

India Trade Promotion Organisation

(A Govt. of India Enterprise)

Computer Department

Pragati Bhavan, Pragati Maidan

New Delhi

(Tender No. ITPO/CD/ MacOS/2010 dated 29th July, 2010)

Notice Inviting Tender

General Manager, Computer Department on behalf of CMD, India Trade Promotion Organisation invites technical and commercial bids from manufacturers and/or their authorized distributors/resellers/agents based in Delhi/NCR and having a minimum turnover of Rs. 01 crore in the last financial year, for supply and installation of computer hardware, peripherals, accessories and software items mentioned in the commercial bid form with the minimum configuration mentioned along with the items. The bidding companies should ensure that the manufacturers of items being offered have their service centres in Delhi/NCR. The estimated quantities of items are as below:

1. Mac based PCs 21.5 inch	-	10 Nos.
2. Office 2008 for Mac	-	11 Nos.
3. Mac based laptop 15 inch	-	01 No
4. Colour laser printers	-	02 Nos.
5. A3 size Scanner	-	02 Nos.
6. Adobe Creative Suite for Mac (latest ver.	-	11 user
7. CorelDraw for Mac (latest version)	-	11 users
8. Acrobat Writer	-	02 users

Training:

- i. The successful vendor would be required to impart at least three-day training in 2 sessions to about 10 users on Mac operating system. Cost for the training, if extra, should be included in the cost of items and the total cost given in the relevant column of the commercial bid.
- ii. Similarly, necessary training on Adobe Creative Suite, CorelDraw and Acrobat Writer for 10 users spanning over requisite period/sessions would be required from the supplier(s). Bidding companies should, therefore, include the cost of training, if extra, in the cost of the software,

Bidding companies can quote either only for hardware items or only for software items or both. Bids from companies only for hardware or software will be acceptable. However, ITPO reserves the right to split the order hardware and software-wise.

- Cost of tender document : Rs. 500/- by way of demand draft or in cash
- Earnest money deposit : Rs. 10,000/- by way of demand/bank draft
- Last date for sale of tender document & clarifications : 11th August, 2010 (upto 05.00 pm)
- Last date for submission : 12th August, 2010 (upto 03.00 pm)

- (1) Bids are to be submitted in two parts separately viz. (1) Technical Bid and (2) Commercial Bid.
- (2) Tender document can be collected in person on payment of Rs. 500/- in cash or a demand/bank draft for the said amount favouring India Trade Promotion Organisation, payable at Delhi. Tender form can also be downloaded from our website: www.indiatradefair.com and the tender cost deposited alongwith the Technical Bid in the form of DD.
- (3) Technical bid should be submitted in the prescribed format in sealed envelope with **“Technical Bid for Supply & Installation of Computer Hardware/Software”** clearly written on the envelope.
- (4) Bidders are requested to submit the following along with the Technical Bid:
 - i) copy(s) of authorization letter(s)/certificate(s) from the manufacturer to the effect of being their authorized distributor/reseller/channel partner,
 - ii) copies of certificates of VAT/TIN and Service Tax registration,
 - iii) Earnest money deposit of relevant amount in the form of bank/demand draft favouring **India Trade Promotion Organisation, New Delhi**
 - iv) demand/bank draft towards the tender document cost of Rs. 500/- if not already deposited with ITPO or the copy of the receipt from ITPO if tender fee has already been deposited
 - v) Copies of job orders for supply of hardware, peripherals and software from Central/State Govt. organizations issued to the bidding company during the last one year are also desirable.
 - vi) Detailed configuration of hardware items offered in the commercial bid using separate paper sheet(s).
- (5) Commercial bid contained in separate envelope and **“Commercial Bid for Supply & Installation of Computer Hardware/Software”** written on the envelope should contain the unit price, tax amount and total amount in relevant columns in respect of each hardware and software item. The percentage of tax applicable on the items should also be mentioned.
- (6) Bidding companies should ensure that the manufacturers of items being offered have their service centres in Delhi/NCR.
- (7) Clarifications, if any, may be sought from the above on or before 11th August, 2010 between 10.30 am and 05.00 pm.
- (8) The successful bidder for hardware items should ensure not less than 97% uptime during the 3-year on-site comprehensive warranty of the equipments. The complaints will have to be attended to and closed by the next working day.
- (9) ITPO reserves the right to reject any or all bids without assigning any reason.
- (10) Technical and commercial bids must be submitted latest by **12th August, 2010** (upto 03.00 pm) to:

Shri Prem Singh
Manager-IT
India Trade Promotion Organisation
Pragati Bhavan, Pragati Maidan

New Delhi – 110001
Tel: 011-23371952

**General Manager
Computer Department**

TERMS AND CONDITIONS:

1. **Delivery Period:**

The delivery of items contained in both parts of the commercial bids shall be made within **30 days** of issue of job order.

2. **Installation And Commissioning:**

Upon delivery, the supplier would immediately arrange to install the items at our location. Configuration will be accepted only after all the features of the quoted items are demonstrated at our site. ITPO shall have the right to inspect or to test the items to confirm their conformity to the ordered specifications. The supplier shall provide all reasonable facilities and assistance to the inspector at no charge for inspecting/testing the specifications. In case, any inspected or tested item fails to conform to the specifications, ITPO will reject it and the supplier shall either replace the rejected item or make all alternations necessary to meet the required specifications free of cost.

3. **Payment:**

100% payment shall be released after complete delivery of ordered items and satisfactory installation at ITPO's premises followed by required training after deducting liquidated damages, if any, as per clause 5 below. ITPO will process the payment as per procedure and terms & conditions in vogue.

4. **On Site Warranty:**

Warranty shall include free maintenance of the hardware items supplied including free replacement of parts except consumables. The defect, if any, shall be attended to at purchaser's premises on immediate basis but in any case, no defect should prolong for more than 24 hours and the complaints are to be attended to and closed by the next working day. The warranty shall be for a period of three years from the date of acceptance of the items by the purchaser. Warranty card/certificate duly signed and stamped for the warranty period may be furnished along with invoice. Therefore, the supplier of hardware items will provide maintenance support of the ordered items in ITPO's premises during working hours on all working days.

5. **Liquidated Damages:**

If the supplier fails to deliver any or all of the goods within the period specified in the purchase order, the purchaser shall without prejudice to other remedies, deduct as liquidated damage 0.5% of the price of the delayed goods for each and every week (part of the week shall be considered as full week) subject to maximum of 10% of the delayed supply value and the same shall be deducted from the bill(s) or any other payment due to the party. Department shall be at liberty to cancel the purchase order and may also forfeit the EMD in case supplier fails to deliver the items within stipulated delivery period.