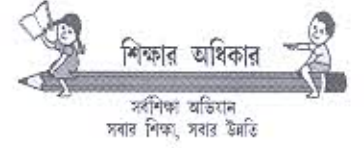




Government of West Bengal  
Paschim Banga Samagra Siksha Mission  
District Project Office  
Birbhum



Memo No:- 714 /T/MIS/SSM/Birbhum

Date:- 25/10/2019

## TENDER NOTICE

Sealed tenders are invited by the District Education Officer, SSM, Birbhum from reputed and bonafide Authorised suppliers/agencies for procurement of Laser Printer, RAM, UPS Battery for MIS Cell as per **ANNEXURE – I** enclosed with this notice.

The approved lowest Tenderer shall be bounded to supply the materials as per approved rate(s) offered by them otherwise the order would be treated as cancelled and the agency will be black listed by the authority in future.

## TERMS & CONDITIONS:

### A) Required documents for selection of LI:

1. Tender has to be submitted in the suppliers/ agencies own letterhead (typed). **Rate should be quoted inclusive of all taxes and delivery charges.**
2. Copy of the i) PAN Card ii) GST No. iii) Valid Trade License should be submitted along with the quotation.
3. Credential certificate (in a single workorder within last 3 financial year) for an amount of **50% of the total bid amount** for supply of similar type of material should submit with the tender
4. Incomplete or incorrect tenders will be rejected.
5. Bidders should quote as per specification stated in **ANNEXURE-I**. 'LI' will be selected on the basis of lowest submitted rate.

### B) Submission of Tender:

- a. Tenders are to be addressed to the District Education Office, SSM, Birbhum.
- b. Tender must be sealed & superscribed in capital letters of "**TENDER FOR SUPPLY OF PRINTER, ETC. UNDER MIS 2019-20**" The name, contact no. & address of the tenderer should be indicated on the cover containing tender.
- c. Tenderer must sign each page of the tender.
- d. Tender documents should be dropped in the office Drop Box located in the **District Project Office, Sanagra Shiksha Mission, Birbhum at Prasashan Bhaban, 3<sup>rd</sup> Floor, P.O. – Suri, Dist. - Birbhum, PIN - 731101.**
- e. All the items have to be supply & install at MIS Cell / different cell at District Head Quarter within 7 (seven) days of the receiving of Workorder. No delivery charge will be claimed by the bidders separately. If so, then the tender will be rejected.

**C) Payment terms:**

- a. EMD should be submitted by the bidders for **Rs. 5,000/- (Rupees Five thousands)** in the form of Demand Draft in favour of "DEO, SSM-BIRBHUM". The EMD of unsuccessful bidders will be refunded soon after the final acceptance of the Tender and issuance of work order to the successful bidder(s) without interest. There is no exemption to any such of SSI units, Micro & Small Enterprise, Handicraft and other such units for payment of EMD.
- b. Payment will be made by the office within a reasonable time after satisfactory delivery & installation of items.
- c. Statutory deductions will be made by the authority from gross bill value as per the rules.

**D) Other terms:**

- a. All the prospective bidders are requested to present during the time of opening of bid at the chamber of the undersigned.
- b. Any objection will not be entertained at the time of opening of bid.
- c. During the time of scrutiny of all documents if it comes to the notice of the tender inviting authority that the bid document is incorrect / manufactured / fabricated, the bidder will not be allowed to participate in the tender process.
- d. The authority reserves the right to cancel N.I.T. due to unavoidable circumstances and no claim in this respect will be entertained.

**E) Date and Time schedule of opening of bid:**

Sealed tender documents should be dropped by **1.00 PM upto 06/11/2019 (Wednesday)** and the same will be opened after **1.00 PM** on same day at the chamber of DEO, SSM, Birbhum.



**District Education Officer,  
PBSSM - Birbhum**

**Copy forwarded for information to:**

- 1) The District Judge, Birbhum with a request to arrange for putting up the Notice in the Office Notice Board of your office.
- 2) The Addl. Executive Officer, Birbhum Zilla Parishad with a request to arrange for putting up the Notice in the Office Notice Board of your office.
- 3) The Superintendent of Police, Birbhum with a request to arrange for putting up the Notice in the Office Notice Board of your office.
- 4) The Chief Medical Officer of Health, Birbhum with a request to arrange for putting up the Notice in the Office Notice Board of your office.
- 5) The Project Director, District Rural Development Cell, Birbhum with a request to arrange for putting up the Notice in the Office Notice Board of your office.
- 6) The Chairman, District Primary School Council, Birbhum with a request to arrange for putting up the Notice in the Office Notice Board of your office.
- 7-9) The Sub-Divisional Officer, Sadar/Bolpur/Rampurhat Sub-Division, Birbhum with a request to arrange for putting up the Notice in the Office Notice Board of your office.
- 10) The Nazareth Deputy Collector, Birbhum with a request to arrange for putting up the Notice in the Office Notice Board of Nazareth Section of District Collectorate, Birbhum.
- 11) The District Inspector of Schools (SE), Birbhum with a request to arrange for putting up the Notice in the Office Notice Board of your office.
- 12) The District Inspector of Schools (PE), Birbhum with a request to arrange for putting up the Notice in the Office Notice Board of your office.
- 13) The District Information & Cultural Officer, Birbhum with a request to circulate copy of Tender Notice to all concerned.
- 14) The District Informatics Officer, National Informatics Centre, Birbhum with a request to host the Notice Inviting Tender in the Official Website ([www.birbhum.gov.in](http://www.birbhum.gov.in)) of this District.
- 15) The Chairman, Suri Municipality with a request to arrange for putting up the Notice in the Office Notice Board of your office.
- 16-34) The Block Development Officer, All Block Development Office, Birbhum with a request to arrange for putting up the Notice in the Office Notice Board of your office.
- 35) The C.A. to ADM (SSM), Birbhum for information of the ADM (SSM), Birbhum.

  
**District Education Officer,  
PBSSM - Birbhum**

## Annexure – I

Sl.	Items	Model / Specifications	Qty.	Unit Rate in Rs. (incl. All) A	Buy back Rate (in Rs.) B	Total Cost in Rs. (incl. All) [C = A – B]
1	<b>Laser Printer</b>	HP LaserJet Pro MFP (M 226 dw) or equivalent	1			
2	<b>UPS Battery</b>	Amaron Quanta (12v 26 AH) or equivalent	16			
3	<b>RAM</b>	8 GB DDR3 (1600/PC3-12800)	4			

Seal & signature of Tenderer