



**OFFICE OF THE PRINCIPAL
RAIGANJ SURENDRANATH MAHAVIDYALAYA**

(Assessed & Accredited by NAAC with Grade "B+ ")

RAIGANJ – 733134, UTTAR DINAJPUR, WEST BENGAL

Website: www.rsmraiganj.in

Email- mda_sunam@yahoo.co.in

Tender Notice No.: 1314-RSM-2026 (2nd Call)

Date: 03.07.2026

Undersigned invite quotation through e-tenders portal (www.wbtenders.gov.in) for the following work **For Supplying Desktop PC (Commercial) and Printer for the Library of the Principal** in Raiganj Surenderanath Mahavidyalaya, Raiganj, Uttar Dinajpur, 733134. The bidders should provide a rate inclusive of all Taxes, with the total cost of all items to be quoted:

Sl. No.	Item Type	Brand	Specification	Item count
1.	Desktop PC (Commercial)	HP	13th Generation Intel® Core™ i5 processor With slim CPU cabinet - Windows 11 (Professional) 512 GB SSD 8 GB DDR4 RAM (1 x 8 GB) - Intel® UHD Graphics 730 - LAN 19.5 inch LCD Anti-glare Monitor - Wired Keyboard and Mouse - Warranty – 3 years	2 pieces
2.	Printer	HP	HP Laserjet MFP 1188	1 piece

N.B.: For details contact the college authority at any working day between 12 noon to 2 pm and follow the email mda_sunam@yahoo.co.in

• **GENERAL INSTRUCTIONS**

In the event of tendering process, intending bidder may download the tender documents from the website – <https://wbetenders.gov.in> directly with the help of Digital Signature Certificate. Necessary earnest money Of Rs. 10000.00 (Rupees Ten Thousand) may be remitted through Net Banking / NEFT & RTGS through ICICI Bank Payment Gateway webpage. A copy of NEFT/RTGS should be attached along with the Tender documents. EMD Exemption allow as per Govt. Norms.

• **SUBMISSION OF BIDS**

- Tenders are to be submitted through online in two folders at a time for each supply, one in Technical Proposal and the other is Financial Proposal before the prescribed date and 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).

- The Financial Bid of the prospective tender will be considered only if the Technical Bid of the bidder found qualified by the Principal Raiganj Surenderanath Mahavidyalaya,. The decision of the Principal Raiganj Surenderanath Mahavidyalaya, will be final and absolute in this respect.
- Bid shall remain valid for a period not less than 90 (ninety) days after the dead line date for Financial Bid submission (As directed by the authority).
- Successful bidder shall have to sign an agreement in the Non-judicial stamp of Rs. 50/- and submitted security deposit @Rs. 2% of the total work value by Bank Draft/DCR within 7 days from the date of acceptance of tender, failing of which the e-tender submitted by him will be cancelled.
- The intending bidders are requested to quote the rate in BQR only. No offline tender will be accepted.
- During the scrutiny, if it comes to notice that the credential(s) and/or any other papers of any bidder has/have been found incorrect/manufactured/fabricated, the said bidder shall not be allowed to participate in the tender and the application shall be treated as cancelled.
- Before issuance of the work order, the tender inviting authority may verify the credential(s) and/or other documents of the lowest bidder, if it is found necessary. After verification, if it is found that the documents submitted by the lowest bidder are either manufactured or false, the work order will not be issued in favour of the said bidder.
- The accepting authority reserve the right to reject any or all tenders without assigning any reason whatsoever and he will be not to bound to accept either the lowest tender or any of the tenders.

• **NON-STATUTORY/MY DOCUMENTS CONTAINING THE FOLLOWING DOCUMENTS:**

Sl.No.	Category	Sub Category	Sub Category Description
A.	Certificates	A1 Certificates	1.PAN Card
			2. Professional Tax Enrollment Certificate with Latest Challan and PTPC
			3. GST Registration certificate with Latest Return Copy.
			4. Valid Trade License for the period for the specific trade.
B.	Bidder Details	1. Proprietorship Firm (Trade License) 2. Partnership Firm (Partnership Deed, Trade License) 3. LTD Company (Incorporation certificate, Trade License) 4. Society (Society Registration copy, Trade License) 5. Power of attorney (if required)	
C.	Credential	1. The prospective bidders should upload one order copies worth atleast Rs. 1 Lakhs along with corresponding satisfactory supply certificates	
D.	Financial Information	1. Income Tax Return submitted for the last 3 Financial Year with Profit and Loss Account and Balance Sheet.	

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• **EXPERIENCE / CREDENTIALS**

The prospective bidders should have supplied computers as mentioned in the BOQ prior to the date of issue of this Notice to at least one Government College/Government Aided College/State or Central University/Research Institute. The prospective bidders should upload one order copies worth at least Rs. 1 Lakhs along with corresponding satisfactory supply certificates.

Note:

- The Bidders should provide a rate inclusive of the above items, with the total cost of all items to be quoted: 10 (ten) Desktop PC (Commercial) and 10 (ten) UPS.
- The rate quoted by the bidders should be inclusive of carriage and all taxes, otherwise quotation will not be considered.
- Payment will be made after fulfilling the Government Rules and Regulations and after satisfactory completion of the work.
- No conditional quotation will be entertained in any way.
- The goods supplied should be in exactitude of the specifications mentioned in the tender notice. Any deviation/ departure/difference as mentioned in the specifications will not be accepted and the payment will not be made.

- The guarantee/warranty period to be mentioned.

- **DATE & TIME SCHEDULE**

Sl. No.	Particulars	Date & Time
1	Date of Publication of Tender	06.07.2026
2	Date of Document Download Start	06.07.2026
3	Date of Bid Submission Start	06.07.2026
4	Date of Bid Submission Closing	13.07.2026
5	Date of Bid Opening (Technical)	16.07.2026
6	Date of Bid Opening (Financial)	To be notified latter

- The authority reserves the right to accept or to reject any or all quotations without assigning any reason thereto.

- **SPECIALTERMS AND CONDITIONS FOR TENDER SUBMISSION**

- A) No advance payment shall be made at any circumstances.
- B) Payment will be made after 100% satisfactory delivery of computer equipments.
- C) Payment will be made through PFMS portal, Government of India. Successful bidder has to produce firm details and bank account in prescribed format for registration at PFMS portal.
- D) Conditional bid may not be accepted by the tender inviting authority.
- E) **Delivery:** The supply of computer equipments should be made within 15days or the time prescribed by the college as will be mentioned in the purchase order.
- F) **Penalty for Late Supply/Non- Supply:** Incase of delay in delivery, 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.
- G) The quantity may be increased or decreased in the final order.
- H) If the computer equipments are found defective, the supplier is bound to replace the same immediately.
- I) Vendors should have office in West Bengal.
- J) Order will give to anyone vendor.
- K) Prices must be quoted for at least 90% titles for every subject.
- L) Company Price proof must be submitted for all titles supplied.

- **PENALTY CLAUSES**

PENALTY FOR FORMATION OF CARTEL OR FURNISHING OF FRAUDULENT/MISLEADING DOCUMENTS:

- If during the tender process or at any stage during the validity of the tender period, it is found that a Tenderer(s) has formed a cartel in what so ever form or name to fix up the rates or suppliers to the detriment to the fairness of the tender process, penal measures shall be initiated. Similar penal measures shall also be initiated against those tenderer's who have submitted false/misleading/fraudulent documents or made in correct declarations. The penal measure will be Forfeiture of Earnest Money, For feature of Performance Bank Guarantee if enlisted as a supplier.

- **APPEAL**

Appeal against the decision of the Principal, RaiganjSurendranathMahavidyalaya,Raiganj Uttar Dinajpur, 733134, West Bengalto impose such a penalty will be presented before the Director of Public Instruction, Department of Higher Education, Government of West Bengal.

- **AGREEMENT**

On a tender being accepted, intimation of acceptance will be forwarded to the Tenderer by the Principal, RaiganjSurendranathMahavidyalaya,Raiganj Uttar Dinajpur, 733134, West Bengal. After communication of the same, the Tenderer and these lecteddistributor (in the event of distributor to receive order and payment in his name) will have to execute agreement in the prescribed form with the Principal,

Raiganj Surendranath Mahavidyalaya, Raiganj, Uttar Dinajpur, 733134, West Bengal. The present document and the tender forms filled in by the Tender or copied here of in so far as they are not in consistent with these terms and conditions will be incorporated as part of the agreement. Such agreement will be binding on the Tenderer and distributor.

- **VALIDITY PERIOD OF AGREEMENT**

- The contract period will be for a period decided by the tendering authority while giving work order to the bidder depending upon the job.
- THE VICE PRINCIPAL, RAIGANJ SURENDRANATH MAHAVIDYALAYA, RAIGANJ, UTTAR DINAJPUR, WEST BENGAL RESERVES THE RIGHT TO CHANGE THE ABOVE SCHEDULE IN CASE OF ANY EXIGENCIES AFTER PUTTING UP AN OTICE IN THE WEBSITE: <https://wbtennders.gov.in> AND OFFICE NOTICE BOARD.

- **VALIDITY OF TENDER:**

The contract period will be for a period decided by the tendering authority while giving work order to the bidder depending upon the job. No objections in this respect will be entertained raised by any Bidder who will remain present during opening of bid, or from any Bidder who will remain absent at the time of opening of Financial Bid. No informal tenderer will be entertained in the Bid further. During the scrutiny, if it comes to the notice of the tender inviting authority that the credential or any other paper found in correct/manufacture/fabricated, that bidder would not be allowed to participate in the tender and that application will be outrightly rejected without any prejudice. Prospective bidders must take training from authorized agencies before submission of their bids. The Central Tender & Purchase Advisory Committee of the College reserves the right to cancel the N.I.T. due to unavoidable circumstances and no claim in this respect will be entertained.

N.B.:

During evaluation, the Tender Inviting Authority may summon the tenderers (if required) & seek clarification/information or additional documents or original hard copy of any of the documents already submitted & if they are not produced within the stipulated time frame, their bid will be liable to be rejected.


Principal
Raiganj Surendranath Mahavidyalaya
Raiganj, U/D



Principal
Raiganj Surendranath Mahavidyalaya
Raiganj – 733134
Uttar Dinajpur, West Bengal

FORMATFORCHECKLIST

S l. N o.	Items	PleaseMark✓		P a g e
		Y es	N o	
1	PANCardoftheauthorizedsignatory			
2	ProfessionalTaxRegistrationCertificate			
3	GSTRegistrationcertificate			
4	ValidTradeLicensefortheperiodforthespecifictrade			
5	ProprietorshipFirm(TradeLicense)			
6	PartnershipFirm (PartnershipDeed,TradeLicense)			
7	LTDCompany(Incorporationcertificate,TradeLicense)			
8	Society(SocietyRegistrationcopy,TradeLicense)			
9	PowerofAttorney(ifrequired)			
10	ManufacturingLicense			
11	Manufacturer'sguarantee			
12	Workordersandpayingcertificatesforexperienceinidenticalworkinlast3FinancialYearswheresupplywasmadetoatleast02Governmentssponsored/aidedColleges			
13	IncomeTaxReturnssubmittedfortheFinancialyear2024-25			
14	WhetherBlacklistedpreviously			
15	Whetherinvolvedinanycriminalcase			
16	WhetherthebidderhasbankA/CinthenameasofquotationforreceivingPayment			

Form—II
[To be furnished on Firm's Letter Head]

To
The Principal
Raiganj Surendranath Mahavidyalaya
Raiganj- 733134
Uttar Dinajpur

Date:

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 undersigned.

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) years 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. understand 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 separately for the same supply.

Signed by an authorized officer of the firm

Title of the Officer

Name of the Firm with Seal Date:

Form—III

STRUCTUREANDORGANIZATION

1.Nameof Applicant:_____

2. OfficeAddress:

Telephone/MobileNo. _____

Email: _____

3.Nameandaddress ofBanker:

IFSC Code: _____

MICR Code:_____

4.Brief descriptionof thefirm

Note: Application coversProprietaryfirm,Partnership, LimitedCompany, LLPor Corporation.