

Government of West Bengal  
Finance Department  
Data Processing Centre  
Nabanna  
11<sup>th</sup> Floor, Room No 1105  
325 Sarat Chatterjee Road  
Howrah -711102

No 117/FY/N/1E-248/2014

Dated: 11/11/2014

## **NOTICE INVITING TENDERS**

In cancellation of NIT No 103/FY/N/1E-248/2014 dated 14/10/2014 online tenders are invited for item wise rates in two bid systems from bona fide suppliers/vendors/distributers for supply of computer consumables, removable drives and stationery items as per schedule given below for the year 2014-15.

Prescribed tender forms along-with detailed terms and conditions for the tender(s) can be downloaded from the State Government e-tender portal <https://wbtenders.gov.in> and also available from the websites [www.wbfin.nic.in](http://www.wbfin.nic.in) and [www.banglarmukh.com](http://www.banglarmukh.com) as well as on the Notice Board of this Department free of cost as per details mentioned as under:

Sl No	Name of the tender/item	Estimated Value of the items (₹)	Date of release of tender through e-portal	Last Date & time for online submission of tender	Earnest money deposit (₹)	Date & time for online opening of the tender
1.	Computer consumables	20 lakh (+/- 25%) approx	11/11/2014	26/11/2014 at 2.00 pm	5000	Technical Bid: 26/11/2014 at 3 pm Financial Bid: to be notified later

The bidders of the cancelled tender who had already submitted EMD if interested to participate in this tender do not require further payment of EMD but they should upload the scan copy the existing EMD challan (T.R. Form-7).

Tender documents complete in all respects, must be uploaded on the State Government e-tender portal <https://wbtenders.gov.in> before last date and time of submission of tender. [**Tender ID No: 2014\_WBFD\_27705\_1**]

**Sd/-**  
Assistant Secretary  
Finance Department  
Data Processing Centre

Government of West Bengal  
Finance Department  
Data Processing Centre  
Nabanna  
Howrah-711102

No. 117/FY/N/1E-248/2014

Dated:11/11/2014

**Terms & conditions for e-tendering towards supply of Computer consumables, removable drives and stationery items required for the Year 2014-15.**

**Tender ID No: 2014\_WBFD\_27705\_1**

<b>Date of online release:</b> 11/11/2014	<b>Last Date &amp; Time of online Submission:</b> 26/11/2014 at 2.00 pm
<b>Date of online opening:</b> Technical Bid: 26/11/2014	Time of opening: at 03.00 PM

Online tenders item wise rates in two bid systems (Technical and Financial) are invited for purchase of computer consumables, removable drives and stationery items mentioned in the attached list for the year 2014-15. **The tender must be submitted online on the State Government e-tender portal <https://wbtenders.gov.in> before last date & time of submission of tender i.e. on 26.11.2014 at 2.00 PM.**

**1. Procurement:**

Finance Department, Data Processing Centre procures computer consumables, removable drives and stationery for use in different Cells/Wings of Finance Department and in the Treasuries across West Bengal.

**2. TERMS AND CONDITIONS:**

- ❖ The rates must be quoted *with VAT* as per format
- ❖ The rates quoted for items should be of the specified brand as mentioned in the list of items otherwise this will be cancelled. The rates quoted for branded items should not be more than MRP in any case.
- ❖ The bidder should submit online Technical Bid and Financial Bid concurrently.

**3. Earnest Money Deposit (EMD):**

- a) An earnest money of **Rs.5000 (Rupees five thousand) only** for participation in each part of the tender is to be deposited separately at **Reserve Bank India, Kolkata in TR Form No-7** in favour of "**Assistant - Secretary, Finance Department (DPC), Nabanna, Howrah 711102**" under the head of account '**8443-00-103-Security Deposit-001-Earnest/ Security Money - 07-Deposit**'.
- b) Participants of the cancelled tender who had already submitted EMD and are interested to take part in this tender do not require further payment of EMD but they should upload the scan copy the existing EMD challan (T.R. Form-7).

**4. The tenderer should submit the tender in following two bids:**

- a) Technical Bid** - It should contain the copies of the following documents and the same are to be uploaded.
- i. Income Tax Reference (if any)/PAN No
  - ii. Sales Tax/VAT Registration No
  - iii. Professional Tax Registration No
  - iv. Trade License No
  - v. Co-operative Registration No (for Co-operative Societies)
  - vi. C & SSI Registration No (for C & SSI units)
  - vii. Time required for Supply
  - viii. Treasury Challan (T.R. Form-7) after payment of EMD at R.B.I, Kolkata [**N.B. Original Challan (TR Form-7) after payment of EMD must be submitted physically in Room No.1105, Nabanna of this office before the last date and time of submission of tender.**]
  - ix. In case the bidder claims exemption of EMD, he must submit the appropriate exemption certificate duly attested by him.
  - x. Experience and past performance on similar contracts in Govt departments/PSUs for last two years.
  - xi. For participation in of the tender the tenderer must submit documents of annual turnover. Annual **turnover** should not be less than **₹1.00 lakh** for last three consecutive years.
- b) Financial Bid** – It should have only prices/rates inclusive of all taxes quoted by the tenderer. Financial Bid of the tenderer will be opened if he is found qualified in technical bid.
5. The individual signing the tender or any document forming a part thereof on behalf of Proprietor/Company/firm shall be responsible for producing an authenticated copy of resolution passed by the company or Power of Attorney duly executed in his favour in stamped paper.
  6. The tenderer should quote only one rate for one item as per specification.
  7. The rates tendered must remain valid for a period of one year with effect from the date of acceptance of the tender and may be extendable, if required, on mutual agreed terms.

8. The tenderer should give warranty against any item supplied by them and replace the defective item(s) at their own cost.
9. The Tender Selection Committee nominated by the Competent Authority to assess eligibility shall carry out the evaluation of bids.
10. The EMD furnished with the tender will be retained as performance security for selected bidder.
11. In the event of breach/violation or contravention of any terms and conditions contained herein by the selected vendor, the security deposit shall be forfeited and the firm/company shall be blacklisted in addition to termination of contract.
12. Schedule of required items are given in the Annexure. Required quantities as shown are tentative and may increase or decrease by 25%.
13. Orders will be placed with the selected bidder as per requirement of this Department and supply is to be made within ten days from the date of the order.
14. Items supplied by the selected vendor should strictly conform to the items specified in the Annexure.
15. The decision of the 'Tender Selection Committee' is final and binding in the matter of selection of tender. Finance Department reserves right to accept or cancel/reject any or all tenders wholly or in part without assigning any reason whatsoever.
16. Any dispute arising out this contract will be settled amicably. All disputes are subject to jurisdiction in the courts of Kolkata, West Bengal.

## Annexure-I

Application/Eligibility Criteria for Empanelment of Bidder for Computer consumables, removable drives and stationery

Sl No	Particulars	Bidders Response		
1	Name of the Vendor/Firm			
2	Address			
	Telephone No			
	Fax No			
	Email ID			
3	Name of Contact Person	Designation	Contact No	Email ID
4	Income Tax PAN No (Enclose copy)			
5	Sales Tax/VAT Registration No			
6	Profession Tax Registration No			
7	Trade License No (Enclose copy)			
8	Co-operative Registration No (Enclose copy)			
9	Cottage & Small Scale Industries Registration No (Enclose copy)			
10	Sales turnover for last 3 years (for participation in the tender annual turnover should be at least ₹ 1 lakh)	2011-12		
		2012-13		
		2013-14		
11	Experience or Past Performance	2012-13		
		2013-14		

In reference to Tender Notice No 117/FY/N/1E-248/2014 dated 11/11/2014 of Finance Department, Data Processing Centre, Govt of West Bengal for supply of computer consumables, removable drives and stationery (Part-A) and online UPS storage batteries (Part-B) I/we have examined the Statutory, Non-statutory & N.I.T. documents and submit all the necessary information and relevant documents for evaluation in accordance with the instructions mentioned in the clauses of terms and conditions.

Should this tender be accepted I/we hereby agree to abide by and fulfil all the terms and conditions of the contract annexed hereto. Should I/we fail to supply items as per terms and conditions of the contract the EMD held as performance Security will be forfeited to the government.

**Enclosure(s): e-Filling:-**

- 1) Statutory Documents.
- 2) Non Statutory Documents.

Date: .....

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(Signature of the Vendor)

**Annexure -II**  
**List of Items**

<b>Sl No</b>	<b>Item</b>	<b>Specification</b>	<b>Printer Make &amp; Model</b>	<b>Required Brand</b>	<b>Estimated Annual Requirement</b>
1	DM Printer Head	LQ 1150-II	Epson	OEM	60
2	DM Printer Head	LQ 5235	Wep LQ DSI	OEM	50
3	DM Printer Head	MSP 355	TVS	OEM	10
4	DM Printer Ribbon	LQ 1150-II	Epson	OEM	2300
5	DM Printer Ribbon	LQ 5235	Wep LQ DSI	OEM	1000
6	DM Printer Ribbon	MSP 355	TVS	OEM	20
7	LM Printer Ribbon	6306	Lipi	OEM	140
8	LM Printer Ribbon	6605	Lipi	Lipi	50
9	LJ Toner Cartridge	12A	HP 1020	Lipi	140
10	LJ Toner Cartridge	15A	HP 1200	Lipi	5
11	LJ Toner Cartridge	49A	HP 3390	Lipi	30
12	LJ Toner Cartridge	53A	HP 2015	Lipi	10
13	LJ Toner Cartridge	88A	HP P1007	Lipi	90
14	LJ Toner Cartridge	36A	HP 1506	Lipi	30
15	LJ Toner Cartridge	05A	HP 2035	Lipi	10
16	LJ Toner Cartridge	78A	HP 1536	OEM	50
17	LJ Toner Cartridge	o5X	HP 2055 dn	OEM	10
18	LJ Toner Cartridge	55A	HP 3015 dn	OEM	10
19	LJ Toner Cartridge	27A	HP 4000 n	OEM	3
20	LJ Toner Cartridge	42A	HP 4250 dtn	OEM	1
21	LJ Toner Cartridge	96A	HP 2200 d	OEM	2
22	LJ Toner Cartridge	11A	HP 2420 d	OEM	2
23	LJ Toner Cartridge	29X	HP 5100	OEM	2
24	LJ Toner Cartridge	82X	HP 8150 n	OEM	2
25	LJ Toner Cartridge	43X	HP 9040 dtn	OEM	1
26	LJ Toner Cartridge	CE390X	HP M4555h	OEM	5
27	LJ Toner Cartridge	328	Cannon MF 4450	OEM	2
28	LJ Toner Cartridge	CE320A (128A)	HP 1415 mfp	OEM	5
29	LJ Toner Cartridge	CE321A (128A)		OEM	5
30	LJ Toner Cartridge	CE322A (128A)		OEM	5
31	LJ Toner Cartridge	CE323A (128A)		OEM	5
32	LJ Toner Cartridge	CE410A (305A)	HP Pro 400 mfp 475 dn	OEM	15
33	LJ Toner Cartridge	CE411A (305A)		OEM	5
34	LJ Toner Cartridge	CE412A (305A)		OEM	5
35	LJ Toner Cartridge	CE413A (305A)		OEM	5
36	LJ Toner Cartridge	CE400 (507A)	HP Pro 500 mfp M570dw	OEM	5
37	LJ Toner Cartridge	CE401 (507A)		OEM	2
38	LJ Toner Cartridge	CE402 (507A)		OEM	2
39	LJ Toner Cartridge	CE403 (507A)		OEM	2
40	InkJet Cartridge	920XL (Black)	HP OfficeJet 6000	OEM	3
41	InkJet Cartridge	920XL (Cyan)	HP OfficeJet 6000	OEM	3
42	InkJet Cartridge	920XL (Majenta)	HP OfficeJet 6000	OEM	3

<b>Sl No</b>	<b>Item</b>	<b>Specification</b>	<b>Printer Make &amp; Model</b>	<b>Required Brand</b>	<b>Estimated Annual Requirement</b>
43	InkJet Cartridge	920XL (Yellow)	HP OfficeJet 6000	OEM	3
44	InkJet Cartridge	88XL (Black)	HP OfficeJet Pro K5400	OEM	5
45	InkJet Cartridge	88XL (Cyan)	HP OfficeJet Pro K5400	OEM	5
46	InkJet Cartridge	88XL (Magenta)	HP OfficeJet Pro K5400	OEM	5
47	InkJet Cartridge	88XL (Yellow)	HP OfficeJet Pro K5400	OEM	5
48	InkJet Cartridge	350XL (Black)	HP OfficeJet 5288	OEM	3
49	InkJet Cartridge	351XL (Tricolour)	HP OfficeJet 5288	OEM	3
50	InkJet Cartridge	950XL (Black)	HP OfficeJet Pro 8100	OEM	3
51	InkJet Cartridge	951XL (Cyan)	HP OfficeJet Pro 8100	OEM	3
52	InkJet Cartridge	951XL (Magenta)	HP OfficeJet Pro 8100	OEM	3
53	InkJet Cartridge	951XL (Yellow)	HP OfficeJet Pro 8100	OEM	3
54	InkJet Cartridge	901XL (Black)	HP OfficeJet 4580	OEM	2
55	InkJet Cartridge	901XL (Tricolour)	HP OfficeJet 4580	OEM	2
56	InkJet Cartridge	45 (Black)	HP DeskJet 930C	OEM	3
57	InkJet Cartridge	78 (Tricolour)	HP DeskJet 930C	OEM	3
58	InkJet Cartridge	15 (Black)	HP DeskJet 810C	OEM	3
59	InkJet Cartridge	23 (Tricolour)	HP DeskJet 810C	OEM	3
60	DAT Cartridge	72GB		HP	1000
61	DAT Cleaner			HP	100
62	CD R (Jewel Case)			Moserbear	200
63	DVD R (Jewel Case)			Moserbear	100
64	Key Board with ₹ font	PS-2		Logitech	30
65	Key Board with ₹ font	USB port		Logitech	30
66	USB Pen Drive	4GB		HP	70
67	USB Pen Drive	8GB		HP	110
68	USB Pen Drive	16GB		HP	40
69	USB Pen Drive	32GB		HP	15
70	USB Pen Drive	64GB		HP	5
71	External Hard Disk	2 TB		Seagate	2
72	External Hard Disk	1 TB		Seagate	2
73	External Hard Disk	500 GB		Seagate	4
74	Copier Paper A4	75 GSM		Copy Power	40 (Rim) each rim of 500 sheets
75	Copier Paper FS	75 GSM		Copy Power	40 (Rim) each rim of 500 sheets
76	Continuous Stationery	10X12 (2 Part) 60 GSM		TNPL	36000
77	Continuous Stationery	15X12 (2 Part) 60 GSM		TNPL	36000
78	Continuous Stationery	15X12 (1 Part) 60 GSM		TNPL	24000
79	Continuous Stationery	15X12 (1 Part, Perforated in the middle) 80 GSM		TNPL	24000

## ANNEXURE - III

### INSTRUCTION TO BIDDERS

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General guidance for e-Tendering:

Instructions / Guidelines for electronic submission of the tenders have been annexed for assisting the prospective bidders to participate in e-Tendering.

**i. Registration of Bidder:**

Any bidder willing to take part in the process of e-Tendering will have to be enrolled & registered with the Government e-Procurement system by logging on to State Government e-tender portal <https://wbtenders.gov.in> the contractor is to click on the link for e-Tendering site as given on the web portal.

**ii. Digital Signature certificate (DSC):**

Each bidder is required to obtain a Class-II or Class-III **Digital Signature Certificate (DSC)** for submission of tenders. DSC is given as a USB e-Token.

**iii.** The supplier can search and download N.I.T. & BOQ electronically from computer once he logs on to the web portal using the Digital Signature Certificate. This is the only mode of collection of Tender Documents.

**iv. Submission of Tenders:**

Tenders are to be submitted through online to the website stated above in two folders - in one the Technical Proposal and in the other the Financial Proposal before the prescribed date and time using the Digital Signature Certificate (DSC). The documents are to be uploaded virus scanned copy duly Digitally Signed. The documents will get encrypted (transformed into non readable formats).

**A. Technical Proposal:**

The Technical proposal should contain scanned copies of the following in two covers (folders).

**(a) Statutory Cover containing the following documents:**

- 1) Prequalification Application (**Annexure-I**) – all columns of this application form are to be filled in properly and signed.
- 2) Copy of Challan (in **TR Form-7**) towards Earnest Money (**EMD**) deposit as prescribed in the N.I.T. at Reserve Bank of India, Kolkata in favour of the "Assistant Secretary, Finance Department (DPC), Nabanna, Howrah 711102"



under the head of account '8443-00-103-Security Deposit-001-Earnest/Security Money-07-Deposit'

**(b) Non-statutory Cover Containing the following documents:**

- 1) Income Tax Reference (if any)/PAN No
- 2) Sales Tax/VAT Registration No
- 3) Professional Tax Registration No
- 4) Trade License No (with copy)
- 5) Co-operative Registration No (for Co-operative Societies)
- 6) C & SSI Registration No (for C & SSI units)
- 7) Time required for Supply
- 8) Authenticated copy of resolution passed by the company or Power of Attorney duly executed in his favour.

N.B: Failure of submission of any of the above mentioned documents as stated above will render the bidder liable to be rejected for both statutory & non statutory cover.

**THE ABOVE STATED NON-STATUTORY/TECHNICAL DOCUMENTS SHOULD BE ARRANGED IN THE FOLLOWING MANNER :-**

Click the check boxes beside the necessary documents in the My Document list and then click the tab "Submit Non Statutory Documents" to send the selected documents to Non-Statutory folder.

Next Click the tab "Click to Encrypt and upload" and then click the "Technical" Folder to upload the Technical Documents.

**B. Financial Proposal**

- 1) The financial proposal should contain the following documents in one cover (folder) i.e. **Bill of Quantities (BOQ)**. The bidder is to quote the rate online through computer in the space marked for quoting rate in the BOQ.
- 2) Only downloaded copies of the above documents are to be uploaded virus scanned and Digitally Signed by the bidder.

**Financial capacity of a bidder will be judged on the basis of information furnished in Annexure -I.**

a) Penalty for suppression / distortion of facts:

If any tenderer fails to produce the original hard copies of the documents **on demand** of the Tender Evaluation Committee within a specified time frame or if any deviation is detected in the hard copies from the uploaded soft copies, it may be treated as submission of false documents by the tenderer and action

may be referred to the appropriate authority for prosecution as per relevant IT Act.

b) Rejection of Bid:

The Tender Selection Committee reserves the right to accept or reject any Bid and to cancel the Bidding processes and reject all Bids at any time prior to the award of Contract without thereby incurring any liability to the affected Bidder or Bidders or any obligation to inform the affected Bidder or Bidders of such action.

c) Award of Contract:

The Bidder, whose Bid has been accepted will be notified through Letter of Acceptance.

The notification of award will constitute the formation of the Contract.

N. B.

1. Bidders with Digital Signature Certificate (DSC) must register with e-tender portal <http://wbenders.gov.in> for enrolment.
2. Bidders are requested to pay EMD through Treasury Challan (T.R. Form -7) at R.B.I., Kolkata as directed in tender document (3. a) and ignore EMD payment through Bank Demand Draft as given in the portal. After payment of EMD original TR Form-7 is to be furnished physically in Room No-1105 of this office and a scanned copy of this is to be uploaded.
3. For quoting of rates in Bill of Quantities (BOQ), bidders should give basic price of the item and the amount of Tax in respective columns. Rate inclusive of all taxes will automatically be generated.
4. In BOQ Item name, specification, printer make with model and required brand of the item are given respectively in one column as per template.
5. For technical help Bidders are requested to contact WB e-tender Help Desk at Phone No (033)- 2223-6236.