



# BALURGHAT MAHILA MAHAVIDYALAYA

BALURGHAT. DAKSHIN DINAJPUR- 733101

ESTD. 12 AUGUST 1970

email: balurghatmahila@gmail.com

www.balurghatmmv.com

+91 9434966503

NAAC ACCREDITED WITH B+ (Cycle 2)

Memo number: 10/(T&Q)/2026-

Date: 28<sup>th</sup> January 2026

## NOTICE INVITING e-TENDER

(2<sup>nd</sup> Call)

NIT – 3 OF 2025

This NIT is published in consonance and compliance with RUSA 2.0 Grant.

### A. PREFACE

E-Tenders are hereby invited on item-rate-percentage basis, by the undersigned from resourceful, experienced, bonafied & reputed Suppliers/Vendors for execution of the following works as briefed in Para "B".

### B. SCHEDULE

Sl no	Nature of Work	Estimated Amount put to tender	Value of the earnest money (In Rs)	Required Credential	Time allowed for completion
A	Computer and Accessories (Photocopier Machine, Chair and Computer Table)	5,25,000. 00	10,000. 00	50%	30 days

### C. Details of the Required Books

For detail required items, check BOQ in the portal <https://wbttenders.gov.in/nicgep/app> and for Book List please visit the college website [www.balurghatmmv.com](http://www.balurghatmmv.com)

### D. DATE AND TIME SCHEDULE

Sl no	Particulars	Date and Time
1	Date of uploading of NIT and other documents	28-01-2026 from 10:00 hours
2	Date of Start of downloading the documents, etc	29-01-2026, 10:00 hours onwards
3	Date of start of submission of Technical Bid and Financial Bid	29-01-2026, 10:00 hours onwards
4	Date of Closing of downloading the documents, etc	06-02-2026 up to 16:00 hours
5	Date of closing of submission of Technical Bid and Financial Bid	06-02-2026 up to 16:30 hours onwards
6	Last Date & time of Submission of original copies of Demand Draft against cost of Earnest Money Deposit at the office of the Principal,	09-02-2026 (The entire intending bidder shall submit the Original Demand Draft of Participation Fee Amounting Rs. 500/- and

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	Balurghat Mahila Mahavidyalaya	the photocopy of Demand Draft of EMD and copy of credential documents required to participate in the Bid).
7	Date of opening of Technical Bid at the office of the Principal, Balurghat Mahila Mahavidyalaya	09-02-2026 from 11.30 am hours onwards
8	Date of uploading the list of technically qualified bidder	To be informed at the time of Technical Bid Evaluation
9	Date of opening of Financial Bid at the office of the Principal, Balurghat Mahila Mahavidyalaya	To be informed later on

## E. BIDDING PROCESS

1. In the event of e-filing, intending bidder may download the tender documents consisting of this NIT, SBD, BOQ and Department-wise list of Books etc. from the website <http://wbtenders.gov.in> directly with the help of Digital Signature certificate. Necessary cost of the Participation Fee Rs. 500/- (Five hundred) and the Earnest Money should be remitted through Demand Draft issued from any nationalized bank in favour of the Principal, Balurghat Mahila Mahavidyalaya payable at Axis Bank, Balurghat Branch and also to be documented through e-filing. The intending bidder should submit the following documents via **Registered Indian Speed Post only – (Copies submitted by hand will not be received).**

- I. Original DD of Participation Fee – Rs. 500/-
- II. Photo Copy of EMD related documents
- III. Photo Copy of Credentials related documents

The documents submitted by the bidders should be properly indexed and digitally signed. The selected bidder(s) shall submit the hard copy of original demand Draft against Earnest Money Deposit (EMD) and all other documents to be shown at the office of the undersigned with his acceptance letter of the LOI/AOC. Failure to submit the hard copy of EMD with the acceptance letter within the time period prescribed for the purpose may be construed as an attempt to disturb the tendering process and dealt with accordingly legally including black listing of the bidder.

2. The e-tender should be submitted from the website <http://wbtenders.gov.in> directly with the help of Digital Signature certificate.

## F. WHO CAN PARTICIPATE

Resourceful and Experienced Vendors/Suppliers etc who have supplied a similar type of work in the last five financial years

## G. INSTRUCTION TO THE INTENDING TENDERERS

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1. Quote your rates (both in figures and words) on **Itemised-Rate- Basis** at appropriate places and in the calculation to absolute numerical values of the tendering amount (both in figures and words) against the listed items.
2. Provide the copies of valid and up-to-date self-attested copies of requisite tax clearance certificates (i.e GST registration and return, P-Tax, Pan Card, previous year I.T. return and Trade License etc) along with the tender. In case of non-inclusion of the same, please enclose the copies of the relevant orders in that effect.
3. Provide the copies of the credentials for work of similar type executed by the intending tenderer during the last five years which is preferable.
4. Please note that Payment certificate along with the work order will only be considered as CREDENTIALS. All the documents in original need to be produced as and when asked for and required.
5. Photocopier Machine and Furniture to be supplied should of best quality and **brand as mentioned in BOQ** only and the same should be mentioned in the bidding document.

### H. TERMS AND CONDITIONS

1. It is desired by the authority that before the submission of tender, intending Bidders should visit the college and try to understand the exact requirement at their own effort.
2. Intending Bidders may obtain detailed information regarding the item wise specifications and other conditions, procedure guidelines and other terms and conditions related to the proposed supply not incorporated in this tender, if any, from the office of the undersigned on all the working days during the office hours.
3. The intending Bidders should quote the rates inclusive of all taxes and all other incidental charges related to the Photocopier Machine and Furniture, labour, transport and any other charges as applicable for execution of the proposed work. No extra payment or claim other than the mentioned in the bidding document will be allowed later. No Price/Cost escalation over the rate specified in the bidding document will be allowed.
4. Tender documents reaching the office of the undersigned after the specified date and time of submission of the bid, will not be considered valid and will be summarily be rejected.
5. Successful Bidders (hereinafter called as Supplier/Vendor) should have to sign an agreement with the Principal, Balurghat Mahila Mahavidyalaya as per the norms and should submit the work programme accordingly.
6. Specified Earnest money should be deposited before the execution of the work which will be refunded to the Supplier/Vendor as per the norms and agreement.



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7. The Supplier/Vendor should have to make their own arrangement for **transporting, storing and installing the** Photocopier Machine and Furniture (**Installing software, LAN etc.**) in the college campus at their own cost.
8. It is desired that all the required Photocopier Machine and Furniture should be of best quality. The right choice of selection of brand of the items is reserved by the undersigned.
9. The supplies of Photocopier Machine and Furniture have to be completed within the stipulated time by maintaining the actual specification and direction. If it is not being completed within the stipulated time than Penal action as decided by the authority will be imposed and the Earnest Money will also be forfeited under the clause of the Government of West Bengal.
10. The Authority reserves the right of accepting or rejecting any or all the Tenders if the required specification and nature of the work is not met. The undersigned can distribute a part or whole of the work(s) to any or among more than one participated tenderers without assigning any reason. The Authority is also not bound to accept the Lowest Bided Tender.
11. Payments will be strictly made as per the West Bengal Financial Rules pertaining to -Payments to the Executing Agency - No. 4470-F(Y), Dated: 05.06.2013. The Vendor/Supplier will have to submit the bill complete in all respect.
12. The Agreement shall be executed within 7 (seven) days from the date of issuance of acceptance (L.O.A)



Memo no.

**Copy Forwarded for information to**

- The District Information Officer, NIC, Dakshin Dinajpur Division with request to upload in the District Website.
- Convener, RUSA sub-committee, Balurghat Mahila Mahavidyalaya for information
- College Website and Notice Board

*(Signature)* 28/11/26  
Principal

Balurghat Mahila Mahavidyalaya  
Balurghat, Dakshin Dinajpur, West Bengal  
**Principal**  
Balurghat Mahila Mahavidyalaya  
Balurghat, Dakshin Dinajpur, W.B.





*(Signature)* 28/11/26  
Principal

Balurghat Mahila Mahavidyalaya  
Balurghat, Dakshin Dinajpur, West Bengal  
**Principal**  
Balurghat Mahila Mahavidyalaya  
Balurghat, Dakshin Dinajpur, W.B.

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**REQUIRED COMPUTER AND ACCESSORIES**  
**(CHAIR, PHOTOCOPIER MACHINE, TABLE)**  
**TECHNICAL SPECIFICATION OF THE PRODUCT**

Sl. No.	Product Name	Product Specification	Product Image (Only for Reference)
1	Chair	<p><b>Brand:</b> Supreme</p> <p><b>Item Details:</b> Sky Glamour Supreme Ornate Armrest Plastic Chair with Cushion, Plastic Chair with Cushion,</p> <p><b>Color:</b> Rosewood/Brown,</p> <p><b>Product Dimensions:</b> (LXWXH): 56 X 56 X 81.5 CMs,</p> <p><b>Style and Finish Type:</b> Solid Back, Ergonomic.</p>	
3	Photocopier Machine	<p><b>Canon IR 2224N A3 Monochrome Laser Multifunctional Printer with Duplex &amp; DADF</b></p> <p><b>Font:</b> PCL fonts: 45 Roman, 10 Bitmap fonts</p> <p><b>Power Source:</b> Electric (220-240 V, 50/60 Hz, 10 A)</p> <p><b>Operating Humidity:</b> 20 ~ 80% RH (Relative Humidity)</p> <p><b>Copy Resolution:</b> 600 x 600 dpi</p>	
	Computer Table	<p><b>Brand:</b> Generic</p> <p><b>Product Dimensions:</b> 50D x 120W x 75H Centimeters</p> <p><b>Color:</b> Walnut</p> <p><b>Style:</b> Modern</p> <p><b>Base Material:</b> Engineered Wood</p> <p><b>Top Material Type:</b> Engineered Wood</p> <p><b>Finish Type:</b> Walnut pre-laminate</p> <p><b>Special Feature:</b> Drawer, Keyboard Tray Included, Storage Cabinet</p>	