

(A Government of India Enterprise)
 27, RAJENDRA NATH MUKHERJEE ROAD
 KOLKATA – 700 001 (WEST BENGAL)
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| Tender No. | NIT/DGM(P-V)/AN/IT/HW/GS&OE | Date: | 22 nd April, 2016 |
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NOTICE INVITING TENDER

Sealed Tenders under **two-bid system** (i.e. "Techno-Commercial Part" & "Price Part") are invited from eligible vendors and their authorized agency/ distributor/ dealer for supply, installation & commissioning along with comprehensive support of different hardware & software as per the technical specifications and details given in "**Scope of Work**"/ "**BOQ-1**", at our Head office as per details hereunder:

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| 01. | SCOPE OF WORK | Supply, Installation & Commissioning and Comprehensive Support of Desktop Computer, Colour Deskjet Printer, UPS, All-in-One Deskjet Colour Printer alongwith Windows-7 (OEM Professional license or Higher) & Quick Heal Total Security Antivirus (Licensed software) as per the technical specifications and details given in " Scope of Work "/ " BOQ-1 ", at our Head office. |
| 02. | COST OF TENDER DOCUMENT (NON -REFUNDABLE) | NIL |
| 03. | EARNEST MONEY DEPOSIT | Rs. 5,000/- (Rupees five thousand only) in the form of Demand Draft/ Pay Order in favour of The Braithwaite Burn And Jessop Construction Company Limited, payable at Kolkata. SSI units with NSIC registration are exempted from submitting EMD. |
| 04. | ISSUE OF TENDER DOCUMENT | Between 23rd April, 2016 to 5th May, 2016 during office hours. |
| 05. | LAST DATE & TIME OF RECEIPT OF TENDER | Receipt up to 11:30 Hrs. on 6th May, 2016 at BBJ's Registered Office. |
| 06. | OPENING OF TENDER (TECHNO-COMMERCIAL PART) | On 6th May, 2016 at 15:00 Hrs. at BBJ's Registered office. |

(Animesh Neogi)
 DGM (P-V)

CHECK LIST

| SL. NO. | DESCRIPTION | DOCUMENTS |
|----------------|------------------------------|--|
| 1. | TECHNO-COMMERCIAL PART | To be submitted in a sealed envelope superscribing "Tender Notice No." & "TECHNO-COMMERCIAL PART". |
| a) | Eligibility Criteria | Authorized agency / distributor / dealer, who MEETS all the Pre-Qualification Criteria (PQC) given in the tender document, will be eligible to participate in bidding. Any bidder not qualifying on PQC criteria will be rejected and price bid will not be opened. |
| b) | Earnest Money Deposit | Rs. 5,000/- (Rupees five thousand only) by Demand Draft/ Pay Order in favour of The Braithwaite Burn And Jessop Construction Company Limited" payable at Kolkata. |
| c) | Tender Document except BOQ-1 | All the pages to be signed and sealed. |
| 2. | PRICE PART | To be submitted in a sealed envelope superscribing "Tender Notice No." & " PRICE PART" |
| A) | BOQ-1 | The rates to be filled up in figure & words for BOQ-1 duly sealed and signed by the bidder. |
| 3. | TENDER | A sealed Envelope superscribing "Tender Notice No." / "Scope of Work" containing a) Techno-commercial Part b) Price Part |

INSTRUCTION TO THE BIDDERS

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| 1. | <p><u>SUBMISSION OF BID:</u></p> <p>All the pages of the tender document to be signed with Company's seal by the bidders. The rates in the appropriate space in the BOQ should be properly filled, both in figures and words. No overwriting, using of correction fluid will be allowed. Any correction will be done by scoring out the incorrect entry and inserting the new entry in a legible manner. Both the correction and new entry to be signed and sealed with Company's seal. In the event of any difference between figure & words of the quoted rates, the rate in word shall be considered for evaluating the tender. Tenders to be submitted in two parts:</p> |
| a) | <p><u>TECHNO-COMMERCIAL PART:</u> The techno-Commercial part will consists of -</p> |
| i) | <p>PRE QUALIFICATION CRITERIA OF THE BIDDER</p> <p>Documentary evidence satisfying the Pre-Qualification Criteria (PQC) should be provided as part of Technical Bid. Any bidder not qualifying PQC criteria will be rejected and price bid will not be opened.</p> <ul style="list-style-type: none"> i) The bidder should have offices in Kolkata with sufficient experienced & capable manpower dealing in Hardware and software installation, configuration and support. ii) The bidder should be Original Equipment Manufacturers (OEM) or their Registered/ Authorized Suppliers/ Distributors/ Dealers/ Authorized Sales & Service Partners. Authorization letter from the OEM (if OEM is not participating) to quote the bid shall be enclosed with the bid. iii) The bidder company should be registered in India. Copy of PAN, Service Tax Registration (CST/LST as applicable), should be submitted. iv) The bidder company should have successfully supplied, installed, configured and supported Desktop Computers and other hardware's to at least Two (2) organizations. (Copy of proof is requested to be submitted along with the bid.) |
| ii) | <p>EARNEST MONEY DEPOSIT -</p> <p>An amount of Rs. 5,000/- (Rupees five thousand only) in form of Demand Draft/ Pay Order in favour of "The Braithwaite Burn And Jessop Construction Company Limited" payable at Kolkata. The EMD of the successful bidder shall be adjusted with the Security Deposit cum Performance Guarantee. Unsuccessful bidders will be refunded the Earnest Money Deposit after the award of the contract to the successful bidder without any interest.</p> |

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| iii) | The tender documents issued to the bidders duly signed and sealed In each page except the BILL OF QUANTITY (BOQ-1). |
| b) | <u>PRICE-PART</u> - Properly filled up BILL OF QUANTITY (BOQ-1) duly sealed and signed to be put in a sealed envelope superscribing "TENDER NOTICE NO." and "PRICE PART". |
| 2. | The above 'Techno-Commercial Part' and 'Price-Part' to be put in a sealed envelope superscribing "TENDER NOTICE NO. / SCOPE OF WORK" to be submitted to BBJ. |
| 3. | Conditional tenders may be rejected and no additional clause will be entertained. |
| 4. | The successful bidder shall not sub-contract the selling and support procedure for the entire duration in BBJ. |
| 5. | Service Tax & VAT registration certificate should be submitted. All duties, taxes, fees and other levies payable by the Bidder / Implementing Agency under the contract or any other cause shall be included in the quoted prices. |
| 6. | The bidder should provide all the papers related to service and product warranty. The bidder also has to provide one year (01 year) comprehensive warranty and support service free for all the Hardware and Software installation at our office. Any hardware become unusable / not functioning properly, required to replace immediately, without any cost. |
| 7. | VALIDITY OF TENDER: - 90 (ninety) days from the date of opening of tender or for a further period if mutually accepted. |

SPECIAL CONDITION OF CONTRACT

1. DEFINITIONS AND INTERPRETATION:

In this Tender Document, as hereinafter defined, the following words and expressions shall have the meaning as under:

- a) "**BBJ**" shall mean The Braithwaite Burn & Jessop Construction Company Limited having its registered Office at 27, R. N. Mukherjee Road, Kolkata- 700 001.
- b) The "**TENDER**" shall mean the proposal submitted by the Tenderer/ Bidder/ Supplier/ Dealer/Agency in response to BBJ's Notice of Invitation to this Tender Document.
- c) The "**ORDER**" shall mean a written Purchase Order issued by BBJ.
- d) The "**Tenderer/ Bidder**" shall mean the firm or Company (hereinafter called Tenderer) whose Tender has been accepted by BBJ.

2. DETAILED SCOPE OF WORK

BBJ intends to procure new Desktop Computers, Printers, UPS etc. for being used at Head Office, Kolkata.

The scope of work under the present tender shall generally comprise of the following activities relating to supply, installation & commissioning and one year support of all Hardware's & Software's:

- ✓ Supply, installation & commissioning of **03 nos. Desktop Computers** of branded make with related accessories. Each workstation should be installed with **Windows-7 or Higher (OEM Professional License)**.
- ✓ Supply, installation & commissioning of **02 nos. Deskjet Printers (Colour)** of branded make
- ✓ Supply, installation & commissioning of **03 nos. UPS** of branded make
- ✓ Supply, installation & commissioning of **03 nos. All-in-One Printer (Print/ Scan/ Copy)** of branded make.
- ✓ Supply & installation of **12 user license for Quick Heal Total Security Antivirus** (latest version).
- ✓ Comprehensive support on all hardware supplied and all software installed.
- ✓ Installation & commissioning to be done in presence of BBJ team, on the specified date informed by BBJ.
- ✓ Support on Installation & commissioning of aforementioned Hardware supplied and Software installed for next one year from the date of installation.

Configuration could be changed depending upon availability of hardware & performance.

3. DELIVERY PERIOD

The supply/ delivery of all hardware as per aforementioned "**Scope of Work**" and "**BOQ-1**" is estimated to be completed within **15 (fifteen) days** from the date of order. Installation and configuration to be done in presents of BBJ team, on the specified date informed by BBJ.

4. SOFTWARE LICENSES:

The software licenses shall be required in the name of user institute/company. The licenses shall contain paper licenses and at least one set of media (CDs).

5. PAYMENT TERMS

The payment shall be released after satisfactory delivery, installation of all the items as mentioned in 'scope of work' and on submission of Invoice within 30 (thirty) days from date of submission of bill.

SD-PG equivalent to 10% (ten percent) of the order value (after adjustment of EMD) for the Item nos. 01 to 04 of "**BOQ-1**" will be deducted from the bill amount and shall be kept with BBJ till the end of warranty period. The payment shall also be made after deducting necessary taxes applicable, if any.

6. SECURITY DEPOSIT CUM PERFORMANCE GUARANTEE

The successful bidder will be required to furnish the Security Deposit cum Performance Guarantee for 10% (ten percent) of the order value for Item Nos. 01 to 04 of "**BOQ-1**". SD-PG shall be in the following manner;

- (a) The Earnest Money deposited as submitted by the successful bidder along with the tender will be retained by the BBJ as part of initial SD-PG.
- (b) The balance amount to make up the with the total amount of SD-PG, shall be deducted from the bill amount during release of payment.

In case of no warranty claims towards the item under warranty, the withheld amount will be returned on completion of warranty period subsequent to the submission of No Claim Certificate and with the approval of BBJ's Competent Authority.

7. GUARANTEE/WARRANTY:

All the items covered in the Item No. 01 to 04 of "BOQ-1" and Scope of Work, shall carry minimum 12 (twelve) months on site comprehensive warranty from the date of Installation & commissioning. The bidder shall undertake to provide the installation and warranty service at site. The repairing/ rectification/ replacement/ configuration required, if any, of the items under warranty must be done within BBJ only. These items shall not be allowed to be taken outside for warranty repairs, other than exigency.

8. PANALTY FOR DELAY

For any delay in installation and commissioning of the ordered items, BBJ will charge penalty @ 1.5% of the order value per week or part thereof, subject to a maximum of 10%.

9. ASSEMBLED DESKTOP/UPS

Assembled Desktop Computers/UPS etc. (non-branded) is not acceptable.

10. FIRM PRICE

Rate should be quoted inclusive of all prices and shall remain firm & shall not attract escalation due to any reason in pursuance of this contract from the date of order.

11. TAXES AND DUTIES

Income Tax will be deducted by cash at source from the Bidder's/ Supplier's Bills as per Income Tax Act and Rules framed there under at such rates as may be applicable from time to time.

The rates quoted by the bidder shall include all Excise Duties, Custom Duties, Import Duties, VAT, Octroi, Royalty and all other taxes, that may be levied according to the Laws and Regulations now in force and also here after imposed, increased or modified from time to time on materials and supplies acquired for the purpose of the Contract and on the services performed under the Contract.

Income Tax and other taxes at the rates applicable from time to time shall be deducted from the bills of the Contract at the source.

12. RISK AND OWNERSHIP:

Upon 90% of payment, BBJ shall become owners of goods ordered but all risks, responsibilities; liabilities thereof in all goods shall remain with selected bidder till delivery of all goods to all end users. Part deliveries shall not be treated as deliveries. Only full deliveries of all items ordered will be considered as delivery.

13. TERMINATION OF CONTRACT

In case the successful bidder fails to comply any of its respective Contractual obligation within stipulated time frame, for reasons solely attributable to the breaching party, the non-breaching party reserves the right to terminate the contract by giving 10 days' notice, provided the failure is not cured within such 10 days' notice period, without any valid reason provided by the breaching party within 7 days of end of stipulated time frame. In the event of either party terminating the Agreement, BBJ will make payments of all dues to the successful bidder for all services rendered as of and up to the date of termination, as per contracted terms.

14. JURISTITION OF COURT

The Courts at Kolkata shall have the exclusive jurisdiction to try all disputes, if any, arising out of this agreement between the parties.

15. IMPORTANT NOTES:

- (A) BBJ reserves the right to:
- (i) Accept or reject any bid received at its discretion without assigning any reasons whatsoever.
 - (ii) Increase/ decrease/ alter the job description/ scope of work with corresponding change in the value of contract.
 - (iii) Postpone or extend the above mentioned date, split and distribute the work among more than one bidder without assigning any reason what so ever.
 - (iv) May ask for further qualification during techno commercial scrutiny of bids received.
 - (v) BBJ shall not be responsible for any delay, loss, damage for bids sent by post.
 - (vi) BBJ shall not be liable for any expenses incurred by bidder for delivery of materials or during preparation of bid irrespective of whether it is accepted or not.
 - (vii) Canvassing i.e. soliciting favour, seeking advantage etc. in any form is strictly prohibited and any bidder found to have engaged in canvassing shall be liable to have his bid rejected summarily.
 - (viii) If the bidder deliberately gives any wrong information in his tender to create circumstances for the acceptance to his bid, BBJ reserves the right to reject such application.