

**GOVERNMENT OF WEST BENGAL
OFFICE OF THE BLOCK DEVELOPMENT OFFICER
GOSABA DEVELOPMENT BLOCK
VILL+PO-ARAMPUR, PS-GOSABA, PIN-743370**

E-Tender Notice

BID DOCUMENT

For

**Supply, Delivery, Installation & Demonstration of
Desktop Computers, UPS, Printer with Scanner, Digital
Camera & Photocopier(Xerox Machine)**

at

**different Sanghas under Gosaba Dev. Block under
Special Convergence Programme.**

**Tender Fee: Rs 1500/-[Rupees One Thousand Five
Hundred Only]**

NIT No:2406/BDO/GSB/E-Tender-Comp. Dated 31/10/2017

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SECTION: I **INSTRUCTION TO BIDDER (IB)**

IB.1.

For and on behalf of Gosaba Development Block, the Block Development officer invites **ITEM RATE** e-tenders for **Supply, Delivery, Installation & demonstration of Desktop Computers, UPS, Printer with Scanner, Digital Camera & Photocopier(Xerox Machine)** at different Sanghas under Gosaba Development Block as per detail "Scope of Work" and other terms and conditions furnished in the different clauses of the bid document.

IB.2. Eligibility Criteria and Technical Criteria:

A. Eligibility Criteria

1. The Bidder must comply with the "Mandatory Condition" as mentioned in **Annexure I.**
2. The Bidder should give a Self Declaration Certificate for acceptance of all terms & conditions of tender documents. A duly completed certificate to this effect is to be submitted as per **Annexure II.**
3. The bidder shall have experience in Supply, Delivery, Installation & demonstration of **Desktop Computers, UPS, Printer with Scanner, Digital Camera & Photocopier(Xerox Machine)** in the last three years.
4. The Annual Turnover should be at least **Rs. 10 lacs during each of the previous three financial years (2014-15 to 2016-17)**. Copies of duly signed balance sheet / trading account / profit & loss accounts & last three years IT return along with supporting document are to be submitted as per the **Annexure-III.**
5. This invitation for bidders is open to all Indian firms engaged in original equipment manufacturers (OEMs) or their authorized dealers / distributors having facilities and capabilities for comprehensive maintenance of tendered goods having adequate experience.
6. The firm should be neither blacklisted, banned, debarred from participation in any Govt. organization across India in last three years nor any criminal case registered/pending against the firm or its owner/partners anywhere in India. A duly completed certificate to this effect is to be submitted as per **Annexure IV.**
7. The bidder should have successfully executed Commercial Purchase Orders for a minimum supply of average 15 Nos. of Personal computers per annum to any Central/State/UT/PSU's during the period 2014-15, 2015-16 & 2016-17. The firm should attach list of Purchase Orders/payment certificate/credentials where the work had been executed in the last 3 years. The details of the same along with supporting document are to be submitted as per **Annexure V.**
8. **The Bidder should have a technical office setup throughout West Bengal. The bidder shall have facilities and capabilities to provide complete maintenance support during the warranty period.**
9. Intending Bidders desirous of participating in the tender are to log on to the website **http://wbtenders.gov.in.**
10. Bidders willing to take part in the process of **e-tendering** are required to obtain **Digital Signature Certificate (DSC)** in the name of person who will sign the tender, from any authorized Certifying Authority (CA) under CCA, Govt of India (viz. nCode Solution, Safescrypt, e-Mudhra). DSC is given as a USB eToken. After obtaining the Class 2 or Class 3 Digital Signature Certificate (DSC) from the approved Certifying Authority they

are required to register the fact of possessing the Digital Signature Certificates through the registration system available in the website.

11. Intending bidders are to download the tender documents from the website stated above, directly with the help of the **e-Token** provided. *This is the only mode of collection of tender documents. Details of submission procedure are given in "Instructions to Bidders".*

B. Technical Criteria

Bidders should comply the specification of the tendered item in all respect, No deviations are acceptable. The detailed format is attached at **Annexure-IX**. The bidder is to complete the same in all respect and submit accordingly.

IB.3. Responsibility of Bidders:

1. It shall be the sole responsibility of Bidders to determine and to satisfy themselves by such means as they consider necessary or desirable for all matters pertaining to this contract including, in particular, all factors that may affect the cost, duration and execution of the work.
2. It must be understood and agreed that such factors have properly been investigated and considered while submitting the bid. Any claim, whatsoever, including those for financial adjustments to the contract, once awarded under these documents will not be entertained by Block Development Officer, Gosaba Dev. Block. Neither any change in time schedule of the contract nor any financial adjustments, arising thereof, shall be permitted by Block Development Officer, Gosaba Dev. Block, which are based on the lack of such clear information of its effect.
3. Block Development Officer, Gosaba Dev. Block will not assume any responsibility regarding information gathered, interpretations or conclusions made by the bidder or regarding information, interpretation or deductions the bidder may derive from the data furnished by Block Development Officer, Gosaba Dev. Block. Verbal agreement or conversation with any officer, employee of Gosaba Dev. Block either before or after the execution of the contracts, shall not affect or modify any of the terms or obligations contained in the contract.
4. The bid shall include all the information as per bid document. The bidder is expected to examine carefully all instruction, conditions, forms, schedules, terms, Annexure, specifications etc. in the bidding documents. Failure to comply with the requirement of bid submission will be at the bidders own risk. Bids, which are determined to be not substantially responsive to the requirements of the bidding documents, will be rejected.
5. The bidder shall bear all the costs associated with the preparation and submission of bid and Block Development Officer, Gosaba Dev. Block in no case shall be responsible or liable for these costs, regardless of the conduct or outcome of the bidding process.
6. In order to avoid any problem arising out of network error or server error, bidders are advised to submit the bid, well in advance of the last date and time of submission of the bid.

IB.4. Formation of cartel & penal Measures:

Any evidence of unfair trade practices, including overcharging, price fixing, cartelization etc. as defined in various statutes, will automatically disqualify the parties. Repeated occurrence of such evidence of above, tenderers may also be viewed seriously by the authority and penal measures as deemed fit would be imposed on such tenderers.

IB.5. Key Dates:

Schedule of Dates for e-Tendering:

Sl. No.	Activity	Date & Time
1.	Publishing Date	31.10.2017 at 17.45 Hrs
2.	Document Download start date	01.11.2017 at 10.00 Hrs
3.	Date of Pre-bid Discussion	NA
4.	Bid submission start date	01.11.2017 at 10.00 Hrs
5.	Bid submission end date	14.11.2017 at 11.00 Hrs
6.	Last date of physical submission of Tender Fee and EMD	15.11.2017 at 11.00 Hrs
7.	Technical Bid opening date	16.11.2017 at 11.30 Hrs
8.	Financial Bid opening date	The date and time will be intimated after Proof of concept

IB.6. Amendment / Addendum of Bidding Documents:

At any time, prior to the deadline of submission of Bid, Block Development Officer, Gosaba Dev. Block may, for any reason, modify the Bidding Documents by issuing Addenda / Amendments and the same will be uploaded in the website (<http://wbtenders.gov.in>) only in due time. Block Development Officer, Gosaba Dev. Block shall not have any obligation to inform the vendor through any other mode of communication.

IB.7. Language of the Bid:

The bid so prepared by the bidder and all other correspondences and documents relating to the bid, exchanged by the bidder and Gosaba Dev. Block, shall be written in British English Language only.

IB.8. Period of validity of Bid:

The bid shall remain valid for acceptance up to 90 (ninety) days from the date of opening of tender. Block Development Officer, Gosaba Dev. Block may request to extend Validity of the bid beyond 90 (ninety) if required so, without any change in offer. A Bid valid for a shorter period shall be rejected, being non responsive.

IB.9. Tender Fee:

1. All bids must be accompanied with a non refundable tender fee. The bid shall be considered non responsive if the tender fee is not submitted along with the bid.
2. Scanned copy of Demand Draft (DD) towards **Tender Fee of Rs. 1500/- (One Thousand Five Hundred only)** issued by any branch of any Indian Scheduled Bank in favor of "**Block Development Officer, Gosaba Development Block**" payable at Gosaba, is to be uploaded while submitting the bid online. The details of the instrument are to be entered while the bid is being submitted online as per **Annexure-VI**.

IB.10. Earnest money [Bid Guarantee]:

1. All bids must be accompanied with a refundable earnest money, as "Bid Guarantee". The bid shall be considered non responsive if the earnest money is not submitted along with the bid.
2. Scanned copy of Demand Draft (DD) (as per **Annexure VIII**) towards **EMD of Rs. 42,046/- (Rupees Forty two Thousand Fort Six only)** issued by any branch of any Indian Scheduled Bank in favor of "**Block Development Officer,Gosaba Development Block**" payable at Gosaba, is to be uploaded while submitting the bid online. The details of the instrument are to be entered while the bid is being submitted online as per **Annexure VII**. The EMD should be valid for atleast 180 days.
3. The Bid Guarantee of the unsuccessful Bidder/ Bidders, will be returned against their written claim within one month from the date of placement of order on the successful Bidder/ Bidders.
4. The 'Bid Guarantee', of the successful Bidder/ Bidders, may be adjusted towards the Security Deposit on request.
5. No interest shall be payable by Block Development Officer, Gosaba Dev. Block on the above Bid Guarantee.
6. The Bid Guarantee shall be forfeited for any of the following reasons:
 - If during the period of bid validity, the bidder withdraws or modifies the bid in part or as a whole.
 - If the bidder withdraws from the Offer after submission of the tender.
 - If any cartel is formed by the tenderer in their quotation.

IB.11. General Guidance for e-Tendering:

Instructions/Guidelines for electronic submission of the tenders have been mentioned below for assisting the bidders to participate in e-Tendering.

1. Registration of Bidders : Any bidder willing to take part in the process of e-Tendering will have to be enrolled & registered with the e-Procurement system, through logging on to <https://wbtenders.gov.in>.
2. Digital Signature certificate (DSC): Each bidder is required to obtain a class-II or Class-III Digital Signature Certificate (DSC) for submission of tenders.
3. The bidder can search and download NIT & Tender Documents electronically from the <https://wbtenders.gov.in> website using the Digital Signature Certificate. This is the only mode of collection of Tender Documents.

IB.12. Signing of Bids:

1. The bid shall be downloaded from the website www.wbtenders.gov.in and shall be signed by a person / persons duly authorized by the bidder.
2. To be qualified for evaluation and finalization of contract, Bidder/ Bidders shall submit a written power of attorney, authorizing the signatory of the Bid to act on behalf of the Bidder in the form and manner which is acceptable by Block Development Officer,Gosaba Development Block.
3. All the pages of the bid and where, entries/ amendments have been made, shall be signed by the person/persons signing the bid.
4. The complete bid shall be without alterations, interlineations or erasers, except those to accord with instructions issued by Block Development Officer,Gosaba Development Block or as necessary to correct errors made by the bidders, in which case such corrections shall be initialed by the person/persons signing the bid. Bids not duly signed shall be treated as cancelled.

IB.13. Online Submission of Bid:

Bids shall be submitted as under:

1. Tenders are to be submitted online through the website (www.wbtenders.gov.in). All the documents uploaded by the Tender Inviting Authority form an integral part of the contract. Tenderers are required to upload all the tender documents along with the other documents, as asked for, in the tender, through the above website within the stipulated date and time as given in the Tender. Tenders are to be submitted in two folders - one is Technical Proposal and the other is Financial Proposal. The tenderer shall carefully go through the documents and prepare the required documents and upload the scanned documents in Portable Document Format (PDF) to the portal in the designated locations of Technical Bid.
The bidder needs to download the Forms / Annexures / BOQ, fill up the particulars in the designated Cell and upload the same in the designated location of Technical folder / Financial folder.
The documents uploaded shall be virus scanned and digitally signed using the Digital Signature Certificate (DSC). Tenderers should take note of all the addendum/corrigendum related to the tender and upload the latest documents as part of the tender.
Original copies of the uploaded documents may be submitted for physical verification if required by the Tender Inviting Authority at the time of technical evaluation.

2. DOCUMENTS CONSTITUTING THE BID:

- a) **Technical Cover** : The file should be saved in a PDF version and should comprise of the following items:
 - i. **"NIT"** : NIT to be downloaded and Scanned PDF copy to be submitted by the bidder.
 - ii. **"Tender Fees and EMD"**:
 - Scanned copy of Demand Draft (DD) towards tender fee as prescribed in NIT along with duly completed scanned PDF copy of **Annexure VI**.
 - Scanned copy of Demand Draft(DD) (as per **Annexure VIII**) towards EMD as prescribed in NIT along with duly completed scanned PDF copy of **Annexure VII**.
 - iii. **"Mandatory Condition"**: Duly Completed Scanned PDF copy of **Annexure-I**.
 - iv. **"Annexure"**: Duly Completed Scanned PDF copy of **Annexure-II, Annexure-III, Annexure-IV, Annexure-V, along with supporting documents**.
 - v. The Bidder shall submit attested copies of valid PAN, GST Registration No. along with all related particulars as per Annexure 'XI' & 'XII', photocopies of the Returns towards payment of taxes/Statutory Compliances with the Government during the last three financial year and other credentials/documents as stated in the above table with the Bid.
 - i. **"Certificate"**:
 - Duly Completed Scanned PDF copy of Certificate of OEM / Manufacturer authorization Certificate & Written Declaration by the Bidder confirming the bill of material accompanied by written declaration from the respective OEMs.
 - Scanned PDF copy of relevant documents supporting the existence of an office in the State.
 - ii. **"Technical Specification"**: Duly Completed Scanned PDF copy of **Annexure-IX** with supporting documents.

b) Financial Cover:

- i) **“BoQ”:** Financial Bid in Excel version filled with all relevant information. Financial Bid i.e. BOQ given with Tender to be uploaded after filling all relevant information. **The priced BOQ should be uploaded strictly as per the format available with the tender as per Annexure X** failing which the Offer is liable for rejection (renaming or changing format of BOQ sheet (file) will not be accepted by the system).

Vendors should quote process in BOQ only, offers indicating rates anywhere else shall be liable for rejection.

c) Other Important Documents (OIDs):

- i) Duly Completed Scanned **PDF** of PAN Card.
- ii) Duly Completed Scanned **PDF** of GSTIN Registration Certificate.
- iii) Duly Completed Scanned **PDF** of Bidder Address Details.
- iv) Duly Completed Scanned **PDF** of Professional Tax.
- v) Scanned **PDF** copy of Certificate of Incorporation as company under Companies Act or a registered partnership deed or trade License as the case may be.

Scanned **PDF** Copies of duly signed Balance Sheet / Trading Account / Profit & Loss Accounts & last 3 years IT returns along with supporting document & a duly completed certificate.

vi)

Sl No.	Category Name	Sub-Category Description	Detail(s)
A.	Certificate(s)	Certificate(s)	GST Certificate Bidder Address Details PAN. P Tax Certificate and Challan (2017-2018) Latest IT Receipt. (Last Three Years)
B.	Company Detail(s)	Company Detail	Proprietorship Firm (Trade License) Section-B Form- II [Structure & Org.] Partnership Firm (Partnership Deed, Trade License) Ltd. Company (Incorporation Certificate, Trade License) Society (Society Registration Copy, Trade License) Power of Attorney, Memorandum of Association & Articles of Association of the Company.
C.	Credential	Credential-1 Credential-2	Similar Nature of single Work done & completion certificate which is applicable for eligibility in this tender.
D.	Financial Info		Tax Audited Report in 3 CD from Along with Balance Sheet & profit & Loss A/c. for the last 3(three) years (year just preceding the current financial year will be considered as year-I)

IB.14. Submission of original copies of documents of Tender Fee and Earnest Money Deposit:

- 1. Mode of Payment: Tender Fee** must be submitted in the form of Bank Draft (DD) of any scheduled Bank of India. **EMD** must be submitted in the form of Bank Draft (DD) of any scheduled Bank of India. Payment in any other form will not be accepted.
- 2. Place of submission:** The original copies of the DD/BC/BG, towards Tender Fee and Earnest Money Deposit shall be submitted in the following office:

Office of the Block Development Officer,
Gosaba Development Block
Arapur, Gosaba, PIN-743370.

- 3. Time of submission:** The original copies of DD towards Tender Fee and EMD shall be submitted in a sealed envelope in the office as stated above within the date and time as specified in the NIT. If the bidder fails to submit the original copies within the due date and time his tender will not be opened and his bid will stand rejected.

IB.15.

Conditional and incomplete tenders are liable to summary rejection.

IB.16.

No price preference will be allowed to any tenderer based on the size of the industry or its geographic location. Co-operative Society will not be considered with separate status.

IB.17. Late Submission of Bid:

Bidder shall take all possible measures to submit the bid within the schedule date & time at specified location prescribed elsewhere in the bidding document. Late submission of bid for whatever reason shall not be accepted.

IB.18. Opening and evaluation of tender:

1. Opening of Technical Proposal (Techno – Commercial Bids):

- Technical proposals will be opened by the Tender Inviting Authority or his authorized representative electronically from the website stated above, using their Digital Signature Certificate.
- Technical proposals for those tenderers whose original copies of DD towards tender fee & EMD have been received will only be opened. Proposals corresponding to which original copy of DD towards tender fee & EMD has not been received, will not be opened and will stand rejected.

- All bids found to be responsive as regards Clause IB.16.2 will be examined. Bids which do not satisfy the "Clause IB.16.2 will not be considered for technical evaluation.
- The bidder shall not take any commercial deviation from the stipulation of Bid document. If the bidder takes any commercial deviation, his Bid may be liable for rejection.
- Techno-commercial deviations will not be considered in any circumstances. Negative deviations will not be accepted in any circumstances and shall be considered as non-responsive and shall be liable for rejection.
- The summary list of bidders, whose bids will be found techno- commercially eligible, will be uploaded in the web portals. Date of opening of financial bid will be intimated to the techno-commercially qualified tenderers.

2. Opening of Financial Proposal (Price Bids) :

- Financial proposals submitted by the tenderers in the prescribed format (ANNEXURE-X) and declared techno-commercially eligible, will be opened electronically by the Tender Inviting Authority from the web portal stated above on the prescribed date.
- No deviation in any form in the price-bid sheet is acceptable.
- The encrypted copies will be decrypted and evaluated online.
- After opening of the financial proposal the preliminary summary result containing inter-alia, name of bidders and the rates quoted by them will be uploaded.
- The Tender Accepting Authority may ask any of the tenderers to submit analysis to justify the rate quoted by that tenderer.
- For any discrepancy in the amount of figures and words, the quoted amount in figure will prevail.

3. Evaluation and Comparison of Bids (Price bids):

On examination of documents submitted under different covers Block Development Officer, Gosaba Dev. Block will evaluate and compare the bids determined to be substantially responsive at each step.

4. Evaluation of bid shall be made on the total of item rate price of all the items.

5. No separate packing & forwarding charge will be paid extra

6. Any variation, up or down, in taxes & duties or any new levy introduced subsequent to bid opening will not be considered for comparison of bids.

7. The Commercial Bid with the lowest price will be the highest evaluated bid.

IB.19. Time Schedule:

The basic consideration and the essence of the Contract shall be strict adherence to the time schedule as it will be specified in the contract/ Purchase Order to be issued from Block Development Officer, Gosaba Dev. Block as per table appended below. The entire activity as per scope of work shall be completed by the successful bidder within 14 days from zero date. **Date of issue of Purchase Order shall be considered as zero date.**

Time Schedule

Sl. No.	Activities	Time of Completion
1.	Supply, Delivery, Installation & Demonstration of Desktop Computers, UPS, Printer with Scanner , Digital Camera & Photocopier(Xerox Machine) at different Sanghas under Gosaba Dev. Block	Within 14 days from zero date.

IB.20. Price:

1. Price offer shall be submitted in the prescribed format only.
2. No deviation in any form in the Price Bid Sheet is acceptable.

IB.21. Taxes, Duties and other levies:

No custom duty will be paid by Block Development Officer, Gosaba Dev. Block. Only GST as applicable shall be paid extra.

IB.22. Statutory Obligations:

Statutory obligations as per law of the land are to be complied.

IB.23. Issue of Purchase Order:

Block Development Officer, Gosaba Dev. Block will award the contract to the successful bidder whose bid has been determined to be substantially responsive and has been determined the lowest priced bid, provided further that the bidder is determined to be qualified to perform the contract satisfactorily. Block Development Officer, Gosaba Dev. Block shall be the sole judge in this regard.

IB.24. Acceptance of Purchase Order:

The successful bidder shall submit written unconditional acceptance of Purchase Order within 2 (Two) days from date of issuance of the same. Submission of conditional acceptance of Purchase Order shall be treated as non-compliance of this clause.

IB.25. Right to reject Bids :

Block Development Officer, Gosaba Dev. Block reserves the right to accept or reject any bid and to annul the bidding process and reject all bids at any time prior to award of Purchase Order, without thereby incurring any liability to the affected bidder or bidders or any obligation to inform the affected bidder or bidders the reason for BDO's action.

IB.26. Conflict of Interest:

The Bidder shall not have a Conflict of Interest that may affect the Tendering Process. Any Bidder found to have a Conflict of Interest as per the following reasons, shall be disqualified. In the event of disqualification, the Bid Security of the bidder shall be forfeited for the time, cost & effort of the Authority including consideration of such Bidder's Proposal, without prejudice to any other right or remedy that may be available to the Authority hereunder or otherwise Any bidder found to have a conflict of interest if his near relative is posted as an employee/ officer in any capacity in Block Development Officer, Gosaba Dev. Block, who is associated with the Tender inviting Authority or vice versa.

Any bidder found to have a conflict of interest if any employee of the bidding firm/company has or develops a financial or other interest with any employee / officer of Block Development Officer, Gosaba Dev. Block associated with the Tender inviting Authority during the execution of the Contract or vice versa.

Any bidder has a relationship with another bidder/bidders directly or through common third parties that puts them in a position to have access to each other's information about or to influence the tendering processes of either or each of the other bidder.

IB.27. Settlement of Disputes:

In case of any dispute arising out the contract, the same should be settled through meeting between the Block Development Officer, Gosaba Dev. Block and the contracting agency at the appropriate level. The necessary judicial affairs and/or Court Case shall be exclusively within the jurisdiction of High Court at Kolkata only.

IB.28. Representative of Vendor:

1. The successful vendor is required to nominate one officer exclusively for this project from commencement to completion as a Nodal Officer to be stationed at Kolkata, with whom Block Development Officer, Gosaba Dev. Block will contact on all matters related to this order.
2. The vendor has to specifically furnish to Block Development Officer, Gosaba Dev. Block, the name, designation, Telephone no. including mobile no., email address of such person.

SECTION: II
Schedule of Requirements

Sl.	Description	Requirements
1	Item Description.	Personal Computer (Desk Top)+UPS+Printer with Scanner+Digital Camera+Photocopier(Xerox machine)
2	Quantity.	14+14+14+14+14
3	Specification & Configuration to be Offered	As mentioned in Technical Specification in Annexure IX
4	Place of Delivery, Installation & Demonstration	<p>(1) Amtali Suktara Sangha, under Amtali GP(1+1+1+1+1)</p> <p>(2) Bali-I Trishakti Sangha under Bali-I GP(1+1+1+1+1)</p> <p>(3) Bali-II Digbijoyee Sangha under Bali-II GP(1+1+1+1+1)</p> <p>(4) Bipradaspur Purbasha Sangha under Bipradaspur GP(1+1+1+1+1)</p> <p>(5) CM Khali Sabuj Sathi Sangha under Chottomollakhali GP (1+1+1+1+1)</p> <p>(6) Gosaba Nabachetana Sangha under Gosaba GP(1+1+1+1+1)</p> <p>(7) Kachukhali Vivekpath Sangha under Kachukhali GP(1+1+1+1+1)</p> <p>(8) Kumirmari Barsha Sangha under Kumirmari GP(1+1+1+1+1)</p> <p>(9) Lahiripur Narijagaran Sangha under Lahiripur GP(1+1+1+1+1)</p> <p>(10) Pathankhali Dishari Sangha under Pathankhali GP(1+1+1+1+1)</p> <p>(11) RT Nagar Aikyatan Sangha under RT nagar GP(1+1+1+1+1)</p> <p>(12) Rangabelia Bina Smrity Sangha under Rangabelia Gp(1+1+1+1+1)</p> <p>(13) Satjelia Naba Jagaran Sangha under Satjelia GP(1+1+1+1+1)</p> <p>(14) Sambhunagar Mahamilan Sangha under Shambhunagar Gp(1+1+1+1+1)</p>
5	Delivery, Installation & Demonstration requirement.	Within 14 days from date of issue of Purchase Order
6	Inspecting Authority.	As authorized by the Block Development Officer, Gosaba Dev. Block

SECTION: III

GENERAL CONDITIONS OF CONTRACT (GCC)

GCC.1. General Terms:

1. The components of all the equipments delivered must be of latest technology.
2. The vendor has to deliver and install all peripherals on site, free of transport cost. No extra payment will be made for carrying, loading, unloading, stacking in site.
3. Work should be started after proper intimation to the Block Development Officer, Gosaba Dev. Block.
4. Work should be completed within 14 days after issuing purchase order.
5. The hardware supplied should have upgradability feature and maintainability, for at least five years.
6. The bidder has to furnish all the information as required regarding their offer.
7. The Gosaba Development Block reserves the right to reject the hardware/software, even after delivery, if any deviation from tendered specifications is found in the supplied materials at any point of time.
8. During warranty period, the vendor has to deliver and install on site updates, patches etc. of the Software if any, free of cost.
9. The vendor shall maintain sufficient spare of equipments at his own cost during the entire Warranty period.
10. *The bidder shall quote only one brand indicating OEM & model no. for all devices separately. If not offered, shall be disqualified.*
11. The bidder has to furnish all the information as required regarding their offer.
12. Quotation from any sub-vendor will not be entertained.
13. Any form of consortium will not be allowed.
14. The bidder shall satisfy Gosaba Development Block with his ability to complete the works positively within the stipulated time.
15. All correspondence, documents and Bid, exchanged between the Bidder and Gosaba Development Block shall be written in English language. Failure to comply with this request may disqualify a bidder.
16. Block Development Officer, Gosaba Dev. Block reserves the right, to reject any or all the tenders, at its discretion, without assigning any reason whatsoever.

GCC.2. Cancellation/Termination of Order:

Gosaba Dev. Block shall have the right to repudiate the contract if the work is not completed within schedule completion time as per "Time Schedule" and "Completion Time" Clause. The following causes may also led to cancellation of Purchase Order.

1. Non acceptance of Purchase Order as per "Acceptance" clause.
2. If failed to implement the project.
3. In each above cases 15 days termination notice shall be issued prior to termination of Purchase Order.

GCC.3. Security Deposit:

1. 10% (Ten percent) of the Order value will be deducted from the Bill as Security Deposit which will be released after expiry of the warranty period against submission of representation along with bill (in triplicate) equivalent to deducted amount subject to satisfactory performance of the items procured.
2. Security will be refunded to the supplier, after it duly performs and completes the contract/warranty period in all respect.
3. Security will be forfeited if the firm fails to perform/abide by any of the terms or

- conditions of the contract.
4. No interest would be paid on the Security Deposit.

GCC.4. Completion Time:

The successful bidder should supply, deliver, install & demonstrate the respective ordered item within 14 days from the receipt of the purchase order.

GCC.5. Warranty:

1. The awardee shall have to give onsite warranty as stated in Technical Specification for the supplied items.
2. The awardee shall give warranty that all items are as per specification(s), conforming to the specified design and there are no defects in the process of manufacturing, packaging, transportation and delivery.
3. Upon receipt of notice from buyer for defective material, the firm shall within 15 working days of receipt of the notice, replace the defective material, free of cost at the destination. The firm shall take over the defective material at the time of their replacement. No claim whatsoever shall lie on buyer for the replaced goods thereafter. If the firm fails to replace the defective goods within a reasonable period, buyer may proceed to take such remedial actions as may be necessary, at the company's risk and expense.

Annexure - I

Mandatory Conditions:

Sl. No.	Requisite Credentials	Supporting Documents to be submitted	Submitted (Yes / No)
1.	Self Declaration Certificate for acceptance of all terms & conditions of tender documents.	A duly completed certificate as per Annexure II	
2.	The bidder should be registered under the Companies Act, 1956 (substituted by Companies Act 2013) or a partnership firm or a firm of individual for more than 3 (three) years ending 31.03.2017.	Certificate of incorporation as a Company under Companies Act. or a registered partnership deed or trade license as the case may be.	
3.	Annual Turnover details of Rs. 10 Lacs in the previous three Financial Years (2014-15 to 2016-17)	Copies of duly signed balance sheet / trading account / profit & loss accounts along with supporting document & a duly completed certificate as per Annexure-III	
4.	The bidder other than OEM should submit valid letter from the OEMs confirming the following: a. Authorization from OEMs for ➤ bidder to offer respective items quoted, and also ➤ Undertake that the support including spares, patches for the quoted products shall be available for at least next 4 (four) years. b. Confirm that the products quoted are not end of life products	a. Manufacturer Authorization Certificate (MAF) in original confirming at least next 4 years comprehensive support for all items quoted by bidder. b. Documentary evidence/ written declaration from respective OEM confirming that the products quoted are not end of life products. c. Written Declaration by the bidder confirming the Bill of Material accompanied by written declarations from respective OEMs	
5.	The bidder should not have been blacklisted from any Govt. organization across India in last three years	A duly completed certificate as per Annexure IV	
6.	The firm should have experience in the same business in the last 3 years.	The details of the same along with supporting documents are to be submitted as per Annexure V	
7.	The bidder should have at least one office in the State.	Relevant Documents supporting the existence of an office in the State.	

Sl. No.	Requisite Credentials	Supporting Documents to be submitted	Submitted (Yes / No)
8.	Must Comply with all statutory obligations.	Copy of PAN Card	
		Copy of GSTIN Registration Certificate	
		Copy of Registration Certificate	
		P Tax if applicable	
		Trade License details	
		Bidder's Address Proof	
9.	Tender Fee	Scan Copy of Demand Draft along with completed Scanned PDF copy of Annexure VI	
10.	Earnest Money Deposit	Scan Copy of Demand Draft / Bank Guarantee (as per Annexure VIII) along with completed Scanned PDF copy of Annexure VII	
11.	Technical Specification	Duly completed Scanned PDF copy of Annexure IX	

Annexure II

To
The Block Development Officer
Gosaba Development Block
Arampur, Pin-743370

Sub: Self Declaration Certificate.

Ref : NIE T No. _____ dated _____ (for **Supply, Delivery, Installation & Demonstration of Desktop Computers, UPS, Printer with Scanner , Digital Camera & Photocopier(Xerox Machine)**.)

Dear Sir,

With reference to the above, I am/ We are offering our competitive bids for Supply, Delivery, Installation & demonstration of **Desktop Computers, UPS, Printer with Scanner, Digital Camera & Photocopier(Xerox Machine)**, I / We hereby reconfirm and declare that I / We have carefully read, understood & complying the above referred tender document including instructions, terms & conditions, specifications, schedule of quantities and all the contents stated therein.

I / We also confirm that the rates quoted by me / us are inclusive of all incidental charges and free delivery, unloading at Office of the respective consignee. Taxes applicable and installation charge are mentioned in the BoQ.

Date :

Place :

Seal :

Authorized Signatory

Name:

Designation:

Contact No.:

Email ID:

Bidder's
Official
Seal

Annexure III

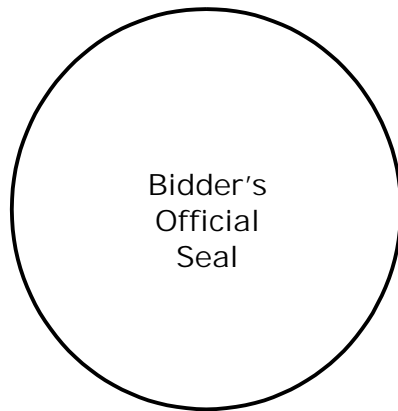
Annual Turnover Details:

Evaluation Criteria		Remark
Bidder's Annual Turnover for last three Financial years	Financial Year	Turnover in Rs.
	2016-17	-
	2015-16	Supporting Documents are to be attached along with the
	2014-15	Annexure - III

Date:

Place:

Seal :



Bidder's
Official
Seal

Authorized Signatory

Name:

Designation:

Contact No.:

Annexure IV

CERTIFICATE

(to be provided on letter head of the firm)

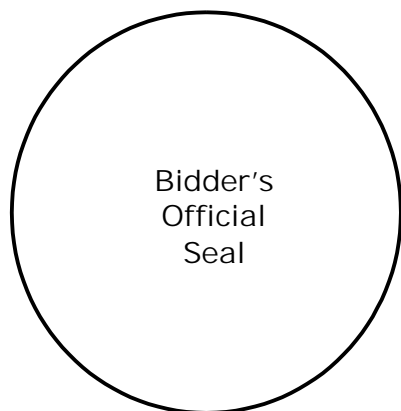
I hereby certify that the above firm neither blacklisted by any Central/State Government/Public Undertaking/Institute nor is any criminal case registered / pending against the firm or its owner / partners anywhere in India.

I also certify that the above information is true and correct in any every respect and in any case at a later date it is found that any details provided above are incorrect, any contract given to the above firm may be summarily terminated and the firm blacklisted.

Date:

Place:

Seal :



Authorized Signatory

Name:

Designation:

Contact No.:

Annexure V

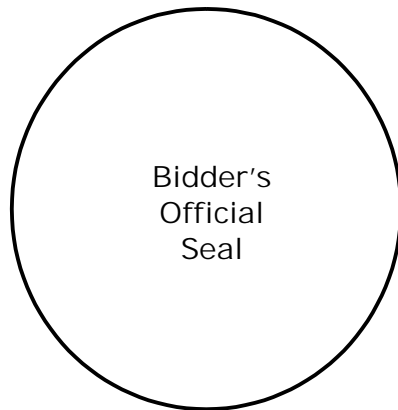
Work Order Details:

Sl. No.	Evaluation Criteria	Name of the Client with Order No. & date	Date of Satisfactory Completion Certificate Issued by the Client	Remark
	List of Purchase Order / Work Order where the similar type of Work executed by you during the last 3 years			Supporting Documents are to be attached along with the Annexure-V

Date:

Place:

Seal :



Authorized Signatory

Name:

Designation:

Contact No.:

ANNEXURE - VI

To
The Block Development Officer
Gosaba Development Block
Arampur, Pin-743370

Sub: - Tender Fee Details.

Ref : NIE T No. _____ dated _____ (for **Supply, Delivery, Installation & Demonstration of Desktop Computers, UPS, Printer with Scanner , Digital Camera & Photocopier(Xerox Machine)**)

Dear Sir,

The following DD in favour of "Block Development Officer, Gosaba Development Block", payable at Gosaba are enclosed herewith towards Tender Fee.

Detail of DD Amount :

1. DD No. & Date :
2. Bank Name :
3. Tender Fee amount (in Rs.) :

Thanking you,

Yours faithfully,

(Authorized Signatory with Seal)

ANNEXURE - VII

To
The Block Development Officer
Gosaba Development Block
Arampur, Pin-743370

Sub: - Earnest Money Deposit (EMD) Details.

Ref : NIE T No. _____ dated _____ (for **Supply, Delivery, Installation & Demonstration of Desktop Computers, UPS, Printer with Scanner , Digital Camera & Photocopier(Xerox Machine)**)

Dear Sir,

The following DD in favour of "Block Development Officer, Gosaba Development Block", payable at Gosaba are enclosed herewith towards EMD.

Detail of DD Amount :

1. DD No. & Date :
2. Bank Name :
3. EMD amount (in Rs.) :

Thanking you,

Yours faithfully,

(Authorized Signatory with Seal)

Annexure VIII
PROFORMA FOR BID GUARANTEE (Earnest Money)
(To be stamped in accordance with Stamp Act)

Ref:.....

Bank Guarantee No.....

Date.....

To
The Block Development Officer
Gosaba Development Block
Arampur, Pin-743370

Dear Sirs,

In accordance with Invitation to bid under your Notice Inviting e-Tender (NIeT) No M/s....., having its Registered/Head Office at..... (hereinafter called the 'Bidder') wish to participate in the said Bid of and you, as a special favour have agreed to accept an irrevocable and unconditional Bank Guarantee for an amount of vide up to..... on behalf of Bidder in lieu of the Bid deposit required to be made by the bidder, as a Condition precedent for participation in the said tender.

We, the Bank (Name) at..... (Address) having our Head Office at..... guarantee and undertake to pay immediately on demand by Block Development Officer, Gosaba Development Block the Amount of (in words & figures) without any reservation, protest, demur and recourse. Any such demand made by said Block Development Officer, Gosaba Dev. Block' shall be conclusive and binding on us irrespective of any dispute or difference raised by the Bidder.

This Guarantee shall be irrevocable and shall remain valid up to and including*

If any further extension of this guarantee is required, the same shall be extended to such required period (not exceeding one year) on receiving instruction from M/s on whose behalf this guarantee is issued.

In witness where of the Bank, through its authorized office, has set its hand and stamp on this day of20.....at.....

WITNESS

.....
(Signature)

.....
(Signature)

.....
(Name)

.....
(Name)

.....
(Official Address)

.....
(Official Address)

Attorney as per Power of Attorney No. _____ Date _____

* This date should be initially for one hundred eighty (180) days and may be extended from time to time.

Annexure-IX

TECHNICAL SPECIFICATION Desktop PC (14 nos.)

Sl. No.	Component	Minimum Specification
1.	Brand	HP
	Processor Family	Core i5,4440 Processor 3.1 GHz LGA
	Motherboard	H81 Chipset Intel
	Memory	4GB DDR3 RAM 1066 MHZ, upgradable to 16 GB with min.
	Hard Disk (HDD)	1 TB SATA HDD @7200rpm with SMART technology.
	Monitor	21.5 inch Full HD TFT
	Ethernet Card	Integrated 10/100/1000 Mbps Ethernet card with RJ45 Jack
	DVD RW optical Drive	1 No.
	Operating system	Genuine Windows 7 Professional, preloaded with Recovery CD with downgrade rights to Genuine Windows XP Professional 32 Bit.
	Keyboard & Mouse	Standard 107 Key Keyboard should be of same make as desktop, Two button optical scroll mouse with mouse pad should be of same as desktop.
	Graphics	Integrated Graphics Accelator Card
	I/O Ports (Rear and Front)	1 Keyboard, 1 monitor, 1 mouse, 1 serial, 1 parallel(may be provided through converters), 4 USB 2.0(2 Front accessible)
	Cabinet	Tower Model
	Audio	2.0 Speakers
	Jacks	Jacks for Microphone/mike/speakers/Headphone connectivity
	ISO Certification	The Systems should be form OEM having ISO 9001 and ISO 14001 Certification
	Certifications for Windows 7/Preload	The Desktop model should be Microsoft Certified for running Windows 7 Professional[certificate for the same should be produced].The company should have authorization for preload Windows 7 on their machines. [should produce a certificate for the same.]
DMI Certification	The Desktop model quoted should have certification for DMI(Desktop Management Interface)/CIM(Certificate for the same should produced)	
Pre-loading of client Software/Utilities	CGTMSE will provide all the client software / utilities to be pre-loaded on the desktop PC's along with license. The Vendor to load the same prior to dispatch of hardware.	
Warranty	3 Years onsite Warranty (Spare Parts + services) should provide all driver and utility disc.	

Annexure-IX

TECHNICAL SPECIFICATION of UPS (14 nos.)

Sl. No.	Category	Specification	
2.	Brand	APC	
	Input	Nominal Input Voltage	230 V
		Input Frequency	47-63 Hz
	Output	Nominal Output Voltage	230 V
	Batteries & Runtime	Batteries Type	Maintenance Free sealed Lead acid battery with suspended electrolyte: leak proof
		Typical recharge time	8 hour(s)
	Communication & Management	Control Panel	LED status display with Online On battery and Overload indicators
		Audible Alarm	Alarm when on battery distinctive low battery alarm configurable delays.
Warranty	3 Years onsite Warranty (Spare Parts + services)		

Technical Specification of printer with scanner(14 NOS)

Sl. No.	Category	Specification
3.	Brand	HP
	Function	Print, Scan and copy
	First Page Out(Ready)	Less than or equal to 10 sec
	Duty Cycle	Up to 8000 pages(monthly,A4)
	Print Technology	Laser
	Duplex Printing	Automatic
	Output Type	Mono Chrome
	Printer Speed	Up to 23/24ppm(page per minute)
	Paper Size	A4;A5;B5 Japanese Envelopes(ISO DL, C5,B5,Com No.10 Monarch No.73/4);16K, Post Cards(Standard No.10 JIS single and double)
	Print resolution	600*600 dpi
	Interfaces/connectivity	Hi-speed USB 2.0 port, Built in Fast Ethernet 10/100Base TX network port, Built in WIFI 802.11b/g/n
	Scan resolution, optional	Up to 1200 dpi
	Warranty	3 Years onsite Warranty (Spare Parts + services) should provide all driver.

Annexure-IX

TECHNICAL SPECIFICATION of Digital Camera (14 nos.)

Sl. No.	Component	Minimum Specification		
4.	Brand	Canon		
	Sensor	Resolution	18.2 mega	
		Sensor Type		Exmor R CMOS
		Sensor Size		½.3 Inch
	Lens	Optical Zoom	10 X	
		Digital Zoom	40X	
		Aperture Range	F3.3(W)-5.9(T)	
		Focal Length	4.45-44.5 mm	
		Autofocus		
	Screen	Screen Size	2.7 Inch	
		Screen Type	TFT LCD	
		Display Resolution	460800 dots	
	Video Recording	Video Recording Mode	Full HD	
		Video Resolution	1920x1080	
		Video Output	MPEG	
		Frame Rate	60	
	Shutter	Maximum shutter speed	1/1600	
		Minimum shutter speed	4 seconds	
	Technical Specification	Image Processor	BIONZ X	
		ISO Rating	100-3200	
		White Balancing Modes	Auto,Daylight,Cloudy,Incandescent,Fluor,cool White, Fluor Day White, Fluor Daylight,Flash,Custom	
		Shooting Scene Modes	Superior auto, intelligent auto, program auto, movie mode, panorama, scene selection, manual exposure	
		Macro Modes	5cm to 150 cm	
Flash Modes		Auto/Flash On/Slow Synchro/Flash Off/Advanced Flash		
Battery	Rechargeable	Yes		
	Battery Type	600 mAh Li-Lon		
Memory	Supported Memory Cards	SD,SDHC,SDXC,Micro SDHC,Micro SDXC		
Warranty	3 Years onsite Warranty (Spare Parts + services)			

Annexure-IX

TECHNICAL SPECIFICATION of Photocopier (14 nos.)

Sl. No.	Component	Minimum Specification
5.	(Print/Copy/Scan)	
	Brand	Canon
	Type	B/W Laser Multifunctional(Reader/Printer Console)
	Maximum Original size	A3
	Fixing System	On-Demand Fusing
	Copy speed	A4-22 ppm/A3-11ppm
	First copy Time	7.9 secs
	Warm Up Time	From Power On-13 secs
		From Sleep Mode- 2.9 secs(The time it takes from recovery sleep to the start key is enabled)
	Print Description Language	
	OS Compatibility	Windows 8.1/8/7/Vista/XP/2000, windows Server 2012/Server2008/Server2003, MAC OSX10.5.8 or later
	Resolution	Scan-300x300dpi
		Copy 600x600dpi
		Print 600x600dpi
	Pull Scan(MF Toolbox/Scanger)	B/W & Color
	Push Scan(MF Toolbox)	B/W & Color
	Scan Features	TWAIN , WIA compatible
	Supported File Format(Scan)	PDF/Searchable PDF/Compact PDF, BMP,JPEG,TIFF
	Processor Speed	400MHZ
	Memory Capacity	128MB
	Paper handling	
	Paper Sizes	Cassette 1(A3,B4,A4R,A4,B5R,B5,A5R)
		Cassette2(A3,B4,A4R,A4,B5R,B5,A5R)
		Bypass Tray(A3,B4,A4R,A4,B5R,B5,A5R) Envelop(COM 10, Monarch, ISO-C5, DL
	Acceptable Originals	Sheet Book and three dimensional objects up to 2kg
	Available Paper	Drawer (Weight 64 to 90 gsm type Plain, Recycled color 64 to 80 gsm Bond 75 to 90 gsm
		Bypass Tray Weight 64 to 128 gsm type Plain, Recycled color 64 to 80 gsm Bond 75 to 90 gsm, Heavy Paper 2(106 to 128 gsm, Transparencies, Labels Envelopes.

Sl. No.	Component	Minimum Specification
5.	Paper Capacity	Cassette1-250 sheets(80gsm)
		Cassette 2(Optional)-250 sheets
		Bypass tray-80sheets(80gsm)
Connectivity		
Interface	Network-Ethernet 100Base-TX/10Base-T	
	Others -USB 1.1/2.0	
Network Protocol	TCP/IP v4/v6	
General Specification		
Power Consumption	Sleep-2.0 W or less	
	Maximum -1.5KW or less	
Power supply	220-240 V AC, 50/60 Hz	
Toner Yield	Approx 10,200 sheets(A4,6 % coverage)	
Drum Yield	Approx 61,700 sheets	
Dimensions(WxDxH)	622x589x607 mm with ADF	
Weight	Approx 35.5 Kg with ADF	
Installation space (WxD)	921x589mm(when the Bypass Tray is extended)	
Department ID Management	Up to 100 departments	
Optional Accessories		
Duplex Automatic Document Feeder-AM1		
Type	Automatic Document Feeder	
Size of Originals	A3,B4,A4,A4R,B5,B5R,A5,A5R	
Paper Weight	When continuously scanning originals	
	52 to 105 gsm	
	When scanning a single original	
	37 to 128 gsm	
Max number of Originals	50 sheets(80 gsm)	
Scanning Speed(Max)	Copying (A4 in Black and White at 600 dpi) 1-sided scanning 22 ipm 2-sided scanning 8imp	
	Scanning 1 sided scanning, 23.4 pm(A4 in B/W at 300dpi) 12ipm(A4 in color at 300 dpi)_ 2-sided scanning, 8ipm(A4 in B/W at 300dpi) 4ipm(A4 in color at 300dpi)	
Dimensions(WxDxH)	565x520.5x126mm	
Weight	7.0 kg	
Cassette Unit-AB1		
Paper Sizes	A3,B4,A4,A4R,B5,B5R,A5,A5R	
Paper capacity	250 sheets(80gsm)	
Power source	From main unit	
Dimensions (WxDxH)	579x575x116mm	
Weight	Approx 5.75kg	
Other Optional Accessories		
	Duplex Unit-C1, Platen Cover Type T, FL Cassette-AU1 Heater Kit-M1, cassette Heater Unit-30, iR Pedestal Type M	
Warranty	3 Years onsite Warranty (Spare Parts + services).	

Annexure-XI

Mandatory required fields in Vendor Master

S.No	Name of the Vendor	GST Number	Type of Person (Viz Company,	PAN	Address of principal place of business in the state as per GST registration			Address of additional places of Business in the State where PO intend to be placed or material to be			Type of person	Type of business	Contact Details of Concerned person(s)								
					Address	City	PIN	S.No	Address	City			PIN	Name	Designation	Address	Phone number	E-mail id			

Mandatory additional information fields required in the Supplier Invoice

a) For Supply of Goods

S.No	Material Description	HSN Code (8 digit)	Quantity Code, if any

b) For Supply of Services

S.No	Service Description	(SAC)



Memo No-2406/BDO/GSB/E-Tender-Comp.

Date:31.10.2017

Copy forwarded for information and wide publication to:

1. The District Magistrate, South 24 Parganas.
2. The Addl. District Mission Director, DMMU&PD, DRDC South 24 Pgs
3. The Secretary, South 24 Pargans Zilla Parishad
4. The Sub-Divisional Officer, Canning
5. The Sabhapati, Gosaba Panchayat Samity
6. The Sub-Assistant Engineer, Gosaba Dev. Block
7. The Accountant-Cum-Head Clark, Gosaba Dev. Block
8. Notice Board.

Blcok Dev. Officer
Gosaba Development Block