



**SPEED POST**  
**TENDER ENQUIRY**

No. Q/NIB/16-17/104

Date : 17.10.2017

**Due Date of submission : 08.11.2017 Time: 15:00 PM**  
**Due Date of opening: 08.11.2017 Time: 15.30 PM**

To:

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**Sub: Tender Enquiry for supply of Desktop Computer, Printer, MS Office Standard 016 Inc. OLP Gov. & Anti Virus Software - Reg.**

Dear Sir,

I am directed to send you this Tender Enquiry with the request to submit the most competitive offer for supply of items as per the details mentioned below:-

S.No.	Description of Material	Qty. (Nos.)	EMD (Rs.)	Tech. Specification at Section VI
1	Desktop Computers of HP, Lenovo, Dell & HCL Make	40 Nos.	50,000/-	Annexure - I
2.	MS Office Standard 2016 Inc. OLP Gov.	40 Nos.	16,000/-	--
3.	Anti Virus Software	40 Nos.	1,000/-	--
4.	Printer Colour/B&W of HP, Samsung & Canon make	01 No.	2,000/-	Annexure - II
5.	Printer Colour/B&W of HP, Samsung & Canon make	01 No.	1,000/-	Annexure - III
6.	Printer Colour/B&W of HP, Samsung & Canon make	01 No.	13,000/-	Annexure - IV
7.	Printers Black & White of HP, Samsung & Canon make	17 Nos.	6,000/-	Annexure -V
8.	Multi Function Printer of HP, Samsung & Canon make	01 No.	3,000/-	Annexure -VI
5.	Cyberoam CR 300iNG, Comprehensive Value Subscription Renewal (for one year or three years or five years)	01 No.	3,500/-	--

**NOTE - For Sl. No. 5 - Vendor has to quote for all type of renewal subscription. The Institute will decide as per the requirement.**

EMD in the form of Demand Draft in the name of "National Institute of Biologicals" Payable at Noida/ New Delhi. Tenderer to bear exchange rates fluctuation at the time of refund, if any

OR

EMD in the form of Bank Guarantee in the prescribed format enclosed. Any deviation in the proforma is not acceptable. The bank guarantee should be from any Indian Bank or Foreign Bank having branch in India on Non-judicial stamp paper of value commensurate with EMD amount as per norms. The issuing branch of bank shall be situated in India

Bank Guarantee/ Demand Draft are to be enclosed along with "**Technical-Bid**" only

**Pre Bid Meeting:** Pre Bid Meeting will be held on 25.10.2017 at 3.00 PM at National Institute of Biologicals, A-32, Near NH-24, Institutional Area, Sector - 62, Noida - 201309,

Bidder may seek clarification during the meeting, however, for any amendment they need to submit their requirement in writing.

**Qualification Condition:**

- I. The tenderer firm should have the following qualifications for bidding.
  - a) Shall be registered in India.
  - b) Shall have OEM presence in India or channel partners/service providers, authorized distributors/dealers/re-sellers.
  - c) Shall have been in existence for not less than three years.
  - d) Shall be having sufficient experience and expertise in relevant field.
  - e) Shall have experience of supplying orders for Govt. Deptt./PSU etc. for more than 3 years.
  - f) Shall have valid PAN/TAN number, GST registration.
  - g) Firm shall not black-listed by any Ministry/Department of the Government of India or any PSU or any other Organisation. A self undertaking on company letter head to be submitted along with bid.
  - h) Shall have annual turnover of Rs. 30.00 Lakh for each of the last three years.
  - i) Copy of latest Supply Order received from Govt./PSU/Autonomous Body to be submitted with the Bid is justifying of quoted rates.

**Please indicate price on following terms & Conditions**

- II. **Price:-** FOR Destination NIB,NOIDA, U.P.
- III. **Taxes:-** Indicate applicable rate of GST.
- IV. **Excise Duty/Custom Duty :** NIB will provide necessary certificate as NIB is registered with DSIR for the purpose of availing Custom Duty exemption in terms of Government Notification No. 51/96-Customs dated 23 July 1996 and Central Excise Duty exemption in terms of Government Notification No.10/97-Central Excise dated 1 March 1997 as amended from time to time. To avail the exemption, NIB shall be providing the above certificate along with the supply order. Subject to above, indicate applicable Duty.
- V. **Payment:-**100% payment within 30 days from the date of satisfactory receipt installation and acceptance of items at NIB NOIDA.
- VI. **Authorisation Certificate :** The offer must be submitted along with valid authorisation certificate from your principal. Without authorisation certificate the offer will not be considered.
- VII. **Delivery & Installation:** - The items should be delivered and installed within 15 Days from the date of issue of Purchase Order. Offered by Bidder \_\_\_\_\_.
- VIII. **Transit Insurance :** For delivery of goods at site , the insurance shall be obtained by the supplier for an amount equal to 110% of the value of goods from "Warehouse to warehouse"(ultimate destination) on "all risks" basis including strikes.
- IX. **DGS&D R/C:** If the item is available on DGS&D Rate Contract, copy of Rate Contract may please be provided/enclosed.
- X. **Delay Delivery Discount** – In case of delayed delivery off all or any item (s) or goods the Purchaser shall be entitled to a discount or reduction on the contract price to a sum equivalent to 2% (one percent) of the value of goods/items delivered late for each week or part thereof subject to a maximum of 10% (ten percent) of undiscounted/unreduced contract price for the relative good/items, and/or, risk purchase will be affected at your risk and expenses.
- XI. **Warranty:** Products shall be warranted for a period of Three years for Desktop Computer & One year for Printers and original license software and other peripherals items from the date of satisfactory installation and commissioning. **No conditional warranty shall be acceptable.** The Supplier shall be responsible to replace the material free of cost at site in whole or in part if found defective in any respect after receipt at site or during normal & proper usage or storage/maintenance for which the Purchaser shall give prompt written notice. Such replacements shall be effected by the Supplier within a reasonable time actually required to do so which in no case shall be more than 07 days. The above provision shall also equally apply to the material replaced by the Supplier under this Clause. In case the same is again found to be defective after its replacement. If the Supplier fails to act with requisite promptness and thereby **entails**

avoidable loss to the purchaser/consignee. It shall be liable to suitable action as deemed fit during the operative warranty period.

- XII. **Performance Security Deposit:** The successful tenderer will be required to furnish a Performance Security Deposit equal to 10% of the contract value after receiving work order in the form of Fixed Deposit Receipt or Bank Guarantee as per format at Annexure-II from any Nationalised Bank duly pledged in the name of the "National Institute of Biologicals, Noida" which shall be kept valid for a period of 60 days beyond completion of all the contractual obligations
- XIII. **Right to accept or reject the Tender :** The National Institute of Biologicals reserves the right to split the items and place order on more than one vendor or to a single vendor for all the items without assigning any reason.
- XIV. **Validity of Offer :** Validity of the offer should be kept open for a period of not less than three months from the date of bid opening.
- XV. **Settlement of Dispute:** If any dispute or difference of any kind, whatsoever, shall arise between NIB and the contractor/vendor /supplier, in connection with or arising out of the Contract, or the execution of the works/supply, whether during the progress of the works or after their completion and whether before or after the termination, abandonment or breach of the contract, it shall, be settled under the Indian Arbitration and Conciliation Act, 1996 or any statutory modification or re-enactment thereof and the rules made there under and for the time being in force shall apply to the arbitration proceedings under this clause. Such arbitration shall be settled by Sole arbitrator who shall be appointed by Director, NIB. The arbitration shall take place in Noida/ Delhi unless both parties agree otherwise. Any dispute arising out of the tender/bid document/evaluation of bids/issue of purchase order shall be subject to the jurisdiction of the competent court at Delhi only.
- XVI. By submitting the bid it is presumed that the bidder has verified the tender Documents and technical specification of the items in details and has quoted the tender rate accordingly.
- XVII. No bidder shall try to influence the Purchaser on any matter relating to its bid, from the time of the bid opening till the time the Purchaser order is place.
- XVIII. NIB will have the right to increase or decrease up to 25% of the quantity of goods and services specified in the schedule of requirements without any change in the unit price or other terms and conditions during the validity period.
- XIX. Institute reserve the right to split the order in more than one bidder as per the L-1 quoted rates of respective item.
- XX. Mention the software (if any) that are pre-loaded in the system as bundle.
- XXI. Any bid received after the deadline will be rejected.
- XXII. No Email or fax bids will be accepted.
- XXIII. The bidder has to submit No Deviation Statement duly signed and sealed. If the statement received with any deviation to Tender Condition & Specification the bid will be rejected.
- XXIV. **TERMS & CONDITIONS FOR MSME**
1. The bidders in the category of Micro and Small Enterprises (MSEs) who are registered with MSME bodies like National Small Scale Industries Corporation etc. are exempted from payment of Bid Security /Earnest Money Deposit. A proof regarding current registration with MSME/NSIC for the tendered items will have to be attached along with bid/quotation/offer.
  2. SSI Units registered with NSIC should participate in tender directly enclosing copy of NSIC certificate and offers from their agents will not be considered.
  3. In compliance of Public Procurement Policy for Micro and Small Enterprises (MSEs) Order 2012, purchase preference shall be given to Micro and Small Enterprises (MSEs) registered with District Industries Centers or Khadi and Village Industries Commission or Khadi and Village Industries Board or Coir Board or National Small Industries Corporation
  4. or Directorate of Handicrafts and Handloom or consortia of Micro and Small Enterprises formed by National Small Industries Corporation, if the price quoted by

the MSEs is within 15% of L- 1 price ( L-1 price means Landed Lowest price ) quoted by any other bidder, for the tendered items for which they are the L-1.

5. Purchase preference shall be applicable for the 20% of the tendered quantities only provided L-1 bidder is not MSE and the MSEs accept the L- 1 price.
6. In case of an MSEs is the L-1 bidder for an item, the 100% tendered quantities shall be placed an order to MSEs firm.
7. In case of an MSE owned by SC/ST and price quoted is within 15% of the L-1 price quoted by the L-bidder then 20% quantity shall be ordered on them at L-1 rate, subject to their acceptance.
8. In case of more than one MSEs participates in the tender and their prices are within 15% of L- 1 price and L-1 bidder is an enterprise other than MSEs then 20% of the tendered quantities shall be shared proportionately between participating MSEs on their acceptance of L- 1 price.
9. In case of more than one MSEs participates in tender and their prices are within 15% of L- 1 bidder price who is not a MSEs and one of the MSEs is owned by SC or ST then 4% tendered quantities or say 20% of the 20% tendered quantities shall be procured from MSEs owned by SC or ST entrepreneurs exclusively subject to their acceptance of L-1 price in addition to sharing of equal portion of balance of 16% with other non SC/ST owned MSEs subject to their acceptance of L-1.
10. In case of more than one MSEs owned by SC or ST then 4% tendered quantities or say 20% of the 20% tendered quantity shall be procured from these MSEs owned by SC or ST entrepreneurs exclusively subject to their acceptance

#### **General 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.
2. All necessary permissions and approvals (including statutory, regulatory permissions, approvals etc.) required for carrying out the contract work /Supplier shall be the responsibility of the bidder.
3. The award of work/order shall not be assigned, transferred or sub delegated to other Contractors except with the written approval of NIB. However, this clause shall not apply to purchase of equipments and material for the performance of the work.
4. Offer should be submitted in two sets. One Set containing Technical details, Literature, Catalogue etc. and Tender commercial terms should be put in a sealed cover and marked as "Technical Bid" Prices should be kept blank.
5. The second set (in duplicate) should be sent in a separate sealed cover and should contain **Price Schedule** (Annexure-I) only. 'Price-Bid' should be clearly mentioned on the cover.
6. Tender No., Item description and Due Date of opening should be clearly mentioned on the envelop.
7. Both Technical – Bid' & Price – Bid' should then be put in a single sealed cover clearly indicating the Item, Tender No. & Due date of opening on the sealed cover.
8. Copy of Sales Tax clearance certificate duly attested by a Gazetted Office.
9. Customer reference list for similar equipments / materials for last three years

10. Current valid certificate of registration including its annexure in case registered with SSI / NSIC etc.
11. If the item is available on DGS&D Rate Contract, copy of Rate Contract may please be provided / enclosed.
12. Validity of the offer should be kept open for a period of not less than 4 months (120 days).
13. Necessary user manuals / CDs/DVDs/Accessories/License documents are to be supplied alongwith items.

Please indicate item, our enquiry number and opening date on the top of your sealed envelope positively.

Yours faithfully,



(W.Z. Quazi)  
Procurement Officer

- Encl:
- 1) Annexure-I (Technical Specification for Desktop Computer)
  - 2) Annexure-II (Technical Specification for Printer Colour/B &W)
  - 3) Annexure-III (Technical Specification for Printer Colour/B &W)
  - 4) Annexure-IV (Technical Specification for Printer Colour/B &W)
  - 5) Annexure-V (Technical Specification for Printer Black &White)
  - 6) Annexure-VI (Technical Specification for Multi Function Printer)
  - 7) Annexure-VII (Proforma for statement of Deviations)
  - 8) Annexure-VIII (Price Schedule)

**ANNEXURE-I****Desktop Computer Specification**

S.No.	Item	Specification
1	CPU	Intel core i7 Processor;
2	Memory	4GB or higher expandable upto 64 GB
3	HDD/Storage	1 TB
4	Monitor	19.5" or higher TFT LCD Monitor
5	Keyboard	104 Keys OEM Keyboard
6	Mouse	OEM Optical Scroll Mouse with Mouse pad (USB interface)
7	Ports	6 USB ports or more, 1 Display port, 1 VGA port, 1 Serial port, audio port for microphone and headphone in front
8	Video	Intel Integrated HD Graphic controller
9	DVD Drive	Dual layer DVD writer
10	Network connectivity	10/100/1000 on board Integrated Gigabit Port
11	Speakers	Inbuilt
12	Operating System	Windows 10 Professional (64 bit) with OS certification (Pre-loaded)
13	ROHS compliance	Yes
14	Warranty	3 years on-site full warranty
15	Make	HP, Lenovo, Dell & HCL

## Printer's Specification (Colour / Black &amp; White)

S.No.	Description	Specification
1.	Print Technology	Laser
2.	Printing Speed	18 to 21 ppm (A4: Black / Colour) 18 to 21 ppm (Letter: Black / Colour)
3.	Resolution	600 X 600 dpi
4.	Display Panel	5 Line LCD
5.	Memory	512 MB to 1 GB
6.	Duty Cycle	Minimum 35000 to 40000 pages per month
7.	Media	Standard Cassette : 250 sheets, Multi-purpose tray: 50 sheet Output tray: 100 to 125 sheets
8.	Duplex Printing	Yes
9.	Connectivity	High Speed USB 2.0 port, Gigabit Ethernet
10.	Compatible operating system	Windows 10 / Windows 8 or 8.1 / Windows 7 – (32 & 64 bit)
11.	Warranty	1 years onsite full support
12	Make	HP, Samsung & Canon

## Printer's Specification (Colour / Black &amp; White)

S.No.	Description	Specification
1.	Print Technology	Laser
2.	Printing Speed	14 ppm (A4: Black / Colour)
3.	Resolution	600 X 600 dpi
4.	Memory	64 MB
5.	Duty Cycle	30000 pages per month
6.	Paper Input	100 to 150 sheets
	Paper Output	100 to 125 sheets
7.	Connectivity	High Speed USB 2.0 port, Gigabit Ethernet & in-built wi-fi
8.	Compatible operating system	Windows 10 / Windows 8 or 8.1 / Windows 7 – (32 & 64 bit)
9.	Warranty	1 years onsite full support
10.	Make	HP, Samsung & Canon



**ANNEXURE-IV**

NATIONAL INSTITUTE OF BIOLOGICALS, NOIDA

**Specification for the printer**

S. No		
1.	<b>Printer Technology</b>	Laser
2.	<b>Printer Speed</b>	≥50 ppm (Paper Per Minutes)
3.	<b>First Copy Out</b>	Colour: As fast as 8 Seconds Monochrome: As fast as 5-6 Seconds
4.	<b>Printer Quality</b>	600 X 600 dpi
5.	<b>Processor speed</b>	800 MHz
6.	<b>Mobile printing capability</b>	Wireless direct printing (in built wi-fi)
7.	<b>Duplex printing</b>	Automatic
8.	<b>Media</b>	All types paper (plain, light, Heavy, Bond Letterhead etc)
9.	<b>Scanner Type</b>	Flatbed, ADF
10.	<b>Scan format</b>	PDF, JPG,
11.	<b>Copy Reduce/enlarge</b>	25-400%
12.	<b>Copies</b>	Upto 999
13.	<b>Fax speed</b>	3 sec per page
14.	<b>Power Source</b>	220-240 Volts, 50/60 Hz, 8 Amps
15.	<b>Operation Method</b>	Touch Screen Control Panel or Client PC
16.	<b>CPU</b>	Intel Atom™ 1.33 GHz (Dual-Core)
17.	<b>Memory</b>	4GB
18.	<b>Hard Disk Drive</b>	320GB Self-Encrypting Drive
19.	<b>Operating Systems</b>	Windows® Vista, Windows 7, 8, 8.1, 10, Windows Server 2008/R2, Windows, Server 2012/R2, Macintosh® (Mac OS × 10.6, 10.7, 10.8, 10.9, 10.10, 10,11), Unix®, Linux®
20.	<b>Network Protocols</b>	TCP/IP (IPv4, IPv6), NetBIOS over TCP/IP, IPX/SPX® for Novell® Environments, EtherTalk® for Macintosh Environments
21	<b>Make</b>	HP, Samsung & Canon

## Printer's Specification (Black &amp; White)

S.No.	Description	Specification
1.	Print Technology	Laser
2.	Speed	25 to 27 ppm (A4)
3.	Resolution	600 X 600 dpi
4.	Memory	512 MB to 1 GB
5.	Duty Cycle	Minimum 15000 pages per month or above
6.	Media	Standard Cassette : 250 sheets, Multi-purpose tray: 1 sheet Output tray: 100 sheets
7.	Duplex Printing	Yes
8.	Connectivity	High Speed USB 2.0 port, 10/100 Base-T Ethernet, Wi-fi 802.11 b/g/n
9.	Compatible operating system	Windows 10 / Windows 8 or 8.1 / Windows 7 – (32 & 64 bit)
10.	Warranty	1 years onsite full support
11.	Make	HP, Samsung & Canon

**ANNEXURE-VI****Multi-Function Printer's Specification (Black & White)**

<b>S.No.</b>	<b>FEATURES</b>	<b>SPECIFICATION</b>
1	Functions	Print, Scan, Copy
2	Print Speeds	25 to 27 ppm
3	Print Technology	Laser
4	Display Panel	5 line BW LCD Panel
5	Connectivity	USB Device 2.0 High-Speed, 10/100 Base-T Ethernet, Wi-fi 802.11 b/g/n
6	Operating System Compatible	Windows 7, Windows 8, Windows 8.1 and Windows 10 – (32 & 64 bit)
7	Paper Handling	ADF – 35 to 50 sheets, Standard Cassette: 250 sheets, Size: A4, Legal, Indian Legal, Letter, Fullscap
8	Duplex	Yes
9	Print Resolution	600 x 600 dpi
10	Printer Memory	512 MB to 1 GB
11	Max. No. of copies	Upto 999 copies
12	Pull Scan & Scan to PC	Yes, USB and Network
13	Scan Output File Formats	JPEG, TIFF, PDF, Compact PDF, PDF (OCR)
14	Warranty	One Year Onsite Warranty
15.	Make	HP, Samsung & Canon

**ANNEXURE - VII**

**PROFORMA FOR STATEMENT OF DEVIATIONS**

The following are the particulars of deviations from the requirements of the instructions to bidders as contained in the General conditions of Contract and the T/E specifications and terms and conditions :-

I. STATEMENT OF DEVIATIONS FROM THE GENERAL CONDITIONS OF CONTRACT AND THE TENDER ENQUIRY TERMS AND CONDITIONS: -

<u>CLAUSE</u>	<u>DEVIATION</u>	<u>REMARKS</u>

II. STATEMENT OF DEVIATIONS FROM THE TENDER ENQUIRY SPECIFICATION :-

<u>SL.NO OF THE SPECIFICATION</u>	<u>DEVIATION</u>	<u>REMARKS</u>

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SIGNATURE AND SEAL OF THE MANUFACTURER/TENDERER

**NOTE** : Where there is no deviation the statement should be returned duly signed with an endorsement indicating "No Deviations"

**ANNEXURE - VIII**  
**PRICE SCHEDULE – Tender No. Q/MIB/16-17/104**  
**Desktop Computers, Printers, MS Office Standard 2016 Inc. OLP Govt. & Anti Virus Software, Cyberoam CR 300iNG**

1 Sl. No.	2 Item Description	3 Qty. in (Nos.)	4 Manufacturer/ Origin of Country	5 Price for each Unit			6 Unit price INR	7 Total Price (FOR NIB, NOIDA) INR
				Ex-Works Price	GST Amount	Packing & forwarding		
				(a)	(b)	(c)	(d)	(a + b + c + d)
1	Desktop Computers (Annexure - I)	40						3 X 6
2	MS Office Standard 2016 Inc. OLP Gov.	40						
3	Anti Virus Software	40						
4	Printer Colour/B&W (Annexure – II)	01						
5	Printer Colour/B&W (Annexure – III)	01						
6	Printer Colour/B&W (Annexure – IV)	01						
7	Printer Black & White (Annexure – V)	17						
8	Multi Function Printer (Annexure VI)	01						
9	Cyberoam CR 300iNG, Comprehensive Value Subscription Renewal (for One Year)	01						
10	Cyberoam CR 300iNG, Comprehensive Value Subscription Renewal (for Three Years)	01						
11	Cyberoam CR 300iNG, Comprehensive Value Subscription Renewal (for Five Years)	01						

**For Sl. No. 5 - Vendor has to quote for all type of renewal subscription. The Institute will decide as per the requirement.**

Notes:

1. Delivery Schedule: Material required by NIB – Immediately from the date of receipt of Supply order. Delivery offered by supplier:- ..... weeks.
2. Installation will be done by the vendor.
3. In case of discrepancy between unit price and total price, the unit price shall prevail
4. Destination of material : National Institute of Biologicals, Noida (UP)
5. Bidders to quote Ex-Works price in Rupees and other charges (if any) towards Packing & Forwarding, GST, Freight separately in terms of Percentage of Ex-Works price. NIB is exempted for Customs & Excise duty under the provision of Notification No.51/96-Customs dt.23.7.1996 and 10/97-Central Excise dated 01.03.1997
6. "Technical Bid" (Un-price bid) to contain this price schedule keeping price as 'Blank'. However, bidder to fill up all other columns and indicate in percentage the charges, if any, for Packing & Forwarding, GST, Freight etc.

Total bid price in fig \_\_\_\_\_ In words \_\_\_\_\_

Tender No: Q/NIB/16-17/104

Place:

Date:

Signature of Bidder \_\_\_\_\_

Name \_\_\_\_\_

Business address \_\_\_\_\_

\*Taxes if not mentioned may be treated as inclusive

**PROFORMA FOR TECHNICAL BID**

S.No.	Description	Information
1.	Name of the Firm & Owner: (With Tel./Mob. Nos.)	
3.	Type of Organisation (Proprietorship/Partnership/Pvt. Ltd./Limited Company)	
4.	Website of Tenderer Firm, if any	
5.	Month / Year of Establishment	
6.	PAN/Sales Tax/VAT/GST Regd. Nos.	
7.	Annual Turnover	
	2014 - 15	
	2015 - 16	
	2016 - 17	
8.	Brand being offered / OEM	
9.	Whether products(s) offered by the bidders are exactly s per the configuration of NIB if not, indicate the changes in each product.	
10.	Manufacturer / Country of Origin	
11.	Total Staff Strength	
12.	No. of Engineers employed and their Qualification	
13.	Clientage (Submit copies)	
14.	Details of Earnest Money	
15.	Validity of Tender	
16.	Delivery Schedule	
17.	Whether Terms & Conditions issued by NIB are acceptable to the Firm	
18.	Whether Warranty as per the desired specification	
19.	Other Details, if any	
20.	Proforma Statement of Deviation has been submitted with no deviation	