

**NATIONAL CENTRE FOR DISEASE INFORMATICS AND RESEARCH
(INDIAN COUNCIL OF MEDICAL RESEARCH), BENGALURU**

BID DOCUMENT

**Tender for supply and installation of desktop computers at National Centre
for Disease Informatics and Research (ICMR) Bengaluru.**

(Visit us at www.ncdirindia.org)

Name of the tenderer _____

Cost of Tender Document – Rs. 500/-

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SECTION I

NATIONAL CENTRE FOR DISEASE INFORMATICS AND RESEARCH (Indian Council of Medical Research), Bengaluru

TENDER NOTICE

Sealed tenders are invited under two bid systems for supply and installation of desktop computers at National Centre for Disease Informatics and Research (ICMR) Bengaluru.

SCHEDULE TO TENDER		
S. No.	Activity Description	Schedule
1.	Tender No	No. NCDIR/Computer/16-17/
2.	Sale of Tender Document	27 October 2016 to 21 November 2016 Tender document can be collected from NCDIR office or downloaded from our website www.ncdirindia.org
3.	Time and last date of depositing Tender / Bid	22 November 2016 up to 5.00 PM
4.	Time and Date of Opening of Technical Bid	23 November 2016 at 2:30 PM
5.	Time and Date of Opening of Financial Bid	The Financial bid will be opened after evaluation of technical bid, which will be announced later.
6.	Minimum Validity of tender offer	One year from the date of Opening of tender.
7.	Services to be offered	Supply and installation of desktop computers
8.	Estimated cost of tender	Rs. 17,75,000/-
9.	Amount of EMD to be Deposited	Rs. 35,500/-
10.	Cost of Tender Document	Rs. 500/-

**DIRECTOR
NCDIR (ICMR) BENGALURU**

SECTION II
BID FORM

No. NCDIR/Computer/16-17/

Dated:

To

The Director,
National Centre for Disease Informatics and Research
(Indian Council of Medical Research)
Department of Health Research, Ministry of Health and Family Welfare
Government of India, Nirmal Bhawan-ICMR Complex (II Floor),
Poojanahalli, N.H-7, B. B. Road, Kannamangala Post, Bengaluru-562 110 (India)

Dear Sir,

1. Having conditions of contract and services to be provided, including addenda Nos.the receipt of which is hereby duly acknowledged, we, undersigned, offer to supply and installation of desktop computers in conformity with the conditions of contract and specifications for the sum shown in the schedule of prices attached herewith and made part of this Bid.
2. We undertake to enter into agreement within one week of being called upon to do so and bear all expenses including charges for stamps etc and agreement will be binding on us.
3. If our Bid is accepted, we will obtain the guarantees of a Scheduled Bank for a sum as mentioned in TENDER document for due performance of the Contract.
4. We agree to abide by this Bid for a period of one year from the date fixed for Bid opening and it shall remain binding upon us and may be accepted at any time before the expiry of that period.
5. Until an agreement is signed and executed, this Bid together with your written acceptance thereof, in your notification of award shall constitute a binding contract between us.
6. We understand that you are not bound to accept the lowest or any bid, you may receive.

Dated this day of 2016.

Signature of

In capacity of

Duly authorized to sign the bid for and on behalf of.....

Witness.....

Address

Signature

SECTION III

**CERTIFICATE FOR THE DOCUMENTS DOWNLOADED FROM THE NCDIR,
BENGALURU WEBSITE.**

In case the tender document is downloaded from the web site a declaration in the following Performa has to be furnished.

"I..... (Authorized signatory) hereby declare that the tender document submitted has been downloaded from the website www.ncdirindia.org / and no additional/deletion/ correction has been made in the Performa downloaded. I also declare that I have enclosed a DD/Bankers Cheque No..... Datedfor Rs..... towards the cost of tender document along with technical bid".

In case at any stage, it is found that the information given above is false / incorrect, NCDIR Bengaluru shall have the absolute right to take any action as deemed fit/without any prior intimation.

SIGNATURE OF THE BIDDER WITH SEAL

SECTION IV
INSTRUCTIONS TO BIDDERS

1. Sealed tenders are invited under two bid system for supply and installation of desktop computers at National Centre for Disease Informatics and Research (ICMR) Bengaluru:
2. The firms fulfilling the following criteria, may deposit their bids superscribed as “SUPPLY AND INSTALLATION OF DESKTOP COMPUTERS” and address it to **The Director, National Centre for Disease Informatics and Research (ICMR), Nirmal Bhawan-ICMR Complex (II Floor), Poojanahalli, Off N.H. -7, Adjacent to Trumpet Flyover of BIAL, Kannamangala Post, Bengaluru – 562 110** so as to reach on or before 22 November 2016 till 5:00 PM, or the tender may be dropped in Tender Box placed at IInd Floor – Administration Room of NCDIR, Bengaluru.
3. The technical/commercial tender in two separate sealed covers with technical bid marked clearly as “Technical Bid” and Financial proposal marked as “Financial Bid”.
4. NCDIR, Bengaluru will not be responsible for any delay or loss of document in transit due to any reason.
5. Tender should be submitted in the prescribed Tender Document obtained from the office of NCDIR, Bengaluru or downloaded from NCDIR website www.ncdirindia.org
6. The number of computers to be supplied may be vary 25%.

DUE DATE & TIME

Tender document will be issued from 10.00 am to 5.00 pm from Monday to Friday at NCDIR Bengaluru as mentioned in the Tender Document, also tender document can be downloaded from institute’s website. The sealed tenders should reach the office of the Director, NCDIR, Bengaluru on or before the date as mentioned in the tender notice. The tenders received after due date and time or unsealed or incomplete or by postal delay or electronic mail will be summarily rejected.

The details of tender for supply and installation of desktop computers at National Centre for Disease Informatics and Research (ICMR) Bengaluru is as given below.

Sl. No.	Tender details	Tender Fee
1.	Supply and installation of desktop computers i. Intel Core i5 – 10 No’s ii. Intel Core i7 – 15 No’s	Rs. 500/-

SECTION V

TWO BID SYSTEM: The bid should be submitted in a sealed cover in two parts as under

- I. Technical Bid
- II. Financial Bid

I. TECHNICAL BID: Envelope should subscribed "Technical Bid for supply and installation of desktop computers" and it should contain the following.

- **TENDER FEE**

The cost of tender document is Rs.500/- (Rs. Five Hundred -Only) (Non - refundable). The tender document can be obtained by paying the fees through Demand Draft/Bankers Cheque drawn in favour of "The Director, NCDIR payable at Bengaluru". The Demand Draft of tender document shall be attached with Technical Bid in case the tender document is downloaded from the website/ or sent by mail to the empanelled contractors. The Tender Document is not transferable to any other bidder.

- **EARNEST MONEY DEPOSIT**

An Earnest Money Deposit of Rs.35,500/- (Rs. Thirty five thousand five hundred only) in the form of demand draft drawn in favor of Director, NCDIR Bengaluru may be submitted, failing which their bids will not be considered valid. The Earnest Money Deposit shall be forfeited if the successful bidder withdraws his offer in due course. The amount will be refunded to unsuccessful bidder without any interest after completion of the tender process. The EMD should remain valid for a period of 45 days beyond the final tender validity period.

- All details as mentioned in Section VI (*Proforma for Technical Bid*)

NOTE:

- i. The Committee constituted by the Director will technically evaluate the contents as per Section VI. Those technically qualified will only be considered for price evaluation (Financial bid). Price should not be quoted with technical bid; otherwise the tender will be rejected without any correspondence.
- ii. Decision of the Director, NCDIR Bengaluru on the eligibility for qualifying technical bids shall be final and no representation shall be considered in this regard.
- iii. Cheque or Bank Guarantees will not be accepted towards Earnest Money Deposit.
- iv. If upon opening Technical Bid Envelope, it is found that Earnest Money Deposit is not enclosed, then the Tender offer will be summarily rejected; unless any

category of Tenderer specially exempted by the Government from the payment of Earnest Money Deposit, for which reasons & proof of the same have to enclose.

- v. The Earnest Money Deposit/Security Deposit will be forfeited if:
 - a) Tenderer withdraws his tender or backs out after acceptance.
 - b) Tenderer fails to remit the Security Deposit.
 - c) Tenderer violates any of the conditions prescribed in the Tender Document.
 - d) Tenderer revises any of the terms quoted, during validity period.
- vi. Refund of earnest money deposit: The Earnest Money Deposit of the unsuccessful tenders will be returned, after the acceptance of the successful tender.

II. FINANCIAL BID

The second envelope should subscribed "Financial Bid for supply and installation of desktop computers" and it should contain the rates etc. as per Section VII Part-1 for Intel Core i5 (10 Nos.) and Part-2 Intel Core i7 (15 Nos.) Applicable taxes, if any, may be shown separately below and should not be included in the rates under any circumstances.

PERFORMANCE SECURITY

- The successful bidder shall deposit an amount equal to 10% of the approved tender cost i.e monthly basis within 2 weeks of conveying NCDIR's intention for accepting the bid as Performance Security.
- Performance Security shall be submitted in the form of Bank Guarantee issued by a scheduled Bank and the Performa provided in section XII of the bid document or DD/Banker's cheque drawn in favour Director, NCDIR, Bengaluru.
- Performance Security will be discharged after completion of contractor's performance obligations under the contract.

SECTION VI

General Terms & Conditions bidder should satisfy are as mentioned below:

1. The validity for the rates quoted by the firms should be for a period of one year from the date of opening of tender.
2. While opening the tenders, the envelopes containing technical bids shall be opened first and acceptance of the bidder according to the specified quantifying clauses will be ascertained. Financial bids of the bidders shortlisted on the basis of accepted technical bids will be opened on a date to be notified later. Work order shall be awarded on the basis of the evaluation of both the technical and financial bids by the NCDIR.
3. In case the tenderer(s) fails to provide the services according to the terms and conditions of the order, the amount of Security Deposit will be forfeited.
4. Canvassing in any form will be viewed unfavorably and if any tenderer is found to be resorting to such practice, the tender of such firm will be rejected.
5. Conditional offers will not be considered and will be rejected.
6. In case, any clarification is required the tenderer may seek the same from this office. Any request after the last date and time for submission of bids for any clarification would not be entertained.
7. In case of any dispute arising out of the relation between the parties, the matter will be resolved through discussions and reconciliation in terms of agreement. If any dispute remains unresolved, the matter will be referred to an Arbitrator mutually agreed, whose decision will be final and binding on the parties.
8. The authority for the acceptance of the tenders rests exclusively with the NCDIR. NCDIR does not undertake to accept the lowest or any particular tender or to assign any reason whatsoever for the rejection of any tender. The decision of the NCDIR shall be final in all matters of this tender.
9. Amendment to tender documents: At any time prior to the last date of receipt of bids, NCDIR may for any reason, whether at its own initiative or in response to a clarification requested by prospective bidders, modify the tender document by issuing an amendment/ addendum. Corrigendum/ extension/ addendum etc. to this tender shall be published in the NCDIR website only. Prospective bidders are advised to regularly visit the website: www.ncdirindia.org to keep track of corrigendum/ extension/ addendum etc, if any.
10. Guarantee/warranty periods as well as facilities available for after sales service may also be indicated clearly.

11. Tender should specify rates per unit should include all charges such as, packing, freight, handling, hire etc, for delivery at the above address.
12. The tender should specify the maximum period required for arranging supply from the date of receipt of firm orders/supply contract. Further, extension of time will not be provided for supply than the minimum time indicated in the tender by the supplier after firm orders are placed by NCDIR, Bengaluru.
13. Each tender must contain not only the rates for the main items of the tender but also for spare parts that are compulsorily supplied with the main equipment. No part is made to be optional. All parts should be quoted. The aggregate value of the entire quotation with all parts required should be mentioned failing which the quotation liable to be rejected. The Director reserves the right of ordering or not ordering any of the quoted parts. The validity for the rates quoted by the firm should be for a period of one year from the date of quoting the rates.
14. Failure to make supply whether a portion of the items or the full supply as per the terms of indent or non-performance/non supply in time or regularly or supplying items not confirming to the specifications, quality prescribed or which is found to be defects in and other way or for breach of any of the conditions stipulated will entail enforcements of one or more of the following:
 - (a) The defaulting firm will be liable, in addition to pay the extra expenditure if any incurred by the NCDIR for having purchased the materials elsewhere, because of the failure of the firm to make supply in time.
 - (b) No representation for enhancement of rates will be considered during currency of the contract once the rates quoted are accepted. No import license will be provided by this office.
 - (c) The other requirements that may be ordered separately must also be supplied under the same conditions and at the same rates.
 - (d) In the case of articles rejected for not being in accordance with the accepted specifications as per the purchase order or has been received in damaged conditions the quotation should be prepared to take them back and replace them by correct item within a week without additional cost to the NCDIR
15. Rates should be quoted in figures as well as in words, over writing or any corrections are not allowed.
16. Necessary training/instructions on operation of Desktop Computers should be given by the installation engineer to NCDIR staff at the firms cost after completion of the installation.

SECTION VII

Part - 1

Technical Specifications / Requirements for Desktop Computers

Technical Specification for Intel Core i5 Model – 10 No's

Sl. No.	Particulars	Specifications
1.	Make	Firm should mention the desktop computer brand
2.	Processor	Intel Core i5 6600, Quad Core, Turbo Boost Technology, Hyper Thread Technology, 3.3 GHz, 6MB Cache
3.	Hard disk drive	500 GB, 5400 rpm
4.	Memory	4 GB 2133MHz DDR4 Memory
5.	Monitor	21.5'' wide LED / TFT digital color monitor
6.	Keyboard	USB Keyboard
7.	Mouse	USB optical mouse
8.	Ports	Minimum 6 USB ports with at least 2 USB ports in front and 4 (USB 3.0) at rear side, Audio ports for microphone and headphone in front
9.	DVD Drive	8X or better DVD RW+/- drive
10.	Operating System	No Operating System
11.	Desktop warranty	3 years onsite warranty from OEM.
12.	Accessories	Firm should provide all the necessary compatible accessories for monitor signal and power connection and other resources media, 3 pin power consumption cable
Rates for below Items should be quoted separately		
1.	Antivirus application	Escan antivirus software
2.	Microsoft office	MS office STD 2013 or higher Academic version
3.	Warranty	2 years extended warranty quote from the OEM
4.	Operating System	Windows 8.x professional or higher OS, compatible with the above configuration
5.	Annual Maintenance Contract	After warranty period, AMC charges to be charged may be quoted

Part - 2

Technical Specification for Intel Core i7 Model – 15 No's

Sl. No.	Particulars	Specifications
1.	Make	Firm should mention the desktop computer brand
2.	Processor	Intel Core i7-6700, Quad core, 3.4 GHz, 8MB Cache
3.	Hard disk drive	500 GB 7200 rpm
4.	Memory	8 GB 2133MHz DDR4 Memory
5.	Monitor	21.5'' wide LED / TFT digital color monitor
6.	Keyboard	USB Keyboard
7.	Mouse	USB optical mouse
8.	Ports	Minimum 6 USB ports with at least 2 USB ports in front and 4 (USB 3.0) at rear side, Audio ports for microphone and headphone in front
9.	DVD Drive	8X or better DVD RW+/- drive
10.	Operating System	No Operating System
11.	Desktop warranty	3 years onsite warranty from OEM.
12.	Accessories	Firm should provide all the necessary compatible accessories for monitor signal and power connection and other resources media, 3 pin power consumption cable
Rates for below Items should be quoted separately		
1.	Antivirus application	Escan antivirus software
2.	Microsoft office	MS office STD 2013 or higher Academic version
3.	Warranty	2 years extended warranty quote from the OEM
4.	Operating System	Windows 8.x professional or higher OS, compatible with the above configuration
5.	Annual Maintenance Contract	After warranty period, AMC charges to be charged may be quoted

SECTION VIII

OTHER TERMS AND CONDITIONS

1. ELIGIBILITY AND QUALIFICATION REQUIREMENTS

NOTE: Eligible bidders are to provide information on the qualification requirements as below in the enclosed Technical bid format. The Financial Bids of only those firms who qualify as per the Technical Bid will be opened and considered for further evaluation, for which date will be fixed separately and intimated to those bidders who qualify in the Technical Bid evaluation.

a) ELIGIBILITY CRITERIA

1. Should be a Firm/Company (Incorporated in India) having their own Service Centre installations.
2. Bidder should have a fully functional service centre with spares stock for attending the breakdown calls. Details of the service centre must be provided.
3. Bidder should be an established Service Centre Services provider and should have been in this business for a period not less than five years as on 01.01.2016.
4. Bidder should have a minimum 5 year experience in the design, manufacture and testing of Computers.
5. The Bidder shall not be under a declaration of ineligibility for corrupt or fraudulent practices or blacklisted by any of the Government agencies.
6. The Bidder must have a turnover of more than Rs.50 lakhs in at least one of the last three Financial Years ending on 31.03.2016

2. PRICE

The Rate which shall be quoted per item as listed in the tender (Annexure -VII), shall be inclusive of all charges to NCDIR, Bengaluru (Tax, VAT, Service tax, installation charges, transport charges etc). Price should be quoted as per the columns mentioned in Annexure-VII The rates should be indicated clearly both in figures and in words. If there is variation between the rates in Figures and words, the lower rate will be taken for evaluation.

3. DETAILS TO BE FURNISHED AND MODE OF PRESENTATION

- a) The Tenders should contain all particulars like the name and address of the Tenderer in their letter-head as mentioned in Technical Bid.
- b) The Price details must be quoted in the PRICE BID only as per format given in Annexure -VII and incomplete details on the above will be treated as non-responsive offer, and the tender is liable for rejection.
- c) The Rates should be quoted for each item as per specifications given and it should be indicated clearly both in words and Figures. The tenderer with full signature should attest any scoring or overwriting. The rate quoted should not be subjected to any price variation

clauses. If there is a variation between the quote in figures and in words, then the lower amount will be taken as the correct quote. Any confusion in the price bid will make it liable for rejection by the evaluation committee.

- d) Leaflets and specifications of quoted items should necessarily accompany the offer.
- e) No extra payment on account of labour/tool charges etc. will be paid.

4. OPENING OF TENDER AND EVALUATION THEREON

The tenders received up to 5.00 PM on the last day as mentioned in the Tender Notice will be opened by the committee at NCDIR, Bengaluru in the presence of such of those Tenderers or their representatives who choose to be present at the time of opening. Representatives who are attending the opening of the Tenders should bring a Letter of Authority from the Tenderer, whom they represent to identify their bonafides. The technical bid will be opened _____ at 2.30 PM. The financial bid of only those bidders who qualify in the evaluation of the technical bid will be considered and the financial bid will be opened after evaluation of technical bid, which will be announced later.

1. The Tender forms issued in the name of the intending Tenderer / firm only should be used. If the tender form issued to others is used, such Tender will be summarily rejected.
2. The Tenderers are advised to go through all the terms and conditions carefully. Reporting of any corrections or alteration, etc., after submitting the tender, will not be entertained.
3. The Director, NCDIR, Bengaluru reserves the right to accept the whole tender or any part thereof or reject all the tenders, if the interests of NCDIR so require, without assigning any reasons whatsoever and to waive any minor discrepancy in the tenders received.
4. If the successful Tenderer fails to execute the agreement and / or deposit the required security Deposit within the time specified or withdraws the tender after intimation of the acceptance of the tender or fails to comply with the conditions above or owing to any other reason, tenderer is unable to execute the contract, the Earnest Money Deposit /Security amount deposited by tenderer, will be forfeited along with liability for all damages sustained by the NCDIR by reasons of such breach including the liability to pay any difference between the rates accepted by tenderer and those ultimately paid by the NCDIR for the Supply and Installation of Desktop Computers i.e. Notional loss suffered by the NCDIR, such damages, shall be assessed by the Director, NCDIR, Bengaluru whose decision is final and the amount assessed is recoverable by proceeding under the suitable law.

5. ACCEPTANCE OF TENDER

On receipt of the approval from ICMR Hqs. New Delhi, the purchase order will be issued to the successful tenderer (lowest one) by the Director, NCDIR, Bengaluru.

6. FORFEITURE OF EARNEST MONEY DEPOSIT

If the Successful Tenderer (referred as “Tenderer”) fails to act according to the tender conditions or backs out after the tender has been accepted, the Earnest Money will be forfeited by NCDIR, Bengaluru.

7. RELEASE OF PURCHASE ORDER

- It is not binding on the part of the Director, NCDIR, Bengaluru to accept the lowest or any other tender and the Director reserves the right to reject or accept any tender fully or partly or retender without assigning any reason. The Director, NCDIR, Bengaluru reserves the right to accept and place the supply orders to the successful tender/ tenderer.
- The Director, NCDIR, Bengaluru also reserves the right to relax or waive any of the tender conditions and reject the tender if any one of the conditions enumerated above, is violated or the tenderer gives any counter condition.
- On receipt of the security deposit remittance as in the Tender Document, NCDIR, Bengaluru will release the formal purchase order to the Tenderer.

8. EXECUTION OF PURCHASE ORDER

The tenderer should nominate and intimate to NCDIR, Bengaluru his authorized representative specifically to handle the purchase order from NCDIR and ensure that he fully familiarizes himself with the terms and conditions of the Tender Purchase Order and the Guidelines, and is responsible to effectively execute the Purchase Order complying with all the terms and conditions.

9. DELIVERY

- a) The item should be delivered to NCDIR, Bengaluru within 30 days from date of receipt of purchase order.
- b) The delivery schedule should be adhered to strictly. If the tenderer fails to complete the supply within the time stipulated, the order for the Supply and Installation of Desktop Computers will be liable to be cancelled. In such a case, the Security Deposit will be forfeited.
- c) In order to take care of the situation arising out of the failure of the tenderer to supply as per the schedule and quality and norms, the orders placed with such tenderer will be cancelled with sufficient cause.
- d) Delivery of goods shall be made by the tenderer personally at NCDIR, Bengaluru in accordance with the terms specified by NCDIR, Bengaluru.

10. PAYMENT TERMS

Payment will be made within 45 days after satisfactory supply/installation of the Desktop Computers.

11. PENALTY

In the event of failure of the successful tenderer to deliver the system within the stipulated time, without prejudice to other remedies under the contract a penalty equivalent to 0.5% (Half

Percent) of the value of delayed goods will be levied per week with a maximum of 5% of the contract value. If requested by the tenderer, it is the discretion of the Director, NCDIR, Bengaluru to grant extension of time with penalty/without penalty and to purchase the stock from any other source at the prevailing market rate at the risk and responsibility of the successful tenderer and to claim any loss sustained by NCDIR, Bengaluru in the transaction from the tenderer besides forfeiting Earnest Money Deposit and Security Deposit.

12. SAVING CLAUSE

- a) In case any doubt arises on interpretation or otherwise of any point in this tender document, NCDIR shall be referred to for clarification.
- b) At any time after the issue of the tender documents and before the opening of the tender, the Tender Inviting Authority may make any changes, modifications or amendments to the tender documents and shall send intimation of such changes to all those who have purchased the original tender documents.
- c) In case any tenderer asks for a clarification on the tender documents before 48 hours of the opening of the Tender, the Tender Inviting Authority shall ensure that a reply is sent and copies of the reply to the clarification sought will be communicated to all those who have purchased the tender documents without identifying the source of the query.

13. SIGNATURE AND SEAL

The Tenderer must sign and affix their Seal in every page of the Tender Document and the complete Signed Original Tender.

Documents must be submitted only in the respective covers.

I/We _____ have gone through the terms and conditions and will abide by them as laid down above.

TENDERER SIGNATURE :

NAME :

ADDRESS OF THE TENDERER :

Place:

Date :

SECTION IX

TECHNICAL BID (PART - I)

Name of the Tenderer : _____

Address: : _____

Pin Code No.: _____

Tel. No: _____

Mobile No: _____

Fax No: _____

Email. : _____

Status of the Company: _____

(Pls. Tick mark as applicable) : Proprietor/Partnership/Company

Name of the Proprietor/Partners/ : _____

Directors of the company/firm: _____

TECHNICAL BID (PART - II)

Sl.No.	Description of the company/firm	Proof requires Yes / No	Page No.
1	Name of the firm		
2	PAN Card No.		
3	VAT Reg. No./ Sale Tax No.		
4	Annual turn Over (Rs. 50.00 lakh)		
5	List of Clients		
6	Work Experience For providing 10 year experience in the sale and maintenance (Attached documentary proof in support of claim)		
7	Total number of Engineers working in the Organization		
8	Proof of having Service center at Bengaluru		
9	Illustrated pamphlets containing all the Technical Details, Specification of the tendered item should be enclosed along with the tender.		
10	Whether EMD submitted or not		
11	Tender document cost should be enclosed along with technical bid in form of DD in case of downloaded from website	DD No: Date: Amount:	
12	Bidder should submit the AMC certificate		
	A declaration that the after sales service facilities as well as spare parts shall be made available at least for 5 years for each of the specific equipment / article quoted.		
	A declaration indicating willingness to provide AMC services at least for 5 years after the expiry of the warranty for each of the maintainable equipment quoted.		
13	Undertaking regarding black-listing by any department as per Annexure - IV		
14	This tender document, the bidders are requested to sign on all the pages. The Technical bid & the Commercial bid should be sealed by the bidder in separate covers		

SECTION X

UNDERTAKING

I hereby undertake that the information provided above and elsewhere in the tender is true and the tender is liable to rejection if the same is found to be false or the information is found to have been suppressed by me.

Further, we agree to provide minimum three years of free servicing at NCDIR Bengaluru from the date of supply and installation of desktop computers.

Place:

Date: (Signature with full name & Seal of the Tenderer)

Mob:

SECTION XI

EARNEST MONEY DEPOSIT PAYMENT PARTICULARS (Rs.35,500/-)

I. Number of Demand Drafts enclosed:

II. Demand Draft particulars

Sl. #	D.D. No.	Date	Name of the Bank/Branch and Place	Amount
1				
2				

I/We, hereby declare that the particulars furnished by me/us in this offer are true to the best of my/our knowledge and I/We understand and accept that, if at any stage the information furnished by me/us are found to be incorrect or false, I/We am/are liable for disqualification from this tender and also liable for any penal action that may arise due to the above, besides being black listed.

Signature :

Name :

Designation :

Name of the Agency :

Address of the Tenderer :

Phone No.& Mob. No.:

Email Address:

Website address (if any):

Date:

SECTION XII

TURN OVER DETAILS

As per the tender eligibility criteria, the sales turn-over should not be less than Rs. 50 Lakhs (Rupees Fifty Lakhs only) per annum in the past two years. These turnover details will have to be substantiated with the appropriate documentary evidences duly enclosed.

The last two years sales turn-over details are furnished as follows.

Name of the Company / Firm:

Sl. #	Financial Year	Turn over (Rs. In Lakhs)
1	2014-15	
2	2015-16	

Proof of the above sales turn-over details should be furnished in the form of Audited Annual Accounts of the tenderer.

SECTION XIII

DECLARATION

I/We having our office as mentioned below and declare that I/we have never been blacklisted by any State Government/Central Government or any State/Central PSU.

Signature :

Name :

Designation :

Name of the Agency :

Address of the tenderer :

Date:

Place:

SECTION XIV

MANUFACTURERS AUTHORIZATION FORM

Ref No :

Dated :

To,
The Director
National Centre for Disease Informatics & Research
Indian Council of Medical Research
Nirmal Bhawal-ICMR Complex (II Floor)
Poojanahalli Off N.H.-7
Adjacent to Trumpet Flyover of BIAL
Kannamangala Post
Bengaluru – 562 110.

Reference: Tender No.dated _____ due on _____

Dear Sir,

We _____ the Manufacturers of
_____ having manufacturing unit
at _____ (Address of the
factory) do hereby authorize M/s. _____ (Name and
Address of dealer) to submit a bid, and subsequently negotiate and sign the contract with you
against the above tender.

We hereby extend our full guarantee, warranty and support and also in meeting warranty obligations by providing necessary spares in time for the goods & services offered by the above dealer against this tender, as per standard as well as MPSEDC warranty terms.

Yours faithfully

(Name)
(Name of the manufacturer)

Note: This letter of authority should be on the letterhead of the manufacturer and should be signed by a person competent and having a power of attorney to bind the manufacturer. The bidder in its bid should include it.

SECTION XV

Financial BID (PART - I)

To
The Director
NCDIR, Bengaluru

I/We.....of.....

.....
.....

.....hereby contract and agree on the acceptance of this tender by The Director, NCDIR, Bengaluru for Supply and Installation of Desktop Computers in accordance with the terms and conditions of contract stated in the tender document, the goods hereunder named of the quality and sort and at the rates or price specified in Annexure – VII.

Signature :

Name :

Designation :

Name of the Agency :

Address of the tenderer :

Date:

Place:

Financial BID (PART - II)

Supply and Installation of Desktop Computers

Sl. No.	Item description	Brand	Unit Cost	Qty.	Taxes / VAT	Total
1.	<u>Intel Core i5</u>			10 Nos.		
	Intel Core i5 6600, Quad Core, Turbo Boost Technology, Hyper Thread Technology, 3.3 GHz, 6MB Cache, 500 GB, 5400 rpm, 4 GB 2133MHz DDR4 Memory, 21.5'' wide LED / TFT digital color monitor, USB Keyboard and optical mouse, USB ports, 8X or better DVD RW+/- drive, No Operating System, 3 years onsite warranty from OEM, all necessary compatible accessories for monitor signal and power connection and other resources media, 3 pin power consumption cable					
	Escan antivirus software					
	MS office STD 2013 or higher Academic version					
	2 years extended warranty quote from the OEM					
	Windows 8.x professional or higher OS, compatible with the above configuration					
2.	<u>Intel Core i7</u>			15 Nos.		
	Intel Core i7-6700, Quad core, 3.4 GHz, 8MB Cache, 500 GB 7200 rpm, 8 GB, 2133MHz DDR4 Memory, 21.5'' wide LED / TFT digital color monitor, USB Keyboard and optical mouse, USB ports , 8X or better DVD RW+/- drive, No Operating System, 3 years onsite warranty from OEM, all the necessary compatible accessories for monitor signal and power connection and other resources media, 3 pin power consumption cable					
	Escan antivirus software					
	MS office STD 2013 or higher Academic version					
	2 years extended warranty quote from the OEM					
	Windows 8.x professional or higher OS, compatible with the above configuration					
	Total					

The above Total amount mentioned is inclusive of all tax and other charges

Date:

Name, signature & seal of the tenderer

SECTION XVI
PERFORMANCE SECURITY BOND FORM

1. In consideration of National Centre for Disease Informatics and Research (ICMR) Bengaluru (here in after called the NCDIR Bengaluru) having agreed to exempt _____ (here in after called the said contractor(S) from the demand of security deposit/earnest money of Rs _____ on production of Bank Guarantee for Rs. _____. For the due fulfillment by the said contractors of the terms & conditions to be contained in an Agreement in connection with the contract for supply of _____ we, (name of the Bank) _____ (herein after referred to as “the Bank”) at the request of _____ Contractor’s do hereby undertake to pay the NCDIR Bengaluru an amount of not exceeding _____, against any loss or damage caused to or suffered or would be caused to or suffered by the NCDIR Bengaluru reason of any breach by the said contractor’s of any of the terms & conditions contained in the said agreement.
2. We (Name of the Bank) _____ do hereby undertake to pay the amounts due and payable under this guarantee without any demur, merely on a demand from the NCDIR Bengaluru stating that the amount claimed is due by way of loss or damage caused to or would be caused to or suffered by the NCDIR Bengaluru reason of breach by the said contractor’s of any of terms & conditions contained in the said agreement or by reason of the contractors failure to perform the said Agreement. Any such demand made on the bank shall be conclusive as regards the amount due and payable by the Bank under this guarantee, where the decision of the NCDIR Bengaluru in these counts shall be final and binding on the Bank. However, our liability under this guarantee shall be restricted to an amount not exceeding Rs. _____.
3. We undertake to pay to the NCDIR Bengaluru any money so demanded notwithstanding any disputes raised by the contractor(s)/supplier(s) in any suit or proceeding pending before any court or tribunal relating thereto our liability under the present being absolute and equivocal. The payment so made by us under this bond shall be valid discharge of our liability for payment there under and the contractor(s)/ supplier(s) shall have no claim against us for making such payment.
4. We (Name of the bank) _____ further agree that the guarantee herein contained shall remain in full force and effect immediately for a period of two year from date herein and further agrees to extend the same from time to time (one year after) so that it shall continue to be enforceable till all the dues of the NCDIR Bengaluru, under or by virtue of the said agreement have been fully paid and its claims satisfied or discharged or till NCDIR Bengaluru certifies that the terms & conditions of the said agreement have been fully and properly carried out by the said contractor(s) and accordingly discharges guarantee.
5. We (name of the bank) further agree with the NCDIR Bengaluru that the NCDIR Bengaluru shall have the fullest liberty without our consent and without affecting in any manner our obligations here under to vary and of the terms & condition of said agreement or to extend time of performance by the said contractor(s) from time to time or to postpone for any time to time any of the powers exercisable by the NCDIR Bengaluru against the said any contractor(s) and to forbear or enforce any of the terms & conditions relating to the said agreement and we shall not be relieved from our liability by reason of any such variation, or

extension being granted to the said contractor(s) or for any forbearance, and or any omission on the part of the NCDIR Bengaluru or any indulgence by the NCDIR Bengaluru to the said contractor(s) or by any such matter or thing whatsoever which under the law relating to sureties would, but for this provision, have effect of so relieving us.

6. The guarantee will not be discharged due to the change in the constitution of the Bank or the contractor(s)/ supplier(s).
7. This guarantee shall be irrevocable and the obligations of the Bank herein shall not be conditional to any prior notice by NCDIR Bengaluru.

Dated : _____

For _____
(Indicating the name of the bank)

N.B. This guarantee should be issued on non-judicial stamped paper, stamped in accordance with the stamp act.