



**THE WEST BENGAL UNIVERSITY OF HEALTH SCIENCES**

DD-36, Sector-I, Salt Lake, Kolkata 700 064

Website: [www.wbuhs.ac.in](http://www.wbuhs.ac.in)

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Memo No. OG/WBUHS/2019-20/2080

Date: 09.01.2020

**NOTICE INVITING E - TENDER**

[Through Pre - Qualification]

[Submission of Bid through E - Tender Portal]

The Registrar, The West Bengal University of Health Sciences, Salt Lake, Kolkata having its office at Salt Lake, Kolkata - 64 is inviting **E - Tender** for **Purchase of Photocopier Machines (02 Nos.)** from the bonafide Manufacturer / Authorized Distributors.

**1. List of Item.**

List of item in Annexure I is enclosed with requirement specification.

**2. General Instructions:-**

In the event of e - filling, intending bidders may download the E - Tender documents free of cost either from the University Website: [www.wbuhs.ac.in](http://www.wbuhs.ac.in) or from <https://wbtenders.gov.in> with the help of Digital Signature Certificate (DSC). Necessary Earnest Money may be remitted through Net Banking/RTGS/NEFT.

**3. Submission of Bids:-**

Both Technical and Financial Bids are to be submitted concurrently duly Signed Digitally through the E - Tender Portal of Govt. of West Bengal <https://wbtenders.gov.in>, and all papers must be submitted in English Language.

**4. Time Schedules for the E - Tender:-**

The Time Schedule for obtaining the Bid Documents, Pre Bid Meetings, Registration with the Tendering Authorities, the Submission of Bids and other Documents etc. will be as per the list provided in clause 20 as given below.

**5. Eligibility for Quoting:-**

Only bonafide manufacturer / authorized distributors / vendors with credentials in similar jobs are eligible for quoting. The price is to be quoted in Indian Rupees including cost of insurance, custom duty, packing, forwarding, freight charges, clearing charges, AMC Charges (if asked), transportation and other charges, if any. Agency commission, if any payable in Indian Rupees should also be mentioned.

**6. Submission of the Tenders:-**

The tender is to be submitted in a two Bid System.

[A] Technical Bid "A"

**COVER A**

(a) Statutory Cover containing the following documents:-

**“BID A”: PART I**

(SINGLE FILE MULTIPLE PAGES SCANNED)

Essential Requirements of the Tendering Firm for participation shall contain all papers related to the essential requirements of the Tenderer for participation in the E – Tender viz.

A	Check List in the prescribed format.
B	Application in the prescribed format given in Annexure I.
C	NIT duly signed in all pages by the tenderer.

**“BID A”: PART II**

NON STATUTORY / MY DOCUMENTS containing the following documents:

Sl. No.	Category	Sub Category	Sub Category Description
A.	Certificates	A1. Certificates	1. PAN Card of the authorized signatory. 2. Professional Tax Registration Certificate, if any. 3. GST Registration Certificate.
B.	Company Details	B1. Company Details	1. Registration with Registrar of Companies.
C.	Credential	C1. Credential 1	1. Trade Licence.
		C2. Credential 2	1. Manufacturing Licence, if any. 2. Profit & Loss Certificate of last three years. 3. Audited Balance Sheet of last three years.
D.	Financial Info	Payment Certificate 1	1. Income Tax Returns submitted for the Last three Financial Years
		Payment Certificate 2	1. GST Returns for the Last Three Financial Year, whatever available.

**COVER B**

**[B] Financial Bid “B”**

(i) BOQ in INR (In excel sheet)

The folder as “Financial Bid” shall contain base price in Indian Rupee and the portion of the allied works and services which are to be undertaken in India are to be quoted in Indian Currency including cost of insurance, packing, forwarding, freight charges, clearing charges, AMC Charges (if asked), custom duty and installation & transportation. Agency commission, if any, payable in Indian Rupee should also be mentioned.

The tenderers are required to submit the hard copies of Bid A as per schedule more clearly described in the time line vide clause 20 along with the printed copy of Earnest Money Deposit (EMD) (as mentioned in clause 8) in separate packets. Submission of hard copy of Bid A to the office of the Registrar, The West Bengal University of Health Sciences, Salt Lake, Kolkata **is for reference only while examining the technical bid on line and will not be treated as substitute for online submission.**

**7. Evaluation of the E – Tender:-**

During the E – Tender Evaluation, “Bid A” will be opened first. Those Tenderer who have qualified the essential and other requirements will be identified and only their “Bid B” i.e. Financial Bid will be opened. The “Bid B” of those Tenderer failing to meet the technical and other requirements of participating in the E – Tender will not be opened and will be rejected. The Tenderer offering the item found suitable and being as per the tender specifications will only be selected.



Tenderer who have been so identified to have been technically suitable in the context of above will be deemed to have passed the test of essential and other requirement of the quoted item or items.

The "Bid B" (Financial Bid) of only these tenderers passing the essential and other requirements will be opened then subject to the verification of hard copies of the audited balance sheet and Profit & Loss Accounts of the Tenderer for the last three years.

If found suitable in the context of above pre qualification etc., the tenderer quoting the lowest rate will be considered as successful.

#### 8. Earnest Money Deposit (EMD):-

Each Tenderer has to submit, unless exempted under the existing order of the Govt. of West Bengal, Earnest Money through RTGS/NEFT/Net Banking at an amount as mentioned below. If the bidder does not provide the EMD in respect of in Bid A, the bid of the respective bidder shall be treated as cancelled.

Item Name	Earnest Money Deposit
Photocopier Machine	Rs. 25000.00

The Earnest Money of the Tenderer will liable to be forfeited if the Tenderer withdraws his / her Tender as a whole or for any particular item or items at any stage after the opening of the E - Tender, or refuses to enter into written agreement for any of all of the items of his accepted Tender within the time specified when requested to do so / fails to furnish within the stipulated time.

#### 9. Online Payment Procedure: Login by the Bidder:

- a. An intending bidder shall login to the e - procurement portal of the Government of West Bengal at <https:wbtenders.gov.in> using his login ID and Password.
- b. The bidder will have to select the particular tender and arrange payment of the required EMD amounting to Rs. 25,000.00 (Rupees Twenty Five Thousand only) by selecting from either of the following payment modes:
  - i. **Net Banking** (any of the banks listed in the ICICI Bank Payment Gateway) in case of payment through the ICICI Bank Pa2yment Gateway. On selection of net banking as the payment mode, the bidder will be redirected to the webpage of ICICI Bank Payment Gateway (along with a string containing a Unique ID) from which the Bank through which the transaction is intended will have to be selected. The bidder will then receive a confirmation message confirming success of the transaction. If the transaction is successful, the amount paid by the bidder will get credited in the in the respective pooling account of the University towards collection of EMD. If the transaction fails, the bidder will have to try for payment again by going back to the first step.
  - ii. **RTGS/NEFT** - In case of offline payment through Bank Account in any bank: On selection of RTGS/NEFT as the payment mode, the e - procurement portal will show a pre filled challan and the details required to process RTGS/NEFT transaction. The bidder will have to print the Challan and use the pre - filled information to make RTGS/NEFT payment using his Bank account. Once payment is made, the bidder will have to come back to the e - procurement portal after expiry of a reasonable time (T+2 days) to enable the RTGS/NEFT process to complete, in order to confirm the payment and continue the bidding process. If the transaction is successful, the amount paid by the bidder will get credited in the respective pooling account of University towards collection of EMD. If the payment verification is unsuccessful, the amount will be returned to the bidder's account. The bidder will have to try again for payment by going back to the first step.



**10. Refund of EMD:-**

After declaration of Award of Contract (AOC) through the e – procurement portal, the EMD will be automatically refunded to the unsuccessful bidder (s) in the same route to the account from where the transaction was processed within a reasonable time, as per the rules of E – Tender Portal.

**11. Rate:-**

The Price is to be quoted in Indian Rupees including cost of Insurance, Custom Duty, Packing, Forwarding, Freight Charges, Clearing Charges, AMC Charges, Installation & Transportation Charges.

The item is to be transported in such Packaging so that there is damage to the primary packaging during transportation process.

The basic rate should be furnished inclusive of Customs Duty, Transportation Cost, Insurance, Freight, Testing Charges, Incidental Charges, AMC etc, whatever is applicable, but excluding the GST, Excise Duty, Entry Tax & Cess etc. which shall be quoted separately in the template for Bill of Quantities (BOQ).

**12. Order and Supply:-**

Orders for the supply of the approved products will be placed with the successful tenderers after the execution of the agreements, and such supply shall have to be made in such instalments as may be fixed or spread over a period to be specified in the supply orders to be made in pursuance of the agreements. The successful tenderer will have to supply within the specified time schedule that had been assured at the time of selection as supplier.

**13. Withdrawal / Cancellation and Purchase Policy of Tendering Authority:-**

The Tendering authority reserves the right to withdraw any item for the tender at any stage. The selection of such item, if already made in favour of any tenderer, shall be treated as cancelled. The tendering authority reserves the right to reject or accept any tender or part thereof at any stage or to split any tender without assigning any reason. Withdrawal of tender or any revision after submission of tender by the tenderer will not be allowed. The tendering authority reserves the right to accept or reject any tender, in part or in full, without assigning any reason. Purchase will, however be made following the existing purchase policy of the Govt. of West Bengal and its amendment(s) made from time to time. The purchase policy of the State Government as provided in the West Bengal Financial Rules, the policy of the price preference in particular incorporated under Notification No. 10500 – F dated 19.11.04 read with Notification No. 5400 – F dated 25.06.2012 should be observed in considering the tenders.

**14. Special Terms and Conditions:-**

- a. The Tenderer should have been in this business for a period of at least 03 (Three) years.
- b. The Tenderer should submit the statement of financial standing from their bankers. The name of the bank along with the full address is to be furnished.
- c. The Tenderer has to submit an undertaking / certificate that the firm has not been blacklisted in the past by any Govt. / Private Institution or convicted in any criminal case.
- d. If the tenderer gives a false statement on any of the above information the firm / supplier will not be considered and their quotation / tender shall be rejected and the security deposit shall be forfeited.

**15. Penalty Clauses:-**

Penalty for formation of cartel or furnishing of fraudulent / misleading documents:

If during the E – Tender process or at any stage during the validity of the E – 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 of the fairness of the E – Tender Process, penal measures shall be initiated. Similar penal measures shall also be initiated against those tenderers who have submitted false / misleading / fraudulent documents or made incorrect declarations. The penal measure will be Forfeiture of the Earnest Money Deposit, Forfeiture of Performance Bank Guarantee if enlisted as a supplier.



**16. Appeal:-**

Appeal against the decision of The Registrar, The West Bengal University of Health Sciences, Salt Lake, Kolkata - 64 to impose such a penalty will lie with Tender Selection Committee (T.S.C.). Review against the decision of the T.S.C. (Tender Selection Committee) will lie with The West Bengal University of Health Sciences, Salt Lake, Kolkata. The Hon'ble Vice-Chancellor of WBUHS will be the appellate authority within The West Bengal University of Health Sciences, Salt Lake, Kolkata. Before imposing any penalty as per clauses 17, 18, 19, the concerned supplier may appeal to the authority citing the proper reasons for non - imposing the penalty as stated.

**17. Security Deposit:-**

An amount **equivalent to 8% of the Bill Amount** will be deducted as Security Deposit of successful bidder which will be released after 01 year from installation of instrument / equipment / item, following the office rules.

**18. Inspection:-**

Before submitting the E - Tender, the intending tenderers should thoroughly acquainted themselves with the proposed supply and installation, if required, by local inspection of site and make into consideration the site condition and other criterion for effecting smooth supply. No claim whosoever will be entertained afterwards.

**19. Payment Terms:-**

Payment will be made through e - payment system through RTGS/NEFT/AC Payee Cheque after execution of due supply as ordered subject to:

- Supply of the materials as per specifications as provided in the E - Tender Documents.
- Supply of the materials within the supplied period as specified in the work orders.
- On being selected, the successful tenderers have to submit their bank details for payment i.e. Bank Name, Branch, IFSC Code etc. In case of collecting A/C Payee Cheques, the tenderers have to submit the authorization letter in favour of the collector of the cheque on behalf of the agency.

**20. Dates and Information's:-**

Sl. No.	Description	Date (s)
01	Date of uploading of N.I.T. Documents (Online) from this end.	11.01.2020 at 9 am
02	Documents download / sell start date (Online)	11.01.2020 at 10 am
03	Date of Pre Bid Meeting at The West Bengal University of Health Sciences, DD-36, Sector I, Salt Lake, Kolkata - 700 064.	14.01.2020 at 12 noon
	Pre Bid Meeting Place: Auditorium of The West Bengal University of Health Sciences, DD - 36, Sector I, Salt Lake, Kolkata - 64.	
04	Bid submission starting (Online)	16.01.2020 at 9 am
05	Bid submission closing (Online)	10.02.2020 at 6 pm
06	Bid Opening (Bid A - Technical Bid)	13.02.2020 at 12 noon
07	Date of uploading list for Technically qualified bidder in Bid A (Online)	To be notified
08	Date & Place for opening of Financial Bid (Bid B) (Online)	To be notified
09	Date of uploading of list of bidders along with the approved rate	To be notified

**\*\*The Registrar, The West Bengal University of Health Sciences, DD - 36, Sector I, Salt Lake, Kolkata - 700 064 reserves the right to change the above schedule in case of any exigencies after putting up a notice in the Departmental Website and Office Notice Board.**

**21. Validity of E - Tender:-**

This E - Tender shall remain valid for next 6 (six) months.

No objections in this respect will be entertained if raised by any bidder who will present / absent during opening of bids. No informal tenderer will be entertained in the bid further.

During the scrutiny, if it come to the notice to the tender inviting authority that the credentials or any other documents found incorrect / fabricated / manufactured, that bidder would not allowed to participate in the tender and that application will be out rightly rejected without any prejudice.

Prospective bidders must take training from authorised agencies before submission of their bids.

The Tender Selection Committee reserves the right to cancel the N.I.T. due to unavoidable circumstances and no claim in this respect will be entertained.

*+ Registrar  
The West Bengal University of Health Sciences  
Salt Lake, Kolkata*

**FORMAT FOR CHECK LIST**

Sl. No.	Items	Please Mark $\checkmark$		Page No.
		Yes	No	
01.	Application submitted as in Annexure II			
02.	Manufacturing Licence from the Manufacturer, if any.			
03.	Authorization letter of signatory from the Company, IF ANY			
04.	Self Attested photocopy of PAN Card of the authorised signatory			
05.	Self Attested Photocopy of Trade Licence.			
06.	Self Attested Photocopy of GST Certificate.			
07.	Self Attested Photocopy of IT Return of last Three Financial Years.			
08.	Profit & Loss Statement for the Last Three Financial Years.			
09.	Audited Balance Sheet for Last Three Financial Years			
10.	Proof related to submission of EMD. If exemptions availed, supporting documents in relevant to that to be submitted.			
11.	Copy of NIT signed with seal by the bidder in all pages			





**ANNEXURE - I**

**List of Item**

<b>Sl No</b>	<b>Specification</b>	<b>Desired Type</b>
1.	Type	High-speed Multifunctional Copier
2.	Output Colour	Monochrome
3.	Duplex	Yes (Integrated) (2 sided to 2 sided automatic)
4.	Ethernet Support	Yes
5.	Network Protocol Support	TCP/IP IPv6, TCP/IP IPv4, TCP, UDP
6.	Operation Type	Print, Copy, Scan (Direct & LAN Operated)
7.	Memory	Minimum 4 GB RAM
8.	Processor	Minimum 2 Ghz.
9.	Hard Disk Drive	Minimum 250 GB
10.	Average Monthly Output Print	Minimum 1,00,000 copies
11.	Paper Type	A4, A5, A5R, A6, B5
12.	Copy Speed	Minimum 80 ppm
13.	Print Speed	Minimum 60 ppm
14.	Duplex Speed	Minimum 50 ppm
15.	Standard Port	Minimum 02 nos. of USB 2.0 + Gigabit Ethernet Port (10/100/1000)
16.	Print Resolution:	Minimum 1200 x 1200 dpi
17.	Copy Resolution	Minimum 600 x 600 dpi
18.	Scan File Format	XPS, TIFF, PDF, JPEG, JPG
19.	Automatic Document Feeder	Minimum 200 Sheet
20.	Number of Paper Inputs	Minimum 3 Tray (2000-sheet High-Capacity Feeder)
21.	Paper weight	70 - 180 gsm
22.	Paper Handling / Finisher	Staple Finisher (Minimum 50 pages), Staple Punch Finisher, Paper Sorting capability (Optional accessories <b>must be included</b> )
23.	Maximum Duty Cycle	Minimum 3,00,000 pages per month
24.	Ink Yield	Minimum 5000 pages Cartridge
25.	Touch Screen Display	Yes
26.	Print Feature	Application Defaults, Bi-directional Real-time Status, Booklet Creation, Draft Mode, Job Identification, Job Monitoring, Personal Print, Print from USB, Sample Set, Saved Job, Scaling, Secure Print, Skip Blank Pages, Store and Recall Driver Settings, Two-sided Printing
27.	Supported OS	Minimum Windows 7-10 x64 edition and Server 2003, 2012 support
28.	Product Warranty	Minimum 1 Years (With all accessories)
29.	Future AMC Proposal	Yes





**ANNEXURE - II**

**APPLICATION FORMAT**

(To be furnished in the Company's official letter pad with full address and contact no etc)

To  
The Registrar,  
The West Bengal University of Health Sciences,  
DD - 36, Sector I,  
Salt Lake, Kolkata.  
Pin - 700 064.

**Sub:** NIT for Purchase of Photocopier Machines.

**Ref:-** Tender Reference Number ..... dated .....

Sir,

Having examined the pre-qualification & other documents published in the N.I.T, I / we hereby submit all the necessary information and relevant documents for evaluation:

1. That the application is made by me / us on behalf of ..... In the capacity of.....duly authorized to submit the offer. The authorization letter from the Company is attached in Annexure II.
2. I am / We accept the terms and conditions as laid down in the NIT mentioned above and declare that I / we shall abide by it for throughout the tender period.
3. I am/ We are offering rate for the following item / items and assured supply to The West Bengal University of Health Sciences, DD - 36, Sector I, Salt Lake, Kolkata - 700 064.
4. I am / we are submitting the declaration for EMD and submitting the EMD in the Financial Bid.
5. a. We propose that the order and bill should be raised in our name.  
For liaisoning, I/we have appointed M/S ..... having its office at ..... (address, contact no. and email address) as C&F agent / Liaisoner / Contact person / ..... Others (strike out whichever is not applicable) as per NIT.

**OR**

- b. I/We propose that order and bill should be raised in favour of our authorized distributor. For that purpose, I/we have appointed M/S ..... having its office at ..... (address with contact no and email address) as authorized Distributor who will receive order and payment in his name on our behalf.
- c. The agreement between ourselves and the distributor/C&F/Liaisoner & other documents as prescribed is attached in annexure III.
6. In the event of being selected, supply will be made within the stipulated period excepting the condition which is beyond our control.
7. I/We understand that:
  - (a) Tender Selection Committee can amend the scope & value of the contract bid under this project.
  - (b) Tender Selection Committee reserves the right to reject any application without assigning any reason;

**Date:-**

**Signature of applicant with seal**  
**Contact no. :**  
**Tele :**  
**Mobile :**  
**email address :**