

SPEED POST  
TENDER/QUOTATION LETTER



**Government of India**  
**Ministry of Mines**  
**Indian Bureau of Mines**

No. 422/ (57)/ 2010-2011/ Sto

Indira Bhavan, Civil Lines,  
Nagpur 440 102.  
Fax No.: 0712-2565333  
Phone No: 0712-2534469  
E.Mail: store\_ibm@ibm.mah.nic.in  
Website: www.ibm.gov.in  
Dated : 19.08.2010

To

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Sub.: **Tender/Quotation for Purchase of computer.**

Dear Sir,

The Controller General, on behalf of the President of India, invite tender /quotation for purchase of the following stores.

Sr. No.	Description of stores	Approximate qty. required	Remark
1	Purchase of branded <b>computer P-V, printers, scanner and UPS 0.6 UVA</b>	As per Annexure-I	Total contained pages 11

- \* Note
- i) Detailed instruction, items and conditions are given in enclosed Annexure.
  - ii) Sealed tender / quotation under two bid systems i.e. Technical bid and Commercial bid
  - iii) The above tender enquiry has also been displayed on IBM website.  
**www.ibm.gov.in**

**(R.K.Chandak)**  
**Asstt. Stores Officer**  
**For Controller General**



**Government of India  
Ministry of Mines  
Indian Bureau of Mines**

**TENDER NOTICE**

The undersigned invites on behalf of the President of India, sealed tenders /quotations from Manufacturers /Suppliers /Authorized Dealers/ Distributors for supply of the following items.

Sr. No.	Tender /quotation Enquiry No.	Name of the items & Qty. req.	Remark
1.	422/(57)/ Sto / 2010-11 dt. 19.08.2010	Purchase of branded computers P-V, printers & scanner etc. as per Annexure-I	Total pages -11

Date of submission of tender / quotation : - 23.09.2010 at 15.30 hrs

Date of Opening of tender / quotation : - 23.09.2010 at 16.00 hrs

Sealed tender / quotation under two bid systems:- Part-I Technical Bid and Part-II Commercial Bid

The above tender enquiry has also been displayed on IBM website:

[www.ibm.gov.in](http://www.ibm.gov.in)

Detailed instruction Terms & Conditions are as per Annexure (3 to 8) enclosed.

**CONTROLLER GENERAL  
INDIAN BUREAU OF MINES**

**INSTRUCTIONS FOR BIDDER AND TERMS AND CONDITIONS OF  
CONTRACT FOR SUBMISSION OF TENDER / QUOTATION**

**1. Receipt & Opening of Tender:**

1.	Last date and time of submission of tender form	Date :23.09.2010 at 15.30 hrs
2.	Date and time of Opening of Tender	Date: 23.09.2010 at 16.00 hrs.

The offer shall be addressed to the Controller General, Indian Bureau of Mines, 4<sup>th</sup> floor, 'A' Block Indira Bhavan, Civil Lines, Nagpur-440102 (Maharashtra). **The offer should be submitted in sealed cover indicating the tender number, supply of items and due date of opening of tender on top of the envelop.**

Please note that

- i) Tender documents are not transferable.
- (1) Sealed tender/quotation under two bid systems (Part-I Technical Bid and Part-II Commercial bid)

Manufacturers/Suppliers /Authorized dealers/Distributors are required to submit their offers in following sealed covers:

**Envelope 'A':**

**Technical Bid :** Vender / Supplier should meet the following condition & submit documentary evidence along with technical bid for the same

1. Please attach copy of valid authorized dealership certificate for items.
2. Details of support office for providing after sales service at Nagpur.
3. Attach All technical details, literature, catalogue as per ANNEXURE-II (**Price should not be mentioned in technical bid**).

**Envelope 'B':**

**Commercial Bid (Price-Bid)** containing the financial bid submitted in the prescribed format given in ANNEXURE-I indicating item wise price for the items mentioned in the technical bid. Price bid should be submitted along with taxes, packing forwarding transit insurance. Freight paid and door delivery basis including handling /un-loading at consignee's address. The contract prices shall also include excise duty, Sales Tax, Octroi etc. or any other state or central taxes and duties applicable at the time of supply of goods and should be indicated separately in the offer itself and to be borne by the supplier. The catalogue technical literature should be enclosed along with tender.

- ii. **TRANSIT INSURANCE:** The transit insurance for the goods will be arranged by the vendor. The vendor will pay transit insurance charges.
- iii. **VALIDITY:** The price quoted must be firm during the tenure of the contract and the offer must remain open for acceptance, minimum up to 90 days (Three months) from the date of opening of tender.

**Envelope 'C': Demand Draft drawn on any nationalized bank in favour of Pay & Accounts Office, IBM, Nagpur will be entertained otherwise tender will not be considered)**

The DD may be kept in the envelop duly sealed and also mentioning on the envelop. (See para 5.)

- 2) The technical Bid and Financial Bid should be sealed by bidder in separate covers duly superscribed and both these sealed covers along with their cover containing EMD are to be put in a separate envelop kept in bigger cover which should also be sealed and duly superscribed. The Technical Bids are to be opened at the first instance and evaluated. At the second stage Financial Bid of only technically accepted / qualified offers will be opened for further evaluation and ranking before awarding the contract.

- 3) **LATE RECEIPT OF THE OFFERS:**

The department will not be responsible for late receipt of any quotation (i.e. after due date) sent through assured mail/ speed post, the same will be not be entertained. The quotation will be accepted upto 3.30 pm on or before **23.09 2010** and it will be opened on the same day at 4.00 pm in the presence of participating tenderer or their authorized representatives. (if available)

(Note: In the event of office being closed due to any reason whatsoever on the proposed date of opening of tender /quotation, the quotation will be opened on the next working day at the scheduled time without giving any notice.)

- 4) **(A) EARNEST MONEY DEPOSIT:**

The Earnest Money should be deposited along with the offer in the form of Bank Draft in favor of the Pay and Accounts Officer, Indian Bureau of Mines, Nagpur on any nationalized bank payable at Nagpur should be accompanied with Technical bid tender, otherwise the offer may be treated as invalid. Earnest Money by way of cash or in any other form will not be entertained. No claim on the exemption of earnest Money deposit (EMD) will be entertained.

- (B) EARNEST MONEY DEPOSIT AMOUNT:** - The earnest money deposit of **Rs.10000/- (Rupees ten thousand only)** must be deposited along with the tender. The earnest money without interest will be returned to the un-successful tender(s) within the validity period. **The earnest money of successful tenderer will be treated as Security Deposit.** The Security Deposit will be released on the completion of the contract i.e. after receipt of the stores items in good condition and satisfactory installation at consignee's site at Nagpur at IBM Hqrs., Nagpur
- 5) **TERMS OF PAYMENT:** 100% Payment within 30 days approximate against the pre-receipted bill in triplicate after receipt of item(s) in full and good condition along with their installation / commissioning report of duly signed by consignee. The payment will be made by IBM at Nagpur and through EFT (Electronic Fund Transfer) / ECS (Electronic Clearing Systems). Prescribed proforma will be provided with the supply order and it must be submitted duly filled in with all the relevant information along with the bill.
- 6.) **Performance Security Deposit / Bank Guarantee** (Nationalized Bank only) for an amount @ 10% value of the contract (if order placed) and its validity should be warranty period from the date of supply and installation. Performance Security should be furnished within 15 days on receipt of order to ensure due performance of the contract to be furnished in the form of Bank Guarantee format, issued by a Nationalized Bank.
- 7) **Refund of Performance Security:** Performance Security will be refunded, without any interest on completion of 15 months or warranty period, whichever is later.
- 8) **Verification of Bank Guarantees:** Bank Guarantee submitted by the supplier as EMD/ Performance Security is subject to verification from the issuing bank by Purchaser (IBM) before acceptance.
- 9) **INSPECTION:** After the material is received at consignee's address, it shall be inspected. The purchaser shall be rejecting all or any portion that is considered defective or inferior in quality of material. Any portion so rejected shall be immediately replaced by the vender at his own expenses.

**10) DELIVERY:**

- i. The delivery date is the essence of the contract and supplier shall, therefore, supply the item(s) within a month from date of confirmed order from IBM. Indian Bureau of Mines does not accept partial delivery of consignment.
- ii. Should it appear that there is likely delay for execution of the contract work due to any reason which are beyond the control of the supplier, the supplier should obtain well in advance the concurrence of the competent authority of the Department in writing for extension of delivery date. However, this solely depends upon competent authority of the Department who has full authority to reject the request for extension of date.

Stores shall be supplied on door delivery basis as per terms & condition contained in the supply order. However, Octroi Exemption Certificate, if required, will be issued and a request for such certification must be indicated in the quotation.

**LIQUIDATED DAMAGES:**

In case the supplier defaults in delivery and the supplier does not explain the position to the purchaser well in time and the purchaser has not accepted in extension of delivery period, the purchaser may forfeit the security deposit. Also the advance paid, if any, against Bank Guarantee will be recovered fully from their Bankers. Purchaser reserves the rights to claim damages of 2% per month for the delay in supply or 100% for defective and sub standard goods supplied by the vender even, if the goods were inspected by the purchaser, prior to receipt at vendors site.

12) Quotation should be submitted in following format: (Price Bid)

Sl. No.	Particulars of items /stores	Qty Req.	Rate per quantity	Amount	VAT @	Other charges ( specify, if any)	Grand total
(a)	(b)	(c)	(d)	( e)	(f)	(g)	(h) (e+f+g)
	Purchase of branded computers P-V, printers & scanner etc. as per Annexure-I						

## **OTHER GENERAL TERMS AND CONDITIONS**

1. If the tenderers are the Authorized Distributors or the manufactures they are requested to enclose Photostat copy of the letter of their manufacturer appointing them as authorized distributor for marketing their product.
2. All fax / telegram messages from suppliers to purchaser shall be confirmed by registered post. Each page of the offer is to be signed and stamped by the tenders and prices should be indicated in figure and words in Indian currency.
3. Cancellation: In addition to his right to determine the contract upon fault on the part of the vender, the purchaser reserves the right to cancel the contracts any time in whole or in part without assigning any reasons and the purchaser also reserves the right to pay to the vendor for part or whole of the contract work, if any are not according to the purchasers specifications.
4. Income tax and sales tax clearance certificate may be furnished with the tender.
5. VAT: Prevailing VAT.
6. TIN / CST / ST / VAT Number must be clearly mentioned in the quotation and bill also.
7. Excise duty, if applicable, will be allowed.
8. The quotation should be signed by the intended supplier or his authoriged representative on each page recording his full name (in capital letters) designation, if any below the signature.
9. The tender will be accepted or rejected as per the recommendation of committee appointed by the Controller General, Indian Bureau of Mines Nagpur for this purpose. The Controller General Indian Bureau of Mines, Nagpur reserves the rights in accepting or rejecting any tender without assigning any reason whatsoever.
10. No advance payment will be made.
11. Income tax and sales tax clearance certificate may be furnished with the tender.
12. The rate should be quoted in **Indian Rupees**. The rate must be written in figure as well as in words. The alterations in the rates should be signed otherwise the quotation/tender will not be accepted.

13. Technical specifications of the items are given in Annexure-I
14. Any dispute if arising in the matter will be subject to the jurisdiction of court at Nagpur, Maharashtra settled under the Court of Law at Nagpur.

**ADDITIONAL REQUIREMENTS:**

- i. After sales service - the supplier should have full fledged workshop to provide after sales service.
  - ii. Demonstration of equipment/ goods should be arranged at the suppliers expense. Training installation and operation of equipment for consignee's personnel will be on free of cost at consignee's address at Nagpur
  - iii. The offer should be for the reputed brands of item and detail specification should be furnished for each items.
  - iv. A complete list of optional utilities along with specifications and cost should be given
  - v. Installation and satisfactory operation of the supplied items will be the responsibility of the supplier
  - vi. The free services, warranty, up gradation, maintenance and other facilities provided should be specified along with conditions if any.
  - vii. Catalogue/Technical literature drawing may be attached with the tender forms
  - viii. List of customers / offices may be mentioned to whom the items has been supplied and performance certificate, if any.
-

**TECHNICAL BID FORMAT**  
**(PRICE SHOULD NOT BE MENTIONED IN TECHNICAL BID)**

Indian Bureau of Mines  
Stores Section

Technical bid of Tender for supply of branded computer as per Annexure-I

S. No.	Description of stores	Quantity required Approximate	Remark / mentioned /indicate the make as per attached catalog / literature
1.	Computer P-V	06	
	<b>PRINTERS</b>		
2.	Printer laser Resolution in dpi Mono 600x600, paper size A-4, Print speed in 25-30 PPM(A-4 size) 32, Port: 1USB , Memory in MB NA, Network card 10/100: yes, Duplexing: yes	1no.	
3.	Printer laser Resolution in dpi Mono 600x600, paper size A-4, Print speed in 10-15 PPM(A-4 size) 14, Port: 1USB , Memory in MB NA, Network card 10/100: yes, Duplexing: NA	13 nos	
4.	Printer laser Resolution in dpi Mono 600x600, paper size A-3, Print speed in 25-30 PPM(A-4 size) 24, Port: 1USB , Memory in MB NA, Network card 10/100: yes, Duplexing: yes	01 no.	
	<b>SCANNER</b>		
5	Scanner Document scanner A-4/ legal size: Resolution in dpi : 600x600, speed in PPM, 8 ADF capacity: 50, Flat Bed Size: A4, Document size: Legal through ADF	01 no.	
6.	Scanner Document scanner A-4/ legal size: Resolution in dpi : 1200x1200, speed in PPM, 8 ADF capacity: 50, Flat Bed Size: A4, Document size: A4	05 nos.	
7.	UPS O.6 UVA back up 15 to 30 minutes	18 nos.	
	<b>Note:</b> literature / catalogue of the above items may be sent along with the quotation is necessary in technical bid		

**COMMERCIAL BID  
(PRICE BID)**

Annexure-I

Indian Bureau of Mines  
Stores Section

Quotation for supply of branded Computers, Printers, Scanner and UVA

S. No.	Description of stores	Quantity required Approximate	Remark
1.	<p>Computer Intel v- pro configuration</p> <p>a. CPU- Intel Core 2 Duo 8400, 3 GHz, 6 MB L2 cache and 1333 MHz FSB</p> <p>b. Chipset: Intel Q 35 or better on OEM Motherboard</p> <p>c. Bus Architecture: 3PCI/ 1 PCI Express / 1PCI Express x 16</p> <p>d. Memory : 2 GB, 667 MHz, DDR2 RAM Expandable to 8 GB</p> <p>e. Hard Disk Drive: 250 GB, 7200 RPM Serial ATA HDD</p> <p>f. Monitor: 43.2 cm (17 inch) TFT Digital Colour Monitor TCO-03 certified.</p> <p>g. Key board: 104 keys</p> <p>h. Mouse : Optical</p> <p>i. Bays: 4 Nos. (2 nos. 5.25 inches for optical Media Drives and 2 nos. 3.5 inches for Hard Disk Drives)</p> <p>j. Ports: 6USB Ports (with at least 2 in front) audio pots for microphone and headphone in front.</p> <p>k. Cabinet: Mini tower</p> <p>l. DVD Re Writer : 8x or better DVD Re-writer.</p> <p>m. Networking facility: 10/100/1000 on board integrated Network Port with remote booting facility remote system installation, standard management software.</p> <p>n. Operating System: Window Vista Business preloaded with media and Documentation and Certificate of Authenticity.</p> <p>o. OS Certifications: Win Logo Vista Business OS and Linux Certifications.</p> <p>p. Power Management: Screen Blanking, Hard Disk and system Idle Mode in Power on, Set up Password, Power supply SMPS Surge Protected</p> <p>q. Preloaded Software: Norton, MacAfee, E -Trust or equivalent Antivirus (latest version) with 60 days License.</p>	06nos.	

	<b>PRINTERS</b>		
3.	Printer laser Resolution in dpi Mono 600x600, paper size A-4, Print speed in 25-30 PPM(A-4 size) 32, Port: 1USB , Memory in MB NA, Network card 10/100: yes, Duplexing: yes	1no.	
4.	Printer laser Resolution in dpi Mono 600x600, paper size A-4, Print speed in 10-15 PPM(A-4 size) 14, Port: 1USB , Memory in MB NA, Network card 10/100: yes, Duplexing: NA	10 nos	
5.	Printer laser Resolution in dpi Mono 600x600, paper size A-3, Print speed in 25-30 PPM(A-4 size) 24, Port: 1USB , Memory in MB NA, Network card 10/100: yes, Duplexing: yes	01 no.	
	<b>SCANNER</b>		
6	Scanner Document scanner A-4/ legal size: Resolution in dpi : 600x600, speed in PPM, 8 ADF capacity: 50, Flat Bed Size: A4, Document size: Legal through ADF	01 no.	
7.	Scanner Document scanner A-4/ legal size: Resolution in dpi : 1200x1200, speed in PPM, 8 ADF capacity: 50, Flat Bed Size: A4, Document size: A4	05 nos.	
8.	UPS O.6 UVA back up 15 to 30 minutes	18 nos.	
	<b>Note:</b> literature / catalogue of the above items may be sent along with the quotation is necessary.		

Tender / Quotation should be submitted in the following format failing which the same is likely to be rejected.

Sl. No.	Particulars of items /stores	Qty Req.	Rate per quantity	Amount	VAT @	Other charges ( specify, if any)	Grand total
(a)	(b)	(c)	(d)	(e)	(f)	(g)	(h) (e+f+g)
	As per list enclosed Annexure –I (P.No. 10 &11)						