

**NATIONAL BANK FOR AGRICULTURE AND RURAL  
DEVELOPMENT**

**TENDER**

**VOLUME - I**

**TENDER FOR SUPPLY, INSTALLATION TESTING AND  
COMMISSIONING OF**

- 1) **57 Nos. DESKTOP PCs (UNDER BUYBACK),**
- 2) **10 Nos. laptop PCs**
- 3) **1 No. Special Desktop PC (under BUYBACK)**
- 4) **1 No. Desktop for CGM Residence**
- 5) **1 No. Colour Laserjet Printer,**
- 6) **1 No. Multi Functional Device,**
- 7) **78 Nos. USB Flash Drive (4 GB) and**
- 8) **01 No. external USB Portable Hard Disk, (320 GB)**

**AT NABARD 48, M.G.Road, P.B.No.6074, Chennai 600 034.**

**ISSUED TO :** \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Last date of submission of Tender : 12 January 2009 (14:00 Hrs)**

**NATIONAL BANK FOR AGRICULTURE AND RURAL DEVELOPMENT**  
**TAMIL NADU REGIONAL OFFICE, CHENNAI**

**VOLUME - I**

<b><u>S. No.</u></b>	<b><u>Contents</u></b>	<b><u>Page No.</u></b>
1.	NOTICE INVITING TENDER	3-5
2.	FORM OF TENDER	6-7
3.	ARTICLE OF AGREEMENT	8-10
4.	INSTRUCTIONS TO TENDERERS	11-14
5.	GENERAL CONDITIONS OF CONTRACT	15-17
6.	LETTER OF INDEMNITY	18

**VOLUME - II**

1.	BILL OF QUANTITIES	19-24
----	--------------------	-------

## NOTICE INVITING TENDER

M/s \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Dear Sir,

**SUB : SUPPLY, INSTALLATION, TESTING AND COMMISSIONING OF 57 Nos. DESKTOP PCs (UNDER BUYBACK), 01 No. Spl. Desktop PC under BUYBACK, 01 No. Desktop PC for CGM Residence, 10 Nos. Laptop PCs, 01 No. Colour Laserjet Printer, 01 No. Multi Functional Devices, 78 Nos. USB Flash Drive (4 GB) and 01 No.n external USB Portable Hard Disk, AT NABARD 48,M.G.Road, P.B.No.6074, Chennai 600 034.**

1. National bank for Agriculture and Rural Development (NABARD) is intending to execute subject works. **SEALED TENDER FOR SUPPLY, INSTALLATION, TESTING AND COMMISSIONING OF 57 Nos. DESKTOP PCs (UNDER BUYBACK), 01 No. Spl. Desktop PC under buyback , 01 No. Desktop PC for CGM Residence, 10 Nos. Laptop PCs, 01 No. Colour Laserjet Printer, 01 No. Multi Fun. Devices, 78 Nos. USB Flash Drive (4 GB) and 01 No. external USB Portable Hard Disk, AT NABARD, 48, MAHATMA GANDHI ROAD, CHENNAI 600 034** are invited for this work. You are requested to submit your offer in sealed envelope for the aforesaid work as per detailed specifications and schedule of quantities specified in the tender. The last date for submission of tender is 14.00 hours on 12 January 2009.

Tender document will be available from the office of the Chief General Manager, National Bank for Agriculture and Rural Development, Regional Office at 48,M.G.Road, P.B.No.6074, Chennai 600 034 from 29.12.2008 to 11.01.2009. Application for tender document shall be accompanied by Rs.500/- (Rupees Five hundred only) toward the cost of tender in the form of demand draft payable to NABARD, Chennai. The tender document will be issued by hand on payment of the aforesaid sum, which will not be refunded under any circumstances.

Tender document can also be downloaded from the NABARD Website. In case of downloaded tender document, the tenderer should submit the tender document alongwith DD/PO of Rs. 500/- drawn in favour of NABARD, Chennai. The tender is liable to be rejected if not accompanied with this amount.

Each tenderer will be issued with the tender document containing Vol-1 comprising Notice Inviting Tender, Form of Tender, Instruction to the bidder , Article of Agreement, General condition of contract, Special conditions of contract, and Vol-II comprising Schedule of Quantities.

2. Tenderer having minimum 03 years experience in undertaking similar works and have completed minimum of two works of similar nature individually costing at least Rs.10 lakhs in last 3 years need only tender for the work.
3. Your sealed offer in the prescribed tender form in two separate envelopes should be submitted to Shri K.V.Raghavulu, The Chief General Manager, National Bank for Agriculture and Rural Development, Tamil Nadu Regional Office, Chennai at 48,M.G.Road, P.B.No.6074, Chennai 600 034, should be superscribed "Offer for SUPPLY, INSTALLATION, TESTING AND COMMISSIONING OF 57 Nos. DESKTOP PCs (UNDER BUYBACK), 01 No. Spl. Desktop PC under Buyback , 01 No. Desktop PC for CGM Residence, 10 Nos. Laptop PCs, 01 No. Colour Laserjet Printer, 01 No. Multi Functional Device, 78 Nos. USB Flash Drive (4 GB) and 01 No. external USB Portable Hard Disk, AT NABARD 48,M.G.Road, P.B.No.6074, Chennai 600 034.

***The old PCs to be replaced under buyback are Pentium-3 , 64/128 MB***

**RAM, 4/10/20 GB Hard Disk, CRT Monitor.**

Envelope No. 1 containing :

- a) Earnest Money Deposit.
- b) Volume-1 -comprising of
  - i) Notice Inviting Tender
  - ii) Form of Tender
  - iii) Instruction to Tenderers
  - iv) General Condition of contract

v) Special Condition of Contact Envelope No.2 containing : Volume II - Duly Priced Schedule of Quantities completed in all respects. This shall not include any condition whatsoever. In case any conditions are included in Envelope No.2 , the same shall not be taken in to consideration. The tender in such case is liable to be rejected.

- 4 Envelope No. 1 will be opened at 15.30 Hrs on 12.01.2009 in the presence of tenderers/their authorised representative who choose to be present.
- 5 After opening of the Envelope No. 1 and assessing the conditions , the Employer will , if they so decide , inform all the tenderers regarding any modification in the tender conditions. Tenderers who agree to the changed condition along with the original in TOTALITY will be allowed to make modification if they so wish , in their tender prices by means of a letter to be submitted in sealed cover along with their price bid. The tender will be rejected if any bidder proposes any deviation from the above accepted conditions.
- 6 The envelope No. 2 shall be opened only in respect of those tenderers who after discussion bring their tenders in line with the requirement of tender document and if the tenders are acceptable to the Employer. The decision of the employer in this regard shall be binding on the tenderers and not open to question or appeals. The date and timing of opening the Envelope No. 2 shall be intimated after opening of envelope No. 1.
- 7 Tender received late on account of any reason whatsoever as also telegraphic and Faxed Tenders shall not be entertained.
- 8 The Earnest Money Deposit of Rs.60000/- by Demand Draft of any Scheduled Bank in favour of NABARD payable at Chennai should be submitted along with the tender.
- 9 Completion period of work mentioned in this tender shall be 01(one) month which shall be reckoned from the 7th day of receipt of work order.
- 10 Liquidated damages for delay shall be 0.25% (Zero Point Two five percent) of the accepted cost of tender per week beyond the stipulated date of completion, up to a maximum of 5%(five Percent only) of the contract amount.
- 11 Defect liability Period shall be 12 months after the certified date of Virtual Completion Certificate during which period the tenderer shall maintain the system/equipment in normal working condition for all items except for specialised items where the period is mentioned separately.
- 12 Validity of the offer shall be 90 days from the date of opening of Envelope No. 2.
- 13 NABARD reserves the right to accept or reject any or all tenders, the work in part or whole of any firm/firms, without assigning any reason for doing so.

Thanking you.  
Yours faithfully

(Shri K.V.Raghavulu)  
CHIEF GENERAL MANAGER

NATIONAL BANK FOR AGRICULTURE AND RURAL DEVELOPMENT  
TAMIL NADU REGIONAL OFFICE  
58, MAHATMA GANDHI ROAD  
CHENNAI 600 034.

**NATIONAL BANK FOR AGRICULTURE AND RURAL  
DEVELOPMENT, CHENNAI**

**FORM OF TENDER**

Place: CHENNAI  
Date: 24.12.2008

The Chief General Manager  
NABARD,  
Tamil Nadu Regional Office  
48, Mahatma Gandhi Road,  
CHENNAI 600 034.

Dear Sir,

Having examined the specifications and schedule of quantities relating to the works specified in the memorandum hereinafter set out and having visited and examined the site of the works specified in the said memorandum and having acquired the requisite information relating thereto as affecting the tender, I/We hereby offer to execute the works specified in the said memorandum within the time specified in the said memorandum at the rates mentioned in the attached schedule of quantities and in accordance in all respects with the specifications and instructions in writing referred to in conditions of tender, the Articles of Agreement, General Conditions, Schedule of Quantities and Special Conditions of Contract and with such materials as are provided for, and in all other respects and in accordance with such conditions so far as they may be applicable.

**MEMORANDUM**

- (a) Description of works : SUPPLY, INSTALLATION, TESTING AND COMMISSIONING OF 57 Nos. DESKTOP PCs (UNDER BUYBACK), 01 No. Spl. Desktop PC under Buyback, 01 No. Desktop PC for CGM Residence, 10 Nos. Laptop PCs, 01 No. ColourPrinter, 01 No. Multi Fun. Devices, 78 Nos. USB Flash Drive (4 GB) and 01 No. external USB Portable Hard Disk, AT NABARD 48,M.G.Road, P.B.No.6074, Chennai 600 034.
- (b) Estimated Cost : Rs.30,00,000.00(Rupees Thirty Lakhs Only)
- (c) Earnest money : Rs. 60,000/-
- (d) Time allowed for completion of the works from 7th day of receipt of work order : 01 month
- 2 Should this tender be accepted, I/We hereby agree to abide by the terms and provisions of the said conditions of Contract annexed hereto so far as they may be applicable and in default thereof to forfeit and pay to the Tamil Nadu Regional Office, NABARD, the amount mentioned in the said conditions.
- 3 I/We have deposited a sum of Rs. 60,000 as earnest money with NABARD, Chennai, which is not to bear any interest. Should I/We fail to execute the contract when called upon to do so, I/We do hereby agree that this sum shall be forfeited by me/us to NABARD, Chennai.
- 4 The lists showing the particulars of large works carried out and the names of manufacturers of specialised items as required, is enclosed.

5 Our bankers are : (i)

(ii)

The names of partners of our firm are

(i)

(ii)

Name of the partner of the firm authorised to sign OR

Name of person having Power of Attorney to sign the contract.  
(Certified true copy of the Power of Attorney should be attached)

Yours faithfully

\_\_\_\_\_  
( Signature of Vendor/contractor )

(Signature and addresses of witness)

(1) \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

(2) \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

## ARTICLES OF AGREEMENT

ARTICLES OF AGREEMENT made this \_\_\_\_\_ day of \_\_\_\_\_ between NABARD, TN RO Chennai having its Head Office at Mumbai (therein after called “the employer”) of the one part and (hereinafter called “the Vendor/contractor”) of the other part.

Whereas the Employer is desirous of carrying out the work of Supply, installation, testing and commissioning of 58 Nos. DESKTOP PCs (UNDER BUYBACK), 01 No. Desktop PC for CGM Res., 10 Nos. Laptop PCs, 01 No. ColourPrinter, 01 No. Multi Fun. Devices, 78 Nos. USB Flash Drive (4 GB) and 01 No. Portable Hard Disk, at NABARD, Chennai and has caused specifications describing the work to be done to be prepared by Tamil Nadu Regional Office , NABARD, Chennai.

AND WHEREAS the said specifications and the Schedule of quantities have been signed by or on behalf of the parties hereto.

AND WHEREAS the Vendor/contractor has agreed to execute the works subject to the Condition set forth herein and to the Conditions set forth in the Special Conditions and in the Schedule of Quantities and Condition of Contract (all of which are collectively hereinafter referred to as “the said Conditions”) the works shown upon the said Drawings and/or described in the said Specifications and included in the Schedule of Quantities at the respective rates therein set forth amounting to the sum as therein arrived at or such other sum as shall become payable thereunder (hereinafter referred to as “the said Contract Amount”).

### NOW IT IS HEREBY AGREED AS FOLLOWS :

1. In consideration of the said Contract amount to be paid at the times and in the manner set forth in the said conditions, the vendors/contractors shall upon and subject to the said conditions execute and complete the work shown upon the said location and described in the said specifications and the schedule of quantities.
2. The employer shall pay the vendor/contractor the said contract amount, or such other sum as shall become payable, at the times and in the manner specified in the said Conditions.
3. In the said conditions herein before mentioned, the Chief General Manager, NABARD, Tamil Nadu Regional Office ,Chennai shall act on behalf of the National Bank.
4. The said conditions shall be read and construed as forming part of this Agreement, and the parties hereto shall respectively abide by, submit themselves to the said Conditions and perform the agreements on their part respectively contained in the said conditions.
5. The agreement and documents mentioned herein shall form the basis of this Contract.
6. This contract is neither a fixed lump sum Contract nor a Piece work Contract but is a Contract to carry out the work in respect of Supply, installation, testing and commissioning of of 58 Nos. DESKTOP PCs (UNDER BUYBACK), 01 No. Desktop PC for CGM Res., 10 Nos. Laptop PCs, 01 No. ColourPrinter, 01 No. Multi Fun. Devices, 78 Nos. USB Flash Drive (4 GB) and 01 No. Portable Hard Disk at NABARD, TN RO Chennai, to be paid for according to actual quantities at the rates contained in the Schedule of Rates and Probable quantities provided in the said Conditions.
7. The Employer reserves to himself the right of altering the quantum of the work by adding to or omitting any items having portions of the same carried out without prejudice to this Contract.
8. Time shall be considered as the essence of this Contract and the Vendor/contractor hereby agrees to commence the work soon after the site is handed over to him or from 7th day from the date of issue of formal works order as provided for in the said conditions whichever is later and to complete the entire work within one month.
9. All payments by the Employer under this contract will be made only at Chennai.

**10. All disputes arising out of or in any way connected with this agreement shall be deemed to have arisen at Chennai and only Courts in Chennai shall have jurisdiction to determine the same.**

**11. That the several parts of this contract have been read by the Vendor/contractor and fully understood by the Vendor/contractor**

If the vendor/contractor signs under its common seal, the signature clause should tally with the sealing clause in the articles of association

**IN WITNESS WHEREOF the Employer and Vendor/contractor have set their respective hands to these presents and two duplicates hereof the day and year first herein above written.**

**IN WITNESS WHEREOF the Employer has set its hand to these presents through its duly authorised official and the Vendor/contractor has caused its common seal to be affixed hereunto and the said two duplicates hereof to be executed on its behalf, the day & year first herein above written.**

**SIGNATURE CLAUSE:**

**SIGNED AND DELIVERED BY the National Bank For  
Agriculture and Rural Development by the hand  
of Shri**

**(name and designation)  
in the presence of**

(1) Address

(2) Address

**SIGNED AND  
DELIVERED BY in  
the presence of**

(1) Address

(2) Address

**Witn  
ess  
es**

**THE COMMON SEAL of  
was hereunto affixed pursuant to the resolutions  
passed by its Board Of Directors at the meeting  
held on  
in the presence of**

(1)

(2)

**If the party is a partnership firm or an individual should be signed  
by all or on behalf of all the partners**

**If the vendor / contractor is signing by the hand of power of  
attorney, whether a company or individual**

**Directors, who have signed these presents in token  
thereof in the presence of**

(1)

(2)

**Signed and sealed by the vendor/contractor by the hand  
of Shri \_\_\_\_\_  
and duly constituted attorney.**

## INSTRUCTIONS TO TENDERERS

### 0 Location

1 The site is at NABARD Tamil Nadu Regional office 48, Mahatma Gandhi Road, Chennai 600 034.

2 Tenderers must get acquainted with the proposed work and study drawings, specifications of contract and other conditions carefully before tendering. No request for any change in rates or conditions for want of information on any particular issue shall be entertained after receipt of tenders.

### 3 Site Visit

The tenderers must obtain for himself on his own responsibility and at his own expenses, all information which may be necessary for the purpose of filling this tender and for entering into a contract for the execution of the same and must examine the drawings and inspect the site of the work and acquaint himself with all local laws, regulations and practice.

### 1 All Pages to be initialled

All signatures in tender documents shall be dated as well. All pages of tender documents shall be initialled at the lower right hand corner or signed wherever required in the tender papers by the bidder or by a person holding power of attorney authorising him to sign on behalf of the bidder before submission of tender ( A letter authorising the signatory should accompany the tender).

### 2 Rates to be given in Figures and Words

The tenderers should quote in English both in figures as well as in words the rates and amounts tendered by him in the Schedule of Quantities for each item and in such a way that the interpolation is not possible. The amount for each item should be worked out and entered and requisite totals given of all items, both in figures and words. The tendered amount for work shall be entered in the tender and duly signed by the bidder. In case of difference in words & figures of any rate or in the amount the following procedure shall be followed.

- i. When there is a difference between the rates in figures and in words, the rates which correspond to the amount worked out by the bidder shall be taken as correct.
- ii. When the amount of the items is not worked out by the bidder or it does not correspond with the rate written either in figure or in words, then the rate quoted by the bidder in words shall be taken as correct.
- iii. When the rate quoted by the bidder in figures and in words tallies but the amount is not worked out correctly, the rate quoted by the bidder shall be taken as correct and not the amount.

### 3 Corrections and Erasures

All corrections, and alterations in the entries of tender papers should be signed and dated in full by the bidder. Corrections with fluid and overwriting are not permitted.

4 The tender shall contain the names, residence and place of business of person or persons making the tender and shall be signed by the bidder with his usual signature. Partnership firms shall furnish the full names of all Partners in the tender. It should be signed in the partnership name by all the partners or by duly authorised representative followed by the name and designation of the person signing. Tender by Corporation shall be signed by an authorised representative, and a Power of Attorney or any proof of Attorney on their

behalf shall accompany the tender (Envelope I). A copy of the partnership deed of the firm with names of all partners shall be furnished.

**3.0 INFORMATION REQUIRED ALLONGWITH TENDER**

The following details are required to be submitted along with the tender. The tenders submitted without the following details are liable for rejection :

A. Details of similar works executed in the last 3 years in the following proforma, with names and postal addresses of Clients along with copies of letters of intent, work orders and other documents in evidence of award of work to the tenderer.

Sl. No.	Name of work and location	Nature of work involved in the contract	Name of the owner and Architect/ Consultant with full address telephone numbers	Contract Amount	Completion period		Whether the work was left incomplete or contract was terminated from either side. Give full reasons	Any other relevant information including reason, if any, for delay in completion of work.
					Stipulated	Actual		

B. Latest of Income Tax, Sales Tax clearance certificates.

C. Power of Attorney in the name of persons who has signed the tender document.

#### 4.0 EARNEST MONEY

4.1 The vendor must pay the amount of Earnest Money Deposit as mentioned in Form of Tender. Earnest Money Deposited by Tenderers will not carry any interest.

4.2 The tenderers must submit Earnest Money with the tender, failing which their tender will not be considered.

4.3 The E.M.D. of unsuccessful tenderers will be refunded within a reasonable period of time without any interest.

4.4 The E.M.D. Deposited by successful bidder (s) will be retained towards the security deposit for the fulfilment of the contract.

#### 5.0 VALIDITY

5.1 Tenders submitted by tenderers shall remain valid for acceptance for a period of 90 days from the date of opening of envelope - 2. The tenderers shall not be entitled during the validity, without the consent in writing of owner to revoke or cancel his tender or to vary the tender given or any terms thereof.

#### 6.0 ADDENDA

6.1 Addenda to the tender document may be issued prior to the date of opening of the priced tenders to clarify documents or to reflect modifications to the design or contract terms.

6.2 Each addendum issued by the Employer will be distributed to each person or organisation to whom a set of tender documents has been issued. Each recipient will submit the same along with his tender. All addenda issued by the Employer shall become part of Tender Documents.

#### 7.0 RIGHT TO ACCEPT OR REJECT TENDER

7.1 The acceptance of a tender will rest with the Employer who do not bind themselves to accept the lowest tender and reserve the right to themselves authority to reject any or all the tenders received without assigning any reasons. They also reserve the right of accepting the whole or any part of the tender and the Tenderers shall be bound to perform the same at the rates quoted. All tenders in which any of the prescribed conditions are not fulfilled or are incomplete in any respect or there is any correction not duly signed and dated by the bidder are liable to be rejected.

7.2 The job may be awarded to one or more agencies duly splitting the work at the entire discretion of the Employer. The quoted rate shall hold good for such an eventuality.

#### **8.0 TIME SCHEDULE**

The time allowed to complete the work shall be as stipulated in the Form of Tender.

#### **9.0 LIQUIDATED DAMAGES FOR DELAYED COMPLETION**

As per Clause No. 10 of Notice Inviting Tender.

#### **10. RATES**

The Employers are not concerned with any rise or fall in the prices of any material. The rates quoted shall include all costs, allowances, duties, royalties, taxes including work contract tax or any other charge including enhanced labour rates etc, which may be enacted from time to time by the State or Central Government. The prices shall not be affected by any fluctuations in the rupee exchange rate during the price validity period, whatsoever. Under no circumstances Employer shall be held responsible for compensation or loss to vendor/contractor due to any increase in the cost of labour or material etc.

#### **11. SIGNING OF THE CONTRACT**

The successful bidder shall be required to execute an agreement in the Proforma attached with this Tender document within 14 days from the date of issue of Work Order. In the event of failure on the part of the successful bidder to sign the agreement within the above stipulated period, the earnest money will be forfeited and the acceptance of the tender shall be considered as cancelled.

12. On acceptance of the tender, the name of the accredited representative of the Vendor/contractor, who would be responsible for taking instructions from the Employer, shall be communicated to Employer.

#### **13. SCOPE OF WORK**

The general technical specification and the description of work are given in the Technical specifications.

#### **14. Warranty**

The warranty will be comprehensive on our site i.e Chennai for three years for desktop PCs and one year for Laptops at District headquarters. Vendor/Contractor will have to provide necessary maintenance/support service for the hardware during the warranty period. Vendor/contractor will have to respond either on the same day or at the most next day of lodging the complaint.

## General Conditions of Contract

1. Sealed Tenders (in two envelopes) in duplicate shall be addressed to The Chief General Manager, National Bank for Agriculture and Rural Development, Chennai and superscribed "Supply, installation, testing and commissioning of 29 Personal Computers, 15 laptops and 8 printers at NABARD, Chennai" and send so as to reach him not later than 02.00 p.m. on 12.01.2009. Tenderers should clearly indicate on each copy of the tender, under their full signature whether it is the original or duplicate copy.
2. No tender will be received after 02.00 p.m. on 12.01.2009 under any circumstances whatsoever.
3. (a) Tenders (envelope-1) will be opened at 03.00 pm on the same day at his office by The Chief General Manager, National Bank for Agriculture and Rural Development, Chennai or any other officer designated for this purpose by him in the presence of the tenderers or their representatives, should they choose to be present.
  - (b) Tenders shall remain open to acceptance by the Bank for a period of 120 days from the date of opening of envelope-2, which may be extended by mutual agreement and the tenderer shall not cancel or withdraw the tender during the period.
  - (c) The tenderer must use only the forms issued by the Employer to fill in the rates.
4. (a) The tender form must be filled in English and all entries must be made by hand and written in ink. If any of the documents is missing or unsigned the tender may be considered invalid by the Bank at its discretion.
  - (b) Rate should be quoted both in figures & words in the columns specified. Tenderer should quote the rates for each item. All erasures and alterations made while filling the tender must be attested by initials of the tenderer. Overwriting of figures is not permitted, failure to comply with either of these conditions will render the tender void at the Bank's option. No advice of any change in rate or conditions after the opening of the tender will be entertained.
  - (c) Each of the tender documents should be signed by the person or persons submitting tender in token of his/their having acquainted himself/themselves with the general conditions of Contract, specifications, special conditions etc. as laid down. Any tender with any of the documents not so signed may be rejected.
  - (d) The tender submitted on behalf of a firm shall be signed by all the partners of the firm or by a partner who has the necessary authority on behalf of the firm to enter into the proposed contract, otherwise the tender may be rejected by the Bank.
5. NABARD, TN RO, Chennai does not bind itself to accept the lowest or any tender and reserves to itself the right to accept or reject any or all the tenders either in whole or in part, without assigning any reasons for doing so.
6. (a) Intending tenderers shall pay as earnest money a sum of Rs. 60,000/- by way of demand draft/pay order drawn on a Scheduled Bank and payable at Chennai in favour of National Bank for Agriculture and rural Development, Chennai. Tenders not accompanied by EMD will not be considered. The earnest money will be returned to the tenderer if his tender is not accepted but without any interest, after finalization of work order. Under no circumstances earnest money deposit will be accepted in the form of fixed deposit receipts or Bank or Insurance guarantee or cheque.

- 7. The Earnest Money Deposit of Rs 60,000 by the successful tenderer shall be held by NABARD, TN RO, Chennai as security for the execution and due fulfilment of the Contract. No interest shall be paid on the said deposit.**
- 8. On receipt of intimation from the Employer of the acceptance of his/their tender, the successful tenderer shall be bound to implement the contract and within fourteen days thereof the successful tenderer shall sign an agreement in accordance with the draft agreement and the said conditions but the written acceptance by National Bank for Agriculture and Rural development of a tender will constitute a binding contract, between the National Bank for Agriculture and Rural development and the person so tendering, whether such formal agreement is or is not subsequently executed.**
- 9. The Vendor/contractor will have to submit the Machine Installation Report (MIR) in three sets. System Information printout will be taken at the site and attached with the MIR. The MIR will be signed by your engineer installing the machine and configuring the network which will be countersigned by our DIT official. One set will be retained in our office, the second set will have to be submitted along with the invoice, while the third one may be retained by you.**
- 10 The warranty will be comprehensive on our site i.e Chennai for three years for desktop PCs and one year for Laptops at District headquarters. Vendor/contractor will have to provide necessary maintenance/support service for the hardware during the warranty period. Vendor/contractor will have to respond either on the same day or at the most next day of lodging the complaint.**
- 11 The Vendor/contractor shall submit Indemnity bond in the enclosed proforma for the software supplied alongwith the PCs & Laptops**
- 12 The Vendor/contractor shall not assign the Contract. He shall not sublet any portion of the Contract except with the written consent of the Employer. In case of breach of these conditions, the Employer may serve a notice in writing on the vendor/contractor rescinding the contract whereupon the security deposit shall stand forfeited to the employer, without prejudice to his other remedies against the vendor/contractor.**
- 13 chedule of probable quantities in respect of each item and specifications accompany these general conditions. The schedule of probable quantities is liable to alternation by omissions, deductions or additions at the discretion of the employer. Each tender should contain not only the rates but also the value of each item of work entered in a separate column and all the items should be totalled in order to show the aggregate value of the entire tender.**
- 14 Tenderers must include in their rates, service tax, excise duty, octroi and any other tax and duty or other levy levied by the Central Government or any State Government or local authority, if applicable. No claim in respect of sales tax, excise duty, octroi or other tax duty or levy shall be entertained by the employer.**
- 15 The vendor/contractor should note that unless otherwise stated, the tender is strictly on item rate basis and his attention is drawn to the fact that rates for each and every item should be correct, workable and self-supporting.**
- 16 Time allowed for carrying out the work as mentioned in the Memorandum shall be strictly observed by the vendor/contractor and it shall be reckoned from the 7th day of of delivery of goods. The work shall be proceeded with all due diligence and if the vendor/contractor fails to complete the work within the specified period, the Bank shall have the right to (i) levy interest at PLR of State Bank of India on the sum(s) advanced, if any, for the period of delay and (ii) claim damages in case of repudiation of the contract which will be equivalent to the difference between the market price on the date of such repudiation and the rates quoted by**

vendor/contractor. The Bank shall also be entitled to recover such interest and damages from the sums, if any, payable to vendor/contractor.

17 Tenders will be considered only from recognised bonafide vendors/contractors in the trade.

18. The successful tenderer must co-operate with the other vendor/contractors appointed by the employer so that the work shall proceed smoothly with the least possible delay and to the satisfaction of the employer.

19. The Earnest Money Deposit of the successful tenderer will be forfeited if he fails to comply with any of the conditions of the contract.

I/We hereby declare that I/we have read and understood the above instructions for the guidance to tenderers.

Witness

Signature of Tenderer:

Date :

Address:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Annexure I**

**LETTER OF INDEMNITY**

**The Chief General Manager  
National Bank for Agriculture and Rural  
Development Tamil Nadu Regional Office**

**Dear Sir,**

**Sale of Systems Software, Compilers and  
Utilities to be used on Personal Computers /  
Servers**

**WHEREAS the National Bank for Agriculture and Rural Development, a corporation established under the National Bank for Agriculture and Rural Development Act, 1981 (hereinafter referred to as 'the Bank') has expressed desire to purchase Systems software, compilers and utilities to be used on Personal Computers for the various functions as per the Schedule hereunder written and which are hereinafter for brevity sake referred to as ' the said systems package', subject to our furnishing declarations and indemnity as contained hereafter.**

**NOW THEREFORE THIS LETTER OF INDEMNITY WITNESS THAT :**

**We, the \_\_\_\_\_ hereby declare and certify that we are the rightful owners/ licenses of the said systems package offered for sale to the Bank and that the sale of the said systems package to the National Bank does not infringe the property or copy rights of any other person and that the same does not infringe the Copy of Rights Act, 1957 or any other Act for the time being in force.**

**We, the said \_\_\_\_\_ hereby agree to indemnify and keep indemnified and harmless the Bank, servants, agents and other authorised persons against any action that may be brought against them for infringement of the right of property or other intellectual property or copy rights in respect of the said systems package supplied by us to the Bank and will defend the same at our cost and consequences, and will pay or reimburse the Bank, its officers, servants, agents and other authorised persons from all the costs and other expenses that may be put to or incur in that connection.**

**SCHEDULE**

**Yours faithfully**

**(Name and Designation of Authorised Official**

**NATIONAL BANK FOR AGRICULTURE AND RURAL  
DEVELOPMENT**

**TENDER**

**VOLUME - II**

**TENDER FOR SUPPLY, INSTALLATION  
TESTING AND COMMISSIONING OF**

**57 Nos. DESKTOP PCs (UNDER BUYBACK) as per Annexure- I(A),  
01 No. Spl. Desktop PC (under BUYBACK) as per Annexure - I(C),  
01 No. Desktop PC for CGM Residence as per Annexure- I(D),  
10 Nos. Laptop PCs as per Annexure- I(B).  
01 No. Colour laserjet Printer as per Annexure- II(E).  
01 No. Multi Functional Device as per Annexure- II(D).  
78 Nos. USB Flash Drive (4 GB) as per Annexure - II(F)  
01 No. External USB Portable Hard Disk,**

**AT NABARD 48,M.G.Road, CHENNAI.**

## ANNEXURE- I (A)

### Specifications Recommended for Hardware - Desktop PC

<b>SN</b>	<b>Component</b>	<b>Minimum Specifications</b>
1	CPU	Intel Core 2 Duo 1.8 Ghz or above ( with minimum 2 MB integrated L2 Cache ). Please Specify.
2	Memory	1 GB DDR SD RAM scalable to 4 GB or more with 400 MHZ or higher (2 GB RAM recommended in case Vista is offered as OS)
3	Mother Board	Intel 945 X chip set or latest
4	Monitor	15" TFT colour
5	Display Controller	Integrated Intel extreme graphics 2
6	HDD	160 GB SATA (7200 rpm or above) - To be partitioned into C, D and E drive in the ratio of 20:40:40
7	Combo Drive -- DVD writer	Internal DVD+/-RW with Bundled DVD software Minimum Read: DVD-ROM: 16X , CD-ROM: 48X
8	Bays	Minimum 4
9	Ports	1 Serial + 1 Parallel + 2 PS/2 and 8 USB (4 Onboard and support for 4 additional ports on the Front Side).
10	Key Board	(Tactile Type) 104 keys (compatible with MS Windows or XP)
11	Mouse	Two Button, optical Scroll Mouse and mouse pad
12	Ethernet	Integrated (OR/Intel 32 10/100 Ethernet Card with necessary drivers.
13	Operating System	(i) Windows XP Professional preloaded with recovery CD media with Service Pack 2 or higher (ii) Windows Vista with latest patches if Windows XP is not offered (2 GB RAM recommended in case Vista is offered as OS)
14	Cabinet	Tower/ATX Cabinet with 4 bays/OEM specific
15	Power Management	Energy star Compliance, Screen Blanking, Hard Disk and System Idle Mode in Power On, Set up Password. Power supply surge protected.
16	Manageability Software	Manageability features like Asset tracking (BIOS, HDD, Memory, O/S Information, BIOS, Serial Number, Model and Manufacturer), pre-failure alert, etc..
17	DMI	DMI 2.0 compliance
18	Compliance	Certified to preload Windows OS, Red Hat ready certification
19	Warranty	Three-years Comprehensive Onsite

**ANNEXURE - I (B)**

**Specifications Recommended for Hardware - Laptop PCs\***

S.N	Component	Minimum Specifications
1	Processor	Intel Core 2 Duo Processor 2.1 Ghz with 800 MHz FSB, 2 MB L2 Cache
2	Memory	1 GB DDR SD RAM scalable to 2 GB or more with 400 MHZ or higher
3	Display	14.1"/15"TFT colour display supporting 1024 x 768 resolution
4	Graphics Controller	Graphics controller with minimum dedicated 32 MB RAM or ATI Mobility Radeon with 32 MB or higher dedicated VRAM
5	Hard Disk Drive	80 GB (or more) ATA HDD To be partitioned into C and D drive in the ratio of 40:60
6	DVD/CD ROM Drive	DVD-RW + 8X ROM Combo Multibay
7	Key Board	85 key Full size standard keyboard and dual pointing devices (Track Point & Touch Pad)
8	LAN Card	Integrated LAN card with necessary driver and software
9	Ports	1 Infrared, 1 external monitor & 2 or more USB ports
10	Mouse	Integrated Touch pad or track point
11	Operating System	Microsoft Windows XP or latest OS (licensed software with Recovery CD media/Disk to disk recovery and manuals).
12	Other Software	Hardware Diagnostic Utility for faster fault diagnostic, Local data recovery software (optional)
13	Multi Media	Integrated Audio with Sound blaster Pro support or better and inbuilt stereo speakers and microphone
14	Power supply & Battery	Lithium Ion Battery backup for atleast 4 Hrs duration and External AC adaptor
15	Carrying Case	Executive carry bag
16	Weight	Less than 3 kg
17	Additional Units	Security cable lock (optional)
18	Certifications	Microsoft certified for running Windows XP Professional The Systems should be from OEM having ISO 9000 or similar certification
19	Warranty	1 year onsite comprehensive warranty (across all districts of TN)
20	Slots	Atleast 1 free Type II/I Type III PCMCIA slot
21	Others	Jacks for microphone/mike/speaker/ headphone connectivity Integrated smart card reader/biometric security (Finger print Reader), Scratch-resistant, spill-resistant keyboard

## ANNEXURE - I (C)

### Configuration for Special Purpose PCs

<b>Sr. No</b>	<b>Component</b>	<b>Specifications required keeping in view the skilled work handled in DIT</b>
1	Base System	Intel Core 2 Due E 4600
2	Memory	2 GB DDR 2 SD RAM
3	Mother Board	Intel Q33 Chipset
4	Monitor	15" TFT color
5	Display Controller	Integrated
6	HDD	360 GB SATA
7	Optical Device	16 X DVD RW Supermulti Drive with Lightscribe and Double Layer (8.5 GB) support
8	Ports	1 Serial + 1 Parallel + 2 PS/2 and 6 USB (at least 2 in front).
9	Key Board	Tactile Type
10	Mouse	Optical Scroll Mouse
11	Ethernet	Integrated
12	Operating System	Windows Vista Business Professional
13	Multi - Media	i) 15-in-1 card reader, ii) As this is office PC, Integrated sound card is adequate
14	Speakers	As this is office PC, speakers are not required
15	Slots	Minimum 3 PCI slots
16	Warranty	Three-years Comprehensive On-site

## ANNEXURE - I (D)

### Configuration of PCs for Residence of CGMs and above and OIC's in Gr. E

<b>SN</b>	<b>Component</b>	<b>Minimum Specifications</b>
1	CPU	Intel Core 2 Duo Processor E4600 with EM64T ( 2MB 1.2 Cache, 2.4 GHZ 800 MHz FSB, Dual Core)
2	Memory	2 GB DDR2 (667 MHZ)
3	Mother Board	Intel 945G chipset or equivalent , socket 775 (or higher)
4	HDD	320 GB SATA II (7200rpm)
5	Monitor	17" TFT
6	Optical Device	16 X DVD Supermulti Drive with Lightscribe and Double Layer (8.5 GB) support
7	Ethernet Card	Onboard LAN (Broad Band enabled).
8	Ports	Atleast 6 USB(atleast 2 in front) 1 serial, 2PS/2,1 parallel
9	Key Board	Standard OEM Keyboard
10	Mouse	Optical Scroll Mouse
11	Modem	Yes
12	Accessories	Good quality mouse pad Dust covers
13	Software	Lotus SmartSuite 9.8 OEM version
14	Display Controller	NVIDIA Graphics card with 128MB
15	Multi Media	15-in-1 card reader, intel High definition Audio upto 7.1 Surround Sound Ready, WEBCAM
16	Speakers	2 Speakers with sub Woofers
17	Operating System	Windows Vista Home Premium
18	Microsoft Certification	The Model quoted must be Microsoft Certified
19	Manageability Software	Manageability features like Asset tracking (BIOS, HDD, Memory, O/S Information, BIOS, Serial Number, Model and Manufacturer), pre-failure alert, etc..
20	Warranty	Three-years Comprehensive Onsite

#### Other Particulars :

The System should be from Original Equipment Manufacturer (OEM) having ISO 9001/14000 or of similar certification.

Full details of the bundled manageability software should be obtained from the vendor.

**ANNEXURE - II (D)**

**Multifunctional Device (MFD)**

<b>S.N</b>	<b>Feature</b>	<b>Minimum Specification</b>
1	Resolution	1200x1200 dots per inch (dpi)
2	Print Speed	15 pages per minute
3	Printer Memory	4 MB
4	Duty Cycle	5000 pages per month
5	Duplex Print Facility	Automatic two sided printing
6	Input Tray	250 sheets
7	Connectivity	USB & parallel
8	Copier Zoom Rate	25 - 150%
9	Multi Copy	1-99 pages
10	Scan Type	Flatbed
11	Modem Speed	33.6 kbps and above
12	Fax battery backup	48 hrs. or more
13	RJ ports	2

**ANNEXURE - II (E)**

**Colour Laser Printers**

**For Office (A4 size print output)**

<b>S.N</b>	<b>Feature</b>	<b>Minimum Specification</b>
1	Resolution	600x600 dots per inch (dpi)
2	Print Speed	minimum 8 pages per minute
3	Processor Speed	264 MHz or higher
4	Duty Cycle	35000 pages
5	Connectivity	USB/Parallel and 10/100 Ethernet

**ANNEXURE - II (F)**

**USB Flash Drive**

<b>S.N</b>	<b>Brand</b>	<b>Minimum Specification</b>
1	<b>Transcend</b>	<b>4 GB</b>