

**Government of West Bengal  
Office of the Principal Chief Conservator of Forests &  
Chief Project Director  
West Bengal Forest and Biodiversity Conservation Project  
Block LB-2, Sector III, Salt Lake City, Kolkata -700106**

**Tender Notice No.NIT/16 /WBFBCP/2016-17**

**TENDER FOR SELECTION OF AUTHORISED AGENCY FOR COMPREHENSIVE AMC OF  
COMPUTERS/ LAPTOPS/PRINTERS**

**Government of West Bengal**  
**Office of the Principal Chief Conservator of Forests &**  
**Chief Project Director**  
**West Bengal Forest and Biodiversity Conservation Project**  
**Block LB-2, Sector III, Salt Lake City, Kolkata -700106**  
**E-Mail ID- wbfbc@gmail.com, Website- www.wbfbc.org**  
**Phone: 033-23352266; Fax: 033-23352264**

## **Tender Notice No.NIT/16/WBFBCP/2016-17**

**Memo No: 769/WBFBCP/19-1/16-17**

**Dated 3rd March, 2017**

### **DECLARATION OF INTENT:**

The West Bengal Forest and Biodiversity Conservation Society, a registered society constituted under the aegis of Government of West Bengal, intends to engage *bona fide* authorised Agency for Comprehensive AMC of Desktop Computers/ Laptops/ Printers in the office of the Chief Project Director, Project Management Office, Kolkata.

Tenders are therefore invited from *bona fide* Agency referred to as "Bidder", having requisite credential and financial capability for execution of works of similar nature.

### **1. INTRODUCTION**

1.1 The PMU, WBFBC Project have Desktop Computers, Laptops, LaserJet Printers, Ink Jet Printers installed in PMU Office, LB-2 Sector-III, Kolkata-700106 and requires services for their regular maintenance and prompt repair for their proper functioning.

### **2. INTENT OF THE CAMC**

2.1 The PMU, WBFBC Project intends to hire the services of a professional company for the award of the Comprehensive Annual Maintenance Contract (CAMC) for proper functioning of all Computer systems, laptops, printers with scanners generally HP Make and peripherals as per **Annexure I, A, B, C** installed in its offices at Salt Lake City and providing Facility Management services including installation of software/specialized software, operating system related problems.

2.2 The company/firm selected for award of Comprehensive AMC shall be required to replace all the defective parts of the equipment with genuine/original spare parts of respective OEM (original equipment manufacturer) make. Toner, inkjet cartridges, ribbons of the printers are excluded from the scope of CAMC. **In the service report, the details regarding the part number, serial number (if any) and make must be brought out clearly.**

2.3 The details of equipments viz. make, model etc. and quantities of the equipment for which CAMC is to be awarded are indicated at **Annexure I** of Tender Document. **Bids received as per the prescribed instructions will be evaluated on the basis of documents, qualification/eligibility criteria as indicated in the tender documents and over all quoted prices.**

However, Chief Project Director, WBFBCP reserves the right to make variation in the quantities to be brought under CAMC at any given point of time.

### 3. Tender Schedule

The schedule given below will be followed during this tender process unless otherwise notified by the Tender Inviting Authority

Start Date of Downloading form	04.03.2017 at 14.00 hrs
Last date and time for submission of Bids	19.03.2017 at 14.00 hrs
Opening of Technical Bids	20.03.2017 at 15.00 hrs.
Declaration of the results of Evaluation of Technical Bids	21.03.2017 at 15.00 hrs
Opening of Financial Bids	22.03.2017 at 11.30 hrs
Declaration of Final Result	To be notified later

### 4. SCOPE OF COMPREHENSIVE AMC AND ITS IMPLEMENTATION:-

CAMC is comprehensive in nature and includes all parts of the computers/ printer/ Laptop (including plastic part) excluding toner, inkjet cartridges and ribbons of the printers. Any defective part of the computer/printer/ Laptop (including plastic part) has to be repaired/replaced by the vendor at his own cost. Parts so replaced should be new original parts of the OEM depending on the item under contract. All small accessories of computer/printer/scanner/Laptop which are essential for running the item are covered under CAMC. All type of adopters, amplified speakers, all power supplies of computers/printers/Laptop/scanner are to be repaired/replaced by the vendor, irrespective & the cause of the fault development.

The contract will also include providing the Facility Management System including software/specialized software installation/OS installations ensuring/configuring network connectivity on all clients/configuring outlook emails on all clients wherever required. The details of the Facility Management Services required is given below.

#### **1.Details of the Facility Management System**

##### **A. Desktop Management Service**

- (a) Operating Systems and Office related application trouble shooting and support.
- (b) Installing operating systems, configuration of driver, update latest patches and latest Windows Service Pack and other OEM based software (CD and license would be provided).
- (c) Backups/restore for all desktop systems along with the user data when formatting is required.
- (d) Cleaning and uninstalling unnecessary files from desktop, laptops and servers.
- (e) Outlook based mailing support to users.
- (f) Desktop login and basic windows policy problem solving.
- (g) Updating new software application (CD and license would be provided).

##### **B. Network Management Services**

- (a) Networking configuration like IP address/DNS/DHCP/Gateway etc.
- (b) Networking connectivity with desktop to server and vice versa.
- (c) Regular touch with users for their problems.

The vendor should provide a printed status report at the end of each month, showing the status of all the complaints logged in the month & their status, whether resolved, unresolved/pending

2. The bidders are required to depute a technically qualified certified diploma/degree Engineer/ technician who should have minimum two years of working experience in computer hardware and different type of peripherals including laser printers/scanners etc. as mentioned in Annexure-I, A, B, C of tender document & software related maintenance and should be equipped with the maintenance kit comprising of tool box, multimeter, diagnostic software, device driver software, external CD-ROM/storage drive and any other tools required for carrying out such services. The Engineer/Technician should be made available in PMU office as and when required between 10.00 AM to 05.30PM for maintenance/repair of the systems/peripherals in PMU premises. In case of emergency repairs during holiday and after working hours, the Engineer/Technician shall be made available at no extra charges.
3. The vendor shall also provide the periodical preventive maintenance service minimum once in each months. Under this activity, following jobs are to be done:
  - (a) The CAMC Engineer/Technician will be single point of contact for any complaint released to service. Who will further contact their Company.
  - (b) Cleaning of all equipments externally using soft cloth, carbon tetra chloride & appropriate polish etc. the material in question will be provided by successful vendor within CAMC charges.
  - (c) Internal cleaning of the equipments (only which are under CAMC) using /other appropriate means. vacuum cleaner
  - (d) Trouble shooting for operational problems related to software/antivirus.
  - (e) Up-keeping of PC HDD/components to maintain satisfactory performance of the items in question.
4. For preventive maintenance, one Engineer/Technician is required to be deputed by successful bidder 6.in PMU office on working days between 10.00 AM to 05.30 PM. The preventive maintenance work needs to be completed in two weeks' time before the end of each month. They will also shift the systems/peripherals as and when required at no extra cost.
5. The CAMC would be comprehensive in nature i.e. including cost of Engineer/Technician maintenance of equipments and replacement of all new original spares in original packing for proper functioning of all systems and peripherals as per Annexure-I A,B,C, installed in PMU office. If any part gives repeated problems i.e. 2 or more repairs in a period of two months time, then the contractor/vendor must replace it immediately with an original new one without any additional cost on the part of PMU. All the components required to be replaced will be of original make. In the service report, the details of the part number and serial number (if any) must be brought out clearly.

6. The breakdown maintenance call shall have to be attended to within four hours and the machine will have to be made functional within twenty four hours of the complaint, failing which the firm has to arrange for the alternative systems with identical configuration till the machine is repaired.
7. Complaint Register will be kept in with Authorised Range Officer, WBFBC Project for registering the complaint. It will be the responsibility of the Engineer/Technician to attend to the call on day-to-day basis within one hour and make it usable immediately, in any case not more than 24 hours. The Authorised RO will take feedback from user about complaint. The Contractor shall intimate the status of complaints pending/rectified on a daily basis. The Contractor shall also submit a consolidated report furnishing the details of calls attended, remedial action taken and their status on a monthly basis.
8. The Contractor shall not subcontract the maintenance job to outside agency.
9. The PMU, WBFBCP reserves the right to withdraw any number of equipment (computer/printer/Laptop) from the CAMC at any point of time during the contract.
10. All those computers/printers/ Laptops coming out of warranty during the contract period, should be added to CAMC from the next date of the expiry of the warranty.
11. Engineer/Technician should have his own mobile with him for emergency contact on Saturday/Sunday/holiday. Mobile number are to be submitted in advance before deputing any Engineer/Technician for duty at PMU office.
12. Items taken under CAMC would be decided by preparing a joint inspection report for the items under use to be signed by representative of the vendor and representative PMU office. The Quarterly bill should be raised based on the items taken under CAMC, mentioned in the joint inspection report only.  
Vendor is required to keep with him sufficient stock of spares for each item taken under CAMC at the beginning of the contract period.

**13. The Tender Document is available in the website and** can be downloaded from the website: **[www.wbfbc.org](http://www.wbfbc.org)**

#### **13.1. Due date and Time**

One sealed tender **addressed to the Chief Project Director, West Bengal Forest and Biodiversity Conservation Project**, containing two separate sealed envelopes, i.e; Technical Bid and Financial Bid may either be dropped in the tender box in the office of the **Chief Project Director West Bengal Forest and Biodiversity Conservation Project, West Bengal, LB-2, Sector –III, (W.B Milk Federation Society Building) 2nd Floor, Salt Lake, West Bengal, Kolkata- 700106**, Or through Registered post or courier at the above address within the specified date and time as indicated in this notice:

**13.2. The sealed tenders must be received within 14.00 hrs. of 19.03.2017. The tenders received after the due date and time specified or unsealed or incomplete or by facsimile or email will be summarily rejected.**

**13.2.1** The Tender Inviting Authority may, in exceptional circumstances and at his discretion, extend the deadline for submission of proposals by issuing an Addendum to be posted in website and/or by intimating all bidders who have been provided the proposal documents, in writing or by facsimile or through email.

### **13.3. Eligibility Criteria**

- a) The prospective bidder should have more than 5 (five) years' experience of implementation of similar type of work.
- b) The bidder should have sufficient number of Engineers/Technicians in their Firm.
- c) The bidder should have minimum turnover of Rs. 2 lakhs in last three financial year on AMC Business.
- d) The bidder should have head office in Kolkata.

**The prospective bidder should annex the relevant credentials to justify its eligibility.**

### **14. Submission of Tender—Two Envelope System**

Submission of bids has to follow two- envelope system. The bid will comprise two parts – Technical and Financial – to be submitted in two separate sealed envelopes and put in a sealed cover, as described in para 14.1, and 14.2 below.

#### **14.1 Technical Bid**

##### **A. Technical Sub-folder 1 containing,**

- i. *Receipted copy of Professional Tax Deposit Challan for March 2016*
- ii. *Receipted copy of Service Tax Deposit Challan for March 2016*
- iii. *Copy of Income Tax PAN Card valid up to the date of opening of the tenders.*
- iv. *IT Return Acknowledgement Receipt for Financial Year 2015-16 (A.Y 2016-17)*
- v. *Earnest Money Deposit (EMD) - Scanned copy of Demand Draft (DD) / Banker's Cheque (BC) towards EMD as prescribed in the NIT, in favour of the West Bengal Forest and Biodiversity Conservation Society, payable at Kolkata. (to be submitted in "EMD" folder)*
- vi. *Scanned copy of Trade Licence of Proprietorship firm*
- vii. *Scanned copy of Trade licence, Registered partnership deed of Partnership firm / Consortiums. Mere application for registration will not be considered in case of partnership firm.*
- viii. *Scanned copies of Registration Certificate under Company's Act, Memorandum of Association and Articles of Association, Trade Licence for Limited Companies.*
- ix. *Scanned copy of Society Registration, Audited report, Registration Certificate of Society*
- x. *Certified audit report for the Financial Years 2013-14, 2014-15, 2015-16. The report should reflect the Annual Turnover for these three Financial Years.*

##### **B. Technical Sub-folder 2 containing,**

- i. *Application for Tender - (Vide FORM-1) (to be submitted in "Forms" folder)*
- ii. *Average annual turnover from contracting business- Scanned copy of Summary statement of annual turnover from contracting business for a period of last three Financial Years, i.e; 2013-14, 2014-15, 2015-16 (Vide FORM-2).*
- iii. *Declaration of not having common interest in the same serial- (Vide FORM-3)*
- iv. *Experience Profile — List of completed projects of similar nature with 100% completion of work, showing the total value of works done in FORM 4. Annex the Work Orders also. Completion Certificate from the concerned authority of the projects / works, which is applicable for eligibility in this bid.*
- v. *Description of Work Plan for Performing the Assignment (FORM 5)*

#### **14.2 Financial Bid**

##### **a. Financial Proposal**

The financial proposal should contain the following document in one cover (folder).

Financial Rate Quote: The intending bidder should quote the rate in the space marked for quoting rate in Annexure –B. The rate, i.e; rates **for each Desktop, Laptop & Printers** (for which Services is intended to be provided) including total cost of the entire assignment should be provided in Annexure-B. The rate should be quoted inclusive of Service tax, similar other statutory levy / cess, as may be applicable.

**b. Submission of Earnest Money Deposit**

Earnest Money Deposit (EMD) is Rs. 10,000/- (Rupees Ten Thousand) only.

**Mode of Payment:**

1. One Demand Draft or Banker's Cheque amounting Rs.10,000/- towards Earnest Money Deposit (EMD) should be submitted
  2. The Demand Draft or Banker's Cheque should be drawn in favour of **West Bengal Forest and Biodiversity Conservation Society, payable at Kolkata.**
  3. Demand Draft or Banker's Cheque may be drawn on any scheduled Bank of India. Payment in any other form eg: NSC, KVP etc will not be accepted.
- c. The Financial Bid format is given in Annexure -B**
- d. The Financial Bid as prescribed in the Tender should be filled up and sealed along with enclosures in a separate cover super-scribed as "Financial Bid - Tender for **COMPREHENSIVE AMC OF COMPUTERS/ LAPTOPS/PRINTERS**– Tender Notice No. 16/WBFBCP of 2016-17"**
- e. The address of the bidder should be clearly written on the cover.

**14.3 Outer Cover**

Both the sealed Technical Bid cover and sealed Financial Bid cover should be put in a single outer cover, which should be sealed and super-scribed as " Tender for **COMPREHENSIVE AMC OF COMPUTERS/ LAPTOPS/PRINTERS**– Tender Notice No. 16/WBFBCP of 2016-17"

The outer cover should be sealed and should contain the following documents:

- a. The present Tender Document duly signed on all pages as acceptance of terms and conditions by the bidder.
- b. Covering letter of the proposal, to be signed with the Bidder's name and by a representative of the Bidder who is authorized to commit for the bidder to contractual obligations.
- c. Technical Bid as specified in the 14.1of this Tender.
- d. Financial Bid as specified in section 14.2 of this Tender and as per Annexure II.
- e. Any other information that is required to be submitted in the proposal process

*Note: The address of the bidder should be clearly written in the cover. The covers received without superscription are liable for rejection. The tenders not submitted as specified in the above clauses will be summarily rejected.*

**15. Period of Validity of Proposals**

- a. The offer submitted by the bidder shall be valid for a period of 1 (one) year from the date of issue of work order.
- b The Tender Inviting Authority may solicit the bidder's consent for an extension of assignment on same agreed terms and conditions to next subsequent financial years. The request and the responses thereto shall be made in writing.

## **16. Late Proposals**

Any proposal received at the office designated in this Tender document, after the specified time for receipt of the same will not be considered.

## **17. Right to Terminate the Process**

The right of final acceptance of the tender is entirely vested with the appropriate authority in the West Bengal Forest and Biodiversity Conservation Society, who reserves the right to accept or reject any or all of the tenders in full or in parts without assigning any reason whatsoever.

## **18 . Bid Opening**

The tenders will be received up to **14.00 hrs, of 19.03.2017**. The Technical Bids will be opened **at 15.00 hrs of 20.03.2017** by the officer authorized by the Chief Project Director of the Project in his office, in presence of such of those Bidders or their authorized representatives who may be present at the time of opening.

**18.1** The Technical Bids will be evaluated as per the evaluation criteria specified in the Tender. The list of technically qualified bidders will be prepared by the PMU and displayed on the Notice Board of the office of the Chief Project Director, West Bengal Forest and Biodiversity Conservation Project, and also in the website of the Society **by 21.03.2017 at 15.00 hrs.**

**18.2.** The Financial Bids of technically qualified bidders alone will be opened at **11.30 hrs of 22.03.2017.**

## **19 . Tender Rejection Criteria**

Following are the tender rejection criteria:-

**19.1.** Tenders not submitted in the form specified as per the format given in this Tender document will be summarily rejected.

**19.2 Tenders** with incomplete information, subjective and conditional offers as well as partial offers will be liable for rejection.

**19.3** Tenders with variance/contradiction between Technical Bid and Financial Bid will be liable for rejection. If the offer does not meet the tender requirements, the Tender Inviting Authority reserves the right to reject any or all the tenders without assigning any reason whatsoever.

**19.4** Tenders submitted without the enclosures to prove the bidder's experience will be liable for rejection.

**19.5** Tenders submitted without financial statements of the bidder are liable for rejection.

**19.6.** In addition to the above rejection criteria, if there is non-compliance of any of the clauses of this tender document, the tenders are liable for rejection.

**19.7.** Incomplete bid documents, and bid documents submitted unsealed will be treated as non-responsive offer and the tender is liable for rejection.

## **20. BID EVALUATION PROCESS**



The detail of the process is described below:

### 20.1 Evaluation of Technical bids

The Technical Bid will be examined by a Technical Committee to be constituted by the Chief Project Director, on the basis of the evaluation criteria and the points system specified in the Tender.

20.2 The details provided in the Technical Bid will be taken as reference for evaluation.

### 20.3 Technical Bid Evaluation Criteria:

Evaluation Criteria	Marks
Experience in the field of similar assignments	30
Manpower resources for doing the job	30
Work Plan for execution of CAMC	40
<b>Total</b>	<b>100</b>

20.3.1 The Technical Committee may undertake oral clarifications with the bidders. The primary function of clarifications in the evaluation process is to clarify ambiguities and uncertainties arising out of the evaluation of the bid documents. Oral clarifications provide the opportunity for the committee to state its requirements clearly and for the bidder to more clearly state its proposal. The Committee may seek inputs from their professional, technical faculties in the evaluation process. However, no additional documents will be allowed to be submitted by the bidder after the formal submission of the bid and the clarifications, if any have to be provided from documents already submitted.

20.3.2 Depending on the evaluation methodology as mentioned above, each Technical Bid will be assigned a technical score (TS) out of a maximum of 100 points.

20.3.3 **The bidders, who get a Technical score of 60 or above, will qualify for the evaluation in the financial process.**

### 21. Evaluation of Financial bids

The Financial Bids of the technically qualified bidders will be evaluated as per the evaluation criteria mentioned below

- a. The list of Bidder will be ranked in ascending order (i.e.) the Bidder who quoted the lowest Value (L1) will be ranked first and so on.
- b. The L1 bidder will be selected for the assignment. However, the Tender Inviting Authority does not bind itself in any way to select the bidder(s) offering the lowest price (L1).

### 22. AWARD OF CONTRACT

#### 22.1 Letter of Acceptance

After selection of the successful bidder, a Letter of Acceptance of tender will be issued to the successful bidder by the Society.

#### 22.2 Signing of Contract

The successful bidder should execute an agreement for the fulfilment of the contract with the Project Management Unit within 3 days from the date of receipt of the Letter of acceptance issued by the PMU. If the same is not executed within 3 days, the tender will be held as non-responsive bidder.

### **22.3 Security Deposit**

- a. The successful bidder shall deposit a refundable security with the Society , **within 3 (three) days from the date of receipt of the letter of acceptance** issued by the PMU or prior to signing of the contract, whichever is earlier, for the due performance and fulfilment of the contract by the bidder.
- b. This Security Deposit will be for an amount equivalent to 10% of accepted bid value in the form of Demand Draft drawn in favour of **West Bengal Forest and Biodiversity Conservation Society, payable at Kolkata**. If the accepted Bidder fails to furnish the Security Deposit within the above said period, his tender will be held void. The Security Deposit furnished by the bidder in respect of his tender will be refunded to him at the end of the contract period subject to submission of all reports in required norms.
- c. If the Bidder fails to act according to the tender conditions or backs out when his tender is accepted, his Security Deposit mentioned above will also be forfeited to the West Bengal Forest and Biodiversity Conservation Society.

### **22.4 Issue of Work Order**

After the execution of the agreements specified in the tender document and after receipt of the Security Deposit, the PMU will issue the formal Work Order to the successful bidder.

### **22.5 Execution of Work Order**

The successful bidder should nominate and intimate to the PMU the name of a Engineer/Technician specifically to handle the assignment. The successful bidder should ensure that the Engineer/Technician is/are fully familiarized with the terms and conditions of the Tender, Scope of Work and the guidelines.

### **22.6 Assigning of Tender whole or in part**

The successful bidder shall not assign or make over the contract, the benefit or burden thereof to any other person or persons, organization or firm. He shall not underlet or sublet to any person(s) or body corporate for the execution of the contract or any part thereof.

### **22.7 Submission of Deliverables**

The submission of Deliverables should be made strictly in accordance with the terms and conditions of the Tender Document. If the delivery is not affected as per agreement, the PMU shall have the right to cancel the order and to take any such action which will be deemed fit in such circumstances.

#### **22.7.1. Payment Schedule**

Payment will be released for the completed assignment unit wise billing on quarterly basis

### **22.8 Termination of Services**

The PMU reserves the right to terminate the services of the firm, if it finds the work unsatisfactory at any stage during the contract period, by giving a notice of fifteen (15) days. The firm shall then be

paid for the work completed, as per the fees quoted, till that stage of the assignment on pro-rata basis.

#### **22.9 . RETURN OF EARNEST MONEY TO UNSUCCESSFUL BIDDER(S):**

For return of the Earnest Money of the unsuccessful bidder(s), he/she/they is/are to apply for the same to **Chief Project Director, West Bengal Forest and Biodiversity Conservation Society, Block-LB-2, Sector-III, Salt Lake City, Kolkata-700 106** giving the reference to the work, Tender Notice No., date of tender, amount and mode of Earnest Money deposited – all in a complete form. The Earnest Money of all bidders other than the successful bidder in each case may be refunded, after expiry of seven days from the date of issue of work order to the successful bidder. The Earnest Money Deposit of successful bidder will be refunded after submission of Security Deposit on receipt of application.

#### **22.10. Force Majeure**

The AGENCY appointed for the work shall not be considered in default, if delay in delivery occurs due to causes beyond his control such as acts of God, natural calamities, civil wars, fire, strike, frost, floods, riot and acts of unsurpassed power. In the event of delay due to such causes, the delivery schedule will be extended for a length of time equal to the period of force majeure or at the option of the Society, the order may be cancelled. Such cancellation would be without any liability whatsoever on the part of the Society.

#### **23. OTHER TERMS AND CONDITIONS**

During the execution of the assignment, the PMU reserves the right to issue advice and direction to the implementing firm or request additional information or clarification from the firm. While such advice, direction or request and response to the same shall have no impact on the substantive content, quality or cost of the services offered, the same will be binding upon the implementing firm.

**Chief Project Director  
West Bengal Forest and Biodiversity Conservation  
Project**

**FORM-1**

**APPLICATION FOR TENDER**

**To  
Chief Project Director  
West Bengal Forest & Biodiversity Conservation Project  
West Bengal**

**Tender Notice No:- .....**

**Project Name-**

Dear Sir,

Having examined the Statutory, Non statutory & NIT documents, I/we hereby like to state that I/we wilfully accept all your conditions and offer to execute the works as per NIT no and Serial no stated above. We also agree to remedy the defects after/during execution of the above work in conformity with the conditions of contract, specifications, drawings, bill of quantities and addenda.

Dated this \_\_\_\_\_ day of \_\_\_\_\_ 201\_\_\_\_

Full name of applicant: \_\_\_\_\_

Signature: \_\_\_\_\_

In the capacity of: \_\_\_\_\_

Duly authorized to sign bids

For & on behalf of (Name of Firm): \_\_\_\_\_

(In block capitals or typed)

Office address:

Telephone no(s) (office): \_\_\_\_\_

Mobile No: \_\_\_\_\_

Fax No: \_\_\_\_\_

E mail ID: \_\_\_\_\_

**FORM-2**

**Certificate regarding Summary Statement of Yearly Turnover from Contractual Business**

This is to certify that the following statement is the summary of the audited Balance Sheet arrived from contractual business in favour of .....

..... for the five consecutive years or for such period since inception of the Firm, if it was set in less than such three year's period.

Sl. No	Financial		Remarks
	Year	Turnover rounded up to Rs in lakh (two digit after decimal)	
1	2013-2014		
2	2014-2015		
3	2015-2016		
Total			

Average Turnover: In Rs

**Note:**

1. Average turnover is to be expressed in lakh of rupees, rounded up to two digits after decimal.
2. Average turnover for 3 years is to be obtained by dividing the total turnover by 3.0.

Signature of the bidder

**FORM-3**

**Declaration against Common Interest**

I/We, Shri/Smt. \_\_\_\_\_, the authorized signatory on behalf  
..... do hereby affirm that  
I/We/any of the member of .....  
..... bidding against NIT No.....  
Sl. No ..... do not have any common interest either as a partner on any partnership firm / joint  
venture as a Proprietor / Owner of any other firm in the same serial for the work I / We want to participate.

Date:

.....  
Signature of bidder

**FORM- 4**

**STATEMENT OF COMPLETION OF SIMILAR WORKS**

Name of Project	Organization which awarded the work		Month & Year of Awarding the work	Month & Year of Completion of the work	Whether Completion Certificate has been received (Yes /No)
	Name of Organization	Nature of Organization (Govt./ Semi-Govt./ Pvt/ Others)			

Signature of Bidder

## FORM 5

### **Description of Approach, Methodology and Work Plan for Performing the Assignment**

[Technical approach, methodology and work plan are key components of the Technical Proposal. Bidders are suggested to present their Technical Proposal **(not more than 2 pages, inclusive of charts and diagrams)** divided into the following **two** sections:

- (a) Technical Approach and Methodology,
- (b) Work Plan

**a) Technical Approach and Methodology:** In this section the bidder should explain his understanding of the objectives of the assignment, approach to the services, methodology for carrying out the activities and obtaining the expected output, and the degree of detail of such output.

**b) Work Plan:** In this section the bidder should propose the main activities of the assignment, their content and duration, phasing and interrelations and delivery dates of the reports.



**Annexure-I A**

<b><u>DESKTOPS COMPUTER (HP)</u></b>			
<b>S.No</b>	<b>Item</b>	<b>Model</b>	<b>Serial No.</b>
1.	Desktop	HP	INA321R796
2.	Desktop	HP	INA321R7DD
3.	Desktop	HP	INA321R7G2
4.	Desktop	HP	INA410V4K8
5.	Desktop	HP	INA321R7HJ
6.	Desktop	HP	INA410V4MX
7.	Desktop	HP	INA436RHT1
8.	Desktop	HP	INA350PFXH
9.	Desktop	HP	INA321R7H3
10.	Desktop	HP	INA410V4H6
11.	Desktop	HP	INA350PFXK
12.	Desktop	HP	INA410V4JM
13.	Desktop	HP	INA321R78Z
14.	Desktop	HP	INA350PFXG
15.	Desktop	HP	INA436RHT2

**Annexure-I B**  
**LAPTOPS**

<b>S.No</b>	<b>Item</b>	<b>Model No</b>	<b>Serial No.</b>
1.	Laptop	HP	5CD4224P5K
2.	Laptop	HP	5CD4224P3V
3.	Laptop	HP	5CD4329RKB
4.	Laptop	HP	5CD4329RHK
5.	Laptop	HP	5CD4329RF4
6.	Laptop	HP	5CD4329RJH
7.	Laptop	HP	5CD4329R JL
8.	Mac Book	Apple Mac Book AIR Model	C02NX2DMG086

**Annexure-III C**

**COLOUR PRINTER with Scanner**

<b>S.No</b>	<b>Item</b>	<b>Model No</b>	<b>Serial No.</b>
1.	HP Laser Jet Printer	HP Colour Laser Jet Pro M177 fw	CNC6G3GDF3
2.	HP Laser Jet Printer	HP Colour Laser Jet Pro M177 fw	CNC6G3GD40
3.	HP Laser Jet Printer	HP Colour Laser Jet Pro M177 fw	CNC6G3GCYQ
4.	HP Laser Jet Printer	HP Colour Laser Jet Pro M177 fw	CNC6G3GD39
5.	HP Office Jet Printer	HP Office Jet Pro 8600 Plus	CN325B4J5Z
6.	HP Office Jet Printer	HP Office Jet Pro 8600 Plus	CN325B4J85
7.	HP Office Jet Printer	HP Office Jet Pro 8600 Plus	CN325B4J56
8..	HP Office Jet Printer	HP Office Jet Pro 8600 Plus	CN325B4J4Y
9.	HP Office Jet Printer	HP Office Jet Pro 8620	CN46NC40T6
10	HP Office Jet Printer	HP Office Jet Pro 8620	CN431B606R
11.	HP Office Jet Printer	HP Office Jet Pro 8620	CN431B609G
12.	HP Office Jet Printer	HP Office Jet Pro 8620	CN473C61R1

**ANNEXURE B (Financial Bid)**

**Tender Inviting Authority- The Chief Project Director, West Bengal Forest and Biodiversity Conservation Project**

**Nature of Work- COMPREHENSIVE AMC OF COMPUTERS/ LAPTOPS/PRINTERS**

**Contract No- Tender Notice No.NIT/16/WBFBCP/2016-17**

**Bidder Name:-**

<b>SL. NO</b>	<b>Details</b>		<b>Rate per Unit/per Annum inclusive of taxes</b>	<b>Total Rate in figure</b>	<b>Total Rate in Words</b>	<b>Total Amount</b>
		Qty				
1.	HP Desk Top Computer	15 Nos				
2	Laptop	7 Nos				
3	Mac Book	1 No				
4	HP Colour Laser Jet Pro M177 fw	4 nos				
5	HP Office Jet Pro 8600 Plus	4 nos				
6	HP Office Jet Pro 8620	4 Nos				
<b>Total Rate inclusive of all taxes etc.</b>						

