



**OFFICE OF THE MUNICIPAL COUNCILLORS OF KHARDAH**  
**KHARDAH MUNICIPAL OFFICE**  
**B.T.ROAD, KHARDAH, NORTH 24-PARGANAS, KOL - 700117**

No: KDHM/61/IT/QTN/20-21.

Date: 10/09/2020

**QUOTATION NOTICE**

Sealed Tenders are hereby invited from reputed, reliable, resourceful and experienced vendors of I.T. Products for the Service Delivery for Upgradation of Existing Pentium-4 Desktop Computer Systems to Core2Duo Desktop Computer Systems with Associated Peripherals and Accessories for the Regular Office Works in both Online & Offline Mode with Report Generation and Official Data Preservation from our Various Departments at Khardah Municipality, as per the administrative approval of our Official Note Sheet, vide Dated: 04-09-2020, strictly according to the requirement specifications and the terms & conditions furnished below –

Sl. No.	Item Description	Qty Required	Unit Price (In ₹)	Total Price (In ₹)
1.	The Service Delivery for Upgradation of Existing Pentium-4 Desktop Computer Systems to Core2Duo Desktop Computer Systems with required upgradable configuration of – Intel Core2Duo Processor with Minimum 2.5-GHz Clock Speed, Compliant Intel Chipset Motherboard, Compliant Cabinet with SMPS, 04GB DDR-2 RAM, 01-TB SATA Hard Disk Drive, R/W Optical Drive, 15.6" LED Monitor, USB Keyboard and Mouse on one year onsite comprehensive and commercial replacement warranty.	06 Nos.	Vendor To Specify	Vendor To Specify
<b>NET AMOUNT (In Words) →</b>				

The Quotationer(s) should be dropped their Filled-up Tender Documents at the Tender Box of Khardah Municipality, addressed to The Executive Officer, Khardah Municipality, B. T. Road, Khardah, Kolkata – 700117 and clearly marked as "Quotation for Upgradation of Existing Pentium-4 Desktop Computer Systems to Core2Duo Systems for Regular Office Works at various Departments of Khardah Municipality" along with our published Quotation No. and Corresponding Date as per the quotation schedule, mentioned below.

**QUOTATION SCHEDULE**

Last Date & Time to dropping the Sealed Quotations:	<b>18-09-2020 (02:00 P.M.)</b>
Date & Time for opening of the Sealed Quotations:	<b>18-09-2020 (04:00 P.M.)</b>
Place for opening of the Sealed Quotations:	<b>Chamber of The Executive Officer</b>
Contact Persons:	<b>The Executive Officer / The I. T. Coordinator</b>
Contact Telephone Numbers:	<b>033-25533060 / 033-25834943</b>
Official Email:	<b><a href="mailto:khardahmunicipality@yahoo.co.in">khardahmunicipality@yahoo.co.in</a></b>
Address of Communication / Further Assistance:	<b>As Stated Above (within normal office hours)</b>



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**NECESSARY TECHNICAL INFORMATION FOR THE BIDDER(S)**

- 1) Make and Model No. of the Supplied Item(s) :
- 2) FRU PART No. of the Supplied Item(s) :
- 3) HSN / SAC Code of the Supplied Item(s) :
- 4) Product Information (for each Relevant Devices / Accessories) :
- 5) Detailed Technical Specification (for each Devices / Accessories) :
- 6) Software & Hardware Support Covers :
- 7) Operation & Maintenance Covers :
- 8) Any Other Additional Offers From The OEM / Vendor :

**TERMS & CONDITIONS**

- 1) The intended **vendors should furnish the Quotation Documents on their company letter head**, containing authorized signatures on all the pages thereof and will have to be dropped the same in sealed envelopes, addressed to **The Executive Officer, Khardah Municipality, B. T. Road, Khardah, Kolkata - 700117** and clearly marked as **"Quotation for Upgradation of Existing Pentium-4 Desktop Computer Systems to Core2Duo Systems for Regular Office Works at various Departments of Khardah Municipality"** along with our published **Quotation No. and Corresponding Date, strictly on and before 18/09/2020, 02:00 PM** at the **Tender Box of our Municipal Office**, within normal office hours, except the official holidays and lockdowns.
- 2) Supplying and installation of all the aforesaid items will be a single transaction with the successful Vendors / Agencies only; i.e. **the transactions of all the stated items will not be separated and the evaluation will be based on Net Amount only.**
- 3) The vendor should be a Registered Company in respect to the quoted items.
- 4) The Quotation submitted should also contain photo copies of certificate of applicability of Valid Trade License Certificate, I. Tax Clearance Certificates, Business PAN, GST-IN and Other Essential Credentials, etc.
- 5) The rate offer on the quoted items should be inclusive of all shorts of taxes & duties, delivery, installation and other incidental charges, if any.
- 6) The quoted documents from the participants should be submitted neatly and all corrections, over-typing should be attested with their official seal.
- 7) The final decision would be based on the technical capacity and pricing. Khardah Municipality does not bind itself in selecting the firm offering lowest prices.
- 8) Khardah Municipality reserves the right to reject any or all the quoted documents from the participants without assigning any reason, to relax or waive any of the conditions stipulated in the terms and conditions as deemed necessary in the best interest of this Municipality itself as well as Government of West Bengal for good and sufficient reasons.



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- 9) During the evaluation process, this Municipality reserves the right, to request additional information or clarification from the qualified participants. Such request and response to the same shall be purely of a clarifying nature, with no impact on the substantive content, quality or cost of the services offered.
- 10) The Quotationer to be awarded for L1, should bring all necessary equipments & machinery, required manpower, etc for execution the said job with their own cost and liabilities.
- 11) The items **should be delivered by the L1 Bidder, within 07 days from the date of receipt of the supply order** along with the User Manuals / Other essential Accessories / Any Other Offered Items from the manufacturer / vendor end, etc.
- 12) The L1 Vendor should provide the **official proof for commercial and comprehensive on-site replacement or maintenance warranty including labour & parts of the quoted items for the entire periods of 01-year including both the Hardware & Software parts supplied from the date of final installation** and also furnish the detailed configurations and technical specifications of the quoted items along with the product Model Type, Serial No., FRU Part No. and HSN / SAC Code of the same **on their Official Letter Head.**
- 13) The L1 Vendor to be awarded for work order, should attend and provide necessary service delivery on each complaint received from our municipal office within 24-HRS (Verbal/ Written/ Mail), as and when required during the entire warranty period, at free of cost.
- 14) The payment of the entire order value will be released in favour of the L1 Bidder, only after the successful upgradation of the said items and submission of the Care Packs / Support Packs / Warranty & Maintenance Proof with other essential Accessories, Media Kit, Any Other Offers from the OEM / L1 Vendor, etc.
- 15) A **Security Deposit, amounting 10% of the Net Bill Amount of the L1 Vendor will be retained** by this municipal office **for the Next Three (03) Months from the date of successful installation and only release the remaining 90% of the Net Bill Amount of the L1 Vendor now, within 21 days from the date of submission of their Final Invoice.**
- 16) No sub-contract or Outsourcing of full / part of the above job will be entertained or allowed and the violation of the same and if proven, will / shall be penalized from the jurisdiction of Calcutta High Court and the entire remaining payments, if any, will be summarily forfeited.
- 17) The L1 Vendor should confirm the acceptance of all 'Terms & Conditions' relating to payment terms, warranty, delivery, validity etc. furnished in our Quotation Notice. Offer by the Quotationer not conforming to the terms and conditions as published in our Quotation Notice and hence explicitly will be rejected thereof.

  
(SUSANTA KR. MANDAL)  
(W. B. C. S. - (Exe))  
Executive Officer  
Khardah Municipality  
Executive Officer  
Khardah Municipality