



Limited Tender No: IICA 15-09/2015

Indian Institute of Corporate Affairs
Ministry of Corporate Affairs (Govt. of India)
Plot No. 6, 7 & 8, Sec. - 5, IMT Manesar, Gurgaon

TENDER DOCUMENT

FOR

**SITC of SERVER for LIBRARY at IICA Manesar
Campus**

Signature of Bidder with Company Seal

TENDER DOCUMENT

Sub: Request for Quotation for Supply and Installation of Server for library at IICA Manesar Campus

Dear Sir/Madam,

Indian Institute of Corporate Affairs Ministry of Corporate Affairs (Govt. of India) intends to purchase the SERVER for library including the installation detail of the specification given at Annexure -III. You are hereby requested to provide us the best rates as are offered to Govt. organization in the following format.

- 1 COVER A containing **EARNEST MONEY** should be sealed in a separate envelope subscribing "Earnest Money"
- 2 COVER B containing **TENDER BID** should be sealed in a separate envelope subscribing "**Tender Bid**".

Earnest Money, and Tender Bid envelopes should be enclosed and sealed in separate envelopes subscribing the Tender Number and due date, addressed to Chetan Rajput, Research Associate, IT Department IICA Manesar so as to reach us on or before 31-03-15 by 14:30 Hrs. Opening of Technical Bids would take place on same day at 15:30 HRS. Bids received after the due date time and place shall not be considered and would be liable to be rejected without assigning any reason whatsoever. IICA shall not be responsible for late receipt of the Bid submitted from any Bidder. The bidders may depute their authorized representatives at the time of opening of the bid.

Eligibility Criteria:

- A. Bidder should be a reputed dealer/ firm engaged in the business of IT Equipments and its peripherals.
- B. Bidder should have a minimum experience of at least 2 years in the field of IT Equipments and its peripherals.
- C. Bidder should be registered with Sales Tax/Vat Department; copy of certificate must be added with bid.
- D. Bidders to give an undertaking that they have not been blacklisted by any Govt. Department and that no Criminal Case/Complaint is pending against them anywhere in India may be attached with bid.
- E. The Bidder should be Authorized dealer of the product. Proof of the same shall be enclosed with the Bid.

Signature of Bidder with Company Seal

Documents to be enclosed:

1. **COVER A:** Earnest Money of Rs. 10,000/-
Demand Draft of required amount of Earnest Money issued from any leading Nationalized / Scheduled Bank in favour of "Indian Institute of Corporate Affairs" payable at New Delhi required to be placed. Following information should be marked on face the sealed envelope:
Name of Party.....
Enquiry No.....
Earnest Money Amount..... Issuing Bank.....Date.....

2. **COVER B:** Price sheet as per enclosed the Price Format in Annexure - II.

Bidder should enclose with the Technical Bid:

- a. Bid form (As per the format given in Annexure - I)
- b. Compliance to the Terms and Conditions. (As per the format given in Annexure - II)
- d. Compliance to the Technical Specifications (As per the format given in Annexure-IV)
- e. Documents required as Per "Eligibility Criteria"

Signature of Bidder with Company Seal

Annexure-I

BID FORM

(Bidders are requested to furnish the Form of Bid in the Format given in this section, filling all the Blank)

To,
CAO,
IICA, Plo p 6, 7, 8 Sector 5,
IMT Manesar Gurgaon 122051,

Dear Sir,

Having examined the Bidding documents we the undersigned offer to undertake the job/SITC of "SERVER at IICA Manesar Campus"

We agree to abide by this bid-offer for the current financial year (20014-15) i.e. till March 2015 and the conditions of this offer shall remain effective and binding upon us for acceptance at any time before the expiry of the said period.

We are submitting Earnest Money of Rs. 10,000.00 (Rupees Ten Thousand Only) through Demand Draft favouring "Indian Institute of Corporate Affairs" payable at New Delhi.

This bid, together with written acceptance thereof by IICA and Order/Notification of Award of Work, shall constitute a binding contract between us and the IICA.

We understand that IICA reserves the right to accept/reject any bid, without assigning any explanation or reason and decision of IICA management on the subject shall be final and binding on all Bidders.

Dated, this dayof20014

.....
Signature
.....
(in capacity of)

duly Authorised to sign this bid
for and on behalf of
(Name and Address of the Bidder)

- Encl.: 1. COVER A containing EARNEST MONEY
- 2. COVER B containing TECHNICAL BID

(Affix Official Seal)

Signature of Bidder with Company Seal

Terms and Conditions

1. The Tender submitted after the due date and time shall be rejected. Your quotation must be clearly legible, duly signed by authorized signatories. Any erasure or alteration must appear specifically in the quotation. No disputes regarding the form, nature or quality of infrastructure and site shall be entertained after submission of the Bid by the Bidder.
2. **Time Schedule**
 1. Issue of Acceptance Letter D
 2. Supply of materials D + 7 days
 3. Installation and commissioning of all items D + 10 days
 4. Fine tuning/testing/ Troubleshooting & stabilization D + 12 days
3. All necessary permissions and approvals (including statutory, regulatory permissions, approvals etc) required for carrying out the contract work shall be the responsibility of the bidder.
4. **Bid Pricing:** Prices stated in the Bid-Offers submitted by Contractors are in accordance with Terms & Conditions in the bidding document. The Bidders further understand that the quantities and scope of work as specified in this Tender may vary at the time of Award of Purchase Order as per the discretion and requirements of IICA.
5. **Payment terms:**

The payment will be released only after 100% satisfactory of given job or as per scope of work
6. **Taxes/Duties/Etc.:** All applicable taxes should be clearly and separately mentioned in the commercial bid.
7. **Earnest Money**
 1. Parties are required to deposit the Earnest Money of the specified rates or amount as specified on the tender documents in form of Demand Draft only, No other mode of payment is acceptable.
 2. The EMD shall be refundable to un-successful parties after placing Purchase Order.
 3. No interest shall be payable on Earnest Money by IICA.
 4. Fresh Earnest Money should be deposited in each case. No request for adjustment of Earnest money from any amount pending with the IICA shall be considered.
 5. The Earnest Money of one quotation case shall not be off-setted transferred/ adjustable towards any other quotation.
8. **WARRANTY:** Onsite warranty for all Hardware delivered and installed for minimum for one year and extended as per OEM Guarantee/ Warrantee period. The equipment must be warranted against all manufacturing / installation defects for at least a period of 12 months (Please indicate Guarantee/ Warrantee period offered by you on the product in your quote) from the date of successful installation and acceptance.

Signature of Bidder with Company Seal

14. **IICA's Right:** The IICA reserves the right to reject lowest quotation or all the quotations or accept any quotation or part thereof without assigning any reason. Further BOM as indicated in this Tender Document is subject to change determined by the needs of the IICA.
15. The Contractor/ Vendor shall indemnify IICA against all the losses, destruction or damages to any property or injury caused or death of any person caused by the negligent act or omission of the Contractor / their Employees agent or sub- contractors.
16. IICA reserves the right to enter into a rate contract with L1 bidder for items and services initially for a period of 6 months which may be extended further as per the future requirements.

Jurisdiction of Courts:

The courts of Delhi will have exclusive jurisdiction to try and entertain suits between the parties under the Contract.

Settlements of Dispute

All disputes or differences of any kind whatsoever that may arise between the IICA and the Contractor / Supplier in connection with or arising out of the contract or subject matter thereof or the execution of works, whether during the progress of works or after their completion, whether before or after determination of contract shall be settled as under:-

Signature of Bidder

Name & Designation:

Company Seal

Signature of Bidder with Company Seal

Annexure - IV

TECHNICAL SPECIFICATIONS FOR SERVER

Sl. No	Item Description	Specification / OEM brands
1.	SITC OF 2xIntel® Xeon® Quad Core Processor E5-2407 (2.2 GHz, 10MB L3 Cache, 80W, DDR3-1066, HT, 6.4 GT-s QPI) /32GB DDR3 PC3-12800R-11 Kit/2xSmart Socket Guides for fast processor installation/2x600GB 10K SAS SC ENT HDD/Ethernet 1GB 4 Port 366i Adapter/Smart Array P420i/1GB FBWC Controller/12.7mm SATA DVD ROM Kit/2x460W Power supply/3-3-3 warranty standard	HP/IBM

Note: Bidder should quote all passive network component of same OEM make.

Signature of Bidder

Name & Designation:

Company Seal

Signature of Bidder with Company Seal

Annexure - V

COMMERCIAL OFFER FOR EQUIPMENTS (IN INDIAN RUPEES)

Sl. No	Item Description	Quantity	Item Rate		
			Rate per unit(Rs.)	All Taxes (Rs.)	TOTAL (Rs.)
a	B	C	D	E=f+(C*D)	E=H
1.	Installation & Commissioning of SERVER	SITC			
	Preferable brand: HP/IBM				

**The payment for these items would be based on actual measurement wherever required.

Note: The bidders are required to fill all the columns in the price schedule in numeric INR only.

- x Vendor has to quote rates in Indian rupees for all items and installation with all civil work(if required) as per scope of work.
- x Installation of IO/Patch Panel/ Rack/ Switch and System Integration
- x All Installation should be with proper fitting.
- x All equipments quoted should be of reputed brand/make.
- x All sealed envelopes should be dropped at the Reception at IICA, Manesar Campus Plot P- 6,7,8 Sector-5, IMT Manesar.
- x The lowest quote bidder will be arrived by evaluating the Grand Total and REC may use quantity, unit rate, and tax to recalculate the Sub Total/Grand Total.
- x The above quantities are indicative and may vary based on actual requirement while execution of work. The payment would be made as per actual.

Signature of Bidder Name & Designation: Company Seal

Signature of Bidder with Company Seal

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Signature of Bidder with Company Seal