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/51/Computer/tender/26-27 **Dated: 19.11.2026**

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 All-in-One (HP or Equivalent) for office of Pro.V.C (AA) in College Street Campus under the University of Calcutta.

1) **Earnest Money (EMD)**: Rs 2600/- only. **(To be deposited Online).**

2) No interest will be paid on the EMD (if any).

3) **Completion time of the work**: 07 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.

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) **Applicability of CVC Circulars/Guidelines:** In accordance with the Vide Memo No. 1754-F(Y), Dated 19.05.2026, issued by the Finance Department, Government of West Bengal, the guideline and circulars from time to time as per Central Vigilance Commission (CVC) will be applicable to ensure transparency, fairness and competitiveness in the public procurement system.

10) **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.

11) **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.

12) **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.

13) No extra payment will be paid beyond the tendered amount.

14) The Tender Inviting Authority reserves the right to accept or reject any tender without assigning any reasons.

15) **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 (HP or Equivalent) – Technical Specification: (Annexure – I)

Technical Compliance				
Make & Model: HP EliteOne 870 G9 AIO or equivalent				
AIO Technical Compliance				
Items	**Specification Name**	**Bid Requirement (Allowed Values)**	**Compliance (Yes/No)**	**Remarks**
Processor	Processor Make	Intel		
	Processor Generation	12 or higher		
	Number of Cores per Processor	12 or higher		
	Processor Description	Intel Core i7 or higher		
	Processor Number	Intel Core i7-12700 or higher		
Graphics	Integrated Graphics	Intel UHD Graphics 770		
Motherboard	Chipset Series	Intel Q Series or higher (Motherboard make from the same AIO OEM (OEM logo must be embossed in the motherboard))		
	Chipset Number	Intel Q670 or higher		
Operating System	Operating System	Windows 11 professional (OEM License)		

	OS Certification	Windows Certification. Windows certification must be available in Public Domain. Ubuntu Linux Certification must be available in Public Domain.		
Memory	RAM Size (GB)	16GB (2x8GB) DDR5 4800 MT/s or higher		
	RAM Expandibility support up to	64 GB (2x32 GB) DDR5 4800 MT/s or higher		
	Memory Slots	2 SODIMM or higher		
Stoarge	Type of Drives used to populate the Internal Bays	SSD (NVMe)		
	Total SSD Capacity (TB)	1 TB (2x512GB) or higher		
Display	Display Size (INCHES)	27 or higher		
	Display Type	Non-Touch Or higher		
	Panel Technology	IPS or higher		
	Display Resolution (PIXELS)	1920x1080 or higher		
	Availability of Webcam integrated with Display	Yes		
	If yes, Webcam	5MP Swivel camera with integrated dual array digital microphones or higher		
	Availability of Speakers integrated with Display	Yes		
	If Yes, Number of Integrated Speakers available	Bang & Olufsen Audio: 5 W stereo speakers or higher		
Connectivity	Wireless Connectivity	Yes		
	If Yes, Type of Wireless Connectivity	Wi-Fi 6 +Bluetooth 5.2 or higher		
	Number of Ethernet Ports	1 or higher		
	Type of Ethernet Ports	Intel 10/100/1000 Integrated Network Ports		
	Bluetooth Connectivity	Yes		

Ports	USB Ports	Minimum 2 numbers USB 3.2 Gen1 Type-A ports or higher, Minimum 3 numbers USB 3.2 Gen2 Type-A ports or higher, Minimum 1 number USB 3.2 Gen2 Type-C port or higher;Minimum 1 number USB 3.2 Gen2x2 Type-C port or higher;		
	Video Ports	Minimum 1 number Display Port or higher, Minimum 1 number HDMI-in port or higher and		
	Audio Port	1 number Universal Audio Port		
Slots	M.2 Slots	Minimum 3 numbers M.2 2280 Slots for NVMe SSD or higher		
Security	TPM	Hardware based endpoint security controller TPM 2.0 ;		
Power Supply	Internal power supply	240 W internal power supply, up to 92% efficiency, active PFC		
Cabinet	Form Factor	All-in-One		
Input Devices	Keyboard	Wired Keyboard (Same OEM make)		
	Mouse	Wired optical scroll mouse (same OEM make)		
Warranty	On Site OEM Warranty (Year)	3 years warranty or higher		
Additional Parameters			**Compliance (Yes/No)**	**Remarks**
1. Technical compliance must be on OEM letterhead.				
2. Warranty undertaking must be on OEM letterhead.				
3. The quoted AIO model should have Microsoft Windows 11 certification and EPEAT Gold Certification (INDIA). Ubuntu Linux Certification must be available in Public Domain.				
4. TCO 10.0 certification for All-in-One. EPR Authorization (OEM) & BEE/ Energy Star certifired for the given Model. Model should be 12 test passed of MIL-STD 810H certified. Brochure/Datasheet of the product offered should be available in Public Domain				
5. OEM of AIO should be ISO 9001, ISO 14001, ISO 20000-1, ISO 27001. AIO model should have RoHS, FCC, UL, CE certification.				
6. AIO OEM presence in Indian market minimum 15 years.				
7. AIO, Keyboard & Mouse must be same OEM make.				
8. Bid specific OEM authorization.				
9. Numeric UPS 600 VA or equivalent				
10. Microsoft Office 2024.				

Additional Terms & Conditions:

1. Bidder must have valid ISO 9001:2015, 14001:2015, ISO/IEC 27001, ISO/IEC 20000-1:2018. Desktop OEM Should have ISO 9001,14001,20000-1, 27001 .If the bidder does not have the above ISO certificates they will have to upload an undertaking that they will complete those certifications within 7 days of technical evaluation if they are declared L1.

2. Bidder should have relevant experience in the categories mentioned and should provide credentials of this kind of work in the last three financial years.

3. Bidder should provide bid specific OEM authorization (Mandatory for Desktop) to ensure their support for this work.

4. Desktop, Monitor, Laptop must be same OEM make.

5. Top 3 OEM as per latest IDC report.

6. Bidder should have local office in Eastern in Kolkata. Office registration certificate/trade license should.

7. OEM must have a Functional Service Centre in and around Kolkata. As lot of service is involved this is mandatory.

8. Escalation Matrix for Support Service: After sales service/facilities are to be elaborated clearly. Bidder/OEM must provide Escalation Matrix of Telephone Numbers for Service Support.

9. Bidders have to provide a valid Trade License, GST certificate, PAN, Cancelled Cheque/ Bank Mandate (authorized by Branch Manager).Each document including ATC to be signed by the authorized person of bidder with company stamp. The compliance Certificate of Product should be provided on the OEM letterhead with the Bid number duly signed by the manufacturer.

10. Power of attorney or letter of authenticity of the signing authority should be provided by the OEM along with compliance.

11. 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.

12. 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

13. The bidder should be of positive net worth for the last three years ending 2022-23. Bidder and OEM should be in same line of business for last 10 years in India.

14. The bidder must ensure after sale service during the Defective and liability period after notification from the concerned department.

15. 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.

16. Bidder should be strictly as per technical specification elaborated in the bid document; no deviation will be accepted.

17. Data Sheets of the product(s) offered in the bid, are to be uploaded along with the bid documents. Buyers will match and verify the Data Sheet with the product specifications offered. Such offered specifications have to outline the offered parameters. In case of any unexplained mismatch of technical parameters, the bid is liable for rejection**. For Desktop: Technical compliance statement of the offered products along with public URL of the quoted products in OEM letterhead to be submitted in the bid.**

18. **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.**

19. 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.

20. 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.

21. 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.**

22. 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.

23. The final order quantities may be varied at the time of ordering as per Bid Guidelines.

24. The tender/contract/order shall be interpreted in accordance with the laws of the Union of India and all disputes shall be subject to local jurisdiction.

25. As per OEM/manufacturer 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.

26. 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.

27. Bid should be strictly as per Technical Specifications elaborated in the Bid documents; no deviations will be accepted.

28. Bidder (s) should sign on all the pages of the relevant documents.

29. Bid documents can be downloaded from Bid site. The downloaded documents shall be treated as valid document for participation in the tender. Documents to be uploaded must be signed.

30. Price bid will be opened only of the technically eligible bidders.

31. **University of Calcutta** reserves the right to accept or reject any bid and to annul the bidding process and reject all bids at any time prior to contract award, without thereby incurring any liability to the affected bidder or bidders.

32. It will be responsibility of the bidders to check Bid portal for updation, if any.

33. Any change request of change from the bidder should be submitted through Bid Portal.

34. The installation, testing & commissioning of above shall be made/completed **within 07 days** from the date of receipt of the purchase order.

35. It will be the responsibility of bidders to supply, assemble, install and commission of the all systems along with OS installation in the desktop.

36. The bidders are requested to mention their complete address with mobile number and e-mail ID in the bid.

37. Consortium is not allowed and No Partial Quote will be accepted.

38. **Past Performance :** The Bidder or its OEM (themselves or through re-seller/s) should have supplied same or similar category products for 20% of bid quantity, in at least one of the last three financial years before the bid opening date to any Central/Sate Govt. organization/ PSU/ Public Listed Company. Copies of relevant contracts (providing supply of cumulative order quantity in any one financial year) to be submitted along with bid in support of quantity supplied in the relevant financial year. The bidder should upload copies of purchase orders/contract & receipt/ acceptance of supplied material or any document showing proof of supply to establish the past performance, else the submitted bid will be summarily rejected.

39. **Average Annual Turnover:** Average Annual Turnover for the OEM should be at least 125 crores with minimum 100 crores in any one of the last 3 years.

40. **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 Bid portal, but shall nevertheless use constantly his/her best endeavours to prevent or make good the delay and shall do all that may be reasonably required to the satisfaction of **University of Calcutta** to proceed with the works.

41. Bidder should have a toll-free number and an online call reporting system. The number should be provided and the URL should be mentioned. In case the bidder does not possess these facilities, it has to be created within 10 days of award of the contract if becomes L1. Undertaking in this regard has to be uploaded with the bid. Dishonoring this undertaking will attract penal action during the currency of the contract.

42. The bidder must upload the declaration with supporting document/s related to countries sharing land border with India on their Letterhead as they have registered with the competent authority to participate in this bid.

43. Delivery & Installation Address: **University of Calcutta**.

44. "Bidders are requested to submit offers as per the detailed technical specifications mentioned in Bid's Technical Compliance under Buyer Added Bid Specific ATC Clause

45. Deliver & Installation should be as per ATC.

Note:

"Bidders are requested to submit offers as per the detailed technical specifications mentioned in Bid's Technical Compliance under Buyer Added Bid Specific ATC Clause."

INSTRUCTIONS TO BIDDERS

Earnest Money (EMD):- Intending bidders are requested to deposit Rs. 2600/- 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	**19.11.2026, 06:00 P.M**
2	Documents downloading, Starting date (online)	**19.11.2026, 06:00 P.M**
3	Bid submission, starting date (online)	**19.11.2026, 06:00 P.M**
4	Bid submission, closing date (online)	**27.11.2026, 01:00 P.M**
5	Bid opening date for Technical Proposal (online)	**30.11.2026, 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**

Sd/-
Registrar
University of Calcutta

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. 2600/- **(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.
			I. For non-registered organizations under NSIC/MSME, EMD documents are to be enclosed.
B.	Credential	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 webportalon 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/-
Registrar
University of Calcutta

GENERAL TERMS AND CONDITIONS OFTHE 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.

Sd/-
Registrar
University of Calcutta