



**Government of West Bengal
Development & Planning Department
Poura Bhavan, FD 415A, Sector-III
Salt Lake, Kolkata : 700 106**

TENDER NOTICE

No: 125/DP/O/1W-3/07 (Part II)

Date: 27/07/2011

Development & Planning Department, Government of West Bengal invites sealed tenders for **comprehensive Annual Maintenance of IT setup (Annexure A)** which constitutes all the hardware & software component of Peripherals, Printers, UPS, LAN and Other equipment in the said department.

Bonafide interested Limited Companies/Partnership Firms, having 2 Lakhs and above (in single order of AMC) experience in maintenance of hardware, software, printer, LAN and other peripherals of varying configuration and make in multi user / stand alone platform and having competent service / support network based at Kolkata and capability to attend any type of disorder within twenty four hours may apply.

Sealed Tender document consisting of tender paper, details of computer setup and terms and condition applicable can be obtained from this office from **03-08-2011 to 11-08-2011 in between 11:30 A.M. to 4:00 P.M.** excepting holidays or download from our web side www.wbplan.gov.in . Technical & price bid should be submitted in separate envelops with mention on the cover of the envelops. Both envelops should be put in a big envelop.

Last date and time of submission of sealed tender is up to 1-00 P.M. on 12/08/2011 in the Tender Box kept in the **5th floor, Computer Room , Poura Bhavan, FD-415A, Salt Lake, Kolkata-700 106**

The tenders will be opened on **12/08/2011 at 3-00 P.M.**

Joint Secretary
to the Govt. of West Bengal



TENDER PAPER

ISSUING AUTHORITY :

**Government of West Bengal
Development & Planning Department
Poura Bhavan, FD 415A, Sector-III
Salt Lake, Kolkata : 700 106**

I have read and understood the terms and conditions as are laid down in the tender document and inspect entire computer setup of the Development & Planning Department and in pursuance of the same, I do hereby offer rate as follows:

For comprehensive Annual Maintenance of the entire computer set up of the Department including preventive maintenance once in a month.

Rupees in figures _____ (Inclusive VAT)

(Rupees
) in word



(Full Signature of Tenderer with office seal)

Attached documents

- Copy of IT Return for A.Y 2010-2011
- Copy of Professional Tax Certificate / Challan for F.Y 2010-2011
- Copy of Service Tax Clearance Certificate / Challan for F.Y 2010-2011
- AMC List with contact details
- AMC certificate for 2 Lakhs or above (2010-11)
- Copy of Memorandum & Article of Association/ Partnership Deed.
- An analysis of rate quoted including rate per unit in respect of Server, stand alone PC, Printer, LAN, Power equipment, VC equipment
- Selected vendor have to deposit EMD for Rs. 10000.00 (Ten Thousand Only)

Date of Issue :

Issued to :

(Office Seal of the Department)

Signature of Issuing Office



Terms and Conditions apply & general information

- a.) Tenderer having requisite qualification should participate.
- b) Only one Tender paper shall be issued against application to the intended tenderers, appearing in person, or through his / her representative, duly authorized on his behalf. Application should be made in company's letterhead only. Schedule for issuing tender paper shall be maintained strictly.
- c) Tenderer should quote rate for **Comprehensive Annual Maintenance** which means and includes responsibility for maintenance of all hardware and software components of the setup of the department including LAN spare parts, preventive maintenance once a month and external cleaning of Monitor, Keyboard, Mouse, Printer Equipment cabinet once every quarter and the Agency who will enter into agreement shall also be liable to take backup and restore all data when he/she would be formatting Hard Disk or reinstall operating system. Companies / Agencies engineer having competent service / support network based at Kolkata and capability to attend any type of disorder within twenty four hours should apply.
- d) It would be presumed that tenderers quote rate only after gathering sufficient knowledge on the system configuration and the make (Brand) of Printer and other hardware components of entire setup of hardware and configuration printers, UPSs and other peripherals etc. Tenderers will be given ample opportunity of inspecting the entire computer setup of the department, if they desire to do so.
- e) Tenderer should quote rate both in figures and word inclusive tax.. Full signature should be made at the place provide in the tender paper with office seal.**
- f) Tenderer should attach the following with the filled in tender paper;
- Copy of IT Return for A.Y 2010-2011
 - Copy of Professional Tax Certificate / Challan for F.Y 2010-2011
 - Copy of Service Tax Clearance Certificate / Challan for F.Y 2010-2011
 - AMC List with contact details
 - AMC certificate for 2 Lakhs or above (2010-11)
 - Copy of Memorandum & Article of Association/ Partnership Deed.
 - An analysis of rate quoted including rate per unit in respect of Server, stand alone PC, Printer, LAN, Power equipment, VC equipment
 - Selected vendor have to deposit EMD for Rs. 10000.00 (Ten Thousand Only)
- g) Tenders, in sealed covers only, shall be received at this office from **03-08-2011 to 11-08-2011** in between **11:30 A.M. to 4:00P.M.** excepting holidays. Last date and time of submission of sealed tender is up to **1-00 P.M. on 12/08/2011** The same will be opened on **12/08/2011 at 3:00 P.M.** in presence of Tenderers or his/her authorized representatives at the meeting hall of this office.
- h) Schedule for submitting tender and opening of the same shall be maintained strictly unless notified beforehand due to some unavoidable circumstances. If the last date of receiving tender is



declared as holiday, the same will be received up to the time as mentioned on the next working day and will be opened **on that date at 3:00 P.M.**

- i) Only one person shall be allowed to represent the Company / Agency during opening of the tenders and onward processing.
- j) A formal agreement shall be executed with the successful tendere for one year which will take effect from the date of execution of such agreement and shall remain in force for the entire period. Such agreement may be terminated by either one of the two parties to the agreement. In case, there is any genuine reason arising out of any unforeseen event, not conceived of previously, for such termination, but a notice of clear thirty days should be given by the party desiring to terminate the contract to the other party before such termination of contract takes effect. However, the authority reserves the right to terminate such agreement as aforesaid prior to the full term of agreement, without any prior notice, in case, it is found that the service rendered by the firm is unsatisfactory or is in any way harmful / detrimental to the costly machines / accessories. In case of termination on such ground within the terms of the agreement, the security deposit shall be forfeited to the Government.
- k) The Agency who will enter into agreement shall be liable to fix up a routine servicing schedule for the work as laid down in para c) above, in consultation with this department and to restore normal functioning, within 24 hours of receiving information from this office, in case of any sorts of defect / problem reported.
- l) The Agency who will enter into agreement shall also be liable to supply standby machines during such period as will be required to rectify defect of any nature occurring in any of system component, printer or UPS etc. so that normal functioning can continue uninterruptedly.
- m) Selection shall be based on the rate quoted for comprehensive AMC in tender paper and not on rate quoted per unit in the analysis of rate, asked to attach with tender paper. Technical competence of the tenderer will also be considered.
- n) Fifty per cent of the accepted amount shall be paid within 30 (thirty) working days from the date of entering into the agreement and submission of bill. The rest fifty per cent shall be paid after completion of 1st half of the term of agreement provided the service extended is found to be satisfactory during first six month.
- o) The department reserves the right to accept / reject any or all the tenders without assigning any reason whatsoever.**
- p) Technical & price bid should be submitted separately and mention on the envelop. Both bid should be submitted in one envelop.

[Intended Tenderers are requested to go through the terms and conditions laid down in above paras]

(Office seal)

**ANNEXURE-A**

Sl. No.	Brand	Configuration	Qty
SERVER			
1	IBM	X226, Intel Xeon 3 GHz, 2GB/ 73.4 GB Hdd X 2 Hot Plug, DVD Writer/ CD Rom , Optical Mouse, Keyboard, 17" CRT	1
(A.) DESK TOP COMPUTER			
2	HP Compaq DX 7200	P4, 3GHz,512MB,80GB,1.44, Ethernet, CD Rom, CD Writer, Optical Mouse, Keyboard, 15" CRT	2
3	HP Compaq DX 6100	P4, 3GHz,512MB,80GB,1.44, Ethernet, DVD R./RW, Optical Mouse, Keyboard, 15" TFT	1
	HP Compaq DX 2080	Duel Core 3GHz,1GB,320GB,Ethernet, DVD R./RW, Optical Mouse, Keyboard, 17" CRT	2
4	HCL	P4, 3GHz,512MB,80GB,1.44, Ethernet, DVD R./RW , Optical Mouse, Keyboard, 15" TFT	1
5	Semens Xpert	P-II,350 MHZ, 32MB, 4.1 GB, 1.44, Ethernet, CD Rom PS2 Key Board, Scroll/Normal PS2 Mouse, 15' CRT	10
6	Semens Xpert	P-II,350 MHZ, 64MB, 4.1 GB, 1.44, Ethernet, CD Rom PS2 Key Board, Scroll/Normal PS2 Mouse, 15' CRT	2
7	Semens Xpert	P-III,500 MHZ, 128MB, 30 GB, 1.44, Ethernet, CD Rom PS2 Key Board, Scroll/Normal PS2 Mouse, 15' CRT	4
8	Assemble	P-III,400 MHZ, 128MB, 20/40 GB, 1.44, Ethernet, CD Rom PS2 Key Board, Scroll/Normal PS2 Mouse, 15' CRT	7
9	HCL	P4-3 Ghz,512MB, 80 GB, DVD Combo /, PS2 Key Board, USB Scroll Mouse, 15' CRT	24
10	DELL	P4-3 Ghz,512MB, 80 GB, DVD Combo /, USB Key Board, USB Scroll Mouse, 15' TFT	7
11	HP/Toshiba/Sony	LAPTO	3
12	Assemble	P4-3 Ghz,1 GB, 80 GB, DVD Combo /, USB Key Board, USB Scroll Mouse, 17' CRT	2
TOTAL			65



(B.) DeskJet/Laser Printer			
1	HP	Desk Jet 930c, 810c	7
4	HP	Laser 6L Gold	4
5	HP	Laser 4050	1
6	HP	Laser 1012	1
7	HP	Ink Jet 6548	2
8	Samsung	ML1210, ML1710P	2
10	Epson	DMP	5
11	HP	DJ1000	5
12	HP	DJ 2360 / DJ 2460	8
	HP	4350 DN Laser	2
	HP	DJ K550	1
TOTAL			38
(C.) Scanner			
1	Umax	Astra 4100 / HP	3
TOTAL			3
(D.) UPS			
1	Smart	500VA	3
2	APC	650/500VA	40
3	APC	2000VA Smart Online UPS	1
TOTAL			44
(E.) Network Components			
1	Cisco	Switch	1
2	D-Link	Switch / HUB	4
3	D-Link	IO Point	@ 65
4	D-Link	Cable & Path Cord	
5	Sony	Digital Projector	1
6	HP	Digital Sender 9200c	1
(F) VC Equipments			
1	Toshiba	Digital Mullti Media Plasma Display	1
2	Tandberg	Document Camera MVP 8000	1
3	Tandberg	Tandberg 880 MXP	1