

By - _____

No.D-21013/1/2009/Gen.Admn.
Government of India
Ministry of Science & Technology
Department of Scientific & Industrial Research

Technology Bhavan
New Mehrauli Road
New Delhi -110016

Dated : 03rd July, 2009.

To

Subject: Procurement of I T Equipments for DSIR

Sir,

I am directed to say that this Department intends to procure some IT Equipments as specified in Annexure A during financial year 2009-10. You are requested to send your quotation in sealed cover as per the terms and conditions mentioned below:

TERMS AND CONDITIONS

- a) Quoted rates of the required material must be in accordance with the specifications as in Annexure-A,.
- b) Each page of the tender document should be signed by the authorized signatory of the firm. Unsigned documents shall not be accepted.
- c) Rates quoted shall be valid for One Year from the date of acceptance of tender. Quotations should be strictly in the format placed at Annexure B and Annexure- C. Firms participating in the Tender should be willing to supply all the items and should quote rates for all the items.
- d) The rates of different items should be inclusive of taxes/VAT/transportation charges.
- e) Any corrections/overwriting should be authenticated by the authorized signatory of the firm failing which quotation will be ignored/rejected.
- f) Tenderer must enclose copies of at least 5 (five) supply orders against which he has supplied IT equipment to the Central Government offices.
- g) Tenderer should have **PAN** allotted to him by Income Tax Department. (copy of proof to be attached.)
- h) Tenderer should have obtained **TIN (for VAT)** issued by the Govt. (copy of proof to be attached).
- i) Conditional tender will not be accepted.
- j) Demand Draft of Rs. 5,000/- (Rupees Five Thousand Only) in favour of the DDO, DSIR as earnest money deposit may be enclosed with the Quotations. **The Earnest Money shall not bear any interest and shall be refunded after finalization of the Tender.**
- k) The successful agencies shall be required to supply the required material within 15 days from the date of placement of supply order. No advance payment shall be made on any ground whatsoever. The Price shall be F.O.R. Technology Bhavan, New Delhi including packing, transit and



forwarding to rail or road carrier and statutory levies, if any. No extra charges for these items will be paid. If any item(s) of supplied material does not conform to the specification, DSIR may reject them straightway. Such rejected items will have to be replaced within 7 days from the date of intimation of rejection. Failure to supply material or replace rejected material within the specified time will attract penalty of amount upto a maximum of 5% of the value of delayed material.

- l) Courts in Delhi/New Delhi only will have jurisdiction to settle any dispute arising out of the contract.

The quotations should contain two parts, Technical Bid and Financial Bid. Technical Bid and Financial Bid may be placed in separate sealed covers and thereafter both the covers should be placed in the third sealed cover superscribed as 'Quotations for supply of IT items) and addressed to **Under Secretary (Gen. Admn.) Department of Scientific and Industrial Research, Technology Bhavan, New Mehrauli Road, New Delhi-110016.** The quotations may be dropped in the Tender Box of DSIR kept near the Reception of Technology Bhavan latest by 3.00 PM on 16th July, 2009. The quotations will be opened on the same day i.e. on 16th July, 2009 at 4.30 PM in Room No. -38, TIFAC Block, Technology Bhavan, New Delhi-110016 in the presence of tenderers/Agencies or their authorized representatives, who may wish to be present.

Yours faithfully,



(S.K. KALRA)

UNDER SECRETARY TO THE GOVT. OF INDIA

Specifications of Required Equipment

Sl.No.	Name of the item	Make/Specifications	Nos. of requirement
1	Offline UPS	1KVA with 30 minutes or more backup	09 Nos.
2	Scanner	HP Make A-3 Size Flat Bed High Resolution	02 Nos.
3	Window XP Operating System with Media	Multiple License complete OS with CD Media & documentation	01 No.
4	Window Vista Operating Systems (Business) with Media	Multiple License complete OS with CD Media & documentation	01 No.
5	Adobe Acrobat 9	Adobe Acrobat 9 or Latest	01 No.

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PROFORMA (TECHNICAL BID)

- 1) Name of the Agency :
- 2) Address of the Agency :
- 3) Name of the Proprietor of the Agency :
- 4) Tel. Nos. of the Agency and Proprietor :
- 5) Details of the Ministries/Departments/Government offices in which the Agency had supplied I T equipment:-

S.No.	Name of Ministry/Department/Govt. Office (copies of supply orders to be attached)	Name/Contact No of the client Ministry/Department/Office

- 6) PAN No. of the Agency (Copy to be attached) :

- 7) TIN No. of the Agency :
(copy/proof to be attached)
- 8) Amount of EMD :
- 9) Draft No., Date and Name & Address of the Bank :

This is to certify that the above particulars are true and correct to the best of my knowledge and belief. This is also certified that this Agency is not black listed by any Government Department nor any criminal case is registered/pending against the Agency/Firm or its owners/Partner. Further, it is certified that I have read and understood the terms and conditions of the Tender Notice No. No.D-21013/1/2009/Gen.Admn dated - 3rd July, 2009 and will abide by this.

(Signature of Proprietor/authorized signatory)

Place:

Date:

Seal of Firm/Agency



Proforma (Financial Bid)

Quotation for IT Equipment for DSIR

1 Name of the Tendering Firm/Agency:

2. Rates:

Sl.No.	Name of the item	Make/Specifications	Rate per Item in figures
1	Offline UPS	1KVA with 30 minutes or more backup	
2	Scanner	HP Make A-3 Size Flat Bed High Resolution	
3	Window XP Operating System with Media	Multiple License complete OS with CD Media & documentation	
4	Window Vista Operating Systems (Business) with Media	Multiple License complete OS with CD Media & documentation	
5	Adobe Acrobat 9	Adobe Acrobat 9 or Latest	

Date:
Place:

(Signature of the authorized person)
Full Name
Seal