

**DAKSHIN DINAJPUR ZILLA PARISHAD**  
**DAKSHIN DINAJPUR, BALURGHAT**

**TENDER NOTICE**

No: 04/DDZP(Stacell)/09-10

Dated: 18-06-2009

Dakshin Dinajpur Zilla Parishad invites bids for procurement of Desktop Computers, UPS, Scanner etc. along with 3 years warranty, subject to compliance of the requirements specified in the terms and conditions and technical specification mentioned in the Bid document available at "Computer Cell of this office by June 2009

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 scrutinised by the Computer Cell for finalisation of the Hardware specification and software elaboration according to the terms & conditions applicable for the contract.

**Earnest Money of Rs. 5,000/- (Rupees five thousand)** only by demand draft drawn will have to be deposited along with the Bid.

The tender document will be downloaded from the Website ([www.wbprd.nic.in](http://www.wbprd.nic.in)). The last date of receipt of sealed quotation for above rates (along with the particulars) at this office is 29<sup>th</sup> June up to 3.00 PM.

The sealed quotation will be opened in the chamber of Secretary, Dakshin Dinajpur Zilla Parishad. of this department on **29.06.2009 at 4.00 PM**. One representative of each vendor will be allowed to remain present at the time of opening the sealed quotations. The representative of each vendor should carry the identity card and letter of authority of the organization/company.

This Department reserves the right to accept or reject any or all the EOIs received from any firm without showing reason or any correspondence whatsoever.

Secretary,

Dakshin Dinajpur Zilla Parishad.

## TERMS & CONDITIONS

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

1. The Authority, Dakshin Dinajpur Zilla Parishad invites sealed 'Expression of Interest' for purchase and installation of Desktop PCs, UPSs, Scanner in its office situated at Balurghat.

2. The Authority in respect of the 'Expressions of Interest (EOI)' is Head, Computerisation Cell, Dakshin Dinajpur Zilla Parishad.

3. Any reputed Computer Firm/ Supplier/ authorised 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 PC/UPS 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 EOIs.

6. **Earnest Money Deposit (EMD):** The earnest money of Rs.5,000/- (Rupees Five Thousand only) should be enclosed with the Bids by the bidders in the form of Demand Draft

**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 Zilla Parishad 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 Chamber of the Secretary, Dakshin Dinajpur Zilla Parishad on and from 18.06.2009 to 29<sup>th</sup> June 2009. 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. Zilla Parishad 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 29.06.2009 at 4.00 PM in presence of intending bidders or their authorised representatives. At that time, only the names of the participating Agencies will be disclosed.

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. Authorisation Certificate of Hardware companies



c. Other things remaining same, manufacturers shall be preferred over distributor/ dealer/ suppliers and authorised 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 authorised dealer.

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.

o. List of Technical manpower for PC/UPS repair/maintenance available with the Agency.

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

#### **11. Delivery & Installation:**

(a) The Hardware will have to be delivered by the Agency at the Office of the Computer Cell, Dakshin Dinajpur Zilla Parishad by opening original sealed packets of the supply in presence of Zilla Parishad officials.

(b) All ordered items would have to be supplied & installed by the Agency at the Office of the Dakshin Dinajpur Zilla Parishad within 15(Fifteen) 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 also would be responsible for installation of all items at the Computer Cell, Dakshin Dinajpur Zilla Parishad/or at any desk as directed.

(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/UPSs etc.

2) 10% of the purchase order will be paid only after the submission of performance. This amount while kept in the custody of Dakshin Dinajpur Zilla Parishad, 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 team of Dakshin Dinajpur Zilla Parishad.

(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. **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 Dakshin Dinajpur Zilla Parishad) 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 Zilla Parishad 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 Dakshin Dinajpur Zilla Parishad 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 Zilla Parishad shall decide on appropriate measures in the interest of public service.

# ANNEXURE

Sl. No.	ITEM	SPECIFICATION	
1	ThinkCentre M58 Model No. 7373A14	Processor	Intel® Core™ 2 Duo E8400 Processor ( 3.00GHz 1333MHz 6MB )
		Operating system	Genuine Windows XP Professional SP-3 with Media
		Total memory	<b>1 GB</b> DDR3 SDRAM 1066MHz
		Hard drive device	160GB
		Monitor	19" TFT
		Optical device	DVD Recordable
		Form Factor	Small Form Factor
		Warranty	Three year parts and labour
		Mouse	USB/PS2 Optical Mouse (scroll Wheel)
		Keyboard	USB/PS2 Keyboard
2	Lenovo Model No. 5313 4HQ	Processor	Intel Pentium Dual Core E2220 2.4 Ghz. (Cache 1 MB)
		Operating system	Windows XP Professional
		Total memory	<b>1 GB</b> PC2-5300 DDR2 SDRAM 667MHz
		Hard drive device	320GB 7200
		Monitor	19" TFT
		Optical device	DVD Recordable
		Form Factor	Tower
		Warranty	Three year parts and labour
		Mouse	USB/PS2 Optical Mouse (scroll Wheel)
		Keyboard	USB/PS2 Keyboard
2	UPS	600 VA, (15 Minutes Backup)	
		1 KVA, ( 30 minutes Backup)	
		<b>3 years Comprehensive Warranty</b>	
3.	Pen Drive	16 / 20 GB	



Sl. No.	DESCRIPTION	
4.	<b>SCANNER</b>	
	o Copying/ Printing Speed	50PPM A4 or Higher
	o Printer Language	RPCS, PCL 5e, PCL 6 , TTF etc.
	o Zooming Range	25% to 400% (in 1% steps)
	o Resolution	600 dpi x 600 dpi or higher
	o Memory	512 MB RAM or higher
	o Original Document Size	Up to A3 (297mm X 420mm)
	o Copy/Print Size	Up to A3.
	o Paper capacity: Automatic & Bypass	Should be mentioned.
	o Power Source	220-240V, 50/60 Hz
	o Machine Life	25,00000 copies or 5 yrs whichever is earlier (or higher).
	o Computer Interface (with LAN CARD)	USB 2.0,Ethernet (10base-T/100 base-TX)
	o Supporting Environment	Windows 98/NT4.0/2000/XP Vista/Server 2003, Red Hat Linux 6.x/7.x/8.x/9.x/Enterprise
	o ARDF/RADF/DADF with auto duplex unit	Should be Available.
	o Multiple User Passwords.	Should be Available.
	o Multiple Copies	Should be Available.
	o Warm Up Time	Should be mentioned.
	o First Out Put Speed	Should be mentioned.
	o Developer Life	Should be mentioned.
	o Toner Life	Should be mentioned.
	o Drum Life	Should be mentioned.
	o Adobe Post Script 3 Genuine	Available (Optional)
	o LCD Screen Size	Should be mentioned.
	o Scanning speed	50 Pages
	o Scanning Resolution	600 dpi x 600 dpi or higher
	o Scanner Driver/Operating System	Windows 98/NT4.0/2000/XP, Vista/Server 2003, Red Hat Linux 6.x/7.x/8.x/9.x/Enterprise
	o Scanning Data Format	TIFF/PDF etc.
5.	HP 9250 C Digital Sender	As specified by the Company.
6.	Projector Screen with stand	6' x 8'

18/6/09

Secretary,  
Dakshin Dinajpur Zilla Parishad