



University of Calcutta

ITEM RATE E-TENDER

**REGISTRAR DEPARTMENT
DARBHANGA BUILDING**

87/1 College Street
Kolkata - 700073

University of Calcutta

Notice Inviting e-Tender

(Bidding through e-tendering mode only)

E-Tender No. : R/58/26

Dated: 07.01.2026

The University of Calcutta invites e-tenders for supply of following items from experienced & bonafide firms/ organizations having credential of similar nature of work in any Government/ Semi-Govt./State Aided University/Autonomous Govt. aided Institution.

Name of Work: Supplying and commissioning of Desktop (HP/DELL or Equivalent) and photocopier (Canon or Equivalent) for office of Bengali Department in College Street Campus under the University of Calcutta.

- 1) **Earnest Money (EMD):** Rs 5000/- only. **(To be deposited Online).**
- 2) No interest will be paid on the EMD (if any).
- 3) **Completion time of the work:** 21 days from the date of issuing work order.
- 4) **Bid Validity Period:** 180 days.
- 5) **Name of the Concerned Department:** Office of the Registrar Department, University of Calcutta.
- 6) **Eligibility criteria for participation in the tender (up to date as on date):**

- The intending bidder must attach the photo-copies of all the relevant documents such as **Valid Trade License in similar nature of work**, P.Tax, GST, ISO Certificate & Pan and credential for satisfactory completion of **similar nature of job amounting to 75% of the quoted value** in a single tender in the last three (03) financial years in Government, or Government Undertaking or any State Aided University. **Only completion certificate of the work will be considered as Credential of works.** Original documents(**up to date as on date**) may be asked for verification of technical checking on the date of tender opening. Failing to produce original documents, the tender will be rejected.

N.B: – Completion certificate should contain a) Name of work, b) Name and address of Client, c) Amount put to tender, d) Date of commencement of work e) Date of completion of work.

- The bidder must have a registered office at Kolkata or surrounding districts in West Bengal. A copy of the address proof is to be submitted.
 - The vendor must submit the certificate for the authenticity of the items from the OEM.
 - The bidder should either be an OEM or authorized dealer of the OEM. The authorized dealer of OEM should have dealership for the last 03 (Three) financial years.
- 7) **BOQ for the respective work should be uploaded along with valid trade license, P.Tax, PAN, GST & completion certificate for last 03 financial years (up to date as on date).**

- 8) Consortium is not allowed and No Partial Quote will be accepted.
- 9) **Time Extension:** Time is the essence of the contract, generally no time of extension will be allowed. But, in case of Force Majeure, the extension of time may be considered on the basis of actual situation and subject to consideration of the Tender Inviting Authority.
- 10) **Liquidated damage:** Liquidated damage will be charged to the contractor, if they fail to complete the work within the stipulated time as per contract @0.01% per day to a maximum limit of 10 % of the contract value.
- 11) **Defect & Liability Period:** The defect & liability period will be for a period of manufacturer guarantee from the date of completion of the job. Any defects pointed out during said period has to be mending good damages by the agency at their own cost failing which the retention money will be forfeited.
- 12) **No extra payment will be paid beyond the tendered amount.**
- 13) The Tender Inviting Authority reserves the right to accept or reject any tender without assigning any reasons.
- 14) **The intending bidder must quote all item/s rate on the BOQ, failing which his/her tender, will be cancelled. The Bidder should inspect the site for the mentioned work before bidding of the tender.**

Desktop – Technical Specification: (Annexure – I)

Desktop: Intel i5 & 8 GB RAM & 512 GB SSD, comprehensive 3 years onsite warranty (19.5 inch Monitor)

Item s	Specification Name	Bid Requirement (Allowed Values)
Processor	Processor Make	Intel
	Processor Generation	13orhigher
	Processor Description	13 th Generation, Intel Core i5
Motherboard	Chipset Series	Intel H Series chipset.
	Chipset Number	H770 or better
	Security	DiscreteTPM2.0
	Expansion Slots (PCIex16) (Number)	1
	Expansion Slots (PCIex1)(Number)	1

	Legacy Slot (PCI) (Number)	1
	Expansion Slots(# of MDot2)	2
Graphics	Graphics Type	Integrated
Certification	ROHS Compliance	Yes
	BEE/Energy Star for the given Model	Yes
	FCC,UL,CE (for the quoted Desktop model not for the quoted Desktop series)	Yes(all)
	ISO(OEM)	ISO9001,14001,20000-1, 27001
	EPR Authorization (OEM)	Yes
	EPEAT India Gold (for the quoted desktop model)	Yes
	TCO Certification for quoted Monitor	8.0orlatest
Operating System	Operating System (Factory Pre-Loaded)	Factory pre-install Windows 11 Home or higher 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.
	OS Certification	Windows certification in public domain.
Memory	RAM Size(GB)	8(1x 8) GB DDR5 4800 MT/s or more
	RAM Expandability	Minimum64GB DDR5 4800 MT/s or more
Power	Power Supply Capacity(Watt)	Min 350W
	Minimum Power Efficiency Range(%)	90
Storage	Type of Drives used to populate the Internal Bays	SSD (NVMe)
	Total SSD Capacity(GB)	512 GB
Connectivity	Wireless Connectivity	No

	Number of Ethernet Ports	1
	Type of Ethernet Ports	10/100/1000onboardIntegratedGigabitPort
Ports	Number of USB Version 2.0Ports	4
	NumberofUSBVersion3.2Gen1 Ports	3
	NumberofUSBVersion3.2Gen2 Ports	2

	Number of USB Type-C port	1
	Number of HDMI Ports	1
	Number of VGA/Display Ports	1
Cabinet	Cabinet Form Factor	Tower
	Volume and Weight	Not more than 16 L / 5.5 Kg
Monitor (Same Desktop OEM Make)	Monitor Technology	TN/VA/IPS
	LED Backlit Monitor Size (INCHES)	19.5 inch or higher
	Monitor Resolution (PIXELS)	HD Or higher
	Number of VGA Ports in the Monitor	1
	Number of HDMI Ports in the Monitor	1
Input Devices	Mouse Connectivity	USB optical scroll mouse (same desktop OEM make)
	Keyboard Connectivity	USB Key board(Same Desktop OEM make)

Assemble computer not allow. Only the branded computer is permissible.

Additional Parameters:

1. The quoted Desktop model should have Microsoft Windows 11 certification and EPEAT Gold Certification (INDIA).
2. TCO 8.0 certification for Monitor.
3. OEM of Desktop should be ISO 9001, ISO 14001, ISO 20000-1, ISO 27001.
4. Pre-loaded operating system Windows 11 Home. Factory preloaded Need confirmation from OEM on their letterhead.

Photocopier (Technical Specification- Canon or equivalent) (Annexure – II) :-

Printing Method	Monochrome Laser Beam Printing
Print Speed	
A4	36 pages per minute

Letter	37 pages per minute
2-Sided	30 images per minute (A4) / 31 images per minute (Letter)
Print Resolution	600 x 600 dpi
Print Quality with Image Refinement Technology	1,200 x 1,200 dpi (equivalent)
Warm-Up Time (From Power On)	14s
First Print Out Time (FPOT) (Approx.)	
A4	5s
Recovery Time (From Sleep Mode)	4s or less
Print Language	UFR II, PCL 6, Adobe® PostScript® 3™
Auto Duplex Print	Yes

Print Margins	Top/Bottom/Left/Right margin: 5 mm Top/Bottom/Left/Right margin: 10 mm (Envelope)
Supported File Format for USB Direct Print	JPEG, TIFF, PDF
Copy Speed	
A4	36 pages per minute
Copy Resolution	600 x 600 dpi
First Copy Out Time (FCOT) (Approx.) Platen Glass	
A4	6.1s
First Copy Out Time (FCOT) (Approx.) ADF	
A4	6.1s
Maximum Number of Copies	Up to 999 copies

Reduce/Enlargement	25 - 400% in 1% increments
Copy Features	Collate, 2 on 1, 4 on 1, ID Card Copy, Passport Copy
Scan Resolution	
Optical	Up to 600 x 600 dpi
Driver Enhanced	Up to 9,600 x 9,600 dpi
Scan Type	Colour Contact Image Sensor
Maximum Scan Size	
Platen Glass	Up to 216 x 297 mm
Auto Document Feeder	Up to 216 x 356 mm
Scan Speed	
Platen Glass	1.9s or less

Auto Document Feeder	1-Sided: 50 images per minute (mono), 40 images per minute (colour) 2-Sided: 100 images per minute (mono), 80 images per minute (colour)
Colour Depth	24-bit
Pull Scan	Yes, USB and Network
Push Scan (Scan To PC) with MF Scan Utility	Yes, USB and Network
Scan To Cloud	MF Scan Utility
Scan Driver Compatibility	TWAIN, WIA

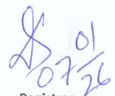
Additional Terms & Conditions:

1. Motherboard make from the same desktop OEM (OEM logo must be embossed in the motherboard).
2. On Site OEM Warranty: 03 (Three) year (OEM supplied Desktop model warranty must be visible in the OEM website in respect to each product serial number)
3. OEM must have a Functional Service Centre in and around Kolkata. As lot of service is involved this is mandatory.
4. Successful bidder will have to ensure that adequate number of dedicated technical service personals /engineers are designated / deployed for attending to the Service Request in a time bound manner and for ensuring Timely Servicing / rectification of defects during warranty period, as per Service level agreement indicated in the relevant clause of the bid. Bidder must provide online ticketing tool for any issues raised if they receive the order.

5. The bidder should not be under liquidation, court receivership or similar proceedings and should not be bankrupted. Bidder must upload undertaking in this regard with all the relevant documents
6. The bidder must ensure after sale service during the Defective and liability period after notification from the concerned department.
7. Local delivery and insurance shall be obtained by the bidder at their own cost to the final destination of installation. For delivery goods at site, the insurance shall be obtained by the supplier at their own cost from warehouse of the supplier to the final destinations of installation defined as project site on "All Risks" basis including war risks and strikes. It will be the sole responsibility of the supplier to file the claim, if any, with the insurance company immediately after delivery of goods at project sites. **"University of Calcutta"** shall not be responsible for any loss to the supplier.
8. Bidder should be strictly as per technical specification elaborated in the bid document; no deviation will be accepted.
9. **During evaluation, the bidders may be invited for clarification/ information or additional documents or original hard copy of any of the documents already submitted, may be sought from them & if these are not produced within the stipulated time frame, their bid will be liable to rejection.**
10. Bidders who do not comply with any of the conditions are liable to be rejected. No bidder shall be entitled for any compensation whatsoever for rejection / non consideration of the tender.
11. If any information furnished by the bidder is found incorrect or false at a later stage, he/she shall be liable to be debarred from tendering /ordering.
12. Carrying, loading, unloading, installation, testing, commissioning and integration of the components/equipment purchased are to be done by supplier(s) at our premises. It will be treated that all the charges for the same is included in quoted price. **Compatibility on new system with existing system has to be ensured by the bidder.**
13. Bidder and OEM must not be blacklisted at **"University of Calcutta"** or any Government Organization in Country. A declaration to the effect must be submitted.
14. The final order quantities may be varied at the time of ordering as per Bid Guidelines.
15. As per OEM/manufacture terms and conditions, warranty as mentioned in the above BOQ after successful installation & commissioning of the equipment. In case of any replacement during warranty period the same shall be replaced free of cost on CIF. Warranty/service will be irrespective of delivery location of the items installed at different branches of the **University of Calcutta**. The warranty of the items must be verifiable from OEM website. OEM Must have 24x7 telephonic/help desk support system facility. Further, the warranty status should be verifiable from the OEM website against the serial number of the supplied products. The website address where from such verification can be done must be

mentioned in the bid document. No parts, accessories, licenses of the systems should be excluded from such warranty.

16. The supplier shall provide such packing of the Goods as is required to prevent their damage or deterioration during transit to their final destination i.e. **University of Calcutta**. The packing shall be sufficient to withstand, without limitation, rough handling during transit and exposure to extreme temperatures, salt and precipitation during transit and open storage. The packing, making and documentation within and outside the packages shall comply strictly with such special requirements as shall be provided for in the contract.
17. Bid should be strictly as per Technical Specifications elaborated in the Bid documents; no deviations will be accepted.
18. Bidder (s) should sign on all the pages of the relevant documents.
19. It will be responsibility of the bidders to check Bid portal for updation, if any.
20. Any change request of change from the bidder should be submitted through Bid Portal.
21. It will be the responsibility of bidders to supply, assemble, install and commission of the all systems along with OS installation in the desktop.
22. The bidders are requested to mention their complete address with mobile number and e-mail ID in the bid.


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INSTRUCTIONS TO BIDDERS

Earnest Money (EMD):- Intending bidders are requested to deposit Rs. 5000/- online through his net banking enabled bank account, maintained at any bank or: offline – through any bank generating NEFT/RTGS challan from the e-tendering portal. Intending bidder will get the beneficiary details from e-tender portal with the help of Digital Signature Certificate and may transfer the EMD from their respective Bank as per the Beneficiary Name & Account No., Amount, Beneficiary Bank name (ICICI Bank) & IFSC Code and e-Proc Ref No. Intending bidder who wants to transfer EMD through NEFT/RTGS must read the instruction of the Challan generated from E-Procurement site.

For getting exemption of EMD: - Bidders are requested to upload the relevant NSIC / MSME Registered Certificate against each item work for getting exemption of EMD, failing which their Tender will be rejected. For that they need to select the EMD page as Yes and provide the exemption type as fixed and put the actual EMD amount in Rupees and upload the exemption document.

(Bidders are also advised to submit EMD of their bid, at least 3 working days before the bid submission closing date as it requires considerable time for processing of Payment of EMD.)

N.B.: During evaluation of the tender, the bidder may be requested to produce original hard copy of any of the documents for verification, failing which his/her tender will be liable to rejection.

Important Dates:

Sl. No.	Items	Publishing Date (s)
1	Date of uploading of N.I.T. & Tender documents (online) from this end	07.01.2026, 06:00 P.M
2	Documents downloading, Starting date (online)	07.01.2026, 06:00 P.M
3	Bid submission, starting date (online)	07.01.2026, 06:00 P.M
4	Bid submission, closing date (online)	20.01.2026, 01:00 P.M
5	Bid opening date for Technical Proposal (online)	22.01.2026, 01:00 P.M
6	Date of uploading of the list of Technically qualified Bidder (online)	To be communicated later
7	Date and Place for opening of Financial Proposal (online)	To be communicated later
8	Date of uploading of the list of bidders along with the approved rate	To be communicated later

Instructions / guidelines for electronic submission of tenders have been annexed for assisting the contractors to participate in e- tendering.

- I. Registration of Bidder:** - Any bidder 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://wbtenders.gov.in>. The bidder is to click on the link for e – Tendering site as given on the web portal.
- II. Digital Signature Certificate (DSC):** - Each bidder is required to obtain a class - II or class – III Digital Signature Certificate (DSC) for submission of tenders from the approved service provider.
- III. Collection of Tender documents:** - The bidder can search & download NIT & Tender documents electronically from computer once he/she logs on to the website mentioned in Clause 1 using the Digital Signature Certificate. This is the only mode of collection of Tender documents.
- IV. Cost of Earnest Money (EMD)**

Earnest Money (EMD) Quoted INR
Rs. 5000/- (To be deposited Online)

V. Submission of Tenders:-

- a. General process of submission:** - Tenders are to be submitted through online to the website <https://wbtenders.gov.in> in two folders at a time for each work, one is Technical bid and other is Financial Bid, before the prescribed date and time using the Digital Signature Certificates.
- b. Technical Bid:-** Technical Bid contains scanned copies of the followings further in two covers (folder)
- c. Online bid submission (Bidder/Contractor) process in** <https://wbtenders.gov.in> **portal,** download the pdf file.
<https://wbtenders.gov.in/>

VI. Statutory Cover Containing

- i. For NIT and Corrigendum if any (Download the NIT and upload the same by through digital signature).

VII. NON-STATUTORY DOCUMENTS containing the following documents (Up to date as on date):

Sl.No.	Category	Sub Category	Sub-Category Description
A.	Certificates	Certificates	1. PAN Card
			2. Professional Tax Registration Certificate
			3. GST Registration Certificate
			4. Valid Trade License in similar nature of job.
			5. NSIC / MSME Registered Certificate for getting Exemption of EMD.
			5. For non-registered organizations under NSIC/MSME, EMD documents are to be enclosed.
B.	Credential		6. ISO Certificate.
			Credential for satisfactory completion of similar nature of job amounting to 75% of the quoted value in a single tender in the last three (03) financial years in Government, or Government Undertaking or any State Aided University. Only completion

		certificate of the work will be considered as Credential of works.
C.	Financial Information	P/L AND BALANCE SHEET FOR LAST 03 (three) FINANCIAL YEAR.

Rejection of Bid:

Tender Committee reserves the right to accept or reject any Bid and to cancel the Bidding processes & reject all Bids at any time prior to the award of Contract 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 Tender Committee's action.

Note: Failure of submission of any of the above mentioned documents, the tender will be rejected.

VIII. Financial Bid:- BOQ in INR (in excel sheet)

- i) The financial bid should contain the following documents in one cover (folder) i.e. Bill of Quantities (BOQ). The Bidder has to quote the rate through online in the space marked for quoting rate in the BOQ.
- ii) Only downloaded copies of the above documents are to be uploaded, virus scanned & digitally signed by the contractor.

IX. Opening & Evaluation of Tender:-

Opening of Technical Bid:

- i) Technical bid will be opened by the Central Tender Committee. Intending bidders may remain present if they so desire. Statutory Cover (folder) would be opened first & if found in order and correct Non Statutory Cover (folder) will be opened. If there be any deficiency in the Statutory & Non statutory documents the tender will summarily be rejected.
- ii) Decrypted (transformed in to readable formats) documents of the non statutory cover will be downloaded & handed over to the evaluation committee.
- iii) List of technically qualified bidders would be uploaded.

NB: While evaluation, the Tender committee may invite the bidders & seek clarification/ information or additional documents or original hard copy of any of the documents already submitted. For any anomaly or deviation in this regard, his/her tender will be rejected.

X. Opening and evaluation of Financial Bid:

Financial bid of bidders declared technically eligible by the Committee will be opened electronically from the webportal on the prescribed date and time.

XI. Penalty for suppression / distortion of facts:

Submission of false document by bidder is strictly prohibited and will be liable for rejection of the tender and blacklisted.

Sd/-
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GENERAL TERMS AND CONDITIONS OF THE CONTRACT

1. Refund of Earnest Money Deposit (EMD): Earnest Money Deposit (EMD) furnished by all unsuccessful bidders should be returned to them without any interest whatsoever, at the earliest after the expiry of the final bid validity period but not later than forty five days after the award of the contract. Earnest Money Deposit (EMD) of the successful tenderer should be returned, without any interest whatsoever, after receipt of performance security Deposit from him as stipulated in the contract.

2. Forfeiture of Earnest Money Deposit (EMD): Earnest Money Deposit (EMD) of a tenderer shall be forfeited, if the tenderer withdraws or amends its tender or impairs or derogates from the tender in any respect within the period of validity of his tender. Further, if the successful tenderer fails to furnish the required performance security within the specified period, his Earnest Money Deposit (EMD) shall be forfeited.

3. Security Deposit : The University authority will retain a sum amounting to 10% of the bill of the contract for a period of six months from the date of completion of work as **Security Deposit**. This will be released after a period of six months from the date of completion of the work on application.

4. Refund of Performance Security: Performance Security will be refunded to the contractor without any interest, whatsoever, after he/she duly performs and completes the contract in all respects but not later than sixty days of completion of all such obligations under the contract.

5. Forfeiture of Performance Security deposit : Performance security will be forfeited and credited to University of Calcutta in the event of a breach of contract by the tenderers, in terms of the relevant contract.

6. Verification of the Bank Guarantees: Bank Guarantees submitted by the tenderers as Earnest Money Deposit (EMD)/Performance Security need to be immediately verified from the issuing bank before its acceptance, through written communication.

7. The materials brought to site for execution of the work should by no means be taken out of site without the permission of the Registrar, University of Calcutta.

8. The University will not be bound to accept the lowest bidder.

9. The contractor will have to take necessary instruction from the **Registrar, University of Calcutta** regarding the execution of work.

10. After issuing the work order to the successful tenderer, if he/she fails to commence the work or unable to complete the work, then the EMD and Performance security amount of the said tenderer will be forfeited and no claim will be entertained.

11. Termination Clause:

- i. Failing to supply and commissioning of the items as per work order within the stipulated time, the contract will be rejected except application of Force majeure Clause and EMD will be forfeited.
- ii. If any deviation of quality and specification from the stipulated specification as per B.O.Q observed, the purchase order will be cancelled and EMD will be forfeited.

12. Force majeure Clause: If the work(s) be delayed for the following reasons:-

Due to war, internal emergency and other conditions such as abnormally bad weather, flood, cyclone natural calamity or serious loss or damage by fire or civil commotion, the contractor shall immediately give notice thereof in writing to the Central Tender Committee but shall nevertheless use constantly his/her best endeavors to prevent or make good the delay and shall do all that may be reasonably required to the satisfaction of the Central Tender Committee to proceed with the works.

13. Mode of payment: -

After completion of the work as per work order or any subsequent work order against the original work order the triplicates bills (RA/Final bill) duly checked and verified by the concern department with the completion certificate by the concern department and should be submitted to the office of the undersigned after completion of the work.


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