

Annexure -I
Supply and installation of desktop PCs, laptop PCs and printers for
NABARD, Kerala Regional Office, Thiruvananthapuram
Terms and Conditions

1. Vendor must satisfy and submit proof for the following criteria in Envelope No. 1:
 - a. Should have good reputation and must have been in the business of selling computer hardware atleast for the last three years.
 - b. Should have executed at least three orders of not less than Rs. 10.00 lakh each for supply of hardware during the last two years.
 - c. Their clientele should include Banks, FIs, Government undertakings and other reputed concerns.
 - d. Should be OEM having presence in India or Channel partners or service providers, authorised distributors/dealers/resellers of premium brands of the products sought to be purchased.
 - e. Should have sufficient experience and proper infrastructure to provide requisite after sales service and support at Thiruvananthapuram. The vendor should be able to repair hardware immediately failing which, they will have to provide alternative arrangement to ensure that there is no break in the Bank's operation.
 - f. Should be a systems integrator so that both hardware installation and operating system configuration are done smoothly.
 - h. Should be company/ies registered in India.
2. Sealed offer in two envelopes marked “Envelope No.1” and “Envelope No.2” addressed to Shri Bhawar Puri, Chief General Manager, National Bank for Agriculture and Rural Development, Kerala Regional Office, Thiruvananthapuram - 695 039 and superscribed “Offer for Supply and installation of Desktop PCs, laptop PCs and Printers for NABARD” should be sent so as to reach him not later than the stipulated date and time.
3. Envelope No.1 will be opened at **16.00 hours on 19 December 2008** and envelope No.2 will be opened subsequently on the same day at the Office by the Chief General Manager, National Bank for Agriculture and Rural Development, Kerala Regional Office, Thiruvananthapuram or any other officer designated for the purpose by him in the presence of offerers or their representatives, should they choose to be present.
4. Prices quoted should be in respect of PCs/printers of reputed brands with specifications as indicated in the schedule of quantities.
5. Copy of the valid “authorized dealer/distributor” certificate of the product proposed to be supplied should be enclosed along with the offer. It may also be noted that licenses of all softwares loaded in PCs and all certifications specified under the technical stipulations will have to be supplied failing which the Bank reserves the right to reject the goods even after delivery of goods. Details relating to certifications specified in technical details must be clearly mentioned in the offer.
6. Products quoted which are not in conformity with the specifications/ configurations prescribed will be rejected out right.



7. No conditions whatsoever shall be attached with any of the offers, failing which the offer shall be liable to be rejected. If there is any clause in the bill/invoice/any document submitted along with the goods which are not in conformity with any clause contained herein or in the purchase order, the clause in this document or in the purchase order only will prevail
8. Offers shall remain open for acceptance by the Bank for a period of 60 days from the date of opening the envelope no. 2, which may be extended by mutual agreement and the offerer shall not cancel or withdraw the offer during this period. Further, the supplier should give an undertaking to pass on the benefit accruing on account of any fall in prices to the Bank, during the period between the date of submission of quotation and the date of supply, in respect of desktop PCs, laptop PCs and printers, in the format given in Annexure IV.
9. The offerer must use only the forms issued by the Bank/downloaded from the Bank's website to fill in the rates.
10. The offer form must be filled in English and all entries must be hand written. If any of the document is missing or unsigned, the offer will be treated as invalid by the Bank at its discretion.
11. Rates should be quoted both in figures and words in columns provided for. All erasures and alterations made in the offer must be attested by initials of the offerer. Overwriting of figures is not permitted. Failure to comply with either of these conditions will render the offer void at the Bank's option. No change in rate or conditions after opening the offer will be entertained.
12. NABARD is not bound to accept lowest or any other quotation. NABARD also reserves the right to accept/reject, any or all offers, in part or full, without assigning any reason whatsoever and without incurring any liability to bidders.
13. The offerer shall not assign the contract to someone else. He/they shall not subcontract any portion of contract except with the written consent of NABARD.
14. Time shall be considered as the essence of the contract and the successful offerer shall carry out the entire job within 3 weeks from the date of issue of formal letter of acceptance of the offer. **Items listed under points A, B, C, D, E, F and G of Annexure III - Schedule of Quantities are to be supplied, installed, tested, commissioned etc., at NABARD, Kerala Regional Office, Punnen Road, Statue, Thiruvananthapuram. One Item listed under point No. C and No. F of Annexure III - Schedule of quantities are to be supplied, installed, tested, commissioned etc., at NABARD office located at the address listed in Annexure VI.**
15. The offerer should note that unless otherwise stated, the offer is strictly on item rate basis and his attention is drawn to the fact that rates for each and every item should be correct, workable and self-supporting. The quantities in the schedule of quantities approximately indicate the total extent of work but may vary and even may be omitted thus altering the aggregate value of contract. No claim for any compensation shall be entertained in this regard.
16. The offerer must obtain for himself at his own responsibility and at his own expense all the information which may be necessary for the purpose of submission of offer.



17. **The rates quoted in the offer shall be for the complete item including supply, installation, testing, commissioning etc. The rate shall be firm and shall not be subject to exchange variations, labour conditions, fluctuation in railway/road freights or any other conditions whatsoever. The offerer must include in his rates sales tax, excise duty, octroi and any other tax and duty or other levy charged by central government or any state government or local authority, if applicable. No claim in respect of sales tax, excise duty, octroi or other tax, duty or levy whether existing or future shall be entertained by the Bank. The rates shall also include transportation, loading, unloading, packing, carting, forwarding, freight charges, transit insurance cover and any other payment/taxes towards transporting the materials from other State/s.**

18. The offerer shall not be entitled to any compensation for any loss suffered by him on account of delays in commissioning or executing the work, whatever be the cause of delays, including delays arising out of modifications to the work entrusted to him or any other reasons whatsoever and the Bank shall not be liable for any claim in respect thereof. Bank does not accept liability for any sum besides the offer amount, as mentioned in the schedule of quantities.

19. The successful offerer is bound to carry out all items of work necessary for the completion of the job even though such items are not included in quantities and rates.

20. The successful offerer should make his own arrangements to obtain all materials required for the work. Detailed brochures, illustrations, if any, with descriptive literature etc. have to be accompanied with the offer. Details and literature so submitted by the successful offerer shall be retained by the Bank.

21. The conditions, specifications and schedule of quantities forming contract document are explanatory and are complementary to each other, representing together the work/installation to be carried out. In case of doubt, the matter shall be discussed with the Bank's Officials and necessary clarifications obtained. If neither the specifications nor the schedule of quantities include any provision specifically but if such provisions are absolutely necessary to complete the work, the offerer shall provide the same without any extra cost to the Bank. Anything contained in any one viz. (i) the specifications and/or (ii) the schedule of quantities but not specifically appearing in the other parts of the documents shall be deemed to have been stipulated under all such parts of the document and the work shall be carried out accordingly.

22. Suppliers of Printers have to give an undertaking that they are ready to supply spares and consumables for a minimum period of five years even if the model supplied is phased out by the manufacturer, in the format given in Annexure V.

23. All the payments of bills in respect of the offer shall be made only by the Chief General Manager, National Bank for Agriculture and Rural Development, Kerala Regional Office, Thiruvananthapuram at his office by cheque. **All payments shall be subject to statutory deductions such as Income Tax etc, if applicable.**

24. **Defect liability/Warranty period for Maintenance of machines shall be a minimum period of 03 years on-site from the virtual Completion date.** In respect of machines supplied to district office\ (the details of which are given elsewhere in this document) on-site



warranty is to be provided at the respective places where the machines are supplied. The defect liability/warranty period covers total comprehensive contract. Any defect or fault which may appear within the warranty Period of 03 years after the virtual completion of the work, arising in the opinion of the Bank's Officials from materials or workmanship not in accordance with the offer, shall upon the directions in writing of the Bank's officials, and within such reasonable time as shall be specified therein, be amended and made good by the offerer, at his own cost and in case of default, the Bank may employ and pay other persons to amend and make good such defects, or faults, and all damages, loss and expenses consequent thereon or incidental thereto shall be made good and borne by the offerer and such damage, loss and expenses shall be recoverable from him by the Bank or may be deducted by the Bank, upon the Bank Officials' Certificate in writing, from any money due or that may become due to the offerer, or the Bank may in lieu of such amending and making good by the offerer deduct from any moneys due to the offerer a sum to the cost of amending such work and in the event of the amount retained being insufficient, recover the balance from the offerer, together with any expenses the Bank may have incurred in connection therewith. The offerer shall remain liable under the provisions of this clause notwithstanding the signing of any certificate or the passing of any amounts, by the Bank's Officials.

25. The works shall not be considered as completed until the Bank's officials have certified in writing that the same have been virtually completed as per the order. The warranty period shall commence from the date of such certificate.

26. Warranty should cover replacement of parts, free labour, on-site /off-site visit etc. No extra claims are applicable during the warranty period. In the case of repair of a machine will exceed 24 hours, a substitute machine shall be provided by the firm.

27. A list indicating the product serial numbers of each instrument (CPU, keyboard, mouse, monitor, printer etc.) installed under the contract has to be furnished at the completion of the work.

28. A list indicating the date of installation of PCs and printers is to be prepared and submitted along with the bill for payment.

29. Quantities indicated in the order are to be supplied as a single lot.

30. Terms of Payment

(a) 95% of the value of the works will be released after the virtual completion of all the works.

(b) Balance 5% of the value of work done will be released after the warranty period specified in clause 24. This amount i.e., 5% of the value of the work, can however, be released against a Bank Guarantee issued by a Public Sector Bank, for the period of Warranty specified.

I/We hereby declare that I/We have read and understood the above instructions for the guidance and the same will be binding upon me/us in case the work is entrusted to me/us.

Signature of Offerer:

Name & Address with Phone No.

Date:

Seal:



Annexure-II
Vendor details

Sl. No	Items	Details
1	Name of the Vendor	
2	Address of the Registered Office	Address Telephone FAX E-mail
3	Address of the Office in Other cities (if any)	a. Address - 1: Telephone FAX E-mail b. Address - 2: Telephone FAX E-mail
4	Name and Designation of the person authorised to make commitments to the Bank	Name Mobile Phone FAX E-mail
5	Vendor's Web site (if any)	
6	Type of Organisation (Whether sole proprietorship/private limited/public limited company or cooperative body)	
7	Details of registration – (Registering Authority/Regn.Date/Registration No., etc)	
8	Sales Tax Number	
9	(i) Income Tax Number (ii) PAN	
10	Clientele (Certificate regarding after sales and support from the mentioned companies should be furnished)	Banks & FIs Govt. Undertaking Reputed Concerns
11	Details of qualified engineers at Thiruvananthapuram	Number Qualification and nature of Work handled



12	Brands of hardware, peripherals of which the vendor is OEM/ Authorised Dealer/ reseller (Certificate from the principal agencies should be enclosed in case of Authorised Dealers/ Resellers)	
13	Whether vendor is a systems integrator (Details of system integration work done may be given)	
14	Whether vendor has the ability to provide alternative equipment to ensure that there is no breakdown in the Bank's operations in case they are not able to immediately repair the malfunctioning hardware and peripherals	
15	Details of previous experience: Minimum of three orders of not less than Rs. 10 lakh each during the last two years must be mentioned	Name and Location of Work Value and nature of Order Whether executed satisfactorily and on time Date of Completion
16	Annual Turnover (Rs. Crore)	(2005-06): (2006-07): (2007-08):
17	Audited Balance Sheet, P&L A/c and annual report for the year 2007-08 must be furnished:	
18	Names and addresses of bankers	

(Signature with stamp)



Annexure -III
Supply and installation of desktop PCs, laptop PCs and printers for
NABARD, Kerala Regional Office, Thiruvananthapuram
Schedule of quantities

(Rate to be quoted only on this sheet)

A. Desktop PCs

SN	Component	Minimum Specifications
1	CPU	Intel Core 2 Duo 1.8 Ghz or above (with minimum 2 MB integrated L2 Cache). Please Specify.
2	Memory	1 GB DDR SD RAM scalable to 4 GB or more with 400 MHZ or higher (2 GB RAM recommended in case Vista is offered as OS)
3	Mother Board	Intel 945 X chip set or latest
4	Monitor	15" TFT colour
5	Display Controller	Integrated Intel extreme graphics 2
6	HDD	160 GB SATA (7200 rpm or above) - To be partitioned into C, D and E drive in the ratio of 20:40:40
7	Combo Drive -- DVD writer	Internal DVD+/-RW with Bundled DVD software Minimum Read: DVD-ROM: 16X , CD-ROM: 48X
8	Bays	Minimum 4
9	Ports	1 Serial + 1 Parallel + 2 PS/2 and 8 USB (4 Onboard and support for 4 additional ports on the Front Side).
10	Key Board	(Tactile Type) 104 keys (compatible with MS Windows or XP)
11	Mouse	Two Button, optical Scroll Mouse and mouse pad
12	Ethernet	Integrated (OR/Intel 32 10/100 Ethernet Card with necessary drivers.
13	Operating System	(i) Windows XP Professional preloaded with recovery CD media with Service Pack 2 or higher (ii) Windows Vista with latest patches if Windows XP is not offered (2 GB RAM recommended in case Vista is offered as OS)
14	Cabinet	Tower/ATX Cabinet with 4 bays/OEM specific
15	Power Management	Energy star Compliance, Screen Blanking, Hard Disk and System Idle Mode in Power On, Set up Password. Power supply surge protected.
16	Manageability Software	Manageability features like Asset tracking (BIOS, HDD, Memory, O/S Information, BIOS, Serial Number, Model and Manufacturer), pre-failure alert, etc..
17	DMI	DMI 2.0 compliance
18	Compliance	Certified to preload Windows OS, Red Hat ready certification
19	Software	Lotus SmartSuite Millennium (OEM version 9.8
20	Warranty	Three-years Comprehensive Onsite



Desktop PCs

Offer by the vendor:					
Sl. No	Make & model no.	Qty. in Nos.	Rate/ unit Rs.	Total amount Rs.	
				In figures	In words
1	(please specify)	22			
2	Gross total amount				
3	Less: Buyback of PIII desktop PCs (HP Brio 2000 Model)	22			
4	Net total amount				

Name & Signature

Date and Seal



B. Desktop PC with higher configuration

SN	Component	Minimum Specifications
1	Base System	Intel Core 2 Due E 4600
2	Memory	2 GB DDR 2 SD RAM
3	Mother Board	Intel Q33 Chipset
4	Monitor	15" TFT color
5	Display Controller	Integrated
6	HDD	360 GB SATA
7	Optical Device	16 X DVD RW Supermulti Drive with Lightscribe and Double Layer (8.5 GB) support
8	Ports	1 Serial + 1 Parallel + 2 PS/2 and 6 USB (at least 2 in front).
9	Key Board	Tactile Type
10	Mouse	Optical Scroll Mouse
11	Ethernet	Integrated
12	Operating System	Windows Vista Business Professional
13	Multi - Media	i) 15-in-1 card reader, ii) Integrated sound card
14	Speakers	Speakers are not required
15	Slots	Minimum 3 PCI slots
16	Software	Lotus SmartSuite Millennium (OEM version 9.8)
17	Warranty	Three-years Comprehensive On-site

Offer by the vendor:					
Sl. No	Make & model no.	Qty. in Nos.	Rate/ unit Rs.	Total amount Rs.	
				In figures	In words
1	(please specify)	1			
2	Net total amount				

Name & Signature

Date and Seal



C. Laptop PCs

S.N	Component	Minimum Specifications
1	Processor	Intel Core 2 Duo Processor 2.1 Ghz with 800 MHz FSB, 2 MB L2 Cache
2	Memory	1 GB DDR SD RAM scalable to 2 GB or more with 400 MHZ or higher
3	Display	14.1"/15"TFT colour display supporting 1024 x 768 resolution
4	Graphics Controller	Graphics controller with minimum dedicated 32 MB RAM or ATI Mobility Radeon with 32 MB or higher dedicated VRAM
5	Hard Disk Drive	80 GB (or more) ATA HDD To be partitioned into C and D drive in the ratio of 40:60
6	DVD/CD ROM Drive	DVD-RW + 8X ROM Combo Multibay
7	Key Board	85 key Full size standard keyboard and dual pointing devices (Track Point & Touch Pad)
8	LAN Card	Integrated LAN card with necessary driver and software
9	Ports	1 Infrared, 1 external monitor & 2 or more USB ports
10	Mouse	Integrated Touch pad or track point
11	Operating System	Microsoft Windows XP or latest OS (licensed software with Recovery CD media/Disk to disk recovery and manuals).
12	Other Software	Hardware Diagnostic Utility for faster fault diagnostic, Local data recovery software (optional)
13	Multi Media	Integrated Audio with Sound blaster Pro support or better and inbuilt stereo speakers and microphone
14	Power supply & Battery	Lithium Ion Battery backup for atleast 4 Hrs duration and External AC adaptor
15	Carrying Case	Executive carry bag
16	Weight	Less than 3 kg
17	Additional Units	Security cable lock (optional)
18	Certifications	Microsoft certified for running Windows XP Professional The Systems should be from OEM having ISO 9000 or similar certification
19	Warranty	3 years onsite comprehensive warranty
20	Slots	Atleast 1 free Type II/I Type III PCMCIA slot
21	Others	Jacks for microphone/mike/speaker/ headphone connectivity Integrated smart card reader/biometric security (Finger print Reader), Scratch-resistant, spill-resistant keyboard



Laptop PCs

Offer by the vendor:					
Sl. No	Make & model no.	Qty. in Nos.	Rate/ unit Rs.	Total amount Rs.	
				In figures	In words
1	(please specify)	3			
2	Net total amount				

Name & Signature

Date and Seal



D. Network Laser Printer - A4 Size

S.N	Feature	Minimum Specification
1	Resolution	1200x1200 dots per inch (dpi)
2	Print Speed	Upto 21 pages per minute
3	Duplex Print Facility	Automatic two sided printing
4	Memory	16 MB
5	Duty Cycle	10000 pages per month
6	Input Tray	250 sheets with Priority Input of minimum 10 sheets
7	Connectivity	Parallel and 10/100 Ethernet

Offer by the vendor:					
Sl. No	Make & model no.	Qty. in Nos.	Rate/ unit Rs.	Total amount Rs.	
				In figures	In words
1	(please specify)	5			
2	Gross total amount				
3 a	Less: Buyback of				
	Standalone laserjet printers				
	HP 1200	11			
	HP 1100	2			
	HP 1220	1			
	HP 2200	2			
b	Epson Standalone Printer	8			
4	Total Buyback price	--	--		
5	Net total amount	--	--		

Name & Signature

Date and Seal



E. Colour Laser Printer - A4 Size

S.N	Feature	Minimum Specification
1	Resolution	600x600 dots per inch (dpi)
2	Print Speed	minimum 8 pages per minute
3	Processor Speed	264 MHz or higher
4	Duty Cycle	35000 pages
5	Connectivity	USB/Parallel and 10/100 Ethernet

Offer by the vendor:					
Sl. No	Make & model no.	Qty. in Nos.	Rate/ unit Rs.	Total amount Rs.	
				In figures	In words
1	(please specify)	1			
2	Net total amount				

Name & Signature

Date and Seal



F. Multi Functional Device (MFD)

S.N	Feature	Minimum Specification
1	Resolution	1200x1200 dots per inch (dpi)
2	Print Speed	15 pages per minute
3	Printer Memory	4 MB
4	Duty Cycle	5000 pages per month
5	Duplex Print Facility	Automatic two sided printing
6	Input Tray	250 sheets
7	Connectivity	USB & parallel
8	Copier Zoom Rate	25 - 150%
9	Multi Copy	1-99 pages
10	Scan Type	Flatbed
11	Modem Speed	33.6 kbps and above
12	Fax battery backup	48 hrs. or more
13	RJ ports	2

Offer by the vendor:					
Sl. No	Make & model no.	Qty. in Nos.	Rate/ unit Rs.	Total amount Rs.	
				In figures	In words
1	(please specify)	2			
2	Net total amount				

Name & Signature

Date and Seal



G. Other Peripherals

SN	Component	Minimum Specifications
1	Portable USB Hard Disk	160 GB
2	USB Flash Drives	4 GB

Offer by the vendor:					
Sl. No	Make & model no.	Qty. in Nos.	Rate/ unit Rs.	Total amount Rs.	
				In figures	In words
1	for Portable Harddisk	1			
2	For USB Flash Drive	10			

Name & Signature

Date and Seal



Annexure IV

The Chief General Manager
National Bank for Agriculture and
Rural Development (NABARD)
Kerala Regional Office
Thiruvananthapuram

Dear sir

**Supply and installation of desktop PCs, laptop PCs and printers for
NABARD, Kerala Regional Office, Thiruvananthapuram**

With reference to the above mentioned work, we have submitted a quotation dated _____. In this connection, we confirm that our offer will remain valid for acceptance by NABARD for a period of 60 days from the date of opening the envelope no. 2. We also confirm that this period may be extended by mutual agreement and that we will not cancel or withdraw the offer during this period. Further, we assure that we will pass on any benefit accruing on account of any fall in prices during the period between the date of submission of quotation and the date of supply to NABARD, in respect of the said desktop PCs, laptop PCs and printers, in case our quotation is accepted.

Signature of Offerer:

Name & Address with Phone No.

Date:

Seal:



Annexure V

The Chief General Manager
National Bank for Agriculture and
Rural Development (NABARD)
Kerala Regional Office
Thiruvananthapuram

Dear sir

Supply and installation of desktop PCs, laptop PCs and printers for NABARD, Kerala Regional Office, Thiruvananthapuram

With reference to the above mentioned work, we have submitted a quotation dated for supply of printers. In this connection, we confirm and undertake that in case our quotation is accepted, we are ready to supply spares and consumables for the said printers for a minimum period of five years even if the model supplied is phased out by the manufacturer.

Signature of Offerer:

Name & Address with Phone No.

Date:

Seal:



Annexure - VI

**Supply and installation of desktop PCs, laptop PCs and printers for
NABARD, Kerala Regional Office, Thiruvananthapuram**

**Addresses of NABARD offices in various districts where one item as mentioned in
Annexure - III C & III F have to be supplied**

Sl. No.	Location of DDM office
1	P A Premkumar, AGM(DD) 'Sants', PP 10/57A Sree Nagar, Tellichery Road Pallikkunnu Kannur - 670004 Ph.: 9447374713

