



**Government of West Bengal
Home & Hill Affairs Department
General Establishment Branch
Nabanna, Howrah-711102**

No. 79 –GE/N/1E-06/2020 Dated, Howrah, the 10th February, 2020

NOTICE

Sealed Tenders are being invited from bona-fide suppliers to supply and installation of the following product :

- 1. Windows 10 Professional FPP (Full Product Pack) with transferable licence.**
- 2. Total quantity : 41(Forty one) Licences**

Last date for submission of the tender is 25/02/2020 upto 3 P.M.The tender should be submitted to the tender Box placed in the Room No. 505 of Nabanna, Howrah.

Bids shall be opened on 25/02/2020 at 3.30 PM in the Room No. 506, Nabanna, Howrah in presence of the attending available tenderers.

A. : Qualifications for Bidders :

Bid should be accompanied with the following documents :

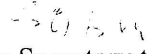
1. Name of the Bidder and address for communication.
2. Trade Licence
3. PAN Card
4. Valid 15 digit Goods and Service Taxpayer Identification Number under G.S.T. Act,2017
5. Last Financial Year Income Tax Return (ITR-V).
6. Current GST Return of the Supplier.
7. Documents proving Microsoft Authorised Vendor.
8. Annual Statement of Annual Turnover certified by a registered CA for last three consecutive years.
9. Mandate for showing the Bank details of the bidder.
10. Any other information not mentioned in the notice may be had from the Deputy Secretary , General Establishment Branch at Nabanna within office hours of any working day.

B. Terms & Conditions :

1. Bid price should be inclusive of all prices, taxes, levies and should be the final payable by the buyer. No additional amount shall be payable by the buyer against the products.

2. Earnest money (2% of the total quoted cost) should be deposited by the bidder through the Bank draft to be drawn in favour of the Drawing & disbursing Officer, Home & Hill affairs department in a separate envelope along with the Bid with the transcription on the envelope as "Earnest Money Deposit".
3. The entire 2% earnest money shall be refunded to the unsuccessful bidders without any interest.
4. The earnest money deposited by the successful bidder shall be returned after the satisfactory completion of the delivery and installation of the items.
5. The successful bidder shall install the soft ware in the computers without charging any additional amount.
6. The price of products shall be paid to the successful bidder after receiving the items in good condition and after its successful installation in all the Computers.
7. The software licences shall be given in separate media after the installation.
8. **Authority reserves the right to accept or reject any or all the tenders without assigning any reason whatsoever.**

By order


Deputy Secretary to the
Government of West Bengal

No. 79 /1(3)-GE/N/1E-06/2020 Dated, Howrah, the 10th February, 2020

Copy forwarded for information and wide circulation to :

1. Notice Board of Home & Hill Affairs Department, Nabanna, Howrah-711102
2. Website, Home & Hill Affairs Department
3. Guard File



Registrar
Home & Hill Affairs Department