



SILIGURI COLLEGE OF COMMERCE

A Govt. of West Bengal Aided General Degree College Recognised by The U.G.C. under Section 2(f) & 12 (B) of U.G.C. Act. 1956

Affiliated to The University of North Bengal

College Para, P.O. : Siliguri
Dist : Darjeeling, Pin-734001
West Bengal

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siliguricollegeof_commerce@yahoo.com
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Office of the Principal

Ref. No.....

Date.....

Memo. No. 138/e-Tender-1/2024-25

Dated. 17/12/24

NOTICE INVITING PRE-QUALIFICATION - CUM – TENDER (E-Procurement) E-Tender (TWO COVER SYSTEM)

TENDER NO: NIT/01/SCC/2024-25,

Dated: 17-12-2024

Name of the Work: Supply and Installation of 20nos Desktop in Siliguri College of commerce.

Electronic Tenders are invited from experienced, resourceful and bonafide agencies/firm/Associations of persons / Limited Companies for providing IT services (SUPPLY AND INSTALLATION OF DESKTOP,) at the college campus of the, **Siliguri College of commerce**, Siliguri, Dist. Darjeeling—as per details given below having experience of rendering similar nature of work in a single order under any Govt College/University/any other Govt Department. The Tender shall be electronically submitted in the website: <https://wbtenders.gov.in>.

SUBMISSION & OPENING OF TENDER

Publish date & time	17/12/24
Documents download/sale starts date	18/12/24 From 10.00 hrs.
Bid submission start date	18/12/24 From 10.00 hrs.
Last date of submit of e- tender at the website wbtenders.gov.in.	26/12/24 Upto 16.00 hrs.
Date of Opening: The Technical Bid of Tender:	28/12/24 Upto 16.00 hrs.
Date of Opening: The Price Bid of Tender:	To be informed later on.

1) SCOPE OF WORK:

- SUPPLY AND INSTALLATION OF DESKTOP.
- After complete the Installation 3year service for Desktop.

2) INSTRUCTIONS FOR TENDERER:

- Tender must be electronically submitted in two parts, i.e., (i) Part-A, Technical Bid and (ii) Part- B, Price Bid.
- Technical bid should contain all the documents like, signed tender documents, Instructions for tenderer, Pre-qualifying requirement, General terms & conditions, duly filled & signed by the tenderer.
- Only one set of tender documents duly signed & stamped on each page by authorized representative of tenderer shall be electronically submitted. Tenderer should note specifically that all pages of tender document electronically submitted by them (after signing/ stamping on each page) as a part of their offer. Price shall not be mentioned by them anywhere in the techno-commercial portion of offer. Price shall be mentioned in the relevant price bid only and electronically submitted.



- d) On the date of opening of tender, Technical Bid shall be opened first to select the eligible tenderers. Price Bid will be opened on the scheduled date only in respect of those tenderers, whose bids are found technically acceptable.
- e) Office of the Principal, Siliguri College reserves the right to accept or reject any or all offer without assigning any reason thereof. In addition, Office of the Principal, Siliguri College shall not entertain any correspondence from bidders in this matter.
- f) The undersigned reserves the right to negotiate the rates, terms and conditions with the lowest tenderer or any of the other tenderers to ascertain the suitability of the acceptable offer.
- g) The agency selected for engagement shall have to enter into a formal agreement with the Office of the Principal.
- h) The tenderers or their representative may attend the opening of both the Bids (Part A & B).

PART-A

3) Terms & Conditions to be followed for the Technical Bid.

- a) Multiple quotations by a single agency will not be entertained.
- b) Joint ventures will not be entertained.

(II) An intending agency shall submit attested copies of the following documents electronically

- a) Valid Trade license specifically service provider should have service center in the Darjeeling Dist.
- b) PAN Card.
- c) Profession Tax Registration certificate with current challan.
- d) GST Registration certificate. With GST last Return
- e) Income tax return for last three years.
- f) Firm/Company registration certificate.
- g) **OEM/MAF Certificate from Company required.**

Minimum experience of rendering similar service in a single order to offices under the establishment of State Government or Government of India/ Undertaking of State Government or Government of India with satisfactory performance certificate from the concern authority.

(III) Earnest Money:-

The Tenderer shall be required to submit Earnest Money of Rs.20,000.00 (**Rupees Twenty Thousand only**). The Earnest Money (Mentioned in Annexure) must be submitted by intending bidder in the form of Demand Draft to be drawn in favour of **Siliguri College of Commerce** payable at **Siliguri** and the Scanned copy of the Demand Draft should be uploaded in the folder of technical bid.




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Siliguri, Darjeeling-734001

Instructions to Bidders

General guidance for E-Tendering:

The following are the instructions / guidelines for electronic submission of the tenders for assisting the service providers and or their authorized representatives to participate in E-Tendering:

- I. **Registration of Contractor:** Any service providers and or their authorized representatives willing to take part in the process of E-Tendering will have to be enrolled & registered with the Government e-procurement system, through logging onto <https://wb-tenders.gov.in>.
- II. **Digital Signature Certificate (DSC):** Each service providers and or their authorized representatives is required to obtain a Class-II or Class-III Digital Signature Certificate (DSC) for submission of tenders for the approval service of the National Informatics Centre (NIC) on payment of requisite amount. Details are available at the web site <https://wb-tenders.gov.in>. DSC is given as a USB e-Token.
- III. The service providers and or their authorized representatives can search and download the NIT and Tender Document(s) electronically from computer once he logs on to the web site <https://wb-tenders.gov.in> using the Digital Signature Certificate. This is the only mode of collection of Tender Documents.
- IV. **Submission of Tenders:** Tenders are to be submitted through online to the web site <https://wb-tenders.gov.in> using the Digital Signature Certificate (DSC). Virus scanned and digitally signed copies of the documents are to be uploaded. The documents will get encrypted (transformed into non-readable formats).
- V. **Technical Specification:** The Technical Specification should contain scanned copies of the following two covers (folders):
 - a) **Statutory Cover** Containing the following documents –
 - i. NIT
 - EMD details
 - b) **Non-Statutory Cover** Containing the following documents –

Sl. No.	Category Name	Sub-Category Description	Detail(s)
A.	Certificate (s)	Certificate(s)	a) Valid Trade license b) PAN Card. c) Profession Tax Registration certificate with current challan. d) GST Registration certificate. e) Income tax return for last three years. f) Audit Report for last three years. g) Firm/Company registration certificate.
B.	Company Detail(s)	Company Detail	PARTNERSHIP DEED, CO-OPERATIVE SOCIETY BYLAW, MOU, TRADE LICENCE, COMPANY REGISTRATION CERTIFICATE
C.	Balance Sheet		P/L AND BALANCE SHEET 2020-21, 2021-22, 2022-23
D.	Credential	Credential – 1	Similar type of work supply and installation should be treated as a credential.

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VII. Financial Proposal:

a) **BOQ:** The Financial Proposal should contain Bill of Quantities (BOQ) in onecover (folder). The service providers and or their authorized representatives isto quote the rate online through computer in the space marked for quoting rate inthe BOQ after downloading the prescribed format from the web site.

Opening & Evaluation of Tender:

- I. **Opening of Bid Proposal:** A Tender Evaluation Committee comprises of selected officers will open the bids of the Tender.
- II. Intending tenderers may remain present if they so desire.
- III. 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 theStatutory Documents the tender will summarily be rejected.
- IV. Decrypted (transformed into readable formats) documents of the Non-Statutory coverwill be downloaded and handed over to the Tender Evaluation Committee.
- V. Summary list of technically qualified tenderers will be uploaded online.
- VI. Pursuant to scrutiny and decision of the Tender Evaluation Committee the SummaryList of eligible tenderers and the serial number of items for which their proposal will beconsidered & uploaded in the web portal.
- VII. During evaluation the committee may summon the tenderers and seek clarification /information or additional documents or original hard copy of any of the documentsalready submitted and if these are not produced within the stipulated time frame, theirproposals will be liable for rejection. **Rejection of Bid:** The E-tender committee formed by thePrincipal, Siliguri College, reserves the right to reject any / or all the tendered rates withoutassigning any reason and not to place any orders even after selection and is not liablefor any cost that might have incurred by any bidder at the stage of bidding and alsoreserves the right to divide the contract amongst any number of tenderers, if requiredso. The said committee does not bind himself to accept the lowest rate.

N.B.:- This Notice may be seen on Website www.wbtenders.gov.in



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Additional Terms and Conditions

1. The bidder has to upload BID SPECIFIC OEM AUTHORIZATION (MAF) for the respective items with complete address and contact details of OEM that will be cross checked with OEM for its authenticity.
2. Compliance sheet, Pre-loaded OS, Warranty Certificate and EOL certificate must be in OEM Letterhead with company seal & sign by local business manager.
3. Bidders must upload following documents:
 - a. PAN Card of the Bidder
 - b. PTAX Current challan
 - c. Trade licence
 - d. Credential for supply of similar work
 - e. The bidder must be submitted GST Registration Certificate and last return for the buyer's consignee location.
4. Bidders must furnish office details of the service centre in North Bengal with address to ensure & resolve the after sales service. Distance should be within 50 KM from Siliguri Commerce college location.
5. BIDDER/OEM must have Dedicated/toll Free Telephone No. for Service Support.
6. Scope of supply (Bid price to include all cost components): Supply, Transport Installation, Testing and Commissioning of Goods.
7. Annual average turnover of the OEM/Bidder is Rs. 100 Lakh or more in the last 3 (three) financial years which must have been certified by the Chartered Accountant with UDIN.
8. The offered product must comply with the technical specifications asked in the Bid.
9. Technical compliance statement of the offered products along with public URL of the quoted products to must be submitted in OEM Letterhead with company seal & sign by local business manager. That will be cross checked with public domain/website.
10. Bidder or OEM with Windows ,RoHS, EPEAT, ENERGY STAR- 8.0 or higher, ISO 27001 Certificate relating to relevant product will be preferred.
11. Warranty certificate must be provided on OEM Letter Head and warranty of the machines should be available in the public Domain.
12. OEM to certify that Original Operating System (OS) should be preloaded before supply of goods. Declaration regarding this to be submitted along with the bid.
13. Bid Specific Data Sheet of the product(s) offered in the bid, are to be uploaded along with the bid documents. Product serial no's and warranty information must be available in public domain.
14. Bidder must have a Functional Office in the State of Consignee's Location. Document proof of this must be uploaded by Bidder.
15. Minimum 10 Years presence in India should be attached proof.



16. Factory pre-install Windows 11 professional (64 bit) with latest Service Pack and Preloaded License, Systems Hardware driver should be available in OEM website against the offered model. OEM letter confirming that Operating system pre- loaded / pre-installed from OEM factory only.
17. OS Certification- Windows (certifications must be available in the Public Domain with the quoted Desktop model no. Quoted Desktop series will not accept).
18. Bidder must have to be Submit Last 3 Financial Year IT Returns copy, Annual Turnover Certificate with Proper UDIN No. and Audit Reports along with Balance Sheet signed by Chattered accountant with UDIN i.e. (2021-22,2022-23, 2023-24).
19. Declaration with document proof for support & service centre in North Bengal is to submitted by Bidder from OEM in their Letter Head.
20. All Documents shall be properly Signed & Stamped.
21. Bidder's offer is liable to be rejected if they don't upload any of the certificates / documents sought in the Bid document, ATC and Corrigendum if any.
22. The authority reserves the right to cancel the bid at any time without assigning any particular reasons thereof.
23. Buyer has right to cancel the bid at any time without showing any reason.
24. Product will be demonstrating at the time of technical evaluation.(As per required)



Item
Form Factor
Processor
Memory and storage
Optical Drive
Graphics
Audio
Operating System
Networking
Ports
Slots
Bays
Keyboard
Mouse
Power Supply
Volume and Weight
Security
Certifications
Display
Warranty



Micro Tower
Intel® Core™ i3 12100 with Intel® UHD Graphics Or Higher
8 GB DDR4-2933Mhz, Memory expandability up to 64 GB with 2 DIMM Slots. 512GB NVME M.2 Slot
DVD RW 9.5mm
Dedicated commercial enterprise level graphics 2 GB or Higher
Integrated audio controller with internal speaker of at least 2W
Windows 11 Professional or better
Integrated 10/100/1000 Ethernet Controller
Wifi 6 ac2x2 +BT 5.0 WW
Video: 1 HDMI 1.4 , 1 Display Port
USB: 4 USB 3.2 Gen 1, 2 USB 3.2 Gen 2 (Min 10 GBPS Port) , 2 USB 2.0, 3 SATA Ports, 1 Serial Port
Mimumum 3 including 1 PCI and 2 M.2 slots
2X 3.5" Internal , 1 External bay
USB Wired Keyboard,
USB Optical Wired Mouse
180 W -260 W with 92% efficiency or better
No More than 16 L and less than 5KG
TPM 2.0
Integrated Intrusion Sensor
Integrated cable lock slot for keyboard and Mouse
Drive Lock for hard disk
Microsoft Windows 10
FCC,CE, RoHS, UL, EPEAT, Energy Star
ISO 9001,14001,20001,27001 for OEM, Top 3 OEM as per latest IDS Report
19.5" Monitor with Resolution of 1600X 900 same make as Desktop with VGA , HDMI and TCO
3 Years onsite

