THE WEST BENGAL NATIONAL UNIVERSITY OF JURIDICAL SCIENCES
(An Autonomous Law University established by the West Bengal Act No. IX of 1999)
"DR. AMBEDKAR BHAVAN", 12, LB BLOCK, SECTOR III, SALT LAKE CITY, KOLKATA - 700 106
Phone: (033) 2335 7397/ 0510/ 2811, 2569 4700 to 30 <> Fax: (033) 2335 7422/ 0511
E-mail: adminofficer@nujs.edu <> Website: www.nujs.edu

Tender Ref. No.: WBNUJS/NIT/Server/005 /2024-25 **DATE: 29.08.2024**

The West Bengal National University of Juridical Sciences, an Autonomous Law University established by the Act No. IX of 1999 of Govt. of West Bengal is in the process for procurement of the following item through the e-Procurement System of West Bengal portal under two cover bidding system (Technical+ Financial).

Item Description	Qnty.
Supply and Installation of Rack Server as per specification	**1 No.**

The potential and eligible bidders are required to visit the website (https://wbtenders.gov.in) for submission/ uploading the bid with proper documentation with in bidding schedule. Interested Bidders are also requested to check the detailed corrigendum time to time through the WB Tenders Portal which may be uploaded against this tender.

Critical Dates of Tender

Sl.No.	Particulars	Date	Time
1.	Date of Online Publication/ Download of Tender	**29.08.2024**	**5:00 p.m.**
2.	Bid Submission Start Date	**29.08.2024**	**5:00 p.m.**
3.	Bid Submission Close Date	**09.09.2024**	**5:00 p.m.**
4.	Opening of Bids	**11.09.2024**	**5:00 p.m.**

No manual bids will be accepted. All quotation should be submitted in the e-Procurement System of West Bengal portal only.

Any queries relating to the process of online bid submission or queries relating to WB Tenders Portal in general may be directed to the 24x7 WB Tenders Portal Helpdesk. The contact number for the helpdesk is 0120-4001002, 0120-4001005, 0120-6277787 or email at support-eproc@nic.in/ helpdesk.eproc-wb@nic.in/ helpdesk2.eproc-wb@nic.in

INSTRUCTION TO THE BIDDER

As per the decision of the University Authority, this tender document has been published on the e-Procurement System of West Bengal (https://wbtenders.gov.in/). The bidders are required to submit soft copies of their bids electronically on the WB Tenders Portal, using valid Digital Signature Certificates. The instructions given below are meant to assist the bidders in registering on the WB Tenders Portal, prepare their bids in accordance with the requirements and submitting their bids online on the WB Tenders Portal.

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IMPORTANT INFORMATION

NIT REF. NO.	**:**	WBNUJS/NIT/Server/005 /2024-25	
ITEM DESCRIPTION	:	SUPPLY & INSTALLATION OF RACK SERVER AS PER THE SPECIFICATION GIVEN IN **ANNEXURE-VI**	
PERIOD OF STANDARD WARRANTY	**:**	3 YEARS ONSITE COMPREHENSIVE	
TENDER TYPE	**:**	OPEN TENDER	
NO. OF COVER		TWO (02) COVER SYSTEM	
DATE OF PUBLICATION OF TENDER	**:**	29.08.2024	
LAST DATE OF ONLINE BID SUBMISSION	**:**	09.09.2024 upto 5.00 pm	
DATE OF OPENING OF TECHNICAL BID	**:**	11.09.2024 at 5:00 p.M.	
EARNEST MONEY DEPOSIT *(EMD is refundable to the unsuccessful bidders against the application made by the unsuccessful bidders after the financial bid evaluation, No interest shall be paid against the earnest money deposited).*	**:**	AMOUNT	Rs.18,000/-
		Online receipt and refund of EMD of e-procurement through the State Government e-procurement portal	

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REGISTRATION :

- Bidders are required to enroll on the e-Procurement module of the e-Procurement System of West Bengal (https://wbtenders.gov.in/) by clicking on the link "**Online Bidder Enrolment**" on the WB Tenders Portal at free of cost.

- As part of the enrolment process, the bidders will be required to choose a unique username and assign a password for their accounts.

- Bidders are advised to register their valid email address and mobile numbers as part of the registration process. These would be used for any communication from the WB TENDERS Portal.

- Upon enrolment, the bidders will be required to register their valid Digital Signature Certificate (Class II or Class III Certificates with signing key usage) issued by any Certifying Authority recognized by CCA India (e.g. Sify / TCS / nCode / eMudhra etc.), with their profile.

- Only one valid DSC should be registered by a bidder. Please note that the bidders are responsible to ensure that they do not lend their DSCs to others which may lead to misuse.

- Bidder then logs in to the site through the secured log-in by entering their user ID / password and the password of the DSC / eToken.

A. SEARCHING FOR TENDER DOCUMENTS:

There are various search options built in the WB Tenders Portal, to facilitate bidders to search active tenders by several parameters. These parameters could include Tender ID, organization name, location, date, value, etc. There is also an option of advanced search for tenders, wherein the bidders may combine a number of search parameters such as organization name, form of contract, location, date, other keywords etc. to search for a tender published on the WB Tenders Portal.

1) Once the bidders have selected the tenders they are interested in, they may download the required documents / tender schedules. These tenders can be moved to the respective 'My Tenders' folder. This would enable the WB Tenders Portal to intimate the bidders through SMS / e-mail in case there is any corrigendum issued to the tender document.

2) The bidder should make a note of the unique Tender ID assigned to each tender, in case they want to obtain any clarification / help from the Helpdesk.

B. PREPARATION OF BIDS:

1) Bidder should take into account any corrigendum published on the tender document before submitting their bids.

2) Please go through the tender advertisement and the tender document carefully to understand the documents required to be submitted as part of the bid. Please note the number of covers in which the bid documents have to be submitted, the number of documents - including the names and content of each of the document that need to be submitted. Any deviations from these may lead to rejection of the bid.

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3) Bidder, in advance, should get ready the bid documents to be submitted as indicated in the tender document / schedule and generally, they can be in PDF / XLS / RAR / DWF formats. Bid documents may be scanned with 100 dpi with black and white option.

4) To avoid the time and effort required in uploading the same set of standard documents which are required to be submitted as a part of every bid, a provision of uploading such standard documents (e.g. PAN card copy, annual reports, auditor certificates etc.) has been provided to the bidders. Bidders can use "My Space" area available to them to upload such documents. These documents may be directly submitted from the "My Space" area while submitting a bid, and need not be uploaded again and again. This will lead to a reduction in the time required forbid submission process.

C. SUBMISSION OF BIDS:

1) Bidder should log into the site well in advance for bid submission so that they upload the bid in time i.e. on or before the bid submission time. Bidder will be responsible for any delay due to other issues.

2) The bidder has to digitally sign and upload the required bid documents one by one as indicated in the tender document.

3) Bidders need to pay the EMD if applicable separately on-line through RTGS Copy Challan of submission of EMD should be uploaded along with the technical bid.

4) A standard BoQ format has been provided with the tender document to be filled by all the bidders. Bidders are requested to note that they should necessarily submit their financial bids in the format provided and no other format is acceptable. Bidders are required to download the BoQ file, open it and complete the (unprotected) cells with their respective financial quotes and other details (such as name of the bidder). No other cells should be changed. Once the details have been completed, the bidder should save it and submit it online, without changing the filename. If the BoQ file is found to be modified by the bidder, the bid will be rejected.

5) The server time (which is displayed on the bidders' dashboard) will be considered as the standard time for referencing the deadlines for submission of the bids by the bidders, opening of bids etc. The bidders should follow this time during bid submission.

6) All the documents being submitted by the bidders would be encrypted using PKI encryption techniques to ensure the secrecy of the data. The data entered cannot be viewed by unauthorized persons until the time of bid opening. The confidentiality of the bids is maintained using the secured Socket Layer 128 bit encryption technology. Data storage encryption of sensitive fields is done.

7) The uploaded tender documents become readable only after the tender opening by the authorized bid openers.

8) Upon the successful and timely submission of bids, the portal will give a successful bid submission message & a bid summary will be displayed with the bid no. and the date & time of submission of the bid with all other relevant details.

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9) The documents uploaded by the bidders should be clear and legible and concise in disk space.

D. ERNEST MONEY DEPOSIT:

Earnest Money Deposit (EMD)/Bid Security as stated under IMPORTANT INFORMATION should be provided as applicable. The bid security should remain valid for a period of forty-five days beyond the final bid validity period.

A bidder's Bid Security will be forfeited if the bidder withdraws or amends its/his tender or impairs or derogates from the tender in any respect within the period of validity of the tender or if the successful bidder fails to furnish the required Performance Security within the specified period. The decision of the Competent Authority of WBNUJS Kolkata in this respect will be final and binding on all the stake holders.

E. EXEMPTION OF EARNERST MONEY DEPOSIT:

Earnest Money is to be submitted by the all bidders except Micro and Small Enterprises (MSEs) as defined in MSE Procurement Policy issued by Department of Micro, Small and Medium Enterprises (MSME) or is registered with the Central Purchase Organization or the concerned Ministry or Department.

F. CONTACT INFORMATION:

Any queries relating to the tender document and the terms and conditions or technical specification, Bidders may contact to the following offices:

FOR ANY COMMERCIAL TERMS AND CONDITIONS:

Designated Officer:	**The Chairman, Procurement Committee**
Department:	**Store & Purchase Section, WBNUJS Kolkata**
Email ID:	**adminofficer@nujs.edu**

Sd/-
Raja Chakraborty
Registrar