



Government of West Bengal
OFFICE OF THE DISTRICT MAGISTRATE, COOCH BEHAR
জেলাশাসকের কার্য, কোচবিহার, পশ্চিমবঙ্গ

Sagar Dighi Complex, P.O.: Cooch Behar, Dist.: Cooch Behar, Pin: 736101, West Bengal
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Memo No: IT/ 60/কুমোত.

Dated: 02/03/2016

QUOTATION NOTICE FOR INTERNET LEASE LINE CONNECTION

Election management during the ensuing West Bengal Legislative Assembly Election 2016 will be largely through IT interventions. Uploading of large size documents and video files will be required to be done on day to day basis for which an uninterrupted network facility is required. Therefore Quotations are invited from Authorized Distributor of Internet for providing Internet Lease Line connection at the Office of the District Magistrate, Cooch Behar.

SCOPE OF WORK:

1. Provide Lease Line internet connection having speed of Minimum bandwidth of 4 Mbps (1:1)
2. The connection should be Optical Fibre / Radio Frequency based.
3. The connection should operate on Static IP
4. Minimum uptime 98.0%
5. The Lease line connection should enable us to have good quality Video Conferencing along with content sharing facility within the entire jurisdiction of the district.
6. Agency should have a Service Centre within Cooch Behar district for providing maintenance service.
7. Agency shall respond within maximum time of 1 hr for any repair & maintenance. Mean resolve time shall not exceed 5 hr.

DOCUMENTS REQUIRED FOR QUALIFICATION:

- 1) Authorized Distributor's Certification
- 2) Xerox copy of PAN of the organization
- 3) Last year IT Return
- 4) Service Tax Return
- 5) Copy of Trade Licence

RATE TO BE QUOTED:

Rate shall be quoted in the following format:

Sl. No.	Item	Rate (Rs.)
1.	Annual Rent (inclusive of all taxes)	
2.	One time installation charge (inclusive of all taxes)	
Total		

Bid Evaluation:

Financial bid shall only be opened if the bidder qualifies in the technical bid. Thus the technical bid will be opened first and the financial bid of those who have qualified in the technical bid will be opened later.

The '**Single Rate**' quoted against 'Total' in the above table shall only be taken for bid evaluation. Generally the lowest bid shall be awarded the contract however the authority shall have the discretion and decision of the authority in this respect is final. Bid Evaluation shall be done by the tender committee of the Office of the District Magistrate.

SUBMISSION OF BID:

Cover A (Technical Bid): A sealed cover having all the mandatory documents pertaining to technical and statutory documents. This cover shall be super scribed as 'Cover A (Technical Bid)'.
Cover B (Financial Bid): A sealed cover having Rate quoted in the format given in this quotation. This cover shall be super scribed as 'Cover B (Financial Bid)'.
Both the cover A & Cover B shall be placed within a bigger cover having super scribed on its top as "Quotation for Lease Line Connection in Office of the District Magistrate, Cooch Behar". Bid shall be submitted at the Office of the District Magistrate, Cooch Behar in the tender box kept at the O/C IT, First Floor, Administrative Building. Important dates are:

Quotation invitation date : 2nd March 2016 at 10 am

Quotation submission date : 11th March 2016 up to 2 pm

Quotation opening date : 11th March 2016 at 3 pm

Quotation shall be opened in the Chamber of ADM (D), Cooch Behar DM Office.


VALIDITY OF THE BID: 90 days from the date of bid submission

WORK COMPLETION: Installation should be completed in 30 days from the date of issuing Work Order and internet connection should be provided.

AGREEMENT: Agency shall sign an agreement for a period of one year with the tendering authority within 7 after receiving the work order. The agreement during can be extended for one more year subject to satisfactory service and mutual agreement on terms and conditions. Contrarily if service is not satisfactory the Agreement may be terminated after giving one month notice.

OTHER TERMS & CONDITIONS

- **Payment:** 50% of the payment will be made after the installation & providing lease line connection however payment shall be made as per the availability of fund. Rest of the payment shall be given after the stabilization of the internet connection.
- **Subletting:** Agency cannot sublet the work to other agency
- Bidder is requested to be present personally during the opening of bids
- No escalation in the price shall be allowed.


Addl. District Magistrate
Cooch Behar

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Memo No. : IT/ 60 / (1)/4 / Quot.

Date: 02/03/2016

Copy forwarded for displaying in notice board,

- 1) AEO, Zilla Parishad, Coochbehar
- 2) SDO, Sadar, Coochbehar
- 3) DICO, Coochbehar for wide publicity.
- 4) Notice Board, DM Office, Coochbehar.

Handwritten signature and date 2/3/16

f Addl. District Magistrate
Coochbehar

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OTHER TERMS & CONDITIONS

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Addl. District Magistrate
Cooch Behar