

**TENDER**

**FOR**

**SUPPLY OF**

**COMPUTER SYSTEM, PRINTER,  
SCANNER, UPS, FURNITURE TABLE, PRINTER  
CARTRIDGE & SOFTWARE.**

**Tender Inquiry No. – NSIC/HO/TISDC/36**

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

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# NOTICE INVITING TENDER

## **Subject:-Supply of Computer System, Printer, Scanner, UPS, Furniture Table , Printer Cartridge & Software.**

NSIC is setting up India-Africa Vocational Training Centre / Incubation Centre for Small Enterprise Establishment at Kigali, Rwanda, Africa.

We are pleased to invite your offer in two parts viz. (a) Technical and (b) Financial, strictly as per enclosed terms and conditions and instructions to bidders, in sealed covers for the under mentioned Computer System, Printer, Scanner, UPS ,Furniture Table , Printer Cartridges & Software required for supply and installation at Kigali, Rwanda, Africa consisting of the following:

<b>Requirement</b>	<ol style="list-style-type: none"><li><b>1. Two No. of HP Desktop 3330</b> (Intel Core i3 2100, 3.06 GHZ, 2GB DDR3 RAM, 500 GB HDD, DVD Writer, Integrated Intel HD Graphics, Sound, LAN, Windows 7 Professional, HP 18.5" TFT Display, 3 years HP Global Warranty).</li><li><b>2. Two No. of Microsoft Office Home and Business 2013</b></li><li><b>3. Two No. of Microtek UPS 650 VA (E2 650 IB )</b></li><li><b>4. Two No. of Furniture Table</b> suitable for HP Desktop3330.</li><li><b>5. One No. of Designjet T120 24-in ePrinter product id (CQ891A) and Stand Product id (B3Q35A) with HP Global Warranty .</b></li><li><b>6. Two Set of Genuine HP Printer Cartridges for Designjet T120 24-in ePrinter product id (CQ891A)</b></li><li><b>7. Two No. of Antivirus (Kaspersky 3 Years Subscription)</b></li><li><b>8. One No. of Avison A3 Scanner FB 5000 Flatbed Scanner.</b></li><li><b>9. One No. of Corel Graphics Suite X 6.</b></li><li><b>10. One No. of Adobe Pagemaker 7.</b></li></ol>
<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. 500/- (Rupees Five hundred only)
<b>Earnest Money Deposit with Tender</b>	Rs.5 ,000/- (Rupees Five thousand only) or exempted as detailed available in "instructions to the Tenderers" at Page no 3
<b>Last date of submission of tender</b>	<b>27<sup>th</sup> February 2014 up to 17:00 hours</b>
<b>Date of opening of Technical Bid</b>	<b>28<sup>th</sup> February 2014 up to 16:00 hours</b>
<b>Address for Tender Inquiry and Delivery</b>	<b>General Manager-SG (TISDC) National Small Industries Corporation Limited (A Government of India Enterprise) NSIC Bhawan,Okhla Industrial Estate, New Delhi- 110 020</b>

## **INSTRUCTIONS TO THE TENDERERS**

1. The Bidder shall be OEM or Authorized Distributors/ Partners/ Dealers of HP and Microsoft.
2. All Computers / equipment should be compatible with 220 V Single Phase, 380 V Three Phase - 50 cycle per second supply. Electrical wiring for interconnection of the machines upto main supply wherever necessary should be supplied along with machines.
3. Tender form can be downloaded from the website [www.nsic.co.in](http://www.nsic.co.in) from 12<sup>th</sup> February, 2014 to 27<sup>th</sup> February 2014. The cost of tender fee i.e. **Rs. 500/- (Rupees Five hundred only)** may be enclosed with Technical bid in the form of demand draft in favour of **"The National Small Industries Corporation Ltd."** payable at New Delhi.
4. The **Earnest Money Deposit of Rs.5,000/- (Rupees Five thousand only) by way of D.D. only** drawn in favour of **"The National Small Industries Corporation Ltd."** payable at New Delhi shall be submitted along with Technical Bid.  

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 have to be enclosed along with the Technical bid for availing EMD exemption.**
5. Tender shall be duly, properly and exhaustively filled in. All pages of the tender should be **signed with stamp by the Authorized Signatory of Tenderer with company stamp on all the pages of this tender.**
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-SG (TISDC), National Small Industries Corporation Limited, (A Government of India Enterprise), NSIC Bhawan, Okhla Industrial Estate, New Delhi- 110 020 and the said **bigger envelope shall contain two separate sealed envelopes containing Technical & Commercial bids.**

8. The bigger envelope shall be super-scribed as “*Supply of Computer Computer System, Printer, Scanner, UPS, Furniture Table, and Printer Cartridges & Software*”. 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 of Computer System, Printer, Scanner, UPS ,Furniture Table , Printer Cartridges & Software – TECHNICAL BID” Envelope No-2: The said envelope is for commercial bid & shall be super scribed as “Tender for Supply of Computer System, Printer, Scanner, UPS ,Furniture Table , Printer Cartridges & Software – COMMERCIAL BID”*.
9. Technical bid will be opened on 28<sup>th</sup> February 2014 at 16:00 hours in the office of General Manager-SG (TISDC). 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 qualified bidders separately.
10. Tenderers may quote for all items or the items they are authorised to sell.

*We confirm with our acceptance to the Instruction 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-SG (TISDC) of NSIC, 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 of the supplies should be within **20 days** from the date of confirmed order from NSIC. In case tenderer fails to supply within the accepted period, penalty at the rate of 1% of value of the order, per week of delay subject to maximum of 20% of the order value will be levied.
- c) The goods shall be delivered to NSIC's C&F agent at Delhi (or any other place as specified by NSIC) within 20 days from the date of award of contract. Part delivery shall not be permitted.
- d) Consignment must be packed in Sea Worthy wooden boxes in strong packing cases, taking all precaution against damage during handling and sea weather corrosion. Proper marking on the packing cases should be made for smooth handling of consignment. Every package delivered under our order shall at the expense of the supplier be distinctly marked with description and quantity or contents with the consignee name and address (which shall be notified subsequently) with gross weight and net weight, with the distinctive number and mark which is also to be shown for the purpose of identification on the suppliers packing account. Each packet shall contain a packing note quoting a number and date of our order and showing its contents in detail.
- e) 100% Payment will be made against successful delivery for which the tenderer shall submit bills in duplicate (original + copy) giving the reference number of the supply order along with delivery note.
- f) 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.
- g) Any request by the bidders to consider their EMD furnished by them to NSIC for any other contract/ tender cannot be considered as EMD for this tender.
- h) 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 after three months of delivery. No interest on EMD will be paid.
- i) 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 System, Printer, Scanner, UPS, Furniture Table, Printer Cartridges & Software with specifications in compliance to specifications given in technical bid.
  - iii. If the bidder delays supplies beyond a reasonable time resulting in disruption of NSIC works.

- j) If the Computer System, Printer, Scanner, UPS ,Furniture Table , Printer Cartridges & Software 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 claim for compensation. The supplier shall be responsible for arranging the rejected said items to be removed at his cost from NSIC premises.
- k) In the event of any dispute the legal matter shall be subjected to the jurisdiction of Delhi Court only.
- l) NSIC, as per its discretion, may procure items from one or more than one supplier, or procure items in parts or may change the quantity of items or reject entire procurement process/quotations.

*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: .....
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 and Mobile.....
  - d. E mail.....
5. Due date & Time of submission of bid: .....
6. EMD and Tender Fee payment details (DD number & bank detail) .....
7. Submission of technical confirmation to the requirement.

<b>SI No.</b>	<b>Items Description</b>	<b>Quantity</b>	<b>Compliance (Yes/No)</b>
1.	<b>HP Desktop 3330</b> Intel Core i3 2100, 3.06 GHZ, 2GB DDR3 RAM, 500 GB HDD, DVD Writer, Integrated Intel HD Graphics, Sound, LAN, Windows 7 Professional, HP 18.5” TFT Display, 3 years HP Global Warranty.	02	
2	Microsoft Office Home and Business 2013	02	
3	Microtek UPS 650 VA (E2 650 IB )	02	
4	Furniture Table suitable for HP Desktop 3330	02	
5	Designjet T120 24-in ePrinter product id (CQ891A) and stand Product id (B3Q35A), With HP Global Warranty	01	
6	Genuine HP Printer Cartridges for Designjet T120 24-in ePrinter product id (CQ891A)	02 set	
7	Antivirus (Kaspersky 3 Years Subscription)	02	
8	Avision A3 Scanner FB 5000 Flatbed Scanner	01	
9	Corel Graphics Suite X 6	01	
10	Adobe Page maker 7	01	
11	Sea Worthy Wooden boxes Packing for all the equipments		

- 8.1 Please specify the make and attach technical brochures.
- 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) Duly signed & stamped Tender documents (All pages) as a mark of your acceptance,
- b) Details of latest five buyers to whom the similar supplies were made should be submitted in the following format:-

S.No.	Name of Client along with contact details	Quantity supplied

- c) Supporting information with respect to the technical data, drawings or booklets of product. Any product manual brief, test certificates available may be enclosed.
- d) Copies of PAN, VAT/ TIN duly Signed & Stamp.

**10. Validity of Tender – 90 days from the date of opening of Technical Bid.**

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:

SI No.	Items Description	Quantity	Amount (Rs.) in INR	Taxes as Applicable (Rs.) in INR	Total Amount (Rs.) in INR
1.	<b>HP Desktop 3330</b> Intel Core i3 2100, 3.06 GHZ, 2GB DDR3 RAM, 500 GB HDD, DVD Writer, Integrated Intel HD Graphics, Sound, LAN, Windows 7 Professional, HP 18.5" TFT Display, 3 years HP Global Warranty.	02			
2	Microsoft Office Home and Business 2013	02			
3	Microtek UPS 650 VA (E2 650 IB )	02			
4	Furniture Table suitable for HP Desktop 3330	02			
5	Designjet T120 24-in ePrinter product id (CQ891A)and stand Product id (B3Q35A), With HP Global Warranty	01			
6	Genuine HP Printer Cartridges for Designjet T120 24-in ePrinter product id (CQ891A)	02 set			
7	Antivirus (Kaspersky 3 Years Subscription)	02			
8	Avision A3 Scanner FB 5000 Flatbed Scanner	01			
9	Corel Graphics Suite X 6	01			
10	Adobe Page maker 7	01			
11	Sea Worthy Wooden boxes Packing charges for all the equipments				
12	Any Other Charges				
	Total Cost(Rs.)				
	<b>Grand Total (Rs.)</b>				

Grand Total in Words : .....

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 NSIC will not issue any form toward rebate / exclusion of Sales tax/VAT.*

5. *The Validity of tender is 90days from date of opening of bid.*

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

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