



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

No: K2h(m)/265/22

Date: 17/06/2022

SHORT QUOTATION NOTICE

Sealed Quotations are hereby invited from reputed, reliable, resourceful and experienced manufacturers / dealers / vendors of I.T. Products for supplying and installation of Branded Desktop Computer Systems and Printers with Associated Peripherals & Accessories for maintaining the Computerized Billing System on our existing Municipal Accounting System for our Cash Department at Khardah Municipality as per the administrative approval on our Official Note Sheet from concern department as well as the C-I-C Meeting Approval vide Dated: 27-05-2022, strictly according to the specifications and terms & conditions furnished below –

Sl. No.	Item Description	Qty Req.	Warranty	Unit Price (In ₹)
1.	Supplying and installation of Branded Desktop Computer Systems (preferably, Lenovo / HP / DELL Core i3 – 10th Gen with minimum 3.6-GHz Intel Processor) with Bluetooth & Wi-Fi Compliant Intel Chipset Motherboard and minimum 6-MB Cache Memory, 2666-MHz 04GB DDR4 RAM, 7200-RPM 01-TB HDD, 20.5" HD-LED Monitor, DVD-R/W Optical Drive (In-built / External), Std. Dual Speaker, USB Keyboard & Mouse with 3-3-3 years onsite comprehensive commercial warranty.	01 Nos.	3 – 3 – 3 Years	Vendor To Specify
2.	600VA Branded UPS System (preferably, APC / Luminous Make)	02 Nos.	Specify (As Per OEM)	Vendor To Specify
3.	Quick Heal Total Security Antivirus with 03-Years License	02 Nos.	DO	DO
4.	64-GB Pen Drive (preferably, HP - Full Metal Body)	01 No.	DO	DO
5.	HP 126NW All-in-One A4-Size Mono LaserJet Printer	01 No.	DO	DO
6.	HP 126A / 88A Compatible Branded Laser Toner	02 Nos.	DO	DO
7.	09-Pin / 80-Column Branded Dot Matrix Printer (Preferably, Epson LX-350 / TVSE 240 STAR)	01 No.	DO	DO
8.	Branded Cartridges of Dot Matrix Printer (LX-350 / 240 STAR)	02 Nos.	DO	DO

The Bidder(s) should be dropped their Filled-up Quotation Documents at the Tender Box of Khardah Municipality, addressed to The Chairman, Khardah Municipality, B. T. Road, Khardah, Kolkata – 700117 and clearly marked as **“Quotation for Supply & Installation of Branded Desktop Computer and Printer along with Associated Peripherals and Accessories for Cash Department of Khardah Municipality”** along with our published Quotation No. and Corresponding Date as per the Quotation Schedule, furnished herewith. Furthermore, it is stated that the Municipality does not bind itself to accept the lowest Quotation and resume the exclusive right of accepting / rejecting any without showing any reasons.



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QUOTATION SCHEDULE

Last Date & Time to dropping the Sealed Quotations:	27-06-2022 (02:00 P.M.)
Date & Time for opening of the Sealed Quotations:	27-06-2022 (03:00 P.M.)
Place for opening of the Sealed Quotations:	Chamber of The Executive Officer
Contact Persons:	The Office Super / I. T. Coordinator
Contact Telephone Numbers:	033-25533060 / 033-25834943
Official Email:	khardahmunicipality@yahoo.co.in
Address of Communication / Further Assistance:	As Stated Above (within normal office hours)

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) Product Information (for each Relevant Devices / Accessories) :
- 4) Detailed Technical Specification (for each Devices / Accessories) :
- 5) Software & Hardware Support Covers .
- 6) Operation & Maintenance Covers :
- 7) Any Other Additional Offers From The OEM / Vendor :

TERMS & CONDITIONS

- 1) The intended vendors should furnish the Quotations on their company letter head, containing authorized signatures on all the pages along with an Ernest Money Deposit of ₹2,000/- (Rupees Two Thousands only) in form of Bank Draft, in the name of - The Chairman, Khardah Municipality, Payable at Kolkata thereof and will have to be dropped the same in sealed envelops, addressed to **The Chairman, Khardah Municipality, B. T. Road, Khardah, Kolkata - 700117** and clearly marked as "Quotation for Supply & Installation of Branded Desktop Computer and Printer along with Associated Peripherals and Accessories for Cash Department of Khardah Municipality" along with our published Quotation No. and Corresponding Date, strictly on and before **27/06/2022, 02:00 PM** at the Tender Box of our Municipal Office, within normal office hours. **All the EMDs from the Qualified Bidders will be refunded within 30 days from the date of selection of L1 Bidder as well as awarding Final Work Order to the L1 Vendor on official prayers for refunds.**
- 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 with preferably be an Authorised Dealer (AUD) / Dealers / Agencies / Service Providers of OEM in respect to the quoted items.



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- 4) The Quotations 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 sorts 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 of Tender as deemed necessary in the best interest of this Municipality itself as well as Government of West Bengal for good and sufficient reasons.
- 9) During the evaluation process, this Municipality reserves the right, to request additional information or clarification from the Quotations. 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 Bidder 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 in sealed pack **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 Bidder 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 warranty periods 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 Serial No., FRU No., Model Type and Warranty of the same **on their Official Letter Head**.
- 13) The L1 Bidder to be awarded for work order, should attend and provide necessary support and service delivery on each complaint received at our municipal office within 24-HRS (Verbal / Written / Mail), as and when required during the entire warranty period, offered from the OEM at free of cost.
- 14) The payment of the entire order value will be released in favour of the L1 Bidder, only after the delivery & successfully installation of the said items and submission of the Duly Signed Vendor's Installation Certificate, Care Packs / Support Packs / Warranty & Maintenance Proof as per OEM along with other essential Accessories, Media Kit, Any Other Offers from the OEM / L1 Vendor, etc.



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- 15) A Security Deposit, amounting 03% of the Net Bill Amount of the L1 Vendor will be retained by this municipal office for the entire OEM Warranty Period from the date of successful installation as per rule and release only the 97% of the Net Bill Amount of the L1 Vendor within 21 days from the date of submission of their Final Invoice. The retained 03% of the Bill Value will only be refunded after successful completion of the entire OEM Warranty Period with the prior submission of an official prayer for refund from the L1 Vendor.
- 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 Bidder should confirm the acceptance of all 'Terms & Conditions' relating to payment terms, warranty, delivery, validity etc. furnished in our Tender Notice. Offer by the Quotations not conforming to the terms and conditions as published in our Tender Notice and hence explicitly will be rejected. Failure of any one of the stated "Terms & Conditions" may causes to forfeit the entire Security Deposit or part of the same thereof.

(NILU SARKAR)

Chairman

Khardah Municipality

Chairman
Khardah Municipality