

Memo No. 4433 /NKDA/Admn-02/2009 (Pt.III)

Dated: 27/07/2017

NOTICE INVITING TENDER

NIT NO: 20 / NKDA / Admn of 2017 (2nd)

Sealed tenders are invited for the following works from the reputed firms/agencies having sufficient experience and credentials for successful completion of supplying computer, printer in a Government Department.

| Brief description of work | Quantity & Specification | Important Dates | Time of Completion |
|---|------------------------------|---|--------------------|
| Supply and installation of High-end Desktop computer, Scanner, A3Color printer at the office of New Town Kolkata Development Authority. | As per schedule of work etc. | Last date of Bid Submission: 03-08-2017 upto 14-00 hrs. Date of opening of Bid: 03-08-2017 on 15-00 hrs. | 07 (seven) days. |

1.0 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 company or be a subsidiary of an company or a renowned company / Organization / firm authorized to sell specific/assorted hardware products.
- The bidder shall have valid Trade License, PAN, GST Registration 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.

2.0 Documents to Accompany the Bids

1. Bidders should note that non-compliance of the following instructions may render the tender 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 NIT No and name of work. The **sealed envelope** must contain the "**Techno-commercial**" and "**Financial**" bid in separate envelopes.

2. EMD (Bid Security)

Each bid must accompany an A/c. Payee Bank Draft of Rs. 5,000.00 (Rupees Five Thousand) only in favour of "**New Town Kolkata Development Authority**" payable at Kolkata issued by a nationalized / scheduled bank. The validity of the EMD instrument may have to be extended by the successful bidder till Final Acceptance of the project. The EMD will however be released along with the final payment made to the contractor.

3.0 Organizational Capability

1. The audited financial statement / audited annual report of the last three financial years.
2. Valid sales tax / VAT registration certificate.
3. Valid service tax registration certificate.
4. Details of project executed.

4.0 Techno-commercial

Document to be submitted:

1. No deviation to the technical specification is acceptable.
2. Original NIT document duly signed on all pages indicating acceptance of all term and conditions.
3. Copy of Valid "Certificate of Incorporation".
4. Copy of Valid "Trade License".
5. Copy of PAN/TAN.
6. Copy of Valid GST Registration number.
7. Copy of Income Tax Return / Trading A/c, Profit & Loss A/c and Balance Sheet / any other form of Final Accounts of the bidder for last 03 (three) year.
8. Copy of work order for supplying same or similar type of item(s) supplied during the last 3 (three) years along with satisfactory installation & performance certificate.
9. The Bidder is to confirm that the offered item shall be under WARRANTY FOR A PERIOD OF 03(THREE) YEAR from the date of satisfactory installation and performance at the premises of the Purchaser.

5.0 Evaluation of Tender:-

- i) The purchaser will evaluate and compare the tenders 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 and submitted document in the Techno-commercial.
 - d) Supporting documents submitted along with the bids as required are LEGIBLE.
- ii) The tenders 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 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.

8.0 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.

9.0 Validity of Offer

The proposals shall remain valid for a period of one year after the last date for submission of the offer. The price offers shall remain firm within the currency of contract and no escalation of price will be allowed. Purchase will be made all through the year on the basis of lowest rates quoted by the bidder.

10.0 Warranty

All the computer components should have warranty for 03 year Comprehensive on-site.

11.0 Payment Terms

Full and final payment would be made after successful installation and commissioning of the equipment. No advance payment will be made.

12.0 Taxes & Duties

The prices shall be exclusive of all taxes and levies.

13.0 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.

14.0 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.

15.0 Late Bid

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

16.0 Opening of Bids by New Town Kolkata Development Authority

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 for scrutiny.

17.0 Conditional tender will not be entertained and shall be deemed as 'informal'. In case of any conditional bids the Earnest Money will be forfeited.

18.0 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 annul 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.


Administrative Officer
New Town Kolkata Development Authority

Dated: 27/07/2017

Memo No. 4433 /1(4)/NKDA/Admn-02/2009 (Pt.III)

Copy forwarded to kind information of

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


Administrative Officer
New Town Kolkata Development Authority

P. Thakur

FINANCIAL BID

Name of Work - Supply and installation of High-end Desktop computer, Scanner, A3Color printer at the office of New Town Kolkata Development Authority.

| SI No | Items | Qty | Quoted Rate (In Figures) | Quoted Rate (In Words) |
|-------|--|--------|-----------------------------|---------------------------|
| 01. | <p><u>Desktop Computer :</u> Operating system : Windows 7 Professional 64 (available through downgrade rights from Windows 8.1 Pro) Processor : Intel® Core™ i7-4570T with Intel HD Graphics 4600 (2.9 GHz, 4 MB cache, 2 cores) Chipset : Intel® H81 Memory, standard : 4 GB DDR3-1600 UDIMM (1 x 4 GB) Hard drive description : 500 GB 7200 rpm SATA Optical Drive : SATA Super Multi DVD writer Graphics : Integrated Intel HD Graphics Warranty : 3 years comprehensive standard warranty. Monitor : 18.5" LED Expansion slots : 1 PCIe (x1) Network interface : Integrated 10/100/1000 GbE network connection Pointing device & Keyboard : Universal USB wired optical mouse & Universal USB wired Windows 8 keyboard Ports : 4 USB 2.0; 2 USB 3.0; 2 microphone in; 1 headphone; 1 audio line in; 1 audio line out; 1 VGA; 1 RJ-45 Power Supply : 180 W standard efficiency, active PFC Make: HP/Lenovo/DELL Warranty : 3 years</p> | 01 No | | |
| 02. | <p><u>Scanner</u> A4/Legal, 30 Sheets ADF, Desktop Sheetfed Type (ADF) Compact high Speed Duplex A4/Legal Scanner Scans upto 25ppm Colour / 50ipm B & W / Monochrome/ Colour Duty cycle approx 1500 pages / day Covert Scan image to Word, Excel, PPT"E Copy PDF Pro SW" Warranty Period: 01(one) year</p> | 01 No. | | |

| | | | | |
|-----|---|-----------|--|--|
| 03. | <p>Printer –Color (A3)</p> <p>Printing Print Method On-demand ink jet (piezoelectric) Nozzle Configuration 360 nozzles Black Print Direction Bi-directional printing, Uni-directional printing Maximum Resolution 1440 dpi x 720 dpi (with Variable-Sized Droplet Technology) Minimum Ink Droplet Volume 3pl</p> <p>Print Speed Max Black Draft Text*1 - Memo (A3)#1 Approx. 34 ppm (Draft) ISO Default - ISO 24724 Black*2 Approx. 15 ipm Double-sided Printing Yes (Manual) Collate (Yes/No) Yes</p> <p>Printer Interface USB Hi-Speed USB 2.0 Ethernet 100BASE-TX / 10BASE-T Mobile Printing N/A</p> <p>Paper Feed Method Friction feed Number of Paper Trays 1 Paper Hold Capacity Input Capacity 100 sheets, A3 Plain paper (75g/m2) Output Capacity 30 sheets, A3 Plain Paper (Default Text) Paper Size A3, A4, A5, A6, B5, 10x15cm(4x6"), 13x18cm(5x7"), 9x13cm(3½ x5"), Letter (8½ x11"), Legal (8½ x14"), Half Letter (5½x8½"), 13x20cm (5x8"), 20x25cm (8x10"), 16:9 wide size, 100x148mm, Envelopes: #10(41/8 x9½"), DL (110x220mm), C6 (114x162mm) Maximum Paper Size 8.5 x 44" Print Margin 3mm top, left, right, bottom Printer Software Operating System Compatibility Windows XP/XP Professional x64 Edition/Vista/7/8 Mac OS X 10.5.8 or later On-line Guide Yes Duplex printing. Warranty : 3 years Make: HP/ Canon/ Epson</p> | 01 No. | | |
|-----|---|-----------|--|--|

N.B. – The above quoted rate is inclusive of all taxes and duties as applicable.

Signature of Bidder with seal _____

Name _____

Business address _____

Tel. No. & Mobile No.: _____

Email: _____

Date:

Place:



Administrative Officer - I
New Town Kolkata Development Authority