

FINANCE DEPARTMENT  
Data Processing Centre  
NABANNA  
325, S.C. Chatterjee Road  
Howrah 711102

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Minutes of the Pre-bid Meeting held on 20/10/2014 in connection with  
"Tender for Computer Consumables and Online UPS storage batteries" - Tender  
ID No: 2014\_WBFD\_25784\_1.

1. Bidders with Digital Signature Certificate (DSC) must register with e-tender portal [www.wbtenders.gov.in](http://www.wbtenders.gov.in) for enrolment.
2. Bidders are requested to pay EMD through Treasury Challan (T.R. Form -7) at R.B.I., Kolkata as directed in tender document (3. a) and ignore EMD payment through Bank Demand Draft as given in the portal. After payment of EMD original TR Form-7 is to be furnished physically in Room No-1105 of this office and a scanned copy of this is to be uploaded.
3. For quoting of rates in Bill of Quantities (BOQ), bidders should give basic price of the item and the amount of Tax in respective columns. Rate inclusive of all taxes will automatically be generated.
4. In BOQ Item name, specification, printer make with model and required brand of the item are given respectively in one column as per template.
5. For UPS batteries only 3 brands namely Rocket, Base, Amaraja are mentioned in the tender document. Bidders may quote rates for Exide brand also in that column.
6. For technical help Bidders are requested to contact WB e-tender Help Desk at Phone No (033) 2223-6236.



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Chairman of the "Tender Selection Committee"