



National Bank for Agriculture and Rural Development (NABARD)

Bankers Institute of Rural Development (BIRD), Kolkata

National Bank for Agriculture and Rural Development (NABARD) invites e-bids through its e-Procurement portal (<https://nabard.eproc.in>) in two parts from all eligible bidders for Supply, Installation, Testing & Commissioning (SITC) of 10 AIOs, 08 Desktop PCs, 09 Laptops, 01 Network Colour Laser Printer, 05 MFDs, 05 3-in-1 Printers, 02 LCD Projectors, 01 ADF Scanner and 01 BT Headphone (under buy-back arrangement on “as is where is” basis) at its Training Establishment i.e. Bankers Institute of Rural Development (BIRD), Kolkata.. The Bidding Document shall be obtained from the Bank’s office located at Abhilasha-I, 6, Royd Street, Kolkata or downloaded from <https://www.nabard.org> or <https://eprocure.gov.in>. The other details are given below:

Important Dates and Time	
Description of work	Supply, Installation, Testing & Commissioning (SITC) of 10 AIOs, 08 Desktop PCs, 09 Laptops, 01 Network Colour Laser Printer, 05 MFDs, 05 3-in-1 Printers, 02 LCD Projectors, 01 ADF Scanner and 01 BT Headphone at BIRD, Kolkata
Date of commencement of issue of Tender	2:00 PM on 18 November 2021
Cost of Tender document (non – refundable)	Rs. 590/ (NIL in case downloaded from our website)
Earnest Money Deposit (Bid Security)	Rs.23,100/-
Issue of e-Tender and Commencement of Downloading e-Tender Document	2:00 PM on 18 November 2021
Time and Last Date of Submission of e-Tender	2.00 PM on 9 December 2021
Time and date of opening of Technical Bids/Tenders	3:00 PM on 9 December 2021
Time and date of opening of Financial Bids/Tenders	3:00 PM on 16 December 2021
Time allowed for completion of work	04 weeks from date of issue of purchase order

(This document contains 40 pages including the Title Page & Table of Content)

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NB.BIRD.KOL/ / /2021-22

18 November 2021

Dear Sir,

Notice Inviting Tender (NIT) for Supply, Installation, Testing & Commissioning (SITC) of AIOs, Desktop PCs, Laptops, Network Colour Laser Printer, MFDs, 3-in-1 Printers, LCD Projector, ADF Scanner and BT Headphone along with buyback of old and used Desktop PCs, Laptops and 3-in-1 Printers

National Bank for Agriculture and Rural Development, is a body corporate established under the NABARD Act, 1981 (hereinafter referred to as "NABARD") having its Head Office at Plot No. C-24, Block 'G', Bandra-Kurla Complex, Bandra (East), Mumbai - 400051 and Regional Offices (ROs) / Training Establishments (TEs) in different cities across the country. NABARD intends to invite e-Tenders for Supply, Installation, Testing and Commissioning (SITC) of 10 AIOs, 08 Desktop PCs, 09 Laptops, 01 Network Colour Laser Printer, 05 MFDs, 05 3-in-1 Printers, 02 LCD Projectors, 01 ADF Scanner and 01 BT Headphone along with buyback of old and used Desktop PCs, Laptops and 3-in-1 Printers for its various departments at its Training Establishment (TE), viz. Bankers Institute of Rural Development (BIRD), Abhilasha-I, 6, Royd Street, Kolkata – 700 016 as per technical specifications mentioned in respective **Schedule C**.

Please note that to submit e-tender through electronic mode, interested bidders should have Digital Signature Certificates (DSC) to login NABARD's e-Procurement portal (<https://nabard.eproc.in/>)

2. Tenderers are requested to submit their bids through e-tendering (e-bid) mode by login e-Procurement portal of NABARD (<https://nabard.eproc.in/>) for the aforesaid Tender as per detailed technical specifications and other requirements as mentioned more specifically elsewhere in this e-tender document. For this purpose, tenderers will be required to register themselves on e-Procurement portal of NABARD and create user ID and Password. For more information regarding e-bid process and procedure of submission of e-bid, bidders may follow 'Bidding Manual' available on e-Procurement portal of NABARD or seek assistance of Help Desk / Support Team of M/s C1 India Pvt. Ltd., the facilitating agency, engaged by NABARD for e- procurement process (contact details are given below).

3. The e-tender will be available to the bidders /contractors on e-Procurement portal of NABARD (<https://nabard.eproc.in/>) for download from 3:00 PM on 18 November 2021 and also on NABARD's website (for reference purpose) <https://www.nabard.org/> as well as from Central Public Procurement Portal. There will be no charges for downloading the tender documents from the web site. However, hardcopy of the tender document issued by NABARD shall be charged at Rs.590/-. The same is to be remitted through Account Payee Demand Draft favouring Bankers Institute of Rural Development, Kolkata, payable at Kolkata or e-transfer Rs. 590/- (Rupees Five Hundred Ninety Only) as the cost of the tender document, to be directly credited in Current Account of Bankers Institute of Rural Development Account No. 083705004144 with ICICI Bank, Kolkata-Park Street Branch, IFSC Code No: ICIC0000837.

बैंकर ग्रामीण विकास संस्थान, कोलकाता

BANKERS INSTITUTE OF RURAL DEVELOPMENT, KOLKATA

अभिलाषा Abhilasha-I, 6 रॉयड स्ट्रीट Royd Street, कोलकाता Kolkata - 700016
संपर्क Telephone-(033) 2226794, ई-डॉक e-mail: bird.kolkata@nabard.org

4. Tenderers are advised to submit e-tender (e-bids) through e-Procurement portal of NABARD (<https://nabard.eproc.in/>) only, after carefully following the instructions related to systems and procedures as indicated on the link and step-wise tutorials (Vendor Guide) provided for submission of e-bids. Tenderers can upload their tender documents directly from their PC in the designated folder created for them in On-line Bid form. Please refer the section on uploading various Tender documents in the help guide provided in the Bidding Manual (Vendor Guide) available in the home page at NABARD e-Procurement portal. In case of any further guidance, help and support while submission of e-bids, NABARD has engaged M/s C1 India Pvt. Ltd. as a facilitating agency who have created exclusive 'Help Desk' / 'Support Team' for facilitation of bidders. Their contact details are mentioned as under:

Name	Email	Phone Numbers
Sachin Toraskar	sachin.toraskar@c1india.com	+91-124-4302000 Ext: 200
Ujwala Shimpi	Ujwala.shimpi@c1india.com	+91-124-4302000 Ext: 114
Dedicated email	nabardsupport@c1india.com	

5. The tenderer / bidder shall submit two separate e-bids for the captioned Tender i.e. Technical Bid and Financial Bid which should be complete in all respects. The same can be downloaded online from the NABARD's e-Procurement website viz. <https://nabard.eproc.in/>.

6. Instructions regarding Technical Bid, Financial Bid, electronic bid (e-bid) submission process, description and scope of supply, and the services required have been elaborated in the Terms and Conditions of the tender and other parts of the tender document.

7. It must be noted that the only Bidders / OEMs who are willing to enter into Integrity Pact (IP) with the Bank on every stage of bidding, will be eligible to participate in the bidding process.

8. Tenderer must implement Integrity Pact (IP) in the prescribed format (**Schedule H**) in all phases of the contract. (<http://www.evc.nic.in>)

9. e-Tenders must be submitted online not later than 2:00 PM on 9 2021. Tenders received after stipulated date and time shall not be entertained. Bidders are requested to make note of dynamic time being displayed on e-Procurement portal of NABARD to ensure that the bids are submitted on time.

10. The Technical Bids will be opened online during 3.00 pm on 9 December 2021 at BIRD Conference Hall, Kolkata- 700016 in presence of the interested bidders who choose to be present or in any eventuality, on the date and time as decided by NABARD. All the bidders are advised in their own interest to be present on the specified date. No separate intimation will be given in this regard. Please note, not more than two representatives from each bidder shall be entertained. The representative has to furnish an authorisation letter from the respective bidder on their letterhead for participating in the technical bid opening.

11. The Financial Bid shall be opened at a later date after detailed evaluation of the technical bid. The date of opening of Financial Bid shall be intimated separately to the technically qualified bidders only.

12. The Financial Bid should not contain any conditions whatsoever and any such conditional bids received shall be rejected.

13. NABARD does not bind itself to accept the lowest bid (L1).

14. The decision of the bank shall be final and binding with regard to technical and financial bids and the e-tendering process.

15. The tender will be rejected, if any bidder proposes any deviation from the prescribed technical criteria requirement.

16. The bids shall remain valid and open for acceptance for 3 months from the date of opening of price/ financial bid.

17. All documents that comprise the offer should be signed and sealed by the firm, as a token of acceptance to the terms and conditions specified in the tender.

18. NABARD reserves the right to accept or reject any /all tender/s in part or whole of any firm/ firms without assigning any reasons whatsoever. The decision of the Bank in this regard shall be final. In the event of intending tenderers failure to satisfy the bank, the bank reserves the right to reject the tender.

19. NABARD reserves right to change/modify/amend any or all provisions of the tender document. Such revision/amendment or corrigendum/addendum, if any, will be made available on NABARD's e-Procurement portal, NABARD's website only.

II. Rates to be quoted

The rates quoted should be inclusive of all taxes like GST etc. Rates should be indicated separately for each item in the Schedule J. The indemnity bond for all software supplied shall be furnished in the prescribed pro forma as per Schedule G at the time of delivery of goods.

1. e-Tenders (technical bid) will be opened at 3.00 pm on 9 December 2021.

2. The sum of Rs. 590 /- towards cost of application is not refundable.

III. Earnest Money Deposit (EMD)

The EMD of Rs. 23,100/- is to be furnished along with bid in the form of Account Payee Demand Draft favouring Bankers Institute of Rural Development, Kolkata, payable at Kolkata.

EMD is not applicable to MSEs as defined in MSE Procurement Policy issued by GoI or bidders who are registered with Central Procurement Organizations or empanelled with NABARD itself.

IV. Warranty and AMC

The supplier should provide comprehensive on-site warranty of **03 years** as indicated in the technical specifications for the items supplied. Further, the supplier is also required to provide Technical / Maintenance support for the items supplied, for the period of warranty. However, NABARD reserves the right to award a third party AMC also. At any point in time, the supplier may be required to duly handover the machines and components thereof to any party, which may be indicated by NABARD, for the purpose of further maintenance.

V. Delivery Schedule

If the quotation is accepted, the vendor would be required to complete the installation at site within **04 weeks** of our placing the purchase order. Time is the essence of the contract. Bank may include a penalty clause for unwarranted delay in supply or commissioning of equipment.

VI. Performance Bank Guarantee

To ensure due performance of the contract, Performance Security is to be obtained from the successful bidder who has been awarded the contract. Performance Security is to be deposited in the form of an Account Payee Demand Draft, Fixed Deposit Receipt, Banker's cheque or Bank Guarantee from any of the Nationalized Commercial Banks or online payment in an acceptable form to safeguard the Bank's interest in all respects. The amount of Performance Security shall be 5% of the accepted value of the tender to be deposited by the vendor within 15 days of intimation of acceptance of his tender. A specimen of Bank Guarantee in lieu of performance security is enclosed as Schedule E. Performance Security should remain valid for a period of sixty days beyond the date of completion of all contractual obligations of the supplier, including warranty obligations. However, the Security is liable to be forfeited in case the vendor/

contractor commits breach of any of the terms and conditions of the contract or fails to complete the work or deliver the goods/services. Bid Security will be refunded to the successful bidder on receipt of Performance Security (Bank Guarantee) in full. In case the vendor desires the bid security to be adjusted against the Performance Security, the Performance Security or Bank Guarantee for the balance amount shall be obtained.

VII. Indemnity Bond

The Bidder shall, at its own expense, defend and indemnify NABARD against any third party claims in respect of any damages or compensation payable in consequences of any accident or injury sustained or suffered by its (Bidder's) employees or agents. or by any other third party resulting from or by any action, omission, or operation conducted by or on behalf of the Bidder and against any and all claims by employees, workmen, contractors, sub-contractors, suppliers, agents, employed/engaged otherwise working for the Bidder, in respect of any and all claims under the Labour Laws including wages, salaries, remuneration, compensation or like.

The Bidder shall indemnify, protect and save NABARD and hold NABARD harmless from and against all claims, losses, costs, damages, expenses, action suits and other proceedings. (including reasonable attorney fees), relating to or resulting directly or indirectly from (i) an act or omission of the Bidder, its employees or its agents in the performance of the services provided by this contract, (ii) breach of any of the terms of this Tender or breach of any representation or warranty by the Bidder, (iii) use of the deliverables and or services provided by the Bidder. (iv) Infringement of any patent, trademark, copyright, etc., or such other statutory infringements in respect of all components provided to fulfill the scope of this project.

The Bidder shall further indemnify NABARD against any loss or damage to NABARD's premises or property, NABARD's data, loss of life, etc., due to the acts of the Bidder's employees or representatives. The successful Tenderer/Bidder is required to submit a "Letter of indemnity and undertaking" as per the prescribed format Schedule G within 30 (Thirty) days of award of tender.

VIII. Terms of Payment

- (1) 95% of the total value of items will be released on supply, installation & submission of satisfactory equipment installation reports in triplicate.
- (2) Balance payment of 5% of the total value of items will be released after submission of the bank guarantee as per pro forma indicated in Schedule E. If bank guarantee is not submitted, the amount will be retained as security deposit for the period of warranty from the dates of installation.

IX. Eligibility Criteria

Only those bidders, who have minimum experience as given below in undertaking similar works, only need to apply for the work.

- a) The bidder should have experience of similar works during the last 7 years
- b) The annual turnover of the bidder during each of the last 3 years should be at least 30% of the estimated cost of tender
- c) The firm should have done at least:
 - i) Three similar works valuing not less than 40% of the estimated cost; or
 - ii) Two similar works valuing not less than 50% of the estimated cost; or
 - iii) One similar work valuing not less than 80% of the estimated cost.

3) **For registered MSEs viz., DIC/KVIC/KVIB/NSIC** - L-1+15% shall be allowed to supply a portion of requirement by bringing down their price to L1 price in a situation where L1 price is from someone else and such MSE shall be allowed to supply 20 percent of total tender value. The 20% quantity is to be distributed proportionately among these bidders, in case there are more than one MSMEs within such price band. Within this 20% a purchase preference of four percent (i.e. 20%) is reserved for MSEs owned by SC/ST entrepreneurs (if they participate in the tender process and match the L1 price). Provided that in the event of failure of such SC/ST MSE to participate in tender process or meet tender requirements and L1 price, four percent sub target shall be met out from other MSEs who would be treated as owned by SC/ST entrepreneurs.

4) **Domestically Manufactured Electronic Products**

i) The guidelines contained in GOI policy on procurement preference for Domestically Manufactured Electronics Products (DMEP) will be applicable for this tender. Accordingly, the DMEP bidder quoting a price within the band of L1 + 20 (twenty) per cent, in a situation where the L1 price is not from a DMEP, is eligible for being awarded minimum 30 (thirty) per cent of the total tender value, if he agrees to match the L1 price. In case the first eligible DMEP bidder fails to match the L1 bid, the DMEP bidder with the next higher bid will be invited to match the L1 bid and so on. In case all eligible domestic manufacturers fail to match the L1 bid, the actual bidder holding the L1 bid will secure the order for the full procurement value.

ii) In the situation of there being more than one L1 bid, then the order will be divided equally among the L1 bidders. Similarly, in a situation where there are more than one DMEP bidder quoting identical bid amounts and agreeing to match L1 price, then the 30% tendered value will be divided among such DMEP bidders.

X. Submission of Quotation

The procurement shall be through e-tendering in o2 bid system i.e Technical Bid and Financial Bid.

A) The Technical Bid (Part I) shall contain,

1. Account Payee Demand Draft of Rs.23,100/- towards EMD
2. The Cost of Application of Rs.590/- (NIL if downloaded from our website)
3. Copy of Income Tax Return, audited balance sheet in support of annual turnover
4. List of Customers with copies of work orders
5. Value of work executed, with certificate from employer
6. Brochures of products offered
7. PAN and GST certificates
8. Copy of authorised dealer/ distributor certificate from manufacturer
9. Compliance to technical specifications (as per pro forma indicated in **Schedule C** for each make / model), Technical e-Bid shall be opened at 3:00 PM on 9 December 2021.

B) The Financial Bid (Part II) shall contain only duly filled in Bill of Quantities i.e. **Schedule J**. The online financial bids will be opened on a suitable date, only for those bidders who are found suitable and eligible in Technical bids as per the laid criteria, which will be communicated later.

C) TENDERS SUBMITTED IN A SINGLE BID, IF ANY, WOULD NOT BE OPENED.

- D) Keeping in view the minimum technical specifications, bids, wherever possible, should be for 2-3 models of the same brand.
- E) Technical e-Bid will be opened on 9 December 2021 in the presence of tenderers/ their authorised representative who choose to be present. After opening of the Technical bid and assessing the conditions, the date and timing of opening of Financial Bid shall be intimated to eligible vendors within a reasonable period.
- F) Tenders received late on account of any reason whatsoever as also Telegraphic and Faxed Tenders shall not be entertained.
- G) The tender shall not include any conditions whatsoever. In case, any conditions are included in the Tender the same shall not be taken in to consideration. The tender in such cases is liable to be rejected. Clarification, if any, shall be obtained from NABARD before submission of the tender

XI. Other Conditions

- a) All the items of the quotations including rate of Schedule J shall be filled in by the tenderer, otherwise quotation may be rejected.
- b) List of installations carried out in last 02 to 03 years along with the name of contact persons, contact number of the person and number of Computer items supplied must be given with the quotation.
- c) NABARD shall not be responsible for any damage to the equipment during transit.
- d) Tax will be deducted at source as per rules.
- e) Licensed copies of third party software / loaded software, if any relating to the machine / presentation slides etc. would have to be supplied by you without any additional cost.
- f) The supplier shall arrange the acceptance test at the site.
- g) On arrival of the equipment on site, the tenderer shall arrange for the following services without extra cost to the NABARD, namely:
 - (i) To carry out on-site unpacking and positioning of the equipment for installation.
 - (ii) To install and test the equipment and install the necessary software
- h) NABARD reserves the right to accept / reject the quotation partially/ fully or change the number of equipment to be purchased / offered under buyback without assigning any reason.
- i) The bids shall remain valid and open for acceptance for 3 months from the date of opening of price/ financial bid.
- j) Liquidated Damages: If the Vendor/Bidder fails to effect and complete the work within the 04 weeks' time as stipulated, the Vendor/Bidder shall be liable to pay NABARD liquidated damages and not by way of penalty, a sum of 0.25 % of the accepted tender value per week or part of the week subject to maximum of 5% of tender value for delay in supply of the goods
- k) Defects liability Period: 03 years from the date of virtual completion, as certified by NABARD.
- l) NABARD reserves the right to partly accept any or all the tenders received without assigning any reasons thereof. The tenderer may have to furnish Rate Analysis for the scrutiny of rates by NABARD for negotiation etc., if required. Tenders, which do not fulfill all or any of the above conditions and conditions mentioned in the tender documents or are incomplete in

any respect are liable to be rejected. Any discrepancies, omissions, ambiguities in the tender documents or any doubt as to their meaning should be reported in writing to **The Joint Director, Bankers Institute of Rural Development, Abhilasha-I, 6, Royd Street, Kolkata – 700 016**, where information sought is not clearly indicated or specified. NABARD will issue clarifications to all the tenderers, which will become part of the contract document. NABARD will not be responsible if the discrepancies, omissions, ambiguities in the Tender documents or any doubts as to their meaning are not brought to the notice of NABARD, before three working days prior to the date of submission of the tender.

XII. Undertaking of Authenticity:

Bidders are required to submit Undertaking of Authenticity for the supplied IT Hardware.

(Bhawana Pal)
Assistant General Manager

Encls: As above

NATIONAL BANK FOR AGRICULTURE AND RURAL DEVELOPMENT
FORM OF TENDER / REQUEST FOR QUOTATION (RFQ)

Place _____

Date _____

THE JOINT DIRECTOR
BANKERS INSTITUTE OF RURAL DEVELOPMENT
ABHILASHA-I
6, ROYD STREET
KOLKATA – 700 016

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, Special Conditions, Schedule of Quantities and 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 : **(SITC) of AIOs, Desktop PCs, Laptops, Network Colour Laser Printer, MFDs, 3-in-1 Printers, LCD Projectors, ADF Scanner and BT Headphone along with buyback of old and used Desktop PCs, Laptops and 3-in-1 Printers at BIRD, Kolkata**
 - b. Earnest Money Deposit: **Rs. 23,100** /- (Rupees Twenty Three Thousand One Hundred only)
 - c. RMD: **5%** of the total bill amount will be deducted as retention money deposit (RMD). The same will be released after submission of Bank guarantee. If Bank guarantee is not submitted then the amount will be retained as Retention Money Deposit for the warranty period.
 - d. Time allowed for completion: **4 weeks** from date of issue of work order.
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 or in default thereof to forfeit and pay to NABARD the amount mentioned in the said conditions.
 3. I/We have deposited a sum of **Rs. 23,100** /- (Rupees Twenty Three Thousand One Hundred only) as Earnest Money with NABARD, 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.

4. Our bankers are:

(i)

(ii)

The names of partners of our firm are

(i)

(ii)

Name of the partner of the firm authorized 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

(Authorised Signatories)

(Signature and addresses of witness)

(1) _____

(2) _____

Introduction

1. National Bank for Agriculture and Rural Development (NABARD) invites e-bids through its e-Procurement portal (<https://nabard.eproc.in>) in two parts from all eligible bidders for Supply, Installation, Testing & Commissioning (SITC) of 10 AIOs, 08 Desktop PCs, 09 Laptops, 01 Network Colour Laser Printer, 05 MFDs, 05 3-in-1 Printers, 02 LCD Projectors, 01 ADF Scanner and 01 BT Headphone (under buy-back arrangement on “as is where is” basis) at its Training Establishment i.e. Bankers Institute of Rural Development (BIRD), Kolkata.
- 1.2 Offers are invited from established vendors, who have a minimum of three years of experience in supply of IT hardware and authorized resellers (gold partners or equivalent) of reputed OEM Manufacturers such as HP, Lenovo, Dell or equivalent.

2. Scope of work

Supply and installation of 10 AIOs, 08 Desktop PCs, 09 Laptops, 01 Network Colour Laser Printer, 05 MFDs, 05 3-in-1 Printers, 02 LCD Projectors, 01 ADF Scanner and 01 BT Headphone against buyback of items, configuration of which is given in **Schedule C**.

3. Eligibility Criteria

- 3.1 Those vendors who have at least three years of experience in supply of computer hardware and are certified partners of reputed OEM Manufacturers with an established service network in Kolkata, should respond to this RFQ. Vendor should submit documentary evidence “Manufacturer's Authorization Form” as per the format given in the **Schedule F** in respect of abovementioned criteria while submitting the Proposal.
- 3.2 The vendor should provide documentary evidence for the following:
 - i) Three similar works valuing not less than 40% of the estimated cost; or
 - ii) Two similar works valuing not less than 50% of the estimated cost; or
 - iii) One similar work valuing not less than 80% of the estimated cost.
 - iv) The annual turnover of the bidder during each of the last 3 years should be at least 30% of the estimated cost of tender
- 3.3 The vendor is not blacklisted by any Central/State Govt. Depts./Public Sector Banks/ Financial Institutions in India.
- 3.4 NABARD reserves the right to independently verify/evaluate the claims made by the vendor. Proposal of vendor, who do not fulfil the above criteria or who fail to submit documentary evidence thereon, would be rejected.

4. Bid Security (EMD)

- 4.1 The vendor shall furnish a Bid Security in the form of an Account Payee Demand Draft for an amount of **Rs. 23,100** /- (Rupees Twenty Three Thousand One Hundred only)
- 4.2 The bid security should form part of the Technical Bid (Part I) submitted by the vendor. Failure to comply with this condition, viz., non-submission of Bid Security amount mentioned above shall result in summarily rejection of the tender offer. Submission of the Bid Security in the Financial Bid (Part II) shall render the bid being rejected on the grounds of non-submission of the Bid Security.
- 4.3 The bid security of unsuccessful vendors shall be returned within two weeks after the successful completion of the Bid Process. NO INTEREST is payable on such amount.
- 4.4 The bid security of successful vendor will be returned only upon the vendor's completion of indicated scope of work. NO INTEREST would be payable on this amount.

- 4.5. The bid security shall be forfeited:
- i. If a vendor withdraws his offer during the period of validity of the bid.
 - ii. If the successful vendor fails to execute the project within the stipulated time schedule.
- 4.6 If the vendor fails to deliver all the products ordered within the stipulated time schedule or by the date extended by NABARD, it will be a breach of contract. In such case, NABARD may foreclose the aforesaid security without any notice.

5. Availability of RFQ

The vendors can use the RFQ document uploaded on our website www.nabard.org or <https://nabard.eproc.in/> for submission.

6. Term of execution of work

The vendor shall deliver and complete the installation of all the devices within 04 weeks from the date of issue of the Purchase Order.

7. Delivery Condition

- 7.1 10 AIOs, 08 Desktop PCs, 09 Laptops, 01 Network Colour Laser Printer, 05 MFDs, 05 3-in-1 Printers, 02 LCD Projectors, 01 ADF Scanner and 01 BT Headphone are to be supplied and installed at BIRD, Kolkata.
- 7.2 The vendor may prepare three sets of Installation reports for each item countersigned by NABARD representative, one to be submitted to BIRD at the time of Installation, one copy to be submitted along with the bill and one to be retained by the vendor.
- 7.3 The products will be accepted by NABARD only after completion of installation and due signing of the installation reports. The vendor shall insure the products against any damage arising due to transportation and handling at both vendor location as well as delivery location.
- 7.4 If the vendor fails to deliver all the products ordered within the stipulated time schedule or by the date extended by NABARD, it will be a breach of contract. In such case, NABARD may foreclose bid security amount without any notice.

8. Two Part Bid:

- 8.1 The Bid will be in two parts: Technical Bid (Part I) & Financial Bid (Part II). Both the parts must be submitted at the same time but in separate online applications through NABARDs e-Procurement portal <https://nabard.eproc.in/> only.
- 8.2 The Financial Bid should give all relevant price information and quote prices only in Indian Rupees. It should not contradict the Technical Bid in any manner. It should comprise of Bill of Material as per **Schedule J**. This must contain all price information. **The Financial Bid should not be conditional.**
- 8.3 The bids must be submitted through online mode on or before 9 December 2021 by 2:00 pm.

9. Offer Validity Period

The offer should remain valid for a period of 03 months from the date of opening of price bid. NABARD reserves the right to request the vendors for extension of offer validity.

10. Technical Bid

- 10.1 The Technical Bid (Part I) should be complete in all respects and contain all information asked for in this document. It should not contain any price information. However, Technical Bid should confirm that all required rates have been quoted in Financial Bid,

without showing the actual amounts in the Technical Bid. Any software(s) or component supplied free along with the system must be indicated separately and specifically. Complete details must be mentioned. Comments like “Yes”, “Complied”, “OK” may lead to rejection of the offer.

10.2 The Technical Bid must be submitted in an organized and structured manner.

10.3 The Technical Bid should comprise of following.

- i. Acceptance of Terms and Conditions (Refer **Schedule A**).
- ii. Organisational profile duly filled in (Refer **Schedule B**).
- iii. Photocopies of relevant documents / certificates as proof in support of various information submitted in aforesaid Schedules and other claims made by the vendor. These should be filed separately and properly indexed for easy reference.
- iv. Technical offer by bidders (Refer **Schedule C**)
- v. Photocopy of applicable Bid security as proof of e-transfer.
- vi. Letter from the principal vendor addressed to NABARD, certifying that the vendor is an Authorised Reseller and authorized to enter the service agreement on behalf of the OEM. (As per **Schedule F**)
- vii. Integrity Pact (As per **Schedule H**)

11. Erasures or Alterations

Technical details and commercial quotes must be completely filled up and should be typed neatly. Handwritten information will not be accepted. The corrections or alterations, if any should be authenticated. In the case of the corrections / alteration not properly authenticated, the offer will be liable for rejection.

12. Price Composition

12.1 The prices should be quoted only in Indian Rupees.

12.2 The prices should be inclusive of all taxes, duties, local levies, etc.

13. No Price Variations

The commercial offer shall be on a fixed price basis. No upward revision in the prices would be considered during the offer validity period.

14. Evaluation process

14.1 Only e-bids received on or before the stipulated date and time for responding to the RFQ will be considered for further evaluation.

14.2 Technical bids will be evaluated on the basis of compliance with eligibility criteria, technical specification, other terms and conditions stipulated in the RFQ. Financial bids of only those vendors, who qualify in the technical evaluation, would be opened.

14.3 NABARD reserves the right to reject any or all offers under any of the following circumstances: -

- i. Bid security / bid document fee is not submitted
- ii. Offer is incomplete and / or not accompanied by all stipulated documents
- iii. Offer is not in conformity with the terms and conditions stipulated in this document and letter as per Schedule A is not submitted.

15. Pre-Contract Integrity Pact

- 15.1 As per Central Vigilance Commission guidelines, all PSBs/Insurance Companies/ Financial Institutions shall implement Integrity Pact (IP) in respect of all major procurements, which essentially envisages an agreement between the prospective vendors / bidders and the buyer (i.e. NABARD), committing the persons/officials of both the parties, not to exercise any corrupt influence on any aspect of the contract. It is a written agreement between the buyer and all bidders and stipulates rights and obligations to the effect that neither side will pay, offer, demand or accept bribes; collude with competitors to obtain the contract; or engage in such abuses while executing the contract. The purpose of the Pact is to make the procurement and contracting process fair and transparent. A pro forma of the same is furnished in **Schedule H**. The Prospective vendors have to submit the same duly signed on a non-judicial stamp paper of Rs.100/- at the time of submission of the tender document.
- 15.2 The Integrity Pact also envisages appointment of Independent External Monitors (IEMs), persons having high integrity and reputations, who will examine any complaint, received regarding tenders and submit their report to the Chief Executive and also to the CVO in case of suspicion of irregularities. A format for the complaint to be recorded is enclosed to the pro forma (**Schedule I**) of the Integrity Pact.

16. No commitment to accept lowest or any tender

NABARD shall be under no obligation to accept the lowest or any other offer received in response to this RFQ and shall be entitled to reject any or all offers without assigning any reason whatsoever.

17. Right to alter quantities

- 17.1 NABARD will be free to either reduce or increase the quantity to be purchased on the same terms and conditions. NABARD reserves the right to alter quantities.
- 17.2 NABARD also reserves the right to place further / repeat order at the special rates offered.

18. Payment Terms

- A) No payment will be made in advance.
- B) 95% (Ninety Five Percent) of the payment due upon successful delivery and installation of the products against submission of Bills Invoice, delivery challan and Installation reports
- C) Remaining 5% of the payment will be released upon submission of (Letter of Indemnity and Undertaking) as per **Schedule G** and Bank Guarantee (**Schedule E**). If Bank guarantee is not submitted then the amount will be retained as Retention Money Deposit for the warranty period.
- D) All payments will be made electronically.

19. Order Cancellation

If the vendor fails to deliver all products ordered within the stipulated time schedule or by the date indicated by NABARD, it will be a breach of contract. In such case, NABARD reserves the right to cancel the order without assigning any reason therefor and may foreclose bid security amount without any notice.

20. Confidentiality

Any publicity by the vendor in which the name of NABARD is to be used should be done only with the explicit written permission from NABARD. The vendor should not disclose

the technical / commercial offers made to NABARD and also the terms and conditions to any other third party without prior written permission of NABARD.

21. Force Majeure

In case either party is prevented from performing any of its obligations due to any cause beyond its control, including but not limited to act of God, fire, flood, explosion, war, action or request of governmental authority, systemic breakdown, failure of electricity supply, accident and labour trouble, the time for performance shall be extended until the operation or such cause has ceased, provided the party affected gives prompt notice to the other party of any such factors or inability to perform and resume performance as soon as such factors disappear or are circumvented. Decision of NABARD in this regard shall be final and shall not be questioned in arbitration or other legal proceedings.

22. Indemnity

The vendor shall indemnify NABARD against all claims in respect of patent rights, design, trademarks of name or other protected rights in respect of the required licenses and from against all claims, demands proceedings, damages, costs, charges and expenses whatsoever in respect thereof or in relation thereto. The vendor shall defend all actions arising from such claims, before any such infringement and receive their permission to proceed, and shall himself pay all royalties, license fees, damages, costs and charges of all and every sort that may be legally incurred in respect thereof. The successful vendor is required to submit a "Letter of Indemnity and Undertaking" as per the prescribed format at "**Schedule G**" within Thirty (30) days of awarding the tender.

23. Dispute Resolution

- 23.1 All disputes and differences of any kind whatsoever, arising out of or in connection with this Agreement or in discharge of any obligation arising under this Agreement (whether during the course of execution of the order or after completion and whether before or after termination, abandonment or breach of the Agreement) shall be resolved amicably.
- 23.2 In case of failure to resolve the disputes and differences amicably within 30 days of receipt of notice by the other party, then such unsettled dispute or difference shall be referred to arbitration by sole arbitrator mutually agreed in accordance with the Arbitration and Conciliation Act, 1996. If no agreement is arrived at within 30 days from the date of notice as to who shall be the sole arbitrator, then the sole arbitrator shall be appointed as hereinafter provided.
- 23.3 In case vendor raises a dispute and the same is referred to arbitration, NABARD shall send to vendor a list of three names of persons who shall be presently unconnected with NABARD or vendor. Vendor shall, on receipt of the names as aforesaid, select any one person so named to be appointed as sole arbitrator and communicate his name to NABARD within 30 days of receipt of the names. Vendor shall thereupon without delay appoint the said person as the sole arbitrator. If vendor fails to select the person as sole arbitrator within 30 days of receipt of the panel, NABARD shall be entitled to appoint one of the persons from the panel as sole arbitrator and communicate his name to vendor. If the person so appointed is unable or unwilling to act or refuses his appointment or vacates his office due to any reason whatsoever, another person shall be appointed by NABARD from the above list of persons.
- 23.4 In case NABARD raises a dispute and the same is referred to arbitration, vendor shall send to NABARD a list of three names of persons who shall be presently unconnected with vendor or NABARD. NABARD shall, on receipt of the names as aforesaid, select any one person out of the panel of three so named to be appointed as sole arbitrator and

communicate his name to vendor within 30 days of receipt of the names. Vendor shall thereupon without delay appoint the said person as the sole arbitrator. If NABARD fails to select the person as sole arbitrator within 30 days of receipt of the panel, vendor shall be entitled to appoint one of the persons from the panel as sole arbitrator and communicate his name to NABARD. If the person so appointed is unable or unwilling to act or refuses his appointment or vacates his office due to any reason whatsoever, another person shall be appointed by vendor from the above list of persons.

- 23.5 The Arbitration shall be governed by the Arbitration and Conciliation Act, 1996 as in force and as amended from time to time. Where the parties appoint an Arbitrator, as per the procedure mentioned hereinabove, the award of the Arbitrator shall be final and binding on the parties. It is hereby agreed that in all disputes referred to the Arbitration, the Arbitrator shall give a separate award in respect of each dispute or difference in accordance with the terms of reference and the award shall be a reasoned award. It is hereby agreed that the Arbitrator shall not have powers to order any interim measures whatsoever during the course of arbitration.
- 23.6 The fees, if any, of the Arbitrator shall initially be paid in equal proportion by each of the parties. The cost of the reference and of the award including the fees, if any, of the Arbitrator shall be directed to be finally borne and paid by such party or parties to the dispute in such manner or proportion as may be directed by the Arbitrator as the case may be in the award.
- 23.7 All disputes arising out of or in any way connected with this Agreement shall be deemed to have arisen at Kolkata only and only Courts in Kolkata shall have jurisdiction to determine the same.

24. Limitation of Liability

The maximum average liability of the vendor will be to the extent of the purchase order value. All indirect and consequential damages under this agreement are excluded except for the warranties and representations expressly stated herein.

25. Right to Accept/Reject the Offer

NABARD reserves the right to accept or reject any offer submitted in response to this RFQ and to annul the process at any time prior to placing of purchase order, without thereby incurring any liability to the affected vendor or any obligation to inform the affected vendors of the grounds for NABARD's action.

--END--

Schedule – A
(Acceptance of Terms and conditions)

(Letter on the vendor's letterhead)

To

**The Joint Director
Bankers Institute of Rural Development
Abhilasha-I
6, Royd Street
Kolkata – 700 016**

Dear Sir,

Sub: RFQ for “SITC of AIOs, Desktop PCs, Laptops, Network Colour Laser Printer, MFDs, 3-in-1 Printers, LCD Projectors, ADF Scanner and BT Headphone at BIRD, Kolkata”

With reference to the above RFQ, having examined and understood the instructions, terms and conditions forming part of the RFQ, we hereby enclose our offer for the supply of AIOs, Desktop PCs, Laptops, Network Colour Laser Printer, MFDs, 3-in-1 Printers, LCD Projectors, ADF Scanner and BT Headphone as detailed in your above referred RFQ.

2. We further confirm that the offer is in conformity with the terms and conditions as mentioned in the RFQ and all required information as per **Schedule B**. We have enclosed a technical and commercial bid as per the format indicated in the RFQ.

3. We also confirm that our offer remains valid for 03 months from the date of opening of price bids. We also understand that NABARD is not bound to accept the offer either in part or in full and that it has right to reject the offer in full or in part without assigning any reasons whatsoever.

4. We furnish hereunder the details of e-transfer submitted towards RFQ document fees and bid security.

Bid Security Details	
E-receipt No.	
Date	
Name of the Issuing Bank	
Name of the Branch	
Amount	

Yours faithfully

Authorised Signatories
(Name & Designation, seal of the firm)

Date:

Schedule – B
(Organization Profile)

The details filled in this form must be truthful and complete. The vendor should be able to provide sufficient documentary evidence, if sought, failing which the offer will be rejected summarily.

SNo.	Details	Response	Remarks
1.	Name of the Vendor		
2.	Registered Office		
	Address		
	Telephone		
	Email		
3.	Office at Kolkata		
	Address		
	Telephone		
	Email		
4.	Person authorized to make commitments to the Bank		
	Name		
	Designation		
	Mobile		
	Email		
5.	Category of the Firm - OEM/ Authorised Dealer		
	Distributor of OEM/ Gold partners/ Any Other		
6.	Authorisation Certificate from the Manufacturer (MAF) is Attached	Yes / No	
7.	i. GSTN Number		
	ii. Income Tax Number		
	iii. PAN		
8.	Number of years in Computer Hardware		
9.	Number of years in the Business as Authorised dealer for the OEM whose products are quoted		
10.	Turnover		
	a. 2018-19		
	b. 2019-20		
	c. 2020-21		
	NB: Provide only the figures		
11.	Profit		
	a. 2018-19		
	b. 2019-20		
	c. 2020-21		
	NB: Provide Only the Figures		
12.	Details of customers (NB:- Indicate only customers to whom similar products were supplied in the past two years		

SNo.	Details	Response	Remarks		
	including client details like contact person/number etc.)				
		Contact Details	No. of Desktop	PCs/Printers/ LCD	Projectors/ Others
	Customer (1)				
	Customer (2)				
	Customer (3)				
13.	Name and address of Banker				
14.	Bank Account Details				
	Bank Name				
	Account Type				
	Account No.				
	IFSC Code				
	Branch Name				

(Please submit self -attested copies of GST, firm Registration, PAN, cancelled cheque)

Schedule – C
(Technical Specifications)

I. Conventional Desktop (Windows)

Brand: _____

Model No.: _____

No.	Component	Minimum Specifications	Specification offered by vendor
1	CPU	11th Gen intel@ Intel i5 Processor or above/equivalent	
2	Memory	16 GB (DDR4)	
3	Chipset	Intel Chipset Motherboard with onboard/discrete Graphics sound card and Ethernet port or equivalent	
4	Form Factor	Small Form Factor	
5	Monitor	Monitor 18.5”/ Multimedia monitor 21.5” with in-built webcam, microphone, speaker (if required)	
6	SDD	512 GB M.2 PCI NVMe 2400 MBps (Solid State Drive) preferably	
7	Ports	6 USB (at least 2 on the Front Side and at least 2 USB 3.0), 10/100/1000 Gigabit Ethernet Port	
8	Key Board /Mouse	Standard Keyboard and USB Optical / Laser Scroll Mouse	
9	Operating System	Windows 10 Professional pre-loaded (No volume-based license allowed)	
10	Compliance	Energy Star Compliance, RoHS, TPM 2.0 or equivalent	
11	Warranty	Three-year Comprehensive On-site warranty provided by OEM (note: not by vendor)	

* Give complete details

Authorised Signatories
(Name & Designation, seal of the firm)

II. AIO Desktops (Windows)

Brand: _____

Model No.: _____

TECHNICAL SPECIFICATION - I

No.	Component	Specifications-I	Specification offered by Vendor *
1	CPU	11th Gen Intel core I7 or equivalent or above	
2	Memory	16 GB (DDR4)	
3	Chipset	Intel Chipset Motherboard with on-board/discrete Graphics sound card and Ethernet port	
4	Display	Monitor 23" or higher IPS LED backlit widescreen Touch Display with Anti-Glare and FHD resolution (1920 * 1080)	
5	HDD	Minimum 512 GB M.2 PCI NVMe 2400 MBps (Solid State Drive) preferably	
6	Optical Drive	Not required	
7	Ports	At least two USB 3.0 ports, HDMI out or Display Port, 10/100/1000 Gigabit Ethernet Port	
8	Key Board/Mouse	Wireless Keyboard and wireless Laser Scroll Mouse	
9	Connectivity	10/100/1000 Gigabit Ethernet Card, 802.11b/g/n, Bluetooth® 4.0	
10	Operating System	Windows 10 Pro preloaded (No volume based license allowed)	
11	Compliance	Energy Star Compliant or EPEAT registered, ROHS, TPM 2.0 or equivalent	
12	Multimedia	HD Audio, Inbuilt Stereo Speakers, Integrated Microphone and integrated HD camera	
13	Warranty	Three-years Comprehensive Onsite warranty including Keyboard and Mouse from the OEM	

* Give complete details

Authorised Signatories

(Name & Designation, seal of the firm)

TECHNICAL SPECIFICATION-II

No.	Component	Specifications-II	Specification offered by Vendor *
1	CPU	11th Gen Intel core I5 or equivalent or above	
2	Memory	16GB (DDR4)	
3	Chipset	Intel Chipset Motherboard with on-board/discrete Graphics sound card and Ethernet port	
4	Display	Monitor 21.5" or higher IPS LED backlit widescreen No Touch Display with Anti-Glare and FHD resolution (1920 * 1080)	
5	HDD	512 GB M.2 PCI NVMe 2400 MBps (Solid State Drive) preferably	
6	Optical Drive	Not required	
7	Ports	At least two USB 3.0 ports, HDMI out or Display Port, 10/100/1000 Gigabit Ethernet Port	
8	Key Board/Mouse	Wired Keyboard and wireless Laser Scroll Mouse	
9	Connectivity	10/100/1000 Gigabit Ethernet Card, 802.11b/g/n, Bluetooth® 4.0	
10	Operating System	Windows 10 Pro preloaded (No volume based license allowed)	
11	Compliance	Energy Star Compliant or EPEAT registered, ROHS, TPM 2.0 or equivalent	
12	Multimedia	HD Audio, Inbuilt Stereo Speakers, Integrated Microphone and integrated HD camera	
13	Warranty	Three-years Comprehensive On-site warranty including Keyboard and Mouse from the OEM	

* Give complete details

Authorised Signatories
(Name & Designation, seal of the firm)

III. Conventional Laptops (Windows)

Brand: _____

Model No.: _____

No.	Component	Specifications	Specification offered by Vendor *
1	CPU	Intel Core i5 10210U or above/equivalent	
2	Memory	16 GB (DDR4)	
3	Display	14 inches 1366 x 768 Anti-Glare	
4	SDD	512 GBM.2 PCI NVMe 2400 MBps (Solid State Drive) preferably	
5	Connectivity	10/100/1000 Gigabit Ethernet Port, Wi-Fi 802.11 ac, Bluetooth® 4.1	
6	Ports	USB 3. x Port : 1 or more USB Type-C Port : 1 HDMI Port : 1 SD Card Reader : 1	
7	Power Supply & Battery	Integration Li-Ion 40 Whr battery/Battery Backup minimum 8 hours	
8	Operating System	Windows 10 Pro preloaded (No volume based license allowed)	
9	Multimedia	Inbuilt Speakers, Integrated Microphone, Integrated Webcam	
10	Keyboard & Mousepad	Integrated Backlit Keyboard, Inbuilt Touchpad	
11	Others	Laptop weight – Less than 1.75 Kg, Laptop Backpack (Bag), Security lock hole should be available	
12	Warranty	Three-years Comprehensive On-site warranty from the OEM including battery	
13	Compliance – Energy Efficiency	RoHS-compliant, ENERGY STAR OR EPEAT or equivalent compliance	

* Give complete details

Authorised Signatories

(Name & Designation, seal of the firm)

IV. 3 in 1 (Print, Copy & Scan) Network multi-function device (Laser Printer) (Type-A4 size print output)

Brand: _____

Model No.: _____

No.	Component	Minimum Specifications	Specification offered by Vendor *
1	Resolution	1200 x 1200 dots per inch (dpi)	
2	Print Speed	28 pages per minute or above	
3	Duplex Printing	Automatic two-sided printing/scanning	
4	Connectivity	Hi Speed USB 2.0 and Ethernet 10/100	
5	Warranty	3 years Comprehensive onsite warranty from OEM	

* Give complete details

V. Network Colour Laser Printer (Type-A4 size print output)

Brand: _____

Model No.: _____

No.	Component	Minimum Specifications	Specification offered by Vendor *
1	Print Resolution	1200X 1200 dpi for both Colour and B/W	
2	Print Speed	Upto 14 ppm for B/W	
		Upto 12 ppm for Color	
3	Duplex Printing	Automatic two-sided Printing	
4	Memory	64 MB or above	
5	Duty cycle	Upto 30,000 or higher	
6	Paper Input	150 sheets or above	
7	Connectivity	High Speed USB 2.0 port, Fast Ethernet 10/100	
8	Warranty	One-year Comprehensive On-site warranty provided by OEM (NOTE: Not by Vendor)	

* Give complete details

Authorised Signatories

(Name & Designation, seal of the firm)

VI. ADF Scanner

Brand: _____

Model No.: _____

No.	Component	Minimum Specifications	Specification offered by Vendor *
1	Scan Type	ADF	
2	Scan Size	A4, Letter	
3	Scan Resolution, Optical	Upto 600 dpi (ADF), Upto 1200 dpi (Flatbed)	
4	Scan Speed	20ppm or more at 300dpi	
5	Connectivity	Hi Speed USB 2.0, Ethernet connectivity	
6	Software	Photo & Imaging Software with integrated IRIS, OCR and other Windows PC & Mac Software	
7	Required Features	Scan to PDF, Scan to email	
8	Warranty	3 years Comprehensive onsite warranty from OEM	
9	ADF Capacity	80 to 100 pages	

* Give complete details

VII. Head Phones

Brand: _____

Model No.: _____

No.	Features	Specification offered by Vendor *
1	Digital Noise Cancellation Factor for better clarity irrespective of environment	
2	Microphone (Built-in or otherwise) with superior voice quality	
3	Bluetooth Connectivity for hassle free wireless connection	
4	Long Battery Life upto 30 hours with quick charging	

* Give complete details

Authorised Signatories

(Name & Designation, seal of the firm)

VIII. LCD Projector

Brand: _____

Model No.: _____

No.	Feature	Minimum Specifications	Specification offered by Vendor
1	Technology	LCD / DLP	
2	Picture Brightness	3000 ANSI Lumens or above	
3	Panel Resolution	1280 x 800 pixels (WXGA) and above	
4	Projection Lamp	UHP 200w or above	
5	Keystone Correction	U/D ratio 20:01 or $\pm 30\%$	
6	Life of Lamp (standard Mode)	4000 hours or above	
7	Contrast ratio	10000:1 (Full white / full black) or higher	
8	Zoom / Focus	1.1x or above Manual Zoom / Manual Focus	
9	Screen Size	Adjustable from 30" to 300 inches	
10	Throw Distance	1.2 m. to 8 meters or better	
11	Terminals /Interface	Computer Input / Output, Computer Audio Input, USB 3.0 compatible with USB 2.0, Computer control port, S – video input, AV input, Audio output, RJ-45, HDMI 1.4 cable with preferably length of at least 5 meters.	
12	Color System	PAL / SECAM / NTSC / NTSC4.43 / PAL-M/N	
13	Net Weight	Less than 4 kg	
14	Wireless Connectivity	Wireless Capability along with Manufacturer's USB Wireless LAN adaptor (to be supplied as accessory with projector)	
15	Standard Accessories	Computer Cable, Control Cable, Lens cover, Carrying Case, Remote control, Software, AC power supply cord, Laser Pointer, Dust Cover, etc.	
16	External Projection Screen	May be purchased (of suitable size and model) as per requirement.	
17	Warranty	3 years of Comprehensive On-site warranty	

* Give complete details

Authorised Signatories
(Name & Designation, seal of the firm)

Schedule – D
(Configuration of PCs/Printers/Projectors under Buyback)

Buy-back offer by agency for old items:

Make	Nos.
Old desktops of Dell make on as is where is basis	8 Nos.
Old Laptops of Dell make on as is where is	6 Nos.
Old Printers 3-in-1 of TVS, HP & Samsung make on as is where is basis	10 Nos.

Note: Actual quantity may vary

Schedule – E

PERFORMANCE BANK GUARANTEE FORMAT (on Non-Judicial Stamp Paper of Rs.100.00)

This Deed of Guarantee executed at _____ on this day of _____ by Bank, a Banking Company constituted under _____ Act having its Branch Office at _____ (hereinafter referred to as "Bank" which expression shall, unless repugnant to the context and meaning thereof, means and includes its successors and assigns) IN FAVOUR OF

National Bank for Agriculture and Rural Development, a body corporate established under the National Bank for Agriculture and Rural Development Act, 1981 having its Head Office at Plot No C-24, 'G' Block Bandra-Kurla Complex, Bandra (East), Mumbai-400051 and having its Training Establishment i.e. Bankers Institute of Rural Development (BIRD) at Kolkata (Hereinafter referred to as "**NABARD/Purchaser**" which expression shall unless repugnant to the content and meaning thereof, means and includes its successors and assigns)

WHEREAS

1. NABARD is desirous of installing and commissioning AIOs, Desktop PCs, Laptops, Network Colour Laser Printer, MFDs, 3-in-1 Printers, LCD Projector, ADF Scanner and BT Headphone at its Bankers Institute of Rural Development (BIRD) (hereinafter referred to as "said works") and has requested _____ a _____ registered/ established/constituted under/by _____ Act having its Head Office at _____ (hereinafter referred to as "Contractor" which expression shall unless repugnant to the context and meaning thereof means and includes its successors and assigns) to submit its Bid to execute the said works.
2. The Contractor has submitted his Bid/tender to execute the said works for a total sum of Rs _____ (Rupees _____ only).
3. One of the conditions of the said tender is that the Contractor shall furnish to NABARD a Performance Bank Guarantee (PBG) for an amount of 5% of the total value order of PCs and Peripherals i.e. Rs. _____ (Rupees only) in favour of NABARD for the due and faithful performance of the contract in all respects as per the conditions as set forth in the Tender by the Contractor.
4. The Contractor has approached us for issuing PBG in favour of NABARD for an amount of Rs..... (Rupees _____ only).

NOW THEREFORE THIS DEED OF GUARANTEE WITNESSETH THAT

1. In consideration of the premises and at the request of the contractor, we _____ (Name of the Bank) both hereby irrevocably and unconditionally guarantee to pay to NABARD, forthwith on mere demand and without any demur, as may be claimed by NABARD to be due from the contractor by way of loss or damage caused to or would be caused to or suffered by NABARD by reason of failure to perform the said works as per the said contract.
2. Notwithstanding anything to the contrary, the decision of NABARD as to whether computer hardware and software have failed to perform as per the contract and go whether the contractor has failed to maintain the computer hardware and software as per the terms of the contract will be final and binding on the Bank and the Bank shall not be entitled to ask NABARD to establish its claim or claims under this Guarantee but shall pay the same to NABARD forthwith on mere demand without any demur, reservation, recourse, contest or protest and/or without any reference to the contractor. Any such demand made by NABARD

on the Bank shall be conclusive and binding notwithstanding any difference/dispute between NABARD and the contractor or any dispute pending before any Court, Tribunal, Arbitrator or any other authority.

3. This Guarantee shall expire at the close of business hours on_____ (this date should be the date of expiry of the warranty/contract plus 180 days) without prejudice to NABARD's claim or claims demanded from or otherwise notified to the Bank in writing on or before the said date i.e., (this date should be date of expiry of Guarantee. i.e. 6 months after end of warranty/contract period).
4. The Bank further undertakes not to revoke this Guarantee during its currency except with the previous consent of NABARD in writing and this Guarantee shall continue to be enforceable till the aforesaid date of expiry or the last date of the extended period of expiry of Guarantee agreed upon by all the parties to this Guarantee, as the case may be, unless during the currency of this Guarantee all the dues of NABARD under or by virtue of the said contract have been duly paid and its claims satisfied or discharged or NABARD certifies that the terms and conditions of the said contract have been fully carried out by the contractor and accordingly discharges the Guarantee.
5. In order to give full effect to the Guarantee herein contained, NABARD shall be entitled to act as if the Bank is NABARD's principal debtor in respect of all NABARD's claims against the contractor hereby Guaranteed by the Bank as aforesaid and the Bank hereby expressly waives all its rights of surety ship and other rights, if any, which are in any way inconsistent with the above or any other provision of this Guarantee.
6. The Bank agrees with NABARD that NABARD shall have the fullest liberty without affecting in any manner the Bank's obligations under this Guarantee to extend the time of performance by the contractor from time to time or to postpone for any time or from time to time any of the rights or powers exercisable by NABARD against the contractor and either to enforce or forbear to enforce any of the terms and conditions of the said contract, and the Bank shall not be released from its liability for the reasons of any such extensions being granted to the contractor for any forbearance, act or omission on the part of NABARD or any other indulgence shown by NABARD or by any other matter or thing whatsoever which under the law relating to sureties would, but for this provision have the effect of so relieving the Bank.
7. The Guarantee shall not be affected by any change in the constitution of the contractor or the Bank nor shall it be affected by any change in the constitution of NABARD by any amalgamation or absorption or with the contractor, Bank or NABARD, but will ensure for and be available to and enforceable by absorbing or amalgamated company or concern.
8. This guarantee and the powers and provisions herein contained are in addition to and not by way of limitation or in substitution of any other guarantee or guarantees heretofore issued by the Bank (whether singly or jointly with other banks) on behalf of the contractor heretofore mentioned for the same contract referred to heretofore and also for the same purpose for which this guarantee is issued, and now existing uncanceled and we further mention that this guarantee is not intended to and shall not revoke or limit such guarantee or guarantees heretofore issued by us on behalf of the contractor heretofore mentioned for the same contract referred to heretofore and for the same purpose for which this guarantee is issued.
9. Notwithstanding anything to the contrary contained herein, the Bank further agrees to accept the notice of invocation as a valid claim from the beneficiary of this Guarantee, should such occasion arise, at any of its branches operating in India including the issuing branch on the day of such invocation and if such invocation is otherwise in order.

10. It shall not be necessary for NABARD to exhaust its remedies against the Contractor before invoking this guarantee and the guarantee therein contained shall be enforceable against us not withstanding any other security which NABARD may have obtained from the Contractor at the time when this guarantee is invoked is outstanding and unrealized.
11. Any notice by way of demand or otherwise under this guarantee may be sent by special courier, email, fax or registered post accompanied by the copy of the guarantee.
12. Notwithstanding anything contained herein: -
 - a) Our liability under this Bank Guarantee shall not exceed and is restricted to Rs. _____ (Rupees _____ only)
 - b) This Guarantee shall remain in force up to _____ or up to the date extended by renewal of this guarantee.
 - c) Unless the demand/claim under this guarantee is served upon us in writing before _____ or on or before the expiry of six months from the validity date extended by renewal of this guarantee, all rights of NABARD under this guarantee shall stand automatically forfeited and we shall be relieved and discharged from all liabilities mentioned hereinabove.
13. The Bank has power to issue this Guarantee under the statute/constitution and the undersigned has full power to sign this Guarantee on behalf of the Bank.

Dated this _____ day of _____ 2021 at _____

For and on behalf of _____ Bank

Sd/_____

Schedule – F

(Manufacturer's Authorization Form [MAF])

Ref. No:

Date:

**The Joint Director
Bankers Institute of Rural Development
Abhilasha-I
6, Royd Street
Kolkata – 700 016**

Dear Sir,

Sub: Supply of AIOs, Desktop PCs, Laptops, Network Colour Laser Printer, MFDs, 3-in-1 Printers, LCD Projectors, ADF Scanner and BT Headphone at BIRD, Kolkata

Ref: Your RFQ No. _____ Dated _____

We _____ who are established and reputable manufacturers of _____ do hereby authorize M/s. _____ having offices at _____ and (Name and address of Agent/Dealer/Large Account Reseller) to offer their quotation, negotiate and conclude the contract with you against the above invitation for offer.

M/s _____ is the enterprise vendor / partner /Large Reseller of _____.

We hereby extend our full guarantee and warranty as per terms and conditions of the offer and the contract for the equipment and services offered against this invitation for offer by the above firm.

Yours faithfully

[_____]

Name and seal of the manufacturer

Note: This letter of authority should be signed by a person competent and having the power of attorney to bind the Manufacturer/OEM/Principal and it should be included by the vendor in the bid.

Schedule – G

(Letter of Indemnity and Undertaking)

[To be submitted by the successful vendor after Issuance of PO]

((To be stamped on Rs.500/- stamp paper)

**The Joint Director
Bankers Institute of Rural Development
Abhilasha-I
6, Royd Street
Kolkata – 700 016**

Dear Sir

Sub: NABARD's Notice Inviting Proposal for Supplying, Installation, Testing and Commissioning of AIOs, Desktop PCs, Laptops, Network Colour Laser Printer, MFDs, 3-in-1 Printers, LCD Projectors, ADF Scanner and BT Headphone (under buy-back arrangement) for various departments of its Training Establishment i.e. Bankers Institute of Rural Development, Kolkata

In consideration of National Bank for Agriculture and Rural Development, a body corporate established under the National Bank for Agriculture and Rural Development Act, 1981 and having its Training Establishment i.e. Bankers Institute of Rural Development, Kolkata (hereinafter referred to as 'NABARD') agreed to purchase hardware/Software 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 submit indemnity as contained hereafter.

NOW THEREFORE THIS LETTER OF INDEMNITY WITNESSETH THAT:

We, the said _____ hereby declare and certify that we are the rightful owners/ licensees of the said systems offered for sale to NABARD and that the sale of the said systems to NABARD by us and the use thereof by NABARD does not infringe the property or other intellectual property or copy rights of any other person and that the same does not infringe the Copy 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 NABARD, its officers, servants, agents and other authorized persons against any action that may be brought against us for infringement of the right of property or other intellectual property or copyrights in respect of said computer hardwares supplied by us to NABARD and will defend the same at our cost and consequences and will pay or reimburse NABARD, its officers, servants, agents and other authorized persons from all costs and other expenses that they may be put to or incur in that connection in accordance with the terms as provided for within the End User License Agreement that accompanies the said computer hardware”.

We the said _____ hereby also agree to indemnify and keep indemnified and harmless NABARD, its officers or servants or agents and other authorized persons against any third party claims in respect of any damages or compensation payable in consequences of any accident or injury sustained or suffered by our employees or agents, or by any other third party resulting from or by any action, omission, or operation conducted by or on behalf of us and against any and all claims by employees, workmen, contractors, sub-contractors, suppliers, agents, employed/engaged or otherwise working for us in respect of any and all claims

under the Labour Laws including wages, salaries, remuneration, compensation or like. In witness whereof the _____ has put his hands and seal the month and year first herein above mentioned

Yours faithfully

(Name and Designation) of Authorized Official

Signed and delivered by

The witness named _____

In the presence of _____

(i) Witness*

(ii) Witness*

* Should contain Signature with date, Name & Designation, Address and Contact Nos.

Schedule – H

PRE CONTRACT INTEGRITY PACT

(To be submitted on Rs. 100 Stamp Paper only on first page and remaining document on normal A4 size pages duly signed by the bidder)

Between

National Bank for Agriculture and Rural Development (NABARD) hereinafter referred to as

“The Principal”

And

..... hereinafter referred to as

“The Bidder”

Preamble

The Principal intends to award, under laid down organizational procedures, contract for Supplying, Installation, Testing and Commissioning (SITC) of AIOs, Desktop PCs, Laptops, Network Colour Laser Printer, MFDs, 3-in-1 Printers, LCD Projectors, ADF Scanner and BT Headphone (under buy-back arrangement) for various departments of its Training Establishment i.e. Bankers Institute of Rural Development, Kolkata. The Principal values full compliance with all relevant laws of the land, rules, regulation and economic use of resources and of fairness /transparency in its relations with its Bidder(s).

In order to achieve these goals, the Principal will appoint Independent External Monitors (IEMs) who will monitor the tender process and execution of the contract for compliance with the principles mentioned above.

Section 1 – Commitments of the Principal

- (1) The Principal commits itself to take all measures necessary to prevent corruption and to observe the following principles:-
 - a. No employee of the Principal, personally or through family members, will in connection with the tender for, or the execution of a contract, demand, take a promise for or accept, for self or third person, any material or immaterial benefit which the person is not legally entitled to.
 - b. The Principal will, during the tender process treat all Bidder(s) with equity and reason. The Principal will, in particular, before and during the tender process, provide to all Bidder(s) the same information and will not provide to any Bidder(s) confidential / additional information through which the Bidder(s) could obtain an advantage in relation to the tender process or the contract execution.
 - c. The Principal will exclude from the process all known prejudiced persons.
- (2) If the Principal obtains information on the conduct of any of its employees which is a criminal offence under the IPC/PC Act, or if there be a substantive suspicion in this regard, the Principal will inform the Chief Vigilance Officer and in addition can initiate disciplinary actions.

Section 2 – Commitments of the Bidder(s)

- (1) The Bidder(s) commit themselves to take all measures necessary to prevent corruption. The Bidder(s) commit themselves to observe the following principles during participation in the tender process and during the contract execution:
 - a. The Bidder(s) will not, directly or through any other person or firm, offer, promise or give to any of the Principal's employees involved in the tender process or the execution of the contract or to any third person any material or other benefit which he/she is not legally entitled to, in order to obtain in exchange any advantage of any kind whatsoever during the tender process or during the execution of the contract.
 - b. The Bidder(s) will not enter with other Bidders into any undisclosed agreement or understanding, whether formal or informal. This applies in particular to prices, specifications, certifications, subsidiary contracts, submission or non-submission of bids or any other action to restrict competitiveness or to introduce cartelization in the bidding process.
 - c. The Bidder(s) will not commit any offence under the relevant IPC/PC Act; further the Bidder(s) will not use improperly, for purposes of competition or personal gain, or pass on to others, any information or document provided by the Principal as part of the business relationship, regarding plans, technical proposals and business details, including information contained or transmitted electronically.
 - d. The Bidder(s) of foreign origin shall disclose the name and address of the Agents/representatives in India, if any. Similarly the Bidder(s) of Indian Nationality shall furnish the name and address of the foreign principals, if any.
 - e. The Bidder(s) will, when presenting their bid, disclose any and all payments made, is committed to or intend to make agents, brokers or any other intermediaries in connection with the award of the contract.
 - f. Bidder(s) who have signed the Integrity Pact shall not approach the Courts while representing the matter to IEMs and shall wait for their decision in the matter.
- (2) The Bidder(s) will not instigate third persons to commit offences outlined above or be an accessory to such offences.

Section 3 – Disqualification from tender process and exclusion from future contracts

If the Bidder(s), before award or during execution has committed a transgression through a violation of Section 2, above or in any other form which put their reliability or credibility in question, the Principal is entitled to disqualify the Bidder(s) from the tender process.

Section 4 – Compensation for Damages

- (1) If the Principal has disqualified the Bidder(s) from the tender process prior to the award according to Section 3, the Principal is entitled to demand and recover the damages equivalent to Earnest Money Deposit/Bid Security.
- (2) If the Principal has terminated the contract according to Section 3, or if the Principal is entitled to terminate the contract according to Section 3, the Principal shall be entitled to demand and recover from the Contractor liquidated damages of the Contract value or the amount equivalent to Performance Bank Guarantee.

Section 5 – Previous transgression

- (1) The Bidder declares that no previous transgressions occurred in the last three years with any other Company in any country conforming to the anti-corruption approach or with any Public Sector Enterprise in India that could justify his exclusion from the tender process.

- (2) If the Bidder makes incorrect statement on this subject, he can be disqualified from the tender process.

Section 6 – Equal treatment of all Bidders

- (1) In case of Sub-contracting, the Principal Contractor shall take the responsibility of the adoption of Integrity Pact by the Sub-contractor.
- (2) The Principal will enter into agreements with identical conditions as this one with all Bidders and Contractors
- (3) The Principal will disqualify from the tender process all bidders who do not sign the Pact or violate its provisions.

Section 7 – Criminal charges against violating Bidders(s)

If the Principal obtains knowledge of conduct of a Bidder, Contractor or Sub-contractor, or of an employee or are representative or an associate of a Bidder, Contractor or Sub-contractor which constitutes corruption, or if the Principal has substantive suspicion in this regard, the Principal will inform the same to the Chief Vigilance Officer.

Section 8 – Independent External Monitor

- (1) The Principal appoints competent and credible Independent External Monitor for this Pact after approval by the Central Vigilance Commission. The task of the Monitor is to review independently and objectively, whether and to what extent the parties comply with the obligations under this agreement.

The Independent External Monitor appointed for NABARD is:

Shri Subodh Kumar Goel

501, Tower-6

Common Wealth Games Village

New Delhi – 110 092

- (2) The Monitor is not subject to instructions by the representatives of the parties and performs his/her functions neutrally and independently. The Monitor would have access to all Contract documents, whenever required. It will be obligatory for him / her to treat the information and documents of the Bidders as confidential. He / she reports to the Chairman, NABARD.
- (3) The Bidder(s) accept that the Monitor has the right to access without restriction to all Project documentation of the Principal including that provided by the Contractor. The Contractor will also grant the Monitor, upon his/her request and demonstration of a valid interest, unrestricted and unconditional access to their project documentation. The same is applicable to Sub-contractors.
- (4) The Monitor is under contractual obligation to treat the information and documents of the Bidder(s) with confidentiality. The Monitor has also signed declarations on 'Non-Disclosure of Confidential Information and of 'Absence of Conflict of Interest'. In case of any conflict of interest arising at a later date, the IEM shall inform Chairman, NABARD and recuse himself/herself from that case.
- (5) The Principal will provide to the Monitor sufficient information about all meetings among the parties related to the Project, provided such meetings could have an impact on the contractual relations between the Principal and the Contractor. The parties offer to the Monitor the option to participate in such meetings.

- (6) As soon as the Monitor notices, or believes to notice, a violation of this agreement, he/she will so inform the Management of the Principal and request the Management to discontinue or take corrective action, or to take other relevant action. The Monitor can in this regard submit non-binding recommendations. Beyond this, the Monitor has no right to demand from the parties that they act in a specific manner, refrain from action or tolerate action.
- (7) The Monitor will submit a written report to the Chairman NABARD within 8 to 10 weeks from the date of reference or intimation to him by the Principal and, should the occasion arise, submit proposal for correcting problematic situations.
- (8) If the Monitor has reported to the Chairman NABARD, a substantiated suspicion of an offence under the relevant IPC/PC Act, and the Chairman NABARD has not, within reasonable time, taken visible action to proceed against such offence or reported it to the Chief Vigilance Officer, the Monitor may also transmit this information directly to the Central Vigilance Commissioner.
- (9) The word 'Monitor' would include both singular and plural.

Section 9 – Pact Duration

This Pact begins when both parties have legally signed it. It expires for the Contract or 12 months after the last payment under the contract, and for all other Bidders 6 months after the contract has been awarded. Any violation of the same would entail disqualification of the bidders and exclusion from future business dealings. If any claim is made/lodged during this time, the same shall be binding and continue to be valid despite the lapse of this pact as specified above, unless it is discharge/determined by the Chairman of NABARD.

Section 10 – Other provisions

- (1) This agreement is subject of Indian Law, place of performance and jurisdiction is the Head Office of the Principal, i.e. Mumbai.
- (2) Changes and supplements as well as termination notices need to be made in writing. Side agreements have not been made.
- (3) If the Contractor is a partnership or a consortium, this agreement must be signed by all partners or consortium members.
- (4) Should one or several provisions of this agreement turn out to be invalid, the remainder of this agreement remains valid. In this case, the parties will strive to come to an agreement to their original intentions.
- (5) Issues like Warranty/Guarantee etc. shall be outside the purview of IEMs.
- (6) In the event of any contradiction between the Integrity Pact and its Annexure, if any, the Clause in the Integrity Pact will prevail.

(For & on behalf of the Principal)
(Office Seal)

(For & on behalf of the Bidder)
(Office Seal)

Place & Date

Witness 1:
(Name &Address)

Witness 2:
(Name &Address)

Schedule – I
Format of Complaint to Independent External Monitor

1. Name of Regional Office/Head Office :

2. Name of Complainant/Vendor :

3. Address and Contact No. :

4. Tender details

 - a. Particulars :

 - b. Date of Tender called for :

 - c. Last date of Submission :

 - d. Date of Opening Tender :

5. Nature of Complaint in brief :

6. Supporting documents enclosed/evidence :

7. Relief sought :

Signature and date

Schedule – J

Part II –Financial Bid

Name of the Agency

Permanent Address

Local Address

Name of contact Person

Telephone No.

Mob.:

Email id

Offer by agency for new items:

S. No.	Item	Unit Rate (Inclusive of all taxes) (Rs.)	No. of Units	Total (Inclusive of all taxes) (Rs.)	
				(In Figures)	(In words)
1	Desktop PCs		8		
2.1	AIOs (Spec.-I)		1		
2.2	AIOs (Spec-II)		9		
3	Laptop		9		
4	Network Colour Laser Printer		1		
5	MFD		5		
6	3-in-1 One Laser Printers (Type-A4)		5		
7	ADF Scanner		1		
8	LCD Projectors		2		
9	BT Headphone		1		

Buy-back offer by agency for old items:

Old desktops of Dell make on as is where is basis	8 Nos.
Old Laptops of Dell make on as is where is	6 Nos.
Old Printers 3-in-1 of TVS, HP & Samsung make on as is where is basis	10 Nos.

Note:

- i. Unit Price as well as the Total Cost must be quoted in WORDS AND FIGURES.
- ii. In case of any discrepancy, unit price quoted in words will be considered for computation of Total Cost.
- iii. The prices quoted should be inclusive of all applicable taxes, duties, octroi and local levies, however, the details of all these are to be mentioned clearly.

Authorised Signatories

(Name & Designation, seal of the firm)