

TENDER DOCUMENT

Sealed tenders are invited from authorized dealers for supply, installation, commissioning and maintenance of Computers, UPS, scanner, Laser printer, Photo copier etc.. Brands of all items should be of National repute (like HCL, IBM, WIPRO, HP-Compaq etc). The tender document consists of the following two parts.

Part-1: " TECHNICAL BID" of the tender.

Part-2: " FINANCIAL BID" of the tender.

After completing the tender document, each part of tender document should be sealed in separate envelopes.

The two sealed envelopes containing, "Technical bid" and "Financial bid" separately on the prescribed Tender document purchased from the office of Chief Development Officer, Bareilly complete in all respect should reach on 31.05.12 up to 12pm . The envelopes containing, "Technical bid" and "Financial bid" should be superscribed respectively as follows:-

- (i) "Technical Bid for Computer H/W & S/W
- (ii) "Financial Bid for Computer H/W & S/W

The earnest money of Rs. 5000.00 (Rs. Five thousand only) and a demand draft of Rs 500 (Rs Five Hundred) should be enclosed alongwith the technical bid in the form of Account payee bank draft payable on any branch of Nationalized Bank at Bareilly in favour of District Magistrate, Bareilly in a separate sealed envelope.

The sealed envelopes of the bidders containing "Technical Bid" shall be opened first at office of Chief Development Officer, Bareilly on 31.05.2012 at 4.00 pm. The financial bids of the bidders who have not accepted, signed and stamped all the terms & conditions of the bid, shall not be opened. The financial bids of the bidders who have accepted all the terms & conditions of the bid and signed and stamped on the terms & conditions, shall only be opened thereafter on the same day, hence Technical bid of the bidder should be passed first by committee. If bids opening day is a government holiday, then the technical bids shall be accepted and opened on next working day at the same time. One representative of each vendor may participate at the time of opening the technical bids.

**Tender Document Fee (Non-refundable) Rs 500=00 (in the form of DD in
favour of DM, Bareilly)**

TERMS & CONDITIONS

**FOR SUPPLY, INSTALLATION AND MAINTENANCE
OF
COMPUTERS AND OTHER RELATED ITEMS**

TERMS & CONDITIONS of CONTRACT

1. The vendor may submit his bid against this tender enquiry only if he is authorized dealer of a computer manufacturer.
2. The bids submitted by the vendors should be valid for a minimum period of 90 days from the date of the opening of tender and the prices should be valid for the period of 45 days from the date of issue of the purchase order or execution of purchase agreement.
3. The vendor must have at least one order for a government supply of computers worth more than 10 Lakhs.
4. The earnest money of Rs.5000.00 (Rs.Five thousand only) should be enclosed along with the terms & conditions duly signed and stamped in the form of Account payee bank draft payable on any branch of nationalized bank at Bareilly in favour District Magistrate, Bareilly in a separate sealed envelope. All other tenders submitted without requisite amount of earnest money shall be rejected and their financial bids shall not be opened.
5. The sealed envelopes of the bidders containing "Technical Bid " shall be first opened on 30.05.12 at 4.00 pm. The financial bid of the bidders who have not accepted, signed and stamped all the terms & conditions of the bid, shall not be opened.
6. Technical evaluation of the bids shall be done on the following parameters:-
 - Technical specifications of the computers and peripherals and the leaflets/supporting document enclosed to confirm them.
 - Company's turnover in last three years.
 - Company's installation base and After Sales Service support in Bareilly.
 - Service centre should be in Bareilly and company engineer should be posted here.
 - Sales tax and Income tax clearance of the firm must be given.
 - Letter of authorization of dealership by company.
7. Physical inspection and acceptance testing of all the ordered items (H/w and S/w) shall be carried out by National Informatics Centre Bareilly prior to the delivery of the items at sites. The items must be as per ordered technical specifications or higher technical specifications only. No incomplete system will be accepted under any circumstances.
8. The delivery of all the computers and other related items to be ordered shall be made by the vendor within 1 week from the date of issue of the purchase order by ADM(E), Bareilly to the vendor. If any loss or damage occurs in transit then it will be the responsibility of the supplier to make good the loss, within the time stipulated in the tender/purchase order for installation. The vendor will take necessary action to claim the insurance money, for the item(s) lost/damaged during transit, from insurance Company.

9. All the items to be supplied should be new, of good quality and standard and as per the technical specifications mentioned in technical bid document.

10. The vendor will provide operational manuals for all peripherals.

11. If delivery/installation of the items is not made within above stipulated period, the compensation will be payable for non-adherence to the committed delivery/installation schedules by the vendor to ADM(E), Bareilly as follows :-

0.5% of the total order value per week of delay in delivery of computer systems , other items & soft wares subject to maximum of 5.0% of total order value.

12. District Magistrate, Bareilly reserves the right to reject any items supplied against the purchase order, if found NOT working satisfactorily at the time of installation the rejected items if any shall have to be taken back and replaced by good quality items forthwith at the cost of the supplier.

13. If the installation of the items at site gets delayed from the stipulated period given above and to be given in the Purchase Order, then District Magistrate, Bareilly reserve the right to forfeit the earnest money deposited by the vendor and the balance payment, if any, due to the supplier for the items supplied against the purchase order shall be forfeited.

14. The computation of uptime of the computer systems shall be based on working hours. In case, the vendor fails to provide minimum 95% uptime, the following compensation shall be payable to User Department by the vendor.

15. If the average down time of the computer systems evaluated separately in a year is less than or equal to 15 days, the period covered by the warranty/AMC maintenance shall be extended by number of average down time days.

If average down time days of the computer systems exceeds 15 days in a year, then the compensation @ Rs. 500/- per day per computer system shall be charged from the vendor.

The complaints must be attended to within 48 hours of the receipt of communication by the vendor. If the complaint is not attended to within 48 hours, then the compensation @Rs.500/- per day per computer system shall be charged from the vendor and warranty shall be extended by equal number of days.

16. The prices quoted in financial bid should be inclusive of power cables, interface cables, packing, forwarding, freight, transit, insurance, and installation charges at sites.

17. In case, excise duty and/or trade tax/sales tax are reduced or increased subsequently by the Government at the time of placement of the purchase order or delivery, then the same will be adjusted by either party on production of requisite proof. Excise duty and trade tax if applicable should be quoted separately at the appropriate columns provided for them in the financial bid.

18. Payment for the items to be supplied by the vendor against the purchase order shall be made by ADM(E), Bareilly as follows:-

75% amount of the total order will be paid to the vendor against physical delivery of all the ordered items to the site after their physical inspection by NIC Officers. Remaining

20% amount of the total order value will be released to the vendor after satisfactory report of all the supplied items at site by NIC Bareilly Officers.

Payment shall be released on receipt of the original bills in triplicate complete in all respect and original delivery challans of all the items duly signed and stamped by the authorized representative of the user department. If physical inspection and testing of items is carried out centrally in the office /factory of the vendor prior to delivery of the items at sites, then vendor will have to submit a certificate from authorized person(s) of the site(s) that they have received unbroken sealed packets with the seal and signature of ADM(E) Bareilly representative on challans for claiming the payment against delivery of the items. No payment shall be released for part delivery of the hardware, software and other related accessories against the purchase order.

19. a) Complete hardware including plastic parts will carry three years onsite comprehensive warranty.

Software warranty of 90 days or as given by OEM will be limited to replacement of media from the date of its installation and commissioning. Vendor will provide free updates of the softwares if any provided free to them from OEM.

Consumables such as print cartridges, computer stationery will not be covered under warranty.

Warranty period will start from the date of successful installation of all the items (Computer systems, Accessories, Software etc.) at site.

20. Minimum seven years (including warranty period of three years) spare parts availability should be guaranteed by the vendor.
21. The successful tenderer shall sign an agreement immediately after the acceptance of the tender.
22. If the tender is submitted by a firm other than the computer manufacturer, then the vendor should furnish latest documents from their principals as proof of the firm being their authorized dealer.
23. On completion of the warranty period of three years user department will either enter into annual maintenance contract with the supplier for post warranty maintenance of the computer systems or maintain them in-house. In case user department opt to maintain the computer systems in-house, the supplier shall make available all necessary spares, same or equivalent spares on reasonable rates without affecting the compatibility or performance of any part(s) of the system, for a period of at least four years after completion of the warranty period of three years. This shall be binding on the supplier under the terms and conditions of the purchase order to be placed after finalization of the tender process.
24. In case of tenderers whose tenders are not considered for placing the purchase order, the earnest money deposit (EMD) will be refunded normally within one month of taking the purchase decision. In case, the tenderer whose tender is accepted for placing the purchase order, the earnest money deposit will be converted into security money and will be retained till the complete items are supplied and commissioned. If the tenderer is not able to supply the ordered items completely within the specified period, the earnest money will be forfeited in full.

25. If AMC contract is signed with the Vendor, then manufacturer company will be responsible for maintenance of complete items supplied by the vendor on the same terms and conditions.
26. All the documents required should be submitted along with the technical bid of the tender only.
27. The registration number of the firm alongwith the CST/U.P.S.T. No. allotted by the sales tax / trade tax authorities and I.T. registration number (P.A.N.) alongwith the place of registration should invariably be given along with the technical bid.
28. Tender will be rejected, if technical specifications offered by the firm in the technical bid differ from that of financial bid.
29. Tender not conforming to any or all the above terms and conditions are liable to be rejected.
30. Incomplete tenders are liable to be rejected.
31. District Magistrate, Bareilly reserves the right to increase/decrease the specified quantities of any item(s) given in the tender.
32. District Magistrate, Bareilly reserves the right to reject any or all the tenders without assigning any reason whatsoever. District Magistrate, BAREILLY would not be under any obligation to give any clarifications to those vendors whose tenders have been rejected.
33. The items required will be supplied at Office of District Magistrate, BAREILLY at Collectorate.
34. All disputes are subject to Bareilly jurisdiction.
35. The vendor will furnish authorization in the prescribed format enclosed with this tender.

DECLARATION BY THE VENDOR

It is hereby declared that I/We the undersigned, have read and examined all the terms and conditions etc. of the tender document for which I/We have signed and submitted the tender under proper lawful Power of Attorney. It is also certified that all the terms and conditions of the tender document are fully acceptable to me/us and I/We will abide by the conditions from serial no. 1 to 35. This is also certified that I/We/our principal manufacturing firm have no objection in signing the purchase contract in the endorsed proforma if the opportunity for the supply of the items against this tender is given to me/us.

Date :

Signature :

Address:

Name :

Designation :

On behalf of
(Company Seal)

PART – 1

TECHNICAL BID

FOR SUPPLY, INSTALLATION AND MAINTENANCE
OF
COMPUTERS AND OTHER RELATED ITEMS

PART – 1

TECHNICAL BID

(a) General Information

1. Name of the Company

2. Full address of company _____

PIN CODE _____

TEL. NO. _____

FAX NO. _____

Local address of _____

company for. _____

Communication, if any _____

TEL. NO. _____

FAX NO. _____

3. Are you a manufacturer or

dealer (Manufacturer-1, Dealer-2)

4. YEAR TURN OVER

(A) Annual turn over in last 3 years in Rs. crores.

2008-2009 _____

2009-2010 _____

2010-2011 _____

(B) Trade Tax / Sales Tax Registration no. _____

With place

(c) Income Tax Registration no. _____

With place

5. Strength of local office at Bareilly.

(i) No. of Marketing Personnel |_|_|

(ii) No. of Technical Personnel |_|_|

(iii) No. of Supporting Staff |_|_|

6. (i) No. of Service Centres in U.P. |_|_|

(ii) Location of service centre(*) No. of Service Engg.

(a) Bareilly |_|_|

(b) _____ |_|_|

(c) _____ |_|_|

(Enclose the list of name, designation and phone no. of the head of service centres alongwith the complete address of the service centres)

For more service centres, enclose this information separately with Technical Bid.

(iii) Company's norm for posting one service engineer:

(a) On the basis of no. of PCs : |_|_| PCs

(b) On the basis of AMC Revenue : |_|_| In lakh Rs.

7. Environmental conditions requirement :-

	MIN.	MAX.
(a) Temperature (In Deg. C)	_ _	_ _

(b) Relative Humidity (%)	_ _	_ _
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8. Is air conditioning must for |_|

installing your machines

(Yes -1 , No -2)

9. (a) Installation base of PCs in Bareilly Pentium

(In No.)

(Please enclose the list of Purchase Orders) |_|_|_|_|

(b) Installation base of PCs in U.P Pentium

(In No.)

(Please enclose the list of Purchase Orders) |_|_|_|_|

10. Kindly enclose at least three after sales service

Support certificates from your customers where you have
Supplied and installed the Pentium computers to
evaluate your service support performance.

Total No. of service support certificates enclosed |_|_|

11. Any other information you feel _____
necessary _____

12. Details of earnest money attached:-

Amount Rs. |_|_|_|_|_|_|

Bank Draft No. _____

Bank Draft issuing date _____

Drawn on (Bank) _____

TECHNICAL BID FOR COMPUTER HARDWARE, SOFTWARE AND ACCESSORIES TO BE PURCHASED

S.No.	Items	Qty.	Specifications of the items offered	Make & Model
(1)	(2)	(3)	(4)	(5)
1	All in one desktop Computer	1	20" inch, Intel Pentium Dual Core E5800 CPU, 2GB RAM, 500GB Hard Disk, Intel Graphics Accelerator X4500 graphics, 3 years warranty	
2	Printer	3	Laser Printer, 22 PPM, 8 MB RAM, 1 year warranty	
3	UPS	3	1 KVA Single Phase line interactive 30 Mi. Backup, Double battery, Technology – PWM MOSFET, Input Voltage – 140-270 V, Output Voltage - 220V + 10%, Frequency – 45-55 Hz., one year warranty	
4	Scanner	2	48 bit flatbed CCD scanner, 1200*1200 dpi resolution, two front panel button, one year warranty	
5	Photocopier machine	1	16 ppm print speed, with stabilizer and trolley, compatible with computer	
6	Voice logger	1	2 Rate compress hardware, recording upto 70 hours/G HDD, should Support Windows 98/2000/XP/2003/NT, Direct P&T line , all EPABX extension compatible	

PART – 2

FINANCIAL BID

FOR SUPPLY, INSTALLATION AND MAINTENANCE
OF
COMPUTERS AND OTHER RELATED ITEMS

FINANCIAL BID FOR COMPUTER HARDWARE, SOFTWARE

S.No.	ITEM Name	Qty.	Unit Rate	Total Unit price (Rs.)
(1)	(2)	(3)	(4)	(5)
1	All in one desktop Computer			
2	Printer			
3	UPS			
4	Scanner			
5	Photocopier machine			
6	Voice logger			

Grand Total:

(In words Rs. _____)

***Quote Installation Charges Only.**

Name :

Signature :

Seal of vendor/Manufacturer