

Cost of Tender Document: Rs 1000

If sent through post Cost of Tender Document: Rs 1100

National Institute of Electronics and Information Technology (NIELIT), Chandigarh Centre (formerly DOEACC Society, Chandigarh Centre), SCO No 114-116, Sector 17-B, Chandigarh- 160017. (An Autonomous Scientific Society of Department of Information Technology, Ministry of Communications & Information Technology, Govt. of India)

Tender No. PUR-40A/2011

Tender Document for

Supply and Installation of Networking Equipment and Software at Central Hindi Directorate – Voluntary Hindi Organization (CHD-VHO) centres

National Institute of Electronics and Information Technology, Chandigarh Centre on behalf of Central Hindi Directorate (CHD), New Delhi invites technically complete and commercially competitive proposals from reputed vendors for supply and installation of Networking Equipment and Software along with media for **Nine** CHD-VHO centres spread all over India as per Annexure 'D'.

Scope of Work

The successful vendor/tenderer will take total responsibility for Networking Equipment and Software supplied and installed by them. The vendor will be required to provide software media and license in the name of **Central Hindi Directorate** for all software supplied by them.

Cost of Tender Document

The tender document will be available against payment of Rs.1000/- either in cash or in the form of demand draft issued by a scheduled commercial bank favoring the Director, NIELIT, Chandigarh Centre, payable at Chandigarh. Rs100/- will be charged extra if desired by post, however NIELIT will not be responsible for non delivery / postal delays. In case the tender document is downloaded from the website, the tenderer shall have to deposit Rs. 1000/- as cost of tender in the form of Demand Draft in favour of Director, NIELIT, Chandigarh Centre, which is not refundable.

Eligibility Criteria

The tenders of only those tenderers who fulfill the following eligibility criteria will be accepted:

- i) The tenderer should be in business for at least 3 years (please enclose proof in support of eligibility).
- ii) The tenderer should be in sound financial conditions and should be in profits. A copy of last three financial years Profit & Loss statement and relevant audited Balance Sheets should be submitted with the offer.
- iii) Tenderer should not have been disqualified by any of its clients on account of non-fulfillment of contract for supply/installation/maintenance related issues. The tenderer has to give an undertaking in this regard.
- iv) The tenderer should have the sufficient resources for supply & installation of Networking Equipment and Software items all over India. The tenderer has to give an undertaking in this regard.
- v) The Registration number of the firm along with the CST/VAT No. allotted by the Sales Tax Authorities, PAN number and copy of Income Tax return for the last three financial years should be given in the technical bid, failing which vendor's bid would become invalid and same shall be rejected.
- vi) Upon verification, evaluation/assessment, if in case any information furnished by the vendor is found to be false/incorrect, their total bid shall be summarily rejected and no correspondence on the same, shall be entertained.

TERMS AND CONDITIONS OF TENDER FOR SUPPLY & INSTALLATION OF NETWORKING EQUIPMENT AND SOFTWARE

1. TENDERERS MUST QUOTE RATES ONLY IN THE ENCLOSED PROFORMA PLACED AT ANNEXURE 'C'.
2. The Tender document is not transferable and its cost is not refundable under any circumstances
3. The tenders should be valid for 90 days from the last date of submission of the tender.

4. Item wise L-1 vendor will be evaluated.
5. The tenderer will be required to send **TWO SEPARATE ENVELOPES, FIRST ENVELOPE CONTAINING DEPOSIT OF EARNEST MONEY, QUALIFICATION BID (ANNEXURE A), TECHNICAL BID (ANNEXURE B) AND TECHNICAL LITERATURE WHEREAS THE SECOND CONTAINING THE FINANCIAL BID (ANNEXURE C) SHOWING RATES, AND TERMS AND CONDITIONS.** While opening the tenders, the envelopes containing Qualification Bid and Technical Bid shall be opened first and acceptance of the tender according to the specified clauses will be ascertained. Financial Bid of only those tenderers will be opened who qualify the eligibility criteria on the basis of Qualification and Technical Bid. For opening of Financial Bids, separate date will be fixed. Both the envelopes should be sealed and super scribed in bold letters:

"QUALIFICATION BID AND TECHNICAL BID FOR SUPPLY & INSTALLATION OF NETWORKING EQUIPMENT AND SOFTWARE AT CHD-VHO CENTRES"

"FINANCIAL BID FOR SUPPLY & INSTALLATION OF NETWORKING EQUIPMENT AND SOFTWARE AT CHD-VHO CENTRES"

The Purchase Committee will open FINANCIAL BIDS of the tenderers short-listed after evaluation of the Technical Bids.

6. Tenderers have to deposit earnest money of **Rs. 30,000/-** (Thirty thousand only) in the form of demand draft in favour of Director, NIELIT, Chandigarh Centre, payable at Chandigarh which will be returned to all except the tenderer(s) selected for supply & installation immediately after the order is placed. This amount will be returned to the selected tenderer(s) on acceptance of the material supplied by the tenderer(s). In case the tenderer(s) fails to complete the supply according to the terms of the order, the amount of EMD will be forfeited.

NO TENDER WITHOUT EARNEST MONEY DEPOSIT WILL BE ENTERTAINED

7. Prices quoted should be F.O.R. sites (all over India) (quantity may vary at the time of placing the supply order) inclusive of all charges like Sales tax/VAT, Excise duty, insurance. The Octroi as per actual shall be payable extra. No other charges/taxes/levies shall be payable. No form 'C' / 'D' /

undertaking will be provided by **NIELIT, Chandigarh Centre / Central Hindi Directorate(CHD)**.

8. Networking equipments and Softwares alongwith media must be delivered within **4 weeks** from the date of issue of the purchase order. Penalty for late delivery would be leviable at the rate of 0.5% per week subject to a maximum of 10 percent of the value of such portion of material as has not been supplied within the stipulated period. In case delivery is not completed within 2 weeks after the specified delivery period, NIELIT may cancel the order and arrange to procure the said items from any other source at the risk and cost of the selected tenderer(s) and EMD will be forfeited.
9. Warranty on Networking Equipments shall be one year and one month media warranty on software items from date of installation of Networking equipment and Softwares at the CHD-VHO centres.

10. PAYMENT TERMS

The terms of payment will be as follows:

- i. No advance payment against purchase order will be made.
 - ii. 90% of the value of the equipment will be paid within 30 days of submission of the bill along with reports showing successful delivery, Installation & satisfactory functioning of Networking Equipment and Software at respective CHD-VHO centres.
 - iii. 10% of the value of the Networking Equipment and Software will be paid, against Bank Guaranty towards performance security of equivalent amount, with in 30 days after submission of the satisfactory functioning report signed by the CHD-VHO Centre In-charge. The Bank Guaranty (BG) should remain valid for a period of sixty days beyond the date of completion of all contractual obligations of the supplier including warranty obligation (One year warranty on Networking Equipment and one month media warranty on software items).
11. Director, NIELIT, Chandigarh Centre, reserves the right to reject any or all tender(s) without assigning any reason.

12. Sealed tenders, complete in all respects, should reach **NIELIT, Chandigarh Centre, SCO No 114-116, Sector 17-B, Chandigarh- 160017, latest by 3:00 pm on 16th November, 2011.** Incomplete tenders or those without earnest money may be rejected. **Technical bids will be opened on the same day at 3.30 p.m.** in **NIELIT, Chandigarh Centre, SCO No 114-116, Sector 17-B, Chandigarh- 160017,** tenderers or their representatives who may wish to be present at the time of opening of the Technical Bids. The Financial Bids will be opened after evaluating the technical bids for which date will be fixed separately. In case of any further detail tenderer(s) may contact at Ph.:- 0172-2728889, 2702262.
13. Director, NIELIT, Chandigarh Centre, reserves the right to cancel/ revise or alter the requirements and/or specifications of the material before acceptance of any tender and call for revised tenders.
14. Director, NIELIT, Chandigarh Centre, reserves the right to reject all or any item, if supplied material found defective within 30 days.
15. If a dispute arises out of or in connection with the tender, or in respect of any defined legal relationship associated therewith or derived there from, the parties agree to submit that dispute to arbitration under the ICADR Arbitration Rules, 1996. The Authority to appoint the arbitrator(s) shall be the International Centre for Alternative Dispute Resolution. The International Centre for Alternative Dispute Resolution will provide administrative services in accordance with the ICADR Arbitration Rules, 1996. The place of arbitration proceedings shall be New Delhi.
16. In all matters and disputes arising hereunder, the appropriate Courts at Chandigarh alone shall have jurisdiction to entertain and try them.
17. Non-compliance of the above terms and conditions will be treated as non-responsive and tenders are liable to be rejected.
18. **Copy of these terms and conditions duly signed and stamped on each page must be attached with the technical bid in lieu of acceptance of the above terms and conditions.**

Annexure – ‘A’

QUALIFICATION BID

PLEASE COMPLETE THE FORM AND ENCLOSE NECESSARY DOCUMENTS WHERE REQUIRED OTHERWISE THE TENDER WILL BE REJECTED

BID PARTICULARS FOR TENDER NO. : _____

1) Name of the Bidder : _____

2) Address of the Bidder : _____

Telephone / Mobile No. :

Fax :

E-mail :

3) Bidder's proposal number and date :

4) Name & Address of the officer :

To whom all references shall be

Made regarding this tender

Telephone / Mobile No. :

Fax :

E-mail :

5) Earnest Money : Yes/No

Demand Draft Date	Demand Draft No.	Drawn on Bank	Amount

6) No. of years of Experience :

(Attach certificates from Client – for successful running)

7) Turnover (for last 3 years) : 2008-09

2009-10

2010-11

8) Supplies in India (Reference of Organization) :

9) Copy of Income Tax returns of last 3 years : Yes/No

(Attach attested copies)

- 10) Sales Tax/VAT Registration Certificate : Yes/No
(Attach attested copy)
- 11) An affidavit from Notary that the firm : Yes/No
has never been Black-Listed
(Attach original affidavit on Rs. 10/- Stamp paper)
- 12) PAN NO. :
- (Attach attested copy)
- 13) I/We have read all the terms and conditions of
the tender and accept them in full : Yes/No

DECLARATION

I/WE DECLARE THAT THE INFORMATION SUPPLIED ABOVE IS CORRECT TO THE BEST OF MY/OUR KNOWLEDGE.

(Signature)

Name:

Seal

Witness 1:

Signature.....

Name.....

Designation.....

Company.....

Date.....

Witness 2:

Signature.....

Name.....

Designation.....

Company.....

Date.....

N.B.

1. Check List of Certificates/attachments

- a. Bank/Demand Draft for EMD
- b. Last 3 years balance sheet (i.e. 2008-09, 2009-10, 2010-11)
- c. Experience Certificates
- d. Attested copies of Sales Tax/Service Tax/VAT Registration No., Income Tax Clearance, PAN etc.
- e. Any of the following (If applicable)
 - i. Articles of Association
 - ii. Bye-Laws or Certificate of Registration
 - iii. Partnership Deed
- f. Affidavit from Notary that firm has never been blacklisted (in original)
- g. Documentary evidence of turnover of respective OEMs

Annexure 'B'**TECHNICAL BID****1. Networking Equipment**

Sr. No.	Description	Qty.	Deviation/Remarks
1	16 Port Networking Switch 10/100 mbps with Patch Cords	9	

2. Software (Standard Edition of latest Academic version)

Sr. no.	Description	Qty.	Unit	Edition/Version Provided	Deviation/Remarks (If any)
1.	MS Office	9	Licenses		
2.	CorelDraw	9	Licenses		
3.	PhotoShop	9	Licenses		
4.	PageMaker	9	Licenses		
5.	Tally	9	Licenses		
6.	Visual Studio (.NET)	9	Licenses		
7.	Flash	9	Licenses		
8.	C Compiler	9	Licenses		

Annexure 'C'**FINANCIAL BID****1. Networking Equipment**

Sr. No.	Description	Qty. (A)	Unit rate (including all taxes) (B)	Total Amount including all Taxes (A x B)
1	16 Port Networking Switch 10/100 mbps with Patch Cords	9		

2. Software (Standard Edition of latest Academic version)

Sr. no.	Description	Qty. (A)	Unit	Unit rate (including all taxes and media cost (if any)) (B)	Total Amount including all Taxes (A x B)
1.	MS Office	9	Licenses		
2.	CorelDraw	9	Licenses		
3.	PhotoShop	9	Licenses		
4.	PageMaker	9	Licenses		
5.	Tally	9	Licenses		
6.	Visual Studio (.NET)	9	Licenses		
7.	Flash	9	Licenses		
8.	Compiler (C Compiler)	9	Licenses		
TOTAL AMOUNT					

Annexure- 'D'**Locations of 9 CHD-VHO centres**

City/State	No. of VHO Centres
Banglore, Karnataka	3
Dharwad, Karnataka	1
Mandya, , Karnataka	1
Hydrabad, Andhra Pradesh	1
Thiruvananthapuram, Kerala	1
Guwahati, Assasm	1
Johrat, Assam	1
T O T A L S	9