

Government of West Bengal
Office of the District Land & Land Reforms Officer,
Dakshin Dinajpur, Balurghat.

NIT No. 01 /L&LR/XIII-3(i)/17

Dated: 08 .09.2017

Sealed tenders are hereby invited from the bonafide and reputed agencies / suppliers for the supply of following items in this office and in the Offices of the Block Land & Land Reforms Officer, Balurghat / Tapan / Kumarganj under following terms and condition.

BRIEF DESCRIPTION OF ITEMS

Sl. No.	Item	Configuration	Warranty	Quantity	Rate shall be gouted
1	Desktop Computer	1) Processor – Intel core i5 "6500T"/ Chipset or Gigabyte 2) Speed – 2.5 GH 2 3) RAM – 4 GB 4) HDD – 1 TB 5) DVD RAM – Multify / Read & Write capability 6) Monitor – 18.5" TFT 7) SMPS – 600 8) Mother Board – Intel original with built – in Ethernet port 9) System type – 64 – bit operating system 10) Keyboard 11) Optical scroll mouse 12) Operating System – Windows 10 (single user) in original version 13) Office – Microsoft – Office package in original version	03 (three) years	05 (five)	For one complete machine having such specificat ion
2	Printer cum scanner laser jet type	Scanning capability of A4 size paper document	03 (three) years	05 (five)	For one complete machine having such specificat ion
3	UPS	600 VA	01 (one) year	06 (six)	For one complete machine having such specificat ion

TERMS AND CONDITIONS

1. The intending tenderer should submit the tender in proper letter head mentioning the name and address of the Tenderer/Firms etc.
2. The intending tenderer should furnish the rate of different items, item wise both in figure and word.
3. The rate shall be quoted for all the items.
4. Incomplete submission of rate shall not be accepted.
5. Only branded machines/ accessories with good reputation shall be accepted.
6. Payment shall be made after verification of the items in presence of the supplier and the satisfaction of the concerned checking Official. Any dissatisfaction from Office point of view may be treated as the cause of nonpayment unless the items identified as defective are replaced by the supplier forthwith.
7. The machines/accessories in sealed boxes shall be supplied within ten days from the date of issue of the supply order under normal circumstances and shall be opened in presence of both the parties.
8. Before the issue of Work/Supply order the selected tenderer shall deposit the earnest money of two percent of the total volume of the quoted value in the form of Bank Draft drawn on any Nationalized Bank in favour of the District Land and Land Reforms Officer, Dakshin Dinajpur, or in the form of DCR or in the form of any valid saving instrument issued by the Government of India or West Bengal duly pledged/issued in favour of the District Land and Land Reforms Officer, Dakshin Dinajpur,
9. The selected Supplier shall produce the valid dealership certificate of the product for which he/she has quoted the rates to this office before the issue of the Supply Order.
10. Intending tenderers have to enclose self attested photo copies of updated IT return, P. Tax return, PAN Card and GST No.(if available) and other documents in support of their eligibility.
11. The tender document shall be duly signed by the intending tenderers with a certification showing that the information furnished in the tender document are correct and any discrepancies shall not only be the cause for rejection of tender but also shall attract legal provision.
12. The supplier shall be responsible to replace the machines/accessories during the warranty period of such supplied machines/ accessories free of cost immediately.
13. The rates shall be inclusive of all taxes and carriage and should not exceed the Maximum Retail Price of machine/ accessories supplied. No additional cost shall be entertained.
14. No extension of time will be allowed for supplying the items and no carrying cost shall be provided under normal circumstances.
15. In the event of same rate authority reserves the right to split the supply work as per the convenience of the tender inviting authority.
16. The rates shall be valid for six months from the date of issue of the supply order. The selected Tenderer shall be bound to supply any of the quoted items at that rate within that period.
17. The quantity of machine may increase or decrease as per the convenience of the tender inviting authority.
18. Duly filled and signed tenders along with all relevant documents and earnest money in sealed cover shall have to be dropped in the sealed tender box kept at the office chamber of Sri Hemanta Ghosh, WBCS (Exe.), Dy. District Land and Land Reforms Officer, Dakshin Dinajpur on each working day during working hours up to 10th October, 2017 (2.00 P.M.). The sealed tenders so dropped will be opened at 3.30 P.M. on same day in the Office chamber of the undersigned in presence of the intending tenderers.

19. Any additional information may be collected from the office of the undersigned (Nezerat Section) from 11.00 am to 4.30 pm during office working days.
20. Before the issue of supply order the selected tenderer shall produce the credential certificate in the form of payment certificate to the tune of 50% of the total work/supply value of the present supply of a single supply order for supplying similar items in a Government /Semi Government /Local Self Government Office within last five years .
21. The tenderer shall certify that he/she/the firm shall abide by the terms and conditions laid down in the NIT. Before issuing the supply order the selected tenderer shall enter into an agreement on a Rs.50/-(fifty) NJ stamp with the supply order issuing authority describing the modalities of such supply. The cost of the NJ stamp shall be borne by the supplier.
22. The undersigned reserves the right to accept or reject any or all the tenders without assigning any reason thereof. The rule does not bind the authority to accept the lowest tender.

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Additional District Magistrate
&
District Land & land Reforms Officer,
Dakshin Dinajpur, Balurghat.

Memo No. 2896 /1(28)/L&LR/XIII-3(i)/17

Dated: 08 .09.2017

Copy forwarded for information, taking necessary action and wide publicity to:

- 1) The Director of Land Records & Surveys and Joint Land Reforms Commissioner, West Bengal, 35, Gopalnagar Road, Alipore, Survey Buildings, Kolkata – 700 027.
- 2) The District Magistrate & Collector, Dakshin Dinajpur.
- 3) -4) The Additional District-Magistrate, General / Development.
- 5)-6) The Sub-Divisional Officer, Balurghat / Gangarampur
- 7)-8) The Sub-Divisional Land & Land Reforms Officer, Balurghat / Gangarampur
- 9)-16) The Block Development Officer (All)
- 17)-24) The Block Land & Land Reforms Officer (All)
- 25) The DICO, Dakshin Dinajpur
- 26) The DIO, NIC, Dakshin Dinajpur , with a request to upload in the official website of the District Magistrate, Dakshin Dinajpur.
- 27) The Nazir of this office
- 28) Office Notice Board.

Knaq 08/09/17

Additional District Magistrate
&
District Land & land Reforms Officer,
Dakshin Dinajpur, Balurghat.

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08/09/17