

Govt. of West Bengal
OFFICE OF THE
DISTRICT PROJECT OFFICER
Sarva Shiksha Mission, Dakshin Dinajpur.

Memo No. 186/SSM

Dated 09/06/2017

TENDER NOTICE

Sealed Tender is hereby invited from bonafide and resourceful reputed organization /Authorized distributors / dealer having sufficient experience and credentials for successful completion of following articles.

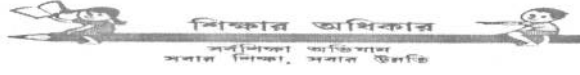
The details specifications of items to be supplied are as stated below:

Sl	Item	Minimum required specifications	Qty.	Rate	Total amount in Rs.
1	UPS	Microtech- Minimum 625 VA.	48 (Forty Eight)		
2	Computer table	42 inch standard size, wood finished	48 (Forty Eight)		
3	Headphone (desktop)	Frontech- stereo headphone, sensitivity 105 db at 1 KHz, Frequency - 20 Hz to 20000 Hz	24 (Twenty Four)		

General terms & condition of Tenderer / Bidders:

1. Read the terms & conditions carefully.
2. Each bidder should be submitted only one tender.
3. Successful bidder will supporting onsite warranty minimum 12 months.
4. 5% of the quoted amount shall be required to be kept as security deposit. This may be refunded after completion of successful compliance of warranty period.
5. 2% of total quoted amount as Earnest Money would be required to be deposited in the form of DD in favour of *District Project Officer, Sarva Shiksha Mission, Dakshin Dinajpur*. The Earnest Money of unsuccessful bidder would be refunded within a period of 15 days from the date of finalization of tender. No Interest will be paid for such Earnest Money deposit
6. The Tender / Quotation will be dropped in two parts. The first part is technical part and second is financial part.
7. **Technical part** : Attested photo copy of documents to be submitted within the sealed tender/quotation –
i) Income Tax Return for latest quarter and PAN Card. ii) Registration of the firm /organization / dealer etc. iii) Trade License iv) VAT registration certificates (if required) v) Professional Tax certificate vi) Credential Certificate (50% of the quoted value) of supplying same article.
8. **Financial Part** : Item specification & Rate should be submitted in prescribed format. The total amount should be included of all taxes, transportation, Install and other costs etc.
9. The district authority reserves the right not to accept the lowest bid on any controversial ground.
10. The authority reserves the right to accept the quotations partly or wholly or average rate or to reject the same without assigning any reasons.
11. No payment will be made before the work or for half done work.
12. The payment will be released only after completion of installation with proper hardware or software & obtaining satisfactory certificate from the authority.
13. Tax will be deducted as per existed norms.
14. Correction if any, in the Tender / quotation should be initiated and dated by the bidder before submission of Tender / quotation.
15. The tender will be closed on 05.07.2017 at 2.00 pm. The same will be opened on that day at 4.00 pm and onward.
16. The delivery will be made within 07 days after issuing work order; otherwise earnest money will be forfeited.
17. Financial bid containing the rate sheet for the items : rate for each item has to be put as per our format and enveloped properly with duly sealed and marked as "Financial Offer".
18. Each bidder must fill up a check list (attached with this tender) and submits the filled up check list within the main outer envelope.

For any further clarification, bidder may contract office of the District Project officer, SSM, Dakshin Dinajpur, Balurghat.



Govt. of West Bengal
OFFICE OF THE
DISTRICT PROJECT OFFICER
Sarva Shiksha Mission, Dakshin Dinajpur.

Memo No. 186/SSM

Dated 09/06/2015

SUMMARY REJECTION CONDITIONS

Tenderers / bidders should note that the bid shall be summarily rejected by Tender Committee, if any one of the following conditions is not followed by the Tenderers / bidders :

1. If the Bid Security (EMD) is not submitted (in form of DD) or amount drawn is less than 2% of total quoted amount.
2. Bid for each bidder should be submitted in three envelopes placed inside a main cover. These envelopes should contain the following ;

Envelope	Marked on the cover	Contents of Envelope
First	Bid Security (EMD)	EMD
Second	Technical Bid	Containing the documents mentioned in aforesaid Sl. No. 7 under General terms & condition.
Third	Financial Bid	Rates duly quoted by the bidder in the prescribed format mentioned at first page.

3. On all these envelopes the name of the firm and whether it is a envelope of "Bid EMD" or "Technical Bid" or "Financial Bid" must be clearly mentioned and should be properly sealed (with sealing wax/ packing PVC tape).
4. Tender document in the form of DD from any nationalized bank is to be submitted with tender form in first envelope. If this DD is not available as desired, the bid will be rejected at the time of opening of qualifying bid. The bids that are not submitted in above mentioned manner shall be summarily rejected.
5. Bids should be sealed with sealing wax/ packing PVC tape only. If the bids are not sealed properly or bids sealed with gum or staple shall be summarily rejected.
6. No bid will be received after the specified time of closing of the tender and the same shall be rejected and return the unopened bid to the bidder.
7. If there is discrepancy between "Total amount" mentioned in words and figures, the amount in words shall prevail. If the Authority does not accept the correction of the errors, that bid shall be rejected.

- sd/-
District Project Officer
SSM, Dakshin Dinajpur

Memo No. 186/1(S)/SSM

Date :

Copy forwarded with a request to take necessary action for hanging this notice on their office Notice Board.

1. The Sabhadhipati , DDZP, Dakshin Dinajpur.
2. The District Magistrate, Dakshin Dinajpur.
3. The Addl. District Magistrate (Gen) , Dakshin Dinajpur.
4. The Sub-divisional Officer, Balurghat sub-div, Dakshin Dinajpur.
5. The District Cultural & Information Officer, Dakshin Dinajpur.

- sd/-
District Project Officer
SSM, Dakshin Dinajpur

CHECK LIST

Check list for T/Q Notice No. 186 /SSM

Date : 09/06/17

Sl. No.	ITEMS TO BE CHECKED	YES/NO
1	The Tender/Quotation will be dropped in two parts. The first part is technical part and second is financial part.	
2. (i)	Attested photo copy of the documents of Income Tax Return for latest quarter and PAN Card.	
2. (ii)	Attested photo copy of the documents of Registration of the firm / organization / dealer etc. and Trade License.	
2. (iii)	Attested photo copy of the documents of VAT registration certificates (if required)	
2. (iv)	Attested photo copy of the documents of Professional Tax certificate	
2. (v)	Attested photo copy of the documents of Credential Certificates	
3	Bid security (EMD) submitted in the form of DD.	
4	Amount of Bid security EMD is not less than 2% of total quoted amount	
5	Three envelopes "Bid EMD", "Technical Bid" and "Financial Bid" are there inside of main envelope.	
6	'Total amount' mentioned in words and figures are same	
7	Have you read the General terms & condition and Rejection conditions carefully	

.....
Full signature of the bidder,
(with Date and Official Seal)