

**OFFICE OF THE HOOGHLY ZILLA PARISHAD
CHINSURAH : HOOGHLY**

NOTICE INVITING QUOTATION (NIQ)

Memo No. 2115/488.

Date: 18.02.19

Sealed Quotations are invited from the reputed Computer firms/ Dealers for Supply of Computer items at the office of Hooghly Zilla Parishad in accordance with the following terms & conditions.

Terms & Conditions:-

1. The tentative technical specifications, quantity and price Quotation proforma are given in the Annexure-A & B respectively. Vendors should follow the formats.
2. The Quotationers may submit their Quotation against this NIQ only if they have a record of supplying of Computer Items of Rs.1,00,000/- (Rupees One lakh only) or more during last 3 (three) financial year in a single Work-Order to the Public Sector or reputed registered Private Sector Offices. Therefore they shall furnish the necessary proof (copy of payment certificate or work-order) alongwith the Quotation.
3. The Quotationer must have to submit the attested photocopy of i) PAN Card or latest Income Tax Return, ii) latest Registration Number/ Certificate in respect of GST alongwith the Quotation.
4. The non-refundable Quotation Fee of **Rs.255/-** (Rupees Five hundred five only) must be submitted alongwith the Bid by the Quotationer in the form of Demand Draft drawn in favour of FC&CAO, Hooghly Zilla Parishad and payable at State Bank of India at Chinsurah.
5. **Earnest Money Deposit (EMD):** The earnest money of Rs. **2,000/-** (Rupees Two thousand only) should be enclosed alongwith the Bid in the form of Demand Draft payable on State Bank of India at Chinsurah branch in favour of FC&CAO, Hooghly Zilla Parishad. The earnest money of unsuccessful Quotationer shall be refunded soon after final acceptance of Quotation and of the successful Quotationer will be refunded after instllation of the machine. No interest will be paid by the Hooghly Zilla Parishad on the Earnest Money.
6. On-site comprehensive warranty at the Office of Hooghly Zilla Parishad for all items supplied by the vendor should be at least 3 (three) years from the date of installation of the items at free of cost. During warranty the Supplier should be attended to the calls of complaint from the purchase within 24 hours. The downtime for every service would be 72 hours. In that case supplier will ensure a standby is provided.
7. To ensure timely and satisfactory comprehensive maintenance of the items, successful Quotationer will have to execute an Agreement with this Office in the N.J. Stamp paper of Rs.10 or above conforming to the terms & conditions of the Quotation Notice.
8. All items supplied will be subject to an inspection by the Office of Hooghly Zilla Parishad. Materials, which are not as per specification, are liable to be rejected and such rejected materials will have to be replaced by the vendor with proper quality and specification within 10 (ten) days of receipt of rejection report.
9. Quotationes should submit Item-wise & Total Rates. Rates must be quoted both in figures and in words. The Rate should be quoted inclusive of all taxes and charges including delivery & installation with guarantee/warranty.
10. No advance payment will be made. Payment will be released after proper supply & successful installation of the items.
11. Quotations are to be addressed to the Secretary, Hooghly Zilla Parishad. Quotationer must sign each page of the Quotation. The Quotationer must submit their Quotation as per Proforma mentioned in Annexure-A & B alongwith all relevant documents/ credentials, Quotation Fee and EMD in a sealed envelope and this must be superscribed in capital letters as "Quotation for Supply of Computer Items". The name & address of the Quotationers must be indicated on the cover containing Quotation.
12. The sealed Quotations must be dropped in the Quotation Box to be kept for this purpose at the Office Chamber of the undersigned during the working days on or before **3 PM on 27.02.2019** and the same will be opened on that day at 3.30 PM at the same venue. One representative of each vendorr may present at the time of opening of Quotation.
13. Supply & Installation works of the item should be completed within 15 (fifteen) days from the date of issuance of the work-order.
14. The undersigned reserves the right to accept or reject any or all of the Quotations without assigning any reason thereof.
15. In the event of any event of any dispute, the Artha, Sanstha, Unnayan -O- Parikalpana Sthayee Samity of Hooghly Zilla Parishad shall decide on appropriate measures in the interest of public service.

No. 2115 / 1(37)/ HZP

Date: 12.02.19

Copy forwarded for information & publicity of the above notice through their Office Notice-board:-

- 1/ C.M.O.H., Hooghly, DRDC Building, Chinsurah, Hooghly.
- 2/ G.M., District Industries Centre, Chinsurah, Hooghly.
- 3/ D.I.C.O., Hooghly.
- 4/ NDC, Hooghly Collectorate, Chinsurah, Hooghly.
- 5-8/ Sub-Divisional Officer, Sadar/ Chandannagar/ Srampore/ Arambagh Sub-Division..
- 9/ D.P.R.D.O., Hooghly.
- 10/ Executive Officer, Hooghly-Chinsurah Municipality, Pipulpati, Hooghly.
- 11-28/ Block Development Officer, _____ Development Block (All).
- 29/ D.I.O., N.I.C., Hooghly is requested to please publish the detailed Quotation Notice to the district web-site.
- 30-31/ OS/ HA, Hooghly ZP is requested to display the Quotation Notice in the Zilla Parishad Notice Board.
- 32/ Sri Ramen Dey, SAE, Hooghly Zilla Parishad is requested to publish the NIQ in the e-procurement section of the P&RD Deptt. website for offline mode.
- 33-34/ Computer Section, Hooghly Zilla Parishad is requested to publish the detailed Quotation Notice in the Hooghly Zilla Parishad website.
- 35/ CA to the Sabhadhipati, Hooghly Zilla Parishad with a request to place it before the Sabhadhipati, Hooghly Zilla Parishad.
- 36/ CA to the District Magistrate, Hooghly with a request to place it before the District Magistrate, Hooghly.
- 37/ CA to the Additional Executive Officer, Hooghly Zilla Parishad with a request to place it before the Additional Executive Officer, Hooghly Zilla Parishad.

12.02.19
Secretary,
Hooghly Zilla Parishad.

Specification of the Computer items of Hooghly Zilla Parishad

[Ref. Memo No. 2115/HZP Date: 18.02.19]

Name of the Bidder :

Name of the Item with specification	Offering Same (Y/N)?	Deviation, if any (Slight deviation in respect of higher only may be allowed)	Maker/ Brand Name
<p>(1) (i) Desktop (PC) :</p> <p>Specification: Intel Core i5 8th Gen Processor, 1.7Ghz, 9MB Cache, 6 cores, 8GB (1x8) DDR4-2400 SDRAM, 2DIMM Memory slots (transfer rates upto 2400 MT/s), 1TB 7200 rpm Sata HDD, Optical drive (DVD-Writer), Cloud service (dropbox), AMD Radeon 530 Graphics (2GB GDDRS dedicated), Ports: 1 audio-in, 1 audio-out, 1 USB 3.1, 1 USB 3.1 (Battery charging 1.2), 2 USB 2.0, 1 headphone/ microphone combo; Expansion slots: 2 M.2, 3-in-1 memory card reader; Audio features: B&O Play, Network Interface: Integrated 10/100/1000 GbE LAN, Wireless (Wi-Fi & Bluetooth); 23.8" diagonal FHD Touch Screen (1920x1080); Power supply: 150W external AC power adapter & compliance to energy efficiency.</p> <p>OS: Windows 10 standard specification.</p> <p>Anti Virus: Reputed anti-virus software with three-years license (single user).</p> <p>Warranty: 3 (three) years on-site comprehensive warranty.</p> <p>Make/Brand: HP/ Dell/ Lenovo or any other reputed branded.</p>			
<p>(ii) UPS: 600 or 650 VA, 390 Watts, Input 230V / Output 230V, Minimum 15 minutes battery backup on full load, Minimum 3 nos. of outlet.</p> <p>Warranty: 2 (two) years on-site comprehensive warranty except Battery (one year).</p> <p>Make/Brand: APC/ Microtek/ Numeric or any other reputed branded.</p>			

Date:

(Seal)

(Name, Designation & Signature of authorised person)

Handwritten Signature

Secretary,
Hooghly Zilla Parishad.

Supply of Computer Items in the office of Hooghly Zilla Parishad[Ref. Memo No. 2115/HZP Date: 18.02.19]**Financial Bid**

Name of the Bidder : _____

Address: _____

GST No.:

PAN No.:

Computer items to be procured:

Sl. No.	Name of the Item	Make/ Brand Name	Series/ Model/ Version	Unit Price (Rs.) (inclusive of all charges except GST)	GST (Mention % and Value in Rs.)	Total (5)+(6)	Quantity (nos.)	Grand Total (Rs.) (7)x(8)
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)
1.(i)	All-in-One PC						1 (one)	
(ii)	UPS						1 (one)	

A. Grand Total in figures (Rs.):

Total in words (Rupees):	
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N.B. (i) No other cost in addition to the rates quoted above will be allowed whatsoever.

(ii) Make/ Brand/ Specification must be identical as given in the Annexure-A.

(iii) In case of any discrepancies between unit rates multiplies with quantity & total amount, then the amount calculated from unit rates multiplied with quantity would prevail.

(iv) Total shall be written in words & figures. There should not be errors and/ or overwriting. Correction if any, should be made clearly and initiated with dates.

Date: _____ (Name & Designation of the authorised Person of the Bidder)

Place: _____ Signature: _____

Seal: _____

Secretary,
Hooghly Zilla Parishad