



**IISWBM**

**NOTICE INVITING TENDER**

Sealed tenders in two bid parts ( to be submitted in separate sealed covers 1. Technical bid, 2. Price bid) are invited by IISWBM, Management House, College Square(West), Kolkata-700073 from bonafide and resourceful computer suppliers/manufacturers for the supply of HP / Dell brand Laptop ( 07 Nos.).

Tender document with all details, including terms & condition are available from the office of the AAO during office hours on all working days from 01<sup>st</sup> June 2026 to 08<sup>th</sup> June 2026 between 11-00 am to 4-00 pm. You may also download tender documents from the Institute's website (www.iiswbm.edu). The last date of submission of sealed tender to be completed in all respect including all required documents by 4-00 pm. on or before 10<sup>th</sup> June 2026.

**(A) TECHNICAL BID: Bidder should submit only the following with the Technical bid in a separate sealed envelope:**

1. Make & Model: Bidder shall clearly mention the Make and Model of the Product.
2. Bid specific authorisation from OEM with name, mail id and phone number of the signatory.
3. OEM to certify original OS would be preloaded from the factory before supply of the Laptop—document to be submitted along with the bid.
4. Specification compliance mentioned in the Tender should be on OEM Letter Head with the name, mail id and phone number of the signatory.
5. Address Proof - Bidder should have an office in the state of West Bengal.
6. A copy of the valid Trade Licence (self-certified).
7. Self-certified photocopy of GST Registration Certificate
8. Self-certified copy of the PAN card of the bidder.
9. Self-certified photocopies of ITR of the Assessment Years 2025-26, 2024-25 and 2023-24.
10. Adequate number of recent work order copies in support of the experience.
11. Signed Tender documents including Annexure – I, II and III.

**(B) PRICE BID:**

**Price bid shall be opened for the technically qualified bidder only.** Bidder should submit only the following documents with the **Price bid in a separate sealed envelope:**

1. Price bid shall be opened for the technically qualified bidder
2. Price Bid should have the total price for 07Nos. Laptop with Delivery & installation at our Institute.
3. Price Bid should have to be submitted in the letter head of the bidder.
4. Price Bid should be signed by the authorised signatory of the Bidder under rubber stamp of the Bidding company.

Superintendent

**Annexure – I**

NIT No. IISWBM/COM/01/26-27

Date :- 01<sup>st</sup> June 2026

**Important Information:**

<b>Available date for collection of Tender Documents</b>	<b>Submission of Tender Documents</b>
From 01 <sup>st</sup> June 2026 to 08 <sup>th</sup> June 2026 between 11-00 am to 4-00 pm on all working days; alternatively this may be downloaded from the official website of IISWBM.	By 4-00 pm on or before on 10 <sup>th</sup> June 2026

**For enquiry date and time:** 01<sup>st</sup> June 2026 to 09<sup>th</sup> June 2026 from 11-00 am to 4-00 pm.  
(Please contact at Computer Dept. of the Institute)

**Opening of Tender Documents:** 11<sup>th</sup> June 2026 at 3.00 pm.

**General Terms & Conditions:**

1. Payment will be made by A/C Payee Cheque / NEFT against submitted Tax Invoice after completion of the work with satisfaction.
2. The rate should be valid for at least 60 days.
3. Rate should be in INR, other charges to be specified extra.
4. The Institute reserves the right to reject any / all tenders or cancel the accepted tender without assigning any reason.
5. Tender papers should be signed in all pages with seal.
6. The tender should be prepared and submitted after carefully pursuing the complete tender documents including the terms and conditions.
7. Institute takes no responsibility for delay / loss or non-receipt of tender documents sent by post.

## Annexure – II

NIT No. IISWBM/COM/01/26-27

Date :- 01<sup>st</sup> June 2026

The Director  
IISWBM  
College Square (west)  
Kolkata:700073

Sub: Application for supply of HP/Dell brand Laptop( 07 Nos.) as per details given in the tender document against your Advertisement in the Newspaper / Institute's Web-site / Notice Board.

Respected Sir,

In view of the above, we would like to apply for the same. Our details information are as stated here under:

Name of the organization :  
Address of the organization :  
Contact No. :  
e-mail ID :  
Trade licence No. :  
PAN No. :  
IT Return :  
GST Registration No. with rate (%) :  
Experience Proof :  
Other details if any :

Thanking you,

Yours faithfully,

(Signature with seal)

## **Annexure – III**

NIT No. IISWBM/COM/01/26-27

Date :- 01<sup>st</sup> June 2026

### **Specifications of Laptop**

HP / Dell Brand Laptop  
Intel Core i5 Processor  
8 GB DDR IV RAM  
512 GB SSD Hard Drive  
15.6 inches FHD Display  
Windows 11, MS Office 24 Home  
Backpack

Quantity : 07 Nos.