



**National Institute of Electronics and Information Technology  
(NIELIT), Agartala Centre**  
Department of Electronics and Information Technology,  
MOCIT, Govt. of India,  
Directorate of Information Technology Campus, ITI Road,  
Indranagar, Agartala-799006, West Tripura. Tel-0381-2350010

## **I N D E X**

**Tender Ref. No.: RIELIT/AGT/CSA/81/2013, Dated 01<sup>st</sup> Jan, 2014**

**NAME OF THE WORK:**

**Supply and Installation of Server,  
Desktops, Laptop at NIELIT Agartala  
Centre.**

- 1. Brief Information**
- 2. Letter of Acceptance**
- 3. Instruction regarding the Tender**
- 4. General Terms & Conditions of Contract**
- 5. List of the equipment with specification (Annexure-I)**
- 6. Pro Forma for furnishing Bids (Annexure-II)**



**National Institute of Electronics and Information  
Technology (NIELIT), Agartala Centre**

**Brief Information about the Tender**

**Tender Ref. No.: RIELIT/AGT/CSA/81/2013, Dated 01<sup>st</sup> Jan, 2014**

NAME OF THE WORK	Supply and Installation of Server, Desktops and Laptop at NIELIT Agartala Centre.
PLACE OF THE WORK	<b>NIELIT Agartala Centre</b> , Directorate of Information Technology Campus, ITI Road, Indranagar, Agartala-799006, Tripura West.
TIME OF COMPLETION	30 (Thirty) Days.
DATE OF ISSUE OF TENDER PAPERS	2 <sup>nd</sup> Jan, 2014 from 10 am
TENDERS TO BE SUBMITTED AT	<b>NIELIT Agartala Centre</b> , Directorate of Information Technology (DIT) Campus, ITI Road, Indranagar, Agartala-799006, Tripura West.
LAST DATE OF SUBMISSION OF TENDER DOCUMENT	<b>(4 PM) 31<sup>st</sup> January, 2014</b>
DATE & TIME OF OPENNING TENDER	<b>(5 PM) 31<sup>st</sup> January, 2014</b>
EARNEST MONEY DEPOSIT	<b>2% on Total offered amount</b>

Director-in-charge  
NIELIT Agartala Centre



**National Institute of Electronics and Information  
Technology (NIELIT), Agartala Centre**

**In Firms Letter Head  
Letter of Acceptance to be submitted in the Bid**

To

The Director-in-Charge,  
NIELIT Agartala Centre,  
Directorate of IT Campus, ITI Road,  
Indranagar, Agartala – 799006, Tripura West

Sub: **Acceptance of Terms & Conditions of Tender.**

Ref: **Tender Ref. No.: RIELIT/AGT/CSA/81/2013, Dated 01<sup>st</sup> Jan, 2014**

Sir,

Having Examined in details of the tender documents relating to the work and having acquired all the requisite information affecting the tender invited by you, I/We ..... here by agree to all terms and conditions of the contract [as laid down in tender document(s)]. I/We also agree that the period term(s) and condition(s), if any, at back of our quotation form and / or any other paper enclosed are not applicable.

I/We undertake to complete the whole work(s) within the period specified in the tender. In this connection I/ we are providing herewith the following information.

1. Proof of Address of the firm and its service station.
2. Annual Turnover of the last financial year : (Copies of Balance Sheet & Income Tax Clearance & return enclosed)
3. In case Bidder is a Authorised Dealer/ Distributor,
  - a. Proof of Dealership/Distributorship from parent company.
  - b. Authorization Certificate from parent company authorising participation in the tender.
  - c. Letter of Confirmation from parent company for providing direct service.
4. Service Centre details within the proximity of the state of Tripura.
5. List of clients in India (preferably in North East) for the last 3 (three) years along with copies of relevant Work Order and timely completion certificate.
6. Details of EMD paid Amount Rs..... (Rupees..... only) DD/BC No ..... dated..... Bank & Branch .....
7. VAT Registration No..... Service Tax Regd. No. .... PAN ..... (Copies Enclosed)
8. Non Relationship certificate with NIELIT Agartala Centre.
9. Affidavit/Power of Attorney stating the capacity & Authority of the person signing on behalf of the firm.
10. Declaration that the firm has not been banned or de-listed by any Govt or Quasi Govt. Agency or Public Sector Undertaking.
11. Bid format as per **Annexure-II**
12. Any other relevant Documents (please specify).

**Signature with Seal  
(Name & Designation in Block Letters)**



**National Institute of Electronics and Information  
Technology (NIELIT), Agartala Centre**

**INSTRUCTION REGARDING TENDER**

**Note:** Bidders are requested to note that non-compliance of the following instructions are liable to render their tender being rejected.

1. Bidders should put their endorsement (signature & seal) on each page of the tender documents as token of acceptance.
2. Bidders should provide documentary evidence of their experience in similar work and value in India preferably in the NE region for the last 3 (three) years.
3. The bidder should make no alterations and/ or addition to the tender papers. Only typed quotation will be accepted.
4. Bidders should not sublet/delegate the whole or part of the work.
5. The bidders will be required to furnish the interest free earnest money @ **2% on total cost** in the form of FDR/DD/BC drawn in any nationalized bank in favour of **NIELIT Agartala Centre**, payable at **Agartala**. Without the Earnest Money the tender will be summarily rejected. The EMD of successful bidder will be kept as Performance Security/Security Deposit till total supply as ordered & installation is executed/till completion of the warranty period or project period whichever is earlier. EMD of the unsuccessful bidders will be returned on request after finalisation of the tender and acceptance of work order by the successful bidder.
6. The reference no. and date of this tender notice & EMD details should be **superscribed on the sealed tender envelope**. Bids duly signed by the authorised signatory along with EMD should be submitted in sealed envelope.
7. Items are to be quoted in Indian Rupees only.
8. Quotations should be submitted by post and no Quotation will be accepted by fax, email, telax, or any other such means.
9. Acceptance should be as per enclosed format without any alterations.
10. All rates quoted will be considered to be inclusive of all taxes and freights and installation charges- **F.O.R. NIELIT Agartala Centre**, Directorate of Information Technology Campus, ITI Road, Indranagar, Agartala-799006, Tripura West even if stated otherwise. Details of the Taxes as applicable should be mentioned in the quotation clearly. In case of any ambiguity the same will be considered inclusive all.
11. The period of validity of the quoted rates shall have to be mentioned clearly.
12. Bidders should submit all supporting documents in favour of information submitted in the tender. Further copy of all statutory licences and documents like PAN, VAT, Service Tax (if ST is charged), etc should be enclosed. All documents submitted should be serially numbered.
13. NIELIT Agartala Centre shall be under no obligation to accept the lowest quotation. Further the Director-in-Charge of NIELIT Agartala Centre reserves the right to reject all or any of the tenders without assigning any reasons, if any discrepancy is found in the bids.
14. Equipments and Technical specifications are placed at **Annexure-I**.

Director-in-charge  
NIELIT Agartala Centre

### **GENERAL TERMS AND CONDITIONS OF CONTRACT**

1. **Eligibility** – To be eligible to participate in the tender, a bidder should be:-
  - a. A manufacturer of nationally/Internationally reputed brand or its Authorised dealer or distributor only, with sufficient experience in India, preferably in the NE States.
  - b. Should have a minimum turnover of **Rs. 2 lakhs only during the last financial year** for participating in the tender.
  - c. Should quote for a work in its entirety. Partial or selective quotes will be summarily rejected.
  - d. Tenders providing **warranty for a minimum period of 1 (one) year** on all products & services offered will be eligible.
2. Copy of Sole distributorship /Authorised dealership certificate/Proprietorship from manufacturing principals should accompany the bid otherwise tender shall be rejected.
3. The entire delivery, installation of the items shall have to be completed within **30 (thirty) days** from the date of order.
4. **The items should be branded** and the execution of supplies and installation of the items shall be completed within the stipulated time and no extension will be granted under normal circumstances. In case of late delivery/installation not exceeding 05 (five) working days, penalty as fixed by NIELIT upto @ 2% (Two Percent) of the bill amount may be imposed. Beyond that period, for any further delay in delivery/installation, the Director-in-Charge shall impose other penal clause as deemed fit.
5. The rates quoted should be F.O.R. NIELIT Agartala Centre, Directorate of IT (DIT) Campus, ITI Road, Indranagar, Agartala-799006, Tripura West and should be inclusive of freight/packing/forwarding charges/installation charges even if it is not mentioned in the quotation.
6. Copies of complete printed literature for the items should accompany quotation, in absence of which the quotation may not be considered.
7. Copy of PAN No, proof of Sales Tax Registration & Service Tax Registration (if ST is charged) and experience certificate of at least three works/supply of similar nature of item from appropriate authority should accompany the bid otherwise tender shall be rejected.
8. Quotations with overwriting alterations will not be considered. Only typed quotations will be accepted.
9. NIELIT Agartala Centre shall be under no obligation to accept the lowest quotation.
10. Supplies not as per order or as per specifications will be rejected and returned at the cost of supplier and EMD will be confiscated.
11. The tenderer will be required to furnish interest free earnest money @ **2% on total cost** to be placed in the bid envelope, in the form of crossed Demand Draft/Bankers Cheque in favour of 'NIELIT Agartala Centre' payable at Agartala from any nationalised scheduled bank. EMD should remain valid for a period of **45 (forty five) days beyond the last date of submission of bid**. Without the earnest money the tender shall be rightly rejected. Earnest money of suppliers to whom work is awarded shall be kept as Security Deposit till total supply as ordered is executed and it may be forfeited in case of (i) noncompliance of contract /supply order (ii) incomplete supply (iii) material not supplied as per specifications. EMD of unsuccessful bidders will be returned on request after declaration of successful bidders.
12. Bills in triplicate should bear the Income Tax Number and Sales Tax/VAT/CST/Service tax (if ST is charged) Number(s) & for payment of bills. Details of the Taxes as applicable should be mentioned in the bills clearly. In case of any ambiguity prices will be considered inclusive of all taxes.
13. NIELIT Agartala Centre **may release 100%** of the amount after successful certification of supply order, including installation and demo of operation. Further operational training if any to our personnel has to be provided by the suppliers free of cost. NIELIT reserves the right to keep **retention money upto 10%** on the bill amount, and the Retention Money may be released after certification of satisfactory performance.
14. Warranty shall have to be for a period of at least 1 (one) years from the date of Certification. However, weightage should be given to bidders offering additional warranty period without extra cost.
15. Items damaged in transit will have to be replaced by the supplier at his own cost.

16. It will be binding on the part of the successful bidder to supply the goods at the quoted rates failing which the name of the firm will be removed from the suppliers list and no further inquiries would be sent. Other relevant terms and conditions of this tender would also be made applicable automatically.
17. In case of any dispute on account of deviation of the terms and conditions the responsibility will be of the suppliers and the decision of the Director-in-Charge, NIELIT Agartala Centre shall be binding and final.
18. Certified copies of balance sheet for the last three years, along with IT clearance & return may be submitted along with the bid.
19. Persons signing the tender paper should be duly authorised by means of an affidavit or power of Attorney to this affect.
20. All dispute lie within the jurisdiction of Tripura High Court.
21. **After Sales Service should be provided** by the manufacturing principal directly. Outsourcing of such service will not be accepted. The facility of After Sale Service should be clearly indicated along with its location. During warranty period if servicing support is not provided within 72 hours a penalty of Rs. 200/- per day or may be imposed as fixed by NIELIT and may be recovered from Performance Security. The repairing/servicing should be carried out in the office premises itself. However, only such works which cannot be done in the office premises will be allowed to be done outside with written permission of the section in-charge and signing authority of the organisation only on providing stand by equipment, if necessary at no extra cost.
22. The tender is likely to be rejected because of non-fulfilment of any of the above terms.
23. Items are to be quoted in Indian rupees only.
24. The detail specifications of the goods are as per **Annexure-I** attached.
25. No quotation will be accepted by fax, email, telex or any other such means.
26. The Director-in-Charge, NIELIT Agartala Centre reserves the right to reject all or any tender without assigning any reason thereof.

**List of the Equipment with Specification:**

<b>Sl no</b>	<b>Name of the items</b>	<b>Specification of the items</b>	<b>Quantity</b>
1.	Server	Intel Xeon Gen 8 , Hot Plug 6LFF 1X intel xeon E5- 2403 (1.8 GHz ), 4 core, 10 MB, 4 GB RAM, Sata DVD RW, Sata Controller Raid 0/1/10/ 500 GB 6G Sata 7.2K 3.5", 460W F10, 18.5" LED monitor.	1 (one) no.
2.	Desktops	Intel Core i3 Processor, 4 GB DDR3 RAM, HDD 500 GB Sata, DVD Writer, 18.5" LED Monitor, 1 GB Graphics, DOS.	5 (five) nos.
3	Laptop	Intel Core i7 (4 <sup>th</sup> generation), 1.8GHz with turbo boost up to 3 GHz clock speed, 4 GB DDR3 RAM, 4 MB Cache, 256 GB SSD, Win 8 Professional 64 bit Operating System, Intel HD Graphics 4400, Screen resolution 1920x1080, pixel Screen size 13.3 inch, Full HD TFT color display with capacitive touch screen and LED backlit Screen type.	1 (one) no.

**Note: Items should be branded.**

**PRO FORMA FOR FURNISHING BID**

*(Please go through the documents with terms and conditions before filling up this Pro forma)*

1. Name, Address and Telephone Number of the Organization:
2. Date of commencement of Business  
*(Please furnish proof in support of your statement):*
3. Status of the organization *(i.e. whether Proprietorship, Partnership, Private Limited/Public Limited Company, Registered under Societies Registration Act, etc.):*
4. Registration Number of the Organization. *(Please attach Certificate of Registration/Incorporation):*
5. Name of the C.E.O. / Proprietor :
6. Name, designation and address, including phone / mobile number of the Contact Person.:
7. Annual Turnover  
*(Attach Photostat copies of Balance Sheet/I.T. Returns/C.A.'s Certificate).:*  
2010-11 Rs.  
2011-12 Rs.  
2012-13 Rs.
8. Sales Tax/VAT No., if any *(Must, if ST/VAT is charged.):*
9. Service Tax, if any *(Must, if ST is charged) :*
10. P.A.N. Number of the Organization / Owner *(in case of proprietorship organization where no P.A.N. has been issued in the name of the Organization).:*
11. Details of three prominent organizations served/being served with similar services *(attach a comprehensive list)*  
**Name & Address**  
**Name & Phone No. of the contact person**  
**Annual cost of contract**  
**Since when the services are being provided**
12. Details of E.M.D. (enclose D.D.) : D.D. No. \_\_\_\_\_ dated \_\_\_\_\_ for Rs. \_\_\_\_\_ Drawn on \_\_\_\_\_ bank in favour of NIELIT Agartala Centre, payable at Agartala.



13. Number of clients being served in and around Tripura on the date of submission of bid (*please enclose a comprehensive list with address and telephone numbers*):

14. Whether you have any point of disagreement with the terms and conditions stipulated in the Tender Document. If yes, please specify and also indicate suggested solution (*if space is not sufficient, please attach separate sheet*):

15. Prices of the items:

Sl. No.	Description of the Items	Rates offered	Unit	Taxes	Total
	Total				

### DECLARATION

- a) It is certified that the information furnished above is correct.
- b) We have gone through the terms and conditions stipulated in the Tender Document and confirm to abide by the same. Disagreements and solution proposed has been listed in a separate sheet and being attached with this Bid. A copy of the Tender Document with its each page signed, in token of acceptance of the Terms and Conditions, is enclosed.
- c) We understand that the decision of the NIELIT to accept/reject “the points of disagreements and proposed solution provided by us” would be final and binding.

**Place** .....

**Date** .....

**Signature:**.....

**Name:**.....

**Designation:**.....

**Seal of the firm/Co.:**.....