

WEST BENGAL STATE ELECTION COMMISSION
18, Sarojini Naidu Sarani
(Rawdon Street)
Kolkata – 700 017
Ph. No. 2280-2289-2320; FAX- 2280-7373

No. 803-SEC/3E-5/2013

Date: 16.09.2019

TENDER NOTICE

West Bengal State Election Commission invites Notice of Tender from authorized dealers of reputed Companies / supply agencies for procurement of the following items on Buy-back policy of the oldest ones. The tenderers have to submit their **Technical Bid** and **Financial Bid** in sealed cover in respect of the following items.

Bids are to be dropped in the Tender Box at this Commission at 18, Sarojini Naidu Sarani (Rawdon Street), 2nd floor, Kolkata-700 017 during official hours on working days.

Item	Specification	Quantity
PHOTOCOPIER MACHINE	Type : ADF/ ARDF-Automatic Reverse Document Feeder Print Speed : 20 / 20ppm Scan/Print Resolution : BW:600x600 dpi Memory : 512 MB Recommended paper size: A3, A4, A5, A6, B4, B5, B6, Legal Available Paper Size for Auto Duplex Print: A4, A3, Letter, Legal Print File format : JPEG, TIFF, PDF Reduce / Enlargement : 25-400% - (1% increment) Paper Sizes (Standard Cassette) : 250-sheet Cassette , A4, A3, B5, A5, Legal, Letter, Envelope, Custom & Bypass Tray 100 sheets Operating Systems : Windows Options : ADF handle, Bypass tray cover	03 (three)

- Companies / supply agencies that furnish all the specifications with brand name will be considered as Lowest Price Bidder (L1).
- Warranty period of the above products with details must be mentioned in the Technical Bid.
- Service Center of the product should have in Kolkata region.
- The last date for submitting tender is on **26/09/2019 by 04:00 P.M** at this Commission and the tenders will be opened on **27/09/2019 at 03:00 P.M.** Tenderers or their representatives may remain present at the time of bid opening.
- The authority reserves the right to accept or reject any offer, or to cancel or alter the tender without assigning any reason whatsoever and is not liable for any cost that might have been incurred by any Tenderer at the stage of Bidding.
- Only, sealed tenders dropped directly to the Tender Box in the above mentioned office address of the Commission, will be accepted. **Tenders sent by any other ways will not be accepted.**

General Terms & Conditions

1. Tenders are to be submitted **Technical Bid** and **Financial Bid** in a sealed cover in the tender box in two folders in the same cover before the prescribed date & time.
2. Tender documents may be downloaded from website of this Commission (wbsec.gov.in).
3. The **FINANCIAL BID** of the prospective tenderer will be considered only if the **TECHNICAL BID** of the tenderer is found qualified. The decision of the Commission will be final and absolute in this respect. The list of Qualified Bidders will be displayed in the Notice Board of the Commission.
4. During scrutiny, if it comes to the notice of the tender inviting authority that the credential or any other paper found incorrect / manufactured / fabricated, that bidder would not be allowed to participate in the tender and that application will be rejected without any prejudice.
5. **Tenderers have to quote price per unit of item in INR and quantities mentioned are tentative and it may vary on the basis of actual requirement.**
6. Cover for Technical Bids will be opened first and if found satisfactory, cover for Financial Bid will be opened thereafter. If there is any deficiency in the Technical Bids the tender will summarily be rejected.
7. **Conditional/ Incomplete tender will not be accepted under any circumstances.**
8. Escalation of Price on any ground and consequent cost overrun shall not be entertained under any circumstances. Rates should be quoted accordingly.
9. The Technical proposal should contain copies of the following in the folder:
 - i) Technical Specification of the supplying items should be mentioned. If the tenderer quotes the rate of the item of multiple brand, the brand names must be mentioned.
 - ii) PAN Card, Income Tax return for the Assessment year 2017-18, GST Registration Certificate.
 - iii) Trade License of the intending bidders/participants.
 - iv) Affidavit as annexed with tender document.

N.B.: Failure of submission of any of the above mentioned documents will render the tenderer liable to be rejected.
10. The financial bid should contain the rate in the following format in one cover. The bidder is to quote the rate in the space marked for quoting rate in the table.

Item	Quantity	Brand Name	Per Unit Price (in INR)	Total (in INR)
PHOTOCOPIER MACHINE	03 (three)			

Companies / supply agencies that furnish all the specifications with brand name will be considered as Lowest Price Bidder (L1).

11. The Bidder who's Bid will be considered as lowest bid (L1) will be notified by the Commission through letter of Acceptance. The work must be taken up within the date as stipulated in the supply order and completed in all respects within the period specified in supply order. The bidder shall not be entitled for any delay in supplying the materials so procured.
12. The dealers / supply agencies may mention the Annual Maintenance Cost of the product, after the warranty period, though this cost will not be taken into consideration during evaluation of L1.
13. **Payment Clause :**
 - i) Payment will be made after receiving the Certificate of Satisfactory Performance. This certificate will generate after successful installation along with technical demonstration of the products. There shall be no provision of Arbitration.
 - ii) Bills and Challans are to be prepared in favour of the Secretary, West Bengal State Election Commission in duplicate, duly marked Original and duplicate to be submitted to the West Bengal State Election Commission.
14. The bidder shall arrange for all means of transport required for carriage and supply of the photocopier machine required for the work within stipulated date and time and specific place.
15. All risk on account of carriage including loss or damage of, if any, will have to be borne by the bidder without any extra claim towards the Commission. The goods in transit as per supply order must be fully insured against any tentative loss or damage. Insurance shall be taken for 100% of the value of the contract.
16. Tenderers / Bidders may inspect the details of Buy back items (i.e. old photocopier machines) during official hours on working days before the date of submitting tenders


16/9/19

Secretary
West Bengal State Election Commission