



KOLKATA PORT TRUST
OFFICE OF THE CHIEF MEDICAL OFFICER
CENTENARY HOSPITAL, MEDICAL DEPARTMENT
1, DIAMOND HARBOUR ROAD, KOLKATA - 700053
TELE FAX NO : (033)-2401 4503, PHONE NO: (033)- 71003641

TENDER ENQUIRY FOR SUPPLY, DELIVERY & INSTALLATION OF BRANDED DESKTOP COMPUTERS AND PRINTERS AT CENTENARY HOSPITAL, KoPT.

Tender No : MED/ PR/ ADVT/ 277/ 17-18/ 2067

1/12/2017

Sealed Tender are invited by the Medical Department of Kolkata Port Trust from Manufacturers or their bona fide and authorized Dealers / Distributors / Stockiest / Agents, to procure BRANDED DESKTOP COMPUTERS AND PRINTERS as per "Technical Specifications and Scheduled of Quantities". You are requested to furnish your quotation in the enclosed sealed cover super scribed with "Quotation for Supply, Delivery & Installation of DESKTOP COMPUTERS AND PRINTERS against Tender Enquiry No. MED / PR / OPEN/ 277 / 17-18 / _dt. 01/12/ 2017.

The Offers will be opened on 29/12/2017 at 03.30 p.m. in the Office of the Medical Dept. Kolkata Port Trust.

1. TENTATIVE CALENDAR OF TENDERING PROCESS:

	Hoisting of Tender Enquiry in KoPT Website.	On and from 5/ 12 / 2017
	Pre- Bid meeting	15/12/2017
	Last Date of Submission of Tender	29/12/2017/ (upto 15.00 hrs)
	Opening of Cover -1 (Techno-commercial Bid)	29/12/2017 at 15:30 hrs
	Opening of Cover-2 (PRICE BID)	Exact date and time will be confirmed to the Techno- commercially qualified bidder.

Note: In the event of any unforeseen closure of work / holiday on any of the above days, the same will be opened / held on the next working day without any further notice.

Under no circumstances the Due Date of the Tender will be extended.

2. Eligibility to BID

In order to prove eligibility, the intending bidder will have to submit the following documents in their Techno-Commercial Bid of the Tender in **Cover - I. No Price is to be mentioned anywhere in the Documents / list submitted with Techno-Commercial Bid.**

Essential Documents to be submitted along with the "Techno-Commercial Bid" (COVER-I)

- The bidder must have completed at least 3 years of experience/operation in the field of supply, installation and support of Desktop Computers and Printers. Should be supported with order copies and performance certificates.
- The bidder should be authorized Dealers/ Distributors of reputed brand having authorization for sales and after sales support for Desktop Computers and Printers
- Self attested photocopies of i) Trade License, (ii) GST Registration Certificate, (iii) Income Tax PAN / TAN No., (iv), Notarised Power of Attorney in favour of Authorized Signatory.
- The original copy of Notice Inviting Tender containing Instructions to Bidder duly signed and stamped must be returned and any quotation not accompanied by this Tender Form may be liable for rejection.



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- e) Acceptance of the Conditions of the Notice Inviting Tender in a separate letter.
- f) Brand and Maker's name of the offered item against the tender must be clearly stated in the offer.
- g) The Life Span of the offered tendered out item and Guarantee for availability of Spare Parts of the offered Equipment during the declared Life Span as declared by the Manufacturer of the offered Equipment are to be enclosed with the Offer.
- h) Technical Specifications of the offered Equipment and **Compliance Chart** of the offered Equipment with that of the Specifications of Notice Inviting Tender supported with Catalogue and manufacturer specification.
- i) In case the offer is submitted by an Authorised Distributor / Authorised Dealer / Authorised Agent / Authorised Stockists on behalf of the Manufacturer, a current valid self attested Authorisation Certificate to that extent specifying the instant Tender No. from the Manufacturer has to be submitted along with the offer. In the case of Authorised Distributor / Dealer / Agent / Stockists submitting tender with the second stage authorisation from the Authorised Distributor, the first stage Authorisation from the Principal Manufacturer in favour of the Authorised Distributor to be provided with authentic / valid documentary evidences.
- j) The Name and Address of the Service Centre in and around Kolkata, duly accredited by the Manufacturer must be furnished.
- k) Declaration from OEM of Warranty for 24 months and, and the part list which are not covered under warranty, if any.

3. INSTRUCTIONS TO BIDDER/S:

Bidders are to carefully note the instructions to Bidders and other details in the documents. Tender is to be submitted in sealed cover as per instructions contained in the documents and will be received at the Administrative Office of the Centenary Hospital up to **3.00 P.M. On 29/12/ 2017.**

SEALED TENDERS are invited from their Authorised Dealer / Distributor / Agent / Stockiest for the above work in accordance with the schedule of quantities as specified in this tender and in accordance with the special conditions of Contract. The provisions as made in the Trustees' General Conditions of Contract shall prevail in addition to the Special Conditions of Contract attached to the subject tender.

ANY CLARIFICATION with regard to interpretation or ambiguities discovered or pointed out after the issue of the tender documents but prior to the receipt of tenders as to the meaning, conditions or instructions contained in any of the issued documents, shall be valid only when such a clarification is made by the officer issuing tenders in writing. Any such written clarification or amendment shall be published in the Newspaper and to be hoisted in KoPT's website and also to be distributed to each intending Bidder who shall acknowledge receipt thereof by signing and returning to the issuing officer in the prescribed form prepared and distributed with the clarification or amendment.

A PRE-BID MEETING will be held at the Centenary Hospital on **15/ 12/ 2017 at 11 A.M.**

THE TENDER shall be submitted in TWO PARTS in 2 (TWO) SEALED COVERS as follows:



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COVER-I : Sealed Cover Super-scribed with "Techno-Commercial Bid for SUPPLY, DELIVERY & INSTALLATION OF DESKTOP COMPUTERS & PRINTER AT CENTENARY HOSPITAL, KoPT. and will contain Techno-Commercial Documents of Set - I.

COVER-II: Sealed Cover Super-scribed with "Price Bid for SUPPLY, DELIVERY & INSTALLATION OF DESKTOP COMPUTERS PRINTER AT CENTENARY HOSPITAL, KoPT.

AT CENTENARY HOSPITAL, KoPT." and will contain Price Bid Documents of Set - II (two) only.

All these TWO SEALED COVERS should then be put together in a BIG ENVELOPE, duly Sealed and Super scribed with "SUPPLY, DELIVERY & INSTALLATION OF DESKTOP COMPUTERS AND PRINTERS AT CENTENARY HOSPITAL, KoPT. **TENDER NO. MED / PR/ ADVT / 277/17-18/ 2067 Dated, 1/12/2017** and to be sent so as to reach the office of the Chief Medical Officer, Centenary Hospital, Diamond Harbour Road, Kolkata-700053 **latest by 3.00 P.M. On 29/12/ 2017** after which no tender shall be accepted. Name and Address of the firm quoting against the tender should also be printed or rubber-stamped on the Envelope. **COVER-I** of the Tender shall be **OPENED at 3.30 P.M. on 29/ 12/ 2017**, at the Centenary Hospital. One representative with valid authorization of each Bidder may be present at the time of opening of Techno-Commercial Bid of the Tender. Price bids (**Cover - II**) will be opened later and will be notified to the Techno-Commercially qualified Bidders. Tender shall be signed by the Bidder or a person duly authorized to sign on behalf of the Bidder. Notarized Power of Attorney accompanying the offer shall indicate such authorization which should be enclosed in Set-I.

The issuing authority reserves the right to **ACCEPT / REJECT** any or all tenders without assigning any reason whatsoever.

A. COST AND AVAILABILITY OF THE TENDER DOCUMENT

Tender Document may be downloaded from KoPT Website: www.kolkataporttrust.gov.in and **Central Public Procurement Portal** www.eProcure.gov.in for which the bidder must submit along with the 'Techno-Commercial Bid' the Pay Order / Banker's Cheque / Demand Draft worth **Rs.354.00 drawn on a Schedule / Nationalized bank in favour of 'Kolkata Port Trust'** and payable at Kolkata.

B. EARNEST MONEY :

An amount of Rs. 3590.00 (Rupees three thousand five hundred and ninety) only should be deposited as Earnest Money by the Pay Order / Banker's Cheque / Demand Draft worth **Rs.3590.00 drawn on a Schedule / Nationalized bank in favour of 'Kolkata Port Trust'** and payable at Kolkata. **in cover I** along with Techno-commercial Bid. After the award of the contract the Earnest Money will be refunded without interest on suo-moto basis to all unsuccessful bidders who have submitted bona-fide bids. The Earnest Money of the successful Bidder shall be converted in to Security Deposit and will be refunded after completion of warranty period.

Tenders not accompanied with Earnest Money as described shall be summarily rejected as non-responsive.



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Special Conditions of the contract

- a) **FORMAT AND SIGNING OF TENDER** : The original tender format and accompanying documents must be filled up in indelible ink and shall be signed by the Bidder or a person or persons duly authorized to sign on behalf of the Bidder. All pages of the offer shall be initialed by the person or persons signing the offer. The name and position held by each person signing must be typed or printed or sealed below the signature.

The tender shall contain no interlinear, erasers or overwriting except as necessary to correct the errors made by the Bidder in which case such corrections shall be initialed by the person / persons signing the offer.

- b) **DEADLINE FOR SUBMISSION OF TENDERS** : The tender along with all requisites documents as per NIT must be submitted with the office of the Chief Medical Officer, at Centenary Hospital, Kolkata Port Trust at 1, Diamond Harbour Road, Kolkata - 700 053, before 3.00 p.m., on 22 / 9 / 2016. Any tender received after expiry of the stipulated date and time will not be considered as a valid tender.
- c) **VALIDITY OF OFFER**: THE OFFER should be VALID for a period of not less than 120 (one hundred twenty) days from the date of opening of the **PRICE BID** (Cover - II) of Tender. Withdrawal of the tender within this period will entail in forfeiture of the Earnest Money.
- d) **LATE TENDER** : Any tender received after the deadline for submission of tenders prescribed by the Chief Medical Officer, will stand rejected and will be returned un-opened to the Bidder on request.
- e) **TENDER DESPATCH THROUGH POST**: Tender received through Post shall be accepted provided the same should reach the office of the Chief Medical Officer, Centenary Hospital, 1, Diamond Harbour Road, Kolkata - 700 053, prior to the expiry of the stipulated date & time as per NIT.

Any tender received after expiry of the stipulated time will be rejected.

- f) **WITHDRAWAL OF TENDER** : Withdrawal of tender / offer in the interval between the closing date for submission of tender and the expiry of the period of its validity specified by the Bidder in their Offer will result in forfeiture of Earnest Money.
- g) **CANCELLATION OF TENDER** : The Chief Medical Officer, KoPT, reserves the right of accepting or rejecting any offer partially or wholly without assigning any reason thereto.
- h) **REJECTION OF TENDER DOCUMENTS**: Bidder is expected to examine the Tender documents including all Instruction Forms, Terms & Conditions, and Technical Specifications in Tender documents. Failure to furnish the requisite information as per the NIT or submission of tender not substantially responsive to the tender documents in every respect may result in the rejection of the tender.
- i) **AMENDMENT OF TENDER DOCUMENTS** :
- 1) At any time prior to the deadline for submission of tenders, the Chief Medical Officer for any reason whether at his own initiative or in response to a clarification required by a prospective Bidders may modify the Tender Documents.



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- 2) The amendment shall be part of the Tender Documents and will be notified by publication in the KoPT website. and will be binding on the prospective Bidders.
- j) **Supply, Delivery & Installation has to be made to the Centenary Hospital, KoPT, Majherhat, Kolkata by own arrangement of the supplier within a period of 30 days from the placement of the order.**
- k) **The Price on FOC basis should be quoted in Appendix- C indicating the Basic Price of the tendered out items inclusive all charges except GST,**
- l) **The supplied Machine as well as all Parts and Accessories should be covered under Warranty (for a period minimum at least of 24 (Twenty four) months. The successful Supplier should make good at his own expenses all defects due to faulty design, material and workmanship, which may develop under proper use, during the period of Warranty. If any difference of opinion arises on any of the provisions of this clause, the decision of the Chief Medical Officer shall be final and binding upon both the parties.**
- m) **In case the supply is not made within the stipulated period, without valid reasons, then compensation to KoPT @ 1% of the total value of the order for each day's delay shall have to be paid, provided the entire amount of compensation to be paid under the provisions of this Clause shall not exceed 10% of the total order value. KoPT may without prejudice to any other method of recovery, deduct the amount of such damages from any amount which is due or which may become due to the Contractor. These however will not relieve the Bidder from his obligation & liabilities under the Contract.**
- n) **If the Equipment is to be repaired at the premises other than at Centenary Hospital KoPT, an Indemnity Bond in prescribed pro-forma has to be submitted by the contractor before taking out the same for repair outside the hospital premises. The shifting & transportation cost will not be borne by KoPT authority. A stand by Equipment may be provided by the Contractor in case of anticipated delay in repairing the Equipment.**
- o) **Each page of Tender document should be signed (with seal and date) by authorized signatory of the bidder on each page and must be submitted along with the tender.**
- p) **TERMS OF PAYMENT: Payment will be made through ECS / NEFT / RTGS / ECS after One Month of successful running of the awarded Equipment at the Centenary Hospital, KoPT, on submission of Bill complete in all respects and other related documents as per agreement viz. Acceptance Certificate of the supplied Equipment issued by competent authority. of Centenary Hospital, Receipted Challan, GST Registration, Income Tax PAN, Bank details, etc.**
- No advance payment will be made at any stage prior to Supply, Delivery, Installation and Commissioning of the items.
- q) **AFTER SALES SERVICE: The selected bidder must clearly mention the facilities for providing after-sales servicing and maintenance of the equipment after the expiry of the Warranty period. The**



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selected bidder must clearly mention the details of setup / arrangement available in and around Kolkata for attending any breakdown call.

- r) **EVALUATION CRITERIA** . Evaluation of the tender shall be made on the sum total of the Lowest Price Offered of the tendered out item/s considering the **Total Amount** against the items considering Basic price of the Tendered out items, Other Charges if any and Cost of Optional Items / Spare Parts / Consumables if any, required to be changed periodically, after completion of warranty period taken together.

Bidder has to provide a separate list of items not covered under warranty period with price in the Techno-commercial bid.

- s) **TERMINATION OF CONTRACT:**

If the selected bidder fails to carry out the order as per the tender contract within the stipulated period without any valid and acceptable reason, the Chief Medical Officer, KoPT may cancel the order and his decision in the matter shall be final and binding on the selected contractor.

Upon cancellation of the order for the reason indicated above, the Chief Medical Officer shall be entitled to get the work done at the risk and expenses of the party on whom the order has been placed, and to recover the same from the selected bidder, in addition to any other amount, compensation of damages that KoPT is entitled to in terms of other relevant Clauses in contract.

- t) **FORCE MAJEURE:**In the event, the contractor / KoPT being prevented from fulfilling its obligation or part thereof arising out of this contract, due to any Force Majeure event like acts of God (flood, earthquake etc) or war, civil commotion, strike etc., the affected party shall forthwith but in no case later than 48 hours from the commencement of such event, intimate the other party as to the commencement of such event and continue to intimate after every 7 days during continuance of such event. The affected party shall upon cessation of such event, promptly informs the other party and shall commence its obligation in part or in full arising out of this contract that was kept suspended due to such events of Force Majeure.

- u) **ARBITRATION:**

Disputes if any arising out of this agreement will be settled by arbitration and the decision of the Arbitrator shall be final and binding upon both the parties. The contract will be governed by all relevant Indian Acts applicable only within the jurisdiction of the High Court of Kolkata.

Sr. Dy. chief medical officer - II (I/C)
 For Chief Medical Officer



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APPENDIX - 'A'
[TO BE SUBMITTED IN COVER

Name of the Firm / Bidder: _____

Name of the Authorized Signatory: _____

Official Address: _____

Phone No.: _____ FAX: _____

E-Mail: _____ Cell Phone No.: _____

Trade License No.: _____ GST Registration _____

PAN / TAN _____ (Attach attested Photocopy)

Bank Particulars: Name of the Bank / Branch _____

Account Type: _____ A/C No.: _____

MICR No: _____ IFSC Code No.: _____

DECLARATION

We have examined carefully, read and understood the above Terms and Conditions, Specifications .We hereby tender and undertake to execute and complete all the works required to be performed in accordance with the Specifications, Bill of Quantities, General Conditions of the Contract and the Terms and Conditions as stated in the tender and at rates and prices set out in the annexed Bill of Quantities within the time period as stated in the tender. In the event of our tender being accepted in full or in part, We also hereby agree that the said Tender, Specifications, Bill of Quantities, General Conditions of Contract and the Terms and Conditions as stated in the tender together with the acceptance thereof in writing by or on behalf of the Trustees shall form the Contract.

It is hereby confirmed that the hard copy of tender being submitted in the single cover of the tender is Identical to the one downloaded from your web site / Central Public Procurement Portal. In case the same is found altered / modified in any way, we will be held responsible and our offer will be liable for rejection forthwith and we may also be barred from participating in future tender of KoPT without any reference to us.

It is also declared that our Concern was never been banned or de-listed by any Government or, Quasi-Government Agency or PSU. If the declaration is found incorrect in future, our offer will be liable for rejection.

Offer No. _____

Signature of the Authorized Signatory of the Tenderer

Date: ____ / ____ / 2017

(with official Seal and date)

Place:



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APPENDIX - B

TECHNICAL SPECIFICATION & Schedule of quantity for DESKTOP COMPUTERS AND PRINTERS AT CENTENARY HOSPITAL, KoPT.

N	Item	Specification/ Configuration	Qty Required
1	Desktop Computers	PROCESSOR: Intel Core P- J3710 (1.6-2.64 GHz) HDD : 1TB SATA HDD RAM: 4GB DDR3 KEY BOARD +MOUSE: Wired OS:OS Free DOS UPS : 20 minutes or higher battery back up Make : HP MODEL NO : Slimline 260-a040:1	5 Nos
2	Display/ Monitor	LED Monitor 19" of the same make as the DESKTOP.	5 nos
3	Printers	Laser, HP Laser Jet P1108 Epson 2175 Dot Matrix Printer	2 Nos 2 Nos

Note:

1. Technical Literatures and Catalogs of the offered Model & Make are to be submitted along with the Offer for selection Cover -I
2. List of items if any with price not covered under warranty should be submitted along with offer for selection Cover-I



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Appendix- C

PRICE BID (COVER -II)

BILL OF QUANTITIES AGAINST TENDER ENQUIRY NO.

Sl	Description	Total Quantity Required	Rate per unit	GST	Total Amount including all charges.
1)	Basic cost of DESKTOP COMPUTER with UPS . Model No _____ Brand: _____	5 NO.			
2)	Basic Cost of LED MONITOR 19" Model No _____ Brand: _____	5 NO.			
3)	HP-P 1108 LJ Printer	2 NO.			
4)	Epson 2175 Dot Matrix Printer AT CENTENARY HOSPITAL, KoPT.	2 NO.			
	Grand Total (Sl No1,Sl no 2 & Sl no 4)				

(Total in Rupees _____)

Offer No _____

Date: ____ / ____ / 2017

Place:

Signature of the Authorized Signatory of the Tenderer

(with official Seal and date)

PRICE NOT TO BE QUOTED HERE



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Particulars of Deposit of the Cost of Tender Document & Earnest Money

[TO BE ENCLOSED ALONG WITH TECHNO-COMMERCIAL BID IN PART - I]

A. Cost of Tender Document:

Detail Particulars of deposit of Amount by Pay Order / Banker's Cheque / Demand Draft (Name of the Bank, & Branch, demand draft reference.)	Amount (In Rs) Rs. 354.00
	Cost of Tender Document (Rupees Three fifty four hundred) only including GST.

B. Earnest Money Deposit:

Detail Particulars of deposit of Amount by Pay Order / Banker's Cheque / Demand Draft (Name of the Bank, & Branch, demand draft reference.)	Amount (In Rs) Rs. 3590.00
	Earnest Money Deposit of (Rupee Three thousand five hundred and ninety) only.



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CHECK LIST

Note: This Check list to be submitted along with the Techno-Commercial Bid duly filled in and signed with official Seal. Separate sheet may be used, if required, to declare anything relating to this tender.

1	Whether original Tender documents have been duly signed, stamped and enclosed with the Techno-Commercial Bid and Price Bid in Cover-I, Cover-II respectively. Also mention the number of papers enclosed.	Yes /No
2	Whether Trade License GST Regn. is submitted in Cover-I .	Yes /No
3	Whether the Life Span of the quoted tendered items has been declared and the Guarantee regarding availability of Spare Parts during the Life Span of the tendered items has been submitted along with the TC Bid (Cover-I)	Yes / No
4	Whether particulars of Earnest Money and tender cost Deposit are enclosed in Cover-I .	Yes / No
5	Whether current valid Authorization for this particular tender from the Principal Manufacturer, if any, is enclosed in Cover-I . IF First Party authorization is not submitted in that event both the 1 st stage and 2 nd stage authorization should be submitted in Cover-I .	Yes / No
6	Whether the Catalogue / Technical Literature of the quoted Tendered items is enclosed with TC Bid in Cover-I .	Yes / No
7	Whether the Compliance Chart of the Specification of the Quoted Machine with that of the Specification of NIT is enclosed in Cover-I .	Yes / No
9	Whether separate letter confirming Acceptance of Tender Conditions is enclosed along with the TC Bid in Cover-I .	Yes / No