

Ref.No.NB.UPRO/DIT/ /DIT-6/2007-08

30 November 2007

Dear Sir,

**Invitation to Bid for Supply of 2 GB Pen Drives
at National Bank for Agriculture & Rural Development,
11, Vipin Khand, Gomti Nagar, Lucknow - 226010**

Sealed tenders are invited for purchase of 75 (seventy five) Nos. Pen Drives of 2 GB capacity. The General Terms and Conditions governing the contract are given in Annexure I. The tenders in sealed envelopes must be clearly superscribed "**TENDER FOR SUPPLY OF PEN DRIVES**" and forwarded to "**THE CHIEF GENERAL MANAGER, NATIONAL BANK FOR AGRICULTURE & RURAL DEVELOPMENT (NABARD), 11 VIPIN KHAND, GOMTI NAGAR, LUCKNOW - 266 010**" so as to reach latest by **14 December 2007** received after the due date / time will be summarily rejected. The tenders may be forwarded by Post or alternatively dropped in the Tender Box at GAD-Estate (2nd Floor) at the above address. NABARD will not be responsible for postal / other delays in receipt of tenders and no claims would be entertained on this account.

The tender may also be downloaded from NABARD's website **www.nabard.org**.

NABARD reserves the right to accept/reject tenders or change related parameters without assigning any reason thereof whatsoever.

Yours faithfully,

(S M Sinha)
Asst General Manager

Terms and Conditions

General

1. Item & Quantity : USB Pen Drives (of reputed brands like Transcend or Equivalent) 2 Gigabytes Capacity - 75 (Seventy five) Nos.
2. Estimated cost of tender Rs.60,000/- (Rupees Sixty thousand only)
3. The rates quoted should be all inclusive and include delivery, installation charges, warranty charges, all taxes, local levies, etc., and no further amount would be paid by NABARD on any account.
4. The offer should be for systems of reputed manufacturers having all India service capabilities. The manufacturer's service network available across the country and especially in Uttar Pradesh State should be properly enumerated.
5. The offer should remain valid for a minimum period of 90 days from the date of opening of the tenders by NABARD. The supplier would not be entitled to cancel or withdraw the offer during this period.
6. NABARD reserves the right to reject any or all tenders without assigning any reasons for such rejection.
7. **The tender documents are also available on NABARD's website www.nabard.org .**
8. The proforma provided in Annexure I should be strictly used for submission of quotes. In case the agency desires to submit any additional information on the products / service, etc. , the same may be furnished under head "Other Details".
9. It may be noted that submission of the quote would imply explicit acceptance by the supplier of the terms and conditions listed hereunder.
10. A supplier may offer more than one model / make of product provided he is authorised to quote for the same.
11. The supplier will ensure that the tender reaches the bank on or before the due date and time. Applications received after the due date and time or incomplete in any respect or not as per the proforma prescribed are liable to be rejected.
12. All tenders should be accompanied by a demand draft for Earnest Money Deposit (EMD) of Rs.1200/- (Rupees One thousand two hundred only) drawn in favour of **National Bank for Agriculture & Rural Development payable at Lucknow.**



13. 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.
14. 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.
15. Quantities indicated in the order are to be supplied as a single lot.
16. All disputes arising out of or in any way connected with this contract shall be deemed to have arisen in Lucknow and only courts in Lucknow would have jurisdiction to determine the same.
17. No request for change of tendering conditions for want of information on any particular issue will be entertained by NABARD
18. All the pages of the tender document should be signed togetherwith seal of the authorised representative of the supplier.

Eligibility of Bidder

1. Suppliers should be registered in India
2. The supplier should have atleast 3 (three) years experience in the field of supply of computer hardware and peripherals
3. The supplier should have OEM presence in India or channel partners / service providers, authorised distributors / dealers / resellers.
4. The supplier should have sufficient experience and proper infrastructure to provide requisite after sales service and support.
5. The supplier have experience of similar works, i.e., atleast 3 works not less than Rs.0.25 lakh or atleast 2 works amounting to not less than Rs.0.30 lakh or 1 work amounting to not less than Rs.0.50 lakh in the past three years. Details in this regard should be furnished by the supplier.
6. The supplier's clientele should include banks, financial institutions, government undertakings and other reputed concerns, references which should be made available in case the same is sought for by NABARD.
7. The supplying agency should be a profit making entity for the past 3 (three) years. Details of the same need to be provided.



Acceptance of Tenders / Bids

1. The offers made should be unqualified failing which the offer shall be liable to the rejected.
2. The supplier shall pass on to NABARD any benefit under any promotional scheme / offers on the product /s offered. Also all items / parts included by the OEM would be supplied alongwith the equipment. The supplier would not be entitled to debundle any such item / part. The make / model of the equipment offered should be clearly indicated in the quote.
3. 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' option. No change in rate or conditions after opening the offer will be entertained
4. The offerer should note that unless otherwise stated, the offer is strictly on item rate basis.
5. NABARD reserves the right to accept or reject any tender in part or in full without assigning any reasons whatsoever.
6. Any correction / alteration should be properly authenticated with signature and date by the authorised representative of the supplier. Corrections using fluid and overwriting will not be permitted.
7. Rates should be quoted both in figures and in words. In case of difference between figures and words the following procedure will be followed : (a) when there is a difference between the rates in figures and words, the rates which correspond to the amount worked out by the supplier will be taken as correct ; (b) When the amount of items is not worked out by the supplier or it does not correspond with the rate written either in figures or words, then the rate quoted by the supplier in words shall be taken as correct ; (c) When the rate quoted by the supplier in figures and words tallies but the amount is not worked out correctly, the rate quoted by the supplier shall be taken as the correct and not the amount.

Opening of Bids

1. The tenders would be opened on 14 December 2007 at 1515 hours.

Award of Contract

1. NABARD reserves the right to inspect the premises / facilities of the supplier to ensure the claims made by the supplier are in conformity with the details provided in the bid.



2. NABARD does not bind itself to accept the lowest or any other offer and reserves to itself the right to accept/reject any or all the offers, without assigning any reasons, therefor.

Undertaking of Works

1. The successful supplier would be required to complete the delivery and installation at site within 4 weeks of NABARD's acceptance of the offer and placing of Purchase Order.
2. The equipments would be made available for testing / inspection by NABARD representative/s and the supplier would ensure all necessary assistance for the same. The supplier would also ensure proper testing of the equipments and connected paraphernalia and ensure that the products meet the criterion as listed out in the offer made by NABARD and to the satisfaction of NABARD.
3. In case the model offered by the supplier at the time of quote is out of date, the supplier should agree to provide at no extra cost, an equipment of such higher configuration than prescribed in the offer and acceptable to NABARD.
4. The offerer shall not be entitled to any compensation for any loss suffered by him on account of delays in executing the supply, whatever be the cause of delays, including delays arising out of modifications to the supply 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.
5. The supply shall not be considered as completed until the Bank' officials have certified in writing. The warranty period shall commence from the date of such certificate.
6. The supply shall be completed as per the working days / hours of the bank and no request for extension of such facilities beyond the normal working hours / days will be entertained.

Payment

1. 90% of the value of the purchase order on installation and submission of certificate of satisfactory installation. The balance 10% of the purchase value would be released on submission of Bank Guarantee for performance by the supplier as cited under Warranty below.
2. 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, Uttar Pradesh Regional Office, Lucknow at his office by cheque. All payments shall be



subject to statutory deductions such as Trade Tax, Income Tax, etc., as applicable.

3. All payments will be made at Lucknow only
4. Payment will be made only on completion of all supplies specified under the contract and on satisfaction of other conditions of the contract. Under no circumstances would part / advance payment be allowed.
5. The payments made by NABARD would be subject to deduction of all taxes togetherwith surcharge, etc., as applicable under the extant laws prevailing at the time of payment.

Warranty

1. The tender should clearly specify the period and type of warranty. In case, the product offered carries a lower warranty term, rates for an upgrade to the minimum prescribed warranty period should be provided.
2. The selected supplier would be required to provide performance bank guarantee from their banker as per the proforma to be supplied by us for an amount equivalent to 10% of the supply cost for the warranty period.
3. 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.
4. Defect liability/Warranty period for Maintenance of machines shall be a minimum period of 02 (two) years on-site. The defect liability/warranty period would cover total comprehensive contract.

Penalties

1. In the event of failure of the supplier to deliver the equipments within the stipulated period of time, NABARD reserves the right to award the supply to an alternative supplier. All damages on this account would directly rest with the supplier originally awarded the contract. The EMD provided by the supplier would stand forfeited in such case. Also NABARD would be entitled to claim compensation for any excess payments / damages incurred by NABARD in this connection.
2. Liquidated damages shall be 0.25% (zero point two five per cent or twenty five per cent of one percent) of the accepted cost of tender per week of delay beyond the stipulated period of completion subject to a maximum of 5% of the contract cost. Any part of week beyond seven days will be construed as full week for the purpose.



Bill of Quantity for Supply of USB Pen Drives

Sr No	Item	Unit	Rate	Quantity	Amount (Rs.)
1	2 GB USB Pen Drives (Transcend or Equivalent)	No.		75	
(Amount in Words (Rupees					

Note : Amount to be written both in figures and words both

Date :
Place :

**Signature of the Vendor
with Seal**