

(A Government of India Enterprise)  
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<b>Tender No.</b>	NIT/DGM(P-V)/COMPUTER/2148/3129	<b>Date:</b>	17 <sup>th</sup> November, 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:

01.	SCOPE OF WORK	Supply, Installation & Commissioning and Comprehensive Support of Laptop, Deskjet All-in-One Printer (Colour) along with Windows-10 (Professional) as per the technical specifications and Quick Heal Total Security Antivirus as per details given in " <b>Scope of Work</b> "/ " <b>BOQ-1</b> ", at our Head office.
02.	COST OF TENDER DOCUMENT (NON -REFUNDABLE)	NIL
03.	EARNEST MONEY DEPOSIT	NIL
04.	ISSUE OF TENDER DOCUMENT	Between <b>22.11.2016</b> to <b>05.12.2016</b> during office hours.
05.	LAST DATE & TIME OF RECEIPT OF TENDER	Receipt up to <b>15:00 Hrs.</b> on <b>06.12.2016</b> at BBJ's Registered Office.
06.	OPENING OF TENDER (TECHNO-COMMERCIAL PART)	On <b>06.12.2016</b> at <b>15:30 Hrs.</b> at BBJ's Registered office.

(A. Neogi)  
DGM (P-V)

**CHECK LIST**

<b>SL. NO.</b>	<b>DESCRIPTION</b>	<b>DOCUMENTS</b>
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)	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)	<b>BOQ-1</b>	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**

**1.0 SUBMISSION OF BID:**

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**:

a) **TECHNO-COMMERCIAL PART:** The Techno-Commercial part will consist of -

i) **PRE QUALIFICATION CRITERIA OF THE BIDDER**

**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.**

a) The bidder should have offices in Kolkata with sufficient experienced & capable manpower dealing in Hardware and software installation, configuration and support.

b) 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.

c) The bidder company should be registered in India. Copy of PAN, Service Tax Registration (CST/LST as applicable), should be submitted.

d) 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) The tender documents issued to the bidders duly signed and sealed in each page except the BILL OF QUANTITY (BOQ-1).

ii) **PRICE-PART -**

Properly filled up BILL OF QUANTITY (BOQ-1) duly sealed and signed to be put in a sealed envelope super scribing "TENDER NOTICE NO." and "PRICE PART".

2.0 The above 'Techno-Commercial Part' and 'Price-Part' to be put in a sealed envelope super scribing "TENDER NOTICE NO. / SCOPE OF WORK" to be submitted to BBJ.

3.0 Conditional tenders may be rejected and no additional clause will be entertained.

4.0 The successful bidder shall not sub-contract the selling and support procedure for the entire duration in BBJ.

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- 5.0 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.
- 6.0 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.
- 7.0 **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. DEFINATIONS 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 Laptop, Printers etc. for being used at Site/Head Office, Kolkata.

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

- ✓ Supply, installation & commissioning of **02 no. Laptop of HP/Dell make** with related accessories as per technical specification at Clause 3.1. The Laptop should be installed with **Windows-10 (Professional)** License.
- ✓ Supply, installation & commissioning of **01 nos. Deskjet All-in-One Printer (Colour)** as per Clause 3.2
- ✓ Supply & Installation of **02 user Quick Heal Total Security Antivirus (03) years' license.**
- ✓ 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.

**3. TECHNICAL SPECIFICATIONS**

**3.1 Technical Specification for Laptop: Minimum system requirement -**

Microprocessor	2 GHz Intel ® Core™ i3-5005U (5 <sup>th</sup> Generation) or above
Microprocessor Cache	3 MB cache, 2 cores or above
Memory	8 GB – DDR3 or above
Video Graphics	2 GB Dedicated
Hard Drive	1TB
Display	15.6 inch
Media Drive	DVD Writer
Network Card	Integrated 10/100 BASE-T Ethernet LAN or above
Wireless Connectivity	802.11b/g/n (1x1) or above and Bluetooth
External Ports	Multi-format SD media card reader, USB 3.0, HDMI, RJ-45, Headphone/ Microphone combo
OS	Windows-10 Professional (Preinstalled/ Supplied additionally) Licensed
Other	Other standard accessories, power adapter, etc.

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- 3.2 Technical Specification for Deskjet All-in-One Printer (Colour) Printer: HP Deskjet Ink Advantage 3636 All-in-One Printer (Colour).
- 3.3 HP/Dell Model offered to be mentioned in the technical bid. Laptops should support both IPv4 and IPv6 environment.

**4. DELIVERY PERIOD**

The supply/ delivery of all hardware as per aforementioned "**Scope of Work**" and "**BOQ-1**" is estimated to be completed within **07 (seven) days** from the date of order. Installation and configuration to be done in presents of BBJ team, on the specified date informed by BBJ.

**5. 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).

**6. 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 for the items mentioned in "**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.

**7. 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 items mentioned in "BOQ-1". 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.

**8. GUARANTEE/WARRANTY:**

All the items covered in "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.

**9. 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%.

**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.

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- (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.



**BOQ-1**

**BILL OF QUANTITIES**

Sl. No.	Particulars	Qty.	Rate (Rs.)	Amount (Rs.)
01.	<b>Laptop</b> [as per Clause 3.1]	<b>02 Nos.</b>		
02.	<b>HP Deskjet Ink Advantage 3636 All-in-One Colour</b> [as per Clause 3.2]	<b>01 Nos.</b>		
03.	<b>Quick Heal Total Security (03) years license</b>	<b>02 Nos.</b>		
Total Amount				
Amount in Words:				

Note:

The amount to be quoted inclusive of all taxes & duties.

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