



# NEW TOWN KOLKATA DEVELOPMENT AUTHORITY

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

Memo No.7507/ NKDA/Admn-02/2009 (Pt.III)

Dated, the 30th December. 2015

## NOTICE INVITING QUOTATIONS

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	Important Dates	Time of Completion
Supply and installation of desktop computer, printer, etc. at the office of New Town Kolkata Development Authority.	As per schedule of work etc.	Last date of Bid Submission: 13-01-2016 upto 14-00 hrs.  Date of opening of Bid: 13-01-2016 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 Information Technology company or be a subsidiary of an Information Technology company or a renowned company / Organization / firm authorized to sell specific/assorted software products.
- 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.

### 2.0 Documents to Accompany the Bids

1. 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.

### 2. EMD (Bid Security)

Each bid in favour of "New Town Kolkata Development Authority" payable at Kolkata must accompany an **A/c. Payee Bank Draft of Rs.10,000.00 (Rupees Ten Thousand) only**. The instrument must be from a nationalized / scheduled bank and be payable at Kolkata. The validity of the EMD instrument will be for 6 months and 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

Clause by clause Compliance statement indicating model no and part number products offered. Printed leaflet from OEM or Website URL reference to be included.

1. No deviation to the technical specification is acceptable.
2. Original quotation document duly signed on all pages indicating acceptance of all term and condition.
3. Valid "Certificate of Incorporation".
4. Valid "Trade Licence".
5. 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.
6. 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

7. Bidder to submit list of Purchaser(s) to whom same or similar type of item has/have been supplied during the last 3 (three) years along with satisfactory installation & performance certificate
8. Bidder to confirm availability of Spare Parts as and when required.
9. 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.
10. 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.

#### **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 along with the bids as required 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 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 3 years Comprehensive on-site.

**11.0 Payment Terms:** Full and final payment would be made after successful installation and commissioning of the equipment.

#### **12.0 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.

#### **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 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.

**16.0 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".

**17.0 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.

**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.

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.

Administrative Officer  
New Town Kolkata Development Authority

Memo No.7507/1(4)/NKDA/Admn-02/2009 (Pt.III)  
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Dated, the 30th December, 2015

- 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

## Schedule of Work

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

SI No	Items	Qty	Unit Rate	Total Price
1	<p><b><u>Desktop Computer :</u></b></p> <p><b>Operating system</b> : Windows 7 Professional 64 (available through downgrade rights from Windows 8.1 Pro)</p> <p><b>Processor</b> : Intel® Core™ i5-4570T with Intel HD Graphics 4600 (2.9 GHz, 4 MB cache, 2 cores)</p> <p><b>Chipset</b> : Intel® H81</p> <p><b>Memory, standard</b> : 4 GB DDR3-1600 UDIMM (1 x 4 GB)</p> <p><b>Hard drive description</b> : 500 GB 7200 rpm SATA</p> <p><b>Optical Drive</b> : SATA Super Multi DVD writer</p> <p><b>Graphics</b> : Integrated Intel HD Graphics</p> <p><b>Warranty</b> : 3 years comprehensive standard warranty.</p> <p><b>Monitor</b> : 18.5" LED</p> <p><b>Expansion slots</b> : 1 PCIe (x1)</p> <p><b>Network interface</b> : Integrated 10/100/1000 GbE network connection</p> <p><b>Pointing device &amp; Keyboard</b> : Universal USB wired optical mouse &amp; Universal USB wired Windows 8 keyboard</p> <p><b>Ports</b> : 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</p> <p><b>Power Supply</b> : 180 W standard efficiency, active PFC</p> <p><b>Make: HP/Lenovo/DLL</b></p>	06 Nos.		
2	<p><b><u>LaserJet Printer –Black</u></b></p> <p><b>Print quality black (best):</b> Up to 1200 x 1200 dpi</p> <p><b>Duty cycle (monthly, A4):</b> Up to 15,000 pages</p> <p><b>Print technology:</b> Laser</p> <p><b>Display:</b> 196 x 34 pixel graphic LCD</p> <p><b>Processor speed:</b> 750 MHz</p> <p><b>Number of print cartridges:</b> 1 (black)</p> <p><b>Replacement cartridges:</b> HP 88A Black Original LaserJet Toner Cartridge (~1500 pages yield) CC388A</p> <p><b>Print languages:</b> PCL 5c, PCL 6, PS, PCLm, PDF</p> <p><b>Memory, standard:</b> 128 MB</p> <p><b>Memory, maximum:</b> 128 MB</p> <p><b>Paper handling input, standard:</b> 250-sheet input tray, 10-sheet priority tray</p> <p><b>Paper handling output, standard:</b> 150-sheet output tray</p> <p><b>Duplex printing:</b> Automatic (standard)</p> <p><b>HP ePrint capability:</b> Yes</p> <p><b>Connectivity, standard:</b> 1 Hi-Speed USB 2.0; 1 Ethernet 10/100</p> <p><b>Minimum dimensions (W x D x H):</b> 384 x 280.7 x 250.9 mm</p> <p><b>Weight:</b> 6.6 kg</p> <p><b>Warranty:</b> 1 Year Next Business Day Exchange Support</p> <p><b>Make: HP/Cannon</b></p>	05 Nos.		
4	<p><b><u>UPS 700VA Make: APC/ Microtek</u></b></p>	06 Nos.		