

UNIVERSITY OF NORTH BENGAL

OFFICE OF THE REGISTRAR

ACCREDITED BY NAAC WITH GRADE A



ENLIGHTENMENT TO PERFECTION

NOTICE

Sealed quotations are invited from reputed vendors for supply and installation of 2nos. of Desktop Computers, 2 nos. of Printers and 2 nos. APC 600VA UPS in the Office of the Secretary, Faculty Council for P.G. Studies in Science, University of North Bengal. For details visit www.nbu.ac.in.

Advt. No. 230 /R-2019 Date: 11.01.2019

Registrar

UNIVERSITY OF NORTH BENGAL

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Enlightenment to Perfection

Office of the Secretary, Faculty Council for Post Graduate Studies in Science
Raja Rammohunpur Campus Ph. No. 0353-2776357 e-mail: secretary_sc@nbu.ac.in

Abridged Notice Inviting Quotation

Sealed quotations are invited from the reputed vendors/agencies on their letterhead for the following supply & installation of materials required by the University of North Bengal at their NBU campus, Raja Rammohunpur, P.O. North Bengal University, Dist-Darjeeling, PIN-734013.

Description of item	Specifications	Quantity required in nos.
Supply & installation of desktop computers.	<u>DELL / HP</u> Processor:- Intel @ 7 th Generation or higher Core i3/ 4 GB RAM (DDR4) / 1 TB Hard Disk, 19 inc. LED Monitor (TFT) with internal audio speaker / RW DVD Writer / Key Board / Mouse / Cabinet with SMPS /Optical drive wifi / Bluetooth	02 (two)
Supply & installation of UPS	UPS APC (600VA)	02 (two)
Supply & installation of Printer	HP LaserJet Printer 1020 Plus	02 (two)

Last date and time for submission of quotation--- 22.01.2019 upto 3p.m.

Date and time for opening of quotations--- 22.01.2019 at 4p.m. in the office of the Secretary, Faculty Council for Post Graduate Studies in Science, University of North Bengal, P.O. North Bengal University, Raja Rammohunpur, Dist—Darjeeling, Pin-734013.

Terms and Conditions:

- a) The following documents are required to be attached with the quotation—
 - i) Valid Trade Licence.
 - ii) PAN along with Income Tax Return for last financial year.
 - iii) GST Registration certificate.
 - iv) Valid PT certificate/challan.
 - v) **EMD –A sum of Rs.6000.00 (Rupees six thousand only)** in the form of CTS Demand Draft from any Nationalized Bank in favour of University of North Bengal payable at Siliguri is to be attached with the tender documents as earnest money deposit, failing which the quotation will be treated as cancelled. EMD will be released after expiry of warranty period in case of successful bidder.
- b) **Credential**--Intending Tenderers/Quotationers should produce credentials of a similar nature of supply & installation work of minimum value of Rs. 120000.00 (rupees one lakh twenty thousand) in a single

work during 5 (five) years prior to the date of issue of the tender/quotation notice. The photocopy of the credential document(s)/certificate(s) is required to be attached with the tender documents, otherwise the tender will be treated as cancelled. Credential certificate issued by the Executive Engineer or equivalent or competent authority of a State/Central Government, State/ Central Govt Undertaking, Statutory/ Autonomous bodies constituted under the Central/ State Statute, on the executed value of completed work will be taken as credential. Only payment certificate or work order will not be treated as credentials. However, payment certificate along with work order will be treated equivalent as credential certificate.

- c) **Vendor authorisation**--An original tender specific OEM authorisation certificate from the Zonal office of the manufacturer has to be submitted by the bidder(s) along with the quotation(s).
- d) Quoted rate should be valid for at least 3 (three) months.
- e) Vendor must have working office and service centre at Siliguri, Dt. Darjeeling, West Bengal.
- f) Brochure and specification sheets of the product to be available in public domain and also need to be attached with the bid documents.
- g) Selection of the Vendor/Agency will be made on the basis of both technical and financial bids. The technical and financial bid should be sealed by the bidder in the separate cover duly superscripted. The technical bids will be opened by the office at the first instance and evaluated. At the second stage, financial bids of only technically acceptable offers will be opened for furnishing value and ranking before finalization and awarding of the contract. After verification the lowest rate (LQ) financial bid from among the technically qualified bidders will be accepted.
- h) Please mention the offered desktop model no, Intel processor no and monitor model no clearly in your bid for the proper technical evaluation, otherwise your bid may be rejected due to lack of information.**
- i) Price should not exceed MRP/Latest price-list of the manufacturer, if any and should be including of all taxes. The rate of GST and amount should be shown separately.**
- j) Time of delivery, installation & commissioning shall be reckoned 15 (fifteen) days from the date of receipt of work order.
- k) Taxes will be deducted as per prevailing Government norms.
- l) Payment will be made as per the Finance and Accounts Rules of the University.
- m) Price shall be quoted in Indian Rupees (INR).
- n) All material(s) supplied by the vendor(s) from the market should possess IS specification or as recommended in the tender notice or as approved by the University Engineer or by his authorized representatives.
- o) Tools and tackles for any installation work as required shall have to be arranged by the agency at their own cost.
- p) Agency shall maintain & comply with all standard/relevant safety norms and measures at their own cost during installation of such equipment.
- q) Quantity of materials required may vary as per requirement of the University authority. Quantity required may increase or decrease as per decision taken by the University authority.
- r) Recommendation of payment will be done only after successful delivery, installation & commissioning of the materials.
- s) Bidders are requested to be present at the time of opening of quotations.
- t) For any further detail bidders may contact the office of the undersigned during office hours except Saturday, Sunday and Holidays.
- u) Whatever the reasons may be, no claim of idle labour, enhancement of labour rate, additional establishment cost, cost of TOLL and hire & labour charges of tools and plants, railway freight etc. would be entertained under any circumstances.
- v) Quotation shall be submitted to “the Secretary, Faculty Council for Post Graduate Studies in Science, University of North Bengal, P.O. North Bengal University, Raja Rammohunpur, Dist—Darjeeling, Pin-734013”.
- w) The University authority reserves the right to deny or accept or reject any or all the applications and to amend/change/supplement/cancel any clause or the whole tendering process, at any point of time without any obligation & assigning any reasons what-so-ever and 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 such action.

- x) University authority has the liberty to take administrative/legal steps as they deem fit against the successful bidder at their discretion if the warranty/guarantee/services are not provided properly and in time by the agency/service provider. For any discrepancies, decision taken by the Vice Chancellor, University of North Bengal is final and binding. And for any court cases the jurisdiction will be Calcutta High Court.

Sd/-
Secretary
Faculty of Science
University of North Bengal