

Ref. No. NB. WBRO / DIT/ 5579 / DIT001 / 2016-17 dated 17 March 2017

To

(All IT-Vendors dealing in Desktop PCs/Laptops and Other Peripherals)

Madam/ Dear Sir,

Sub. : Supply, installation, testing and commissioning of 10 Desktop PCs, 15 Laptops (against buyback), 03 Standalone Printers, 01 Barcode Printer and 01 Handheld Barcode Scanner at NABARD, West Bengal Regional Office, Kolkata

1. National Bank for Agriculture and Rural Development (NABARD) invites sealed tenders for supply, installation, testing and commissioning of **10 Desktop PCs, 15 Laptops (against buyback), 03 Standalone Printers, 01 Barcode Printer and 01 Handheld Barcode Scanner**. You are requested to submit your offer in sealed envelopes for the aforesaid work as per detailed specifications and schedule of quantities specified in the tender document.

The Tender document will be available from the office of the Chief General Manager, National Bank for Agriculture and Rural Development, West Bengal Regional Office, Abhilasha-I, 6, Royd Street, Kolkata - 700016 **from 17 March to 24 March 2017**. Tender document will be issued by hand between 10:30 AM and 05:00 PM, on all working days (Monday-Friday) on payment of a sum of ₹1000/- (Rupees One Thousand only) being cost, to be paid by **Pay order/ DD** favouring NABARD and payable at Kolkata. The tender fees will **not be refunded** under any circumstances.

Each tenderer will be issued with one set of the tender document comprising Notice Inviting Tender, Form of Tender, Terms and Conditions of the Contract (Annexure-I), Vendor Details (Annexure II), Articles of Agreement (Annexure-III), formats of Performance Bank Guarantee (Annexure-IV), Letter of Indemnity (Annexure-V), Letter of undertaking (Annexure-VI) and Schedule of quantities and minimum specifications (Annexure-VII(A) to VII(D)) in Volume I and Financial bid in Volume II.

2. The offer in **two separate sealed envelopes** marked as "Envelope No.1" (Technical Bid) and "Envelope No.2" (Financial Bid) and superscribed " Supply, installation, testing and commissioning of **10 Desktop PCs, 15 Laptops (against buyback), 03 Standalone Printers, 01 Barcode Printer and 01 Handheld Barcode Scanner** and addressed to Shri A K Raybarman, Chief General Manager, National Bank for Agriculture and Rural Development, West Bengal Regional Office, Abhilasha-I, 6, Royd Street, Kolkata - 700016" may be dropped in the Tender Box kept in 5th floor of office premises **not later than 15:00 hours on 29 March 2017**.

3. Eligibility of Bidder/supplier

- I. Suppliers should be registered in India.
- II. The supplier should have at least 03 (three) years of experience in the field of supply, installation, testing and commissioning of computer hardware and peripherals including software configuration.
- III. The supplying agency should be a profit making entity for the past 03 (three) years and its Annual Turnover during the last 3 years should not be less than **30% of the estimated cost** of the tender. Details of the same are to be provided. This should be individual company's turn over and net profit and not that of group of companies. Supporting documents in this regard should be provided as a part of Technical offer.
- IV. The supplier should have Original Equipment Manufacturer (OEM) presence in India or channel partners / service providers, authorised distributors / dealers / resellers.

- V. An Undertaking by the Authorized Signatory of the Vendor/Bidder, on the letter head of the Vendor/Bidder stating that the Vendor/Bidder has not been blacklisted by any Central/State Government Organization or PSU for any corrupt and fraudulent practice in Envelope 1.
- VI. The supplier's clientele should include banks, financial institutions, government undertakings and other reputed concerns, references of which should be made available in case the same is sought for by NABARD.
- VII. The supplying agency should be a profit making entity for the past 03 (three) years (documentary proof to be enclosed with Envelop-I).
- VIII. The bidder should submit documentary evidence in Envelop-I in support of fulfilling eligibility criteria mentioned above along with the information i.e. Vendor details as per Annexure II of the tender document.

4. Envelope No.1 (Technical Bid) should contain the following:

- i. Detailed technical aspects of the offer, including necessary brochures etc. for the items to be supplied, as per the Schedule of Quantities (**Annexure VII (A) to VII (E)**).
- ii. Copy of the valid "authorized dealer/distributor certificate" of the product proposed to be supplied.
- iii. Complete set of tender (Volume I), i.e., Technical bid including the terms and conditions (**Annexure I**) duly signed and stamped for having accepted the same.
- iv. DD for EMD of ₹75,500/- (Rupees Seventy Five Thousand Five Hundred only) drawn in favour of NABARD and payable in Kolkata.
- v. DD for an amount of ₹1000.00 (Rupees One Thousand only) for tender documents downloaded from our website (www.nabard.org).

5. Envelope No. 2 (Financial Bid) should contain the Volume II comprising the following:

I. Items for Procurement and Buy-back as per **Annexure VIII (A) and VIII (B)**.

II. Price Bid/ Bill of Quantities (BOQ) (Procurement): Annexure VIII(C) - The most competitive prices offered in respect of the items mentioned in the BOQ.

III. Price Bid/ Bill of Quantities (Buy Back): Annexure VIII (D) - Offer for buy back of Laptop PCs in respect of the items mentioned in the BOQ.

6. Interested Vendors may submit tender-bid for supply of all the items indicated above, if they are the authorized dealer/distributor/OEM for the products.

- 7. Tender received late on account of any reason whatsoever as also by post, e-mailed or Faxed Tenders shall not be entertained.
- 8. Pre-bid meeting shall be held at **15.00 Hrs on 22 March 2017** for clarification of doubts, if any.
- 9. Part -I (Technical Bid) will be opened at **16:00 Hrs on 29 March 2017** in front of such bidders who wish to remain present.
- 10. On scrutiny of Part -I bids, the bidders who are found suitable/eligible for opening of Part -II of the bid (financial) will be informed so that they may remain present at the time and date, to be informed by us to them.

9. Earnest Money Deposit (EMD) will not carry any interest. Tenders without the requisite amount of DD towards EMD shall be treated as ineligible and will be rejected. The price-bid of such bidders without EMD will not be opened. EMD of unsuccessful bidders will be refunded after opening of the price-bid and evaluation thereof within reasonable time period. In the event of non-adherence to the terms and conditions of the tender, the EMD of such bidders will be forfeited.
10. **Term of Execution of Work:** Completion period of the work mentioned in this tender shall be 02 weeks which shall be reckoned from date of issue of Purchase Order. The buyback items should be lifted from our office before release of payment.
11. **Timely completion and Liquidated Damages:** If the Vendor/Bidder fails to effect and complete the work within the time as stipulated under the Section: "Term of execution of work", the Vendor/Bidder shall be liable to pay NABARD liquidated damages and not by way of penalty, a sum of 1% of the contract price for each completed week of delay in completion of work. The Vendor's/Bidder's such liability for the delay in completing the work shall not in any case exceed 5% of the contract price.
12. Validity of the offer shall be 90 days from the date of opening of Envelope No.2.
13. The supplier(s) who will be found eligible after the scrutiny of both Technical and Financial bid to supply the items mentioned above will be required to submit the documents in respect of Performance Bank Guarantee (Annexure-IV) if required, Letter of Indemnity (Annexure-V) and undertaking of authenticity for Desktops, Laptops and other supplies (Annexure-VI), warranty certificates duly stamped and dated at the time of delivery of items to us.
14. The price quoted for products should be firm and inclusive of all the applicable taxes, duties, levies, transportation, octroi, labour etc. required for successful commissioning of the products. TDS will be deducted as per rule.
15. NABARD reserves the right to reduce/ increase the quantity of items to be purchased from the successful bidder. NABARD also reserves the rights not to operate any or all of the items as per requirement under its overall policy guidelines. Hence, each item rates should be self-supportive and quoted on stand-alone basis. It should not be treated like lumpsum rates for all the items taken together. Further, NABARD reserves the right to split the order, if felt necessary.
16. For any clarification, you may contact Shri Partha Mitra, Assistant General Manager at 033-22552348/317/313.

Thanking you

Yours faithfully



(Sudhir Sharma)

Deputy General Manager

NATIONAL BANK FOR AGRICULTURE AND RURAL DEVELOPMENT

West Bengal Regional Office

Abhilasha-I, 6, Royd Street, Kolkata - 700016