কাজী নজরুল বিশ্ববিদ্যালয়
KAZI NAZRUL UNIVERSITY
(West Bengal Act XIX of 2012)
A State University under the Department of Higher Education,
Govt. of West Bengal
NAAC Accredited
(Office of the Estate Officer)
E-mail : eo@knu.ac.in

TENDER

E-Tender Document

For

Purchasing of Printer cum Scanner

These documents are meant for the exclusive purpose of bidding against this NIT and shall not be transferred, reproduced or otherwise used for purposes other than that for which they are specifically issued

Kazi Nazrul University

Nazrul Road, Kalla Bypass More, Asansol,

Paschim Bardhaman – 713340

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Ref. No.: **KNU/EO/E-TENDER/38/26** *Date* : **17.09.2026**

NOTICE INVITING TENDER

Request for Proposal (RFP) through E-TENDER platform

KAZI NAZRUL UNIVERSITY (KNU) intends to procure and install of **Printer cum scanner at** KNU, Asansol through Online e Tender. The tentative quantity of the required items along with technical configuration of each items are mentioned below. KNU is looking for interested bidders who have experience in supplying of above type of items and may follow the instructions as given below for submission of their tenders under online mode.

1. General Instructions:

Intending bidder may download the tender documents from the website https://wbtenders.gov.in directly with the help of Digital Signature Certificate.

2. Submission of bids:

Both Technical bid and Financial Bid are to be submitted concurrently duly digitally signed by the Company personnel who is in the pay roll of the Company (having Authorization from the Company management) in the website http://wbtenders.gov.in . All papers must be submitted in English language.

3. Time Schedules for the e-tender:

The Time Schedule for obtaining the Bid Documents, Pre-Bid meetings, the submission of bids and other documents etc. will be as per the list provided in Clause No. 10 given below.

4. Eligibility for Quoting:

Manufacturers or Dealers/Distributors/Agents duly authorized by the manufacturers who are able to supply the assured quantities as per requirement & have requisite Annual Average Turnover, as per clause no. 5, are only eligible for quoting. Manufacturers not having the capability to supply the required quantity solely need not apply. Failure of submission of declaration of full supply will lead to cancellation of tender. Further, vendors who were declared blacklisted and/or insolvent by any Govt. Concern/any Institutions in the Country for particular item or items are not eligible to participate in the current tender for that item or items.

5. Annual Turnover Requirements:

Vendor having Average Annual Turn Over of more than Rs.20 lakhs in India or equivalent foreign currency in the respective foreign country for the year 2023-24, 2024-25 & 2025-26 are eligible to participate in the Tender.

6. Submission of Tenders

6.1. General process of submission

Tenders are to be submitted online through the website stated in Clause 1. All the documents uploaded by the Tender Inviting Authority form an integral part of the contract. Tenderers are required to upload all the tender documents along with the other documents, as asked for in the tender, through the above website within the stipulated date and time as given in the Tender. Tenders are to be submitted in two folders at a time, one through Technical Bid and the other through Financial Bid. The tenderer shall carefully go through the documents and prepare the required documents and upload the scanned documents of original in Portable Document Format to the portal in the designated locations/folders of Technical Bid. One needs to fill up the BOQ in the designated cell and upload the same in designated location of Financial Bid. The documents uploaded are virus scanned and digitally signed using the Digital Signature Certificate (DSC). Tenderers should specially take note of all the addendum/corrigendum related to the tender till the bid submission ends. Tenderers should in general upload the latest documents as part of the tender, however, in case of failure in uploading such documents, it will be deemed that they (tenderers) have taken note of such latest documents including addendum/corrigendum, if published till the bid submission ends.

6.2. Technical Bid

The Technical Bid should contain scanned copies and/or declarations in the following standardized

Formats in two folders :

I. Technical File (Statutory Cover) containing:

1. Annexures

a) Basic Information (Vide Annexure I) (to be submitted in “Annexure” folder)

b) Application for Tender - (Vide Annexure II) (to be submitted in “Annexure” folder)

c) Authorization letter - (Vide Annexure III) (to be submitted in “Annexure” folder)

d) Affidavit Proforma (Vide Annexure IV) (to be submitted in “Annexure” folder)

e) Declaration on KNU (Vide Annexure V) (to be submitted in “Annexure” folder)

2. Technical details of the Items Quoted (Bidders must submit technical specification along with Catalogue of the item quoted in "Technical Details" Folders).

3. Bidder must submit Audited Balance Sheet and Profit and loss Account for last 3 (three)

Financial year namely 2023-24, 2024-25 & 2025-26 in "Accounts" folder.

Note: Tenders will be summarily rejected if any item in the statutory cover is missing.

II. My Document (Non-Statutory Cover) containing as follows:

SL. No	Category	Sub-Category	Sub-Category Description
1	Certificates	Certificates	PAN Card of the Bidder
			GST Registration Certificate (Active)
			Professional Tax Registration
2	Company/Firm Details	Company/ Firm Details	Valid Trade License
			Registration Certificate along with commencement Certificate/ Partnership Deed
3	Credential	Credential 1	Copy of work order for similar work items at least 3 for last 7 years in an Institute of Higher Learning or any Government Department.
4	Financial Information	Payment Certificate 1	Income Tax Returns submitted for the Financial year 2023-24
			Income Tax Returns submitted for the Financial year 2024-25
			Income Tax Returns submitted for the Financial year 2025-26

6.3. Financial Bid

The Financial Bid should contain Bill of Quantities (BOQ) in one cover (folder): Proforma (Don't quote here)

Sl NO	Item	Specification	Qty	Rate (Including GST)
1	**Printer cum Scanner**	Brand**: HP/CANON/EPSON/BROTHER/KONICA** Connectivity**: Wi-Fi, USB** Printing Technology**: Laser** Special Feature**: Expandable** Print output**: Monochrome** Max. Print speed**: 20 ppm** Max. Print Resolution **: 1200 X 1200 dpi** Output tray capacity **: 100 Sheets** Input tray capacity **: Standard Cassette** Scan area size **: 216 X 297 mm** Scan Method **: Contact Image Sensor (CIS)** Warranty**: 1(One) year from date of receipt items.**	**10 Nos.**	

For any query please write to: eo@knu.ac.in

7. The tenderers are not required to submit hard copies of Technical File (Statutory Cover) or my Documents (Non-Statutory Cover). Submission of hard copy of Financial Bid is strictly prohibited and **only be submitted through on line via NIC portal.**

8. Evaluation of the tenders

During the tender evaluation process, the "Technical Bid" will be opened first. Those Bidders who have qualified in respect of the essential & other requirements in "Technical Bid" will be identified and their financial bid will be opened. The financial bid of those Tenderer failing to meet the technical & other requirements laid down in the tender will not be opened and be rejected. The Tenderer offering the item found suitable and as per the tender specifications will only be selected (Bidders are advised to carefully go through the specification of each item before quoting). Final selection of the lowest bidder in respect of Financial Bid is subject to further verification. The Financial Bids of only those tenderers who have been considered as Technically Qualified will be opened. If found suitable in the context of above pre-qualification etc., the Tenderer quoting the lowest rate will be considered as successful.

9. **Terms & Conditions Regarding Purchase Policy of Tendering Authority:**

9.1. Bid Information:

a) Partial Quotation within the same item will not be accepted and tender will be liable for cancellation.

b) All duties, taxes and other levies payable by the contractor under the contract shall be included in the total price but should be indicated separately in the price bid.

c) 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.

d) Bidder must follow the instruction for filling up BOQ as per Clause 6.3.

9.2. 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 vendor.

9.3. 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. 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.

9.4. Technical Bid must be submitted along with the copies of OEM license or authorization from the manufacturer. Document in support of the same must be uploaded by the bidder in "TECHNICAL DETAILS" folder. If the bidder is not the manufacturer/brand owner, proper manufacturer's/brand's authorization must be uploaded in the said folder. **Detail technical catalogue must be uploaded with the bid. If catalogue (with technical detail), OEM license or authorization from the manufacturer is not submitted, the bid may be rejected.**

9.5. Credentials: Documents of previous experience of the job, at least 3 for last 7 years in an institute of higher learning or any Govt. department must be submitted along with the tender.

9.6. The intending Tenderers shall clearly understand that whatever may be the outcome of the present invitation of Bids, no cost of Bidding shall be reimbursable by the University. The University will have sole discretion to decide the eligibility of bidders on the basis of submitted documents and reserves the right to reject any application and to accept or reject any offer without assigning any reason whatsoever and is not liable for any cost that might have been incurred by any Tenderer at the stage of Bidding.

9.7. Prospective applicants are advised to carefully note the minimum qualification criteria as mentioned in the tender document before bidding.

9.8. No Tenderer shall be allowed to participate in the tender, if he / she / the company is associated, in whatsoever manner, with any person holding an office of profit in the University.

9.9. The applicant shall not do anything which will cause injury to the name or reputation of the University and that the applicant agrees to indemnify and keep the University indemnified against all liabilities, claims, damages or injury of every description which may occur or affect the University from any failure by the applicant to perform its obligations under this tender or from any act or omission whatsoever on the part of the applicant or its servants or agents.

9.10. Time Schedule: The supply and installation work must be completed within 20 days from the date of receipt of the purchase order.

9.11. Validity of offer: A bidder should spell out in the tender that it shall remain valid for a minimum period of 6 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.

9.12. Place of delivery: Kazi Nazrul University, Asansol. Nazrul Road, Kalla More, P.O. – Kalla C. H. Asansol – 713340

9.13. **Payment Schedule:** Payment will be made after delivery and satisfactory installation of the items.

9.14. **Liquidated Damages:** The job includes the supply and installation of materials mentioned in the tender document. In the event of failure to meet the job completion in stipulated date/time liquidated damage may be imposed on the contractor for sum not less than 0.5% of the contract value for that item/job for each week or part thereof, subject to celling of 10% of the order value(excluding all taxes & duties and other charges).In the event of LD exceeds 10% of the order value, KNU reserves the right to terminate the contract and KNU will get the job completed by any other competent party. The difference of cost incurred by KNU will be recovered from the contractor.

9.15. 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.

9.16. 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 as sought for under Clause 6.2.II of this tender.

9.17. Turnover Criterion: Bidder must have average annual turnover of more than Rs.20 lakh in last three financial year ending 2025-26.

9.18. 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.

9.19. The bidders are required to quote for each item separately in terms of basic price and all other charges. Prices can be quoted in Indian Currency only.

Discretion of the University:

9.20. University may take decision about non-purchase of the said equipment even after selection of vendor due to its internal reason.

9.21. 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.

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

10. **Important dates :**

Sl No	*Particulars*	*Date &Time*
1	Date of publication E-tender	**18.09.2026 (09.00 hrs.)**
2	Document download start date & time	**18.09.2026 (09.00 hrs.)**
3	Document download end date & time	**02.10.2026 (17.00 hrs.)**
4	Bid submission start date & time	**18.09.2026 (09.00 hrs.)**
5	Last date & time of online submission of Technical Bid & Financial Bid	**02.10.2026 (17.00 hrs.)**
6	Date & time of opening of Technical Bid	Will be notified later on
7	Date of uploading of list of technically qualified Bidder (Online)	Will be notified later on
8	Date& time of opening of financial Bid	Will be notified later on
9	Date of uploading of list of Bidders along with the approved rate	Will be notified later on

11. Opening the financial bid as per schedule will BE NOTIFIED LATER ON.

Financial bid can be seen & accessed by the bidder through the NIC Portal online after opening of financial bid on line. No objections raised by any Bidder in this respect will be entertained by the University. No informal tender will be entertained in the Bid further.

12. 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 be allowed to participate in the tender and that application will be rejected outright without any prejudice.

13. The Tender Selection Committee reserves the right to cancel the tender due to unavoidable Circumstances and no claim in this respect will be entertained.

Sd/-

Estate Officer (Additional Charges)

Annexure-1

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)	
	Professional Tax Registration No. (Please enclose copy of Professional Tax)	
	Registration Certificate along with Commencement Certificate /Partnership Deed (Please enclose copy of Certificate, if yes)	Yes/No (Please put tick mark)
8	Do you have previous experience for providing similar service at Educational Institute of Higher Learning OR any government office(Please enclose copy of Work Order& user list, if yes)	Yes/No (Please put tick mark)
9	Income Tax Returns submitted for the Financial year 2022-23(Please enclose copy)	Yes/No (Please put tick mark)
	Income Tax Returns submitted for the Financial year 2023-24(Please enclose copy)	Yes/No (Please put tick mark)
	Income Tax Returns submitted for the Financial year 2024-25(Please enclose copy)	Yes/No (Please put tick mark)
10	Annual Turnover as per Audited Accounts / Accounts Certified by Chartered Accountant	2023-24 : Rs……

		2024-25 : Rs…… 2025-26 : Rs…… Average Annual Turnover : Rs……

For and on behalf of

(Signature of Authorised Signatory)

Name :

Designation :

Seal:

Annexure II

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 Estate Officer (Additional Charges)
Kazi Nazrul University, Asansol

Sub: **Tender for the Purchasing of Printer cum Scanner**

Ref: Tender No…..…..……dated……..

Sir,

Having examined the pre-qualification & other documents published in the Tender No…….. Dated ……., I /we hereby submit all the necessary information and relevant documents for evaluation:

1. That the application is made by me/us on behalf of.....……in the capacity of ……..…… duly authorized to submit the offer. The authorization letter from the company is attached in Annexure III.

2. We accept the terms and conditions as laid down in the tender document vide Clause 9 and declare that we shall abide by it throughout the tender period including its extensions, if any.

3. We have gone through the Tender Document thoroughly and quoted the tendered items keeping in mind all sorts of information as furnished in the tender document including Corrigendum/Addendum as published from time to time

4. We are offering rate for the following item /items and assured supply to the Kazi Nazrul University

5. In the event of being selected, we will make the supply within the stipulated period excepting the condition which is beyond our control.

Date:

Signature and name of applicant

Including title and capacity in which

Application is made.

Contact no:

E-mail address:

Postal Address:

Annexure III

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

(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 Mr. ……. (Name), Employee of this organization as ……..… (Official Designation) is hereby authorized to submit tender online, Vide Ref. No.……..., dated …….. on behalf of the Organization.

WHEREAS _____ who are official producers of _____ and having production facilities at _____ do hereby authorize _____ located at _____(hereinafter, the "Bidder") to submit a bid of the following Items produced by us, for the Supply Requirements associated with the above Invitation for Bids. When resold by _____, these products are subject to our applicable standard end user warranty terms. We assure you that in the event of _____, not being able to fulfil its obligation as our Service Provider in respect of our standard Warranty Terms we would continue to meet our Warranty Terms through alternate arrangements. We also confirm that _____is our authorized service provider/system integrator and can hence provide maintenance and upgrade support for our products.

We also confirm that the products quoted are on our current product list and are not likely to be discontinued within 3 years from the day of this letter. We assure availability of spares for the products for the next five years after one year warranty.

We also confirm that the material will be delivered as per delivery schedule against above mentioned tender from the date of placement of confirmed order.

Name In the capacity of

Signed

Duly authorized to sign the authorization for and on behalf of _____

Dated on _____ day of_____2026

Note: This letter of authority must be on the letterhead of the Manufacturer and duly signed by an authorized signatory.

ANNEXURE IV

(Affidavit Performa)

(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 Instruments/ Equipment's/ or other 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 Instrument's/Equipment or any other 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.

Deponent(s)

ANNEXURE V

(Affidavit Performa)

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

DECLARATION ON KNU

I, the undersigned, do hereby declare that on behalf of my organization, I will comply all the formalities that are required to be complied as per KNU and I will observe all clauses of the KNU (including Terms & conditions).In case of any non-observance of any clause(s), we will be bound to follow the decisions taken by the Kazi Nazrul University for taking decision related with the tender.

Full signature of the Person (Designation with Seal)

Date:

Place:

Digitally signed by SUBHAM BHATTACHARJEE
Date: 2026.09.17 13:58:05 IST
Location: West Bengal, WB