

GOVERNMENT OF WEST BENGAL
Panchayats and Rural Development Department
Joint Administrative Building (6th to 10th Floor), Sector – III, Block-HC-7
Salt Lake, Kolkata- 700106.

**Notice for inviting Techno –Commercial offer (E.O.I) from reputed firms for
supply and installation of Team Viewer Software.**

No. 5701-RD/MIS(Com)/5M-3/15 (PT-I)

Dated- 15/11/2017

Panchayats & Rural Development Department, Joint Administrative Building (6th to 9th Floor), Sector – III, Block-HC-7, Salt Lake, Kolkata- 700106, Government of West Bengal, invites Commercial bid for procurement & installation of Team Viewer Software for Windows Version 12.0 (Corporate Edition) for Computerisation Cell at the above mentioned address.

The interested firm must have the following credentials / Criteria (Terms & conditions for the bidders while sending their EOIs enclosed at **Annexure-A**.

The tender paper can be downloaded from website www.wbprd.nic.in under the Notification or latest tender. The last date of receipt of sealed quotation for above article (along with the particulars) at this office is 29/11/2017 up to 2:30 P.M.

The sealed tender will be opened in the chamber at Room No. 1 (8th Floor, Block –B) or at the MIS (Computer) cell (9th Floor, Block-A, Room-9) of this department on 29/11/2017 at 3:00 P.M.

One representative of each tenderer will be allowed to remain present at the time of opening the sealed tenders. The representative of each tenderer should carry the identity card and letter of authority of the tenderer.

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

Schedule to Tender as follows:

Tender documents	From website www.wbprd.nic.in
Cost of Tender Enquiry	Free of Charge
Last Date & time for submission of Tender	On 29/11/2017 at 2:30 P.M.
Date & time for Tender Opening	On 29/11/2017 at 3:00 P.M.
Venue of Tender Opening	Computer Cell (Room no.-9A at 9th Floor) or (8 th Floor, Block –B)


(Smt. Swati Bandyopadhyay)
Joint Secretary

TERMS & CONDITIONS

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

Panchayats & Rural Development Department Joint Administrative Building (6th to 9th Floor), Sector – III, Block-HC-7, Salt Lake, Kolkata- 700106, Government of West Bengal, invites sealed 'Expression of Interest' for procurement & installation Team Viewer Software for Windows Version 12.0 (Corporate Edition) for Computerisation Cell at the above mentioned address.

1. **PAYMENT :** 100% cost shall be paid on successful installation and functioning of the items.
2. **SUBMISSION OF EOIs :** The sealed Expression of Interest (EOI) must be dropped in the Tender Box to be kept for this purpose at the Computer Cell of this Office (Room no.-9A at 9th Floor) or (8th Floor, Block –B) by 2:30 P.M. on 29/11/2017. 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. Department will not be responsible for any delay in submission of the EOI.
3. **OPENING :** The Expression of Interest of the Agencies will be opened on 29/11/2017 at 3:00 P.M in presence of intending bidders or their authorised representatives.
4. The Authority of Department of Panchayats & Rural Development, Government of West Bengal *reserves the right to accept or reject any or all the bids without assigning any reason thereof.*
5. **Technical Evaluation:-** Technical evaluation of the bids shall be done on the following Parameters : -
 - a. Company's engagement records in 2 to 3 Government Departments / Big organisations. The vendors must enclose at list two work orders executed by them, complete details of working experiences and name of the institutions/organisations to which services have been provided.
 - b. Sales Tax Clearance Certificate.
 - c. Latest I. Tax Clearance Certificate.
 - d. Copy of the registration certificate of Trade License.
 - e. Copy of the registration certificate of GST.
 - ❖ *Bid documents are to be signed and sealed very carefully.*
 - ❖ *Data sheet has to be submitted for each item.*
 - ❖ *Only relevant document has to be attached.*
6. One representative of each vendor will be allowed to remain present at the time of opening the sealed tenders. The representative of each vendor should carry the identity card and letter of authorisation of the vendor.


(Swati Bandyopadhyay)
Joint Secretary

Anexure- B

Annexure to the Tender Notice No. : 5701- RD/MIS(Com)/5M-3/2015(Pt.- I) Dated- 15/11/2017

Vendors are requested to fill up this form and attach with the price bid.

Name of the Vendor	Date:
Address	
Contact Person & Contact No.	Signature & Seal :

Team Viewer Software for Windows Version 12.0 (Corporate Edition) Rs.	Whether copies are attached [Mention Yes/No]				Remarks (If any)
	Whether list of engagement with 2 to 3 Big Organisations /Govt. Sector attached.	ST	IT	Trade License GST	