

(A Government of India Enterprise)
27, RAJENDRA NATH MUKHERJEE ROAD
KOLKATA – 700 001 (WEST BENGAL)
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Tender No.	NIT/DGM(P-V)/COMPUTER/GS&OE	Date:	8 th December, 2016
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NOTICE INVITING TENDER

E-Tender under **two-bid system** (i.e. "Techno-Commercial Part" & "Price Part") are invited from eligible vendors and their authorized agency/ distributor/ dealer for supply, installation & commissioning along with comprehensive support of different hardware & software as per the technical specifications and details given in "**Scope of Work**"/ "**BOQ-1**", at our Head office as per details hereunder:

01.	SCOPE OF WORK	Supply, Installation & Commissioning and Comprehensive Support of Desktop Computer with Windows-10 (Professional), Deskjet All-in-One Printer (Colour), UPS, Keyboard & Mouse as per the technical specifications given in " Scope of Work "/ " BOQ-1 ", at our Head office.
02.	COST OF TENDER DOCUMENT (NON-REFUNDABLE)	NIL
03.	EARNEST MONEY DEPOSIT	NIL
04.	MODE OF SUBMISSION	Online through e-Procurement of CPPP, NIC
05.	Date & Time Schedule:	<ul style="list-style-type: none">• Date of Publishing NIT & Tender Documents: 09.12.2016• Document download Start Date: 09.12.2016 10:00 AM• Start Date of uploading of bid document: 09.12.2016 10:00 AM• End Date for uploading of bid document: 23.12.2016 03:00 PM• Date of opening of Technical Bid: 23.12.2016 04:00 PM• Date of opening of Financial Bid: To be notified later

(A. Neogi)
DGM (P-V)

CHECK LIST

SL. NO.	DESCRIPTION	DOCUMENTS
1.	TECHNO-COMMERCIAL PART	To be submitted online through e-Procurement system. Technical documents also to be sent in a sealed envelope superscribing "Tender Notice No." & "TECHNO-COMMERCIAL PART".
a)	Eligibility Criteria	Authorized agency / distributor / dealer, who MEETS all the Pre-Qualification Criteria (POC) given in the tender document, will be eligible to participate in bidding. Any bidder not qualifying on POC criteria will be rejected and price bid will not be opened.
b)	Tender Document except BOQ-1	All the pages to be signed and sealed.
2.	PRICE PART	To be submitted online and also to be sent in a sealed envelope superscribing "Tender Notice No." & " PRICE PART"
A)	BOQ-1	The rates to be filled up in figure & words for BOQ-1 duly sealed and signed by the bidder.
3.	TENDER	A sealed Envelope superscribing "Tender Notice No." / "Scope of Work" containing a) Techno-commercial Part b) Price Part

INSTRUCTION TO THE BIDDERS

1.0 REGISTRATION OF CONTRACTOR

Any contractor willing to take part in the process of e-Tendering will have to be enrolled & registered with the Government e-Procurement system, through logging on to <https://eprocure.gov.in/eprocure>.

2.0 DIGITAL SIGNATURE CERTIFICATE (DSC)

Each contractor is required to obtain a Class-II or Class-III Digital Signature Certificate (DSC) for submission of tenders, from the approved service provider of the National Information's Centre (NIC) on payment of requisite amount details are available at the Web Site stated in Clause 2 of Guideline to bidder DSC is given as a USB e-Token.

3.0 SUBMISSION OF BID:

Bids to be submitted online through e-Procurement system of CPPP. A hardcopy of the submitted bid shall have to be submitted to this office.

Tender document to be digitally signed with Company's seal by the bidders. The rates in the appropriate space in the **BOQ** should be properly filled in. Tenders to be submitted in **two parts**:

a) **TECHNO-COMMERCIAL PART:** The Techno-Commercial part will consist of -

i) **PRE QUALIFICATION CRITERIA OF THE BIDDER**

Documentary evidence satisfying the Pre-Qualification Criteria (PQC) should be provided as part of Technical Bid. Any bidder not qualifying PQC criteria will be rejected and price bid will not be opened.

- a) The bidder should have offices in Kolkata with sufficient experienced & capable manpower dealing in Hardware and software installation, configuration and support.
- b) The bidder should be Original Equipment Manufacturers (OEM) or their Registered/ Authorized Suppliers/ Distributors/ Dealers/ Authorized Sales & Service Partners. Authorization letter from the OEM (if OEM is not participating) to quote the bid shall be enclosed with the bid.
- c) The bidder company should be registered in India. Copy of PAN, Service Tax Registration (CST, as applicable), should be submitted.
- d) The bidder company should have successfully supplied, installed, configured and supported Desktop Computers and other hardware's to at least Two (2) organizations. (Copy of proof is requested to be submitted along with the bid.)

- b) **PRICE-PART** -
Properly filled up BILL OF QUANTITY (BOQ-1) duly digitally signed to be uploaded in Financial part.
- 2.0 Conditional tenders may be rejected and no additional clause will be entertained.
- 3.0 The successful bidder shall not sub-contract the selling and support procedure for the entire duration in BBJ.
- 4.0 Service Tax & VAT registration certificate should be submitted. All duties, taxes, fees and other levies payable by the Bidder / Implementing Agency under the contract or any other cause shall be included in the quoted prices.
- 5.0 The bidder should provide all the papers related to service and product warranty. The bidder also has to provide one year (01 year) comprehensive warranty and support service free for all the Hardware and Software installation at our office. Any hardware become unusable / not functioning properly, required to replace immediately, without any cost.
- 6.0 **VALIDITY OF TENDER: – 90 (ninety)** days from the date of opening of tender or for a further period if mutually accepted.

SPECIAL CONDITION OF CONTRACT**1. DEFINITIONS AND INTERPRETATION:**

In this Tender Document, as hereinafter defined, the following words and expressions shall have the meaning as under:

- a) "**BBJ**" shall mean The Braithwaite Burn & Jessop Construction Company Limited having its registered Office at 27, R. N. Mukherjee Road, Kolkata- 700 001.
- b) The "**TENDER**" shall mean the proposal submitted by the Tenderer/ Bidder/ Supplier/ Dealer/ Agency in response to BBJ's Notice of Invitation to this Tender Document.
- c) The "**ORDER**" shall mean a written Purchase Order issued by BBJ.
- d) The "**TENDERER/ BIDDER**" shall mean the firm or Company (hereinafter called Tenderer) whose Tender has been accepted by BBJ.

2. DETAILED SCOPE OF WORK

BBJ intends to procure new Desktop Computer, Printers etc. for being used at Head Office, Kolkata.

The scope of work under the present tender shall generally comprise of the following activities relating to supply, installation & commissioning and support of all Hardware & Software:

- ✓ Supply, installation & commissioning of **01 no. Desktop Computer** of branded make with related accessories as per technical specification mentioned in Clause 3.1. Workstation should be installed with **Windows-10 (OEM Professional License)**.
- ✓ Supply, installation & commissioning of **02 nos. Deskjet All-in-One Printer (Colour)** as per Clause 3.2
- ✓ Supply, installation & commissioning of **01 no. UPS** of branded make as per specification mentioned in Clause 3.3.
- ✓ Supply of **01 no. Keyboard & 01 no. Optical Mouse** as per Clause no. 3.4
- ✓ Comprehensive support on all hardware supplied and all software installed.
- ✓ Installation & commissioning to be done in presence of BBJ team, on the specified date informed by BBJ.
- ✓ Support on Installation & commissioning of aforementioned Hardware supplied and Software installed for next one year from the date of installation.

3. TECHNICAL SPECIFICATIONS**3.1 Technical Specification for Desktop Computer –**

Microprocessor	Intel i3 or above (4th Generation or above)
Cache Memory	3MB or above
Clock Speed	3.50 Ghz or above
Memory	2 GB – DDR3
Hard Drive	1TB
Display	LCD - 17 inch or above
Media Drive	DVD R/W
Operating System	Windows – 10 (Professional) Preloaded/Additional
Genl. Accessories	Min. one Gigabit Ethernet card with RJ45 port, USB Keyboard, USB Mouse and wares other accessories
Other	4 or above USB Port, Comprehensive support for entire hardware & software for 1 (one) year

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- 3.2 Technical Specification for Deskjet All-in-One Printer (Colour) Printer: HP Deskjet Ink Advantage 3636 All-in-One Printer (Colour).
- 3.3 Specification for UPS: 600 VA or above of branded make.
- 3.4 Standard Optical Mouse and Multimedia Keyboard of branded make.
- 3.5 Desktop Computer's et. make/ model offered to be mentioned in the technical bid.

4. DELIVERY PERIOD

The supply/ delivery of all hardware as per aforementioned "**Scope of Work**" and "**BOQ-1**" is estimated to be completed within **15 (seven) days** from the date of order. Installation and configuration to be done in presents of BBJ team, on the specified date informed by BBJ.

5. SOFTWARE LICENSES:

The software licenses shall be required in the name of user institute/ company. The licenses shall contain paper licenses and at least one set of media (CDs).

6. PAYMENT TERMS

The payment shall be released after satisfactory delivery, installation of all the items as mentioned in 'scope of work' and on submission of Invoice within 30 (thirty) days from date of submission of bill. SD-PG equivalent to 10% (ten percent) of the order value for the items mentioned in "**BOQ-1**" will be deducted from the bill amount and shall be kept with BBJ till the end of warranty period. The payment shall also be made after deducting necessary taxes applicable, if any.

7. SECURITY DEPOSIT CUM PERFORMANCE GUARANTEE

The successful bidder will be required to furnish the Security Deposit cum Performance Guarantee for **10% (ten percent)** of the order value for items mentioned in "**BOQ-1**". The total amount of SD-PG, shall be deducted from the bill amount during release of payment. In case of no warranty claims towards the item under warranty, the withheld amount will be returned on completion of warranty period subsequent to the submission of No Claim Certificate and with the approval of BBJ's Competent Authority.

8. GUARANTEE/WARRANTY:

All the items covered in "**BOQ-1**" and Scope of Work, shall carry minimum 12 (twelve) months on site comprehensive warranty from the date of Installation & commissioning. The bidder shall undertake to provide the installation and warranty service at site. The repairing/ rectification/ replacement/ configuration required, if any, of the items under warranty must be done within BBJ only. These items shall not be allowed to be taken outside for warranty repairs, other than exigency.

9. PANALTY FOR DELAY

For any delay in installation and commissioning of the ordered items, BBJ will charge penalty @1.5% of the order value per week or part thereof, subject to a maximum of 10%.

10. ASSEMBLED DESKTOP/UPS

Assembled Desktop Computers/UPS etc. (non-branded) are not acceptable.

11. FIRM PRICE

Rate should be quoted inclusive of all prices and shall remain firm & shall not attract escalation due to any reason in pursuance of this contract from the date of order.

12. TAXES AND DUTIES

Income Tax will be deducted by cash at source from the Bidder's/ Supplier's Bills as per Income Tax Act and Rules framed there under at such rates as may be applicable from time to time. The rates quoted by the bidder shall include all Excise Duties, Custom Duties, Import Duties, VAT, Octroi, Royalty and all other taxes, that may be levied according to the Laws and Regulations now in force and also here after imposed, increased or modified from time to time on materials and supplies acquired for the purpose of the Contract and on the services performed under the Contract.

Income Tax and other taxes at the rates applicable from time to time shall be deducted from the bills of the Contract at the source.

13. RISK AND OWNERSHIP:

Upon 90% of payment, BBJ shall become owners of goods ordered but all risks, responsibilities; liabilities thereof in all goods shall remain with selected bidder till delivery of all goods to all end users. Part deliveries shall not be treated as deliveries. Only full deliveries of all items ordered will be considered as delivery.

14. TERMINATION OF CONTRACT

In case the successful bidder fails to comply any of its respective Contractual obligation within stipulated time frame, for reasons solely attributable to the breaching party, the non-breaching party reserves the right to terminate the contract by giving 10 days' notice, provided the failure is not cured within such 10 days' notice period, without any valid reason provided by the breaching party within 7 days of end of stipulated time frame. In the event of either party terminating the Agreement, BBJ will make payments of all dues to the successful bidder for all services rendered as of and up to the date of termination, as per contracted terms.

15. JURISTICTION OF COURT

The Courts at Kolkata shall have the exclusive jurisdiction to try all disputes, if any, arising out of this agreement between the parties.

16. IMPORTANT NOTES:

(A) BBJ reserves the right to:

- (i) Accept or reject any bid received at its discretion without assigning any reasons whatsoever.
- (ii) Increase/ decrease/ alter the job description/ scope of work with corresponding change in the value of contract.

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- (iii) Postpone or extend the above mentioned date, split and distribute the work among more than one bidder without assigning any reason what so ever.
- (iv) May ask for further qualification during techno commercial scrutiny of bids received.
- (v) BBJ shall not be responsible for any delay, loss, damage for bids sent by post.
- (vi) BBJ shall not be liable for any expenses incurred by bidder for delivery of materials or during preparation of bid irrespective of whether it is accepted or not.
- (vii) Canvassing i.e. soliciting favour, seeking advantage etc. in any form is strictly prohibited and any bidder found to have engaged in canvassing shall be liable to have his bid rejected summarily.
- (viii) If the bidder deliberately gives any wrong information in his tender to create circumstances for the acceptance to his bid, BBJ reserves the right to reject such application.