

File No. D-19015/03/2016
Government of India
Ministry of Civil Aviation

'B' block, Rajiv Gandhi Bhawan
Safdarjang Airport, New Delhi-03,
Dated: 13/01/2017

TENDER/ QUOTATION NOTICE

Subject:- Tender for annual contract for purchase of Computer Peripheral- Pen Drive, Hard Disk, DVDs, CDs, Mouse, Keyboards etc. for the official use in the Ministry of Civil Aviation.

Date of issue of Bid document: 13.01.2017.

Due date of Receipt: up to 02.02.2017, Time 4.00 PM

Date of opening Technical Bid: 03.02.2017, Time 11.00 AM.

Date of opening Financial Bid: To be intimated later

Sealed quotation bids (Technical/Financial separately) are invited from authorized sellers, distributors/ASPs of renowned companies i.e. HP/Sony/Lenovo/Kingston/Sandisk /any reputed brand etc., interested firms fulfilling the qualifying criteria for supply of computer peripheral items for one year to the Ministry of Civil Aviation (MoCA), Rajiv Gandhi Bhawan, Safdarjang Airport, New Delhi, as per terms and conditions detailed out in the following paragraphs.

2. The firms should deposit their Technical and Financial bids in separate envelopes and put these in a single envelope superscribing "QUOTATION FOR SUPPLY OF COMPUTER PERIPHERAL ITEMS". The quotation shall be addressed to Under Secretary (Admin), Ministry of Civil Aviation, Rajiv Gandhi Bhawan, Safdarjang Airport, New Delhi-03 and shall reach the undersigned before 16:00 hrs on 2nd February, 2017 by dropping in the "TENDER BOX" placed at the Reception office at the entry gate of Rajiv Gandhi Bhawan on or before the prescribed date. Quotations received after stipulated date/ time shall not be entertained. The Technical bids shall be opened on 11:00 hrs on 3rd February, 2017 in presence of the tenderers or their representatives who may like to be present. The Department reserves the right to accept or reject any or all quotation(s) without assigning any reasons thereof. The Financial bids of only those firms which qualify technically shall be opened on a convenient date as decided by the Department. The eligible firms shall be informed in this regard. The Technical bid shall contain all the document in Technical bid as per Annexure-I of the tender notice. The Financial bid shall contain details only as per Annexure-II.

3. The tenderer should quote their rates of the items strictly as per Annexure-II of the tender notice. However, Financial bid of firms will not be considered if their Technical bid does not contain documents as mentioned in Para-6 of this tender notice.

4. Rates should be quoted for the goods of specific brand like HP, Sony, Lenovo, Kingston, Sandisk etc. and the rates should not be above MRP. Where the brand name is not specified, item should be of good quality and reputed brand. It may be noted that

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अवर सचिव / Under Secretary
नागर विमानन मंत्रालय
Ministry of Civil Aviation
भारत सरकार / Govt. of India
नई दिल्ली-110003 / New Delhi - 110003

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no compromise on quality would be made and no firm will be permitted to change specifications mentioned in tender notice and if any firm submits quotations with changed specifications, their quotations will be rejected.

5. The rates should be inclusive of delivery charges and should be quoted according to the given item specifications. The taxes (VAT), if chargeable, should be clearly mentioned separately.

6. The Technical bid must be accompanied along with the following documents failing which the tender will be rejected:-

- a) Earnest money deposit of Rs.3,000/- (Rupees Three Thousand Only) in the form of Demand Draft/ Banker Cheque in favour of 'Pay and Accounts Officer, Ministry of Civil Aviation, New Delhi' which will be refundable for unsuccessful bidder after completion of tender process. Successful bidder (s) has to deposit FDR/Bank Guarantee as performance security in favour of 'Pay & Accounts Officer', Ministry of Civil Aviation, New Delhi within a month of awarding the tender as security deposit/ performance security. The performance security shall remain valid for a period of sixty days beyond the date of completion of all contractual obligations including warranty obligations, if any. The amount of performance security shall be indicated at the time of awarding the contract.
- b) PAN & TIN number should be clearly mentioned in tender and copies should be enclosed.
- c) Performance Certificate with respect to supply of stationery/ computer peripheral items to any three Government Ministry/Department/ PSUs in last two years (not before January, 2014).
- d) An undertaking stating that no legal suit/criminal case is pending against its partners/ proprietor having been earlier convicted on grounds of tax evasion fraud with Government.
- e) An undertaking stating that the firm/ agency have not been blacklisted or terminated or debarred by any Govt./Authority/Department.
- f) As a token of acceptance and having understood/agreed to the terms and conditions as specified in the tender document, duly signed tender document by an authorized signatory along with the seal of the firm, in original.
- g) All information as required in tender document should be signed by Proprietor/ Partner/ Authorized signatory by competent authority.

8. The estimated consumption of the computer peripherals in the Ministry of Civil Aviation in the tender/ rate contract period is given at Annexure-II however, it may increase or decrease subject to change in the demand. The financial bid should be submitted in a separate envelope as per Annexure-II mentioning the following:-

- a. The rates must be quoted only for the reputed brand items or called for items and should be clear in all respects and typed/ legibly handwritten on the Annexure-II attached herewith. No addition/alternation/overwriting is permissible.
- b. All the cells/boxes of attached list shall be duly filled. In case the tenderer doesn't want to quote for a particular item (s), it should be mentioned 'Not applicable' clearly.

अनूप पन्त / ANUP PANT
अधीन सचिव / Under Secretary
मंत्रालय विमानन, मंत्रालय
Ministry of Civil Aviation
भारत सरकार / Govt. of India
नई दिल्ली-110003 / New Delhi - 110003

- c. The Financial Bid/rates should have the stamp in original of the firm and signed by the tenderer or his authorized signatory on each page.
 - d. The rates quoted should be excluding of all taxes. The taxes should be indicated separately.
 - e. The tenderer should quote only one rate for any particular item for which the tenderer is capable of supplying as per the specification mentioned. If the brand is not specified, the tenderer should specify the brand of which rate is being quoted.
 - f. The rate is valid for the minimum period of one year with effect from the date of award letter. The tender may be extended further on similar rates and mutually agreed by both the parties.
 - g. Any discount being offered by the Tenderer should be mentioned clearly on first page of the financial bid.
9. Incomplete or conditional tenders will not be entertained.
10. Keeping in view number of goods and requirement involved in the present contract, this Ministry intends to award the contract for purchase of computer peripherals on the basis of lowest rates quoted (L1) for all the items i.e. the L1 of total amount, so that the Ministry does not face any shortage of goods at any given point of time during contract period. **The intending bidder shall quote the rates of all items for being considered in the Financial bid.**
11. The rates of the bidders/tenderers who fail to submit all the essential documents desired in the tender notice will not be accepted.
12. Terms and conditions:-
- a) The award of contract is non-transferable and can't be sub-tendered.
 - b) The Earnest money and performance security will bear no interest.
 - c) No advance payment will be made.
 - d) Statutory deductions as applicable such as TDS at prevailing rates will be deducted from the tenderers bills, where applicable.
 - e) No escalation in rates will be allowed during the contract period.
 - f) The supply shall have to be made within three days from the date of supply order or as desired in the order, failing which competent authority reserves the right to take necessary action against the firm. The delivery of goods in good condition shall be responsibility of tenderer at the Ministry without any extra charges. No incidental charges will be paid by the Ministry. Telephone and fax numbers should be indicated for urgent communication and the urgent order, if any, can be placed over telephone and the orders can be faxed also.
 - g) The supply, if found not up-to the mark as per approved item or deficient due to any other reason, shall be rejected at once and will have to be removed/replaced immediately.

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In case of failure, rejected supply can be disposed by the Ministry and no claim for the same shall be entertained. In addition to above, the performance security shall also be forfeited and the contract to supply shall also be cancelled.

- h) The Ministry reserves the right to cancel the tender or to withhold payment in the event of non-commencement or unsatisfactory performance by the tenderer. In such eventuality, the Department further reserves right to purchase the item from any other firm or any other successful bidder at the cost of the L1. Tenderer can be de-barred or black listed if found to be indulging in wrong/ unethical practices or sub-standard material.
- i) If any information furnished by tenderer is found to be incorrect or false at any time, the tender will be liable to be terminated without any notice and the earnest money/performance security is liable to be forfeited.
- j) In the event of any dispute arising out in connection with the interpretation of any clause in the terms and conditions of the tender agreement, will be subject to jurisdiction of Courts of Delhi/ New Delhi.
- k) The tender is governed under 'Fall Clause'.


(Anup Pant)

Under Secretary to the Govt. of India
Tel No.24617547

To,

- 1) All Ministries for circulation to their registered suppliers.
- 2) IT cell, for uploading on website of MoCA.
- 3) NIC cell for publishing on CPP Portal.
- 4) List of firms at Annexure-III.

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नई दिल्ली-110003 / New Delhi - 110003

Annexure-I

PROFORMA FOR SUBMISSION OF QUOTATIONS FOR SUPPLY OF COMPUTER PERIPHERALS IN THE MINISTRY OF CIVIL AVIATION.

S. No.	Description	Please indicate requisite information	Please indicate the page no. of the attached proofs/documents
1.	Earnest Money Deposit		
2.	Name, address & telephone No. of the firm/Agency on the letter head of firm.		
3.	Documents for work experience in any three Central/ State Govt. Department/ Ministries or Government undertaking in last two years (not before January, 2014).		
4.	Registration certificate for VAT and Service Tax		
5.	Latest VAT/ Service Tax clearance Certificate and Income Tax Return		
6.	Copy of Permanent Account Number (PAN) and Tax Identification Number (TIN)		
7.	Proof of authorised sellers, distributors/ASPs from HP/Sony/Lenovo/Kingston/ Sandisk or any other renowned brand.		
8.	Undertaking regarding the firm not having been blacklisted or terminated or debarred till date.		
9.	Token of acceptance of the terms and conditions as specified in the tender notice.		
10.	Undertaking of no legal suit/criminal/ tax evasion fraud case pending against its partners/ proprietors.		

Note:- All documentary proofs to be enclosed for above items failing which, quotation will be rejected forthwith.

I hereby agree to abide by all the terms & conditions of the tender document.

Name & designation of the
Authorized signatory of the firm
(with seal of the Agency affixed)

Date:-- _____

Envelope for Financial Bid

S. No.	Name of Item	Configuration	Make	Estimated Quantity	Rate per unit (excl. taxes)	Amount
1.	Pen Drive	8 GB	Sandisk	60		
2.	Pen Drive	16 GB	Sandisk	60		
3.	Pen Drive	32 GB	Sandisk	20		
4.	Pen Drive	64 GB	Sandisk	10		
5.	External Hard Disk	500 GB	Seagate	2		
6.	External Hard Disk	1 TB	Seagate	7		
7.	Internal Hard Disk	500GB	Seagate	2		
8.	Internal Hard Disk	1 TB	Seagate	2		
9.	USB Hub	4 Port		2		
10.	Power Cord	Per Meter		5		
11.	USB Cable	Per Meter		5		
12.	VGA Cable	Per Meter		5		
13.	Speaker set (USB)			10		
14.	TV Tuner Card			1		
15.	Mouse		Lenovo	45		
16.	Key Board		Lenovo	20		
17.	Mouse Pad			55		
18.	Anti-Virus Software	PC + Internet protection	Quick Heal	5		
19.	RAM DDR-I	2 GB	Kingston	1		
20.	RAM DDR-II	2 GB	Kingston	5		
21.	RAM DDR-III	2 GB	Kingston	1		
22.	LAN Card			1		
23.	Sound Card			1		
24.	Web Camera			1		
25.	Headphone & Mic		Good quality	10		
26.	DVD drives (R/W)		Moserbaer	10		
27.	DVD-R	Pack of 10 Pcs	Moserbaer	22		
28.	CD-R	Pack of 10 Pcs	Moserbaer	5		
29.	Extension board (Electric)		Good Quality	5		
TOTAL AMOUNT (in Figures)						
TOTAL AMOUNT (in Words)						
Taxes applicable are to be indicated separately.						

**Name & designation of the
Authorized signatory of the firm
(with seal of the Agency affixed)**

Date:-- _____

Note:- The intending bidder shall quote the rates of all items for being considered in the financial bid. The above quantity is the estimated consumption of the computer peripherals in the Ministry of Civil Aviation however, it may increase or decrease subject to change in the demand.