

SUB REGIONAL OFFICE BARRACKPORE
EMPLOYEES' STATE INSURANCE CORPORATION
(ISO 9001:2000 QMS CERTIFIED)
5th FLOOR, E.S.I. HOSPITAL, KAMARHATI
24 PARGANAS (NORTH)



By Hand/Speed Post
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Fax: 033-25231949
WEBSITE: www.esicbarrackpore.org
Email: jdicsro@yahoo.co.in

No. 40-G-30/11/106/09-Genl.

Date: 17/3/2010

To
M/S _____

Sub: Invitation of sealed tenders for supply of Windows XP Professional, MS Office 2007 and Quick Heal Anti virus

Sir,

Sealed quotation is invited from authorised dealers of Microsoft Company for supplying and installing the softwares as per the proforma given in Ann. I .

TERMS AND CONDITIONS:

1. The tenders should be accompanied with the following documents:
 - a) A Demand Draft of Rs. 15000.00 payable in favour of ESI Fund A/C No. 1 payable at Kolkata as Earnest Money Deposit. The EMD would be forfeited in case of withdrawal of tender after opening of the same.
 - b) Certificate of registration of the firm.
 - c) Authorisation Certificate for dealership of Microsoft products.
 - d) Copies of PAN No., VAT No. and S.Tax Registration no.
2. Security Deposit: The EMD of the successful bidder would be converted to Security Deposit for the due fulfillment of the tender. The security would be forfeited if he fails to abide by any Terms and Conditions of this tender. The SD would be refunded without any interest after due fulfillment of the Terms and Conditions including completion of supply of the softwares as per specifications.
3. EMD of the unsuccessful bidder would be refunded without any interest only after finalisation of this tender.
4. The softwares should be successfully supplied within 30/3/2010. Orders are likely to be placed within 25/3/2010.
5. 90 % payments would be released after complete receipt of the original licensed software CDs. Any defective software shall be promptly replaced. Remaining 10 % would be released after successful installation of the same.
6. The vendor should successfully install the softwares in the computers as indented for. The printers and other peripheral machines should work after such installations. The vendor shall help in taking proper backup wherever required.
7. In case of any delay causing failure of supply, this office must be intimated of the reasons. If the reasons are found inexcusable, then a demurrage charge of 2 % per month would be slapped on the vendor. The Joint Director In-Charge would be the arbitrator in all cases of dispute.
8. The Joint Director In-Charge reserves the right to accept wholly or in part or reject any tender or cancellation of the tender without assigning any reason thereof.
9. The softwares should be as per specifications only.
10. The tenders not submitted within due time and/or without EMD shall be rejected.

11. In case, the vendor has any objection to any of the Terms and Conditions, it should be specifically mentioned in a separate sheet, along with the tender. Any objection raised thereafter would not be entertained.
12. TDS to be deducted as per norms. Service Tax on Taxable Service, if claimed, shall be paid only on production of proper records of submission of the Service Tax.

LAST DATE OF SUBMISSION: 22/03/2010 WITHIN 2 P.M. at *Sub Regional Office Barrackpore.*

In case of any doubt, please contact with the undersigned during working hours.

Yours faithfully,

(L.S.ROY)
ASSTT. DIR. (GEN.)

Enclo: as above

ANN. I

TENDER FOR SUPPLY AND INSTALLATION OF SOFTWARES
(Tender Notice No. 40-G-30/11/106/09-Genl. Date: 17/3/2010)

1. Name & Full Address of the tenderer:

2. Status of the tenderer, whether

a) Proprietary Concern _____
c) HUF _____

b) Partnership Firm _____
d) Limited Company _____

3. EMD Particulars (Name of the Bank, Branch, D.D. No., Date & Amount)

4. PAN, VAT, Service Tax Regn. No. :

| <i>Sl</i> | <i>Items</i> | <i>Qty.</i> | <i>Rate (inclusive all Taxes)</i> | <i>Delivery Charge</i> | <i>Installation Charge</i> | <i>Total Cost</i> |
|-----------|-------------------------|-------------|-----------------------------------|------------------------|----------------------------|-------------------|
| 1 | Windows xp Professional | 10 | | | | |
| 2 | MS Office 2007 | 11 | | | | |
| 3 | Quick Heal Antivirus | 11 | | | | |

I have read and understood the terms and conditions of the Tender Document and agree to abide by the provisions contained therein.

Dated Signature with Seal:

Name:

Status:

Address:

Phone No.