

Government of West Bengal  
Office of the District Magistrate & Collector, Murshidabad  
**NEZARAT SECTION**

**NOTICE INVITING TENDER**  
**NO. 28 / 17-18**

**Name of Scheme:** Supply of Computers, Copier-cum-Colour Printers & High speed both-side printer heavy duty for Planning Section.

**SCHEDULE OF IMPORTANT DATES**

<b>PARTICULAR</b>	<b>DATE &amp; TIME</b>
Date of Publication of E-NIT	<b><u>01/12/2017 at 18:00 hrs.</u></b>
Document download start date & time	<b><u>01/12/2017 at 18:00 hrs.</u></b>
Document download end date & time	<b><u>15/12/2017 upto 14:00 hrs.</u></b>
Bid submission start date & time	<b><u>01/12/2017 at 18:00 hrs.</u></b>
Last date & time of online submission of Technical Bid and Financial Bid.	<b><u>15/12/2017 up-to14:00 hrs</u></b>
Date & Time of opening of Technical Bid in the Office of the DM, Murshidabad	<b><u>18/12/2017 at 12:00 hrs</u></b>

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The District Magistrate, Murshidabad invites online tender (e-Tender) in **TWO BID SYSTEM** for Supply of Computers, Copier-cum-Colour Printers & High speed both-side printer heavy duty as per specification enclosed for Planning Section from reliable, resourceful, bona-fide and experienced firms / companies having requisite financial capability and sufficient relevant experience. The details are given below:

Name of work	Supply of Computers, Copier-cum-Colour Printers & High speed both-side printer heavy duty for Planning Section as per enclosed specifications.
Estimated Cost of work	Rate to be offered by the bidder
Contract Period	2 (Two) years
Security Deposit against work	2 (Two) months equivalent of the total contract value
Bid Inviting Authority	District Magistrate, Murshidabad
Eligibility Criteria for Qualification of the bidders	<p><b>CREDENTIAL:</b></p> <ol style="list-style-type: none"> <li>1. Experience: Intending bidder must have experience in supply of different IT items in Government Offices.</li> <li>2. Turnover: Average Annual Turn Over from IT business for the last 3 (Three) Financial Years should be equal to or more then Rs. 10.00 lakh. Audited Balance Sheet shall have to be produced in support of the claim.</li> <li>3. Statutory Documents: <ol style="list-style-type: none"> <li>a. Certificate of Experience / credential (only Payment Certificates).</li> <li>b. Valid Trade License.</li> <li>c. Latest Income Tax return (F/Y 2017-18)</li> <li>d. GST Registration certificate</li> <li>e. Latest Professional Tax Return</li> <li>f. Audited Balance Sheets of last 3 Financial years</li> <li>g. Pan Card copy.</li> <li>h. MFA from original equipment manufacturer (as per enclosed format).</li> <li>i. Documentary evidence against all certifications &amp; clause in product specification.</li> <li>j. Complied &amp; Deviation list signed by OEM's Representative.</li> </ol> </li> </ol>
Earnest Money Deposit :	Earnest Money amounting to Rs. 10,000/- should be submitted through Net Banking, NEFT / RTGS. Scanned copy of the said document should also be uploaded. EMD is must. Bid without EMD will stand cancelled. Exemption in EMD will only be applicable when Bidding Agency/Firm is registered under MSME,SSI, EM as a manufacture/developer of the same produc which are asked for this particular tender.
Bid Document	Bid Document is available in the e-Tendering portal of Govt. of West Bengal, <a href="https://etender.wb.nic.in">https://etender.wb.nic.in</a> . Bidders who have registered with National Informatics Centre (NIC) can participate in the tender. Interested bidders shall register with NIC in advance. Document requisition shall be done as per instruction given in the Information to Bidders (ITB).
Technical Bid Evaluation	The technical bid will be evaluated by the tender committee. Bidders shall produce hard copies of the requisite documents during evaluation for the technical bid. Originals shall be shown for verification.
Financial Bid	Rate shall be quoted in the Financial Bid. Evaluation will be done on total amount quoted for the contract period.



Validity of Bid	90 days
E-Tender registration and bidding	<p><b>ONLINE BIDS:</b></p> <p>The bidders interested to submit the bid Online shall get registered and get a digital signature as per the procedure described below:</p> <ul style="list-style-type: none"> <li>• Agencies/Bidders who are interested in participating e-tenders are requested to contact the representatives of NIC for registration, computer setting and clarification on e-tendering.</li> <li>• Online Tenders can be submitted by logging in the e-Tendering portal of Govt. of West Bengal i.e. <a href="http://etender.wb.nic.in">http://etender.wb.nic.in</a>.</li> <li>• <b>ONLINE BID SUBMISSION:</b> The Bidders are required to submit the Technical and Financial Bid documents ONLINE i.e. uploading of the documents complete in all respect by following the Online Bid submission procedure.</li> </ul>
Important Instructions	<ul style="list-style-type: none"> <li>• Names of the technically qualified bidders as per the bid criteria after verification with original &amp; evaluation will be displayed in the e-portal, this office notice board and official website.</li> <li>• The financial bid documents of the technically qualified bidders will only be opened.</li> <li>• List of Financial comparison chart of bidders will be published on the next day after opening. District Magistrate, Murshidabad reserves the right to reject or cancel any or all pre-qualification documents and bid document without assigning any reasons whatsoever.</li> <li>• All duties, taxes, royalties, cess, including 1% cess under W.B. Building and other Construction Workers (Regulation of Employments &amp; Condition of Service) Act, 1996], toll, taxes and other levies payable by the Contractor under the Contract to the State / Central Government for any other cause, shall be included in the rates, prices and total Bid price submitted by the bidder.</li> <li>• The intending bidders are requested to inspect the work site before quoting their rates.</li> </ul>

**INFORMATION TO THE BIDDERS (ITB)**

**Download of Tender**

Tender to be downloaded only from the e-Tendering portal of Govt. of West Bengal i.e. <https://etender.wb.nic.in>.

The tender will be submitted in two bid system i.e. **Technical bid & Financial bid** only through online mode.

**Online Bid submission procedure**

**Registration of Contractor:** Agencies/Bidders who are interested in participating shall have to get enrolled & registered with the Government e-Procurement system, through logging on to <https://etender.wb.nic.in>.

**Digital Signature certificate (DSC):** Each contractor is required to obtain a class-II or Class-III Digital Signature Certificate (DSC) having Signing and Encryption certificate for submission of tenders, from the approved service provider of the National Information's Centre (NIC) on payment of requisite amount or any service provide as may be allowed by the Finance Department, Govt. of West Bengal.

**Tender Download:** The contractor can search & download NIT & Tender Documents electronically from computer once he logs in to the e-Tendering portal <https://etender.wb.nic.in> using the Digital Signature Certificate. This is the only mode of collection of Tender Documents.

**Submission of Tenders:** Tenders are to be submitted through online to the stipulated website in two folders at a time, one in Technical Bid & the other in Financial Bid before the prescribed date & time using the Digital Signature Certificate (DSC). The documents are to be uploaded duly **digitally signed**. The documents will get encrypted (transformed into non readable formats).

**Submission of Earnest Money Deposit:** The earnest money deposit has to be made and submitted following the clauses as mentioned in Sl. No. 10 of the tender notice.

**A. Technical Bid:**

