



NEW TOWN KOLKATA DEVELOPMENT AUTHORITY

(A Statutory Authority Under Government of West Bengal)
3, Major Arterial Road, New Town, Kolkata - 700 156

Memo No.1170/ NKDA/Admn-02/2009 (Pt.II)

Dated: 8th May, 2013

NOTICE INVITING QUOTATION NO.01 OF 2013-14

Sealed tenders are invited for the following works from the reputed firms/agencies having sufficient experience and credentials for successful completion of similar nature of work preferably in a Government Department.

Brief description of work	Estimated Quantity & place of delivery	Earnest Money	Important Dates	Time of Completion
Supply and installation of different software, desktop computer, laptop and printers at the office of New Town Kolkata Development Authority.	As per schedule of work etc.	A/c. Payee Bank Draft of Rs.20000/-	Last date of Bid Submission :29-05-2013 upto 14-00 hrs. Date of opening of Bid : 29-05-2013 on 15-00 hrs.	15 (fifteen) days.

1.0 All bidders are to note that tenders containing any deviation from the terms and conditions, specifications and other requirement are liable to be rejected. The bidder who do not meet the appropriate standard of capability and financial resources, may not be considered. The tender inviting authority reserves all rights to reject any or all the tenders without assigning any reason and also split up the supply if necessary and to accept the tender in whole or part. Invitation of the tender shall under no circumstances create any right, legal or otherwise in favour of the bidder in case the tender is closed, withdrawn or cancelled before issuance of purchase order nor shall the inviting authority be liable to explain the reason of such closure, withdrawal or cancellation of the tender.

- (i) It is expected that the intending bidders may have to consult with the office of New Town Kolkata Development Authority regarding the purpose of works in question. The detailed procedure of delivery of materials at destinations and such other relevant points which will help them to be acquainted with the work.
- (ii) Each page of the quotation documents must be signed by the Bidders and all corrections should bear their initials. Bidders who sign quotation on behalf of their company should have the power of attorney in support of their competency. Any sorts of canvassing are strictly prohibited. Quotation which do not fulfill any of the above conditions or are incomplete in any respect are liable for rejection.
- (iii) Bidders should quote their rate per set item wise both in figures and in words. Special Excise Duty, central Sales Tax, Inspection charges, Transportation charges and/or any other charges, loading, stacking charges and all incidentals as applicable should be included in the quoted rate.
- (iv) The acceptance of the quotation will rest with the accepting authority who does not bind himself to accept the lowest or any tender and reserves the right to reject in part or in full any or all quotation received.
- (v) If any bidder withdraws his quotation before acceptance or refusal within a reasonable time without giving any satisfactory explanation for such withdrawal, he shall be disqualified for participation in any quotation tender of this Department for a minimum period of 2 (two) years.
- (vi) The price offers shall remain firm within the currency of contract and no escalation of price will be allowed.

- (vii) The quoted offer and/or rate must be valid for a minimum period of 6 (six) months from the date of opening of quotation.

2.0 Eligible Bidder

An individual organization shall submit the bid. No consortium or sub vendor is allowed.

The bidder shall meet the following criteria for eligibility:

- The bidder shall be an Information Technology company or be a subsidiary of an Information Technology company or a renowned company/Organization authorized to sell specific/assorted software products.
- The bidder should have experience in project implementation and monitoring experience.
- The bidder shall have bank's certificate of solvency.
- The bidder shall have valid Trade License, Income Tax, PAN, sales tax registration certificate and service tax registration certificate and shall all licenses required to perform the works mentioned in the scope of work.
- The local presence of the bidder in Kolkata is mandatory.
- The Bidder should provide original OEM certificate along with the Bid.
- Bidders should have experience in supporting / executing an IT project.

3.0 Documents to Accompany the Bids

Bidders should note that non-compliance of the following instructions may render the quotation liable for rejection. The **sealed envelope** shall be submitted in tender box in the New Town Kolkata Development Authority 03 MAR, New Town, Kolkata-700156 mentioned in the NIQ No and name of work. The **sealed envelope** must contain the "Techno-commercial", "EMD" and "Financial" bid in separate envelopes.

1. EMD (Bid Security)

Earnest Money Rs. 20,000/- of total quoted amount is to be deposited by the bidder in the form of Demand Draft from a scheduled bank payable at Kolkata in favour of "New Town Kolkata Development Authority" payable at "Kolkata". In case of failure to supply the material, the E.M.D. of the successful Bidder will be forfeited. The earnest money shall be forfeited in the event of withdrawal of the tender document within the original validity period, once submitted or the successful bidder fails to execute necessary agreement within the period specified or for submitting false, incorrect, misleading information in the bid, mistakes, miscalculations. Earnest Money deposit will be released on request by the unsuccessful bidder, after finalization of the tender and in case of successful Bidder, it will be converted as the Security Deposit. No interest on E.M.D. is admissible. Tender documents without EMD will not be accepted. EMD if not submitted with the tender documents cannot be submitted after tender documents are opened on the stipulated date of opening.

2. Organizational Capability

- 2.1 The audited financial statement / audited annual report of the last three financial years.
- 2.2 Valid sales tax / VAT registration certificate.
- 2.3 Valid service tax registration certificate.
- 2.4 Details of project executed.
- 2.5 Quality certification of the bidder (ISO 9001:2008) if any.

2.6 The bidder should be a registered firm under The Company Act of India.

3. Techno-commercial

- 3.1 Bid Letter Form duly filled in.
- 3.2 Clause by clause Compliance statement indicating model no and part number products offered. Printed leaflet from OEM or Website URL reference to be included.
- 3.3 Services offered shall be strictly as per requirements mentioned in this Bid document No deviation to the technical specification or service requirement is acceptable.
- 3.4 Details of Call logging / Helpdesk facility.
- 3.5 Original quotation document duly signed on all pages indicating acceptance of all term and condition.
- 3.6 Valid "Certificate of Incorporation".
- 3.7 Valid "Trade Licence".
- 3.8 Valid VAT / Sales Tax Registration. If any bidder does not fall within the ambit of VAT / Sales tax, that shall be indicated separately with supporting documents from the competent authority.
- 3.9 "Manufacturer's Authorization Letter"(if the quoted item is not manufactured by the Bidder itself).
- 3.10 Income Tax Return / Trading A/c, Profit & Loss A/c and Balance Sheet / any other form of Final Accounts of the bidder for last 3 (three) years
- 3.11 Bidder to submit list of Purchaser(s) to whom same or similar type of item has/have been supplied during the last 5 (five) years along with satisfactory installation & performance certificate .
- 3.12 Bidder to submit detailed list of service facilities available directly with the Bidder in Kolkata related to all types of support, including installation, maintenance and training (e-mail, telephone, FAX, Contact person with Mobile number).
- 3.13 Bidder to confirm availability of Spare Parts as and when required.
- 3.14 The Bidder is to confirm that the offered item shall be under WARRANTY FOR A PERIOD OF 3(THREE) YEARS from the date of satisfactory installation and performance at the premises of the Purchaser.
- 3.15 Authorization Letter or Power of Attorney to sign the tender documents in favour of the signatory of the bidder concern in case the bidder is a entity other than a sole proprietorship concern.

4. Financial

Financial Bid as per forms provided in the relevant section to be submitted as mentioned in the NIQ.

4.0 Opening of Tender:

Tender will be opened on 29.05.13 at 15:00 hrs. at the office of the New Town Kolkata Development Authority, New Town Kolkata- 700156 in presence of the bidders / their authorized representatives, if any

5.0 Evaluation of Tender:-

- i) The purchaser will evaluate and compare the quotations determined to be satisfactorily responsive based on :-
 - a) the Bids are properly signed,
 - b) the bids which conform to the Laid Down terms and conditions as mentioned in the tender document,
 - c) the bids which are found technically suitable according to the technical specifications of the purchaser,
 - d) supporting documents submitted alongwith the bids as required in SI no. 3 above under heading "Documents to Accompany the Bids" are LEGIBLE.
- ii) The quotations would be evaluated separately for each item.

6.0 Delivery:

Free delivery of the consignment is to be made at the premises of the New Town Kolkata Development Authority, New Town Kolkata- 700156 within the stipulated date to be mentioned in the supply order and the same has to be tested /commissioned / installed immediately.

7.0 Amendment of Bid Document

At any time before the deadline for submission of bids, New Town Kolkata Development Authority for any reason, whether at its own initiative or in response to the clarifications requested by bidders may modify the bid document by amendment thereto.

All bidders who have purchased the bid document will be notified of the amendment, and such modification will be binding on them.

8.0 Language of Bid

The Bid prepared by the Bidder, as well as all correspondence and documents relating to the Bid exchanged by the Bidder and New Town Kolkata Development Authority shall be in English.

9.0 Bidder's Solution

The bidder shall submit only one option per category, which is best suitable to meet the specification mentioned under detailed in Section titled: Technical Specification. The bids submitted with more options shall be liable to be rejected. While working out a solution the bidder must quote products currently available in the market. The product quoted must be listed in the OEM's website.

10.0 Validity of Offer

The proposals shall remain valid for a period of 180 days after the last date for submission of the offer.

11.0 Warranty

All the computer components should have warranty for 3 years Comprehensive on-site.

12.0 Payment Terms: Full and final payment would be made after successful installation and commissioning hardware and softwares and also completion of the training as delineated at 14.0.

13.0 Taxes & Duties

The prices shall be inclusive of all taxes and levies including VAT and service tax. However, the rate of Taxes should be indicated separately in the Price Schedule.

14.0 Training: Supplier shall provide hands-on training to the Selected Staff of this Authority for Auto CAD Building Design Suite including **Revit Software** for a minimum period of 5(Five) days. Training shall be extensive & thorough covering the practical problems. During training, technical literature, exercise book etc. is to be provided free of cost. Training shall be provided at our place. However, detailed training program shall be finalized in consultation with this Authority. Training completion certificate will have to submit after completion of successful training.

15.0 Discrepancies in Bid

In case of discrepancies in bids, the following will be adopted to correct the arithmetical errors for the purpose of evaluation. In case of discrepancy between the original and copies of bid, the original bid will be considered correct.

Arithmetical errors will be rectified on the following basis. If there is a discrepancy between the unit price and the total price, which is obtained by multiplying the unit price and quantity, or between subtotals and the total price, the unit or sub total price shall prevail, and the total price shall be corrected.

16.0 Authorized Representatives

Any action required or permitted to be taken, and any document required or permitted to be executed, under this contract by the purchaser or the Bidder may be taken or executed by the officials authorized for the purpose.

17.0 Bid Due Date

Bid shall be received by the New Town Kolkata Development Authority at the address specified in the Notice Inviting Quotations (NIQ) not later than the date and time specified in the NIQ.

New Town Kolkata Development Authority may, as its discretion, on giving reasonable notice by fax, cable or any other written communication to all prospective bidders who have been issued the bid documents, extend the bid

due date, in which case all rights and obligations of the New Town Kolkata Development Authority and the bidders, previously subject to the bid due date, shall thereafter be subject to the new bid due date as extended.

18.0 Late Bid

Any bid received by the New Town Kolkata Development Authority after the bid due date and time prescribed in NIQ, is liable to be rejected. It would be the purchaser's sole decision to accept or reject a "Late Bid".

19.0 Opening of Bids by New Town Kolkata Development Authority

Bid shall be opened in the presence of Bidder's representatives (Maximum 2), who choose to attend. The Bidder's representatives who are present shall sign a register evidencing their attendance and produce necessary authorization.

The Bidder's names, Bid modifications or withdrawals, discounts and the presence or absence of relevant Bid security and such other details as the New Town Kolkata Development Authority officer at his/her discretion, may consider appropriate, shall be announced at the time of opening.

Immediately after the closing time, the New Town Kolkata Development Authority, contact person shall open the bid security.

20.0 New Town Kolkata Development Authority's Right to Reject any or All Bids

New Town Kolkata Development Authority reserves the right to reject any bid, and to annual the bidding process and reject all bids at any time prior to award of contract, without thereby incurring any liability to the affected Bidder(s) or any obligation to inform the affected Bidder(s) of the grounds for such decision.

Sd/-
Chief Executive Officer
New Town Kolkata Development Authority

Memo No. 1170 /1(6)/NKDA/Admn-02/2009 (Pt.II)

Dated, 8th May, 2013

Copy forwarded to kind information of

- 1) The Administrative Officer, New Town Kolkata Development Authority
- 2) The Finance Officer, New Town Kolkata Development Authority
- 4) PA to Chairman, New Town Kolkata Development Authority
- 5) Notice Board, New Town Kolkata Development Authority for displaying
- 6) Official website on New Town Kolkata Development Authority

Sd/-
Chief Executive Officer
New Town Kolkata Development Authority

Schedule of Work

Name of Work - Supply And Installation Of Different Software, Desktop Computer, Laptop And Printers at the Office Of New Town Kolkata Development Authority

Sl. No.	Items	Qty.	Unit Price	Total Price
1.	<p>Desktop</p> <p>Processors : Intel Core i5-3470, 3.4 GHz, 8 MB Cache</p> <p>Chipset : Intel® Q75 or above Express chipset on OEM Motherboard</p> <p>Form factor : Microtower</p> <p>Management features : Intel Standard Manageability</p> <p>Memory : 4GB 1600 MHz DDR3 SDRAM expandable to 32 GB in 4 DIMM Slot</p> <p>Internal drive bays : Two 3.5"</p> <p>External drive bays : One 3.5"; Two 5.25"</p> <p>Internal drive : 500 GB SATA (7200 rpm)</p> <p>Optical drive : SATA SuperMulti DVD writer</p> <p>Graphics : Integrated Intel HD Graphics</p> <p>Ports : 4 USB 3.0, 6 USB 2.0, 2 PS/2, 1 VGA, 1 DisplayPort, 1 serial, 1 audio in, 1 audio out, 1 RJ-45, 1 headphone, 1 microphone</p> <p>Expansion slots : 1 full-height PCI, 2 full-height PCIe x1, 1 full-height PCIe x16</p> <p>Audio : High Definition Audio with Realtek ALC221 codec (all ports are stereo)</p> <p>Network interface : Integrated 10/100/1000 Gigabit Network</p> <p>Power supply : 320W standard efficiency, active PFC</p> <p>Security management : Trusted Platform Module (TPM) 1.2, SATA port disablement (via BIOS), Serial, parallel, USB enable/disable (via BIOS), Power-On password (via BIOS), Setup password (via BIOS)</p> <p>Monitor : 18.5" TFT Monitor</p> <p>Operating system : Windows 7 Professional 64 (available through downgrade rights from Windows 8 Pro 64)</p> <p>Warranty : 3 yrs comprehensive standard warranty.</p>	5(Five)		
2.	<p>Laptop</p> <p>Processors : Intel® Core™ i5-3210M (2.50 GHz, 3 MB L3 cache, 2 cores)</p> <p>Chipset : Mobile Intel® HM76 Express</p> <p>Memory : 8 GB DDR3 1333 MHz SDRAM Expandable up to 16 GB in 2 DIMM Slot</p> <p>HDD : 750GB SATA HDD with 3D DriveGuard</p> <p>Optical Drive : DVD+/-RW SuperMulti DL</p> <p>Display : 15.6" diagonal LED-backlit HD anti-glare (1366 x 768)</p> <p>Graphics : Integrated: Intel® HD Graphics</p> <p>Ports : 2 USB 3.0, 2 USB 2.0, 1 HDMI, 1 stereo microphone in, 1 AC power, 1 RJ-45, 1 headphone/line-out, 1</p>	1(One)		

	<p>VGA</p> <p>Expansion slots : 1 Media Card Reader</p> <p>Audio : SRS Premium Sound PRO Integrated stereo speakers Function keys for volume mute, volume up, volume down, play, rewind, and fast-forward of video and audio files Stereo headphone/line out, Stereo microphone in</p> <p>Webcam : HD Webcam</p> <p>Keyboard : Full-sized, spill-resistant keyboard with numeric keypad</p> <p>Pointing device : Touchpad with gestures support, on/off button with LED indicator, two-way scroll, two pick buttons.</p> <p>Network interface :Realtek Ethernet (10/100/1000)</p> <p>Wireless :Integrated 802.11b/g/n and Bluetooth 4.0</p> <p>Battery type :6-cell (47 WHr) Li-Ion</p> <p>Operating system :Windows® 7 Professional 64</p> <p>Warranty :3 years warranty</p>			
3.	<p>A4 All-in-all Color MFP laser printer :-</p> <p>Functions : Print, copy, scan</p> <p>Print speed black : Up to 16 ppm</p> <p>Print speed color : Up to 4 ppm</p> <p>First page out (ready) : Black:As fast as 15.5 sec, Color:As fast as 27.5 sec</p> <p>Duty cycle (monthly, A4) : Up to 20,000 pages.) Recommended monthly page volume 250 to 950</p> <p>Print technology : Laser</p> <p>Print quality black:Up to 600 x 600 dpi</p> <p>Print quality color:Up to 600 x 600 dpi</p> <p>Display :2-line LCD (text)</p> <p>Processor speed :600 MHz</p> <p>ePrint capability :Yes</p> <p>Connectivity :Hi-Speed USB 2.0, 1 Fast Ethernet 10/100Base-TX, 1 Wireless 802.11b/g/n Network ready Standard(WiFi 802.11b/g/n, Ethernet)</p> <p>Memory :128 MB</p> <p>Paper handling input :150-sheet input tray, 35-sheet automatic document feeder</p> <p>Paper handling output :50-sheet output bin</p> <p>Media sizes supported :A4; A5; A6; B5 (ISO, JIS); 10 x 15 cm; postcards (JIS single and double); envelopes (DL, C5, B5); custom: 76 x 127 to 216 x 356 mm</p> <p>Media types :Paper (bond, brochure, colour, glossy, letterhead, photo, plain, preprinted, prepunched, recycled, rough), transparencies, labels, envelopes, cardstock</p> <p>Media weights, supported:60 to 176 g/m² (plain paper); up to 220 g/m² (glossy paper)</p> <p>Scanner type :Flatbed, ADF</p> <p>Scan file format :PDF, JPEG, TIFF, Bitmap, PNG</p> <p>Scan resolution, optical :Up to 1200 dpi</p> <p>Scan size (flatbed), maximum 216 x 297 mm</p> <p>Scan size (ADF), maximum 216 x</p>	1(One)		

	<p>356 mm</p> <p>Automatic document feeder capacity 35 sheets</p> <p>Copy speed (normal) Black:Up to 16 cpm,Color:Up to 4 cpm</p> <p>Copy resolution (black text)Up to 300 x 300 dpi</p> <p>Copy resolution (color text and graphics) Up to 300 x 300 dpi</p> <p>Copy reduce / enlarge settings 25 to 400%</p> <p>Copies, maximum Up to 99 copies</p> <p>Power Input voltage : 220 to 240 VAC (+/- 10%), 50 Hz (+/- 3 Hz)</p> <p>ENERGY STAR® qualified YES</p> <p>Warranty :3 years</p>			
4.	<p>A4 Mono laser printer :-</p> <p>Print speed black :Up to 18 ppm</p> <p>First page out (ready) : Black:As fast as 8.5 sec</p> <p>Print quality black :Up to 600 x 600 x 2 dpi (1200 dpi effective output)</p> <p>Duty cycle : Up to 5000 pages per Month Recommended monthly page volume 250 to 1500</p> <p>Print technology : Laser</p> <p>Processor speed : 266 MHz</p> <p>Print languages :Host-based printing</p> <p>Connectivity : 1 Hi-Speed USB 2.0</p> <p>Network ready : None</p> <p>Paper handling input : 150-sheet input tray</p> <p>Paper handling output : 100-sheet output bin</p> <p>Media sizes supported: A4; A5; A6; B5; postcards; envelopes (C5, DL, B5)</p> <p>Media sizes, custom : 150-sheet input tray: 147 x 211 to 216 x 356 mm</p> <p>Media types : Paper (laser, plain, photo, rough, vellum), envelopes, labels, cardstock, transparencies, postcards</p> <p>Supported media weight: 60 to 163 g/m²</p> <p>Energy efficiency : ENERGY STAR® qualified</p> <p>Warranty : 3 years</p>	2(Two)		
5.	Windows Pro 8 SNGL OLP NL Legalization GetGenuine	15(Fifteen)		
6.	MS Office Std 2013 SNGL OLP NL	15(Fifteen)		
7.	MS Office Professional Plus 2013 SNGL OLP NL	4(Four)		
8.	Windows Server Std 2012 or latest SNGL OLP NL 2Proc	1(One)		
9.	Windows Server CAL 2012 or latest SNGL OLP NL DvcCAL	5(Five)		
10.	Autodesk AutoCAD 2014 Commercial New SLM – Standalone License Management Media License with Commercial Subscription For 01 Year.	01(One)		

11.	Autodesk AutoCAD 2014 Commercial New SLM – Standalone License Management Additional Paper License with Commercial Subscription For 01 Year	04 (Four)		
12.	Revit Software - Autodesk Building Design Suite Premium 2013 or latest Commercial New SLM – Standalone License Management Media License Autodesk Building Design Suite Premium 2013 or latest Package includes the below mentioned Software's : AutoCAD Revit Architecture 2013 or latest AutoCAD Revit Structure 2013 or latest AutoCAD Revit MEP 2013 or latest AutoCAD 2013 or latest AutoCAD Architecture 2013 or latest AutoCAD MEP 2013 or latest AutoCAD Structure Detailing 2013 or latest Autodesk Showcase 2013 or latest Autodesk Sketchbook Designer 2013 or latest Autodesk 3ds Max Design 2013 or latest Autodesk Navisworks Simulate 2013 or latest Autodesk Building Design Suite Premium 2013 or latest Commercial Subscription For 1 Year	1(One)		
13.	Adobe Photoshop CS6	2(Two)		
14.	Adobe Dreamweaver CS6	2(Two)		
15.	Acrobat XI Pro	2(Two)		