



NATIONAL INSTITUTE FOR EMPOWERMENT OF PERSONSWITH MULTIPLE DISABILITIES

(Department of Empowerment of Persons with Disabilities (Divyangjan),

Ministry of Social Justice and Empowerment, Govt. of India)

ECR, Muttukadu, Kovalam Post, Chennai 603 112, Tamilnadu.

Fax: 044-27472389 Tel: 044-27472104, 27472113, 27472046 Toll Free No:18004250345

Website: www.niepmd.tn.nic.in E-mail: niepmd@gmail.com

**TENDER DOCUMENT: RATE CONTRACT FOR SUPPLY OF LAPTOPS,DESKTOP
COMPUTERS, UPS AND MICROSOFT OFFICE SOFTWARE**

E-tender is invited through NIC e-procurement portal URL "<http://eprocure.gov.in/eprocure/app>". In two bid systems (i) Technical Bid (ii) Financial Bid from reputed agencies and suppliers having proven track record in supplying laptops, Desktop Computers and its Peripherals. For more details please visit our web site: www.niepmd.tn.nic.in.

File No. NIEPMD/Pur4 (06)/2016-17

Last date for e-bidding	03.00 PM. On 17-11-2016
Tender Fee	Rs. 1000/-
EMD Amount	Rs. 25,000/-
Date & Time of Opening of Tender Documents	04.00 PM. On 17-11-2016.
Tele: 044-27472046/27472113 Tele fax: 044-27472389 E-mail:niepmd@gmail.com	

DIRECTOR



**NATIONAL INSTITUTE FOR EMPOWERMENT OF PERSONSWITH MULTIPLE
DISABILITIES**

(Department of Empowerment of Persons with Disabilities (Divyangjan),
Ministry of Social Justice and Empowerment, Govt. of India)
ECR, Muttukadu, Kovalam Post, Chennai 603 112, Tamilnadu.

Fax: 044-27472389 Tel: 044-27472104, 27472113, 27472046 Toll Free No:18004250345

Website: www.niepmd.tn.nic.in E-mail: niepmd@gmail.com

File No. NIEPMD/Pur4 (06)/2016-17

**TENDER DOCUMENT: RATE CONTRACT FOR SUPPLY OF LAPTOPS,DESKTOP
COMPUTERS, UPS AND OFFICE SOFTWARE**

Last date for e-bidding : **03.00 PM. On 17-11-2016**
Tender Fee : **Rs.1,000/-**
EMD Amount : **Rs. 25,000/-**
Date & Time of Opening of Tender Documents : **04.00 PM. On 17-10-2016**

Tele: 044-27472046/27472113 Telefax: 044-27472389 E-mail:niepmd@gmail.com

DIRECTOR

National Institute for Empowerment of Persons with Multiple Disabilities (NIEPMD) is a Central Autonomous Body under the Ministry of Social Justice & Empowerment, Government of India. The Institute intends to make rate contract for supply of Desktop & Laptops computers, Uninterrupted Power Supply (UPS) Systems and Microsoft Office software to institute for a period of ONE year after finalisation of contract.

NIEPMD is inviting e-tenders from reputed suppliers & agencies with proven track record and an annual turnover of not less than Rupees **25 Lakhs** to supply the materials as per the specifications mentioned in the scope of work of Tender Document. Interested bidders can apply on line through NIC e-procurement portal URL "<http://eprocure.gov.in/eprocure/app>". Detailed terms and conditions, tender format and specifications of the items can be downloaded from the institute's website www.niepmd.tn.nic.in or can be obtained from our office in Chennai on all working days (Mon to Fri except on Saturday, Sunday & Govt. Holidays) from **26-10-16 to 17-11-2016 between 10.00 AM and 3.00 PM.**

Date: 25th Oct 2016

DIRECTOR

(A) GENERAL TERMS & CONDITIONS

1. Tender will be available on NIC e-procurement portal URL "<http://eprocure.gov.in/eprocure/app>" from 26th Oct 16, 09.00 AM to 17th Nov 2016, 03.00 PM.
2. EMD amount of Rs. 25,000/- & Tender fee of Rs. 1,000/- should be paid online through NEFT or RTGS in NIEPMD account and payment receipt to be uploaded with tender document. Bids without Tender Fee and EMD amount shall not be considered for further evaluation **Tender received without Tender Fee or lesser amounts will be summarily rejected.** No further correspondence will be accepted on the subject.
3. Units registered with National Small Industries Corporation (NSIC), Small Scale Industrial (SSI), are exempted from payment of EMD for the item tendered and subject to registration certificate being valid as on date of quotation. Technical Bid is accompanied by a photocopy of valid NSIC/SSI Registration Certificate / Review Certificate.
4. Photocopy of application for registration as NSIC/SSI or for renewal of NSIC/SSI will not be acceptable. Such offers will be treated as offers received without EMD. No further correspondence will be accepted on the subject.
5. Registration with DGS&D will also entitle the Tenderer to claim exemption from payment of EMD.
6. **However no firm is exempted for paying tender fees, irrespective of any category bidders have to pay the tender fees for consideration of their bids.**
7. No alteration or amendments shall be allowed after submission and opening of the tenders.
8. The financial bids of technically qualified bidders only will be opened same day or the time of opening with the list of technical qualified bidder list will be published on official website of NIEPMD
9. The Rate contract will be awarded for supply of Desktop / Laptop with the lowest cost per unit from the qualified bidders.
10. Bidder must submit a certificate of undertaking that he is in position to supply the materials with a credit of 30 days after clear receipt of materials.
11. Bidder must submit a certificate of undertaking that quoted rate will remain firm for one year from the date of award of contract. No request for change of rates will be made during contract period i.e. one year.
12. The Director, NIEPMD, reserves all rights to reject any tender including of those tenderers who fail to comply with the instructions without assigning any reason what so ever and does not bind itself to accept the lowest or any specific tender. The decision of Director, NIEPMD in this regard shall be final and binding
13. In case of any dispute arising with regards to this tender or its conclusion, the decision of the Director NIEPMD shall be final.

(B) DEFINITION

- a) The term Institute shall mean NIEPMD, Chennai.
- b) The term Bidder shall mean the bidder selected by the Institute for the supply of materials.

(C) SCOPE OF WORK

NIEPMD is inviting sealed Tenders from reputed suppliers & Agencies to supply the Laptop system as per below mentioned specifications.

Sl. No.	Particulars	Brand Name
01	Laptop	HP, Acer, Sony Vaio , Lenovo, Dell, Samsung, Toshiba.
02	Desktop Computer	HP, Acer, Lenovo, Dell, Wipro, HCL
03	UPS 600VA & 1 KVA with 30 minutes indicative backup	APC / Luminous / Elnova / Microtek / Emerson / GE Digital Energy
04	Microsoft Office	Home & Student 2013 or above (Lifetime)

LAPTOP SPECIFICATIONS:

SI No.	Item Description	Technical Data	Available / Not Available	Remarks
01	Processor	Intel core I5, 3 rd Generation or Above		
02	RAM	4GB or above		
03	Hard Disk drive	1 TB or above		
04	Display	12" to 14" HD display		
05	Graphics	2GB DDR3 or above		
06	Operating System	Windows 8 64Bit or Above		
07	Optical Drive	DVD Writer 8x multispeed		
08	Commination	VGA, Ethernet, WLAN, Bluetooth, Card Reader		
09	Ports	Mic, VGA, HDMI, USB2.0, USB 3.0, RJ-45,		
10	Sound	Mic, Inbuilt Speakers		
11	In put	Touchpad with Multi-touch Gesture Support (Supporting Two-finger Scroll, Pinch, Swipe), Fine Touch Keyboard, HD Webcam		
12	Battery backup	Up to 4 to 6 Hrs.		
13	Accessories	Laptop Battery, Carry case, AC Adopter etc.		
14	Architecture	64 Bit		
15	Warranty	One Year		

DESKTOP SPECIFICATION

SI No.	Item Description	Technical Data	Available / Not Available	Remarks
01	Processor	Intel core I5, 3 rd Generation and above		
02	RAM	4GB or above		
03	Hard Disk drive	1 TB or above		
04	Monitor	18.5" or above with HD display		
05	Graphics	2GB DDR3 or above		
06	Operating System	Windows 8 64Bit or above		
07	Optical Drive	DVD Writer 8x multispeed		
08	Commination	VGA, Ethernet,		
09	Ports	Mic, VGA, HDMI, USB2.0, USB 3.0, RJ-45,		
10	Sound	Mic, Inbuilt Speakers		
11	In put	Optical Key board & Mouse/ Connecting power & Data cables		
12	Architecture	64 Bit		
13	Warranty	Three Year onsite warranty		

(D) Tender Submission process

Interested bidder may submit their quotes by giving all the necessary documents in English or Hindi as specified. **The tender must be submitted online through Central Public Procurement Portal e-procurement application only through URL: <http://eprocure.gov.in/eprocure/app> only.** No manual bids will be entertained under any circumstances.

The Tender document attached must be direct, concise, and complete and arranged in an organized and structured manner.

To participate in online bidding process, Bidders must procure a Digital Signature Certificate as per Information Technology Act-2000 using which they can digitally sign and encrypt their electronic bids. Bidders can procure the same from any CCA approved certifying agency, i.e. TCS, Safecrypt, Ncode, eMudhra etc. Bidders who already have a valid Digital Signature Certificate (DSC) need not procure a new DSC.

NIEPMD will not be responsible for delay in online submission due to any reason. For this, bidders are requested to upload the complete bid proposal well advance in time so as to avoid issues like slow speed, choking of web site due to heavy load or any other unforeseen problems.

Bidders are also advised to refer visit any local NIC office or call CPPP 24x7 toll free number 1800-3070-223 or mobile No. 07878007972, 07878007973 for further details about the e-tendering / bidding process.

(E) Payment Details:

The following details should be used for making payment of tender fee:-

A/C No. 761297290

Name of Account Holder: Director, NIEPMD

Type of Account: Saving Bank

Name of Bank: Indian Bank, Kovalam Branch

IFS Code: IDIB000K122

MICR Code: 600019133

Branch Code: 01176

NIEPMD PAN: AABTN4536B

(F) Special Terms & Conditions

1. The Bidder shall be a registered company/firm/HUF. (Proof to be uploaded with technical bid).
2. The bidder should have their own agency facility. Proof to upload in the Tech Bid.
3. Certified copies of abridged balance sheets along with profit & loss account of the firm (tenderer) in support of annual financial turnover during the last years, ending 31st March 2016 of the previous financial year, should be at least **25 Lakhs**, should be uploaded with technical bid.
4. The applying firm must be registered with the Sales Tax / Value Added Tax and the supporting proof for the same is to be uploaded.
5. Bidders should provide brief profile of their work experience for the last three years. (Attach Proof)
6. The tender received through fax / e-mail / post etc. will not be accepted.
7. The materials should be delivered at the address mentioned in purchase order.
8. The tender submitted by any other means except NIC e-procurement portal, will not be entertained under any circumstances.
9. **The total cost quoted should be exclusive of taxes. Applicable taxes to be mentioned separately. Tax applicable at the time of invoice will be paid.**
10. NIEPMD reserves the right to accept / reject/ select more than one Agency and to annul the bidding process of any or all bids at any time prior to award of contract without thereby incurring any liability to the affected bidders.
11. The tender will be appraised by committee formed by NIEPMD.

12. NIEPMD shall without prejudice to its other remedies under the contract, deduct from the Contract price, as Liquidated Damages a sum equivalent to 2.5% of the price of delayed Goods or unperformed services for delay of each day until actual delivery or performance, up to a maximum deduction of 20% of the contract price. Once the maximum is reached, NIEPMD may consider termination of the contract and can forfeit the Performance Guarantee amount.
13. The Financial bids of suppliers who are not qualified technically will not be opened.
14. The payment will be made within **30 (Thirty) working days** after the supply is made & Clear receipt.

We agree to all terms and conditions as mentioned above including the validity of the offer.

Utmost confidentiality of the data provided shall be maintained.

Name, Designation & Signature of the bidder with the seal

**NATIONAL INSTITUTE FOR EMPOWERMENT OF PERSONS
WITH MULTIPLE DISABILITIES (NIEPMD)**

(Department of Empowerment of Persons with Disabilities,
Ministry of Social Justice & Empowerment, Govt. of India)

East coast Road, Muttukadu, Kovalam (post) Chennai-603 112

Tel:044-27472113,27472046 Fax:044-27472389 Toll free No: 18004250345

www.niepmd.tn.nic.in Email:niepmd@mail.com

TECHNICAL BID

(To be uploaded)

Name and address of the bidder:

Note: Receipt of EMD and Tender fee payment to uploaded with technical bid.

1. Name of the bidder
 - a) Full postal address

 - b) Full address of the premises

 - c) Telegraphic address

 - d) Telex number

 - e) Telephone number

 - f) Fax number
2. Monthly (single shift) supply capacity of goods quoted for
 - a) Normal

 - b) Maximum
3. Total annual turn-over(value in Rupees) (2015-2016)

(Copy of Balance Sheet / Audit Statement / IT returns, etc. to be attached as proof)

4. Past supply details for 3 years (major orders only)
5. Whether similar job work undertaken in the past, if so details and samples
Customer Quantity supplied Year

6. **SPECIFICATIONS of Equipment:**

AS per NIT

7. Have you worked with NIEPMD earlier? If yes, please give details of the work done.

Signature and seal of the bidder

**NATIONAL INSTITUTE FOR EMPOWERMENT OF PERSONS
WITH MULTIPLE DISABILITIES (NIEPMD)**

(Department of Empowerment of Persons with Disabilities (Divyangjan), Ministry of Social
Justice & Empowerment, Govt. of India)

East coast Road, Muttukadu, Kovalam(post) Chennai-603 112

[Tel:044-27472113](tel:044-27472113),[27472046](tel:044-27472046) Fax: 044-27472389 Toll free No:18004250345

www.niepmd.tn.nic.in Email:niepmd@mail.com

FINANCIAL BID

(To be uploaded in available excel sheet)

Sl. No	Items	Qty. Req.	Cost per unit	Taxes applicable	Any other	Total
01	Laptop Make: Model No.	03				
02	Desktop Computer Make: Model No.	09				
03	UPS 600VA	06				
04	UPS 1KVA	20				
05	Microsoft Office Home & Student 2013	09				

1. Please attach the technical specification broacher of quoted models is support of technical data quoted by you.
2. Unit base price will be taken in consideration to finalise L-1.
3. Applicable taxes have to be quoted separately. Price quoted inclusive of tax will not be accepted and in such case bid will be rejected.
4. Quantity quoted above is present requirement only, however annual requirement may increase as per NIEPMD requirement. .

Signature and seal of the bidder

CHECK LIST

The Technically Bid shall be summarily rejected, if these documents are not uploaded. Documents must be uploaded in following serial order only.

Sl. No.	Particulars	Yes / No
01.	Receipt of Tender Fee payment for `1000/- (Rupees Five Hundred only) to be uploaded. (Non-Refundable).	
02	Receipt for EMD payment of ` 25,000/- (Rupees Twenty Five Thousand Only) to be uploaded.	
03.	Photocopy of valid NSIC/SSI/DGS&D Registration Certificate / Review Certificate to be uploaded in case of claiming EMD exemption.	
04.	Firm / Company Registration certificate (Copy to be uploaded)	
05.	Certificate by the bidder to be uploaded stating that the firm / company has not been black listed by any Central Govt. / State Govt. / PSU agencies.	
06.	Certificate by the bidder to be uploaded that they have read and understand all the term and conditions mentioned in the tender document.	
07.	Copy of appropriate PAN Card	
08.	Copy of Registration with Service Tax/ Sales Tax/ VAT Department.	
09.	Technical specification broacher of quoted models is support of technical data of quoted model. (Must uploaded)	
10.	Undertaking to supply on credit of 30 days after clear receipt of materials	
11.	Undertaking regarding rates will be firm during one year contract period.	
12.	Copy of Income Tax Return of the firm/company/agency (Individual in case sole proprietary firm) for last financial year.	
13.	Certified copies of abridged balance sheets along with profit & loss account of the firm (tenderer) in support of annual financial turnover during the last years, ending 31st March 2015 of the previous financial year, should be at least 25 Lakh. (Attach Proof)	
14.	<p>The Bidder must either be the Original Equipment Manufacturer (OEM) or an authorized dealer. In case of OEM, Proof of being Original Equipment Manufacturer (OEM) or authorized dealer must be uploaded</p> <p align="center">OR</p> <p>In case of authorized representative of OEM - current authorization from the OEM must be uploaded.</p> <p align="center">OR</p> <p>In case of System Integrator- authorization of OEM declaring the tenderer as system integrator for its product, detailed and valid agreement between System Integrator and the OEM(s) defining clearly the role, responsibility, scope of work and contribution towards the tendered Equipment/System for each OEM(s).must be uploaded.</p>	