



भारतीय लेखा एवं लेखा परीक्षा विभाग  
महानिदेशक, लेखा-परीक्षा का कार्यालय (केंद्रीय), कोलकाता  
INDIAN AUDIT & ACCOUNTS DEPARTMENT  
Office of the Director General of Audit, (Central), Kolkata  
8, Kiran Shankar Roy Road, Kolkata- 700001

No. IT Cell/Hardware/122/14-15/76

Date- 05/01/2015

### NOTICE INVITING TENDER

Office of the Director General of Audit (Central), Kolkata invites sealed quotations in the given format from OEMs or Authorised representative / dealer / supplier of OEM or any other dealer / proprietorship firm (who may fulfill other terms & condition mentioned below) for the supply of UPS and Colour Printer as per the specification given below:-

Sl. No.	Item	Qty.	Specification/Configuration
1	Online UPS – 5 KVA	1	(back-up minimum 30 minutes)
2	Offline UPS – 600 VA	38	(back-up minimum 15 minutes)
3	Colour Printer (Make-HP)	2	<b>HP LaserJet Pro CP1025 Color Printer</b>

Intending Bidders should fulfil the following terms and conditions:-

1. Sealed quotations, duly superscripted as 'QUOTATIONS FOR SUPPLY OF UPS & PRINTER' and addressed to the Deputy Director (Administration), Office of the DGA (Central), G.I.P. Press Building, 8, Kiran Shankar Ray Road, Kolkata – 700001, may be sent by post/hand so as to reach latest by **22/01/2015** at **14.00 Hours**. Quotation received after stipulated date and time shall not be entertained. The Bids shall be opened by the Purchase Committee on the same day at **15.00 Hours** in the presence of such bidders who may wish to be present.
2. The firm must have previous experience of minimum **two years** in supplying the above items in offices and organizations of the Central Government/ State Government and also in public sector undertakings of the Government of India / State Government and Autonomous Bodies.
3. The Bidder should be registered with the Income Tax, Service Tax Department. Supporting documents viz. copies of VAT Registration, Income Tax Registration (PAN) and Service Tax Registration shall be required to be submitted with the bid.

4. Bid price should be **inclusive of all taxes, levies, delivery charges etc.** No subsequent upward revision in rate(s) shall be accepted by this office. The bid price of each item should commensurate with the prevailing market rate for such items.
5. The period of validity of the quoted rate should be for a minimum period of **60 days** from the date of closing of quotation.
6. **Performance Security Deposit:** The successful bidder (whose tender is accepted to place the order) shall furnish a Performance Security Deposit in form of Bank Guarantee from an Indian Nationalized Bank **within 15 days** from the receipt of Supply Order, which shall be equal to 10% of the total supply order. **No claim** shall lie against the Government/Department/Office in respect of erosion in value of interest on the amount of Security Deposit
7. Performance Security Deposit should remain valid for a period of **sixty (60) days** beyond the date of completion of all contractual obligations of the supplier including guarantee/warranty obligations.
8. In case of failure to comply with the provisions of the terms and conditions mentioned, by the successful bidder that has been awarded the contract, the competent authority of this office reserves the right to award the contract to the next higher responsive bidder or any other outside agency and the difference of price shall be recovered from the defaulter agency who has been awarded the initial supply order and this will be binding on the bidders
9. The Bank Guarantee can be forfeited by order of the competent authority of this office in event of any breach or negligence or non-observance of any terms & conditions of the tender document or for unsatisfactory performance or non-acceptance of the purchase order.
10. Bidders shall not be permitted to withdraw their offer or modify the terms & conditions after submission of bidding document.
11. **Post Sales Service:** The OEM or Dealer/Distributor of OEM should have full-fledged servicing centre located in Kolkata with **onsite guarantee/warranty.**
12. **Terms of Payment:** 100% after free delivery, verification and installation of items at this office.
13. A copy of terms and condition duly signed by the bidder in token of having understood and agreed to the same may be attached along with the bid documents.
14. Conditional quotation will not be accepted.

15. The competent authority of O/o the Director General of Audit (Central), Kolkata reserve all rights to reject any bids including of those bidders who fail to comply with instruction without assigning any reason whatsoever and does not bind itself to accept the LOWEST or any specific bids.
16. Tender will be awarded to the bidder who has quoted the lowest price and meets other terms and conditions specified in the tender notice. Bidders may contact with this office for clarification, if any, regarding bidding conditions, bidding process, award/rejection of tenders
17. All disputes and differences arising out or in connection with this tender/contract shall be subject to the exclusive jurisdiction of courts at Kolkata and will be interpreted under Indian Law.

Sd/-  
(P. Satish Kumar)  
**Senior Audit Officer / I.T. Cell**

[ ON BIDDER'S LETTER HEAD ]

**BID APPLICATION CUM DECLARATION FORM**

To

**The Deputy Director (Administration)**  
Office of the Director General of Audit (Central)  
G.I.P. Press Building,  
8, Kiran Shankar Ray Road, Kolkata – 700001

Sir,

With reference to your tender notice No- .....**Dated-** .....,  
I am to submit my tender documents and Price Schedule for Supply of UPS and Printer.

Sl. No.	Item [Description may be specified in separate sheet]	Unit Price	Tax	Price (Inclusive of Tax)
1	Online UPS – 5 KVA			
2	Offline UPS – 600 VA			
3	HP LaserJet Pro CP1025 - Colour			

**Declaration:** I, the undersigned affirm and certify that I have gone through the terms & conditions mentioned in the Tender Notice and agree to abide by all the terms and conditions laid therein; which are being signed in token of my acceptance. The rates quoted by me/us are valid and binding upon me for the entire validity period and it is certified that the rates quoted are minimum and rational as per existing market rate. I hereby undertake to execute the work/supply order as per direction given in the tender document within stipulated period. In case, I fail to abide by the terms and conditions or to carry on the contract satisfactorily, I will be liable to the termination of contract as mentioned in the terms and conditions.

Yours Faithfully

Signature of Bidder (s)

Name of the Firm-.....

Name of the Proprietor-.....

Enclosures: Copy of PAN Card/VAT/CST/Service Tax Certificate etc