

**TENDER**

**FOR**

**SUPPLY & INSTALLATION OF**

**DESKTOP COMPUTER SYSTEMS**

**Tender Inquiry No. - NTSCOK/Soft.Trq./Comp. Pur./030/14-15**

**NSIC- Technical Services Centre**

(A Government of India Enterprise)  
Okhla Industrial Estate, Phase - III  
Near Govindpuri Metro Station  
New Delhi-110020

Tel No. 011-26826801, 26921562

Fax: - 011-26826783

Email: [ntscok@nsic.co.in](mailto:ntscok@nsic.co.in)

Website: [www.nsic.co.in](http://www.nsic.co.in)

## **NOTICE INVITING TENDER**

### **Subject:-SUPPLY & INSTALLATION OF DESKTOP COMPUTER SYSTEMS**

NSIC-Technical Services Centre (NTSC), A Govt. of India Enterprises, Okhla, New Delhi is a reputed Institute for Technical and Industrial training since 1965.

Sealed quotations are invited in two bids system (Technical & Commercial bid in two separate sealed envelopes contained in one bigger envelope) for **Supply & Installation of 30 Desktop Computer Systems** as detailed below:

<b>Requirement</b>	30 number of Desktop Computer Systems of reputed brand (Tentative number)
<b>Technical Bid</b>	The details for submission of Technical Bid is placed at <b>Annexure-`A`</b>
<b>Commercial Bid</b>	The details for submission of Commercial Bid is placed at <b>Annexure-`B`</b>
<b>Cost of Tender Documents</b>	Rs. 1000/- (Rupees One thousand only) (Registered Bidders as detailed in "Instructions to the Tenderers" at Page no 3 are exempted)
<b>Earnest Money Deposit along with Tender</b>	Rs.30,000/- (Rupees Thirty Thousand only) (Registered Bidders as detailed in "Instructions to the Tenderers" at Page no 3 are exempted)
<b>Last date of submission of tender</b>	<b>23<sup>rd</sup> March 2015 up to 15:00 hours</b>
<b>Date of opening of Technical Bid</b>	<b>23<sup>rd</sup> March 2015 at 16:00 hours</b>
<b>Address for Tender inquiry &amp; Delivery</b>	General Manager, NSIC- Technical Services Centre, Okhla Industrial Estate, Phase-III, Near Govindpuri Metro Station, New Delhi-110020

(Satvinder Singh)  
General Manager  
NSIC- Technical Services Centre  
New Delhi

## **INSTRUCTIONS TO THE TENDERERS**

1. The Bidder shall be OEM or Authorized Distributors/ Partners/ Dealers of reputed brand having authorization to supply the product. A copy of Authorization letter issued by OEM to Authorized Distributors/ Partners/ Dealers attending tender to sale the Desktop Computer on behalf of OEM shall be enclosed with the Technical bid.
2. The Bidder shall not be a defaulter to any Govt. organization/ PSU since last 2 years for any reason due to non supply of material even after agreed to supply in stipulated time. An undertaking stating the same should be furnished by the bidder on the company letter head as per format enclosed at Annexure "C".
3. The tender documents can be collected from the office of General Manager, w.e.f. 14<sup>th</sup> Mar, 2015 to 23<sup>rd</sup> Mar. 2015(except Sunday) between 10:00 to 15:00 hours against payment of **Rs. 1000/- (Rupees One thousand only) (Non refundable) by way of Cash/ Demand Draft, in favour of 'NSIC Ltd.- NTSC A/c' payable at New Delhi.**

Alternatively tender form can be downloaded from our website [www.nsic.co.in/tenders.asp](http://www.nsic.co.in/tenders.asp) from 14th Mar., 2015 to 23<sup>rd</sup> Mar. 2015. In this case the tender fee may be enclosed with Technical bid in the form of Demand Draft.

4. The **Earnest Money Deposit of Rs. 30,000/- (Rupees Thirty thousand only) by way of D.D.** drawn in favour of '**NSIC Ltd.- NTSC A/C**' shall be submitted along with Technical Bid.

The offers without EMD will be rejected. However, there is exemption of Tender Fee and EMD applicable to those units registered with Central Purchase Organization (DGS&D), National Small Industries Corporation (NSIC) or the concerned Ministry or Department as defined under Rule 157 of General Financial Rules (GFR), 2005. **A copy of valid certificate shall be enclosed along with the Technical bid for availing EMD exemption.**

5. Tender shall be duly filled in. All pages of the tender should be **signed by the Authorized Signatory of Tenderer with company seal.**
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 Tenderer shall submit the copy of PAN, TIN, VAT registration along with the Technical Bid of the tender document.
8. The Tender shall be placed in a properly sealed bigger envelope addressed to General Manager, NSIC-Technical Services Centre, Okhla Industrial Estate, Phase III, Near Govindpuri Metro Station, New Delhi and the said **bigger envelope shall contain two separate sealed envelopes containing Technical & Commercial bids.**

9. The bigger envelope shall be super-scribed as "*Tender for the Supply & Installation of Desktop Computer Systems* with its due date. 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 & Installation of Desktop Computer Systems– TECHNICAL BID documents"** **Envelope No-2: The said envelope is for commercial bid & shall be super scribed as "Tender for the Supply & Installation of Desktop Computer Systems – COMMERCIAL Bid"**.
10. Technical bid will be opened on **23<sup>rd</sup> Mar. 2015 at 16:00 hours** in the office of General Manager. A representative of the Tenderer may be present at the time of opening of the tender. The date for opening second envelope containing commercial bid will be intimated to the qualifying bidders separately.

*We confirm with our acceptance to the Instructions to the tenderers at S.No-1 to 10 as stated above.*

Signature of the Tenderer with seal

## **TERMS & CONDITIONS**

Submission of the duly signed tender implies that these conditions of tender have been read by the Tenderer 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 of NSIC-Technical Services Centre, who reserves the right to accept or reject any or all tenders without assigning any reason therefore.

- a) 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.
- b) The delivery period for the supplies to be completed within **30 days** from the date of issue of confirmed supply order from NSIC. In case tenderer fails to supply within the accepted period, General Manager of NSIC-Technical Services Centre, reserves the right to cancel the supply order and may initiate action to debar the supplier for all future business dealing with NSIC for next three years.
- c) The supplier shall provide packaging of the goods, as is required to prevent their damages or deterioration during the transit to their final destination i.e. NSIC Technical Services Centre, Okhla New Delhi.
- d) The rates quoted shall be firm & all inclusive for delivery & installation at destination NSIC Technical Services Centre, Okhla, New Delhi.
- e) The Computer shall have to be operationalized without any extra cost and to the satisfaction of the Chief Manager, Training & Placement of NTSC, Okhla.
- f) 95% Payment will be made against successful installation for which the tenderer shall submit bills in duplicate (original + copy) giving the reference number of the supply order along with delivery note. Balance 5% will be released after 60 days subject to satisfactory performance of systems & services.
- g) 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.
- h) Any request by the bidders to consider their EMD furnished by them to NTSC for any other contract/ tender cannot be considered as EMD for this tender.
- i) The EMD will be refunded to the unsuccessful bidders after the orders are placed on the successful bidder. In case of successful bidder, the EMD will be returned along with the release of balance 5% payment. No interest on EMD will be paid.
- j) The EMD will be forfeited in following cases:
  - i. If the bidder fails to accept the order based on his offer within the prescribed time.
  - ii. If the bidder fails to supply the Computer with specifications in compliance to specifications given in technical bid.
  - iii. If the bidder delays supplies beyond prescribed time resulting in disruption of NTSC works.

- k) If the Computer supplied are found to be different than those in the accepted offer and are of specifications lower than those stipulated in the accepted offer, NTSC shall have right to totally reject the Computers and claim for compensation. The supplier shall be responsible for arranging the rejected Computers to be removed at his cost from NTSC premises.
- l) In the event of any dispute the legal matter shall be subjected to the jurisdiction of Delhi Court only.

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

Signature of the Tenderer with seal

**TECHNICAL BID**

**FORMAT & REQUIREMENTS**

1. Tender Ref. No: NTSCOK/Soft.Trg./Comp. Pur./030/14-15
2. Name of Tenderer: .....
3. Complete office address of Tenderer.....  
.....
4. Contact details of authorized person of tenderer 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: .....
6. EMD payment details (DD number & bank detail) .....
7. Tender fee details:  
Cash receipt no & date .....
- DD number & bank detail .....
- ..... (if downloaded from website))
8. Submission of technical confirmation to the requirement.

S.No.	Item Description	Whether meets requirements (Y/N)
1.	Desktop PC (Please specify Brand & Model No.)	
2.	<b>Form Factor</b> with maximum volume of 13 Liters.	
3.	<b>Operating System</b> Microsoft Window 8 Professional	
4.	<b>Processor</b> Intel Core i5 Processor 4570	
5.	<b>Motherboard:</b> Intel H81 Express Chipset with Intel original name printed on it (no sticker)	
6.	<b>Memory:</b> 8GB DDR3 SDRAM, 1600Mhz	
7.	<b>Hard Drive:</b> 500GB SATA, 7200 RPM	
8.	<b>Monitor:</b> 18.5" TFT of Same OEM	
9.	<b>Keyboard:</b> USB with 104 Keys	
10.	<b>Mouse:</b> Optical, USB Scroll with Mouse Pad	

11.	<b>Ports:</b> 8 USB 2.0 ports (2 Front, 6 Rear), 2 line-in, 2 Line-out, 1 RJ-45, 1 VGA (all ports onboard without any additional adaptor)	
12.	<b>Power Supply:</b> Energy efficient power supply –minimum 90%	
13.	<b>LAN:</b> Integrated Gigabit Ethernet LAN 10/100/1000	
14.	<b>Security Chip:</b> Trusted Platform Module (TPM1.2-compliant)	
15.	<b>Management feature:</b> Tool less serviceability ( Tool less hood, Hard drive and Optical drive removal)	
16.	<b>Compliance:</b> Energy Star 5.2, EPEAT	
17.	<b>Warranty:</b> 3 years onsite comprehensive	
18.	<b>Delivery Period</b> within 30 days	
19.	<b>Validity of tender:</b> For 60 days from the date of opening of Technical bid	

**8.1 Please specify the make. Attach technical brochure.**

**8.2 Higher technical specification may be considered subject to competitive price offer.**

**9. Documents to be enclosed with the Technical bid are as under :**

- a. Copy of authorization letter from Original Equipment Manufacturer showing the validity.
- b. Duly signed & stamped Tender documents (All pages) as a mark of your acceptance.
- c. Supporting documents in the form of brochures along with detailed specifications must be enclosed.
- d. Copies of PAN, VAT/ TIN duly Signed & Stamped.
- e. Undertaking on letter head as per Annexure “C”.
- f. Details of a few buyers in last one year to whom the similar supplies were made should be submitted in the following format:-

Sr. no.	Name of Client along with contact details	Quantity supplied
1		
2		
3		
4		
5		

Signature of the Tenderer with stamp



**COMMERCIAL BID**

**FORMAT & REQUIREMENTS**

1. Tender Ref. No.: .....
2. Name of the Tenderer: .....
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:

**Tentative required no. : 30, However quantity may Increase/ Decrease**

<b>Description</b>	<b>Amount for one Computer (In Rs.)</b>
<b>Supply &amp; Installation of Desktop Computer Systems</b>	
<b>Duties and taxes</b> a) VAT @ ..... <b>Any other tax/ Charge (indicate name with rate)</b> b) .....	
<b>TOTAL IN FIGURES</b>	
<b>TOTAL IN WORDS: .....</b>	

4. *The rate quoted shall be in accounting units (A/U) and should be inclusive of basic price & all other cost including cartage, insurance, taxes & duties (as applicable). The price competitiveness shall be given due consideration while analyzing the commercial bid. The NTSC will not issue any form toward rebate / exclusion of Sales tax/VAT.*

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

Signature of the Tenderer  
With stamp

## Undertaking

(On company letter head)

We declare that we are not a defaulter to any Govt. organization/ PSU since last 2 years from the date of issue of this tender no. NTSCOK/Soft.Trg./Comp. Pur./030/14-15 due to non-supply of material for any reason as agreed to supply in stipulated time.

(Authorised Signatory)

\*\*\*\*\**END OF TENDER DOCUMENT*\*\*\*\*\*