

Government of West Bengal
Office of the district Magistrate, Nadia
&
District Project Director, SSM, Nadia.

Tender Notice

No. 2109 / SSM

Dated : 03.03.08

NOTICE INVITING TENDER

Sarva Siksha Mission, Nadia, Old Zilla Parishad Dak Bunglow , Krishnagar, Nadia invites sealed tenders for procurement of Commercial Branded Desktop PCs, UPS Systems, Printers, Software subject to the specifications, terms and conditions including tentative technical specification mentioned in Annexure – I and II .

Bidders interested to participate should meet the following eligibility criteria :

Sealed tenders are therefore invited from authorized Dealer / Distributor or Manufacturer of Branded products or bonafide and reliable suppliers preferably having experience for supply of computer items who have a past record of such delivery to the Government, Semi-Government or Public Sector Undertaking Offices and have registration with regard to Sales Tax, Income Tax, Service Tax, Trade Tax, Professional Tax and other taxes as applicable. Xerox copies of Sales Tax, Income Tax, Service Tax, Trade Tax, Professional Tax and other taxes clearance and credential certificates should be attached with the application. Tenders will be accepted after our verification of original Sales Tax, Income Tax, Service Tax, Trade Tax, Professional Tax and other taxes clearance and credential certificate.

All the preliminary proposals received from the interested agencies will first be scrutinized by SSM, Nadia for finalization of the hardware and Software Specification according to the terms and conditions applicable for the contract.

Earnest Money of Rs. 28,000 (Rupees Twenty Eight Thousand only) will have to be deposited along with bid documents in the form of Demand Draft in favour of Sarva Siksha Mission, Nadia, payable at Krishnagar, Nadia.

Interested parties may offer their tender papers on their own letter head with their seal and signature addressed to the District Project Officer, SSM, Nadia and the information / documents / credentials indicated in Annexure and authorization from Manufacturer / Distributor, if applicable in a sealed envelope. The words " Tender for procurement of Commercial Branded Desktop PCs, UPS, Printers and software items vide N.I.T No 2109/SSM dated 03.03.08 " should be super scribed on the sealed envelope. **This Sealed tenders must be dropped in the Tender Box to be kept for this purpose at the Office Chamber of The District Project Officer, SSM, Nadia at or before 2 P.M on 17.03.2008.**

The time schedule of the tender procedure is as follows:-

Last Date & time for submissions of filled in tender form at the specified box in District Project Office, SSM, Nadia	At or before 2 PM of 17.03.2008
Opening of tenders at the chamber of the Addl. District Magistrate (Dev), Nadia	At 3 PM of 17.03.2008

SSM, Nadia reserves the right to accept or reject any or all of the tenders without assigning any reason thereof.

Details of the documents and other tender formalities can be downloaded from www.nadia.nic.in or www.nadiazillaparishad.gov.in .


For District Magistrate, Nadia &
District Project Director, SSM, Nadia

ANNEXURE – I

TERMS AND CONDITIONS

[Note : Bidders should read these conditions carefully for strict compliance while sending their tender papers]

1. Sarva Siksha Mission, Nadia invites sealed tenders for purchase and installation of Commercial Branded Desktop PCs, UPS systems , printers, Software items in District Project Office, SSM, Nadia, Office of the Circle Project Co-Ordinator, Sadar – III CLRC, Karimpur New CLRC and 10 no of Upper Primary Schools shown in Annexure - II appended herewith where Computer Aided Learning have been implemented for the year 2007-08.
2. The Authority in respect of the tender is the District Project Director, Sarva Siksha Mission, Nadia.
3. Dealer / Distributor or Manufacturer of Branded products or bonafide and reliable suppliers (herein after referred to as the vendor) may submit their bid against this Notice Inviting Tender only if they have a record of supplying the computer items to the Government, Semi-Government or Public Sector Undertaking and have registration with regard to Sales Tax, Income Tax, Service Tax, Trade Tax, Professional Tax and other applicable taxes.
4. The Agency should be equipped with stock of required quantities of spare parts, compatible with Desktop PCs, UPS, Printers and Software. The agency should be capable of undertaking proper maintenance work at the site of installation within 24 hours of intimation. The agency would be required to maintain a log of all complaints received through phone/fax/e-mail and act on them within the time frame specified. Failure to act on complaints would be treated as non-performance and may result in future non participation of further tenders from SSM, Nadia.
5. **Earnest Money Deposit (EMD):** The earnest money of Rs. 28,000/- (Rupees Twenty Eight Thousand only) should enclosed with the bids by the bidders in the form of Demand Draft payable at Krishnagar, Nadia in favour of Sarva Siksha Mission, Nadia.
Refund of Earnest Money: The earnest money of unsuccessful bidders shall be refunded within 90 days after final acceptance of bid on request from them. No interest will be paid by SSM, Nadia on the earnest money.
Forfeiture of Earnest Money: The earnest money will be forfeited in the following cases:
 - a) When the Agency withdraws or modifies the offer after opening of financial bid but before acceptance of the same.
 - b) When the Agency does not execute the prescribed agreement, if any, within the specified time.
 - c) When the Agency fails to commence the supply of the items as per supply order within the time prescribed.
6. **CONSORTIUMS:** No consortium will be allowed.
7. **Validity:** The financial bids to be submitted by the vendors should be valid for a minimum of 3 (three) months from the date of opening of the financial bids.
8. **Submission of Tender papers :** The sealed tender papers must be dropped in the Tender Box to be kept for this purpose at the Office Chamber of the District Project Officer, SSM, Nadia **at or before 2 PM on 17.03.08.** No tender papers will be entertained in this matter. The tender papers delivered in any box other than the one specified shall not be entertained. SSM, Nadia will not be responsible for any delay in submission of the tender paper.
9. **Opening:** The tender will be opened on **17.03.08 at 3 PM at the Chamber of the Addl. District Magistrate (Dev), Nadia.** The names of the participating agencies will be disclosed then. One authorized representative of each vendor may participate at that time in their own interest.

ANNEXURE – II

1. **Technical Evaluation :** Technical Evaluation of the bids shall be done on the following parameters:-
 - a. Technical specifications, leaflets/ supporting documents enclosed to confirm them.
 - b. Authorization Certificate of Hardware / Software / Training Companies.
 - c. After Sales Service Support Certificate from the Customer.
 - d. Company's turnover in last three years.
 - e. Others things remaining same, manufactures shall be preferred over authorized distributor / dealers.

- f. Company's Supply record in West Bengal and Government Departments. The vendors must supply the list of supplies executed by them, complete details of supplies, value of supplies and name of the institutions to which supplies have been made.
- g. If the tender is supplied by a distributor / dealer / bonafide supplier (other than the computer manufacturer), then the vendor should furnish documents duly signed and stamped from their principals as proof of the firm being their authorized dealer.
- h. Sales Tax/ VAT Registration and Latest Sales Tax, Service Tax and Professional Tax Clearance Certificate.
- i. Copy of the registration certificate for firms registered or trade license.
- j. Latest Income Tax Clearance Certificate.
- k. Payment / Credential Certificate (issued by the purchaser). Credentials that are certificates of satisfactory execution of work/supply issued by work order or purchase order issuing authority for the works done / supply made during the last 3 years.
- l. List of Technical manpower available with the Agency. For Installation of computers as well as after sales services to be available locally.
- m. Demand Draft for Rs. 28,000/- (**Rupees Twenty Eight Thousand only**) towards earnest money in favour of Sarva Siksha Mission, Nadia payable at Krishnagar, Nadia.
- n. The bidders will have to submit their **technical bid** mentioning the technical specification which should confirm the hardware specification mentioned in the item No. 12 of this Annexure – II along with the other documents as mentioned in the item (a) to (m) above in an Envelop marked with "**Envelop – A: Documents for technical bid**".
- o. The financial bid will have to be submitted in the following format typed in the letter head of the prime bidder in a separate sealed envelop marked with "**Envelop – B: Financial bid**".
- p. **Format for submitting financial bid**

Format-A

SINo	Item	Amount Quoted
1	Commercial Branded Desktop PC	
2	HP Deskjet D2460 Printer	
3	APC UPS (650 VA)	
4	CREATIVE 2.1 SBS 370 Surround Sound Multimedia Speaker with Sub Woofer	
5	Operating Software MS-Windows XP(Professtional), OEM Pack with JVM compatible Internet Browser on CD Media, and Hard copy manual and user lincense, and latest service pack and latest Security Tool Kit, both on CD media.	

Format-B

Sl No	Item Description	Rate (exclusive any kinds of tax)	VAT (4%) (if applicable)	Other Taxes (if applicable)	Warranty Period	Quantity	Total Amount	Amount In Words
1	Commerical Branded Desktop PC					53		
2	HP Deskjet D2460 Printer					11		
3	APC UPS (650 VA)					53		
4	CREATIVE 2.1 SBS 370 Surround Sound Multimedia Speaker with Sub Woofer					10		
5	Operating Software MS-Windows XP(Professtional), OEM Pack with JVM compatible Internet Browser on CD Media, and Hard copy manual and user lincense, and latest service pack and latest Security Tool Kit, both on CD media.					52		
Total Amount								
Other Taxes / Charges (if any) against the Total Amount								
Grand Total								

2. **Quantity of items:** Quantity of computer items mentioned in format-B may increase or decrease. Actual quantity of the items (site-wise) will be supplied to the successful bidder after finalization of the selection procedure. The decision of the selection authority regarding above will be final and no clarification will be given to the vendors.

3. **Delivery and Installation:**

a) The hardware and Software will have to be delivered by the Agency at the following locations:-

1. District Project Office, Sarva Siksha Mission, Nadia, Old Zilla Parishad Dak Bunglow, PO:Krishnagar, Nadia
2. Office of the Circle Project Co-Ordinator, Sadar – III CLRC, PO :Bhatjangla, District :Nadia
3. Office of the Circle Project Co-Ordinator, Karimpur New CLRC, PO : Mahishbathan, District : Nadia
4. Chakdaha Bapuji Vidyamandir, PO : Chakdaha, Dist : Nadia
5. Haripukuria High School, PO : Haripukuria , Dist : Nadia
6. Purnanagar PurnaChandra High School, PO : Ranaghat, Dist : Nadia
7. Pritinagar Bhudeb Smriti High School, PO : Pritinagar, Dist : Nadia
8. Bagula Purbapara High School, PO : Bagula, Dist : Nadia
9. Nasra High School, PO : Ranaghat, Dist : Nadia
10. Panighata Umadas Memorial High School, PO : PaglaChandi, Dist : Nadia
11. Sudhakarapur High School, PO : Kasiadanga, Dist : Nadia
12. Shikarpur High School, PO : Shikarpur, Dist : Nadia
13. Nandanpur Adarsha Vidyapith, PO : NandanPur, Dist : Nadia

It is to be noted that generally 5 sets of Commercial Desktop PCs, 5 sets of APC UPS, 1 Printer and 1 Speaker will be installed to each location from slno 4 to 13. 1 set of Commercial Desktop PC, 1 UPS will be installed at each location of Slno 1, 2 & 3 respectively. 1 Printer will be installed at the location of slno 3. One pack of License operating software will have to be supplied for each computer to concern offices of each location except Sl. No. 2. Actual quantity of computer items including hardware and software to be installed at each location may increase or decrease. The decision of the selection authority regarding above will be final and no clarification will be given to the vendors.

Once delivered, the agency has to furnish Delivery and Installation Challan of the supply and successful installation report from head of the concerned institutions / offices.

b) All listed items would have to be supplied and installed by the agency within 7(seven) days from the date of issuance of the work order for failure of which , the earnest money deposited by the agency will be forfeited and any other Agency may be asked to supply the items without any further intimation to the defaulting agency.

c) The agency would be responsible for installation of licensed version of Operating System and Other System Software for all Commercial Desktop PCs at its own cost and provide copies of the license agreements.

d) The Agency also would be responsible for installation of all items at the respective sites.

e) If any loss or damage occurs in transit, it will be the responsibility of the supplier to make good the loss, within the time stipulated in the supply order.

f) **Installation will be done at free of cost. No installation charge will be paid from end of SSM, Nadia.**

4. **Specifications:** All articles supplied shall strictly conform to the specifications, trademark / brand laid down in the order and wherever articles have been required according to ISI/ISO etc. certifications, those articles should conform strictly to those specifications / certifications. Certificates of quality proof must be enclosed.

5. **Inspection:**

a) All items supplied will be subject to an inspection by the Technical Committee comprising technical experts of Nadia Collectorate, Nadia Zilla parishad and Office of the SSM, Nadia with or without any prior notice before any payment is made.

b) Materials not approved during inspection or testing shall be rejected and will have to be replaced by the Vendor at their own cost within 7 (seven) days of receipt of letter/ report regarding rejection.

c) Materials, which are not as per specifications, are liable to be rejected. Such defective / substandard materials will have to be removed by the supplier at his or her own expenses. The supplier will be allowed to replace such material by good quality material within 7 days of receipt of rejection report.

However, if such material is accepted by purchaser, proportionate deduction (up to the extent of 50%) for deviation in quality may be imposed by the purchaser at their sole discretion.

6. **Agreement:** Successful Bidder will have to execute an Agreement in non-judicial stamp paper of value Rs. 10/- (or more) with SSM, Nadia confirming to the terms and conditions of this Notice Inviting Tender . Both the parties will have to sign the agreement. After that, work-order will be issued in favour of the selected vendor.

7. **Warranty:** The participating vendor should carefully note that the on-site Warranty period for all materials (including UPS batteries) supplied by them and its smooth running would be at least 12 (twelve) months from the date of installation of the materials free of cost.

8. The vendors must sign with seal each page of Tender Paper(s). Incomplete Tender papers are liable to be rejected.

9. a) The Authority of SSM, Nadia reserves the right to accept or reject any or all the bids without assigning any reason thereof.

b) Tender Papers not confirming to any or all the above terms and conditions are liable to be rejected.

c) Any type of canvassing will disqualify the Vendor.

d) If a vendor imposes conditions, which are in addition to or in conflict with the conditions mentioned herein, his / her tender papers is liable to summary rejection and Tender Paper seizure.

10. In the event of any dispute, SSM, Nadia shall decide on appropriate measures in the interest of public service.

11. **SPECIFICATION OF HARDWARE AND SOFTWARE ITEMS**

A. BRANDED COMMERCIAL DESKTOP PCs

ITEM	DESCRIPTION
Processor	Intel [®] Core [™] 2 Duo Processor 2.2 GHz or above
Motherboard	Intel original [®] Desktop Board DQ965GF
Memory	512 MB X 2 , 800 MHz DDR2 RAM
Hard Disk Drive	160 GB 7200 rpm Serial ATA HDD
Monitor	43.2 cm SVGA Digital Colour Monitor (to support 1024 X 768 NI Resolution) MPR II compliant or TCO-03 Certified
Keyboard	Multimedia Keyboard
Mouse	Scrollable Optical Mouse
Optical Drive	DVD Writer
Operating System	Windows XP Prof. preloaded with Media and documentation and Certificate of Authenticity.
OS Certification	Win XP Prof. OS
Power management	Screen Blanking, Hard Disk and System Idle Mode in Power on, Set Up Passwrđ, Power Supply SMPS Surge Protected

B. HP Deskjet D2460 Printer

C. APC UPS (650 VA)

D. CREATIVE 2.1 SBS 370 Surround Sound Multimedia Speaker with Sub Woofer.

E. Operating Software:

MS-Windows XP(Professtional), OEM Pack with JVM compatible Internet Browser on CD Media, and Hard copy manual and user lincense, and latest service pack and latest Security Tool Kit, both on CD media, as applicable at the time of supply.

Drivers and Utilities:

All driver and utility software for the above hardware equipments should preferably be supplied on CD media, associated with manuals for the chosen OS.

12. **Payment Details:** SSM, Nadia will be responsible for the payments to the Agency via cheque on successful delivery and installation of required hardware, software to the concerned offices with signature and seal from the head of the institutions / offices with inscription "All hardwares and softwares are installed and working properly" will be entertained.

ANNEXURE – III

Information / Documents / Credentials to be furnished along with tender paper (with a list of such paper furnished)

a) Name and detailed Address of the Agency with Phone, Fax numbers, E-Mail address etc.

b) Name and Telephone number of the Contact Person.

- c) Earnest Money Deposit of Rs. 28,000/- (Rupees Twenty Eight Thousand only) in the mode of A/c payee demand draft in favour of Sarva Siksha Mission, Nadia payable at Krishnagar, Nadia.
- d) Attested photocopy of Income Tax Clearance Certificate for 2005-06 and 2006-07.
- e) Attested photocopy of VAT/Sales Tax Clearance Certificate for 2005-06 and 2006-07.
- f) Attested photocopy of P.Tax Clearance Certificate for 2005-06 and 2006-07.
- g) Attested Photocopy of Service tax Clearance Certificate for 2005-06 and 2006-07.
- h) Attested Photocopy of Certificate of Enlistment / Trade License.
- i) A list of Government , Semi-Government or Public Sector Undertaking Offices where Agency had supplied the Computer Items worth minimum of Rs. 5,00,000 (Rupees Five Lakh only) or more during the financial year of 2005-06 and 2006-07 (together with supportive documents (like Payment / Credential Certificate issued by the Purchaser)
- j) List of technical Manpower locally available with the Agency indicating name, location, qualification and experience of each.
- k) List of contact numbers and address of the service center's across the state to be used for help desk locality.
- l) Other supporting documents, if any
- m) If the Firm is a partnership one, the authority of financial transactions should rest upon one name supported by other partners.

The opening of tender is subject to change as per situation. The District Magistrate & District Project Director, (SSM), Nadia reserves the right to reject or accept any or part of the tender without assigning any reason.

The office will not be responsible for any delay in receipt, mis-placement and loss of whole or part of any related document /material. No objection will be entertained in this regard.

Please send your tender paper in proper format within the date mentioned above along with EMD in Demand Draft in favour of Sarva Siksha Mission, Nadia which is to be dropped in the specified tender box to be kept for this purpose at the Office Chamber of the District Project Officer, SSM, Nadia.

M/S R 3.08
**For District Magistrate, Nadia &
 District Project Director, SSM, Nadia**
Barker

Memo No. 2109/1(20)/ SSM

Dated : 03.03.08

Copy forwarded for favour of information with a request to kindly take necessary action for wide publicity to the:-

- 1) C.A to the Sabhadhipati , Nadia Zilla Parisad
- 2) C.A to the District Magistrate , Nadia
- 3) C A to the Addl. District Magistrate & Addl. Executive Officer, NZP.
- 4) The Superintendent of Police , Nadia
- 5-8) The Sub-Divisional Officer , Sadar/Ranaghat/Tehatta/Kalyani.
- 9) The Secretary, Nadia Zilla Parisad , Krishnagar.
- 10) The Chief Medical Officer of Health , Nadia.
- 11) The District Information & Cultural Officer , Nadia.
- 12) The Nazareth Deputy Collector , Nadia Collectorate , Nadia.
- 13) The Officer –in-charge General Deptt. Nadia Collectorate.
- 14) Chairman, Krishnagar Municipality.
- 15) Collectorate Notice Board, Krishnagar, Nadia
- 16) D.I of Schools (PE)
- 17) DI of Schools (SE)
- 18) Chairman, NDPSC.
- 19) District Information Officer, Nadia Informatics Centre with a request to arrange for displaying it the web site www.nadia.nic.in
- 20) District Information Analyst, Nadia Zilla Parishad with a request to arrange for displaying it the web site www.nadiazillaparishad.gov.in

M/S R 3.08
**For District Magistrate, Nadia &
 District Project Director, SSM, Nadia**
Barker