

**Tender for Shifting of IT equipment**

WBIDC is inviting bids for Shifting of Desktops, Printer, servers and other IT equipments from the WBIDC office at 5 Camac Street to 23 Camac Street. The details of the tender are tabulated below:

Items	Last Date of Receipt	Date of opening	Contact for Enquiries
<p>Shifting of Desktops, Printers , Servers and other IT equipments for 5, Council House Street, Kolkata to 23, Camac Street Kolkata. The scope of work includes.</p> <p>a) Proper hardware un-installation of all IT material.  b) Cataloguing and Tagging each Item (user wise)  c) Proper packaging in individual container  d) Transportation to new office  e) Re-installation of each item (user wise)</p> <p>Check the attached annexure for further details:</p>	11.08.2010 before 2 p.m.	11.08.2010 at 5.30 p.m.	<p>Sri Surojit D' Rozario  System Administrator  WBIDC  5, Council House Street  Kolkata - 700001  Phone:22428908  <a href="mailto:it@wbidc.com">it@wbidc.com</a></p> <p>for physical verification at site please contact :  Sri Sujoy Giri  WBIDC  5, Council House Street  Kolkata – 700001  Ph- 22105361-65 Ext – 480</p>

**I. Eligibility :** The vendors with the following eligibility criteria may submit price bid

- a) The vendor must be have prior experience in shifting of IT materials
- b) The vendor must not be disqualified / blacklisted from any government organization.

**II. Bid Process :**

- a) WBIDC may accept/reject any bid without ascertaining any reason what so ever.
- b) Documents in support of eligibility must also be attached along with the bid.
- c) Brochures and any other documents may also be attached.

**A.K.Pandey**  
**General Manager(CA)**

**Annexure:**

- 1. Quantity & Type of IT material:** There would be an approximate 80-90 desktops / 60 printers / few servers / 3 scanners etc .
- 2. Scope:**
  - a. Proper hardware un-installation of all IT material.
  - b. Cataloguing and Tagging each Item (user wise)
  - c. Proper packaging
  - d. Transportation &
  - e. Re-installation of each item (user wise)
- 3. Date of transfer-** Transfer would be done after 2<sup>nd</sup> week of August. The confirmed date of transfer would be intimated at least 2 days in advance.
- 4. Time frame:** A maximum of 3 days would be given for transfer of all IT material.