

Government of West Bengal
Office of the Chief Medical Officer of Health
Nadia

Memo No. 1002

dated, Krishnagar, the 31/1/2014

Tender Notice No.-2/2014

Sealed tender are hereby invited from manufacturers/importers/authorised dealers/suppliers in accordance with the technical specifications given in Annexure-I enclosed herewith for supply & installation of 17 printers for 17 BPHCs under the District Health & Family Welfare Samiti, Nadia. The intending bidders will submit their bid as per bid format enclosed herewith. EMD of Rs. 20,000/- in form of demand draft drawn from any nationalized bank in favour of District Health & Family Welfare Samiti, Nadia & payable at UBI, Krishnagar are to be submitted with the bid documents.

The bid will consist of 3 parts:-The EMD, The Techno-Commercial bid, the Price bid. Each of these 3 items are to be sealed in different envelopes. Outside of each envelope, its subject matter will be written clearly viz. 'EMD', 'Techno-Commercial bid', 'Price bid'. These 3 envelopes are to be sealed in 1 single envelope addressing 'The Secretary, District Health & Family Welfare Samiti & Chief Medical Officer of Health, Nadia; 5, D.L.Roy Road, Krishnagar, Nadia, Pin-741101.' The sealed envelopes may be sent through registered post or speed post or to be dropped into the dropbox of the CMOH Office, Nadia. However, the authority will not be responsible for any type of postal delay.

Last date & time for submission of sealed tenders	Date of opening of tender
17.2.2014 at 12.00 noon	18.2.2014 at 1.00 P.M.at CMOH Office, Nadia

For further queries, please go through the tender documents enclosed herewith. The undersigned has the right to accept or reject the tender without assigning any reason thereof.


Chief Medical Officer of Health
Nadia S. Chouda

TENDER NOTICE

The Secretary, District Health & Family Welfare Samiti, & CMOH, Nadia invites competitive bid on behalf of District Health & Family Welfare Samiti, Nadia for supply of Printer from manufacturers/importers/ Authorised dealer/supplier in accordance with the technical specifications given in Annexure I . The bidders will be allowed for bidding for a single brand only. All bids should be addressed to the Secretary, DHFWS & CMOH, Nadia, 5, D.L.Roy Road, Krishnagar, Nadia. Bids received after the due date will be rejected.

Secretary, DH&FWS & CMOH, Nadia reserves the right to accept or reject in part or full any or all the offers without assigning any reason whatsoever.

DEFINITIONS

- a) In this contract, the following terms shall be interpreted as indicated. "Contract" means the agreement entered into between the Purchaser and the Contractor, as recorded in the contract form signed by the parties including all annexure thereto and appendices therein.
- b) "Goods" or "Products" mean all of the equipments including their accessories and /or other materials, which the Contractor is required to supply to the Purchaser under the contract.
- c) "Purchaser" or 'Buyer' or 'Owner' means District Health & Family Welfare Samiti, Nadia.
- d) "Seller" or "supplier" means the individual or firm or company on whom the order for labour work is placed and shall be deemed to include their approved successors, representatives, heirs, executors and administrators as the case may be.
- e) "Inspector" mean the authorised representatives of the Purchaser appointed to inspect items purchased under the contract.
- f) "Items" means the equipment & material to be procured as mentioned in the tender.
- g) "Labour" means the fixing and laying of networking components (passive or active).
- h) "Vendor" means contractor.

ELIGIBILITY CRITERIA

The following criteria must strictly be fulfilled by the bidder. The bidder must submit documentary evidence in support of their claim for fulfilling the criteria and they should submit an undertaking on their letterheads to the fairness of these documents while submitting the bid. The bids received without the documentary evidence will be rejected outright.

- ∑ District Health & Family Welfare Samiti, Nadia invites Bid from manufacturers/importers/ Authorised dealer/supplier.
- ∑ The Bidder must be a legal entity registered in India under appropriate laws.
- ∑ The Bidding firm has to be a single entity. Consortium or any kind of association of firms is not allowed.
- ∑ If the bidder is an authorised representative / dealer of the manufacturer/importer then the authorisation letter as per Annexure IV , is to be enclosed in original from the manufacturer on the name of such Authorised representative dealer. The responsibilities and liabilities of such bidder should be mentioned separately.
- ∑ The manufacturer/importer / Authorised representative should agree and give undertaking that they will give onsite support through local office / support centre / arrangement in Nadia and keep it operational till the duration of warranty. The address & contact number of the local office / support centre / arrangement should be mentioned in the letter.
- ∑ The bidder must submit an undertaking on its letter head that they have not been blacklisted by any State Government/ / Central Govt. / PSU Department in India .Self declaration is required as per Annexure VI.
- ∑ Bidder should have executed single contract for supply of minimum 30 within last three years .Submit supporting documents with material delivery proof in Tech-commercial bid.
- ∑ Bidder should have an office in Nadia or he has to maintain an office in Nadia for support with qualified and sufficient manpower during the execution of project.

SCOPE OF WORK

The scope of work necessarily, but not exclusively includes the following activities:-

- a) Bidder scope of work for supply of material is defined in Annexure I. All supply work should be completed in 17(nos.) BMOH's office of respective block of the district i.e. Nadia. List of Location will be provided to successful Bidder.
- b) The bidder will be required to deliver and install the items at BMOH office and the address for delivery will be intimated to the successful bidder(s).
- c) The bidder shall provide spares and necessary support on technical issues for all equipment. The support terms should be clearly mentioned in the bid.
- d) The equipment & peripherals must be supported for three years from the date of installation & the bidder should include the cost of such AMC with the bid.
- e) The successful bidder shall have to supply all necessary accessories along with the supplied goods viz. appropriate cable, power supply cords/wires/ cables etc. and appropriate licenses, device drivers and documentation, which may be required, whether mentioned or not mentioned in the tender, for successful acceptance of the quoted product.
- f) The bidders are expected to accept all technical/commercial terms & conditions mentioned in the bid document. Any deviations in the terms and conditions should be clearly mentioned. DH&FWS however, reserves the right to reject any or all of the offers with deviation.
- g) All the items should be delivered and installed within 4 weeks' time from the date of placement of order.
- h) Bidder will deliver materials to respective blocks of the districts. Delivery and installation proof is to be submitted to DH&FWS .The Bidder shall bear all the costs associated with transportation of material to block Offices. No extra payment will be made for transportation of material block offices. List of delivery location of Districts/Blocks will be provided to successful Bidder.

- i) Cost of transit Insurance for the materials is to be borne by the vendor.
- j) Bidder will provide 3 year onsite warranty support in all the blocks where such goods will be supplied and down equipment's calls will be closed within 48 hour of placing a call to contractor.
- k) The Bidder shall bear all the costs and expenses associated with onsite warranty support to all the block Offices of Nadia district.
- l) Refer annexure I for supply of equipment.

BID SUBMISSION

The following section outlines the steps to be used for submission and processing of bids:

1. The bid shall be submitted in three parts, the EMD, Techno-Commercial Bid & the Price Bid.

- I. Earnest money Deposit (EMD): Bidder has to submit EMD of Rs. 20000/- (Rs. twenty thousand) in the form of Demand draft drawn from any nationalised Bank in favour of District Health & Family Welfare Samiti, Nadia and payable at UBI, Krishnagar. The EMD should be sealed in one envelope marked "EMD".
- II. The techno-commercial bid sealed in one envelope marked "Techno commercial Bid" and shall contain technical details of the item(s) quoted and also provide full details of deviations, if any from the technical specifications mentioned. The bidder should fill-up the format given in Annexure I. No alternation / modification in the format shall be permitted. Make/ Model of the equipment quoted should be clearly specified. The bidder should enclose relevant technical brochures/ literatures for the item(s) quoted in support of the technical specifications quoted.
- III. The techno commercial bid must contain -
 - ∑ Authorised signatory certificate from the appropriate authority.
 - ∑ Bid form as per Annexure II should be duly filled in, signed and complete in all respects.
 - ∑ Authority letter from principal manufacturer (applicable only for authorised importer) as per annexure IV.
 - ∑ Commitment letter for service support from the principal manufacturer as per annexure V.
 - ∑ The Technical information of the products being offered along with brochure etc.
 - ∑ Any other terms and conditions from bidder (Please, note that the terms may or may not be acceptable to Purchaser).
 - ∑ Copy of successfully single executed order for supply of minimum 10 Nos. of computer/printer.
 - ∑ If bidder is authorised dealer for contracted item then submit a dealer certificate.
 - ∑ Certificates of relevant Registration as per Govt. Rules.
 - ∑ Original tender documents with all pages should be signed.

- ∑ Proof / declaration of local support office in district.
- ∑ Provide Service Tax Registration Certificate if Bidder is coming under service Tax Act. If Bidder is not covered under Service Tax Act as per Government rule then declaration from CA is required.
- ∑ VAT/CST Certificate copy of bidder.
- ∑ Copy of PAN Certificate.

IV. The Price bid: shall be sealed in an envelope and should contain the price bid, Annexure III duly completed in all respects. Deviations from the tender terms & conditions shall be clearly mentioned, if any.

V. The three separate envelopes containing EMD, techno – commercial bid and price bid should be sealed in one envelope and should be addressed as per tender schedule.

2. The Financial bid of only the technically short listed bidders would be opened. The dates for the same would be intimated separately.
3. The language for bid submission is English.
4. All prices and other information in this regard having a bearing on the price shall be written both in figures and words in the prescribed offer form.
5. Bidder shall prepare the bid and submit it in a sealed envelope addressed to the purchaser. The envelope should bear the name of bidder, along with the tender number, the date of opening of the tender and the description of the items to be supplied.
6. No bid can be modified subsequent to the deadline for submission.
7. The Bidders should note that Prices should not be indicated in the Techno-commercial and should be quoted only in the Price Bid. In case the prices are indicated in the Techno –commercial bid, the tender shall stand rejected.
8. EMD of amount Rs. 20000/- (Rs. twenty thousand) shall be returned to unsuccessful bidder within 60 days after opening of Financial Bid and EMD of successful bidder will be returned after the submission of Security Deposit.
9. The security deposit will be equal to 10 % of the total order value within 7 days of issuance of work order.

INSTRUCTIONS TO BIDDERS

1. BID PRICE

- a) The price schedule should include, the price of goods at the site including all duties, sales taxes and other levies if any.
- b) The price bid should include the cost for any transportation cost, installation cost and AMC cost for three years.
- c) Deviations from the specifications should be clearly brought out in the bid under technical specifications.
- d) All prices should be in Indian Rupee and no foreign exchange/ import license shall be provided.

2. CLARIFICATION OF BIDS

To assist the examination, evaluation and comparison of bids the purchaser may at its discretion, ask the bidder for clarification of its bid. The request for clarification and the response shall be in writing and no change in price or substance of the bid shall be sought, offered or permitted.

3. EVALUATION OF BIDS

- a) The purchaser will examine the bids to determine whether:
 - They are complete.
 - They are free from computational errors.
 - Required sureties have been furnished.
 - The documents have been properly signed.

- b) Arithmetic errors will be rectified on the following basis:

If there is a discrepancy between the unit price and the total price, which is obtained by multiplying the unit price with quantity, the unit price shall prevail and the total price shall be corrected unless it is a lower figure. If the supplier does not accept the correction of errors, its bid will be rejected.

If there is a discrepancy between words and figures, the amount whichever is lower will prevail.

- c) Purchaser may waive off any minor infirmity or non-conformity or irregularity in a bid which does not constitute a material deviation, provided such a waiving

does not prejudice or affect the relative ranking of any bidder.

- d. The comparison shall be of FOR destination price of the goods offered inclusive of all duties, taxes and expenses.

4. PURCHASER'S RIGHT TO VARY THE QUANTITY

Purchaser reserves the right to vary the quantity within validity of the contract without any change in price or other terms and conditions with commensurate increase or decrease in delivery period or may place order in phases.

GENERAL TERMS AND CONDITIONS OF THE BID

Note: Bidders must read these conditions carefully and comply strictly while submitting their bids.

- 1. THE BIDDER IS EXPECTED TO EXAMINE ALL INSTRUCTIONS**, forms, terms, and specifications in the bidding documents. Failure to furnish all information required in the bidding documents or submitting a Bid not substantially responsive to the bidding documents in any respect may result in the rejection of the Bid.
- 2. THE BIDDER SHALL BEAR ALL THE COSTS** associated with the preparation and submission of its bid, and purchaser in no case will be responsible or liable for these costs, regardless of conduct or outcome of bidding process.
- 3. PROFESSIONAL EXCELLENCE AND ETHICS.** Tendering Authority requires that all Bidders participating in this Bid adhere to the highest ethical standards, both during the selection process and throughout the execution of the contract.
- 4. CURRENCY OF FINANCIAL PROPOSAL** shall be made in Indian Rupees only.
- 5. FAILURE OF THE SUCCESSFUL BIDDER** to comply with all the requirements shall constitute sufficient grounds for the annulment of the award, in which event the Purchaser may make the award to the next lowest evaluated bidder or call for new bids.
- 6. AMENDMENT/CANCELLATION.** The Tendering Authority reserves the right to cancel this Tender at any time without any obligation to the Bidders. The Tendering Authority at any time, prior to the deadline for submission of Proposals, may amend the Tender by issuing an addendum in writing or by standard electronic means. The addendum will be binding on all the Bidders. Bidders shall acknowledge receipt of all amendments. To give Bidders reasonable time in which to take an amendment into account in their Proposals, the Tendering Authority may, if the amendment is substantial, extend the deadline for the submission of Proposals.
- 7. RIGHT TO ACCEPT ANY BID AND TO REJECT ANY OR ALL BIDS:** The Tendering Authority reserves the right to accept any bid, and to annul the bid process and reject all bids at any time prior to award of contract, without

assigning reasons & without thereby incurring any liability to the affected bidder or bidders or any obligation to inform the affected bidder or bidders of the grounds for the action.

8. **THE TENDERING AUTHORITY RESERVES THE RIGHT TO ACCEPT ANY BID** not necessarily the lowest, reject any bid without assigning any reasons and place the order on all or some items specified in the proposal.
9. **CONDITIONAL BIDS:** If a bidder imposes conditions, which is in addition to or in conflict with the conditions mentioned herein, his bid is liable to summary rejection. In any case none of such conditions will be deemed to have been accepted unless specifically mentioned in the letter of acceptance of bid issued by the Tendering Authority.
10. **PERIOD OF VALIDITY.** Bids shall remain valid for **90** days after last date for bid submission prescribed by the purchaser which may be extended with mutual consent. A bid valid for a shorter period may be rejected by the purchaser as non-responsive.
11. **LATE BIDS.** Any bid received by the Tendering Authority after the deadline for submission of bids will be rejected and will not to be considered.
12. **NOTIFICATION OF AWARD.** Prior to the expiration of the period of the bid validity, the purchaser will notify the successful bidder in writing that its bid has been accepted. The notification of award will constitute the formation of contract.
13. **ANY MATTER WHICH HAS NOT BEEN COVERED UNDER THESE PROVISIONS** shall be governed as per the provisions of West Bengal State Government Rules.
14. **DELIVERY SCHEDULE**
 - a) The items shall be supplied and installed at the destination site as mentioned under scope of work within **4 weeks'** time from the date of placement of order.
 - b) In case of end of life of the quoted model, the equivalent or better machine shall be supplied at the same cost.
15. **PROPRIETARY RIGHTS**

The supplier shall indemnify the Purchase against all third party claims of infringement of patent, copy right, trademark, license or industrial design rights, software piracy arising from use of goods or any part thereof in the Purchaser's

country.

16. DELAYS IN THE PERFORMANCE OF SUPPLIER'S OBLIGATION

- a) Delivery of the goods and performance of services shall be made by the supplier in accordance with the time schedule specified by the purchaser in its schedule of requirements.
- b) Any delay by the supplier in the performance of its delivery obligations shall render the supplier liable to any or all of the following sanctions – forfeiture of its performance security, imposition of liquidated damages and / or termination of the contract for default.

17. PENALTY

All the items should be delivered within 4 weeks' time from the date of placement of order, delay beyond

4 weeks will attract penalty 1% per week of value of balance item and beyond 8 weeks penalty will be 2% per week of value of balance items up to maximum 20 % of contract value.

18. **Security Deposit:** The Selected Bidder at his own expense shall deposit the security deposit to DH&FWS, within Fifteen (15) working days of the date of notice of award of the contract or prior to signing of the contract whichever is earlier. An unconditional and irrevocable security deposit from a nationalized bank payable at UBI, Krishnagar. The security deposit will be equal to 10% of the total order value prior to signing of agreement.

19. LIQUIDATED DAMAGES

If the supplier fails to deliver any or all the goods or perform the services within the time period specified in the contract, the purchaser shall, without prejudice to its other remedies under the contract, deduct from the contract price, as liquidated damages, (Not by way of penalty) a sum equivalent to 1% of the price of the delayed goods or unperformed service for each and every week (part of a week being treated as a full week) of delay until actual delivery or performance, up to a maximum deduction of 20% of the total contract price. The purchaser reserves the right to cancel the order in case the delay exceeds 12 weeks.

20. TERMINATION FOR DEFAULT

The purchaser may, without prejudice to any other remedy for breach of contract, by written notice of default sent to the supplier, terminate this contract in whole or in part.

- a) if the supplier fails to deliver any or all of the goods within the time period(s) specified in the contract, or any extension thereof granted by the purchaser.
- b) If the supplier fails to perform any other obligation (s) under the contract; or
- c) If the supplier, in either of the above circumstances does not rectify / remedy its failure within a period of 30 days (or such longer period as the

purchaser may authorise in writing) after receipt of the default notice from the purchaser.

In the event the purchaser terminates the contract in whole or in part, the purchaser may procure, upon such terms and in such manner as it deems appropriate; goods similar to those undelivered and the supplier shall be liable to the purchaser for any excess costs for such similar goods and services.

21. FORCE MAJEURE

- a) Notwithstanding the provisions of clauses 12, 13 and 14 the supplier shall not be liable for forfeiture of its performance security, liquidated damages or termination for default, if and to the extent that, its delay in performance or other failure to perform its obligation under the contract is the result of an event of force majeure.
- b) For purposes of this clause, "Force Majeure" means an event beyond the control of the supplier and not foreseeable events may include, but are not restricted to, acts of the purchaser in its sovereign capacity, wars or revolutions, fires, floods, epidemics, quarantine restrictions and freight embargoes and other acts of God.
- c) If a force majeure situation arises, the supplier shall promptly notify the purchaser in writing of such condition and the cause thereof. Unless otherwise directed by the purchaser in writing, the supplier shall continue to perform its obligation under the contract as far as is reasonably practical, and shall seek all reasonable alternative means for performance not prevented by the force majeure event.
- d) If the force majeure condition(s) mentioned above be in force for a period of 30 days or more at any times, the purchaser shall have the option to terminate the contract on expiry of 30 days of commencement of such force majeure by giving 14 days' notice to the supplier in writing. In case of such termination, no damages shall be claimed by either party against the other, save and except those which had occurred under any other clause of this contract prior to such termination.

23. TERMINATION FOR INSOLVENCY

The purchaser may at any time cancel the order by giving written notice to the supplier, if the supplier becomes bankrupt or otherwise insolvent, provided that such termination will not prejudice or affect any right of action or remedy which has accrued or will accrue thereafter to the purchaser.

24. TERMINATION FOR CONVENIENCE

- The purchaser, may by written notice sent to the supplier, terminate the contract, in whole or in part, at any time for its convenience. The notice of termination shall specify that termination is for the purchaser's convenience and the extent to which performance of work under the contract is terminated and the date upon which such termination becomes effective.

- The purchaser at the purchaser's discretion may purchase the Goods that are complete and ready for shipment within fifteen days after the supplier's receipt of notice of termination on the contract terms and prices. For the remaining goods, the purchaser may elect:-
 - a) To have any portion completed and delivered at the contract terms and prices; and/ or
 - b) To cancel the remainder and pay to the Supplier and agreed amount for partially completed goods and for materials and parts previously procured by Supplier.

25. RESOLUTION OF DISPUTES

The purchaser and the supplier shall make every effort to resolve amicably by direct informal negotiation any disagreement or dispute arising between them under or in connection with the contract. If, after thirty days from the commencement of such informal negotiations the purchaser and the supplier have been unable to resolve amicably a contract dispute, either party may require that the dispute be referred for resolution as per Arbitration and Conciliation Act, 1996.

26. APPLICABLE LAW

The contract shall be interpreted in accordance with the laws of India, irrespective of the place of delivery, the place of performance or place of payment under the contract. The contract shall be deemed to have been made at the place in India from where the contract has been issued.

27. NOTICES

Any notice given by one party to the other pursuant to this contract shall be sent in writing or by telegram or telex/able and confirmed in writing to Secretary, DH&FWS, & CMOH, Nadia, 5 D.L.Roy Road, Krishnagar, Nadia, Pin-741101.

A notice shall be effective when delivered or on the notice's effective date whichever is later.

28. TAXES & DUTIES

The supplier shall be entirely responsible for all taxes, duties, license fee etc. All custom duties and levies, duties, sales tax payable on components, raw materials and any other items used for their consumption or despatched directly to the Purchaser from their Sub-Supplier shall be deemed to be included in the contract price and any such taxes, duties and levies additionally payable will be to supplier's account and no separate claim on this behalf will be entertained by the purchaser.

29. DEFENCE OF SUITS

If any action in court is brought against the Purchaser/ Consignee for failure or neglect on the part of the contractor to perform any acts, matters, covenants or things under the contract or for the damage or injury caused by the alleged

omission of neglect on the part of the contractor, his agents, representatives or sub-contractors, workmen supplier or employees, the contractor in all such cases shall indemnify and keep the purchaser harmless from all costs, damages, expenses or decrees arising out of such action.

30. PROGRESS REPORT

During the various stages of the work in pursuance of the contract, the supplier shall at his own cost submit periodic progress report every week or as may be required by the Purchaser.

31. INSPECTION & TESTS

The purchase or its representative shall have the right to inspect and / or to test the goods to confirm their conformity to the contract. The special conditions of contract and / or the technical specifications shall specify what inspections and tests the purchaser requires and where they are to be conducted. All the equipment and components will be tested/ inspected and certified by purchaser or its Authorised representative. The inspection and test will be conducted on the premises of the supplier or its sub-contractor or at point of delivery. The inspection shall be arranged and borne by the supplier at no extra cost to the purchaser. Should any inspected or tested goods fail to confirm to the specification the purchaser may reject them and the supplier shall either replace the rejected goods or make all alterations necessary to meet specification requirements free of cost to the purchase.

The purchaser right to inspect, test and where necessary, reject the goods after the goods arrival at destination shall in no way be limited or waived by reason of the goods having previously been inspected, tested and passed by the purchases or its representatives prior to the goods, dispatch Ex- factory/ warehouse.

32. WARRANTY:

All the equipment will be covered under three year's onsite comprehensive warranty from date of final delivery at BMOH office by the authorised agent.

SPECIAL CONDITIONS OF BID

1. APPLICATION

The following Special Conditions of Bid shall supplement the General Conditions of contract. Wherever that is conflict the provision herein shall prevail over those in General Conditions of Bid.

2. INDEMNITY

Supplier shall indemnify and will be responsible for any defects in the items supplied that may arise out of faulty material ,design or workmanship in the equipment/ material and shall remedy such defects entirely at his own cost & expenses when called upon to do so by the purchaser. If any defects are not remedied within reasonable time, the Purchaser may proceed to do the work at supplier's risk and expense, but without prejudice to any other rights which the purchaser may have against the supplier in respect of such defects. At the time of installation any defect found in the equipment by the purchaser has to be rectified by the supplier.

3. RESPONSIBILITY OF COMPLETION

Any accessories or items which may not be specifically mentioned in the specifications but which are necessary are to be provided by the supplier without any extra charge for completeness of the work under this contract.

4. PAYMENT TERMS

- a) 90% of the cost of items(s) supplied shall be paid on delivery, installation, submission of installation certificate and physical verification of all the items.
- b) 10% Payment on successful completion of 3years AMC period.
- c) **All payments will be made within 45 days of submission of invoice, based on completion of respective milestone.**

ANNEXURE - I

TECHNICAL SPECIFICATIONS & COMPLIANCE SHEET

TECHNICAL SPECIFICATIONS & COMPLIANCE SHEET

ITEM NAME - Laser Printer (B/W) - QTY.17 Nos

PREFERRED BRANDS – Any with minimum following configuration.

Make -

Model Name & No -

SI No.	Specification	Details	Comply Or not?
1	Print speed	More than 25 ppm	
2	Print quality black	Up to 600 X 600 X 2 dpi	
3	Print technology	Laser	
4	Duty cycle (Monthly A4)	More than 7000 pages	
5	Memory standard	Equal or more than 32 MB	
6	Processor speed	Above 300 MHz	
7	Duplex Printing	Automatic (Standard)	
8	Media Size supported	A4, A5, A6, B5, post cards, envelopes	
9	Media sizes	At least 250 sheets input tray	
10	Network printing capability	Yes	
11	Connectivity, standard	Hi-speed USB2.0 port, 10/100 Ethernet networking	
12	Compatible operating systems	Microsoft Windows 7 (32-bit/64-bit), Windows Vista (32-bit/64-bit), Windows XP (32-bit/64-bit) Windows Server 2008 (32-bit/64-bit), Windows Server 2003 (32-bit/64-bit), Mac OS X V 10.5, V10.6, Linux	
13	Power	110 volts input voltage: 110 to 127 VAC, 220 volt input voltage: 220 to 240 VAC	

N.B.The bidder undertakes to provide the printer as per specifications given. however if there are deviations if any from the specifications, it has been described by the bidder.

Signature of the bidder

ANNEXURE- II

BID FORM

To,
The Secretary, DH&FWS & CMOH, Nadia,
5, D.L.Roy Road, Krishnagar, Nadia, Pin-741101.

Sir,

Having examined the bidding documents, we undersigned, offer to deliver and install (description of goods and services) in conformity with the said bidding documents as per the prices given in the price schedule.

We undertake, if our bid is accepted, to commence delivery within 15 days and to complete delivery of all the items specified in the contract within 30 days calculated from the date of receipt of your notification of award.

We agree to abide by this bid for a period of 90 days from the date fixed for bid opening in instructions to bidders and it shall remain binding upon us and may be accepted at any time before the expiration of that period.

Until a formal contract is prepared and executed, this bid, together with your written acceptance thereof, shall constitute a binding contract between us.

We understand that you are not bound to accept the lowest or any bid you may receive.

Dated

Signature of the Bidder

ANNEXURE - III

PRICE SCHEDULE

To,
The Secretary, DH&FWS & CMOH, Nadia
5, D.L.Roy Road, Krishnagar, Nadia, Pin-741101.

Bid form for tender Notice no.-3/2013 Vide CMOH Office, Nadia Memo No.-7035,
dt.- 30/10/2013 date of opening 13/11/2013.

1. -----(Name of the Manufacturer/importer/authorised dealer/supplier) hereby offer to supply and install the following items at the prices and within the period indicated below:

Sr No.	Item	Description	Qty	Unit	Unit price	Taxes	AMC Cost	Total price inclusive
1	Printer	As per Annexure I of tender document.		Nos				
Total Amount in Figure								
Total Amount in Words								

2. It is herewith certified that we have understood the instruction to bidders and also the general and special conditions of the bid and have thoroughly examined specifications/ drawings are thoroughly aware of the nature of goods required and our offer is to supply goods strictly in accordance with the requirements and according to the terms mentioned in the bid.
3. We hereby offer to supply the goods detailed above or such portion, thereof as you specify in the 'Notification of Award' at the price quoted and

agree to hold this offer open for acceptance for a period of 90 days from the date of opening of bid. We shall be bound by the communication of acceptance despatched within the prescribed time.

4. Above rates are inclusive of taxes and above quantities are tentative and may be changed and payment will be made as per payment terms of tender document.

Note

- a) The Bidders may prepare their bid form as per this Performa.
- b) No change in the Performa is permissible.
- c) No erasures or alterations in the text of the Bid are permitted. Any correction made in the Bid shall be initialled by the bidder.

Dated _____ 2013.

(Signature and seal of manufacturer/
bidder)

**AUTHORITY LETTER FROM PRINCIPAL
MANUFACTURER**

Date

.....

To,
The Secretary, DH&HWS & CMOH, Nadia
5, D.L.Roy Road, Krishnagar, Nadia, Pin-741101.

Dear Sir,

Ref. : Tender Notice No.-3/2013 vide CMOH Office , Nadia Memo No.-7035, dt.-
30/10/2013

I/We..... [Manufacturer] hereby certify that M/s.....
[Tenderer] is an authorised..... [Relationship] of [Manufacturer] and
they are authorised to represent [Manufacturer] in submitting their bid
for..... [Product & services] and conclude the contract with you.

We..... [Manufacturer] are confident of M/s..... [tenderer's] ability to
represent us and provide full support in making your project successful.

We..... [Manufacturer] have authorised to quote
for this tender.

Signature.....

Name.....

Designation.....

.

COMMITMENT LETTER FOR SUPPORT FROM PRINCIPAL MANUFACTURER

Date

To,
The Secretary, DH&HWS & CMOH, Nadia
5,D.L.Roy
Road,Krishnagar,
Nadia, Pin-741101.

Dear Sir,

Ref. : Tender Notice No.-3/2013 vide CMOH Office, Nadia Memo No.-7035, dt.-
30/10/2013

I / We hereby commit & confirm the following:

- a) The duration of the service support will be for a period of three years from the date of supply of material.
- b) The service support will be provided onsite and will not be charged extra.
- c) The service support will be comprehensive hence no extra charges are to be paid for any Hardware failure.

Signature.....
Name.....
Designation.....
.....

ANNEXURE-VI

DECLARATION

Date

To,
The Secretary, DH&HWS & CMOH, Nadia
5 D.L.Roy Road, Krishnagar, Nadia, Pin-741101

Dear Sir,

Ref. : Tender Notice No.-3/2013 vide CMOH Office, Nadia Memo No.-7035, dt.-
30/10/2013

I / We hereby confirm that our firm has not been
banned or blacklisted by any government organisation/Financial institution/Court
/Public sector Unit /Central Government.

Signature...of Bidder.....
Name.....
Designation.....

Place:
Date:
Seal