



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

गुजरात\*

नाबार्ड टावर  
म्युनिसिपल गार्डन के सामने  
उस्मानपुरा  
अहमदाबाद-380 013  
टेलीफोन : 27552257-58-59  
27551959, 27550094  
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टेलीग्राम : अग्रोफिनांस  
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GUJARAT\*

NABARD Tower  
Opp. : Municipal Garden  
Usmanpura  
Ahmedabad-380 013  
Telephone : 27552257-58-59  
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Ref.No.NB/AHM/6927/DIT-16(22)/2009-10

03 November 2009

Dear Sir

**Supply and Installation of LAN Switch**

- (i) Sealed quotations are invited for purchase of **LAN Switch** 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.
- (ii) The other terms and conditions of this inquiry are given in Annexure-II.
- (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	LAN Switch 24 port (Dlink DES 3526)	1	NABARD TOWER, Usmanpura, Ahmedabad
2	Patch Cord CAT 5 2 metre RJ45	50	

- (v) The **quotation** should be sent in a sealed envelope with superscription "**Quotation for LAN Switch**" 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 quotations should reach us not later than **1700 hours on 12 November 2009**.
- (viii) 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.
- (ix) **The validity of the offer will be for a period of 90 days from the date of opening of quotations.**
- (x) A letter of acceptance of the terms and conditions as indicated in Annexure-II may also be submitted along with the quotation.
- (xi) **National Bank for Agriculture and Rural Development (NABARD) reserves the right to reject quotations which are incomplete or unclear and does not conform to the specifications of switches as mentioned in the Annexure.**

Yours faithfully

**(P Balachandran)**  
Asstt Gen Manager

**Encl.:**

Annexure I	:	Configuration of LAN Switch
Annexure II	:	Basic Information of the Agency
Annexure III	:	Previous Experience
Annexure IV	:	Terms and Conditions of Contract
Annexure V	:	Proforma of Performance Bank Guarantee

**ANNEXURE - I**

<b>Sr. No.</b>	<b>Item</b>
1	24 port switch(Dlink DES 3526)

**Note :**

1. It may be ensured that the quoted switch may be compatible with our existing LAN switch (CISCO 3524 Catalyst and DAX DX 5026 MG ).
2. You may examine our Local Area Network(LAN) before submission of quotation to enable you to assess the exact requirement.

**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 2004 TO 31 MARCH 2009**

<b>Sr. No.</b>	<b>Name of the work and Location</b>	<b>Name of the Client with address and contact no.</b>	<b>Contract Amount</b>

**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 **LAN Switch** 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 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 V and Indemnity Bond as per proforma enclosed in Annexure IV for the sale of Software supplied along with the PCs / 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

### 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