS AND TERMS & CONDITIONS

### Technical Specifications of Desktops

<b>Processor: Intel Core i7</b>	<b>Processor Speed: 3.6 GHZ</b>	<b>Cache: 8 MB</b>
<b>RAM size: 8 GB</b>	<b>RAM Speed: 2400 MHZ</b>	<b>RAM Type: DDR4</b>
<b>Chipset: Intel</b>	<b>Graphics Card: DDR-5</b>	<b>Hard Disk: 1 TB</b>
<b>TFT (LED) Monitor 21”</b>	<b>DVD Player</b>	<b>Operating System: DOS</b>
<b>Warranty of 3 years (Preferred)</b>		

Products of HP or DELL make shall be preferred.

### TERMS & CONDITIONS

1. The Bidders shall have to pay Rs. 25,00/- (Rupees Two Thousand Five Hundred only) Demand Draft in favour of “University of North Bengal” and payable at “SBI, NBU Campus Branch” as Earnest Money which will be refunded without interest on satisfactory Supply of the article (for successful Bidders) or on demand (for unsuccessful Bidders). If tender form is downloaded from NBU portal, a demand draft of Rs. 200/- be submitted as above. Earnest Money and Cost of form may also be paid through University Cash Counter and the cash challan copy should be enclosed with the Technical Tender Form A. The payment of Earnest money has been exempted to the vendors who responded against the previous advertisement No. 59/R-18, dt. 20/06/18.
2. Up to date Professional Tax (PT) clearance certificate, copy of PAN Card and GST duly signed and stamped by the quotationer shall be attached with the offer.
3. The vendor shall submit Sales Tax and Income Tax clearance certificate.
4. The applicant shall have minimum credential for supply of Computer and Peripherals worth Rs. 5 lakhs to Govt. / Semi Govt. / Local Self Govt. / Autonomous Institutions. Necessary papers / documents shall be enclosed.
5. **The rates shall be inclusive of all taxes and charges including cartage/transportation/labour charges, Installation charges in the Office of the Superintendent, University Press. Rates for the required item should be quoted per Unit. Quoted rate shall be valid upto 31/03/19.**
6. The rates should strictly be in accordance with the specifications and terms specified herewith. **Submission of incomplete tender or of different specifications other than the specifications mentioned in the tender form shall be ‘rejected’.** Bidder should clearly mention the Model and Make of the Product.
7. Successful Bidder shall have to complete the supply within 15 (Fifteen) days from the date of receipt of the Supply Order, failing which the supply order may be treated as cancelled and the security money so deposited shall be forfeited.
8. Delivery shall have to be made at the Office of the Superintendent, University Press under proper receipts. Damaged supply shall be rejected. The party shall be liable to change the damaged supplied product at their cost. **Mother Board Drive should be supplied along with the product for supporting Operating System WINDOWS 7 and above versions.**

9. Partial Payments will be made as rules of the University of North Bengal and after probably 30 days from the date of installation of Desktops, subject to redressed of complaints, if any. The remaining amount shall be paid after successful functioning of the product. No advance payment shall be made. In case of default on any terms specified and/or in the event of non-fulfillment of the contract or otherwise, the security money shall be forfeited.
10. The Bidder can submit rate for one or more Models of Desktop and shall quote the rate of each item both in figure as well as in words.
11. Successful Bidder shall have to abide by the Terms and Conditions laid down above. In case of failure to comply with these terms & conditions the tender paper will be treated as cancelled.
12. In the event of any dispute, the decision of the Appropriate Authority of the university shall be final.
13. The Tender paper shall submit within 2.00 P.M. of 23/08/2018 to the under noted address and the same will be opened on 23/08/2018 at 3:00 p.m. The bidder may remain present on the opening of the tender. If opening of Quotations postpones then all Vendors shall be intimated the details of revised date of opening of Quotations through Notice, email, call or SMS.

**Communication Address:**

Superintendent (Acting)  
University Press  
University of North Bengal  
Rajarammohunpur  
P.O. North Bengal University  
Dist. Darjeeling, West Bengal  
Pin – 734 013

14. For any clarification the vendors may contact with the Superintendent (Acting), Contact No. 0353-2776384/2776317.
15. The University Authority reserves the right to accept or reject any/all quotations without assigning any reason and shall not be bound to accept the lowest quotation.

Superintendent (Acting)  
University Press, NBU