



Government of West Bengal
OFFICE OF THE SUB DIVISIONAL OFFICER, DINHATA
(Election Section)

Memo No: Elec/120

Dated: 02/03/2016

QUOTATION NOTICE FOR INTERNET LEASE LINE / PORT

Election management during the ensuing West Bengal Legislative Assembly Election 2016 will be largely through IT interventions. We need to upload large size documents and video files on day to day basis for which an uninterrupted network facility is required. Therefore Quotations are invited from the Authorized Distributor of Internet for providing Internet Lease Line connection at the Office of the Sub Divisional Officer, Dinhata.

SCOPE OF WORK:

1. Provide Lease Line connection having Speed of Minimum bandwidth 2 Mbps (1:1)
2. The connection should 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 excellent 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.

DOCUMENT 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. The single rate quoted against Total in the above table shall 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 Sub-Divisional Officer, Dinhata.

SUBMISSION OF BID:

Cover A (Technical Bid): A sealed cover having all the mandatory documents pertaining to technical and statutory documents.

Cover B (Financial Bid): A sealed cover having Rate quoted in the format given in this quotation.

Both the cover A & Cover B shall be placed within a bigger cover having inscribed on its top as "Quotation for Lease Line Connection in Office of the Sub-Divisional Officer, Dinhata. Bid shall be submitted at the Office of the Sub Divisional Officer, Dinhata in the tender box kept at the Office of the Sub Divisional officer, Dinhata. 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 the Sub Divisional Officer, Dinhata.

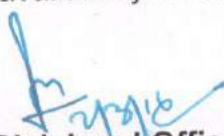
VALIDITY OF THE BID: 90 days from the date of bid submission

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

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

- 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.


Sub Divisional Officer
Dinhata

Memo No: Elec/120/1(4)

Dated: 02/03/2016

Copy forwarded for displaying in notice board,

- 1) AEO,Zilla Parishad,Cooch Behar
- 2) SDICO,Dinhata for wide publicity
- 3) Block Development Officer,Dinhata-I/II/Sitai
- 4) Notice Board,DM Office,Cooch Behar.


Sub Divisional Officer
Dinhata