



# NARASINHA DUTT COLLEGE

(Affiliated to the University of Calcutta)

129, Belilious Road, Howrah – 711 101

(Having 'B++' Grade in Re-accreditation by NAAC)

GSTIN: 19AACTN7786L1ZN

Ref.: NDC/180/TNDR/2023.

Date: 24-07-2023.

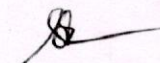
## TENDER NOTICE

### **TENDER FOR SUPPLYING AND INSTALLATION OF LASERJET. PRINTER AT NARASINHA DUTT COLLEGE**

Narasinha Dutt College, 129, Belilious Road, Howrah-711101 invites sealed tenders as a "Single Bid System" from reputed original manufacturers/ authorized dealers/ traders/ Suppliers for the above mentioned work/goods/services at the college in a single envelope. The detailed terms & conditions and etc. can be downloaded from the following website <http://narasinhaduttcollege.edu.in/ws/tender-notice/>  
All other amendment/modification/Corrigendum in future will only be published on the above mentioned website.

### **TENDER INFORMATION**

<b>Tender title</b>	Supplying and installation of LaserJet printer at Narasinha Dutt College
<b>Tender form &amp; others issue date</b>	24.07.2023 at 2.00 P.M.
<b>Tender form &amp; others closing date</b>	31.07.2022 at 2.00 P.M.
<b>Location of tender drop box</b>	Narasinha Dutt College, Howrah-1
<b>Tender opening date</b>	Will be notified later
<b>Tender opening place</b>	In the Principal's room at presence of the committee members
<b>Tender value (Rs.)</b>	
<b>Tender contract validity period</b>	Up to 31 <sup>st</sup> March 2024
<b>The rates must be valid up to</b>	31/03/2024

  
Principal  
Narasinha Dutt College  
Howrah-711101





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1. The tenderers must enclose adequate documents to prove their authorization claims, the authority letter should include the details of principle supplier/ manufacturer regarding their full address, contact person, contact number, e-mail address and website address and if this is not enclosed, the college authority reserves the right to accept or reject tenders from those tenderers. The decision of the college authority regarding this will be final and shall be binding on tenderers.
2. Tenderers must have similar experiences of work/supply of items mentioned in Appendix-II in previous years. The college authority may claim to verify relevant documents in this regard.
3. PAN card, Aadhaar Card, Trade License and GST number (if any) are essential eligibility criteria of a tenderer.

## TERMS AND CONDITIONS

1. Sealed tenders in single envelope are invited from manufacturers/authorized dealers/ traders/ whole sellers/authorized suppliers who are willing to undertake work/ supply of items as per the specifications mentioned in Appendix-II.
2. The rates both in words and figures without any corrections or over writing should be quoted for each individual item separately. Any over writing or rewriting should be duly countersigned.
3. The intending tenderers shall also have to mention, the detailed specifications, name of manufacturer/make, model of goods and have to enclose the Catalogues, pamphlets/ pictures of goods (where needed) offered, for which the rates are quoted.
4. The tenderers should quote the rates inclusive of essential/optional accessories of specified format given in the tender form only and not on any other form.
5. Setting up of goods/machines/instruments etc., if necessary, must be completed in the respective department/location.
6. The tenderers should submit to the undersigned his offer in a single envelope with superscription.





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7. Tenders must be dropped in the tender drop box only kept in the college. Tenders received in late/ by hand or post will not be considered.
8. Bank Account details in the name of the tenderer must be submitted after selection of the tenderer through tendering process.
9. All taxes shall be deducted as per government rules from all types of bills at the time of billing and processing of invoices.
10. Tenderers should note that conditional tender will be rejected without showing any reason for such rejection.
11. Tenderers shall have to arrange storing of materials and others, if required, at their own cost and responsibility.
12. The college authority shall not be held responsible for any accidents that occur due to unsafe practice of the persons employed by the tenderers to carry out the work.
13. Handling or any other charges will not be entertained in any manner.
14. All disputes, if any, will be settled in the court of Howrah/Kolkata jurisdiction only.

## TECHNICAL AND FINANCIAL INFORMATION

1. The goods will have to be supplied as per the specifications within 3 days or as per the last date mentioned in the final supply/work order. In case the tenderer requires more time than as stipulated above for effecting actual supply of a particular item, tenderer shall specifically mention it in the tender form.
2. The amount of EMD, if any, will be refunded in case of unsuccessful bidders on submission of application with Money Receipt in original soon after the final decision. In case of successful tender it will be refunded on production of original receipt after completion of validity period of the agreement to be executed between the tenderer and the college. The college will not make any payment towards interest on such deposits.
3. The specimen of "Agreement Bond", if needed, will be provided along with letter of acceptance to the tenderer whose rates are accepted by the College. The tenderer shall





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have to execute agreement in the prescribed form on Stamp paper costing to Rs.100/- or fixing court fee stamp on agreement paper, which should be submitted to this office ordering supply within specified time. The agreement received under seal and signature of tenderer will become legal agreement between the tenderer and the college.

4. The authority may claim from selected tenderer a security deposit @ 3% of total cost of the items accepted and ordered for supply/work by the college as offered in the tender either through demand draft or Cheque in favour of The **Principal, Narasinha Dutt College**.
5. The amount of security deposit without any interest there on will be returned to the tenderer after 12 months or the expiry of the warranty period whichever is later from the date of supply/completion of work, subject to the surrender of money receipt in original in respective office.
6. If the tenderer fails to comply with the supply/work order within the specified period his order will be cancelled and EMD will be forfeited.
7. The quantity/work mentioned in Appendix-II of this tender is subject to variation according to actual requirement of this College. The work/quantity may vary in case of competitive market rates. The right to enhance or reduce the work/quantity of any tendered item(s) and right to accept/reject whole or part of the tender, without assigning any reason, whatsoever, is reserved by the undersigned. The decision of the undersigned shall be final and it shall be binding on the tenderer.
8. On the acceptance of the rates as per the approved tender, the supply order will be placed by Principal, Narasinha Dutt College.
9. As soon as the tenderer delivers the tender in the office of the undersigned, it shall be binding on him/her and he/she shall not be able to withdraw or amend the offer.
10. The tenderers are bound to supply only genuine materials of the make or model or specifications etc. and it will have the right to get satisfied approaching the





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manufacturer without giving notice to the tenderer for genuineness of instrument/goods and authority to supplier.

11. The undersigned reserves the rights to accept or reject higher model of the goods under the same terms and conditions and same price quoted by tenderer in Appendix-II.
12. In case of poor response from the suppliers, from the first call, the items of the same will be retendered if necessary.
13. Final payment of bill will be made only after full supply and installation (if needed) of the goods at the respective departments of the college.
14. The credit bill should be presented in triplicate in the name of respective authority as quoted in final supply order. For any delay in payment (interest or any other kind of compensation) the college will not make any extra payments. This contract will be governed as per terms and conditions mentioned above, agreement made and the provisions contained in rules of the Finance Dept., Govt. of West Bengal.
15. The college will initiate the legal action against the tenderer, if the supplied goods and materials are found of poor quality or not as per the nationally approved standards or replica of original material. The tenderer will be blacklisted for further filling of any tender of the college.
16. Incomplete tenders, amendments and additions to tender after opening or late tenders are liable to be ignored and rejected.
17. The bidders are requested to read the tender document carefully and ensure all the compliance with instructions herein. Non-compliance of the instructions contained in this document may disqualify the bidders from the tender process.





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## ENCLOSURES

Following documents are to be submitted with filled up tender forms:

- 1) **Quoted price**
- 2) Photocopy of Trade Licence
- 3) Photocopy of PAN card
- 4) Photocopy of Aadhaar Card of the business/proprietor
- 5) Tender Form;
- 6) List or documents regarding total experience in this field.

**(Important: Above (1-5) documents if not enclosed, tenderer may be disqualified)**

Place: Howrah

*Soma Bandyopadhyay*

(Principal)

Narasinha Dutt College

*Principal*

Narasinha Dutt College  
Howrah-711101

This tender document comprises three appendices:

- 1) Appendix-I (Tender Form)
- 2) Appendix-II (List of goods with specifications)
- 3) Appendix-III (Quoted Price Form)



## APPENDIX - I

To,  
The Principal,  
Narasinha Dutt College,  
129, Belilious Road, Howrah- 711101

### Tender Form

ORGANISATION DETAILS			
Name of the Organisation			
Registration no.			
Authorization From			
Postal address			
Phone no.		Mobile no.	
E-mail ID			
GST No.		PAN no.	
TAN		Ydyog Aadhaar no.	
IT Clearance (Last year)	Certificate No.		Date
EMD DETAILS			
Bank Name		Branch Name	
IFSC no.		Amount (Rs.)	
Draft/ Cheque no.		Date	
Tender Value (Rs.)			

I/We have accepted the terms & conditions of the tender with ref. no. \_\_\_\_\_  
dated \_\_\_\_\_ of Narasinha Dutt College, Howrah-711101 and agreed to abide by them.

\_\_\_\_\_  
Signature with seal of the bidder

\_\_\_\_\_  
Capacity in which signing



## APPENDIX-II

### WORK/GOODS WITH SPECIFICATIONS

Sl. No.	Detail specifications	
1	A4 Size Paper	
2	Monochrome Printer	
3	USB Printer	
4	1 year on site warranty	
5		
6		
7		
8		
9		
10		
11		
12		

**[N.B.: Tenderers are requested to visit the site physically before quoting tender price]**



## FORM

Sl.No.	Work/Product descriptions	Brand/ Company/Work name	Price (Rs.)	Tax, if any (Rs.)	Total Price (Rs.)
1					
2					
3					
4					
5					
6					
7					
8					
9					
	Total Price				

I/we have read all specifications of the products mentioned in appendix-II of the tender with ref. no. \_\_\_\_\_ dated \_\_\_\_\_ of Narasinha Dutt College, Howrah - 711101 and above quotation has been made accordingly.

\_\_\_\_\_  
Signature with seal of the bidder