



**Tender Document for Purchase of
Desktop Computers & Printers
by the Income Tax Department, West Bengal Region**

Tender Notice No.	:	CIT (CO)/Kol/2011-12/Asset-Mgmt/106/6187
Last Date for Receipt of Tender	:	4 PM 9th February, 2012
Date of Time of Opening	:	3 PM on 10th February, 2012
Name And Address of the Tenderer	:	Income Tax Department, West Bengal Region, P-7, Chowringhee Square, Kolkata – 700 069
Telephone Number	:	033-2213-6012
Fax Number	:	033-2213-6012
Web Site	:	www.incometaxindia.gov.in
E-Mail Address of the Tenderer	:	subrato.goswami@gmail.com
Tender Purchase Value	:	Nil
Earnest Money Amount	:	₹ 4, 00,000
Earnest Money in favor of	:	ZAO, CBDT, Kolkata

Table of Contents

SECTION - I

1. Invitation for Bids	3
------------------------	---

SECTION - II

1. Procedure for submission of Bids	5
2. Cost of Tender	6
3. Clarification of Tender Document	6
4. Amendment of Tender Document	6
5. Language of Bids	6
6. Documents comprising the Bids	6

SECTION - III

1. Technical Specifications of Requirements	7
2. Job Details	7
3. Financial Bid	8

SECTION - IV

Terms and Conditions	9
Annex –I: List of income Tax offices in the West Bengal Region	11
Annex –II: Letter of Indemnity	13

SECTION - I

Invitation for Bids

1.1 The Department proposes to procure more than 1000 Branded Desktop Computers and more than 350 printers from OEMs (Original Equipment Manufacturers).

1.2. Bidders are advised to study all technical and commercial aspects, instructions, forms, terms and specifications carefully in the tender document. Failure to furnish any information required in the Tender Document or submission of a bid not substantially responsive to the Tender document in any respect will be at the Bidders' risk and may result in the rejection of the bid.

1.3 Sealed offers prepared in accordance with the procedure enumerated in Clauses of Section II should be submitted to Income Tax Officer (Systems) - II, Kolkata not later than the date and time laid down, at his address given in the schedule for invitation to Tender under Clause 1.29 of Section I.

1.4 All bids must be accompanied by a Bank Draft/ Pay Order for Earnest Money of **₹ 400,000/- (Rupees Four lakhs only)** in the form of Bank Draft / drawn over a Nationalized Bank in favor of the ZAO, CBDT, Kolkata. The validity of the Bank Draft/ Pay Order should be for six months from the date of submission of the bid.

1.5 The successful bidder shall deposit a FD of **₹ 25,00,000/- (Rs. Twenty Five Lakhs)** as security deposit, drawn in the name of ZAO, CBDT, Kolkata. This deposit shall not bear any interest to the bidder, and shall be returned at the face value after 3 months of the successful completion of the delivery & installation of all the computer & Printers. Tenders not accompanied by Earnest Money or incomplete in any respect will be liable to be rejected outright.

1.6 The turnover of the bidder should at least be **₹ 50 Crores (Rs. Fifty Crores)**.

1.7 The categories of items and quantity indicated in the Tender Document are tentative. The Income Tax Department, West Bengal Region reserves the right to increase or decrease the quantity or delete some or all of the items depending on the needs of the Department without assigning any reason.

1.8. The Bidders should indicate specifically the Basic Price, Taxes / Excise duty, other duties (if any), and levies chargeable quantitatively on the per unit basis in Indian currency.

1.9 No additional information will be entertained after due date. The Income Tax Department, West Bengal Region may reject tenders if they do not carry such information separately and specifically quantitatively without citing any specific reason. No queries will be entertained in this regard.

1.10 The bids should indicate clearly that the rates are with the delivery charges to the specific place of delivery as indicated by the Income Tax Department, West Bengal. The rates would also include the installation charges.

1.11 The tender should be submitted in two covers i.e. a and b. There should be proper indication of the contents on each envelope as indicated in clause 1.1 of Section II. The successful bidder would not be paid anything more than what is quoted by the bidder on the per unit basis and this will be inclusive of all taxes,

rates, duties, installation charge, transportation, loading & unloading, delivery etc.

1.12. The bidder must clearly indicate its compliance to the delivery schedule. The bid should be valid for at least 90 days.

1.13 The delivery, installation and successful testing of the items must be completed within 30 (thirty) days from the date of award of contract to the successful bidder.

1.14. The bidder would be required to provide services and maintenance facilities including on-line services throughout the state of West Bengal for the items quoted at the place of installation.

1.15 The Bidders would be required to provide service and maintenance facilities throughout the state of West Bengal for the items quoted at the place of installation.

1.16 The Bidders should clearly indicate the availability of service and maintenance facilities throughout the state of West Bengal for the items quoted.

1.17 The above mentioned details particularly the Sales Taxes / Excise duty, any other duty, if not quoted properly, the bid would be liable for cancellation.

1.18 This tender document is not transferable.

1.19 The Tender must be submitted along with the copies of:

*Manufacturers license or authority from the Manufacturer

*Copies of last three years Latest Income Tax Returns acknowledgements.

1.20. The Income Tax Department, West Bengal Region reserves the right to reject any or all tenders without assigning any reason whatsoever.

1.21. The tenders will be opened on the date and time indicated in the presence of Bidders if any present on the occasion. If the date of opening is declared a holiday, the tenders will be opened on the next working day.

1.22 No advance payment or payment against Performa invoice will be made. Payment will be made after receipt, inspection, installation and successful testing of the all the equipments supplied.

1.23 All damaged or unapproved goods or any item, which is misrepresented, shall be returned to the Bidders, and cost and the incidental expenditure thereupon shall be recovered from the Bidders.

1.24 Terms & conditions of the bidder sent along with the quotation, if any, put by the Bidders, shall not be binding on the Income Tax Department.

1.25 Packing list giving description of the contents must be put on all packages.

1.26 On acceptance of tender, the date of delivery should be strictly adhered to, otherwise, the Income Tax Department, West Bengal Region, reserves the right not to accept the delivery in full or in part. In case the order is not executed within the stipulated period, the Department shall be at liberty to make purchases through other sources, and to forfeit the earnest money of the Bidder.

1.27 No claim on account of payment of octroi / way bill, etc, within the limits of the State of West Bengal, shall be accepted.

1.28 Payment of bill will be made through crossed account payee cheque drawn on State Bank of India by ZAO, CBDT, Kolkata on receipt of the articles mentioned herein. The decision to purchase each item is taken independent of other items quoted by the firm.

1.29 Schedules for Invitation to Tender:

a) Address at which tender is to be submitted:

**Room No. 3/79, Income Tax Officer (Systems-II)
Income Tax Department
West Bengal Region,
Kolkata
Phone: +91 33 2213 6012**

b) Time and date for receipt of Tender: **Up to 4 pm of 9th February 2012.**

c) Place, Time and Date of opening of Technical bids:

**Place: Conference Room, 1st Floor,
Aayakar Bhavan, P-7, Chowranghee Sq,
Kolkata – 700 069**

Time & Date: **3 PM on 10th February, 2012.**

d) Income Tax Department shall not be responsible for any postal delay about non-receipt / non-delivery of the documents.

1.30 Canvassing in any form by the bidder or its associates shall lead to outright disqualification.

SECTION - II

Procedure for submission of Bids

2.1 It is proposed to have a Two Cover System for this tender

- a) Technical Bid in one cover.
- b) Commercial bid in one cover.

2.2 Technical Bid of the Tender should be covered in a separate sealed cover superscribing the wordings "**Technical Bid**".

2.3 Commercial Bid of the Tender should be covered in a separate sealed cover superscribing the wordings "**Commercial Bid**".

2.4 The two documents viz. Technical Bid Cover and Commercial Bid Cover and the demand draft covered prepared as above are to be kept in a single sealed cover superscribed with "**Desktops Computer Tender**".

2.5 The cover thus prepared should also indicate clearly the name and address of the Bidders to enable the Bid to be returned unopened in case it is declared “**late**”.

2.6 The Earnest Money is paid by Demand Draft, the draft must be in a separate sealed envelope indicating the amount, tender Notice Number and due date and enclosed with the bid

Cost of Tender

2.7 The Bidders shall bear all costs associated with the preparation and submission of its Bid, including the cost of presentation for the purpose of clarification of the bid, if so desired by the Department and the Department will in no case be responsible or liable for those costs, regardless of the conduct or outcome of the Tendering Process.

Clarification of Tender Document

2.8 A prospective Bidders requiring any clarification of the Tender Document may notify the Department in writing at the Department’s mailing address indicated in Clause 1.29 of Section I. The Department will respond in writing to any request for clarification of the Tender Document, received not later than 03 (three) working days prior to the last date for the receipt of bids prescribed by the Department.

Modification of Tender Document

2.9 At any time prior to the last date for receipt of bids, the Department may, for any reason, modify the Tender Document.

2.10 The modification will be notified.

Language of Bids

2.11 The bids prepared by the Bidders and all correspondence and documents relating to the bids exchanged by the Bidders and the Client, shall be written in Hindi / English language, provided that any printed literature furnished by the Bidders may be written in another language so long as accompanied by an Hindi / English translation in which case, for purposes of interpretation of the bid, the Hindi / English translation shall govern.

Documents comprising the Bids

2.12 The Bids prepared by the Bidders shall comprise of following components: -

- a) **Technical Bid** shall consist of the following: -
 - (i) Technical Bid furnished as per the format for technical bid.
 - (ii) Technical literature for each product / service, covering full technical specifications.
- b) **Commercial Bid** consisting of the following: -
 - (i) Bid prices duly filled, signed and complete as per the format.

SECTION – III

Model Specifications

The bidder is encouraged to give its bid for both the models, Model – I and Model – II, specified below. The Department reserves the right to choose any model based on competitive bidding one of the two models as mentioned below.

Desktop Computer Model – I

Technical Specifications of Requirements for Desktop Computer

Processor	: Intel core i5 2500 @3.30 Ghz, 6 MB L2, 1333 MHz FSB
Motherboard	: Intel Q67 series Express Chipset
Memory	: 4 GB DDR 3, 1333 MHz Ram Expandable up to 8 GB
Hard Disk Drive	: 500 GB 7200 rpm SATA HDD
Optical Drive	: Internal 22x DVD R/W Drive
Graphics	: Integrated Intel® Graphics Media Accelerator x4500 Support up to 800 MB video memory through DVMT
Network Controller	: 100/1000 on-board integrated network part with remote booting facility remote systems installation remote wakeup
Bays	: 5 Nos. (2 Nos 5.25 inches for optical media drivers and 3 Nos 3.5 inches for hard disk drivers)
Ports	: 10 USB (with 4 in front) 1 Serial port, 1 Parallel port, 1 PS-2 Keyboard and 1 PS-2 Mouse port, 1 line in, 1 line out, 1 Mic in
Expansion Slots	: 2 PCI, 1 PCI Express x 1 and 1 PCI Express 16
Keyboard	: Multimedia Internet Ready Keyboard
Mouse	: Optical Scrolling mouse with Mouse pad.
Audio	: Integrated 5.1 Channel high definition audio subsystem
Cabinet	: Mini Tower / MATX Cabinet
Monitor	: 18.5 wide LED monitor
Compliance	: DMZ 2.0, PCI & ACPI, AOHS
OS Certification	: MS windows 7 professional downgraded to MS Windows XP.
MS office 2007	: Preloaded

The computers have to be compatible with existing ITD Systems.

2. **Performa to be filled in by the Bidder, including the Financial Bid.**

Specifications / Certifications **of Desktops Model – II** Mark

Unit price of the item (including transportation, installation and testing)

Taxes

Duties

Price

Desktop Computer Model – II

Technical Specifications of Requirements for Desktop Computer

Processor	: Intel core i3 2100 @3.30 Ghz, 6 MB L2, 1333 MHz
Motherboard	: Intel H67 series Express Chipset
Memory	: 4 GB DDR 3, 1333 MHz Ram Expandable up to 8 GB
Hard Disk Drive	: 500 GB 7200 rpm SATA HDD
Optical Drive	: Internal 22x DVD R/W Drive
Graphics	: Integrated Intel® Graphics Media Accelerator x4500 Support up to 800 MB video memory through DVMT
Network Controller	: 10/100/1000 on-board integrated network part with remote booting facility remote systems installation remote wakeup
Bays	: 5 Nos. (2 Nos 5.25 inches for optical media drivers and 3 Nos 3.5 inches for hard disk drivers)
Ports	: 10 USB (with 4 in front) 1 Serial port, 1 Parallel port, 1 PS-2 Keyboard and 1 PS-2 Mouse port, 1 line in, 1 line out, 1 Mic in
Expansion Slots	: 2 PCI, 1 PCI Express x 1 and 1 PCI Express 16
Keyboard	: Multimedia Internet Ready Keyboard
Mouse	: Optical Scrolling mouse with Mouse pad.
Audio	: Integrated 2 Channel high definition audio subsystem
Cabinet	: Mini Tower / MATX Cabinet
Monitor	: 18.5 wide LCD / TFT monitor

Compliance : DMZ 2.0, PCI & ACPI, AOHS

OS Certification : MS windows 7 professional downgraded to MS Windows XP.

MS office 2007 : **Preloaded**

The computers have to be compatible with existing ITD Systems.

2. Proforma to be filled in by the Bidder, including the Financial Bid.

Specifications / Certifications of **Desktops Model – II** Mark

Unit price of the item (including transportation, installation and testing)

Taxes

Duties

Price

Printer Model

Laser Jet printer having

- resolution in dpi: Mono 600 x 600
- Paper Size :A4
- Print Speed: 14 PPM
- Port: 1 USB

SECTION - IV

TERMS AND CONDITIONS

1. The Vendor should adhere to the time schedule provided by the Income Tax Department, west Bengal Region, Kolkata. The vendor company would be required to deliver to the users in the state of West Bengal at the designated places. List of offices of the Income Tax Department, West Bengal Region are at **Annex – I**.
2. The products asked for should be of very high standard and of reputed company with authorized service provider at all Big cities in West Bengal.
3. The vendor shall be liable to indemnify Income Tax Department, West Bengal Region in all respects and meet and pay off the litigation expenses and all the liabilities including damages, sums etc. arising out of and as a consequence of the negligence, deficiencies, mistakes, lapses, delays etc. in the execution of the various jobs and the services provided. The proforma for that is at **Annex - II**.
4. The vendor should have a provision for enhanced warranty beyond the regular warranty

period. During the warranty period, the vendor should have a point of presence at various places as provided by the Income Tax Department in the state of West Bengal so that its response time to any failure should be minimum.

5. The company should ensure quick back up response in case of equipment failure which should be replaced if needed within 24 hours of the distress call. Penalty would be levied in case of any failure.

6. There is no provision for making advance payment to the vendor. However, running bills for supply & installation completed can be submitted by the vendor and the same can be considered for payment within reasonable period.

7. The vendor must submit a copy of the profile of the company along with the customers' satisfaction report.

8. Dispute if any, will be subject to Hon'ble Calcutta High Court jurisdiction.

List of Income Tax Offices in the West Bengal Region

Places	Name of the Buildings
Alipurduar	ITO Office
Asansol	Paramar Building
Asansol	Sahana Apartment
Baharampur	I-T Office, R N Tagore Road
Balurghat	Income Tax Office
Bankura	Aayakar Bhavan
Bankura	Bilash Bhavan
Burdwan	Aayakar Bhawan
Chinsurah	Roop Mati Mahal
Coochbehar	Aayakar Bhavan
Darjeeling	Aayakar Bhavan
Durgapur	Aayakar Bhavan
Durgapur	Aayakar Bhavan-Anx
Durgapur	Urmila Bhavan
Haldia	Income Tax Office
Jalpaiguri	C.R.Building
Jangipur	I T Office
Kalimpong	ITO Office
Kolkata	Aayakar Bhawan
Kolkata	Aayakar Bhawan Dakshin
Kolkata	Annexe Building
Kolkata	Bamboo Villa

Kolkata	Bamboo Villa Annexe
Kolkata	Dwarkin house
Kolkata	Government Place
Kolkata	ITAT Building
Kolkata	Middleton Row
Kolkata	Poddar Court / EM Bypass
Kolkata	Rafi Ahmed Kidwai
Kolkata	RTI Building
Kolkata	Uttarapan Building
Krishna Nagar	Ananta Hari Mitra Rd-1
Krishna Nagar	Ananta Hari Mitra Road-2
Malda	ITO Office, Netaji Market
Midnapore	Jhargram House / Keranitola
Midnapore	Sahu Bhavan
Purulia	ITO, South Lake Road
Raiganj	ITO, SBI Building
Siliguri	Aayakar Bhawan, Matigara
Siliguri	CR Building, Hakimpara
Suri	Aayakar Bhawan

LETTER OF INDEMNITY

**To,
The Convener,
Procurement Committee for PCs & Printers
Income Tax Department,
Aayakar Bhawan, P-7, Chowringhee Sq,
Kolkata – 700 069**

Dear Sir,

**Subject - Sale of Systems Software, Compilers and Utilities
to be used on Desk Top Computers**

WHEREAS the Income Tax Department, west Bengal Region, hereinafter referred to as 'the Department') has expressed desire to purchase Systems software, compilers and utilities to be used on Personal Computers, for the various functions as per the Schedule hereunder written and which are hereinafter for brevity sake referred to as ' the said systems package', subject to our furnishing declarations and indemnity as contained hereafter.

NOW THEREFORE THIS LETTER OF INDEMNITY WITNESS THAT:

We, the _____ hereby declare and certify that we are the rightful owners / licenses of the said systems package offered for sale to the Department and that the sale of the said systems package to the Department does not infringe the property or copy rights of any other person and that the same does not infringe the Copy of Rights Act, 1957 or any other Act for the time being in force. We, the said _____ hereby agree to indemnify and keep indemnified and harmless the Department, servants, agents and other authorized persons against any action that may be brought against them for infringement of the right of property or other intellectual property or copy rights in respect of the said systems package supplied by us to the Department and will defend the same at our cost and consequences, and will pay or reimburse the Department, its officers, servants, agents and other authorized persons from all the costs and other expenses that may be put to or incur in that connection.

SCHEDULE :

Yours faithfully

(Signature, Name and Designation of Authorized Official)