



राष्ट्रीय कृषि और ग्रामीण विकास बैंक
NATIONAL BANK FOR AGRICULTURE
AND RURAL DEVELOPMENT

गुजरात*

नाबार्ड टावर
स्युनिसिपल गार्डन के सामने
उस्मानपुरा
अहमदाबाद-380 013
टेलीफोन : 27552257-58-59
27551959, 27550094
27552857
टेलीग्राम : अग्रफिन्स
फैक्स : 079-27551584

GUJARAT*

NABARD Tower
Opp. : Municipal Garden
Usmanpura
Ahmedabad-380 013
Telephone : 27552257-58-59
27551959, 27550094
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Ref.No.NB/AHM/8028/DIT-16(22)/2010-11

12 January 2011

Dear Sir

Supply and Installation of Laptops

- (i) Sealed quotations are invited for purchase of **Laptops** with the configuration and technical details mentioned in Annexure I. The configuration submitted with quotation must be as per format given in Annexures for respective item. The purchase of laptops shall be **against buyback of 03 old laptops (on as-is-where-is-basis)** the configuration of which is given in Annexure VIII.
- (ii) The other terms and conditions of this inquiry are given in Annexure-IV.
- (iii) The supply order includes all taxes, VAT, transportation charges, other levies and the octroi charges on actual basis on production of receipt.
- (iv) The details of quantity and delivery location are as under:

Sr. No.	Item	Quantity	Location of delivery
1	Laptop	3	NABARDTOWER, Usmanpura, Ahmedabad
2	Laptop preloaded with Licensed MS Office Professional 2010 (OEM) with media	1	

- (v) The **quotation** should be sent in a sealed envelope with superscription "**Quotations for supply of Laptops**" to the following address:

Shri S.G.Siddesh
Chief General Manager
NABARD, NABARD Tower, Opp. Municipal Garden, Usmanpura,
Ahmedabad - 380013

- (vi) The quotation is also published on our web site **www.nabard.org**.
- (vii) The quotation should reach us not later than **1700 hours on 21 January 2011**.
- (viii) You may submit an Earnest Money Deposit (EMD) of Rs. 2000/- by pay order / Demand Draft drawn on any Scheduled Bank in favour of 'NABARD' payable at Ahmedabad. Quotation without EMD is liable for rejection.

- (ix) Neither this inquiry nor your offer of supply confers any right on you and the Bank reserves the right to reject one or all the quotations without assigning any reason.
- (x) ***The validity of the offer will be for a period of 90 days from the date of opening of quotations.***
- (xi) A letter of acceptance of the terms and conditions as indicated in Annexure-II may also be submitted along with the quotation.
- (xii) ***National Bank for Agriculture and Rural Development (NABARD) reserves the right to reject tenders which are incomplete or unclear and do not conform to the specifications as mentioned in the respective Annexures. Further, NABARD reserves the right to accept or reject any or all the tenders without assigning any reasons. NABARD's decision would be final in the matter.***

Yours faithfully

(V V Ramana)
Asstt. General Manager

<u>Encl.:</u>	Annexure I	:	Configuration of Laptop
	Annexure II	:	Basic Information of the Agency
	Annexure III	:	Previous Experience
	Annexure IV	:	Terms and Conditions of Contract
	Annexure V	:	Machine Installation Report
	Annexure VI	:	Proforma of Letter of Indemnity
	Annexure VII	:	Proforma of Performance Bank Guarantee
	Annexure VIII	:	Configuration of Laptops to be given under buyback

ANNEXURE - I Conventional Laptops

Sr. No.	Component	Minimum Specifications	Yes/No*
1	Processor	Intel Core i5(430M or above) 2.26 Ghz or above 3MB L2 Cache or above 1066 MHz FSB or above	
2	Chipset	Intel /OEM specific	
3	Memory	4 GB DDR3	
4	HDD	320 GB @5400 rpm SATA	
5	Optical Drive	DVD-RW	
6	Network interface	10/100/1000 Gigabit Ethernet Card	
7	Wireless technologies	Intel Wireless LAN 802.11g/n, Bluetooth 2.0+	
8	Ports	2 or more USB ports, VGA – 1;RJ-45 Port	
9	Power supply & Battery	Lithium Ion Battery(6 cell) and External AC Adaptor	
10	Weight	Less than 3 Kgs.	
11	Graphics Controller	Mobile Intel Graphics Media Accelerator or above	
12	Multimedia	High definition audio, in-built stereo speakers,headphone, Microphone and Webcam	
13	Key board	Full Sized Keyboard	
14	Pointing Device	Touchpad with scroll zone	
15	Display Size	Not more than 14" (WXGA/WXG++)	
16	Slots	Express Card Slot	
17	Carrying Case	Executive Carrying Case	
18	Operating systems	Windows 7 Professional 64 Bit	
19	Warranty	3-years On-site Comprehensive	
20	Certifications	Energy star, ROHS,DMI 2.0	

*** To be filled by vendor**

Technical details / pamphlets of the model quoted may be submitted alongwith quotation. Technical configuration must be submitted in the above format with all the details above

Annexure II

BASIC INFORMATION OF THE AGENCY

1. NAME AND ADDRESS OF THE FIRM/ORGANISATION

2. ADDRESS OF REGISTERED OFFICE OF THE FIRM / ORGANISATION

3. TYPE OF THE FIRM / ORGANISATION (SOLE PROPRIETOR / PARTNERSHIP /PUBLIC OR PRIVATE LIMITED COMPANY ETC.)

4. NAME OF THE PROPRIETOR / PARTNERS / DIRECTORS OF THE ORGANISATION

1. EXPERIENCE IN HANDLING SIMILAR TYPE OF WORK : YEARS
2. NAME OF OIC, ADDRESS AND TELEPHONE NO. OF LOCAL OFFICE

3. WHETHER ANY CIVIL SUIT / LITIGATION HAS ARISEN IN THE CONTRACTS EXECUTED ? IF **YES**, PLEASE FURNISH THE NAME OF THE FIRM / ORGANISATION NATURE OF WORK, CONTRACT VALUE, DATE AND BRIEF DETAILS OF LITIGATION (ATTACH A SEPARATE SHEET IF REQUIRED)

SIGNATURE WITH SEAL :
NAME :
DATE :

ANNEXURE III

PREVIOUS EXPERIENCE

LIST OF IMPORTANT WORKS EXECUTED BY THE FIRM DURING THE LAST FIVE YEARS
FROM **01 APRIL 2005 TO 31 MARCH 2010**

Sr. No.	Name of the work and Location	Name of the Client with address and contact no.	Contract Amount
<input type="checkbox"/>			
<input type="checkbox"/>			
<input type="checkbox"/>			
<input type="checkbox"/>			
<input type="checkbox"/>			

Note : Copies of the contract / work order in respect of the aforesaid must be enclosed.

Annexure IV

Terms and Conditions of the Contract

1. A minimum average turnover of **Rs. 200 Lakhs** for the last 3 years.
2. Minimum 5 years of experience of similar work in PSUs/Banks/reputed public and Pvt. Ltd companies **alongwith the certificate from the respective firm. (to be submitted in Annexure III)**
3. The **Laptops** to be supplied will be as per the specifications given in **Annexure-I**.
4. The rates quoted shall be inclusive of Excise duty, Sales tax, Transportation cost, other levies, VAT, etc.
5. **The delivery and installation will have to be completed within 2 weeks from the date of receipt of the final order and a machine installation report as per proforma (Annexure V) may be submitted.**
6. **Warranty** : The equipment will carry a minimum on-site comprehensive warranty as per against all manufacturing defect(s) and the offerer will give an undertaking to the effect that after-sale service facilities are available against any manufacturing defect(s) during the currency of warranty period and defective items will be replaced free of cost during the period .Quarterly preventive maintenance shall be done during the warranty period. Further, the suppliers / vendors will be asked to provide delivery and installation of Desktop PCs without any extra cost at Ahmedabad and also to provide comprehensive ON-SITE after-sales maintenance services at their cost during the warranty period.
7. **Inspection and Testing** : The equipment will be made available to the Bank's representative for inspection and the supplier will render all necessary assistance for the same. The supplier will also make all necessary arrangement for testing the material.
8. The offer will remain valid for a minimum period of **90 days** from the date of opening the quotations.
9. **The National Bank does not bind itself to accept the lowest or any other tender and reserves to itself the right to accept or reject any or all the tenders/quotations either in whole or in part without assigning any reason.**
10. The supplier will have to make good the damages, if any , caused to the bank's properties while attending to the captioned work, at no extra cost to the Bank.
11. **Payment terms:** 90 % payment on successful installation and its satisfactory performance for a period of 15 days and 10% on submission of Performance Bank Guarantee as per proforma enclosed in Annexure VII and Indemnity Bond as per proforma enclosed in Annexure VI for the sale of Software supplied along with the Laptops.

Certificate of Acceptance of Terms & Conditions :

The above Terms & Conditions have been read and understood fully and we agree to abide by the same.

Date:

Signature of the authorized
representative of the Firm with
address

Place:

seal

Annexure V

Machine Installation Report

Location :

Details of Hardware :

Machine Serial Number	
Monitor Serial Number	
Keyboard Serial Number	
Mouse Serial Number	

Date of Installation	
----------------------	--

1	CPU CO-PROCESSOR CACHE MEMORY (KB)	
2	MEMORY (MB) MEMORY TYPE	
3	HDD (CAPACITY) HDD TYPE HDD MAKE	
4	FDD (CAPACITY) FDD MAKE	
5	DISPLAYs	
6	DVD SPEED AND MAKE	
7	KEYBOARD	
8	SERIAL, PARALLEL, USB PORTS	
9	MOUSE	
10	OTHER HARDWARE	

Details of Software Received with (To be filled in by NABARD Representative)

Sr. No	Software	Version Number	License Number	No. of CDs / Floppies	Pre-Loaded on PC (Y/N)	Remarks

Vendor's Engineer/ Representative		NABARD Representative	
Name		Name	
Signature		Signature	
Date		Date	

Annexure VI

LETTER OF INDEMNITY

The Chief General Manager
National Bank for Agriculture and Rural Development
NABARD TOWER, Opp. Municipal Garden
Usmanpura
Ahmedabad 380 013

Dear Sir,

Sale of Systems Software, Compilers and Utilities to be used on Laptops

WHEREAS the National Bank for Agriculture and Rural Development, a corporation established under the National Bank for Agriculture and Rural Development Act, 1981 (hereinafter referred to as 'the Bank') has expressed desire to purchase systems software, compilers and utilities to be used on _____ for the various functions as per the Schedule hereunder written and which are hereinafter for the sake of brevity referred to as 'the said systems package', subject to our furnishing declarations and indemnity as contained hereafter.

NOW THEREFORE THIS LETTER OR INDEMNITY WITNESSETH THAT :

We, hereby declare and certify that we are the rightful owners/licensees of the said systems package offered for sale to the Bank and that the sale of the said systems package to the National Bank by us and the use thereof by the National Bank does not infringe the property or other intellectual property or copy rights of any other person and that the same does not infringe the Copy of Rights Act, 1957 or any other Act for the time being in force.

We the said _____ hereby agree to indemnify and keep indemnified and harmless the Bank, its Officers, servants, agents and other authorized persons against any action that may be brought against them for infringement of the right of property or other intellectual property or copy rights in respect of the said systems package supplied by us to the Bank and will defend the same at our cost and consequences, and will pay or reimburse the Bank, its officers, servants, agents and other authorized persons from all costs and other expenses that they may be put to or incur in that connection.

SCHEDULE

- 1.
- 2.
- 3.

Yours faithfully

(Name and Designation)
Authorized Official

Annexure -VII

Performance of Bank Guarantee Pro forma

National Bank for Agriculture and Rural Development
Regional Office
Ahmedabad

This deed of guarantee made on this _____ day of _____ by (Name of Bank giving guarantee) having its registered office at _____ and amongst all places a branch at (address of the bank branch giving guarantee)/ and wherever the context so requires includes its successors and assigns (hereinafter called the "Surety") for the favour of National Bank for Agriculture and Rural Development, Regional Office, NABARD Tower, Opp. Municipal Garden, Usmanpura, Ahmedabad 380 013 and wherever the context so requires includes its successors and assigns (hereinafter called the "Purchaser").

1. The Purchaser has placed an order No _____ (hereinafter called the "Said Order") with (Name of vendor) a Company having its registered office at (Address) and wherever the context so requires includes its successors and assigns (hereinafter called or referred to as "The Supplier").
2. Under the terms of the order, the supplier is required to furnish the purchaser at his own cost a Bank guarantee for an amount of Rs. _____ (Rupees _____) for fulfilling the conditions of technical delivery in the purchase order towards guarantee against all manufacturing defects for a period upto _____ in lieu of retention of an amount of 10 % of the value of the order towards satisfactory fulfillment of the order and for defects if any, noticed during the warranty period of one year from date of satisfactory installation.
3. The Surety at the request of the Supplier who are constituents of surety agreed to issue a Bank guarantee in terms of the said order on behalf of the supplier and the purchaser has agreed that the supplier shall repair or replace free of cost, equipment, machinery, its parts and components found defective on account of bad workmanship or defective materials or inferior manufacture as mentioned in the warranty and guarantee clause of the said order.
4. The Surety binds himself to pay to the purchaser to the extent of Rs. _____ (Rupees _____) in case of failure on the part of the supplier to perform this guarantee provided the purchaser informs the surety in writing to this effect. The surety binds himself to pay the amount immediately pursuant to the said demand notice notwithstanding any dispute that may exist or arise between the purchaser and the supplier or any other person.
5. Notwithstanding anything contained herein above, the liability of the surety in respect of this guarantee is restricted to Rs. _____ (Rupees _____); in case of failure on the part of the supplier to perform this guarantee provided, the purchaser informs the surety in writing to this effect.
6. This guarantee shall remain in force upto _____.
7. The guarantee shall not be discharged or released from the guarantee by any arrangement between the purchaser and the supplier with or without consent of the Surety or by any

alteration in the Obligations of the Parties or by any indulgence, forbearance whether as to payment, time, performance or otherwise.

8. This guarantee shall not be affected by any change in the constitution of the supplier by absorption with any other body or corporation or any other and this guarantee will be available to or enforceable by such body or corporation.

9. Unless a claim under this guarantee is made by the purchaser against the bank on or before _____ **(6 months after end of warranty period)** all the rights of the purchaser under this guarantee shall be forfeited and the bank shall be relieved and discharged from all liability under this guarantee.

10. And this bank guarantee after _____ shall cease to exist if there is no claim on or before _____ **(6 months after end of warranty period)**.

Notwithstanding anything contained herein above, the liability under this guarantee is restricted to an amount not exceeding Rs. _____ (Rupees _____) and the guarantee shall remain in full force and effect until _____. Unless action to enforce the claim is filed on or before _____ **(6 months after end of warranty period)** all rights under the said guarantee shall be forfeited and Bank shall be relieved and discharged from all liabilities thereunder.

DATED AT

THIS _____ DAY OF

Annexure VIII

Configuration of Laptops to be given under Buyback (As is where is Basis)

Sr. No.	Particulars	Sr. No.	Configuration	Quantity	Rate (Rs.)	Total (Rs.)
1	IBM 2682 KVA	FX50375	PIV, WIN XP, 256 MB RAM, 10GB	1		
2	IBM 2682 KVA	FX50341	PIV, WIN XP, 256 MB RAM, 10GB	1		
3	Compaq Presario 2800	022B042	PIV, WIN XP, 256 MB RAM, 20GB	1		