

# TENDER DOCUMENT

(PURCHASE OF DESKTOP COMPUTERS,  
PRINTERS & SCANNERS)

**2017 – 18**



भाकृअनुप – केन्द्रीय कपास अनुसंधान संस्थान  
पोस्ट बैग नं. 2, शंकर नगर पोस्ट ऑफिस, नागपुर – 440010



**ICAR – CENTRAL INSTITUTE FOR COTTON RESEARCH**

POST BAG NO.2, SHANKAR NAGAR POST OFFICE, NAGPUR - 440010

*ISO 9001 – 2008 Certified*

**—: कार्यालय :—**

खापरी फाटा के पास, पांजरी, वर्धा रोड, नागपुर – 441108  
(फोन नं. : 07103 – 275637 / 38 / 39, फॅक्स : 07103 – 275529)

Near Khapri Phata, Panjari, Wardha Road, Nagpur - 441108  
(Phone No. 07103 – 275637 / 38 / 39, Fax : 07103-275529)

Website: [www.cicr.org.in](http://www.cicr.org.in), E-mail: [cicrnagpur@gmail.com](mailto:cicrnagpur@gmail.com)



भा.कृ.अनु.प. - केन्द्रीय कपास अनुसंधान संस्थान  
पोस्ट बैग सं. 2, शंकरनगर पोस्ट ऑफिस, नागपुर -440 010  
**ICAR - CENTRAL INSTITUTE FOR COTTON RESEARCH**  
POST BAG NO 2, SHANKAR NAGAR POST OFFICE NAGPUR - 440 010(M.S) INDIA  
Tel. Phone: 07103-275536, Fax: 07103-275529, EPBAX: 07103275637/38/39/49/17



Website: [www.cicr.org.in](http://www.cicr.org.in), E-mail: [cicrnagpur@gmail.com](mailto:cicrnagpur@gmail.com)  
{Location: Near Khapari Phata, Panjari, Wardha Road, Nagpur – 441 108}

*ISO 9001-2008 Certified*

F. No. (13)St./Desktop Computer, Printer etc./GM/HQ NGP/2017-18

Date: 24.02.2018

**NOTICE INVITING E-TENDER**

Online bids are invited by Director, ICAR-CICR, Nagpur in two bid system i.e. **Technical Bid** and **Financial Bid** through e-procurement system from reputed companies manufacturers/firms/ authorized dealers **for the purchase of Desktop Computers, Printers & Scanners** at CICR, Nagpur.

Sl. No.	Name of the Item	EMD (₹)	Tender Fee (DD) (₹)
1	<b>Plain Desktop Computers (19 Nos.)</b> (Detailed specifications are as per Annexure – A)	60,000/-	NIL
2	<b>All in One Desktop Computer (01 No.)</b> (Detailed specifications are as per Annexure – B)		
3	<b>Multifunctional Printer (01 No.)</b> (Detailed specifications are as per Annexure – C)	12,500/-	NIL
4	<b>Mono Laser Printer (07 Nos.)</b> (Detailed specifications are as per Annexure – D)		
5	<b>Scanner (02 Nos.)</b> (Detailed specifications are as per Annexure – E)		

**Note: EMD Calculated @5% of the Budgeted amount.**

Date of release of Tender through e-procurement

27.02.2018 at 09.00 Hrs.

Bid Submission Start date/time

27.02.2018 at 09:30 Hrs.

Last date & time for submission of bid

19.03.2018 at 12:00 Hrs.

Date & Time for opening of technical bid

20.03.2018 at 14.00 Hrs.

Sd/-

Sr. Administrative Officer

**Important Notes:**

1. Tender Documents can be downloaded from ICAR-CICR website [www.cicr.org.in](http://www.cicr.org.in) or from Central Public Procurement Portal [www.eprocure.gov.in](http://www.eprocure.gov.in). Bidders should enroll / register in the e-procurement module of Central Public Procurement Portal through the website: [www.eprocure.gov.in](http://www.eprocure.gov.in). Bidders should also possess a valid DSC for online submission of bids.
2. Bids received on e-tendering portal only will be considered. Bids in any other form sent through sealed cover/email/post/fax etc. will be rejected.
3. ICAR-CICR, Nagpur reserves the right to accept / reject any /all tenders in part /full without assigning any reason thereof.
4. ICAR- CICR will not be responsible for any delay in enrolment/registration as bidder or submitting/uploading the offer on e-tender portal. Hence, bidders are advised to register in e-tendering website [www.eprocure.gov.in](http://www.eprocure.gov.in) and enroll their Digital Signature Certificate and upload their quotation well in advance.
5. Any changes/corrigendum/ extension of opening date in respect of this tender shall be issued through websites only and no press notification will be issued in this regard. Bidders are therefore requested to regularly visit our website for updates.

## **INSTRUCTION TO THE TENDERERS**

The Tender shall be submitted in accordance with these instructions and any tender not confirming the instructions as under is liable to be rejected. These instructions shall form the part of the tender and contract.

1. For Online Bid Submission, as per the directives of Department of Expenditure, this tender document has been published on the Central Public Procurement Portal (URL:<http://eprocure.gov.in/eprocure/app>). The bidders are required to submit soft copies of their bids electronically on the CPP Portal using valid Digital Signature Certificates. More information useful for submitting online bids on the CPP Portal may be obtained at [www.eprocure.gov.in/eprocure/app](http://www.eprocure.gov.in/eprocure/app).
2. Bidders are required to enroll on the e-Procurement module of the Central Public Procurement Portal (URL:<http://eprocure.gov.in/eprocure/app>) by clicking on the link  
"Click here to Enroll". Enrolment on the CPP Portal is free of charge.
3. The manufacturers/authorized distributors/dealers shall upload a self-declaration on their letterhead as PDF file in Cover-I of e-tender, along with the tender documents, confirming that they are regular in manufacturing/supplying of the item.
4. Bidder, in advance, should get ready the bid documents to be submitted as indicated in the tender document/schedule and generally, they can be in PDF formats. Bid documents may be scanned with 100 dpi with black and white option.
5. The Technical Bids will be opened as per schedule given on portal. The date & time for opening of Financial Bids will be notified on the portal. The bidders may regularly check the portal regarding the date of opening of financial bid.
6. While submitting the tender, if any of the prescribed conditions are not fulfilled or are incomplete in any form, the tender is liable to be rejected. If any Tenderer stipulates any condition of his own, such conditional tender is liable to be rejected.
7. Director, ICAR-CICR, Nagpur reserves the right to reject any tender/bid wholly or partly without assigning any reason.
8. All the tender documents & Price Bid to be uploaded as per this tender are to be digitally signed by the bidder.

### **Other terms and conditions:**

1. Validity of tenders should be 90 days from the date of opening of the tenders.
2. Full bidding/tender document attached herewith must be signed by bidder.
3. Warranty/guarantee period of the Computer, Printer & Scanner should invariably be specified separately as per specifications of Computer, Printer & Scanner.

4. Technical literature/brochure (Original copy), etc. of the Computer, Printer & Scanner offered by the firm and list of customers/user with their detailed addresses including telephone no./e-mail ID to whom such Computer, Printer & Scanner has been sold/supplied **in last three years** in India should be sent along with the tender form.
5. The firm qualifying technical specification may be asked to demonstrate the performance/working of the quoted model of the Computer, Printer & Scanner, if needed.

**6. Qualification Criteria:**

- i. No Blacklisted firm any Govt. department/organization during last 5 year.
- ii. Technical proposals submission letter on the letterhead of the firm clearly indexing the enclosures.
- iii. Original Tender document duly stamped & signed on each page, as a token of acceptance of all terms and conditions laid down in the tender document.
- iii. Detailed profile of the Company, Articles/Memorandum of Association.
- iv. Latest GST Clearance certificate.
- v. **Copy of PAN Card, Authorization & ISO Certificate, GST Registration Certificate, Professional Tax Certificate, and company Registration Certificate. The company should operate in the same name and style at least for the last three years.**
- vi. **Valid Authorization letter from the Principal must be enclosed.**
- vii. **Balance Sheet, Profit & Loss Account of the last year should be attached dully certified by CA.**
- viii. IT returns filed for past 3 Assessment Year.

**13. Delivery Schedule:**

- i. Within 05 days from date of issuing of purchase order and also arrange a technical personnel in case any problem in functioning of Computer, Printer & Scanner.
14. The tenders received late will be rejected. Check list (attached with tender document) should be filled & signed by the tenderer.
15. Other terms and conditions, if any, will be supplied along with the tender forms.
16. The Director, ICAR-CICR, Nagpur reserves right to accept/reject any or all the tenders without assigning any reasons.
17. Firms registered under NSIC are exempted from the payment of tender fee and EMD.
18. Any tender not accompanied by Earnest Money will be straight way rejected.

**19. Performance Security:**

- i. Within thirty (30) days, the successful tenderer shall furnish to the purchaser the **Security Deposit equivalent to 10%** of the equipment cost.
- ii. The Security Deposit shall be in one of the following forms: (a) Bank Guarantee, issued by a reputed bank or a Demand Draft payable at Nagpur and drawn in favour of **“The Director, ICAR-CICR, Nagpur”**.
- iii. Failure of the successful Tenderer/bidder to sign the contract and/or furnish the Security Deposit shall constitute sufficient grounds for the annulment of the award and forfeiture of the Earnest Money, in which event the Purchaser may make the award to the next lowest evaluated Tenderer or call for new tenders.
- iv. The Security Deposit will be discharged by the purchaser and returned to the Supplier following the date of completion of the Supplier’s performance obligations under the contract, including any warranty obligations after receiving agreement letter.

**25. Incidental Services:**

- i. The supplier may be required to provide any or all of the following services, including additional services, as specified in Technical Specifications:
- ii. Performance or supervision of on-site installation, etc. of the system.
- iii. Furnishing of detailed operations and maintenance manual for each appropriate unit of system.

**26. Transportation:**

The transportation costs etc. to transport the equipment to the consignee’s place shall be borne by the tenderer.

**27. Dispute Resolution Mechanism:**

If any dispute or difference arises between the purchaser and the supplier relating to any matter connected with the contract, the parties shall make every effort to resolve the same amicably by mutual discussions. However, if the parties fail to resolve the dispute or difference by such mutual discussion within 30 days, either the purchaser or the supplier may give notice to the other party of its intention to refer the same to arbitration. The arbitration shall commence thereafter. The arbitration shall be conducted by a sole arbitrator, who will be appointed by the Secretary, ICAR and the procedure to be followed in this respect will be as per the Indian Arbitration and Conciliation Act, 1996. The venue of the arbitration shall be the place from where the contract is issued.

**28. You are also required to fulfil the following conditions and furnish the details as indicated in subsequent paragraphs.**

- a) At the time of awarding the contract/order, the purchaser reserves the right to increase or decrease the quantity of goods, without any change in the unit price or other terms & conditions.

- b) Please indicate if you are currently registered with any Govt. organization and if registered, furnish all relevant details.
- c) Please states whether business dealings with you presently stand banned by any Government organization and if so, furnish relevant details.
- d) A supplier/ manufacturer shall not submit more than one quotation for the same set of goods.
- e) Bids for items of lower configuration than are specified as per annexure A, B, C, D & E will be summarily rejected.
- f) Minimum three years warranty for the New Desktop Computer & one year warranty for Printer & Scanner are mandatory. During the warranty period, the supplier should replace the material free of cost in case of any defect in any of the Computer, Printer & Scanner.
- g) The Operating System so stated that the specifications must be installed before the computers are handed over and the CD of the OS and the supporting drivers be provided alongwith each computer.
- h) The supplier shall at all times indemnify the purchaser, at no cost to the purchaser, against all third party claims of infringement of patent, trademark or industrial design rights arising from the use of the goods or any part thereof, with respect to the goods quoted by the supplier in its offer.
- i) The quotation (s) as well as the contract shall be written in Hindi/English language.
- j) The contract shall be governed by the laws of India and interpreted in accordance with such laws.
- k) The Director, ICAR-CICR, Nagpur reserves the right to reject any tender in part or full without assigning any reason thereof.
29. **Contract:** The technically qualified vendor who is awarded the order will have to submit acceptance letter within 2 days of issue of order and will supply material within the stipulated time given in purchase order as per the quoted specifications.

Sd/-

**Sr. Administrative Officer**

For and on behalf of the Director  
ICAR – CICR P.B.No.2, Shankar Nagar,  
Post office, Nagpur- 440010

### **Check list for Tenderer**

The tenderer is requested to kindly submit the check list alongwith the tender failing which tender will not be consider.

<b>Sl. No.</b>	<b>Documents should attached</b>	<b>Page no. where document Attached</b>
1	Technical Literature/Broacher	
2	Detailed profile of the Company, Articles/Memorandum of Association	
3	PAN Card, Authorization & ISO Certificate, GST Registration Certificate, Professional Tax Certificate, and company Registration Certificate.	
4	Balance Sheet, Profit & Loss Account of the last year should be attached dully certified by CA	
5	IT returns filed for past 3 Assessment Year	
6	List of Customers	
7	Bid Security/EMD	
8	Questionnaire filled in all respect	
9	Bid form and Price Schedule	
10	Technical Bid	
11	Warranty Obligation (as per specifications)	
12	Certificate of Regd., Taxes & duties	
13	Bid Validity (minimum 90 days)	
14	Under taking after sale service	
15	Under taking of Black Listing	
16	Technical specification Compliance Statement	

**Authorized Signatory with seal/stamp**



## ONLINE BID SUBMISSION DETAILS

### Online Bid Submission:

The Online bids (complete in all respect) must be uploaded online in Two Covers as explained below:-

<b>COVER - I (Following documents to be provided as PDF file)</b>			
<b>Sl. No.</b>	<b>Documents</b>	<b>Content</b>	<b>File Types</b>
1		Detailed profile of the Company, Articles/Memorandum of Association	.PDF
2		Scan Copy of GST Registration, PAN, ISO Registration, and Professional Tax Certificate, company Registration Certificate.	.PDF
3		Scan copy of Earnest Money Deposit by way of Demand Draft	.PDF
4		Scan Copy of EMD exemption of claiming	.PDF
5		Self-declaration in letter-head that they are regular in manufacturing/supplying of the item	.PDF
6		Details of supplies of similar item to other organization(s) if any	.PDF
7		Scan copy of Authorization letter	.PDF
8		Scan copy of Annual turnover	.PDF
9		Balance Sheet, Profit & Loss Account of the last year should be attached dully certified by CA	.PDF
10		IT returns filed for past 3 Assessment Year	.PDF
11		List of Customers	.PDF
12		Undertaking regarding after sale repair upto 5 years	.PDF
13		Technical literature/brochure (Original Copy) etc. of the Computer, Printer & Scanner offered by the firm	.PDF
14		Certificate of No Blacklisted firm any	.PDF
15		Govt department/organization	.PDF
16		Scan copy of checklist	.PDF
	<b>COVER – II</b>		
1.	Financial Bid	Price bid (BOQ) to be filled in Excel format	.XLS

All the documents and BOQ has to be digitally signed by the bidder.

**Authorized Signatory with seal/stamp**

**Technical Specification of Desktop Computers (20 Nos.):**

**ANNEXURE-A**

<b>S.N.</b>	<b>Specifications</b>	
<b>(I)</b>	<b>Plain Desktop Computer – 19 Nos.</b>	
1	Processor	7th Generation Intel Core™ i3 processor
2	Processor speed	up to 3.90 GHz
3	Display	20 inch
4	Memory slots	2 SODIMM
5	Memory, standard	4 GB DDR4, 2400MHz or better
6	Storage type and Capacity	More than 1TB (64MB Cache) 7200 RPM SATA 6Gb/s
7	Graphics	Intel HD Graphics with shared graphics memory
8	Pointing device	USB Mouse
9	Keyboard	Universal USB wired keyboard
10	Ports	4 USB 2.0 1 VGA 1 HDMI out 1 Line in/out and Microphone Port 1 Network Port Front 2 USB 3.0 1 5 in 1 Multi Card Reader 1 Audio Combo Jack
11	Network interface type	LAN/WLAN
12	Network interface	802.11bgn + Bluetooth 4.0, 2.4 GHz, 1x1
13	Operating system	Windows 10 Pro 64
14	Warranty	Onsite for 3 year

**ANNEXURE-B**

<b>(II)</b>	<b>All in One Desktop Computer – 1 No.</b>	
1	Desktop Type	All-in-One
2	Maximum Display	1080p Full HD
3	Processor & type	Intel Core i7, 5 <sup>th</sup> /6 <sup>th</sup> /7 <sup>th</sup> Gen Processor (better one will be preferred)
4	Processor speed	2.90 GHz or better (better one will be preferred)
5	Display size and type	27" (68.6 cm) (1920 x 1080) diagonal antiglare, backlit touch display
6	Memory (RAM)	16 GB DDR4-2133 SDRAM (2 x 8 GB)
7	Memory slots	2 SODIMM
8	Hard Drive Size	1 TB or better (better one will be preferred)
9	Hard Disk Technology	SSD
10	Optical Drive Type	DVD/CD Read and Writer
11	Graphics Card	NVIDIA GeForce 930MX (4 GB GDDR5 dedicated)
12	Keyboard & Pointing device	Wireless Keyboard and Mouse
13	Ports	2 USB 2.0, 2 USB 3.0, 1 USB 3.0 Type-C, 1 headphone/microphone combo
14	Network interface type	Integrated 10/100/1000 GbE LAN
15	Wireless system	802.11a/b/g/n/ac (1x1) and Bluetooth 4.2 M.2 combo
16	Operating system	Windows 10 Pro 64
17	Warranty	Onsite for 3 year

**Technical Specification of Multifunctional Printer, Mono Laser Printer & Scanner:-**

**ANNEXURE-C**

<b>S. N.</b>	<b>Specifications</b>	
<b>(I)</b>	<b>Multifunctional Printer - 1 No.</b>	
1	Functions	Print, copy, scan, fax
2	Printing Technology	Laser
3	Print Speed - A4 size	Up to 25 ppm or better
4	Scan size (ADF), maximum	215.9 x 355.6 mm
5	Scan file format	JPG,, PNG, TIFF, PDF
6	Color scanning	Yes
7	Scanner type	ADF, Flatbed
8	Levels of grayscale	256
9	Scan size ADF	148.5 x 210 mm - Minimum
10	Bit depth	24-bit
11	Scan resolution	Up to 300 x 300 dpi (color and mono, ADF); Up to 1200 x 1200 dpi (mono, flatbed); Up to 600 x 600 dpi (color, flatbed)
12	Software scan file format	JPG, PNG, TIFF, PDF
13	Native scan file format	PDF, JPG
14	Media type and capacity, ADF	30 sheets or better
15	Fax Speed dials, maximum number	Up to 99 numbers or better
16	Fax memory	Up to 500 pages or better
17	Polling	Yes (poll to receive only)
18	Fax forwarding	Yes
19	Broadcast locations	100 locations or better
20	Fax delayed sending	Yes
21	PC interface	Yes
22	Telephone handset	Yes
23	Distinctive ring detection	Yes
24	Fax telephone mode	Yes
25	Copy maximum pages	99 copies or better
26	Copy -Reduce / enlarge settings	25 to 400%
27	Copier scaling (ADF)	25 to 400%
28	Copier settings	Number of Copies, Lighter/Darker, Multi-Page Copy, Draft Mode
29	Network	Standard (built-in Ethernet, Wi-Fi 802.11b/g/n)
30	Connectivity, standard	1 Hi-Speed USB 2.0; 1 Hi-Speed USB 2.0 (host); 1 Ethernet 10/100Base-TX; 1 phone line (in); 1 phone line (out); Wireless, NFC
31	Network capabilities	10/100 Ethernet
32	Wireless capability	built-in Wi-Fi 802.11b/g/n

33	Network protocols, supported	TCP/IP: IPv4; IPv6; IP Direct Mode; LPD; SLP; Bonjour; WS-Discovery; BOOTP/DHCP/AutoIP; WINS; SNMP v 1/2/3; HTTP/HTTPS
34	ENERGY STAR® certified	Yes
35	Warranty	One year onsite

**ANNEXURE-D**

<b>(II)</b>	<b>Mono Laser Printer - 7 Nos.</b>	
1	Printing Type	Black and White
2	Printing Technology	Laser
3	Print Resolution	1200x1200 DPI
4	Duplexing	Automatic
5	Print Speed Black	27 PPM or better (better one will be preferred)
6	Paper Size	A4, A5, A6, B5, Envelops, Postcard
7	Network	Ethernet, USB 2.0
8	Duty Cycle	12000 Pages / month or better
9	Warranty	1 year, onsite

**ANNEXURE-E**

<b>(II)</b>	<b>Scanner - 2 Nos.</b>	
1	Scanner Type	Flatbed colour scanner
2	Resolution	4,800 dpi x 4,800 dpi
3	<sup>1</sup> Scanner Bit Depth	Color - 48-bit input, 24-bit output, Grayscale - 16-bit input, 8-bit output, Black and White - 16-bit input, 1-bit output
4	Maximum Scan size	Up to 216 x 297mm
5	Reflective Scan Speed	Preview - 11.0 sec or better, Monochrome – 11 sec or lower for 300 dpi and 13 or lower for 600 dpi, 24 bit Colour – 10 sec or lower for 300 dpi & 30 sec or lower for 600 dpi & 110 sec or lower for 1200 dpi scanning
6	Connectivity	USB
7	Warranty	1 year, onsite

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