



## Tea Board India

(Under Ministry of Commerce & Industry, Dept. of Commerce, Govt. of India)  
14, B.T.M. Sarani (Brabourne Road), Kolkata- 700 001

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**Tender No. IT/Purchase/2016[Part-I]**

**Date: 16<sup>th</sup> August, 2016.**

**TENDER FOR  
SUPPLY AND INSTALLATION OF One (01) No. each of DESKTOP COMPUTER, PRINTER AND  
SCANNER AT TEA BOARD INDIA HEAD OFFICE, KOLKATA.**

Sealed Quotations on are invited on behalf of Chairman, Tea Board for **SUPPLY AND INSTALLATION OF One (01) No. of DESKTOP COMPUTER, PRINTER AND SCANNER EACH AT TEA BOARD INDIA HEAD OFFICE, KOLKATA.** Quotations are to be submitted to The Secretary, Tea Board India, 14, B.T.M. Sarani (Brabourne Road), Kolkata-700001 in a sealed envelope super-scribing "**TENDER FOR SUPPLY AND INSTALLATION OF One (01) No. each of DESKTOP COMPUTER, PRINTER AND SCANNER AT TEA BOARD INDIA HEAD OFFICE, KOLKATA.**" along with the Tender No. and Date.

**Eligibility:**

Companies/ Firms having valid authorization certificates from reputed OEMs of Computer, Printer etc., having turnover of at least Rs.10 Lakh per annum and who have at least Five (05) years of experience and capability for undertaking such orders may accordingly submit their Rate-Contracts. Quotations will be received **up to 13-00 Hrs of 26<sup>th</sup> September, 2016** and will be opened at **15-00 Hrs** on the same day (i.e. **26<sup>th</sup> September, 2016**). EMD for an amount of **₹ 2,000/-** (Two Thousand 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. Quotation should be valid for Ninety (90) Days. A bid valid for a shorter period shall be rejected 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, Authorization Letter from OEM, Certificate of Annual Turnover 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 items should be delivered and installed within Seven (07) days from the date of issuance of the Purchase Order to the selected bidder.
5. No advance payment would be made under any circumstances.
6. The price quoted should be on **Unit Price basis** including all applicable taxes, duties and levies. 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 after supply, successful installation, submission of installation reports duly signed by Board's official along with other necessary documents, 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 thereof.

Sd/-

(Priyanka Basu Ingty)  
Secretary

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

## Annexure 'A'

### Specification of Desktop Computer and Compliance Matrix:

1	<b>Name &amp; Address of the Firm</b>	
2	<b>PAN</b>	
3	<b>Rate quoted per Desktop (in ₹)</b>	
4	<b>Make &amp; Model of the Desktop:</b>	<b>HP 20-r141in All-in-One</b>
5	<b>Specification of the Desktop Tendered</b>	<b>Specification of the Desktop Quoted (Yes/No)</b>
6	All-in-One Chassis	
7	Intel Core i3-4170T Processor	
8	1 TB SATA 7200rpm Hard Drive	
9	4 GB DDR3 Memory	
10	19.45" diagonal WLED-backlit (1600 x 900) Monitor	
11	Integrated Intel HD graphics	
12	Realtek ALC3228-CG Audio + Built-in speaker amplifier with 1.5 per channel	
13	Integrated Bluetooth 4.0 and Wireless LAN 802.11b/g/n featuring 2.4 GHz 1 x 1 technology	
14	LAN: 1000BASE-T	
15	CD/DVD disc drive	
16	Ultra Slim Fixed Super Multi DVD Burner	
17	3-in-1 Memory card reader	
18	Wireless keyboard	
19	Wireless mouse	
20	Integrated webcam with microphone	
21	3 Yrs Warranty	

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(Full name and Signature of the Authorized Person)

**Specification of Printer and Compliance Matrix:**

1	<b>Name &amp; Address of the Firm:</b>	
2	<b>PAN:</b>	
3	<b>Rate quoted per Printer (in ₹):</b>	
4	<b>Make &amp; Model of the Scanner:</b>	HP Color LaserJet Pro M452dn
5	<b>Specification of the Printer Tendered:</b>	<b>Specification of the Printer Quoted (Yes/No)</b>
	<b>Print Technology: Laser</b>	
6	<b>Print speed:</b> black: Normal: Up to 27 ppm Print speed color: Normal: Up to 27 ppm First page out (ready) Black: As fast as 9.0 sec Color: As fast as 9.9 sec	
7	<b>Recommended monthly page volume:</b> 750 to 4,000	
8	<b>Connectivity:</b> HP ePrint capability: Yes Mobile printing capability: Yes Wireless capability: No Connectivity, standard: Hi-Speed USB 2.0 port built-in Gigabit Ethernet 10/100/1000 Base-TX network port Easy-access USB Network ready Standard (built-in Gigabit Ethernet)	
9	<b>Compatible operating systems:</b> Windows XP SP3 all 32-bit editions (XP Home, XP Pro, etc), Windows Vista all 32-bit editions (Home Basic, Premium, Professional, etc), Windows 7 all 32- & 64-bit editions, Windows 8/8.1 all 32- & 64-bit editions (excluding RT OS for Tablets), <b>Windows 10 all 32- &amp; 64-bit editions</b> (excluding RT OS for Tablets) Windows OS compatible with Universal Print Driver: Windows XP SP3 32- & 64-bit editions (XP Home, XP Pro, etc), Windows Vista all 32- & 64-bit editions (Home Basic, Premium, Professional, etc), Windows 7 all 32- & 64-bit editions, Windows 8/8.1 all 32- & 64-bit editions (excluding RT OS for Tablets), <b>Windows 10 all 32- &amp; 64-bit editions</b> (excluding RT OS for Tablets)	
10	<b>Paper handling:</b> Paper handling input, standard 50-sheet multipurpose tray, 250-sheet input tray Paper handling input, optional Optional 550-sheet tray Paper handling output, standard 150-sheet output bin Maximum output capacity (sheets) Up to 150 sheets	

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(Full name and Signature of the Authorized Person)

11	<p><b>Media sizes supported</b></p> <p>Tray 1, Tray 2: A4, A5, A6, B5 (JIS), B6 (JIS), 16K (195 x 270 mm, 184 x 260 mm, 197 x 273 mm), 10 x 15 cm, Oficio (216 x 340 mm), postcards (JIS single, JIS double), envelopes (DL, C5, B5)</p> <p>Optional Tray 3: A4, A5, A6, B5 (JIS), B6 (JIS), 16K (195 x 270 mm, 184 x 260 mm, 197 x 273 mm), 10 x 15 cm, Oficio (216 x 340 mm), postcards (JIS single, JIS double)</p> <p>Automatic duplexer: A4, B5, 16K (195 x 270 mm, 184 x 260 mm, 197 x 273 mm), Oficio (216 x 340 mm)</p> <p>Media sizes, custom</p> <p>Tray 1: 76 x 127 to 216 x 356 mm</p> <p>Tray 2, optional Tray 3: 100 x 148 to 216 x 356 mm</p>	
12	<p><b>Media types</b></p> <p>Paper (bond, brochure, colored, glossy, letterhead, photo, plain, preprinted, pre-punched, recycled, rough), postcards, labels, envelopes</p>	
13	<p><b>Memory &amp; Processor:</b></p> <p>Memory, standard</p> <p>256 MB NAND Flash, 128 MB DRAM</p> <p>Maximum memory</p> <p>256 MB NAND Flash, 128 MB DRAM</p>	
16	<p>Warranty: 1 Yr.</p>	

**Specification of Scanner and Compliance Matrix:**

1	<b>Name &amp; Address of the Firm</b>	
2	<b>PAN</b>	
3	<b>Rate quoted per Scanner (in ₹)</b>	
4	<b>Make &amp; Model of the Scanner:</b>	<b>HP Scan Jet 3000 S2 Sheet Feed Scanner</b>
5	<b>Specification of the Scanner Tendered</b>	<b>Specification of the Scanner Quoted ( Yes/No)</b>
6	<b>Scanner type:</b> Sheet fed Multi feed detection: Yes, ultrasonic	
7	<b>Media types:</b> Paper (plain, inkjet), envelopes, labels, checks, cards (business, plastic ID)	
8	<b>Scan file format:</b> PDF Searchable, PDF Image Only, PDF/A, JPEG, TIF single page, TIF multi page, DOCX, RTF, TXT, BMP	
9	<b>Duplex scanning;</b> ultrasonic multi feed detection, auto color detection, page size detection, crop, deskew, rotation, blank page removal, scan to SharePoint™ and scan to cloud features among many other scan-to destinations.	
10	<b>ADF Specifications:</b> Automatic document feeder capacity Standard, 50 sheets Automatic document feeder speed: Up to 20 ppm/40 ipm (300 dpi colour, grey, black & white). Actual processing speeds may vary depending on scan resolution, network conditions, computer performance, and application software. Scanning options (ADF): Single-pass duplex Scan size (ADF): maximum 215.9 x 864 mm	
21	<b>Compatible operating systems:</b> Windows 10, Windows 8, Windows 7, Windows Vista Mac OS X v10.6.8, v10.7, v10.8  Mac compatible: Yes	
	<b>Connectivity:</b> Connectivity, standard 1 Hi-Speed USB 2.0 Connectivity, optional Silex SX-DS-3000U1 Fast Ethernet USB Device Server Silex SX-3000GB Gigabit Ethernet USB Device Server Silex SX-DS-3000WAN 802.11n Wireless and Gigabit Ethernet USB Device Server Silex SX-DS-4000U2 High Performance Gigabit Ethernet USB Device Server	
	<b>Twain version:</b> Version 2.1	

(Full name and Signature of the Authorized Person)

## ANNEXURE-B

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

Sir,

Sub: OPEN TENDER INQUIRY NOTICE FOR PURCHASE OF DESKTOP  
Printers, Scanners-Reg.

I have read and examined in detail, the tender for the purchase of Printers and Scanners. I do hereby express our interest to provide such goods and services.

Our correspondence details are as under:

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

We have enclosed the following:-

(a) Declaration in Annexure-A, B and C

Thanking you,

Yours faithfully,

(Signature of the Authorized Person)

Name:

Designation:

Business Address (Seal)

Place:

Date:

## **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: