

Government of West Bengal  
Directorate of Micro & Small Scale Enterprises  
New Secretariat Buildings, 9th floor, A-Block  
1, Kiran Shankar Road, Kolkata-700001

## **BID DOCUMENT**

OPEN TENDER FOR: SUPPLY AND INSTALLATION OF  
COMPUTER HARDWARE IN DIRECTORATE OF MICRO & SMALL  
SCALE ENTERPRISES, GOVT.OF WEST BENGAL AND DICs.

Tender No: WB/M&SSE/107/RPC/Comp/1/2011-12      Date:14.10.2011

### **TWO PART BID**

PART-1: TECHNO COMMERCIAL BID  
PART-2: PRICE BID

Government of West Bengal  
Directorate of  
Micro & Small Scale Enterprises  
New Secretariat Buildings, 9th floor, A-Block  
1, Kiran Shankar Road, Kolkata-700001

**NOTICE INVITING Tender No: WB/M&SSE/107/RPC/Comp/1/2011-12 Date:14.10.2011**

Sealed Tenders (in duplicate) are invited for the following job from OEMs/authorized distributors/ dealers/reputed organizations having sufficient experience and credentials for successful completion of similar nature of work preferably in a Govt.Department.Details of credentials, installation and commissioning of various projects of similar nature implemented by the bidder must be submitted along with the bid.

Brief Description of work	Earnest Money Deposit(EMD)(₹)	Start Date of Tender Document Availability at Office	Last Date and time of Tender Submission	Date of Opening of Tender (Technical Part)
OPEN TENDER FOR:SUPPLY AND INSTALLATION OF COMPUTER HARDWARE IN DIRECTORATE OF SMALL SCALE ENTERPRISES,GOVT OF WEST BENGAL AND DICs	₹ 2,00,000/- (Rupees Two Lakh Only.	21.10.2011 at 11.00 A.M.	14.11.2011 till 04.00 P.M.	16.11.2011 at 11.15 A.M.
<b>BID SUBMISSION AND OPENING VENUE:</b>	Government of West Bengal Directorate of Micro & Small Scale Enterprises New Secretariat Buildings, 9th floor, A-Block 1, Kiran Shankar Road, Kolkata-700001			

The Tender documents are available at Directorate of Micro & Small Scale Enterprises office on all working days from 11.00AM to 4.00PM at the address given above.

The bidder can download the Tender Documents from the website of Micro & Small Scale Enterprises Directorate i.e. [www.mssewb.org](http://www.mssewb.org) and the website of WBSEPS i.e. [www.wbseps.com](http://www.wbseps.com)

Canvassing in any form shall be liable for disqualification.

The Directorate of Micro & Small Scale Enterprises reserves the right to accept or reject any or part of any tender without assigning any reason thereof.

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## SECTION-A

### **ELIGIBILITY CRITERIA FOR PARTICIPATION IN THE TENDER**

1. OEMs/Vendors with tender specific authorizations from OEMs strictly in our format given in section-(G) are only eligible to quote.
2. Bidders must submit tender specific authorization for the supply, installation, commissioning and comprehensive maintenance during warranty period from the OEM.
3. All products to be quoted with a 3(Three) years on-site comprehensive manufacturer's warranty. All the bidders should produce a certificate from the OEM regarding their acceptance of responsibility of supply, installation and comprehensive maintenance of services during warranty period as per section-(G).Improper authorization (not in our format) will lead to cancellation of the tender.
4. The bidder should have executed 03(Three) single order of similar nature of jobs in last three financial years and attested copies of evidences in this regard is to be produced.
5. The bidders should have an annual turnover of ₹3.00 Crores (Rupees Three Crore only) and aggregate turnover of ₹10.00 Crores (Rupees Ten Crore only) over the last three financial years. Audited accounts & Balance Sheet for the above should be produced.
6. The bidder must be an ISO9001:2000/2008 certificate-holder in the specified area of the job mentioned in this tender. This certificate should be valid as on the date of opening tender.
7. The bidder/OEM should have there at least one registered service centre for IT Hardware Maintenance services at Kolkata and at 7 other districts in the state of West Bengal.
8. The bidder shall give a declaration in their letter head that there is no ban imposed on him regarding supply of computer hardwares and peripherals to Govt Organizations.

**In absence of any one of the above offer will be treated as non-responsive and summarily rejected.**

## SECTION-B

### INSTRUCTIONS TO BIDDER

1. Interested bidders are required to submit the techno-commercial proposal and Financial proposal in two separate envelopes super scribed as 'Technical Bid 'and 'Financial Bid' respectively.
2. Both the above sealed envelopes are to be sealed in a covering envelope super scribed with the words 'Tender No: WB/M&SSE/107/RPC/Comp/1/2011-12 Date:14.10.2011

Sealed envelope containing the Technical Bid and the Price Bid should be addressed to the Additional Director, (Electronics) Directorate of Micro & Small Scale Enterprises, Govt of West Bengal, New Secretariat Buildings, 9<sup>th</sup> floor, A-Block, 1, Kiran Shankar Road, Kolkata-700001 and should be sent through post/speed post/Courier or dropped personally in the tender box kept with him in Room No19.

### A. TECHNO COMMERCIAL BID

The Technical Bid should consists of the following documents:

1. Bidder's experience in supplying hardware, network and software in India(preferably Government Offices) successfully quantified in terms of number of work orders(each of value of at least Rs 1.00Crore) documents should be produced in support of experience.
2. Bidder's experience quantified in terms of Number of Years in delivering and Maintenance of Computer Hardwares, Networking and Software in India preferably West Bengal. Experience certificate from customers preferably Government office to be submitted.
3. Average turnover of the bidder from Indian operations for the last three financial years ending 31<sup>st</sup> March, 2011. audited accounts and balance sheet should be furnished with the BID.
4. Product Compliance as per technical specifications mentioned in **Section (E)**.
5. Office Location of the Bidder in the State

### B. FINANCIAL PROPOSAL

Price Bid as per format provided in the relevant section to be submitted in separate envelope as mentioned in the tender document. Insertion of price bid in Techno Commercial will summarily cancel the Bid

**Acceptance of tenders will depend on verification of Challans i.e. EMD and Tender Document Fees from Pay & Accounts Office.**

## SECTION C

### TERMS AND CONDITIONS

#### 1. Schedule of the Tender.

The Tender Document shall be submitted on or before - 14.11.2011 at 16.00 hours to the the Additional Director, (Electronics) Directorate of Micro & Small Scale Enterprises, Govt of West Bengal, New Secretariat Buildings, 9th floor, A-Block, 1, Kiran Shankar Road, Kolkata-700001

#### 2. Earnest Money Deposit (EMD).

The firm shall furnish a earnest money of ₹2,00,000/-(Rupees Two lakh only) through Treasury Challan No.7 under the head "8443-00-103-001-07" and the copy of the same should accompany the bid at the time of submission.

Earnest Money will be refunded to unsuccessful bidders after receiving application from them on completion of the tender process as per usual Govt. norms. In case of successful bidders Earnest Money will be retained till completion of the job and receipt of satisfactory operation certificate from the end user.

In case of any false submission/statement or refusal to abide by terms and conditions of our LOI/PO Earnest Money shall be forfeited.

#### 3. Awarding of Contract.

##### A. Evaluation of Technical Bid

Evaluation Parameters that will be used for Technical Evaluation is given below. All Bidders who secure a Technical Score of 60% or more will be declared as Technically Qualified.

1.	Bidder's experience in supplying hardware, network and software in India(preferably Government Offices) successfully quantified in terms of number of work orders(each of value of at least Rs 1.00Crore)	20	<ul style="list-style-type: none"> <li>➤ More than 3 Work Orders:20</li> <li>➤ 2-3 Work Orders:15</li> <li>➤ 1Work order:10</li> </ul>	
2.	Bidder's experience quantified in terms of Number of Years in delivering and Maintenance of Computer Hardwares, Networking and Software in India.	10	<ul style="list-style-type: none"> <li>➤ 10 years and above = 10</li> <li>➤ 5 years but ,10 years = 8</li> <li>➤ 5 years = 7</li> </ul>	
3.	Average turnover of the bidder from Indian operations for the last three financial years ending 31 <sup>st</sup> March, 2011.	10	<ul style="list-style-type: none"> <li>➤ &gt;₹50 Cr = 10</li> <li>➤ &lt;₹50 Cr but&gt;₹30 Cr =8</li> <li>➤ &lt;₹30 Cr but&gt;₹20 Cr =7</li> <li>Else 0</li> </ul>	
4.	Product Compliance as per technical specifications mentioned in Section (E)	50	<ul style="list-style-type: none"> <li>➤ Configuration meets mentioned specs for <b>Desktop Computers=20</b></li> <li>➤ Configuration meets mentioned specs for <b>Laser printers(MFP) = 15</b></li> <li>➤ Configuration meets mentioned specs for <b>UPS = 15</b></li> </ul>	
5.	Office Location of the Bidder in the State	10	<ul style="list-style-type: none"> <li>➤ Bidders has offices/authorized centres in more than 7 Districts in state : 10</li> <li>➤ Bidders has offices/authorized centres in at least 7 Districts in state : 8</li> <li>➤ Bidders has offices/authorized centres in Kolkata:7</li> </ul>	___/100 (__%)

## **B. Financial Evaluation**

The Techno commercial bid of all the bidders will be open Financial Bid of the bidders qualified in the techno commercial bid will be opened for further processing. The date and time of opening the financial bids will be intimated to the successful techno commercial bidders in due course. Evaluation of Financial Bids will be based on the lowest price quoted. The Tender Committee however reserves the right to reject the lowest price bid with sufficient justification. If there is a tie in the price bids between two or more bidders the Techno commercial marks will be considered for final selection.

### **4. Language of proposal and correspondence.**

The proposal submitted by the bidder and all other correspondence in this context should be in English language only.

### **5. Proposal Currency.**

Prices should be quoted in Indian Rupees inclusive all prevailing taxes, levies, duties etc

### **6. Period of validity of proposal.**

The price offers shall remain firm within the currency of contract and no escalation of price will be allowed. The quoted offer and /or rate must be valid for a minimum period of 180 days from the date of opening of tender. The tender inviting authority reserves the right of seeking extension of validity of offer rates from the successful bidder. Acceptance of such request during actual offer is however, optional to the bidder. The price validity will remain unaltered irrespective of any reason including Foreign Exchange Rate variation.

Variation in statutory rate levied by the Govt. will however; be reflected for both reduction and escalation.

### **7. Format, Signing, Sealing and Marking of Proposal.**

The original proposal shall be neatly typed and shall be signed by an authorized signatory/signatories on behalf of the bidder. Bidder shall seal and mark various proposals as mentioned in the instructions to the bidders above. Signing across all joints and pasting good quality transparent adhesive tape on top of such joints and signatures with company's seal shall seal the envelope.

### **8. Interpretation of Documents**

If any bidder requires any clarification regarding tender documents, he shall make a written request to the Additional Director (Electronics) of the directorate of M& SSE for clarification or interpretation before 7 days from the opening of the bids.

### **9. Withdrawal from tender**

Any bidder may withdraw his tender in writing at any time prior to the schedule closing time.

### **10. Deduction of tax at source.**

Deduction of all statutory and necessary tax will be made as per prevailing Govt rules and TDS certificate will be issued at due time.

## **11. Tax Registration Certificate.**

Bidders shall produce up-to-date VAT, Service Tax, Income Tax and Professional Tax Registration as well as copy of latest returns.

## **12. Canvassing.**

Canvassing or support in any form is strictly prohibited.

## **13. Warranty.**

The bidder will warranty that products supplied under the contract are newly made and are free from defects in the design, engineering and workmanship. The bidder would be responsible for the upkeep and maintenance of the infrastructure with a resolution time of 3 hours and necessary deliverables under the scope of work during the entire on-site comprehensive warranty period of 3(three) years from the date of final acceptance of the system by the customer. The bidder shall not, without the express prior written consent of Directorate of Micro & Small Scale Enterprises, Govt of West Bengal, assign to any third party of the contract or the part thereof. Service support for the entire warranty period will be onsite and comprehensive and free of cost for the entire warranty period.

## **14. Warranty Support from OEM.**

OEMs through the bidder should give an undertaking for 3(three) years onsite comprehensive warranty support covering all districts against supply of all the items. Bidders should submit a list of their service centre at all districts of West Bengal along with the name and Mobile contact address. Supporting documents for existence of district service centre has to be attached with the tender documents.

## **15. Delivery.**

All materials should be delivered, installed and commissioned at different establishment of M&SSE, Govt.of West Bengal (at bidder's cost) within 4(four) weeks from the date issuance of LOI. However, the end customer shall provide ready sites for the installation. The bidder will be responsible for getting the site ready from the customer.

## **16. Price.**

Price should be quoted in the price bid format only

## **17. Non-Escalation of price.**

The price offers shall remain firm within the currency of contract and no escalation of price will be allowed.

## **18. Price Validity.**

The quoted offer and /or rate must be valid for a minimum period of 180 days from the date of opening the tender. The Tender Inviting authority deserves the right for seeking the extension of validity of offer rate from the successful bidder. Acceptance of such request during actual offer is however, optional to the bidder.

**19. Quantity or Place Variation.**

The vendor may be asked to supply the same products at the same rate at different places and /or at the same places within this price validity period, which they are bound to accept. The quantity variation will be 25 percent +/- the last order quantity.

**20. Disputes and Arbitration.**

In case of any dispute and differences, the said dispute and difference shall be referred to the sole arbitration of Additional Director, (Electronics) Directorate of Micro & Small Scale Enterprises, Govt of West Bengal, New Secretariat Buildings, 9<sup>th</sup> floor, A-Block, 1, Kiran Shankar Road, Kolkata-700001. The award of the arbitrator shall be final and binding on both the parties. The arbitration shall be held in Kolkata only.

## **SECTION - D**

### **BID FORM**

(Bidders are requested to furnish the Bid Form in the format given in this section, filling the entire blanks and to be submitted on Letter-Head)

Ref. No:

Date :

To  
The Additional Director (Electronics)  
Government of West Bengal  
Directorate of Micro & Small Scale Enterprises  
New Secretariat Buildings, 9th floor, A-Block (Room no-19)  
1, Kiran Shankar Road, Kolkata-700001

Dear Sir,

Having examined the bid documents we, the undersigned, offer to undertake the job of 'Supply, Installation and commissioning of \_\_\_\_\_ as per the Tender No \_\_\_\_\_, dated \_\_\_\_\_.

We agree to abide by this bid for the period of 6(Six) months from the date for fixed for price bid opening and it shall remain binding upon us for acceptance at any time before the expiry of the period.

This bid, together with your written acceptance thereof and your order/ notification of award, shall constitute a binding contract between us.

We understand that Directorate of Micro & Small Scale Enterprises, Government of West Bengal, New Secretariat Buildings, 9th floor, A-Block, 1, Kiran Shankar Road, Kolkata-700001 reserves the right to accept in full / part or reject any/ or all the bids received or split order within successful bidding without any explanation to bidders and decision on the subject will be final and binding on the bidder. We also understand that Directorate of Micro & Small Scale Enterprises, Government of West Bengal, New Secretariat Buildings, 9th floor, A-Block, 1, Kiran Shankar Road, Kolkata-700001 is not bound to accept the L-1 bid for placement of order.

We had deposited an EMD of ₹ ..... (Challan No \_\_\_\_\_, dated \_\_\_\_\_ on \_\_\_\_\_) along with technical documents.

this \_\_\_\_\_ day of \_\_\_\_\_ 2011

\_\_\_\_\_  
**SIGNATURE**

\_\_\_\_\_  
(In capacity of)  
Duly authorized to sign bid for and on behalf of

(Name & Address of the Bidder)

(Affix Office Seal)

## **SECTION – E** **TECHNICAL SPECIFICATION**

ALL TECHNICAL PARAMETERS OF COMPUTER HARDWARE ARE MANDATORY. NO DOWNWARD DEVIATION IS ALLOWED. IN CASE OF ANY DEVIATION IN SPEC OF THESE ITEMS THE BID WILL BE SUMMERILY REJECTED.

<b>A. DESKTOP / CPU</b>		
Description of Goods / Service		
Sl. No.	Parameter	Minimum Technical Specification
1.	Processor	64 bit,Multi-Core,X 86 Processor@ 3.1 GHz or above,with minimum 3MB L3 Cache
2.	Motherboard	Processor OEM Motherboard/OEM Motherboard/using support from processor OEM
3.	Memory	4GB DDR3 1333MHz or higher
4.	Memory Expendable	Memory Expendable up to Min-16 GB DDR3-1333MHz or higher with minimum 4 DIMM slot
5.	Hard Disk	Minimum 320 GB SATA,7200 RPM
6.	Monitor	Monitor 17" TFT LCD Colour Monitor or higher from same OEM. The Monitor should be of the same colour as the base PC and should be ROHS and energy Star Compliant
7.	Ethernet	Ethernet integrated Giga-bit(10 /100/1000)
8.	Mouse	Two Button USB optical Scroll Mouse(same OEM make/Brand as system)
9.	Key-Board	Key-Board 104 keys USB Key Board(same OEM make/Brand as system)
10.	Optical Drive	Optical Drive internal SATA DVD-R/W Drive
11.	Graphics	Graphics on board integrated graphics
12.	Audio	Audio internal audio connector
13.	I/O Port	I/O port 1 Serial(9 –PIN) ; 6(Six) or more USB 2.0(atleast 2 in front) 1 Ethernet(RJ45) ; 1 VGA out ; 1 Stereo line in /out ; 1 microphone line in ; 1 Headphone(Front)
14.	Expansion Slot	Minimum : 1 Full height PCI eX16 1 or more Full Height PCI
15.	Security	Memory change alert through BIOS in Windows environment and on management console Serial, USB and Network enabled / Disabled Port Control Power-On password set up Password Security cable-lock option to lock both PC and Monitor
16.	Power	250 Watt minimum Power Supply
17.	BAYS	Minimum 3 BAYs
18.	Cabinet	Micro ATX Chassis
19.	OS and Media	Genuine Windows 7 Professional Edition 32 bits, with latest Service pack preloaded license, OEM Media in form of DVD/CD containing. OS and drivers, recovery media must be provided.
20.	OS Certification	Windows 7 Professional certification
21.	Compliance/Certification	For OEM: ISO 9001 and 14001.For quoted Model: UL/FCC,EPEAT Gold and ROHS
22.	Warranty	3 (three) Years on-site comprehensive OEM Warranty
23.	Anti Virus Software	Professional Antivirus application Quickheal ; Kaspersky or equivalent with 5 years Virus definition update.
24.	MS OFFICE	Pre-installed Micro soft Office 2010 with the desk top-Min Requirements-MS Words, MS Excel, MS Access and Power point.
<b>Total 22 (Twenty Two ) Nos. of DESKTOP / CPU as mentioned at Section-H required as per configuration mentioned from above Sl. No. 1 to 24.</b>		

<b>B. Mono Laser MFP</b>		
Sl.N o	Item Description(Black-and-white printing, Black and White copying, black and white and colour scanning	
	<b>MONO LASER PRINTER</b> must have the following features	
1.	Speed	Up to 25ppm
2.	Memory(Min)	128 MB

3.	Resolution	1200 X 1200 dpi
4.	Interface	USB,Network
5.	Monthly Duty Cycle	8000 Pages
6.	Paper Handling Input	250 Sheet input tray, one sheet priority tray, 35 sheets ADF.
7.	Paper Handling Output	100 Sheet output Bin
8.	Envelope Input Capacity	Upto 10 Envelops
9.	Duplex Printing	Automatic(Standard)
10.	Media Size Supported	A4,A5,B5(JIS),C5,DL,Envelops
<b>SCANNER FEATURES</b> must have the following features		
11.	Scanner Type	Flatbed, ADF
12.	Scan Resolution, optical	Up to 1200 dpi
13.	Bit Depth	24-bit
14.	Scan Size Maximum	21.6X 29.7(Flatbed) 21.6 X 3.56 (ADF)
15.	Scan Speed Black	Up to 15 Pages
<b>COPIER FEATURES</b> must have the following features		
16.	Copy Speed (Black, Normal Quality,A4)	Up to 25 cpm
17.	Copy Reduce/Enlarge Settings	25 to 400%
18.	Copies, Maximum	Up to 99
19.	Copy Resolution	Up to 600X600 dpi
20.	Fax Transmission Speed	3 Sec per page
21.	Fax Memory	Up to 400 pages
22.	Fax Resolution	300X300 dpi
23.	Interface cables & accessories	
24.	Drivers for Linux(Latest version of RHEL,SUSE,MENDRIVA) & Windows	
25.	Mono Laser Printer quoted with normal cartridge.	
26.	<b>Warranty: Five year on site comprehensive warranty support Including all parts except toner cartridge</b>	
<b>Total 22 (Twenty Two ) Nos. Mono Laser MFP as mentioned at Section-H required as per configuration mentioned from above Sl. No. 1 to 26.</b>		

<b>C. UPS-500VA Line interactive UPS</b>		
Description of Goods / Service		
Sl.No	Parameter	Minimum Technical Specification
1.	Technology	PWM using MOSFET/IGBT (Indicate the make, capacity and other technical details)
2.	Input Frequency	47 to 53 HZ
3.	Input Voltage	140 to 270 V
<b>AC OUTPUT</b>		
<b>A. Mains Mode</b>		
4.	Voltage	230V $\pm$ 10 % ( with AVR).The output voltage should be within $\pm$ 10% at any point of time during input window of 140V to 270V.Type of AVR must be mentioned.
5.	Frequency	Synchronized with input supply frequency
6.	Load PF	0.8 lagging to unity
7.	Overload Capacity	110% continuous
<b>B. Inverter Mode.</b>		
8.	Output Voltage	230 Volts +/- 3%
9.	Frequency	50 +/- 0.5Hz
10.	Voltage Regulation	$\pm$ 3%
11.	Load PF	0.7 lagging to unity
12.	Overload capacity	110 % for 2 minutes
13.	Efficiency	Min. 75 %
14.	Waveform	Sine Wave
15.	Transfer Time	< 5 millisecond
<b>C. Others</b>		
16	Battery ( For 120 min.)	VRLA(SMF) (Exide/Base/Panasonic/Yuasa/Japan/Orchid/Hitachi make)
17.	DC Bus	$\leq$ 48 V(max.2battery banks allowed)
18.	Minimum VAH Required	$\geq$ 1440
19.	Load Capacity	350 watts at load PF
20.	Back up Time	120 minutes on full load(2.17 Amp.)
21.	Recharge Time	< 10 hours
21a	Charging current	>8% of rated capacity
21b	Battery End Cell Voltage	$\geq$ 10.5 V(None of the batteries should discharge below 10.5 V)
22.	Audible noise	< 55db
23.	Operating temp	0 deg.to 45 deg.C
24.	Interface	Rs.232 C Compatible
25.	Cold Start	Yes
26.	Auto restart	Yes
27.	Generator Comp.	Yes
28.	No load shutdown	Yes (Automatic in no load cond.)
28a	Battery Warranty	Three years
<b>D. PROTECTIONS</b>		
29.	Short Circuit	Elect. Current limit On Inv. and Fuse Protection on Main mode
30.	Surge/Spikes	Through Line filter
31.	DC Under Voltage	Yes
32.	Overload	Yes

Sl.	Parameter	Minimum Technical Specification
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33.	Display	UPS Status(On/Off) Load Status(On/Mains /battery) Battery Status(Charge Level), Low Battery
34.	ALARMS	Fault conditions; Low Batt.5 Mins
35.	AC O/P socket	Minimum 4 nos.(230 V/5A ISI Mark) sockets
36.	UPS Cabinet	Ups Cabinet should be of minimum 1mm thick material and should be free from sharp edge. scratches, nicks, burs etc. Enclosure should conform to protection requirement of IP2L1 to ISI13947(Part1)/ 1993 (reaffirmed 2004)
37.	Battery Cabinet	Inbuilt batteries cabinet matching to the UPS cabinet with caster wheels
<b>More than Two battery banks should not be used in parallel in any configuration</b>		
<b>Warranty: Three years on-site comprehensive warranty including battery</b>		
<b>Total 22 (Twenty Two ) Nos. UPS-500VA Line interactive UPS as mentioned at Section-H required as per configuration mentioned from above Sl. No. 1 to 37.</b>		

**SECTION – F**

**Price Bid (Bidders have to submit strictly in this format, otherwise the bid will be rejected)**

Ref No.(mandatory)

date(mandatory)

Tender for supply, installation and commissioning of Computers and Accessories.

Tender No \_\_\_\_\_ Date \_\_\_\_\_

To

The Additional Director (Electronics)

Micro &amp; Small Scale Enterprises, WB.

New Secretariat Building (9<sup>th</sup> floor), A – Block.

1, K.S. Roy Road, Kolkata – 1.

Dear Sir,

In response to the above tender, we offer our price as below; -

Sl. No.	Item Description	Quantity for evaluation purpose	Unit	Unit price in Rs.	Amount (₹)	VAT Rate (%)	VAT Amount (₹)	Service Tax Rate (%)	Service Tax Amount (₹)	Total Amount (₹)
Grand Total (In Rupees)										

In Words :-

(Signature and seal of authorized signatory. A copy of power of attorney is to be enclosed)

## SECTION – G

### MANUFACTURER'S AUTHORIZATION FORM

(TO BE SUBMITTED ON OEM LETTER HEAD, SIGNED BY A PERSON COMPETENT AND HAVING THE POWER OF ATTORNEY [notarized copy to be attached] TO BIND THE PRODUCER).

**Tender No.** \_\_\_\_\_ **Date** \_\_\_\_\_

To  
The Additional Director (Electronics)  
Micro & Small Scale Enterprises  
Govt. of West Bengal  
New Secretariat Buildings, 9<sup>th</sup>.floor, A-Block  
1, Kiran Shankar Roy Road, Kolkata-700001

WHEREAS \_\_\_\_\_ who are official producers of \_\_\_\_\_ and having production facilities at \_\_\_\_\_ do hereby authorize \_\_\_\_\_ located at \_\_\_\_\_ (hereinafter, the 'Bidder') to submit a bid of the following products, produced by us, for the supply requirement associated with the above invitation for bid.

\*\*\* [Note: Please specify the product name and Model No here]\*\*\*

When resold by \_\_\_\_\_ these products are subject to applicable warranty terms of this NIT.

We assure you that in the event of \_\_\_\_\_ not being able to fulfill its obligation as our sales and service provider in respect of this NIT, we would continue to meet our terms stated in the above mentioned NIT through alternate arrangements.

We also confirm that \_\_\_\_\_ is our authorized service provider/system integrater and can hence provide maintenance and upgrade support of our products.

We also undertake to supply the material in the event of the non-supply of the materials by \_\_\_\_\_ as per the NIT and assure you the availability of spares for the products for the next two years after the expiry of three years comprehensive on-site warranty.

Name \_\_\_\_\_ in the capacity of.

Signed

**Note:** This letter of authority must be on the letter-head of the manufacturer, must be signed by a person competent and having the power of attorney (notarized copy to be attached) to bind the producer.

**SECTION – H**  
**LIST OF CONSIGNEE WITH ADDRESS**

Consignee	Address	Contact Person	Item & Qty.		
			Desktop	UPS	MFP
<b>A. Delivery at Directorate Head Quarter</b>					
1. Directorate of Micro & Small Scale Enterprises (RPC Cell)	New Secretariat Building (9 <sup>th</sup> Floor), A block, 1, K.S. Roy Road, Kolkata – 700 001	Sri Sudipta Saha, Joint director of M&SSE,(SSE)	01	01	01
<b>B. Delivery at District Industries Centre</b>					
1. DIC, Kolkata	11A&B Esplanade East, Kolkata – 700 069	Mr. P.K. Mitra, General Manager	2248 6343	01	01 01
2. DIC, Howrah	24, Bellilous Road, P.O. & Dist. – Howrah. Pin – 711 101	Mr. B. Roy Choudhury, General Manager	2666 8864	01	01 01
3. DIC, Hooghly	Municipal Terminal Building(1 <sup>st</sup> Floor), P.O. & Dist. Hooghly. Pin – 712 103	Mr. Goutam das, General Manager	2680 2667	01	01 01
4. DIC, 24 Pgs (South)	MS Building (2 <sup>nd</sup> floor), Kasba Industrial Estate, Phase III, Kolkata – 700 107	Mr. P.P. Biswas, General Manager	2442 9874	01	01 01
5. DIC, 24 Pgs (North)	2, barrackpore road, P.O. Nabapally, Barasat. Dist – North 24 Pgs.	Mr. Dilip Dhali, General Manager	03512 252934	01	01 01
6. DIC, Paschim Midnapur	Sarat Pally, P.O. Midnapur, Dist. Paschim Midnapur	Mr. P. Hazra, General Manager	03222 275179	01	01 01
7. DIC, Purba Midnapur	Dharinda (near DM office), P.O. Tamluk, Dist. Purba Midnapur, PIN – 721636	Mr. Manas Bhattacharya, General Manager	03228 263442	01	01 01
8. DIC, Burdwan	Purta Bhawan (5 <sup>th</sup> floor), Sadarghat, P.O. & Dist. Burdwan Pin – 713101	Mr. D . Chakraborty, General Manager	0342 2545122	01	01 01
9. Sub-DIC, Durgapur	City centre, Durgapur Pin – 713216	Mrs. Mou Sen, General Manager	0343 2545933	01	01 01
10. DIC, Purulia	Collectorate compound, Near Bus stand,P.O. & Dist Purulia. Pin – 723101	Mr. S. Lala, General Manager	03252 223257	01	01 01
11. DIC, Birbhum	Commercial Estate(1 <sup>st</sup> floor), P.O. Suri, Dist Birbhum. Pin – 731101	Mr. A. Sinha Roy, General Manager	03462 255428	01	01 01
12. DIC, Bankura	Machantala, Shilpa Bhawan, P.O. & Dist. Bankura. Pin- 722101	Mr. S.S. Gupta, General Manager	03242 254965	01	01 01
13. DIC, Murshidabad	20/1, C.R. Das Road, P.O.Berhampur, Dist Murshidabad Pin – 742049	Mr. Amitava Ghosh, General Manager	03482 252206	01	01 01
14. DIC, Malda	K.J. Sanyal road, P.O. & Dist Malda. Pin – 732101	Mr. Tanmoy Brahma, General Manager in-charge)	03512 252934	01	01 01

Consignee	Address	Concerned Person	Mobile No./ Telephone no.	Item & Qty.		
				Desktop	UPS	MFP
15. DIC, Nadia	Dakbanglow Road, anatheswar Road, P.O. Krishnanagar. Dist Nadia	Mr. Saikat Dutta, General Manager	03472 252496	01	01	01
16. DIC, Dakshin Dinajpur	DRDA Building, P.O. Balurghat. Dist. Dakshin dinajpur	Mr. S.K. Nandi, General Manager	03522 255975	01	01	01
17. Sub DIC, Siliguri	Siliguri Industrial Estate, 2 <sup>nd</sup> Mile, Sevoke road, P.O. Siliguri, Dist Darjeeling, Pin – 734101	Mr. S. Pramanik, Officer- In - Charge	0353 2542408	01	01	01
18. DIC, Darjeeling	Old Secretariat building, P.O. & Dist Darjeeling. Pin- 734101	Mr. S. Pramanik, General Manager	0354 2254210	01	01	01
19. DIC, Jalpaiguri	Club Road, P.O. & Dist Jalpaiguri. Pin – 735101	Mr. T. Duari	03561 228087	01	01	01
20. DIC, Coochbehar	Kadamtala, Coochbehar, Pin – 736101	Mr. N. Biswas Mr. General Manager	03582 222428	01	01	01
21. DIC, Uttar Dinajpur	Commercial estate raiganj, Uttar Dinajpur	Mr. B.N. Jana. General Manager	03523 252141	01	01	01
Total of (A+B)				22	22	22