

**GOVERNMENT OF WEST BENGAL
DEPARTMENT OF SCIENCE AND TECHNOLOGY AND
BIOTECHNOLOGY
BIKASH BHAVAN, SALT LAKE, KOLKATA – 700091**

NIT No. STBT-11011(99)/11/2021-ST SEC-Dept. of STBT

**Tender Document for Supply and Installation of Spare Parts,
Print Cartridges and Print Heads and Repair of 2 nos. HP
Designjet Plotters T 7100**

Contents

**Terms and Conditions
Hardware Specifications**

1. INVITATION

Sealed Tenders are hereby invited by the **Joint Secretary, Department of Science and Technology and Biotechnology, Government of West Bengal, Bikash Bhavan, Salt Lake, Kolkata-700091** in a two-bid system from the reputed, experienced and bonafide Manufacturers/ authorized Distributors/ authorized Dealers having sufficient credential and financial capability for ***Supply and Installation of Spare Parts, Print Cartridges and Print Heads and Repair of 2 nos. HP Designjet Plotters T 7100.***

2. SCOPE OF WORK

The successful Bidder shall supply the materials of specified quality and in quantities, as specified in Annexure- I, to the Office of this Department at Bikash Bhavan and repair the plotters as per requisition of the authority.

3. SCHEDULE FOR DROPPING OF TENDER

Sl. No.	Item of work	Date, time and place
1.	Date of publication of tender	18th February 2022
2.	Start date and time for dropping of tender	18th February 2022 from 03.00 pm
3.	End date and time for dropping of tender	11th March 2022 up to 03.00 pm
4.	Date, time and place for opening and evaluation of tender	14th March 2022 from 12.00 Noon at the chamber of the Principal Scientist

4. SUBMISSION OF TENDERS

Tenders must be dropped in the Tender Box to be kept at reception of the Office of the **Department of Science and Technology and Biotechnology, Government of West Bengal, Bikash Bhavan, Salt Lake, Kolkata-700091** duly sealed and superscribed "***Supply and Installation of Spare Parts, Print Cartridges and Print Heads and Repair of 2 nos. HP Designjet Plotters T 7100***" in bold letters.

The tender has to be submitted in a two-bid system:

- a) Technical Bid
- b) Price Bid

Both the bids should be sealed in separate envelopes superscribed clearly as "Technical Bid" and "Price Bid". Both the envelopes should be put inside a bigger envelope which should have details of the tender.

a) For Technical bid:

The Bidder has to submit the signed and scanned copies of the following documents:

I. Registration Certificate, valid as on the last date of submission of bids

II. Income Tax Return for the last three assessment/ financial years

III. GST Registration Certificate

IV. Professional Tax Payment Certificate for the last financial year

V. PAN Card

VI. Earnest Money Deposit

VII. Payment Certificate or Work Completion Certificate, as the case may be, issued under the signature of the competent authority for the similar nature of work, worth approx. 40% of the proposed work, accomplished under any State/ Central Govt. Organization, State/ Central Govt. Undertaking or Statutory body or Local Body or Parastatal within the last two financial years from the date of issue of the NIT.

VIII. Inspection Report

b) For Price Bid:

The bidder has to quote the rate for each item of work/ supply separately. The cumulative amount of the rate of all items taken together will determine the lowest bidder.

Quoting the price

The tender price shall be quoted inclusive of all charges (taxes, freight charges, duties etc.). Price should be quoted inclusive of installation and commissioning charges in addition to the above. The prices quoted shall be written both in figures and in words. Correction, if any, shall be made by crossing and initialling with date and re-writing. In case of conflict between the figures and words, the latter shall prevail.

If the covers containing “Technical Bid” and “Price Bid” are not sealed and marked properly, no responsibility will be assumed for any misplacement of the tender or premature opening of the envelope or parcel.

Tenders sent by post will not be accepted, no arrangement will be made to collect tender from any delivery point other than that specified in the Tender Notice.

All papers submitted with the tender must be serially numbered. Quotations submitted are to be written in ink neatly or to be typed without overwriting / illegible writing. Words and figures must be sufficiently clear in the quotation paper. Correction of any other changes must be initialled by the

person signing the tender document. Tenders received late for any reason will not be considered. The telephonic tender will not be entertained.

TENDERS RECEIVED AFTER THE DUE DATE SHALL NOT BE ENTERTAINED.

5. GROUNDS FOR DISQUALIFICATIONS

If it comes to the notice of the competent authority, at any stage of the bidding process or even after issuance of work order,

a) That the Bidder has willfully made any misleading or false representation in statements and documents submitted as proof of eligibility, or

b) That the Bidder has been debarred/ delisted/ blacklisted by any State/ Central Govt. Organization or State/ Central Govt. Undertaking or Statuary body or local body or Parastatal at any time during the last three consecutive years up to the last date of submission of tender

The contention of the Bidder will be outrightly cancelled and he will not be allowed to participate in any such tender of the Department for the next three financial years.

6. INSTRUCTIONS TO THE BIDDERS

a) All Bidders are to note that any deviation from the terms and conditions, specifications and other requirements will liable the tender to be rejected.

b) The inviting authority reserves all right to reject any or all the tenders without assigning any reason whatsoever and can also split up the supply orders, if necessary and to accept the tenders in whole or in part.

c) Invitation of this tender shall under no circumstances create any right, legal or otherwise in favour of the Bidder in case the tender is closed, withdrawn or cancelled before issuance.

d) Earnest Money Deposit

Earnest Money amounting to Rs.25000/- is to be deposited by the Bidder in the form of "Demand Draft" drawn in favour of "West Bengal State Council of Science and Technology" on any Nationalized Bank payable at Kolkata failing which the tender will be treated as cancelled.

Earnest Money Deposit will be released to the unsuccessful Bidder within 15 days from the date of finalisation of the tender. In case of successful Bidder, it will be released immediately after successful completion of Supply and Installation of Spare Parts, Print Cartridges and Print Heads and Repair of HP Designjet Plotters T 7100. No interest on E.M.D. is admissible.

e) Language of Tender

The tender shall be submitted in English. All papers and correspondences in connection with tenders shall be in English.

f) Validity

The validity of the offer should be up to six months from the date of opening of the tender.

g) Any unsolicited correspondence after the last date of receipt of tenders is liable to render the tender invalid. Tendering parties are, therefore, advised in their interest to desist from filing any uninvited correspondence after the notified time.

h) No alteration or amendments shall be allowed after the opening of the tenders.

i) Offers submitted by telex, telegram, fax or email will not be considered.

j) Submission of Inspection Report

Before submission of bids, the prospective bidder will inspect the 2 nos. T 7100 HP Designjet plotters, identify the problems and submit an Inspection Report together with the technical bid.

k) Guarantee

Applicable guarantee/warranty should be mentioned in the tender bid.

l) While tenders are under, Bidders and representatives or other interested parties shall refrain from contacting by any means any persons or representative(s) of the buyer on matters related to the tender under study.

7. EVALUATION OF BIDS

I. Technical Bid will be opened first and if found in order then the Financial Bid will be opened.

II. If there is any deficiency in the documents of the Technical bid, the tender will be summarily rejected.

III. The Bidder or his authorized representative may remain present at the time of opening the tender.

IV. The financial bid of only those Bidders declared technically eligible will be opened on the prescribed date.

V. During the evaluation, the Bidders may be asked for any clarification or additional document or original hard copy of any of the documents already submitted and if those are not produced within the stipulated time frame, their proposals will be liable for rejection.

VI. The bid price of all Bidders will be compared to determine the lowest valued offer.

VII. Lowest rate will be normally accepted. However, the authority reserves the right of accepting a bid other than the lowest bid for any reason to be recorded in writing.

8. DELIVERABLE

Delivery of the consignment and repair of the plotters are to be made at the consignees place at no extra cost to the consignee and the proposed work has to be completed within 30 days from the date of issue of the work order.

9. PAYMENT

a) No additional charges will be paid other than that quoted in the purchase order

b) 100% payment will be made to the Bidder/supplier on successful completion of the work superscribed “**Supply and Installation of Spare Parts, Print Cartridges and Print Heads and Repair of 2 nos. HP Designjet Plotters T 7100**”.

10. DISPUTES

In case of any disputes, the jurisdiction will be within the High Court, Calcutta.

Annexure – I

Description of work

Repair of 2 nos. HP Designjet T7100 Plotters with Serial nos. MY3857900B and MY3857900C. Onsite inspection to be carried out by bidder, problems identified and **Work / Supply Specification:**

1. Inspection Report to be submitted with Technical Bid.
2. Supply of Print Heads and Ink Cartridges as below :

Description of Consumables		Quantity
Item	Colour	
Print Heads (HP 761)	Yellow, Magenta-Cyan, Grey-Dark Grey, Matte Black	One each (4)
Ink Cartridge (HP 761)	Yellow, Magenta, Cyan, Grey	One each (4)
Ink Cartridge (HP 761)	Dark Grey, Matte Black	One each (2)
Maintenance Cartridge (HP-CH649A)	Maintenance Cartridge (HP-CH649A)	One (1)