



NEW TOWN KOLKATA DEVELOPMENT AUTHORITY

(A Statutory Authority Under Government of West Bengal)
3, Major Arterial Road, New Town, Kolkata - 700 156

Memo No. 2593/NKDA/Admn-02/2009 (Pt.III)

Dated: 30/05/2019

NOTICE INVITING QUOTATION

N.I.Q No.: 05/NKDA/Admn of 2019

Sealed tenders are invited for the following works from the reputed firms/agencies having sufficient experience and credentials for successful completion of supplying printer in a Government Department.

Brief description of work	Quantity & Specification	Time of Completion
Supply and installation of Printer–Colour (A4 All-in-One) with buy-back of exiting printer, at the office of New Town Kolkata Development Authority.	As per schedule of work etc.	15 (fifteen) days.

1.0 Important Dates:

Last date of Bid Submission : 06 - 06- 2019 up to 14-00 hrs.
Date of opening of Bid : 06 - 06- 2019 on 15-00 hrs.

2.0 Eligible Bidder

An individual organization shall submit the bid. **No consortium or sub vendor is allowed.**

The bidder shall meet the following criteria for eligibility:

- The bidder shall have valid Trade License, PAN and GST Registration.
- Experience in Printer or similar product in Govt. / Govt. undertaking.
- The local presence of the bidder in Kolkata is mandatory.

3.0 Documents to Accompany the Bids

1. The **sealed envelope** shall be submitted in tender box in the New Town Kolkata Development Authority 03 MAR, New Town, Kolkata-700156 which must include “**Technical Bid**” and “**Financial Bid**” bid in separate envelopes in a big outer sealed cover super scribed “**Supply and installation of Printer–Colour (A4 All-in-One) with buy-back of exiting printer, at the office of New Town Kolkata Development Authority.**”

4.0 Techno-commercial

Document to be submitted:

1. Original NIQ document duly signed on all pages indicating acceptance of all term and conditions.
2. Copy of PAN.
3. Copy of Valid GST Registration number.
4. Trade License.

5.0 Evaluation of Tender:-

- i) The purchaser will evaluate and compare the tenders determined to be satisfactorily responsive based on:-
 - a) The Bids are properly signed,
 - b) The bids which conform to the Laid Down terms and conditions as mentioned in the tender document.
 - c) The bids which are found technically suitable according to the technical specifications of the purchaser and submitted document in the Techno-commercial.
 - d) Supporting documents submitted along with the bids as required are ELEGIBLE.
- ii) The tenders would be evaluated separately for each item.

6.0 Delivery:

Free delivery of the consignment is to be made at the premises of the New Town Kolkata Development Authority, New Town Kolkata- 700156 within the stipulated date to be mentioned in the supply order and the same has to be tested /commissioned / installed immediately.

7.0 Language of Bid

The Bid prepared by the Bidder, as well as all correspondence and documents relating to the Bid exchanged by the Bidder and New Town Kolkata Development Authority shall be in English.

8.0 Validity of Offer

The proposals shall remain valid for a period of one year after the last date for submission of the offer. The price offers shall remain firm within the currency of contract and no escalation of price will be allowed.

9.0 Warranty

All the computer components should have warranty for 01 year Comprehensive on-site.

10.0 Payment Terms

Full and final payment would be made after successful installation and commissioning of the equipment with following documents:

- a) Bill in triplicate.
- b) Original copy of challan.
- c) Installation report.
- d) Warranty certificate.

No advance payment will be made.

11.0 Taxes & Duties

The prices shall be inclusive of all duties and GST.

12.0 Discrepancies in Bid

In case of discrepancies in bids, the following will be adopted to correct the arithmetical errors for the purpose of evaluation. In case of discrepancy between the original and copies of bid, the original bid will be considered correct.

Arithmetical errors will be rectified on the following basis. If there is a discrepancy between the unit price and the total price, which is obtained by multiplying the unit price and quantity, or between subtotals and the total price, the unit or sub total price shall prevail, and the total price shall be corrected.

13.0 Authorized Representatives

Any action required or permitted to be taken, and any document required or permitted to be executed, under this contract by the purchaser or the Bidder may be taken or executed by the officials authorized for the purpose.

14.0 Late Bid

Any bid received by the New Town Kolkata Development Authority after the bid due date and time prescribed in NIQ; is liable to be rejected. It would be the purchaser's sole decision to accept or reject a "Late Bid".

15.0 Opening of Bids by New Town Kolkata Development Authority

The Bidder's names, Bid modifications or withdrawals, discounts and the presence or absence of relevant Bid security and such other details as the New Town Kolkata Development Authority officer at his/her discretion, may consider appropriate, shall be announced at the time of opening.

Immediately after the closing time, the New Town Kolkata Development Authority, contact person shall open the bid for scrutiny.

16.0 Conditional tender will not be entertained and shall be deemed as 'informal'. In case of any conditional bids the Earnest Money may be forfeited.

17.0 New Town Kolkata Development Authority's Right to Reject any or All Bids at any point of time.

New Town Kolkata Development Authority reserves the right to reject any bid, and to annul the bidding process and reject all bids at any time prior to award of contract, without thereby incurring any liability to the affected Bidder(s) or any obligation to inform the affected Bidder(s) of the grounds for such decision.


Administrative Officer - I
New Town Kolkata Development Authority

Memo No. ~~2593~~ 1(4)/NKDA/Admn-02/2009 (Pt.III)

Dated: 30/05/2019

Copy forwarded to kind information of

- 1) The Finance Officer, New Town Kolkata Development Authority
- 2) PA to Chairman, New Town Kolkata Development Authority
- 3) Notice Board, New Town Kolkata Development Authority for displaying
- 4) Official website on New Town Kolkata Development Authority


Administrative Officer - I
New Town Kolkata Development Authority

Schedule of Work

Name of Work - Supply and installation of Printer–Colour (A4 All-in- One) with buy-back of exiting printer, at the office of New Town Kolkata Development Authority.

Sl No	Items	Qty.	Unit Rate	Total Price
01.	<p><u>Printer –Color (A4 All-in-One)</u></p> <p>Printing Black: Up to 30 ppm (draft, A4); Up to 20 ppm (ISO, laser-comparable); Duplex (A4): Up to 9 ipm Colour: Up to 26 ppm (draft, A4); Up to 11 ppm (ISO, laser-comparable); Duplex (A4): Up to 6 ipm Black : Up to 600 x 1200 dpi; Colour : Up to 4800 x 1200 optimised dpi (when printing from a computer on selected HP photo papers and 1200 input dpi)</p> <p>Print Speed Up to 8 ppm (200 ppi, b&w), up to 3.5 ppm (200 ppi, colour); Duplex speed: Up to 4 ppm (200 ppi, b&w), up to 1.5 ppm (200 ppi, colour)</p> <p>Printer Interface 1 USB 2.0; 1 Host USB; 1 Ethernet; 1 Wireless 802.11b/g/n; 1 RJ-11 fax</p> <p>Paper Feed Method Friction feed Number of Paper Trays 1 Paper Hold Capacity Input Capacity 100 sheets, A4 Plain paper (75g/m2) Output Capacity 30 sheets, A4 Plain Paper (Default Text) Paper Size A4, A5, A6, B5, 10x15cm(4x6"), 13x18cm(5x7"), 9x13cm(3½ x5"), Letter (8½ x11"), Legal (8½ x14"), Half Letter (5½x8½"),13x20cm (5x8"), 20x25cm (8x10"), 16:9 wide size, 100x148mm, Envelopes: #10(41/8 x9½"), DL (110x220mm), C6 (114x162mm) Maximum Paper Size 8.5 x 44"A4, A5, A6, B5(JIS), 6 x 8 in, Executive, Index card 3.5 x 5 in, Index card 4 x 6 in, Index card 5 x 8 in, Index card A4, Index card Letter, 3 x 5 in, 4 x 6 in, 5 x 7 in, 13 x 18 cm, 8 x 10 in, 10 x 15 cm, L, Photo 2L, 8.5 x 13 in, Legal, Letter, Statement, Envelope #10, Envelope C5, Envelope C6, Envelope DL; Envelope Monarch, Card Envelope 4.4 x 6 in</p> <p>Printer Software PC: Microsoft® Windows® 10, 8.1, 8, 7: 32-bit or 64-bit, 2 GB available hard disk space, CD-ROM/DVD drive or Internet connection, USB port, Microsoft® Internet Explorer. Windows Vista®: (32-bit only), 2 GB available hard disk space, CD-ROM/DVD drive or Internet connection, USB port, Microsoft® Internet Explorer 8. Windows® XP SP3 or higher (32-bit only): any Intel® Pentium® II, Celeron® or 233 MHz compatible processor, 850 MB available hard disk space, CD-ROM/DVD drive or Internet connection, USB port, Microsoft® Internet Explorer 8; OS X v10.9 Mavericks, OS X v10.10 Yosemite, OS X v10.11 El Capitan; 1GB Available Space, Internet Access; Linux (For more information, see hplipopensource.com/hplip-web/index.html); Mac: OS X v10.9 Mavericks, OS X v10.10 Yosemite, OS X v10.11 El Capitan, 1GB Available Space, Internet Access On-line Guide Yes Duplex printing. Duplex Scanning. Warranty : 1 years Make: HP</p>	05 Nos.		

Financial Bid
[In letter head]

To
Administrative Officer – I
New Town Kolkata Development Authority
03, Major Arterial Road, New Town
Kolkata-156

Sub : Proposal for supply of Printer for NKDA

SL No	Item	Qty	Total Price
1	<u>Printer –Color (A4 All-in-One)</u> (as per schedule)	5	
2.	<u>Buy-back of Exiting Printer</u>	5	
Total Price			
Total Price in Words			

Name and Signature
(with stamp)