

NOTICE INVITING TENDER

Tender Inquiry No. – NSIC/NTSC(O)/COMPUTER RENT/JAN.2014

‘Tender for Computer Systems on Rental Basis’

NSIC-Technical Services Centre (NTSC), A Govt. of India Enterprises, Okhla, New Delhi is one of the reputed Institute for Technical and Industrial training since 1965. In order to impart training, the institute is planning to hire computer systems.

Sealed quotations are invited under two bids (Technical & Commercial bids in two separate sealed envelopes and EMD & Tender cost in another envelope contained in one bigger envelope) for the Supply of Computers with Genuine Windows **on rental basis. Detailed Specifications of Computer Systems required are on page no. 6 & 7 (Technical Bid) of this tender.**

Highlights of the Tender

1	Requirement	Computer Systems with Genuine Windows on Rental basis (approx. quantity 50 number) Period of Renting is for three months initially & further extension may be done on the basis of performance & requirement of computers in the centre
2	Technical Bid	The details of requirement along with Technical parameters to be submitted with Technical Bid are on page no. 6 & 7 (Technical Bid of this tender)
3	Commercial Bid	The details for Commercial requirements are on page no. 8 & 9 of this tender
4	Cost of Tender Documents	Rs. 200/- (Rupees Two hundred only)
5	Earnest Money Deposit along with Tender	Rs.10,000/- (Rupees Ten Thousand only) or exempted for registered units as detailed in “Instructions to the Tenderers” at Point no. 2
6	Last date of submission of tender	11th February 2014 up to 15:00 hours
7	Date of opening of Technical Bid	11th February 2014 at 16:00 hours
8	Availability of Tender	From 28.01.2014 to 11.02.2014 (till 3pm)
9	Address for Tender inquiry & Delivery	Office of General Manager, NSIC- Technical Services Centre, Okhla Industrial Estate, Phase-III, Near Govind Puri Metro Station, New Delhi-110020

(Satvinder Singh)

General Manager

NSIC Technical Services Centre
Okhla, Phase III, New Delhi - 110020

Instructions to Tenderer

1. Tender documents can be downloaded from NSIC website www.nsic.co.in or may be collected from the office of General Manager in NTSC, Okhla w.e.f. **28.01.2014 to 11.02.2014** between 10am to 3pm by paying tender cost of Rs. 200/- in the form of cash. A Demand Draft in favour of 'NSIC Ltd.-NTSC A/C' or a Cash Receipt towards Tender cost may be enclosed in a separate Envelope-1.
2. The **Earnest Money Deposit of Rs. 10,000/- (Rupees Ten Thousand only) by way of D.D.** only drawn in favour of 'NSIC Ltd.- NTSC A/C' shall be submitted along with Tender in Envelope-1 as explained in point 6-a below. The offers without EMD will be rejected. However, there is **exemption of EMD** applicable to the 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 exemption of EMD.**
3. The **quantity of Computer Systems** required initially is 50 numbers. The said quantity is a tentative number and may vary on monthly basis as per requirement.
4. Tender shall be duly, properly and exhaustively filled in places wherever required in page no. 6-9. All pages of the tender should be **signed with company stamp by the Authorized Signatory of Tenderer.**
5. Tenderer shall submit a list of major clients with complete contact details whom similar services have been provided during last one year
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 duly filled tender** in the prescribed format **in a sealed envelope** by **11th Feb. 2014 up to 3 pm** at the office of General Manager, NSIC-Technical Services Centre, Okhla Industrial Estate, Phase III, New Delhi. **The sealed envelope should be super-scribed as "Tender for Computers on Rental basis" and its due date.** The sealed envelope should contain **three sealed envelopes** inside it as described below-
 - a) **Envelope-1** shall contain **EMD & tender cost** both in the form of Demand Draft in favour of 'NSIC Ltd. NTSC A/C'. In case the tender documents collected by hand, a cash receipt towards cost of tender shall be enclosed. **The units Exempted from EMD shall enclose a valid certificate in this**

envelope. The said envelope shall be sealed and be superscribed as '**EMD & Cost of Tender for Computers on Rental basis**'.

b) Envelope-2 shall contain **Technical Bid** completed in all respects including

- Annexure-I (Page no. 6-7) duly filled up
- Copies of PAN, TIN/ Service Tax/ VAT registration
- Client list in prescribed format as given in Annex.1 page no. 7
- Duly signed & stamped all pages of this tender

The Envelope shall be sealed and superscribed as '**Technical Bid for Computers on Rental basis**'.

c) Envelope-3 shall contain **Commercial Bid** with Price Offer filled in prescribed format in Annex. II at page no. 8-9. The sealed envelope shall be superscribed as '**Commercial Bid for Computers on Rental Basis**'.

8. The tender received within the stipulated date and time will be opened at the office of General Manager, NSIC-Technical Services Centre, Okhla Industrial Estate, Opposite Kalkaji Mandir, New Delhi, in the presence of available tenders, on **11.02.2014 at 16:00 hrs**. The Tenderer or their authorized representative (One person only) 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 qualified bidders separately.
9. The Tenderer shall seek clarifications if any before submitting the tender.
10. Tenderer shall take into account all costs including installation, cartage etc. for supplying of computer systems at site i.e. NSIC-Technical Services centre, Okhla Industrial Estate, New Delhi before quoting the rates. In this regard no claim for any extra payment for any reason shall be entertained.
11. All the communication with respect to the tender shall be addressed to:

**General Manager,
NSIC- Technical Services Centre,
Okhla Industrial Estate, Phase III, New Delhi-110020**

**(Satvinder Singh)
General Manager, Training**

Terms and 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 i.e. Computer Systems with genuine windows to be supplied on rental basis. 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 at any stage of this tender process without assigning any reason therefore.

1. The Computer systems shall be in compliance to the specifications mentioned in Technical Bid on page no. 7 of the tender.
2. The **Windows Operating System software preloaded in all the systems shall be licensed** and a document supporting the license & validity shall be submitted with delivery of computers.
3. The delivery period of the first supplies should be within **20 days** from the date of confirmed order from NSIC. In case tenderer fails to supply within the accepted period, EMD shall be forfeited.
4. The **Period for renting** the systems shall be three months initially and may be extended further on the basis of performance assessment and requirement in the centre.
5. Regarding the exact quantity of computer systems to be supplied for the three months initially, same shall be informed through the order to be placed. For any subsequent supplies, supply order shall be placed separately. The supplier shall have to supply the quantity of computer systems whatsoever asked by the centre. The additional quantity shall have to be supplied within 5 days of the demand raised through Supply Order.
6. The successful bidder shall be responsible for smooth functioning of each system supplied. Any complaint shall be addressed within two working days of reporting. In case, resolving the complaint takes longer than two days, supplier shall replace with another computer system on third working day.
7. **Validity** period of the quotation shall be minimum **30 days** from the date of opening of this tender.
8. All the pages of this tender shall be signed with date by the Authorized Signatory of tenderer with their company stamp & submit along with Technical Bid.
9. Tender is liable to be rejected in case EMD at prescribed rate is not furnished along with the tender.

10. 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.
11. The EMD will be returned to the unsuccessful bidders soon after the orders are placed on the successful bidder. In case of successful bidder, the **EMD amount shall be retained and shall be released at the end of contract ie. on 31.03.2015**. NSIC Technical Services Centre shall not be liable for payment of any interest on EMD.
12. The EMD will be forfeited in following cases:
 - i. If the bidder fails to accept the order based on his offer (bid) and within the prescribed time.
 - ii. If the bidder delays supplies beyond a reasonable time resulting in disruption of NTSC works
13. The price quoted shall be final & firm, however any variation in the taxes, duties, levies etc. during the period of supplies shall be paid as applicable at that time. No representation for the enhancement of the rental charges of the accepted tender or alteration of the terms and conditions will be entertained during the period of contract till 31-03-2015. **The Centre will not issue Forms C and/ or D**
14. Payment on monthly basis will be released at the end of every month subject to satisfactory performance. The supplier shall submit a tax invoice on monthly basis for the release of payment
15. The tenders received after the stipulated date and time or tender received with conditions will not be accepted. **Tenders not submitted in the prescribed form or incomplete in any form are liable to be rejected**. Tenders which propose any alterations in the conditions specified will be rejected.
16. General Manager, NSIC-Technical Services Centre reserves the right to reject any bid/ tender wholly or partly at any stage of tendering without assigning any reason.
17. In case the services are not found satisfactory or any complaint is not attended within two working days, NSIC Technical Services Centre, Okhla reserves the right to terminate the services with immediate effect.
18. In case the Supplier wishes to withdraw its services, it shall give a notice period of minimum 30 days before taking its Computer Systems.
19. In the event of any dispute the legal matter shall be subjected to the jurisdiction of Delhi Court only.
20. This tender does not have any binding on NSIC-Technical Services Centre for acceptance of the Tender.

**Sign of Authorised Signatory with
Company Seal**

TECHNICAL BID

FORMAT & REQUIREMENTS

1. Tender Ref. No:
2. Name of Tenderer:
3. Complete office address of Tenderer.....
4. PAN Number of Tenderer (copy to be enclosed).....
5. TIN / VAT/ Service Tax registration number of Tenderer (copy to be enclosed).....
6. 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.....
7. **Delivery period** after receipt of first order from NTSC for fifty number of computer systems : (no. of days) (maximum 20 days)
Thereafter delivery period against each subsequent supply order :(no. of days) (maximum 5 days)
8. **Validity of quotation** from the date of opening of Bid (no. of days) (minimum 30 days)
9. EMD Details – Demand Draft No. & Date
10. Cost of Tender – Demand Draft No./ Receipt No. & Date.....

11. Technical Details of Computer Systems required on Rental basis

S.N.	Configuration of Computer System	Quantity Required (Approx.)	Acceptance for Supplies By Bidder Specify Yes/ No
1	Desktop PC with Intel Dual Core Second Generation, 3.0 GHz Processor 4GB RAM, 250 GB HDD, USB Keyboard & Optical Mouse, Color Monitor 18.5” Genuine Windows 7 Professional (64 bit) 1GB Graphics Card UPS 600VA with Battery Backup of 30 minutes	50 no.	

Note :- 1. Presently the total number of computer systems required in the centre with above said configurations is tentatively 50. However, the requirement may vary on monthly basis.

2. The Bidder may quote for higher specifications but the price competitiveness shall be given due consideration while analyzing the commercial bid.

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

- Duly signed & stamped Tender documents (all pages from 1 to 9) as a mark of your acceptance. Page no. 6-9 should be duly filled wherever required.
- Copies of PAN, TIN / Service Tax/ VAT registration duly Signed & Stamped.
- List of major clients to be annexed with complete contact details in the format below whom similar services have been provided during last one year

S.N.	Name of Client	Period of Services Provided	Contact Person	Contact Details
				Phone No.- Email ID - Address –

Signature of the Tenderer
With stamp

COMMERCIAL BID
FORMAT & REQUIREMENTS for Tender

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

S.N.	Configuration of 50 number of Computer Systems	Rental Charges per Computer System per month (in rupees) (A)	Total Rental Charges for 50 Computer Systems per month (in rupees) (B)= (A)X50
1	Rental Charges for Desktop PC with Intel Dual Core Second Generation, 3.0 GHz Processor 4GB RAM, 250 GB HDD, USB Keyboard & Optical Mouse, Color Monitor 18.5” Genuine Windows 7 Professional (64 bit) 1GB Graphics Card UPS 600VA with Battery with back up of 30 min.		
2	VAT @ _____%		
3	Any other Applicable Tax @ _____%		
4	Total Price per Computer System per month		

Note : 1 The rate quoted shall be in accounting units (A/U) and should be inclusive of basic rental charges & all other costs (as applicable). The NTSC will not issue any form toward rebate / exclusion of Sales tax/VAT.

2 The Bidder may quote for higher specification but the price competitiveness shall be given due consideration while analyzing the commercial bid.

3 Successful bidder shall be selected on the basis of cost competitive offer in the lines of our requirements.

4 The validity of the tender is 30 days from date of opening of bid.

5 The rate quoted here shall not be enhanced till 31.03.2015, however the taxes shall be paid as applicable at that time.

It is hereby confirmed that we shall abide by all the terms & conditions as specified in Page no. 4 & 5 of this tender.

Signature of the Tenderer

With stamp

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