

Tender Cost: 500/-

**TENDER DOCUMENT FOR SUPPLY OF**  
**14 (Fourteen) No.s OF COMPUTERS**  
**ON BUYBACK BASIS**

Last Date of Submission (Due Date) - **22/10/2013** (upto 3.00 p.m.)



National Institute Of Electronics and Information Technology (NIELIT), Kolkata  
(An Autonomous Scientific Society of Department of Electronics and Information  
Technology (DeitY), Ministry of Communications and Information Technology,  
Government of India)

Jadavpur University Campus, Kolkata - 700032

Phone – 91-33-2414-6081/6054/6682, Fax – 91-33-2414-6549

[www.doeackol.in](http://www.doeackol.in)

## TENDER DOCUMENT FOR SUPPLY OF 14 (Fourteen) No. OF COMPUTERS ON BUY BACK BASIS

<b>S.N.</b>	<b>Bid Reference</b>	<b>NIELIT/Kol/13-14/Computer/15 Date: 26.09.2013</b>		
1.	Purpose	Purchase of 14 COMPUTERS on Buy Back Basis		
2.	Cost of Tender	<b>Rs 500/-</b>		
3.	Opening Date of inviting Bids	<b>01.10.2013</b>		
4.	Last Date of Submission of Bids	<b>22.10.2013 ; 1500 hours</b>		
5.	Date and time of opening of Technical Bids	<b>22.10.2013 ; 1600 hours</b>		
6.	Date for inspection/verification of COMPUTERS offered under buyback	<b>07.10.13, 08.10.13, 09.10.13 and 10.10.13</b> within office hours as per mutual convenience.		
7.	Bid Validity	<b>90 days</b> from the last date of submission.		
8.	Address for submission of Bids	NIELIT, KOLKATA JADAVPUR UNIVERSITY CAMPUS, JADAVPUR, KOLKATA – 700032 ROOM NO. 411		
9.	Date and time of opening of commercial bids	Will be intimated in due course to technically shortlisted bidders only.		
10.	Contact Detail			
	<b>Name</b>	<b>Designation</b>	<b>Phone</b>	<b>Fax</b>
	Shri Susovan Chaudhuri	Finance Officer	033-24146418	033-24146549
	Smt Rashmi Mandal (Vijayvergiya)	Scientist - B	033-24146081	
	Shri Tapas Trivedy	Scientist - C	033-24123231	
	Shri A Das	Dy. Director (F&A)	033-24146081	

## 1.0 INTRODUCTION

In order to meet the hardware requirement at its office, National Institute of Electronics and Information Technology (NIELIT), Kolkata invites sealed bids for the supply, installation and commissioning of 14 No.s of COMPUTERS against buyback of existing 14 COMPUTERS as per the following detail.

S.NO.	Item Detail	Quantity	Warranty
1	Intel Core i7-3770 Processor (8M Cache, up to 3.40 GHz, 4 core) with HD4000, vPro or higher Specification : As per ANNEXURE-I -Technical Bid (Part-B)	14	3 Year Comprehensive warranty
2	Buy Back Option Detail: As per ANNEXURE-II (Part – B)	14	NA

The Organization desirous to apply for the above tender work and meeting the eligibility criteria (Point No. 4,6,9,17) can purchase the Tender Document by paying Rs 500/- (Rupees Five hundred only) in the shape of Demand Draft in favour of “NIELIT KOLKATA”, payable at Kolkata from NIELIT, KOLKATA, Jadavpur University Campus, Kolkata- 700032. Copy of Money Receipt to be enclosed with the Technical Bid. Alternatively, the tender document may also be downloaded from our website [www.doeacckol.in](http://www.doeacckol.in). The cost of tender document if downloaded must be enclosed along with technical bid through a separate demand draft in favour of “NIELIT KOLKATA”, payable at Kolkata. Necessary documents mentioned in point no. (4,6,9,11,15, 17 and 44) should be submitted along with the technical bid.

Tender document is available from 01/10/2013 on website [www.doeacckol.in](http://www.doeacckol.in).

Sealed Tenders, complete in all respects should reach Director, NIELIT, Kolkata, Jadavpur University Campus, Kolkata – 700032 latest by 3.00 p.m. dt-22/10/2013. The Technical bid of the tender will be opened at 4:00 P.M on the same day in presence of bidder if any.

This tender notice shall be governed by following terms and conditions:

**A. GENERAL**

1. The Tender document is not transferable and its cost is not refundable under any circumstances.
2. The Tender response should be valid for 90 days from the last date of submission of bid.
3. The company should adhere with all seriousness to the time schedule provided by NIELIT KOLKATA.
4. Only Original Manufacturers / direct dealers having valid dealership license (from manufacturer) should submit tenders. Appropriate certification should be attached.
5. All Hardware, Software is to be delivered in the location mentioned in Pt-08 of Pg-02 at the cost to be borne by the Bidder.
6. The Bidder should provide the client list along with respective addresses and phone no. Bidder has to arrange a visit to client site for verification of facts by officers of NIELIT, Kolkata, if required.
7. The bidders are required to send two separate envelopes for the above said item – as described below
  - a) Envelope 1 –
    1. Containing deposit of Earnest Money Deposit (EMD) in the form of Demand Draft (Detail in Point No. 40, Financial Section).
    2. Original Manufacturers / direct dealers Certificate (Detail in Point No. 4, General Section),
    3. Client List along with respective addresses and phone no. (Detail in Point No. 6, General Section),
    4. Self-declarations stating that they are not blacklisted (Detail in Point No. 9, General Section),
    5. Last 2 years' experience certificate (Detail in Point No. 17, General Section),
    6. Cost of tender document (Detail in Point no- 38, Financial Section) and Technical Bid as prescribed in the Annexure-I (part-A & part-B) and Annexure-II (Part-A & Part-B).
    7. Documents as mentioned in Pt- 15 (General Section) and Pt- 44 (Financial Section)
  - b) Envelope 2 – Containing the Financial bid as prescribed in the Annexure-III (Part-A & Part-B).

Both the envelopes should be sealed and highlighted in bold letters as mentioned below:

Envelope-1: **TECHNICAL BID FOR SUPPLY OF 14 COMPUTERS ON BUY BACK BASIS**

Envelope-2: **FINANCIAL BID FOR SUPPLY OF 14 COMPUTERS ON BUY BACK BASIS**

Finally the above mentioned two envelopes should be enclosed in one bigger envelope highlighted as 'OFFER FOR SUPPLY OF COMPUTERS' along with tender no and due date. While opening the tenders, the envelopes containing technical bid shall be opened first and acceptance of the tender according to the specified clause will be ascertained. The technical bid should contain only technical details along with the particulars required in the tender document and should not contain any commercial terms and conditions other than mentioned by NIELIT, KOLKATA. The financial bid should not contain anything other than as specified in Annexure – III.

Financial bid of only those bidders shall be opened which are found technically acceptable for further evaluation and ranking before awarding the contract.

**NOTE: TENDERS SUBMITTED WITHOUT ABOVE TWO BID SYSTEM PROCEDURE WILL BE SUMMARILY REJECTED.**

8. Sealed Tenders, complete in all respects should reach Director, NIELIT, Kolkata, Jadavpur University Campus, Kolkata – 700032 latest by 3.00 p.m. dt- 22/10/2013. Tenders must be dropped in the tender box kept at 3<sup>rd</sup> Floor, Room No. 411 at the aforesaid address. The tenders received late including postal delays shall not be considered and no correspondence in this regard shall be entertained. Incomplete tenders or those without Earnest Money will be rejected. Tenders (Technical Bid only) will be opened at 4.00 p.m. on 22/10/2013 in the presence of the representatives of the bidders, if any, available at the time of opening of the Technical Bids. Financial Bids will be opened after evaluating the technical bids for which date will be fixed separately. Any further details required by the bidder(s) can be obtained with Mr. Susovan Chaudhuri (033 24146418), Reshmi Mondal (Vijayvergia) (033 24146081) NIELIT, Kolkata, Jadavpur University Campus, Kolkata - 700032.
9. Bidders who are blacklisted or debarred from participating in any such tender in any Govt. Dept., Universities or Autonomous bodies are not allowed to participate in the tender. Bidders have to give self-declarations in this respect that they are not black listed as mentioned above and if under any circumstances the declarations are found false their bids will be out rightly rejected and EMD will be forfeited.
10. NIELIT, Kolkata, reserves the right to reject any or all tender(s) without assigning any reason at any stage. Any conditional tendering other than mentioned in this tender will be liable for rejection.
11. The Bidder(s) may mention the place with address from where support would be offered.
12. All disputes, differences, claims and demands arising under or pursuant to or touching the contract shall be referred to the sole arbitrator to be appointed by the Director, NIELIT, Kolkata.
13. In all matters and disputes arising hereunder, the appropriate Courts in Kolkata alone shall have jurisdiction to entertain and try them under Indian Law.
14. Queries, if any, raised by NIELIT, Kolkata should be answered by the prescribed date. In case of no reply bid may be cancelled.
15. All pages of the Tender document must be signed and stamped and must be submitted with the Technical Bid. Any overwriting or use of white ink will not be accepted. All columns of the tender documents must be duly filled in and no column should be kept blank. NIELIT, Kolkata reserves the right to reject the EMD and tender submitted in case of incomplete tenders or in case where information submitted/furnished is found incorrect. No tender will be accepted by fax, email, telex, or any other such means.
16. In case the space in the tender document is found insufficient, the bidders may attach separate sheets keeping the format intact. There should not be any deviation in terms and conditions as have been stipulated in the tender documents.

17. Bidder has to provide last 2 years experience certificate in supplying above type of items to reputed organizations.
18. If the last date of submission of bid happens to be a holiday, then the next working day will be the last date of submission of bid. Bids will be opened at the same time as mentioned earlier on the same day.
19. Bidder has to provide buyback offer price as per the format provided in Annexure-III (PART-B). The COMPUTERS under buyback will be sold by the NIELIT KOLKATA on “as is where is” basis and price of these COMPUTERS once reflected in the Financial Bid cannot be withdrawn by the bidder. The computers received on buy back option will have to be transported by the selected bidder at their cost within 7 (seven) days from the date of acceptance of work order. If not transported within time NIELIT, Kolkata will not be responsible for any kind of damage to the computers or any matter arising out of it whatsoever. Physical inspection of the computers under buyback option can be done at NIELIT, Kolkata Office as per scheduled date mentioned above (Within office hours) as per mutual convenience.

## **B. TECHNICAL**

20. Product Brochure (for Product Category) is to be made available through public accessible website & the same should be submitted with the Tender Document (Technical Bid) as technical reference.
21. All the software packages being procured through this tender along with free software being provided by the bidder / manufacturer must be supplied in softcopy (may be in the form of CD's/ DVD's). Also the relevant manuals are to be supplied in Softcopy. Hardcopy of manuals / instructions, wherever available, must be supplied additionally.
22. Bidder will be responsible for installation and configuration of all software items as per requirement of NIELIT, Kolkata. No additional cost shall be provided to bidder for such service. Networking will be done by the Hardware Bidder / or Bidder supplying both Software and Hardware.
23. NIELIT, Kolkata, will conduct acceptance test(s) on the system(s) ordered. If the system(s) supplied fail in the test(s), the same may be rejected. Replacement of cards or devices may not be allowed.
24. After installation & configuration of the machine/s an acceptance test will be carried out. The acceptance test will consist of running the Systems for 8 hours daily for full seven working days.
25. All the system components should be compatible with Windows 7 in both x86-32 bit or x86 – 64 bit versions. Compatibility with the higher versions mentioned hereby may also be considered.

26. NIELIT, Kolkata, reserves the right to reject all or any item, if supplied materials are found in defective condition or in broken package at the time of installation. The bidder must be able to successfully install the computers and make them functioning within 10 days of delivery.
27. Bidder(s) should specify in the technical bid, make and model no. along with exact specifications / configurations offered for each item in Annexure I (Part A & Part B) enclosed.
28. Any deviation from this specification / configuration may not be allowed during the actual supply. Order will be cancelled and EMD will be forfeited. Latest version of software is required to be supplied. Bidder(s) will also be required to enclose printed brochure of the products quoted along with the Technical Bid.
29. Bidder(s) will be responsible for comprehensive support at the time of installation without any additional charges.
30. Comprehensive warranty will cover replacement of all defective parts / equipment.
31. Bidder(s) should also give preventive support schedule for the systems. No additional charge for this will be payable during warranty period.
32. Bidder(s) should have satisfactory arrangement to receive complaints and provide support in NIELIT, Kolkata, Jadavpur University Campus, Kolkata-700032.
33. The company should ensure quick response in case of equipment failure.
34. The Technical Specification must be as the format specified provided in Annexure-I (Both Part-A & Part-B).

## **C. FINANCIAL**

35. Tender received without buyback rate is liable for rejection. The lowest (L1) bidder will be selected from the consolidated minimum total price quoted for the supply of 14 numbers of items as a whole diminished by price quoted for buyback of the articles.
36. Bidder has to quote in Annexure III for both the specifications provided in Annexure-I and Annexure-II.
37. The Director, NIELIT, Kolkata reserves the right to accept any tender or to reject any or all tenders at his/her sole discretion without assigning any reasons thereof. The Director, NIELIT, Kolkata is not bound to accept the lowest bidder. No conditional tendering will be accepted.
38. Tender document can be purchased by paying 500/- in the shape of Demand Draft in favour of "NIELIT KOLKATA", payable at Kolkata from NIELIT, KOLKATA, Jadavpur University Campus, Kolkata- 700032. Copy of Money Receipt to be enclosed with the Technical Bid. Alternatively, the tender document may also be downloaded from our web site [www.doeacckol.in](http://www.doeacckol.in). The cost of tender document if downloaded must be enclosed along with technical bid through a separate demand draft in favour of "NIELIT KOLKATA", payable at Kolkata.
39. Bids are to be quoted in Indian Rupees only.
40. An Earnest Money Deposit (EMD) amounting to 25, 000/- (Rupees Twenty Five thousand only) must be deposited by the bidder in the form of Demand Draft in favour of "NIELIT KOLKATA ", payable at Kolkata, which will be returned to all except the bidder(s) selected for supply within 30 days of placing the Purchase Order to the selected bidder. This amount will be returned to the selected bidder(s) after three months from the date of successful installation depending upon their performance.

### **NO TENDER WITHOUT EARNEST MONEY DEPOSIT & COST OF THE TENDER WILL BE ENTERTAINED.**

41. Discount, if any, should also be mentioned in the price bid. Total price of the goods should be clearly indicated. Excise Gate Pass, if applicable, to be prepared in the name of 'NIELIT, Kolkata' which is to be delivered in duplicate with Delivery Challan. We will not issue any Form like C, F etc. or Road Challan.
42. The materials ordered must be delivered and installed within six weeks from the date of acceptance of the purchase order. Purchase Order must be accepted within 7 (seven) working days of issuance of purchase order. In case delivery is not completed within six weeks from the date of acceptance of the purchase order or Purchase Order is not accepted within 7 (seven) working days of issuance of purchase order, NIELIT, Kolkata may cancel the order and arrange to procure the said items from any other source at the risk and cost of the bidder and the EMD will be forfeited.



- 43.** NIELIT, Kolkata will make 80% payment of ordered value within 7 (seven) working days of complete & successful delivery and remaining 20% on successful installation and acceptance of the supplied items subject to compliance of point no. 24 & 26 within 7 (seven) working days.
- 44.** Copy of PAN, VAT Registration No, Service Tax Registration No. as applicable must be submitted. Quotations will not be accepted by Fax, Email or any such electronic data transfer form.

Sd/-

A.DAS

Dy. Director (F&A)

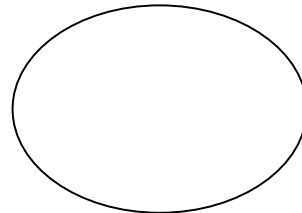
National Institute Of Electronics and Information Technology (NIELIT), Kolkata

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## ANNEXURE-I – Technical Bid (Part-A)

Detail of the Bidder: -

1	Name of The Bidder	
2	Address of the Bidder/Concern	
<b>Sr. No.</b>	<b>Category</b>	<b>For items mentioned in Annexure – I (Part-B)</b>
1	Make & Model	
2	Delivery Period (in days)*	
3	Validity of Quotation(in days)**	
4	Any Other remarks	
* Subject pt-42 of Financial section. ** Response quoted should be valid for minimum of 90 days from the last date of submission of bid.		

**Signature of the Bidder with name and address****Seal of the Organization**

**ANNEXURE-I – Technical Bid (Part-B)**

Specification/Complied status:

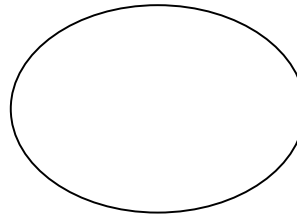
<b>Item</b>	<b>Specification</b>	<b>Complied Yes/No</b>
Processor	Intel Core i7-3470 Processor (8M Cache, up to 3.40 GHz, 4 core) with HD4000, vPro	
Motherboard Chipset	Q77	
Video	1GB AMD RADEON HD 7570 with DV1	
Network	Integrated Intel® 82579LM Ethernet LAN 10/100/1000 BaseT	
Ports	4 External USB 3.0 ports (2 front, 2 rear) and 6 External USB 2.0 ports (2 front, 4 rear) and 2 Internal USB 2.0 ; 1 RJ-45; 1 Serial; 1 VGA; 2 Display Port; 2 PS/2 (MT/DT/SFF only); 2 Line-in (stereo/microphone), 2 Lineout(headphone/speaker), 19 in 1 Media Card Reader	
Sound Controller	Integrated Audio + Desktop Speaker	
Memory	8GB Non-ECC DDR3 1600MHz SDRAM (32GB Max)	
Storage	500GB 7200 RPM 3.5" SATA Hard Drive	
Optical Drive	DVD R/W 16X	
Keyboard & Mouse	USB Optical Mouse/KB	
Monitor	21" Wide Screen Monitor VGA, DVI	
Power Management	275W up to 90% Efficient PSU; Energy Star 5.0 compliant, Active PFC	
System Chassis	Tool less Mini Tower Chassis	
Operating System	Win 7 Professional 64 bit Pre installed.	
Warranty	3Year Next Business Day (NBD) Service	
Security	Trusted Platform Module6 (TPM) 1.2, OEM Data Protection Access, Data Protection Encryption, Chassis lock slot support, optional Chassis Intrusion Switch, Setup/BIOS Password, I/O Interface Security, Intel® Trusted Execution Technology, Intel® Identity Protection Technology, Intel® Anti-Theft Technology,	
Manageability	WOL, PXE 2.1, Intel® vPro Technology (iAMT 8.0)	
Certification	Energy Star 5.0, EPEAT Registered, CECP, TCO, WEEE, Energy Law, Carbon Off-set Program; System Recycle (Asset Recovery Service)	

**Signature of the Bidder with name and address****Seal of the Organization**

**Annexure-II – Part A**

Detail of the Buyback offer: -

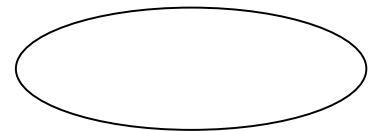
1	Name of The Bidder offering Buy Back	
2	Address of the Bidder/Concern	
<b>Sr. No.</b>	<b>Category</b>	<b>For items mentioned in Annexure – II (Part-B)</b>
1	Validity of Buy Back offer (in days)*	
2	Any Other remarks	
*Response quoted should be valid for minimum of 90 days from the last date of submission of bid.		

**Signature of the Bidder with name and address****Seal of the Organization**

**Annexure-II – Part B****List of Computer Available for Buy Back**

<b><u>S. NO.</u></b>	<b><u>Machine make and model</u></b>	<b><u>Model no.</u></b>
1.	DELL OptiPlex 210L	Service Tag:5Z4CM1S
2.	Dell OptiPlex GX620	Service Tag:BG46L1S
3.	Dell OptiPlex GX620	Service Tag:9G46L1S
4.	Dell OptiPlex GX620	Service Tag:46G9N1S
5.	DELL OptiPlex 320	Service Tag:56G9N1S
6.	DELL OptiPlex 320	Service Tag:76G9N1S
7.	Dell OptiPlex 320	Service Tag:C5G9N1S
8.	Dell OptiPlex 320	Service Tag:B5G9N1S
9.	Dell OptiPlex 320	Service Tag: H5G9N1S
10.	Dell OptiPlex 320	Service Tag:F5G9N1S
11.	Dell OptiPlex 320	Service Tag:26G9N1S
12.	Dell OptiPlex 780	Service Tag:3P1Q5BS
13.	DELL OptiPlex 780	Service Tag:FN1Q5BS
14.	HCL Intel P4	Product key : TF73V-QPM8P- PQQ4W-3X7H2-QXRRQ

We have inspected the above noted articles.



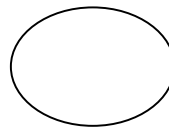
**Signature of the Bidder with name and address**

**Seal of the Organization**

**Annexure-III (Part-A)****FINANCIAL BID**

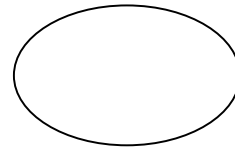
1.	Name of the Bidder/Concern	
2.	Address of the Bidder/Concern	
<b>Sr. No.</b>	<b><u>Category</u></b>	<b>OFFER PRICE(A) ( For items mentioned in Annexure-I )</b>
1.	Price per unit of COMPUTERS for Items mentioned in Annexure-I in ` . (In figures and in words)	
2.	Taxes, Duties, Octroi & any other statutory levies or charges (in ` )	
3.	Any other Charges (in ` )	
4.	Discount/Off etc. if any (in ` )	
5.	Total Price Per Unit of COMPUTERS in Rupees ( In figures and in Words)	
6.	Combined total Price in Rupees (In figures and in words) for items mentioned in Annexure-I (14 No. x Price mentioned in Col. 5) <b>(A)</b>	
7.	Delivery Period (in days) from the date of receiving Purchase Order subject to point no- 42 of pg no- 8 of this document.	
8.	Validity of the bid (in days) from the last date of submission of bid subject to point no- 02 of pg no- 04 of this document.	

- In cases where the supply involves both Sales tax and Service tax, the quotation should indicate separately the break-up of sales tax and service tax applicable to the respective components/service. It may be noted that dual taxation i.e. charging both sales tax and service tax to the same component or service (in respect of software etc) is not allowed. The prices quoted should be Academic/Educational prices wherever applicable.
- Rates should be quoted in words as well as in figures. In case of any variations rates quoted in words shall be taken into account

**Signature of the Bidder with name and address****Seal of the Organization**

<b><u>Annexure-III (Part-B)</u></b>		
<b><u>FINANCIAL BID</u></b>		
<b>SI No.</b>	<b>Particulars</b>	<b>Price ( in figures and words) ( For items mentioned in Annexure-II)</b>
1	DELL OptiPlex 210L Service Tag:5Z4CM1S	
2	Dell OptiPlex GX620 Service Tag:BG46L1S	
3	Dell OptiPlex GX620 Service Tag:9G46L1S	
4	Dell OptiPlex GX620 Service Tag:46G9N1S	
5	DELL OptiPlex 320 Service Tag:56G9N1S	
6	DELL OptiPlex 320 Service Tag:76G9N1S	
7	Dell OptiPlex 320 Service Tag:C5G9N1S	
8	Dell OptiPlex 320 Service Tag:B5G9N1S	
9	Dell OptiPlex 320 Service Tag: H5G9N1S	
10	Dell OptiPlex 320 Service Tag:F5G9N1S	
11	Dell OptiPlex 320 Service Tag:26G9N1S	
12	Dell OptiPlex 780 Service Tag:3P1Q5BS	
13	DELL OptiPlex 780 Service Tag:FN1Q5BS	
14	HCL Intel P4 (Product key : TF73V-QPM8P-PQQ4W-3X7H2-QXRRQ)	
	<b>Total (B)</b>	
	<b>Consolidated Total Price (A-B)</b>	

- In cases where the supply involves both Sales tax and Service tax, the quotation should indicate separately the break-up of sales tax and service tax applicable to the respective components/service. It may be noted that dual taxation i.e. charging both sales tax and service tax to the same component or service (in respect of software etc) is not allowed. The prices quoted should be Academic/Educational prices wherever applicable.
- Rates should be quoted in words as well as in figures. In case of any variations rates quoted in words shall be taken into account



**Signature of the Bidder with name and address**

**Seal of the Organization**