



Code: 03216 249210, 276374  
249443 (B. Ed Dept.)  
e-mail : gobhinducollegeday@gmail.com  
Website : www.ghcollege.ac.in  
Fax : 03216-276374

# Gobardanga Hindu College

NAAC ACCREDITATION (2005 & 2016) at Grade "A"

ESTD.- 1947

P.O.- KHANTURA  
24 PARGANAS (North)  
West Bengal, Pin- 743273

No. ....

Date.....

Notice No: GHC/1501/04/24

Dated 09/04/2024

## Notice Inviting e-Tender

**NOTICE INVITING E-TENDER for Supply & Installation of Computer, Laptop, Monitor, Printer and other accessories at Gobardanga Hindu College, North 24 Parganas, West Bengal, Pin-743273**

NIT No: GHC/ET-1500/04/24/1st Call

Dated 09/04/2024

The Principal, Gobardanga Hindu College invites rate through e-tender (submission of bid through online) within 07 days for **Supply & Installation of Computer, Laptop, Monitor, Printer and other accessories** at Gobardanga Hindu College, North 24 Parganas, WEST BENGAL as per the details mentioned in BOQ.



*[Handwritten Signature]*  
09-04-24

Principal  
Gobardanga Hindu College  
North 24 Parganas



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## Section - A

### Instructions to Bidders

#### A. General guidance for e-Tendering:

Instructions / Guidelines for electronic submission of the tenders have been annexed for assisting the suppliers to participate in e-Tendering.

#### 1. Registration of Supplier:

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

#### 2. Digital Signature certificate (DSC) :

Each supplier 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. DSC is given as a USB e-Token.

3. The supplier can search & download NIT & Tender Documents electronically from WB e-Tender Portal once he logs on to the website mentioned in Clause 1 using the Digital Signature Certificate. This is the only mode of collection of E-Tender Documents.

#### 4. Participation in more than one supply:

A prospective bidder shall be allowed to participate in the supply of equipment either in the capacity of individual or as a partner of a firm. If he is found to have applied severally in a single supply, all his applications will be rejected.

#### 5. Submission of Tenders:

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



*Sh*  
09-09-21

Principal  
Gobardanga Hindu College  
North 24 Parganas



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## B. BID Submission of Tenders:

### 1. Technical Proposal

The technical proposal should contain scanned copy of the following documents contained in two covers (folders).

#### a. Statutory Cover containing the following documents:

1. N.I.T.
2. Form- II and III

(NIT & Corrigendum downloaded properly and upload the same Digitally Signed). The rate will be quoted in the BOQ. Quoted rate will be encrypted in the BOQ under Financial Bid.

### 2. Financial Proposal

Non-Statutory Document

The rate will be quoted in the BOQ

Quoted rate will be encrypted in the BOQ under Financial Bid. Downloaded properly and upload digitally signed.

## General Terms and Conditions:

1. In the event of e-filing the intending bidder may download the tender documents from the website – <https://wbtenders.gov.in> directly with the help of Digital Signature Certificate.
2. Technical Bid and Financial Bid both will be submitted concurrently duly digitally signed in the website <https://wbtenders.gov.in> . Tender document may be downloaded from website & submission of Technical Bid/Financial Bid as per Tender time schedule stated in Sl. No.5.The documents submitted by the bidders should be properly indexed & self attested with seal.
3. Those who are participating in tender process should have valid I.T clearance, GST registration, PAN card, P. Tax certificates.
4. The rate should be kept valid for three months from date of submission.



*[Handwritten Signature]*  
09-01-21

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North 24 Parganas



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## 5. Date & Time Schedule:

Sl No.	Particulars	Date & Time
1.	Date of uploading of NIT & other documents (online) (Publishing Date)	15/04/2024 at 10:00 AM
2.	Documents downloaded start date (online)	15/04/2024 at 10:00 AM
3.	Documents download end time (online)	22/04/2024 at 6:45 PM
4.	Bid Submission start date (online)	15/04/2024 at 10:00 AM
5.	Bid Submission closing date (online)	22/04/2024 at 6:45 PM
6.	Bid opening date for Technical Proposals (online)	25/04/2024 at 11:45 AM
7.	Date of uploading list of Technically Qualified Bidder (online)	To be notified later
8.	Date of opening of Financial Proposal (online)	To be notified later

## Special terms and conditions:

1. Quoted price must include installation charges, price of necessary materials required for installation, applicable taxes. No extra price will be paid for the same.
2. No advance payment shall be made at any circumstances.
3. Payment will be made after successful installation and delivery of warranty certificate.
4. Conditional bid may not be accepted by the tender inviting authority.
5. **Delivery and Installation:** The installation of supplied good should be made within the time prescribed by the college as will be mentioned in the purchase order.
6. **Penalty for Late Delivery or Installation:** In case of delay in delivery and installation, the competent authority has the right to deduct the amount 1% of total order value and the same may be increased to maximum of 5 % of order value.
7. The quantity may be increased or decreased in the final order. The selected bidder shall be liable to supply and install the equipment with same quoted price and same terms and condition.



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8. **Warranty:** All the supplied equipment must carry 1 (one) year standard warranty from the date of Installation. Free Service and support shall be provided at our site at zero cost. Under taking should be uploaded in this regard.
9. **Performance Security:** 10% performance security shall be claimed from the successful bidder or deducted of from the bill amount as performance security. The amount shall be paid after six month.



*[Handwritten Signature]*  
09-09-21

Principal  
Gobardanga Hindu College  
North 24 Parganas

**Section – B**

**Form – II**

**[To be furnished on Firm's Letter Head]**

To  
The Principal  
Gobardanga Hindu College

**NIT No: GHC/ET-1500/04/24/1st Call**

**Dated 09/04/2024**

Dear Sir,

I, the under-signed

1. do certify that all the statements made in the attached documents are true and correct. In case of any information submitted, proved to be false or concealed the application may be rejected and no-objection / claim will be raised by the under-signed.
2. also hereby certifies that neither our firm M/S. \_\_\_\_\_  
\_\_\_\_\_ nor any of constituent partner had been debarred to participate in any tender by any Government Organization / Undertaking during the last 5 (five) year prior to the date of this NIT.
3. would authorize and request any bank, person, firm or corporation to furnish pertinent information as deemed necessary and / or as required by the Department to verify this statement.
4. understands that further qualifying information may be requested and agrees to furnish any additional information as required by the College.
5. Certify that I have applied in the tender in the capacity of individual / as a partner of a firm / director of the company / chairman of the corporation and I have not applied severally for the same supply.

\_\_\_\_\_  
Signed by an authorized officer of the firm

\_\_\_\_\_  
Title of the Officer

\_\_\_\_\_  
Name of the Firm with Seal

Date: \_\_\_\_\_

**Section – B**  
**Form – III**  
**STRUCTURE AND ORGANIZATION**

1. Name of Applicant: \_\_\_\_\_

2. Office Address: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Telephone / Mobile No.: \_\_\_\_\_

Email.: \_\_\_\_\_

3. Name and Address of Bankers: \_\_\_\_\_

IFSC Code: \_\_\_\_\_

MICR Code: \_\_\_\_\_

4. Brief description of the firm

**Note:** Application covers Proprietary Firm, Partnership, Limited Company, LLP or Corporation.

Signature: \_\_\_\_\_

Full Name: \_\_\_\_\_

Designation: \_\_\_\_\_

