

E-5

**PROCUREMENT OF GOODS
UNDER
SHOPPING PROCEDURES**

GOVERNMENT OF INDIA
MINISTRY OF ENVIRONMENT, FORESTS & CLIMATE CHANGE
SOCIETY OF INTEGRATED COASTAL MANAGEMENT (SICOM),
112, FIRST FLOOR, DEENDAYAL ANTYODAYA BHAVAN, CGO COMPLEX
NEW DELHI-110003

INTEGRATED COASTAL ZONE MANAGEMENT (ICZM) PROJECT
CREDIT AGREEMENT 4765 -IN

**INVITATION FOR QUOTATIONS FOR SUPPLY AND INSTALLATION OF OFFICE AND IT
EQUIPMENT FOR SICOM OFFICE**

ReferenceNo: -NPMU/G/2018/2

Dated: 05.10.2018

Sub.: INVITATION FOR QUOTATIONS FOR SUPPLY AND INSTALLATION OF OFFICE AND IT
EQUIPMENT FOR SICOM OFFICE

1. You are invited to submit your most competitive quotation for the following goods: -

Brief Description of the Goods	Specifications *	Quantity	Delivery Period	Place of Delivery
Supply and Installation of Office and IT Equipment	Refer annex I	Refer annex I	30 days	CGO Complex Lodhi Road, New Delhi-03

Scope of the Assignment: -

- a) To deliver the Office IT equipment as per the specification provided in the Annex-I
- b) To install the equipment and set up the LAN (Local Area Network) of the instruments and Telephones. (Concealed wiring will be done by our building contractor for approximate seating capacity of 35 persons)
- c) The supplier will provide all the material (Cables, Switches, port etc) and consumable as required for installing LAN and the installation of other office IT equipment.
- d) Supplier will provide EPABX and wifi router for at least 50 connections and LAN Hub for networking along with the equipment's and other required interfacing items/attachments

Background

2. Government of India has received a credit from the International Development Association (IDA) towards the cost of the Project and intends to apply part of the proceeds of this credit to eligible payments under the contract for which this invitation for quotations is issued.

3. we are enclosing the Bid Document to assist you in the preparation and submission of your quotation.

4. You are requested to provide your offer latest by 15.30Hrs on 15.10.2018 by **speed post/by hand only**.

5. SICOM reserves the right to accept/reject any/all tenders in part/full without assigning any reason thereto.
6. Any addendum/corrigendum/amendment in respect of above tender shall be issued on the website(www.sicommoef.in) only and no separate information shall be issued in the newspaper. Tenderers are therefore requested to regularly visit on website to keep themselves updated.
7. Quotations will be opened at 10:30Hrson 16.10.2018in the office of Room No.112, First Floor, DeendayalAntyodayaBhawan, CGO Complex, Lodhi Road, New Delhi-110003. If any Bidder or their authorized representative wants to attend the meeting may attend the meeting.
8. We look forward to receiving your quotations and thank you for taking interest in this Project.

**National Project Director
Society of Integrated Coastal Management (SICOM),
New Delhi
Email id:- proc.sicom@gmail.com
Tel No:011-24360934**

Instructions to Bidders

A. General

1. Eligible Goods and services.

- 1.1 All the Office Equipment to be supplied under the Contract shall have their origin in eligible source countries, defined in the IBRD Guidelines for Procurement and all expenditures made under the Contract will be limited to such goods & services.

2. Cost of submission of Quotations.

- 2.1 The Bidder shall bear all costs associated with the preparation and submission of the Quotation, and SICOM hereinafter referred to as "the Purchaser", will in no case be responsible or liable for these costs, regardless of the conduct or outcome of the bidding process.

B. The Bidding Documents

3. Content of the Bidding Document

- 3.1 The goods required, bidding procedures and contract terms are prescribed in the bidding documents. In addition to the Invitation for Bids, the bidding documents include:
- a. Instruction to Bidders (ITB)
 - b. Technical Specifications. (Attachment-I)
 - c. Quotation Form (attachment-II)
 - d. Price Schedules (Attachment-III)
 - e. Contract Form (Attachment-IV)
 - f. Conditions of Contract (Attachment-V)
 - g. Performance Security Form (Attachment-VI)
 - h. Performance Statement Form (Attachment-VII)
- 3.2 The Bidder is expected to examine all Instructions, forms, terms, and specifications in the bidding Documents. Failure to furnish all information required by the bidding documents or submission of quotation and not substantially responsive to the bidding documents in every respect will be at the Bidder's risk and may result in rejection of its quotation.

C. Preparation of Quotations

4 Documents Constituting the Quotations;

- 4.1 The quotation prepared by the Bidder shall comprise the following;

- a. The completed Quotation Form (Attachment-II) and Price Schedule (Attachment-III)
- b. Documentary evidence established in accordance with ITB Clause 7 that the bidder is eligible to quote and is qualified to perform the contract if its quotation is accepted.

5. Quotation Form

- 5.1 The Bidder shall complete the Quotation Form (Attachment-II) and the Price Schedule (Attachment-III) furnished in the bidding documents, indicating the IT Equipment to be supplied, a brief description of the equipment, and their quantity and price.

6. Bid Price

6.1 The Bidder shall indicate on the Price Schedule(Attachment-III), the unit price and total bid prices of the Office Equipment it proposes to supply under the Contract. However, Bidders shall quote for the complete requirement of Office Equipment specified under each item on a single responsibility basis, failing which such bids will not be taken into account for the evaluation and will not be considered for award.

6.2 Prices indicated on the Price Schedule shall be entered separately in the following manner:

- i. The prices of the goods, quoted delivered to the consignee item wise excluding GST.
- ii. GST shall be shown separately.
- iii. The rates quoted by the bidder shall be fixed for the duration of the contract and shall not be subject to adjustment on any account. A quotation submitted with an adjustable prices will be treated as non-responsive
- iv. The Prices shall be quoted in Indian Rupees only.

7. Documents Establishing Bidder's Eligibility and Qualifications:

7.1 ELIGIBILITY CRITERIA

- (a) The annual turnover of the firm in last 5 years should be more than 180 Lakh.
- (b) The bidder should have experience in the field of IT, telecom and communication projects done with Government of India or various government departments in last 5 years (Purchase order/work order along with end user certificate must be submitted as a proof. Submission of PO/WO alone will not establish the bidder's qualification)
- (c) The firm should have successfully completed three similar works each of value not less than Rs.26lakhs in last five years (Purchase order/work order along with end user certificate must be submitted as a proof. Submission of PO/WO alone will not establish the bidders qualification). Or
- (d) The firm should have successfully completed two similar works each of value not less than Rs.39 Lakh in last five years (Purchase order/work order along with end user certificate must be submitted as a proof. Submission of PO/WO alone will not establish the bidder's qualification) or
- (e) The firm should have successfully completed one similar works each of value not less than Rs.52Lakh in last five years (Purchase order/work order along with end user certificate must be submitted as a proof. Submission of PO/WO alone will not establish the bidder's qualification)
- (f) In case of Desktop, Laptop, Printer, the bidder must be manufacturer/agent authorised by the manufacturer/Authorised dealer.
- (g) Bidder for supply of desktop/laptop/printers must be a authorized partner of the OEM/distribution channel.

7.2 The Bidder shall furnish, as part of its quotation, following documents to establish the Bidder's eligibility to quote and its qualifications to perform the Contract if its quotation is accepted:

1. Certificate of Work Experience: (Attachment-VII)
2. Details of three similar works completed each of value not less than **Rs. 26 Lakhs.**
Or
3. Two similar works each of value not less than **Rs. 39 Lakhs.**
Or
4. One similar work of value not less than **Rs. 52 Lakhs** during the last five years ending previous day of the last date of submission of technical bid.
5. Reports on financial standing of the Bidder such as profit & Loss statements and auditors report for the last 3 years i.e 2014-15, 2015-16 & 2016-17 in the format attached
6. Bidders for supply of desktop/printer/laptops must be manufacturer/agent authorised by the manufacturer/Authorised dealer. Certificate with respect to the same issued must be produced along with other eligible/qualifying documents
7. PAN with self-attested copy of PAN
8. GST registration with self-attested copy of GST
9. Certificate for providing warranty as mentioned in the specification

7.3 Similar work means “Providing/supplying branded IT and Telecom Equipment Conference Room and voice & networking” in Central Govt. Deptt./State Govt. Deptt./Central Autonomous Body/Central Public Sector undertaking, Pvt. Ltd Companies with repute.

7.4 Joint Venture is not allowed for applying the contract.

8. Documents Establishing Office Equipment in Conformity to Bidding Documents.

8.1 The Documentary evidence of conformity of the Office Equipment to the Bidding Documents may be in the form of literature, drawings and data etc.

9. Period of Validity of Bids

9.1 Bids shall remain valid for 90 days after the deadline for submission of quotations prescribed by the Purchaser.

10. Format and Signing of Bids.

The Quotation shall be typed and shall be signed by the Bidder to the Bidder to the Contract. All pages of the bid, except for unamended printed literature, shall be initialed by the person signing the quotation. Any interlineations, erasures or overwriting shall be valid only if they are initialed.

In case of any clarification/ confirmation on the Bid, the bidder is requested to submit questions by email (proc.sicom@gmail.com) to reach the Employer within 7 days from the date of publication of the Bid.

11. Corrupt or Fraudulent Practices

The Bank requires that the Borrowers (including beneficiaries of Bank Loans) as well as Bidders/Suppliers/ Contractors under Bank-Financed contracts, observe the highest

standard of ethics and not indulge in corrupt and fraudulent practices, during the procurement and execution of such contracts

12. Amendment of Bidding Documents

12.1 Before the deadline for submission of bids, the Purchaser may modify the bidding documents by issuing addenda.

12.2 Any addendum thus issued shall be part of the bidding documents and shall be communicated in writing to all the bidders. Prospective bidders shall acknowledge receipt of each addendum in writing to the Purchaser.

12.3 To give prospective bidders reasonable time in which to take an addendum into account in preparing their bids, the Purchaser shall extend as necessary the deadline for submission of bids, if necessary.

13. Bid Security

13.1 The Bidder shall furnish, as part of his Bid, a Bid security of Rs1.00 Lakhs for this particular work. This bid security shall be in favor of Society of Integrated Coastal Management, payable at New Delhi and may be in one of the following forms:

- a bank guarantee issued by a nationalized / scheduled bank located in India, **The Bank Guarantee format shall be as per Attachment or**
- Certified Cheque, Bank Draft or Letter of Credit in favor of Society of Integrated Coastal Management, payable at New Delhi.

13.2 Bank guarantees issued as surety for the bid shall be valid for 45 days beyond the validity of the bid.

13.3 Any bid not accompanied by an acceptable Bid Security and not secured as indicated in Sub-Clauses 13.1 and 13.2 above shall be rejected by the Purchaser as non-responsive.

13.4 The Bid Security of unsuccessful bidders will be returned within 28 days of the end of the bid validity period.

13.5 The Bid Security of the successful bidder will be discharged when the bidder has signed the Agreement and furnished the required Performance Security.

13.6 The Bid Security may be forfeited

- (a) if the Bidder withdraws the Bid after Bid opening during the period of Bid validity;
- (b) if the Bidder does not accept the correction of the Bid Price, or
- (c) in the case of a successful Bidder, if the Bidder fails within the specified time limit to
 - (i) sign the Agreement; or
 - (ii) furnish the required Performance Security.

13.7 Each bidder shall submit only one quotation. Bidder shall not contact other Bidders in matters relating to this Quotation. .

D. Submission of Quotation

14. Sealing and Marking of Bids

14.1 The Bidders shall prepare & submit 1 original and 3 copies of Technical Part and only 1 original of Price Part. The Technical part shall contain (i) Bid Security (ii) all the documents required for establishing eligibility for qualification as per clause no. 7(iii) Detailed specifications of the IT equipment as offered and ensure that no Price is included in the technical part. The Price part shall contain (i) Quotation Form & (ii) the Price as per the Format. The Technical Part and the Finance part should be kept in separate envelopes and sealed. These envelopes (called as inner envelopes) shall then be put inside one outer envelope.

14.2 The Bidder shall seal the original and copy of the Bid in separate envelopes, duly marking the envelopes as "**ORIGINAL**" and "**COPY**".

14.3 The **inner and outer** envelopes shall

(a) be addressed to the Employer at the following address:

National Project Director, SICOM, Ministry of Environment, Forests & Climate Change, 112, First Floor, Deendayal Antyodaya Bhawan, CGO Complex, Lodhi Road, New Delhi-110003

and

(b) bear the following identification:

- Bid for "SUPPLY AND INSTALLATION OF IT EQUIPMENT" for SICOM office, DELHI. Bid Reference NoNPMU/G/2018/2 DATED 05.10.2018

14.4 In addition to the identification required in Sub-Clause 14.3, the inner envelopes shall indicate the name and address of the bidder to enable the bid to be returned unopened in case it is declared late, pursuant to Clause 12.3

14.5 If the outer envelope is not sealed and marked as above, the Purchaser will assume no responsibility for the misplacement or premature opening of the bid.

15. **Deadline for Submission of the Bids**

15.1 Bids must be received by the Purchaser at the address specified above not later than 15.30 Hours on 15.10.2018. In the event of the specified date for the submission of bids declared a holiday for the Purchaser, the Bids will be received upto the appointed time on the next working day.

15.2 The Purchaser may extend the deadline for submission of bids by issuing an amendment in accordance with Clause 12.3, in which case all rights and obligations of the Purchaser and the bidders previously subject to the original deadline will then be subject to the new deadline.

16. **Late Bids**

16.1 Any Bid received by the Purchaser after the deadline prescribed in Clause 12.3 will be returned unopened to the bidder

E. Opening and Evaluation of Quotation

17. **Opening of Quotations by the Purchaser**

17.1 Quotations will be opened at 10:30 Hrson 16.10.2018 in the office of Room No.112, First Floor, DeendayalAntyodayaBhawan, CGO Complex, Lodhi Road, New Delhi-110003 if any Bidders or their authorized representatives wants to attend the meeting can attend the meeting.

National Project Director, SICOM, Ministry of Environment , Forests& Climate Change, 112, First Floor,Pt. DeendayalAntyodayaBhavan, CGO Complex,Lodhi Road, New Delhi-110003

In the event of the specified date of Quotations opening date being declared a holiday for the Purchaser, the Quotations shall be opened at the appointed time and location on the next working day.

18 Clarification of Quotations

18.1 During Evaluation of Quotations, the Purchaser may, at its discretion, ask the Bidder for a clarification of its quotation. The request for clarification and the response shall be in writing and no change in prices or substance of the quote shall be sought, offered or permitted.

19 Preliminary Examination.

19.1 The Purchaser will examine the Quotations to determine whether they are complete, whether any computational errors have been made, whether the documents have been properly signed, and whether the quotations are generally in order.

19.2 Arithmetical errors, if any be rectified.

19.3 The Purchaser may waive any minor informality or non-conformity or irregularity in Quotation which does not constitute a material deviation, provided such a waiver does not prejudice or affect the relative ranking of any Bidder.

19.4 Prior to the detailed evaluation, the Purchaser will determine the substantial responsiveness of each quotation to the bidding documents. For the purpose of these Clauses, a substantially responsive quotation is one which conforms to all the terms and conditions of the Bidding Documents without material deviations. Deviations or reservations to critical provisions such as those concerning Performance Security, Warranty, Payment Terms and Delivery will be deemed to be a material deviation.

19.5 If a quotation is not substantially responsive, it will be rejected by the Purchaser and may not be subsequently be made responsive by the Bidder by correction of the non-conformity

20 Evaluation and Comparison of Quotation.

20.1 The Purchaser will evaluate and compare the quotations determined to be substantially responsive i.e. which (a) are properly signed; (b) conform to the terms and conditions, and specifications and (c) has submitted all the documents asked for in 7.2 above. No Quotation will be considered if the complete requirements covered in the item is not included in the Quotation.

20.2 The Purchaser's evaluation of a Bid will exclude and not take into account, in case of goods, sales and other similar taxes, which will be payable on the Goods if a contract is awarded to the Bid.

F. Award of contract

21 Post Qualification

21.1 The Purchaser will determine to its satisfaction whether the Bidder that is selected as having submitted the lowest evaluated responsive quotation meets the Qualifications as mentioned at clause 7 above.

The bidders should furnish information on all past supplies and satisfactory performance on the prescribed format attached.

21.2 The determination will take into account the Bidder's Financial, technical and production capabilities. It will be based upon an examination of documentary evidence of the Bidder's qualifications submitted by Bidder as well as other information as the Purchaser deems necessary and appropriate.

21.3 An affirmative determination will be a prerequisite for award of the contract to the Bidder. A negative determination will result in rejection of the Bidder's Bid, in which event the Purchaser will proceed to the next lowest evaluated bid to make similar determination of that Bidder's capabilities to perform the contract satisfactorily

22 Award of Contract

22.1 The Purchaser will award the contract to the bidder whose quotation has been determined to be substantially responsive and who has offered the lowest evaluated quotation price provided that the Bidder is determined to be qualified to perform the Contract Satisfactorily.

22.2 Notwithstanding the above, the Purchaser reserves the right to accept or reject any quotations and to cancel the bidding process and reject all quotations at any time prior to the award of contract.

22.3 The bidder whose bid is accepted will be notified of the award of contract by the Purchaser prior to expiration of the quotation validity period. The terms of the accepted offer shall be incorporated in the supply order.

22.3 In case where two more bidder evaluated as L1 then contract will be awarded to the bidder who got maximum technical score.

23. Purchaser's right to vary Quantities at the time of Award

The Purchaser reserves the right at the time of Contract Award to increase or decrease by upto 25% of the Quantity of goods originally specified in the schedule of requirements without any change in unit price or other terms & conditions.

24 Purchaser's Right to accept any quotation and to reject any or all quotations.

24.1 The Purchaser reserves the right to accept or reject any quotation, and to annul the bidding process and reject all quotations any time prior to contract award, without thereby incurring any liability to the affected Bidder or Bidders.

25 Notification of Award

Prior to expiration of the period of Quotation validity, the Purchaser will notify the successful bidder in writing by registered letter or by cable/e-mail or FAX, to be confirmed in writing by registered letter, that its quotation has been accepted

26 Performance Security

26.1 Within 10 days of receipt of the Letter of Award, the successful Bidder shall submit to the Employer a Performance Security either in the form of Bank Guarantee issued by a Nationalized/Schedule bank in the form given in Attachment for an amount equivalent to 5% of the Contract price in favour of Society of Integrated Coastal

Management, payable at New Delhior in shape of DD, drawn in favour of Society of Integrated Coastal Management, payable at New Delhi. Or by endorsing FDR in favour of Society of Integrated Coastal Management, payable at New Delhi.

26.2 Failure of the successful bidder to comply with the requirements of clause 26.1 shall constitute a breach of contract, cause for annulment of the award, forfeiture of the bid security, and any such other remedy the Employer may take under the contract, and the Employer may resort to awarding the contract to the next ranked bidder.

26.3 Performance security submitted in form of Bank Guarantee, or by endorsement of FDR, needs to remain valid for a period of 60 days beyond the expiry of warranty period.

National Project Director
(SICOM), New Delhi
Tel. No.011-24360934

TECHNICAL SPECIFICATIONS

1. All in One Desktop Computers -15 Nos. (HP/Dell and equivalent)

- I. All in one form factor
- II. Intel i7 processor 7th generation onward with Intel chipset
- III. 1x8 GB DDR4 2400 MHz memory (Maximum memory supported is 32 GB RAM)
- IV. 1 TB, 7200 rpm hard disk drive
- V. 8x +/- RW DVD writer
- VI. 19" or higher full HD (1600x900) display
- VII. Wireless keyboard and mouse
- VIII. Inbuilt speaker and microphone.
- IX. Integrated 10/100/1000 ethernet network adapter
- X. 4+ USB ports (combination of USB 3.0 and USB 2.0 ports)
- XI. Universal audio jack
- XII. Windows 10 professional (64 bit) operating system
- XIII. Three Year NBD (Next Business Day) onsite warranty

2. 14" Laptop Computers - 5 Nos. (HP/Dell and equivalent)

- I. Intel i7 quad core processor 8th generation or higher with Intel chipset
- II. 16 GB DDR4 memory
- III. 1 TB 5400 rpm hard disk drive
- IV. 14" LCD (1366x768) display
- V. Integrated 10/100/1000 ethernet network adapter
- VI. Integrated HD webcam
- VII. Inbuilt 8.2.11ac dual band WiFi network adapter
- VIII. Inbuilt Bluetooth 4.1 adapter
- IX. Inbuilt speaker and microphone.
- X. Windows 10 professional (64 bit) operating system
- XI. Battery life up to 9 hours
- XII. 2+ USB ports (combination of USB 3.0 and USB 2.0 ports)
- XIII. Three Year NBD (Next Business Day) onsite warranty

3. All in One Personal Mono Laser Printers(Printer/Scanner/Copier/Fax) -10

Nos. (HP/CANONand equivalent)

- I. A4 size printer, Scanner, Copier
- II. Duplex Printer
- III. Internet printing capability
- IV. Print Speed 30 PPM or higher
- V. A4 size scanner with ADF functionality
- VI. Paper tray (A4) Two or more
- VII. LCD information display panel with button
- VIII. Monthly duty cycle of 30000 pages
- IX. First page out (ready)
 - i. Black: less than 12 second
 - ii. Colour: less than 15 second
- X. Scanner resolution up to
 - i. Up to 1200*1200 dpi (colour and mono, flatbed)
 - ii. Up to 300dpi (colour and mono, ADF)
- XI. Three Year NBD (Next Business Day) onsite warranty

4. All in One Personal colour Laserjet Printers (Printer/Scanner/Copier) -2

Nos. (HP/CANONand equivalent)

- I. A3 size printer, Scanner, Copier
- II. Automatic Duplex Printer
- III. Printer Memory - 6 GB or higher
- IV. Hard Disk Drive – 320 GB or higher
- V. Processor speed – 1.2 GHz or higher
- VI. Internet printing capability
- VII. Print Speed 30 PPM, Scan speed 80 ppm
- VIII. A3 and A4 size scanner with ADF functionality
- IX. Paper tray (A4) Two or more
- X. LCD information display panel with button
- XI. CGD (Colour Graphic Display)
- XII. Monthly A4 pages duty cycle of 300000 pages
- XIII. Recommended monthly page volume – 50000 Pages)
- XIV. Number of Media Tray – 3 or more
- XV. Media Weight – 60 to 220 g/m²
- XVI. 600x600 dpi print quality (black and Colour)
- XVII. Scanner resolution up to
 - i. Up to 1200x1200 dpi (colour and mono, flatbed)
 - ii. Up to 300dpi (colour and mono, ADF)
- XVIII. Compatible with windows Android, Mac and Linux
- XIX. Three Year NBD (Next Business Day) onsite warranty

5. 49" LED TV – 2 Nos. (LG/SONY/SAMSUNGand equivalent)

- I. Display Resolution – 1920p x 1080p
- II. Smart Energy Saving
- III. Interface type
 - I. 2 nos. HDMI
 - II. 1 nos. USB
 - III. 1 Nos. Component
 - IV. 1 Nos. Digital audio output
 - V. 1 Nos Optical
- IV. 1 Year NBD (Next Business Day) onsite warranty

6. 85" LED TV – 1 Nos. (LG/SONY/SAMSUNGand equivalent)

- I. Display Resolution – 1920p x 1080p
- II. Smart TV with Energy Saving
- III. Interface type
 - a) 2 nos HDMI
 - b) 1nos USB
 - c) 1Nos Component
 - d) 1 Nos Digital audio output
 - e) 1 Nos Optical
- IV. 1 Year NBD (Next Business Day) onsite warranty

7. Corded Phone – 30 Nos. (Panasonic/Philipsand equivalent)

- I. Colour Black/White/Blue/Brown/Silver
- II. Alphanumeric keypad
- III. Display phone
- IV. Backlit LCD display for checking, erasing and call back for incoming and outgoing calls.
- V. Volume Setting
- VI. Loudspeaker
- VII. Dial Lock, Call Block, Call Record
- VIII. Wall & Desk Mountable
- IX. Tone and pulse dialling mode
- X. 1 Year manufacturer warranty

8. **Cordless Phone – 5 Nos. (Panasonic/Philips and equivalent)**

- I. Slim design speaker phone with Black/White/Blue/Brown/Silver colour
- II. Alphanumeric keypad
- III. Display phone with caller id facility
- IV. Backlit LCD display for checking, erasing and call back facility for incoming and outgoing calls.
- V. Volume Setting
- VI. Loudspeaker
- VII. One touch redial
- VIII. Dial Lock, Call Block, Call Record
- IX. Wall & Desk Mountable
- X. Tone and pulse dialling mode
- XI. 1 Year manufacturer warranty

9. **Heavy Duty Manual Twin Ring Wire Binding Machine- 1 No**

- I. Punching Capacity: 10 sheets (75 GSM/20lb bond)
- II. Binding Capacity (Wire): 230 sheets
- III. Long Lasting replaceable high-Tech hollow drills bits
- IV. 3:1 pitch – 33 loops – A4 for wire binding
- V. 2:1 pitch – 22 loops – A4 for wire binding
- VI. Can punch poly propylene, plastic cover sheets too
- VII. Standard drill bits: 5mm (0.196”) * 10(L) mm
- VIII. Punching bits quantity: 11 pieces
- IX. Twin ring wire capacity: 4.8mm – 24.5 mm (3/16”-1)
- X. Max paper capacity: 297mm (A4)
- XI. Machine Dimension: 346mm (W) * 440mm (D) * 212mm (H)
- XII. Machine height: 15.1 Kgs.
- XIII. Warranty- 1 Year including Labour and Parts

10. Heavy Duty Manual Spiral & Wire Binding Machine-1 No.

- I. Punching Capacity: 80 sheets (75 GSM/20lb bond)
- II. Building Capacity (Wire): 150 sheets
- III. Long Lasting replaceable high-Tech hollow drills bits
- IV. 3:1 pitch - 34 loops - A4 & 32 loops letter for wire binding
- V. 4.5:1 pitch - 51 loops - A4 for spiral coil punching
- VI. Can punch poly propylene, plastic cover sheets too
- VII. Standard drill bits: 4.4mm (0.173") * 8(L) mm
- VIII. Punching bits quantity: 17 pieces
- IX. Twin ring wire capacity: 4.8mm - 24.5 mm (3/16"-9/16")
- X. Max paper capacity: 297mm (A4)
- XI. Machine Dimension: 346mm (W) * 440mm (D) * 212mm (H)
- XII. Machine Height: 15.6 Kgs
- XIII. Warranty- 1 Year including Labour and Parts

11. Cross Cutter shredder Machine-1 Nos

- I. Feed Opening (mm) - 230
- II. Shred width (mm) - 3.9x38mm
- III. Performance in sheets (Nos) * - 22
- IV. Security level ** - 3
- V. Shred speed (metre/min) - 2.7
- VI. Power connection (volts) - 220
- VII. Electrical consumption (Kw) - 530(0.53)
- VIII. Capacity (litres) - 38
- IX. Dimensions (mm H, W, D) - 640x425x320
- X. Weight in kg (approx) - 24.5
- XI. Sound Level (Db) No Load - 55
- XII. Sound Level (Db) Load - 65
- XIII. Rating (Min) Working - 20
- XIV. Rating (Min) Idle - 30
- XV. Paper A4 70 g/m²
- XVI. As per DIN 32 757 standard
- XVII. Warranty- 1 Year

12. Video Conference System -1 No

- I. Video standards and protocols - H.261, H.263, H.264 AVC, H.264 High Profile
- II. Video Input - HDCI x1, HDMI 1.3x1, VGAX1
- III. Video Out - HDMI 1.3x2
- IV. People Video Resolution - 1080p 60FPS from 1740 KBPS
- V. Content Video Resolution – HD (1920x1080i), HD (1920x1080p)
- VI. Audio Input
 - i. 1x Real presence Group microphone array input sort
 - ii. USB Headset Support
 - iii. 1x HDCI (Camera)
 - iv. 1x HDMI
 - v. 1x3.5mm stereo line-in
- VII. Audio Output
 - i. 1xHDMI
 - ii. USB Headset Support
 - iii. 1x3.5mm stereo line-out
- VIII. Other interfaces
 - i. 2xUSB 2.0
 - ii. 1xRS232, 8-pin mini-DIN

13. Wireless Conference System for 24-seater conference room along with 2 cordless mic -1 No(Bosch,JBL,Sonyand equivalent)

- I. Fully-digital audio and control
- II. Direct Sequence Spread Spectrum (DSSS) for high immunity from interference and unauthorised listening, even when using other radio systems
- III. Wireless transmission with integrated True Diversity antenna technology for transmitting and receiving the data's/messages/signals
- IV. Three selectable frequency bands: 2.4 / 5.2 / 5.8 GHz
- V. Automatic or manual silent change to an interference-free frequency response acc. to EN 3000328 ETSI
- VI. Automatic recognition of interferences in all frequency ranges
- VII. Processor-controlled and automatic audio channel allocation of the microphone units
- VIII. Digital 128-bit encryption and additional 24-bit PIN code against unauthorised listening
- IX. Corridor characteristic

- X. Touch buttons with backlit illumination
- XI. Microphone button to switch the microphone on / off
- XII. Voice-controlled activation of the microphone possible
- XIII. Integrated two-way speakers
- XIV. The loudspeaker shall be turned off when the microphone is activated
- XV. Adjustable mini stereo jack output (3.5 mm)
- XVI. Programable parameters via the control unit and the appropriate configuration software
- XVII. Automatic Power OFF when the control unit is in the stand-by mode or switched off
- XVIII. Operating control LED shall indicate the status when the minimum capacity is too low

14. Heavy Duty All in One Personal colour LaserJet Printers

(Printer/Scanner/Copier) - 1 Nos. (HP/CANONand equivalent)

- I. A4 size printer, Scanner, Copier and FAX
- II. 6 GB or more memory
- III. Automatic Duplex Printer
- IV. Gigabit ethernet port
- V. Internet printing capability
- VI. Print Speed 30 PPM or higher
- VII. A4 size scanner with ADF functionality
- VIII. Paper tray (A4) Three or more
- IX. LCD information display panel with button
- X. CGD (Colour Graphic Display)
- XI. Monthly duty cycle of 300000 pages
- XII. First page out (ready)
 - i. Black: less than 6 second
 - ii. Colour: less than 15 second
- XIII. 600x600 dpi print quality (black and Colour)
- XIV. Scanner resolution up to
- XV. Up to 600x600 dpi (colour and mono, flatbed)
- XVI. Three Year NBD (Next Business Day) onsite warranty

15. Camera-2 Nos (Canon/Nikonand equivalent)

- a. Resolution 20.3 megapixels
- b. Included Components Camera, Bag, Memory Card, Re-Chargeable Cell, Charger
- c. Screen Size - 3 Inches
- d. Optical Zoom - 50 X
- e. Optical Sensor Resolution - 20.3 Megapixels
- f. Video Capture Resolution - 1920 x 1080
- g. Battery Cell Composition - Lithium Ion
- h. Viewfinder Type – digital

QUOTATION FORM

Date :.....Credit/Loan No :.....IFQ No :.....

TO: (Name and address of purchaser)

Gentlemen and/or Ladies :

Having examined the Bidding Documents the receipt of which is hereby duly acknowledged, we, the undersigned, offer to supply and deliver Item numbers in conformity with the said bidding documents at the unit rates as specified in the attached Price Schedule.

We undertake, if our bid is accepted, to deliver the goods in accordance with the delivery schedule specified in the Schedule of Requirements.

If our bid is accepted, we will furnish Performance Security equivalent to percent of the Contract Price for the due performance of the Contract, in the form prescribed by the Purchaser.

We agree to abide by this bid for the Bid validity period specified in ITB Clause 9 of the bidding document and it shall remain binding upon us and may be accepted at any time before the expiration of that period.

Until a formal contract is prepared and executed, this bid, together with your written acceptance thereof and your notification of award shall constitute a binding Contract between us.

We undertake that, in competing for (and, if the award is made to us, in executing) the above contract, we will strictly observe the laws against fraud and corruption in force in India namely "Prevention of Corruption Act 1988".

We understand that you are not bound to accept the lowest or any bid you may receive.

We clarify/confirm that we comply with the eligibility requirements as per ITB Clause 1 of the bidding documents.

Dated this day of 201

(Signature of the Bidder)

CONTRACT FORM

THIS AGREEMENT made theday of....., 201... Between.....(*Name of purchaser*) (Hereinafter called "the Purchaser") of the one part and..... (*Name of Supplier*) of (Hereinafter called "the Supplier") of the other part:

WHEREAS the Purchaser is desirous that certain Goods and ancillary services viz.,(*Brief Description of Goods and Services*) and has accepted a quotation by the Supplier for the supply of those goods and services in the sum of (*Contract Price in Words and Figures*)(Hereinafter called "the Contract Price").

NOW THIS AGREEMENT WITNESSETH AS FOLLOWS:

1. In this Agreement words and expressions shall have the same meanings as are respectively assigned to them in the Conditions of Contract referred to.
2. The following documents shall be deemed to form and be read and construed as part of this Agreement, viz.:
 - (a) the Quotation Form and the Price Schedule submitted by the Bidder;
 - (b) the Schedule of Requirements;
 - (c) the Technical Specifications;
 - (d) Conditions of Contract; and
 - (e) the Purchaser's Notification of Award.
3. In consideration of the payments to be made by the Purchaser to the Supplier as hereinafter mentioned, the Supplier hereby covenants with the Purchaser to provide the goods and services and to remedy defects therein in conformity in all respects with the provisions of the Contract.
4. The Purchaser hereby covenants to pay the Supplier in consideration of the provision of the goods and services and the remedying of defects therein, the Contract Price or such other sum as may become payable under the provisions of the Contract at the times and in the manner prescribed by the Contract.

Brief particulars of the goods and services which shall be supplied /provided by the Supplier are as under:

Sl.No	Brief description of goods and services	Quantity to be supplied	Unit rates	Total price	Delivery terms

TOTAL VALUE:
DELIVERY SCHEDULE:

IN WITNESS whereof the parties hereto have caused this Agreement to be executed in accordance with their respective laws the day and year first above written.

Signed, Sealed and Delivered by the
said (For the Purchaser)
in the presence of:.....

Signed, Sealed and Delivered by the
said (For the Supplier)
in the presence of:.....

CONDITIONS OF CONTRACT**1. Definitions**

1.1 In this Contract, the following terms shall be interpreted as indicated:

- (a) "The Contract" means the agreement entered into between the Purchaser and the Supplier, as recorded in the Contract Form signed by the parties, including all the attachments and appendices thereto and all documents incorporated by reference therein;
- (b) "The Contract Price" means the price payable to the Supplier under the Contract for the full and proper performance of its contractual obligations;
- (c) "The Goods" means all the equipment, machinery, and/or other materials which the Supplier is required to supply to the Purchaser under the Contract;
- (d) "Services" means services ancillary to the supply of the Goods, such as transportation and insurance, and any other incidental services, such as installation, commissioning, provision of technical assistance, training and other obligations of the Supplier covered under the Contract;
- (e) "CC" mean the Conditions of Contract contained in this section.
- (g) "The Purchaser" means the organization purchasing the Goods, as named in SCC.
- (i) "The Supplier" means the individual or firm supplying the Goods and Services under this Contract

2. Standards

2.1 The Goods supplied under this Contract shall conform to the standards mentioned in the Technical Specifications, and, when no applicable standard is mentioned, to the authoritative standard appropriate to the Goods' country of origin and such standards shall be the latest issued by the concerned institution.

3. Use of Contract Documents and Information; Inspection and Audit by the Bank

3.1 The Supplier shall not, without the Purchaser's prior written consent, disclose the Contract, or any provision thereof, to any person other than a person employed by the Supplier in performance of the Contract. Disclosure to any such employed person shall be made in confidence and shall extend only so far as may be necessary for purposes of such performance.

3.2 The supplier shall permit the Bank to inspect the Supplier's accounts and records relating to the performance of the Supplier and to have them audited by auditors appointed by the Bank, if so required by the Bank.

4. Patent Rights

4.1 The Supplier shall indemnify the Purchaser against all third-party claims of infringement of patent, trademark or industrial design rights arising from use of the Goods or any part thereof in India.

5. Performance Security:

5.1 Within 10 days of receipt of the notification of contract award, the Supplier shall furnish performance security to the Purchaser for an amount of 5% of the contract value, valid up to 60 days after the date of completion of warranty period. The proceeds of the performance security shall be payable to the Purchaser as compensation for any loss resulting from the Supplier's failure to complete its obligations under the Contract.

5.2 The Performance Security shall be in a Bank guarantee issued by a nationalized/scheduled bank located in India, in the form provided in the bidding documents **(Attachment 1)**

5.2 In the event of any correction of defects or replacement of defective material during the warranty period, the warranty for the corrected/replaced material shall be extended to a further period of 12 months and the Performance Bank Guarantee for proportionate value shall be extended 60 days over and above the extended warranty period.

5.3 In the event of any contract amendment, the Supplier shall, within 15 days of receipt of such amendment, furnish the amendment to the Performance Security, rendering the same valid for the duration of the Contract, as amended for 60 days after the completion of performance obligations including warranty obligations.

5.4 The performance security will be discharged by the Purchaser and returned to the Supplier not later than 60 days following the date of completion of the Supplier's performance obligations.

6. Inspections and Tests

6.1 The Purchaser or its representative shall have the right to inspect and/or to test the Goods to confirm their conformity to the Contract specifications at no extra cost to the Purchaser. The Technical Specifications shall specify what inspections and tests the Purchaser requires and where they are to be conducted. The Purchaser shall notify the Supplier in writing in a timely manner of the identity of any representatives retained for these purposes.

6.2 The inspections and tests may be conducted on the premises of the Supplier, at the Goods final destination. If conducted on the premises of the Supplier, all reasonable facilities and assistance, including access to drawings and production data - shall be furnished to the inspectors at no charge to the Purchaser.

6.3 Should any inspected or tested Goods fail to conform to the specifications, the Purchaser may reject the goods and the Supplier shall either replace the rejected Goods or make alterations necessary to meet specification requirements free of cost to the Purchaser.

6.4 Nothing in GCC Clause 6 shall in any way release the Supplier from any warranty or other obligations under this Contract.

7. Packing

7.1 The Supplier shall provide such packing of the Goods as is required to prevent their damage or deterioration during transit to their final destination as indicated in the Contract. The packing shall be sufficient to withstand, without limitation, rough handling during transit and exposure to extreme temperatures, salt and precipitation during transit and open storage. Packing case size and weights shall take into consideration, where appropriate, the remoteness of the Goods' final destination and the absence of heavy handling facilities at all points in transit.

8. Delivery and Documents

8.1 Delivery of the Goods shall be made by the Supplier in accordance with the terms specified by the Purchaser in the Notification of Award.

8.2 The supplier shall intimate the dispatch detail one day in advance before dispatch along with detail of vehicle, person in order to facilitate in making passes for entry in CGO complex.

8.3 Following documents are required to be submitted along with the material:-

- (i) 2 Copies of the Supplier invoice showing contract number, goods' description, quantity, unit price, total amount;
- (ii) 2 Copies of packing list identifying the contents of each package;
- (iii) Manufacturer's and Supplier's warranty certificate as the case maybe;

9. Transportation

9.1 The Supplier is required under the Contract to transport the Goods to a specified place of destination, transport to such place of destination , as shall be specified in the Contract, shall be arranged by the Supplier, and the related cost shall be included in the Contract Price.

10. Incidental Services

10.1 The supplier may be required to provide any or all of the following services¹:

- (a) Unloading, safe storage and handling of the consignment at the delivery site;
- (b) Performance of the on-site assembly, commissioning and start-up of the supplied Goods;
- (c) Furnishing of tools required for assembly and/or maintenance of the supplied Goods;
- (d) Furnishing of detailed operations and maintenance manual for each appropriate unit of supplied Goods;
- (e) Maintenance repair of the goods at each location during the warranty period including supply of all spares;

11. Spare Parts

Supplier shall carry sufficient inventories to assure ex-stock supply of consumable spares for the Office equipment's. Other spare parts and components shall be supplied as promptly as possible but in any case, within 15 days of placement of order.

12. Warranty

12.1 The Supplier warrants that the Goods supplied under this Contract are new, unused, of the most recent or current models and those they incorporate all recent improvements in design and materials unless provided otherwise in the Contract. The Supplier further warrants that all Goods supplied under this Contract shall have no defect arising from design, materials or workmanship (except when the design and/or material is required by the Purchaser's Specifications) or from any act or omission of the Supplier, that may develop under normal use of the supplied Goods in the conditions prevailing in the country of final destination.

12.2 The warranty period shall be as mentioned in the specification from date of acceptance of Goods. The Supplier shall, in addition, comply with the performance and/or consumption guarantees specified under the contract.

12.3 The Purchaser shall promptly notify the Supplier in writing of any claims arising under this warranty.

12.4 Upon receipt of such notice, the Supplier shall, immediately repair or replace the defective goods or parts thereof, free of cost at the ultimate destination. The Supplier shall take over the replaced parts/goods at the time of their replacement. No claim whatsoever shall lie on the Purchaser for the replaced parts/goods thereafter. In the event of any correction of defects or replacement of defective material during the warranty period, the warranty for the corrected/replaced material shall be extended to a further period of 12 months

¹ Modify as per requirement

12.5 If the Supplier, having been notified, fails to remedy the defect(s) within 15 days, the Purchaser may proceed to take such remedial action as may be necessary, at the Supplier's risk and expense and without prejudice to any other rights which the Purchaser may have against the Supplier under the Contract.

13. Payment

13.1 The method and conditions of payment to be made to the Supplier (in Indian Rupees) under this Contract shall be as under:

- (i) Advance- Fifteen percent of the Contract Price against submission of Bank guarantee of 110% of advance amount with a validity of 3 months which may be extended further.
- (ii) On Delivery: Sixty Five percent of the contract price shall be paid receipt of Goods at the destination; and
- (iii) On Final Acceptance and installation: the remaining twenty percent of the Contract Price shall be paid to the supplier within 30 days after the date of the acceptance certificate issued by the Purchaser's representative for the respective delivery

13.2 The Supplier's request(s) for payment shall be made to the Purchaser in writing, accompanied by an invoice describing, as appropriate, the Goods delivered, and the Services performed, and by documents, submitted and upon fulfillment of other obligations stipulated in the contract.

13.3 Payments shall be made promptly by the Purchaser but in no case later than sixty (60) days after submission of the invoice or claim by the Supplier.

14. Prices

14.1 Prices charged by the Supplier for Goods delivered and Services performed under the Contract shall not vary from the prices quoted by the Supplier in its bid.

14.2 Suppliers shall be entirely responsible for all taxes, duties, license fees, octroi, road permits, etc., incurred until delivery of the contracted Goods to the Purchaser.

15. Contract Amendments

15.1 No variation in or modification of the terms of the Contract shall be made except by written amendment signed by the parties.

16. Assignment

16.1 The Supplier shall not assign, in whole or in part, its obligations to perform under the Contract, except with the Purchaser's prior written consent.

17. Delays in the Supplier's Performance

17.1 Delivery of the Goods and performance of the Services shall be made by the Supplier in accordance with the time schedule specified by the Purchaser in the Schedule of Requirements.

17.2 If at any time during performance of the Contract, the Supplier should encounter conditions impeding timely delivery of the Goods and performance of Services, the Supplier shall promptly notify the Purchaser in writing of the fact of the delay, its likely duration and its cause(s). As soon as practicable after receipt of the Supplier's notice, the Purchaser shall

evaluate the situation and may, at its discretion, extend the Supplier's time for performance with or without liquidated damages, in which case the extension shall be ratified by the parties by amendment of the Contract.

17.3 Except as provided under GCC Clause 21, a delay by the Supplier in the performance of its delivery obligations shall render the Supplier liable to the imposition of liquidated damages pursuant to GCC Clause 19, unless an extension of time is agreed upon pursuant to GCC Clause 18.2 without the application of liquidated damages.

18. Liquidated Damages

18.1 Subject to GCC Clause 20, if the Supplier fails to deliver any or all of the Goods or to perform the Services within the period(s) specified in the Contract, the Purchaser shall, without prejudice to its other remedies under the Contract, deduct from the Contract Price, as liquidated damages, a sum equivalent to 0.5% per week of the delivered price of the delayed Goods or unperformed Services for each week or part thereof of delay until actual delivery or performance, up to a maximum deduction of 10% of the Contract Price. Once the maximum is reached, the Purchaser may consider termination of the Contract pursuant to GCC Clause 19

19. Termination for Default

19.1 The Purchaser may, without prejudice to any other remedy for breach of contract, by written notice of default sent to the Supplier, terminate the Contract in whole or part:

- (a) if the Supplier fails to deliver any or all of the Goods within the period(s) specified in the Contract, or within any extension thereof granted by the Purchaser pursuant to CC Clause 17; or
- (b) if the Supplier fails to perform any other obligation(s) under the Contract.
- (c) If the Supplier, in the judgment of the Purchaser has engaged in corrupt or fraudulent practices in competing for or in executing the Contract.

19.2 In the event the Purchaser terminates the Contract in whole or in part, pursuant to CC Clause 19.1, the Purchaser may procure, upon such terms and in such manner as it deems appropriate, Goods or Services similar to those undelivered, and the Supplier shall be liable to the Purchaser for any excess costs for such similar Goods or Services. However, the Supplier shall continue the performance of the Contract to the extent not terminated.

20. Force Majeure

20.1 Notwithstanding the provisions of CC Clauses 17, 18, 19, the Supplier shall not be liable for forfeiture of its performance security, liquidated damages or termination for default, if and to the extent that, its delay in performance or other failure to perform its obligations under the Contract is the result of an event of Force Majeure.

21. Settlement of Disputes

21.1 The Purchaser and the supplier shall make every effort to resolve amicably by direct informal negotiation any disagreement or dispute arising between them under or in connection with the Contract.

21.2 If, after thirty (30) days, the parties have failed to resolve their dispute or difference by such mutual consultation, then either the Purchaser or the Supplier may give notice to the other party of its intention to commence arbitration, as to the matter in dispute, and no arbitration in respect of this matter may be commenced unless such notice is given. Arbitration proceedings shall be conducted by a sole Arbitrator, in accordance with Arbitration and Conciliation Act 1996.

22. Jurisdiction of Court.

Courts at Delhi alone shall have the jurisdiction to decide any dispute arising out of or in respect of this contract.

Attachment VI

PERFORMANCE SECURITY BANK GUARANTEE FORM

TO:

.....
.....
.....

WHEREAS..... (Name of the Supplier) hereinafter called "the Supplier" , has undertaken, in pursuance of Contract to supply..... (Description of equipment and services) hereinafter called "the Contract"

AND WHEREAS it has been stipulated by you in the said Contract that the Supplier shall furnish you with a Bank Guarantee by a national/scheduled Bank located in India for the sum specified therein as security for compliance of the Supplier's performance obligations in accordance with the Contract.

AND WHEREAS we have agreed to give the Supplier a Guarantee:

THEREFORE WE hereby affirm that we are Guarantors and responsible to you, on behalf of the Supplier up to a total of Rs.....(in figures) (in words) (Amount of Guarantee) and we undertake to pay you up on your written demand declaring the Supplier to be in default under the Contract and without cavil or argument any sum or sums within the limit of Rs. (Amount of Guarantee) without your needing to prove or show grounds or reasons for your demand or the sum specified therein.

This Guarantee is valid until the day of 201...

Date

Signature and seal of Guarantors
Address:.....
.....

Attachment VII

Format of Performance Statement for the last five years to be submitted by the Bidder

IFQ No.....

Name of Bidder.....

Order placed by (Full address of Purchaser)	Order No and date	Description and quantity of equipment ordered	Value of order (Rs)	Date of completion of delivery As per contract/ Actual or revised	Quantity of supplies made as on date	Additional supplies to be made in the period of this contract	Remarks indicating reason for late delivery if any	Has the equipment been satisfactorily functioning (Attach a certificate from the Purchaser)
1	2	3	4	5	6	7	8	9