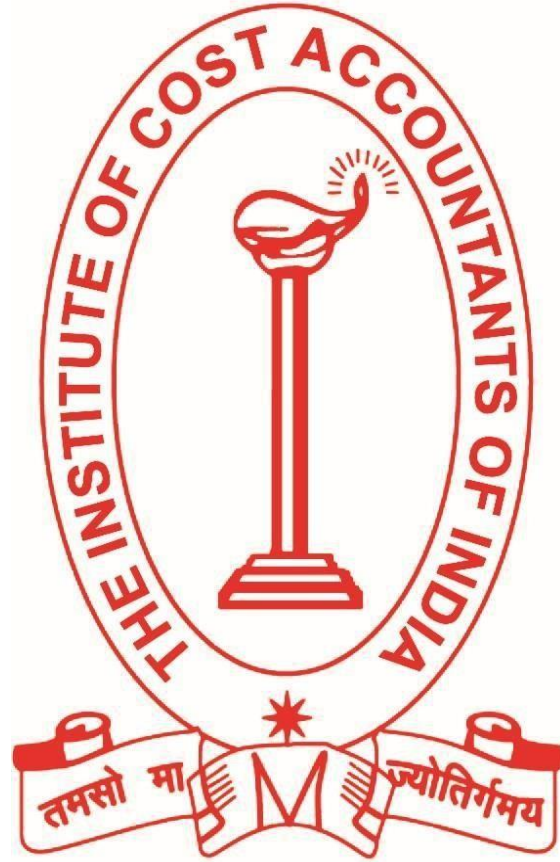


The Institute of Cost Accountants of India

Northern India Regional Council



**Tender Document for Purchase of
V Clouding Computer System 2019**

Tender Document for Purchase of V Clouding Computer System

TENDER NOTICE NO. : **NIRC/ No.172**

DUE DATE : **Dated 19-02-2020 at 5.00 p.m.**

DATE AND TIME OF OPENING : **Dated 21-02-2020 at 3.30p.m.**

NAME AND ADDRESS : NIRC of ICAI-CMA
CMA Bhawan, 3, Institutional Area, Lodi Road,
New Delhi -110003

TELEPHONE NUMBER : +91 11 24615788, 24626678

E-MAIL ADDRESS : nirc@icmai.in

EARNEST MONEY DETAILS:

1. **Rs.15000/-** by demand draft favoring “**NIRC of ICAI**” payable at New Delhi which will be refunded after completion of contract i.e. after 3 years.

SECTION – I

1. Invitation for Bids

The NIRC OF ICAI-CMA is looking for vendors who have experience in supplying V CLOUDING COMPUTER SYESTEM installation, with necessary cabling as given below of hardware/software.

NIRC OF ICAI-CMA to procure

Items	Description	Qty.
Dell T30 Server	E3 XEON Processor 3.1 Ghz /32 GB RAM/ 1TB HDD	1
V Cloud point V1	Zero Client	15
Monitor 18.5 Inch	Dell Monitor	16
Keyboard & Mouse	Dell keyboard and mouse	16
Gang box/I/O/Face	Gang box/I/O/Faceplate	16
Network Switch	Network Switch Gigabit LAN	1
Network Cable	Network Cable Box	1
Installation Charges	Installation Charges	1

Bidders are advised to study all technical and commercial aspects, instructions, forms terms and specifications carefully in the tender document. Failure to furnish all information required in the tender document or submission of a bid not substantially responsive to the tender document in every respect will be at the bidder's risk and may result in the rejection of the bid.

Sealed offers prepared in accordance with the procedure enumerated in Clause 1 should be submitted to the NIRC OF ICAI-CMA, New Delhi. All bids must be accompanied by a bid security of **Rs.15000/-** in the form of demand draft from any of the Nationalized / Scheduled Bank in favour of **NIRC of ICAI**, New Delhi. Tender not accompanied by earnest money or incomplete in any respect will be rejected outright. This tender document is not transferable.

The categories of items and quantity indicated in the tender document are tentative. NIRC OF ICAI reserves the right to increase or decrease the quantity or delete some or all items depending on the needs of NIRC OF ICAI without assigning any reason.

The bidders should indicate the price including all taxes and other charges. No additional information will be entertained after due date. The NIRC of ICAI-CMA may reject tenders if they do not carry such information separately and specifically quantitatively. The bids should indicate that the rates are for **NIRC of ICAI-CMA**, New Delhi.

The tender should be submitted in two cover system i.e., Bid- A and Bid-B. There should be proper indication of the contents on each envelope as indicated in Clause in Section II. The tender should clearly indicate the delivery & Commissioning period and validity period of the tender/rates

The tender should clearly indicate the availability of service and maintains facilities at New Delhi for items quoted.

The bidders are required to quote for each item separately in terms of basic price and all other charges. Prices can be quoted in Indian currency only.

The Tender must be submitted along with the copies of:

- i) Manufacture license or authority from the manufacturer
- ii) Latest Income Tax Return
- iii) GSTIN Number, Registration Certificate

The **NIRC of ICAI-CMA**, reserves the right to reject any or all tenders without assigning any reason whatsoever. The tenders will be opened on the date and the time indicated in the presence of bidders if any present on the occasion. If the date of opening is declared to be a holiday, the tenders will be opened on the next working day.

No advance payment or payment against proforma invoice will be made. Payment will be made after receipt, inspection, and installation and testing. All damaged or unapproved goods shall be returned at the risk and cost of the bidder and the incidental expenditure thereupon shall be recovered from the concerned party.

The offer/bid shall be unconditional. Packing list must be put in all packages. On acceptance of tender, the date of delivery should be strictly adhered to otherwise, the NIRC OF ICAI-CMA reserves the right not to accept the delivery in full or in part. The NIRC OF ICAI-CMA specifically and in case the order is not executed within the stipulated period, the NIRC OF ICAI-CMA will be at liberty to make purchase through other sources, and to forfeit the earnest money of the bidder.

Payment of bill will be made through the RTGS on completion of the works. The decision to purchase each item is taken independent of other items quoted by the firm. It is not binding on the NIRC OF ICAI-CMA to purchase all the items quoted by any particular firm.

Schedule for Invitation to Tender -

- a) Address at which the tender is to be submitted:

**The Institute of Cost Accountant of India
Northern India Regional Council (NIRC)
Ground Floor, CMA BHAWAN
New Delhi - 110003.**

Email- nirc@icmai.in

Phone: +91 11 24615788, 24626678

- b) Latest time and date for receipt of Tender: **Dated 19.02.2020 at 12:00 Hrs.**

- c) Place, Time and Date of opening of Technical bids:

Place : **NIRC OF ICAI-CMA, New Delhi**

Time & Date: **Dated 21.02.2020 at 3.30 p.m.**

- d) Date till which the tender is valid:

90 days from the opening of technical bid. Installation of desktops will be done within 4 weeks after the allotment of tender.

- e) NIRC OF ICAI-CMA shall not be responsible for any postal delay about non-receipt/non- delivery of the documents.

SECTION – II

1. Procedure for submission of bids

It is proposed to have a two cover system for this tender

- a) Technical Bid in one cover- A
- b) Commercial bid in one cover-B.

Each copy of technical bid of the tender should be covered in a separate sealed cover super scribing the wordings “Technical Bid”.

Each copy of the commercial bid of the tender should be covered in a separate sealed cover super scribing the wordings “Commercial Bid”.

All the two documents viz. Technical Bid Cover and Commercial Bid Cover prepared as above are to be kept in a single sealed cover super scribed with “ **V CLOUDING COMPUTER Tender**”- 2019.

The cover thus prepared should also indicate clearly the name and address of the bidder to enable the bid to be returned unopened in case it is declared “late”.

The earnest Money is paid by Demand Draft, the draft must be in a separate sealed envelope indicating the amount, tender Notice Number and due date and enclosed with the Bid.

2 Cost of Tender

The bidder shall bear all costs associated with the preparation and submission of its bid, including the cost of presentation for the purpose of clarification of the bid, if so desired by the client and client will in no case be responsible or liable for those costs, regardless of the conduct, or outcome of the tendering Process.

3 Clarification of Tender Document

A prospective bidder requiring any clarification of the tender document may notify NIRC OF ICAI-CMA in writing at the CMA’s mailing address indicating of section I. NIRC OF ICAI-CMA may respond in writing to any request for clarification of the tender document received not later than 07 working days prior to the last date for the receipt of the bids prescribed by the client. In case of any further clarification on any of the points in the tender, if required, a meeting can be held. However, NIRC OF ICAI-CMA reserves the right not to respond to any query or provide any clarification, in its sole discretion, and nothing

In this clause shall be construed, taken or read as compelling or requiring NIRC OF ICAI-CMA to respond to any query or to provide any clarification.

4 Amendment of Tender Document

At any time prior to the last date for receipt of bids, the client may for any reason, whether at its own initiative or in response to a clarification request by the prospective bidder, modify the tender document by an amendment. The amendment will be notified in writing or by telex or E-mail to all prospective Tenders who have received the tender document and will be binding on them. In order to afford prospective bidders reasonable time in which to take the amendment into the account in preparing their bids, the Client may, at its discretion, extend the last date for the receipt of the Bids.

5. Language of Bids

The bids prepared by the bidder and all correspondence and documents relating to the bids exchanged by the bidder and the client, shall be written in English language, provided that any printed literature furnished by the bidder may be written in another so as long accompanied by an English translation in which case, for purposes of interpretation of the bid, the English translation shall govern.

6. Document Comprising the Bids

The Bids prepared by the bidders shall comprise of the following components:-

a) **Technical bid Format** shall consist of the following:-

- i) Technical bid furnished as per the format for technical (**Technical bid Format (Annexure-I of Section III)**).
- ii) Technical literature for each product/service, covering full technical specifications.
- iii) Certificate of Incorporation/ Registration.
- iv) PAN No. of the company/Firm, TIN No (As applicable): self-attested copies to be attached.
- v) Proof of Income Tax, GSTIN Registration Number (As applicable); Self attested copies to be attached.
- vi) Proof of authorization of dealership/Partnership issued by the respective OEM.

vii) Product profile of the company.

viii) Auditing Balance sheet & Profit and Loss Account for the last 3 years.

ix) Undertaking mentioning office address and the number of Employees with qualification.

b) **Commercial bid** consisting of the following:-

Bid prices duly filled, signed and complete as per the format (**Financial bid Format (Annexure-II of Section III)**) Maximum discount as could be offered should be mentioned.

SECTION - III

Annexure I

Technical Bid Format

<i>Items</i>	Description	Qty.
Dell T30 Server	E3 XEON Processor 3.1 Ghz/32 GB RAM/ 1TB HDD	1
V Cloud point V1	Zero Client	15
Monitor 18.5 Inch	Dell Monitor	16
Keyboard & Mouse	Dell keyboard and mouse	16
Gang box/I/O/Face	Gang box/I/O/Faceplate	16
Network Switch	Network Switch Gigabit LAN	1
Network Cable	Network Cable Box	1
Installation Charges	Installation Charges	1

Technical Terms and Conditions

- 1) The person signing the Tender shall be deemed that he has the authority to sign the Tender on behalf of the said company. Letter of authority to be attached.
- 2) Proof of Income Tax, GST Registration Number (As applicable; Self attested copies to be attached.
- 3) The Product profile of the company along with last 3 years turnover, not less than Rs.1Crore per year. Audited balance Sheet and Profit and loss account for the last 3 years should be submitted.
- 4) The Vendor shall be Original Equipment Manufacturer (OEM) of Desktop Computers, Laptops, Printers, Digital Camera or the authorized Partners/ Dealer. Proof of the above shall be submitted in the form authorization of dealership/Partnership issued by the respective OEM.
- 5) The vendor should have a local presence fully functional service/support center in Delhi with minimum 5 qualified support staff to provide quality service support. Undertaking mentioning office address and the number of Employees with qualification to be enclosed.
- 6) The vendor should have successfully supplied and installed Hardware amounting to Rs.5 lakhs to at least one customer in Government Department or Public/Private Undertaking or other reputed organizations in last 2 Years. The company has to provide Proof of satisfactory completion and the Purchase Order.
- 7) The company/firm should be in existence and should have been in operation for a period of five years. The company/firm has to produce Certificate of Incorporation/ Registration with Shops and Establishments/ Sales Tax registration for the last 2 years.
- 8) PAN No. of the company/Firm, TIN No (As applicable): self-attested copies to be attached.
- 9) The bidder should not have any of their contracts terminated or blacklisted in the last three years by any State or Central Government/PSU/Private Sector.

SECTION – III

Items	Description	Qty.	Price
Dell T30 Server	E3 XEON Processor 3.1 Ghz/32 GB RAM/ 1TB HDD	1	
V Cloud point V1	Zero Client	15	
Monitor 18.5 Inch	Dell Monitor	16	
Keyboard & Mouse	Dell keyboard and mouse	16	
Gang box/I/O/Face	Gang box/I/O/Faceplate	16	
Network Switch	Network Switch Gigabit LAN	1	
Network Cable	Network Cable Box	1	
Installation Charges	Installation Charges	1	

This offer/quote/bid is unconditional.

(Name of the bidder)

Financial Terms and conditions

1. The rates should be quoted in figures as well as in words, on the Financial Bid Format duly signed and stamped by the authorized person.
2. Unit rates mentioned above are inclusive of all taxes, FOR destination and installation charges and all other charges. No charges of whatsoever nature would be paid additional to the cost mentioned above.
3. **NIRC OF ICAI-CMA** reserves the right to alter the quantity of the IT equipment.

SECTION – IV

TERMS AND CONDITIONS

1. DGS & D rate and specification will be preferred.
2. The company should adhere with all seriousness to the time schedule provided by the NIRC OF ICAI-CMA.
3. The products asked for should be of very high standard and of reputed with authorized service provider in New Delhi. Mutual trust and nature of services provided should motivate the provider to give more than what is asked in the agreement.
4. All the rates will be F.O.R, NIRC OF ICAI-CMA, New Delhi.
5. The Company shall be liable to indemnify the NIRC OF ICAI-CMA in all respects and meet and pay off the litigation expenses and all the liabilities including damages, sums etc. arising out of an as a consequence of the negligence, deficiencies, mistakes, lapses, delays etc. in the execution of the various jobs and the services provided.
6. The company should ensure quick back up response in case of equipment failure which should be replaced if needed within 24 hours of the distress call.
7. There is no provision for making advance payment to the Company as per GFR rules. However, the running bill for the jobs completed can be submitted by the company and will be considered for payment within reasonable period.
8. Send a copy of the profile of the company along with the customer's satisfaction report.
9. Offers should contain the details of warranty period and the cost of AMC beyond the warranty period for all items.