

**LOK SABHA SECRETARIAT**

**(Computer (HW&SW) Management Branch  
FB-149, Parliament Library Building)**

***NOTICE INVITING TENDERS***

No. 7/5/Comp(HW)/2013

Dated: 3.12.2013

Limited tenders are invited by LOK SABHA SECRETARIAT from the firms, companies, agencies, proprietors having proven experience/capability of supplying desktop computers and Offline UPSs to Govt. Departments, PSUs, Autonomous Bodies.

Prescribed tender forms alongwith detailed terms and conditions for the tender can be downloaded from the website <http://loksabha.nic.in> (see tenders in Menu) free of cost as per details mentioned as under:

S.No.	Name of the item(s)	Minimum average annual turnover of the firm for the last three years	Last date and time for submission of tender	Earnest money deposit required (EMD)	Time & date for opening of tender
	Tender for Desktop Computer, and Offline UPS	1 crore	13/12/2013 Upto 3.00 PM	25000/-	Technical bid shall be opened on 13/12/2013 at 5.00 pm and Financial bid shall be opened on 16.12.2013 at 11:30 am

Tender documents complete in all respects must be dropped at **Tender Box** placed in the Reception Office, Parliament Library Building (Opp. Gurudwara Rakabganj) New Delhi-110001 before last date & time of submission of tender.

ADDITIONAL DIRECTOR (C&PF)

**LOK SABHA SECRETARIAT**  
**COMPUTER (HW&SW) MANAGEMNT BRANCH**  
**(HARDWARE UNIT)**

**Tender No. 7/5/Comp(HW)/2013**

**Dated: 3.12.2013**

**Tender Document**

Lok Sabha Secretariat intends to procure 20 Desktop Computers and 20 Offline UPSs through Limited Tender Enquiry. The configuration of the required item (s) are mentioned at **Annexure – I**. The details of Tender Enquiry are as under: -

**Eligibility Criteria**

- (i) The bidders must have their Head office/Branch office/authorized dealer in Delhi/NCR Region and must be conforming to norms of the Government pertaining to registration and taxation.
- (ii) The bidder must have service centre/ **OEM service centre in Delhi/NCR** and Bidders, if not OEM, should have authorization from manufacturer for supply, installation, commissioning, services etc of the quoted items.
- (iii) The bidder should have minimum turnover of Rs.1 crore during each of the last three consecutive financial years.
- (iv) The bidder should have minimum three years experience of supply of items pertaining to this tender notice to Government Departments/PSUs/Autonomous organizations and should not have been blacklisted by any Government Department.

**2. Technical Bid**

The technical bid shall consist of documents mentioned in **Annexure-II**

**3. Financial Bid**

The Financial Bid should have only Prices/Rates quoted by the bidder in proforma enclosed as **Annexure-III**. The following points may also be noted:-

- (i) The rates/prices should be quoted in Indian Rupees only in words as well as figures. The rates/prices quoted should be inclusive of all taxes/ packing/cartage etc. However, a break-up of price and applicable taxes should be mentioned therein.
- (ii) A bidder must quote for both the items of this tender enquiry.
- (iii) The rate quoted must be valid for **three months** from the date of opening of bid.
- (iv) If the charges of any item gets reduced during the validity of tender, the benefit thereof would be passed on to Lok Sabha Secretariat. Further, no claim for compensation or loss due to fluctuations in currency rates or any other reason shall be entertained.
- (v) The rates must be quoted only for the reputed brand items and should be clear in all respect.

**4. Submission of Bid**

- (i) The bid shall be typed/ printed, legible and be in English language only. All the pages of the bid should be numbered and signed.
- (ii) The bid prepared by the bidder shall comprise of (i) Technical bid and (ii) Financial bid.
- (iii) Bid may be submitted in the following manner:
  - (a) **Envelope No. 1-** Shall contain the Earnest Money Deposit (EMD)/bid **Security or a copy of registration certificate if the bidder/firm is registered with DGS&D/NSIC for supply of items under consideration.** The envelope must be suprescribed as “EMD/ Bid Security/Registration Certificate of DGS&D/NSIC.
  - (b) **Envelope No. 2-** Shall contain Technical Bid.
  - (c) **Envelope No.3-** Shall contain Financial Bid.
  - (d) **Envelope No. 4-** Shall be a bigger envelope containing envelopes 1, 2 & 3 as mentioned above.

All the envelopes must be sealed and suprescribed as “Tender for Desktop Computers and UPSs” and addressed to **The Additional Director (C&PF), Computer (HW&SW) Management Branch, (HW Unit), FB-149, Parliament Library Building, New Delhi-110001.** The Tender shall be dropped in the **Tender Box** placed in the Reception Office, Parliament Library Building (Opp. Gurudwara Rakabganj) New Delhi-110001 before last date and time of submission of tender, i.e. 13.12.2013 upto 3.00 pm. If the last date happens to be a holiday, the same would be accepted on next working day as per above schedule. Tenders received after due date and time and sent by email, fax, telegram or any other method will not be accepted.

- (iv) All the envelopes shall also indicate the name and address of the bidder enabling the bid to be returned, if required.

**5. Bid Security/Earnest Money Deposit (EMD)**

- (i) An Earnest Money of **Rs.25 Thousand** in the form of Account Payee Demand Draft, Fixed Deposit Receipt, Banker’s Cheque, Bank Guarantee from any of the Financial Bank in favour of ‘Drawing & Disbursing Officer’, Lok Sabha, New Delhi must be furnished in a separate envelope as stated in para 4 (iii) above. Earnest Money will not be accepted in the form of Money

Order/Cash. The bid Security shall remain valid for a period of 120 days from the last date of submission of tender.

- (ii) A bid received without Earnest Money or with Earnest Money of lesser value will be outrightly rejected.
- (iii) The EMD may be forfeited in the following cases:
  - (a) If a bidder withdraws his bid during the period of bid validity; or
  - (b) In the case of finally selected bidder, if the bidder fails: -
    - (i) To furnish contract performance security in accordance with tender; or
    - (ii) If at any stage of the tender process, the information or declaration furnished is found false; or
    - (iii) The Earnest Money is not required to be submitted if the bidder is registered with DGS&D or NSIC under GFR 2005 for the item(s) under consideration. In such case, a copy of valid registration certificate issued by DGS&D/NSIC must be furnished in place of Bank Draft/Bank Guarantee, etc. as per para 5(i) above.
    - (iv) The bid security of unsuccessful bidders will be returned within 30 days after approval of the tender without any interest. The EMD of finally selected bidder will be returned/discharged upon his furnishing the Performance Security Deposit.

## **6. Opening of Bid**

- (i) The technical bid shall be opened on 13.12.2013 at 5.00 pm. The financial bid shall be opened by the Pay & Accounts Officer of Lok Sabha on 16.12.2013 at 11:30 am in the presence of DDO, Lok Sabha.
- (ii) Lok Sabha Secretariat reserves the rights to reject quotations not confirming to this Tender document.

## **7. Determination of lowest bidder and award of contract**

Lowest bidder (L-1) for each of Desktop Computers and Offline UPSs will be evaluated separately. In case of tie, Lok Sabha Secretariat reserves the right to select any of such bidder. After selection of lowest evaluated bidder, purchase order shall be placed with him for supply of items which is subject of this tender notice.

## **8. Performance Security Deposit (PSD)**

After placing of purchase order, the successful bidder shall have to furnish a Performance Security amounting to 5% of the Bid value in the form of Account Payee Demand Draft, Fixed Deposit Receipt from a Commercial Bank, Bank Guarantee from a Commercial Bank in an acceptable form safeguarding

the purchasers interest in all respects in favour of "Drawing & Disbursing Officer, Lok Sabha" and payable at New Delhi. The Performance Security shall also be furnished by the bidders registered with DGS&D and NSIC. The Performance Security shall be released without any interest after 60 days of discharge of all contractual obligations including warranty obligations. The Earnest Money will be returned to the bidder after furnishing of Performance Security.

**9. Delivery/Installation/Commissioning**

- (i) The procured items shall be of good quality and delivered free of any defect at the Lok Sabha Secretariat during office hours within 7 days of issue of Purchase Order.
- (ii) The delivered items shall be installed and commissioned by the bidder at the request of Lok Sabha Secretariat.
- (iii) In case of delayed delivery without valid reason, a penalty of an amount equal to 0.5% of the tender value will be imposed upto 15 days. Thereafter, a penalty at the rate of 1% of the value of the items upto one month will be imposed. The penalty may be deducted from EMD/PSD. Besides, the purchase order for remaining quantity may be cancelled.

**10. Maintenance Warranty/ Complaint Redressal**

- (i) The bidder shall provide Comprehensive Onsite Warranty for a period of three years for Desktop Computers and one year for UPSs. The period of **comprehensive onsite warranty** will start from the date of installation of items but not later than 30 days from the date of delivery of items in the Secretariat.
- (ii) The bidder shall maintain the supplied items free of charge during warranty period.
- (iii) The bidder or his OEM shall provide a convenient mode of lodging the complaint and redressal thereof. The complaint should invariably be attended within 4 hours of lodging the same and must be resolved within 24 hours during warranty period at the location of the item (s) in the Secretariat.

**11. Other General Terms and Conditions**

- (i) In the event of failure of the bidder to supply whole or part of the purchase order, the Secretariat shall request the next higher responsive bidder to supply the remaining item(s) at L1 rate(s). In the event of non-supply by such bidder, the performance security or earnest money so deposited by the bidder shall be forfeited and other legal action may also be initiated. Further, the bidder will be blacklisted for supply of any item to the Secretariat.
- (ii) The bidder shall indemnify the Lok Sabha Secretariat against all damages/charges and expenses on account of the negligence of the firm or his servants or damages to the property of any member

- of the public or any person or in executing the work or otherwise.
- (iii) The assignment of the contract to Authorized Service Provider (ASP) will only be permitted if the bidder is an OEM.
  - (iv) The Lok Sabha Secretariat reserves the rights to terminate the tender without assigning any reason at any stage.

**12. Bill Payment**

- (i) A Bill giving details of Sales Tax/VAT Registration Nos., etc. may be submitted to this Secretariat for settlement.
- (ii) Payment of bill would be processed after successful installation/commissioning of equipment and furnishing of performance security deposit..
- (iii) No advance payment will be made.

**13. Dispute Redressal**

- (i) All disputes, differences and questions arising out of the Tender shall be referred to the sole arbitrator appointed by the Secretary-General, Lok Sabha. The arbitration shall be in accordance with the Arbitration and Conciliation Act, 1996. All disputes shall be subject to jurisdiction of courts of Delhi only.
- (ii) The terms and conditions of this tender notice or contract to be concluded with the successful bidder shall be interpreted in accordance with the Indian laws.

Tender for Desktop Computers and Offline UPSs

Tender No. 7/5/Comp(HW)/2013

Specifications/Configurations of Desktop Computers and UPSs

Sl. No.	Name of item(s)	Configuration
1	Desktop Computer	- <b>I7-2600 Series with 3.4 GHz, 8 MB OR higher Cache, Intel Q67 Chipset, 8 GB 1066 MHz DDR3 RAM, 320 GB HDD, DVD RW, 19 inches TFT Monitor, Windows 7 Professional, Cabinet – Small Form Factor (SFF) , USB Optical Mouse, USB Key Board -</b>
2	UPS	- <b>650 VA</b>

Tender For Desktop Computers and Offline UPSs

Tender No. 7/5/Comp(HW)/2013

PROFORMA FOR TECHNICAL BID

1. Name of the bidder:
2. Address of the bidder:
3. Contact details of the bidder:
  - (a) Telephone Nos. (with STD Code)
  - (b) FAX No. \_\_\_\_\_
  - (c) Mobile No. \_\_\_\_\_
  - (d) E-mail \_\_\_\_\_ (d)
  - Website \_\_\_\_\_
4. Name of Proprietor/Partner/Authorized Signatory (in case of Pvt. Ltd. firm)
5. Copy of Registration Certificate (in case of Registered firm/company)
6. Copy of Sales Tax/VAT/TIN Registration Certificate/Service Tax registration certificate/ PAN of Income Tax Department.
7. Copies of ITR for the last three consecutive years.
8. Copy of Balance Sheet /Profit and Loss Account for last three years showing annual turnover of Rs. 1 Crore and above in each of the said years.
9. Copy of certificate of authorized distributor/dealer of the OEM for the product in the Porforma enclosed as **Annexure-IV**.
10. Two copies each of Purchase Orders (POs) of the value of Rs 10 Lakh or above in each of the last three years given by Government Departments/PSUs/ PSEs/Autonomous Bodies/Government Corporations with proof of the supply of the same.
11. Declaration to the effect that the bidder or his firm/company is not blacklisted in the Porforma enclosed as **Annexure V**.
12. Details of service centre i.e location, manpower, infrastructure etc.



Tender For Desktop Computers and Offline UPSs

Tender No. 7/5/Comp(HW)/2013

Schedule of Rates (Financial Bid)

From

\_\_\_\_\_

\_\_\_\_\_

To

The Additional Director (C&PF),  
Computer (HW&SW) Management Branch  
Lok Sabha Secretariat  
FB-149, Parliament Library Building,  
New Delhi-110001.

Sir,

I/we declare that I/we have gone through and shall abide by the terms & conditions detailed in the tender document for supply of items required. The rates are as under:-

Sl. No	Name of item(s)	Configuration	Qty.	Rate per unit (in Rs.)	VAT @	Total Amt. per unit (in Rs.)
1	Desktop Computer	I7-2600 Series with 3.4 GHz, 8 MB OR higher Cache, Intel Q67 Chipset, 8 GB 1066 MHz DDR3 RAM, 320 GB HDD, DVD RW, 19 inches TFT Monitor, Windows 7 Professional, Cabinet – Small Form Factor (SFF), USB Optical Mouse, USB Key Board <b>(3 years onsite warranty with spares. Complaint redressal provision may be seen at para 10 of the tender document)</b>				
2	UPS	650 VA <b>(1 years onsite warranty with spares. Complaint redressal provision may be seen at para 10 of the tender document)</b>				

Dated \_\_\_\_\_

Signature, name & address of  
authorized signatory of the  
firm with seal

**Tender For Desktop Computers and Offline UPSs**

**Tender No. 7/5/Comp(HW)/2013**

To

\_\_\_\_\_

**Sub: Authorization of OEM for supply, installation, warranty, services.**

Sir,

I/We \_\_\_\_\_(Bidder/OEM) having my/our registered office \_\_\_\_\_ (address of the OEM) am/are an established manufacturer of \_\_\_\_\_ ( name of quoted items). I/we \_\_\_\_\_ (name of bidder/OEM) solely authorize \_\_\_\_\_(Name of the bidders/OEM's authorized partner) to supply, install and provide warranty support on our quoted product for above mentioned tender. I/we certify that above authorized partner meet the tender eligibility requirement of this tender defined for OEM's authorized partners. I/we have also entered in an agreement with our authorized partners that they will supply, install and provide warranty support for this tender on behalf of us.

2. Our full support is extended in all respects for supply, onsite warranty and maintenance of our products. I/we shall also ensure to provide the service support including supply of spare parts for the same for a period of **three** years under the terms and conditions of above tender.

3. In case of default in execution of this tender by our authorized partner viz \_\_\_\_\_(name of the authorized partners), the \_\_\_\_\_(OEM) shall own all liabilities and responsibilities for successful execution of contract/warranty/maintenance/service support.

For \_\_\_\_\_(name of ) Bidder/OEM

**(Authorized signatory)**

**Name & Designation:**\_\_\_\_\_

Note: This letter of authority should be on the letterhead of the manufacturer and should be signed by legal head or HR Head or CS of OEM. This may be enclosed with the bid. Any modification done to the above format will not be acceptable.

**Tender For Desktop Computers and UPSs**

**Tender No. 7/5/Comp(HW)/2013**

**DECLARATION**

**From**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**To**

The Additional Director (C&PF),  
Computer (HW&SW) Management Branch  
Lok Sabha Secretariat  
FB-149, Parliament Library Building,  
New Delhi-110001.

Sir,

I/we have read and understood the contents of the Tender and agree to abide by the terms and conditions of this Tender Document.

2. I/We \_\_\_\_\_ do hereby solemnly affirm and declare that the My/Our firm /company/business entity is not blacklisted by any Government Department/Autonomous Organization etc. or prosecuted by any court of law.

3. I/We also confirm that in the event of my/our tender being accepted, I/We hereby undertake to furnish Performance Security Deposit (PSD), as applicable, in the form of Demand Draft/Bank Guarantee within the stipulated period.

Yours faithfully,

Dated\_\_\_\_\_

Signature, name & address of  
authorized signatory of the  
firm with seal