

F. No. 18(1)/2008-A&P
Government of India
Ministry of Parliamentary Affairs

92, Parliament House
New Delhi
Dated: 9.9.2013

Notice Inviting Tender

Subject: Tender for supply of Computers, Scanners (Big size and small size), UPS etc. reg.

Sealed quotations in two bid format are invited from manufacturers/authorized distributors of reputed brands like HP for supply of Computers, Scanners(Big size-Heavy Duty and Medium size) & UPS of reputed brands like Luminous, Samtek, APC, Microtek etc., for use in the Ministry of Parliamentary Affairs. The specifications of the equipments proposed to be procured are as under:-

1. Computer with i-5 configuration with window 8 professional, 4GB RAM expandable upto 8GB,500 GB Hard Disk, TFT monitor 18.5 inch or larger, Bilingual Keyboard (English & Hindi), Optical USB mouse, 6 USB Ports with at least 2 in front, Atleast 8X DVD writer Networking facility 10/100/1000 on board integrated Network Port.
2. Scanner: Heavy Duty (Big Size) - Flatbed, 600x600 dpi, Scan Size 21.6x46.4cm,35PPM, with ADF Capacity of 100 sheets, interface cable & driver software.
3. Scanner: Medium Size – Flatbed,4800x4800 dpi, Scan Size 21.6x35.6cm,25PPM with ADF Capacity of 50 sheets, interface cable & driver software.
4. Scanner: Small Size – 48 Bit Colour, Flatbed, 4800x9600 dpi, Scan Size 21.6x29.7cm,Speed nearly 6-10PPM with copy, Scan, Scan to e-mail, Scan to PDF facility (equivalent to HP Scan Jet G 3110 Scan).
5. Compact UPS: Line Interactive UPS(CE or UL certified) with AVR for single phase AC160V to 280V input, Rated KVA:0.8, Minimum VAH:168.
6. Printer:-Laserjet – Mono (base model)
7. Multi Function Printer: Colour –Laser Jet; (15 PPM and 25 PPM) with functions of Print, Copy, Colour Scan and Fax.
8. Multi Function Printer: Color DeskJet with function of Print, Scan & Copy(16 MB RAM, 1 USB 2.0 Port,48 Bit Flatbed Scanner upto 140 dpi)(equivalent to HP All in one K209g)
9. RAM 1GB, 2GB(DDR1RAM, DDR2 & DDR3).
10. One IBM Server X3400 M3-Tower, 16 GB RAM, Four-core Intel® Xeon® E5620, 2.40 GHz with 12 MB of Cache-Processor one, Memory-16DIMM Slots maximum, 128GB with DDR-3 13333 MHz RDIMMs, Expansion slots-Five PCIe and 1 PCI standard, Disk Bays-Standard with four 3.5 simple-swap Serial Ata(SATA) with MS window server 2012 R2 as OS PARD internal storage 8TB support integrated 6Gbps RAID-1.
11. One Sql Server 2012 Standard Edition with 3 CAL.

2. **Scope:**

Supply of above Goods will be required in parts as per the requirement. Immediate requirement would be 26 PC, Scanner Big-2, Scanner Medium-15, UPS 7 etc. However,

the tendering firms are required to supply the additional quantity if any in future **and the rates should be valid for a minimum period of twelve months from the date of acceptance of the rates by the Department.**

3. On finalization of the rates, the supply orders would be placed with the firm emerging as L-1 firm for supply of requisitioned items. The quotations may be given in the enclosed Performa, duly signed by the tenderers. An amount of Rs.5000/- (Rupees Five Thousand Only) may also be sent along with the quotations as EMD, by way of Account payee Demand Draft/Banker's Cheque from any of the commercial banks in the name of "Pay & Accounts Officer, Cabinet Affairs, New Delhi". The tender received after the due date and time will not be considered.

4. Terms and Conditions

1. The tenderer should be a Manufacturer/authorized distributor having sufficient experience and expertise in the relevant field and also having sound financial standing. Copies of certificates proving tax registration, previous experience etc. should be enclosed with the quotation. The annual turnover of the firm should be at least ` 25 lakhs. Proof of annual turnover must be attached.
2. The tenderer should have a well established office located within Delhi/New Delhi/or NCR.
3. The selected firm will be required to supply the items to the Ministry of Parliamentary Affairs at 92, Parliament House, New Delhi.
4. Government Taxes as applicable from time to time on such suppliers, shall be payable by this Ministry. The bill raised by the Firm should have all tax registration numbers printed on the bill. Validity of the tax registration during the currency of contract shall be the sole responsibility of the firm.
5. No separate charges shall be paid for delivery of goods in the Ministry of Parliamentary Affairs, Parliament House, New Delhi.
6. **The rates quoted by the selected firm, and approved by this Ministry shall remain valid for a period of 12 months from the date of finalization of the contract.**
7. It will be binding upon the selected firm to maintain such qualities, as indicated in the quotation.
8. All terms and conditions stipulated for award of the contract will be considered for selection of a firm.
9. The tenderer should enclose a signed copy of the terms and conditions stipulated for award of the contract, conveying his acceptance of the same.
10. The quotations should be accompanied by Earnest Money Deposit (EMD) of `5000/- (Five Thousand only) in the form as mentioned at para 3, without which the quotations will not be considered. The earnest money will be returned to all the unsuccessful tenderers after finalization of the Contract. EMD of the successful bidder shall be retained as performance security and will remain with the Ministry during the term of contract.
11. If the EMD is found to drawn in favour of any other officer, other than Pay & Accounts Officer, Cabinet Affairs, New Delhi, the tender will be liable to be rejected outrightly. Any tender that is received without the EMD money will be rejected outright.
12. The supplier will be extending Warranty as is being done by the respective Manufacturers.
13. Tenders incomplete in any form are liable to be rejected outright.

14. If the tenderer decided to withdraw from the bidding, this Ministry will have the authority to forfeit the EMD deposited by the tenderer.
15. All rates must be only in duly typed letters. No handwritten rate will be considered.

5. The bids are to be submitted in two different envelopes, one containing the Technical Bid document to be super-scribed with the words “**Technical Bid**” and the second envelope containing the Financial Bid to be super-scribed with the words “**Financial Bid**”. Both these envelopes are to be kept in another envelope clearly super-scribed with the words “**Tender for Supply of Computers, Scanners, UPS, Printers for use in MPA**”.

(a) The **Technical Bid** must be offered in **Annexure – I** containing the following details:-

- (i) Name of the firm:
- (ii) Copy of letter of authorization if the firm is not a manufacturing unit and is an authorized distributor.
- (iii) Business address of the firm
- (iv) Telephone No.
- (v) Mobile No.
- (vi) Annual turnover of Rs 25.00 lakhs(Rs Twenty Five Lakhs) per year of the firm with proof for the last three years(2010-11, 2011-12, 2012-13).
- (vii) Performance certificates issued by at least 3(three) reputed Ministries/Depts./PSUs during the last three years(Self certified copied to be enclosed).
- (viii) Copy of the latest Income Tax return(along with PAN/TIN with proof) (2011-12 or 2012-13).
- (ix) The Earnest Money Deposit of Rs 5000/-(Rs Five Thousand only) by way of Account payee Demand Draft/Banker’s Cheque in the name of “PAO, Cabinet Affairs, New Delhi”.
- (x) VAT Account No. with latest Challan(proof of the same must be attached).

(b) The **Financial Bid** should include the rate against each item separately, as per items indicated in **Annexure – II**.

6. The interested firms may drop the sealed Quotations superscribed as “Tender for Supply of Computers, Scanners, UPS and Printers for the Ministry of Parliamentary Affairs and addressed to Under Secretary(Admn.),Ministry of Parliamentary Affairs, 92, Parliament House, New Delhi and will be deposited in the tender box kept in the custody of SO (A&P), room No. 93, Parliament House (Ph. No. 23034755) latest by 25th September, 2013 at 3.00 P.M. Tender received till then shall be opened on the same day at 3.30 P.M in room No. 92, Parliament House, New Delhi.

Yours faithfully,

(Rameshwar Prasad)
Under Secretary to the Government of India
Telephone No. 23034899

Technical Bid

S.No.	Items	Details
1.	Name of the firm	
2.	Copy of letter of authorization if the firm is not a manufacturing unit and is an authorized distributor.	
3.	Business address of the firm	
4.	Telephone No.	
5.	Mobile No.	
6.	Annual turnover of Rs 25.00 lakhs (Rs Twenty Five Lakhs) per year of the firm with proof for the last three years.	
7.	Performance certificates issued by at least 3 (three) reputed Ministries/Deptts./PSUs during the last three years. (Self certified copied to be enclosed).	
8.	Copy of the latest Income Tax return (along with PAN/TIN with proof) (2011-12 or 2012-13)	
9.	The earnest Money of Rs 5000/- (Rs Five Thousand Only) Details:	
10.	VAT Account No. with latest Challan (proof of the same must be attached).	

Place:

Date:

Signature:

Name of the Firm:

Address & Seal of the Firm:

FINANCIAL BID

S.No.	Item details	Make/model of Item	Rate per Unit in Rs	Tax % and Amount in Rs	Total in Rs
1.	Computer- with i-5 configuration with window 8 professional,4GB RAM expandable upto 8GB,500 GB Hard Disk, TFT monitor 18.5 inch or larger, Bilingual Keyboard, Optical USB mouse, 6 USB Ports with at least 2 in front, Atleast 8X DVD writer Networking facility 10/100/1000 on board integrated Network Port.				
2.	Scanner: Heavy Duty (Big Size) Flatbed, 600x600 dpi, Scan Size 21.6x46.4cm, 35PPM, with ADF Capacity of 100 sheets, interface cable & driver software.				
3.	Scanner: Medium Size Flatbed,4800x4800 dpi, Scan Size 21.6x35.6cm,25PPM with ADF Capacity of 50 sheets, interface cable & driver software.				
4.	Scanner: Small Size – 48 Bit Colour, Flatbed, 4800x9600 dpi, Scan Size 21.6x29.7cm, Speed nearly 6-10PPM with copy, Scan, Scan to e-mail Scan to PDF facility (equivalent to HP Scan Jet G3110 Scan) .				
5.	Compact UPS: Line Interactive UPS (CE or UL certified) with AVR for single phase AC160V to 280V input, Rated KVA:0.8, Minimum VAH:168				
6.	Printer: Laserjet – Mono (base model)				

7.	Multi Function Printer: Colour – Laser Jet; (15 PPM and 25 PPM) with functions of Print, Copy, Colour Scan and Fax.				
8.	Multi Function Printer: Color DeskJet with function of Print, Scan & Copy(16 MB RAM, 1 USB 2.0 Port,48 Bit Flatbed Scanner upto 140 dpi) (equivalent to HP All-in-one K209g)				
9.	RAM 1GB, 2GB(DDR1 RAM, DDR2 & DDR3)				
10.	One IBM Server X3400 M3-Tower, 16GB, Four-core Intel® Xeon® E5620, 2.40 GHz With 12 MB of Cache-Processor one, Memory-16DIMM Slots maximum, 128GB with DDR-3 13333 MHz RDIMMs, Expansion slots-Five PCIe and 1 PCI standard, Disk Bays-Standard with four 3.5 simple-swap Serial Ata(SATA) with MS window server 2012 R2 as OS PARD internal storage 8TB support integrated 6Gbps RAID-1.				
11.	One Sql Server 2012 Standard Edition with 3 CAL.				

Signature:

Name of the Firm:

Address & Seal of the Firm:

Place:

Date: