

Bid No. : NJA/Adm/ 2015-16/02

Date: 11/08/2015

BID DOCUMENT

Supply of Laptops (with preloaded Operating System) & Microsoft Office Home & Student 2013



NATIONAL JUDICIAL ACADEMY

P.O. Suraj Nagar, Bhadbahda Road, Bhopal- 462044

Telephone (EPABX): 0755-2432500, Fax : 0755-2696904



NATIONAL JUDICIAL ACADEMY

P.O. Suraj Nagar, Bhadbhada Road, Bhopal, 462044

Tel- EPABX – 0755- 2432500, Fax- 2696904

INVITATION FOR BID

Bid No. : NJA/Adm/2015-16/02

Date : 11/08/2015

The National Judicial Academy invites bids from experienced contractors/agencies for the following services/works/supply. The Bidder may submit separate bids for any or all of the services.

No.	Particulars	Cost of Bid Document (in Rs.)	Bid Security (in Rs.)
1	Execution and Facilitating the Catering Services in the Academy Premises	4,000/-	4,75,000/-
2	Providing and Facilitating Photocopying, Printing and Binding services.	2,000/-	45,500/-
3	Designing, Supplying, Installation, Testing & Commissioning of Digitally controlled Audio System, HD Video Camera & Acoustical Wall Panel in the Conference Halls at the Academy	4,000/-	1,65,000/-
4	Supply & Installation of LED Television (TV) Sets at the Academy	2,000/-	75,000/-
5	Removal of existing bib cock and providing, fixing/installation and testing of Health Faucet (with flexible tube) and two way bib cock at the toilets / WCs in the Academy Premises.	2,000/-	15,000
6.	Supply of Laptops (with preloaded Operating System) and Microsoft Office Home & Student 2013.	3,000/-	40,000/-

Bid document can be obtained by the prospective bidders on payment in cash or through Demand Draft in favour of “**National Judicial Academy**” payable at Bhopal from the Academy up to **03/09/2015 till 11:30 hours** during working hours or can be downloaded from our website. Bid must be delivered to Academy on or **before 14.00 hours on 03/09/2015**. For tender documents and another detail, please visit www.nja.gov.in or www.tenders.gov.in or www.eprocure.gov.in.

Registrar (Administration)
National Judicial Academy

Check List to be submitted along with Bid documents

No.	Particular	Remark
1.	Enclosed Money Receipt of cost of Bid document or Bankers Cheque/DD DD/Bkr's Chq/MRNo. _____ Dt. _____ Bank _____ Amount:Rs.3,000/	Yes/No
2.	Bid Security should have the validity period as mentioned under Clause 3 of Section I of the Bid document and should only be in the form of Account payee Demand Draft, Fixed Deposit Receipt or Banker's Cheque from any of the commercial bank, in favour of "National Judicial Academy" payable at Bhopal. DD/Bkr's Chq/FDR No. _____ Dt. _____ Bank _____ Amount: Rs. 40,000/-	Yes/No
3.	Price of the Bid, if the document downloaded from website.	Yes/No
4.	Copies of original documents defining the constitution or legal status, shop & Establishment Registration, place of registration, and principal place of business.	Yes/No
5.	Certificate of authentication by owner for experience of similar type of work. Copies of supply order to Govt./Semi Govt. organization/Autonomous Bodies or any other institution may also be enclosed along with the offer.	Yes/No
6.	Report on the financial standing of the agency, such as balance sheet, profit and loss statements and auditor's reports for the past three years.	Yes/No
7.	Photocopies of PAN, TIN No. & registration with Sales Tax Department.	Yes/No
8.	Whether all columns of the documents are filled and signed by authorized signatory invariably or not.	Yes/No
9.	Copies of all enclosures and are self attested	Yes/No
10.	Specification of the Laptops & MS Office 2013 to be Supplied	Yes/No

Note:-

1. Please put (√) on Yes or No, whichever is applicable.
2. Supporting documentary proof for all the above mentioned items duly self attested should be enclosed. In case the audited report for the immediate proceeding year is not complete, please enclose the provisional statement certified by self/Chartered Accountant along with justified reason for unaudited report.

Profile of Organisation

NJA

1. Name of Firm / Organization : _____

2. Status of the Firm / Organization : Proprietary / Partnership/Company/ Government/ Joint
(support the documents) Venture / Other (specify) _____

3. Registration/ License no. of the : _____
firm/or organization

4. Postal Address : _____

5. Telephone No.(s) : _____

6. Fax No. : _____

7. E -mail : _____

8. Web site : _____

9. Year of Establishment : _____

10. Activities/ Services Offered : _____

11. Name of the Principal/ Head of : _____
Organization
12. PAN : _____

13. TIN : _____

14. Sales Tax / VAT Registration : _____
Details

Date :

Place :

Signature of Authorized Signatory

Seal

Annual Turnover :

F. Year	Value (in Rs.)
2012-13	
2013-14	
2014-15	

Information Regarding Experience of similar types of business: *Attach authentication certificate(s) from the Employer.

No.	Name of the organization with complete postal address	Private Sector / Govt. Body / PSU / Training Institute	Name and designation of the contact person with Tel. / Mobile No (s)	Description	Value of supply order (Rs.)	Date of issue of supply order	Actual date of completion	Remarks on performance report

Seal & Signature of Authorized Signatory



NATIONAL JUDICIAL ACADEMY

SECTION I

INSTRUCTIONS TO BIDDERS & GENERAL CONDITIONS OF CONTRACT

National Judicial Academy, an Autonomous body fully funded by the Government of India, invites commercial offer for Supply of Laptops (with preloaded Operating System) & Microsoft Office Home & Student 2013 from reputed manufacture/authorized agencies who have proven experience in similar types of work/supply.

1. Qualification Information:

- 1.1. The Bidder must have 5 years experience in the similar business manufacturing/supply with an average annual turnover of minimum 5.00 lakhs in the last 2 years.
- 1.2. The Bidder should be a registered manufacturer/authorized agencies having valid certificate to carry out similar business, with an excellent reputation for integrity.

2. Cost of Application:

- 2.1. An amount of Rs. 3,000/- (Non Refundable) in the form of Account payee Demand Draft/Banker's Cheque from any of the commercial bank, in favour of "National Judicial Academy" payable at Bhopal to be enclosed along with the offer. The same can also be deposited in cash in the office during working hours.

3. Bid Validity:

- 3.1. The bid shall be valid for a period of 90 days after the last date of bid submission.
- 3.2. A bid submitted for a bid validity of shorter period shall rejected as non-responsive.
- 3.3. In exceptional circumstances, prior to expiry of the original time limit, the Employer may request that the bidders may extend the period of validity for specified additional period. The request and the bidder's response shall be made in writing. The bid security provided under Clause 4 shall also be extended suitably. The bidder may refuse the request without forfeiting his bid security. A bidder agreeing to the request will not be required or permitted to modify his bid. Bidder shall also not be entitled for any interest on the bid security amount.

4. Bid Security:

- 4.1. The agency shall furnish bid security of Rs.40,000/- in the form of Account payee Demand Draft/Bankers Cheque or Fixed Deposit Receipt (FDR in joint form is not acceptable) issued from any of the commercial bank, in favour of "National Judicial Academy" payable at Bhopal. No interest or any other incidental charges shall be payable by the Academy on this account. The bid security should be valid for a minimum period of 165 days from the due date of bid submission.
- 4.2. Any bid not accompanied by an acceptable bid security and not secured in as indicated in sub Clause 4.1 above shall be rejected as non-responsive.
- 4.3. The bid security of unsuccessful bidder will be returned to them at the earliest after expiry of the final bid validity and latest by on or before the 30th day after the award of the contract.
- 4.4. The bid security of successful bidder shall be released on receipt of performance security.
- 4.5. The bid security of successful bidder be considered as performance security, if the bid security is deposited by the way of demand draft/bankers cheque.
- 4.6. The bid security may be forfeited if:
 - i. The bidder withdraws the bid during the bid validity period.
 - ii. The bidder does not accept the correction of the bid price.
 - iii. The successful bidder fails to furnish the required Performance Security within specified time limit.

5. Performance Security:

- 5.1. The successful Bidder shall deliver to the Employer a Performance Security in any of the forms given below for an amount equivalent to 10% of the contract price, within, 21 days of receipt of the Letter of Acceptance. In the form of A/c payee Demand Draft or FDR or bank guaranty from any Commercial Bank in favour of National Judicial Academy (FDR in joint form is not acceptable).
- 5.2. Performance security should remain valid for a minimum period of 14 months.
- 5.3. Performance security will be released after one year of satisfactory completion of installation. Even after releasing the performance security the supplier shall be responsible for coordination to obtain warranty from the OEM.
- 5.4. Failure of the successful Bidder to comply with the requirements of Clause 5.1 shall constitute sufficient grounds for cancellation of the award of work and forfeiture of the Bid Security and the agency shall be blacklisted and debarred for future bidding process of the Academy.

6. Price:

- 6.1. Prices charged by the Supplier for goods delivered under the contract shall not vary from the prices quoted by the Supplier in its sealed quotation.
- 6.2. Escalation: The price quoted by the contractor should be on fixed price basis and are not subject to any escalation what so ever.

7. Payment:

- 7.1. No advance payment is admissible for the supply. Payment will be made on delivery and successful installation of Laptops with preloaded operating system with accessories & Microsoft Office Home & Student 2013.
- 7.2. Bill should be prepared and submitted by the agency in three copies for the supplied laptops & Microsoft Office Home & Student 2013. Payment will be released within 30 days from the date of receipt of bill along with submission of warranty card, delivery challan and installation report in the Academy.
- 7.3. Tax payable, if any, has to be quoted separately in the Bill.
- 7.4. Payment will be made by the Academy after deduction of TDS, VAT, other statutory levies as per applicable laws and penalty, if any.

8. Penalty:

- 8.1. Supply & installation of material should be ensured within 60 days from the date of receipt of the order and delay if any, shall attract a penalty of Rs. 200/- per day subject to maximum 10% of the contract value.
- 8.2. If the agency fails to supply of laptops against the supply order of the Academy, the performance security of the agency shall be forfeited by the Academy and the agency shall be black listed & debarred for future bidding process of the Academy.

9. Other Terms & Conditions:

- 9.1. The Interested agencies are advised to visit the Academy during working hrs for inspection of old Laptops before submitting their commercial offer for buy back and for inspection of installation points/locations.
- 9.2. The bidder should quote the rate for old Laptops available in the Academy under buy back scheme on “**as is where is basis**”.
- 9.3. The Commercial offer quoted by the agency should be valid for at-least 120 days from date of issue of work order.
- 9.4. The rate quoted should be inclusive of all charges on door delivery basis including installation charges, Taxes, Service charges etc. and tax component, if any, shall be shown separately in the final bill for payment.
- 9.5. Commercial offer without valid application fee, bid security and not fulfilling the eligibility criteria will be rejected.
- 9.6. Conditional offer is not acceptable.
- 9.7. The material should be supplied and installed at points/locations specified by the Academy at their own cost.
- 9.8. The requirement shown is approximate and the quantity of requirement may vary as per actual requirement at the time of placing order.
- 9.9. The bidder should submit a copy of valid authorization certificate issued by OEM along with the bid document.
- 9.10. The Academy reserves the right to award the work to any one or more agencies at a time or reject all the offers without assigning any reason.

- 9.11. The Academy reserves the right to accept or reject any or all offers without assigning any reason (s) thereof. The Decision of the Director, National Judicial Academy Bhopal shall be final and binding on all parties participating in the bidding process.
- 9.12. In case the date of opening of the bid happens to be a holiday, the bids will be opened on the next working day at the same time.

10. Bid submission and Examination:

- 10.1. Interested party may obtain the prescribed application format from the office of the undersigned during working hours or download the same from web sites **www.eprocure.gov.in** or **www.tenders.gov.in** or **www.nja.nic.in**.
(Academy observes Wednesday as weekly off and Tuesday as Half day working).
- 10.2. The complete offer in a envelope containing two separate sealed envelopes, one consisting of the application fee, bid security and all other enclosures duly signed on each pages, marked as envelope 'A' and the other one consisting of the Financial offer (Bill of quantity) marked as 'B' addressed to The Registrar (Administration), National Judicial Academy, P.O. Suraj Nagar, Bhadbhada Road, Bhopal-462044 (MP) must be delivered to Academy latest by 14:00 hrs on 03/09/2015 and will be opened on the same day at 17:00 hrs in presence of the bidders or their representative who wish to attend the process.
- 10.3. The bid of shall be declared as non-responsive, if the bidder doesn't fulfill the required eligibility criteria or if the specification of the Supply of Laptops (with preloaded operating system) & Microsoft Office Home & Student 2013 submitted by the bidder found to be sub standard than the standard required specification.
- 10.4. Bids received after the specified date & time of receipt, shall not be considered.
- 10.5. The financial offer(s) of those agencies whose technical offer is found to be responsive/in order will only be opened at a later date.

11. Amendment of Bidding Documents:

- 11.1. The Employer may modify the bidding documents before the deadline for submission of bids by using addenda.
- 11.2. Any addendum thus issued shall be part of the bidding documents and shall be communicated in writing or by cable to all the purchasers of the bidding documents. Prospective bidders shall acknowledge receipt of each addendum by fax to the Employer.
- 11.3. To give prospective bidders reasonable time in which to take an addendum into account in preparing their bids, the Employer shall extend, as necessary, the deadline for submission of bids.

12. Correction of Errors:

- 12.1. Bids determined to be responsive will be checked by the Employer for any arithmetic errors. Error will be corrected by the Employer as; where there is a discrepancy between the rates in figures and in words, the rate in words will govern.
- 12.2. The amount stated in the Bid will be adjusted by the Employer in accordance with the above procedure for the correction of errors and, shall be considered as binding upon the bidder. If the Bidder does not accept the corrected amount the Bid will be rejected, and the Bid security may be forfeited in accordance with Sub Clause 4.6.



NATIONAL JUDICIAL ACADEMY

SECTION II

CONTRACT DATA

Bid No. : NJA/Adm/2015-16/02

Date : 11/08/2015

The Works consist of –

Name of Employer	National Judicial Academy.
Name of Works	Supply of Laptops (with preloaded operating system) & Microsoft Office Home & Student 2013
Bid Security	Rs. 40,000.00
Time and Date of Pre Bid Meeting	13:00 hours on 24/08/2015
Last Date of submission of Bid,	14:00 hours on 03/09/2015
Time and Date of Opening of Bid	17:00 hours on 03/09/2015
Start Date/Date of Commencement of work	Within seven days from signing of agreement.
Intended completion date from start date	30 days from the start date
Security Deposit	In the form of Performance Guaranty and Retention Money.
Performance Security	5% of the Contract price
Liquidated Damages	<p>I. If the Contractor fails to deliver any or all of the goods within the time period specified in the supply order, the Purchaser shall, without prejudice to its other remedies under the contract, deduct from the contract price, as liquidated damages, a sum equivalent to 5 percent and up to a maximum deduction of 10 percent of the contract price of delayed goods. Once the maximum is reached, the Purchaser may consider termination of the contract.</p> <p>II. In case of service providing contract, if the contractor fails to provide services in time at short notice the employer shall get the same done from the open market and the cost incurred on this shall be recoverable from the contractor in addition to suitable penalty.</p>
Contract Price	Rate contract.
Warranty -Defect Liability period from Intended completion date	The Supplier warrants that all the goods supplied under the contract shall fully comply with the specification laid down in the contract.



NATIONAL JUDICIAL ACADEMY

SECTION III

SPECIFICATION OF WORK & TECHNICAL SPECIFICATION

1. SPECIFICATION OF WORK

- 1.1 The National Judicial Academy requires to appoint experienced contractors/ suppliers/ manufactures/authorized channel partner of reputed manufacturer & authorized agencies for the work of Supply of Laptops (with preloaded operating system) & Microsoft Office Home & Student 2013. The work shall be carried out according to the specification mentioned in Section III of this document, Bill of Quantities as per Section IV.
- 1.2 The specification of works for Supply of Laptops (with preloaded operating system) will cover the following specifications:
- a) All supplied Laptops preloaded with Microsoft Windows® 8.1 Pro (64-Bit) English or the latest from M/s. Microsoft for this category with certificate of Authenticity.
 - b) Processor of 5th Generation Mobile Intel® Core –i3 with 3MB Cache or better with 4GB 1600 MHz DDR3L-RAM or higher and expandable upto 8GB.
 - c) Intel® Integrated HD Graphics upto 4400 with 14"HD (1366 x 768) Anti Glare LED Backlit or higher.
 - d) Keyboard with Touch Pad/Track point
 - e) Inbuilt Optical Drive with Internal dual layer DVD Read/Write
 - f) Integrated Wireless, Bluetooth & Ethernet card connectivity with USB Ports.
 - g) Integrated stereo speakers with dual-microphone array and includes High definition Audio/Visual.
 - h) Integrated Webcam supports videoconferencing and still image capture, Large image sensor for excellent color matching and good low light sensitivity.
 - i) Researchable Battery pack comprising of LI-ION battery with minimum 2.5 Hours of Battery backup.
 - j) All Laptops should have a minimum of one year's warranty.
 - k) All allied accessories and carry case with each Laptop must be provided at the time of delivery.

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- 1.3 The specification of work for supply of Microsoft Office Home & Student 2013 is as follows:
- a) Supply of Microsoft Office Home & Student 2013 with perpetual use and free service packs till support end date.
 - b) Supply of Microsoft Office Home & Student 2013 includes full version open License with media.
- 1.4 Unless otherwise stipulated in the contract, the scope of supply shall include all such items not specifically mentioned in the contract but that can be reasonably inferred from the contract as being required for attaining Delivery and Completion of the Goods and Related Services as if such items were expressly mentioned in the contract.

2. TECHNICAL SPECIFICATION

Sl. No.	Description	Specification Required	Specification Offered (to be filled by Bidder)	Compliance (Yes/No)
1	Processor	Intel® Core i3 (5 th Generation Mobile)		
2	Processor Specification	3MB cache or better		
3	Memory	4GB DDR3 @ 1600 MHz upgradable to 8GB		
4	HDD	500GB SSD		
5	Keyboard & Mouse	Touch Pad/ Track Point & Multi Touch on Touch Pad		
6	Optical Drive	DVD Read/Write		
7	Audio	HD Audio codec, Stereo Speaker, Dual Array Microphone		
8	Camera	Integrated 2 MP camera		
9	Graphics	Intel® integrated HD Graphics 4400		
10	Display	14”(355mm) HD(1366x786) color, Anti-glare, LED backlit or higher Display		
11	Connectivity	Intel® b/g/n wireless, Bluetooth 4.0		
12	Ethernet	Integrated Intel® 10/100/1000 Ethernet		
13	USB	USB 3.0/HDMI/Mini		
14	Card Reader	4-in-1		
15	Other Ports	VGA, Stereo Head phone /MIC combo jack IN/Out and other standard features		
16	Operating System	Microsoft Windows® 8.1 Pro (64-Bit)		
17	Battery (Rechargeable)	Minimum 6hrs backup and 3years Warranty		
18	Power Adaptor	AC adaptor with power chord		
19	Carry Case	Carry case bag		
20	Accessories	as provided by the company		
21	MS Office	Microsoft Office Home & Student 2013 with valid license		

Bidder shall submit the compliance / non-compliance against each parameter as above along with details of the proposed configuration quoted by them.



NATIONAL JUDICIAL ACADEMY

SECTION IV - FINANCIAL BID

PART-A

Bill of Quantities (Price Schedule)

Name of Work: Supply of Laptops (with preloaded Operating system)

Bid No. : NJA/Adm/2015-16/02

Date :

Name of Contractor/Supplier:

Address:

Sl. No.	Description	Quantity	Unit rate (in figure)	Total Price (in figures)	Total Price (in words)
1	Laptops (with preloaded operating system) as per Clause 2 of Section II Make:..... Model:.....	40			
2	Buy back of old laptops Dell Inc. Latitude E5400 (As is where is basis)	20			
3	Buy back of old laptops IBM 2682 AAI Note Book (As is where is basis)	20			

(Amount in Rs.)

Note: The rate quoted should be inclusive of installation charges, all taxes & charges on door delivery basis.

Date: ___/___/___

Signature of Authorized Signatory

Place: _____

Seal



NATIONAL JUDICIAL ACADEMY

SECTION IV - FINANCIAL BID

PART-B

Bill of Quantities (Price Schedule)

Name of Work: Microsoft Office Home & Student 2013

Bid No. : NJA/Adm/2015-16/02

Date :

Name of Contractor/Supplier:

Address:

(Amount in Rs.)

Sl. No.	Description	Quantity	Unit rate (in figure)	Total Price (in figures)	Total Price (in words)
1	Licensed full version of Microsoft Office Home & Student 2013 with media	140			

Note: The rate quoted should be inclusive of installation charges, all taxes & charges on door delivery basis.

Date: ___ / ___ / _____

Signature of Authorized Signatory

Place: _____

Seal