



# Rabindra Bharati University

## Directorate of Distance Education

Rabindra Bhavan, EE-9 & 10, Sector-II, Saltlake City, Kolkata - 700091

Ref. No.:DDE/RBU/DR/0343/16

Date: 21/09/2016

### **Notice Inviting Tender**

Quotations are invited from manufacturers, reputed, bonafide, financially sound agencies having capacities to execute the following work.

S. No.	Name of Work	Cost of Tender (in Rs.)	Period of Completion	Concerned Department
1.	Supply, installation and configuration of Laser Printers with accessories	Nil	15 DAYS	Director, Directorate of Distance Education

### **Date and Time Schedule:**

S. No.	Particulars	Date & Time
1	Date of publishing N.I.T. & other Documents	22/09/2016 from 11 AM
2	Documents download start date (Online)	22/09/2016 from 11 AM
3	Documents download end date (Online)	28/09/2016 till 2 PM
4	Bid submission start date	22/09/2016 from 11 AM
5	Bid Submission closing	28/09/2016 upto 2 PM
6	Documents submission end date	28/09/2016 upto 2 PM
8	Bid opening date	28/09/2016 upto 3 PM

Director (Acting),  
Directorate of Distance Education



# Rabindra Bharati University

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Rabindra Bhavan, EE-9 & 10, Sector-II, Saltlake City, Kolkata - 700091

Ref. No.:DDE/RBU/DR/0343/16

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### I. Invitation of Tender and Terms & Conditions:

1. Intending bidder may download the tender document from the university website ([www.rbudde.in](http://www.rbudde.in)) directly. Technical & Financial Bid is to be submitted concurrently with the desired documents duly signed to the university. Tender Document may be downloaded from the university website <http://www.rbudde.in> and submission of Prequalification Bid / Technical Bid / Financial Bid is to follow the stipulated date & Time Schedule mentioned in this NIT. The Opening of the bids would be in two parts, Financial Bid of only those bidders will be opened who successfully qualifies through the technical bid. The documents submitted by the Bidders should be properly indexed & notarized with seal. Original certificate / order copies / other document as required shall have to be produced on demand during evaluation.
2. **Location of Works:** Rabindra Bharati University, Kolkata
3. **Time of completion:** Time of completion of the work is **15 DAYS**.
4. **Bid preparation and submission costs:** The bidder shall bear all costs associated with the preparation and submission of the bid and Rabindra Bharati University will in no case be held responsible or liable for these costs, regardless of the conduct or outcome of the bidding process.
5. **Language of Proposals:** The bids and all correspondence and documents shall be written in English.
6. **Amendment of Bidding Documents:** At any time before the deadline for submission of bids, Rabindra Bharati University, for any reason, whether at its own initiative or in response to a clarification requested by a Bidder, modify the bidding document by amendment. All prospective Bidders shall be notified of the amendment through the university website ([www.rbu.ac.in](http://www.rbu.ac.in)) and all such amendments shall be binding on them. If required, in order to allow Bidders reasonable time in which to take the amendment into account in preparing their bids, Rabindra Bharati University reserves the rights to extend the deadline for the submission of bids and the same shall be notified on the university website ([www.rbu.ac.in](http://www.rbu.ac.in)). Bidders should regularly follow the university website for such notifications, if any.
7. **Disqualification:** Rabindra Bharati University reserves the right to reject bids in the following cases:
  - a. The Bids which are received after due date and time.
  - b. Bids not accompanied by all requisite documents.
  - c. If the hard copy of Technical Bid is not signed by the authorized signatory of the bidder on each page and submitted.
  - d. Information submitted in Technical Bid is found to be misrepresented, incorrect or false.
  - e. Bids not substantially responsive and not submitted in accordance with the required formats.
  - f. If the bidder increases the quoted prices during the validity of the bid or its extended period, if any.
  - g. If the bidder submits the bid specifying its own terms and conditions.
  - h. No column/space meant for being filled up shall be left blank by the bidder, in which case the tender will be liable to be rejected.
  - i. Bidder fails to deposit the Security Deposit (SD) or fails to enter into a contract within



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the stipulated period from the date of notice of award of contract or within such extended period, as may be specified by Rabindra Bharati University.

- j. Bidders may specifically note that while evaluating the bids, if it comes to Rabindra Bharati University's knowledge, expressly or implied, that some bidders may have colluded in any manner whatsoever or otherwise joined to form an alliance resulting in delaying the processing of bids, then the bidders so involved are liable to be disqualified for this contract as well as for a further period of two years from participation in any of the tenders invited by Rabindra Bharati University.
8. **Eligibility for participating in the Tender:** Permission of participating in the tender will be given only to those fulfilling the following eligibility criteria:

### A. Technical Criteria:

- i. Bidder has to comply fully with the Technical Specification as provided in the Tender Document. Conditional bid will be summarily rejected.
- ii. The **organizations which are blacklisted** by any reputed organization, PSU, University or Government organization or any OEM of the products proposed in this tender are strictly forbidden from participating in this tender process. Bids submitted by any such blacklisted organisation, if found at any point of time in this tender process, will be summarily rejected. If any such blacklisted organisation is found after award of purchase order, then the purchase order will be cancelled and the earnest money deposit and/or security deposit and/or the bank guarantee will be forfeited to RABINDRA BHARATI UNIVERSITY. **An ink-signed declaration letter regarding this in the bidder's letter head should be submitted with the technical bid.**
- iii. Should be in business of supply, installation and configuration of HP Laser Printers with accessories in India for last **FIVE YEARS**.
- iv. Bidders should submit Manufacturer's authorization specific to this tender.
- v. Bidders should have its development and service support office in Kolkata for at least last **FIVE YEARS**.
- vi. The bidder should have at least **FIVE YEARS** experience in supply, installation and configuration of HP Laser Printers with accessories in renowned Indian organizations preferably universities and government organizations. Supporting documents in claim of experience be enclosed.
- vii. Bidders should submit the Client List and Letters of Satisfactory Performance from existing and previous clients from Central/State Government Universities, Central Government Institutes (like IIT, IIM, ISI, etc.) or Government Organizations in India.
- viii. The bidder bidding for only some part (items) of the BOQ will be rejected.
- ix. The Data sheets / Cross reference documents and technical documents of proposed products must be submitted.
- x. The bidder should have credential in the field of **Supply, installation and configuration of HP Laser Printers with accessories** fulfilling the following criteria.
  - a) Intending bidders should produce credentials of at least 1 (one) similar nature of



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- completed work in any university / PSU / Central or State Government (India) Organization, each of the minimum value of **Rs.30000/-** during last **3 (three) years** prior to the date of issue of the tender notice;
- xi. Completion certificate and purchase order from bidder's clients produced as credential should clearly indicate the description of works, value of contract, executed work value, date of award, actual date of completion etc. and name, address, telephone no. of the client.
  - xii. No Joint Venture shall be allowed.
  - xiii. The bidder should be a registered company / firm.
  - xiv. The Bidder should have a valid Trade License, Professional Tax Challan, PAN Card, W.B. VAT Registration Certificate, Service Tax & TIN documents.
  - xv. Moreover, the tender inviting authority reserves the right to relax the technical eligibility criteria of the applicant if it is deemed to be necessary for fair & competitive tender without assigning any reason whatsoever.
9. The intending bidder fulfilling the above requirement should bid for the work included in the Bid notice with all related documents. The tender inviting authority reserves the rights to accept or reject their offered bid as deemed necessary to finalize the tenders satisfactorily without assigning any reason whatsoever.
10. Selection of eligible bidder will be made strictly on the basis of scrutiny and evaluation of the particular as to be furnished at the time of bidding. Decision of the tender inviting authority in this regard shall be final & binding.
11. Bidders have to comply fully with the material, item, software and service specifications mentioned in the Tender Document and failing to this will lead to the rejection of the technical bid. No deviations in any specifications shall be entertained.
- 12. It is mandatory to quote for all the items mentioned in the BOQ.**
13. Quantities mentioned in the BOM/BOQ will be considered for comparison of offers submitted by the bidders, however, the quantities may vary or items may be excluded in the Purchase Order(s).
14. It is not necessary that the bidder quoting the lowest bid will be awarded the purchase order. The decision of the university will be final in this regard.
15. Prices should be **quoted in Indian Rupee** inclusive of freight charges, delivery, installation, configuration, etc.
- 16. Corrections in the Bid:**
- a. Corrections, if any, in the bid documents submitted by the bidder should be attested properly by the authorized signatory failing which the bid is liable to be rejected.
  - b. Bidders are advised to exercise adequate care in quoting the prices. No excuse for corrections in the quoted rate will be entertained after the bids are opened. All corrections, if any, should be initialled by the authorized signatory before submission, failing which the financial bids may not be considered.
- 17. Installation & Commissioning:** Installation and commissioning of the entire project is to be executed by the bidder within the stipulated time, as mentioned in the Terms and Conditions



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under direct supervision of Rabindra Bharati University representative.

18. **Guarantee/Warranty:** Period of validity of performance guarantee.  
The bidder shall warrant that all equipments, software and services etc. supplied/rendered by the bidder shall conform to the University's requirements and specifications. Bidder will give Guarantee/Warranty of minimum **1 YEARS** from the date of completion and handover of the project. Bidder will provide free support, fix bugs and do all the necessary additions / modifications in configuration required by the university during the Guarantee/Warranty period without any extra cost to the university.
19. **End-of-Life:** The equipments, software and technologies proposed and supplied by the bidder should not have End-of-Life within next five years from the date of completion of the project.
20. **Security Deposit:** 10% of the Purchase Order value after adjustment of EMD shall be kept as Security Deposit and shall be released on submission of bills in triplicate after the end of Guarantee/Warranty period, subject to satisfactory performance during the Guarantee/Warranty period.
21. **Liquidated Damage (L.D.):** "Liquidated Damage" means losses or damages sustained by the University for default on the part of the bidder either because of delayed supply or execution of works/services within the stipulated date or otherwise. L.D. at the rate of 0.5% of the P.O. value for each week of delay and part thereof subject to maximum of 5% of the total value of the purchase order shall be deducted from the bidder's payments due on the university. At any point of time, if L.D. exceeds 5% of the total value of the purchase order, the purchase order shall be cancelled and accordingly dealt with legally including blacklisting of the bidder. In such cases, the Earnest Money Deposit and/or Security Deposit and/or the Bank Guarantee will be forfeited to RABINDRA BHARATI UNIVERSITY. L.D. once deducted, will not be refunded to the bidder again.
22. **Payment:**
  - a. No advance payments shall be made.
  - b. Payment shall be made on submission of four copies of bills along with completion certificate from respective departments, after delivery, successful installation and testing of the entire project deliverables. Payment shall be made after deduction of any penalty, L.D., taxes and any other deductible amounts as per prevailing government and/or university rules.
23. **Delivery & Installation:** Delivery, installation and testing should be completed within **15 DAYS** failing which L.D. clause will be imposed and a delay of more than 10 weeks will automatically imply cancellation of the purchase order awarded to the successful bidder. Delivery and installation should be done in consultation with the **Office of Information Scientist, Rabindra Bharati University**.
24. **Suspension:** The Competent Authority may by a written notice of suspension to the Bidder, suspend all payments to the Bidder if the Bidder fails to perform any of its obligations (including the carrying out of the tasks) provided that such notice of suspension:
  - a. Shall specify the nature of the failure and
  - b. Shall direct the Bidder to remedy such failure within a specified period from the date of receipt of such notice of suspension by the Bidder



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25. **Interpretations:** Whenever any issue relating to the interpretation of the tender document or of the bids submitted arises, the decision of competent authority of the university shall be final and binding.
26. **Assignment & Subcontracting:**
- This TENDER is non-transferable. Assignment and subletting is not permitted. Information regarding associates and principals is to be disclosed in the tender technical bid itself.
  - The bidder shall not assign, transfer or sublet or attempt to assign, transfer or sublet, whether wholly or in part, any portion of the work to any other entity or person without written consent of the Competent Authority of the university.
  - For the purpose of the liabilities under this tender, the Bidder will be considered as a solely liable to all the components of the tender and scope of the work.
27. **Validity of Bid:** The bids shall remain valid for **180 days** after the date of bid opening prescribed by Rabindra Bharati University. The bids of the **successful bidder** shall remain valid for **6 months** from the date of Purchase Order awarded to the successful bidder. On completion of the validity period, unless the bidder withdraws its proposal in writing, it will be deemed to be valid until such time that the bidder formally (in writing) withdraws its proposal. Rabindra Bharati University holds the rights to reject a bid valid for a period shorter than those mentioned above as non-responsive.
28. The University Authority reserves the right to ask for clarifications and the decision of the University Authority shall be final and binding.
29. The University reserves all rights to reject any or all offer without assigning any reason whatsoever.
30. The University reserves all rights to cancel this tender at any point of time without assigning any reason whatsoever.
31. All bids should be addressed and submitted at the office of **The Director (Acting), Directorate of Distance Education, Rabindra Bharati University** and should be within the stipulated date and time. No bid shall be accepted through telegraphic / fax / email or any other means.
32. **Signing of Tender:** Individual signing the tender or other documents connected with contract must specify whether he/she signs as:-
- A "sole proprietor" of the concern or constituted attorney of such sole proprietor.
  - A partner of the firm, if it be a partnership firm, in which case he must have authority to execute contracts on behalf of the firm and to refer to arbitration disputes concerning the business of the partnership either by virtue of the partnership agreement or by a power of attorney duly executed by the partners of the firm.
  - Director or principal officer duly authorized by the Board or Directors of the Company, if it is a Company.
- N.B.**
- In case of partnership firms, a copy of the partnership agreement, or general power of attorney duly attested by a Notary Public, should be furnished on stamped paper duly sworn of affirmed by all the partners admitting execution of the partnership agreement or the general power of attorney. The attested copy of the certificate of registration of



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- firm should also be enclosed along with the tender.
- ii. In the case of partnership firms, where no authority to refer disputes concerning the business of partnership firm has been conferred on any parties the tender and all other related documents must be signed by all partners of the firm.
  - iii. A person signing the tender form or any documents forming part of the tender on behalf of another person should have an authority to bid such other person and if, on enquiry it appears that the persons so signing had no authority to do so, Rabindra Bharati University, Kolkata may, without prejudice cancel the contract and hold the signatory liable for all costs, consequences and damages under the civil and criminal remedies available.
  - iv. The bidder should sign and affix his/his firm's stamp on each page of the tender and all its Annexures as the token of having read and understood the documents.
33. **Acknowledgement of Understanding of Terms:** Bidders are advised to study the tender notice and its Annexures carefully. By submitting a bid, each bidder shall be deemed to have acknowledged that it has carefully read all sections of this Tender Notice, including all forms and has fully informed itself as to all existing conditions and limitations. Bidders are also advised to visit the university site and understand the volume and nature of work before submitting the bid.
34. **Negotiations and Contract Finalization:** Rabindra Bharati University reserves the right to negotiate with the bidder whose proposal has been ranked first on the basis of Joint Evaluation of Technical and Commercial Bids. Rabindra Bharati University reserves the right to award the contract to the bidder selected for negotiations.
35. **Award of Contract:** The successful Bidder will be awarded the purchase order. Within **3 days** from the date of the purchase order the bidder will have to submit an **unconditional acceptance letter** and complete the job within the stipulated time.
36. **Termination for Insolvency:** Rabindra Bharati University may at any time terminate the contract by giving written notice of four weeks to the bidder, without any compensation to the bidder, if the bidder becomes bankrupt or otherwise insolvent, provided that such termination will not prejudice or affect any right of action or remedy which has accrued or will accrue thereafter to Rabindra Bharati University.
37. **Termination for default:** Default is said to have occurred:
- a. If the bidder fails to complete the assigned job in accordance with the Tender Notice within the time period(s) specified in the contract or any extension thereof granted by Rabindra Bharati University.
  - b. If the bidder fails to perform any other obligation(s) under the contract / work order / purchase order.
  - c. If the bidder fails to comply with instructions of Rabindra Bharati University with respect to improving the quality of assigned job.
38. **Jurisdiction:** The court at Kolkata only shall have jurisdiction to deal with and decide any legal matter whatsoever arising out of this contract.



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### II. Scope of Work:

Scope of work shall include delivery, installation, configuration, integration with existing hardware & software and training.

#### A. Training:

Extensive onsite trainings should be undertaken for users at RBU to handle the equipments, software, etc. mentioned in this tender.

#### B. Confidentiality:

The bidder will maintain the confidentiality of configuration, data, information supplied, method of operation, procedures, etc. of the university. The bidder will be required to take appropriate actions in respect to its personnel to ensure the obligations of non-use and non-disclosure of confidential information.

#### C. Documentation:

Complete documentation of the equipments - User Manual and Technical Manual along with diagrams has to be provided.

- D. At the time of installation and commissioning of any items/software/services, etc. mentioned in the NIT if it is found that some additional items/software/services, etc. are required to complete the configuration/installation to meet the operational requirement of the project which were not included– as per the technical specification then bidder will be required to supply/render such items/software/services, etc. to ensure the completeness of the project at no extra cost to Rabindra Bharati University. Apart from above, any item, software or services required for the completion of the project as per the requirement of the university shall be within the scope of work of this tender.





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### III. Procedure for Submission of Proposals

1. Eligible bidders are required to download the Tender Documents from the university website ([www.rbudde.in](http://www.rbudde.in)).
2. The technical bid shall contain Technical information of the proposal and all documents except the price part of the bid. The Financial bid shall contain the details of the price. The Technical and Financial Bid documents **must be ink-signed, stamped and submitted** to the office of the Information Scientist. The information submitted must be definitive and specific. Vague terms, incomplete information, counter offers, and uncalled for correspondence shall not be entertained.
3. Bidders are required to submit the complete proposal along with annexures, etc. The proposal has to be signed in original by the Bidder. The proposal shall be exactly according to the formats given in the TENDER documents. All columns of the prescribed formats should be filled, and all questions in the tender document must be answered. Any additional information should be uploaded separately. Modifications / reordering of formats shall not be acceptable. Each page of proposal document is to be signed and stamped by the Bidder clearly indicating that all the terms and conditions mentioned herein are acceptable to the Bidder unconditionally.
4. The Bidder is expected to read and examine carefully all instructions, forms, annexures, terms and specifications in the Tender Notice. The bid should be precise, complete and in the prescribed format as per the requirements detailed in this Tender Notice. All the pages comprising the technical bid shall be serially numbered. Failure to furnish all information required in the Tender Notice or submission of a bid not substantially responsive to the Tender Notice in every respect will be at the Bidders risk and shall result in rejection of the bid and prohibition from future purchases of the university.

### IV. Technical Bid

Technical bid Proposal shall consist of the following:

1. Company's registered address, address in Kolkata, functional contact email address, phone number(s) and Fax number(s), etc.
2. Supporting documents that the organization is in business of supply, installation and configuration of HP Laser Printers with accessories in India for last FIVE YEARS.
3. Supporting documents that the bidder has its service support office in Kolkata for at least last FIVE YEARS.
4. Bidders should submit Manufacturer's authorization specific to this tender.
5. Supporting documents (untampered copies of purchase orders and completion certificates) that the bidder has at least FIVE YEARS experience in Supply, installation and configuration of HP Laser Printers with accessories in renowned Indian organizations preferably universities and government organizations.



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6. Supporting documents (untampered copies of purchase orders and completion certificates) that the bidder has executed work with similar complexity for at least two Central or State Government Universities or Central Government Institutes (like IIT, IIM, ISI, etc.) or Central / State Government Organizations in India within the last 2 years.
7. Client List and Letters of Satisfactory Performance from existing and previous clients from Central/State Government Universities, Central Government Institutes (like IIT, IIM, ISI, etc.) or Government Organizations in India.
8. The Data sheets / Cross reference documents and technical documents of proposed equipments, software and technologies must be submitted.
9. Supporting documents (untampered copies of purchase orders and completion certificates) that the bidder has credential in the field of Supply, installation and configuration of HP Laser Printers with accessories fulfilling the following criteria.
  - a) Untampered copies of purchase orders and completion certificates of a similar nature of completed work having the minimum value of Rs.30000/- in a single P.O. during last TWO YEARS prior to the date of issue of the tender notice;
10. Completion certificate and purchase order from bidder's clients produced as credential should clearly indicate the description of works, value of contract, executed work value, date of award, actual date of completion etc. and name, address, telephone no. of the client.
11. Balance sheets and P/L Accounts (highlight the relevant portions with a highlighter pen) of the relevant periods certified by a Chartered Accountant mentioning the following:
  - a) The Bidder has Annual Turnover not less than **Rs. 1 CRORE** during each of the last 3 (three) years (i.e., 2012-2013, 2013-2014 and 2014-15).
  - b) If necessary the bidder may produce separate certificates from a Chartered Accountant clearly mentioning annual turnover exclusively from sales and services of the items mentioned in this tender for each of past 3 financial years.
12. Evidence of payment of tax for the last three years as and when due.
13. Attested copies of IT and ST clearance certificates.
14. Attested copies of PAN card and VAT registration certificates.
15. Attested copies of valid Trade License, Professional Tax Challan, W.B. VAT Registration Certificate, Service Tax & TIN documents.
16. Comprehensive company profile with Proposed Management Team and Organizational Chart.
17. **Original tender** as published online, duly filled, signed and stamped, is to be submitted, along with technical bid documents.
18. **Datasheets & Reference Documents** of proposed products must be submitted along with the technical bid.
19. Company's method for providing support service during the maintenance contract period.
20. Escalation matrix for support service.
21. **Annexure-I:** Bidder's Information, duly filled, signed and stamped, is to be uploaded in technical bid.
22. **Annexure-II:** Application for tender.
23. **Annexure-III:** Letter of authorization in respect of the person authorized to interact with the university.



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24. **Annexure IV:** An ink-signed declaration letter that the organization is not blacklisted by any reputed organization, PSU, University or Government organization or any OEM of the products proposed.
25. **Annexure V:** An ink-signed declaration letter for Confidentiality and Data Security.

### V. Financial Bid

Financial bid Proposal shall consist of the following:

1. Rate quoted by the Bidder in the **BOQ Format** is to be printed, signed, stamped and submitted.
2. Rates quoted must be definitive and shall not be allowed to be altered.
3. Rates to be quoted as per the BOQ format. Rates be quoted in terms of unit, in words and figures both, in respect of proposed quantity.
4. Tenders with price variation clauses or with vague terms are liable to be ignored and rejected. Printed conditions and counter offers shall not be considered. Incomplete tenders are liable to be rejected.

### VI. BOQ Format

S. No.	Description	Quantity *	Rate (in Rs.)	Tax# (in %)	Amount (in Rs.)
1	HP LaserJet Pro M403n with power cord for Indian socket, USB cables, Driver software (CD/DVD) and other accessories	2 nos.			
2	Installation charges, if any	2			
<b>Total</b>					

\* Quantities mentioned are for comparison purpose. Quantities may be increased or decreased in Purchase Order.

# Mention the Tax (in %) as per prevailing norms that shall be charged on the quoted prices.

**Note:** The above Price Bid (BOQ Format) should be signed and submitted in bidder's letterhead along with the Financial Bid.

Director (Acting),  
Directorate of Distance Education



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### Annexure-I: Bidder's Information Format

S. No.	Required Information	Bidder Response
1	Name of the Firm /Company	
2	Year of establishment	
3	Type of Company ( Govt./PSU/Public Ltd./ Partnership/Proprietary)	
4	Contact Details:	
	Address of registered office/Head Quarter	
	Contact person's Name	
	Designation	
	Phone Number(s)	
	Fax	
	E-mail	
5	PAN &TAN numbers and related details	
6	Service Tax Number & related details	
7	Number of years' experience (Organization's) in supply, installation and support of similar items. Documentary evidences submitted (P.O. Copy & Completion certificates) should be mentioned here.	
8	Annual Turnover for last 3 Financial Years (In separate ROW/LINE)	
	2015 – 2016	
	2014 – 2015	
	2013 – 2014	
9	Audited balance sheets submitted for above mentioned financial years? YES/NO	
10	Total manpower in customer support	
	Details of technical support/helpdesk	
	Toll free number	
	E-mail	
	Contact person name	
	Contact person's mobile number	
11	List of prominent organizations where similar nature of projects executed in last three to six years (P.O. Copy & Job completion certificates to be enclosed)	

(Bidder's Signature with Seal)

**Note: Annexure-I should be signed and submitted in bidder's letterhead along with the Technical Bid.**



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### Annexure-II: Format for Application for Tender

Ref. No.: .....

Date: .....

To  
The Director (Acting),  
Directorate of Distance Education  
Rabindra Bharati University  
Rabindra Bhavan, EE-9 & 10, Sector-II,  
Saltlake City, Kolkata - 700091.

**Subject:** Submission of bid for Supply, installation and configuration of HP Laser Printers with accessories

**Reference:** Tender for Supply, installation and configuration of HP Laser Printers with accessories

[Tender Ref. No.: ....., dated .....] ]

Sir,

Having examined the tender documents, I/we, the undersigned, offer to undertake the job of "Supply, installation and configuration of HP Laser Printers with accessories" as per Tender Ref. No.: ....., dated .....

I/We have read and understood the terms and conditions laid in the above mentioned tender and agree to abide by them and it shall remain binding upon me/us for acceptance at any time before the expiry of the bid validity period mentioned in the above tender.

Thanking you,  
Your sincerely,

\_\_\_\_\_  
(Signature with Date and Stamp)  
<Name>  
<Designation>  
<Company Name>

**Note:** Annexure-II should be signed and submitted in bidder's letterhead along with the Technical Bid.



# Rabindra Bharati University

## Directorate of Distance Education

Rabindra Bhavan, EE-9 & 10, Sector-II, Saltlake City, Kolkata - 700091

Ref. No.:DDE/RBU/DR/0343/16

Date: 21/09/2016

### Annexure-III: Format for Authorisation Letter of Contact Person

Ref. No.: .....

Date: .....

To,  
The Director (Acting),  
Directorate of Distance Education  
Rabindra Bharati University  
Rabindra Bhavan, EE-9 & 10, Sector-II,  
Saltlake City, Kolkata - 700091.

**Subject:** Letter of authorization in respect of the person authorized to interact with the university

**Reference:** Tender for Supply, installation and configuration of HP Laser Printers with accessories

[Tender Ref. No.: ....., dated .....] ]

Dear Sir,

We hereby authorize <Name>, <Designation>, of <Bidder's Company name> to represent our company and sign the bid document, submit necessary documents, conduct negotiations etc. with respect to the above mentioned tender.

All the declarations given by him / her will be binding on the company.

The signature of <Name>, <Designation> is attested here below.

Thanking you,  
Your sincerely,

\_\_\_\_\_  
(Signature with Date and Stamp)

<Name>

<Designation>

<Company Name>

**Note:** Annexure-III should be signed and submitted in bidder's letterhead along with the Technical Bid.



# Rabindra Bharati University

## Directorate of Distance Education

Rabindra Bhavan, EE-9 & 10, Sector-II, Saltlake City, Kolkata - 700091

Ref. No.:DDE/RBU/DR/0343/16

Date: 21/09/2016

### Annexure-IV: Declaration Letter that the Organization is Not Blacklisted

Ref. No.: .....

Date: .....

To,  
The Director (Acting),  
Directorate of Distance Education  
Rabindra Bharati University  
Rabindra Bhavan, EE-9 & 10, Sector-II,  
Saltlake City, Kolkata - 700091.

**Subject:** Declaration letter that the organization is not blacklisted

**Reference:** Tender for Supply, installation and configuration of HP Laser Printers with accessories  
[Tender Ref. No.: ....., dated .....] ]

Dear Sir,

With respect to the above tender, I/We hereby declare that our organization has never been blacklisted by any reputed organization, PSU, University or Government organization or by any OEM of the products proposed in this tender and our bid. I/We understand and agree that if this declaration is not found to be true at any point of time in this tender process then our bid will be summarily rejected. I/We also understand and agree that if this declaration is not found to be true at any point of time after the award of purchase order, then the purchase order will be cancelled and the earnest money deposit and/or security deposit and/or the bank guarantee will be forfeited to RABINDRA BHARATI UNIVERSITY.

Thanking you,  
Your sincerely,

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(Signature with Date and Stamp)  
<Name>  
<Designation>  
<Company Name>

**Note: Annexure-IV should be signed and submitted in bidder's letterhead along with the Technical Bid.**



# Rabindra Bharati University

## Directorate of Distance Education

Rabindra Bhavan, EE-9 & 10, Sector-II, Saltlake City, Kolkata - 700091

Ref. No.:DDE/RBU/DR/0343/16

Date: 21/09/2016

### **Annexure-V: Declaration Letter for maintaining confidentiality, privacy and security of university data and information**

Ref. No.: .....

Date: .....

To,  
The Director (Acting),  
Directorate of Distance Education  
Rabindra Bharati University  
Rabindra Bhavan, EE-9 & 10, Sector-II,  
Saltlake City, Kolkata - 700091.

**Subject:** Declaration letter for maintaining confidentiality, privacy and security of university data and information

**Reference:** Tender for Supply, installation and configuration of HP Laser Printers with accessories

[Tender Ref. No.: ....., dated .....] ]

Dear Sir,

With respect to the above tender, I/We hereby affirm that our organization and our personnel will maintain the confidentiality of data, information supplied, method of operation, procedures, etc. of the university. I/we will take appropriate actions in respect to its personnel to ensure the obligations of non-use and non-disclosure of confidential information.

Thanking you,  
Your sincerely,

\_\_\_\_\_  
(Signature with Date and Stamp)

<Name>

<Designation>

<Company Name>

**Note: Annexure-V should be signed and submitted in bidder's letterhead along with the Technical Bid.**