

**OFFICE OF THE EXECUTIVE OFFICER
DIGHA SANKARPUR DEVELOPMENT AUTHORITY**

(A Statutory Authority under Government of West Bengal)

Digha New Township :: Purba Medinipur :: Pin - 721463

Ph.: (03220) 266001, Fax-266273, e-mail : eodsda@gmail.com Web.: www.dsda.org.in

NOTICE INVITING QUOTATION NO. : NIQ- 017/DSDA/2020 – 2021

Name of Scheme : Supply & Installation of Computer, Printer, UPS along with other accessories for DSDA Office at New Digha.

Sealed Quotation through Single **Bid System** on behalf of the Digha Sankarpur Development Authority are hereby invited from reliable, resourceful, bonafide and experienced firms / companies / individual having financial capability and sufficient technical credential of Rs. 0.54 lakh at least for a single order within last 5 years in a single contract from the date of NIT in any Government / Semi Government / Undertakings / Autonomous / Statutory bodies / Local bodies. The details are given below.

2. Schedule of Dates :

Sl. No.	Activity	Date & Time
1	Date of Issue of NIQ	: <u>08.01.2021</u>
2	Last date of submission of NIQ	: 15.01.2021 upto 3.00 P.M.
3	Opening of Quotation at the office of the Executive Officer, DSDA	: 15.01.2021 at 3.30 P.M.
4	Validity of bid	: 30 days w.e.f the date of publishing this NIQ
5	Supply & Installation Period	: <u>7(Seven) days</u> w.e.f the date of issuing work order
6	Warranty Period or the Defect Liability Period.	: <u>03(Three) years from the date of completion of works.</u>


Executive Officer

*Digha Sankarpur Development Authority
& Spl. Officer, Urban Dev.(T&CP)Deptt.*

3. Receiving of documents :

Relevant quotation documents must be submitted alongwith the Quotation form for participating in this quotation. If the mandatory documents are not submitted within the stipulated date & time, then bid of the applicant shall summarily be rejected and the bid offer shall not be opened. The Details of Mandatory Documents are given below :

- i) Name and address, registration in detail of Firm / Company / Agency with name of proprietor or partner etc.
- ii) Application Form with **Annexure -I**
- iii) Income Tax return of last financial year.
- iv) PAN Card.

-) GST registration certificate.
- vi) Trade License.

Note: The quotation will be summarily rejected if any of these documents are not submitted. Original documents shall have to be shown if required by the authority.

4.1.1 If the applicant is an authorized signatory he should submit document of authorization in his favour along with the application. In case of Partnership firm, copies of the partnership deed are to be submitted along with the quotation document.

4.1.2 Penalty for suppression / distortion of facts :

If any bidder fails to produce the original hard copies of the documents or any other documents within the specified time frame stated above or if any deviation is detected in the hard copies during any time of the tendering process or even after the issuance of supply order, the bidder will be suspended from participating in the quotation platform for a 2 (two) years.

4.2 FINANCIAL BID :

1. Rate shall be quoted item wise specified in Quotation form.
2. The rate is to be quoted both in words and figures clearly in the specified space of the BOQ Sheet.
3. The rate quoted by bidder shall be inclusive of all elements of taxes and duties, demands, etc.
4. The bidder shall include income tax, GST, CESS etc. as applicable if any, toll, ferry charges, local charges, royalties, turn over tax and all other charges as applicable while quoting the rate.
5. Lowest valid rate may be accepted, however, the undersigned does not bind himself to do so and reserves the right to reject any or all the quotations, without assigning any reason and also reserves the right to split the work amongst more than one bidders.
6. Bidders are requested to be present in person during the opening of technical and financial bids.
7. Financial bid will be opened who are technically eligible.
8. DSDA takes no responsibility for any delay/loss/non-submit of quotation.
9. Bidder can approach only the Assistant Engineer (Electrical), DSDA for any clarification with respect to this quotation.
10. The decision of authority with respect to this quotation is final and binding.
11. All corrections in the quotation should be signed with date by the Bidder. Each of the quotation document must be signed by the Bidder.
12. No advance will be paid to the Agency.
13. **Discretion of the authority inviting quotation** - The quotation inviting authority reserves the right to accept or to reject any or all applications/tenders without assigning any reason whatsoever.
14. The Change of dates and any other amendment in this regard shall be informed on website i.e. www.dsda.org.in



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Copy forwarded for information to :-

1. The Hon'ble Chairman, Digha Sankarpur Development Authority.
2. The Hon'ble Vice-Chairman, Digha Sankarpur Development Authority.
3. The District Magistrate, Purba Medinipur.
4. The Additional District Magistrate & Additional Executive Officer, Purba Medinipur Zilla Parishad, Tamluk, Purba Medinipur.
5. The Sub-Divisional Officer, Contai, Purba Medinipur.
6. The Block Development Officer, Ramnagar-I & II & Executive Officer, Ramnagar - I & II Panchayet Samity.
7. The District Information & Cultural Officer, Purba Medinipur
8. The District Informatics Officer, NIC, Purba Medinipur, Tamluk with a request to publish it in the official website of Purba Medinipur District.
9. Reception / Notice Board.



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ANNEXURE - I

APPLICATION FOR NIQ

To
The Executive Officer,
Digha Sankarpur Development Authority,
Digha :: Purba Medinipur.

Ref: - Tender for _____

(Name of work).

N.I.Q. No.: _____ (Sl. No. ____)/DSDA/ 2020-2021.

Dear Sir,

Having examined the NIQ documents, I/we hereby would like to state that I/we will fully accept all your conditions and offer to supply & install the materials as per NIQ stated above. I/We also agree to remedy the defects after/during installation of the above work in conformity with the conditions of contract, specifications and addenda.

Dated this _____ day of _____ 202_____

Full name of Bidder / Contractor : _____

Signature : _____

In the capacity of : _____
Duly authorized to sign bids
for & on behalf of (Name of Firm) : _____

Office address with seal if any : _____

Telephone no(s) (office): _____

Mobile No : _____

Fax No: _____

E mail ID: _____

**ANNEXURE - II
(Financial Bid)**

Sl. No.	Item	Qty.	Rate	GST & other taxes if applicable	Total Amount
1	Desktop <ul style="list-style-type: none"> • 10th Generation Intel® Core™ i5 processor • Windows 10 Pro 64 • 8 GB DDR4-2666 SDRAM (1 x 8 GB) • 1 TB 7200 rpm SATA HDD • Intel® UHD Graphics • 54.61 cm (21.5") diagonal FHD VA widescreen LCD anti-glare WLED-backlit (1920 x 1080) • 3 year (3-3-3) limited warranty and service offering includes 3 years of parts, labor and on-site repair. (preferable make - HP 200 Pro G4)	1			
2	Colour LaserJet Printer (preferable make - HP M454DN)	1			
3	UPS 1 KVA (preferable make - APC)	1			
4	4 Port USB Hub (preferable make - Iball)	1			

Signature of the Bidder