



राष्ट्रीय इलेक्ट्रॉनिकी एवं सूचना प्रौद्योगिकी संस्थान (रा.इ.सू.प्रौ.सं.)

NATIONAL INSTITUTE OF ELECTRONICS AND INFORMATION TECHNOLOGY (NIELIT)

(सूचना प्रौद्योगिकी विभाग, संचार तथा सूचना प्रौद्योगिकी मन्त्रालय, भारत सरकार की एक स्वायत्त वैज्ञानिक संस्था)

(An Autonomous Scientific Society of Department of Electronics & Information Technology,

Ministry of Communications & Information Technology, Govt. of India)

इन्द्रस्ट्रियल स्टेट, जुवांगतुई, आईजोल –796017 Industrial Estate, Zuangtui, Aizawl-796017

Phone: (0389) 2350581, Fax: (0389) 2350582 web: www.aizawl.nielit.gov.in

(रा.इ.सू.प्रौ.सं., नई दिल्ली का एक केन्द्र / A Centre of NIELIT, New Delhi)

Ref. no. NIELIT/AIZ/200/45(6)/2014

Date: 13th March, 2015

LIMITED TENDER ENQUIRY

(Details can also be download

from Centre's website at <http://www.aizawl.nielit.gov.in>)

To

Sir,

You are requested to quote rate(s) for the items mentioned below as per the details given:

Sl. No.	Name of the Item(s)	Description/ Specifications	Quantity	Unit
1.	Desktop Computer System	Intel Core i3 based processor Detailed configuration enclosed at Annexure –I Sl. No. 1	30	Sets

with

The terms and conditions on the enclosure should be read carefully and noted in order to comply

Yours faithfully,

(C.VANLALNUNGA)
Deputy Director (A&F)

Terms and Conditions (For Limited Tender)

- a) Last date of receiving Quotation : 20th March, 2015 12:00 noon
b) Date of opening the Quotation at NIELIT, Aizawl : 20th March, 2015 02:00 p.m.

1. The quotation should be addressed to the Director, NIELIT, Aizawl.
2. Technical Bid as per Proforma-I and Commercial Bid as per Performa-II are to be sealed in separate envelopes appropriately superscribed as '**Technical Bid**' and '**Commercial Bid**' respectively as the case may be and then both these covers should be sealed in a cover superscribed as '**Quotation for Desktop Computer Systems**' and should bear the enquiry number and due date on the top, otherwise Quotation will be summarily rejected. The Commercial Bid would be opened only after the Technical Bid is found satisfactory and qualified. Tender received after the prescribed cut off date and time will be rejected forthwith.
3. The bidder should be a manufacturer of the equipments offered or an authorized Dealer / Agent / Partners of the manufacturer. In case the bidder is not a manufacturer, a copy of authorization / agency / dealership / partnership certificate from the manufacturer should be furnished along with technical bid.
4. Rates offered should be valid for a minimum period of 180 days from the date of opening of Tenders. If there is any deviation in the prices written in figures and words the price indicated in words shall be considered as final.
5. The vendor shall supply the equipments within 21 days of the date of placing firm Purchase Order. Delivery period shall be specifically indicated in the Tenders and strictly adhered to. If no delivery period is stated in the Tender, it will be taken for granted that the supply will be arranged to us within 21 days of the issue of Supply Order and the time required for the installation of the systems at site should also be shown separately in the tenders. Any extension in the delivery period after the supply order is placed may result in the cancellation of the Purchase Order.
6. Repeated Order for part or whole of the mentioned items, if necessary, may be placed within 1 year of acceptance of the item and has to be executed by you, on the same rates, terms and conditions.
7. Tenders (Technical Bid) shall invariably be accompanied by manufacturer's catalogues and leaflets giving full technical specifications and complete details of the system. In the absence of full details and specification, the Tenders shall be summarily rejected.
8. If you need to add any item to your system in order to meet our specification requirements, you are required to quote for your basic system separately and also to quote the total value of the system including the option required to suit our requirements. Otherwise, your tender will not be considered at all.
9. Wherever applicable you are required to clearly indicate the Part No./Model No./Brand Name etc. If such details are not included, it will be presumed that your offer is not for branded item, but for generic only, and compared accordingly. You should quote your rate only for our specification requirements in the format given.
10. Bidder must state categorically whether or not his offer is exact to tender specification and indicate deviations if any failing which his offer will be ignored.

11. All items offered shall conform, in all respects, to the relevant Indian Standard specifications with up to date amendments, wherever applicable. All the hardware supplied must be accompanied with all restore Disc, drivers, cables and manuals wherever applicable.
12. Warranty: The equipment supplied shall be free of all manufacturing defects and under warranty for a period of minimum 1 year expandable to 3 years from the date of installation.
13. NIELIT Aizawl does not bind itself to accept the lowest or any tender and reserves with itself the right of accepting the whole or any part of the Tender and the Bidder shall be bound to supply the accepted items at the rates quoted.
14. On taxable items of supply, Sales Tax shall be shown separately. NIELIT Aizawl would be eligible for concession rates as applicable to educational institutions run without profit motives. Necessary and relevant certificates will be issued in this regard at the time of supply. NIELIT Aizawl does not bind itself to issue of Road Permit/Way Bill.
15. Tenders shall be preferably been typed and should be free from typographical errors. All documents should be signed and seal by the bidder or his/her duly authorized representatives.
16. PAYMENT TERMS:
 - a) No advance payment will be made at any cost. Quotation of tenders demanding advance payment and clearance through Banks will not be accepted.
 - b) 97% payment shall be made on installation and successful testing of the equipment by the consignee.
 - c) 3% of the invoice value will be retained as security deposit which will be released after expiry of warranty period.
 - d) For claiming the payment the following documents would be produced before paying authority.
 - i) Invoice
 - ii) Delivery Challan
 - iii) Receipt from the consignee
 - iv) Satisfactory Installation certificate by the suppliers duly signed by the user
 - v) No payment will be made for goods rejected at site on testing
17. Tenders shall be preferably been typed and should be free from typographical errors.
18. The Bidder shall sign the tender at the space provided in the tender form and affix his office seal and indicate the date, otherwise the tender is liable to be rejected.
19. The tender is liable to be rejected if complete information is not given therein or if the particulars and date (if any) asked for in the schedule to the tender are not fully filled in or not duly signed / authenticated. Each page of the tender documents are required to be signed and bear the official seal of the Bidder.
20. Bidder should have PAN No. in the name of firm / proprietor. Sales tax registration number may be quoted in all cases.
21. The rate quoted by the Bidder shall be final and no enhancement shall be allowed under any circumstances.
22. The Bidder will have to give extended warranty of the equipment for a minimum of 2 years after normal warranty period is over. The same can be by the manufacturers or the authorized Service Centre / Partner etc. Rates for extended warranty should be quoted in this Quotation itself.

23. NIELIT Aizawl reserves the right to reduce / enhance the quantity of the equipment for which quotations are being invited.
24. A copy of this document duly signed by authorized signatory (who has signed the Tenders) in token of acceptance of the terms and conditions stipulated herein should be submitted with the Performa for furnishing the Technical Bid without which the Quotation shall be treated as incomplete and hence summarily rejected and the Financial Bid of the Bidder will not be opened.
25. Licenses as required for software in original must be supplied.
26. EMD: The Bidder should pay Earnest Money Deposit (EMD) of Rs.18,000/- (Rupees Eighteen Thousand Only) by Demand Draft / Banker's Cheque drawn in favour of Director, NIELIT, Aizawl payable at Aizawl. Demand Draft / Banker's Cheque towards EMD must be attached with the Technical Bid. In case the offer is accepted, and the vendor does not honour its obligations, the EMD shall be forfeited. The EMD will also be forfeited if the Bidder withdraws his offer before finalization of the tender.
27. The Earnest Money Deposit shall not bear any interest. While the DDs of the other Bidders shall be returned / refunded by NIELIT Aizawl immediately after identifying the vendor, the amount of EMD remitted by successful Bidder shall be refunded only after submission of Security Deposit as per clause 16 (C) of this document.

Annexure – I
SYSTEM CONFIGURATION

Sl. No.	Item	Description
1.	Desktop Computer	Intel Core i3 based processor 3 rd Generation 4GB RAM DDR3 500 GB HDD, SATA, 17” Monitor LED, Optical Mouse, Keyboard etc.

PROFORMA FOR TECHNICAL BID

(Please go through the terms and conditions stipulated in Tender Document before filling up this Proforma)

1. Name of the Organisation :
Address & Tele. No.
Email Id
- 2 Date of commencement of Business :
- 3 Status of the organisation :
(i.e. whether proprietorship, Partnership,
Pvt. Ltd., / Public Ltd. Company, Regd.
Under Societies Regn. Act etc.)
- 4 Regn. No. of the Organisation. Please :
attach Certificate of Regn / Incorporation)
5. Name of the CEO / Proprietor :
6. Business of the Organisation :
(i.e whether manufacturer, Dealer, Agent)
(Enclose a copy of dealership / partnership
Certificate in case the bidder is not a manufacturer)
7. Annual Turnover : 2011-12 2012-13 2013-14
(attach photostat copies of Income-
Expenditure Statement / IT Returns /
CA's certificate) for last 3 years
- 8 CST No., if any :
Service Tax no. if any :
PAN No. of the Organisation :
- 9 Details of EMD (Enclosed DD) : DD no. _____ dated _____
for Rs. 18,000/- drawn on _____
_____ Bank in favour of
Director, NIELIT Aizawl payable at Aizawl
10. Name & address of three prominent Organizations provided similar services in
the recent past (please also furnish copies of the supply orders)

1)	2)	3)

Contd./-

- 11(a) Do you agree with the terms and conditions stipulated in Tender Document :
- 11(b) Please list out any points of disagreements with proposed solution (attach a separate sheet in case space provided is insufficient) :
- 12) Have your attached a check sheet indicating matching of all parameters / specifications / features given in Specification Sheet (Appendix A) :

Declaration:

- a) It is certified that the information furnished above is correct.
- b) We have gone through the terms and conditions stipulated in Tender Document and confirm to abide by the same. Disagreement and solution proposed has been listed in a separate sheet and being attached with this Bid. A copy of the Terms and Conditions with its each page signed, in token of acceptance of the same is enclosed.
- c) We understand that the decision of NIELIT Aizawl to accept / reject "the points of disagreements and proposed solution provided by us" would be final and binding;
- d) The signatory to this bid is authorized to sign such bids on behalf of the organization.

Signature

Name

Date..... Designation

PROFORMA FOR COMMERCIAL BID

(Please go through the terms and conditions stipulated in Tender Document before filling up this Proforma)

1. Name of the Organisation :
 Address & Tele. No. :
 Email ID :
 Service Tax no. :
 Sales Tax no. :
 PAN No. :
 2. Rates offered :

All products as per specifications given in Annexure - I

Sl. No.	Description	Qty.	Make & Model No.	Rate per quantity		Rate of AMC after expiry of warranty
				In figure	In words	
1.	Desktop Computer as per Sl. No. 1 of Annexure-I					

Note:

- The company will have to quote for all of the above items
- Quantity of equipment listed above may vary slightly when final order is placed.
- All taxes – sales tax, octroi, service tax etc. (if applicable) should be specified separately.
- NIELIT Aizawl reserves the right to accept or reject any offer without assigning any reason whatsoever.
- Successful bidder shall not be allowed to transfer the order in the name of some other company or it's principal.
- NIELIT Aizawl reserves the right to cancel this tender in case no satisfactory proposal is received.

Declaration:

- It is certified that the information furnished above is correct.
- We have gone through the terms and conditions stipulated in the Tender Document and confirm to abide by the same.
- The signatory to this bid is authorized to sign such bids on behalf of the organization.

Place :

Signature :

Date :

Name :

Designation :