



BID DOCUMENT

OF

Open Tender No. : WBEIDC /COMM/10/10-11 Date : 04.06.2010

(Open Tender , Two Packet System)

Date of Opening : 24.06.2010 at 16.00 Hrs.

**TENDER FOR : SUPPLY ,INSTALLATION AND COMMISSIONING OF DESKTOPS , UPS ,
AND PRINTERS AT DIFFERENT ESTABLISHMENTS OF DIRECTORATE OF LIBRARY
SERVICES , GOVERNMENT OF WEST BENGAL**

**PACKET-I : TECHNICAL BID
PACKET-II : PRICE BID**

**WEST BENGAL ELECTRONICS INDUSTRY DEVELOPMENT CORPORATION LIMITED
(A Govt. of West Bengal Undertaking)
Webel Bhavan, Block-EP & GP, Sector-V, Salt lake , Bidhannagar,
Kolkata:-700091**

	Open Tender No : WBEIDC/COMM/10 /10-11 dt. 04.06.2010. (two part) For Supply, installation and Commissioning of Desktops , UPS and Printers at Directorate Of Library Services, GoWB Due Date : 24.06.2010 at 15.00 Hrs	Page 1 of 27
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NOTICE INVITING TENDER NO. : WBEIDC/COMM/10/10-11 Dated 04.06.2010.

Sealed Tenders are invited for the following job from OEM/authorised distributors/dealers/reputed organisations having sufficient experience and credentials for successful completion of similar nature of work preferably in a Govt. Department. Similar nature means supply , Installation and Commissioning of Desktops , UPS and Printers in different districts of West Bengal . Certificate from Clients on successful completion of job, mentioning the work order number and value of work order has to be attached with the tender document .

Brief description of work	Tender Document Money (Rs)	Earnest Money Deposit (EMD) (Rs)	Start date of Tender availability at Office	Last date and time of Tender submission	Date of opening of Tender (Technical Part)
Supply , Installation and Commissioning of Desktops , UPS and Printers in Directorate of Library Services , GoWB in different districts of West Bengal	Rs.1000/- (In the form of DD in favour of WBEIDC Limited)	Rs.15,000/- (In the form of DD in favour of WBEIDC Limited payable at Kolkata)	04.06.2010	24.06.10 (15:00 Hrs)	24.06.10 (16:00 Hrs).
Bid Submission & Opening Venue	WEST BENGAL ELECTRONICS INDUSTRY DEVELOPMENT CORPORATION LIMITED (A Govt. of West Bengal Undertaking) Webel Bhavan, Block-EP & GP, Sector-V, Salt lake, Bidhannagar Kolkata – 700091				

The tender documents are available at WBEIDC's office on all working days from 10.30 AM to 4.00 PM, address given above, on submission of Demand Draft of Rs. 1000.00 (Rupees One Thousand only) in favour of **West Bengal Electronics Industry Development Corporation Limited** payable at Kolkata.


The bidder can download the tender documents from WBEIDC's website www.webel-india.com and submit the bid with a Demand Draft of Rs. 1000.00 (Rupees One Thousands only) in favour of **West Bengal Electronics Industry Development Corporation Limited** payable at Kolkata.

For technical queries regarding this tender please contact Mr.Suman Moitra , DGM-Govt. Sales (Phone- 9830125602, e-mail- suman.moitra@webel-india.com and for other terms and conditions , Mr. Shyamal Mukhopadhyay , G.M (Commercial) by e-mail at mail ID shyamal.mukherjee@webel-india.com (Phone-09831506060) on or before 15.00 Hrs , 18.06.2010. No queries will be entertained after this time frame . If tender committee feels , suitable corrigendum will be hosted in our web site before 18.06.2010 for the information of all prospective bidders.

A **pre bid conference** regarding this tender will be held at Webel Bhawan , Salt Lake , Kolkata-700 091 on 18.06.2010 at 15.00 Hrs.

Canvassing in any form shall be liable for disqualification.

WBEIDC Limited reserves the right to accept or reject any or all the tenders without assigning any reason thereof.

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SECTION-A

ELIGIBILITY CRITERIA FOR PARTICIPATION IN THE TENDER

1. OEM's / Vendors with tender specific authorization are only eligible to quote.
2. Bidders must submit tender specific authorization for the supply, installation and comprehensive maintenance during Warranty period from the OEM of all the products.
3. All products to be quoted with a 1 year on site comprehensive manufacturer's warranty. All the bidders should produce a certificate from the OEM regarding their acceptance of responsibility of supply, installation and comprehensive maintenance of services during warranty period.
4. The bidder should have executed at least 02 (Two) single similar work orders each of at least value of Rs.5 lakh (Rupees Five lakh) only during last three financial year including the current financial year at any Govt. Department / Quasi Govt. Dept / PSU / Board / Council or similar organization along with proof of satisfactory commissioning. Work Completion certificates should be enclosed.
5. The bidder should have an Annual computer hardware sales & services turnover of at least Rs. 1 (One) Crore in each of the last three financial years.
6. The bidder should have their at least one registered service center for IT hardware maintenance services at Kolkata & at five other districts of the state of West Bengal, India. Detailed list of all district level offices in West Bengal stating full postal address with contact number are also to be submitted.

In absence of any one of the above, the offer will be treated as non-responsive and summarily rejected.

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SECTION – B

INSTRUCTIONS TO BIDDERS.

Interested Bidders are required to submit their technical proposals and commercial proposal in two separate sealed envelopes as per instructions given below: -

The firm shall seal & mark various parts of the proposal as follows:


- A)** Techno Commercial Bid in one envelope super- scribed with words: -
“**Techno Commercial Bid for Supply, Installation and Commissioning of Desktops, UPS, Printers in Directorate of Library Services , Govt. of West Bengal in different districts of West Bengal** ” , “ **Tender no.WBEIDC/COMM/10/10-11 dated 04.06.10**”& “**Do Not Open Before 24.06.2010, at 16:00 Hrs**”. This envelope will also contain the EMD and Tender Document Fees (if the tender document is downloaded from the website) in separate small envelope inside it.
- B)** Price Bid in one envelope super- scribed with words “**Price Bid for Supply, Installation and Commissioning of Desktops, UPS & Printers in Directorate of Library Services , Govt. of West Bengal in different districts of West Bengal** ” , “ **Tender no.WBEIDC/COMM10/10-11 dated 24.06.2010**”.
- C)** All the envelopes shall be sealed in a covering envelope super scribed with words **Techno Commercial Bid & Price Bid for Supply , Installation and Commissioning of Desktops, UPS and Printers in Directorate of Library Services , Govt. of West Bengal in different districts of West Bengal** ” , “ **Tender no.WBEIDC/COMM/10/10-11 dated 04.06.2010**”& “**Do Not Open Before 24.06.2010, at 16:00 Hrs.**

The sealed envelope containing the sealed Techno Commercial Bid and Price Bid should be addressed to the **General Manager (Commercial) , WBEIDC Limited, Block-EP & GP, Sector –V, Salt Lake, Kolkata - 700 091**, through post / speed post / Courier or dropped personally within the stipulated time in the tender box kept with him . No other mode of delivery shall be accepted. WBEIDC Ltd will not be responsible for any postal delay. Late submission of Bid will not be accepted.

(B.1) TECHNO COMMERCIAL BID

The Techno Commercial Bid should consist of the following documents:


1. Technical proposals submission letter on the letterhead of the firm clearly indexing the enclosures.
2. Bid Form duly filled and signed as per format on the letterhead of the bidder.
3. Original Tender document duly stamped & signed on each page, as a token of acceptance of all terms and conditions laid down in the tender document.
4. Detailed profile of the company, article of association and valid ISO 9001:2000 **or above** certificate.
5. Supporting documents of orders executed including satisfactory completion certificate from Customers.

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6. Tender Specific Authorization Certificate for the supply, installation and maintenance during Warranty period from the OEM. The warranty shall include all districts in West Bengal
7. Technical Brochures of items quoted. Printed and published Brochure and / or Web site reference essential (made to order statement on OEM letterhead or likes not acceptable).
8. Details of IT hardware maintenance service centers at Kolkata & at all other districts of West Bengal.
9. Copy of Audited balance sheet to accompany the bid for F.Y. 2006 - 07 & 2007 – 08 and also the audited / un-audited balance sheet for the F.Y. 2008 - 09. Copy of PAN Card, Copy of VAT Registration Certificate, **up-to-date** Professional Tax **clearance** Certificate and company Registration Certificate. The company should operate in the same name and style at least for the last **five** years.
10. EMD & Tender Document Fees (if downloaded from the web site) in separate envelope.

(B.2) FINANCIAL PROPOSAL

Price Bid as per format provided in the relevant section to be submitted in a separate envelope as mentioned in the tender document . Insertion of Price bid in techno-commercial proposal will summarily cancel the bid.

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SECTION - C

GENERAL TERMS AND CONDITIONS

(i) Schedule of the Tender

The tender document shall be submitted on or before 24.06.2010, at 15.00 Hrs. to General Manager (Commercial), WBEIDC Limited, Block-EP & GP, Sector -V, Salt Lake Electronics Complex, Kolkata -700 091.

(ii) Amendment of Invitation

At any time 7 days prior to the deadline for submission of proposals, WBEIDC reserves the right to add / modify / delete any portion of this document by issuance of a Corrigendum, which would be published on the website and will also be made available to all the Bidders who have been issued the tender document. The Corrigendum shall be binding on all bidders and will form part of the bid documents (Techno Commercial as well as Price Bid).

(iii) Earnest Money Deposit (EMD)

The firm shall furnish an EMD of **Rs. 15,000/- (Rupees fifteen thousand) only** in the form of a demand draft from a Scheduled Bank payable at Kolkata . Any bid not accompanied with the valid EMD shall be summarily rejected.

Earnest money will be refunded to the unsuccessful bidders after receiving application from them on completion of tender process. In case of successful bidders earnest money will be retained till security deposit of **10%** of the total value of the job is deposited in the form of Bank Guarantee (format given) for a validity period of 60 days more than the warranty period .


Earnest money of the bidder is liable to be forfeited in case of any false submission / statement. In case of any refusal to abide by terms and conditions or refusal to enter into a written agreement as per prefixed terms and conditions authority is at liberty to forfeit earnest money and take lawful actions.

(iv) Clarification Regarding Tender Document


A prospective Bidder requiring any clarification about the tender document and scope of work may contact the person through e-mail / letter as mentioned above in NIT.

(v) Awarding of Contract

WBEIDC Ltd will award the contract to the successful bidder whose bid has been valued as per Price and Other criteria (Highest Score in Evaluation Chart, Section -K). WBEIDC reserves the right not to accept the Lowest Price bid with out assigning any reason what so ever and the bidder will not challenge such decision in any forum what so ever WBEIDC also reserves the right to split the order and / or drop any line item as per direction of the end customer.

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The successful bidder will have to give security deposit in the form of Bank Guarantee for a period of 60 days + the maximum warranty period among the items quoted.

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(vi) Amendment of Proposals

In order to afford prospective Bidder reasonable time to make amendment in their proposals, WBEIDC may, at his discretion, extend the deadline for the submission of proposals. However, no such request in this regard shall be binding on WBEIDC.

(vii) Language of Proposal & Correspondence

The proposal submitted by the Bidder should be in English language only. All the documents relating to the proposal (including brochures) supplied by the firm should also be in English, and the correspondence between the Bidder & WBEIDC will be in English language only. A duly signed formal copy must subsequently confirm the correspondence by fax / e-mail.

(viii) Proposal Currency

Prices shall be quoted in **Indian Rupees**, inclusive of all prevailing taxes, levies, duties, etc. **Raw prices for all items including site delivery charges must be quoted & shown separately. All taxes, levies, duties must be shown as extra in addition to the raw price either in real terms or in %age terms of the raw price quoted.**

(ix) Period of Validity of Proposals

The price offers shall remain firm within the currency of contract and no escalation of price will be allowed. The quoted offer and / or rate must be valid for a minimum period of **ONE YEAR** from the date of opening of the tender. The tender inviting authority reserves the right for seeking extension of validity of offered rates from the successful bidder. Acceptance of such request during actual offer is however optional to the bidder. The price validity will remain unaltered irrespective of any reason including foreign exchange rate variation.

Variation in statutory rate levied by Government will however be reflected for both reduction and escalation.

(x) Formats and Signing of Proposals

The original proposal shall be neatly typed and shall be signed by an authorised signatory / signatories on behalf of the Bidder. The authorisation shall be provided by written Power of Attorney accompanying the proposal. The person or persons signing the proposal shall initial all pages of the proposal, except for un-amended printed literature. The proposal shall contain no interlineations, erase or overwriting. In order to correct errors made by the Bidder, all corrections shall be done & initialed with date by the authorised signatory after striking out the original words / figures completely.

(xi) Sealing and Marking of Proposals

Bidder shall seal & mark various parts of the proposal as mentioned in the Instruction to bidders above.

Every envelope and forwarding letter of various parts of the proposal shall be addressed as follows:

**General Manager (Commercial)
WBEIDC Limited
Block – EP & GP, Sector-V
Salt Lake Electronics Complex
Kolkata-700 091**

Signing across all joints & pasting good quality transparent adhesive tape on top of such joints & signatures with company seal shall seal the envelope. Proposals sent through telex / telegrams / fax / e-mail shall not be accepted. WBEIDC shall not be responsible for delay on account of delivery by the postal authorities as well as of courier companies. Such delivery shall be at the risk and cost of the vendor / bidder.

If the envelopes are not sealed and marked as required above, WBEIDC shall assume no responsibility for the proposal's misplacement or premature opening.

(xii) Deadline for Submission of Proposals

Proposals will be received by WBEIDC at the specified address not later than 12.04.2010, at 15.00 Hrs. WBEIDC may, at her discretion, extend this deadline. WBEIDC may also extend this deadline for any other administrative reason.

(xiii) Late Proposals

Any proposal received by WBEIDC after the deadline for submission of proposals, as referred above **shall not be accepted.**

SECTION – D

SPECIAL TERMS AND CONDITIONS

1. Interpretation of documents

If any bidder should find discrepancies or omission in the specifications or other tender documents, or if he should be in doubt as to the true meaning of any part thereof, he shall make a written request to the tender inviting authority for correction / clarification or interpretation before 7 days of opening of the bid.

2. Splitting of the Contract and Curtailment and increment of Work

The WBEIDC Limited reserves the right to split up and distribute the work among the successful bidders and to curtail and / or increase any item of work by **+/- 25%** in the schedule partly or fully.


3. Payment Terms

Payment will be made on submission of bills along with the receipted Challan & successful installation certificate FROM THE END CUSTOMER. The payment will be on back to back basis , i.e, only after receiving of payments from the end customer. The security deposit of an amount equivalent amount of 10% of the total value of the order is to be deposited in the form of a bank guarantee valid for 60 days more than the maximum composite on-site warranty period of the items quoted, from any **Nationalized Bank of India** before the release of the payment.

4. Preparation of Tender

Tender shall be submitted in accordance with the following instructions:

- i) Tenders shall be submitted in the prescribed forms. All signatures shall be in longhand. Where there is conflict between the words and the figures, the **words** shall govern.
- ii) All notations must be in ink or type written. No erasing or overwriting will be permitted. Mistakes may be crossed out and corrections typed or written with ink adjacent thereto and must be initialed in ink by the person or persons signing the tender.
- iii) Tenders shall not contain any recapitulation of the work to be done. Alternative proposals will not be considered unless called for. No written, oral, electronic, telegraphic or telephonic proposals for modifications will be acceptable.
- iv) Tenders shall be delivered to the office as notified on or before the date and time set for the opening of tenders in the Notice Inviting Tender. The packet of documents including the tender shall be enclosed in sealed envelope having the title of the work and the name of the bidder.
- v) Tenders subject to any conditions or stipulations imposed by the bidder are liable to be rejected.

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- vi) Each and every page of the tender document must be signed with date and company seal by the bidder. This is required to show that the bidder had accepted all the terms and conditions mentioned in this tender document.

5. Withdrawn from Tender

Any bidder may withdraw his tender by written request at any time prior to the scheduled closing time for receipt of tenders and not thereafter.

6. Opening of Tender

The tenders shall be opened at the time set forth in the document. Bidders or their authorized representatives are invited to be present and to put their signatures on the records of tender opening as each tender is opened.

7. Assignments

The tender committee allows no Consortium in the tender before the prior approval.

8. Deduction of Sales Tax & Income Tax


Deduction of all statutory and necessary Tax from each bill will be made as per Government Order prevailing at the time of payment. The Company will issue necessary tax deduction certificate on demand.

9. Tax Registration Certificate

Bidders submitting a tender shall produce up to date VAT, Service Tax, Income Tax and Professional Tax registration as well as current clearance Certificate **up-to-date customs duty registration & clearance certificate** in the standard form from the Tax Authority or a Certificate that the assessment is under consideration. All such clearance certificates shall remain valid on the last date of permission and should be attested by a gazetted officer.

10. Canvassing

Canvassing or support in any form for the acceptance of any tender is strictly prohibited. Any bidder doing so will render him liable to penalties, which may include removal of this name from the register of approved Contractors.

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11. Warranty

The bidder will warranty that products supplied under the contract are newly made and are free from defects in the design, engineering and workmanship. The bidder would be responsible for the up keep and maintenance of the infrastructure and necessary deliverables under the scope of work during the entire on-site warranty period of **12 months from the date of final acceptance of the system by the customer**. The bidder shall not, without the express prior written consent of WBEIDC, assign to any third party of the contract or part thereof. Service support for the entire warranty period will be on site and comprehensive and free of cost for the entire warranty period.

12. Warranty Support

The equipment supplied will be warranted against bad workmanship and manufacturing defects for 36 months from the date of acceptance of the system whole or part. Service support for the entire warranty period will be on site and comprehensive and free of cost for the entire warranty period.

The bidder should have a call center working at least **from** 10 AM to 6 PM in Kolkata. The contact details of the call center must be furnished along with the bid. Any call logged with the service center must be given a running docket number to the person reporting the call.


The call log as well as resolution details have to be submitted to WBEIDC LTD on a monthly basis not later than 4th instant of every calendar month. Non-receipt of report within the specific date in any month would be treated as non-performance of the service obligation for the previous month and subsequent extension of warranty

The bidder should locate his service personnel at strategic location so that any call report is attended within the response time specified. The service escalation matrix with the names and mobile nos. of the concerned personnel of the OEM as well as of the Vendors are to be attached. In absence of which, the bid may be considered as non-responsive.

If the uptime goes below the prescribed limit in any quarter, the same will be noted. At the scheduled end of the warranty period the total of such deviation will be done and the contractor will have to extend the warranty support by the default time.

The bidder should provide a detailed maintenance plan specifying the service arrangement location wise with existing manpower and their contact numbers. The spare management should also be given detailed.

All the bidders should produce a certificate from the OEM regarding acceptance of OEM's responsibility of comprehensive maintenance of services during warranty period.

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13. Delivery

Within 4 weeks from the date of issuance of LOI.

14. Liquidated Damage

The job includes the supply and installation of materials mentioned in the tender document. In the event of failure to meet the job completion in stipulated date/time liquidated damage will be imposed on the contractor for sum equivalent to 1% of the contract value for each week or part thereof, subject to a ceiling of 2% of the total contract value (including all taxes & duties and other charges). In the event of LD exceeds 2% of the order value, WBEIDC reserves the right to terminate the contract and WBEIDC will get the job completed by any other competent party. The difference of cost incurred by WBEIDC will be recovered from the earnest money deposited by the **preceeding** vendor.

15. **Security Deposit of 10 % of the total order value to be submitted in the form of Bank Guarantee within 14 days of LOI.** Successful bidder will have to submit a performance bank guarantee within 10 days of issuance of LOI , amounting 10 % of **total ordered value (inclusive of all taxes) in the format given in the tender document for a validity period of 60 days more than the maximum warranty period of the quoted items.** Failure to submit the said PBG will result in termination of any claim of the bidders and forfeiture of earnest money and security deposit. The order placed on the bidder will then automatically be cancelled.

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16. Acceptance of Tender

The acceptance of the tender will rest with the accepting authority who is not bound to accept the lowest or any tender and reserves the right to reject in part or in full any or all tender(s) received and to split up the work among participants without assigning any reason thereof.

17. Withdrawal from Tender

If any bidder withdraws his tender before acceptance or refusal within a reasonable time without giving any satisfactory explanation for his withdrawal, he/she shall be disqualified for participation in any tender of this organization for a minimum period of 2 (two) years.

18. Non escalation of Price

The price offers shall remain firm within the currency of contract and no escalation of price will be allowed.

19. Price Validity


The quoted offer and/ or rate must be valid for a minimum period of 180 Days from the date of opening the tender. The tender inviting authority reserves the right for seeking extension of validity of offered rates from the successful bidder. Acceptance of such request during actual offer is however optional to the bidder.

20. Quantity or Place variation

The Vendor may be asked to supply the same products at the same rate at different places and / or at the same places within this price validity period, which they are bound to accept.

21. Price

- A) Price should be quoted in the Price Bid format only.
- B) No deviation in any form in the Price Bid sheet is acceptable.
- C) Price quoted should be firm, inclusive of packing, forwarding, insurance and freight charges.
- D) Percentage / specified amount of taxes & duties should be clearly mentioned otherwise WBEIDC reserves the right to reject such vague offer.
- E) Price to be quoted inclusive of **integration, installation** and **commissioning** charges.
- F) The total cost of the entire job should be inclusive of all prices as mentioned in the enclosed Price Bid format.
- G) No extra cost, other than that mentioned in Price Bid would be taken into account.

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22. Discrepancies and Adjustment thereof

Discrepancy between description in words and figures, the rate, which corresponds to the words quoted by the bidder, shall be taken as correct.

Discrepancy in the amount quoted by the bidder due to calculation mistake of the unit rate, the unit rate shall be regarded as firm.

Discrepancy in totaling or carry forward in the amount quoted by the bidder shall be corrected.

23. Disputes and Arbitrations


In case of any dispute or differences, breach and violation relating to the terms of this agreement, the said dispute or difference shall be referred to the sole arbitration of Executive Director (Technical), WBEIDC Ltd. or any other person appointed by him. The award of the arbitrator shall be final and binding on both the parties.

In the event of such arbitrator to whom the matter is originally referred to vacates his office on resignation or otherwise or refuses to do works or neglecting his work or being unable to act as arbitrator for any reason whatsoever, the Executive Director (Technical) shall appoint another person to act as arbitrator in the place of outgoing arbitrator and the person so appointed shall be entitled to proceed further with the reference from the stage at which it was left by the predecessor. The Contractor will have no objection in any such appointment that arbitrator so appointed is employee of WBEIDC Ltd. The adjudication of such arbitrator shall be governed by the provision of the Arbitration and Conciliation Act, 1996, or any statutory modification or re-enactment thereof or any rules made thereof.

The arbitration shall be held in Kolkata only.

24. Governing Laws

This Tender Document and the contract shall be governed by and interpreted in accordance with Laws in force in India. The courts at Kolkata shall have exclusive jurisdiction in all matters arising under the contract.

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25. Force Majure Condition

If the execution of the contract/supply order is delayed beyond the period stipulated in the supply order as result of outbreak of hostilities, declaration of an embargo or blockade of fire, flood, acts of God, then WBEIDC LTD may allow such additional time by extending the project execution timeframe as considered to be justified by the circumstances of the case and its decision will be final. If additional time is granted by the WBEIDC LTD, the supply order shall be read and understood as if it had contained from its inception the execution date as extended.

26. Programme Schedule

Sl. No.	Particulars	Day
A	Issue of Letter of Intent .	D ₁
B	Supply & Installation of the materials	D ₁ + D ₂₈

SPECIAL TERMS & CONDITIONS (PART-II)

1. The bid and all correspondence and document relating to the bid shall be written in English language.
2. All the pages of the bid document including documents submitted therein must be duly signed and stamped failing which the offer shall be liable to be rejected.
3. All the documents to be submitted by the bidder along with their offer should be duly authenticated by the person signing the offer and if at any point of time during procurement process or subsequently it is detected that documents submitted are forged / tampered / manipulated in any way, the total responsibility lies with the bidder and WBEIDC LTD reserves the full right to take action as may be deemed fit including rejection of the offer and such case is to be kept recorded for any future dealing with them.
4. Overwriting and erasures may make the tender liable for rejection if the authorized signatory of the bidder does not sign on each of such overwriting/erasures/ manuscription. All overwriting should be separately written and signed by the authorized signatory of the bidder.
5. Details of the enclosures should be clearly mentioned in the forwarding letter in bidder's letterhead along with the bid.
6. No Technical / Commercial clarification will be entertained after opening of the tender.
7. Item, if any other than specified in BOM, felt necessary to complete the installation are to be supplied by the bidder free of cost .
8. Quantity mentioned in the tender document is indicative only and orders shall be placed subject to actual requirement. WBEIDC LTD reserves the right to increase or decrease the quantity specified in the tender.
9. WBEIDC reserve the right to reject or accept or withdraw the tender in full or part as the case may be without assigning the reasons thereof. No dispute of any kind can be raised the right of buyer in any court of law or elsewhere.
10. Bidder must enclose authorisation Certificate from reputed OEMs to quote their product against this tender.
11. Supporting technical brochures / catalogues indicating each feature in respect of offered model and make must be submitted along with the offer, in absence of which the offer is liable to be ignored.
12. **Bidder through OEM should give an undertaking for sales and one year onsite comprehensive warranty support covering all the districts of West Bengal mentioned in the tender document against supply of all the items.**

SECTION - E

BID FORM

(Bidders are requested to furnish the Bid Form in the Format given in this section, filling the entire Blank and to be submitted on Letter Head)

General Manager (Commercial)
WBEIDC Ltd
Webel Bhavan
Block EP & GP, Sector-V
Salt Lake Electronics Complex
Kolkata-700091

Dear Sir,

Having examined the Bid documents we, the undersigned, offer to undertake the job of "Supply, Installation and Commissioning of -----" as per the Tender No. ----- dated-----

We agree to abide by this bid for the period of **one year** from the date for fixed for price bid opening and it shall remain binding upon us for acceptance at any time before the expiry of the period.

This bid, together with your written acceptance thereof and your order / notification of award, shall constitute a binding contract between us.

We understand that WBEIDC reserves the right to accept in full / part or reject any or all the bids received or split order within successful bidding without any explanation to bidders and his decision on the subject will be final and binding on Bidder.

We had given an EMD of Rs. ----- (DD No _____ dated _____ on _____) along with the technical document.


We also abide to go through bank Guarantee of 10% of the job value as Performance Bank Guarantee.

Dated, thisday of2010

Signature

.....
(In capacity of)
duly authorised to sign bid for and on behalf of
(Name and Address of the Bidder)

(Affix Official Seal)

	Open Tender No : WBEIDC/COMM/10 /10-11 dt. 04.06.2010. (two part) For Supply, installation and Commissioning of Desktops , UPS and Printers at Directorate Of Library Services, GoWB Due Date : 24.06.2010 at 15.00 Hrs	Page 19 of 27
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SECTION - F

TECHNICAL SPECIFICATION (Minimum Requirement Specifications)

Desktop (Qty - 16): -

S.No	Components	Detailed Specs
1	Processor	64 bit processor with 32 bit execution support having Intel (Celeron)/AMD (Sempron) processor with minimum 1 MB L2 Cache & 2.4 Ghz speed.
2	Motherboard	OEM Motherboard
3	RAM	1 GB DDR2
4	Hard Disk	160 GB SATA
5	Monitor	15" CRT/TFT
6	Keyboard	Multimedia Keyboard
7	Mouse	Optical Mouse
8	Sound	Speakers
9	NIC	10/100 NIC Card
10	Cabinet	Minitower
11	Optical Drive	Combo Drive
12	Warranty	1 Year onsite warranty

UPS (Qty - 16): -

S.No	Components	Detailed Specs
1	UPS	600 VA Line Interactive UPS with minimum 10 minutes back up
2.	Warranty	1 Year onsite warranty

Dot Matrix Printer (Qty - 16): -

S.No	Components	Detailed Specs
1	DMP	TVSE MSP 345 Champion
2.	Warranty	1 Year onsite warranty

(TECHNICAL COMPLIANCE SHEET)

THE BIDDER SHALL PROVIDE SEPARATE TECHNICAL COMPLIANCE IN THE FOLLOWING FORMAT ALONG WITH THE BID.

Sl. No.	Parameter	Required Specification	Offered Specification	Deviation
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OFFERED SPECIFICATION AND DEVIATIONS SHOULD BE CLEARLY WRITTEN. " COMPLIED" OR " YES" ETC WORDS WILL ATTRACT CANCELLATION OF THE BID.

THE TECHNICAL COMPLIANCE SHEETS SHALL BEAR THE SIGNATURE AND SEAL OF AUTHORISED SIGNATORY. IN ABSENCE OF TECHNICAL COMPLIANCE SHEET , THE BID WILL BE REJECTED.

SECTION - G

PRICE BID

Tender for Supply, Installation of -----
----- **Tender No.**----- **Dated**-----.

To,
The G.M-Commercial,
WBEIDC Ltd.

Dear Sir,
In response to the above tender , we offer our price as below :-

Sl. No.	Item Description (Details stated in the Technical compliance Sheet)	Unit Rate	Quantity	VAT	Price (All Inclusive)
1	Desktop Computer				
2	UPS				
3	Printer				
Total					

In Words: -

(Signature and Seal of authorised signatory. A copy of power of attorney is to be enclosed)

SECTION - H

MANUFACTURER'S AUTHORISATION FORM

(TO BE SUBMITTED ON OEM LETTERHEAD, SIGNED BY A PERSON COMPETENT AND HAVING THE POWER OF ATTORNEY [Notarized copy to be attached] TO BIND THE PRODUCER)

Tender No. _____ **Date:** _____

G.M (Commercial)
WBEIDC LTD , Block-EP&GP, Webel Bhawan,
Sector-V ,Salt Lake , Kolkata-700 091.

WHEREAS _____ who are official
producers of _____ and having
production _____ facilities _____ at
_____ do hereby
authorize

_____ located at _____ (hereinafter, the "Bidder") to
submit a bid of the following Products produced by us, for the Supply Requirements associated with
the above Invitation for Bids. (**Please specify Model and Make**)

When resold by _____ these products are subject
to applicable warranty terms of this NIT.

We assure you that in the event of _____ not being able to fulfill
its obligation as our Sales & Service Provider in respect of this NIT, we would continue to meet
our the terms stated in the abovementioned NIT through alternate arrangements.

We also confirm that _____ is our authorized service provider
/ system integrator and can hence provide maintenance and upgrade support for our products.

We also undertake to supply the materials in the event of the non-supply of the materials
by _____ as per the NIT.

Name _____ In the capacity of _____

Signed _____

Note: This letter of authority must be on the letterhead of the Manufacturer, must be signed by a person competent and having the power of attorney (Notarized copy to be attached) to bind the Producer, and must be included by the Bidder in its bid as specified in the Instructions to Bidders.

SECTION - I

UNDERTAKING FOR AUTHENTICITY FOR DESKTOP, UPS, PRINTERS, LAPTOPS, PROJECTORS & SCANNERS etc.)

(TO BE SUBMITTED ON LETTERHEAD BY THE SUCCESSFULL BIDDER)

Sub: - Supply of IT Hardware / Software for Desktops/Printers/UPS/laptops/Projectors/Scanners etc.

Ref: - 1. Your Purchase Order No. _____ dated _____

2. Our Invoice No. / Quotation No. _____ dated _____

With reference to the desktops being supplied / quoted to you vide our Invoice No. / Quotation No. / Order No. cited above, we hereby undertake that all the components / parts / assembly / software used in the desktop under the above like Hard disk, Monitors, Memory etc. & **Printers/UPS/laptops/Projectors/Scanners** shall be original new components / parts / assembly / software only, from respective OEMs of the products and that no refurbished / duplicate / second hand components / parts / assembly / software are being used or shall be used.

We also undertake that in respect of licensed operating system if asked for by you in the purchase order, the same shall be supplied along with the authorized license certificate (e.g. Product keys on certification of Authenticity in case of Microsoft Windows Operating System) and also that it shall be sourced from the authorised source (e.g. Authorized Microsoft Channel in case of Microsoft Operating System).

Should you require, we hereby undertake to produce the certificate from our OEM supplier in support of above undertaking at the time of delivery / installation. It will be our responsibility to produce such letters from our OEM supplier's at the time of delivery.

In case of default and our inability to comply with the above at the time of delivery or during installation, for the IT hardware / software already billed, we agree to take back the desktops without demur, if already supplied and return the money if any paid to us by you in this regard.

We (system OEM name) also take full responsibility of full parts & service SLA as per the content even if there is no defect by our authorized service center / Reseller / SI etc.

Authorised Signatory with seal

Name:

Designation:

Place:

Date:



Open Tender No : WBEIDC/COMM/10 /10-11 dt. 04.06.2010. (two part)
For Supply, installation and Commissioning of Desktops , UPS and Printers at Directorate Of Library Services, GoWB
Due Date : 24.06.2010 at 15.00 Hrs

SECTION - J

LIST OF CONSIGNEE

16 offices of the district library officers , namely, Bankura, Birbhum, Burdwan, Dakshin Dinajpur, Hooghly , Jalpaiguri, Kolkata, Malda, Mursheedabad, North-24 Paraganas, Paschim Midnapur, Purba Midnapur, Purulia, Office of the local library authority, Siliguri Mahakuma Parishad Area, Uttar Dinajpur and Darjeeling.

The detail address will be given with the LOI.

SECTION - K

PERFORMANCE SECURITY GUARANTEE BOND

In consideration of the ED-Technical, WBEIDC (hereinafter called 'WBEIDC') having agreed to exempt _____ (hereinafter called 'the said contractor(s)') from the demand under the terms and conditions of an agreement/Advance Purchase Order No _____ dated _____ made between _____ and _____ for the supply of _____ (hereinafter called "the said agreement"), of security deposit for the due fulfillment by the said contractor (s) of the terms and conditions contained in the said Agreement, on production of the bank guarantee for _____ we, (name of the bank) _____ (hereinafter refer to as "the bank") at the request of _____ (contractor(s)) do hereby undertake to pay to the WBEIDC an amount not exceeding _____ against any loss or damage caused to or suffered or would be caused to or suffered by WBEIDC by reason of any breach by the said Contractor(s) of any of the terms or conditions contained in the said Agreement.

2. We (name of the bank) _____ do hereby undertake to pay the amounts due and payable under this guarantee without any demure, merely on a demand from the WBEIDC by reason of breach by the said contractor(s)' of any of the terms or conditions contained in the said Agreement or by reason of the contractors(s)' failure to perform the said Agreement. Any such demand made on the bank shall be conclusive as regards the amount due and payable by the Bank under this guarantee where the decision of WBEIDC in these counts shall be final and binding on the bank. However, our liability under this guarantee shall be restricted to an amount not exceeding _____.

3. We under take to pay to the WBEIDC any money so demanded notwithstanding any dispute or disputes raised by the contractor(s)/supplier(s) in any suit or proceeding pending before any court or tribunal relating thereto our liability under this present being absolute and unequivocal. The payment so made by us under this bond shall be valid discharge of our liability for payment there under and the contractor(s)/supplier(s) shall have no claim against us for making such payment.

4. We(name of the bank)_____ further agree that the guarantee herein contained shall remain in full force and effect during the period that would be taken for the performance of the said agreement and that it shall continue to be enforceable till all the dues of the WBEIDC under or by virtue of the said Agreement have been fully paid and its claims satisfied or discharged or till _____(office/Department) WBEIDC certifies that the terms and conditions of the said Agreement have been fully or properly carried out by the said contractor(s) and accordingly discharges this guarantee. Unless a demand or claim under this guarantee is made on us in writing on or before the expiry of ONE YEAR + 60 days (as specified in the tender noWBEIDC/COMM/10/10-11 dated 04.06.2010) from the date hereof, we shall be discharged from all liabilities under this guarantee thereafter.

5. We (name of the bank)_____ further agree with the WBEIDC that the WBEIDC shall have the fullest liberty without our consent and without affecting in any manner our obligations hereunder to vary any of the terms and conditions of the said Agreement or to extend time of performance by the said contractor(s) from time to time or to postpone for any time or from time to time any of the powers exercisable by the WBEIDC against the said Contractor(s) and to forbear or enforce any of the terms and conditions relating to the said agreement and we shall not be relieved from our liability by reason of any such variation, or extension being granted to the said Contractor(s) or for any forbearance, act or omission on the part of the WBEIDC or any indulgence by the WBEIDC to the said Contractor(s) or by any such

matter or thing whatsoever which under the law relating to sureties would, but for this provision, have effect of so relieving us.

6. This guarantee will not be discharged due to the change in the constitution of the Bank or the Contractor(s)/supplier(s).

7. We (name of the bank) _____ lastly undertake not to revoke this guarantee during its currency except with the previous consent of the WBEIDC in writing.

Dated the _____ day of _____

for _____
(indicate the name of bank)