UNIVERSITY OF KALYANI

NOTICE INVITING TENDER

Tender Ref. No.: KU/NIT/BIFC/26-27/03 **Dated: October 28, 2026**
(2nd Call of KU/NIT/BIFC/26-27/02)

Sealed Tender is invited **for Supply and Installation of Laptop against Buy Back to the BIF Centre, University of Kalyani** from reputed vendors having valid up to date Trade License, PAN., GST and Professional Tax clearance certificate and experience for at least last two years for supplying similar type of items.

Tender documents may be downloaded from the University website www.klyuniv.ac.in and thesame after filled up must be submitted in a sealed envelope addressed to:

Coordinator, BIF Centre
University of Kalyani,Kalyani-741235
Nadia, West Bengal

Last date of receiving tender document: 05/11/2026 up to 4 p.m.

Bidder who has already submitted their bid earlier against Tender No. KU/NIT/BIFC/26-27/02 Dated: October 5, 2026 may participate once again for this tender. If such bidder does not participate, their previous sealed bid will be considered as final bid for this tender also.

- For specifications of the above items please refer Annexure-A of the TenderDocuments.
- For furnishing basic information about the bidder, please refer Annexure- B ofthe Tender Document
- For submission of Quotation, Bidder must follow the Price Bid Format videAnnexure – C of the Tender Document.
- Bidders must comply the Terms and Conditions as mentioned in the Annexure-D of the Tender Document.
- Bidder must submit Undertaking form as mentioned in the Annexure-E of theTender Document.

Sd/-
Coordinator, BIF Centre
University of Kalyani, Kalyani-741235

Annexure – A

TECHNICAL SPECIFICATION

New Purchase:

Parameter	Required Specifications
Brand	Branded
Processor	Intel® Core™ i3, **13th Generation or higher**; minimum 4 cores / 8 threads; base frequency and Turbo frequency as per OEM specification
Processor Model	Intel® Core™ i3-1315U or higher / equivalent
RAM	**8 GB DDR4/DDR5 RAM or higher**, minimum 3200 MT/s; upgradeable preferred
Storage	**512 GB PCIe NVMe SSD or higher**
Display	Minimum **15.6-inch Full HD (1920 × 1080) IPS/anti-glare display**
Graphics	Integrated Intel UHD Graphics or better
Operating System	Windows 11 Home 64-bit genuine and pre-installed
Camera	Integrated HD webcam, minimum 720p
Audio	Integrated stereo speakers with integrated microphone
Wireless Connectivity	Wi-Fi 6 or higher
Bluetooth	Bluetooth 5.1 or higher
LAN	Integrated Gigabit Ethernet port or USB-to-LAN adapter supplied by OEM
USB Ports	Minimum 2 × USB Type-A and 1 × USB Type-C
Video Output	HDMI port, minimum HDMI 1.4 or higher
Keyboard	Full-size keyboard with English characters; spill-resistant preferred
Touchpad	Multi-touch precision touchpad
Battery	Lithium-ion/Lithium-polymer battery; minimum 3-cell or equivalent
Power Adapter	Original OEM AC adapter supplied with the laptop
Security	TPM 2.0, BIOS/UEFI security features and secure boot
Weight	Preferably not more than 1.8–2.0 kg
Warranty	**Minimum 1 year onsite**
Accessories	OEM charger, power cable and required accessories
OEM Support	Drivers and BIOS updates should be available from the OEM website
Certification	BIS registration and applicable Indian statutory certifications

Against Buyback of the existing Non-working Laptop (1 No.):

Lenevo Thinkpad (2746-52Q)
Processor: Inter Core 2 Duo T5670@1.80GHz
RAM: 1 GB

Annexure – B

BASIC INFORMATION FOR BIDDER
(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 Registration No. (Please enclose copy of GST Registration Certificate)**	:	
8	**Do you have previous experience for doing similar nature of Items at Educational Institute of Higher Learning (Please enclose copy of Purchase order, if yes)**	:	**Yes/No (Please put tick mark)**
9	**Annual Turnover as per Audited**	:	**2022-23: Rs……** **2023-24: Rs……** **2024-25: Rs……** **Average Annual Turnover: Rs…….....**
10	**Full Address of the Office in Kolkata or its surrounding area with contact person & contact no.**	:	

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 University.

Signature of the Bidder
(With Seal)

ANNEXURE-C

PRICE BID FORMAT (To be prepared in Letter Head/Official Pad of the bidder)

Sl. No.	Item	Qty (Nos)	Basic Cost (Rs.)	Buy Back amount	Net Cost (Rs)	GST (Rs.)	Other Costs & Charges, if any (Rs.)	Total Quoted Price (Rs.)
		1	2	3	4 =2-3	5	6	7=4+5+6
1	New Laptop	1						

Signature of the Bidder
(With Seal)

ANNEXURE- D

TERMS AND CONDITIONS

1 **Bid Information**:

a) **Bidder must quote in INR.**

b) The rate quoted by the bidder shall be fixed for the duration of the contract and shall not be subject to adjustment on any account.

c) Bidder must follow the format for submission of Price Bid as per Annexure-C.

d) Partial Quotation/Incomplete Quotation within the Item both for Technical and Commercial aspects may subject to cancellation of tender. However, University Authority will define the Partial Quotation/Incomplete Quotation based on the tender evaluation status.

e) Quoted Price must be inclusive of all taxes and charges for delivery to the BIF Centre, Kalyani University.

f) Bid should be submitted in a sealed envelope after mentioning the Tender Reference Number & Date and shall be addressed to: Coordinator, BIF Centre, University of Kalyani, Kalyani, Nadia-741 235.

2 **Evaluation of Quotation**: The Purchaser will evaluate and compare the quotations determined to be substantially responsive stage wise. Firstly, Technical Bid will be evaluated and thereafter Price Bid for technically qualified bidders will be evaluated for selection of vender.

3. **Award of Contract**: The purchaser will award the contract to the bidder whose quotation has been determined to be substantially responsive both technically and commercially for both the equipment. Purchaser reserves the right to reject any or all the tender, wholly or partly, without assigning any reason thereof and shall not be bound to accept the lowest bid.

4. The bidder should quote and be capable to supply all the necessary spares of their quoted items as per Tender.

5. **Warranty:**

The equipment covered under the purchase order, when installed, shall be warranted for the quality, workmanship, trouble-free operation and performance for a period as mentioned in the Tender Specification from the date of putting the system into operation at the BIF Center, University of Kalyani.

6. **Adequate support service facility**: The bidder/manufacturer should have adequate service support center in Kolkata for any emergency breakdown/fault offering facility within 48 hours and should be agreeable to provide AMC facility after the warranty period.

7. **Bidder must provide Technical Compliance Sheet as per the Tender Specification. Any non-compliance may lead to rejection of tender.**

8. **Manufacturer's Authorisation**: Document in support of Manufacturer/Dealer and Service Provider has to be submitted along with the tender paper. If the bidder is not the manufacturer, proper manufacturer's authorization and warranty from manufacturer is required and in this case bidder should have full- fledged registered office in India.

9. Bidder should submit copy of updated Trade Licence, GST, IT and P.Tax Return submission document.

10. **Credentials**: Documents of supplying similar items in last three previous years (2022-23,

2023-24, 2024-25) in an Institute of Higher Learning must be submitted along with the tender. Bidder must submit User List with copy of Purchase Order ensuring sale of similar items in support of the above credentials.

11. Statutory deduction for GST and other Government taxes will be made as per the law in force.

12. Make & Model: Bidder must mention Make and Model in the Form of Technical Bid and must send the product details/catalogue/brochure in support of the Technical Specification for the offered products.

13. Delivery Schedule: Delivery, installation and commissioning of softwares/equipment at the Purchaser's site will have to be completed within time period of 10 days from date of issue of purchase order. Suitable extension of time may be granted on reasonable ground.

14. Validity of offer: A bidder should spell out in the tender that it shall remain valid for a minimum period of six months from the date of opening of the tender and during this period, the bidder shall not be entitled to revoke or cancel its offer.

15. After Sales Service

(i) The name and complete address of the company in India authorized by the manufacturer, to provide after sales service for the equipment should be mentioned. The appointed authorized service provider should be holding a valid certificate from the manufacturer to this effect.

(ii) The manufacturer should give an undertaking that after the warranty period, they shall provide spares and after sale service of the equipment in India for the normal life time of the equipment.

16. Annual Turnover Requirements:

Vender having average annual Turn Over for last three financial years of Rs.20 lakh or above with positive net worth in India for the year 2022-23, 2023-24 & 2024-25 are eligible to participate in the Tender.

17. Place of delivery: Department of BIF Centre, University of Kalyani, Kalyani - 741235.

18. Payment Schedule: Payment be made after successful delivery and commissioning of the items.

19. Quantity Changeability: Quantity as stated in the tender document may subject to change at the time of issuing purchase order due to the fund crunch or for other valid reasons.

20. Requisite Documents to be submitted: Bidder must have adequate documents relating to Trade License and updated returns for Income Tax, GST, Audited Statement of Accounts and other documents.

21. Conflict of Interest: Not more than one tender shall be submitted by one tenderer or tenderers having relationship. Under no circumstances will father and son(s) or other close relations who have business relationship with one another (i.e. when one or more partner(s)/ director(s) are common) be allowed to tender for the same contract as separate competitors. A breach of this condition will render the tenders of both parties liable for rejection.

22. Disposal of Disputes: In case of any dispute, the University's decision will be treated as the final and conclusive. All legal actions are subject to Kolkata jurisdiction only.

23. Conditional bid may be liable for rejection.

24. In case of Tie Bid arising after opening of price bid, University will follow the guideline as mentioned in the G.O. No. 2320-F(Y) dated 7/6/2022 issued by the Finance Department, Government of West Bengal.

Discretion of the University:

25. University may take decision about non-purchase of the said item even after selection of vendor due to its fund constraints.

26. University may seek documents from the bidder in addition to the scanned documents sent by them at the time of uploading technical bid for verification and evaluation of tender.

27. University reserves the right to relax any clause as stated hereinabove for selection of responsive vender.

28. During the scrutiny, if it comes to the notice to tender inviting authority that the credential or any other paper found incorrect/ manufactured/ fabricated, that bidder would not allowed to participate in the tender and that application will be rejected outright without any prejudice.

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

ANNEXURE- E

UNDERTAKING LETTER

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 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 of any Goods and Services 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 it will 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 organisation 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.

6. That I must follow all the terms and conditions as stated in the tender. In case of any default, I must be ready to accept the decision taken by the University of Kalyani.

Signature of the Bidder (with date and seal)