

West Bengal State Rural Development Agency
(An Agency of the Panchayats & Rural Development Department, Government of West Bengal:
Registered under Registration of Societies Act 1961, Registration No. S/IL/17726 of 2003-04)

Computerisation Cell

Jessop Building, 63 Netaji Subhash Road, 1st Floor, Kolkata 700001.

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INVITES
Expression of Interest

No. : 3510-RD/MIC(COM)/5M-2/2008

Date : 24.04.2008

The “Computerisation Cell” of West Bengal State Rural Development Agency, 1st Floor, Jessop Building, 63,N.S.Road, Kolkata-700001, invites bids for procurement of Laptops along with 3 years warranty at Kolkata, subject to compliance of the requirements specified in the terms and conditions and tentative technical specification mentioned in the annexure to this notice.

Bidders interested to participate should meet the following eligibility criteria:

Expression of Interest (EOI) is therefore invited from reputed Computer Firms/ Suppliers/ Dealers/ Distributors/ Manufacturers, who have a record of supplying the above items to the Government, Semi-Government or Public Sector Undertaking Offices and have registration with regard to Sales Tax & Trade Tax.

All the preliminary proposals received from the interested agencies will first be scrutinized by the Computerisation Cell for finalization of the Hardware specification and software elaboration according to the terms & conditions applicable for the contract.

Earnest Money of Rs.25,000/- (Rupees twenty five thousand) only by demand draft drawn on any Commercial Bank at Kolkata in favor of **Computerisation Cell, WBSRDA** will have to be deposited along with the Bid.

Interested parties may offer their Expression of Interest on their own Letter Head with their seal & signature addressed to the Head, Computerisation Cell, WBSRDA along with a non-refundable EOI Processing Fee of Rs.2,000/- (Rupees Two thousand only) in the form of Demand Draft and the information/ documents/ credentials indicated in Annexure and authorization from Manufacturer/ Distributor, if applicable, in a sealed envelope. The words “**Expression of Interest for procurement of Laptops**” should be super scribed on the sealed envelope. This sealed EOI must be dropped in the Tender Box to be kept for this purpose at the Office Chamber of Head Computerisation Cell, WBSRDA, Room No.25, 1st Floor, 63 N.S.Road, Jessop Building, Kolkata- 700001 by 1 PM on 7th May, 2008.

The Computerisation Cell, WBSRDA reserves the right to accept or reject any or all the EOIs without assigning any reason thereof.

sd/-

The Head
Computerisation Cell,
WBSRDA

TERMS & CONDITIONS

[Note: Bidders should read these conditions carefully and comply strictly while sending their EOIs.]

1. Computerisation Cell, WBSRDA invites sealed 'Expression of Interest' for purchase and installation of Laptops in its office situated at Kolkata.
2. The Authority in respect of the 'Expressions of Interest (EOI)' is the Head-Computerisation Cell, WBSRDA.
3. The non-refundable EOI Processing Fee of Rs.2,000/- (Rupees Two Thousand) only must be submitted by the Agency in the form of a Demand Draft drawn in favour of "Computerisation Cell-WBSRDA", payable at Kolkata.
4. Any reputed Computer Firm/ Supplier/ authorized Dealer/ Distributor/ Manufacturer may submit their bid against this Notice inviting EOIs 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 & Trade Tax**.
5. 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 Laptop 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 and may result in future non participation of further EOI's.

6. Earnest Money Deposit (EMD): The earnest money of Rs.25,000/- (Rupees Twenty Five Thousand only) should be enclosed with the Bids by the bidders in the form of Demand Draft payable at Kolkata in favour of "Computerisation Cell " WBSRDA, Kolkata.

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 the WBSRDA 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 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. **Validity:** The financial bids to be submitted by the vendors should be valid for a minimum of 1 (One) month from the date of opening of the bids.

8. **Submission of EOIs:** The sealed Expression of Interest must be dropped in the Tender Box to be kept for this purpose at the Office Chamber of Head, Computerisation Cell, Room No. 25, WBSRDA, **by 1 PM on 7th May 2008**. No EOI will be accepted after the said date & time. The EOIs submitted by post/ courier/ telex / telegrams / fax / e-mail will not be considered. No further correspondence will be entertained in this matter. The EOIs delivered in any box other than the one specified will not be entertained. WBSRDA will not be responsible for any delay in submission of the EOI.

9. **Opening:** The preliminary Expression of Interest of the Agencies will be opened on **9th May 2008 at 3 PM** in presence of intending bidders or their authorised representatives. At that time, only the names of the participating Agencies will be disclosed then.

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, manufacturers shall be preferred over distributor/ dealer/ suppliers and authorized distributor/ dealer shall be preferred than 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 EOI 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. ISO/CMM Certified Company.

i. Sales Tax/VAT Registration and Latest Sales Tax & P. Tax Clearance Certificate.

- j. Copy of the registration certificate for firms registered or Trade License.
- k. Solvency certificate issued by only nationalised Bank.
- l. Balance sheet copies for the last 3 years duly certified by Chartered Accountant to reflect the annual turnover.
- m. Details of work done/order executed during the past 3 years in same name and style.
- n. 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.
- o. Details of any supplies made to WBSRDA in the past.
- p. List of Technical manpower for laptop 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 Hardware will have to be delivered by the Agency at the Office of the Computerisation Cell, WBSRDA by opening original sealed packets of the supply in presence of Computerisation Cell, WBSRDA officials.

(b) All ordered items would have to be supplied & installed by the Agency at the Head office in Kolkata as mentioned by WBSRDA 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 can also give expected cost for all OS and Office Suite if Computerisation Cell, WBSRDA wishes to procure the same then the agency would be responsible for installation of licensed version of Operating System & Office suite or other Software for all the Laptops 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 Computerisation Cell, WBSRDA site.

(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.

13. PAYMENT:

1) 90% payment will be made on purchase order only after complete receipt and installation of the PCs/Laptop.

2) 10% of the total cost will be paid only after the submission of performance Bank guarantee for a period of three year from the date of supply of the items as per the respective specifications, and it will be kept in the custody of the WBSRDA till the expiry of warranty period. This amount while in the custody of the Department will not earn any interest.

14. **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.

15. Inspection:

(a) All items supplied will be subject to an inspection by the Technical Committee of Computerisation Cell, WBSRDA.

(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.

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.

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

17. **Warranty:** The participating vendor should carefully note that the on-site Warranty period for all materials (including batteries) supplied by them and its smooth running would be **at least 36 (thirty six) months** (to be decided by the Authority of WBSRDA) from the date of installation of the materials free of cost.

The earnest money deposited at the time of submission of financial bid will be adjusted towards security amount. No interest will be paid by the Computerisation Cell, WBSRDA on the security money.

18. The Vendors must sign & seal each page of EOI(s). Incomplete EOIs are liable to be rejected.

19. (a) The Authority of Computerisation Cell, WBSRDA reserves the right to accept or reject any or all the bids without assigning any reason thereof.

(b) EOI 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 EOI is liable to summary rejection.

20. In the event of any dispute, the Computerisation Cell, WBSRDA shall decide on appropriate measures in the interest of public service.

21. Specification of the Hardware & Software items:

Specification for Laptop

Processor type	Intel Core2 Duo Processor T7300 series or higher [2.0 GHz or higher, 4MB L2 cache, 800MHz or higher]
Operating system	DOS
Chipset	Mobile Intel 965 Express Chipset
Graphics Adaptor	ATI

Standard memory	2GB or higher
Internal hard disk drive	160 GB or higher
Optical drives	DVD Writer
Display size	14.1 inches diagonal XGA/WXGA
Network interface	10/100/1000
External I/O ports	4 USB 2.0, VGA, audio out, mic in, AC power, RJ-11, RJ-45, S-video TV out, serial, IEEE 1394a, docking, Parallel port, integrated mic, lock slot, camera (optional), built-in 56Kbps Modem, Wireless 1390 802.11g 54Mbps wireless mini card, Bluetooth, Express Card /PCMCIA slot etc.
Power features	Lithium 9Cell Battery with 4 to 4.5 hours battery backup, Advanced Power Management feature
Other	Spill resistant keyboard, AC Power adapter, Carry Case, Internal/external 5-in1 or higher card reader, Documentation, Software CDs & recovery CDs and any other
Weight	Not more than 2.5 Kg
Warranty (Labor & Parts)	Onsite Warranty 3 years accidental damerage cover and 1 Year on Battery

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

OS: Windows XP - Professionals latest version with Service Pack 2

ANNEXURE

Information/ Documents/ Credentials to be furnished along with EOI(with a list of such papers furnished) :

- (a) Name & detailed Address of the Agency with Phone, Fax numbers, E-Mail address etc.
- (b) Name & Telephone number of the Contact Person.
- (c) EOI Processing Fee of Rs.2,000/- (Rupees Two thousand only) in the mode of Demand Draft.
- (d) EMD of Rs.25,000/- (Rupees Twenty Thousand Only) in the mode of Demand Draft.
- (e) Attested Photocopy of VAT/ Sale Tax Clearance certificate for 2006-07.
- (f) Attested Photocopy of P. Tax Clearance certificate for 2006-07.
- (g) Attested Photocopy of Certificate of Enlistment/ Trade License.

- (h) A list of Government, Semi-Government or Public Sector Undertaking offices where the Agency had supplied the Computer items during the financial years of 2005-06-07 (till date) together with supportive documents (like Payment/ Credential certificate issued by the Purchaser).
- (i) List of Technical Manpower available with the Agency indicating name, location, qualification & experience of each person on handling repair of laptops.
- (j) Authenticated copies of the Audited Statement of Accounts of the Agency for the latest available 3 (three) financial years.
- (k) Other supporting documents, if any.
- (l) Performance Bank Guarantee of 5% will be required to be provided by the successful vendor.

Please send your EOI in proper format within the date and time mentioned above along with EMD to the:

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