

**PROCUREMENT OF GOODS**  
**UNDER**  
**NATIONAL SHOPPING PROCEDURES**

*(For Contracts valued less than the  
equivalent of US \$30,000 each)*

**NATIONAL HYDROLOGY PROJECT**



**GOVERNMENT OF WEST BENGAL**  
**Irrigation & Waterways Directorate**  
**Burdwan Investigation & Planning Division**  
*Purta Bhavan, (3<sup>rd</sup> Floor), Purba Burdwan, 731103*

**Memo No: 639 /NHP-02/02**

**Date: 18.10.2017**

To \_\_\_\_\_

Dear Sirs,

**SUB: Invitation for quotations for “Procurement and installation of photocopier and printers for the State Project Management Unit of National Hydrology Project”.**

**NIQ No: WBIW/NHP/EE/BIPD/NIQ-05/2017-18**

1. You are invited to submit your most competitive quotation for the following goods.

**SCHEDULE OF REQUIREMENTS**

**Table 1**

Sl. No.	Brief Description of the Goods	Specifications	Quantity	Delivery Period	Place of Delivery	Installation Requirement if any
01.	Office photocopier ( B/W)	As per Annexure-I	01 no.	15 days	At location B	Standard installation
02.	Office photocopier ( colour)	As per Annexure-I	01 no.		At location A	
03.	A4 Printer (B&W)	As per Annexure-II	02 nos.		01 no at location B 01 no at location A	
04.	A4 Printer (Colour)	As per Annexure-II	01 no.		At location A	

Location A - **Office of the Director, Advance Project Planning Evaluation and Monitoring cell, 2<sup>nd</sup> floor Jalasampad Bhavan, Saltlake, Kolkata – 700091, West Bengal**

Location B - **Office of the Executive Engineer, Burdwan Investigation and Planning Division, 3<sup>rd</sup> floor Purta Bhavan, Burdwan, Dist. - Purba Burdwan, West Bengal**

2. The Irrigation & Waterways Department (I&WD), Govt. of West Bengal (GoWB) has received a grant through Ministry of Water Resources, River Development & Ganga Rejuvenation (MoWR, RD & GR), Govt. of India (GoI) from the **International Bank for Reconstruction and Development (IBRD)** towards the cost of **National Hydrology Project (NHP)** and it intends to apply a part of the proceeds of this grant to payments under the NATIONAL SHOPPING PROCEDURE of goods for Procurement of Goods

and Related Services for “Procurement and installation of different types of IT equipments for the State Project Management Unit of National Hydrology Project”.

### **3. Bid Price**

- a) The contract shall be for the full quantity as described above corrections, if any, shall be made by crossing out, initialing, dating and re-writing.
- b) All duties, taxes and other levies payable on the raw materials and components shall be included in the total price.
- c) Goods and Services Tax shall be shown separately.
- d) The rates quoted by the bidder shall be fixed for the duration of the contract and shall not be subject to adjustment, on any account.
- e) The prices shall be quoted in Indian rupees only.

**4.** Each bidder shall submit only one quotation.

### **5. Validity of Quotation**

Quotation shall remain valid for a period not less than 60 days after the deadline date specified for submission.

### **6. Evaluation of Quotation**

The **Executive Engineer, Burdwan Investigation & Planning Division, I & W Dte., Purta Bhavan, 3<sup>rd</sup> floor, Dist. Purba Burdwan, Drawing and Disbursing Officer of SPMU** will evaluate and compare quotations determined to substantially responsive i.e. which

- a) Are properly signed and
- b) Conforms to the terms and conditions and specifications.

The quotations would be evaluated for the entire item together. GST shall not be taken into account in evaluation.

### **7. Award of contract**

The purchaser will award the contract to the bidder whose quotation has been determined to be substantially responsive and who has offered the lowest evaluated quoted price.

7.1. Notwithstanding the above, the purchaser reserves the right to accept or reject any quotations and to cancel the bidding process and reject all quotations at any time prior to the award of contract.

7.2. The bidder whose bid is accepted will be notified of the award of contract by the purchaser prior to expiration of the quotation validity period. The terms of the accepted offer shall be incorporated in the purchase order.

**8.** 95% of the total quoted rate will be paid **(within 60 days)** after delivery and installation of goods. Also, a security deposit of 5% of the quoted rate would be deducted during payment which will be released after expiry of 6 (six) months from the date of satisfactory demonstration of compliance to desired specification after supply.

**9.** You are requested to provide your offer **latest by 15:00 hours on 02.11.2017**

10. Normal commercial warranty/guarantee shall be applicable to the supplied goods.
11. We look forward to receiving your quotations and thank you for your interest in this project.
12. **Other than acceptable makes no other brand of equipment will be acceptable.**

Sd/-

**Executive Engineer  
Burdwan Investigation & Planning Division  
Purta Bhavan, 3<sup>rd</sup> floor, Purba Burdwan  
eebipd2012@gmail.com**

## **FORMAT OF QUOTATION**

**NIQ No: WBIW/NHP/EE/BIPD/NIQ-05/2017-18**

**Table 2**

Sl. No.	Description of Goods	Make and Model Proposed	Qty.	Unit (no)	Quoted Unit Rate in Rs.	Total Amount	
						In Figures	In Words
1.	Office photocopier ( B/W)		01	no.			
2.	Office photocopier ( colour)		01	no.			
3.	A4 Printer (B&W)		02	nos.			
4.	A4 Printer (Colour)		01	no.			
	<b>TOTAL</b>						
	<b>Goods and Services Tax</b>						

**Gross Total Cost: Rs. ....**

- i. We agree to supply the above goods in accordance with the technical specifications for a total contract price of Rs. .... (amount in figures ) (Rs. .... amount in words) within the period specified in the Invitation for Quotations.
- ii. We also confirm that the normal commercial warrantee/guarantee of ..... months shall apply to the offered goods.
- iii. We hereby certify that we have taken steps to ensure that no person acting for us or on our behalf will engage in bribery.

**Signature of Supplier**

**Annexure – I**

**Specification of OFFICE PHOTOCOPIER (B/W & COLOUR)**  
**(as per IS 13252 part –I 2010)**

<b>ACCEPTABLE MAKE:</b> <b>CANON / XEROX</b>	
<b>FUNCTIONALITY</b>	
	Auto duplex Print, Copy, Scan
<b>PAPER SIZE</b>	
	A3
<b>SPEED</b>	
	UPTO 25 ppm/cpm
<b>NETWORK</b>	
	NETWORK READY
<b>SCANNING</b>	
	COLOUR upto 20ppm/cpm
<b>PRINT OUTPUT</b>	
	BLACK & WHITE / COLOUR
<b>PRINT QUALITY</b>	
	1200 dpi

Annexure – II

**Specification of MONOCHROME PRINTER**

( as per IS 13252 part –I 2010)

ACCEPTABLE MAKE: <b>CANON / HP</b>	
FUNCTIONALITY	
	Print (laser beam printing) auto duplex, Copy.
PAPER SIZE	
	A4, Legal
PRINT&COPY SPEED	
	UPTO 27 ppm/cpm
PRINT OUTPUT	
	BLACK & WHITE
PRINT & COPY RESOLUTION	
	UP TO 1200 x 1200 dpi

**Specification of COLOUR PRINTER**

( as per IS 13252 part –I 2010)

ACCEPTABLE MAKE: <b>CANON / HP</b>	
FUNCTIONALITY	
	Print (laser beam printing) auto duplex, Copy.
PAPER SIZE	
	A4, Legal
PRINT&COPY SPEED	
	UPTO 27 ppm/cpm
PRINT OUTPUT	
	COLOUR
PRINT & COPY RESOLUTION	
	UP TO 1200 x 1200 dpi