



**GOVERNMENT OF WEST BENGAL  
PANCHAYATS & RURAL DEVELOPMENT DEPARTMENT  
STATE INSTITUTE OF PANCHAYATS & RURAL DEVELOPMENT  
KALYANI::NADIA:: WEST BENGAL :741235  
Web site- <http://www.siprd.org>  
Email: [wbsiprd@vsnl.net](mailto:wbsiprd@vsnl.net)**

Gandhi Bhavan (Campus-A)  
Phone: (033) 2582-8161  
2582-5975 / 5641  
Fax: : 2582-8257

Benoy Bhavan (Campus-B)  
Phone: (033) 2582-9640  
2582-9641/ 9642  
Fax: : 2582-9640

**Notice for inviting quotation from reputed computer firms**

**Memo No: 162/II-30/95 Part – A (2)**

**Date: 10.02.2010**

State Institute of Panchayats & Rural Development, B-18/204, Kalyani, Nadia, Government of West Bengal, desires to purchase branded Desktop Computer and other accessories with or without buy-back options of old Desktop Computers, subject to compliance of the requirements specified in the terms and conditions and tentative technical specification as per **Annexure – I**. For the purpose of selection of the agencies, sealed quotations are invited from reputed firms who deals with the above products having latest technology and who are also authorized dealer/service provider (Xerox copy of the authorisation should be enclosed ). They must have Sales Tax and Income Tax clearance certificate. (Xerox copies are to be given and original certificates have to be produced at the time of opening of quotation.).

The tender paper will be available from this office on any working day during working hours from **15.02.2010 to 24.02.2010 till 1 P.M.** The last date of receipt of sealed quotation for above article (along with the particulars) at this office is **25.02.2010 up to 2 P.M.** Separate quotations for each of the items may also be accepted from reputed and bonafide parties.

The sealed quotation will be opened on **25.02.2010 at 4 P.M.** One representative of each quotationer will be allowed to remain present at the time of opening of the sealed quotations. The representative of each quotationer should carry the identity card and letter of authority of the quotationer.

This Office reserves the right to accept or reject any quotation received from any firm without showing reason or any correspondence whatsoever.

Sd/-

**Director,**

**State Institute of Panchayats & Rural Development,**

**Kalyani, Nadia,**

**West Bengal**

## TERMS & CONDITIONS

**[Note: tenderer(s) should read these conditions carefully and comply strictly while sending their Quotations.]**

1. SIPRD, Govt. of West Bengal invites sealed Quotation for purchase and installation of branded Desktop Computer and other accessories in its office situated at Kalyani, Nadia.

2. Any reputed authorised Supplier/ authorized Dealer/ Distributor/ Manufacturer may submit their bid against this Notice inviting Quotations only if they have a record of **supplying the listed item** to the Government, Semi-Government or Public Sector Undertaking and have **registration with regard to Sales Tax and/or Trade License**.

3. The Agency should be equipped with stock of required quantities of spare parts, compatible with the items to be supplied.

The Agency should be capable of undertaking proper maintenance work at the site of installation within 24 hours of intimation. In case, downtime is more than the prescribed limit, the Agency will ensure that a standby item is provided.

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.

4. **Earnest Money Deposit (EMD):** Tender paper must accompany earnest money to the tune of 2% of the quoted rate in the form of Bank Draft drawn on any Nationalised Bank in favour of the State Institute of Panchayats and Rural Development, Kalyani. The Bank Draft will be retained till satisfactory supply and installation of computer system as per specification and within stipulated time frame. In the event of failure to complete installation as per specification/time frame, the earnest money will be forfeited.

5. **Refund of earnest money:** The earnest money of unsuccessful bidders shall be refunded soon after final acceptance of Bid. No interest will be paid by this office on the Earnest Money.

6. **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 bid but before acceptance of the same.

b) When Agency does not execute the prescribed agreement, if any, within the specified time.

c) When the Agency fails to commence the supply of the item as per supply order within the time prescribed.

7. The vendor, whose tender is accepted, will be required to furnish security deposit in the form of Bank Draft to the tune of 5% of the quoted rate, to ensure proper coverage of maintenance during the warranty period. The earnest money may, however, be treated as part of the security deposit.

8. The security deposit of the successful tenderer(s) will be released in two phases; 50% of security deposit after six months from the date of installation and the balance amount after one year from the date of installation.

**9. Submission of Tender:** Tender paper will be available at Gandhi Bhavan, SIPRD, Kalyani from 15.02.2010 (Vide Tender Notice No.162/II-30/95 Part – A (2) dated 10.02.2010) during office hours. Sealed Tender papers along with the required particulars will be received at SIPRD, Kalyani till 2-00 p.m. of **25.02. 2010**. Tender will be opened at 4-00 p.m. of **25.02. 2010**. In case, the date of opening of tender happens to be a holiday, the tender will be received and opened on the next working day on the same time. One authorized representative of the participating tenderer will be allowed to stay during opening of the tender. No Quotation will be accepted after the said date & time. The Quotations submitted by post/ courier/ telex / telegrams / fax / e-mail will not be considered. No further correspondence will be entertained in this matter. SIPRD will not be responsible for any delay in submission of the Quotation.

**10. Technical Evaluation:** Technical evaluation of the bids shall be done on the following parameters:-

- a. Technical specifications, samples and the leaflets / supporting document enclosed to confirm them.
- b. Authorization Certificate of Hardware companies
- c. After Sales Service Support Certificate from at least 3 Customers.
- d. Company's turnover in last three years.
- e. Other things remaining same, agency shall be preferred in the order of manufacturer/ distributor/ dealer/ supplier
- f. Company's supply record in West Bengal and Government Departments. The vendors must enclose 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 Quotation is submitted by a distributor or dealer (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 & P. Tax Clearance Certificate.
- i. Copy of the registration certificate for firms registered or Trade License.
- j. Details of work done/order executed during the past 3 years in same name and style.
- k. Payment / Credential certificate (issued by the Purchaser). Credentials i.e, certificates of satisfactory execution of work/ supply issued by work order or purchase order issuing authority for the works done/supply made during the past 3 years.
- l. Details of any supplies, if any, made to SIPRD, Kalyani, Nadia in the past.
- m. List of Technical manpower for repair/maintenance available with the Agency.

Weightage will be given to the bidders on basis of the above.

**11. Quantity of Items:** Actual quantity of the items to be supplied will be communicated 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.

## 12. **Delivery & Installation:**

(a) The tenderer(s), to be selected for supply and installation will have to install the items at the specified location. The supply and installation order will be issued from this office only.

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

13. **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.

## 14. **Inspection:**

(a) All items supplied will be subject to an inspection by the Technical Committee of SIPRD.

(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 from site 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.

(d) If there be any reduction of price between the placement of order and completion of installation of the system of any item/items, the consequential benefits will be passed on to the requisitioning office.

15. **Agreement:** Successful Bidder will have to execute an Agreement in non-judicial stamp paper of value Rs.10/- (or more) with this office conforming to the terms & conditions of this Notice inviting tender. Both the parties will have to sign the Agreement. After that, work-order will be issued in favor of the selected vendor.

16. **Warranty:** The participating vendor should carefully note that the on-site Warranty period for all materials supplied by them and its smooth running would be according to standard warranty terms of the said Hardware comprehensively from the date of installation of the system.

17. The Vendors must sign & seal each page of their Tender document. Incomplete tenders are liable to be rejected.

18. (a) **The acceptance of the tender will rest entirely with the authority that does not bind him to accept the lowest tender and reserves the right to reject any tender partly or fully without assigning any reason whatsoever.**

(b) Tender not conforming to any or all the above terms & conditions are liable to be rejected.

(c) Any attempt by any vendor to bring pressure of any kind, will disqualify the Vendor.

(d) If a Vendor imposes conditions, which are in addition to or in conflict with the conditions mentioned herein, their Quotation is liable to be summarily rejected.

19. In the event of any dispute, this office shall decide on appropriate measures in the interest of public service.

## ANNEXURE – I

Sl. No.	ITEM	SPECIFICATION		QUANTITY
1	Desktop Computer	<b>Processor Type</b>	Intel Core 2 Duo Processor supporting Intel VT	
		<b>Internal Clock Speed</b>	2.66 GHz or Higher	
		<b>Chipset</b>	Intel Q 35 or better on OEM Motherboard	
		<b>Internal L2 Cache</b>	6 MB L2	
		<b>System Bus (FSB)</b>	1333 MHz	
		<b>Motherboard</b>	OEM Motherboard with all necessary Drivers with VT-enabled BIOS	
		<b>Memory (RAM)</b>	3GB 667MHz DDR2 SDRAM upgradeable upto 8 GB	
		<b>Memory Slot</b>	At least two	
		<b>Hard Disk</b>	250 GB or higher Serial ATA 7200 RPM	
		<b>Color Monitor</b>	19" Flat panel LCD display - TFT	
		<b>Ethernet Card</b>	Integrated 10/100/1000 Mbps NIC	
		<b>Mouse</b>	USB / PS2 Optical Mouse ( scroll Wheel )	
		<b>Keyboard</b>	USB / PS2 Keyboard	
		<b>Optical Drive</b>	16X Max DVD +/- RW With Dual Layer Write Capability	
		<b>Video Graphics</b>	Integrated Intel GMA 3100	
		<b>Audio</b>	Integrated 6 Channel audio Subsystem	
		<b>I/O Ports</b>	❖ 1 Serial ( 9 PIN )	
			❖ 1 Parallel	
			❖ 6 USB 2.0 ( at least 2 in front )	
			❖ 1 Ethernet (RJ45)	
			❖ 1 Stereo line in	
			❖ 1 Microphone Line in	
			❖ 1 Speakers / Line out	
			❖ 1 headphone ( front )	
		<b>Expansion Slots</b>	3 PCI slots	
			1 PCI Express x1	
			1 PCI Express x16 slots	
		<b>Operating System</b>	Windows 7 Prof. License with Media	
		<b>Certifications</b>	FCC, UL,ROHS,ISO 9001,14001,Energy Star, TCO, Microsoft Windows Certified, Linux Certified	
		<b>Warranty</b>	3 Years Comprehensive OEM warranty	
2	PRINTER	<b>LaserJet Printer (Networking with Duplex facility)</b>	Resolution in dpi: Mono 600x600, Paper Size: A4, Print Speed in PPM (A4 Size):32, Port: 1 USB, Network Card 10/100:Yes, Duplexing:Yes	
		<b>LaserJet Printer</b>	Resolution in dpi: Mono 600x600, Paper Size: A4, Print Speed in PPM (A4 Size):14	
3	UPS	<b>UPS 600 VA</b>	600 VA, (Min. 15 Munites Backup)	
4	Scanner	Document Scanner A4/Legal size	Resolution in dpi:600x600, Speed in PPM: 8, ADF Capacity: 50,Flat Bed Size:A4,Document Size: Legal through	
5	External Hard Disk		3.5 inch External Hard Disk Drive, 1TB with triple interface USB 2.0 Fire wire 400 and E SATA Port with Backup Software	
6	Multiple CD/DVD Copier			
7	Pen-Drive		16 GB	
8	Software	<b>MS Office</b>	Microsoft Office 2007 Professional Media & License	

### **Server: Intel Xeon Two Processor Quad Core Tower configuration**

- (a) CPU: Intel Xeon E 5504 (2 GHz, 80 Watts) Quad Core (to be supplied with one Quad Core processor as standard) 4 MB/8 MB Level 3 cache
- (b) Motherboard: Intel 5520 chipset or better on Intel or equivalent OEM Motherboard.
- (c) Slots: 6 PCI Express
- (d) Memory: 12 GB DDR3-1333 RAM
- (e) Hard Disk Drive: 4 x 146 GB 15K SAS
- (f) RAID Controller: 512 MB Battery backed write cache for P410 Controller for RAID 5
- (g) Monitor: 19" SVGA Digital colour Monitor (Support 1024x768 NI Resolution) MPR II compliant or TCO-03 Certified.
- (h) Video Controller: To support XGA resolution
- (i) Keyboard: 101 Keys Keyboard
- (j) Mouse: Optical Mouse
- (k) Ports: 6 USB Port, 1 Serial Port
- (l) Cabinet: Tower
- (m) Certifications: Windows, Red Hat or Novell certified, Compliance and Support
- (n) DVD ROM: 8x or better DVD ROM Drive
- (o) Power Supply: Redundant Power Supply
- (p) Networking: Dual LAN (10/100/1000) Network Card with asset tracking and security management, remote wake up
- (q) Power Management: Screen blanking, hard disk and system idle mode in power on, set up password, power supply surge protected, automatic server reboot.
- (r) Warranty: 3 years comprehensive onsite warranty

### **Details of Buy-Back items**

Item	Model	Description	Brand	Units
PC	2169-D32	Intel P-III, 800 MHz, 133 MHz FSB, 256 KB Cache, 192 MB 133 MHz SDRAM, Intel 810e, 10 GB HD, WIN XP Prof.	IBM Netvista A10	4
PC	6049-B5A	Intel P-IV, 1.5 GHz, 400 MHz FSB, 256 KB Cache, 256 MB SDRAM, Intel 845, 10 GB HD, WIN XP Prof.	IBM Netvista A22P	6
PC	6345-70Q	Intel P-III, 667 MHz, 133 MHz FSB, 256 KB Cache, 192 MB 133 MHz SDRAM, Intel 810e, 10 GB HD, WIN XP Prof.	IBM PC 300	17
PC	6578-TE2	Intel P-III, 933 MHz, 133 MHz FSB, 256 KB Cache, 256 MB 133 MHz SDRAM, Intel 815e, 20 GB HD, WIN XP Prof.	IBM Netvista A40	4

*Copy forwarded for information and necessary action,*

1. Sri R. K. Maity, Special Secretary to the Government of West Bengal, Panchayats & Rural Development Department, Jessop Building, 63 N.S.Road, Kolkata – 700 001.
2. Sri Subhra Chakraborty, WBCS (Ex) Programme Officer (IT), P & RD Department with the request to publish the Notice in Department Website.
3. The Sub – Divisional Officer, Kalyani, Nadia.
4. The Chairman, Kalyani Municipality, Kalyani, Nadia.
5. The Additional Executive Officer, Nadia Zilla Parishad. Krishnanagore, Nadia.
6. The Sub – Divisional Information & Cultural Affairs Officer, Kalyani, Nadia.
7. The Head Clerk, S.I.P.R.D., Kalyani, Nadia.  
For information with the request to display the notice for wide circulation.
8. Office notice board.

**Director,  
State Institute of Panchayats & Rural Development,  
Kalyani, Nadia,  
West Bengal**