

Webel Mediatronics Limited
(A Govt. of West Bengal Undertaking)
P- 1 Taratala Road, Kolkata 700 088
Phone: 033 2401 5602, Fax: 033 2401 4081

Notice Inviting Tender

Tender no: WML / NIT / 21 / 15-16

Dated: 03/10/2015

“Procurement of Desktop PCs, LAPTOP, UPS, Printer and other accessories”

The Deputy General Manager (Dev) on behalf of Webel Mediatronics Limited invites tender towards Supply of Computers and accessories specification mentioned at Annexure 1

Brief Description	Tender Document fee (Rs.) [Non-returnable]	Earnest Money Deposit (EMD) Rs. [Returnable]	Last date and time of tender submission	Date of opening of Technical Bid
Refer Annexure 1	Rs. 500/- (in the form of DD duly pledged in favour of Webel Mediatronics Limited, Kolkata)	Rs. 3000/- (in the form of DD / BG from a scheduled Bank duly pledged in favour of Webel Mediatronics Limited payable at Kolkata)	12/10/2015 at 4.00 PM	13/10/2015 at 11.00 AM
Bid Opening Venue	Webel Mediatronics Limited, P- 1 Taratala Road, Kolkata 700 088			

Note: Quotation is to be submitted in two bid system. Price bid is to be submitted strictly as per given format. Make and model no. of your quoted items should be clearly mentioned in your offer. Price quoted must include freight and insurance charges.

Annexure I - Bill of Material

Sr. No.	Description	Qty	Unit Rate (Rs.)	Tax (%)	Total price (Rs,)
1	Intel Core i3, 3 rd generation processor, 2GB RAM, 500 GB SATA HDD, 18.5 inch LED Monitor, DVD RW, Integrated Gigabit Ethernet, USB Keyboard and Mouse, Free DOS Warranty: as per OEM Standard for one year, Reputed Make	2			
2	WINDOWS 8.1 OEM KIT	2			
3	UPS 600 VA Make: APC Warranty: as per OEM Standard, mention one year.	2			
4	Laptop with following specification: Processor: Intel Quadcore (4 th Generation), RAM: 4 GB DDR3, HDD: 500 GB, Screen Size 15.6 inch, USB Ports: 4 Nos, LAN Port 100 MPS, RS232 port : 1 no. Operating system: Windows 8.1 Preloaded Make: Reputed Quantity of requirement: 1 no.	1			

	Warranty: as per OEM Standard, three years.				
5	Antivirus for one year Make: Quick Heal / Kaspersky	2			
6	Laserjet Printer Quantity of requirement: 1 no. Warranty: as per OEM Standard, one year Make: Reputed	1			

1) Scope of Work:

Delivery at Store of Webel Mediatronics Limited, P1 Taratala Road, Kolkata - 88
Delivery Schedule: Within 5 working days from the date of issuing the order.

Acceptance: Supplied system is to be installed by the selected bidder before the project team.
Payment terms: 100% payment will be released within 15 days on receipt of corresponding payment from the end customer. Selected bidder has to submit Security Deposit (5% or order value) as per prescribed format from any scheduled bank at the time of releasing payment.

2) Eligibility criteria for participation in the tender:-

2.1 – Authorization of OEM: Bidder should submit tender specific authorization letter in the letterhead of OEM stating that the bidder shall undertake supply, installation, and warranty support of their quoted items as per Tender norms.

2.2 - The Bidder shall be an established Information Technology company registered under the Companies Act, 1956 involved in IT & Network related business having operations in West Bengal for the last three years as and shall submit valid documentary proof of:

- (a) Certificate of incorporation.
- (b) Certificate of Commencement.
- (c) Certificate consequent to change of name, if applicable has to be submitted.
- (d) Relevant documents to be submitted showing that Professional Tax and IT Return has been deposited for last two Financial Years. ISO Certificate is also to be submitted, if available.
- (e) Trade license certificate, copy of valid PAN Card, copy of VAT registration certificate
- (f) Bidder shall have existence of one service center within West Bengal – contact details is to be submitted.

2.3 - Bidder should submit un priced BOQ in their letterhead stating make, model no. of quoted items.

2.4 - The Bidder's shall have an annual turnover of at least INR 8.00 Lakhs in each of the last financial year. Balance Sheets / Profit & Loss Accounts / Annual Reports / Certified document by the Chartered Accountant stating the net worth and average annual turnover of the Bidder has to be submitted. Aggregate turnover of the last three financial years shall be Rs 25 Lakhs – audited report is to be submitted.

(Note: The turnover refers to the Bidder's firm and not the composite turnover of its subsidiaries / sister concerns etc.)

2.5 - The Bidder should have executed (completed) at least 3 single orders each of Rs.1.0 Lakh or One Single Order of Rs. 2.0 Lakh or more in any reputed organization. Supporting documents (minimum 3 nos.) is to be submitted as evidences. In case, the bidder has supplied PC / Laptop etc. to any Govt Department, order details is to be submitted.

2.6 - The Bidder shall be required to give a declaration in their letter head that they have not been banned by any Government Agencies / Govt. Department / Quasi Govt. Dept / PSU / Board / Council or similar organization. If any Government Agencies / Govt. Department / Quasi Govt. Dept / PSU / Board / Council or similar organization banned the Bidder in the past, this fact must be clearly stated.

2.7 - The Bidder shall have to submit a declaration in their letterhead that they shall undertake warranty service support as per tender norms (warranty for individual item should be clearly mentioned in their declaration), and service level resolution should be of 24 hours.

2.8 - The Bidder shall furnish Earnest Money Deposit (EMD) & Tender Cost as part of its Bid. Earnest money will be refunded to the unsuccessful bidders after receiving application from them on completion of tender process. In case of successful bidders Earnest Money will be retained till security deposit of 5% of the total value of the job is deposited in the form of Bank Guarantee for a validity period of 60 days more than the 1 year (comprehensive warranty period).

(3) Other Terms & Conditions

3.1 - Amendment of Invitation

WML Management team reserves the right to waive specific terms and conditions contained in this tender document. It shall be understood by the Bidders that the proposal is predicated upon acceptance of all terms and conditions contained in this tender, unless the Bidder has obtained such a waiver in writing, prior to submission of the proposal. Such waivers, if granted, will be granted to all prospective Bidders.

At any time prior to the deadline for submission of proposals, WML reserves the right to accept /add/modify/delete/any portion of this tender document or even cancel the Tender by issuance of Corrigenda/Addenda, which will be published on the website. All prospective bidders should keep track of any publication of such corrigenda/addenda.

3.2 - Clarification Regarding Tender Document

A prospective Bidder requiring any clarification about the tender document may contact Smt K. Sikdar, Dy. Manager (Purchase) / Sri Subarna Sardar through e-mail: webelmedia@gmail.com , or call at 033 2401 5602 / 033 2401 7699.

3,3 - Extension of Proposals

In order to afford prospective Bidder reasonable time to make amendment in their proposals, WML may, at its

discretion, extend the deadline for the submission of proposals. However, no such request in this regard shall be binding on WML.

3,4 - Period of Validity of Proposals

The quoted offer and/or rates must be valid for a minimum period of 90 **Days** from the date of opening the Techno-Commercial bids. The tender inviting authority reserves the right for seeking extension of validity of offered rates from the qualified Bidder(s).

3.5 - Qualification criteria:

The tender inviting and Accepting Authority through "Tender Evaluation Committee" will determine the eligibility of each bidder. The bidders shall have to meet all the minimum criteria regard

Before issuance of the PURCHASE ORDER, the tender inviting authority may verify the credential and other documents of the lowest tenderer if found necessary. After verification, if it is found that the document submitted by the lowest tenderer is either manufactured or false in that case work order will not be issued in favour of the said Tenderer under any circumstances.

3.6 - Awarding of Contract

WML will award the contract to the successful Bidder whose bid has been valued as per Price and Other criteria. WML reserves the right not to accept the Lowest Price bid without assigning any reason whatsoever and the Bidder will not challenge such decision in any forum whatsoever

WML reserves the right to negotiate with the Bidder whose proposal has been ranked first on the basis of best value, or split the order amongst different bidders based on their quoted rate.

Tender submission: Two bid system. Tender fees, EMD Money, Bid covering letter, un-priced BOM and all other credential document is to be submitted in envelop marked as "Technical Bid"

Sealed quotations are to be submitted at our tender box within the due date. Tender number, Title, bidders name and contact information should be clearly stated on the envelop, and shall be addressed to

Webel Mediatronics Limited
Office: P1 Taratala Road,
Kolkata - 700 088
Phone: 033 2401 7699
webelmedia@gmail.com

BID FORM

(Bidders are requested to furnish the Bid Form in the Format given in this section, fill in the entire form and submit on their respective Letterheads)

Ref.No:(Mandatory)

Date: (Mandatory)

The Deputy General Manager

Webel Mediatronics Limited

P1 Taratala Road,
Kolkata-700 088

Dear Sir,

Having examined the tender documents together with the corrigenda, subsequently issued, we, the undersigned, offer to undertake the job "Procurement of Desktop PCs, LAPTOP, UPS, Printer and other accessories" as per the Tender No. **Tender no: WML / NIT - 21 / 2015 Dated: 03 /10 / 2015**

We agree to abide by this bid for a period of 90 days from the date fixed for Techno-Commercial bid opening and it shall remain binding upon us for acceptance at any time before the expiry of this period.

This bid, together with your written acceptance thereof and your order (PO) / notification of award (LOI), shall constitute a binding contract between us.

We understand that WML reserves the right to accept and / or reject any or all the bids received without any explanation to Bidders and its decision on the subject will be final and binding on Bidders. We also understand that WML is not bound to accept the lowest bid for placement of order.

We have given an EMD of Rs.----- (DD / BG No _____ dated _____ issued by -----) along with our Techno-Commercial bid.

In the event that we are awarded the LOI, we shall provide a bank Guarantee of 5% of the job value as Performance Bank Guarantee valid for 14 months from the last date of acceptance of the hardware.

Dated, thisday of (month), 20.....

Signature

..... (In
the capacity of)

Duly authorised to sign the bid for and on behalf of
(Name and Address of the Bidding Company)

(Affix Official Seal/Stamp)