



UTTARBANGA KSHETRIYA GRAMIN BANK

Tel No: 03582-229301 to 305

*Head Office: Sunity Road*

*COOCHBEHAR: 736101|WEST BENGAL|*

*Fax: 03582-229306*

Sponsored by Central Bank of India

*email:smgad@ubkgb.org*

## **Tender Notice Inviting Quotation for Purchase of Computer System, Printer & MS Office**

UBKGB, Coochbehar invites sealed quotations from reputed Companies / supply agencies for procurement of Computer System (Branded), Printer (Branded) and Microsoft Office. The interested Company/ Supplier/Agency may submit their technical and financial bid documents in prescribed format in separate sealed cover. Details of Specification of Computer System, Printer & Microsoft Office are as follows:-

<b>Sl. No</b>	<b>Name of Item</b>	<b>Specifications</b>	<b>Quantity</b>
01	Computer Desktop		05
02	LaserJet Printer		10
03	MS Office(Home & Business OEM)		08

Intending eligible bidders may obtain Bid document free of cost from our web-site <http://www.ubkgb.org> between 10.00 AM to 3.00 PM up to 13th July, 2016.

Technical & Financial documents sealed in separate covers and marked with Technical/Financial must be delivered to the General Manager GAD, up to 13-06-2016 till 3.00 PM. All sealed quotations received till then will be opened on the same day, in the office at 4.00 P.M.

General Manager

## **CHECK LIST FOR BIDDERS / APPLICANTS**

1. The Bidder should ensure that all documents and papers submitted in this BID are fully authenticated by the authorized signatory under his signature with official seal wherever applicable.
2. The following documents form part of the BID and should be submitted with BID:

Sl. No	Documents to be submitted	Documents Submitted	
1.	All pages of this BID document should be duly signed by the authorized signatory as a token of acceptance of all terms and conditions by the bidder. Any other document submitted by the bidder should also be signed by the authorized signatory.	Y / N	Page No. at which Document Attached
2.	Statement indicating experience of supplying such items & working with Govt. Ministries/ Departments/PSUs, etc.		
3.	General Power of attorney in favour of the signatory signing the BID documents. It is not required in case of proprietary firm if the proprietor himself signs the documents.		
4.	Attested copy of Article or Memorandum of Association or partnership deed or proprietorship registration as the case may be.		
5.	Attested copy of VAT/CST/Service TAX Registration number, if applicable.		
6.	Attested copy of PAN/Number.		
7.	Attested copy of return for last month/quarter as the case may be submitted towards Central and State Sales Tax/VAT if applicable.		
8.	Attested copies of IT returns for the last three years filed by the agency		
9.	Attested copy Audited Accounts for details of turn over for the year 2013-14, 2014-15 and 2015-16.		
10.	Bank Account No. of the Firm with IFS code & Bank Branch Name		
11.	Bid Form		
12.	Financial Bid (Separate envelope)		

*Signature of the Bidder*



UTTARBANGA KSHETRIYA GRAMIN BANK

Tel No: 03582-229301 to 303

**TENDER DOCUMENTS FOR PROCUREMENT OF COMPUTER SYSTEM,  
PRINTERS & MS OFFICE FOR THE OFFICE OF UBKGB, COOCHBEHAR**

01. Sealed tenders are invited from reputed Companies / supply agencies for procurement of Computer System (Branded), Printer (Branded) & MS Office. The interested Company/ Supplier/Agency may submit their technical and financial bid documents in prescribed format in separate sealed cover. Details of Specification of Computer System, Printer & Microsoft Office are as follows:-

Sl. No	Item	Specifications		Quantity
01	Computer Desktop	Intel core i3 based Desktop		05
		CPU	Intel Core i3 4 <sup>th</sup> generation, Clock Speed: 3 GHz and above	
		Chipset	Intel 8 series or better on OEM Mother Board	
		Memory	2 GB DDR3 RAM with 8GB Expandability.	
		Hard Disk Drive	500 GB HDD	
		Monitor	47 cm or larger (18.5 inch or larger) TFT/LED Digital Colour Monitor	
		Keyboard	104 Keys with Rupee symbol involve, same make & Colour as base PC	
		Mouse	Optical with USB interface	
		Ports	6USB Ports (with at least 2 in front), Audio Ports for Microphone and headphone in front	
		Cabinet	Micro Tower	
		Optical Drive	8X or better DVD Writer	
		Networking Facility	10/100/1000 on board integrated Network Port with remote booting facility remote system installation, remote wakeup, out of band management using any standard management software.	
		Operating System	Windows 8.1 Professional Preloaded maybe downgraded to windows 7 , with Media and Documentation and certificate of authenticity.	
		OS Certification	Windows 8.1 OS	
		Power Management	Screen Blanking, Hard Disk and System Idle Mode in Power On, Set up Password , Power Supply SMPS Surge Protected.	
		Warranty	Comprehensive onsite warranty 3 Years	
		Others	The operating system must be factory preloaded. Under no circumstances the vendor will be allowed to install it. A manufacturer certificate indicating Serial Number of Desktop and Serial Number of preloaded operating system should be submitted for each desktop.	

Sl. No	Item	Specifications		Quantity
02	<b>LaserJet Printer</b>	Laser Jet		10
		Printer	LaserJet	
		Speed	Up to 14 PPM or higher	
		Processor Speed	230 MHz or Higher	
		Standard Paper Tray	Monochrome Laser	
		Standard Connectivity	2	
		Connectivity	USB	
		Output Type	Black & White	
		Warranty	Onsite 1 year warranty or more	
03	<b>MS Office</b>	Home & Business OEM		08

## 02. Delivery Place:

Bidder will supply and deliver the materials in requisite number at the office of "**UBKGB**" **Regional Offices at Jalpaiguri, Coochbehar and Siliguri**

## 3. Qualification Conditions:

- Bidder should be authorized supplier/service provider of the quoted item/work and should submit the relevant documents/certificates.
- Bidder should have experience of supplying such items and will have to furnish details of previous supplies.
- Bidder shall provide all relevant records required i.e. Income Tax Return Certificate/PAN, Commercial Tax Clearance/V.A.T. Certificate and other taxes (whichever applied)

## 4. Bid Price:

- The contract shall be for a period of three months.
- The rates quoted by the bidder shall be fixed for the duration of the contract and shall not be subject to adjustment of any account.
- All duties, taxes and other levies including the transportation expenses are payable by the Supplier/Agencies/Company under the contract and shall be included in total price.
- Each bidder shall submit only one quotation in the format supplied. Bidder submitting more than one quotation for the same package will not be entertained. All the columns and requisite information's must be filled in the supplies Format.

## 5. Submission of Quotations/Bid:

- Each bidder should submit sealed quotations (in two separate part i.e. **Technical (Part – I)** and **Financial (Part – II)** in separate sealed envelopes.
- The following documents will form the Technical part (Part –I) of the bid (Photo copy duly self-attested to be compulsorily enclosed)
  - Valid copy of Trade License
  - PAN Card
  - Registration certificate of VAT
  - CST
  - P-TAX
  - Dealership/Manufacturing/SSI Certificate.
  - Credentiality Certificate
  - Specification of Item(as applicable)

c) The Financial part (Part – II) of the bid shall consists of only Rate/Price on the company's /Firm's letter pad. All the column and requisite information must be filled in the prescribed format. Bidder must quote the item wise.

d) Award of contract on the basis of lowest evaluated price for which the bidder must quote the rate per item. Bidder must quote the rate of all items.

**06. Validity Quotation:**

Quotation shall remain valid for a period not less than 90 days after the deadline date specified for submission.

**09. Evaluation of Quotations:**

The purchaser will evaluate and compare quotations determined to be substantially responsive i.e.

- a) Are properly signed;&
- b) Confirm to terms, conditions, specifications and qualifications and qualifications conditions.

**10. Award of Contract:**

The purchaser will award the contract to the bidder whose quotations has been determined to be substantially responsive, and who has offered the lowest evaluated quoted price.

10.1 Notwithstanding the above, the purchaser reserves the right to accept or reject any quotations and to cancel the bidding process and reject all quotations at any time prior to the award of the contract.

10.2 The bidder whose bid is accepted will be notified of the award of contract by the purchaser. The terms of the accepted offer shall be incorporated in the supply order. The validity period may be extended by the purchaser by another 15 day in exceptional cases.

**11. Other Terms & Conditions :**

(a) UBKGB, Coochbehar reserves the right to proponed/postponed/cancelled the bid, the bidder will have to abide with the decision.

(b) Payment shall be made after the supply and submission of bills which will be subject to satisfactory supply (certified by the committee constituted for the purpose). Personnel In Charge will certify the quality and quantity of the items supplied/ work done as per specifications and recommend accordingly the extent of payment.

(c) No preference will be given to any bidder of class of bidders, either for the price or for other terms and conditions.

(d) Quotation may be submitted on the printed letter head of the bidder in the prescribed format supplied.

(e) No payment will be made for any damage of goods supplied.

(f) Liquidated damages provisions for damages shall be included in conditions of the contract when delays in delivery of goods, completion of work or failure of the goods or works to meet performance requirements would result in extra cost, or loss of revenue or loss of other benefits to the implementing agency.

You are requested to send your offer during working hours on or before **3.00 PM** of **the 13.06.2016** in the prescribed format (enclosed herewith) in sealed envelopes in form of Technical – (Part – I) and Financial (part – II) bids /quotations to the General Manager, UBKGB, Head Office, Sunity Road,Coochbehar,736101. Sealed quotations received till then will be opened in the office on the same day i.e. 13.06.2016 at **4:00 PM**.

We look forward to receiving your quotations and thank you for your interest in this project.

Purchaser: General Manager  
Uttar Banga Kshetriya Gramin Bank  
Sunity Road, Coochbehar,  
Dist-Coochbehar,736101.

**UBKGB, Coochbehar**

**PROFORMA FOR TECHNICAL BID (PART - I)**

<b>S.N.</b>	<b>Particulars</b>	<b>To be filled in by the tenderer</b>
1	Name of the Agency	
2	Date of establishment of the agency	
3	Detailed office address of the Agency with Office Telephone Number, Fax Number and Mobile Number and name of the contact person	
4	Whether the firm is registered under Company Act, partnership or proprietorship. (Copies of all certificates of registration to be enclosed.)	
5	PAN/TAN Number( copy to be enclosed)	
8	Sales Tax/VAT Registration Number (copy to be enclosed)	
9	Attested copy of return for last month/quarter as the case may be submitted towards Central and State Sales Tax/VAT/Service Tax if applicable. (copy to be enclosed)	
10	Attested copies of IT returns for the last three years filed by the agency	
11	Whether the firm is blacklisted by any Government Department or any criminal case is registered against the firm or its owner/partners anywhere in India. (If no, a certificate is to attached in this regard.)	
12	Attested copy Audited Accounts turn over details for the year 2013-14, 2014-15 and 2015-16.	
13	Experience in dealing with Govt. Departments attach copies of supply orders placed on the agency)	
14	Whether bid document of all pages of the terms and conditions duly signed, in token of acceptance of the same, is attached.	
15	Whether agency profile is attached?	
	Place : Date :	Signature of the Bidder Office Seal

**FORMAT OF FINANCIAL BID  
(Part - II)**

Name of the Firm: .....

**Quotation for purchase of Computer System , Printer & Projector**

Sl. No.	Name of Item	Features & Specifications	Brand	Qty.	Rate Per Unit (including VAT)	Amount (in Rs. )
01.	Computer Desktop			05		
02	LaserJet Printer			10		
03	MS Office(Home & Business OEM)			08		
	<b>Total</b>					

(Total Amount in Rupees ..... only)

1. We agree to supply the above mentioned items in accordance with technical specification for a total contract price of ` ..... (in words Rupees .....)  
including taxes, Transportation etc. within five days of the issue of supply order.
2. We also confirm that the normal commercial warrantee/guarantee shall apply to the supplied items.
3. We also agree and abide with the terms and conditions stipulated in the bid document.

(Signature of Bidder with Seal)  
Name:  
Designation:  
Address:  
Contact No.:  
Date: