



BARANAGAR MUNICIPALITY
87, DESHBANDHU ROAD(EAST) KOLKATA - 700035
NORTH 24 PARGANAS, WEST BENGAL

Form no.:

Issued to:

NIT No: BM/IT/02/18-19,

Dt: 26-09-2018.

Cashier / Account Section
Baranagar Municipality

WORK SL. NO:

TENDER SUBMISSION FORM

Address for Submission of Tender:

The Chairman
Baranagar Municipality
87, Deshbandhu Road (East) Kolkata – 700035

Contents to be submitted:

1. Technical Bidding Format [Schedule A & B to be submitted in one envelope]
2. Financial Bidding Format [Schedule C to be submitted in a separate envelope]

(A large envelope should contain both envelopes containing Technical and Financial Bidding Format. NIT number and name of work should be super scribed in Block letter on top of the envelope.)

ITEMS FOR SUPPLY, INSTALLATION AND TECH SUPPORT	5 NOS.	(HP BRANDED COMMERCIAL) DESKTOP COMPUTER WITH (APC, MICROTECH, FOXIN, ZEBRONICS, FRONTECH) 600/700/725 VA UPS.
	2NOS.	EPSON LQ 2090 DOT MATRIX PRINTER & EPSON L380 INK JAR ALL IN ONE COLOUR PRINTER .
	1 NO.	HP SHEET FEED SCANNER.

SCHEDULE OF REQUIREMENT WITH SPECIFICATION OF DESKTOP COMPUTER & UPS						
SL.NO.	ITEMS NAME	CATEGORY	DESCRIPTION	UNIT	QTY.	
1.	HP COMMERCIAL DESKTOP COMPUTER	PROCESSOR	INTEL QUAD CORE 8TH GEN.	NOS.	5 NOS.	
2.		MOTHER BOARD.	HP INTEL CHIPSET Z370/ Z170N/300/& H110 SERIES			
3.		H.D.D	1 TB SATA 7200 RPM			
4.		RAM	4 GB DDR4 2133 MHZ			
5.		DVD R/W	HP SATA SLIM R/W			
6.		ATX CABINET	SLIM MICRO TOWER BLACK			
7.		S.M.P.S.	600/800 WATT PWER SUPPLY			
8.		O.S.	FREE DOS			
9.		GRAPHICS	INTEL HD GRAPHICS			
10.		CONNECTIVI TY	LAN CONNECTIVITY			INTEGRATED ETHERNET 10/100/100 GBE
11.			WIRELESS & BLUETOOTH CONNECTIVITY			11ac 867 MBPS DUAL BAND WITH BLUETOOTH 4.2
12.			VIDEO CONNECTIVITY			VGA, DVI & HDMI
14.			USB PORT & CARD READER CONNECTIVITY			USB 2.0, 3.0 & SD/MMC 2.0 CARD READER
15.			KEYBOARD			HP WIRED USB 2.0 KEYBOARD
16.			OPTICAL MOUSE			HP WIRED USB 2.0 OPTICAL MOUSE
17.			MONITOR			HP 19.5" LED MONITOR
18.		APC/ MICROTECH/ FOXIN/ ZEBRONICS/ FRONTECH.	UPS			600/725 VA UPS
19.	EPSON	PRINTER	LQ 2090 DOT MATRIX & L 380 INK JAR ALL IN ONE COLOUR	NOS.	2 NOS.	
20.	HP	SCANNER	SHEET FEED SCANER 7000S2/7000S3	NOS.	1 NO.	

Note:

1. Rate should be inclusive all Taxes, Duties, loading & unloading charges, delivery at site etc.

2. For HP Branded Commercial Desktop Computer the Model Number should be mentioned by the Bidder.

1. ELIGIBILITY CRITERIA :- The Tenderer must possess minimum eligibility criteria mentioned here under to participate in the Tender.

1. Should possess minimum 3 years experience in the relevant field of marketing of Desktop Computers.
2. Should have sold the similar product to any Government Organization/PSU. Evidence for having supplied Desktop Computers to Central Government departments/Public Sectors undertaking in the last 3 years.
3. Should have facility to organize/provide after sales 2 Years service support in Baranagar Municipality North 24 Parganas.
4. The Bidder must have PAN Number, GST Registration Certificate.
5. Should have IT returns for the Assessment Year 2017-2018 and audited P/L & balance sheet last 3 Years.
6. No consortium or joint venture is allowed.
7. The bidder should submit technical specification along with the Model Number of the product offered in the technical bid and also the price quote in the financial bid both typed in company letter head (Usage of pen/pencil not allowed).
8. The tenderer may please note that the tender once submitted will not be altered after expiry of the dead line for receipt of tender till the date of validity of tenders and if they do so, their Earnest Money Deposit (Bid Security) will be forfeited. Completed Tender Document should not have any scope of ambiguity, cutting or overwriting. For inadvertent mistake, if any, the tenderer must strike through erroneous figure/word and legibly write the correct figure/word and it must be authenticated with dated.
9. Tender for items of lower configuration than specified above will summarily be rejected.

1.	COST OF TENDER FORM (NON -REFUNDABLE)	Rs. @ 200.00 ONLY.
2.	EARNEST MONEY DEPOSIT	2 % OF THE QUOTED RATE IS TO BE PAID BY SUCCESSFUL BIDDER ONLY AS EMD THROUGH NEFT/ RTGS/NET BANKING PAYBLE TO BARANAGAR MUNICIPALITY AT AXIS BANK, A/C NO. 916020005491636, IFS CODE- UTIB0001592 AND HARD COPY OF EMD RECEIPT IS TO BE SUBMITTED TO THE TENDER AUTHORITY (OFFLINE) BEFORE ACCEPTING WORK ORDER.
3.	COST OF ITEMS (In Rs.)	TO BE QUOTED BY BIDDER INCUSIVE OF ALL TAXES
4.	MODE OF SUBMISSION	MANUAL THROUGH BARANAGAR MUNICIPALITY IT SECTION.
5.	LAST DATE OF BID SUBMISSION	03/10/2018


Executive Officer / Chairman
Baranagar Municipality
Executive Officer
Baranagar Municipality

TECHNICAL BID

Technical Bid comprises of Schedule – A & Schedule – B

SCHEDULE – A [Terms & conditions]

1. The Printed rate should be mentioned in both figure and word in Financial Bid form. No erasing / overwriting will be entertained.
2. Tender(s) received after the stipulated time and date due to any reason whatsoever shall not be considered and the same is/are liable to be rejected.
3. Authority of Purchasing / Tender Committee of Baranagar Municipality, North 24-Parganas reserves the right to accept or reject any / all tender/s without assigning any reason whatsoever. The decision of the Authority in this regard is final and binding.
4. The Bid should be signed by the bidder(s) in all pages with seal.
5. Incomplete and unsigned tender(s) is / are liable to be rejected.
6. The intending Bidder shall have to deposit Earnest Money as mentioned against each work.
7. Baranagar Municipality does not provide any exemption to any SSI Unit, Micro & Small Enterprise, Khadi, Handicrafts and other such units in respect of issuance of tender documents, payment of earnest money and security deposit, price preference or any other issues etc.
8. The EMD shall not attract any interest.
9. The successful Bidder will be required to deposit at stipulated rate of the work value as Security Deposit in the form of NEFT /RTGS in favour of “Chairman, Baranagar Municipality” which will be released only after successful completion of the work or will be forfeited otherwise.
10. All necessary documents should be attested by the bidder.
11. Any of the Bidder, who may desire, may remain present at the time of opening of the technical bid.
12. The construction work should be in conformity with the Plan Estimate / specification & in due time as mentioned in the work order. No deviation will be accepted. The Municipal Authority reserves the authority to check / test the quality / quantity of used materials and quality of construction / Repair work/Supplied Item(s) at any stage of work. If it is found that it is not according to the Plan/ specification, than authority has every right to cancel the work order and Forfeit the security money and / or blacklist the contractor / bidder and terminate the annual contract if any.
13. Since the work being awarded is of important in nature the time schedule of the works must be adhered to failing which a penalty at the rate of 1% or 1,000.00 (Rupees One Thousand) only whichever is higher for every day’s delay will be imposed which will be recovered from the agency/ agencies.
14. In case of failure of performance by any of the Agency, the work may be assigned by the Baranagar Municipality to any of the other Agency following due procedure.
15. Provided further that if in either event any excess cost be incurred by reason of the difference between the prices paid and the accepted rates, Baranagar Municipality may charge the amount of such excess cost to the Agency and the same may at any time thereafter be deducted from any amount that may become due to the Agency under this or any other contract or from the Security Deposit or may be demanded of him to be paid within seven days to the credit to the department.
16. The Technical and the Financial Bid are to be prepared separately by using two separate envelopes and the same should be submitted in a single sealed envelope super scribed “Submission Tender for (Tender No and name of work) ”.with a forwarding letter addressed to the Chairman, Baranagar Municipality.

Authorized Signature & Seal of the Tenderer

17. Technical Bid must contain the necessary documents (stated in Schedule – B) along with Earnest Money Deposit and other related tender papers except Financial Bid.
18. Financial Bid should contain only single rate with Plan/ specification in the given format (Refer Schedule – C).
19. Bills [Tax invoice] in duplicate must be submitted to the Chairman, Baranagar Municipality, North 24-Parganas through concerned Engineer after successful completion of the awarded work for necessary payment in due course [MB is to be prepared and certified and produced by concerned Engineer]. Tax element is to be mentioned separately.
20. No payment shall be made in advance nor shall any loan from any bank or financial institution will be recommended on the basis of the order of award of work. All payments shall be made by cheque / Electronic Transfer only. The Baranagar Municipality shall be at liberty to withhold any of the payments in full or in part subject to recovery of penalties.
21. IT, Labour Welfare Cess, other taxes will be deducted at source as per Government Rule.
22. The Baranagar Municipality will have the right to call upon information regarding status of work at any point of time.
23. If any difference arises concerning the mentioned Agreement of work, its interpretation on the payment to be made there under, the same shall be settled by mutual consultations and negotiations or as per Municipality Rule/ West Bengal Government norms.
24. Earnest Money /Security Money deposit will be forfeited in following cases :
 - a) The Bidder withdraws tender after opening or acceptance.
 - b) The selected bidder fails to accept order, refuses either wholly or partly the offer that would be made by the Baranagar Municipality.
 - c) The selected Bidder fails to complete the ordered work within stipulated time as mentioned in the work order.
25. Financial Bids are opened only for those bidders who are successfully qualified in the Technical Bid.
26. The bids / Tenders are to be submitted in the ORIGINAL TENDER FORMAT issued from this office.
No other format will be considered.
27. Tender with overwriting condition will be summarily rejected.
28. The rates(s) to be quoted must be inclusive of all type of taxes & all charges – including incidental charges, if any and Carrying cost, loading and unloading charges. No extra charges will be entertained.
29. The applying firm must be registered with the GST, Income Tax, and Professional Tax authority.
30. The firm / Agency / Bidder shall not assign or sublet the work or any part of it to any other person or party without having first obtained permission in writing of the Authority.
31. In the event of the selected Agency being adjudged insolvent or having a receiver appointed for it by a court or any other order under the Insolvency Act made against them or in the case of a company, the passing any resolution or making of any order for winding up, whether voluntary or otherwise, or in the event of the firm failing to comply with any of the conditions herein specified; the Baranagar Municipality shall have the power to terminate the contract without previous notice.

Declaration

We/I agree all the terms and conditions as mentioned above and all the information supplied by us/me are true to the best of our/my knowledge.

Authorized Signature & Seal of the Tenderer

SCHEDULE – B [Information and Documents to be submitted]

General Information:

1. Name of the Bidder /Agency	
2. Full Address of office	
3. Phone N & Fax No.	
4. e-mail ID	
5. Year of Starting of Business	

Similar nature of Job undertaken in the past, give details :

Sl.	Name of the Organization	Year	Order no.	Value of Job

All the following documents (photo copy) duly attested by agency must be submitted :

- a) Instrument / Document showing detail of the price of Tender Form duly paid in favour of “Baranagar Municipality”
- b) Trade License for 2018-2019.
- c) GST Registration Certificate.
- d) Last VAT/ GST Return copy.
- e) Income Tax Return for the Assessment Year 2017– 2018.
- f) Permanent Account Number (PAN) Card.
- g) Professional Tax Challan with current validity.
- h) Audit Report inclusive of Trading Account, Profit & Loss Account and Balance Sheet for last three Financial Years i.e. 2015-16, 2016-17 and 2018-17 showing turnover not less than equal amount of estimated value of the work.
- i) Credential (Successful Completion) Certificate of similar nature of work, wherein order values exceed at least 30% of the estimated amount in a Single work Order during any of the last Three Financial Years i.e., 2015-16, 2016-17 and 2017-18 from any Government Department any Government Office, Urban Local Body or any Local Self Government Organization only.
- j) Any other information.

Authorized Signature & Seal of the Tenderer

SCHEDULE – C **(To be submitted in Company Letter Head)**

FINANCIAL BID

Sub : Tender for the work / works against NIT Number:

Sl No	Description of Product Details	Rate offered by Bidder/ Agency (in Rs.)

Authorized Signature & Seal of the Tenderer