



GOVERNMENT OF WEST BENGAL
WEST BENGAL COMMISSION FOR PROTECTION OF CHILD RIGHTS

ICMARD Building, (9th Floor), Block-14/2, C.I.T. Scheme - VIII (M), Ultadanga, Kolkata - 700 067

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Memo No.- **3255/WBCPCR-13018/2/2021-SEC(WBCPCR)-WBCPCR-Part(2)**

Date..... **12/09/2025**

NOTICE INVITING TENDER

The West Bengal Commission for Protection of Child Rights (WBCPCR) invites e-Tenders from reputed competent individuals/ firms/ co-operative Societies/ companies/ other business entities, hereinafter referred to as the 'Tenderers', who are experienced in dealing in e-gadgets (like Computer and Accessories, TV, Printer etc.), for supplying a Laptop (lightweight) and a Scanner at the office of the West Bengal Commission for Protection of Child Rights (WBCPCR) ICMARD Building, (9th Floor), Block-14/2, C.I.T. Scheme – VIII(M), Ultadanga, Kolkata – 700067.

SECTION – A
IMPORTANT DATES AND TIME

E-Tenders are invited from bona fide eligible "Tenderers" for the above work. Bids are to be submitted in two parts.

- A. Technical Bid
- B. Financial Bid

- 1) The **FINANCIAL BID** of the prospective tenderer will be considered only if the **TECHNICAL BID** of the tenderer is found qualified by the 'Tender Committee'. Such decision will be final and absolute in this respect. The list of Qualified Tenderers will be displayed in the website.

2) **Date and Time Schedule:**

Sl. No.	Particulars	Date	Time
1.	Date of uploading N.I.T. & other Documents on e-Tender Portal (online publishing Date)	18 th September 2025	1:00 p.m.
2.	Documents download (online)	18 th September 2025	02:00 p.m.
3.	Bid submission start date (online)	18 th September 2025	02:30 p.m.
4.	Bid submission Closing (online)	6 th October 2025	09:00 a.m.
5.	Bid opening date for Technical Proposal (online)	8 th October 2025	11:30 a.m.
6.	Date of Uploading list for Technically Qualified Tender(online): Technical Opening Summary	To be disclosed later	
7.	Date for Opening of Financial Proposal (online)	To be disclosed later	

SECTION – B

INSTRUCTION TO TENDERERS

General Guideline for e-Tendering:

Instructions / Guidelines for electronic submission of the tenders have been given to assist the Tenderers to participate in e-Tendering.

i. REGISTRATION OF TENDERER

Any tenderer willing to take part in the process of e-Tendering will have to be enrolled & registered with the Government e-Procurement System, through logging on to <https://wbtennders.gov.in> (the web portal of National Informatics Centre). The tenderer is to click on the link for the e-Tendering site as given on the web portal.

ii. DIGITAL SIGNATURE CERTIFICATE (DSC)

Each Tenderer is required to obtain a Class-III Digital Signature Certificate (DSC) for submission of tenders from the approved service provider of the CCA on payment of requisite amount.

- iii.** The Tenderer can search & download N.I.T. & Tender Document(s) electronically from a computer using the Digital Signature Certificate as a USB e-Token. This is the only mode of collection of Tender Documents.

iv. SUBMISSION OF TENDERS

Tenders are to be submitted through online to the website stated in (i) above in a folder, one named as Technical Proposal & the other as Financial Proposal before the prescribed date & time using the Digital Signature Certificate (DSC). The scanned copy of the Documents is to be uploaded duly Digitally Signed. The documents will get encrypted (transformed into non-readable formats).

v. TECHNICAL PROPOSAL/ TECHNICAL BID

The Technical Proposal should contain scanned copies of the following in two covers (folders).

(a) Statutory Cover (technical Cover) Containing the following documents:

1. Prequalification Doc:

Earnest Money will have to be deposited through online payment through the e-tender portal. Intending bidders shall login to the e-Procurement portal of the Government of West Bengal <http://wbtennders.gov.in>, using their login ID and password to make the payment. EMD may be paid either by Net Banking through ICICI Bank Payment Gateway or by process of RTGS /NEFT.

2. NIT (Notice Inviting Tender).

The NIT must be downloaded properly and thereafter uploaded the same Digitally Signed.

The B.O.Q. should also be downloaded. The rate will be quoted in the Bill of Quantity (B.O.Q.). Quoted rate will be encrypted in the B.O.Q. under the financial Bid.

3. Technical Doc: The bidder has to submit the following :-

- Credential Certificate from the competent Authority (i.e. Certificate from Practicing Chartered Accountant or copy of credential certificate(s) from any Government/ Government agency/ PSU) for turnover of Rs. 5 lakh (Rupees five lakh) at least for two financial years out of last five financial years ending on **31/03/2025**.
- The Tenderer should provide the Credential Certificate / copy of document to justify the experience in supplying computer and accessories and other e-gadgets to different Govt. offices

OR

Certificate from a practicing Chartered Accountant (CA) or a copy of document(s) to justify that the Tenderer(s) deal(s) in computer and accessories as stated earlier at least for two years out of last five financial years ending on **31/03/2025**.

(b) "My Space" (Non-Statutory) Containing the following documents:

1. Copy of PAN Card
2. Current P-Tax Payment Certificate
3. G.S.T Registration Certificate (if registered under GST Act)
4. Proprietorship Firm (Trade Licence) / Partnership Firm (Partnership deed, Trade Licence).
5. Wholesale co-operative society (Society Registration Copy, Trade Licence)–copy of Certificate of Incorporation in case of a company.
6. Copies of Income Tax Return with PL Balance Sheet of any three years out of the last five financial years.
7. Self-declaration certifying that the tenderer has not been blacklisted by any State/ State Government's Undertaking or any other Government Department/ Directorate, and any legal proceeding has not been initiated against the Tenderer(s) or any of its Directors.
8. Copy of EMD exemption certificate (If applicable).

N.B.: Failure of submission of any of the above-mentioned documents as Stated in Sl.No. V. (a) and V. (b). of 'Section B' will render the TENDER liable to be rejected for both statutory & non statutory Cover.

THE ABOVE-STATED NON-STATUTORY/ TECHNICAL DOCUMENTS SHOULD BE ARRANGED IN THE FOLLOWING MANNER

Click the check boxes beside the necessary documents in the My Documents list and then click the tab "Submit Non-Statutory Documents" to send the "Technical" Folder to upload the technical Documents.

Sl. No.	Category Name	Sub Category Description	Details
A	CERTIFICATES	CERTIFICATES	<ol style="list-style-type: none"> 1. Copy of PAN 2. Current P-Tax Payment Certificate 3. G.S.T Registration Certificate (if registered under the GST Act) 4. Copies of Income Tax Return with PL Balance Sheets of any three years out of last five financial years ending on 31/03/2025 i.e. FY 2020-21, FY 2021-22, FY 2022-23, FY 2023-24& FY 2024-2025. 5. Self-declaration certifying that the tenderer has not been blacklisted by any State/ State Government's Undertaking or any other Government Department/ Directorate, and any legal proceeding has not been initiated against the Tenderer(s) or any of its Directors. 6. EMD Certificate / Exemption Certificate (as applicable).
B	Organisational Details	Details of Organisation	<ol style="list-style-type: none"> 7. Proprietorship Firm (Registration certificate, Trade Licence) / Partnership Firm (Partnership deed, Trade Licence) / Limited Company (Incorporation Certificate, Trade Licence) / Wholesale Consumers' Co-operative Society (Society Registration Copy, Trade Licence)
C	Credential	Credentials	<ol style="list-style-type: none"> 8. Credential Certificates for turnover of Rs. 5 lakh (Rupees five lakh) at least for two financial years out of last five financial years ending on 31/03/2025 from competent Authority. 9. Copies of documents to justify the <u>experience in supplying computers and accessories, and other e-gadgets to different government departments/ offices</u> OR, Credential Certificate(s) / copies of documents from a practicing Chartered Accountant (C.A.) to justify that the Tenderer <u>deals in computer and accessories</u> as stated earlier, at least for two years out of last five financial years ending on 31/03/2025.

Financial Cover:

- The financial proposal should contain properly filled up B.O.Q. (Bill of Quantity).

vi. WHOM TO CONTACT

For any other information **Assistant Secretary, WBCPCR at landline number 033-6824 6322 of WBCPCR** may be contacted during the office hours (Monday to Friday, from 10:30 a.m. to 5:30 p.m.).

vii. ELIGIBLE TENDERER(S)

- a) The invitation for bids is open only to those bona fide tenderers having experience with requisite infrastructure, technical expertise and capabilities to undertake similar nature of work.
- b) The Tenderer(s) should be legally competent to enter into contracts as per prevailing laws.
- c) Bids of only those Tenderer(s) meeting the Technical conditions as specified in this tender Document shall be considered.
- d) The Tenderer(s) are to make payment of Earnest Money Deposit online in the e-tender portal. Without requisite Earnest Money, the Technical Bid will be rejected.
- e) No exemption regarding the Earnest Money Deposit will be allowed.
- f) The tenderer should have experience in supplying computer and accessories, and other e-gadgets to different government departments/ offices for at least for two years out of the last five financial years ending on 31/03/2025. Proof of such handling should be submitted.
- g) The tenderer should have an annual turnover of not less than **8 lakh** at least for two financial years out of last five financial years ending on 31/03/2025.
- h) The tenderer shall have an office in Kolkata.
- i) Both the Technical and Financial Bids should be submitted separately in complete form.
- j) The Tenderer shall submit a self-declaration certifying that the tenderer has not been blacklisted by any State/ State Government's Undertaking or any other Government Department/ Directorate, and any legal proceeding has not been initiated against the Tenderer or any of its Directors.

viii. SUBMISSION OF BID

Bids only in the prescribed format annexed with this tender document will be considered.

- a) The Tenderer has to submit the Tender in accordance with the procedure prescribed under the Submission of Technical Bid clause of this Tender document, along with the

supporting documents enlisted in 'Technical Bid' of this Tender document, scanned and stored in digital format and an Earnest Money Deposit as mentioned in clause (ix) as detailed below.

- b) The Technical Bid shall be signed by the Tenderer(s) themselves or a person duly authorised by the Tenderer(s) and then the original authority letter shall be submitted along with the Technical Bid.
- c) If any document submitted by the Tenderer is found to be invalid at any time, the West Bengal Commission for Protection of Child Rights (WBCPCR) shall reserve the right to cancel such bid either before or after Award of Contract (AOC).

ix. EARNEST MONEY DEPOSIT

- a) **Earnest Money Deposit (EMD):** Interest-free Earnest Money Deposit (EMD) of Rs.5,000/- (Rupees Five Thousand) only is to be paid online in the e-Procurement portal.

On processing the financial bid evaluation electronically in the e-Procurement portal, EMD of the technically qualified bidders other than that of the L1 bidder(s) will be refunded, through the automated process, to the respective bidders' bank accounts from which they made the payment transaction. Such a refund will take place within T+2 Bank Working Days. [T will mean the date on which information on rejection of financial bid is uploaded to the e-Procurement portal by the tender inviting authority.] The EMD of the bidders who fail to qualify technically will also be refunded.

- b) **Security Deposit:** EMD of L1 bidder will be converted to security Deposit and will be refunded at the time of refund of the Security Deposit, subject to other terms and conditions.
- c) **Forfeiture of Security Deposit:** Security Deposit of a tenderer will be forfeited if the tenderer withdraws or amends its tender or derogates from the tender in any respect within the period of validity of its tender. Further, if the successful tenderer fails to furnish the required performance security within the specified period, its Security Deposit will be forfeited.

In case, the documents submitted by the Tenderer are found to be not genuine, the WBCPCR will reserve the right to cancel the Bid even after its opening or issuing of LOI and under such circumstances, the EMD will be forfeited. In all such circumstances, the EMD/ Security Deposit may be forfeited either in part or in full as per the decision of the Tender Committee, WBCPCR.

- d) Earnest Money should be deposited well in advance through online (preferably before a minimum of two bank working days from the Bid Submission Closing Date to avoid problems related to the deposition of EMD in time).

x. PENALTY CLAUSE

Debarment from participation in the next tender process of the WBCPCR - the commission reserves the right to blacklist a contractor/ bidder/ tenderer for five years due to the following reasons-

If the contractor/ bidder/ tenderer,

- i. Withdraws from the agreement after being the lowest quoted tenderer.

- ii. Fails to complete the work within the stipulated period as required by the Commission.
- iii. For the supply of non-specified/ below-standard material.
- iv. In consequence of submission of false or fabricated document by any contractor for participating in the tender.
- v. Has/ have quoted absurdly high or low rates in the opinion of the State Government, with the intention to vitiate the tender process.
- vi. Submission of tender for completion of the work mentioned previously, for which the concerned company has been blacklisted by the State Govt. Or by other State/Central Govt. Organisation.

xi. TECHNICAL BID

The Technical Bid shall be submitted along with document: All pages of the tender shall be digitally signed by the Tenderer(s) or its authorized representative as confirmation of the acceptance of the terms and conditions of the tender documents.

xii. FINANCIAL BID

The price in the B.O.Q. should be inclusive of cost of Raw Material, Packing, freight, hire charges, GST, cess, levies other cost of incidental charges and transportation cost etc.

SECTION – C

SPECIFICATIONS OF TENDER FOR SUPPLYING A LAPTOP (Lightweight) AND A SCANNER AT THE OFFICE OF THE WBCPCR

1. SCOPE OF WORK

- i. **Item(s) is/are to be delivered to the Office of the WBCPCR, ICMARD Building, (9th Floor), Block-14/2, C.I.T. Scheme - VIII(M), Ultadanga, Kolkata - 700 067.**
- ii. **The work has to be undertaken on a strict time schedule.**
- iii. Delivery note of each item as mentioned at point 2 of Section C with comment as **“Received in Good Condition”** will be authenticated by the WBCPCR.
- iv. The authority is, however, not bound to procure all services as suggested and / or specified by the bidder for the events.
- v. The WBCPCR reserves the right to cancel the tender at any time during the Tender process or after completion of the tender process at its own discretion, without assigning any reason whatsoever, without any requirement to inform the bidder of any such change.
- vi. **The major responsibilities and scope of work as specified in this Tender Document are indicative only and not exhaustive in any manner.**

2. SPECIFICATIONS

Sl No.	Items	Specifications	Quantity
1.	Laptop (lightweight)	11th Generation Intel Core i5-12450H, 16 GB RAM, 512 GB SSD. Windows 11H + MS-Office H & S 2024 preloaded. 14" FHD Screen, Weight 1.40 kg. or below, 1-year warranty (Direct Call). Carry Case included.	1 pc.
2.	Scanner	A4/ Legal Sheet-fed, One-pass Duplex Colour Scanner. Dual CIS (Contact Image Sensor), Front-1, Back-1. Light Source: 3 Colour LED (RGB). Optical Resolution: 600 dpi X 600 dpi. Output File Format: JPEG, TIFF, PDF, PNG, BMP. Electrical Specifications: Rated Voltage (AC 100- 240 V), Rated Frequency (50- 60 Hz).	1 pc.

3. TIME FRAME

- (i) The Tenderer(s) selected for supplying the item(s) has/ have to supply as per deadlines and time schedule to be fixed by the WBCPCR.
- (ii) **Failure to meet the time schedules will invite penalty @ 5% of the contract value per day.**

4. TECHNICAL BID

- i. Originals of all the documents uploaded with the Technical Bid should be made available with the Tenderer(s) /Authorized Representative at the time of opening of Technical Bid for verification, if required.
- ii. The bids will be evaluated strictly in accordance with the terms and conditions specified in this Tender document.
- iii. **The WBCPCR reserves the rights to reject one or more bid without assigning any reason for the same.**
- iv. The Earnest Money Deposit of unsuccessful Tenderer(s) will be returned as detailed in “(ix) of Section B” above.

- v. Bidder must submit online generated receipt of EMD along with technical proposal.

5. EVALUATION OF TECHNICAL BIDS

Technically Qualified Bidder will be selected by the 'Tender Evaluation Committee'. The decision of the 'Tender Evaluation Committee' in this regard is final and binding on all.

6. FINANCIAL BID

- 1) The financial bids of only those Tenderer(s) who qualify in the Technical Bids shall be opened, and which shall be intimated to the technically qualified Tenderer(s).
- 2) The Tender Committee, WBCPCR reserves the sole right to accept or reject the Tender / Financial Bid.

7. FIRM PRICES

- Prices quoted in the bid must be firm and final and shall not be subject to any upward modifications, on any account whatsoever. However, the authority reserves the right to negotiate the prices quoted in the bid to effect downward modification. The Bid Prices shall be indicated in Indian Rupees (INR) only.
- The Commercial bid should clearly indicate the price to be charged without any qualifications whatsoever and should include all taxes (GST, duties, fees, levies, works contract tax etc.) and other charges (like freight charges) as may be applicable in relation to the activities proposed to be carried out.

8. FRAUD AND CORRUPTION

The authority will reject a proposal for award if it determines that the Bidder recommended for award has directly or through an agent engaged in corrupt, fraudulent, collusive or coercive practices in competing for the Contract in question, as stated below:

- ✓ The authority requires that bidders, suppliers, and contractors observe the highest standard of ethics during the procurement and execution of such contracts. In pursuit of this policy, following are defined:
- ✓ "Corrupt practice" means the offering, giving, receiving or soliciting, directly or indirectly, of anything of value to influence the action of a public official in the procurement process in contract execution;
- ✓ "Fraudulent practice" means a misrepresentation or omission of facts in order to influence a procurement process or the execution of a contract;
- ✓ "Collusive practice" means a scheme of arrangement between two or more bidders, with or without the knowledge of the authority, designed to establish bid prices at artificial, non-competitive levels ;and
- ✓ "Coercive practice" means harming or threatening to harm, directly or indirectly, persons or their property to influence their participation in the procurement process or affect the execution of a contract.

9. CONSORTIUM:

Consortium is not allowed.

10. INFORMATION SECURITY

- ✓ The Bidder shall not carry and/ or transmit any material, information, layouts, diagrams, storage media or any other goods/ material in physical or electronic form, which are proprietary to or owned by the WBCPCR, to any outside agency without prior written permission from the WBCPCR.
- ✓ The Bidder shall adhere to the Information Security policy developed by the Government.

11. INDEMNITY

The Bidder shall be responsible for compensating any loss, damages, expense, claims or liabilities of any kind howsoever suffered, arising or incurred inter alia during and after the Contract period out of:

- ✓ Any negligence or wrongful act or omission by the Bidder in connection with or incidental to this Contract; or
- ✓ Any breach of any of the terms of the Bidder's Bid as agreed, the Tender and this Contract by the Bidder,
- ✓ The indemnity shall be to the extent of 100% in favour of the WBCPCR.

12. CONDITIONS FOR EXTRA WORK / REVISED WORK ORDER

- ✓ The provisions of the Contract shall apply to extra work performed as if the Extra work/ revised order has been included in the original Scope of work. However, the Contract price shall increase / decrease and the Time Schedule shall be adjusted on account of the Extra work / Change orders as may be mutually agreed. The Implementation Agency's obligations with respect to such work remain in accordance with the Contract.
- ✓ The rates provided by the Bidder as part of its commercial quote will be considered as benchmark rates for placing change orders, if any.

13. SUSPENSION OF WORK

The Bidder shall, if ordered in writing by the WBCPCR through Representative, temporarily suspend the works or any part thereof for such a period and such a time as ordered. The Bidder shall not be entitled to claim compensation for any loss or damage sustained by him by reason of temporary suspension of the Works as aforesaid. An extension of time for completion, corresponding with the delay caused by any such suspension of the works as aforesaid, shall be granted to the Implementation Agency, if a request for the same is made and the suspension was not consequent to any default or failure on the part of the Implementation Agency.

14. PAYMENT SCHEDULE and PROCEDURE

- Payments will be released as per agreed terms and conditions mutually settled with the successful bidder.
- The invoice should be raised in favour of the Assistant Secretary, WBCPCR for payment.
- **No payment will be made in advance before completion of the work.**

15. TERMINATION

The Chairperson, WBCPCR, may terminate this Contract in whole or in part by giving the Bidder prior and written notice indicating its intention to terminate the Contract under the following circumstances:

- ❖ Where the WBCPCR is of the opinion that there has been such an Event of Default on the part of the Bidder which would make it proper and necessary to terminate this Contract, and may include failure on the part of the Bidder to respect any of its commitments with regard to any part of its obligations under its Bid, the Tender or under this Contract.
- ❖ Where it comes to WBCPCR's attention that the Bidder (or the Implementation Agency's Team) is in a position of actual conflict of interest with the interests of the WBCPCR, in relation to any of terms of the Implementation Agency's Bid, the Tender or this Contract.

16. DISPUTE RESOLUTION

WBCPCR and the Bidder shall make every effort to resolve amicably by direct informal negotiations any disagreement or disputes arising between them under or in connection with the Contract.

17. CONFLICT OF INTEREST

The Bidder shall disclose to the WBCPCR in writing, all actual and potential conflicts of interest that exist, arise or may arise in the course of performing the Services as soon as possible after it becomes aware of that conflict.

18. SEVERANCE

In the event any provision of this Contract is held to be invalid or unenforceable under the applicable law, the remaining provisions of this Contract shall remain in full force and effect.

19. PUBLICITY

The Bidder shall not make a public announcement or media release about any aspect of this contract unless WBCPCR first gives the Bidder its written consent.

20. FORCE MAJEURE

For purposes of this Clause, "Force Majeure" means an event or situation beyond the control of the Supplier that is unforeseeable, unavoidable and its origin is not due to negligence or lack of care on the part of the Supplier. Such events may include, but not be limited to, acts of the Purchaser in its

sovereign capacity, wars or revolutions, fires, floods, epidemics, quarantine restrictions, and freight embargoes.

21. ADDITIONAL INFORMATION

The West Bengal Commission for Protection of Child Rights shall have the following rights:

- (i) Postpone and/ or extend the date of receipt or withdraw the bidding notice without assigning any reason thereof. In such an event, consulting bidders shall not be entitled to any compensation in any form, whatsoever.
- (ii) Cancel the bidding process and reject all or any of the proposals, and will not be bound to accept the bid quoting lowest (L1) rate or any proposal or to give any reasons for the decision in consultation with the Tender Committee.
- (iii) In case the date for opening of tenders is declared as a public holiday, the next official working day shall be deemed as last date of opening of proposals without any change in time indicated. No separate notice to this effect shall be issued.
- (iv) The bidder shall comply with all the bye-laws and regulations of local and other statutory authorities having jurisdiction over the works and shall be responsible for the payment of all fees and other charges and the giving and receiving of all necessary notices, and inform the same compliance with bye-laws, payments made, notices issued and received.


Assistant Secretary

to the Government of West Bengal

Memo No.: 3255 / 13018/2/2021-SEC(WBCPCR)-WBCPCR-Part(2)

Date: 12/09/2025

Copy forwarded for information to:-

- 1) The Additional Secretary (Administration), WCD&SW Department, with a request to arrange for putting up the notice on the office notice board.
- 2) The Additional Secretary, WCD&SW Department, with a request to upload the NIQ in the website of the Department.
- 3) Shri Arunangshu Kar, DFA, WCD&SW Department, Govt. of W.B.
- 4) Shri Chiranjib Acharyya, Accountant, WBCPCR.
- 5) Shri Amal Krishna Acharya, Accountant, WBCPCR.
- 6) Shri Kuldeep Polley, Data Entry Operator, WBCPCR.

He is requested to upload the notice on the official website of WBCPCR.

- 7) Copy for Office Notice Board.
- 8) Office Copy.


Assistant Secretary

to the Government of West Bengal