



NEW TOWN KOLKATA DEVELOPMENT AUTHORITY

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

Memo No.1344/ NKDA/Admn-02/2009 (Pt.II)

Dated: 20th March, 2014

NOTICE INVITING QUOTATION NO.130F2013-14

Sealed tenders are invited for supply and installation of desktop computer, scanner and printers 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	Important Dates	Time of Completion
Supply and installation of desktop computer, scanner and printers at the office of New Town Kolkata Development Authority.	Last date of Bid Submission :27-03-2014 upto 14-00 hrs. Date of opening of Bid : 27-03-2014 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shall under no circumstances create any right, legal or otherwise in favour of the bidder in case the tender is closed, withdrawn or cancelled before issuance of purchase order nor shall the inviting authority be liable to explain the reason of such closure, withdrawal or cancellation of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. Quotations 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.



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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 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" and "Financial" bid in separate envelopes.

1. Organizational Capability

- 1.1 The audited financial statement / audited annual report of the last three financial years.
- 1.2 Valid sales tax / VAT registration certificate.
- 1.3 Valid service tax registration certificate.
- 1.4 Details of project executed.
- 1.5 Quality certification of the bidder (ISO 9001:2008) if any.
- 1.6 The bidder should be a registered firm under The Company Act of India.

2. Techno-commercial

- 2.1 Bid Letter Form duly filled in.
- 2.2 Clause by clause Compliance statement indicating model no and part number products offered. Printed leaflet from OEM or Website URL reference to be included.
- 2.3 Services offered shall be strictly as per requirements mentioned in this Bid document No deviation to the technical specification or service requirement is acceptable.
- 2.4 Details of Call logging / Helpdesk facility.
- 2.5 Original quotation document duly signed on all pages indicating acceptance of all term and condition.
- 2.6 Valid "Certificate of Incorporation".
- 2.7 Valid "Trade Licence".
- 2.8 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.
- 2.9 "Manufacturer's Authorization Letter" (if the quoted item is not manufactured by the Bidder itself).
- 2.10 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
- 2.11 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 .
- 2.12 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).
- 2.13 Bidder to confirm availability of Spare Parts as and when required.
- 2.14 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.
- 2.15 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.

3. Financial

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



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4.0 Opening of Tender:

Tender will be opened on 27.03.2014 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 Sl 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/DGS&D 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 of the items.

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 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.



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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.

15.0 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.

16.0 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.

17.0 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".

18.0 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.

19.0 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.

Chief Executive Officer
New Town Kolkata Development Authority

Memo No.1344/1(4)/NKDA/Admn-02/2009 (Pt.II)

Dated: 20th March, 2014

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



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Schedule of Work

Name of Work - SupplyAndInstallationOfDifferentSoftware,DesktopComputer,LaptopAndPrintersattheOfficeOfNewTownKolkataDevelopmentAuthority

Sl.No.	Description of items	Qty.	Unit Price	Total Price
01	Desktop CPU: Intel Core i5-3470, 3.2 GHz, 6 MB Cache or higher. Chipset: Intel Q77 or better. Bus Architecture: 4 PCI (PCI/ PCI Express) Memory: 4 GB 1600 MHz DDR3 RAM with 32 GB Expandability. Hard Disk Drive: 500 GB 7200 rpm or higher. Monitor : 47 cm or larger(18.5 inch or larger) TFT/LED Digital Colour Monitor Keyboard: 104 keys. Mouse : Optical with USB interface. Bays: 3 Nos. or above. Ports: 6 USB Ports including 2 USB 3.0 Ports (with at least 2 in front), audio ports for microphone and headphone in front. Cabinet : Mini Tower. DVD ROM Drive: 8X or better DVD ROM Drive. Networking facility : 10/100/1000 on board integrated Network Port with remote booting facility remote system installation, remote wake up Operating System : Windows 8 Professional preloaded. OS Certifications : Windows 8 OS and Linux certification. Power Management: Screen Blanking, Hard Disk and System Idle Mode in Power On, Set up password, Power supply SMPS Surge protected. Warranty : 3 years on site	01(One)		
02	A3 All in One AiO functions: Print, copy, scan, fax, Web AiO multitasking supported:Yes Duplex print options: Automatic (optional) Print speed: ISO speed: Up to 15 ppm black, Up to 8 ppm color; Maximum print speed: Up to 33 ppm black, Up to 29 First page out Black (ready): As fast as 15 sec; Color (ready): As fast as 19 sec Print resolution Black (best): Up to 600 x 1200 dpi; Color (best): Up to 4800 x 1200 optimized dpi color Print cartridges number 4 (1 each black, cyan, magenta, yellow) Borderless printing Yes (up to A3+/13 x 19-in) Scan type : Flatbed, ADF Scan resolution Hardware: Up to 1200 x 1200 dpi (Up to 600 x 600 dpi for B-Size); Optical: Up to 1200 dpi Scan technology Contact Image Sensor (CIS) Scan file format Scan File Type supported by Software: Bitmap (.bmp), JPEG (.jpg), PDF (.pdf), PNG (.png), Rich Text (.rtf), Searchable PDF (.pdf), Text (.txt), TIFF (.tif) Scan input modes Scan: SW driver (Win/Mac OS), front panel, TWAIN, WIA based utility; Copy: SW driver (Win/Mac OS), front panel, TWAIN, WIA based utility; Scanlets: scan to memory card, scan to e-mail, scanPC, scan to PDF Scan size maximum ADF: 8.5 x 14 in (216 x 356 mm); Flatbed: 11.69 x 17 in (297 x 432 mm)	01(One)		



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	Bit depth/Grayscale levels Bit Depth: 24-bit; Grayscale: 256			
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	<p>Copy speed ISO speeds: Up to 9 cpm black; Up to 6 cpm color; Maximum: Up to 33 cpm black; Up to 29 cpm color</p> <p>Copy resolution Black (text and graphics): Up to 600 x 1200 dpi; Color (text and graphics): Up to 4800 x 1200 optimized dpi color (when printing from a computer on selected HP photo papers and 1200 input dpi)</p> <p>Max number of copies :Up to 99 copies</p> <p>Copier resize :25 to 400%</p> <p>Copier settings Copies; Size; Quality; Lighter/Darker; Paper size; Resize; Paper Type; Two-sided; ID Copy,Collate; Margin shift; Enhancement; Crop; Copy preview</p> <p>Standard connectivity 1 USB (2.0); 1 Ethernet; 1 Wireless 802.11b/g/n; 1 USB host port; 2 RJ-11 fax</p> <p>Network capabilities Standard (built-in Ethernet, WiFi 802.11b/g/n)</p> <p>Recommended monthly page volume 200 to 800</p> <p>Dimensions W x D x H: 24.61 x 19.15 x 11.69 in (617 x 486.5 x 297 mm); Max: 24.61 x 26.42 x 11.69 in (625.2 x 671 x 297 mm)</p> <p>Weight :35.6 lb (16.2 kg)</p> <p>Warranty features Three-year limited hardware warranty, 24-hour, 7 days a week Web support; business hourphone support within warranty period Display:2.65" (6.70 cm) LCD with TouchSmart Frame</p> <p>Power Power supply type: External universal power supply Power supply required: Input voltage 100 to 240 VAC (+/- 10%), 50/60 Hz (+/- 3 Hz) Power consumption:8 27.7 watts (printing); 20.87 watts (copying); 4.57 watts (ready); 1.89watts (sleep); 0.31 watts (manual-off); 0.31 watts (auto-off)</p>			
03	<p>A4 Mono:</p> <p>Print Technology: Laser</p> <p>Print Speed :Black(normal, letter): Up to 26 ppm; Black (normal, A4): Up to 25 ppm</p> <p>First Page Out: As fast as 7 seconds from Ready mode (letter)</p> <p>Print Resolution: Black (best): Up to 600 x 600 x 2 dpi (1200 dpi effective output); Black (normal): Up to 600 x 600 dpi</p> <p>Print Technology Resolution: 600 dpi, HP FastRes 1200</p> <p>Standard Connectivity:Hi-Speed USB 2.0 port, 10/100 Ethernet</p> <p>Network Capabilities: Built-in 10/100 Ethernet networking</p> <p>Control Panel: 4 LED indicator lights (Go, Ready, Attention, Toner Low), 2 buttons (Go, Job cancel)</p> <p>Media Types: Paper (laser, plain, photo, rough, vellum), envelopes, labels, cardstock, transparencies, postcards</p> <p>Media Sizes Supported: Letter, legal, executive, postcards, envelopes</p> <p>Custom Media Sizes: 250-Sheet Input Tray: 5.8 x 8.27 to 8.5 x 14 in; Priority Feed Slot: 3 x 5 to 8.5 x 14 in</p> <p>Duplex Print Options: Automatic (standard)</p> <p>Processor:Type: Tensilica; Speed: 400 MHz</p> <p>Compatible Operating: Microsoft® Windows® 7 (32-bit/64-bit), Windows Vista® (32-bit/64-bit), Windows® XP (32-bit/64-bit), Windows® Server 2008 (32-bit/64-bit), Windows® Server 2003 (32-bit/64-bit), Mac OS X v 10.4, v 10.5, v 10.6, Linux SYSTEMS</p> <p>Power: Power Requirements: Input voltage 110 to 127 VAC (+/- 10%), 60 Hz (+/- 2 Hz), 7 amp Power Supply Type: Internal; Power Consumption 5: 440 watts active, 0.4 watts off, 1.6 watts (Auto-Off) pownsave, 2.2 watts standby</p> <p>Warranty: Three-year</p>	01 (One)		
04	APC UPS 700 VA	01(one)		