GOVERNMENT OF WEST BENGAL
OFFICE OF THE SUB-DIVISIONAL OFFICER
MANBAZAR SUB-DIVISION

MEMO NO: 334/SDO/MNB

Date: 17-03-2020

NOTICE INVITING TENDER NO-01/2019-2020

1.(a) Sealed tenders are invited from the bona fide and reputed agencies, having Capacity and expertise to supply & installation of Desktop, Printer & other computer peripherals at the office of the undersigned.

1.(b) The interested eligible bidders may purchase bid document on cash payment of Rs. 200/- (Rs. Two Hundred only) in the Nazarath Section of this office from 17-03-2020 to 23-03-2020 from 11.00 a.m. to 3.00 p.m. excluding prescribed government holidays.

2. SCHEDULE OF DATES:

a) Date and time of issue of tender documents - From 17-03-2020 to 23-03-2020 from 11.00 a.m. to 3.00 p.m., excluding prescribed Government holidays.

b) Last date and time of receiving tender document – 23-03-2020 upto 03.00 p.m.

c) Date and time of opening of Tender- 23/03/2020 at 04.00 p.m.;

d) Place of opening of tender: Office chamber of the Sub-Divisional Officer, Manbazar.

e) Validity of tender: 07 (seven) days;
GENERAL GUIDELINES FOR ITEMS TO BE SUPPLIED & INSTALLED

3. (i) The quantity & specification of the Printer & others to be supplied is given below and should be supplied within 07 (Seven) days of receipt of supply order.

<table>
<thead>
<tr>
<th>SL. NO</th>
<th>NAME OF THE ARTICLES TO BE SUPPLIED</th>
<th>NAME OF ITEM AND SPECIFICATION</th>
<th>QUANTITY</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>Printer</td>
<td>HP Laserjet Pro M427 fdw.</td>
<td>1</td>
</tr>
<tr>
<td>3.</td>
<td>Desktop Computer</td>
<td>8th Gen Intel Core i7-8700 with Intel UHD Graphics 630, Intel Q 370, Windows 10 Pro 64, 2TB 7200 rpm SATA, 8 GB DDR4-2665 SDRAM (1x8 GB), 4 DIMM, HDD, DVD Writer, 22” Monitor, 1 slim ODD, One 3.5” HDD, AMD Radeon R7 430 Graphics.</td>
<td>1</td>
</tr>
<tr>
<td>4.</td>
<td>Desktop Computer</td>
<td>8th Gen Intel Core i5-8500 Intel with UHD Graphics 630, Intel Q370, Windows 10 Pro 64, 2TB 700 rpm SATA, 8GB DDR-2666 SDRAM (1x8 GB), 4 DIMM, HDD, DVD Writer, 22” Monitor, 1 slim ODD, One 3.5” HDD, AMD Radeon 430 Graphics.</td>
<td>3</td>
</tr>
</tbody>
</table>

(ii) Utmost importance should be given to the specifications of items to be supplied. It should be strictly as per specifications as mentioned above.

(iii) Item of substandard quality will be rejected outright and the undersigned has the right either to cancel the supply order or invoke penalty as mentioned at clause 5 of this tender notice and/or ask the bidder to effect fresh supply of good quality of items within a specified date as mentioned by him.

(iv) The bidder must not have been blacklisted by any Government Department/Autonomous Body or PSU Bodies under the Central/State Govt. at any time. A declaration to that effect has to be submitted. If any false certificate is produced, the bid submitted will be cancelled.

4. EARNEST MONEY DEPOSIT (EMD) & SECURITY DEPOSIT (SD):
Earnest Money of Rs. 1,400/- (Rupees one thousand four hundred only) in the form of DD/Banker’s Cheque in favour of ‘Sub-Divisional Officer, Manbazar Sub-Division’, payable at Manbazar, must be submitted with the tender paper. Tenders without EMD will be rejected. EMD of unsuccessful bidders shall be refunded within 15 days after the successful bidder is given the work order. The EMD of the successful bidder would be automatically converted into the Security Deposit (S.D) and can be forfeited if he deviates with any of the terms and conditions of the tender. The decision of the undersigned would be binding on the supplier in this regard. The S.D. would be refunded to the successful supplier after 6 months of successfully execution of supply order.
5. **PENALTY CLAUSE FOR NON-COMPLIANCE OF CONTRACT:**

Non-compliance of any of the terms and conditions of the supply by the successful bidder shall result in invoking any or all of the following penalty clauses at the discretion of the undersigned:

a) Cancellation of the acceptance of tender as a whole or in part.
b) Cancellation of the particular supply order.
c) Black listing the agency.

**GENERAL TERMS AND CONDITIONS OF TENDER**

6. **PROCEDURE AND TIME FOR SUBMISSION OF TENDER DOCUMENTS:**

a) The sealed envelope containing the bid should be superscripted as “Tender for supply of Printer & other computer peripherals at Sub-Divisional Officer, Manbazar Sub-Division” addressed to the Sub-Divisional Officer, Manbazar Sub-Division, Patharmohora, P.O. Manbazao, PIN-723131, must reach not later than 03.00 p.m. on 23/03/2020.

b) After expiry of the scheduled date & time, no tender will be accepted in any circumstances.

c) Rates of item should be quoted both in figures & words. Rates should be quoted in Indian whole Rupee without any paisa.

d) Rates should be quoted in the *Price Bid Format* as prescribed in the Tender Document.

e) Prices once quoted shall be firm and final and no upward revision shall be allowed. There shall be no overwriting in the price amount. Any correction in the price amount shall be authenticated by the bidder.

f) Prices shall be inclusive of all taxes, duties, levies, transportation, freight and delivery charges etc.

g) The Tender Documents must be submitted in the prescribed tender form procured from the office of the undersigned.

h) The bid should not be conditional and inconsistent with the terms and conditions of the Tender Notice. Conditional bid shall not be considered and would be rejected.

i) Submission of the tender on the basis of the tender notice will bind the bidder for acceptances of all conditions stipulated in the tender notice.

j) The tenderer reserves the right to amend or withdraw any of the terms and conditions contained in the tender documents or to accept or reject any or all the tenders without assigning any reason whatsoever and the decision of the undersigned in this regard shall be final and binding on all.
7. **SEALING OF BID:**

(i) Sealed bid documents in prescribed form and complete in all respect in accordance with the terms & conditions of the tender along with the supporting documents/ attachments are to be sealed and marked in favour of Sub-Divisional Officer, Manbazar.

(ii) All the annexures in the tender form should be legible and filled in clearly.

8. **EVALUATION OF BID:**

Bids will be opened at scheduled time and date in the presence of the authorized representatives of the bidders who wish to be present. After evaluation of the bids received, the tenderer would award the supply order to the lowest bidder, whose bid is technically acceptable and meets the eligibility requirement. In case of “tie”, the decision of the tenderer would be final and binding. The purchaser does not bind itself to accept the lowest bid or assign any reason of non-acceptance

9. **AWARD OF CONTRACT:**

The undersigned will award the contract to the bidder whose bid has been determined to be substantially technically responsive and who has offered the lowest evaluated bid price. In case of “tie”, the decision of the tenderer would be final and binding.

10. **TERMS OF PAYMENT:**

(i) The payment shall be made to the agency on production of successful installation and stock entry certificates. In case, the materials are not provided up to the satisfaction of the authorities, suitable deduction will be made from the payment of the supplier at the discretion of Sub-Divisional Officer, Manbazar whose decision shall be final and binding on the supplier. The payment will be made by the Nazarath Deputy Collector (N.D.C), Manbazar Sub-Division through ECS (Electronic Clearing System) after due verification and passing of the bills by the competent authority. Penalty, if imposed, will be deducted from the Bill(s).

(ii) **No advance payment in any case will be made.**

(iii) **Price escalation:** The supply shall not attract any clause towards escalation of price.
Memo No.: 334/1(6) /SDO/MNB

Date: 17-03-2020

Copy for information with a request to display this notice on the Office Notice Board is forwarded to:

1. The District Magistrate, Purulia
2. The SDO, Raghunathpur/ Jhalda Sub-Division
3. The Block Development Officer, Manbazar-I/Manbazar-II/Puncha/Barabazar & Bandwan Development Bloc.
4. The DIO, NIC, Purulia with a request to kindly upload the tender documents in the District Administration Website (Purulia.gov.in).
5. The Nazarath Clerk & Store Keeper, Sub-Divisional Office, Manbazar with a request to take effective measures for smooth completion of the NIT process.
6. Office Notice Board.

Sub-Divisional Officer
Manbazar Sub-Division
FORMS AND FORMATS

ANNEXURE - I

ORGANISATIONAL CAPABILITY

1. Name of Tendering Company/Firm/Agency: ..........................................................
   (Attach certificate of registration of Trade License)

2. Nature of the concern: ..............................................................
   (i.e. Sole proprietor or partnership firm or a company under Company Act, 1956)

3. Full Address of Registered Office of the firm: ..................................................
   (i) Telephone/Mobile No.:
   (ii) FAX No.:
   (iii) E-Mail Address:

4. Full address of Operating/Branch Office of the firm (if any): ..........................
   (i) Telephone/Mobile No.:
   (ii) FAX No.:
   (iii) E-Mail Address:

5. Valid GSTIN Registration Certificate ...........................................
   (Attach attested Copy)

6. Valid Trade License ..............................................................
   (Attach attested Copy)

7. PAN/GIR No. of the firm: ..........................................................
   (Attach attested Copy)

8. Photocopy of income tax returns for last two financial years: ....................... 
   (Attach attested Copy)

9. Photocopy of Bank Account of bidder: ............................................
   (Attach attested Copy)

Signature & Seal of bidder
ANNEXURE - II

UNDERTAKING

1. I, ____________________________
   Son/Daughter/Wife of Shri ____________________________,
   Proprietor/Director/Authorised Signatory of the Agency/Firm, mentioned above, is competent to sign this declaration and execute this tender document;

2. I have carefully read and understood all the terms and conditions of the tender and undertake to abide by them;

3. The information/documents furnished along with the above application are true and authentic to the best of my knowledge and belief. I/we, am/are well aware of the fact that furnishing of any false information/fabricated document would lead to rejection of my tender at any stage besides liabilities towards prosecution under appropriate law.

Dated:

Place:

Signature & Seal of bidder
ANNEXURE-III

COVERING LETTER FOR PRICE BID

Date:

To
The Sub-Divisional Officer,
Manbazar Sub-Division,
Patharmohora, P.O. Manbazar,
Dist - Purulia
PIN - 723131.

Sub: Tender for the Supply of 04(four) Desktop Computers & Printers at the Office of the Sub-Divisional Officer, Manbazar, P.O. Manbazar, Dist – Purulia, PIN - 723131.

Sir,

With respect to the above mentioned subject please find our price bid offer.

Our price bid is kept valid for a period of 07 (seven days) from the date of bid opening.

We do accept all the terms and conditions of the tender document, as detailed in Section-III of NIT.

If at any point of time we deviate from the tender terms and conditions, Sub Divisional Officer, Manbazar has the right to impose penalties on us without giving any clarification to us.

Thanking you,

Yours faithfully,

Signature & Seal of bidder
ANNEXURE -IV
PRICE BID FORMAT

<table>
<thead>
<tr>
<th>Sl. No.</th>
<th>Description</th>
<th>Rate per unit (in figures) (All Inclusive)</th>
<th>Rate per unit (in words) (All Inclusive)</th>
<th>Quantity</th>
<th>Total Amount for 01(one) Printer (All Inclusive)</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>Printer (HP Laserjet Pro M427 fdw.)</td>
<td></td>
<td></td>
<td>1</td>
<td></td>
</tr>
<tr>
<td>2.</td>
<td>Application SW (Package) Single users (Microsoft Office 2019-H Plus Business (Original)</td>
<td></td>
<td></td>
<td>1</td>
<td></td>
</tr>
<tr>
<td>3.</td>
<td>Desktop Computer</td>
<td></td>
<td></td>
<td>1</td>
<td></td>
</tr>
<tr>
<td>4.</td>
<td>Desktop Computer</td>
<td></td>
<td></td>
<td>3</td>
<td></td>
</tr>
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</table>

Signature & Seal of bidder