



জেলা শাসক ও
জেলা নির্বাচন আধিকারিকের করণ
পূর্ব মেদিনীপুর
Office of the District Magistrate &
District Election Officer
Purba Medinipur

জেলা নির্বাচন দপ্তর
District Election Cell
শালগেছিয়া, তমলুক,
পূর্ব মেদিনীপুর - ৭২১৬৩৬
Salgechia, Tamluk,
Purba Medinipur - 721636

No - 519/Elec/1x-13/2017

Date - ০৪/০৭/২০১৭

**Tender Notice Inviting Quotation for Purchase of Computer System,
Printer and other computer accessories**

District Election Section, Purba Medinipur invites sealed tender(s) from reputed Companies / supply agencies for procurement of Computer System, Printer and other computer accessories (Branded) for its District level. The interested Company/ Supplier/Agency may submit their technical and financial bid documents in prescribed format in separate sealed cover. Details of Computer System & estimated quantities are as follows: -

Sl. No.	Name of Item	Specifications	Quantity
01	Computer Desktop	Intel Core i7-6700 processor with intel HD Graphics 530 (3.4 GHz upto 4 GHz Intel Turbo Boost, SMB Cache 4 core), 8 GB DDR-4 2133 non-ECC Registered SDRAM, 1 TB 7200 rpm SATA, Integrated 10/100/1000 Gigabit Ethernet LAN, 18.5 inch LED Monitor, 3/3/3 years onsite warranty	8
02	Operating System	Windows 7 Professional x64 (available through downgrade / upgrade rights from windows 10 Pro x64)	8
03	Printer	HP 1020 Plus	2
04	UPS	600 VA	8

Intending eligible bidders may obtain Bid document free of cost, from the office of the District Election Officer & District Magistrate, Purba Medinipur on any working day between 10:00 AM to 3:00 PM upto 18th September, 2017. The bid document may also be downloaded from our web-site, <http://purbamedinipur.gov.in> Bidders shall have to deposit Earnest Money Deposit of Rs.10,000/- (Rupees Ten thousand only) as Bid security in the form of Demand Draft obtained from any Nationalised Bank, in favour of the District Magistrate & Collector, Purba Medinipur, Payable at Tamluk along with the bid document.

Technical & Financial documents sealed in separate covers and marked with Technical / Financial must be delivered to the District Election Officer & District Magistrate, Purba Medinipur, Election Section, 1st Floor of Administrative Building, Tamluk, Purba Medinipur upto 15/09/2017 till 02:00 PM. All sealed quotations received till then will be opened on the same day before the bidder or their representative who wish to be present, in the office at 03:00 P.M.

The undersigned reserves the right to accept or reject any tender or all the tenders without assigning any reason whatsoever. The undersigned also does not bind himself to accept the lowest rate of tender and shall use discretions in accepting higher than the lowest rates with a view to ensure standard quality of work.

Addl. District Magistrate (Elec.)
Purba Medinipur

Tele: 03228 263641; E-mail: elec.dmpm2015@gmail.com

“শক্তিশালী গণতন্ত্রের জন্য অধিকতর অংশগ্রহণ”
“Greater Participation for a Stronger Democracy”

CHECK LIST FOR BIDDERS / APPLICANTS

1. The Bidder should ensure that all documents and papers submitted in this BID are fully authenticated by the authorized signatory under his signature with official seal wherever applicable.
2. The following documents form part of the BID and should be submitted with BID:

Sl. No.	Documents to be submitted	Documents Submitted	
1.	All pages of this BID document should be duly signed by the authorized signatory as a token of acceptance of all terms and conditions by the bidder. Any other document submitted by the bidder should also be signed by the authorized signatory.	Y/N	Page No. at which Document Attached
2.	Statement indicating experience of supplying such items & working with Govt. Ministries/ Departments/PSUs, etc.	Y/N	Page No. at which Document Attached
3.	General Power of attorney in favour of the signatory signing the BID documents. It is not required in case of proprietary firm if the proprietor himself signs the documents.	Y/N	Page No. at which Document Attached
4.	Attested copy of Article or Memorandum of Association or partnership deed or proprietorship registration as the case may be.	Y/N	Page No. at which Document Attached
5.	Attested copy of GSTN number, if applicable.	Y/N	Page No. at which Document Attached
6.	Attested copy of PAN/Number.	Y/N	Page No. at which Document Attached
7.	Attested copy of return for last month/quarter as the case may be submitted towards GSTN if applicable.	Y/N	Page No. at which Document Attached
8.	Attested copies of IT returns for the last three years filed by the agency	Y/N	Page No. at which Document Attached
9.	Attested copy Audited Accounts for details of turn over for the AY 2015-16 and 2016-17.	Y/N	Page No. at which Document Attached
10.	BID security/EMD of Rs.10,000/- to be submitted in the form of demand Draft in favour of THE DISTRICT MAGISTRATE & COLLECTOR, PURBA MEDINIPUR, Payable at TAMLUK. (Enclosed with Technical Bid)	Y/N	Page No. at which Document Attached
11.	Bank Account No. of the Firm with IFS code & Bank Branch Name	Y/N	Page No. at which Document Attached
12.	Bid Form	Y/N	Page No. at which Document Attached
13.	Financial Bid (Separate envelope)	Y/N	Page No. at which Document Attached

Signature of the Bidder



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Office of the District Magistrate &
District Election Officer
Purba Medinipur

জেলা নির্বাচন দপ্তর
District Election Cell
শালগেছিয়া, তমলুক,
পূর্ব মেদিনীপুর - ৭২১৬৩৬
Salgechia, Tamluk,
Purba Medinipur - 721636

TENDER DOCUMENTS FOR PROCUREMENT OF COMPUTER SYSTEM, PRINTERS AND COMPUTER ACCESSORIES FOR THE OFFICE OF THE DISTRICT ELECTION OFFICER & DISTRICT MAGISTRATE, PURBA MEDINIPUR

1. Sealed tenders are invited from reputed Companies / supply agencies for procurement of Computer System (Branded) for its district level. The interested Company/ Supplier/Agency may submit their technical and financial bid documents in prescribed format in separate sealed cover. Details of Specification of Computer System & estimated quantities are as follows:-

Sl. No.	Item	Specifications		Quantity
01	Computer Desktop:	Intel Core i7 based Desktop		8
		CPU	Intel Core-i7-6700, 3.4 GHz upto 4 GHz	
		Cache	SMB Cache 4 Core	
		RAM	8 GB DDR-4 2133 non-ECC	
		HDD	1TB 7200 rpm SATA	
		Network	Integrated 10/100/1000 Gigabit Ethernet	
		Monitor	18.5 inch LED	
		Operating System	Windows 7 Professional x64 (available through upgrade / downgrade rights from windows 10 Pro x64)	
		Warranty	three years onsite	
02	LaserJet Printer	Speed	14 PPM	2
		Type	Black and White	
		Technology	Laser	
		Resolution	600 dpi upto 1200 dpi	
		Duplex	Manual	
		Warranty	One year onsite	
03	Online UPS		600VA	8

02. Delivery Places:

Bidder will supply and deliver the materials in requisite number as per the following table:

Sl. No.	Name of Office	Address	Quantity
01	Office of the District Election Officer & District Magistrate, Purba Medinipur	Tamluk, Purba Medinipur	8 nos.

03. Qualification Conditions:

- a) Bidder should be registered under West Bengal Shop & Establishment Act. Bidder should be authorized supplier/service provider of the quoted item/work and should submit the relevant documents /certificates.
- b) Bidder should have experience of supplying such items and will have to furnish details of previous supplies.
- c) Bidder shall provide all relevant records required i.e. Income Tax Return Certificate/PAN, Commercial Tax Clearance/V.A.T. Certificate and other taxes (whichever applied)

04. Bid Price:

- a) The contract shall be for a period of **THREE Years**
- b) The rates quoted by the bidder shall be fixed for the duration of the contract and shall not be subject to adjustment of any account.
- c) All duties, taxes and other levies including the transportation expenses are payable by the Supplier/Agencies/Company under the contract and shall be included in total price.
- d) Each bidder shall submit only one quotation in the format supplied with IFQ. Bidder submitting more than one quotation for the same package will not be entertained. All the columns and requisite information's must be filled in the supplies Format.

05. Submission of Tender/Bid:

- a) Each bidder should submit sealed quotations (in two separate part i.e. **Technical (Part – I)** and **Financial (Part – II)** in separate sealed envelopes.
- b) The following documents will form the Technical part (Part –I) of the bid (Photo copy duly self-attested to be compulsorily enclosed)
 1. Establishment Registration Certificate
 2. Current Return of Income Tax.
 3. Commercial Tax Clearance Certificate
 4. Certification of authorization of the company.
 5. Bid Security as stipulated in the bid document.
 6. Details of Work Experience.
- c) The Financial part (Part – II) of the bid shall consists of only Rate/Price in Performa supplied with the IFQ on the company's /Firm's letter pad. All the column and requisite information must be filled in the prescribed format. Bidder must quote the item wise.
- d) Award of contract on the basis of lowest evaluated price for which the bidder must quote the rate per item. Bidder must quote the rate of all items.

06. Performance Security:

- a) 5% of total bid/contract value will have to be deposited as performance security in /form of Bank Guarantee/ Demand Draft in favour of The District Magistrate & Collector, Purba Medinipur, payable at Tamluk by the lowest evaluated responsive bidder before the award of work. The performance security will be refunded only after the expiry of the contract as specified in the bid document/agreement.
- b) The performance security deposit shall be forfeited in case any terms and conditions of the contract/ agreement etc. infringed or the bidder fails to complete the supply in time.

07. Earnest Money Deposit (Deposit) :

Each Bidder will have to submit EMD Rs. 10,000/- (Rupees Ten thousand) only, in the form of Demand Draft in the name of the District Magistrate & Collector, Purba Medinipur.

The EMD shall be forfeited

- a) In case a bidder withdraws its bids after opening of Technical (part – I) and before the validity period of the Bid.
- b) If bidder fails to deposit performance security within specified period as per intimation/request from The District Election Officer & District Magistrate, Purba Medinipur
- c) If the bidder fails to execute the agreement within specified time as intimated/ requested.

08. Validity Quotation:

Quotation shall remain valid for a period not less than 90 days after the deadline date specified for submission.

09. Evaluation of Quotations:

The purchaser will evaluate and compare quotations determined to be substantially responsive i.e.

- a. Are properly signed; &
- b. Confirm to terms, conditions, specifications and qualifications and qualifications conditions.

10. Award of Contract:

The purchaser will award the contract to the bidder whose quotations has been determined to be substantially responsive, and who has offered the lowest evaluated quoted price.

- 10.1 Notwithstanding the above, the purchaser reserves the right to accept or reject any quotations and to cancel the bidding process and reject all quotations at any time prior to the award of the contract.
- 10.2 The bidder whose bid is accepted will be notified of the award of contract by the purchaser. The terms of the accepted offer shall be incorporated in the supply order. The validity period may be extended by the purchaser by another 15 day in exceptional cases.

11. Other Terms & Conditions :

- a) The District Election Officer & District Magistrate, Purba Medinipur reserves the right to proponed / postponed/cancelled the bid, the bidder will have to abide with the decision.
- b) Payment shall be made after the supply and submission of bills, which will be subject to satisfactory supply (certified by the committee constituted for the purpose). Personnel In-Charge will certify the quality and quantity of the items supplied/ work done as per specifications and recommend accordingly the extent of payment.
- c) No preference will be given to any bidder of class of bidders, either for the price or for other terms and conditions.
- d) Quotation may be submitted on the printed letter head of the bidder in the prescribed format supplied with IFQ.
- e) No payment will be made for any damage of goods supplied.
- f) Liquidated damages provisions for damages shall be included in conditions of the contract when delays in delivery of goods, completion of work or failure of the goods or works to meet performance requirements would result in extra cost, or loss of revenue or loss of other benefits to the implementing agency.

You are requested to send your offer during working hours on or before **02-00 PM of the 15/09/2017** in the prescribed format (enclosed herewith) in sealed envelopes in form of Technical – (Part– I) and Financial (part – II) bids / tenders to the District Election Officer & District Magistrate, Purba Medinipur,

Election Section, 1st Floor of Administrative Building, Tamluk, Purba Medinipur. Sealed quotations received till then will be opened in the office on the same day i.e. **18/09/2017** at **3:00 PM** in the presence of bidders or their authorised representatives who desire to be present.

We look forward to receiving your quotations and thank you for your interest.

Purchaser: ***District Magistrate & District Election Officer,***
Purba Medinipur
Election Section, 1st Floor, Administrative Building
Salgachia, Tamluk, Purba Medinipur - 721636

PROFORMA FOR TECHNICAL BID (PART - I)

Sl. No.	Particulars	To be filled in by the tenderer
1	Name of the Agency	
2	Details of EMD Package No. -	
	(i) Amount	
	(ii) Draft No.	
	(iii) Date	
	(iv) Issuing Bank	
3	Date of establishment of the agency	
4	Detailed office address of the Agency with Office Telephone Number, Fax Number and Mobile Number and name of the contact person	
5	Whether the firm is registered under Company Act, partnership or proprietorship. (Copies of all certificates of registration to be enclosed.)	
6	PAN/TAN Number(copy to be enclosed)	
7	GSTN Number (copy to be enclosed)	
8	Attested copy of return for last month/quarter as the case may be submitted towards GSTN if applicable. (copy to be enclosed)	
9	Attested copies of IT returns for the last three years filed by the agency	
10	Whether the firm is blacklisted by any Government Department or any criminal case is registered against the firm or its owner/partners anywhere in India. (If no, a certificate is to attached in this regard.)	
11	Attested copy Audited Accounts turn over details for the AY, 2015-16 and 2016-17.	
12	Experience in dealing with Govt. Departments attach copies of supply orders placed on the agency)	
13	Whether bid document of all pages of the terms and conditions duly signed, in token of acceptance of the same, is attached.	
14	Whether agency profile is attached?	

Place:

Signature of Bidder

Date:

Office Seal

FORMAT OF FINANCIAL BID
(Part - II)

Name of the Firm :

Quotation for purchase of Computer System, Printer and other Computer Accessories

Sl. No.	Name of Item	Features & Specifications	Brand	Qty.	Rate Per Unit (including VAT)	Amount (in Rs.)
01	Computer Desktop			08		
02	Operating System			08		
03	Printer			02		
04	UPS			08		
	TOTAL					

(Total Amount in Rupees _____ only)

1. We agree to supply the above mentioned items in accordance with technical specification for a total contract price of Rs. (in words Rupees) including taxes, Transportation etc. within five days of the issue of supply order.
2. We also confirm that the normal commercial warrantee/guarantee shall apply to the supplied items.
3. We also agree and abide with the terms and conditions stipulated in the bid document.

(Signature of Bidder with Seal)

Name:

Designation:

Address:

Contact No.:

Date: