

No.7/4/2013-Admn.III
GOVERNMENT OF INDIA
MINISTRY OF STATISTICS AND PROGRAMME IMPLEMENTATION
CENTRAL STATISTICS OFFICE (INDUSTRIAL STATISTICS WING)
1, COUNCIL HOUSE STREET, KOLKATA - 700 001
Tel: 033-22484504/05, Fax: 033-22483501.

TENDER NOTICE

Dated: 9.4.2014

Section-I

Notice Inviting tenders for Procurement of Photocopier/Printers/Softwares.

Sealed tenders are invited in two bid systems (technical bid and financial bid separately) for supply of Photocopier/Printers/Softwares as per specification at Annexure-I. The filled-in quotations should be submitted to this office on or before 05.05.2014 by 1500 hrs. The quotations will be opened on 05.05.2014 at 1600 hrs., in presence of vendors or their representatives, if desires so. The technical bid and financial bid are to be given as per Annexure-II & III separately.

2. The sealed tenders must be superscribed as "TENDER FOR PHOTOCOPIER/PRINTERS/SOFTWARES" and addressed to the Under Secretary and must include the following:
 - i. A sealed envelope containing technical bid as per Annexure-II. The envelope must be supscribed as "Technical Bids for supply of Photocopier/Printers /Softwares".
 - ii. A separate sealed cover containing financial bid in the format is to be given in Annexure-III. The envelope must be superscribed as "Financial Bids for supply of Photocopier/Printers/Softwares". The financial bids must be submitted as per the format given in the Annexure-III. The rate quoted in the Financial Bid should be both in words and figures. Overwriting in figures will not be considered, unless corrections are countersigned. The financial bid should be properly sealed and signed. The Rate quoted should be valid for a period of 90 days.
 - iii. A bid security (EMD) of @ 2% of quoted value of each item separately in the form of a Demand Draft drawn in favour of Pay & Accounts Officer, MOS&PI, Kolkata is to be submitted along with the tender document. If the Firm is exempted from submitting bid security in Government tendering, document(s) in support thereof must be attached.
3. Last Date of Submission of tender is 05.05.2014 by 1500 hrs. Tender(s) received after the scheduled Date & time will not be considered.
4. Financial bids of only those firms whose technical bids are accepted will be considered and will be opened at 1600 hrs. on 05.05.2014 in presence of the representative of the firm, if desires so.

5. If rates are found to be identical for any item/product by more than a firm, preference will be given to the firm with highest turnover in last financial year. Decision of the competent authority will be final in case of any dispute.
6. Price Bid will be considered, separately for each individual item as given in Annex-III.
7. The bid security of the unsuccessful bidders will be refunded within 30 days of the award of work to the successful bidder.
8. Payment will be made only after free delivery, successful installation and commissioning of Photocopier/ Printers/ Softwares at CSO (I. S. Wing), Kolkata at the aforementioned items.
9. This office reserves all the rights to reject any or all the bids without assigning any reasons thereof.
10. For any clarification Section Officer (Tel. No.2248-4504/5, Extn.318) may be contacted between 1200 HRS to 1330 HRS on any working days from Monday to Friday.
11. The tender documents should be signed by the vendors on each and every page.

Yours faithfully,



(P. P. Saha)
Under Secretary
Tel. 033-2243-5775

Section-II

BID FORM

To
The Under Secretary & H.O.
Central Statistics Office
(Industrial Statistics Wing)
1, Council House Street,
Kolkata – 700 001.

Dear Sir,

Having examined the terms & conditions including all other related documents, the receipt of which is hereby duly acknowledged, we the undersigned, offer to execute the work for supply of Photocopier/ Printers /Softwares in conformity with condition of contract & specification.

We undertake, if our bid is accepted, to execute the work in accordance with specifications, time limits, terms & conditions stipulated in the tender document.

We agree to abide by this bid for a period of 90 days from the date fixed for Bid opening and it shall remain binding upon us and, may be accepted at any time before the expiry of the period.

Bid submitted by us is properly sealed & prepared so as to prevent any subsequent alteration & replacement.

Dated this..... day of2014

Signature of bidder/Authorised signatory in the Capacity of.....

Witness.....

Address.....

SPECIFICATIONS OF ITEMS

Sl. No.	Name of Items	Specification	Required Qty.
1.	Printers	MFD Printers (i.e. Print, Copy, Scanning and Fax facility) with 25-35 PPM speed.	02 nos.
		Line Matrix Printer 500 or higher LPM, 132/136 Column connected on 1 Parallel and 1 Serial port with ribbon cartridge, cables and accessories with inbuilt Devnagari.	01 no.
2.	Photocopy machine	One photo-copier (B/W) machines with latest specifications as Minimum copying speed 25 PPM, paper size (Original/Image):A3/A4, RAM(MB):64, Bye Pass:50 Sheet, Zoom:50 to 200%, Category: DUPLEX.	One
3.	EViews Software	EViews 8	One set
4.	Adobe Acrobat	Adobe Acrobat XI Pro	4 Sets

Technical bid

1. Name of the bidder/firm (In block letters):
2. Name of the person submitting the quotation:
3. Address of the bidder:
4. Tel. No. (with STD code) (Off) (Fax) Mobile
5. PAN No./TAN No. VAT No.
6. a. Trade License for 2014-15
b. Service Tax Registration No, if any.
7. Whether offered/offering service to the Govt. organisation(s) in the recent past, if so, copy of Supply order to be enclosed.
8. Turnover of the firm in the last 3 years (since 2011-12).
9. Copies of ITRs for last 2 years (since 2011-12).
10. Registered with:
11. EMD not forfeited Certificate (as per Annexure-IV):
12. Warranty period (in year):

I/We hereby declare that the information furnished above is true & correct.

Place:

Date:

Signature of bidder/Authorised signatory in the Capacity of:

Name of the bidder:

Note: Item No. 5, 6, & 10 Self attested Photo copy of original documents are to be enclosed.

Financial bid for Supply of Photocopier/Printers/Softwares.**1. Details of the bidder:**

- (a) Name and address of the bidder:
- (b) Name of contact person:
- (c) Telephone No./Fax No.
- (d) E-mail address:

2. Price Schedule:DETAILS OF RATE OF ARTICLES

Srl. No.	Name of articles with specification	Price (Rs.) per Unit	Tax (Rs.)	Amount including all Taxes (Rs.)
1.	Printers (As per annexure-I)			
2.	Photocopy machine (As per annexure-I)			
3.	EViews Software (As per annexure-I)			
4.	Adobe Acrobat (As per annexure-I)			

Place:

(Name & Signature of the Proprietor or Authorised Representative with seal)

Date:

EMD/Security deposit not forfeited certificate

.....on behalf of.....

(Name of the Institute) declare that the firm is not black listed in any Government of India Tendering process in any state and EMD/Security of the institute is not forfeited in any Government Department Tender.

Place:

(Name & Signature of the Proprietor or Authorised Representative)

Date: