

**Government of West Bengal
Office of the District Magistrate
North 24-Parganas, Barasat
(District Disaster Management Section)**

Memo No. 186 /Dist.(D.M.)

Date: 30/4/12

NOTICE INVITING TENDER

Offers are invited only from competent, reputed & eligible Agencies / Farms having adequate experience in supplying Desktop Computer, Printer and UPs to Government Offices. Detail of items is furnished below.

Sl. No.	Item	Specification	Quantity required
01.	Desktop Computer	HP Pro Desktop 3xxx series 3000 W PFC MT 320 GB 7200 RPM SATA 18.5" TFT Intel Dual Core RAM / 320 GB HDD/DVD-RW Standard Key Board & Optical Mouse / 18.5" TFT / Windows7 Professional (3 Years warranty)	06 nos.
02.	UPS	APC 600 VA UPS (Warranty 2 years)	06 nos.
03.	Printer	HP P1007 laserjet printer (Warranty 1 year)	06 nos.

Technical Evaluation / Inspection

The technical parameters specified above shall be checked at the time of inspection. The supplier at his own cost shall provide all tools / equipments / materials and facilities required for testing inspection.

The Tender Papers (comprising of Notice Inviting Tender along with Technical Bid Form & Financial Bid Form) is to be obtained from www.north24parganas.gov.in till 10-05-2012 up to 4:00 p.m. on payment of Rs. 200.00 (Rupees Two hundred) only in favour of "D.M. North 24 Parganas" by Demand Draft.

Others will be received till 11-05-2012 up to 4:00 p.m.

All Agencies Offering Rates (AOR) should submit the following documents (duly self attested) in the name of the Agency.

- 1) Price of Tender Form duly paid in favour of "D.M. North 24 Parganas".
- 2) Current Trade License for 2012-2013 / 2011-2012
- 3) Value Added Tax (VAT) Registration Certificate
- 4) Income Tax Return for the Assessment Year 2011-2012
- 5) Permanent Account Number (PAN) Card.
- 6) Professional Tax Registration Certificate.
- 7) Professional Tax Challan with current validity

7) Professional Tax Challan with current validity

8) Pollution Certificate

9) Credential (Successful Completion Certificate for order values exceeding Rs.2.00 lakhs (Rupees two lakhs) in a single order during the last three Financial Year (i.e 2009-2010, 2010-2011 &2011-2012) from any Government Department only for supplying items of similar nature.

The AOR should quote rates inclusive of all taxes for any volume and also must include cost of delivery charges to any offices within this district and incidental charges, if any.

Tender is to be physically submitted in the Tender Box retained at the chamber of the District Nodal Officer, North 24 Parganas. The AOR must submit the Technical Bid & Financial Bid in two different sealed envelopes and the said two envelopes must again be inserted into another sealed envelope.

All AORs must enclose Demand Draft for a sum of Rs. 10,000.00 (Rupees Ten thousand) only as earnest money along with the Technical Bid in favour of "D.M., North 24-Parganas". The earnest money will be refunded back on final completion of the Tender process after receipt of proper claim by the tenderer. Non-submission of earnest money will summarily lead to rejection of the Bid. Also proper documents are to be furnished in case of claiming exemption from the same.

1. Last date of receiving application for purchase of tender paper :-22/05/2012
2. Last date of sale of tender document on 24/05/2012 up to 4 p.m.
3. Last date of receiving tender document on 28/05/2012 up to 2 p.m.
4. Last date of opening tender document on 28/05/2012 at 4 p.m.
5. The technical Bid & financial Bid will be opened on 28/05/2012 after 4.00 p.m.

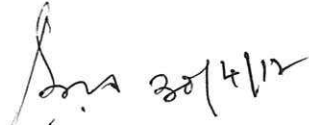
The tendered items submitted by the AOR will be tallied with the rates quoted against each for comparison of the same with that of the others.

The intending AOR if selected as a supplier must comply exactly with the same rate quoted for all articles, for supply of any volume up to 1 (one) year from the date of acceptance of the rate(s).

Furthermore, the selected supplier will be required to submit a Security Deposit immediately on receiving the Agreement of Enlistment from this end, vide Demand Draft for a sum of Rs.

20,000.00 (Rupees Twenty thousand) only to be retained with the office for three years (until completion of three years onsite Service Warranty) by a Demand Draft in favour of "D.M. North 24 parganas". The contract will be terminated if the selected supplier fails to submit the Security Deposit.

The undersigned reserves the right to reject any or all of the offers without assigning any reasons whatsoever

Handwritten signature and date: 28/4/12

District Disaster Management Officer

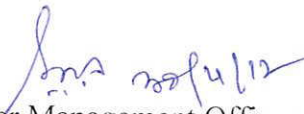
Barasat, North 24 Parganas

Memo No. 186 (6) /Dist.(D.M.)

Date: 30/4/12

Copy forwarded for information and necessary action to:

1. The Addl. Secretary to the Government of West Bengal, Department of Disaster Management, Writers' Building, Kolkata with a request for making necessary arrangement for putting up the same at the Office Notice Board.
2. The Commandant, NDRF, 2nd Battalion, Badu Road, North 24-Parganas with a request for making necessary arrangement for putting up the same at the Office Notice Board.
3. The Sub-Divisional Officer, Barasat / Barrackpore / Basirhat / Bongaon with a request for making necessary arrangement for putting up the same at the Office Notice Board.
4. The Nazareth Dy. Collector, North 24 Parganas with a request for making necessary arrangement for putting up the same at the Office Notice Board.
5. The District Informatics Officer, National Informatics Centre, Barasat, North 24-Parganas with a request for hosting the same in the District Web Site.
6. The Block Development Officer (All), North 24-Parganas with a request for making necessary arrangement for putting up the same at the Office Notice Board.


District Disaster Management Officer
Barasat, North 24-Parganas

TECHNICAL BID FORM

In response to the NIT No.: _____/Dist.(D.M.) dated ____/04/2012 of
District Disaster Management Section, North 24-Parganas

Name of the Firm : _____

Address : _____

Name of the Contact Person : _____

Contact No. : _____

Attached along with this paper attested photocopy of following documents (declares
in yes / no where applicable)

- 1) Detail regarding Price of Tender Form paid :
- 2) Current Trade License renewed for 2012-2013 /2011-2012 :
- 3) Value Added tax (VAT) Registration Certificate :
- 4) Income Tax Return for the Assessment Year 2011-2012 :
- 5) Permanent Account Number (PAN) Card :
- 6) Professional Tax Registration Certificate :
- 7) Professional Tax Challan with current validity :
- 8) Pollution Certificate :
- 9) Credential (Successful Completion) Certificate
for order values exceeding Rs. 2.00 (Two) lakhs
in a single order within any of the last three
Financial Year from any Government Department
only for supplying items of similar nature :

Details of Earnest Money deposited for an amount of Rs. 20,000.00 (Rupees twenty
thousand) only

Drawee Bank : _____

Drawee Branch : _____

Draft Number : _____ Date : _____

Place :

Date :

Signature of the Authorised Representative with Seal

FINANCIAL BID FORM

i.c.w. Notice Inviting Tender No. _____/Dist.(D.M.) dt. ____/04/2012

Name of the Firm :

Sl. No.	Name of the Item	Quantity required	Rate offered per unit as per specification mentioned (in Rs.)
01.	Desktop Computer	06 nos.	
02.	UPS	06 nos.	
03.	Printer	06 nos.	

Place :

Date :

Signature of the Authorised Representative with Seal