

**HOOGHLY PRINTING CO. LTD.**  
**(A Govt. of India Enterprise)**  
**41, Chowringhee Road, Kolkata - 700071**  
**Phone No. (033) 2288-3312/3779 Fax No. (033) 2288-2734**  
**E-mail: hooghlyprint@dataone.in**  
**NIT NO. 10/2015-16 Dated 11.12.2015**

Hooghly Printing Co. Ltd. (HPC) invites offers in sealed cover from eligible Bidders i.e. Original Equipment Manufacturers (OEM)/ Authorised Dealer (AUD)/Distributor of OEM for the supply, installation, testing and commissioning (SITC) of Computer hardware (Desktop PCs / Laptops / Monitors) along with operating system and other peripherals at its above mentioned office or any other location in and around Kolkata as designated by HPC.

Sl No.	Description	Specification	Qty(Nos.)
1.	<u>Laptop (Hp/Compaq/Dell)</u> Peripherals: Licensed Microsoft Windows 10, 64 Bit Operating System Licensed Microsoft Office Home & Business (With Original Media and not pre-loaded) Minimum one year On-Site Warranty	Intel Core i5, 64 Bit Processor 8GB DDR3L, 1600.0 MHz RAM 1 TB Hard Disk Drive, Optical Drive 15.6" HD LED Display 2x USB 3.0, 2 x USB 2.0, 1 x HDMI, 1 x Wi-Fi IEEE802.11b/g/n 1.0 Megapixel Integrated Webcam, Bluetooth, Integrated Speaker 220 V AC, 65 Watt Adapter Carry Bag provided by the Manufacturer of the Laptop	1(One)
2.	<u>Desktop Pc (Hp/Compaq/Dell)</u> Licensed Microsoft Windows 10, 64 Bit Operating System Licensed Microsoft Office Home & Business (With Original Media and not pre-loaded) Minimum one years On-Site Warranty	Intel Core i3, 64 Bit Processor 4 GB DDR3L, 1600.0 MHz RAM 500 GB Hard Disk Drive , Optical Drive 19.45" LED Flat Screen Monitor, 4 x USB 3.0. 4 x USB 2.0 USB Key Board and Mouse	4(Four)
3.	Laserjet Multifunction Printer(HP) Minimum one year On-Site Warranty	Print Technology: Laser Functions : Print, Copy, Scan, Fax Scanner Type: ADF Connectivity, standard Hi-Speed USB 2.0 port built-in Ethernet 10/100Base-TX network port Network: Standard (built-in Ethernet) File formats supported :PDF,TIF,BMP,PNG,JPG	1(One)
4.	UPS	APC/Liebert 600 VA Offline UPS (for Desktop Computers only)	4(four)
5.	Quick Heal Total Security Anti Virus	For 5 users both Laptop & Desktops	1(One)

**HOOGHLY PRINTING CO. LTD.**  
**(A Govt. of India Enterprise)**  
**41, Chowringhee Road, Kolkata - 700071**  
**Phone No. (033) 2288-3312/3779 Fax No. (033) 2288-2734**  
**e-mail: hooghlyprint@dataone.in**  
**NIT NO. 10/2015-16 Dated 11.12.2015**

**1. Eligibility Criteria:**

The Bidder:

- A. Should be Original Equipment Manufacturers (OEM)/ Authorised Dealer (AUD)/Distributor of OEM. Bidders quoting as Authorised Distributors/dealers must submit Manufacturers Authorization Certificate.
  - B. The Bidder furnishes Authorisation from the Manufacturer of Computer Hardware i.e. Laptop, Desktop PCs & peripherals.
  - C. Should be in existence in core Computer hardware sales and services business for the last Three years. Documentary proof to be submitted along with the Offer.
  - D. Should have minimum average turnover of Rupees Fifty Lakhs per annum out of Indian Operations from the sale of computer hardware during the last three (3) years ending March 2015. In case of Bidder not being the manufacturer, the turnover should be of his own and not that of the principal.
  - E. Should be a profit making company for last 3 years as evidenced from the CA Certificate / Balance sheets.
  - F. Should have direct support centers at Kolkata. In case of support through service partners details of customers supported by the service partners to be attached.
- 2. Scope of Work:** The Bidder should be in a position to complete the supply, installation, testing and commissioning (SITC) of Computer hardware (Desktop PCs / Laptops / Monitors) along with operating system and other peripherals within 7 to 10 days from the date of placement of Formal Purchase Order.
- 3. Rate:** Rates quoted should be on per unit basis inclusive of all taxes and duties (i.e. Excise Duty, VAT/CST) and charges for delivery (including SITC charges) at the above mentioned address. Necessary 'C' form will be issued by HPC incase of interstate sale.
- 4. Terms of Payment:** Bidders are advised to quote their best price on the basis of 15 days credit basis. Payment will be made on submission of original tax invoice along with receipted challan.
- 5. Validity:** The rates should remain valid till 31.01.2016. Details of the Tender are available on [www.hooghlyprinting.com](http://www.hooghlyprinting.com)
- 6. Submission of Offers:** Last date for Submission of Offers is 28.12.2015 by 15.00 Hrs. The offers would be opened on the same day at 16.00 Hrs.
- 7. Risk Purchase & Liquidated Damages:** Time is the essence of the Contract. Materials to be delivered as per stipulated schedule in delivery instructions failing which Risk Purchase and/or Company's Standard LD Clause will be applicable without Prejudice Company's right to black list the Bidder.
- 8. Resolving of Disputes:** Any dispute arising out of these transactions shall be subject to the jurisdiction of competent Court at Kolkata.
- 9. Notes:** Bidders should comply with & agree to all the eligibility criteria and techno-commercial terms before submission of their Bids. Interested bidders must submit Demand drafts/Pay Orders favouring "HOOGHLY PRINTING CO. LTD." payable at Kolkata in respect of Tender Fees of Rs.500/- (Five Hundred only) to Sr. Manager (F&A) at 41, Chowringhee Road, Kolkata-700071 on any working day excluding Saturday between 11.00 hrs. & 15.00 hrs. For any further clarifications please contact Officer (Purchase) at the above address on any working day excluding Saturday between 11.00 hrs. & 15.00 hrs. The undersigned reserves the right to place Repeat order for 100% or less quantity as per the actual requirement while placing the Order. All Quotations/Tenders in which any of the prescribed conditions are not fulfilled or incomplete in any respect are liable to be rejected. The Bidder must sign on each and every page of documents submitted by them under his seal by authorised signatory. Management reserves all right to reject any tender including tenders submitted by those tenderer(s) who fail to comply with the instruction(s) without assigning any reason whatsoever and does not bind itself to accept the lowest Offer or any specific tender. Management reserves the right to accept or reject any or all the offers and/or to divide the quantity ordered between one or more bidders without assigning any reason whatsoever.

Date: 11.12.2015

For Hooghly Printing Co. Ltd.

Place: Kolkata

Sr.Manager(F&A)

**HOOGLY PRINTING CO. LTD.**  
**(A Govt. of India Enterprise)**  
**41, Chowringhee Road, Kolkata – 700071**  
**Phone No. (033) 2288-3312/3779 Fax No. (033) 2288-2734**  
**e-mail : [hooghlyprint@dataone.in](mailto:hooghlyprint@dataone.in)**

**TENDER FORM**

**NIT NO. 10/2015-16 Dated 11.12.2015**

Page 3 of 5

1. NIT NO. & DATE: NIT NO. 10/2015-16 dated 11.12.2015
2. NAME OF THE BIDDER IN FULL :
3. ADDRESS OF THE BIDDER
  - (a) Registered Office :
  - (b) Head Office :
  - (c) Branches :
  - (d) Workshop/Godown :
  - (e) Depot :
4. TELEPHONE NO./ FAX / E-MAIL :
5. STATUS OF THE ORGANISATION :  
Proprietorship / Partnership / Ltd. Co./  
Pvt. Ltd. Co.
6. NAME, FATHER'S NAME & RESIDENTIAL :  
ADDRESS OF PARTNERS / DIRECTORS /  
PROPRIETOR AS THE CASE MAY BE  
(Use separate sheet if necessary)
7. WHETHER MANUFACTURER / :  
CONTRACTOR / STOCKIST /  
AGENT / DEALER
8. BANK PARTICULARS :
  - (a) Name of the Bank & Branch :
  - (b) Address of the Branch :
  - (c) Telephone No. of the Branch :
  - (c) Account Number :
  - (d) Type of Account :
  - (e) IFS Code of the Branch :
  - (f) Term loan sanctioned :
  - (g) Bank Guarantee limit :

**HOOGLY PRINTING CO. LTD.**  
**(A Govt. of India Enterprise)**  
**41, Chowringhee Road, Kolkata – 700071**  
**Phone No. (033) 2288-3312/3779 Fax No. (033) 2288-2734**  
**e-mail : [hooghlyprint@dataone.in](mailto:hooghlyprint@dataone.in)**

**TENDER FORM**  
**NIT NO. 10/2015-16 Dated 11.12.2015**

**Page 4 of 5**

(h) Letter of Credit limit :

(Documentary proof to be enclosed in  
respect of various Bank facilities enjoyed  
by the Organizations.)

9. TRADE LICENCE NO. :  
(Please attach a photo copy)

10. SALES TAX / VAT REGISTRATION NO. :

(a) Central :

(b) State :  
(Please attach photo copies)

11. I. T. PERMANENT ACCOUNT NO.:  
(Please attach photo copy)

12. WHETHER THE APPLICANT IS ENLISTED :  
WITH ANY PUBLIC SECTOR  
UNDERTAKING. IF SO, THE DETAILS  
ARE TO BE FURNISHED

13. FINANCIAL CAPACITY :

(a) Fixed Capital:

(b) Working Capital :  
(Copy of audited Balance Sheet to be enclosed)

14. PROOF OF MAJOR SUPPLIES EFFECTED :  
DURING THE LAST TWO  
FINACIAL YEARS  
(Documentary proof to be enclosed)

Name(s) of the Customer(s) :

(b) Value of the Orders :

(c) No. of Orders

15. **PRICE:**

SI No.	Description	Make & Model	Price(Rs./Unit)
1.	<u>Laptop (Hp/Compaq/Dell)</u>		
2.	<u>Desktop Pc (Hp/Compaq/Dell)</u>		
3.	Laserjet Multifunction Printer(HP)		
4.	UPS		
5.	Quick Heal Total Security Anti Virus Multi users pack (for both Laptop & Desktop)		
6.	Licensed Microsoft Windows 8.1, 64 Bit Operating System		
7.	Licensed Microsoft Windows 10, 64 Bit Operating System		
8.	Licensed Microsoft Office Home & Business		
9.	Licensed Microsoft Office 365		
10.	Licensed Microsoft Office STD 2016		

DD/Pay orders Submitted:

SI No.	DD/Pay order no.	Date	Bank	Amount(Rs.)	Particulars
1				500/-	Cost of Tender Document

**Declaration**

I/We hereby certify that the above particulars furnished by me/us are true to the best of my/our knowledge and belief; and in case of misrepresentation of facts, Hooghly Printing Co. Ltd. shall have the right to reject this Tender.

Date:

Place:

Signature of authorized person with seal

Note: The Tenderer shall sign on each and every page of this Tender Form under his seal and also requested to attach separate sheet if necessary.

