

# Tender Notice



## For Supply & Installation of I.T Equipment & Accessories (Laser Printer)

NIT No. DH&FWS/2016-17/IT/L-P, Dated 20.10.2016

2016-17



**Government of West Bengal**  
**Office of the Chief Medical Officer of Health**  
**North 24 Parganas**



Government of West Bengal  
Office of the Chief Medical Officer of Health &  
Secretary District Health & Family Welfare Samiti  
North 24 Parganas, Barasat



No. DH&FWS/2016-17/IT/L-P

Date:20.10.16

**NOTICE INVITING TENDER**

Sealed tenders are invited from the bonafide Agencies/ Firms/ individuals, for supply of **IT Equipment (As per Section-I attached herewith)** to the office of the undersigned for the year 2016-17. Details are mentioned in Section-I to VII.

Bidders are requested to follow the websites [www.north24parganas.gov.in](http://www.north24parganas.gov.in) / [www.wbhealth.gov.in](http://www.wbhealth.gov.in) regularly for any notifications/corrigendum related to this tender.

The selection committee reserves the right to cancel or accept any tender or a part of the tender without assigning any reason thereof.

**Date & Time Schedule**

Bid Submission Start Date & Time	Last Date & Time of Bid Submission	Date & Time of opening of Tender
20.10.16 from 11.00 am onwards	02.11.2016 upto 2.00 pm.	02.11.16 from 3.00 pm onwards

Sd/-  
CMOH & Secretary  
District Health & Family Welfare Samiti  
North 24 Parganas

No. DH&FWS/2016-17/ IT/L-P/1(11)

Date:20.10.16

Copy forwarded for information to :-

1. The Hon'ble Sabhadhipati, North 24 Parganas.
2. The District Magistrate, North 24 Parganas.
3. The Addl. District Magistrate (Health), North 24 Parganas.
4. The District Informatics Officer, NIC, Office of the DM, North 24 Parganas with the request to upload this NIT in the official website of North 24 Parganas District.
5. The Dy. CMOH-I, North 24 Parganas.
6. The Dy. CMOH-III, North 24 Parganas
7. The Accounts Officer, CMOH Office, North 24 Parganas.
8. The System Coordinator, IT Cell, Swasthya Bhawan with the request to upload this NIT in the official website of Department.
9. The District Statistical Manager, North 24 Parganas
10. Notice Board, CMOH office, North 24 Parganas
11. Guard File.

Sd/-  
CMOH & Secretary  
District Health & Family Welfare Samiti  
North 24 Parganas

## Section-I : List of Items/Finance Bid

Sl. No.	Name IT Equipment	Configuration	Manufacturer	Model	MRP	Quoted Rate per unit @ Rs.
1.	Laser Printer	Single Function, Monochrome, 25 PPM,				
2.	Multifunction Laser Printer	Multifunction (Print, Scan, Copy, Fax), Legal Scan through ADF, 25 PPM, Network Enabled (Wifi).				

## Section-II :Eligibility Criteria

Sl. No	Category Name	Documents Required
1	<b>Certificate(s)</b>	<ol style="list-style-type: none"> <li>PAN, IT return for last two years (AY 14-15 &amp; 15-16)</li> <li>Professional Tax Registration Certificate/ and Challan deposited for the Financial Year 2016-17.</li> <li>VAT/CST Registration Certificate &amp; Latest Challan for current year.</li> <li>Service Tax Registration.</li> <li>Authorization of concerned Manufacturer.</li> </ol>
2	<b>Company Detail(s)</b>	<ol style="list-style-type: none"> <li>Certificate of Incorporation/ Partnership Deed (*WA)</li> <li>Updated Trade License/Enlistment in similar trade.</li> <li>Power of Attorney in favor of signatory of bid.(*WA)</li> </ol>
3	<b>Credential</b>	<ol style="list-style-type: none"> <li>2 Years' experience in similar nature of work before date of publication of this tender notice.</li> </ol>
4.	<b>Declaration</b>	<ol style="list-style-type: none"> <li>Audited Balance Sheet &amp; Profit &amp; Loss A/c of last 3 years.</li> <li>Non-Conviction Certificate as per Section-III.</li> <li>Application as per Section-IV.</li> <li>Company/Individual Details as per Section-VI.</li> <li>Self-Declaration as per Section-VII.</li> </ol>

\*WA – Where Applicable

### Section III : Draft Proforma for Non-Conviction (In a form of affidavit in Rs.10 Non-judicial Stamp Paper)

I/We the proprietor/ promoter/ director of the firm, its employee, partner or representative are not convicted by a court of law for offence involving moral turpitude in relation to business dealings such as bribery, corruption, fraud, substitution of bids, interpolation, misrepresentation, evasion, or habitual default in payment of taxes etc. The firm does not employ a government servant, who has been dismissed or removed on account of corruption. The firm has not been debarred, blacklisted by any government ministry/ department/ local government/ PSU etc. in the last two years from scheduled date of opening of this e-tender.

### Section IV: Tender Application Form (to be given in Official letter head with proper seal & signature)

**To**  
**The Chief Medical Officer of Health**  
**North 24 Parganas**

Ref: Your e-tender document No. DH&FWS/2016-17/IT/L-P, Dated 20.10.2016

I/We, the undersigned have examined the entire e-tender document, including amendment/corrigendum number, dated.....(if any) eligibility criteria, required documentations, terms & conditions etc. The receipt of which is hereby confirmed.

I/We now offer to supply and deliver the goods and/ or services in conformity with your above referred document for the sum (after less), as shown in the price schedule/Bill of Quantity attached herewith and made part of this bid.

I/We hereby declare that all data and documents submitted by us in our bid in this e-tender are genuine and true, to the best of our knowledge and belief.

If my/our bid is accepted, we undertake to supply the goods or service as per the specification, in accordance with the delivery schedule and terms and conditions, including amendment/ corrigendum if any.

I/We further understand that you are not bound to accept the lowest or any bid you may receive against your above-referred tender enquiry.

I/We confirm that we do not stand deregistered/banned/blacklisted by any Government Authorities/ Organization/ Institution/ local bodies and never convicted by any Court of law for any offence.

Brief of court/legal cases pending, if any, are following:

We would authorize and request any Bank, person, Firm or Corporation to furnish pertinent information as deemed necessary and/or as requested by you to verify this statement.

I/We understand that the e-Tender Selection Committee reserves the right to reject any application/bid without assigning any reason.

(Signature with date)

(Name, designation, seal of authorised person to sign bid for and on behalf of Bidder)

## Section-V

### Part-A: Terms & Conditions

- 1) The bid documents will be received **by dropping in the Tender Box**, addressed to the **Secretary, District Health & Family Welfare Samiti & Chief Medical Officer of Health, North 24 Parganas, Kolkata-700124**.
- 2) The bid documents to be submitted under sealed cover and to be superscribed on the envelope as **"Tender for IT Equipment & Accessories (Printer) for the FY-2016-17"**.
- 3) The bidder must have all documents as per Section-II of this NIT.
- 4) Bidder's rate should not exceed from current market rate or MRP.
- 5) Use of eraser (white ink) should be avoided and any overwriting should be signed (full signature) by the bidder.
- 6) The price must be quoted inclusive of all taxes and all other charges including delivery etc. Security Deposit has to be submitted @ 5% of each work order value within 3 working days from issuance of work order.
- 7) Application must be submitted by the bidders in the prescribed application form as per Annexure-IV and Company Details as per Annexure-VI. No application and Company details will be accepted without prescribed form and in that case the bid will be rejected.
- 8) The Selection Committee has every right to accept or reject any tender without showing any cause thereof.
- 9) Concerned selected Bidders against this tender are liable to provide service in case of device malfunction or any proceedings towards respective service centers including pick & drop of the product at the doorstep of the respective offices for their respective products in which they are selected as L1 during warranty period of each IT Product & Accessories.
- 10) The earnest money will be kept in this office as a part of Security Deposits. In case of any breach of contract, violation or failed to provide service the Earnest Money along with Security Deposit as mentioned in Sl. No. 6 will be forfeited.
- 11) The IT Equipment should be supplied as per configurations within 15 working days from issue of the work order, failing which the order shall be treated as cancelled and the 2<sup>nd</sup> lowest bidder may be asked for supply of the same.
- 12) Tender Selection Committee (TSC) reserves the right to accept or reject any tender or any part of the tender without assigning any reason whatsoever.
- 13) Incomplete or bid with insufficient or illegible documents will be strictly rejected.
- 14) The bidder should sign on every page of the bid documents which will be submitted as per Annexure-II.
- 15) Original Documents as per Section-II of the concerned successful bidder(s) will be verified before placing any work order. If any deficiency found in documentation at the time of verification the concerned bidder(s) will be rejected by the tendering authority.
- 16) The tender rates will be valid for 1(one) year from the date of publication.

### Part-B: Earnest Money & Processing Fees

- a) **Processing Fee of Rs. 500/-** (Five Hundred only) & **Earnest Money (EMD) of Rs. 10000/-** (Ten Thousand only) shall be submitted through **Demand Draft (DD)**, drawn on any scheduled nationalized bank in India, in favour of **"District Health & Family Welfare Samiti, North 24 Parganas"**.
- b) The Bidder shall seal the EMD envelope separately, suitably superscribed on the cover-- the address of the purchaser and the tender reference number and have to submit it physically to the purchaser's office within the time prescribed within stipulated Date and Time as per Schedule of this Tender.
- c) Earnest money will be returned to the unsuccessful bidders without any interest after conclusion of the resultant contract. The earnest money of successful bidder shall be returned without any interest after completion of entire job assigned to the selected bidder on furnishing the completion certificate from the authorities of the concerned health facilities.

**Sd/-**  
**CMOH & Secretary**  
**District Health & Family Welfare Samiti**  
**North 24 Parganas**

**Section-VI : Company/Agency/Firm/Individual Details**  
**(to be given in Official letter head with proper seal & signature)**

1. Name of the Proprietor/Partners.....  
.....
2. Name of the Company:.....
3. Address :      **Street Name**.....  
                          **Post Office**.....  
                          **Police Station**.....  
                          **Pin Code**.....  
                          **Nearest Location**.....
4. Contact No. (Mob).....**Land Line**.....
5. PAN No.....
6. Name of the Bank.....
7. Name of the Branch.....
8. Bank's IFSC Code.....
9. Trade License (TL) No. ....
10. TL Issuing Authority.....
11. Total Experience in similar trade (in Years).....

Seal & Signature of the authority

Section-VII : Self-Declaration  
(In a form of affidavit/Notary in Rs.10 Non-judicial Stamp Paper)

I/We declare that I/We have thoroughly read your NIT and well aware about the Terms & Conditions in respect of your Tender Notice vide NIT No. DH&FWS/2016-17/IT/L-P, Dated 20.10.2016.

I/We am/are bound to provide original products in company sealed condition and also provide services when required throughout the company warranty period for each product(s) in which I/We have been selected as lowest bidder and as per the Terms & conditions (Section-V, Part-A&B) of the above said NIT.

I/We have no objection if my deposited Earnest Money along with Security Deposit as mentioned in Section-V, Part A&B, to be forfeited by the tendering authority, in case of any breach of contract, violation or failed to provide service in respect of this tender.

I accept all the terms & conditions of the entire tender notice vide NIT No. DH&FWS/2016-17/IT/L-P, Dated 20.10.2016 in all aspect.

Seal & Signature of the authority