

**NATIONAL CENTRE FOR DISEASE INFORMATICS AND RESEARCH
(Indian Council of Medical Research)**

Department of Health Research, Ministry of Health and Family Welfare, Government of India
Nirmal Bhawan-ICMR Complex (II Floor), Poojanahalli, N.H-7, B. B. Road,
Kannamangala Post, Bengaluru-562 110 (India)

TENDER FOR

**Supply and installation of Laptops and Laser Printers for National Centre
for Disease Informatics and Research (ICMR), Bengaluru**

Email: ncdir@ncdirindia.org / adm.ncdir@gov.in
Website: www.ncdirindia.org

Tender Inquiry No: NCDIR/ICMR/1/2016-17 (Pt-I)

Name of the tenderer _____

Cost of Tender Document – Rs. 500/-

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NATIONAL CENTRE FOR DISEASE INFORMATICS AND RESEARCH
Indian Council of Medical Research, Bengaluru

NOTICE INVITING TENDER

NCDIR, Bengaluru invites sealed tenders under two bid systems for supply and installation of Laptops and Laser Printers for National Centre for Disease Informatics and Research (ICMR), Bengaluru

SCHEDULE		
S. No.	Activity Description	Schedule
1.	Tender Enquiry No	NCDIR/ICMR/1/2016-17 (Pt-I)
2.	Sale of Tender Document	28 th January 2017 to 20 th February 2017 upto 01:00 PM Tender document can be collected from NCDIR office or downloaded from our website www.ncdirindia.org
3.	Time and last date of depositing Tender / Bid	20 th February 2017 up to 5.00 PM
4.	Time and Date of Opening of Technical Bid	23 rd February 2017 at 02:30 PM
5.	Time and Date of Opening of Financial Bid	The Financial bid will be opened after evaluation of technical bid, which will be announced later.
6.	Minimum Validity of tender offer	1 year from the date of Opening of tender
7.	Services to be offered	Supply and installation of Laptops and Laser Printers for National Centre for Disease Informatics and Research (ICMR), Bengaluru
8.	Estimated cost of tender	For Laptops – Rs. 4,25,000/- For Laser Printers – Rs. 2,25,000/-
9.	Amount of EMD to be Deposited in favour of Director, NCDIR	For Laptops – Rs. 8,500/- For Laser Printers – Rs. 4,500/-
10.	Cost of Tender Document	Rs. 500/-

Important Notes:

1. NCDIR reserves the right to accept / reject any/all tenders in part/full without assigning any reason thereof.
2. Any Addendum/Corrigendum date extension in respect of above tender shall be issued on our website www.ncdirindia.org only and no separate notification shall be issued in the press. Tenderers are therefore requested to regularly visit our website to keep themselves updated.

DIRECTOR
NCDIR (ICMR), BENGALURU

INSTRUCTIONS TO THE TENDERERS

The tender shall be submitted in accordance with these instructions and any tender not confirming the instructions as under is liable to be rejected. These instructions shall form the part of the tender and contract.

1. The firms fulfilling the following criteria, may deposit their tenders superscribed as “Tender for supply and installation of Laptops and Laser Printers for National Centre for Disease Informatics and Research (ICMR), Bengaluru” and address it to The Director, National Centre for Disease Informatics and Research (ICMR), Nirmal Bhawan-ICMR Complex (II Floor), Poojanahalli, Off N.H. –7, Adjacent to Trumpet Flyover of BIAL, Kannamangala Post, Bengaluru – 562 110 so as to reach on or before 5:00 PM, 20th February 2017 or the tender may be dropped in Tender Box placed at II Floor – Administration Room of NCDIR, Bengaluru.
2. The technical/commercial tender in two separate sealed covers with technical bid marked clearly as “Technical Bid” and financial proposal marked as “Financial Bid” should be submitted.
3. The intending tenderer, in case of Prime Equipment Manufacturers shall submit a self declaration on their letter-head, along with the tender documents, confirming that they are regular in manufacturing, supplying, installing, testing and commissioning of the similar equipment from last 2 years.
4. The intending tenderer, in case of Authorized Distributor/ Authorized Dealer shall possess valid authorized Distributorship /Dealership license from Prime Equipment manufacturers. The tenderer shall enclose the copy of the same in the bid while submitting the tender.
5. The equipment shall be in compliance to the specifications mentioned in Annexure – I (Part A and Part B) of the tender and shall be of the latest technology, best quality and high standards. The tenderer should enclose the product catalogue supporting the specifications mentioned in Annexure – I (Part A and Part B).
6. Any optional Accessories / Tooling, besides the standard equipment recommended for the better performance and safety of the equipment, if offered, be provided with their full technical details including their use and advantage in a separate sheet with the tender documents. Warranty period, if applicable, should be specified for these.
7. No extra payment shall be paid on account of any discrepancy in nomenclature of items.
8. While submitting the tender, if any of the prescribed conditions are not fulfilled or are incomplete in any form, the tender is liable to be rejected. If any tenderer stipulates any condition of his own, such conditional tender is liable to be rejected.
9. Director, NCDIR, reserves the right to reject any tender/bid wholly or partly without assigning any reason.
10. The Committee constituted by the Director, NCDIR shall have the right to verify the particular furnished by bidder independently. Those technically qualified will only be considered for price evaluation (Financial bid). Price should not be quoted with technical bid; otherwise the tender will be rejected without any correspondence. Decision of the Director,

NCDIR, Bengaluru on the eligibility for qualifying technical bids shall be final and no representation shall be considered in this regard.

11. Tenderer shall take into account all costs including installation, testing and commissioning, cartage etc. for giving delivery of material at site i.e. NCDIR, Bengaluru before quoting the rates. In this regard no claim for any extra payment for any reason shall be entertained.
12. The supply should be delivered at our premises free of transport charges in the address given below and the supplier shall be responsible for dues damage during the transit of goods.
13. The material shall be inspected on receipt at site i.e. NCDIR, Bengaluru and supplier shall be responsible for any damage during the transit of goods.
14. All the communication with respect to the tender shall be addressed to:

The Director,
National Centre for Disease Informatics and Research (ICMR)
Nirmal Bhawan-ICMR Complex (II Floor), Poojanahalli
Off N.H. -7, Adjacent to Trumpet Flyover of BIAL
Kannamangala Post, Bengaluru – 562 110

15. In the event of any dispute the legal matter shall be subjected to the jurisdiction of Bengaluru Court only.
16. On receipt of the approval from ICMR Hqs. New Delhi, the purchase order will be issued to the successful tenderer i.e. L1 (lowest one) by the Director, NCDIR, Bengaluru.

We confirm with our acceptance to the instructions from S.No.1 to 16 above.

Date:

Name, Signature and Seal of Tenderer

COMMERCIAL AND GENERAL TERMS & CONDITIONS

Nature of Goods/ Equipments: For Supply and Installation of Laptops and Laser Printers with specifications mentioned in Annexure – I (Part A and Part B).

1. Eligibility Criteria:

- a) Should be a Firm/Company (Incorporated in India) having their own Service Centre.
- b) Bidder should have a fully functional service centre with spares stock for attending the breakdown calls. Details of the service centre must be provided.
- c) Bidder should be an established Service Centre. Services provider should have been in this business for a period not less than five years as on 01.01.2017.
- d) Bidder should have a minimum 5 year experience in supply and installation of Laptops and Laser Printers.
- e) The Bidder shall not be under a declaration of ineligibility for corrupt or fraudulent practices or blacklisted by any of the Government agencies.
- f) The Bidder must have a turnover of more than Rs.50 lakhs in at least one of the last three Financial Years ending on 31.03.2016

2. Scope of Supply:

- a) The tenders shall be submitted as per the technical specifications as per Annexure – I (Part A and Part B)
- b) Submission of the tender implies that these conditions of tender have been read by the tenderer and is aware of the scope of the supply and the quality of the material to be supplied. The final acceptance of the tender rests with the Director, NCDIR, Bengaluru who reserves the right to accept or reject any or all tenders without assigning any reason thereof.

3. Submission of Bids:

The tender should be submitted in a sealed cover in two parts as under

- I. Technical Bid
- II. Financial Bid

I. Technical Bid: Envelope should subscribed "Technical bid for supply and installation of Laptops and Laser Printers" and it should contain the following.

- Tender Fee: The cost of tender document is Rs. 500/- (Rs. Five Hundred Only) (Non - refundable). The tender document can be obtained by paying the fees through Demand Draft / Bankers Cheque drawn in favour of "The Director, NCDIR payable at Bengaluru". The cost of tender document shall be attached with Technical Bid in case the tender document is downloaded from the website. The Tender Document is not transferable to any other tenderer.
- Earnest Money Deposit (EMD): An Earnest Money Deposit of Rs. 8,500/- in respect of Laptops and Rs. 4,500/- in respect of Laser Printers in the form of demand draft drawn in favor of Director, NCDIR Bengaluru may be submitted, failing which their bids will not be considered valid. The amount will be refunded to unsuccessful tenderer without any interest after completion of the tender process. The EMD should remain valid for a period of 45 days beyond the final tender validity period.
- All details as mentioned in Technical Bid [Annexure – I (Part A and Part B)]

Note:

- i. The units registered with Central Purchase Organization (DGS&D), National Small Industries Corporation (NSIC) or the concerned Ministry or Department shall be exempted from the payment of Earnest Money as defined under Rule 157 of General Financial Rules (GFR), 2005. In such case, copy of the certificate showing registration with the above mentioned institutions to be enclosed along with the bid.
 - ii. In case the unit is not covered as above, it shall submit the offer along with the Earnest Money Deposit (EMD) for Rs. 8,500/- in respect of Laptops and Rs. 4,500/- in respect of Laser Printers.
 - iii. The EMD will be forfeited in following cases:
 - If the tenderer fails to accept the order based on his/her offer (bid) and within the prescribed time.
 - If the tenderer fails to supply the material with specifications in compliance to as mentioned in Annexure – I.(Part A and Part B)
 - If the tenderer delays supply beyond a reasonable time resulting in disruption of NCDIR works.
- II. Financial Bid: The second envelope should subscribed "Financial bid for supply and installation of Laptops and Laser Printers" and it should contain the rates etc. as per Annexure III.

4. Validity of Tender:

- a) The tender shall be valid for a period of one year from the date of opening of the tender.
- b) Tenderer for any reason whatever, withdraws the tender after it is accepted or become unable or fails to execute the orders within stipulated delivery period, NCDIR shall be at liberty to cancel the order forthwith and the EMD of the tender in such a case will be forfeited by the NCDIR.
- c) No representation for the enhancement of the prices of the accepted tender or alteration of the terms and conditions will be entertained till supplies are completed.

5. Offers ready stock / Subject to prior sale:

- a) Offers from ready stock are preferred. In case the offers are subject to prior orders, the Tenderer shall indicate the period within which the ordered quantity will be supplied. The Tenderer shall note that in case tenderer fails to supply within the period of delivery indicated in the said tender, penalty at the rate of 1% of value of the order, per week of delay subject to maximum of 20% of the order value will be levied.
- b) The successful Tenderer shall, within 5 days from the date of receipt of communication of acceptance of quotes from NCDIR shall intimate his acceptance of the order. The successful Tenderer shall complete supplies strictly as per the accepted delivery period.

6. Guarantee of Quality and Warranty of goods supplied:

- a) The equipments offered shall confirm to the specifications as given in tender/order and shall be guaranteed against defective design, defective quality material supplied, manufacturing defects etc., for a minimum period of 12 months from the date of supply of Laptops and Laser Printers.
- b) The Tenderer have the right to offer warranty more than the period of warranty offered by manufacturer of the product for 12 months from the date of supply of Laptops and Laser Printers and this aspect would certainly be taken into consideration.

7. Packing:

- a) The supplier shall provide packing of the goods, as required to prevent their damages or deterioration during the transit to their final destination as indicated in the contract. The packing shall be sufficient to withstand, without limitation, rough handling during transit.
- b) The equipment shall be securely boxed, crated and protected from mechanical damage, moisture etc. suitable for both storage and transit according to the nature of the material and mode of transport.

8. Price:

- a) The price shall be firm and shall include all applicable taxes and charges. Any variation in the duties, levies etc. during the period of supplies shall be charged to the tenderer account. The rates quoted shall be all inclusive, with the delivery, up to destination i.e. NCDIR, Bengaluru.
- b) The Tenderer shall submit the copy of PAN Number, TIN Number registration details along with the tender.

9. Delivery:

- a) The successful tenderer shall complete supplies strictly within the accepted delivery period. Material ordered by the NCDIR shall be delivered to destination securely packed as may be necessary.
- b) The Equipments shall have to be delivered and installed at NCDIR, Bengaluru to the satisfaction of concerned Authority.
- c) Installation & Commissioning of Laptops and Laser Printers shall have to be carried out free of charge at NCDIR, Bengaluru. The comprehensive catalogue which includes instructions for Operation, Maintenance, Trouble shooting and all other areas which are necessary for smooth functioning of equipment, shall be provided along with the equipment by the tenderer.

10. Payment:

The payment will be made by NCDIR by e-Transfer to the bank account as mentioned in the bank mandate. The tenderer shall submit the documents which shall clearly indicate that the Proper Installation & successful Testing of Equipment are done.

11. Service Facility:

In order to ensure proper and timely after sales service, contact details with addresses of service centre nearest to NCDIR, Bengaluru shall be provided along with the bid.

12. Taxes:

Suppliers shall be entirely responsible for all taxes, duties, license fees, octroi, road permits, etc., incurred until delivery of the contracted Goods to the Purchaser.

13. Termination for Default:

The purchaser may, without prejudice to any other remedy for breach of contract, by written notice of default sent to the supplier, terminate the Contract in whole or part:

- a) If the supplier fails to deliver any or all of the Goods within the period(s) specified in the order, or within any extension thereof granted by the Purchaser; or
 - b) If the Supplier fails to perform any other obligation(s) under the Contract.
 - c) If the Supplier, in the judgment of the Purchaser has engaged in corrupt or fraudulent practices in competing for or in executing the Contract.
- For the purpose of this Clause:
 - a) “Corrupt practice” means the offering, giving, receiving or soliciting of anything of value to influence the action of a public official in the procurement process or in contract execution.
 - b) “Fraudulent practice” means a misrepresentation of facts in order to influence a procurement process or the execution of a contract to the detriment of Borrower, and includes collusive practice among Tenderers(prior to or after bid submission) designed to establish bid prices at artificial non-competitive levels and to deprive the Borrower of the benefits of free and open competition”.
 - In the event the Purchaser terminates the Contract in whole or in part, the Purchaser may procure, upon such terms and in such manner, as it deems appropriate, Goods or Services similar to those undelivered, and the Supplier shall be liable to the Purchaser for any excess costs for such Goods or Services. However, the Supplier shall continue the performance of the contract to the extent not terminated.

14. Claims:

- a) If the material supplied are found to be off size and shape different than those in the accepted offer and are of specifications lower than those stipulated in the accepted offer, NCDIR, Bengaluru shall have the right to totally reject the goods and/or to prefer a claim for compensation for the part of goods, which are rejected.
- b) The supplier shall reimburse to NCDIR, the actual expenditure incurred, on such goods, within 15 (fifteen) days of its demand.
- c) The supplier shall be responsible for arranging the rejected goods to be removed at his/her cost from NCDIR, Bengaluru premises.
- d) The supplier shall also compensate for losses, if any, sustained by NCDIR due to defective packing and/or wrong marking of the goods.

15. Excise Duty:

- a) The offer should contain the Basic Price and percentage of Excise Duty should be shown separately, since NCDIR, Bengaluru is exempted from payment of Excise duty vide Govt. Notification No. 10 / 97-Central Excise dated 1st March, 1997.

- b) NCDIR, Bengaluru is exempted from payment of Custom Duty vide Govt. Notification No.51 / 96- Customs dated 23rd July, 1996. Since the suppliers are requested to quote only on for basic price, custom duty will not be applicable for the suppliers.
- c) The rates of Sales Tax, G.S.T, C.S.T and Excise Duty must be clearly indicated. Whenever chargeable S.T/ G. S. T / C. S. T numbers must be indicated. It will be deemed that no Taxes are payable by us if such items are not indicated.

16. Performance Security

- a) The successful bidder shall deposit an amount equal to 10% of the approved tender cost for accepting the bid as Performance Security.
- b) Performance Security shall be submitted in the form of Bank Guarantee issued by a scheduled Bank and the Performa provided in Annexure VII of the bid document or DD/Banker's cheque drawn in favour Director, NCDIR, Bengaluru
- c) Performance Security will be discharged after completion of contractor's performance obligations under the contract.

We confirm with our acceptance to the Commercial & General Terms & Conditions Sl. No. 1 to 16 as given above.

Date:

Name, Signature and Seal of Tenderer

TECHNICAL BID

Annexure I (PART – A)

Technical Specification for supply and installation of Laptops – 5 Nos.

Sl. No.	Particulars	Laptop Specifications	Compliance (Yes/No)	If No, specify exact specification
1.	Operating system	Windows 10 Professional		
2.	Processor	6 th Generation Intel® Intel ® Core™ i7-6700TE Processor (8M Cache, up to 3.40 GHz) or Latest		
3.	Memory, standard	Min. 8 GB DDR4 X 1 Slot		
4.	Hard drive description	Min. 500 GB M Sata		
5.	Display	14” Display (± 0.2”)		
6.	Weight	< 1.7 kg		
7.	Warranty	5 year onsite from OEM. Battery pack for 3 years		
8.	Ports	USB3.0 Ports; 1 HDMI; 1 VGA; 1 Ethernet		
9.	Inbuilt Webcam	Yes		
10.	CD/DVD drive	Yes		
11.	Microsoft Office	2013 Academic version (for research institute)		
12.	Anti-virus	Complete laptop virus protection – E-scan License		
13.	Accessories	Power cord, Back pack		
14.	Battery back up	Minimum 5 hours		
15.	Power Adapter	Indian 3 Pin		
16.	Mouse	Wireless mouse		
	Optional			
17.	AMC	After warranty period AMC charges to be charged may be quoted separately		

Important: The tenderer should enclose the product catalogue supporting the above specifications.

Annexure I (PART – B)

Technical Specification for supply and installation of Laser Printers – 15 Nos.

Sl. No.	Particulars	Printer Specifications	Compliance (Yes/No)	If No, specify exact specification
1.	Preferred Make	HP /Canon /Xerox or equivalent		
	Speed	25 prints per minute		
	Technology	Laser		
	Original size	A4		
	Paper capacity	250 sheet input tray		
	Monthly print volume	250 – 2000		
	Printing	Auto Duplex		
	Printing Interface	Network printing (Ethernet), USB Plug and print (USB 2.0)		
	Resolution	1200/600 dpi		
	OS Compatibility	Printer driver should be available for windows 7 / 8.1 / 10, windows server 2003/2008/2012, Linux, Mac OS		
	Warranty	3 years of onsite warranty from OEM		
2.	Toner Cartridge	Compatible with the quoted product		
	Optional			
3.	AMC	After Warranty period AMC charges to be charged may be quoted		

Important: The tenderer should enclose the product catalogue supporting the above specifications.

AGREED TERMS AND CONDITIONS**(TO BE FILLED BY INDIAN TENDERERS QUOTING ONLY IN INDIAN RUPEES)****Important Notes:**

(A) This questionnaire (ATC) duly filled-in the same word file must be submitted along with the offer, failing which your offer will be liable for rejection. This document received in any other form will not be accepted and can lead to rejection of offer.

(B) Each point must be confirmed / replied suitably.

(C) Tenderers to note that the confirmation/acceptance/comments mentioned/agreed by them in this ATC are final and will supersede any contrary term indicated elsewhere in their quotation / tender documents.

NCDIR'S Tender No: NCDIR/ICMR/1/2016-17 (Pt-I)

S. No.	Description/Tender Requirement	Vendor's Reply
Vendor Compliance to Technical Conditions		
1.	Confirm that the offer has been submitted strictly as per the tender requirements.	
2.	Confirm that all pages of "Technical Specifications" have been submitted with the technical bid as a token of acceptance	
3.	Confirm that all the documents related to "Technical Criteria for acceptance of offer" have been submitted with the technical bid.	
4.	Confirm that there is no technical deviation and specification of offered product is same as per tender specification	
Vendor Compliance to Commercial Conditions		
1.	Confirm that you are a OEM OR Authorized dealer of Laptops and Laser Printers. In case of authorized dealer of Laptops and Laser Printers, submit authorization letter along with your bid	
2.	Confirm that the quoted prices are in Indian Rupees	
3.	Confirm that the Prices shall be FIRM and FIXED till complete execution of order and shall not be subject to variation on any account	
4.	Confirm unconditionally that your quotation is valid for acceptance up to 1 year from the closing date of this enquiry	
5.	Please note that Packaging & Forwarding charges or any other charges should be included in Price Bid. The total price of all items put together will be considered for price evaluation.	
6.	Excise Duty – It may please be noted that NCDIR, Bengaluru is registered with the DSIR for the purpose of availing the Central Excise Duty exemption in terms of Govt. Notification No.51/96-Customs dated 23.07.1996 and No.10/97-Central Excise dated 01.03.1997 . The Exemption Certificate along with the copy of Certificate of Registration (if required) can be obtained on demand and would be provided to the successful tenderer as and when asked for.	
7.	Please confirm that your firm have not been banned or delisted by any	

	Government or Quasi Government agencies or PSUs. This does not necessarily be the cause for disqualification. However if this declaration is not furnished the bid may be rejected as non-responsive.	
8.	If your response to point no. 7 above is “Banned/Delisted”, please provide details of such banning / delisting such as (i) Banned / Delisted by (Name of Co.) and (ii) Validity of such delisting / banning.	
9.	Confirm unconditional acceptance that any tenderer making a false claim would have its contract terminated forthwith, if detected later.	
10.	Confirm that you shall supply the requisite operation/maintenance manual with the equipment.	
11.	Please also confirm that spare parts shall be made available as and when required for a minimum period of 5 years from the date of successful completion of warranty period.	
12.	Confirm unconditional acceptance Confirm unconditional acceptance of comprehensive warranty (inclusive of absolutely free of charge delivery (all expenses paid) at our site and installation of replacement parts/spares and free of all expenses related to such service calls) for a period of clear 12 months or more from the date of satisfactory completion of onsite installation, commissioning and training at our location	
13.	<p>Confirm whether your firm is registered with any of the following in order to avail the benefits/preference available vide Public Procurement Policy MSEs Order, 2012.</p> <ul style="list-style-type: none"> a) District Industries Centers (DIC) b) Khadi and Village Industries Commission (KVIC) c) Khadi and Village Industries Board d) Coir Board e) National Small Industries Corporation (NSIC) f) Directorate of Handicraft and Handloom g) Any other body specified by Ministry of MSME <p>If Yes, then please mention with whom your firm is registered with as MSE and the proof for the same may be attached</p> <p>NOTE: Benefits/Preference available to Micro & Small Enterprises (MSEs) is applicable to “Producer/Manufacturer” of the tendered items only”</p>	
14.	The tenderer is requested to advise whether they have a rate contract for the quoted items with DGS&D and if so whether the same could be extended to NCDIR.	

Date:

Name, Signature and Seal of Tenderer

[Note: Above details should be duly signed and submitted on the letterhead]

Financial BID for supply and installation of Laptops and Laser Printers

Sl. No.	Item description	Brand	Unit Cost	Qty.	Taxes / VAT	Total
	Part-A					
1.	<u>Laptops</u>					
	Windows 10 Professional, 6 th Generation Intel® Intel ® Core™ i7-6700TE Processor (8M Cache, up to 3.40 GHz) or Latest, 8 GB DDR4 X 1 Slot, 500 GB M SATA hard drive, 14” Display, < 1.7 kg, 5 year onsite warranty from OEM, battery pack for 3 years, USB3.0 Ports; 1 HDMI; 1 VGA; 1 Ethernet, inbuilt Webcam, CD/DVD drive, MS office 2013 Academic version (for research institute), Anti-virus, power cord, back pack, minimum 5 hours battery backup, Indian 3 pin power adaptor, wireless mouse			5 Nos.		
	Total					
	Optional					
	AMC after warranty period					
	Part-B					
2.	<u>Laser Printers</u>					
a)	HP /Canon /Xerox or equivalent, 25 prints per minute, laser technology, A4 size paper, 250 sheet input tray, 250 – 2000 monthly print volume, auto duplex printing, network printing (Ethernet), USB Plug and print (USB 2.0), 1200/600 dpi, Printer driver should be available for windows 7 / 8.1 / 10, windows server 2003/2008/2012, Linux, Mac OS, 3 years of onsite warranty from OEM			15 Nos.		
b)	Toner Cartridge - Compatible with the quoted product			15 Nos.		
	Total					
	Optional					
	AMC after warranty period					

The above amount mentioned is inclusive of all taxes and other charges

Date:

Name, Signature and Seal of Tenderer

ANNEXURE - IV

List of Govt. Organizations / Dept.

List of Government Organizations for whom the Tenderer has undertaken such work during last three years(must be supported with work orders)		
Name of the organization	Name of the Contact person	Contact No.

Name of application specialist/ Service Engineer who have the technical competency to handle and support the quoted product during the warranty period.		
Name of the organization	Name of Contact person	Contact No.

Signature of Tenderer

Name: _____

Designation: _____

Organization Name: _____

Contact No: _____

[Note: Above details should be duly signed and submitted on the letterhead]

On the Letterhead of the Vendor/Contractor/Supplier Details

Date:

To
The Director,
National Centre for Disease Informatics and Research (ICMR)
Nirmal Bhawan-ICMR Complex (II Floor), Poojanahalli
Off N.H. –7, Adjacent to Trumpet Flyover of BIAL
Kannamangala Post, Bengaluru – 562 110

Dear Sir,

We hereby give our consent to accept the related payments of our claims/bills on NCDIR through Cheques or Internet based online E-Payments system at the sole discretion of NCDIR. Our Bank account details for the said purpose are as under:

A. Vendor Details:	
1.Name (As per the Bank Records)	
2.Address	
3.PAN No.	
4.TIN No.	
5.CST No.	
6.LST No.	
7.CIN No.	
8.E-mail ID	
9.Mobile Number	
<u>B. Particulars of Bank Account:</u>	
1. Bank Name	
2. Branch Name/Branch Code	
3. Branch Address	
4. 9 Digit MICR No. of Bank and Branch(As appearing on the cheque)	
5. Account Type (Savings/Cash credit/Current)	
6.Account Number (as appearing on the cheque book)	
7.IFSC Code of the Branch(For RTGS)	
8.IFSC Code of the Branch(For NEFT)	

***(please attach a blank copy of a cancelled cheque/photocopy of a cancelled cheque issued by your Bank relating to the above account number for verifying the accuracy of the 9 digit MICR code number.

I/We hereby declare that the particulars given above are correct and complete. If the transaction is delayed or not effected at all for reasons of incomplete or incorrect information I would not hold the user Institution responsible.

Date :

Signature/Seal of Firm
Phone No:

Certified that the particulars furnished above are correct as per our records

Date :

Company's Authorized Signatory
Phone No:

Encl: Photocopy of cheque duly cancelled and copy of Indian PAN Card

[Note: Above details should be duly signed and submitted on the letterhead]

(Undertaking from Tenderers)

To
The Director,
National Centre for Disease Informatics and Research (ICMR)
Nirmal Bhawan-ICMR Complex (II Floor), Poojanahalli
Off N.H. –7, Adjacent to Trumpet Flyover of BIAL
Kannamangala Post, Bengaluru – 562 110

Sir,

Nature of Goods/Equipments:	Laptops and Laser Printers
-----------------------------	----------------------------

Having Examined and Perused the following documents:

1. Notice Inviting Tender
2. Instruction to the Tenderer
3. Commercial General Terms & Conditions
4. Technical Specifications of items (Annexure – I) for which tender is issued
5. Price Bid

I/Wedo hereby submit tender in prescribed formats for Supply and Installation of Laptops and Laser Printers to NCDIR, Bengaluru, completed in all respects in accordance with the conditions applicable.

If this tender is accepted, I/We agree to abide by and fulfill all the terms and conditions in the tender documents

I/We hereby distinctly and expressly declare and acknowledge that before the submission of this tender, I/We have carefully read and followed the instructions and I/We have understood the existing system of supply in the NCDIR, including the scope and nature of duties expected from the Tenderer.

I/We distinctly agree that I/We would hereafter make no claim or demand upon the NCDIR, Bengaluru based upon or arising out of any alleged misunderstanding or misconceptions or mistake on my/our part of the said stipulations, restrictions and conditions.

Any notice required to be served on me/us shall be sufficiently served on me/us by post (registered or ordinary) or courier or left at my/our address furnished herein. I/We fully understand the terms and conditions in the tender documents.

Dated this.....day of.....2017

ANNEXURE – VII

TENDER FEE & EARNEST MONEY DEPOSIT PAYMENT PARTICULARS

Number of Demand Drafts enclosed:

Demand Draft particulars:

Sl. No.	D.D. No.	Date	Name of the Bank / Branch and Place	Amount
1				
2				
3				

I / We, hereby declare that the particulars furnished by me/us in this offer are true to the best of my/our knowledge and I/We understand and accept that, if at any stage the information furnished by me/us are found to be incorrect or false, I/We am/are liable for disqualification from this tender and also liable for any penal action that may arise due to the above, besides being black listed.

Signature :

Name :

Designation :

Name of the Agency :

Address of the Tenderer :

Phone No. & Mob. No.:

Email Address:

Website address (if any):

Date:

[Note: Above details should be duly signed and submitted on the letterhead]

PERFORMANCE SECURITY BOND FORM

1. In consideration of National Centre for Disease Informatics and Research (ICMR) Bengaluru (here in after called the NCDIR, Bengaluru) having agreed to exempt _____ (here in after called the said contractor(S) from the demand of security deposit/earnest money of Rs _____ on production of Bank Guarantee for Rs. _____ For the due fulfillment by the said contractors of the terms & conditions to be contained in an Agreement in connection with the contract for supply of _____ we, (name of the Bank) _____ (herein after referred to as “the Bank”) at the request of _____ Contractor’s do hereby undertake to pay the NCDIR, Bengaluru an amount of not exceeding _____, against any loss or damage caused to or suffered or would be caused to or suffered by the NCDIR, Bengaluru reason of any breach by the said contractor’s of any of the terms & conditions contained in the said agreement.

2. We (Name of the Bank) _____ do hereby undertake to pay the amounts due and payable under this guarantee without any demur, merely on a demand from the NCDIR, Bengaluru stating that the amount claimed is due by way of loss or damage caused to or would be caused to or suffered by the NCDIR, Bengaluru reason of breach by the said contractor’s of any of terms & conditions contained in the said agreement or by reason of the contractors failure to perform the said Agreement. Any such demand made on the bank shall be conclusive as regards the amount due and payable by the Bank under this guarantee, where the decision of the NCDIR, Bengaluru in these counts shall be final and binding on the Bank. However, our liability under this guarantee shall be restricted to an amount not exceeding Rs. _____.

3. We undertake to pay to the NCDIR Bengaluru any money so demanded notwithstanding any disputes raised by the contractor(s)/supplier(s) in any suit or proceeding pending before any court or tribunal relating thereto our liability under the present being absolute and equivocal. The payment so made by us under this bond shall be valid discharge of our liability for payment there under and the contractor(s)/ supplier(s) shall have no claim against us for making such payment.

4. We (Name of the bank) _____ further agree that the guarantee herein contained shall remain in full force and effect immediately for a period of one year from date herein and further agrees to extend the same from time to time (one year after) so that it shall continue to be enforceable till all the dues of the NCDIR, Bengaluru, under or by virtue of the said agreement have been fully paid and its claims satisfied or discharged or till NCDIR, Bengaluru certifies that the terms & conditions of the said agreement have been fully and properly carried out by the said contractor(s) and accordingly discharges guarantee.

5. We (name of the bank) further agree with the NCDIR, Bengaluru that the NCDIR, Bengaluru shall have the fullest liberty without our consent and without affecting in any manner our obligations here under to vary and of the terms & condition of said agreement or to extend time of performance by the said contractor(s) from time to time or to postpone for any time to time any of the powers exercisable by the NCDIR, Bengaluru against the said any contractor(s) and to forbear or enforce any of the terms & conditions relating to the said agreement and we shall not be relieved from our liability by reason of any such variation, or extension being granted to the said contractor(s) or for any forbearance, and or any omission on the part of the NCDIR, Bengaluru or any indulgence by the NCDIR, Bengaluru to the said contractor(s) or by any such matter or thing whatsoever which under the law relating to sureties would, but for this provision, have effect of so relieving us.

6. The guarantee will not be discharged due to the change in the constitution of the Bank or the contractor(s)/ supplier(s).

7. This guarantee shall be irrevocable and the obligations of the Bank herein shall not be conditional to any prior notice by NCDIR, Bengaluru.

Dated : _____

For _____
(Indicating the name of the bank)

N.B. This guarantee should be issued on non-judicial stamped paper, stamped in accordance with the stamp act.

MANUFACTURERS AUTHORIZATION FORM

Ref No :

Dated :

To,
The Director
National Centre for Disease Informatics & Research
Indian Council of Medical Research
Nirmal Bhawan - ICMR Complex (II Floor)
Poojanahalli Off N.H.-7
Adjacent to Trumpet Flyover of BIAL
Kannamangala Post
Bengaluru – 562 110.

Reference: Tender No. dated _____ due on

Dear Sir,

We _____ the Manufacturers of _____
_____ having manufacturing unit at _____
_____ (Address of the
factory) do hereby authorize M/s. _____ (Name and
Address of dealer) to submit a bid, and subsequently negotiate and sign the contract with you
against the above tender.

We hereby extend our full guarantee, warranty and support and also in meeting warranty
obligations by providing necessary spares in time for the goods & services offered by the
above dealer against this tender.

Yours faithfully

(Name)
(Name of the manufacturer)

Note: This letter of authority should be on the letterhead of the manufacturer and should be
signed by a person competent and having a power of attorney to bind the manufacturer. The
bidder in its bid should include it.

DECLARATION

I/We having our office as mentioned below and declare that I/we have never been blacklisted by any State Government/Central Government or any State/Central PSU.

Signature :

Name :

Designation :

Name of the Agency :

Address of the tenderer :

Date:

Place:

[Note: Above details should be duly signed and submitted on the letterhead]

ANNEXURE – XI

TURN OVER DETAILS

As per the tender eligibility criteria, the sales turn-over should not be less than Rs. 50 Lakhs (Rupees Fifty Lakhs only) per annum in the past two years. These turnover details will have to be substantiated with the appropriate documentary evidences duly enclosed.

The last two years sales turn-over details are furnished as follows.

Name of the Company / Firm:

Sl. No.	Financial Year	Turn over (Rs. In Lakhs)
1	2014-15	
2	2015-16	

Proof of the above sales turn-over details should be furnished in the form of Audited Annual Accounts of the tenderer.

[Note: Above details should be duly signed and submitted on the letterhead]