



West Bengal  
Tenders

## eProcurement System of Government of West Bengal

### Tender Details

Date : 03-Sep-2024 01:56 PM



#### Basic Details

<b>Organisation Chain</b>	DEPARTMENT OF HIGHER EDUCATION  NETAJI SUBHAS OPEN UNIVERSITY		
<b>Tender Reference Number</b>	152/AC/24-25		
<b>Tender ID</b>	2024_DHE_743519_1	<b>Withdrawal Allowed</b>	Yes
<b>Tender Type</b>	Open Tender	<b>Form of contract</b>	Item Rate
<b>Tender Category</b>	Goods	<b>No. of Covers</b>	2
<b>General Technical Evaluation Allowed</b>	No	<b>ItemWise Technical Evaluation Allowed</b>	Yes
<b>Payment Mode</b>	Offline	<b>Is Multi Currency Allowed For BOQ</b>	No
<b>Is Multi Currency Allowed For Fee</b>	No	<b>Allow Two Stage Bidding</b>	No

#### Payment Instruments

Offline	S.No	Instrument Type
	1	DD - Demand Draft

#### Cover Details, No. Of Covers - 2

Cover No	Cover	Document Type	Description
1	Fee/PreQual /Technical	.pdf	NIT
2	Finance	.xls	BOQ
		.pdf	BOQ
		.pdf	PRODUCT DETAILS

#### Other Important Documents

S.No	Category	Sub Category	Sub Category Description	Format/File
1	CERTIFICATES	CERTIFICATES	VAT/SALES TAX REGISTRATION CERTIFICATE ALONG WITH ACKNOWLEDGEMENT , PAN, LATEST IT ACKNOWLEDGEMENT, PTAX,LABOUR LICENCE	
2	CERTIFICATES	GST Registration Certificate	GST Registration Certificate	
3	CERTIFICATES	Permanent Account Number	Permanent Account Number	
4	COMPANY DETAILS	COMPANY DETAILS 1	PARTNERSHIP DEED, CO-OPERATIVE SOCIETY BYLAW, MOA,TRADE LICENCE,COMPANY REGISTRATION CERTIFICATE	
5	COMPANY DETAILS	COMPANY DETAILS 2	COMPANY DETAILS 2	
6	CREDENTIAL	CREDENTIAL 1	CREDENTIAL 1	
7	CREDENTIAL	CREDENTIAL 2	COMPLETION CERTIFICATES	
8	DECLARATION	DECLARATION FILE 1	DECLARATION FILE 1	
9	DECLARATION	DECLARATION FILE 2	DECLARATION FILE 2	

#### Tender Fee Details, [Total Fee in ₹ \* - 0.00]

<b>Tender Fee in ₹</b>	0.00		
<b>Fee Payable To</b>	Nil	<b>Fee Payable At</b>	Nil
<b>Tender Fee Exemption Allowed</b>	No		

#### EMD Fee Details

<b>EMD Amount in ₹</b>	15,000	<b>EMD Exemption Allowed</b>	No
<b>EMD Fee Type</b>	fixed	<b>EMD Percentage</b>	NA
<b>EMD Payable To</b>	NETAJI SUBHAS OPEN UNIVERSITY	<b>EMD Payable At</b>	SALT LAKE, KOLKATA

[Click to view modification history](#)

<b>Work /Item(s)</b>					
<b>Title</b>	AC/152/24-25				
<b>Work Description</b>	Items for the upgradation of the Journalism and Mass Communication Media Lab at Kalyani Regional Centre, NSOU				
<b>Pre Qualification Details</b>	Please refer Tender documents.				
<b>Independent External Monitor/Remarks</b>	NA				
<b>Tender Stage to disclose bid details to other bidders/public domain</b>	No				
<b>Tender Value in ₹</b>	0.00	<b>Product Category</b>	Miscellaneous Goods	<b>Sub category</b>	NA
<b>Contract Type</b>	Tender	<b>Bid Validity(Days)</b>	270	<b>Period Of Work(Days)</b>	21
<b>Location</b>	KALYANI,NADIA,WB	<b>Pincode</b>	741235	<b>Pre Bid Meeting Place</b>	NA
<b>Pre Bid Meeting Address</b>	NA	<b>Pre Bid Meeting Date</b>	NA	<b>Bid Opening Place</b>	KOLKATA
<b>Should Allow NDA Tender</b>	No	<b>Allow Preferential Bidder</b>	No		

<b>Critical Dates</b>			
<b>Publish Date</b>	03-Sep-2024 05:00 PM	<b>Bid Opening Date</b>	13-Sep-2024 12:00 PM
<b>Document Download / Sale Start Date</b>	03-Sep-2024 05:00 PM	<b>Document Download / Sale End Date</b>	10-Sep-2024 12:00 PM
<b>Clarification Start Date</b>	NA	<b>Clarification End Date</b>	NA
<b>Bid Submission Start Date</b>	03-Sep-2024 05:00 PM	<b>Bid Submission End Date</b>	10-Sep-2024 12:00 PM

<b>Tender Documents</b>				
<b>NIT Document</b>	<b>S.No</b>	<b>Document Name</b>	<b>Description</b>	<b>Document Size (in KB)</b>
	1	Tendernotice_1.pdf	NIT	510.29
<b>Work Item Documents</b>	<b>S.No</b>	<b>Document Type</b>	<b>Document Name</b>	<b>Description</b>
	1	BOQ	BOQ_1643120.xls	BOQ

<b>Bid Openers List</b>			
<b>S.No</b>	<b>Bid Opener Login Id</b>	<b>Bid Opener Name</b>	<b>Certificate Name</b>
1.	pr2015124@gmail.com	PALASH GARANI	PALASH GARANI
2.	dyregadm@wbnsou.ac.in	Ananya Mitra	ANANYA MITRA
3.	gopaldas1984@gmail.com	Gopal Das	GOPAL DAS
4.	debanjanhr@gmail.com	DEBANJAN GHOSHAL	DEBANJAN GHOSHAL

<b>Tender Properties</b>			
<b>Auto Tendering Process allowed</b>	No	<b>Show Technical bid status</b>	Yes
<b>Show Finance bid status</b>	Yes	<b>Show Bid Details in Public Domain stage</b>	Technical Bid Opening

<b>BoQ Comparative Chart model</b>	SingleWindow	<b>BoQ Comparative chart decimal places</b>	2
<b>BoQ Comparative Chart Rank Type</b>	L	<b>Form Based BoQ</b>	Yes

**Tender Inviting Authority**

<b>Name</b>	FINANCE OFFICER
<b>Address</b>	NSOU, DD-26,SECTOR-1, SALT LAKE, KOLKATA-700064

**Tender Creator Details**

<b>Created By</b>	PALASH GARANI
<b>Designation</b>	FINANCE OFFICER
<b>Created Date</b>	03-Sep-2024 01:49 PM



Memo No. AC/152/24-25

Date: 02-09-2024

**Notice Inviting Tender**

Online quotations through website <https://wbtenders.gov.in> are invited from competent and reputed vendors/ distributors/ dealers/agents/ manufacturers for supply, delivery and installation of items for the upgradation of the Journalism and Mass Communication Media Lab at Kalyani Regional Centre, School of Humanities (SoH), Netaji Subhas Open University, Ghosh para Station Road, Kalyani, Nadia, West Bengal. Interested bidders are to participate in the bidding process as per specifications and conditions mentioned below.

**DATE AND TIME SCHEDULE**

Date of Publication of Tender Online through website <a href="https://wbtenders.gov.in/">https://wbtenders.gov.in/</a>	3.09.2024 after 17.00 Hrs.
Date of Document Download Start	3.09.2024 after 17.00 Hrs.
Date of Bid Submission Start	3.09.2024 after 17.00 Hrs.
Date of Bid Submission Closing	10.09.2024 before 12.00 Hrs.
Date of Opening of Technical Bid	13-09-2024 on or after 12.30
Date of Opening of Financial Bid	To be notified later

Sd/-

Finance Officer  
Netaji Subhas Open University  
DD-26, Sector -1, Salt Lake, Kolkata-700064  
Email: [fo@wbsou.ac.in](mailto:fo@wbsou.ac.in)



## TECHNICAL SPECIFICATION

1. The Bidders should have Experience in similar type of supply as specified in Annexure II at least for 3 years.
2. The supplier must have the credential of supply of similar type of items to the Educational Institute/Government Office.
3. The Bidders should have legal compliance such as: (1) GST Number, (2) PAN / TAN , (3) Trade License other related Certificate.
4. Bidder should deposit Earnest Money of **Rs. 15,000/-** (Rupees Fifteen Thousand Only) through Demand Draft in favour of Netaji Subhas Open University payable at Kolkata. EMD in the form of demand Draft will be refunded as per Rules of e-Tender after selection of bidder without any accrued interest to all unsuccessful bidders. Last date of submission of DD to Finance Department, 4<sup>th</sup> Floor, NSOU, DD-26, Sector-I, Salt Lake, Kolkata-700064 is 10/09/2024 before 3 pm.

Sd/-  
Finance Officer  
Netaji Subhas Open University  
DD-26, Sector -1, Salt Lake, Kolkata-700064  
Email: [fo@wbnsou.ac.in](mailto:fo@wbnsou.ac.in)



### WORK RELATED SPECIFICATION:

Following equipment are needed :

S.No	Equipment	Specifications	Quantity
1	Sound- Wireless Microphone System for DSLR , Camcorder , Smartphone & Tablet	DWM 101 Wireless Microphone System with ANC Noise Reduction, 360° Sound Capture, 100M Range, Upto 12 Hrs Working Time, for DSLR Camera, Android & iOS Smartphones, Seamless Audio Recording	2
2	Reporter/Journalist/Interview/News/YouTube/Reporting Microphone/Mic for Mobile	Reporter/Journalist/Interview/News/YouTube /Reporting Microphone/Mic for Mobile	1
3	Lapel Microphone	Audio Array AM-W17 Dual Wireless Lapel Mic   In-built ANC, Plug n Play, Long battery life, Ultra-Low Latency, upto 30m Range   Compatible with iPhone & Android   Vlogging, Streaming, Teaching, YouTube	2
4	Sony Professional DSLR camera	Sony Alpha ILCE-6100Y 24.2 MP Mirrorless Digital SLR Camera with 16-50 mm & 55-210 mm Zoom Lenses, APS-C Sensor, Fast Auto Focus,Real-time Eye AF,Real-time Tracking, Vlogging & Content Creation -Black	1
5	Tripod stand	195 CM Tripod Cum Monopod with Aluminum Alloy & Multipurpose Head, 3-Way Head, Lightweight 590MM Folded with Carry Bag, Max Load 5Kg, Ideal for DSLR, DV Camera's	2



6	Selfie stick	Selfie Stick with Tripod Stand,Bluetooth Extendable Tripod for Mobile Phone,3-in-1Multifunctional Selfie Stick for iPhone/Mi/OnePlus/Samsung/Oppo/Vivo and All Phones	4
7	Drone Camera	4K-Dual-HD-Camera-Professional-Folding-Drone-Brushless-Motor-WIFI-FPV-Quadcopter-Drone-Multi (M2Max)	2
8	Podcast Setup Youtuber Journalist Mic with Mic Flag Mobile Supported	Podcast Microphone with Zero Latency Monitoring, 192KHZ/24BIT Professional Cardioid Condenser Mic with Touch Mute Button and Mic Gain Knob for Recording, Podcasting, Gaming, YouTube	2
9	Professional Wireless Media Mic	WON Fix Professional Wireless Media Mic with Battery Display Best for News Channel Mobile Supported mic	2

**Terms & Conditions:**

- 1. Payment Terms:** No advance payment or payment against Performa invoice will be made. Payment will be processed after receipt, inspection, and successful installation/testing of the items.
- 2. Return of Goods:** Any damaged or unapproved goods will be returned at the bidder's risk and cost, with incidental expenditures being recovered from the concerned party.
- 3. Payment Method:** Payments will be made through crossed account payee cheque or electronic payment (NEFT) after the delivery and successful installation of the items.
- 4. Delivery Schedule:** The bidder must deliver and install the items within 21 days from the receipt of the order. Delivery/Installation is to be done at the SoH, NSOU, Kalyani Regional Centre, Kalyani, Nadia West Bengal.
- 5. Work /Purchase Order:** The work / Purchase order may be issued either in a lump sum or through repeat orders based on the availability of funds. The quantity mentioned is tentative and may vary.
- 6.Quoted Rates:** All quoted rates must include installation charges.
- 7. Additional Charges:** No additional installation charges will be paid beyond the quoted rates.
- 8. Security Deposit:** 10% of the Bill/Invoice value will be deducted as Security Deposit and will be refunded after one year of the date of completion of work without any accrued interest.
- 9. Govt. Compliances:** Any TDS/GST/any other taxers or charges will be applicable as per Government Rules.



#### GENERAL TERMS & CONDITIONS AND INSTRUCTIONS

1. The quotation should include the cost of installation and configuration of all the components.
2. The Bidders should have legal compliance such as: (1) GST Number, (2) PAN and /TAN, (3) Trade License (Current Financial Year) (4) Professional Tax (Current Financial Year) (5) Certificate of Authorization if applicable.
3. The bidders are to participate in the bidding process for the Tender only online at <https://www.wbtenders.gov.in> as per prescribed format (BOQ).
4. Price should be including GST (Please put Total amount of GST of each item in GST Col. of BOQ Sheet).
5. Price shall be quoted in INR only.
6. Incomplete and Conditional Bids will be summarily rejected without assigning any reasons thereof.
7. Tenders must be submitted in two Separate Bids- (1) Technical Bid and (2) Financial Bid. The Technical Bid, if found suitable to meet the specifications noted above, will be followed by Financial Bid.
8. Details of items like specification of item, brand name, model name & no., quantity, service centre etc. must be attached.
9. The place of supply & delivery is at Kalyani Regional Centre, School of Sciences, Netaji Subhas Open University, Ghosh Para Station Road, Kalyani, Nadia. West Bengal
10. The Bidders should quote all the items (Partial bidding will not be considered).
11. Rate of equipment will be valid for 6 months from the last date of submission of Tender.
12. Quantity of items to be supplied may vary at the time of order.
13. The Authority of NETAJI SUBHAS OPEN UNIVERSITY reserves the right to reject the entire bid received without assigning any reason thereof.
14. If more than one bidder qualifies as L1 Bidder then the Authority has the right to choose the particular L1 Bidder on the basis of following method:
  - i. Highest average annual turnover of last 3 financial years (2021-22, 2022-23, 2023-24) as per the Audited Financial Statements. (All Financial Statements should bear Audited certification).
  - ii. Any other parameters to be decided by the competent authority, if needed.
15. The judicature of any legal disputes will be under the Hon'ble High Court, Calcutta.

Sd/-

Finance Officer  
Netaji Subhas Open University  
DD-26, Sector -1, Salt Lake, Kolkata-700064  
Email: [fo@wbnsou.ac.in](mailto:fo@wbnsou.ac.in)





**ANNEXURE - I**

**APPLICATION FOR TENDER**

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

To  
The Finance Officer  
Netaji Subash Open University  
DD 26, Sector - 1, Salt Lake  
Kolkata - 700064

Ref: Memo No: AC/152/24-25 dated 02.09.2024

Sub: Submission of Bid - Technical & Financial with reference to the above.

Sir,

As per guidelines given in the Tender Notice we are quoting the rate along with the Technical Credentials supported with relevant documents as applicable.

We have read all the terms and conditions given in the Tender Notice and do hereby undertake to obey the rules and regulations of e-Tender.

With regards

Signature with Seal & Date:

Name of Bidder:

Name of Organization:

Mailing Address:

Mobile No of Contact Person:

Email Address of the Organization:



**ANNEXURE - II**

**FURNISHING BASIC INFORMATION**  
(To be furnished in the Company's official letter pad)

1	Name of the Bidder	
2	Address for Communication	
3	Contact Number(s)	
4	E-mail ID	
5	Trade License No. (Please enclose copy of Trade License)	
6	PAN(Please enclose copy of PAN Card)	
7	GST No.(Please enclose copy of GST)	
8	Do you have previous experience for supplying similar nature of Items at Educational Institute of Higher Learning (Please enclose copy of Purchase order & user list, if yes)	Yes/No (Please put tick mark)
9	Annual Turnover as per Audited P/L ACCOUNTS & BALANCE SHEET	FY 2021-22: Rs..... FY 2022-23 : Rs..... FY 2023-24 : Rs..... Average Annual Turnover: Rs.....
10	Status of the bidder (Please enclose copy authenticating your status)	Manufacturer/Dealer/Distributor/Selling Agent/Stockiest/Supplying Agent (Please put tick mark)

I hereby declare that the above information is true and correct to the best of my knowledge and belief. In case of any false/wrong/misleading information, I shall be bound to take the decision taken by the College.

Signature of the Bidder  
(With Seal)



**ANNEXURE - III**

(Authorization letter in favour of the applicant (other than Managing Director/  
 Proprietor/Partner) from the competent authority.)

**FORMAT**

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

(TO WHOM IT MAY CONCERN)

This is to certify that Sri/Smt.....  
 (Name), employee of this Organisation as ..... (Official  
 Designation) is hereby authorized to submit tender online , Vide Notice  
 No.....Dated ..... on behalf of the Organization.

Signature of the competent authority with Seal

.....  
 (Signature of the Authorized Person)

Signature of Mr.....  
 .....is hereby attested.

Signature of the competent authority with Seal



**ANNEXURE - IV**

(Affidavit Proforma)

(To be furnished in Non – Judicial Stamp paper of appropriate value duly notarized)

I, Sri/Smt. ....

The Managing Director/Proprietor (etc.) of the Firm.,

.....(Name of the firm)

At (address).....

do hereby solemnly affirm and declare as follows:

1. That I have not ever been convicted of any offence making myself liable to be disqualified to supply of the above mentioned items to any Govt. or Govt. undertaking Organization /Institution in the State of West Bengal or other State or States.
2. That no case is pending against me or against my firm in any criminal court of law to supply the above mentioned items to the Govt. or Govt. undertaking Organization / Institution in the State of West Bengal or other State or States ( If any case is pending, state the details ).
3. That, I also declare that if any information subsequently found incorrect or false will it automatically render the tender submitted by me cancelled and make me liable for penal/legal action as per law of the country.
4. That my concern has not yet been declared bankrupt by any banking or money lending agency duly licensed by RBI nor has it been considered doubtful by any Government concern so far as the solvency of the organization is concerned.
5. That I do further affirm that the statements made by me in this tender are true to the best of my knowledge and belief and all the documents attached are genuine & correct.



**Check List of General Terms and Conditions:**

Name of the Bidder/Organisation:

Sl. No.	Particulars	Put Y if Yes/ Put N if No, respectively
1.	Copy of GST Registration Certificate attached	
2.	Copy of PAN & TAN attached	
3.	Copy of proof of Trade License attached	
4.	Copy of proof of Experience	
5.	Copy of Certificate of Authorization, if applicable, attached	
6.	Details of jobs is attached	
7.	Copy of Audited P/L ACCOUNTS & BALANCE SHEET (For FY 2021-22, 2022-23 & 2023-24)	
8.	Proof of DD submitted	

Signature with Seal & Date:

Enclosures:

1. Copy of GST Registration Certificate
2. Copy of PAN & TAN
3. Copy of proof of Trade License
4. Copy of proof of Experience
5. Certificate of Authorization as applicable
6. Details of jobs.
7. Copy of Audited P/L ACCOUNTS & BALANCE SHEET (For FY 2021-22, 2022-23 & 2023-24)
8. Proof of DD submitted

**Signature Not Verified**

Digitally signed by PALASH GARANI  
Date: 2024.09.03 13:40:28 IST  
Location: West Bengal-WB