



Memo. No. 005 / M.Cell / N-24Pgs / LSGE-2019

Dated : 13.02.2019

NOTICE INVITING TENDER FOR HIRING OF COMPUTER, PRINTER, etc.
IN VIEW OF PARLIAMENT GENERAL ELECTION, 2019

Sealed Tenders are invited from the bonafide, reputed and experienced Company/ Agency/ Suppliers for different hiring charge of Computer, etc. in connection with **PARLIAMENT GENERAL ELECTION, 2019**.


- 1] The rates of different hiring charge of Computer, Printer, etc. are to be quoted as per Annexure, terms & conditions and specification.
- 2] The tenderers are requested to quote their rates in both figures and words.
- 3] All rates quoted shall be inclusive all cost of transportation to this office/Concerned SDO'S/ BDO'S/ DCRC as the case may be.
- 4] Copies of latest Trade License, GST, PAN & Credential Certificate of similar nature of works has to be attached.
- 5] Tenderers other than Wholesale Consumers Co-operative Suppliers have to deposit an earnest money of Rs. 5,000/- (Rupees Five Thousand) only in favour of the District Magistrate, North 24-Parganas, Barasat by way of Account Payee Bank Draft on any Nationalised Bank payable at State Bank of India, Barasat Branch in favour of District Magistrate, North 24-Parganas, Barasat. Earnest money will be converted into security money in respect of successful tenderers. In addition, 10 % of bill amount will deducted as security money, which will be released after Election process is over and satisfactory supply by concerned supplier(s). However, authority may relax the condition, if payment is made after the election process.
- 6] The tender should be submitted in sealed envelope super scribed with "**TENDER FOR SUPPLY OF DIFFERENT HIRING CHARGES OF COMPUTER, PRINTER, etc. IN CONNECTION WITH PARLIAMENT GENERAL ELECTION, 2019 FOR NORTH 24-PARGANAS DISTRICT**" and should be addressed to the **District Magistrate & District Election Officer, North 24-Parganas** and shall be dropped in drop box kept in the Chamber of the **Special Land Acquisition Officer, Barasat, 3rd Floor of the Collectorate Building, North 24-Parganas**.
- 7] The entire work will be executed under the supervision of the District Magistrate & District Election Officer, North 24-Parganas or, any officer authorised on his behalf.

Terms & Condition :-

1. The rates should be tendered for each item as per specification mentioned against each in the Annexure both in figure & words simultaneously.
2. Rates tendered otherwise than in the schedule will not be accepted. The rate should be inclusive of all taxes (i.e.- GST).
3. The earnest money deposited will be forfeited to the Government in case of the following :
 - (a) The tenderer withdraws tender after opening or acceptances.
 - (b) The selected tenderer fails to accept or refuse either wholly or partly the offer that would be made by the undersigned.
 - (c) The selected tenderer fails to supply of Computer, Printer, etc. as hire as per specification and within specified periods.

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4. The earnest money deposited by the successful tenderers will be refunded on the after completion of the fulfilment of said terms & conditions.
 5. Any other information will be available from the office of the undersigned.
 6. Agency must have the capacity to supply of Computer, Printer, etc. on hire as per specification within 3(three) days from the issue of supply order.
 7. The successful tenderers shall have to supply the required number of supply of Computer, Printer, etc. on hire as per specification within the prescribed time limit from the date of issue of work order to the concerned office premises.
 8. Any supply of Computer, etc. as hire as per specification which is not in conformity with the samples will be summarily rejected and no payment will be made for such supply.
 9. Rate should be offered inclusive of all cost.
 10. I.T. will be deducted at source.
 11. Considering emergency, the work order may be distributed to more than one tenderer at the lowest rate, item-wise.
 12. This is Election Urgent. Failure of any part of compliance of the order will attract penal measures as per election rules.
 13. The tenderers will supply all materials as work order at their own cost.
 14. The undersigned shall have the right & discretion to terminate the contract and forfeit the earnest money deposited in the event of any sort of breach of contact.
 15. The successful tenderers will have to make an agreement with the undersigned on a Non-Judicial Stamp Paper worth of Rs. 10.00 (Rupees Ten) only. The security money/earnest money is refundable subject to the satisfactory completion of work and timely delivery of the same.
 16. The undersigned reserves the right to accept or reject any tender or all tenders without assigning any reason whatsoever.
 17. The undersigned also does not bind himself to accept the lowest rate tender and shall use discretion in accepting hired than the lowest with a view to ensuring standard quality of articles. It shall be open to the district authority to impose penalty & take other punitive steps, as deemed fit, for violation of above terms & condition.
 18. **Technical Specification of Desktop & Laptop Computer** : Operating System – Windows 10, Processor Type- Core i5-650, Processor speed – 3.20 GHz, RAM – 4 GB DDR 3, Hard Disc – 1 TB.
- Tender Document is to be collected from the office of the **Special Land Acquisition Officer, Barasat, 3rd Floor of the Collectorate Building, North 24-Parganas on and from 18/02/2019 to 22/02/2019 (Upto 5 P.M.)**. Last date of submission of tender has been fixed on **27/02/2019 within 2 P.M. sharp** and tender will be opened at 3 P.M. on the same date in presence of the agencies for their authorized representatives at the Chamber of Special Land Acquisition Officer, North 24 Parganas, Barasat.


District Magistrate
&
District Election Officer
North 24-Parganas, Barasat


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Copy forwarded for information and wide publicity to :

Copy forwarded for information to :-

- 1 – 4) Addl. District Magistrate(General) / Addl. District Magistrate (Treasury) / Addl. District Magistrate (LR) / Addl. District Magistrate (Development), North 24 Parganas for his/her kind information.
- 5 – 9) The SDO, Sadar (Barasat)/Barrackpore/Bidhannagar/Bangaon/Basirhat, North 24-Parganas.
- 10) The D.I.C.O., North 24-Parganas.
- 11) The NDC, North 24 Parganas.
- 12) The Officer-in-Charge, Election, North 24 Parganas.
- 13) The DIO, NIC, North 24 Parganas with a request to upload the Notice in District website.
- 14) The Post Master, Barasat, North 24-Parganas.
- 15) CA to District Magistrate and District Election Officer, North 24 Parganas for his/her kind perusal.
- 16) The DIA, North 24 Parganas Zilla Parishad with a request to upload the Notice in Zilla Parishad Website.
- 17) Notice Board for display.
- 18) Office Copy.


District Magistrate
&
District Election Officer
North 24-Parganas, Barasat

Annexure

Particulars of Item & Specification			Rate in INR (Inclusive all Taxes)
1. Hiring charges of Desktop Computer with all accessories <u>Operating System –Windows 10, Processor Type- Core i5-650, Processor speed – 3.20 GHz, RAM – 4 GB DDR 3, Hard Disc – 1 TB</u>	Per day	Installation to be done by agency	
	Per month	Installation to be done by agency	
2. Hiring charges of Laptop with all accessories <u>Specification as same as Desktop Computer</u>	Per day	Installation to be done by agency	
	Per month	Installation to be done by agency	
3. Hiring charges of Laser Printer with Cartridge/ Ink for computer (HP 1020 Laserjet printer preferable)	Per day	Installation to be done by agency	
	Per month	Installation to be done by agency	
4. Hiring charges of Fax Machine with Fax Roll	Per day	Installation to be done by agency	
	Per month	Installation to be done by agency	
5. Hiring charges of LED Projector with Screen	Per (12 Hrs.)	Installation to be done by agency	
	Per day	Installation to be done by agency	
	Per month	Installation to be done by agency	
6. Hiring charges of Digital Xerox Machine with Cartridge, Toner & Ink	Per day	Installation to be done by agency, A3 paper can be copied	
	Per month	Installation to be done by agency, A3 paper can be copied	
7. Hiring charges of Scanner Machine	Per day	Installation to be done by agency	
	Per month	Installation to be done by agency	
8. Hiring charges of Mobile (4G enabled Android with GPS facility, Charger, 8 GB SD Memory Card)	Per day	---	
	Per month	---	
9. Hiring charges of 4G Data Card with SIM	Per Week		
	Per month		
10. Hiring charges of 4G Data Card without SIM	Per Week		
	Per month		

Signature of the Bidder