



NATIONAL INSTITUTE OF ELECTRONICS AND INFORMATION TECHNOLOGY Chennai

*Autonomous Scientific Society of Ministry of Electronics and Information Technology, (MeitY)
Government of India*

Tender document for
Supply of Work Station Computer

Issued by:

NIELIT Chennai
First Floor, ISTE Complex, 25, Gandhi Mandapam Road, Chennai – 600 025
Phone: 044- 24421445 / 47,
Website: <http://nielit.gov.in/chennai/>

Note: This document contains a total of 22 pages. No change in the document by the bidder is permissible.

Notice Inviting Tender

Tender No. DC-CHE\VI\1\EPDPT\430&431\17-18\ENO- 315

e-Tenders are invited on behalf of the Director, National Institute of Electronics & Information Technology (NIELIT), Chennai, Tamil Nadu, India, from Original Equipment Manufacturers or their authorized distributors/ dealers under Two Bid System for Supply of Work Station Computer – 25 Nos.

The vendors may download Tender Document containing detailed technical specifications and terms & conditions etc. from <http://eprocure.gov.in/eprocure/app> and upload the duly filled Tender (response) along with all required documents on or before 06.11.2017, 15:00 Hrs. The Director, NIELIT Chennai reserves all the right to accept or reject any tender/tender in part or full without assigning any reason thereof.



Stores and Purchase Officer
NIELIT Chennai

Tender Document for supply of Work Station Computer

1. Bid Information

Document Description	Tender Document for “Supply of Work Station Computer” at National Institute of Electronics & Information Technology (NIELIT), Chennai – 600 025
Tender Document No.& Date	DC-CHE\VI\1\EPDPT\430&431\17-18\ENQ-315 Date: 16/10/2017
Submission of Response to Tender Document	Through e-Procurement mode (on-line) at Central Public Procurement Portal (CPP Portal): https://eprocure.gov.in under two bid system.
Last date & Time of Submission of Response to Tender Document	06-11-2017, 15:00 Hrs
Response to Tender Document	As per given format and with enclosures mentioned elsewhere in this document and through the procedures of CPP. a. Technical Bid b. Financial Bid
Tender Document Download Start Date & Time	16-10-2017, 17:30 Hrs.
Tender Document Download End Date & Time	05-11-2017, 13:00 Hrs.
Clarification Start Date & Time	17-10-2017, 09:00 Hrs.
Clarification End Date & Time	03-11-2017, 15:00 Hrs.
Bid Submission Start Date & Time	17-10-2017, 09:00 Hrs.
Bid Submission End Date & Time	06-11-2017, 15:00 Hrs.
Date & Time Bid Opening (Technical BID)	07-11-2017, 16:00 Hrs.
Bid Opening Venue <i>(Interested vendor may present)</i>	NIELIT Chennai, 1 st Floor, ISTE Complex, 25, Gandhi Mandapam Road, Chennai – 600 025
Validity of Tender	60 (Sixty) days from the date of opening of Financial Bid
Cost of Tender Document	Free
Processing Fee (non-refundable)	Rs.1000/- to be submitted as per the payment methods mentioned in section, “Instructions to bidder” of this tender document.
Bid Security/EMD	Rs. 50000/- (Rupees Fifty Thousand Only) to be submitted as per the payment methods mentioned in section, “Instructions to bidder” of this tender document.
All correspondence to NIELIT should be addressed to	Store and Purchase Officer NIELIT CHENNAI, 1 st Floor, ISTE complex, Opp. Anna Centenary Library, 25, Gandhi Mandapam Road, Chennai – 600025.
Important Note: Prospective Bidders are requested to remain updated for any notices/amendments/clarifications etc. to the Tender Document through CPP Portal. No separate notifications will be issued for such notices/amendments/clarifications etc. in the print media or individually.	

2.Scope of Contract

The scope of the work is supply of new Work Station and its installation at NIELIT Chennai. Bidder should ensure that equipment meets the relevant industry standards. Equipment should be calibrated and certified by the authorized laboratories and certificate must be supplied with it, if any.

All accessories or the items required for the satisfactory working of the equipment is included in the scope of supply. For further clarification on the requirement, bidder shall visit NIELIT Chennai on any working day between 4:00pm to 5:30pm before submitting the tender response with prior intimation.

3.Instructions to Bidder

3.1 The Director, National Institute of Electronics & Information Technology, Chennai – 600 025 invites you to quote for the item as per the Schedule of Requirement on Fixed Price Basis. Response to Tender (bid submission) is to be submitted online only through CPP Portal by adhering to the regulations of portal. Tender duly filled in all respects must be uploaded NOT LATER THAN “Bid Submission End Date & Time” specified in Bid Information section of the document. Response submitted (bid submitted) will be opened on “Date & Time Bid Opening (Techno-Commercial BID)” specified. “Bid Submission End Date & Time” and “Date & Time Bid Opening (Techno-Commercial BID)” will not be extended at all.

3.2 Bidder is advised to follow the tender response submission procedures of CPP Portal. By following this, Bidder agrees to the terms and conditions of tender response submission on CPP Portal. Bidder is advised to follow the registration and submission of response formalities on CPP Portal as follows:

- i. Bidders are required to enroll on the e-Procurement module of the Central Public Procurement Portal.*
 - a) As part of the enrolment process, the bidders will be required to choose a unique username and assign a password for their accounts.
 - b) During enrolment / registration, the bidders should provide the correct / true information including valid email-id & mobile no. All the correspondences shall be made directly and only with the contractors/bidders through the email-id provided while registering in CPP Portal.
 - c) For e-tendering, possession of valid Digital Signature Certificate is mandatory.
 - d) Upon enrolment on CPP Portal for e-tendering, the bidders shall register their valid Digital Signature Certificate with their profile.
 - e) Only one valid DSC should be registered by a bidder. Bidders are responsible to ensure that they do not lend their DSCs to others which may lead to misuse and should ensure safety of the same.
 - f) Bidders can then log into the site through the secured login by entering their user ID / password and the password of the DSC / e-Token.

ii. Manner and method of submission of BIDS:

- a. Bidder should log into CPP Portal site well in advance for bid submission so that he/ she upload the bid in time i.e. on or before the end of bid submission time.
- b. The tender processing fee of Rs.1000/- (Rupees One Thousand Only) required to submitted in the form of Account Payee Demand Draft or payment online through NEFT in favor of “NIELIT CHENNAI”, Payable at Chennai / “Account Holder Name: NIELIT Chennai, Account No.:31185720641, Bank: State bank of India, Branch: Kottur, IFSC: SBIN0001669. Failing which

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the tender will be treated as incomplete and will be ignored.

- c. Bidders should prepare the Bid security/EMD and submit it on or before the end of bid submission time. **The original payment document of Bid Security / EMD should reach NIELIT Chennai on or before the end of bid submission time.** Bid Security / EMD may be submitted in the form of Account Payee Demand Draft or Bankers Cheque from commercial banks only or payment online through NEFT,
- i. in favor of "NIELIT CHENNAI", Payable at Chennai
 - ii. *Account Holder Name:*
 1. NIELIT Chennai,
 2. *Account No.:* 31185720641,
 3. *Bank:* State bank of India,
 4. *Branch:* Kottur,
 5. *IFSC:* SBIN0001669.

Failing which the tender will be treated as incomplete and will be ignored. The details of Bid Security/EMD uploaded should tally with the original demand drafts submitted. In case of failure of any of the above, the uploaded bid will be rejected. Bidder shall select the payment option as offline to upload the BID documents.

- d. If the bidders are claiming exemption for the Bid Security/EMD then the required supporting document for claiming exemption should be enclosed along with the technical bid, as per the relevant Government of India rules as applicable to purchaser (GOI Organizations).
- e. While submitting the bids online, the bidder shall read the terms & conditions (of CPP portal) and accepts the same in order to proceed further to submit their bid.
- f. *It is compulsory to submit duly computer typed and signed Technical Bid consists of*
1. *Techno-Commercial Bid (as per Annexure-I),*
 2. *Compliance of Terms and Conditions (Annexure-III) (with required attachments) ,*
 3. *Scanned Copy of Payment proof for processing fee.*
 4. *Scanned Copy of Bid Security / EMD or EMD Exemption Certificate (currently valid),*
 5. *Manufacturers' authorization Form (Annexure-IV),*
 6. *Covering letter (Annexure-V),*
 7. *Eligibility Criteria (Annexure VI),*
 8. *Price Reasonability Certificate (Annexure VII),*
 9. *Brochure/Leaflets of Product supplied by OEM,*
 10. *Any other document required to support Annexure-I.*

All the signed copies are to be scanned and merged as single PDF document in sequence and uploaded as Technical Bid. Financial Bid is to be uploaded in BoQ XXXX.xls format as per Annexure – II.

- g. Bidders shall digitally sign in CPP portal and upload the technical & financial bid documents separately as indicated in the CPP portal.
- h. Bidders shall note that the very act of using DSC for downloading the tender document and uploading their offers is deemed a confirmation that they have read all sections and pages of the tender document without any exception, have understood the complete tender document, and are clear about the requirements of the tender document.
- i. Utmost care shall be taken for uploading Schedule of quantities & Prices and any change / modification of the price schedule shall render it unfit for bidding.
- j. **The bidders are cautioned that uploading of financial bid elsewhere, i.e. other than in financial bid uploading link in CPP Portal, will result in rejection of the tender.**
- k. Bidders shall submit their bids through **online e-tendering system** to NIELIT well before the bid submission end date & time. NIELIT will not be held responsible for any sort of delay or the difficulties faced during the submission of bids online by the bidders at CPP portal.
- l. After the bid submission, the bidders shall take print out of system generated acknowledgement

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number, and keep it as a record of evidence for online submission of bid, which will also act as an entry pass to participate in the bid opening.

- m. Bidders should follow the server time being displayed on bidder's dashboard at the top of the tender site, which shall be considered valid for all actions of requesting, bid submission, bid opening etc., in the e-tender system

3.3 CLARIFICATIONS OF BID DOCUMENTS BY THE CONTRACTOR:

A prospective bidder, requiring any clarification of the Bid Documents shall notify NIELIT Chennai in writing indicated in the Invitation for Bids. The clarification will be accepted only as per the dates and time specified in the Bid information. Valid changes may be published as corrigendum in CPP Portal only. The decision taken by The Director, NIELIT Chennai, in this regard, shall be final and binding and accepted by the vendor.

3.4 Content of Technical Bid:

1. Techno-Commercial Bid (as per Annexure-I),
2. Compliance of Terms and Conditions (Annexure-III) (with required attachments) ,
3. Scanned Copy of Payment proof for processing fee.
4. Scanned Copy of Bid Security / EMD or EMD Exemption Certificate (currently valid),
5. Manufacturers' authorization Form (Annexure-IV),
6. Covering letter (Annexure-V),
7. Eligibility Criteria (Annexure VI),
8. Price Reasonability Certificate (Annexure VII),
9. Brochure/Leaflets of Product supplied by OEM,
10. Any other document required to support Annexure-I.

All the signed copies are to be scanned and merged as single PDF document in sequence and uploaded as Technical Bid.

3.5 Content of Price Bid:

- i. The "BASIC RATE" (6) in Annexure – II of Price Bid in BoQ_XXXX.xls format is inclusive of packaging and forwarding charges, (or) any other service charges (or) any other charges if any.
- ii. The GST has to be entered under the sub head "GST" (7) in Annexure – II of Price Bid in BoQ_XXXX.xls format.
- iii. Price Bid is to be submitted as per Annexure –II. In the price where there is no entry for any of the financial heads, the respective head is assumed to be zero or Included in the basic price.
- iv. The BOQ template in Annexure-II must not be modified/replaced by the bidder and the same should be uploaded after filling the relevant columns, else the bidder is liable to be rejected for this tender. Bidders are allowed to enter the Bidder Name, Basic Rate(6), GST (7) only
- v. The quotes must signify the capacity in which the tender has been signed i.e. whether as a sole proprietor, authorized partner or as authorized signatory of the company.

3.6 Other Instructions/requirements:

- i. All items should be factory fitted, calibrated, tested at the factory of OEM and supplied in the original packed condition. Materials are to be unpacked at the time of delivery to check its physical nature before received by Stores at NIELIT Chennai. Supplier cannot claim any payment at this stage.

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- ii. All the documents related to compliance of standards, calibration certificate, brochures, user manuals, technical reports, driver files in media, assembly instruction manual etc. are to be included in the product bundle.
- iii. Selected vendor should be in the position to execute the order in **60 days** from the date of release of purchase order. Delivery period as required by NIELIT should be accepted and expected time of delivery to be indicated in Techno-Commercial bid
- iv. During the warranty period stand-by-unit shall have to be arranged by the supplier, if the unit could not be repaired within a week of breakdown.
- v. Techno-Commercial Bid should be quoted without price. Taxes and other charges, if any, should be quoted as percentage (%) of basic unit price only. Any deviation leads to cancellation of the tender response submitted by the bidder.
- vi. Tender should be submitted directly by the manufacturer/supplier or its sole authorized distributor/dealer. In case of bid by authorized dealer/distributor, the manufacturer authorization should be attached with the technical bid as per Annexure-IV.
- vii. The bidder shall bear all costs associated with the preparation and submission of their bid offer, irrespective of the conduct or outcome of the bidding process.
- viii. The bidder should not indulge in any corrupt, fraudulent, collusive, coercive practices during the entire process of procurement and execution of contract/order.
- ix. Before the deadline for submission of the bid, NIELIT Chennai reserves all the right to modify the bidding document and to extend or not to extend the date of submission. **Prospective Bidders are requested to remain updated for any notices/amendments/clarifications etc. to the Tender Document through the websites CPP Portal. No separate notifications will be issued for such notices/amendments/clarifications etc., in the print media or individually.**
- x. Conditional tender will be summarily **rejected**.
- xi. No bid may be withdrawn, substituted or modified in the interval between the deadline for submission of bids and the expiration of the period of bid validity specified by the Bidder on the Bid Form or any extension thereof.
- xii. The price quoted by the bidder shall remain un-changed during the contract period and shall not vary on any account.
- xiii. The BASIC RATE in price bid should be FOR NIELIT Chennai inclusive of packing, forwarding, installation and commissioning, **Three years onsite warranty/Support** from the date of successful installation & commissioning, freight and insurance charges or any other charges. **No other charges than those mentioned in the price bid will be paid.**
- xiv. Bid Currencies : **The vendor shall quote prices in Indian Rupees only**
- xv. **THE VENDOR MUST OFFER THE VALIDITY OF TENDER AS MENTIONED IN TENDER DOCUMENT. IF THE BID VALIDITY IS SHORTER THAN THE REQUIRED PERIOD, SUCH QUOTATIONS SHALL BE REJECTED AS INCOMPLETE.**

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- xvi. All documents in the price bid shall be typed and signed by the Bidder or a person or persons duly authorized to bind the Bidder to the Contract. All pages of the bid, except for un-amended printed literature, shall be initialled by the person or persons signing the bid.

4. Schedule of Requirement

Tender for Supply of Work Station – 25 Nos.

Feature	Technical Specification	QUANTITY
Processor	Intel Xeon E3-1270 v6 (Quad Core 3.8GHz, 4.2Ghz Turbo, 8MB)	25 Nos.
Chipset	Intel C236 Chipset	
Monitor	LED monitor with viewable size of 21.5", resolution 1920x1080 at 60Hz , aspect ration 16:9, contrast ratio(typical) 1000:1, Pixel pitch 0.248 mm (W) x 0.248 mm(H), Anti-glare, 2.5 W speaker bar, 1-DP, 1-VGA	
Memory	16 GB (8GBx2) 2133MHz DDR4 RAM	
Graphics	Graphics card 2 GB GDDR5 memory, Minimum GPU 670MHZ and 4 mDP Ports/DP	
Pre Loaded Operating System	Windows 10 Professional 64 bit along with licence and recovery Media	
SATA Hard Drives	1TB, 3.5inch SATA (7,200 Rpm) Hard Drive	
Ports	4 USB 2.0 , 4 USB3.0, 1 Microphone, 1 Headphone, 2 PS2, 2 Display Port, 1 RJ45, 1 Serial;	
Ethernet Card	10/100/1000Mbit/s Integrated Ethernet Controller.	
Input Devices	USB Keyboard and USB Optical Mouse	
Form Factor	Small Form Factor less than 13.5 Litters	
Power Supply	160 V -240 V , 50 Hz	
Security and Certification	Trusted Platform Module TPM 1.2, Setup/BIOS Password; I/O Interface Security; Kensington lock slot; ENERGY STAR 80+ Bronze ;EPEAT registered.	
OEM	All accessories(Keyboard, Mouse, Monitor) should be of the same OEM	
Warranty & Support	3 Year Hardware Warranty and Onsite Service directly from OEM.	

5. Terms and Conditions of Contract:

1. The prices quoted should be for NIELIT Chennai at the rate of Freight-On-Receipt destination, inclusive of all like packing, forwarding, installation and commissioning, **Three years** onsite warranty/Support from the date of successful installation & commissioning, freight and insurance charges etc. No other charges than those mentioned in the price bid will be paid.
2. **PACKING:** The goods must be packed by standard packing material properly, supplier will only be responsible for any damages / discrepancies to the consignment due to poor packing of goods.
3. **PERIOD OF DELIVERY:** The goods must be delivered within sixty days from the date of firm order released at NIELIT Chennai.
4. **VALIDITY OF OFFER:** The prices must be valid for a period of sixty (60) days from the date of opening of the Financial Bid. No upward changes in prices will be acceptable in any condition

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- after opening of Financial Bid.
5. **INSTALLATION/COMMISSIONING:** The equipment must be installed/ commissioned and demonstrated by the supplier at NIELIT Chennai within fifteen (15) days after delivery at NIELIT Chennai and the same will be put under operation as per the contract specification. Technical Expert/ Scientist of NIELIT Chennai will test the performance of the equipment. No separate charges for installation etc. will be paid to the party beyond the quoted prices.
 6. **WARRANTY/SUPPORT:** The equipment must be warranted on sight for a period of **Three Years** (Un-conditional warranty) from the date of its satisfactory installation/commissioning against all manufacturing defects. If the equipment is found defective during this period the whole equipment or part thereof will have to be repaired/ replaced by the supplier free of cost at NIELIT Chennai. In case the firm fails to rectify the defects and equipment is not put to proper function as per contract specifications, the whole equipment will be returned to the supplier at their cost. Either the supplier will replace the whole equipment as per contract specifications or whole money paid by NIELIT Chennai on the account of purchase of the equipment will be refunded by supplier to NIELIT Chennai. During the warranty period the vendor will provide all the hardware, software, firmware etc. free of cost to enable the functioning and running of the system. The software/firmware updates shall be provided free of cost during the warranty period.
 7. **AFTER SALE SERVICE:** It must be clearly indicated in the Tender whether the after sales service would be provided by supplier himself or by their authorized agent after satisfactory installation/commissioning of equipment.
 8. **Eligibility Criteria to Supply:**
 1. The manufacturer/supplier should have minimum three years of experience in the field of manufacturing /supplying Work Station.
 2. At least three successfully executed orders of nationally reputed research / educational institute in India, among which at least one should be from Government Sector, for the same domain of equipment covering three years in the immediate past. This need the submission of Annexure – VI with appropriate details.
 10. **INSURANCE:** The supplier shall insure goods at their cost for all risks till acceptance of goods by NIELIT Chennai.
 11. **PAYMENT:**
 - a) No advance payment (Prepayment) will be made at any cost.
 - b) A pre-receipted bill in triplicate in the name of NIELIT Chennai duly supported by purchase order and delivery challan should be submitted to NIELIT Chennai for processing of payment.
 - c) 100% payment of the invoice value to the successful bidder will be made after submission of performance security, satisfactory installation and commissioning, training of the goods at NIELIT Chennai.
 12. **INSPECTION:** The consignment shall be opened in the presence of officials of NIELIT Chennai and inspection of the system will be done by our technical expert/scientist in the presence of firms representative at NIELIT Chennai. All short supplies will be arranged by supplier to NIELIT Chennai. In case of receipt of the material in damaged or defective condition the supplier will have to arrange the replacement of goods free of cost pending the settlement of the insurance case wherever applicable, as the insurance is to be arranged by the vendor from their warehouse to NIELIT Chennai, Chennai.
 13. **Bid Security / EMD:** The bidder shall furnish as part of his Bid an EMD/Bid security for and an

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amount of Rs. 50000/- (Rupees Fifty Thousand Only) as per the instruction given under section "3.Instructions to Bidder", otherwise Tender will be REJECTED SUMMARILY. Any exemption claim is to be evaluated and accepted or rejected by The Director, NIELIT Chennai, based on documents submitted by supplier with Bidder Details (Annexure – V). Bid Security/EMD of the un-successful bidders shall be refunded at the earliest after finalizing the purchase of the concerned item. No interest will be paid by NIELIT on Bid Security/EMD. In case the bidder is failed to accept our order or failed to submit the performance security before the dead line, the Bid Security/EMD will be forfeited. BID(s) NOT ACCOMPANIED WITH AN EMD or Valid exemptions IS/ARE LIABLE TO BE REJECTED. For the successful bidder bid security shall be refunded on receipt of performance security.

14. **PENALTY:** In case the delivery of goods is not made on or before the prescribed date of delivery or the installation and commissioning is not completed within stipulated period by the supplier a penalty @ 0.5% per week of order value will be charged to a maximum of 5% from the successful bidder. The decision of The Director, NIELIT Chennai is final in this regard.

15. **PERFORMANCE SECURITY:** An unconditional performance security for 5% amount of order value has to be furnished by successful bidder along with acceptance of our order within 21 days of the placement of order failing which the order shall be deemed as terminated. Performance Security may be furnished in the form of an Account Payee Demand Draft or Bank Guarantee from commercial bank or online payment in acceptable form to NIELIT Chennai. The Performance Security must be covering delivery period, installation & commissioning period, warranty and 60 days beyond warranty period. In case of any breach of contract performance security will be forfeited. No interest will be paid by NIELIT on Performance Security. Bid security shall be refunded to the successful bidder on receipt of performance security.

16. **DELETION OF NAMES OF DEFAULTING PARTIES:** - Names of parties defaulting after opening of tenders will be recommended for deletion from the list of suppliers in addition to forfeiture of Bid security/EMD submitted by the party. Those firms who have already been Black listed by NIELIT / Govt. of India, need not apply /quote.

17. **UNSOLICITED QUOTATION/LATE QUOTATION:** Unsolicited Tender/incomplete Tenders/late or delayed Tenders shall not be considered at all. Post tender revision/corrections shall also render their tender liable for rejection. It is the responsibility of the bidder to ensure that the bid complete in all respect is received in NIELIT before the last date of receipt of tenders. NIELIT will not be responsible for the loss/delay in transit of any bid

18. **COMPLIANCE STATEMENT:** Bidder are required to furnish a compliance statement of each of the required terms and conditions of the tender as per Annexure -III. Deviations may be given in separate column. The firms are advised to submit compliance statement along with their TECHNO COMMERCIAL BID, failing which their offer will be treated incomplete and can be ignored.

FORMAT OF COMPLIANCE STATEMENT OF TERMS & CONDITIONS

Sr.No.	Terms & conditions of Tender documents	Whether acceptable or not (YES/NO/NA)	Deviation from tender terms, if any, with reasons for non compliance or alternative conditions quoted for
1	2	3	4

19. **FORCE MAJEURE:** Neither of the Parties here to shall be liable for damage or have the right to cancel for any delay or default in performing it's control including but not limited to Fire, Storm, Floods, Earthquakes, acts of God, Government restriction, continuing domestic or international problems (such as wars, rebellion, insurrections, strikes, riots, work stoppages, labour dispute) or delay as to ancillary materials, which affect the dates of fulfillment of any obligations as per the Purchase Order. Such dates

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will be respectively postponed for the period of continuance of such force majeure circumstances and the other party can suspend the performance of its obligations correlated to the postponed obligation of the effected party.

20. The obligation thus postponed shall be resumed after the force majeure circumstances have ceased. At the beginning, during and at the pre-visible end of the force majeure circumstances the parties shall promptly consult with each other about appropriate counter measures to be taken. If the performance of obligations of any party should be delayed more than six (06) months by reasons of force majeure circumstances mentioned above, the parties shall mutually consult about subsequent performance of obligations.

21. **CANCELLATION OF ORDER:** In the event of vendor's failure to execute the order as per terms and conditions mentioned therein, NIELIT Chennai reserves the right to cancel the Purchase order without any obligation. The Bidder may also specify obligations if NIELIT Chennai decides to cancel the Purchase Order for reasons attributable to NIELIT Chennai.

22. In case the bid is substantially responsive, the purchaser may request that bidder may submit the necessary information, documentations, within a reasonable period of time, to rectify, non-material, non-conformities or omission in the bid related to documentation requirements. Failure of the bidders to comply with request may result in the rejection of its bids. But in case of the material deviation/reservation or omission which limits or is inconsistent with the bidding documents and the purchaser's rights or bidders obligations under the contract or which is rectified, would unfairly affect the other bidders, the bid will be rejected.

23. The purchaser shall correct arithmetical errors on the following basis

- a If there is a discrepancy between the unit price and the line item total i.e. obtained by multiplying the unit price by the quantity, the unit price shall prevail and the line item total shall be corrected, unless in the opinion of the purchaser there is an obvious misplacement of the decimal point in the unit price, in which case the line item total as quoted shall govern and the unit price shall be corrected.
- b If there is an error in a total corresponding to the addition or subtraction of subtotals, the subtotal shall prevail and the total shall be corrected, and
- c If there is discrepancy between words and figures, the amount in words shall prevail, unless the amount expressed in words is related to an arithmetic error, in which case the amount in figures shall prevail subject to (i) and (ii) above.

24. The Purchaser reserves all the right at the time of Contract award to increase or decrease the quantity of goods and services originally specified in the tender document without any change in unit price or other terms and conditions.

25. **Technical Bid EVALUATION:**

- a On the due date and time the Technical Bid (Techno - Commercial Bid) will be opened by the Techno - Commercial Committee which is duly constituted by the Director, NIELIT Chennai.
- b The information received in the Technical Bid will be examined with reference to the tendered specifications, terms & conditions and evaluation is made by the Techno - Commercial Committee.
- c After the Technical Bid evaluation; NIELIT Chennai shall indicate or follow the procedures of CPP Portal.

26. If any change in the date and time of Bid opening specified in the tender document, if necessary on any unforeseen circumstances, the same shall be made to know to bidders through CPP Portal only.

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27. PRICE - BID EVALUATION:

- a On the due date and time the Price - Bid of bidders qualified in Technical Bid will be opened and by the Techno – Commercial Committee which is duly constituted by the Director, NIELIT Chennai.
- b The lowest quoted, Qualified Bid will be selected based on total price quoted inclusive of all as specified in PRICE – BID, as per the format given in Annexure-II of the Tender document.

28. ARBITRATION: In the event of any question dispute or difference whatsoever arising under this contract or in connection therewith including any question relating to existence, meaning and interpretation of this contract or any alleged breach thereof, the same shall be referred to the Director General, NIELIT or to a person appointed by him for the purpose. The same shall be binding on both the parties.

29. JURISDICTION: All disputes arising over these terms and conditions shall be in the exclusive jurisdiction of courts in Chennai.

30. ACCEPTANCE OF OFFER: The Director, NIELIT Chennai reserves all the right to accept or reject any Tender / tender in part or full without assigning any reason thereof. No interim inquiries will be attended to.

31. FALL CLAUSE : The supplier shall certify that if the prices go downwards before execution of our order than the quoted prices, the benefit in this situation shall be allowed to NIELIT Chennai by the supplier. The supplier shall certify that the equipment material shall not be supplied to anyone less than the contract price during the period of execution of NIELIT Chennai order.


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ANNEXURE-I

TECHNO-COMMERCIAL BID

Techno – Commercial Bid should be quoted without price

1. Tender No. :
2. Name of the Bidder :
3. Complete office address of Bidder
4. Contact details of authorized person of Bidder who have signed the tender.
 - a. Name:
 - b. Designation:
 - c. Phone (Office):
 - d. Phone (Mobile):
 - e. E mail:
5. Due date & Time of submission of bid:
6. Opening Time of the Techno-Commercial Bid :
7. Bid Security /EMD details (Amount, Document No& bank detail):
8. Validity of tender from the date of opening of the Financial Bid (minimum 60 days):
9. Description/Make/ specification of item:
10. Delivery time required from the date of releasing P.O. by NIELIT:
11. Time required for successful completion of installation and training from the date of releasing P.O. by NIELIT:
12. Supplier /Address of Authorized Distributor or Service Provider provides After Sale Service:
13. Compliance with Terms & Conditions (YES/NO):
14. Please give details of any other items/ accessories not included in SCHEDULE OF REQUIREMENT but it is essential as per the SCOPE OF CONTRACT and included in BASIC RATE in the Price Bid.

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15. Technical Specifications Required vs. Offered:

ITEM	Work Station Computer- 25 Nos	
Brand Name		
Model		
Feature	Technical Specification	Available Specification (Specify Exact Specification. Do not write Yes, No, compliance and Non-compliance)
Processor	Intel Xeon E3-1270 v6 (Quad Core 3.8GHz, 4.2Ghz Turbo, 8MB)	
Chipset	Intel C236 Chipset	
Monitor	LED monitor with viewable size of 21.5", resolution 1920x1080 at 60Hz , aspect ratio 16:9, contrast ratio(typical) 1000:1, Pixel pitch 0.248 mm (W) x 0.248 mm(H), Anti-glare, 2.5 W speaker bar, 1-DP, 1-VGA	
Memory	16 GB (8GBx2) 2133MHz DDR4 RAM	
Graphics	Graphics card 2 GB GDDR5 memory, Minimum GPU 670MHZ and 4 mDP Ports/DP	
Pre Loaded Operating System	Windows 10 Professional 64 bit along with licence and recovery Media	
SATA Hard Drives	1TB, 3.5inch SATA (7,200 Rpm) Hard Drive	
Ports	4 USB 2.0 , 4 USB3.0, 1 Microphone, 1 Headphone, 2 PS2, 2 Display Port, 1 RJ45, 1 Serial;	
Ethernet Card	10/100/1000Mbit/s Integrated Ethernet Controller.	
Input Devices	USB Keyboard and USB Optical Mouse	
Form Factor	Small Form Factor less than 13.5 Litters	
Power Supply	160 V -240 V , 50 Hz	
Security and Certification	Trusted Platform Module TPM 1.2, Setup/BIOS Password; I/O Interface Security; Kensington lock slot; ENERGY STAR 80+ Bronze ;EPEAT registered.	
OEM	All accessories(Keyboard, Mouse, Monitor) should be of the same OEM	
Warranty & Support	3 Year Hardware Warranty and Onsite Service directly from OEM.	

- ✓ Attach product brochure /technical literature.
- ✓ Under the column header '*Available Specification*', offered specifications are to be computer typed. Offered specifications are to be typed in-detail based on OEM's brochure of the product. For any offered specification, documentary proof from OEM is to be attached with the technical bid. Against any particular specification requested above, if you mention '**compliance**' or '**yes**' or '**meeting the specification**' or any other interpretation except the original specification of your product, your offer will be rejected summarily.

Place :
Date :

Signature of Authorised signatory

Tender Document for supply of Work Station Computer

Annexure-II

Price BID: Price Bid in BoQ XXXX.xls format.

PRICE SCHEDULE

[DOMESTIC TENDERS - RATES ARE TO GIVEN IN RUPEES (INR) ONLY]
 (This BOQ template must not be modified/replaced by the bidder and the same should be uploaded after filling the relevant columns, else the bidder is liable to be rejected for this tender. Bidders are allowed to enter the Bidder Name and Values only)

Tender Inviting Authority: National Institute of Electronics and Information Technology (NIELIT)
 Name of Work: Supply of Workstation Computer
 Contract No: e-Tender DC-CHEVI\1\EPDPT\430&431\17-18\ENQ-315 dated 16-10-2017

Name of the Bidder/ Bidding

Sl. No.	Item Description	Item Code / Make	Quantity	Units	BASIC RATE in Figures To be entered by this Bidder in Rs. P	Total GST Amount in INR (for QTY as per column 4) To be entered by the Bidder in Rs. P	TOTAL AMOUNT Without GST in Rs. P	TOTAL AMOUNT WITH GST in Words
NUMBER	TEXT	TEXT	NUMBER	TEXT	NUMBER	NUMBER	NUMBER	TEXT
1	2	3	4	5	6	7	8	9
101	Supply of Workstation Computer	item 1	25	Nos			0.00	0.00 INR Zero Only
Total in Figures								0.00 INR Zero Only
Quoted Rate in Words								0.00 INR Zero Only

Tender Document for supply of Work Station Computer

ANNEXURE – III

FORMAT/ QUESTIONNAIRE FOR COMPLIANCE OF TERMS AND CONDITIONS

1. Quotation will not be considered without submission of this format duly filled by the bidder.
2. For a particular question is in Col. No. 2 below, please write most appropriate one answer, **YES/NO/NA** based on acceptable/ **not acceptable/not applicable** in respective row in Col. No. 3.
3. Kindly see the relevant terms & conditions of the tender document before filling.

Sl. No.	Terms & conditions of Tender documents	Whether acceptable or not (YES/NO/NA)	Deviation from tender terms, if any, with reasons for non-compliance or alternative conditions quoted for
1	2	3	4
a.	Whether Tender is direct from Principal supplier/manufacturer or their own office in India (Please specify)		
b.	Whether Technical Bid contains: <ol style="list-style-type: none"> 1. Techno-Commercial Bid (as per Annexure-I), 2. Compliance of Terms and Conditions (Annexure-III) (with required attachments) , 3. Scanned Copy of Payment proof for processing fee. 4. Scanned Copy of Bid Security / EMD or EMD Exemption Certificate (currently valid), 5. Manufacturers' authorization Form (Annexure-IV), 6. Covering letter (Annexure-V), 7. Eligibility Criteria (Annexure VI), 8. Price Reasonability Certificate (Annexure VII), 9. Brochure/Leaflets of Product supplied by OEM, 10. Any other document required to support Annexure-I. 		
c.	Whether the required EMD is submitted to NIELIT CHENNAI. Please specify the form of EMD (Please mention No., date & amount of EMD documents). If you are exempted from EMD, have you attached the valid proof?		
d.	Have you mentioned the validity period of the Tender as per our requirement.		
e.	Whether the tender submitted with concessional price as applicable to educational institution.		
f.	Whether copies of last two supply orders of the same item from other customers have been attached with the Price Reasonability Certificate (Annexure – VII) Is any difference in price of last two orders attached with the Price Reasonability Certificate? If yes, please give reasons for the same. Whether this item supplied to any NIELIT Centre?. If yes, please give detail.		
g.	Have you gone through the specification Clause and complied with the same.		
h.	Whether the Make/Brand, Model number and name of manufacturer has been mentioned in the Tender and Printed		

Tender Document for supply of Work Station Computer

	technical literature/leaflets of quoted item have been submitted.		
i.	Whether the delivery period for supply of the item has been mentioned		
	Whether mode of delivery and tentative size and weight of the consignment has also been indicated		
j.	Do you agree to the submission of Security Deposit/ Performance Bank Guarantee along with order acceptance?		
k.	Do you agree with the payment terms?		
l.	Do you agree about the date of commencement of warranty period and its extension if necessary.		
m.	Who will install/commission/train and demonstrate the equipment at NIELIT Chennai		
	Will you be able to do it within 15 days		
n.	Have you mentioned the warranty period in your Tender and do you agree with warranty clause?		
o.	Spare Parts availability for 5 years.		
p.	"After Sales Services" details Provided		
q.	Do you agree that on receipt of material in damaged condition or short supply you will replace the same on CIF basis, free of cost pending the settlement of the Insurance claim?		
	Do you agree with the clause of physical inspection?		
r.	Whether you agree to the penalty clause for late delivery & installation?		
s.	Whether training to our Scientist/ Technical person will be given free of cost at the time of Installation at NIELIT Chennai, Tamil Nadu		
t.	Whether all the pages have been page-numbered?		
	Whether Tender has been signed on each page and designation & name of signatory mentioned.		
u.	Do you agree to settle the issue through the sole Arbitration of the DG, NIELIT or his nominee?		

Place :

Signature of Authorised signatory

Date :

ANNEXURE- IV

MANUFACTURER'S AUTHORIZATION FORM

(The Bidder shall require the Manufacturer to fill in this Form in accordance with the instructions indicated after the date of tender release. This letter of authorization should be on the letterhead of the Manufacturer and should be signed by a person with the proper authority to sign documents that are binding on the Manufacturer).

Date: [insert date (as day, month and year) of Bid Submission] Tender No.: (insert number from Invitation for Bids)

To : (insert complete name and address of Purchaser)

WHEREAS

We (insert complete name of Manufacturer), who are official manufacturers of (insert type of goods manufactured), having factories at (insert full address of Manufacturer's factories), do hereby authorize (insert complete name of Bidder) to submit a bid the purpose of which is to provide the following Goods, manufactured by us (insert name and or brief description of the Goods), and to subsequently negotiate and sign the Contract with NIELIT Chennai.

We hereby extend our full guarantee and warranty in accordance with warranty clause of the conditions of the contract with respect to the goods offered by the above firm.

Signed : (insert signature(s) of authorized representative(s) of the Manufacturer) Name: (insert complete name(s) of authorized representative(s) of the Manufacturer) Title: (insert title)

Duly authorized to sign this Authorization on behalf of : (insert complete name of Bidder)

Dated on day of (insert date of signing)

Tender Document for supply of Work Station Computer

ANNEXURE – V

COVERING LETTER FORMAT

(The covering letter should be on the Letter Head of the Bidder i.e. OEM or their Authorized distributors/ Dealers)

Date: _____

Reference No: _____

From: _____ (Insert name and address of Bidding Company)

Tel.#: _____

Fax#: _____

E-mail address# _____

To

The Director

NIELIT Chennai

25, Gandhi Mandapam Road, Chennai - 25

Sub: Response to Tender Document No-----dated ----- for Tender document for Supply Work Station -25 Nos.

Sir,

We, the undersigned [insert name of the 'Bidder'] having read, examined and understood in detail the Tender Document hereby submit our response to Tender Document. We confirm that in response to the aforesaid Tender Document, we including have not submitted more than one response to Tender Document including this response to Tender Document. We are submitting application for **Supply of Work Station-25 Nos to NIELIT Chennai.**

1. We give our unconditional acceptance to the Tender Document, dated [Insert date in dd/mm/yyyy], issued by **NIELIT Chennai.**
2. We have submitted document for payment of Bid Security / EMD, in NIELIT Chennai, of Rs. (Insert Amount), in the form of, Dated....., Document No..... [Insert DD/BC/UTR number] dated [Insert date of DD/BC/UTR].
3. We have submitted documents for payment of processing fee of Rs. (Insert Amount), in the form (DD/NEFT) of, Dated....., Document No..... [Insert DD/ UTR number] dated [Insert date of DD/UTR].

Tender Document for supply of Work Station Computer

4. We have submitted our response to Tender Document strictly as per specified two bid Format of this Tender Document, without any deviations, conditions and without mentioning any assumptions or notes in the said Formats.
5. We hereby unconditionally and irrevocably agree and accept that the decision made by **NIELIT Chennai** in respect of any matter regarding or arising out of the Tender Document shall be binding on us. We hereby expressly waive and withdraw any deviations and all claims in respect of this process.
6. Familiarity with Relevant Indian Laws & Regulations: We confirm that we have studied the provisions of the relevant Indian laws and regulations as required to enable us to submit this response to Tender Document, in the event of our selection as Successful Bidder.
7. We are enclosing herewith our response to the Tender Document with formats duly signed as desired by you in the Tender Document for your consideration.
8. It is confirmed that our response to the Tender Document is consistent with all the requirements of submission as stated in the Tender Document and subsequent communications from **NIELIT Chennai**.
9. The information submitted in our response to the Tender Document is correct to the best of our knowledge and understanding. We would be solely responsible for any errors or omissions in our response to the Tender Document.
10. We hereby declare that our company has not been debarred / black listed by any Central/State Govt. Ministry or Department/Public Sector company/Government autonomous body.
11. We confirm that all the terms and conditions are valid up to 60 days from the date of opening the financial bid.
12. Contact Person

Details of the representative to be contacted by **NIELIT Chennai** are furnished as under:

Name :
Designation:
Company :
Address :
Phone Nos.:
Mobile Nos.:
Fax Nos. :
E-mail address :

13. We have neither made any statement nor provided any information in this Bid, which to the best of our knowledge is materially inaccurate or misleading. Further, all the confirmations, declarations and representations made in our Bid are true and accurate. In case this is found to be incorrect after our selection as Successful Bidder, we agree that the same would be treated as a Seller's event of default.

Dated the _____ day of _____, 20...

Thanking you,

Yours faithfully,

Signature of Authorised signatory

Tender Document for supply of Work Station Computer

ANNEXURE – VI

ELIGIBILITY CRITERIA (Details of orders received executed in past three years)

At least three successfully executed orders of nationally reputed research / educational institute in India, among which at least one should be from Government Sector, for the same domain of equipment covering three years in the immediate past to meet the requirement of experience of supplier shall be given in the table below.

Particulars	I	II	III	IV
Name of Organization				
Purchase Order No.& Date				
Ordered Qty.				
Name & Model No				
Delivery & Installation Schedule with Qty				
Qty Supplied & Installed within Delivery Schedule				
Date of completing Supply & Installation				

Place :

Seal & Signature of Authorised signatory

Date :

Attachments

1. Copies of above Purchase Orders.

Tender Document for supply of Work Station Computer

ANNEXURE – VII

PRICE REASONABILITY CERTIFICATE FORMAT

(The certificate should be on the Letter Head of the Bidder i.e. OEM or their Authorized distributors/ Dealers)

This is to certify that we have offered the maximum possible discount to you in our Financial Bid No. _____ dated _____ as applicable to **Educational Institution in India.**

We certify that the quoted price in the above referred Price Bid is the minimum and we have not quoted the same item on lesser rates than those being offered to NIELIT Chennai, to any **Educational Institution or other customers.** We won't do so till the validity of offer or execution of purchase order, whichever is later.

The copies of last Purchase Orders (Educational/Institutional category) of the same item from other customers have been attached with this Technical Bid as a proof for above.

Place :

Seal & Signature of Authorised signatory

Date :

Attachments

1. Copies of last two Purchase Orders of the same item from other customers.