

Date: 29.12.2016

Tender Document

1. **Notice for Inviting Tender:** - Sealed tenders are invited from reputed computer hardware & software manufacturer and their authorized agents for supply and installation of Laptops, Desktop Computer Systems, Adobe Reader, Antivirus software licenses and Windows Data recovery professional with license for use in the Interim Secretariat of International Solar Alliance to be procured by National Institute of Solar Energy, Gurugram from OEM or authorized distributor/ Supplier/dealer. The list of the items to be supplied is attached at Annexure-I;
2. **Two Bid System:** The two bid system (Technical and Financial) shall be followed for this tender.
 - i. In this system, the bidder shall submit offer **in two separate sealed envelopes** i.e. (a) **First envelope** - superscribed "Technical Bid - for supply of Computer/Laptops/Antivirus/Software items to NATIONAL INSTITUTE OF SOLAR ENERGY" and (b) **Second envelope-** "Financial Bid – for supply of Computer/Laptops/Antivirus/Software items to NATIONAL INSTITUTE OF SOLAR ENERGY. Both the sealed envelopes, clearly marked so, shall be kept inside a large sealed envelope i.e. **Third envelope** superscribed as "Tender Quotation for supply of Computer/Laptops/Antivirus/Adobe reader to NATIONAL INSTITUTE OF SOLAR ENERGY".
 - ii. The sealed quotations shall be deposited at National Institute of Solar Energy, Gwal Pahari, Gurugram under the concerned official mentioned in para 15.
 - iii. The bids may be submitted by Registered post, by Hand in Person or by Courier.
 - iv. Tenders by "Telex/Telegram/Fax/e-mail" shall NOT be accepted.
 - v. Tenders received after the closing date and time prescribed in the tender notice, shall NOT be accepted under any circumstances.
 - vi. The technical bid shall be opened on the last date of submission of at National Institute of Solar Energy, Gwal Pahari, Gurugram in the presence of the authorized representatives of the companies, who may wish to attend;
 - vii. After scrutiny of technical bids, the NISE shall shortlist the eligible bidders and inform them of the date and time of opening of the Financial Bids;
 - viii. In case the date of opening of tender is declared a holiday for unexpected reasons, the tender shall be opened same time on the next working day;

- ix. The bidders may send their representatives with authorisation letter to attend opening of bids;

3. Eligibility Criteria for Bidders:-

- i. The bidder shall be Original Equipment Manufacturer (OEM) or Authorised distributor/Supplier/dealer. A valid proof of such authorization has to be compulsorily attached with the technical bid, failing which the bidder will stand disqualified;
- ii. The bidder must be registered for collecting and depositing VAT with the Sales Tax Department and the copy of registration certificate to this effect, duly signed and stamped by authorized person of the company must be enclosed with the technical bid;
- iii. The bidder must possess valid PAN/TAN/TIN number. Attested copies of the same must be submitted with the technical bid;

4. Instructions to Bidders regarding submission of Technical Bid:-

- i. Technical Bid has to be submitted as per the format specified at 'Annexure **II**' in the tender document;
- ii. Technical bid should consist self-attested copies of required documents as mentioned in para 3 of the Tender Document. All documents submitted shall be numbered and self-attested with the seal of the bidder. Unsigned quotations will not be considered;
- iii. A certificate from Chartered Accountant of the firm for Annual Turnover for the financial year 2014-15 and 2015-16.
- iv. A copy of Income Tax Return Filed Acknowledgement for last two assessment years.
- v. A copy of PAN Number
- vi. A Copy of TIN number/ sales tax registration certificate of the firm

5. Instructions to Bidders regarding submission of Financial Bid:-

- i. The bidder shall quote the rate as per the Proforma given at 'Annexure **III**' will the Tender Document. Deviation, if any from given particulars/specifications shall not be accepted.
- ii. The bidders are strictly advised to refrain from quoting unrealistic rate at which they may not be able to make supplies later;

- iii. Details of all taxes e.g. VAT etc. wherever applicable, should be clearly indicated separately;
 - iv. Unsigned quotations will not be considered;
 - v. **No overwriting or cutting is permitted in the financial bid Form.** In such cases, the tender shall be summarily rejected.
6. **Validity of Bids:** The bids shall be valid for a period of **45 days** from the date of opening of bids. A bid for a shorter period of validity shall stand rejected;
7. **Award of Contract:** The contract will be awarded on the basis of the lowest quote for each item. However, mere quoting lowest rate shall not amount to commitment on part of NISE for award of contract;
8. **Penalty for delayed Services:** The materials as per the given particulars/specifications (Annexure I) should be supplied within 5 working days after receipt of the purchase order, failing which a penalty equal to 1% of indent cost per day of delay will be imposed and recovered from payment due to the supplier. NISE reserves the right to terminate the contract on breach of any terms and condition of the tender on without assigning any reason.
- 9. Mode of Payment:**
- i. Payment against bill/Invoice shall be released only after execution of the supply order and the quality of the items are found to the satisfaction of the Interim Secretariat of ISA at NISE.
 - ii. Payment will be made directly to the supplier by cheque or through NEFT/RTGS by Interim Administrative Cell of ISA. No request for other mode of payment will be entertained.
 - iii. No advance payment will be made in any case.
 - iv. The payment will be made within one month from the date of submission of invoice. No condition/clause with regard to interest etc. shall be entertained.
 - v. No other charges towards transport or service charges or by whatsoever name called shall be payable;

10. **Delivery & Installation:** All the items shall be delivered within 5 working days & installed within 7 working days from the date of issuing the Work Order as per the specifications. The supplier may deliver the items in installment. However, the total time consumed in delivering all the goods shall not be more than 5 working days.
11. **Warranty:** The material supplied shall be covered under standard warranty.
12. **Dispute settlement:-** In case of any dispute, the decision of Director General, NISE will final and binding on both parties.

13. Purchaser's Rights:

- i. NISE reserves the right to accept/reject any or all the Bids in whole or in part and annul the bidding process without assigning any reason whatsoever;
- ii. NISE reserves the right to award the supply orders in parts to more than one Bidder;
- iii. NISE reserves the right to relax/withdraw any of the terms and conditions mentioned in the Tender Document so as to overcome any problem encountered during the selection of the bidders and also during the course of the execution of the contract;
- iv. NISE reserves the right to black list a bidder for a suitable period in case the firm fails to honor its bid without sufficient grounds;
- v. The actual quantities of Items that may be purchased by the NISE may vary. It shall in no way be binding on the NISE to purchase the exact number of quantities as indicated in the Tender Document;

14. Genuinely of the supplies :-

- i. The Items supplied shall be in original sealed packing from the manufacturer;
- ii. In case of any manufacturing defect of any shape/kind, the items shall have to be immediately replaced with a new one;
- iii. The supply shall be completed within the delivery time as per Terms & Conditions of the Tender Document from the date of placement of Purchase Order;

15. **Submission of Tender:** Sealed tenders are invited from reputed computer hardware & software manufacturer and their authorized agents for supply and installation of Laptops, Desktop Computer Systems, Adobe Reader, Antivirus software licenses and Windows Data recovery professional with license for use in the Interim Secretariat of International Solar Alliance at the National Institute of Solar Energy campus,

Gwalpahari, Gurugram, Haryana, India. The bidder should be firms with sufficient experience in the relative field. The important details are given below:

S No	Tender No	A-02 / 002 / 2016-ISA
1.	Scope of Work	Supply and installation of Laptops, Desktop Computer Systems, Antivirus, Adobe Reader, and Windows Data recovery professional with license
2.	EMD	As per Annexure – 1
3.	Closing time & date for submission of bids	18.01.2017 upto 11:00 Hrs
4.	Opening of Technical Bids	18.01.2017 at 12:00 Hrs
5.	Opening of Financial Bids	19.01.2017 at 12:00 Hrs
6.	Place of issue & submission of bid document and address for communication	Interim Secretariat of International Solar Alliance, 3 rd Floor, National Institute of Solar Energy, Surya Bhawan; Gurugram - Faridabad Road, Gwal Pahari, Gurugram– 122 003, Haryana Kind Attn: Shri Sudhakar Upadhyay; Consultant Tel No. 0124-285 3074 Email: isa.interimsectt@gmail.com

In case of any query Shri P R Reddy, Consultant (Administration), NISE at Tel No. 0124-285 3035; E-mail id: prrddy100@gmail.com may be contacted.

ANNEXURE I

Indicative List of Laptops, Computer, Antivirus, Adobe Reader – Professional and Windows Data recovery professional with license

S. No.	Item	Specification	Anticipated Quantity	EMD
1	Laptop	Configuration: Mobile Intel Core i7-7500U Processor (2.7 GHz, up to 3.5 GHz, 4 MB cache, 2 cores) or higher, Haswell configuration, Latest compatible 8 series chipset or higher, 8GB DDR4-2133 SDRAM RAM or higher, 1TB 5400 rpm(min.), 15" or above FHD (Full HD) SVA display or higher, Integrated Intel HD Graphics 4400, Wireless, Integrated Wireless, Integrated Bluetooth, Integrated 8X DVD Writer and Integrated stereo speaker, Key Board with Touch Pad, 2x USB2.0 and 1XUSB3.0, 10/100/1000 Gigabit Ethernet, VGA, HDMI/mini display port, Microphone, Stereo head phone and other standard features, 230V, 50 Hz AC Supply with rechargeable battery pack comprising of Li-Ion/ LiPloymer battery Suitable for minimum 4 hrs. Operation complete with battery charger/adapter, Less than 2.8 KG, Carry Case	8	Rs. 10,000/-
2	Desktop Computer	Intel core Intel® Core™ i7-6700T (3.4 GHz,, 6 MB cache, 4 cores) with Windows 10 64 bit or latest OS, 8 GB DDR4-2133 SDRAM (1 x 8 GB), 500GB or more 7200 rpm SATA 6gb/s hard drive ,16 x CD/DVD burner/writer. Screen Size 21" of Monitor.	30	Rs. 40,000/-
3	Antivirus	Antivirus with Total Security (PC security and Internet Security) for 01 year Lic.	35	
4.	Adobe Reader - Professional		1	
5.	Windows Data recovery professional with license		1	

* EMD will be refundable to the unsuccessful bidders without any interest by Demand Draft drawn in favor of "**National Institute of Solar Energy**" payable at Gurugram.

Bidders who are exempted from submission of EMD shall provide the relevant certificate

Checklist for Documents to be Submitted in the Technical Bid

1.	Name of the Bidder Firm/Agency/Company	
2.	Address of the Bidder Firm/Agency/Company:	
3.	Contact Details of the Bidding Firm / Agency (Tel: Mob; Email):	
4.	Name of Proprietor/Partners/Directors of the Firm/Agency/Company	
5.	Firm/Agency/Company's bank, its address and current account number:	
6.	Registration and incorporation particulars of firm	
7.	Period of Bid Validity	
8.	Any other information:	

Declaration

I hereby certify that the information furnished above is full and correct to the best of our knowledge. The self-attested copies of required documents as mentioned in para 3 of the Tender Document have been submitted. All documents submitted have been numbered and self-attested with the seal of the Firm/Agency/Company. We understand that in case on non-submission of required documents, the bid shall stand rejected. We understand that in case of any material defect found in the above statement or facts at any stage, the company will be black-listed and will not have any dealing with the NISE in future.

(Signature of authorized signatory)

Name & Address of Firm .
Authorised Signature & Seal of the Firm

Place:

Date:

Annexure - III

Proforma for Submission of Financial Bid

Item	Specifications	Quantity	Basic rate for each quantity (in Rs)	Taxes (in Rs)	Net amount inclusive of taxes (in Rs)
Laptop		01			
Desktop Computer		01			
Antivirus		01			
Adobe Reader - Professional		01			
Windows Data recovery professional with license		01			

****Note: the quantities may change according to the requirements of the Institute****

Declaration

I hereby certify that the information furnished above is full and correct to the best of our knowledge. We understand that in case any deviation is found in the above statement at any stage, the company shall be black-listed and shall not have any dealing with the NISE in future.

(Signature of authorized signatory)

Name & Address of Firm .
Authorised Signature & Seal of the Firm

Place:

Date: