

**M/s \_\_\_\_\_**

**Subject: Quotation for Supply and Installation of Desktop, Laptop & multifunctional printer for TSG-RMSA, Delhi office & for EdCIL, Noida., Plot No. 18A, Sector-16A, Noida.**

Dear Sir,

This Corporation is interested to supply and installation of Desktop, Laptop & multifunctional printer as per the specifications given at Annexure- I, II, III. All the items will be supplied & installed at Delhi based project office and Noida.

If you are in a position to meet the specifications as per Annexure-I, II & III, you are requested to submit your quotation based on our terms & conditions as set forth hereunder.

The quotation is based on single bid (Techno-commercial) system. ***The envelope should contain the following documents strictly.***

1. Earnest Money Deposit (EMD) of **Rs. 10,000/- (Rupees Fifteen Thousand Hundred only) for Schedule I & Rs. 4,500/- (Rupees Four Thousand Five Hundred only) for Schedule II & Rs. 3,500/- (Rupees Three Thousand Five Hundred only) for Schedule III** by Demand Draft only drawn in favor of 'EdCIL (India) Limited' Payable at Delhi/Noida. **Any bid received without EMD will be rejected summarily.** However, Bidders registered with DGS&D, NSIC or MSEs are exempted from payment of Bid Security.
3. The printed Brochures for the items quoted.
4. Technical Compliance Statement (Annexure I, II & III)
5. Letter of acceptance to the terms and conditions of the NIQ.
6. A certificate from the OEM authorizing you to submit quote and also for providing after sales and services.

Contd./2-

7. The bidder shall furnish an undertaking regarding their non-blacklisting in any of the Government Department and Public Sector undertaking /enterprise in India and central vigilance commission during the last three financial years.
8. You are requested to submit an audited Balance Sheets including profit and loss Account for the last three financial years (2012-2013, 2013-2014 & 2014-2015).
9. You are requested to submit copies of last three years purchase orders details to fulfill the requirement of delivery & installation of the same item upto the value of 3 Lakh during the last three years.

**TERMS AND CONDITIONS: -**

Your quotation will be considered only for the specifications given at the Annexure-I, II & III. Other terms & conditions will be as under: -

1. Since the delivery of above items is to be made at Delhi/Noida, sales tax to be charged should be shown separately; if no sales tax is shown separately, it will be presumed that sales tax is included in the rates.
2. *You are requested to quote your Local Sales Tax No. \_\_\_\_\_ or Central Sales Tax No. \_\_\_\_\_ whichever is applicable for the purpose of making payment on account of sales tax/central sales tax.*
3. **SUBMISSION OF TENDER:** The quotations should reach in a sealed cover as superscribed "**Quotation for Schedule I, II & III separately**" addressed to the **Assistant Manager (Admin.), EdCIL (India) Limited, EdCIL House, 18A, Sector-16A, Noida** so as to reach not later than **1500 Hrs. on 26/10/2015**. If you wish to deliver the tender/quotation personally, you are requested to drop your quotation/ tender in the tender box only available at reception of the EdCIL House, Noida. The quotation/ tender received after the due date will not be entertained.
4. **OPENING OF THE TENDER :** Sealed tender received up to **15.00 hours on 26/10/2015** will be taken up for opening. Tender received after the specified date and time will not be accepted. Ed.CIL reserves the right to disqualify any or all of the tenders in case it is not satisfied with the documents furnished or otherwise without assigning any reasons thereof. **The bids will be opened up on the same day at 16.30 hrs on 26/10/2015** before the evaluation committee and the bidders in the office premises at EdCIL (India) Limited, Sector 16A, NOIDA – 201 301

5. All the amount shall be indicated by the vendor in figures as well as in words. Where there is any difference between price quoted in figures and words, amount quoted in words shall prevail.
6. Your quotation shall remain open for acceptance for 90 days or as may be specified from the date of opening. No revision / modifications in the quoted rate will be allowed during the period of validity of quotation or the extended period.
7. The material on receipt at our office will be inspected. The supplier shall have to replace the materials, if any found defective at site/office on free of cost basis.
8. Supplier shall guarantee/warranty that all the equipment supplied by them whether manufactured by them or their subcontractor or purchased from any other source and supplied to Corporation shall be new and free from all defects arising due to defective material or manufacturing defects. The equipment supplied shall be of first class workmanship with effective design.
9. Supplier shall give on-site warranty at to replace, rectify or repair free of cost, the components or part of equipment proved to have become unserviceable due to any of the above defects within warranty period. In the event of the supplier's not complying with the above within a reasonable time, the Corporation will have the option to rectify, repair or replace the defective parts after giving one week notice to the supplier and recover the cost from the supplier.
10. The Corporation reserves the right to cancel the contract if the quality of material supplied fall below the required specifications and also if the deliveries are not made in accordance with the delivery schedule.
11. The successful vendor shall not sub-let or assign this contract or any part thereof without obtaining prior written permission of the Corporation otherwise the Corporation shall have the right to cancel the contract and to purchase the goods elsewhere and the successful vendor shall be liable to the Corporation for any loss or damage which the Corporation may sustain in consequence or arising out of such purchase.
12. The payment will be made within 20 days on receipt of invoice (in duplicate) against successfully supply & installation of equipment at respective site through RTGS/NEFT. The supplier is also required to submit delivery & installation challan signed from authorized person at respective site.
13. The offers should be based on the most suitable equipment/item incorporating the latest technology to ensure smooth and trouble free working of the equipment.

14. In the event of the quotation being submitted by a firm it must be signed separately by each partner holding Power of Attorney authorizing him to do so.
15. In case of a Company the quotation should be submitted in the manner as laid down in the said Company's Articles of Association.
16. You are requested not to erase or mutilate any word(s) or figures occurring in your quotation, otherwise the quotation may be ignored. The overwriting is not allowed.
17. Delivery of goods/material is required to be made within 15 (fifteen) days strictly from the date of receipt of purchase order in this regard positively, failing which the EMD deposited with the quotation will be forfeited.
18. **WARRANTY:** The bidder shall provide 12 months Warranty (on the site and comprehensive) on all items from the date of installation and shall be responsible for any defects that develop in the furniture items. They shall also replace any defective part of the product supplied and other accessories, without any exception and recourse, free of cost.

The Supplier is responsible for all packing, unpacking, assembles, installation of units. The Supplier will test the products and accomplish the adjustments necessary for successful and continuous operation of the products supplied at all installation sites and shall ensure maintenance of the supplied products during the warranty period.

19. EMD of successful bidder will be withheld till the expiry of warranty of the equipment. However, Agency registered with MSME/NSIC shall furnish Performance Security of 5% of contract value as per Annexure-IV. In the case of unsuccessful bidder(s), the EMD will be refund/returned after finalization of contract.

## 20. **DELAY AND NON-CONFORMANCE**

### a) **Delivery and Installation**

If the supplier fails to Install any or all of the goods with in the period specified in the Purchase Order, EdCIL shall without prejudice to its other remedies under the Purchase Order, deduct from the contract price, as liquidated damages, a sum equivalent to 0.5% of the delivered price of the delayed goods weekly or part thereof of delay until actual delivery, up to a maximum deduction of the 10% of the contract price. Once the maximum is reached, EdCIL has the right to terminate the contract without any liability to cancellation charges and encash the submitted performance guarantees.

**b) Services during warranty period**

- a) The maximum response time for maintenance complaint during warranty period (i.e. time required for supplier's maintenance engineer to report at the installation after a request call/telegram is made or letter is written) shall not exceed 24 hours (excluding Sunday & National Holiday).
- b) The period for correction of defects in warranty/ AMC period is 48 hours.
- c) In case an item is not usable beyond the stipulated maximum downtime the supplier will be required to arrange for an immediate replacement.

In case the rectification of defects is not carried out within 72 hours and replacement of defective items are not provided, a penalty of sum equivalent to 2.5% per week of the delivered price of that defective item(s) shall be levied. This penalty is applicable upto a maximum of 4 weeks (maximum 10%). Subsequently, the rectification shall be carried out by the consignee at the risk and cost of the supplier. The cost of repairs along with the penalty of 10% shall be recovered by encashing the performance bank guarantee submitted by the supplier and the balance amount if any, will be returned to the Supplier after completion of warranty obligations.

21. **SUBSTITUTION AND WRONG SUPPLIES:** Unauthorized substitution or materials delivered in error of wrong description or quality or supplied in excess quantity or rejected goods shall be returned to the supplier at their own cost and risk.
  - (ii) This Corporation also reserves the right to accept or reject any quotation in whole or in parts without assigning any reason thereof.
  - (ii) EdCIL reserves the right at the time of issue of Purchase Order to increase or decrease by up to 15 percent of the quantity of goods and services originally specified in the Bid without any change in unit price or other terms and condition.
  - (ii) The Supplier shall make all arrangements towards safe and complete delivery at the designated locations indicated by EdCIL in the Purchase Order. Such responsibility on part of the supplier will include taking care of insurance, freight, state level permits etc. as applicable
22. The quotation submitted by the vendors will be evaluated either independently or jointly to arrive at the L-1 price, which is the sole discretion of this corporation. Further, the Corporation does not bind itself to accept the lowest tender or assign any reason for non-acceptance of the same.
23. Agencies, which have failed to fulfill earlier contractual obligations, may not be considered.

24. Your quotation should be free from overwriting. All corrections and alteration should be duly attested by the vendor/tenderer.
  - (ii) The quotation should be unambiguous in all respects.
25. **TERMINATION FOR INSOLVENCY:** EdCIL may at any time terminate the Contract Agreement by giving a written notice to the awarding firm, without compensation to the firm, If the firm becomes bankrupt or otherwise insolvent as declared by the competent Court, provided that such termination will not prejudice or affect any right of action or remedy, which has accrued or will accrue thereafter to EdCIL.
26. **FORCE MAJEURE:** (i) Should any force majeure circumstances arise, each of the contracting parties shall be excused for the non-fulfillment or for the delayed fulfillment of any of its Contractual obligations, if the affected party within 15 days of its occurrence informs in a written form the other party.  
(ii) Force Majeure shall mean fires, flood, natural disaster or other acts such as war, turmoil, sabotage, explosions, epidemics, quarantine restriction, strikes, and lock-outs beyond the control of either party.
27. **ARBITRATION:** In the event of any question, dispute or difference arising between EdCIL and the company relating to any matter arising out of or connected with the servicing, maintenance and installation/delivery, job assigned to the firm for execution under the contract agreement, the same shall be referred to the Sole Arbitration of an officer to be nominated by Chairman & Managing Director, EdCIL. The decision of the Arbitrator shall be final and binding on both the parties to the agreement with jurisdiction as Delhi only.

Yours faithfully,

(Sushant Dey)  
Assistant Manager (Admin.)

**ANNEXURE – I**

**SCHEDULE - I FOR TSG-RMSA, DELHI OFFICE**

**TECHNICAL COMPLIANCE STATEMENT**

<b>S. No.</b>	<b>Item/Specification</b>	<b>Qty.</b>	<b>P/U cost (Rs.)</b>	<b>Total cost excluding taxes (Rs.)</b>
<b>1.</b>	<p><b><u>Desktop Computer</u></b></p> <p><b>SPECIFICATION:</b></p> <p><b>Processor</b>- Intel® Core™ i5-4430 / 4570 / 4670</p> <p><b>Operating System</b>- Windows 8 Pro</p> <p><b>Memory</b>- Type: DDR3 (UDIMM), Speed: 1600 Mhz, Module Type Supported: 4GB , Hard Drive (Serial-ATA), HDD 500GB / 1TB, Optical Drive-Supported Types: Serial-ATA, Available Drives: DVD-ROM / DVD Recordable.</p> <p><b>PORTS AND SLOTS</b>- Front - USB: (2) USB 3.0, Microphone: 1, Headphone: 1, Rear - Microphone: 1, Headphone: 1, Rear - USB: (4) USB 2.0, (2) USB 3.0, Rear - Display (Output): (1) VGA, (2) DP, Rear - PS/2: 2 (1 for Keyboard, 1 for Mouse) x Optional, Rear - Serial: (1) Standard, (1) Optional, Rear - Parallel: (1) Optional, LAN (RJ45): 1, Rear - Audio: 3 (Line in / Line out / Mic), Chipset-Intel® Q85, Ethernet, Integrated 10M / 100M / 1000M Gigabit Ethernet , Monitor-18.5" LED, Keyboard and Mouse, USB Keyboard and USB Mouse, Warranty -3 years</p>	<b>05</b>		
<b>2</b>	<b>UPS:</b> 625 VA, 2 years warranty	<b>05</b>		
	Taxes if any (Rs.)			

Authorized signature with date & Seal of organization

**ANNEXURE-II****SCHEDULE - II FOR EDCIL, NOIDA OFFICE**

<b>Sl. No.</b>	<b>Items/Specification</b>	<b>Qty.</b>	<b>P/U Cost (Rs.)</b>	<b>Total cost excluding taxes (Rs.)</b>
1.	<p><b>Laptop:</b></p> <p><b>Specification:</b></p> <p><b>Microprocessor:</b> 1.6 GHZ Intel core i5-4200U with Intel HD graphics 4400. 3 MB cache</p> <p><b>Memory:</b> 4 GB 1600 MHZ DDR3L SD RAM (1x4 GB),</p> <p><b>Video Graphics:</b> NVIDIA Get force GT 740 M (2 GB DDR3 dedicated),</p> <p><b>Display:</b> 15.6 diagonal HD Bright view LED-backlit (1366x768),</p> <p><b>Hard Drive:</b> 1 TB 5400 rpm SATA,</p> <p><b>Multimedia Drive:</b> Super Multi DVD burner,</p> <p><b>Network card:</b> Integrated 10/100 BASE-T-Ethernet LAN,</p> <p><b>Wireless Connectivity:</b> Bluetooth 4.0 combo. 802. 11b/g/n (1x1),</p> <p><b>Sound:</b> DTH sound+ with 2 speakers,</p> <p><b>Keyboard:</b> Full-size island-style with numeric keypad,</p> <p><b>Pointing Device:</b> Touch Pad with multi-touch gesture support,</p> <p><b>PC card slots:</b> 1 multi-format SD media card reader,</p> <p><b>External Ports:</b> . 2 USB 3.0, 1 HDMI, 1 RJ-45, 1 headphone/microphone combo,</p> <p><b>Dimensions:</b> 38.56x25.8x2.26 cm,</p> <p><b>Weight:</b> Starting at 2.33 kg,</p> <p><b>Power:</b> 65 W AC power adapter, 4-cell (41 WHr) Li-ion,</p> <p><b>Software:</b> Window 8.1 (64 bits)</p>	02		
2	<p><b>Multifunctional Printer</b></p> <p><b>Specification:</b> Memory: 16 MB, USB 2.0 Hi-speed, Print speed- upto 20/21 ppm, Print resolution- upto 2400 x 600 dpi, Duplex (2-sided) print, GDI emulation,</p> <p><b>Copy:</b> Multicopy (stack)- 1-99, Enlargement/reduction- 25-400 %, Copy resolution- 600 x 600 dpi, copy speed- 20/21 cpm,</p> <p><b>Paper Handling:</b> paper input- 150 sheets, paper handling sizes- A4, A5, Legal, folio, Paper output - 50 sheets face down,</p> <p><b>Scan: scanning capability-</b> colour &amp; monochrome, optical scanning resolution- upto 600x1200 dpi, Interpolated scanning resolution- enhanced upto 19,200x 19200 dpi,</p> <p><b>Additional features:</b> Booklet printing- print 4 pages every piece of paper (2 pages per side) and fold it in the middle, poster printing- enlarge 1 A4 page into a poster using 4,9,16 or 25 A4 pages, Watermark printing- print document with predefined text or user-defined messages</p>	01		

Authorized signature with date &amp; Seal of organization

**ANNEXURE-III****SCHEDULE - III FOR TSG-PMMMNMTT, NOIDA OFFICE****TECHNICAL COMPLIANCE STATEMENT**

<b>Sl. No.</b>	<b>Specification as per mentioned in the NIQ</b>	<b>Qty.</b>	<b>P/U Cost (Rs.)</b>	<b>Total cost excluding taxes (Rs.)</b>
1.	<b><u>Laptop:</u></b> . Core i7, 5 <sup>th</sup> Generation, 3/4 MB cache . 8 GB RAM . 1 TB Hard Disk . 2 GB (NVINDIA/AMD/G Force . Graphic card dedicated . DVD writer Blu Ray . Window 10 operating system . Anti virus Total Security . MS-office 2013 professional should be loaded	01		

Authorized signature with date & Seal of organization

## PERFORMANCE SECURITY FORM

To: \_\_\_\_\_ (Name of Purchaser)

**WHEREAS** ..... (Name of Supplier) hereinafter called "the Supplier" has undertaken , in pursuance of Contract (Notification of Award) No..... dated,..... 20... to supply..... (Description of Goods and Services) hereinafter called "the Contract".

**AND WHEREAS** it has been stipulated by you in the said Contract that the Supplier shall furnish you with a Bank Guarantee by a Nationalised bank for the sum specified therein as security for compliance with the Supplier's performance obligations in accordance with the Contract.

**AND WHEREAS** we have agreed to give the Supplier a Guarantee:  
**THEREFORE WE** hereby affirm that we are Guarantors and responsible to you, on behalf of the Supplier, up to a total of ..... (Amount of the Guarantee in Words and Figures) and we undertake to pay you, upon your first written demand declaring the Supplier to be in default under the Contract and without cavil or argument, any sum or sums within the limit of ..... (Amount of Guarantee) as aforesaid, without your needing to prove or to show grounds or reasons for your demand or the sum specified therein.

This guarantee is valid until the .....day of.....20.....

Signature and Seal of Guarantors

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Date.....20....

Address:.....

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**Note:** The Bank Guarantee to be issued by nationalized bank only and is to be submitted on a non-judicial stamp paper of Rs. 100/- (One Hundred only). The non-judicial stamp paper should be purchased in the name of issuing bankers. The Issuing bank must provide its Head Office/Regional office addresses of communication