Sealed Tenders are invited from manufacturers and authorized dealers/ Agencies by Engineering Projects (India) Ltd. for supply and installation of 2 nos. desktop computers and one no. printer with scanner on rate contract basis for 10B, Ho Chi Minh Sarani, Kolkata – 700 071 as per enclosed specification and GPC of EPI.

Time of Completion: 10 days from the date of LOI/Purchase Order.

All Tender documents (NIT and the Annexure I to IV) are uploaded in EPI’s website www.epi.gov.in & www.eprocure.gov.in and can be downloaded by the interested tenderers for submission of Tender.

1. **Cost of Tender**: The cost of this tender will be **Rs.500/-** payable by demand draft in favour of Engineering Projects (India) Ltd., payable at Kolkata. Those tenderer who have downloaded this tender from website, a demand draft of Rs.500/- may be submitted along with the tender on this account.

2. **Earnest Money Deposit**: All tenders shall be accompanied by Earnest Money Deposit (EMD) of **Rs.2000/- (Two Thousand only)**. This shall be in the form of Pay Order/Bank Draft, Crossed Demand Draft, in favour of “ENGINEERING PROJECTS (INDIA) LTD.,” payable at Kolkata from any Nationalized/Scheduled Bank. Tender submitted without EMD or with inadequate amount of EMD and also without cost of tender shall be rejected. EMD of the unsuccessful bidder will be returned within 15 days of finalization of Purchase Order. EMD of the successful bidder will be converted to security deposit and will be returned within 15 days after successful completion of the work.

3. The bidders should quote in words as well as in figures the item rates quoted by them. In absence of which the Bids may not be considered and are likely to be rejected. The amount of each item should be worked out and requisite totals given.

4. All corrections/cuttings should be signed by the tenderer. Each page of the tender should be signed by the tenderer. In the event of discrepancy between rate in figures and words the rate quoted in words shall be treated as correct. In case there is discrepancy between rate and amount worked out the rate quoted shall be taken as correct and not the amount. The tenders must be submitted duly signed in each page with date and sealed.

5. **EPI** takes no responsibility for tenders lost/delay in postal transit and therefore, tenders should lodge their tenders sufficiently in advance.

6. **EPI** reserves the right to split the order. Even after opening of the tenders **EPI** may enter into agreement with more than one party or may enter into agreement for part of the total work included in the tender. In such an event, contractor shall not be allowed to revise upward their quoted rate.

In case of tie-tender, where two firms are bidding lowest, **EPI** reserves the right to split the work among these Bidders and / or **EPI** will reserve the right to award the tender to any one of such bidder.
EPI reserves the right to postpone the tender due date and issue required amendment, if any. There will be no public tender opening. However, selected tenders may be called for discussion/clarifications after the tenders have been scrutinized.

7 EPI reserves the right to accept any or reject any or all offers or extend the date of submission of the offer or cancel any or all the tender(s) or annul this process without assigning any reason whatsoever. The corrigendum, extension, cancellation of this NIT, if any, shall be hosted in EPI's/CPPP website only. The intending bidders are requested to visit the EPI's/CPPP websites regularly for this. The Tenderer shall have no claim on EPI on this account whatsoever.

EPI does not bind itself to accept the lowest tender. It will be clearly understood that EPI has right to choose the brand/make for the desktop computers as well as printer with scanner after due consideration of price for various brand/make. The decision of EPI in this regards is final and binding to the tenderer.

8 Tenders with following discrepancies are liable for rejections:
   a) Tenders with over written or erased rates or rates and amounts not written in both figures and words.
   b) Tender that is incomplete, ambiguous, and not accompanied by the documents asked for.
   c) Tender received after specified date/time whether due to postal or other delays.
   d) Tender in respect of which canvassing in any form is resorted to by the tenderer.
   e) If the tender deliberately given wrong information in his tender or resorts to unfair methods in creating circumstances for the acceptance of this tender. EPI reserves the right to reject such tender at any stage.

9 No deviation shall be allowed from the terms and conditions stipulated in the ‘tender documents’ and tender containing deviations are liable to be rejected. If any Deviations, is inescapable, the same must be specified in a separate “Deviation Sheet” and kept in 1st envelope along with techno-commercial bid, otherwise, the tenderer shall be deemed to have accepted all conditions specified in these tender documents. EPI do not bind itself to accept any or all deviations. EPI reserves its right to reject such tender without any further correspondence with that tender and their price bid shall not be opened.

10 Submission of a tender by the tenderer implies that he has read the complete contract documents and has made himself aware of the scope, terms & conditions and specifications, etc. No claim shall within the purview of this clause shall be entertained at any stages.

11 The tenderer should sign, stamp and date in all the pages of the tender document as a token of acceptance of all the terms and condition in totality. In case any page of the tender document found without duly signed, stamped and dated, the tender will be liable to be rejected.

12 Issuance of tender documents to any tenderer, shall, however, not construe that the tenderer is considered qualified for the tender work and the bid may be rejected, if on detailed scrutiny, the documents submitted along with the Tender are found to be unsatisfactory. Tenderer must bid for the entire scope of work as mentioned in the Bill of Quantity and part offer will summarily be rejected for which any correspondence from the tenderer will not be entertained.

13 Pre-Qualification Criteria:
   I. The bidder should be either (i) manufacturer (OEM) (of Approved brand) / authorized distributor/authorized dealer for Desktop Computers /MSOffice also. In case of dealer/distributor being the bidder; attach the OEM (of Approved brand) authorization(s) issued by the OEM (of Approved brand) for this tender clearly mentioning the tender number, date (in the name of bidder addressed to the General Manager (MMD) ERO-Kolkata for the same).
II. The Bidder should have registration of PAN NO, Sales Tax/VAT. Documentary proof to be enclosed.

III. The bidder should have required previous experience in similar business of supply, installation and maintenance of desktop computers / printers, etc. as main contractor during last preceding three financial years 2012-13, 2013-14, and 2014-2015. Documentary proof for the same to be attached.

IV. The bidder should have office in or around Kolkata city.

V. Bidder should indicate whether OEM (of Approved brand) support facility at EPI Office 10B, Ho Chi Minh Sarani, Kolkata – 700 071, will be provided directly by OEM (of Approved brand) or through franchisee. OEM’s(of Approved brand) letter of the support facility being provided shall be submitted.

VI. Note:
The bidder cannot bid on behalf of multiple OEM (of approved brand).

   If an agent submits bid on behalf of the Principal/OEM (of Approved brand), the same agent shall not submit a bid on behalf of another Principal/OEM(of Approved brand) in the same tender for the same item/product.

(d) Tenderer have to submit confirmation letter whether they are registered under MSME Act or not, if yes, then to submit relevant copies of the registration letter in envelop-1 i.e. Techno-commercial part and the party will be exempted from submission of tender fee and EMD.

Price: F O R EPI office at 10B, Ho Chi Minh Sarani, Kolkata – 700 071. The item rates shall remain firm and free from all escalations during the contract period of One years. The rates shall be inclusive of packing, forwarding, freight and all incidental charges for delivery upto the destination.

Taxes and Duties: The rates quoted by the bidder shall be inclusive of all taxes & Duties, packing and forwarded, and transporting charges, excise duties and other charges as applicable.

Payment Terms:
100% payment within 15 days of receipt of invoice after receipt and successfully installation of the Items in EPI Kolkata office at 10B, Ho Chi Minh Sarani, Kolkata – 700 071.

The tender is to be submitted in two separate sealed covers marked as under:

<table>
<thead>
<tr>
<th>ENVELOPE-1:: Techno Commercial Bid</th>
</tr>
</thead>
<tbody>
<tr>
<td>Technical specification with terms &amp; conditions of work and unpriced copy of price bid in one sealed cover IN DUPLICATE along with (a) Cost of Tender and (b) EMD as applicable.</td>
</tr>
<tr>
<td>This Envelope shall also contain the following:</td>
</tr>
<tr>
<td>i) Cost of Tender and EMD</td>
</tr>
<tr>
<td>ii) Letter of Undertaking in duplicate for unconditional acceptance of the Tender conditions as per Proforma given in Instructions to Tenderers (ITT) available in the EPI website (i.e. <a href="http://www.epi.gov.in">www.epi.gov.in</a>)</td>
</tr>
<tr>
<td>iii) Complete Tender Documents comprising of NIT, Documents in support of fulfillment of PQ Criteria, specifications – Annexure – I (2 sheets), Additional Purchase Conditions (APC) _Annexure-II, General Purchase Conditions – Annexure – III. &amp; Price format (Quoting Sheet)– Annexure – IV</td>
</tr>
</tbody>
</table>

14
iv) **PQ Criteria**: Documents in support of fulfillment of PQ Criteria to be submitted with along with the tenders in the 1st Part envelope (Techno-commercial Bid):

This Envelope – 1 shall be superscribed as: “Techno Commercial Bid” for Supply and installation of Desktop computers and printer with scanner on rate contract basis valid for EPI, ERO, Kolkata.

<table>
<thead>
<tr>
<th>NIT No.:</th>
<th>…………………………</th>
</tr>
</thead>
<tbody>
<tr>
<td>DUE ON:</td>
<td>…………………………</td>
</tr>
<tr>
<td>FROM:</td>
<td>(Name of the Tenderer, Address and Contact no.)</td>
</tr>
</tbody>
</table>

**ENVELOPE-2: PRICE- BID**

This Envelope shall contain only the “PRICE- BID” as per the format given in Annexure. The price bid of those bidders whose bid has been found technically accepted on the basis of documents submitted shall be opened with prior intimation to them. However, it is made clear that the offer of the L-1 Bidder shall be accepted subject to the confirmation of authenticity of the PQ documents / BG from the concerned department / bank where applicable.

The tenderer should quote the rates for the items tendered by them in figures as well as in words and the amount in figures only. The amount for each item should be worked out and the requisite totals and the page totals given where applicable.

This Envelope shall be superscribed as: “PRICE- BID” for Supply of Computer Stationery and consumable items on rate contract basis valid for a period of 1 year for EPI, ERO, Kolkata

<table>
<thead>
<tr>
<th>NIT No.:</th>
<th>…………………………</th>
</tr>
</thead>
<tbody>
<tr>
<td>DUE ON:</td>
<td>…………………………</td>
</tr>
<tr>
<td>FROM:</td>
<td>(Name of the Tenderer, Address and Contact no.)</td>
</tr>
</tbody>
</table>

Both the envelopes duly marked as 1 & 2 shall be separately sealed and kept in a third envelope which should be superscribed as: “for Supply of Computer Stationery and consumable items on rate contract basis valid for a period of 1 year for EPI, ERO, Kolkata.

<table>
<thead>
<tr>
<th>NIT NO:</th>
<th>…………………………</th>
</tr>
</thead>
<tbody>
<tr>
<td>DUE ON:</td>
<td>…………………………</td>
</tr>
<tr>
<td>FROM:</td>
<td>(Name of the tenderer, Address and Contact no.)</td>
</tr>
</tbody>
</table>

At the bottom of the left hand side of all the envelopes the name, address and contact No. of the individual tenderer should be superscribed.

18 **Validity of Offer**
The offer should be valid for a minimum period of 30 days from the date of submission of tender.

19 The interested tenderer can also collect the complete set of tender documents from General Manager (MMD) EPI, 50, Chowringhee Road, Kolkata – 700071 from 9.30 AM to 5.00 PM on all working days (Monday to Friday) up to one day prior to last date of submission of the tender. The terms & conditions contained in this NIT and tender documents shall be applicable. In case of any unscheduled holiday take place on the last day of issue of tender/submission of tender, the next

20 **Settlement of Disputes**: All efforts shall be made to settle any disputes amicably. However in case of any unresolved disputes, it shall be settle as per EPI’s conciliation and arbitration act available on EPI’s website (i.e : www.epi.gov.in)

21. The schedule dates for tender activities are as follow ::

   i) Last date for collection of tender documents : 01.02.2016 upto 4.00 PM
   ii) Last Date of submission of Tender : 02.02.2016 at 2.30 P.M.
   iii) Date & Time of opening of Techno-commercial bid : 02.02.2016 at 3.00 P.M
The tender documents shall be issued by and submitted to:

**GENERAL MANAGER ( MMD )**
Engineering Projects (India) Ltd
(A Govt. of India Enterprise)
50, Chowringhee Road, 9th floor
Kolkata – 700 071.
Telephone no: 2282-4428, 2282-4427, 2282-4429
(ERO), KOLKATA

The tender documents are comprising of the following:

<table>
<thead>
<tr>
<th>Enclosures</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Notice Inviting Tender - 5 pages</td>
</tr>
<tr>
<td>2. Specifications– Annexure – I (2 sheets)</td>
</tr>
<tr>
<td>3. Additional Purchase Conditions– Annexure – II</td>
</tr>
<tr>
<td>4. General Purchase Conditions (GPC) – Annexure – III</td>
</tr>
<tr>
<td>5. Price format (Quoting Sheet) – Annexure – IV (1 page)</td>
</tr>
</tbody>
</table>

**GENERAL MANAGER ( MMD )**
(ERO), KOLKATA