

**GOVERNMENT OF WEST BENGAL  
FINANCE DEPARTMENT  
DATA PROCESSING CENTRE  
Writers' Buildings; Block – IV, Ground Floor  
Kolkata 700 001.**

No.405/ FY/N/1E – 196/2012

Dated, Kolkata, 19.07.2012.

**TENDER NOTICE**

Sealed tenders are hereby invited from bona fide suppliers for supply of computer consumables for use in different wings/cells of Finance Department as well as in the Treasuries of West Bengal throughout the year. The tender form with detailed specification is available in this Website. The last date of submission of sealed tenders in the drop box kept at Data Processing Centre, Finance Department, Block – IV, Ground Floor is 21.08.2012 up to 3.30 p.m. The tenders will be opened at 4.00 p.m. on the same date.

SSA & Ex Officio Deputy Secretary.

**TENDER FOR COMPUTER CONSUMABLES & STATIONERIES**

IN REFERENCE TO TENDER NOTICE No.404/FY/N/1E-196/2012 Dated 19.07.2012 WE HEREBY TENDER FOR SUPPLY OF THE COMPUTER CONSUMABLES SPECIFIED IN THE UNDERWRITTEN MEMORANDUM WITHIN THE LIMIT SPECIFIED IN SUCH MEMORANDUM AT THE RATES SPECIFIED THEREIN AND IN ACCORDANCE WITH THE SPECIFICATIONS AND INSTRUCTIONS MENTIONED IN THE CLAUSES OF THE ANNEXED TERMS AND CONDITIONS.

**MEMORANDUM**

- A. General Description: -
- B. The Original Challan of Earnest Money Deposit: -
  - a. Amount: -
  - b. Number: -
  - c. Date: -
- C. I.T. Reference (if any)/PAN No (with copy): -
- D. S.T. / VAT Registration No.: -
- E. P.T. Regn. No.: -
- F. Trade License No. (with copy): -
- G. Co-operative Regn. No. (for Co-operative Scty.): -
- H. Cottage & Small Scale Industries regn. No. (for C& SSI): -
- I. Time required for supply: -
- J. Rates for the items per unit: -

Sl.No.	I T E M	UNIT	RATE TENDERED
1.			
2.			
3.			
4.			
5.			
6.			
7.			
8.			
9.			
10.			
11.			
12.			
13.			
14.			
15.			

Should this tender be accepted I / We hereby agree to abide by and fulfill all the terms and provisions of the said conditions of contract annexed hereto.

A sum of Rs. \_\_\_\_\_ (Rs. \_\_\_\_\_) only is hereby forwarded through **T.R.Form No.7** pledged to the Finance Department made in favour of SSA & Ex Officio Deputy Secretary, Finance Department as Earnest Money the full value of which is to be absolutely forfeited to the Government should I / We fail to supply computer consumables as per terms & conditions laid down in the Annexure.

Dated, the \_\_\_\_\_ day of \_\_\_\_\_ 2012.

(Signature of vendor)

Signature of Witness

- 1. Name: -  
Address: -  
Occupation: -
- 2. Name: -  
Address: -  
Occupation: -

**ANNEXURE – I**

**Last Date & Time of Submission of Tenders:-21.08.2012 up to 3.30 p.m.**

**Date & Time of Opening of Tenders:-21.08.2012 at 4.00 p.m.**

Ref:-Terms & conditions for contract relating to the supply of computer consumables to the treasuries as & when required during the period of contract.

Sl. No.	Particulars	Details	Brand	Earnest Money to be submitted
1.	DM Printer head	<b>LQ – 1050, LQ – 1070, LQ – 1150, LQ – 1150 (II), HQ – 1600, LQ – 2070, QX – 25/255, HQ 1070, MSP 345, MSP 355, LX 300, HD 745, HQ – 1600</b>	Original equipment manufacturer	Rs.5, 000/-
2.	DM Printer Ribbon	LQ 1050, LQ 1150, LQ 1150 (II), LQ 2070, MSP 345, MSP 355, QX – 25, HQ 1600, HD 745, P 500, Lipi 6306,	OEM/Lipi	
3.	Toner Cartridge	1010 A, 1100 A, 1200 A, 1415 MF, 1505A, 1525N, 1536,1566 A, 2015A ,2035A, 2100 A, 2400A 3015dn, 3390, 4000, 4250, 5100, 5200, 9040A, P – 1007,	HP/Lipi	
4.	Inkjet Cartridge	810C, 930C, C5288, ProK5400, D 5568, J4580	OEM	
5.	DAT Cartridge	24GB, 40GB, 72GB	Imation, HP, Samsung	
6.	DAT Cleaner			
7.	Key Board		Logitech, Microsoft	
8.	Mouse	PS2 / USB Port	Logitech, Microsoft	
9.	Patch Cord (Per 2.5 metre)			
10.	Blank CD-R sealed in jewel case		Samsung, Imation, Moserbaer	
11.	Blank CD RW sealed in jewel case		-do-	
12.	Blank DVD sealed in jewel case		-do-	
13.	USB Pen Drive	4GB, 8GB,	Trancsend, Kingston	
14.	Continuous Stationery	10/12/1 part,10/12/2 part,15/12/1part,15/12/2 part (all 60 gsm), 15x12x1 (parforated horizontally exactly at the middle, 80 gsm)	TNPL	
15.	Computer paper	A4, FS	BILT/ Andhra Millennium Copiers	

- i. Rates, inclusive of VAT, should be given as per the format enclosed.
- ii. There should be clear mention of the brand against each of the tendered items.
- iii. Rates without any brand and rates of such brands as not specified above will summarily be cancelled.
- iv. The rates tendered shall remain valid for a period of one year and may be extendable up to six months on mutually agreed terms. This will take effect from the date to be specified in the Contract Order.
- v. Earnest Money as mentioned in the table should be submitted along with the tender through T.R.Form No.7 at RBI in favour of “SSA & Ex Officio Deputy Secretary , Finance Department, Writers’ Buildings, Kolkata,700 001” under the head **“ 8443 – 00 – 103 – Security Deposit – 001 – Earnest / Security Money – 07 – Deposit”**.
- vi. Those who submit tenders should enclose photocopies of credentials with the tender. The original documents should be produced as & when required. The tender must be dropped in the Tender Box, placed at Data Processing Centre, Finance Department, Ground Floor, Block – IV, Writers’ Buildings, Kolkata,700 001.
- vii. Items supplied should strictly conform to the items specified in the Annexure – I. Finance Department reserves the right to evaluate and satisfy itself with the quality of the items supplied.
- viii. Finance Department reserves the right to terminate the tender in case of violation of any part of the contract.
- ix. During opening of the tenders the authorized representatives of the participants may remain present. The decision of the “Tender Selection Committee” will be final & binding in the matter of selection of tenders. Finance Department also reserves the right to accept or cancel/reject any or all tenders wholly or in part without assigning any cause whatsoever.

## ANNEXURE - II

Last Date & Time of Submission of Tenders:-21.08.2012 up to 3.30 p.m.

Date & Time of Opening of Tenders:-21.08.2012 at 4.00 p.m.

Ref :- Terms & conditions for contract relating to the supply of computer consumables to the treasuries as & when required during the period of contract

Sl.No.	Particulars	Details	Brands preferable	Earnest Money to be submitted
16.	Online Storage UPS Battery	12V/ 7 AH, 12V/ 26 AH, 12V/ 40 AH, 12V/ 65AH,	Rocket, Exide, Base, Amaraja	Rs. 5, 000/-

- 1) Rates, inclusive of VAT, should be given as per the format enclosed.
- 2) Those who tender their rates for UPS Batteries must have adequate infrastructure for prompt supply of the batteries at different locations all over West Bengal. The bidder must have adequate trained technical personnel who have expertise to install batteries at different locations, if necessary. The bidder for UPS batteries must produce documents in support of a minimum annual turn over not less than Rs.3 Crore for last three consecutive years.
- 3) Batteries will be purchased on “buy back scheme”.
- 4) There should be clear mention of the brands against each of the tendered items. Rates without any brand and rates of such brands as not specified above will summarily be cancelled
- 5) The rates tendered shall remain valid for a period of one year and may be extendable up to six months on mutually agreed terms. This will take effect from the date to be specified in the Contract Order.
- 6) Earnest Money as mentioned in the table should be submitted along with the tender through T.R.Form No.7 at RBI in favour of “SSA & Ex Officio Deputy Secretary, Finance Department, Writers’ Buildings, Kolkata,700 001” under the head “ **8443 – 00 – 103 – Security Deposit – 001 – Earnest / Security Money – 07 – Deposit**”.
- 7) Those who submit tenders should enclose photocopies of credentials with the tender. The original documents should be produced as & when required. The tender must be dropped in the Tender Box, placed at Data Processing Centre, Finance Department, Ground Floor, Block – IV, Writers’ Buildings, Kolkata,700 001.
- 8) Items supplied should strictly conform to the items specified in the Annexure II. Finance Department reserves the right to evaluate and satisfy itself with the quality of the items supplied.
- 9) Finance Department reserves the right to terminate the tender in case of violation of any part of the contract.
- 10) During opening of the tenders the authorized representatives of the participants may remain present. The decision of the “Tender Selection Committee” will be final & binding in the matter of selection of tenders. Finance Department also reserves the right to accept or cancel / reject any or all tenders wholly or in part without assigning any cause whatsoever.

### Format for submission of Rates

Serial No.	Name of Item	Brand	Rate per Unit	VAT if any	Total
1.	E.g. X	E.g. Y	E.g. Rs.100/- per pc.	E.g. 4%	Rs.104/-
2.					
3.					