

TENDER DOCUMENT

Work Name:

Supply and installation of
Desktop Computer, Laptop,
Printer with Scanner, Twin
Speaker & Microphone at Cooch
Behar Government Medical
College & Hospital, Cooch Behar.

Memo No. - 1509

Date - 11/08/2020



Government of West Bengal
Office of the Medical Superintendent cum Vice Principal
Cooch Behar Government Medical College & Hospital
Silver Jubilee Road, Cooch Behar

No. -

Dated, Cooch Behar, the ___/___/2020

NOTICE INVITING TENDER

On behalf of Rogi Kalyan Samiti, Cooch Behar Government medical College & Hospital, Cooch Behar, the undersigned invites Tender for following equipment from interested supplier.

Name of Work	Supply and installation of <ul style="list-style-type: none">• Desktop Computer with UPS• Laptop Computer• Printer with Scanner• Twin Speaker• Microphone
Tender Submission	11.08.2020 to 22.08.2020 up to 2:00 PM
Closing date/Time for submission of Tender	22.08.2020 up to 2:00 PM
Opening Date/Time of Tenders	24.08.2020 on 2 PM
Tender submission process	By courier/speed post/By Hand (in sealed envelope) to the Office of the Medical Superintendent cum Vice Principal, Cooch Behar Government Medical College & Hospital, Cooch Behar. PO & Dist-Cooch Behar Pin-736101.
Earnest Money Deposit	Rs. 2,500/- (Rs. Two Thousand Five Hundred) in form of Demand Draft of any nationalized bank in favour of Rogi Kalyan Samiti, Cooch Behar Government Medical College & Hospital, Cooch Behar.

Sl. No.	Name of Work	Quantity	Place of Delivery	Installation Requirement
1	Supply and installation of 1. Desktop Computer with UPS 2. Laptop Computer 3. Printer with Scanner 4. Twin Speaker 5. Microphone	1. 1 No. 2. 1 No. 3. 1 No. 4. 1 No. 5. 1 No.	Cooch Behar Government Medical College & Hospital, Cooch Behar.	YES

The sealed Tender must be received within 22.08.2020 within 2 PM beyond that no tender will entertain. The received tender will be open on 25.08.2020 within 2:00 PM in the office of the undersigned in presence of bidder's authorized representatives, who choose to attend and shall sign a register evidencing their attendance. The tender NOT submitted in the prescribed format or incomplete in any respect will be rejected.

General terms and condition

1. Bid price

- a) The contact shall be for the full quantity as described above. Corrections, if any shall be made by crossing out, initialling, dating and rewriting.
- b) All duties, taxes and other levies payable by the contractor under the contract shall be included in the total price.
- c) The rates quoted by the bidder shall be fixed for the duration of the contract and shall not be subject to adjustment on any account.
- d) Each bidder shall submit only one Tender.

2. Validity of Tender

Tender shall remain valid for a period of not less than 120 days after the deadline specified for submission.

3. Evaluation of Tender

- a) The tender selection committee will evaluate and compare the tenders determined to be substantially responsive, i.e. which
 - i) Are properly signed; and
 - ii) Conform to the terms and conditions, and specifications.
 - iii) Will be with EMD required for the tender.

4. Award of Contract

The tender selection committee will award the contact to the bidder whose tender has been determined to be substantially responsive and who has offered the lowest evaluated tender price.

- Notwithstanding the above, the tender selection committee reserves the right to accept or reject any tender and to cancel the bidding process and reject all tenders at any time prior to the award of contract.
- The bidder whose bid is accepted will be notified for the award of contract by the tender selection committee prior to expiration of the tender validity period.

5. Formats and Signing of Bid

- Each & every pages of the submitted bid must carry the page numbers.
 - The bidders are not allowed to make additional and alteration in the tender document, any additions and alteration in the tender document, any additions and alterations shall be at bidder's risk. Conditional/modified tender are liable to be rejected.
 - The tender NOT submitted in the prescribed format or incomplete in any respect will be out rightly rejected.
 - In the bid submitted without compliance sheet details of equipments the bid will be out rightly rejected.
6. Payment Condition: Payment shall be made only after satisfactory delivery and installation of the goods.
7. Warranty: One year on site comprehensive warranty (Labour and spare covering all parts of the item supplied) from the date of issue of installation certificate.
8. Payment will be cleared through e-payment mode.

Instructions / Guidelines to Bidders (ITB)

1. Security Deposit: For successful bidders EMD money will be automatically release after warranty period.
2. The bidder should enclose relevant documents wherever necessary to substantiate his eligibility.
3. Tender Selection Committee, reserves the right to reject, accept any or whole or part of any of the tender without assigning any reason thereof and no claim will be heard. In case of dispute, the decision of the Tender Selection Committee will be final.
4. If the successful bidder is not able to supply the goods items within the delivery date specified in the purchase order, the purchase order will be automatically treated as cancelled after expiry of delivery date period. The vendor will have to submit an undertaking in this regard that this condition is acceptable to his. In case of extra ordinary circumstances, the vendors must send a request for extension of validity of purchase orders, with proper justification prior to the expiry of validity date of consideration.

The Bid will be the compilation of following documents, along with required supporting documents. No document in support of minimum eligibility criteria will be accepted / entertained after opening of tender.

Sl. No.	Document
1.	Cover letter by bidder(on the letter Head of the Bidder)
2.	Earnest Money Deposit amounting Rs. 2,500/-
3.	Photocopy of Trade License
4.	Photocopy of PAN Card.
5.	Photocopy of IT Return(2019-2020)
6.	Photocopy of GST Registration Certificate along with last return copy
7.	Photocopy of professional Tax

Minimum Technical Specifications of Desktop Computer, Laptop, Printer with Scanner, Twin Speaker & Microphone

Item Description	
Laptop Computer	<ul style="list-style-type: none"> • Intel Core i5 10th Generation • 8 GB DDR-4 RAM • 256 SSD • 1 TB HDD • Wi-Fi • 2 GB Graphics • Webcam • Card Reader • 15.6" Screen, Ethernet Port (RJ45) • Windows 10 operating system Microsoft Office 2019 (Word/Excel/PowerPoint) • 1 Year Warranty • Bag Pack
Desktop Computer with UPS	<ul style="list-style-type: none"> • Intel Core i3 10th Generation • UPS with minimum 30 minute backup • 8GB DDR-4 RAM • 18.5" Screen • external drive for backups, Webcam • 1 TB HDD • 802.11ac 2.4/5 GHz wireless adapter • Windows 10 operating system Microsoft Office 2019 (Word/Excel/PowerPoint) • 3 Year Warranty
Printer with Scanner	<ul style="list-style-type: none"> • Printer Type: Laser Non Wi-Fi Print, Scan and Copy • Compatible Cartridge: HP 88A Black Original LaserJet Toner Cartridge
Twin Speakers	<ul style="list-style-type: none"> • Good Quality
Microphone	<ul style="list-style-type: none"> • Good Quality

**Medical Superintendent cum Vice Principal
Cooch Behar Government Medical College & Hospital**

Memo No. - 1509/1(7)

Dated, Cooch Behar, the 11/08/2020

Copy forwarded for information & with the request to hanging the notice in the Notice Board:-

1. The Sabhadhipati, Cooch behar Zilla Parishad, Cooch Behar.
2. The District Magistrate, Cooch Behar.
3. The Principal, CGMCH, Cooch Behar with request to publish the notice in www.coochbehargmch.org
4. The Chairman, Cooch Behar Municipality.
5. The DIO, NIC, with request to publish the notice in www.coochbehar.nic.in.
6. Notice Board of this office.
7. Office copy.

**Medical Superintendent cum Vice Principal
Cooch Behar Government Medical College & Hospital**

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