



NEW TOWN KOLKATA DEVELOPMENT AUTHORITY

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

Memo No.3572/ NKDA/Admn-02/2009

Dated: 18th September, 2013

NOTICE INVITING QUOTATION NO.03 OF 2013-14

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

Brief description of work	Estimated Quantity & place of delivery	Important Dates	Time of Completion
Supply and installation of Digital Photocopier Machine with Printer (A3 size) on buy-back basis and preferably DGS&D Rate Contract	As per schedule of work etc.	Last date of Bid Submission: 03-10-2013 upto 14-00 hrs. Date of opening of Bid : 03-10-2013 on 15-00 hrs.	10 (Ten) days.

1.0 Eligible Bidder

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

2.0 Documents to Accompany the Bids

Bidders should note that non-compliance of the following instructions may render the quotation liable for rejection. The **sealed envelope** shall be submitted in tender box in the New Town Kolkata Development Authority 03 MAR, New Town, Kolkata-700156 mentioned in the NIQ No and name of work.

3.0 Organizational Capability

- 3.1 Valid sales tax / VAT registration certificate/VAT Paid Challan.
- 3.2 Valid service tax registration certificate.
- 3.3 Quality certification of the bidder (ISO 9001:2008) if any.
- 3.4 Clause by clause Compliance statement indicating model no and part number products offered. Printed leaflet from OEM or Website URL reference to be included.
- 3.5 No deviation to the technical specification is acceptable.
- 3.6 Details of Call logging / Helpdesk facility.
- 3.7 Original quotation document duly signed on all pages indicating acceptance of all term and condition.
- 3.8 Valid "Trade Licence".
- 3.9 Valid VAT / Sales Tax Registration. If any bidder does not fall within the ambit of VAT / Sales tax, that shall be indicated separately with supporting documents from the competent authority.
- 3.10 Bidder to submit detailed list of service facilities available directly with the Bidder in Kolkata related to all types of support, including installation, maintenance and training (e-mail, telephone, FAX, Contact person with Mobile number).
- 3.11 Bidder to confirm availability of Spare Parts as and when required.
- 3.12 The Bidder is to confirm that the offered item shall be under WARRANTY FOR A PERIOD OF 1(ONE) YEAR from the date of satisfactory installation and performance at the premises of the Purchaser.
- 3.13 Authorization Letter or Power of Attorney to sign the tender documents in favour of the signatory of the bidder concern in case the bidder is a entity other than a sole proprietorship concern.

4.0 EMD (Bid Security)

Earnest Money Rs. 5,000/- is to be deposited by the bidder in the form of Demand Draft from a scheduled bank in favour of "New Town Kolkata Development Authority" payable at "Kolkata". In case of failure to supply the material, the E.M.D. of the successful Bidder will be forfeited. The earnest money shall be forfeited in the event of withdrawal of the tender document within the original validity period, once submitted or the successful bidder fails to execute necessary agreement within the period specified or for submitting false, incorrect, misleading information in the bid, mistakes, miscalculations. Earnest Money deposit will be released on request by the unsuccessful bidder, after finalization of the tender and in case of successful Bidder, it will be released along with payment of bill. Tender documents without EMD will not be accepted. EMD if not submitted with the tender documents cannot be submitted after tender documents are opened on the stipulated date of opening

5.0 Evaluation of Tender:-

- i) The purchaser will evaluate and compare the quotations 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,
 - d) supporting documents submitted alongwith the bids as required are LEGIBLE.
- ii) The quotations 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 Bidder's Solution

The bidder shall submit only one option per category, which is best suitable to meet the specification mentioned under detailed in Section titled: Technical Specification. The bids submitted with more options shall be liable to be rejected. While working out a solution the bidder must quote products currently available in the market. The product quoted must be listed in the OEM's website/DGS&D website.

9.0 Validity of Offer

The proposals shall remain valid for a period of 180 days 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.

10.0 Warranty

All the Digital Photocopier Machine with Printer (A3 size) should have warranty for 1 year on-site.

11.0 Payment Terms: Full and final payment would be made after successful installation and commissioning of the equipment.

12.0 Taxes & Duties

The prices shall be inclusive of all taxes and levies including VAT and service tax. However, the rate of Taxes should be indicated separately in the Price Schedule.

13.0 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.

14.0 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.

15.0 Bid Due Date

Bid shall be received by the New Town Kolkata Development Authority at the address specified in the Notice Inviting Quotations (NIQ) not later than the date and time specified in the NIQ.

New Town Kolkata Development Authority may, as its discretion, on giving reasonable notice by fax, cable or any other written communication to all prospective bidders who have been issued the bid documents, extend the bid due date, in which case all rights and obligations of the New Town Kolkata Development Authority and the bidders, previously subject to the bid due date, shall thereafter be subject to the new bid due date as extended.

16.0 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".

17.0 Opening of Bids by New Town Kolkata Development Authority

Bid shall be opened in the presence of Bidder's representatives (Maximum 2), who choose to attend. The Bidder's representatives who are present shall sign a register evidencing their attendance and produce necessary authorization.

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 security.

18.0 New Town Kolkata Development Authority's Right to Reject any or All Bids

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.

If any bidder withdraws his quotation before acceptance or refusal within a reasonable time without giving any satisfactory explanation for such withdrawal, he shall be disqualified for participation in any quotation tender of this Department for a minimum period of 2 (two) years.

All bidders are to note that tenders containing any deviation from the terms and conditions, specifications and other requirement are liable to be rejected. The bidder who do not meet the appropriate standard of capability and financial resources, may not be considered. The tender inviting authority reserves all rights to reject any or all the tenders without assigning any reason and also split up the supply if necessary and to accept the tender in whole or part. Invitation of the tender shall under no circumstances create any right, legal or otherwise in favour of the bidder in case the tender is closed, withdrawn or cancelled before issuance of purchase order nor shall the inviting authority be liable to explain the reason of such closure, withdrawal or cancellation of the tender.

Chief Executive Officer
New Town Kolkata Development Authority

Memo No.3572/1(4) / NKDA/Admn-02/2009

Dated: 18th September, 2013

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
New Town Kolkata Development Authority

Schedule of Work

Name of Work - Supply And Installation of Digital Photocopier Machine with Printer (A3 size) at the Office Of New Town Kolkata Development Authority

Sl. No	Items	Qty.	Unit Price	Total Price
1.	Digital Photocopier Machine with Printer (A3 size) Printing Speed : 18 copies per minute (A4) Paper weight (Drawer) : Minimum 65-75 Page Memory : Minimum 64 MB Warm up time : Less than 30 seconds Reproduction ratio : 25-400%	2(Two)		