

West Bengal Industrial Development Corporation Limited

“Protiti”, 23, Abanindranath Tagore Sarani (Camac Street) Kolkata-700 017

NOTICE INVITING QUOTATION

Tender No.	ADM/56/96/IXE
Tender Notice issued by	Managing Director, WBIDC Ltd.
Tender to be opened on	08.11.2017 at 15:30 Hrs.

1. Sealed quotations are invited from authorized dealers of HP Laptops/Notebooks for supply of 1 (One) No. ***HP Spectre x360 Convertible 13-ac058TU 13.3-inch Laptop (7th Gen Core i5-7200u/8GB/360GB/Windows 10*** at West Bengal Industrial Development Corporation Limited, “Protiti”, 23, Abanindranath Tagore Sarani (Camac Street) Kolkata-700 017.

2. Interested dealers are requested to submit quotation in a sealed envelope addressed to Managing Director, West Bengal Industrial Development Corporation Limited, “Protiti”, 23, Abanindranath Tagore Sarani (Camac Street) Kolkata-700 017. The quotations in sealed envelope should be dropped in the “Quotation Box” kept at the Reception of this office, from 6th November, 2017 to 8th November, 2017 upto 15:00 Hrs. The envelope containing the quotation should be super scribed as under:

“Quotation for supply of 1 (One) No. HP Spectre x360 Convertible 13-ac058TU 13.3-inch Laptop (7th Gen Core i5-7200u/8GB/360GB/Windows 10”

3. Any Overwriting/Erasing in the rates and in the quotations documents will render the entire bid/quotation invalid and will be rejected.

4. Submission of quotation will signify the acceptance of all terms and conditions of the contract as above. It will not be obligatory for this Corporation to accept the lowest quotation & no explanation shall be given for the cause of rejection of quotation to any bidder.

5. This Corporation reserves the right to reject/any/all bid (s) without assigning any reasons whatsoever. Canvassing in any form will be considered as disqualification from award of supply.

6. On successful supply and demonstration of the Notebooks 80% of the payment will be released on production of bill in triplicate. The balance 20% will be released after 30 days subject to satisfactory performance of items by Management.

7. Please also see Annexure -I for terms and conditions of the purchase, Annexure -II to be filled by the bidder(s) providing their acceptance, Annexure -III to be filled by the bidder(s) giving their Company/Agency details, Annexure-IV – for rates & details of the items.

Schedule of Tendering Process:

Submission of Quotations	From 06/11/2017 To 08/11/2017
Last date for Submission of Quotations	08/11/2017 @ 15.00 hrs
Opening of Bid	08/11/2017 @ 15.30 hrs

For query contact at: 033-22553857/033-22553726

Managing Director
West Bengal Industrial Development Corporation Limited
Date: 6th November, 2017

The purchase shall be governed by the following terms and conditions:-

- i) The supplier should be an authorized dealer of the Original Equipment Manufacturer (OEM) of HP Laptops/Notebooks.
- ii) The *HP Spectre x360 Convertible 13-ac058TU 13.3-inch Laptop (7th Gen Core i5-7200u/8GB/360GB/Windows 10* is required to be delivered within 7 (Seven) Days from the date of receiving the supply order.
- iii) The authorized dealer should supply the *HP Spectre x360 Convertible 13-ac058TU 13.3-inch Laptop (7th Gen Core i5-7200u/8GB/360GB/Windows 10* strictly as per the detailed technical specification provided.
- iv) It will be the responsibility of the firm to deliver the *HP Spectre x360 Convertible 13-ac058TU 13.3-inch Laptop (7th Gen Core i5-7200u/8GB/360GB/Windows 10* at West Bengal Industrial Development Corporation Limited, “Protiti”, 23, Abanindranath Tagore Sarani (Camac Street) Kolkata-700 017. No transportation and labour charges in this account will be paid.
- v) The bidder will be entirely responsible for any damage caused to the above items as long as the same is in transit and before installation of the same at our site. The bidder will be liable to replace the damaged items with a new one if so required and WBIDC Ltd. under any circumstances will not be liable for the extra cost whatsoever.
- vi) This office reserves the right to reject or to accept any quotation, in whole or in part without assigning any reason there for.
- vii) Payment will be made after satisfactory delivery and demonstration of *HP Spectre x360 Convertible 13-ac058TU 13.3-inch Laptop (7th Gen Core i5-7200u/8GB/360GB/Windows 10* in the office and on submission of bills in triplicate.
- viii) At the time of placing the supply order, the Corporation reserves the right to increase or decrease the stipulated quantity of goods/services mentioned in the “Notice Inviting Quotation” without any change in unit price and other terms & conditions quoted by the bidders.
- ix) You are requested to read and understand the terms and conditions of the bid before submitting quotations, as no violation of the aforesaid terms and conditions shall be permitted once the quotation is accepted by this Corporation.
- x) The quotation will be opened at 15:30 Hrs on 08.11.2017.

For query contact at: 033-22553857/033-22553726

Managing Director

West Bengal Industrial Development Corporation Limited

Date: 6th November, 2017

To,
The Managing Director
WBIDC
“PROTITI”,
23, Abanindranath Tagore Sarani (Camac Street),
Kolkata-700 017

Subject: Supply of *HP Spectre x360 Convertible 13-ac058TU 13.3-inch Laptop (7th Gen Core i5-7200u/8GB/360GB/Windows 10* at “PROTITI”, 23, Abanindranath Tagore Sarani (Camac Street), kolkata-700 017

Sir,

With respect to the “NOTICE INVITING QUOTATION” I / We hereby submit our quotation in a required format.

I / We have adhered to the requirements prescribed by WBIDC Ltd. I / We have carefully gone through the guidelines, terms & conditions and specification as per the prescribed format and I / We accept the same without any alternations / modifications.

Thanking you,

Yours faithfully,

Signature and seal of bidder

Date:
Address:

PARTICULARS TO BE FURNISHED BY THE BIDDER

1. Name of the Agency:
2. Address of the Agency:
3. Name of the proprietor of the Agency:
4. Telephone No. of Agency and Proprietor:
5. Details of Ministry/Department/Corporation/Office in which the Agency had supplied similar items as mentioned in this "Notice Inviting Quotation":-

Sl. No.	Name of the Ministry/Department/Corporation/Office (Attach copy of Contract)	Year	Name/Contact No. of the Officers of client Ministry/Department/Corporation/Office
1.			
2.			
3.			
4.			

6. PAN/TIN number of the agency:
7. Authorized dealership certificate:
8. GST NO:
7. Bank details:

This is certified that the above facts are true, complete and correct to the best of my knowledge and belief. This is also certified that this Agency is not black listed by any Government Department nor any criminal case is registered/pending against the Agency/Firm or its owner/partner anywhere in India. It is certified that I/We have read and understood the terms and conditions of the Tender Notice no. ADM/56/96/IXE dated 06.11.2017 and will abide by them till the completion of the bidding process.

Dated:

Place:

(Signature of Proprietor)

Seal of the firm/Agency

QUOTATION – PROFORMA

Rates :

Sl. No.	Details	Unit Rate (in Rs.)	Total Rate (Rs.)
1.	<i>HP Spectre x360 Convertible 13-ac058TU 13.3-inch Laptop (7th Gen Core i5-7200u/8GB/360GB/Windows 10</i>		

Details of taxes, if any, should be mentioned.

Guarantee/warranty clauses may be clearly mentioned

Dated:

Place:

(Signature of Proprietor)

Seal of the firm/Agency