



भारत सरकार  
Government of India  
गृह मंत्रालय

Ministry of Home Affairs

जनगणना कार्य निदेशालय, पश्चिम बंगाल

Directorate of Census Operations, West Bengal

जनगणना भवन, आई.बी.- 199, सेक्टर-III, साल्ट लेक, कोलकाता-700106.

Janganana Bhawan, IB-199, Sector-III, Salt Lake, Kolkata -700106.

दूरभाष/Phone- 033-23359503, फैक्स/Fax-033-23359503 ई-मेल/e-mail- dco-wbl.rgi@censusindia.gov.in

वेबसाईट/Website- www.censusindia.gov.in



पत्र संख्या/Letter No: D.15021/08/2019/Estt. 13494

दिनांक/Date: 13.03.2020

**NOTICE INVITING QUOTATIONS**

Sealed quotations are hereby invited from reputed manufacturers/Vendors/dealers/suppliers for supply of Laptops for official use as per this office requirement strictly maintaining our specification. The same are to be submitted in sealed envelope superscribing (**Quotation for Laptop including standard software**), so as to reach this office within 3.00 P.M. on 20<sup>th</sup> March, 2020 and will be opened on the same day at 4 P.M. in this office in presence of bidders or their representatives.

The quotations are to be dropped in the "Tender Box" placed in the right hand side of the office entrance at Ground Floor of Directorate of Census Operations, West Bengal, Janganana Bhawan, IB-199, Sector - III, Salt Lake City, Kolkata - 700106 or through speed post to be received on or before due date. If any successful bidder denies supplying as per their offered rate, action will be taken as per Government of India Rules & Regulations. Each page of the rate quotation must have sealed and signed of the bidder. The Tender must be accompanied by the photo copies of the following.

1. Registration No. of the firm.
  2. PAN/TIN and GST No.
  3. A self attested certificate specifying that the firm has not been blacklisted by any Govt. Organisation.
- Quotation received after the specified date and time will not be entertained.

The Directorate of Census Operations, West Bengal, however reserves the right to reject any or all quotations without assigning any reason thereof.

**Eligibility criteria for bidder**

- i) Only Authorized dealer/vendor/manufacturer/supplier/firms dealing in the items listed in the quotation having experience in sale and repair/maintenance, need apply.
- ii) It should be maintained specifically whether price quoted includes all taxes and duties.
- iii) GST Registration Number and its validity should be indicated.
- iv) The period of quotations and the rates accepted by this office will remain valid and fixed for a period of one year from the date of acceptance of rates.
- v) The prospective bidders are required to quote their best inclusive of all taxes and transportation, loading/unloading and delivery charges.
- vi) All tender documents and enclosures are to be signed and stamped.
- vii) Payment will be released on submission of bill in triplicate within one month after satisfactory supply of the items.

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viii) No advance payment shall be made. On successful delivery and upon submission of Invoices. After installation and/or commissioning and verification thereof it is essential to have no complaint from the user regarding performance/shortcoming of the installed systems.

*P. Dasgupta*  
12/3/2020  
(P. Dasgupta)  
Deputy Director

Copy to

1. All members of Tender/purchase committee.
2. ORGI website [www.censusindia.gov.in/tender](http://www.censusindia.gov.in/tender) - Sri Prashant Kumar, DPA Gr.-A for necessary action.
3. Office notice board.

**Annexure - I**

Prescribed proforma for submission of Bid as per NIQ No. **D.15021/08/2019/Estt./3494** dt. 13. 03.2020

**Price Bid Sheet**

Item	Description of Requirement	Unit Price	Taxes	Remarks
CPU	Core i5-Processor/i7			
SDD/HDD	At least 128 GB/1 TB			
Memory	8 GB RAM			
Graphics Chip				
Wireless	Wireless enable			
Bluetooth	Bluetooth enable			
Motion Eye Cam	Mega pixle			
Display	15.5 inch			
Battery	Minimum 4 hrs.			
Others	OS Win10 Genuine			
Accessories	Adaptor,Battery,Laptop Bag			

I/we agree to the terms and conditions as mentioned in the Notice Inviting Quotation No.D.15021/08/2019/Estt./ Dt. .03.2020. We have carefully read and understand the terms and conditions of the tender and the conditions of the contract applicable to the tender.

We hereby certify the person signing the tender is the authorized by the bidder to sign the tender.

Bid Security in the form of a Bank Guarantee(s)/Bank draft(s) issued by .....((Bank),valid till ----/---- /------(dd/mm/yyyy), for an amount of Rupees..... is enclosed in the cover containing bid.

We do hereby undertake,that,until a formal contract is prepared and executed, this bid, together with your written acceptance thereof and notification of award of contract, shall constitute a binding contract between us.

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Signature of Bidder(with official seal)

Date : -----

Name (Capital letters): -----

Name of the Agency : -----

Tel/Fax/Email ID : -----

E-mail address: -----