

(A Government of India Enterprise)
27, RAJENDRA NATH MUKHERJEE ROAD
KOLKATA – 700 001 (WEST BENGAL)
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e-Tender No.	eNIT/DGM(P-V)/COMP/GSOE/71-2017	Date:	21/10/2017
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NOTICE INVITING E-TENDER

e-Tender 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 Desktop Computers with Windows-10 (Professional) & MS Office, LaserJet All-In-One Printer, Deskjet All-in-One Printer (Colour), UPS, Antivirus as per the technical specifications given in " Scope of Work "/ " BOQ-1 ", at our Head office.	
02.	COST OF TENDER DOCUMENT (NON-REFUNDABLE)	NIL	
03.	EARNEST MONEY DEPOSIT	NIL	
04.	MODE OF SUBMISSION	Online through e-Procurement of CPPP, NIC	
05.	Date & Time Schedule:	Date of Publishing NIT & Tender Documents	23/10/2017
		Document download Start Date	23/10/2017 - 10:00 HRS
		Start Date of uploading of bid document	30/10/2017 - 10:00 HRS
		End Date for uploading of bid document	06/11/2017 - 15:00 HRS
		Date of opening of Technical Bid	07/11/2017 - 15:00 HRS
		Date of opening of Financial Bid	To be notified later

(A. Neogi)
DGM (P-V)

INSTRUCTION TO THE BIDDERS

1.0 REGISTRATION OF CONTRACTOR

Any contractor willing to take part in the process of e-Tendering will have to be enrolled & registered with the Government e-Procurement system, through logging on to [https:// eprocure.gov.in/eprocure](https://eprocure.gov.in/eprocure).

2.0 DIGITAL SIGNATURE CERTIFICATE (DSC)

Each contractor is required to obtain a Class-II or Class-III Digital Signature Certificate (DSC) for submission of tenders, from the approved service provider of the National Information's Centre (NIC) on payment of requisite amount details are available at the Web Site stated in Clause 2 of Guideline to bidder DSC is given as a USB e-Token.

3.0 SUBMISSION OF BID:

Bids to be submitted online through e-Procurement system of CPPP. Tender document to be digitally signed with Company's seal by the bidders. The rates in the appropriate space in the **BOQ** should be properly filled in. 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, GST Registration 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.)
- e) Certificate describing that all hardware support IP4 and IP6 environment.
- f) Technical Specifications of Hardware offered.
- g) Signed copy of tender documents as a token of acceptance.

b) PRICE-PART -

Properly filled up BILL OF QUANTITY (BOQ-1) duly digitally signed to be uploaded in Financial part.

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

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

6.0 "Goods & Service Tax" 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.

- 7.0 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.
- 8.0 **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 And 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 Computer, Printers 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 support of all Hardware & Software:

- ✓ Supply, installation & commissioning of **07 (seven) nos. Desktop Computers** of **HP/ Dell/ IBM/ Lenovo** make with related accessories as per technical specification mentioned in Clause 3.1. **Thin Client/ Thin PC are not be considered/ acceptable.**
- ✓ Supply & Installation of **07 (seven) nos. Windows-10 (Professional)** license (preinstalled OS is not allowed for the above desktops).
- ✓ Supply & Installation of **07 (seven) nos. Microsoft Office (Standard Edition) – Perpetual License.**
- ✓ Supply & Installation of **01 (one) no. Microsoft Office (Professional Edition) – Perpetual License.**
- ✓ Supply, installation & commissioning of **07 (seven) nos. Deskjet All-in-One Printer (Colour)** as per Clause 3.2
- ✓ Supply, installation & commissioning of **02 (two) nos. LaserJet All-in-One Printer** as per Clause 3.3
- ✓ Supply, installation & commissioning of **07 (seven) nos. UPS of APC** make as per specification mentioned in Clause 3.4.
- ✓ Supply & Installation of **01 No. Quick Heal Total Security Antivirus – 10 user pack - 3 years' license.**
- ✓ Supply of **01 no. Internal Hard Disk Drive - 1TB** that is to be installed separately a Desktop Computer.
- ✓ Comprehensive support on all hardware supplied and all software installed.
- ✓ Backup/Transfer of data from Old Desktop Computer/Laptop to New Desktop Computer/ Laptop, if applicable.
- ✓ Installation & commissioning, Backup/Transfer 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.
- ✓ The vendor is required to provide certificate that all the hardware support IP4 and IP6 environment.

3. **TECHNICAL SPECIFICATIONS**

3.1 Technical Specification for **IBM/ Dell/ HP/ Lenovo** make Desktop Computer:

Microprocessor	Intel i3 or above (4th Generation or above)
Cache Memory	3MB or above
Clock Speed	3.50 Ghz or above
Memory	4 GB – DDR3 or above
Hard Drive	1TB
Display	LCD/TFT - 17 inch or above
Media Drive	DVD R/W
Genl. Accessories	Min. one 10/100/1000 Gigabit Ethernet card with RJ45 port, USB Keyboard, USB Mouse and wares other accessories
Other	4 or above USB Port, Comprehensive support for entire hardware & software for 1 (one) year
Software	(1) Microsoft Windows – 10 (Professional) (2) Microsoft Office – Standard/ Professional Edition (Perpetual License)

3.2 Technical Specification for Deskjet All-in-One Printer (Colour) Printer: **HP Deskjet Ink Advantage 3636 All-in-One Printer (Colour)**.

3.3 Technical Specification for LaserJet All-in-One Printer: **HP LaserJet M1005 MFP**.

3.4 Specification for UPS: **600 VA** or above of **APC** make.

3.6 Hard Disk Drive: **Seagate Internal Hard Disk Drive-1TB** capacity. Should be installed separately alongwith the new machine that will be denoted by BBJ’s team.

3.7 **Desktop Computer etc. make/ model offered to be clearly mentioned in the technical bid.**

4. **DELIVERY PERIOD**

The supply/ delivery of all hardware as per aforementioned **“Scope of Work”** and **“BOQ-1”** is to be completed within **07 (seven) days** from the date of LOI/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 (CD/DVD).

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 supply, installation and commissioning of the ordered items, BBJ will charge penalty @0.5% (zero decimal five percent) of the order value per week or part thereof, subject to a maximum of 5% (five percent).

10. **ASSEMBLED DESKTOP/UPS**

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

11. **FIRM PRICE**

Rates shall remain firm & shall not attract escalation due to any reason in pursuance of this contract from the date of order.

12. **Taxes & Duties:**

The contractor shall be exclusively responsible for payment of all Taxes, Royalties etc. (except Goods and Service Tax) that may be levied from time to time according to the Laws & regulation now in force & also hereafter to be imposed, increased or modified from time to time. Nothing will be payable extra by the Company in respect of any duties/ taxes to be imposed on procurement of materials for execution of contract.

12.1 **Goods and Service Tax (GST)**

Without prejudice to stipulation in General Conditions of Contract, the quoted price shall be exclusive of **Goods and Service Tax**. The GST as legally leviable & payable by the bidder under the provisions of applicable law/ act shall be paid extra by BBJ as per bidder's bill. Bidder shall quote their rate after considering the input tax credit on their input materials and services.

The bidder shall get registered with the GST authorities and the registration certificate shall be submitted along the bid documents (techno commercial). Bid without GST number shall be cancelled.

At present no GST-TDS is applicable. If the same is applicable in future, deduction of GST-TDS at source would be enforced from the running bills at the rates prescribed. The GST (i.e. SGST, CGST or IGST) amount shall be shown separately in invoice and also submit proper **Tax Invoice as per section 31 of CGST Act, and Rule 46 of CGST Rules, 2017 to get Input Tax Credit by BBJ.**

Bidder shall raise their tax invoice in regular interval as per contract condition and uploaded their supply invoice in GSTN Portal through GSTR-1 return with 10th of next month. Mismatch in return of BBJ due to any reason attributable to bidder, the same shall be recovered from Bidder's bill.

12.2 New Levies / Taxes

In case Government imposes any new levy / tax after award of the work during the tenure of the contract, BBJ shall reimburse the same at actual on submission of documentary proof of payment subject to the satisfaction of BBJ that such new levy/tax is applicable to this contract.

13. 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.

14. 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.

15. JURISDICTION 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.

16. 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.