

TENDER

For

Supply and Installation of APPLE MACBOOK LAPTOPS

Tender Ref. No:- NSIC/HO/IT/176

National Small Industries Corporation Limited
(A Government of India Enterprise)
NSIC Bhawan, Okhla Industrial Estate,
New Delhi– 110020

Tel No. +91-11-26926275, 26926370

Email : managerit@nsic.co.in

Website : www.nsic.co.in/tender/Current-Tenders
www.eprocure.gov.in

INDEX OF TENDER DOCUMENTS

S. No.	Description	Pages
1.	NOTICE INVITING TENDER	3
2.	INSTRUCTIONS TO THE BIDDERS	4-5
3.	TERMS & CONDITIONS	6-7
4.	TECHNICAL BID FORMAT & REQUIREMENTS (Annexure – “A”)	8
5.	Documents to be enclosed with Technical Bid	9
6.	COMMERCIAL BID FORMAT & REQUIREMENTS (Annexure – “B”)	10
7.	DECLARATION (Annexure – “C”)	11

NOTICE INVITING TENDER

Subject:-Supply and Installation Apple MacBook Laptops

Sealed quotations are invited under single stage two bid system (Technical & Commercial bid in two separate sealed envelopes contained in one bigger envelope) from Authorized Partners/ Distributors/ Dealers/ Resellers of OEM of Apple MacBook Air Laptops for **Supply and Installation of Apple MacBook Air Laptops** as detailed below:

Requirement	Two no. of Apple MacBook Air Laptop Apple M1 chip, 256 GB SSD, 8GB RAM, Latest MAC OS, 13.3 inch, Antivirus, 3 years validity.
Technical Bid	The details for submission of Technical Bid is placed at Annexure-`A`
Price Bid	The details for submission of Commercial Bid is placed at Annexure-`B`
Cost of Tender Documents	Nil
Earnest Money Deposit	Interest free amount of Rs. 5,000/- towards EMD in the form of Demand Draft drawn on a scheduled/nationalized bank in favour of "The National Small Industries Corporation Ltd." payable at New Delhi shall be placed in the Technical Bid envelope while submitting the tender. Alternatively, EMD can be submitted through Online Banking Mode for which the Bank Account details as under:- Account Name : The National Small Industries Corporation Ltd., Acct. No-000705054052, IFSC Code- ICIC0000007, ICICI Bank, Connaught Place, New Delhi-110001 UTR No. and date of the online banking transaction is to be submitted in the Technical Bid envelope while submitting the tender. However, there is exemption from paying EMD under Rule 170 & 173 of General Financial Rules (GFR), 2017 for Micro & Small Enterprises (MSEs) as per the "Public Procurement Policy for Micro & Small Enterprises Order 2012". To claim the exemption, Bidder shall enclose a self-attested copy of valid certificate/ proof of registration along with Technical Bid while submitting the tender.
Last date of submission of tender	21 st September, 2023 till 3:00 PM
Date of opening of Technical Bid	21 st September, 2023 till 3:30 PM
Address for Tender Inquiry and Delivery	General Manager (IT) National Small Industries Corporation Limited (A Government of India Enterprise) NSIC Bhawan, Okhla Industrial Estate, New Delhi- 110 020

INSTRUCTIONS TO THE BIDDERS

1. The Bidder shall be Authorized Distributors/ Partners/ Dealers/ Resellers shall provide valid certificate of authorization from OEM indicating details such as: - Name, Designation, Address, e-mail id and phone no and validity to sell laptop and provide support for installation.
2. Tender documents can be downloaded from NSIC website <https://www.nsic.co.in/tender/current-tenders> and CPP portal <https://eprocure.gov.in/epublish/app> from 31.08.2023 to 21.09.2023.
3. The Bidder must submit an undertaking on its letter head that they have not been blacklisted by any Government Department (Central/ State/ Autonomous/ PSU) in India. Self-declaration is required as per Annexure C.
4. Tender shall be duly, properly and exhaustively filled in. All pages of the tender should be signed with stamp by the Authorized Signatory of Bidder with company stamp on all the pages of this tender.
5. The person, signing the tender on behalf of company/ firm or on behalf of another person shall attach with tender a certified copy of proper authority/ power of attorney on a non-judicial stamp paper of requisite value duly executed in his favour by such person, company/ firm and must state specifically that he has authority to sign such tenders for and on behalf of such person or company/ firm as the case may be, and in all matters pertaining to the contract including arbitration clause.
6. Any cutting/ over writing etc. in the tender must be signed by the person who is signing the tender. The rates and units shall not be overwritten. The financial figures in commercial bid shall always be both in figures and words. In case of any discrepancy in figures and words, the amount written in words shall be considered.
7. The Bidder shall submit the copy of PAN, GST Registration Number along with the Technical Bid of the tender document.
8. NSIC reserves the right to accept or reject any or all the bids received in response to the above referred invitation at any point of time, without assigning any reason.
9. In the event of any dates mentioned in the tender document is declared as holiday for NSIC, the bids will be received/ opened on the next working day at the appointed time.
10. This tender document is not transferable.
11. Bidder shall submit interest free amount of Rs. 5,000/- towards EMD in the form of Demand Draft drawn on a scheduled/nationalized bank in favour of "The National Small Industries Corporation Ltd." payable at New Delhi to be placed in the Technical Bid envelope while submitting the tender.
Alternatively, EMD can be submitted through Online Banking Mode for which the Bank Account details as under:-
Account Name: The National Small Industries Corporation Ltd.,
Acct. No-000705054052,
IFSC Code- ICIC0000007,
ICICI Bank, Connaught Place, New Delhi-110001

UTR No. and date of the online banking transaction is to be submitted in the Technical

Bid envelope while submitting the tender.

However, there is exemption from paying EMD under Rule 170 & 173 of General Financial Rules (GFR), 2017 for Micro & Small Enterprises (MSEs) as per the "Public Procurement Policy for Micro & Small Enterprises Order 2012".

To claim the exemption, Bidder shall enclose a self-attested copy of valid certificate/ proof of registration along with Technical Bid while submitting the tender.

The interest free EMD amount shall be refunded to unsuccessful Bidders within 20 days of award of order and it shall be refunded to successful Bidder after acceptance of consignment with installation on site along with final payment.

12. The tender shall be submitted in a properly sealed bigger envelope addressed to General Manager (IT), National Small Industries Corporation Limited, (A Government of India Enterprise), NSIC Bhawan, Okhla Industrial Estate, New Delhi- 110020 and the said **bigger envelope shall contain two separate sealed envelopes titled as Technical & Price bids.**
The bigger envelope shall be super-scribed as "**Tender for Supply and Installation of Apple MacBook Laptops- Due Date: 21.09.2023, 3:00 PM**". The two sealed envelopes inside the bigger envelope must be super-scribed as: **Envelope No-1: The said envelope is for technical bid & shall be super-scribed as "Tender for the Supply and Installation of Apple MacBook Laptops – TECHNICAL BID" Envelope No-2: The said envelope is for commercial bid & shall be super scribed as "Tender for Supply and Installation of Apple MacBook Laptops – COMMERCIAL BID"**.
13. Technical Bid will be opened on 21st September, 2023 at 3:30 PM in the office of General Manager (IT). A representative of the Bidder may be present at the time of opening of the tender. The date for opening of second envelope containing commercial bid will be intimated to the qualified bidders separately.
14. Bidders may quote for all items or the items they are authorized to sell.
15. The Bidders may seek clarifications regarding the tender upto 11.09.2023 through email to managerit@nsic.co.in .
16. The Purchaser may issue a corrigendum/ addendum for any amendment/ addition in tender clauses. There will no notification issued in newspaper in this regard. Bidders are required to visit the website regularly for such notifications.

We confirm with our acceptance to the Instruction to the Bidders at S. No-1 to 16 as stated above.

TERMS & CONDITIONS

Submission of the duly signed tender implies that these conditions of tender have been read by the Bidder and is aware of the scope of the supply and the quality of the material to be supplied. The final acceptance of the tender rests with the General Manager (IT) of NSIC, who reserves the right to accept or reject any or all tenders without assigning any reason therefore.

- a) The Bidder shall be Authorized Distributors/ Partners/ Dealers/ Resellers shall provide valid certificate of authorization from OEM having details such as: - Name, Designation, Address, e-mail id and phone no. and validity to sell laptop and provide support for installation.
- b) Warranty period of the Apple MacBook Air Laptop shall be 3 years from the date of final acceptance of goods after successful delivery and installation on site. OEM Warranty certificates must be submitted by Successful Bidder at the time of delivery of Laptop or along with invoice. Details of Service Centres near consignee destinations are to be provided along with the Technical bid.
- c) No representation for the enhancement of the prices of the accepted tender or alteration of the terms and conditions will be entertained at any stage.
- d) The delivery period of the supplies should be within **45 days** from the date of confirmed order from NSIC. In case Bidder fails to supply within the accepted period, penalty at the rate of 0.5% of order value, per week of delay subject to maximum of 10% of the order value will be levied. Beyond this, NSIC reserves the right to cancel the order awarded.
- e) The supplier shall provide packing of the goods, as is required to prevent their damages or deterioration during the transit to their final destination i.e. National Small Industries Corporation Limited, (A Government of India Enterprise), NSIC Bhawan, Okhla Industrial Estate, New Delhi- 110020. The Supplier shall replace with new laptop systems if it is found damaged at the time of delivery and the replaced laptops shall be delivered within due delivery period i.e. within 45 days from the date of award.
- f) The rates quoted shall be firm & all inclusive for delivery & installation at destination National Small Industries Corporation Limited, (A Government of India Enterprise), NSIC Bhawan, Okhla Industrial Estate, New Delhi- 110020.
- g) The Laptops shall have to be operationalized without any extra cost and to the satisfaction of the GM (IT) NSIC, Okhla, New Delhi.
- h) 100% Payment along with EMD amount will be made within 30 days after successful delivery and installation for which G.M. (IT) or nominated official of NSIC shall certify satisfactory performance. The Bidder shall submit bills in duplicate (original + copy) giving the reference number of the Supply/ Purchase order along with delivery note and warranty document from OEM.
- i) While submitting the tender, if any of the prescribed conditions are not fulfilled or are incomplete in any form, the tender is liable to be rejected.
- j) If the Laptops are found to be different than those in the accepted offer and are of specifications lower than those stipulated in the accepted offer, NSIC shall have right to totally reject the said items and Supplier shall replace the items as per requirement within stipulated delivery period from the date of award. If the supplier fails to do so, EMD shall be forfeited and NSIC shall reject the material and cancel the award. Supplier shall be responsible for arranging the rejected items to be removed at his cost from NSIC premises.

- k) The purchaser as well as the Bidder shall observe the highest standard of ethics including laws against fraud and corruption in force in India namely "Prevention of Corruption Act 1988", during the procurement or execution of such contracts. If the Bidders are found in Bid pooling, cartelization or against law on fraud and corruption then their firms may be debarred from participation in all NSIC tenders for three years.
- l) For any dispute or differences arising between NSIC and the bidder with regard to this tender document, the same shall be referred to the Sole Arbitrator appointed by Chairman cum Managing Director of NSIC. Such sole arbitrator shall be appointed as per the provisions of Arbitration and Conciliation Act 1996 (As amended up to date). There shall be no objection by NSIC and bidder for appointment of such person as Arbitrator. The award of the Arbitrator so appointed shall be final and binding on the parties to this tender document/ Agreement.

The Venue of Arbitration shall be at Delhi.

The cost of Arbitration shall be equally shared between the bidder and NSIC.

Language of Arbitration proceedings shall be English.

The courts at Delhi shall have exclusive jurisdiction.

- m) Force Majeure: Any delays in or failure of the performance of either party herein shall not constitute default there under or give rise to any claim for damages, if any, to the extent such delays or failure of performance is caused by occurrences such as Act of god or the public enemy, expropriation or confiscation of facilities by Government authorities, or in compliance with any order or request of any Governmental authorities or due acts of war, rebellion or sabotage or fires, floods, explosions, riots or illegal joint strikes of all the workers of all the contractors.

We confirm with our acceptance to the Terms & Conditions stated from (a) to (j) above.

TECHNICAL BID

For Supply and Installation Apple MacBook Laptops

FORMAT & REQUIREMENTS

1. Tender Ref. No:
2. Name of Bidder:
3. Office address of Bidder
4. Contact details of authorized person of Bidder who have signed the tender.
 - a. Name.....
 - b. Designation.....
 - c. Phone (Office).....
 - d. Phone (Mobile).....
 - e. E-mail.....
5. Due date & Time of submission of bid: **21.09.2023 at 3:00 pm**
6. Submission of technical confirmation to the requirement.

S. No.	Description	Quantity (in number)	Confirmation by Bidder to supply Material as per Specifications and quantity specified (Yes/No)
1.	Apple MacBook Air Laptop Apple M1 chip, 256 GB SSD, 8GB RAM, Latest MAC OS, 13.3 inch with 3 years Warranty. Good Quality Carry Case/ laptop bags should be provided along with each laptop.	2 no.	
2.	Genuine total Security Antivirus with the three years validity from the date of purchase	2 no.	

- (a) Technical brochures of offered laptops to be attached with Technical Bid.
- (b) Higher technical specification may be considered subject to competitive price offer.

Documents to be enclosed with the Technical bid

Following documents are to be enclosed with the Technical bid:

- a. Duly signed & stamped Tender documents (All pages) as a mark of your acceptance.
- b. Demand Draft of Rs.5000/- towards EMD in favour of „The National Small Industries Corporation Ltd.” Or Transaction Details in case the amount is transferred online/ through RTGS/ NEFT.
- c. Details of latest five Government/ CPSE/ reputed companies as buyers to whom the similar supplies were made during last three years, shall be submitted on letter-head in the following format:-

S. No.	Name of Client along with Address & Contact details	Quantity supplied (in numbers)

- d. Supporting information with respect to the technical data or booklets of product. Any product manual brief, test certificates available must be enclosed.
- e. Copy of PAN, GST duly Signed with Stamp.
- f. Undertaking on letter head as per Annexure “C”.
- g. Valid Certificate of Authorization from OEM to sell Apple MacBook Air Laptop and provide support.
- h. Power of Attorney/ Board resolution as applicable for Authorization to sign the tender document
- i. Details of Service Centres near consignee destinations are to be provided.

COMMERCIAL BID

FORMAT & REQUIREMENTS

1. Tender Ref. No.....
2. Name of the Bidder:
3. The offer with rates for the schedule of requirements of items, as elaborated under, to be submitted. Adhering to the format given below is a pre-requisite for considering your quotations:

S. No.	Items Description	Quantity	Amount (Rs.) in INR	Taxes/ GST as Applicable (Rs.) in INR	Total Amount (Rs.) in INR
1.	Apple MacBook Air Laptop Apple M1 chip, 256 GB SSD, 8GB RAM, Latest MAC OS, 13.3 inch with 3 years Warranty + Good quality Laptop Bag/ Carry case	02 No.			
2.	Genuine total Security Antivirus with the three years validity from the date of purchase.	02 no.			
Total Cost (Rs.)					
Grand Total (Rs.)					

Grand Total in Words:

1. The rate quoted shall be in accounting units (A/ U) and should be inclusive of basic price & all other cost including cartage, Taxes/ GST & duties (as applicable). The price competitiveness shall be given due consideration while analyzing the commercial bid and the order shall be awarded to bidder quoting the lowest total amount subject to fulfillment of all the terms of this tender.
2. The Validity of tender is 90 days from date of opening of the financial bid.

It is hereby confirmed that we shall abide all the terms & conditions as specified in the tender and further agree for the penalty to be imposed, in case of delayed supplies from our end as specified in Point (c) of "Terms & Conditions" of this tender.

DECLARATION

To,

**General Manager (IT)
National Small Industries Corporation Limited,
(A Government of India Enterprise),
NSIC Bhawan, Okhla Industrial Estate,
New Delhi – 110 020**

Sir,

With reference to the Tender No....., We.....
..... hereby confirm that we have not
been blacklisted by any Government Department (Central/ State/ Autonomous/ PSU) in
India.

Signature of the Bidder with stamp

Name:

Designation:

Date: