

लैपटॉप की आपूर्ति के लिए
के लिए निविदा दस्तावेज

**TENDER DOCUMENT FOR SUPPLY OF
LAPTOPS**

राष्ट्रीय सहकारी विकास निगम (एनसीडीसी),
4, सिरी इंस्टीट्यूशनल एरिया, हाऊज खास, नई दिल्ली - 110016

**NATIONAL COOPERATIVE DEVELOPMENT CORPORATION
Plot no.4, Siri Institutional Area, Hauz Khas, New Delhi-110016**

वेब साइट: <http://www.ncdc.in>
Web Site: <http://ncdc.in>

निविदा की लागत:-निःशुल्क
Cost of tender :- FREE

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राष्ट्रीय सहकारी विकास निगम
(सामान्य प्रशासन अनुभाग)

संख्या:एनसीडीसी:15-193/2021-लिनाक

दिनांक:01.10.2021

निविदा सूचना

राष्ट्रीय सहकारी विकास निगम (एनसीडीसी), लक्ष्मणराव इनामदार राष्ट्रीय सहकारी अनुसंधान और विकास अकादमी (लिनैक), प्लॉट नंबर 89, सेक्टर -18, गुडगांव, हरियाणा में, लैपटॉप की आपूर्ति के लिए मात्रा की अनुसूची के अनुसार सीलबंद निविदाएं आमंत्रित करता है

पात्रता मापदंड

1. फर्म के पास सरकारी संगठन/ सार्वजनिक क्षेत्र के उपक्रम/ स्वायत्त निकाय/ भारत सरकार के अधीनस्थ कार्यालय या वैधानिक निकायों या निगमों को सूचना प्रौद्योगिकी (आईटी) उपकरणों की आपूर्ति करने का तीन वर्षों का अनुभव होना चाहिए।
 2. पिछले 3 वित्तीय वर्षों में प्रत्येक वर्ष के दौरान वार्षिक वित्तीय कारोबार कम से कम रूपए 5.00 लाख का होना चाहिए।
 3. फर्म के पास वैध जीएसटी नंबर होना चाहिए।
2. निविदा दस्तावेज (गैर-हस्तांतरणीय), एनसीडीसी कार्यालय से दिनांक 07.10.2021 तक किसी भी कार्य दिवस में 10:00 ए.एम. से 5:00 पी.एम. तक निःशुल्क प्राप्त किया जा सकता है। निविदा दस्तावेज को एनसीडीसी की वेबसाइट [http // ncdc.in](http://ncdc.in) से भी डाउनलोड किया जा सकता है।
3. निविदा को (विधिवत में भरी हुई, हस्ताक्षरित और प्रत्येक पृष्ठ पर मुहर लगी हुई), सील कवर में दो लिफाफों में, यानि पूर्व अर्हता बोली और मूल्य बोली, राष्ट्रीय सहकारी विकास निगम (एनसीडीसी), प्लॉट संख्या 4, सिरी इंस्टीट्यूशनल एरिया, हौज खास, नई दिल्ली (110016) में दिनांक 08.10.2021 को अपराह्न 3.00 बजे तक अधोहस्ताक्षरी के कार्यालय में प्रस्तुत किया जाना चाहिए। पूर्व अर्हता बोलियों को बोलीदाताओं / उनके प्रतिनिधियों की मौजूदगी में उसी दिन अपराह्न 3.30 बजे खोला जाएगा। केवल उन ठेकेदारों/ फर्मों की मूल्य बोली खोली जाएगी जिनकी पूर्व अर्हता बोली निविदा दस्तावेज में उल्लेख पात्रता मापदंडों के अनुसार स्वीकार्य होना पाया जाता है। समय और मूल्य बोली खोलने की तारीख अलग से तय की जाएगी और फैक्स / फोन / ई-मेल के माध्यम से पात्र ठेकेदारों/ फर्मों को सूचित किया जाएगा।

4. "राष्ट्रीय सहकारी विकास निगम", नई दिल्ली के पक्ष में देय - निविदा बयाना राशि डिमांड ड्राफ्ट के रूप में रूपये 15,000/- (रूपये पंद्रह हजार) की राशि देनी होगी। बयाना राशि बिना निविदाओं को अस्वीकार कर दिया जाएगा।

5. निगम को यह अधिकार है कि वह किसी भी निविदा को स्वीकार या बिना कोई कारण बताए सभी निविदाओं को अस्वीकार कर सकता है।



हरिंदर पाल कौर
निदेशक (सा.प्र.)

**National Cooperative Development Corporation
(General Administration Division)**

No:NCDC15-193/2021-LINAC

Dated:01.10.2021

TENDER NOTICE

National Cooperative Development Corporation (NCDC) invites sealed tenders for supply of Laptops at Laxmanrao Inamdar National Academy for Cooperative Research and Development (LINAC), Plot No. 89, Sector-18, Gurgaon, Haryana as per the schedule of quantities.

ELIGIBILITY CRITERIA

- 1. The Firm must have 3 years experience in supplies of Information Technology (IT) Equipments to Government Organizations/ Public Sector Undertaking / Autonomous Bodies/ Subordinate offices of Govt. of India or statutory bodies or Corporations**
- 2. Annual financial turnover of Rs. 5.00 lakh in each year during the last 3 financial years.**
- 3. The Firm must have valid GST number.**

Tender document (non-transferable) can be obtained from the NCDC office free of cost from 10:00 A.M. to 5:00 P.M. on any working day up to 07.10.2021. The tender document can also be down loaded from NCDC website <http://www.ncdc.in>.

The tender (duly filled & signed), containing two envelopes i.e. prequalification bid & price bid separately in sealed covers for said laptops must reach NCDC office upto 3:00 P.M. on 08.10.2021 and the prequalification bids will be opened on the same day at 3:30 P.M. The price bid of only those firms shall be opened whose pre-qualification bid are found to be acceptable as per eligibility criteria mentioned in the tender document. The time and date for opening of price bid shall be fixed and intimated to the eligible firms separately.

The tender should be accompanied with earnest money amounting to Rs 15,000/- (Rupees Fifteen thousand only) in the form of Demand draft in favor of "National Cooperative Development Corporation" and payable at New Delhi The tenders without earnest money will be rejected.

The Corporation reserves the right to accept any or reject all the tenders without assigning any reasons thereof.


(Harinder Pal Kaur)
Director (GA)

PREQUALIFICATION

BID

Particular/Profile of the firm

1. Name of the Tendering firm
2. Office address in New Delhi/Delhi
3.
 - i) Telephone No.
 - ii) Mobile phone No.
 - iii) E-Mail
 - iv) Fax No.
4. Name/residential address/Phone No. of Contact person
5. GST Number of Firm
6. Whether the firm proprietary/partnership
7. Name & Address of partner

(Please enclose a copy of partnership deed/power of attorney)
8. Date of establishment of the firm
9. Total experience of the firm as supplier of computer consumables items.

Signatures _____

Name & Address _____
of the firm _____
with seal _____

(Please attach separate sheet/s, if required)

DETAILS OF EXPERIENCE FOR SUPPLY OF INFORMATION TECHNOLOGY (IT) EQUIPMENTS TO GOVERNMENT ORGANIZATION / PUBLIC SECTOR UNDERTAKING/ AUTONOMOUS BODIES/ SUBORDINATE OFFICES OF GOVT. of INDIA or STATUTORY BODIES or CORPORATION .

Name/Address of Institution	Contract No.	Description of supply order	Year of supply	Total cost of supply
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Signatures_____

Name & Address _____
of the firm _____
with seal _____

Important Note: Please attach copies of award letters & performance certificates as proof of above information.

GENERAL TERMS & CONDITIONS. :

1. **The Limited Tenders super scribed with “Tender for Supply of Laptops” may be addressed and submitted to The Director (GA), National Cooperative Development Corporation, 4-Siri Institutional Area, Hauz Khas, New Delhi-110016.**
2. **Earnest Money Deposit**
The Bidder should deposit an E.M.D. of Rs. 15,000/- (Rupees Fifteen thousand only) by Bank Draft drawn on any scheduled bank in favor of “**National Cooperative Development Corporation**” payable at New Delhi.
3. Rate should be quoted both in figures & in words in English in the Rate Sheet. The rates quoted for supply of Laptops as per schedule of quantities at **Laxmanrao Inamdar National Academy for Cooperative Research and Development (LINAC), Plot No.89, Sector-18, Gurugram, Haryana.**
4. The Tender should be sealed and rate quoted should be inclusive of all taxes, transportation costs, loading and unloading cost, octroi, complete
5. The Tender other than in the prescribed form shall not be accepted. Each page of the tender document is required to be signed by the person/persons submitted tender in token of his/her/their having acquainted himself/herself with general terms & conditions, make and quality of items and quantity mentioned in the schedule of quantities.
6. **Validity of Tender**
Validity of the tender shall be 120 days from the last date of submission of Tender. .
7. If the bidder fails to honor its commitment within the given stipulated period, NCDC will have the discretion to forfeit E.M.D and purchase order may be cancelled.
8. **Billing & Payment**
Payment of 100 % of the price shall be made by cheque only on satisfactory supply of tendered items. For claiming this payment the Original invoice along with duplicate copy need to be submitted.
9. **Delivery Terms**
Delivery must be done within 7 days from the date of receipt of award letter. **The firm shall supply Laptops at Laxmanrao Inamdar National Academy for Cooperative Research and Development (LINAC), Plot No.89, Sector-18, Gurugram, Haryana.**
10. The specifications of the Laptops to be supplied are given in the specification sheet.

11. NCDC will not reimburse any charges for losses/damages suffered by the firm while carrying out the supply on the accepted tender.
12. The Tender should be duly filled and signed on each page and submitted along with the following documents, **(Non submission of these documents may render the Tender invalid)**.
- a) Bank Draft for EMD.
 - b) Attested/Photo copy of Experience certificate, supply of Information Technology (IT) Equipments to Govt./Semi Govt. Organizations/ Public Sector Undertaking / Autonomous Bodies/ Subordinate offices of Govt. of India or statutory bodies or Corporations
 - c) GST number of the firm.
13. **Interest on Earnest Money Deposit**
- No interest will be paid on Earnest money deposit on whatsoever grounds & reasons.
14. **Refund of EMD Deposit**
- EMD will be refunded to unsuccessful bidders after the approval of tender. EMD of successful bidders will be adjusted in performance security deposit.
15. **Performance Security**
- The successful bidder(s) shall furnish 3% amount of the contract amount as interest free security deposit after adjustment of earnest money, in the form of demand draft/pay order or Fixed Deposit Receipt or Bank Guarantee valid for a period of 120 days beyond the date of successful completion of supply order of scheduled bank within 7 days from the date of issue of Award Letter and such deposit will be liable to forfeiture in whole or in part in the event of any breach or non-performance of the contract. If the bidder(s) fail(s) to furnish such security deposit within the aforesaid time, his earnest money will be forfeited and the contract shall stand terminated. The performance security shall be released after 120 days of successful completion.
16. **Penalty for not completing the supply Job in time**
- In case the firm fails to complete the supply job within the stipulated time or extended time, a penalty @ 1% (One percent) of the value of incomplete work per week may be imposed on the contractor. The penalty amount, if any, shall be recovered from any amount due for payment to the firm or otherwise. However, the penalty shall not exceed 5% of the Total Work Order Cost and the work order shall stand cancelled without any notice.

17. Signing the agreement

Successful bidder will have to sign the agreement as per proforma enclosed on the Stamp Paper of requisite value within 7 days from the date of issue of offer.

18. Warranty:

The Laptops will be under onsite warranty for minimum one year. The bidder will be responsible to replace free of cost any defective/ broken piece.

19. The supply of items mentioned in the schedule of quantities shall be received during working hours i.e. from 10 A.M. to 5:00 P.M. on working days. The supply of items beyond office hours and during Saturdays/Sundays/holidays will be allowed only with the permission of Officer Incharge, NCDC, New Delhi.

20. No advance against material will be given to the firm.

21. The NCDC reserves the right to reject any one or all Tenders without assigning any reasons.

22. The quantity of Laptops mentioned in the schedule of quantities may increase or decrease as per the requirement. The Corporation reserve the right to enhance/ reduce/ delete the requirements altogether

23. Arbitration

Except where otherwise provided in contract all questions and disputes relating to the meaning of the specifications (technical, general) and instructions herein before mentioned or failure to supply and install the same whether arising during the progress of the supply or installation thereof shall be referred to the sole Arbitration of the person appointed by the Managing Director, NCDC.

Signatures _____

Name & Address _____
of the firm _____
with seal _____

SPECIFICATION SHEET

Laptop Specification	
Processor	Intel Core i5 or higher
Processor Generation	8 Gen or higher
Operating System	Windows 10 Professional (64-bit) Pre-loaded
Memory	8 GB DDR4 or higher expandable upto 32 GB
Graphics	Intel HD/ Intel UHD/ Integrated
Hard Drive	500 GB HDD or higher
Display LED	14" HD (1920 x 1080) or higher
Ethernet Ports	10/100/1000 on board Integrated Gigabit Port
Wireless Connectivity	802.11ac or higher
Bluetooth	Yes
Internal Speaker	Yes
Keyboard	Standard
Pointing Device	Touch Pad with multi-touch gesture support
Integrated Webcam	HD Webcam
External Ports	1 HDMI
	1 headphone-out
	1 microphone-in
	1 USB 2.0 or more
	1 USB 3.0 or more
Carry Case	Yes
Weight	2.3 kg or less
OEM on Site Warranty	1 year or more

Signature _____

Name & Address _____
of the firm _____
with seal _____

AGREEMENT FORMAT
(Stamp Paper of requisite value)

Article of Agreement made thisof.....2014 between National Cooperative Development Corporation. (briefly known as NCDC), 4, Siri Institutional Area, Hauz Khas, New Delhi (hereinafter called the Corporation of Employer of Owner) and M/s.....whose registered office is situated at(hereinafter called "the Supplier") for supply of Laptops at Laxmanrao Inamdar National Academy for Cooperative Research and Development (LINAC), Plot No.89, Sector-18, Gurugram, Haryana. and whereas owner has caused make/qualities, schedule of quantities, terms and conditions, describing the supply to be made as per tender document containing pages fromand pages have been indicated in typed figures and/or ink and have been signed by or on behalf of the parties hereto.

AND WHEREAS the Supplier has agreed to execute upon and subject to the conditions set forth wherein (hereinafter referred to as conditions) the work described in tender document containing General terms and conditions, make/qualities, schedule of quantities and other instructions given in work order for an amount of Rs.....(Rupeesonly) hereinafter referred to as contract amount.

NOW IT IS HEREBY AGREED AS FOLLOWS

1. In consideration of the said contract amount to be paid at the time and in the manner set forth in the said conditions, the Supplier shall upon and subject to the said conditions described in the tender document and written instructions as may be given through order also given from time to time during execution.
2. The employer shall pay the contract amount or such sum as shall become payable at the time and the manner hereinafter specified in the conditions.
3. The Owner reserves to himself the right of altering the quantities and nature and quantity of the Laptops or having portions of the same carried out by the Owner or otherwise and such alterations or variations shall be agreed to without prejudice to this contract.
4. The said conditions for supply of Laptops, general terms and conditions, schedule of quantities and rates, qualities/makes specifications, special conditions, clauses, instructions hereto shall be read and construed as forming integral part of this agreement and the parties hereto shall abide by, submit themselves to the conditions and perform the agreements on their part respectively in such conditions as contained.
5. All disputes arising out of or in any way connected with this agreement shall be deemed to have arisen in Delhi.
6. The several parts of the Contract have been read by us and fully understood by us.

In witness whereof we set out hand this.....day of.....Signed by the said.

Signed by the Supplier

Signed by the Employer

Signature

Signature

Name

Name

Address

Address

Witness-1

Witness-2

Signature

Signature

Name

Name

Address

Address

PRICE BID

Schedule of Quantity

Sub: Supply of laptops

S.No	Details of items	Qty.	Make	Unit cost	Total cost
1.	Laptops as per attached specification sheet	6			
	GST				
	Total Amount				

Total Amount in words _____

Signatures _____

Name & Address _____
of the firm _____
with seal _____