

NATIONAL INSTITUTE OF ELECTRONICS AND INFORMATION TECHNOLOGY
DELHI CENTRE

1. Scope of Work

The minimum specified Scope of Work that needs to be undertaken by the successful Bidder for the supply of the laptops at NIELIT Centre, Delhi are given below and the work is to be performed as per the specifications and conditions mentioned in different parts of this document.

2. Scope of Hardware supply & installation

The scope of work of the Bidder with respect to the hardware supply and installation is given below:-

i) Supply of all the products and equipment with the OS/ software at NIELIT, Delhi as per the quantities as finalized by NIELIT Centre, Delhi and also as per the technical specifications included in the RFQ, which includes transporting the items safely and delivery to the locations.

ii) The Laptops must be delivered within 4 weeks from the date of issue of the purchase order. Penalty for late delivery would be leviable at the rate of 0.5% per week subject to a maximum of 10 percent of the value of such portion of material as has not been supplied within the stipulated period. In case delivery is not completed within 2 weeks after specified delivery period, NIELIT may cancel the order and arranged to procure the said items from any other source at the risk and cost of the vendor(s) and Earnest Money Deposit (EMD) will be forfeited.

TERMS AND CONDITIONS FOR SUPPLY OF HARDWARE AND SOFTWARE ITEMS

The Vendor will be required to send **TWO SEPARATE ENVELOPES, FIRST ENVELOPE CONTAINING DEPOSIT OF EARNEST MONEY, QUALIFICATION BID (ANNEXURE A), TECHNICAL BID (ANNEXURE B), TECHNICAL LITERATURE AND TERMS & CONDITIONS WHEREAS THE SECOND CONTAINING THE FINANCIAL BID (ANNEXURE C) SHOWING RATES. Qualification and Technical Bids will be opened at 2.30 p.m. on the same day of last date of receiving bids. The Financial bids of the short-listed vendors will be opened on 4th March, 2014 at 2.00 PM in the presence of the vendors or their representatives who wish to be present.** While opening the quotations, the envelopes containing Qualification Bid, Technical Bid and Terms & Conditions shall be opened first and acceptance of the quotation according to the specified clauses will be ascertained. Financial Bid of only those bidders will be opened who qualify the eligibility criteria n the basis of Qualification and Technical Bid. Both the bids should be sealed in separate covers, super scribed with the statements “Qualification/Technical Bid” and “Financial Bid” and both these covers should then be sealed in a bigger envelope super scribed in bold letters as

Sub : **“Proposal for supply of Laptops”**

Due Date & Time : By 2.00 PM on 4th March, 2014

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

In case of any Technical clarification please contact:

Shri Partha P. Adhikari
Scientist ‘C’
NIELIT, Delhi
Parsvnath Metro Mall, 2nd floor,
Inderlok , Delhi-110052
e-mail: partho@nielit.gov.in
Ph: 8527644545

1. Bidder have to deposit earnest money of Rs. 1,00,000 (One lakh only) in the form of demand draft/FDR in favour of NIELIT, Delhi payable at Delhi which will be returned to all except the successful vendor(s) selected for the supply immediately after the order is places. This amount will be returned to the successful bidder(s) on acceptance of the material supplied by them. In case the renderer(s) fail to complete the supply according to the terms of the order, the amount of EMD will be forfeited. **No Tender without Earnest Money Deposit will be entertained.**

2. Prices quoted should be F.O.R. sites (quantity to be defined at the time of placing the supply order) inclusive of all charges like sales Tax, VAT, excise duty, insurance, technical service/installation charges, charges for Three years comprehensive warranty for Computer systems. Octroi as per actual shall be payable extra. No other charges/taxes/levies shall be payable. Form ‘C’/ ‘D’ will not be provided by NIELIT, Delhi.

3. Hardware and Software must be delivered within 4 weeks from the date of issue of the purchase order. Penalty for late delivery would be leviable at the rate of 0.5% per week subject to a maximum of 10 percent of the value of such portion of material as has not been supplied within the stipulated period. In case delivery is not completed within 2 weeks after the specified delivery period, NIELIT may cancel the order and arrange to procure the said items from any other source at the risk and cost of the vendor(s) and EMD will be forfeited.

4. ELIGIBILITY CRITERIA

The vendor fulfilling the following criteria will be eligible to qualify for opening of his Financial Bid (**by furnishing the information showing proof for all the criteria listed below**):

- i) Vendor should be in business of IT hardware and software at least for the last 3 years.
- ii) The vendor should have executed at least one single order of commissioning Server-thin clients solution in a Virtualized environment.
- iii) The vendor should have valid authorization from OEM to supply the material.
- iv) Average Annual turnover should be Rs. 5.00 cr. for the last 3 years.

- v) Should have adequate number of trained engineers (minimum Diploma in Computer Science/IT/Electronics) to provide maintenance support services. Details to be provided.
- vi) Should have valid PAN and Sales Tax Registration number.
- vii) Should not have been black-listed by and State/Central Govt. Organization.

5. PAYMENT TERMS

The terms of payment will be as follows:

- i) No advance payment against purchase order will be made.
 - ii) 90% of the bill amount will be paid within 30 days of submission of the bill along with reports showing successful delivery, Installation & satisfactory functioning of Computer Hardware, Software.
 - iii) Balance 10% of the value of the bill amount will be paid, against Pay Order/FDR/Bank Guaranty in favour of NIELIT Delhi towards performance security of equivalent amount, within 30 days after submission of Performance Security through any of the aforesaid instruments the satisfactory functioning report signed by the designated officer of NIELIT, Delhi Centre. The Pay Order/FDR/BG should remain valid for a period of sixty days beyond the date of completion of all contractual obligations of the supplier including warranty obligation.
6. Director-in-charge, NIELIT, Delhi, reserves the right to reject any or all quotation(s) without assigning any reason.
7. Sealed quotations, complete in all respects, should reach NIELIT, Delhi, “Parsvnath Metro Mall, 2nd Floor, Inderlok, Delhi-110052” latest by **2.00 PM on 4th March, 2013**. Incomplete quotations or those without earnest money may be rejected. Technical bids & Financial Bids will be opened on the same day at 2.30 p.m. at **NIELIT, Delhi** in the presence of the Vendors or their representative who may wish to be present at the time of opening of the Technical Bids. Financial Bids will be opened after evaluating the Technical bids.
8. Director-in-charge, NIELIT, Delhi reserves the right to revise or alter the requirements and/or specifications of the material before acceptance of any quotation and call for offers.
9. Director-in-charge, NIELIT, Delhi reserves the right to increase or decrease the quantity of the items in the purchase order.
10. Supply complete in all respect will be accepted in one lot at the NIELIT, Delhi office address.
11. Users at site will conduct the 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 found faulty during such test may not be allowed and the vendor will have to supply new machine in replacement within a weeks’ times.

12. The acceptance test will consist of running the Systems for 6 hours daily for full seven working days.

13. Vendor will be required to provide license in the name of NIELIT, Delhi for all software which will be installed, configured and used with the Hardware to carry out various functions. Vendor(s) should enclose printed brochure of the products quoted along with the technical bid.

14. Vendor(s) will be responsible for on-site comprehensive maintenance of Computer systems for three years, free of charge, during warranty period after the acceptance of supplied material. In case of default, this Centre will have the right to arrange maintenance at Vendor's risk and cost from any other source.

15. Comprehensive maintenance will cover replacement of all defective parts/equipments, excluding nothing.

16. Vendor(s) shall have satisfactory arrangement to receive complaints and provide maintenance on-site. The response time for attending to faults will be twenty four hours after these are reported to the Vendor. The Vendor will rectify the faults within 72 hours from the time of reporting, failing which Vendor will arrange standby equipment. In case, the Vendor fails to meet this requirement, NIELIT Centre will have the right to arrange repairs/replacements at the costs and risk of the Vendor.

17. The Vendor(s) must specifically mention the place, contact address, mobile number from where support for maintenance would be offered.

18. If a dispute arises out of or in connection with the contract, or in respect of any defined legal relationship associated therewith or derived there from, the parties agree to submit that dispute to arbitration under the ICADR Arbitration Rules, 1996. The Authority to appoint the arbitrator(s) shall be the International Centre for Alternative Dispute Resolution. The International Centre for Alternative Dispute Resolution will provide administrative services in accordance with the ICADR Arbitration Rules, 1996. The place of arbitration proceedings shall be New Delhi

19. In all matters and disputes arising hereunder, the appropriate Courts at Delhi alone shall have jurisdiction to entertain and try them.

20. Non-compliance of the above terms and conditions will render the tender liable for rejection.

21. Copy of these terms and conditions duly signed and stamped on each page must be attached with the technical bid as acceptance of the above terms and conditions.

22. Evaluation Criteria

The following evaluation criteria shall be followed for selecting the vendor:

- i) Qualification bids will be opened and evaluated first as per the Eligibility Criteria.
- ii) Technical bids of vendors meeting the Eligibility Criteria will be opened and evaluated as per the Technical specifications required.

- iii) Financial bids of only those vendors will be opened and evaluated who are technically qualified.
- iv) Vendor will be selected for supply of material on the basis of lowest quote for both hardware and software combined.

QUALIFICATION BID

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

BID PARTICULARS FOR QUOTATION NO. : _____

1. Name of the Bidder : _____
2. Address of the Bidder : _____

- Telephone : _____
- Fax : _____
- Telex : _____
- E-mail : _____
3. Bidder's proposal number and date : _____
4. Name & Address of the contact : _____
Person to whom all references shall
Be made regarding this tender
Telephone : _____
- Fax : _____
- Telex : _____
- E-mail : _____
5. Earnest Money : Yes/No

Bank/Demand Draft Date	Bank/ Demand Draft No.	Drawn on Bank	Amount

6. No. of years in business : _____
(Attach certificates from Client-for successful running)
7. Turnover (for last 3 years) – 2010-13 : _____
8. Supplies in India (Reference of Organization) : _____
9. No. of trained Engineers : _____
10. Service Station/Maintenance Facility : _____
11. Copy of Income Tax returns : Yes/No
(Attach attested copies)

12. Sales Tax Registration Certificate : Yes/No
 (Attach attested copy)
13. PAN No. :
14. Documentary evidence of OEM authorization
 Certification attached : Yes/No
15. I/We have read all the terms and conditions of
 the letter inviting quotations and accept them in full : Yes/No

(Signature)

Seal

Witness 1:

Signature.....
 Name.....
 Designation.....
 Company.....
 Date.....

Witness 2:

Signature.....
 Name.....
 Designation.....
 Company.....
 Date.....

TECHNICAL BID

Particulars	Detailed Specification	Deviation (if Any)
Processor	Intel® Core™ i5-4330M with Intel HD Graphics 4600 (2.8 GHz, 3 MB cache, 2 cores)	
Operating System	Windows 8 professional (64 bit)	
Memory	8 GB but expandable to 32 GB 1600 MHz DDR3L SDRAM (Two SODIMM slots (dual-core processor) supporting dual-channel memory.)	
Chipset	Mobile Intel QM87 Express Chipset or Higher	
Video	Intel® HD Graphics 4000 for Intel Core i3/i5/i7 4xxxM Processors NVIDIA®NVS™5200M (GDDR5 1GB)	
Display	15.6" FHD (1920x1080) Anti-Glare LED-backlit	
Hard Drive	750 GB SATA (5400 RPM or Higher)	
Optical Drive	Blu-ray R/RE DVD+/-RW Super-Multi DL	
Connectivity	10/100/1000 Gigabit Ethernet Wireless Options : Intel Dual Band Wireless-AC 7260 802.11ac (2x2) Wi-Fi and Bluetooth 4.0 Combo	
Multimedia	DTS Studio Sound HD audio (Windows operating systems only); Integrated stereo speakers; Integrated microphone (dual-microphone array when equipped with optional webcam); Button for volume mute, functions keys for volume up and down; Combo microphone-in/stereo headphone-out jack	
Keyboard	Split resistant keyboard with chocolate back-lit keys	
Ports and Slots	Ports Network connector (RJ-45) - 1 USB 2.0 - 2 (1 USB/eSATA combo) USB 3.0 - 2 Stereo headphone/Microphone combo jack	

	Docking Connector - 1 VGA - 1 HDMI - 1 Slots Memory card reader, 54 mm ExpressCard 1 Full and 2 Half Mini Card Slots Optional SmartCard Reader/Contactless SmartCard Reader/Fingerprint Reader or FIPS Fingerprint Reader USB 3.0 Module option via optical bay	
Power	8 / 9-cell Lithium Ion battery	
Carry Bag	Backpack Type	
Power Supply	230V, 50Hz AC Supply with rechargeable Battery Pack comprising of Li-Ion battery suitable for approx. 6hrs operation complete with battery charger/ adapter.	
Pointing Device	Optical Scroll Mouse	
Mandatory Industry Standard Certifications	UL, FCC Compliance, EPEAT- Gold, Energy Star	
Linux Certification	Must be certified for Certified SUSE Linux, Windows & Free DOS	

Certificate of Authenticity

This is to certify that the quoted item conforms as per the technical specification mentioned in the bid document.

Dated this _____ Day of _____ 20__

(Signature) (In the capacity of)
Duly authorized to sign the Tender Response for and on behalf of:

(Name and Address of Company) Seal/Stamp of bidder

Note:

Any Deviations from the specified technical specification if found on the higher side will be considered for evaluation.

If the supplied laptops are found to be below specified technical capabilities at any stage either pre or post tender, the award of contract will be summarily be rejected.

COMMERICAL BID (PRICE QUOTE)

S. No.	Particulars	Quantity	Price per Unit in INR (Inclusive of all taxes/levies)	Total Amount in INR	AMC price per unit in INR after completion of Warranty Period (i.e. after 3 years)
		36 (Thirty six Nos.)			

Dated this..... Day of

Signature (in the capacity of duly Authorized to sign the Tender for and on behalf of):

(Name and address of Company)
Seal/Stamp of bidder

Note: The Unit price mentioned will be considered for bid evaluation and no other mentioned price will be taken in to account