



## Tea Board India

(Under Ministry of Commerce & Industry, Dept. of Commerce, Govt. of India)

14, B.T.M. Sarani (Brabourne Road), Kolkata- 700 001

Website: www.teaboard.gov.in

E-mail: secyboard@gmail.com

Phone No. 033-22215718

Fax. No. 033-22215715

**Tender No. IT/Spares/2016**

**Date: 15<sup>th</sup> September, 2016**

### **TENDER FOR RATE CONTRACT OF SUPPLY AND INSTALLATION OF SPARES OF COMPUTERS/PRINTERS/SCANNERS ETC.**

Sealed Quotations on Rate Contracts of Supply and Installation of Spares of Computers/Printers/Scanners etc. are invited on behalf of Chairman, Tea Board. Quotations are to be submitted to The Secretary, Tea Board India, 14, B.T.M. Sarani (Brabourne Road), Kolkata-700001 in a sealed cover super-scribing "**Rate Contract of Supply and Installation of Spares of Computers/Printers/Scanners etc.**" along with the Tender No. and Date.

#### **Eligibility:**

Companies/ Firms either registered under the Indian Company Act 1956/2013 or partnership firm or proprietary firm having turnover at least Rs.25 Lakh per annum and who have experience and capability for similar nature of job may accordingly submit their Rate-Contracts. Quotations will be received up to **13-00 Hrs on 26<sup>th</sup> September, 2016** and will be opened at 15-00 Hrs on day 26<sup>th</sup> September, 2016. EMD for an amount of **₹ 2, 500/-** (Two Thousand Five Hundred only) should be deposited in the form of D.D/Pay order in favor of Tea Board, payable at Kolkata along with the quotation. Bidders are requested to deposit their tender documents into the "TENDER BOX" at 8<sup>th</sup> Floor of Board's Head Office building.

#### **Instructions, Terms and Conditions for submitting the Quotation:**

1. All the Rates should be valid throughout **One Financial Year** (i.e. from 1<sup>st</sup> April to 31<sup>st</sup> March). **A bid valid for a shorter period shall be rejected by the purchaser as non-responsive.**
2. The Firm/Company should produce the **self attested** photocopies of documents related to Registration Number, PAN Number, VAT Number, Trade License etc.
3. Tender documents submitted must be signed and stamped on each and every page by the authorized signatory of the bidder. **Annexure-A, B and C** must be dully filled-in, signed and stamped by the authorized signatory of the bidder.
4. The good(s) shall be supplied within Seven (07) days of from the date of issuance of Purchase Order.
5. No advance payment would be made under any circumstances. If OEM of the goods(s) demands any such payments then the **L<sub>1</sub>** vendor for those particular item(s) are to procure the item at their own expense and supply.

6. The price quoted should be on **Unit Price basis** excluding all applicable taxes, duties and levies. Detail of applicable taxes, duties, levies should be mentioned separately as per the prescribed format at **Annexure-A**. Any further discount, free services/offer, quoted will not be considered. Bids with overwriting/cuttings etc. in quoted rates would not be considered.
7. **Payment(s)** will be released on monthly basis after Supply and successful installation of the items. Vendor have to submit Installation Reports duly signed by the user of the supplied item(s), self-attested copy of Purchase Order, Tax Invoice, Challan(s) of the Item(s) along with other necessary documents related to payment, as would be prescribed by Tea Board, in order to claim payments.
8. Late submission of the tenders will not be accepted. Tenders by "Telex/Telegram/Fax/E-Mail" will not be accepted. Tenders may be submitted by Registered Post, by Hand in Person or by Courier. However, any delay in this account shall not be accepted as a reason for exception.
9. The tender is not transferable.
10. Tea Board reserves the right to accept or reject any or all the tenders without assigning any reason.

Sd/-

(Priyanka Basu Ingty)  
Secretary

*चाय पियो मस्त जियो !  
Chai piyo mast jiyo!*



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### **Annexure-'A'**

#### **1. Category: COMPUTER+NETWORKING**

- In case of quoting the Price of an item of multiple Makers/Brands please add consecutive rows.

Sl. No.	Item Name	Qty.	Make	Warranty	Unit Price (in ₹)	Applicable Taxes		Total Price
						VAT	Others (if any)	
1	SATA 500 GB HDD	One (01) Pc.						
	SATA 320 GB HDD	One (01) Pc.						
	1 GB DDR1 (333 MHz) RAM	One (01) Pc.						
	1 GB DDR1 (400 MHz) RAM	One (01) Pc.						
	2 GB DDR2 (800 MHz) RAM	One (01) Pc.						
	2 GB DDR2 (667 MHz) RAM	One (01) Pc.						
	2 GB DDR2 (533 MHz) RAM	One (01) Pc.						
	2 GB DDR3 (1333 MHz) RAM	One (01) Pc.						
	4 GB DDR3 (1333 MHz) RAM	One (01) Pc.						
	DVD R/W (32x)	One (01) Pc.						
	SMPS	One (01) Pc.						
	SATA Connector	One (01) Pc.						
	IDE Connector	One (01) Pc.						

(Signature of the Authorized Person)

Sl. No.	Item Name	Qty.	Make	Warranty	Unit Price (in ₹)	Applicable Taxes		Total Price
						VAT	Others (if any)	
	USB Data Cable	One (01) Pc.						
	8-Port NW Switch	One (01) Pc.						
	RJ-45 Connector (100 Pc/Box)	One (01) Box						
	RJ-45 Connector (500 Pc/Box)	One (01) Box						
	CAT-6 NW Cable	One (01) Coil.						
	2 Mtr. CAT-6 NW patch Cable	One (01) Pc.						
	PCI NW Interface (LAN) Card	One (01) Pc.						
	USB NW Interface (LAN) Card	One (01) Pc.						
	NW I/o Port with Face-Place	One (01) Pc.						
	1 Mtr. Desktop VGA Cable	One (01) Pc						
	4 Mtr. Desktop VGA Cable	One (01) Pc						

## 2. Category: PRINTER

- Please submit Rate Quotations of Each and every spares of the below mentioned Printers **EXCEPT CARTRIDGES**. In case of quoting the Price of an item of multiple Makers/Brands please make consecutive rows in the same manner as prescribed for COMPUTER+NETWORKING Category at Sl. No. 1.

Sl. No	Printer Make & Model	Sl. No	Printer Make & Model
1.	HP® Laser Jet 1010	8.	HP®LJ P1606 dn
2.	HP® Laser Jet 1020	9.	HP® Laser Jet PRO 400 COLOR-M451 nw
3.	HP®Laser Jet 1020 Plus	10.	HP®Laser Jet Pro MFP M226dn Printer
4.	HP®Laser Jet P1007	11.	HP MOBILE ALL IN ONE BLUETOOTH PRINTER
5.	HP®Laser Jet P1008	12.	Canon ® LBP 3300
6.	HP®Laser Jet P1108	13.	Panasonic® KXMB 1530
7.	HP®CP 1215 Color Printer		

## 3. Category: SCANNER

- Please submit Rate Quotations of Each and every spares of the below mentioned Scanners. In case of quoting the Price of an item of multiple Makers/Brands please make consecutive rows in the same manner as prescribed for COMPUTER+NETWORKING Category at Sl. No. 1.

Sl. No	Scanner Make & Model	Sl. No	Printer Make & Model	Sl. No	
1.	HP® SCANJET G4010	4.	HP® SCANJET G2410	4.	CANON® IR2318L
2.	HP® SCANJET 4890	5.	HP® LASERJET 1536 DNF MFP	5.	HP® SCANJET 8270
3.	EPSON® GT S50	6.	HP® SCANJET 2400	6.	HP® SCANJET 4670

(Signature of the Authorized Person)



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### Annexure-'B'

To,  
The Secretary,  
Tea Board India  
14, B.T.M. Sarani (Brabourne Road), Kolkata - 700 001.

**Sub: Open tender inquiry notice for submission of rate contract of supply and installation of spares of computers/printers/scanners etc.-Reg.**

Madam,

I have read and examined in detail, the tender for submission of rate contract of supply and installation of spares of computers/printers/scanners etc. I do hereby express our interest to provide such rate contract.

Our correspondence details are as under:

Name of the Service Provider/Supplier	
Full Postal Address	
Name of the contact person to whom all references shall be made regarding the tender.	
Designation and Address of the person to whom all reference shall be made regarding the tender.	
Telephone No./Mobile No.	
E-mail of contact person	
Fax No. (with STD code)	

We have enclosed the following:-

(a) Annexure-A, B and C

Thanking you,

Place:

Yours faithfully,

Name:

Designation:

Business Address (Seal)



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### Annexure-'C'

#### DECLARATION

(Declaration letter on office letterhead stating the following)

1. We are not involved in any litigation that may have an impact of affecting or compromising the delivery of services as required under this tender.
2. We are not blacklisted by any Central/State Government/Public Sector undertaking in India.
3. We have read and agreed to the terms and conditions laid down by the office for this contract.

(Signature of the Authorized Persons)

Name:

Designation:

Business Address(Seal)

Place:

Date: