



Date:16.09.2022

Memo no. :124/EE (WBD)/SD&SWM/KMDA

Abridged-e-NIT

e-NIT NO. - 08/EE(WBD)/SD&SWM/KMDA of 2022-23

Invitation: - Executive Engineer, West Bank Division, SD&SWM Sector invites tender from reliable, resourceful, bonafide and experienced agencies having successfully completed any similar nature of work of supply and installation of computer & peripherals in Government / Govt. Undertaking / Autonomous Bodies / Statutory Bodies and Local Bodies of value not less than i) 40% of the estimated amount in a single contract OR ii) two contracts each of at least 30% of the estimated amount OR iii) single running work having completed 80% or more and value of which is not less than as in i) above, during last 5 (five) years from the date of issue of this e-NIT.

Sl. No	Name of Work	Estimated Value of the work	Earnest Money Deposit (Rs)	Time of Completion	Cost of Tender Document
1.	Supply, Installation & Commissioning 6(six) nos. laptop, 6(six) nos. Mouse, 11(eleven) nos. Desktop computers alongwith UPS, 9 (nine) nos. printers, 30 (thirty) nos. Antivirus at different offices of SD&SWM Sector, KMDA.	Rate to be quoted	2% of the Quoted amount, initial earnest money shall be Rs.30,000/- and balance 2% shall be deposited on acceptance of bid	45 days	NIL

Note:

- I. Rate to be quoted including GST, CESS and any other Govt. Statutory taxes as applicable.
- II. Corrigendum/addendum if any would be published on the website only.

Intending bidder may download the tender documents from <https://wbtenders.gov.in> directly with the help of Digital Signature Certificate. Date of uploading NIT is **22.09.2022 18:45 Hrs.** & last date & time for online submission in the tender is **12.10.2022 18:55 Hrs.** Further details may be had from the detailed NIT at the office of the undersigned or from the KMDA web site: www.kmda.wb.gov.in The Authority reserves the right to reject or accept any or all tender without assigning any reason.

**Executive Engineer
West Bank Division,
SD&SWM Sector, KMDA**



Memo no. : 1(18)/EE(WBD)/SD&SWM/KMDA/W-Date: 17.08.2022

Copy forwarded for kind information and necessary action to:

1. The Chief Executive Officer, KMDA
2. The Director General (SD&SWM Sector), KMDA
3. The Chief Engineer, SD&SWM Sector, KMDA
4. The Chief Engineer, W&S Sector, KMDA
5. The Chief Engineer, GAP Sector, KMDA
6. The Chief Engineer, Housing Sector, KMDA,
7. The Chief Engineer, R&B Sector, KMDA
8. The Chief Engineer, E&AM Sector, KMDA
9. The Chief Engineer, PM&C Sector, KMDA
10. The Chief Engineer, E-M Sector, KMDA
11. The Director of Finance, KMDA
12. The Superintending Engineer, Planning Circle, SD& SWM Sector, KMDA
13. The Superintending Engineer, Programme I, SD& SWM Sector, KMDA
14. The Superintending Engineer, Programme II, SD& SWM Sector, KMDA
15. The Superintending Engineer, South Circle, SD&SWM Sector, KMDA
16. The Superintending Engineer, North Circle, SD&SWM Sector, KMDA
17. The Accounts Officer, SD&SWM Sector, KMDA.
18. The Deputy Secretary, P.R.O., KMDA along with 4 (four) copies of the e-NIT for publication in at least three leading daily News Papers and uploading this NIT on KMDA website and Government of West Bengal website.
19. The Notice Board, Executive Engineer ,West Bank Division, SD&SWM Sector, KMDA.

**Executive Engineer
West Bank Division,
SD&SWM Sector, KMDA**



Memo no. : 124/EE(WBD)/SD&SWM/KMDA

Date: 30.08.2022

DETAILED TENDER NOTICE

e-NIT NO. -08/EE(WBD)/SD&SWM/KMDA of 2022-23

Invitation: - Executive Engineer, West Bank Division, SD&SWM Sector invites tender from reliable, resourceful, bonafide and experienced agencies having successfully completed any similar nature of work of supply and installation in Government/Govt. Undertaking/Autonomous Bodies/Statutory Bodies and Local Bodies of value not less than i) 40% of the estimated amount in a single contract OR ii) two contracts each of at least 30% of the estimated amount OR iii) single running work having completed 80% or more and value of which is not less than as in i) above, during last 5 (five) years from the date of issue of this e-NIT.

Sl. No	Name of Work	Estimated Value of the work	Earnest Money Deposit (Rs)	Time of Completion	Cost of Tender Document
1.	Supply, Installation & Commissioning 6(six) nos. laptop, 6(six) nos. Mouse, 11(eleven) nos. Desktop computers alongwith UPS, 9(nine) nos. printers, 30(thirty) nos. Antivirus at different offices of SD&SWM Sector, KMDA.	Rate to be quoted	2% of the Quoted amount, initial earnest money shall be Rs.30,000/- and balance 2% shall be deposited on acceptance of bid	45 days	NIL

Intending bidder may download the tender documents from <https://wbtenders.gov.in> directly with the help of Digital Signature Certificate. Date of uploading NIT is **22.09.2022 18:45 Hrs.** & last date & time for online submission in the tender is **12.10.2022 18:55 Hrs.** Further details may be had from the detailed NIT at the office of the undersigned or from the KMDA web site: www.kmda.wb.gov.in. The Authority reserves the right to reject or accept any or all tender without assigning any reason.

Note:

- I. Rate to be quoted including GST, CESS and any other Govt. Statutory taxes as applicable.
 - II. Corrigendum/addendum if any would be published on the website only.
1. Intending bidders may download the tender document from <https://wbtenders.gov.in> directly with the help of his/her Digital Signature Certificate and the Earnest Money should be deposited online either by Net Banking (through any Nationalised Bank/Scheduled Bank) or through RTGS/NEFT as per requirement of the system, as per GO no. 3975-F(Y) dt. 28.07.2016 of Finance Department, Government of West Bengal. Further details may be available from the office of the undersigned or from the KMDA website: www.kmda.wb.gov.in
 2. Submission of Tender:
 - (a) Pre-qualification/Technical Bid and Financial Bid both will have to be submitted online concurrently duly digitally signed in the website <https://wbtenders.gov.in>, as per time schedule stated herein under. Time will be recorded as per service clock.



(b) Financial Bid of the prospective bidders will be opened only if the bidder qualifies in the Technical Bid. The decision of the Tender Inviting Authority (TIA) will be final and in no case challenge against such decision will be entertained.

3. Time schedule and important information for downloading, uploading and opening of the Tender Documents:

No.	Item	Detailed time schedule
a)	Date & time of uploading (publishing) of e-NIT and other documents (online)	: 22.09.2022 18:45 Hrs
b)	Documents download starting date (Online)	: 22.09.2022 18:45 Hrs
c)	Documents download ending date (Online)	: 12.10.2022 18:45 Hrs
d)	Starting date & time for sub-mission of tender through on line	: 22.09.2022 18:55 Hrs
e)	Last date & time limit for sub-mission of tender through on line	: 12.10.2022 18:55 Hrs
f)	Scheduled date & time for opening the Part-I tender document (Technical Bid)	: 14.10.2022 19:00 Hrs
g)	Date of uploading the List of technically qualified bidders (Online)	: To be notified later in https://wbtenders.gov.in
h)	Scheduled date & time for opening Part-II tender document (Financial Bid)	: To be notified later in https://wbtenders.gov.in

No financial information should be uploaded to the folder marked for technical bid.

Tenders will be opened by the **Executive Engineer (Civil), West Bank Division, SD&SWM Sector, KMDA** or his authorized representative in presence of the bidder or their authorized representatives who may like to be present.

Price per copy of the complete set of tender documents for formal agreement to be submitted by the vendor awarded the work:

Rs. 300/- for each set for works above 2.00 Lacs & up to 50 lakh.

4. Eligible criteria for the bidders:

A) The bidders should have the credentials as detailed below:

The prospective bidders shall have satisfactorily completed any similar nature work of supply of computer & peripherals, as a prime agency, under the authority of State/Central Government, State/Central Government undertaking/ Autonomous Bodies/Statutory bodies constituted under the statute of the State/Central Government or local bodies during the last 5 (five) years, prior to date of issue of this notice of value not less than i) 40% of the estimated amount in a single contract OR ii) two contracts each of at least 30% of the estimated amount OR iii) single running work having completed 80% or more and value of which is not less than as in i) above.

B) Bidder should be of reputed Original Equipment Manufacturers (OEMs) or System Integrator or Authorized Distributor/Partner. The documents in this regard should be submitted.

C) The Bidders should have ISO9000 Certification or latest certified firm/company. The OEM of the products quoted should also have ISO9000 Certification. The relevant documents should be submitted.

D) Other terms and conditions of the credentials:

- i) Payment certificate will not be treated as credential.
- ii) Completion Certificate issued by the Executive Engineer or equivalent competent authority of a State/Central Government, State/Central Government undertaking, Autonomous / Statutory bodies constituted under the statute of the State/Central Government or local bodies on the executed value of completed/running works will be considered as Credential.
- iii) No credential will be considered as valid unless it is supported by work order, price schedule or BOQ of work and completion certificate mentioning the date of completion issued by the competent authority not below the rank of the Executive Engineer or equivalent or competent authority of a State/Central Government, State/Central Government undertaking, Autonomous/Statutory bodies constituted under the statute of the State/Central Government or local bodies. The Completion Certificate should indicate the value of the work (equal to booked expenditure).

N.B.: Estimated amount, Date of Completion of the project & detail communicational address of Client must be indicated in the Credential Certificate

- E) Scanned copy of Certificate of Incorporation/Registration of firm or company(Memorandum and Articles of Association, if any), PAN Card, Professional Tax Certificate with up-to-date challan, valid Income Tax Returns (for last 3 financial years), valid 15 digit Goods and Services Taxpayer Identification Number (GSTIN) under GST Act, 2017 and up-to-date challan, latest valid Trade License, last 3 financial years 'audited Balance Sheet, Credentials, Work Orders, Completion Certificates, Payment Certificates, Bank Solvency Certificate (of minimum 20% of quoted amount) within one year from the date of publishing of NIT, valid Provident Fund Registration Certificate with up-to-date challan, ESI Registration Certificate with up-to-date challan and other supporting documents, and trade license for supply of machineries must be submitted duly digitally signed at desired location in the website <https://wbtenders.gov.in>.
- F) Scanned Copy of one affidavit before Notary will have to be submitted mentioning the correctness of the documents and a declaration of penalty debarment etc. faced by him under any Government/Semi-Government/Autonomous Body/Institution through online at desired location as per Annexure -3.
- G) Joint Ventures/Consortiums are not allowed to participate in the bid.
- H) Bid specific Authorization Certificate from Original Manufacturer as per Annexure-4
- I) Declaration required from OEM on End of Life of PC.

5. Earnest Money:

The bidder shall have to deposit requisite initial earnest money along with the tender document in prescribed manner failing which the tender shall be rejected and treated as non-responsive. The balance earnest money if any to fulfill 2 (two) percent of **the tendered value is to be deposited before the time of execution of formal agreement.**

6. Security Deposit:

It is 3 (three) percent of the Contract Price. The amount already deposited as Earnest Money Deposit (EMD) will be converted as initial security deposit. Successful bidder has to submit the balance amount of 2% of the contract price, i.e., the tendered amount, if submitted EMD is less than 2% of the contract value, before execution of formal agreement.

30% of the security deposit shall be refunded to the bidder on expiry of two years from the actual date of completion of the work; i i) The balance 70% of the security deposit shall be refunded to the bidder on expiry of three years from the actual date of completion of the work.

7. List of common documents shall have to be uploaded by each bidder at the time of Tender through online:

- i) All annexure as annexed.
 - ii) Certificate of Incorporation/Registration of firm or company (Memorandum and Articles of Association, if any)
 - iii) Deed of Partnership (constituted/reconstituted/amended, if any) (only for Partnership Firms)
 - iv) Income Tax Return (for the last 3 financial years)
 - v) PAN Card
 - vi) GST registration certificate with up-to-date challan
 - vii) Latest Professional Tax paid challan and P-Tax Enrolment Certificate.
 - viii) Latest valid Trade License
 - ix) Technical Credential
 - a) Work Order
 - b) Completion Certificate for the work completed/running
 - c) BOQ of work or price-breakup schedule
 - d) Payment Certificate of the said work
 - x) Affidavit before Notary mentioning the correctness of the documents and declaration of penalty or debarment etc., before the issuance of this NIT.
 - xi) Bid Specific authorization certificate from OEM.
8. The prospective bidders shall have in their full-time engagement experienced technical personnel with the sufficient knowledge for installation and maintenance of machineries (authenticated documents in respect of qualification and engagement shall be furnished for Technical Evaluation).
9. The prospective bidders must not have been debarred/ banned/ black-listed to participate in any tender invited by State/Central Government/ State/ Central Government undertaking, Autonomous/Statutory bodies/ PSU for non-implementation / delivery of the order during the last 5 (five) years prior to the date of this NIT. Such debar will be considered as disqualification towards eligibility (a declaration in this respect has to be furnished by the prospective bidders as per prescribed format without which the Technical Bid shall be treated as non-responsive).
10. **Language of Tender:**
The bid and all related correspondences and documents shall be written in the English language. All literatures and correspondence in connection with the quotations shall be in English.
11. Bid shall remain valid for a period not less than 120 days (One hundred twenty days) from the last date of submission of financial bid/sealed bid. If the bidder withdraws the bid during the period of bid validity, the earnest money as deposited will be forfeited without assigning any reason thereof.
12. The agency must go through carefully the Special Terms and Conditions uploaded by the department before quoting his/her rate.
13. The Tender Inviting Authority reserves to right to cancel the NIT due to unavoidable circumstances or may accept or reject any or all the tenders without assigning any reason what so ever. No claim in this respect will be entertained.



14. During scrutiny, if it is come to the Tender Inviting Authority that the credential or any other papers found incorrect/manufactured/fabricated, that Bidder will not be allowed to participate in the tender and that application will be out rightly rejected without any prejudice with forfeiture of earnest money forthwith.
15. List of technically qualified bidders will be published in the web portal only. Financial Bid will be opened within a short period after such publication. Therefore, bidders are requested to view the tender status on a regular basis. In case if there be any objection regarding pre-qualification/list of technically qualified bidders, that objection should be lodged to the Chairman, Tender/Bid Evaluation Committee within 24 hours from the date and time of publication of the list of qualified agency and beyond that time schedule no objection will be entertained by the Tender/Bid Evaluation Committee.
16. Before issuance of the Letter of Intent (LOI), the TIA may verify the credential and other documents of the lowest bidder if found necessary. After verification, if it is found that such documents submitted by the lowest bidder is either manufactured or false, in that case, LOI will not be issued in favour of the bidder under any circumstances.

GENERAL INSTRUCTIONS FOR E-TENDERING

1. General guidance for e-tendering:

Instructions/guidelines for electronic submission of the tenders have been detailed above for assisting the contractors to participate in e-tendering.

1.1. Registration of Contractors:

Any contractor willing to take part in the process of e-tendering will have to be enrolled and registered with the Government e-Procurement system, through login onto <https://wbtenders.gov.in>. The Contractor is to click on the link (online Bidder Enrolment) for e-tendering site.

1.2. Digital Signature Certificate (DSC)

Each contractor is required to obtain a Class-II or Class-III Digital Signature Certificate (DSC) for submission of tenders, from the approved service provider of the Controller of Certifying Authority, Government of India (<http://cca.gov.in>) on payment of requisite amount. The Contractor can search the tender and download NIT and other tender documents electronically from computer, once he/she logs onto the website <https://wbtenders.gov.in>. This is the only mood of collection of the tender documents. A prospective Bidder shall be allowed to participate in the job either in the capacity of the individual or as a partner of a firm. If it is found applied several in single job all his applications will be rejected for that job.

1.3. Submission of Tenders:

General Process submission:

Tenders are to be submitted through online to the website in two folders at a time for each work, one is technical bid and the other is financial bid before the prescribed date and time using his/her Digital Signature Certificate.

2. Technical Bid:

Technical bid contains scanned copies of the following further in two folders.

- a) Statutory cover containing:
 - i. NIT with all addendum & corrigendum (download & upload the same digitally signed)
- b) Non-statutory cover containing:
 - i. All annexure as annexed.
 - ii. Certificate of Incorporation/Registration of firm or company (Memorandum and Articles of Association, if any).
 - iii. Deed of Partnership (constituted/reconstituted/amended, if any) (only for Partnership Firms)
 - iv. Income Tax Return (for the last 3 financial years)
 - v. PAN Card
 - vi. TAN Card, Registration Certificate(Form GST REG- 06) issued under Goods and Service Tax Laws
 - vii. .Latest Professional Tax paid challan and P-Tax Enrolment Certificate.
 - viii. Latest valid Trade License
 - ix. Provident Fund Registration Certificate with up-to-date challan
 - x. Technical Credential
 - a) Work Order
 - b) Completion Certificate for the work completed/running
 - c) Payment Certificate of the said work
 - xi. Current Bank Solvency Certificate (of minimum 25% of quoted amount) from a scheduled bank recognized by the Government of India, obtained within one year from the date of publishing of NIT.
(not necessary for works below 25 lacs)
 - xii. Affidavit before Notary mentioning the correctness of the documents and declaration of penalty debarment etc.
 - xiii. Technical Manpower details (to be deployed at project).
 - xiv. Bid Specific authorization certificate from OEM.
 - xv. Confirmation of supply of minimum number of manpower during Operation & Maintenance (if any).
 - xvi. Local office address for communication.

NOTE:

Failure of submission of any of the above-mentioned documents, as stated in the General Instructions for e-tendering, will render the tender liable to summarily rejected for both statutory and non-statutory cover.

3. Financial Bid

The price schedule in form of BOQ (excel file) will be found under the published NIT schedule in the website(<https://wbtenders.gov.in>) and the least/ offer price must be quoted against each item(s). The financial Bid i.e. Bill of Quantities (BOQ) digitally signed by the contractor should contain in one folder. The Contractor is to mention the rate inclusive of all incidental fees, taxes etc. through online in space marked for quoting rate in the BOQ.

Opening & Evaluation of Tender

Technical Bid will be opened by the Executive Engineer (Civil), West Bank Division, SD & SWM Sector, KMDA. Intending bidder may remain present if he/she so desire. Statutory Cover would be opened first



and if found in order and correct, Non-Statutory Cover will be opened. If there is any deficiency in the Statutory and Non-Statutory documents, the tender will be summarily rejected.

Decrypted (transformed in to a readable formats) documents of the non-statutory folder will be downloaded & handed over to the evaluation committee.

List of technically qualified bidders will be uploaded only onto the designated Government website - <https://wbtenders.gov.in>.

NB: While evaluation, the Evaluation Committee may summon of the tenders and seek clarification/information or additional documents or original hard copy of any of the documents already submitted and if they couldn't produce the same within the stipulated time frame, their bid will liable for rejection.

4. Opening and evaluation of Financial bid:

Financial bid of Bidders, declared technically eligible by the Tender Evaluation Committee, will be opened electronically from the web portal on the prescribed date and time.

5. Penalty for suppression/distortion of facts:

Submission of false document by bidder is strictly prohibited.

Memo no. : 1(18)/EE(WBD)/SD&SWM/KMDA/W-Date: 20.07.2022

Copy forwarded for kind information and necessary action to:

1. The Chief Executive Officer, KMDA
2. The Director General (SD&SWM Sector), KMDA
3. The Chief Engineer, SD&SWM Sector, KMDA
4. The Chief Engineer, W&S Sector, KMDA
5. The Chief Engineer, GAP Sector, KMDA
6. The Chief Engineer, Housing Sector, KMDA,
7. The Chief Engineer, R&B Sector, KMDA
8. The Chief Engineer, E&AM Sector, KMDA
9. The Chief Engineer, PM&C Sector, KMDA
10. The Chief Engineer, E-M Sector, KMDA
11. The Director of Finance, KMDA
12. The Superintending Engineer, Planning Circle, SD& SWM Sector, KMDA
13. The Superintending Engineer, Programme I, SD& SWM Sector, KMDA
14. The Superintending Engineer, Programme II, SD& SWM Sector, KMDA
15. The Superintending Engineer, South Circle, SD&SWM Sector, KMDA
16. The Superintending Engineer, North Circle, SD&SWM Sector, KMDA
17. The Accounts Officer, SD&SWM Sector, KMDA.
18. The Deputy Secretary, P.R.O., KMDA along with 4 (four) copies of the e-NIT for publication in at least three leading daily News Papers and uploading this NIT on KMDA website and Government of West Bengal website.



19. The Notice Board, Executive Engineer, West Bank Division, SD&SWM Sector, KMDA.

**Executive Engineer
West Bank Division,
SD&SWM Sector, KMDA**

SPECIAL TERMS AND CONDITIONS OF THE CONTRACT

1. GENERAL

All works are to be carried out in accordance with special terms and technical specifications as mentioned herein.

2. Specifications:-

- (i) The specification of Items which is given at **Annexure-A**.
- (ii) Pre installed /on-site installation of Software are given at **Annexure-B**
- (iii) Brand list is enclosed herewith as **Annexure-C**

3. CERTIFICATION

- 3.1. The Bidders should have ISO9000 Certification. The OEM of the products quoted should also have ISO9000 Certification. The relevant documents should be submitted.
- 3.2. Desktop Mother board, TFT, Keyboard, Mouse & CPU of the desktop PC should be from same OEM make OEM LOGO should be embossed on them(No sticker will be accepted).
- 3.3. Desktop & Laptop should be EPEAT, Energy star, FCC certified.
- 3.4. Quoted model desktop, laptop printer Technical Datasheet should be available in OEM website.
- 3.5. OEM declaration for Desktop & Laptop windows operating system OEM factory pre-installed.

4. QUALITY OF GOODS AND STANDARD

- 4.1. The goods to be supplied shall be of highest workmanship and quality, unused and shall be free from manufacturing defect. In case of manufacturing defect, the goods shall be replaced with a new one in seven working days.
- 4.2. The goods shall have original sealed packing of manufacturer.
- 4.3. The first party after the supply of items, shall furnish a certificate from OEM to the effect that the goods supplied are as per specifications and standards given in the tender document and the bid document
- 4.4. In case of non-compliance with such orders the Engineer-in-Charge shall have the authority to cause removal at the cost and expense of the Contractor and the Contractor shall not be entitled to claim any loss or damage on that account.
- 4.5. The breach of the terms of the clause may result in forfeiture of EMD & performance Security Deposit and may blacklisting of suppliers.
- 4.6. The bidder must submit relevant documents of his/her own/OEM Service centre situated in West Bengal.

5. ENHANCEMENT OF TENDER RATE



In no circumstances, the tendered rate shall be enhanced after acceptance of the tender.

5.1. EXPLANATION OF TERMS

Heading and marginal notes are only for convenience of reference and have no contractual significance. Words importing the singular also includes the plural and vice-versa where the context so requires. The words “Approved” or “Direct” appearing anywhere in the tender documents shall indicate (unless specifically mentioned otherwise) the approval or direction of the Engineer-in-Charge.

5.2. The word “Department” appearing anywhere in the tender documents, shall mean “Kolkata Metropolitan Development Authority (KMDA in abbreviation)”.

5.3. The Engineer-in-Charge shall mean the Superintending Engineer of the Division concerned as mentioned in the tender notice.

5.4. The Sub-divisional officer shall mean the concerned Assistant-in-Charge of the work authorized to carry out on behalf of the Engineer-in-Charge, general supervision, issue of day-to-day instructions and to approve materials and workmanship.

5.5. The words “Superintending Engineer”, “Superintending Engineer” and “Chief Engineer” appearing anywhere in the printed tender form shall mean the concerned Superintending Engineer, Superintending Engineer and the Chief Engineer of the particular wing of Sector concerned respectively.

6. DELIVERY

Place of delivery will be at different offices of the SD & SWM Sector, KMDA, Unnayan, Bhavan , Salt Lake , and Howrah Division office of SD & SWM Sector at Howrah Padmapukur WTP Daner Sk. Lane and South Division Office at Baghajatin STP area Kolkata

Before submission of tenders, the intending bidder shall inspect the place of Delivery. Extra cost involved during supply & installation, if any, to be borne by the contractor and should, thereof, be included in the rates to be quoted by them.

7. INCIDENTAL FEES

All rates to be quoted by the contractors shall be inclusive of all incidental fees and charges, e.g., Royalties, Ferry charges, Octroi and Toll Tax of Materials, Electricity, Water and other charges of Municipalities or Statutory Bodies, Sales Tax, Goods & Services Tax (GST), Income Tax etc. Nothing extra will be paid against such account.

8. STATUTORY OBLIGATIONS

The Contractor shall give all notices and pay all fees required to be given by any statute or any regulation or bye-law of any local or other statutory authority which may be applicable to the works and shall keep KMDA indemnified against all penalties and liabilities of every kind for breach of such statute, regulation or bye-laws.

9. SAFETY PRECAUTIONS

All necessary precautions are to be taken by the contractor for the safety of his workmen and of the general public. The work must be done in such a way as not to damage any property, existing structure or public utility services during work. Close cooperation must be ensured with other contractor or contractors working the area of work. All claims arising out of any damage to the existing structures or properties due to works of the contractor shall be borne by the contractor.

10. GUARANTEE AND MAINTENANCE

Three (3) year Manufactures Warranty warranty shall be applicable to the supplied goods.

The Supplier shall rectify the defect or damage or replace the Equipment /Materials at his cost, within the time specified in the notice, to the satisfaction of EIC.

11. EARNEST MONEY

Earnest money deposit of amount written in invitation for tender shall be deposited online either by Net Banking (through any Nationalised Bank/Scheduled Bank) or through RTGS/NEFT as per requirement of the system: <https://wbtenders.gov.in>. The Earnest money deposit shall be valid for a period of not less than one hundred twenty (120) days from the date of tender submission. Tenders not accompanied by an Earnest money deposit shall be out rightly rejected as non-responsive without showing any reason whatsoever. Earnest money of unsuccessful bidders will be refunded automatically, without any interest thereon within 90 days after award of the contract to the successful bidder. The successful bidder shall have to submit an additional amount against Earnest Money @ 2% of the estimated value, as mentioned in the e-NIT, in the form of Demand Draft drawn in favour of "KMDA" of a nationalised/scheduled Indian Bank, payable at Kolkata.

The Earnest money will be forfeited:

- If the bidder withdraws his tender during the period of tender validity.
- If the bidder does not accept the correction of his tender price pursuant to provision of contract.
- If successful bidder fails within the specified time limit to execute the Formal Agreement with the Employer or to furnish the required performance security.

12. There shall be no addition/deduction of any contract price on account of rise /fall in the cost of labour and/or materials or any other items which may affect the cost of the execution of works. Only the effect due to change of tax structure by legislation will be applicable.

13. INCOME TAX

Income tax will be deducted from the contractor's bills at the rate in accordance with the orders/circulars of the Government of India that will be in force during the contractual period. The bidder shall declare his permanent income tax account number (PAN) issued by the income tax authority in the tender.

14. SALES TAX/GOODS & SERVICES TAX (GST)

Sales tax/GST will be deducted from the contractor's bills at the rate in accordance with the orders/circulars of the Government of West Bengal in force during the contractual period. The bidder shall declare his Goods and Services Tax Registration Number in the tender.

15. NECESSARY INFORMATIONS REGARDING TENDER

- 15.1. All the specifications stated in the tender documents shall form overall scope of the work. In case of any dispute regarding the works, the decision of Executive Engineer, West Bank Div., SD & SWM Sector, KMDA will be final & binding upon the Contractor.
- 15.2. Any left-out components stated in the specification of the pay items of the tender documents shall have to be done by the bidder without having any extra claim.



16. ACCEPTANCE OF TENDER

The acceptance of tender will rest with the concerned Executive Engineer, West Bank Div., SD & SWM Sector, KMDA who does not bind himself to accept the lowest tender and reserves to himself the authority to reject any or all the tenders received without assigning any reason thereof.

There should not be any price quoted in the technical proposal, all price should be quoted in the financial cover only, if any price is quoted in the technical proposal then the proposal may be considered rejected.

17. WITHDRAWAL OF TENDER

A tender once submitted shall not be withdrawn within a period of 120 (One Hundred Twenty) days from the last date of receipt of tenders. If a bidder withdraws his tender within this period without giving any satisfactory explanation for such withdrawal, he shall be disqualified from submitting any tender for works under Executive Engineer, West Bank Division, SD & SWM Sector, KMDA, for a minimum period of 1 (one) year.

18. COPIES OF AGREEMENT

The contractor shall within 7 working days from the date of receipt of the letter of acceptance of his tender submit 5 (Five) additional copies of the full set of the contract documents.

- 18.1. The documents required for the additional copies of the contract will have to be purchased by the contractor from the office of the concerned office. All the copies must be duly completed as per the original and signed on every page by the Contractor before submission of the same to the concerned office of SD&SWM Sector, KMDA.

TECHNICAL SPECIFICATION

Annexure A:

1. Desktop Computer:

Sl No	Description & Technical Specification Required	Specification Quoted with make and model	compliance yes /No	Whether Deviation is on higher side, write Yes/No
1	CPU Intel i5 10th Generation Processor or higher processor			
2	OEM Factory Pre-installed Microsoft Windows 10 Professional			
3	Memory Slot - 2 DIMM			
4	Intel Chipset Motherboard			
5	8 GB DDR 4 2400 Mhz with expandability upto 64GB Memory			
6	1 TB SATA 7200 RPM Hard Disk			



7	19.5" LED TFT Monitor			
8	Graphic Integrated (on board).			
9	Audio Integrated High definition Controller (on board), Minimum 2 Watt in-built speaker			
10	Expansion slot -1 PCI X1, 1 PCIe X 16, 1 M.2			
11	Port - Front - Fr Super speed 6 USB Ports (2 ports-USB 3.0 and 1 port-USB 2.0) , 1 head phone / Microphone combo port , Rear - 1VGA, 1 HDMI, , 2 USB, 1 Line In ,1 Line out, Power connector , 1 RJ 45, 1 Serial RJ45, 2 PS2 for keyboard & Mouse, Audio ports (microphone-in &headphone-out in front)			
12	Keyboard 104 Keys USB same OEM			
13	Mouse Optical two button scroll USB same OEM			
14	Form Factor Tower Type			
15	Networking Wireless 802.11b/g/n			
16	Certification - Energy Efficiency Compliance - Energy Star® Compliance- - CCC,CECP,CEL ,EPEAT 2019, FCC, RoHS, SEPA,UL			
17	Security Management- - Security for Inbuilt Pre-Boot BIOS Diagnostics, TPM Certification			
18	Security Management - Integrated accessories cable lock, Lock slot, Trusted Platform Module (TPM)			
19	Supply of 16GB Pen drive			
20	Supply of Webcam 3MP, 720p display format (Non-integrated with monitor with minimum 1year onsite warranty, Logitech or similar)			
21	Warranty 3 Years onsite as per OEM terms.			

2. UPS :

Sl No	Description & Technical Specification Required	Specification Quoted with make and model	compliance yes /No	Whether Deviation is on higher side, write Yes/No
1	Rating : 600 VA / 360W Line Interactive			
2	Nominal frequency : 50Hz			
3	Input Frequency Range: 45-65Hz			
4	Battery Back UP : 10 to 15 minutes on single PC full load			
5	Battery type : 12V7Ah Sealed Maintenance free			
6	Output frequency : 50 Hz			
7	Nominal Output Voltage : 230VAC Units			
8	Warranty minimum 2 years			

3. Laptop:

Sl No	Description & Technical Specification Required	Specification Quoted with make and model	compliance yes /No	Whether Deviation is on higher side, write Yes/No
1	CPU Intel i711th Generation Processor or higher processor			
2	Memory 8 GB DDR 4 & upgrade 32 GB DDR4-3200 SDRAM			
3	Memory slots 2 SODIMM			
4	Both slots are accessible/upgradeable by IT or self-maintainers only. Supports dual channel memory.			
5	Audio Dual stereo speakers, dual array microphone			
6	3 USB ports(2 ports-USB 3.0 and 1 port-USB 2.0) Super Speed USB Type-A charging , 1 Powered, USB Type-C Port) ; 1			

	HDMI 1.4b; 1 headphone/microphone combo; 1 AC power; 1 RJ-45			
7	WEB Camera- 720 HD			
8	Battery type Long Life 3-cell, 45 Whr Long Life Battery , Fast Charge (50% in 30 mins)			
9	Battery life Up to 12 hours and 45 minutes			
10	Weight maximum 1.40 kg			
11	Internal storage- 1 TB SATA HDD 5400 RPM & 500GB SDD			
12	Display- 14" LED TFT			
13	Graphic Integrated (on board).			
14	Networking Wireless 802.11b/g/n			
15	Operating System Windows 11 Prof OEM Factory Pre- installed Microsoft Windows 10 Professional			
16	ENERGY STAR® certified; EPEAT® Gold registered. TCO Certified			
17	Mouse optical wireless			
18	Laptop Bag (Backpack)			
19	Warranty 3 Years onsite as per OEM terms.			

4. Laptop:

SI No	Description & Technical Specification Required	Specification Quoted with make and model	compliance yes /No	Whether Deviation is on higher side, write Yes/No
1	CPU Intel i5 11th Generation Processor or higher processor			
2	Memory 8 GB DDR 4 & upgrade 32 GB DDR4-3200 SDRAM			
3	Memory slots 2 SODIMM			
4	Both slots are accessible/upgradeable by IT or self-maintainers only. Supports dual channel memory.			
5	Audio Dual stereo speakers, dual array microphone			

6	3 USB ports (2 ports-USB 3.0 and 1 port-USB 2.0) Super Speed USB Type-A charging , 1 Powered, USB Type-C Port) ; 1 HDMI 1.4b; 1 headphone/microphone combo; 1 AC power; 1 RJ-45			
7	WEB Camera- 720 HD			
8	Battery type Long Life 3-cell, 45 Whr Long Life Battery , Fast Charge (50% in 30 mins)			
9	Battery life Up to 12 hours and 45 minutes			
10	Weight maximum 1.40 kg			
11	Internal storage- 1 TB SATA HDD 5400 RPM & 500GB SDD			
12	Display- 14" LED TFT			
13	Graphic Integrated (on board).			
14	Networking Wireless 802.11b/g/n			
15	Operating System Windows 11 Prof OEM Factory Pre-installed Microsoft Windows 10 Professional			
16	ENERGY STAR® certified; EPEAT® Gold registered. TCO Certified			
17	Mouse optical wireless			
18	Laptop Bag (Backpack)			
19	Warranty 3 Years onsite as per OEM terms.			

**5. Printer: Ink Tank Colour Multifunction Printer (Print, Scan, Copy with Wi-fi network Support)
Make - Canon / Hp : 1no**

Sl No	Description & Technical Specification Required	Specification Quoted with make and model	compliance yes /No	Whether Deviation is on higher side, write Yes/No
1	Ink Tank Colour Multifunction Printer (Print , Scan, Copy with Wi-fi network support)			
2	Make - Canon / HP			
3	Printing Resolution- 4800 (horizontal)*1 x 1 200 (vertical) dpi			
4	Print Head / Ink Type-			

	Individual Ink Bottle			
5	No of Nozzles: Total 1 472 nozzles Ink Droplet Size- 2pl , Ink Bottle-(Cyan, Magenta, Yellow, Black)			
6	Print Speed- A3- 9 Mono & 5.0 Colour			
7	Paper Size- A3,A4, A5, B5, Letter, Legal, 10.16 x 15.24cm, 12.7 x 17.78cm, Envelopes (DL, COM10), Custom size (width 101.6 - 215.9mm, length 152.4 - 676mm)			
8	Print Head Alignment-Manual & User replacement able Print Heads Scan type - Flatbed with CIS method Optical Resolution - 600 x 1 200dpi & up to 21 copies Selectable Resolution- 25 - 19 200dpi Scanning Speed- Reflective: A4 Colour / 300 dpi – 19s Document Size- A4 Copy – A4 & Copy Speed- 24s Interface – Hi speed USB port Network- Wireless LAN Input Paper tray – 100 sheets Paper Output tray -50 sheets Weight -6 kg Maximum Warranty 1 year on site as per OEM terms, Certificate Energy Star , RoHS			

6. Printer: Laser Jet Mono-Multifunction Printer (Print, Scan, Copy): 8 nos

Sl No	Description & Technical Specification Required	Specification Quoted with make and model	compliance yes /No	Whether Deviation is on higher side, write Yes/No
1	Laser Jet Mono- Multifunction Printer (Print , Scan, Copy)			
2	Make - Canon / HP			
3	Print Speed- A4- 18 per minute Black			
4	Duty Cycle: 8000 print			
5	Memory- 64 MB RAM,			
6	Resolution - 600 x 600 dpi upto- 1200 x 600 dpi			
7	Paper Size- A4, A5, B5, Letter, \			



8	LCD Display -7 segment (1 Digit) LED			
9	Scan type – Pull scan with CIS method Resolution - 600 dpi Document Size- A4 Copy – A4 Interface – Hi- speed USB Port Input Paper tray – 150 sheets Paper Output tray - 100 sheets Warranty 1 year on site as per OEM terms, Certificate Energy Star , RoHS			

7. Antivirus : 30 nos

SI No	Description & Technical Specification required		compliance Yes /No
1	EPS Total Security with 3years warranty		

Note: Bidder may quote higher specification.

Annexure B:

1. Authorization of Microsoft corporation to sell pre installed windows 10 Professional
2. MS Office Professional 2016 software's are attached.

Annexure C:

SI No	Brief Description of Goods (Make and Model No)	Brand Name
1	Desktop Computer	HP/Dell/Lenovo
3	Laptop	HP/Dell/Lenovo
4	Printer	Hp/Canon/Epson
5	Antivirus	Quickheal or similar



**Executive Engineer
West Bank Division, SD&SWM,
Sector, KMDA**

Annexure 1:

Covering Letter

<To be printed on the Letterhead of the Applicant including full postal address, telephone, faxes and e-mail address>

Memo. No.

Date:

To
The Executive Engineer (Civil),
West Bank Division,
SD & SWM Sector
Kolkata Metropolitan Development Authority,
UnnayanBhavan,
Salt Lake City, Kolkata
Subject: Submission of Tender for **"NAME OF THE WORK"**.

Dear Sir,

1. We are submitting this tender for the work mentioned above and our Proposal is valid for a period of 120 days from 'bid submission closing date (online)' as mentioned in the Notice Inviting Quotation above.



2. We understand that KMDA is not bound to accept any or all quotations it may receive.
3. We declare that we have disclosed all material information, facts and circumstances, which would be relevant to and have a bearing on the evaluation of our Quotation and qualification.
4. We do, also, certify that all the statements made and/or any information provided in our bid, are true and correct and complete in all aspects.
5. We declare that in the event that KMDA discovers anything contrary to our above declarations, it is empowered to disqualify us and our Quotation from further participation in the bid evaluation process and to cancel the contract at any time during the contract.
6. We declare that if KMDA discovers any misrepresentation of facts at any point of time KMDA will have the right to forfeit the Earnest Money Deposit (EMD), Contract Performance Guarantee and debar us from participating in any bid in the future.
7. If our Proposal is accepted, we will furnish the Performance Security Deposit as mentioned in this NIT before signing the Contract Agreement.

Dated this ___ date of _____ 2022

(Signature)

Name:

Designation:

Name of Firm:

Company Seal

Annexure 2:

Power of Attorney for Signing of Bid

(if required)

(To be executed on Non-Judicial Stamp Paper of appropriate value)

POWER OF ATTORNEY

Know all men by these presents, We, _____ (name of Firm/Company) incorporated under the laws of India and having its registered office at _____ do hereby constitute, nominate, appoint and authorize Mr./Ms. _____ (name), son/daughter/wife of _____ and _____ presently residing at _____ who is presently employed with/retained by us and holding the position of _____ as our true and lawful attorney (hereinafter referred to as the "Attorney"/"Authorized Representative") to do in our name and on our behalf, all such acts, deeds, matters and things as are necessary or required in connection with or incidental to submission of our bid titled "**NAME OF THE WORK**", a Notice Inviting Tender (NIT) issued by the Kolkata Metropolitan Development Authority (the "KMDA") and subsequently for our selection as successful bidder including but not limited to signing of proposals and other documents and writings, participating in pre-bid meeting and other conferences and providing information/responses to the Authority, representing us in all matters before the Authority,



signing and execution of all contracts including the Authorisation Agreement and undertaking consequent to acceptance of our proposal and generally dealing with the Authority in all matters in connection with or relating to or arising out of us Proposal for the said consultancy job and/or upon award thereof to us till the entering of the Agreement with the Authority.

AND, we do hereby agree to ratify and confirm all acts, deeds and things lawfully done or caused to be done by our said Authorized Representative pursuant to and in exercise of the powers conferred by this Power of Attorney and that all acts, deeds and things done by our said Authorized Representative in exercise of the powers hereby conferred shall and shall always be deemed to have been done by us.

IN WITNESS WHEREOF WE, _____ THE ABOVE NAMED PRINCIPAL HAVE EXECUTED THIS POWER OF ATTORNEY ON THIS ____ DAY OF _____, 2021.

For (Signature, Name, Designation and Address)

Witnesses:

1) _____

2) _____

Notarized

Accepted (Signature, name designation and address of the Attorney)

Instructions regarding Power of Attorney:

1. The mode of execution of the Power of Attorney should be in accordance with the procedure, if any, laid down by the applicable law and the charter documents of the executants(s) and when it is so required the same should be under common seal affixed in accordance with the required procedure.



2. Wherever required, the executants(s) should submit for verification the extract of the charter documents and other documents such as a resolution/power of attorney in favor of the person executing this Power of Attorney for the delegation of power hereunder on behalf of the Applicant.

Annexure 3:

AFFIDAVIT

(BEFORE NOTARY MENTIONING THE CORRECTNESS OF THE DOCUMENTS

AND DECLARATION OF PENALTY, DEBARMENT ETC.)

(To be executed on Non-Judicial Stamp Paper of appropriate value)

One Affidavit before Notary will have to be submitted mentioning the correctness of the documents and declaration of penalty, debarment etc. faced by the declarant under any Government/Semi-Government/Autonomous Body/Institution/Local Body in hard copy within stipulated date & time.

Points/Declaration to be furnished in the AFFIDAVIT:

- (i) I (Name), Son of (Father's Name), residing at (Residential Address) having office at (Business Address) do hereby solemnly affirm and declare as follows:



- (ii) Partnership Details:
- (iii) Reference NIT No., Sl. No.
- (iv) All Documents submitted by me are genuine, authentic, true and valid.
- (v) All information furnished are true to the best of my knowledge & behalf. Department has got full right to cancel the same with penal measure, if any, in case any of the statements is proved to be false.
- (vi) Neither any penalty or debarment was made against me nor against the firm in any way at any Government/Semi-Government/Autonomous Body/Institution.
- (vii) That I am a citizen of India.

All above statements are true to the best of my Knowledge and belief.

(Dated & Signature of the Bidder)

Annexure 4:

Authorization from Original Manufacturer

.

(To be submitted on Company Letterhead of the manufacturer and should be signed by authorized Signatory.)

- I. I/We _____ (OEM) having my/our registered office _____ (address of the OEM) am/are an established manufacturer of _____ (name of quoted items). I/we _____ (name of OEM) authorize _____ (Name of the Bidder) to supply, install and provide warranty support on our quoted product for above mentioned Tender. I/we certify that above authorized partner meet the Tender eligibility requirement of this Tender of eNIT No. _____ Dated _____ defined for OEM's authorized partners. I/we have also entered into an agreement with our authorized partner that they will supply and install the computers mentioned in the above tender enquiry and raise the bill on behalf of us. The warranty support shall be provided by us/our Authorised Partner.
- II. In case of default in execution of this tender by our authorized bidder/partner viz.----- (name of the authorized bidder/partner), the ----- (OEM) shall own responsibilities for successful execution of contract/warranty/maintenance/service support through oneself/itself/ourselves or through another authorized partner.

Yours truly,



<Signature>

<Insert Name/Designation><Insert Stamp>

<Contact No & e-mail Address>

Annexure 5:

Declaration by the Bidder

(To be submitted on Company Letterhead of the Bidder)

I. I / We have inspected the site of works and have made me / us fully acquainted with local conditions on and around the site of works. I / We shall be bound by the conditions laid down in the Notice Inviting Tenders, Special Terms & Conditions, Special Specifications, General Specifications, Priced Schedule and also printed Tender Form No. – I (as amended). My / Our tenders is offered taking due consideration of all the stipulations of contract documents. I / We shall also uniformly maintain such progress with the works as may be directed by the Engineer – in – Charge of the work to ensure completion of same within the target date.

II. My/Our Permanent Income Tax Account No. is

III. My/Our Goods and Services Tax Registration No. is

IV. a) I/We declare that I have no relative working under West Bank Division , SD & SWM Sector , KMDA

V. b) I/We declare that the under noted personnel of West Bank Division , SD & SWM Sector , KMDAis related to me/us.

Name Relationship Designation with officeaddress

Sri



Postal Address with Telephone No.
Mobile No. of the bidder

Yours truly,

<Signature>

<Insert Name><Insert Designation>

Annexure 6:

Authorization from Original Manufacturer End-of-life Certificate

(To be submitted on Company Letterhead of the manufacturer and should be signed by authorized Signatory.)

- I. I/We _____ (OEM) having my/our registered office _____ (address of the OEM) am/are hereby confirmed that the quoted products in the bid are not obsolete in the market and has at least 3 years Residual Market Life i.e. the offered product will not be declared end-of-life by the OEM before this period. I assure that the warranty support shall be provided as per terms and conditions of the bid document.
- II. Our full support is extended in all respects for supply, onsite warranty and maintenance of our products.

Yours truly,

<Signature>

<Insert Name/Designation><Insert Stamp>



<Contact No & e-mail Address>

Annexure 7:

Undertaking stating the bidder is not Blacklisted or Bankrupted

(To be submitted on Non-Judicial Stamp Paper of appropriate value)

Date: <insert date>

Place: <insert place>

To,

Executive Engineer
West Bank Division ,
SD & SWM Sector
Kolkata Metropolitan Development Authority,
UnnayanBhavan,
Salt Lake City, Kolkata – 700 091

Subject: Declaration of Ineligibility for corrupt or fraudulent practices or blacklisted or debarred and terminated for unsatisfactory performance with any of the Government agencies

Dear Sir,

As required under the NIT of Kolkata Metropolitan Development Authority, titled: Notice Inviting Quotation (NIT) for “<NAME OF THE WORK>” and NIT Reference Number: <insert number>, we would like to make the following disclosure:

We are not being under ineligibility for corrupt or fraudulent practices.



We were not blacklisted nor were any of the contract/services terminated with/by any of the Central/State Government Ministries/ Affiliates or UT Government/PSU Organizations for projects in India or elsewhere during the last 5 years, before issuance of this NIT.

We have not been declared insolvent/ bankrupt or have not filed for insolvency/ bankruptcy or in the process of being declared bankrupt before any designated authority in any country, before issuance of this NIT.

We have not been debarred or terminated for any unsatisfactory performance.

Yours truly,

<Signature>

<Insert Name><Insert Designation>