



**Tea Board**

**Under Ministry of Commerce & Industry,  
Department of Commerce  
Government of India**

**14, B.T.M. Sarani (Brabourne Road), Kolkata - 700001**

SVR/ IT PURCHASE/ 2013 [Part-IV]/

Date: 08.10.2013

**TENDER NOTICE FOR PROCUREMENT OF DESKTOP  
COMPUTERS, LAPTOPS, PRINTERS – REG.**

Sealed quotation are invited from authorized vendors/dealers/suppliers of the Computer Hardwares and softwares for supply of Desktop Computers, Laptops, Printers to the TEA BOARD, Head Office, 14, B.T.M. Sarani (Brabourne Road), Kolkata - 700001.

The details requirements are as under:

Sl.No.	Items required	Configuration/Specification	Quantity
1.	Desktop PC of reputed brand	(a) CPU: Third generation Intel Core-i3 Processor. (b) Memory:4 GB RAM DDR3 HDD: 500GB. (c) Monitor: 47cm (18.5”) TFT Digital Color Monitors TCO-05 certified. (d) Key Board-104 Keys, Mouse wired. (e) DVD R/W Drive: DVD Writers (f) Genuine O.S. Windows 7 Professional Preloaded with media and documentation. (g) Three years onsite warranty.	20
2.	Laptop of reputed brand	(a) Processor: Intel Core i5 (b) Clock Speed: Minimum 2.60 GHz (c) Memory (RAM): Minimum 4 GB (d) Hard Drive: Minimum 500 GB (e) USB Ports: Four (4) (f) Other features: WiFi, Built-in-Webcam, Video Card, Memory Card Reader, Built-in-Mic, Bluetooth and HDMI Port etc. (g) Genuine O.S. Windows 8 Professional Preloaded with media and documentation. (h) Three years onsite warranty.	02

3.	HP LaserJet Pro P1108 Printer	(a) Print speed black: Up to 18 ppm (b) Print quality black: Up to 600 x 600 x 2 dpi (1200 dpi effective output) (c) Duty cycle (monthly, letter/A4): Up to 5000 pages. (d) Warranty as per OEM.	10
----	-------------------------------	---	----

4. The Tenders should be submitted in two sealed envelopes. The first sealed envelope should be superscribed with **“Technical Bid”** containing information under covering letter as Annexure-I , Annexure-II Annexure- III and **tender fee of Rs.500/- in the form of DD/ Banker’s Cheque in favour of Tea Board payable at Kolkata.** The second sealed envelope should be superscribed with **“Financial Bid”** containing the rate per item, the rate of VAT, other taxes and discount offered as mentioned in Annexure-IV.

5. Both the sealed envelopes should be placed in a main sealed envelope superscribed with **“Supply of Computers/ Laptops/ Printers for the year 2013-14”** and should be addressed to the Secretary, Tea Board, 14 B.T.M. Sarani (Brabourne Road), Kolkata-700001. The complete sealed tender documents should reach this office by 01.00 PM of the 28.10.2013. The Technical bid will be opened on the same day at 03.00 P.M. in presence of the bidders.

6. It may please be noted that Agencies which do not fulfil the pre-qualification requirement will not be considered. Financial bid under Annexure-IV of those Agencies which fulfil the terms and conditions (Annexure-I, II and III) will only be opened separately on 30.10.2013 at 03.00 P.M. in the presence of the bidders.

Secretary, Tea Board reserves the right to accept or reject any or all the quotations without assigning any reason whatsoever.

Yours faithfully,

(A. Rajan)  
Secretary-In-Charge

Encl: As above.

Copy to:

1. Notice Board.
2. Tea Board website [www.teaboard.gov.in](http://www.teaboard.gov.in).

## ANNEXURE-I

### Terms & Conditions:

1. Quotations must be as per specifications and with the latest version. Quotations for items of other than configurations specified above will be summarily rejected.
2. The Quotations should be valid for at least 3 months. The delivery period must be 7 days from the date of issue of Purchase Order. This office retains the right to summarily reject the quotation/order, if the specified goods are not delivered within the stipulated delivery period.
3. The Desktop Computers/ Laptops/ Printers should be of reputed brands viz. **HP/ Lenovo/ HCL**.
4. Prices (inclusive of all taxes, duties, levies and all charges) are to be quoted along with the brand name.
5. The Price should include assembly and installation at the office as per the requirements and warranty from the date of the commissioning along with a description of all taxes. The rate should not be more than DGS&D Rate contract for the year 2013-14 for the specified configuration mentioned in the quotation.
6. Details of the Local “after sale service facility” including name, address, contact number, etc. should also be mentioned in the Quotations.
7. The quotation should be signed by the authorized person and his full name and status should be indicated below his signature.
8. Quantity of the Desktop Computers/ Laptops/ Printers is subject to increase or decrease at the discretion of this office without assigning any reasons.
9. Secretary, Tea Board reserves the right to accept or reject any or all of the tender/quotations without assigning any reasons.
10. Payments against Bill/Invoices shall be released only after supply/installation and observance of satisfactory performance of the items supplied.
11. The firm/ company must be registered as a firm or as a company with the Registrar of companies.
12. The firm/company should produce the self attested photocopies of documents related to Registration Number, PAN number, VAT number etc.
13. No advance payment would be made.
14. Late submission of tenders will not be accepted. Tenders by “Telex/Fax/e-mail” will not be accepted. Tenders may be submitted by Registered Post, by Hand in Person or by Courier. However, any delay on this account shall not be accepted as a reason for exception.
15. The tender is not transferable.

## ANNEXURE-II

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 COMPUTERS, LAPTOPS, PRINTERS-Reg.**

I have read and examined in detail, the tender for the purchase of Desktop Computer Systems, Laptops and Printers. 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-III
- (b) Financial Bid in Annexure-IV
- (c) Letter of Authorization from the principal Manufacturer/ Supplier.

Thanking you,

Yours faithfully,

(Signature of the Authorized Person)

Name:

Designation:

Business Address (Seal)

Place:

Date:

## ANNEXURE-III

### 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 Perons)

Name:

Designation:

Business Address(Seal)

Place:

Date:

ANNEXURE-IV

PROFORMA FOR FINANCIAL BID

01	Name of the Authorized dealer with address	
02	Details of the rate quoted for the following: (a) (b) (c) (d)	
03	VAT@ material supplied	
04	Approximate Contract Prices(inclusive of all taxes, duties & levies)	
05	Percentage of Discount allowed	
06	Net rate per system	

Note: No cutting or over-writing will be allowed. Any Financial Bid overwriting or cutting will be disqualified. Separate financial bids in the format as mentioned in Annexure-IV has to be submitted by the bidder for each of the items.

(Signature of the Authorized person)

Name:

Designation:

Business Address (Seal)

Place:

Date: