

TENDER DOCUMENT

(FOR PROCUREMENT OF COMPUTER & OTHER
ACCESSORIES)

2017-18

CENTRAL INSTITUTE FOR COTTON RESEARCH
(INDIAN COUNCIL OF AGRICULTURE RESEARCH)
REGIONAL STATION, SIRSA-125055(HARYANA)
(Phone No.01666-220428, Fax: 01666-230271)



भ. कृ. अनु. प.- केन्द्रीय कपास अनुसंधान संस्थान
(भारतीय कृषि अनुसंधान परिषद)
क्षेत्रीय स्टेशन, सिरसा - 125055 (हरियाणा) भारत
ICAR-CENTRAL INSTITUTE FOR COTTON RESEARCH
(Indian Council of Agricultural Research)
Regional Station, Sirsa - 12500 (Haryana) INDIA
Phone No.: 01666-220428; Fax No.: 01666-230271; Email ID: cicrsirsa@yahoo.co.in



FN.Store/Tender/2017-18

Date: 08.01.2018

FOR PROCUREMENT OF COMPUTER & OTHER ACCESSORIES

Sealed tenders are invited from reputed authorized firms on behalf of the Director, Central Institute for Cotton Research, Nagpur at CICR, Regional Station, Sirsa for the **procurement of Computer & Other accessories** as per **Annexure I & II** under two Bid Systems.

Description of Tender:-

A. Cost of Tender Form	NIL
B. Earnest Money Deposit	Rs.15,000/-
C. Last date for receipt of Tenders	31.01.2018 up to 10:00 AM
D. Tenders(Technical Bid) to be opened on	31.01.2018 up to 3:00 PM
E. The Tender documents is available at website :www.eprocure.gov.in,www.cicr.org.in	

Quotations received after due date will not be entertained in any case.

To
M/S.....
.....
.....

Sub: Tender for the procurement of Computer & Other accessories – reg.

Dear Sirs,

Sealed quotations are invited from reputed authorized firms on behalf of the Director, Central Institute for Cotton Research, Nagpur at CICR, Regional Station, Sirsa for the procurement of Computer & Other accessories under two Bid Systems in the prescribed format as per **Annexure I & II**.

Terms & Conditions:

1. **The rates quoted shall be for free delivery & installation at CICR, RS, SIRSA** including everything except ST/VAT/GST, which may be shown separately.
2. **An amount of Rs. 15000/-** as earnest money in the form of D.D. in favor of HEAD, CICR, RS, Sirsa payable at Sirsa should be enclosed separately with their quotation. However, no interest will be paid on earnest money.
3. The price should be inclusive of transportation cost, loading ,uploading charges, labour cost, installation cost etc for CICR, **Regional Station, Sirsa**
4. Sealed quotation along with the literature and pamphlets should reach this office on or before **31.01.2018** by **10 AM Sharp** at Head's Room at **CICR, Regional Station, Sirsa**
5. Original tender document should be duly stamped and signed on each page as token of acceptance of all the terms and conditions laid down in tender document.
6. Quotations received after due date will not be entertained in any case.

7. As the **equipment/software** is urgently needed for our research work, the firms who will be able to make immediate supply at Central Institute for Cotton Research, Regional Station, Sirsa should only quote the desired rates.
8. Instruments indigenous or imported will be purchased from only those parties, who can ensure and undertake to provide the satisfactory after-sales-service within the country. The supplier should also ensure to offer a complete detailed package on back up support, prompt commissioning, after-sales-service including workshop backup, timely supply of **equipment/software** to Scientists/ Technicians on use.
9. Guarantee/Warranty period offered and after sales service available should be clearly mentioned.
10. The quotation should be quoted by solely local authorized stockiest Service distributor against these equipment/software, who has necessary service backup facility.
11. Authorization certificate should invariably be enclosed with the quotation for these equipment/software.
12. The make, quality, and specifications may be stated in detail/must be as per details given by this office along with documentary evidences. In case supply is not made within a fixed period the office reserves the right to cancel the supply order.
13. The payment will be made only after completing delivery according to the specifications, quality, and quantity given in the quotation/purchase order or through opening of LC as the case may be.
14. Other terms and conditions of supply if any may also be stated.
15. **Equipment/software** will be accepted only after giving satisfactory demonstrations.
16. The Director, CICR, Nagpur reserves the right to accept or reject one or all quotations without assigning any reason thereof.
17. The tender shall have furnish the offer in two separate envelopes clearly mentioning Envelop No 1 “**Technical bid for (name of equipment/software)**” and Envelop No 2 “**Financial bid for (name of equipment/software)**” (i.e. both envelopes to be enclosed in one sealed envelope duly super-scribed with the word “**Tender for _____ (name of equipment/software)**”).
18. Each envelope may please be super-scribed with the word “**Quotation for procurement of Computer & Other accessories**”.
19. The quotations, without the desired specifications/ literature/ pamphlets received after the due date is liable to be rejected.
20. The price of respective equipment/software and any optional accessories required with the equipment/software should be quoted separately for fair evaluation.
21. The bid will be finalized on the basis of Technical Competence & availability of fund. The Director, CICR, Nagpur reserves the right to purchase only some Equipment/software or all equipment/software & their accessories as per Fund availability & functional requirement keeping in view of objectives.
22. If the last date of receipt of tender is declared to be a holiday the next working day shall remain valid for the purpose.
23. Only Bids qualifying technically (in all respect) shall be considered for financial aspects.
24. The rates quoted should be valid for Ninety days(90) days from the date of opening tender.
25. There should be no cutting /over writing in tender documents. The cutting, if any should be duly attested. Un-attested amended/overwritten figures would not be considered.
26. While submitting tender GST, PAN/GSTIN No. Sales Tax No. Must be indicated in the tender letter and certified copy enclosed.
27. In all matters of disputes, the decision of the Director of this Institute shall be final and binding on either side.

Yours faithfully,

Head of Station

ANNEXURE - I

TECHNICAL BID FOR PROCUREMENT OF COMPUTER & OTHER ACCESSORIES

(To be kept in separate envelop)

1.	Name of the Firm/Agency	
2.	Full address with Tele. / Mob. No., Fax No., e-mail	
3.	EMD of required amount (DD / No., date, Name of the Bank / Branch)	
4.	Registration Certificate of the Firm / Company	
5.	Service Tax Registration No /GSTN	
6.	Sales Tax / Value Added Tax Registration Certificate	
7.	I.T.PAN No. / TIN No.	
8.	Proprietary Certificate / Authorized dealer certificate	
9.	Bank details for E-payment	
	a. Name of the Account holder / firm / Company (Payee's Account Name)	
	b. Nature of Account (saving / current)	
	c. Name of the Bank	
	d. Bank Account No.	
	e. Branch Address	
	f. IFSC Code of Bank / Branch	
10.	Specifications Check List (Enclosed)	
11.	Documentary proof for having experience in dealing with Government Institutions may be attached	

1. I/We accept all terms and conditions and instructions given in this tender form issued by CICR, Coimbatore
2. The words "TECHNICAL BID" for supply of "COMPUTER & OTHER ACCESSORIES." should be written clearly and prominently on this envelop along with tender.

Date: _____

Place: _____

AUTHORISED SIGNATORY (TENDERER)

**FORMAT OF QUOTATION (Annexure II) (Financial Bid)
Company Letter Head**

SN	Particulars	Qty	Amount in Rs.(Inclusive of all taxes)
1.	<p>Desktop computer</p> <p>Specifications:</p> <ul style="list-style-type: none"> • Central Processing Unit (CPU): with Intel Core-i5 processor (7th generation) OR Intel Core-i7 processor (7th generation); 8 GB RAM (Memory); 1 – 2 TB storage Capacity of Hard Drive/Hard Disc; 2 GB Graphic card; Windows 10 Original Home / Pro (64 Bit English) • LED Monitor: Full HD LED Monitor; 20 - 24 inch screen; with antiglare LED Backlit display • UPS: 1,000 – 2,000 VA • Key board and mouse system: Multimedia 	04 Nos	
2.	<p>Computer printer cum scanner</p> <p>Specifications:</p> <ul style="list-style-type: none"> • Printer Specifications - USB printing upto 30000 pages monthly, speed 21 - 30 /min • Cartridges and Print heads -Laser Black; Supported printing media- A4; A5; B5 (JIS); A6 • Supported Operating Systems- Windows 10, 8.1, 8, 7/ Window XP: 32-bit or 64-bit, USB port, Internet Explorer. Windows Vista • Display- 2-line LCD • Scan resolution, hardware : Up to 300 x 300 dpi (color and mono, ADF); Up to 600 x 600 dpi (color, flatbed); Up to 1200 x 1200 dpi (mono, flatbed); 256 MB memory • Software scan file format- JPG, RAW (BMP), PNG, TIFF, PDF • Warranty- One year 	03 Nos	
3.	Original window 10 and ms-office software	08 Nos	

Authorised Signatory with seal/stamp
Address:
Contact No.-
E_mail Id: