



# NEW TOWN KOLKATA DEVELOPMENT AUTHORITY

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

Memo No. 2338/NKDA/Admn-02/2009 (Pt.III)

Dated: 17/05/2018

## NOTICE INVITING QUOTATION

N.I.Q No.: 14/ NKDA / Admn of 2018

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	Time of Completion
Supply and installation of Desktop computer, Photo Copies Machine, Printer – Colour (A4 All-in-One) Mono Laser Printer, UPS, etc. office of New Town Kolkata Development Authority.	As per schedule of work etc.	15 (fifteen) days.

### 1.0 Important Dates

Last date of Bid Submission : 04- 06- 2018 up to 14-00 hrs.  
Date of opening of Bid : 04- 06- 2018 on 15-00 hrs.

### 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 company / Organization / firm authorized to sell hardware products.
- The bidder shall have valid Trade License, PAN, GST Registration.
- Experience in Desktop computer, printer or similar product in Govt. / Govt. undertaking.
- The local presence of the bidder in Kolkata is mandatory.

### 3.0 Documents to Accompany the Bids

1. The **sealed envelope** shall be submitted in tender box in the New Town Kolkata Development Authority 03 MAR, New Town, Kolkata-700156 which must include “**Technical Bid**” and “**Financial Bid**” bid in separate envelopes in a big outer sealed cover super scribed “**Supply and installation of Desktop computer, Photo Copies Machine, Printer – Colour (A4 All-in-One) Mono Laser Printer, UPS, etc. office of New Town Kolkata Development Authority.**”

#### 2. EMD (Bid Security)

Each bid must accompany an A/c. Payee Bank Draft of Rs. 10,000.00 (Rupees Ten 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.

#### 4.0 Techno-commercial

Document to be submitted:

1. No deviation to the technical specification is acceptable.
2. Original NIQ 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.
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 with following documents:

- a) Bill in triplicate.
- b) Original copy of challan.
- c) Installation report.
- d) 3 Yrs. Warranty certificate.

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 may be forfeited.

### 18.0 New Town Kolkata Development Authority's Right to Reject any or All Bids at any point of time.

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 - I**

 New Town Kolkata Development Authority

**Dated: 17/05/2018**

**Memo No. 2338/1(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 - I**  
New Town Kolkata Development Authority

## Schedule of Work

**Name of Work - Supply and installation of Desktop computer, Photo Copies Machine, Printer – Colour (A4 All-in-One) Mono Laser Printer, UPS, etc. at the office of New Town Kolkata Development Authority.**

SI No	Items	Qty	Unit Rate	Total Price
01.	<p><b><u>Desktop Computer :</u></b>  <b>Operating system</b> : Windows 7 Professional 64 (available through downgrade rights from Windows 8.1 Pro)  <b>Processor</b> : Intel® Core™ i5-4570T with Intel HD Graphics 4600 (2.9 GHz, 4 MB cache, 2 cores)  <b>Chipset</b> : Intel® H81  <b>Memory, standard</b> : 4 GB DDR3-1600 UDIMM (1 x 4 GB)  <b>Hard drive description</b> : 500 GB 7200 rpm SATA  <b>Optical Drive</b> : SATA Super Multi DVD writer  <b>Graphics</b> : Integrated Intel HD Graphics  <b>Warranty</b> : 3 years comprehensive standard warranty.  <b>Monitor</b> : 18.5" LED  <b>Expansion slots</b> : 1 PCIe (x1)  <b>Network interface</b> : Integrated 10/100/1000 GbE network connection  <b>Pointing device &amp; Keyboard</b> : Universal USB wired optical mouse &amp; Universal USB wired Windows 8 keyboard  <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  <b>Power Supply</b> : 180 W standard efficiency, active PFC  <b>Make: HP/Lenovo/DELL</b>  <b>Warranty</b> : 3 years</p>	04 No.		
02.	<p><b><u>A4 Mono laser printer :-</u></b>  <b>Print speed black</b> : Up to 18 ppm  <b>First page out (ready)</b> : Black: As fast as 8.5 sec  <b>Print quality black</b> : Up to 600 x 600 x 2 dpi (1200 dpi effective output)  <b>Duty cycle</b> : Up to 5000 pages per Month                      Recommended monthly page volume 250 to 1500  <b>Print technology</b> : Laser  <b>Processor speed</b> : 266 MHz  <b>Print languages</b> : Host-based printing  <b>Connectivity</b> : 1 Hi-Speed USB 2.0, 1 Ethernet  <b>Network ready</b> : Yes  <b>Paper handling input</b> : 150-sheet input tray  <b>Paper handling output</b> : 100-sheet output bin  <b>Media sizes supported</b> : A4; A5; A6; B5; postcards; envelopes (C5, DL, B5)  <b>Media sizes, custom</b> : 150-sheet input tray: 147 x 211 to 216 x 356 mm  <b>Media types</b> : Paper (laser, plain, photo, rough, vellum), envelopes, labels, cardstock, transparencies, postcards  <b>Supported media weight</b> : 60 to 163 g/m<sup>2</sup>  <b>Energy efficiency</b> : ENERGY STAR® qualified  <b>Warranty</b> : 3 years  <b>Make: HP/ Canon/ Epson</b></p>	03 Nos.		
03.	<p><b><u>Printer –Color (A4 All-in-One)</u></b>  <b>Printing</b>                      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  <b>Print Speed</b></p>	01 No.		

	<p>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  <b>Printer Interface</b>  USB Hi-Speed USB 2.0  Ethernet 100BASE-TX / 10BASE-T  Mobile Printing N/A  <b>Paper Feed Method Friction feed</b>  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.  Duplex Scanning : Single pass 2-sided scan only  Warranty : 3 years  <b>Make: HP/ Canon/ Epson</b></p>			
04.	<p><b><u>Photo Copies Machine</u></b></p> <p><b>Machine type :</b> A3 Laser Multifunctional (Reader/Printer standard)  <b>Core functions</b>  Print, Copy, Colour Scan (standard Network and USB), and Wireless LAN connectivity  <b>Processor Speed</b>  400 MHZ  <b>Control Panel</b>  3.5" touch-panel with backlight support  <b>Interface Connection</b>  100Base-TX/10Base-T, 1 x USB Device (Rear), and Wireless LAN connectivity  <b>Network protocols</b>  TCP/IP, RARP/BOOTP *IPv4/IPv6 (Print) support  <b>Paper Input (Standard)</b>  1 x 250-sheet (80 gsm) cassette, 80-sheet (80 gsm) multi-purpose tray  <b>Paper Input (Option)</b>  Additional 1 x 250-sheet cassette (80 gsm) (with optional Cassette Feeding Module-AD1)  <b>Maximum Paper Input Capacity</b>  580 sheets (80 gsm)  <b>Paper output capacity</b>  50 sheets (80 gsm)  <b>Finishing capabilities</b>  Standard: Collate  <b>Supported media types</b>  Cassette(s):  Plain paper, Recycled paper, Colour paper and Pre-punched paper  Multi-purpose tray:   <b>Supported media sizes</b>  Cassette(s):  Standard size: A3, A4, A5, B4, B5, Legal, Letter, Ledger, Executive, Statement  Multi-purpose tray:  Standard size: A3, A4, A5, B4, B5, Legal, Letter, Ledger, Executive, Statement,  Envelopes (No.10 (COM10), Monarch, ISO-C5, DL), Custom size: 148 mm x 95 mm to 431.8 mm x 297 mm  <b>Supported media weights</b></p>	01 No.		

	<p>Cassettes : 64 to 90 gsm  Multi-purpose tray: 64 to 128 gsm  Duplex: 64 to 90 gsm (when Duplex Unit-C1 is installed)  <b>Printing method</b>  BW Laser Beam Printing  <b>Print Speed</b>  22ppm (A4) , 11ppm (A3)  <b>Print Resolution</b>  600 dpi x 600 dpi  <b>Page description languages</b>  UFR II Lite  <b>Double Sided Printing</b>  Automatic (requires optional Duplex Unit-C1)  <b>Copy Speed</b>  22 ppm (A4 Single-sided, 600 x 600 dpi), 11 ppm (A3 Single-sided, 600 x 600 dpi)  <b>First-Copy-Out Time</b>  7.4 seconds  <b>Copy resolution</b>  Reading: 600 dpi x 600 dpi  Printing: 600 dpi x 600 dpi  <b>Multiple Copies</b>  Up to 99 copies  <b>Magnification</b>  25-400% in 1% increments  <b>Preset Reductions</b>  25%, 50%, 70%, 100%, 141%, 200%, 400%  <b>Make: Canon / Xerox</b>  Warranty - 03 Years</p>			
05	<p><b>UPS 700VA</b>  <b>Make: APC/ Microtek</b>  Warranty : 3 years</p>	04 Nos.		

  
**Administrative Officer - I**  
New Town Kolkata Development Authority