

NATIONAL BANK FOR AGRICULTURE AND RURAL DEVELOPMENT



**NATIONAL BANK FOR AGRICULTURE AND RURAL DEVELOPMENT
Jammu & Kashmir Regional Office, Jammu**

LIMITED Tender (only from empaneled vendors) for Supply, Installation, Testing & Commissioning of 15 Laptops, 09 Three-in-One (Print, Copy & Scan) Printers, 01 Network Color Laser Printers, 01 Automatic Document Feeder (ADF) Scanner & 05 External Hard Disks (HDD) on buyback basis of 16 Laptops, and 10 MFD's (on 'as-is-where-is' basis)

The Document contains 50 pages

NATIONAL BANK FOR AGRICULTURE AND RURAL DEVELOPMENT (NABARD), J&K Regional Office, Jammu re-invites sealed offers from all empaneled vendors for Supply, Installation, Testing and Commissioning of 15 Laptops, 09 Three-in-One (Print, Copy & Scan) Printers, 01 Network Color Laser Printers, 01 Automatic Document Feeder (ADF) Scanner & 05 External Hard Disks (HDD) on buyback basis of 16 Laptops, and 10 MFD's (on 'as-is-where-is' basis) (hereinafter referred as "Computer Hardware") at its various departments of J& K Regional Office located at Jammu, Srinagar Cell of NABARD J&K Regional Office located at Srinagar and DDM offices of NABARD J&K Regional Office located in various districts of J&K (Details given in the enclosed Appendix)

The TENDER document can be freely downloaded from NABARD's website www.nabard.org.

NABARD J&K Regional Office, Jammu

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Part I - Technical Bid

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TENDER NOTICE

Please refer the tender notice NB.DIT/ / DIT/ Procurement/2019-20 dated 22 November 2019 issued by National Bank for Agriculture and Rural Development (NABARD) for procurement of computer hardware for its various departments of J&K Regional Office located at Jammu, Srinagar Cell located in Srinagar and DDM offices located in various districts of J&K. In this connection, we re-invite sealed offers/ tenders in two parts from all eligible empaneled vendors for Supply, Installation, Testing & Commissioning of 15 Laptops, 09 Three-in-One (Print, Copy & Scan) Printers, 01 Network Color Laser Printers, 01 Automatic Document Feeder (ADF) Scanner & 05 External Hard Disks (HDD) on buyback basis of 16 Laptops, and 10 MFDs (on 'as-is-where-is' basis) at its various departments of J&K Regional Office located at Jammu, Srinagar Cell located in Srinagar and DDM offices located in various districts of J&K as per the terms and conditions contained in the Request For Proposal (RFP)/ Tender.

The Bidding Document may be downloaded for free from <https://www.nabard.org/> or <https://eprocure.gov.in> from 15.00 hrs on 10 January 2020 onwards. The other details are given below:

Date of commencement of issue of RFP	10 January 2020
Earnest Money Deposit (Bid Security)	Rs. 15, 000/-
Last date for receipt of RFP queries	31 January 2020
Pre-Bid meeting	11.00 hrs on 16 January 2019 at 3 rd floor, Mini-Conference Hall, NABARD, Jammu
Last date and time for receipt of Bids	15.00 hrs on 31 January 2020
Date and time of opening of technical bid	15.30 hrs on 31 January 2020
Place of receiving and opening of tenders	Place of Submitting tender: Tender Depositing Box, 1 st floor, NABARD, Railway Road, Near Saraswati Dham, Jammu-180012 Opening of Tender: 3 rd floor, Mini-Conference Hall, NABARD, J&K Regional Office, Jammu. Email: dit.jammu@nabard.org Telephone: 0191-224084 /

No. of envelopes (non-window, sealed) to be submitted

Two (2) Envelopes

a) Sealed envelope 1 containing technical bid+ EMD Receipt of Fund transfer. The envelope may be marked as “Envelope-1: Technical Offer for procurement of various Computer Hardware”

b) Sealed envelope 2 containing commercial bid. The cover of envelope may be marked as “Envelope -2: Commercial Bid for procurement of various Computer Hardware”

Both the envelopes to be placed in one sealed envelope. The cover of envelope may be marked as “**Tender for Supply, Installation, Testing and Commissioning of 15 Laptops, 09 Three-in-One (Print, Copy & Scan) Printers, 01 Network Colour Laser Printers, 01 Automatic Document Feeder (ADF) Scanner & 05 External Hard Disk Drives (HDD) at various departments and DDM offices of NABARD’s J&K Regional Office.**”

- Bank reserves the right to change the dates mentioned in the RFP which will be displayed, as corrigendum/ amendment, at the above websites on which bidding documents are available.
- Please note that all the information desired, needs to be provided by the bidder in the formats specified by the Bank. The bidder shall bear all the costs associated with the preparation and submission of the bid and NABARD will, in no case, be responsible or liable for such costs, regardless of the conduct or outcome of tendering process.
- Earnest Money Deposit (EMD) must accompany with tender offer as specified in this tender document. **EMD amount should not be mixed with commercial bid. It should be contained in envelope-1 with the technical bid.**
- MSE firm registered as Micro and Small Enterprise as defined in MSE procurement policy issued by GOI or registered with Central Procurement Organization are exempted from furnishing EMD while submitting the tender **if it produces a copy of valid MSE registration certificate** along with Tender Document in Envelope No.1 (Technical bid).
- **Offers received without EMD will be summarily rejected.**
- Technical specifications, terms and conditions, various formats and proforma for

submitting the tender offer are described in the tender document and its enclosures/ annexures.

- Tender offer will be opened in the presence of the bidders or their representatives who choose to attend the opening of tender on the abovementioned date, time and place.
- Out of the above computer hardware to be offered on buy back basis, 09 laptops & 10 MFDs are at various District offices of NABARD and 03 Laptops are at Srinagar Cell of NABARD J&K Regional Office (details depicted in Appendix enclosed). If any bidder wants to physically inspect the said Computer Hardware, he/she has to make his/her own arrangement. NABARD will not provide any expenditure for carrying out the inspection.

Tender No NB.DIT/ 884 / JKRO / Procurement/2019-20
Dated: 10 January 2020

DETAILED NOTICE REINVITING TENDER

National Bank for Agriculture and Rural Development, is a body corporate established under the NABARD Act, 1981 (hereinafter referred to as "NABARD") having its Head Office at Plot No. C 24, Block 'G', Bandra-Kurla Complex, Bandra (East), Mumbai – 400051 and Regional Offices (ROs) / Training Establishments (TEs) in different cities across the country.

NABARD, J&K Regional Office, Jammu intends to re-invite sealed Tenders for Supply, Installation, Testing & Commissioning of **15 Laptops, 09 Three-in-One (Print, Copy & Scan) Printers, 01 Network Color Laser Printers, 01 Automatic Document Feeder (ADF) Scanner & 05 External Hard Disks (HDD)** as per configuration given in (part-I,schedule-6) under buy back arrangement of 16 Laptops and 10 MFDs (on as-is-where-is basis) for its various departments at J&K Regional Office at Jammu, Srinagar Cell of NABARD J&K Regional Office located at Srinagar and DDM offices of NABARD J&K Regional Office located in various districts of Union Territory of J&K. The location wise details of the laptops to be offered under buyback arrangement as also location details for supply, installation, testing and commissioning of new Computer Hardware are given in the Appendix enclosed.

Tender document may be downloaded from NABARD's website: www.nabard.org or <https://eprocure.gov.in> .

Two Part Offer: -

The offer will have to be submitted in two parts; Technical Bid & Commercial Bid.

The technical bid and the Commercial bid should be sealed by the bidder in separate covers duly super-scribed and both these sealed covers are to be put in a bigger cover which should also be sealed and duly super-scribed. The technical bids will be opened by NABARD in the first instance on the scheduled date and time in the presence of the vendors who turn up on scheduled date and time.

At the second stage, financial bids of only technically qualified vendors would be opened after intimating them the date, time and place of opening of the financial bid for further evaluation and ranking before awarding the contract.

Technical Bid must be submitted in sealed cover, giving full particulars, addressed to, ***“The Chief General Manager, National Bank for Agriculture and Rural Development, J&K Regional Office, NABARD Tower, Railway Road, Rail Head Complex, Jammu - 180012”***.

Each page of the Bid document must be signed with proper seal of Vendor/Bidder.

Envelope No.1 (Technical Bid)

The envelope containing Technical Bid should be duly super-scribed " Technical Bid for Supply, Installation, Testing & Commissioning of 15 Laptops, 09 Three-in-One (Print, Copy & Scan) Printers, 01 Network Color Laser Printers, 01 Automatic Document Feeder (ADF) Scanner & 05 External Hard Disks (HDD) ".

Technical Bid should contain the following: -

- i. Earnest Money Deposit of Rs.15,000/-
(Payment for EMD has to be made by **fund transfer through NEFT/RTGS** to NABARD's Current Account No. **21078704284** with Allahabad Bank., Bahu Plaza Branch, Jammu. IFS Code: **ALLA0212062** (underlined figures to be read as zero) and documentary evidence of deposit in the form of UTR / Receipt Voucher is to be enclosed along with the duly filled, signed & complete in all respects Tender document. Tender without EMD shall be rejected).
- ii. Copy of valid MSE registration certificate in case seeking exemption from furnishing EMD (to be submitted along with Tender Document in Envelope No.1 (Technical bid)).
- iii. A copy of 'Proposal' document including Schedules 1, 2, 3, 5, 6, 7, 9, 10, 11 & 12 and Appendix duly signed by authorized signatory of the Vendor/Bidder on each page. Pre-filled schedule 8 (indicating whether the proposed machine meets minimum specifications) should also be submitted along with this proposal. However, the same shall be certified by NABARD after successful installation of machines at desired locations.
- iv. An Undertaking by the Authorized Signatory of the Vendor/Bidder, on the letter head of the Vendor/ Bidder stating that the Vendor/ Bidder has not been blacklisted by any Central/State Government Organization or PSU for any corrupt and fraudulent practice.
- v. Any other information which the Vendor/Bidder would like to submit.
- vi. **It should be specifically noted that the contents of Technical offer must not reveal commercials.**

Envelope No. 2 (Commercial Bid)

The Envelope containing Commercial Bid should be duly super-scribed "**Commercial Bid for** Supply, Installation, Testing & Commissioning of 15 Laptops, 09 Three-in-One (Print, Copy & Scan) Printers, 01 Network Color Laser Printers, 01 Automatic Document Feeder (ADF) Scanner & 05 External Hard Disks (HDD)".

Commercial Bid should contain the following: -

- i. Prices in Indian Rupees only with detailed break-up of prices as per Part II, Schedule 2.

- ii. The Commercial Offer should be in conformity with the terms indicated in paragraph 2.13 - "Terms of Payment".
- iii. The Commercial Offer should not contradict the Technical offer in any manner.
- iv. The quoted price should be valid for a period of 3 months from the date of opening of Commercial Bid.

The successful vendor has to submit Performance Bank Guarantee (PBG) within 30 days of intimation of acceptance of the tender, an amount equal to 2% of accepted value of tender. The Performance Bank Guarantee will be valid for a period of 60 days beyond the date of completion of all obligations including warranty obligations i.e. 3 years of warranty + 60 days.

Opening of 'Quotation'

The Envelope No.1 containing the Technical Bid will be opened at **15:30 hours on 31 January 2020**. It may be ensured that the bid is dropped/ deposited in the Tender Depositing Box placed in, Department of Premises, Security and Procurement (DPSP), 1st floor, NABARD Towers, Railway Road, Rail Head Complex, Jammu - 180012. The Bids will be opened at this Office in the presence of Chief General Manager, NABARD, J&K Regional office, Jammu or any other officer designated for the purpose by him and will be opened in the presence of authorized representatives of the individual bidding firms who choose to be present at the time of opening.

Address for Communication: -

**The Chief General Manager
NABARD, J&K Regional Office,
NABARD Tower, Railway Road, Rail Head Complex,
Near Saraswati Dham.
Jammu, J&K – 180012**

**Tel. No- 0191- 2472355 / 2441058
E-mail: dit.jammu@nabard.org**

**(Geeta Singh)
Deputy General Manager**

Disclaimer

NABARD may accept or reject any or all Response/s to this request for Tender in its discretion or may ask for any additional information from the bidders. NABARD may also vary its requirements, add to or amend the terms, procedure and protocol set out in this request for Tender for bonafide reasons, which will be notified to all through notice on its website. Further, NABARD hereby reserves its right to annul the Tender process at any time prior to the contract award without incurring any liability towards the bidders.

2. Terms and Conditions

2.0 Scope of work:

The successful bidder needs to provide the following elements at the locations and quantity as depicted in Appendix: -

2.0.1 Supply:

- a) Hardware along with requisite software at various departments, Srinagar Cell and DDM Offices of NABARD's J&K Regional Office (as depicted in Appendix).
- b) License for all the Software Components (wherever applicable).
- c) Manuals of the Hardware and Software (wherever applicable).
- d) Installation Media in the form of CD, DVD etc. (wherever applicable).

2.0.2 Delivery & Installation:

Delivery, Installation, Commissioning & Configuration of the supplied equipment / Software's at various departments, Srinagar Cell and DDM Offices of NABARD's J&K Regional office (as depicted in Appendix)

2.0.3 Warranty support:

The successful bidder has to provide Comprehensive Post-Installation warranty support for the Computer Hardware supplied for a period of **3 (three) years, on site**. In case the bidder has to source full or part of the components or services from the OEM, the bidder shall stay responsible.

2.1 Conditions of the TENDER:

2.1.1 The L1 Vendor will be arrived at component wise i.e., separately for Laptops, Three-in-One (Print, Copy & Scan) Printers, Network Color Laser Printers, Automatic Document Feeder (ADF) Scanner & External Hard Disks (HDD).

2.1.2 Specific authorization from the original manufacturer of the Hardware and Software (wherever applicable) would be required for this tender.

2.1.3 Complete specifications of all the products and services recommended in the proposal inclusive of make/manufacturer/ developer shall be provided along with the technical bid. If not, bid will not be considered for commercial.

2.1.4 Submission of proposal in response to the Tender enquiry does not bind NABARD to award a purchase order for any service or product. NABARD would only deal with the successful bidder in matters related to Technical, Commercial and Legal aspects.

2.1.5 NABARD reserves the right to reject any particular bid or all the bids without assigning any reason whatsoever. Failure to select a bidder by NABARD shall not make NABARD liable to pay claim.

2.1.6 Any additional/different terms & conditions proposed by the bidder shall be treated as rejected unless expressly assented in writing by NABARD.

2.1.7 By submitting the proposal against this tender enquiry, the bidder acknowledges the responsibility to respond promptly in contract with NABARD. Failure to do so shall relieve NABARD of any contractual obligation to the bidder and NABARD reserves the right to select any other bidder for whole or part of the awarded work.

2.1.8 The bidder explicitly acknowledges that they are experts and fully competent in executing the work involved in the provision of the tendered job and accepts the responsibilities for the performance of all provisions and terms and conditions of the tendered job.

2.1.9 Any response or communications whatsoever from the bidder received after the last date/time shall be strictly treated as invalid unless called for by NABARD.

2.1.10 No expense incurred by the bidder in the preparation of the quotation against the present tender enquiry shall be borne by NABARD. The submitted bids once opened shall not be returned to the bidder.

2.1.11 The technical & functional specifications of all the items should comply with but not limited to the minimum criterion given under the relevant section of this tender. NABARD reserves the right to accept or reject any tender based on deviations (as per the discretion of NABARD), if any, from the technical specifications.

2.1.12 Any corruption in the software or media (wherever applicable) provided by the bidder shall be rectified during the full warranty period of the contract at no extra cost to NABARD.

2.1.13 The hardware, software and the overall system shall be supported by the successful bidder for the entire period of warranty. The bidder is required to submit an undertaking to this effect along with the technical offer. Absence of the undertaking shall make the offer liable for rejection.

2.1.14 The bidder shall be responsible for installation, commissioning & configuration of the hardware and software and related activities (unpacking, uncrating, inspection etc.). They shall ensure physical availability of all items as per the packing list. The bidder shall take necessary insurance cover at their own cost for the goods that are transported until the signing of the Machine Installation Report.

2.1.15 The successful bidder shall provide Machine Installation Reports, Supply Completion Report and Performance Guarantee Certificate after completion of work.

2.2 Eligibility Criterion:

Offers are invited only from those empaneled Vendors who fulfill the following eligibility criteria:

2.2.1 The product offered should comply with the certifications indicated in detailed specifications of the hardware/software. The bidder should submit supporting documents along with the Technical Offer.

2.2.2 The bidder should be direct channel partner of the OEM, preferably highest level channel partner and should be the one-point contact for the entire project.

2.2.3 The bidder should provide the **Manufacturer's Authorisation Form** as per format given in Part I- Schedule 7. The **Manufacturer's Authorisation Form should not be older than 3 financial years preceding the financial year in which the tender / quotation is being submitted. Offers without proper authentication from the manufacturer/ OEM shall be treated as incomplete and shall be rejected.**

2.2.4 The bidder should submit the valid Trade License Certificate along with the Technical Offer (if any).

2.2.5 The bidder should have a dedicated comprehensive **support Service Centre preferably at both Jammu & Srinagar.**

2.2.6 The bidder shall submit legal documents pertaining to the status of the organization including Memorandum and Articles of Association.

2.2.7 The Vendor/Bidder should not have been blacklisted by any Central/State Government Organization or PSU for any corrupt and fraudulent practice. **An Undertaking by the Authorized Signatory on the letter of the Vendor/Bidder should be submitted as a part of Technical Offer.**

2.2.8 The Vendor/Bidder should submit its Organizational / Financial profile in the proforma detailed in Part 1 - Schedule 5 as a part of Technical Offer. Documents supporting Financials (like Copies of published Annual Reports / audited financial statements etc.) should necessarily be supplied along with Technical Offer failing which the **bid is liable for rejection.**

2.2.9 **The supplying agency should be a profit making entity for the past 3 (three) years and its Annual Turnover during each of the last 3 years from the business of supply and maintenance of IT hardware should not be less than Rs.5.00 lakh.** Details of the same are to be provided. This should be individual company's turn over and net profit and not that of group of companies. Supporting documents in this regard should be provided as a part of Technical offer.

2.2.10 The vendor/Bidder should have the installation/implementation experience as detailed under Para 2.3 of this document.

2.3 Installation /Implementation Experience:

The Vendor/Bidder must have experience, in last three years, of installation, testing and commissioning of Hardware/Software mentioned in Schedule of Quantities.

A Statement containing the details of such implementations like Name of the firm, brief scope/description of the project, duration in months, from/to Team size, client details (including the name and details of contact person) should be submitted as a part of Technical Offer.

Photocopies of relevant documents / certificates should be submitted as proof in support of the claims made. NABARD reserves the right to verify /evaluate the claims made by the vendor/Bidder independently. **Non-compliance of any of the criteria will entail rejection of the order.**

2.4 Validity period of the TENDER:

- a) The bid shall remain open for acceptance by NABARD for a period of 60 days from the date of opening of Commercial Bid. The period may be extended by mutual agreement and the Vendor/Bidder shall not cancel or withdraw the 'quotation' during this period.
- b) The Vendor/Bidder must use only the formats prescribed in "Tender Document" to fill in the quotation.
- c) The 'Bid' must be filled in English and the amounts should be both in figures and words. If any of the documents is missing or unsigned, the 'Quotation' will be considered invalid and rejected by NABARD.
- d) All erasures and alterations made while filling the 'Bid' must be attested by initials of the Vendor/Bidder. Overwriting of any kind is not permitted. Failure to comply with either of these conditions will render the 'Bid' invalid at NABARD's discretion. Advice/Request of any change in rate(s) or condition(s) after the opening of the 'Bid' will not be entertained.

2.5 Signatory:

Each page of the Technical and Commercial Offer should be signed by the person or persons submitting the 'Bid' in token of Vendor/Bidder having acquainted himself with the General Conditions of Contract, Specifications, etc., as laid down.

2.6 Opening of Bid:

The Technical Bid will be opened at **15.30 hours on 31 January 2019 at 3rd Floor, Mini-Conference Hall, NABARD, J&K Regional Office, Jammu** in the presence of the Vendors/Bidders who choose to remain present. The date of opening of the Commercial Bid shall be communicated separately.

2.7 Earnest Money Deposit (EMD):

The Vendor/Bidder shall furnish an EMD for an amount of **Rs. 15,000/- (Rupees Fifteen Thousand Only)** in the form of receipt of **fund transfer through NEFT/RTGS** to NABARD's Current Account (Account details given on Page No. 8 of this document)

The EMD should form part of the Technical Bid Document submitted by the Vendor/Bidder. Failure to comply with this condition viz., Bid Security of Rs. 15,000/- (Rupees Fifteen Thousand Only) shall result in summary rejection of the Quotation/Bid.

The EMD shall be forfeited:

- a) If a Vendor/Bidder withdraws his offer during the period of validity of the bid.
- b) If the successful Vendor/Bidder fails to execute the work satisfactorily within the stipulated time schedule.

The intending bidders may please note that a **MSE firm registered as Micro and Small Enterprise** as defined in MSE procurement policy issued by GOI or registered with Central Procurement Organization **are exempted from furnishing EMD** while submitting the tender if it produces a copy of valid MSE registration certificate along with Tender Document in Envelope No.1 (Technical bid).

NABARD's decision in the above cases will be final.

2.8 Bid Fees:

The Tender document may be downloaded from NABARD's website www.nabard.org or <https://eprocure.gov.in> free of cost.

2.9 Warranty period:

The warranty will commence from the date of acceptance of Machine Installation Report (MIR). During the warranty period of 3 years, Vendor/Bidder shall provide on-site free maintenance services for trouble shooting of hardware and related software problems and replacement of parts free of charge.

2.10 Performance:

2.10.1 Response Time to errors:

The vendor undertakes and guarantees that all the Critical Errors will be resolved within twenty-four hours of the NABARD intimating the same through e-mail, telephone or fax. Any error because of which the system as a whole becomes inoperable would be termed as Critical error. However, NABARD reserves the sole right to categorize an error as critical or otherwise.

2.10.2 Spare parts:

The vendor will make the arrangement of spare parts for the Hardware and accessories available for a minimum period of three years (or the end of warranty period, whichever is

later) from the time of acceptance of the system. If any of the peripherals/components are not available during the warranty period, the substitution shall be carried out with peripherals/ components of equivalent or higher capacity. A written confirmation from the Hardware OEM regarding the same should be attached (as per Schedule 2 of Part I).

2.11 Indemnity:

The Bidder shall, at its own expense, defend and indemnify NABARD against any third party claims in respect of any damages or compensation payable in consequences of any accident or injury sustained or suffered by its (Bidder's) employees or agents or by any other third party resulting from or by any action, omission, or operation conducted by or on behalf of the Bidder and against any and all claims by employees, workmen, contractors, sub- contractors, suppliers, agent(s), employed/engaged otherwise working for the Bidder, in respect of any and all claims under the Labour Laws including wages, salaries, remuneration, compensation or like.

The successful Bidder shall indemnify, protect and save NABARD and hold NABARD harmless from and against all claims, losses, costs, damages, expenses, action suits and other proceedings. (including reasonable attorney fees), relating to or resulting directly or indirectly from (i) an act or omission of the Bidder, its employees or its agents in the performance of the services provided by this contract, (ii) breach of any of the terms of this Tender or breach of any representation or warranty by the Bidder, (iii) use of the deliverables and or services provided by the Bidder, (iv) Infringement of any patent, trademarks, copyrights etc., or such other statutory infringements in respect of all components provided to fulfill the scope of this project.

The Bidder shall further indemnify NABARD against any loss or damage to NABARD's premises or property, NABARD's data, loss of life, etc., due to the acts of the Bidder's employees or representatives. **The successful Vendor/Bidder is required to submit a "Letter of indemnity and undertaking" as per the prescribed format (Schedule 3 of Part I) within 15(fifteen) days of commissioning of systems/equipments.**

2.12 Performance Bank Guarantee:

The successful Bidder shall, at his own expense, deposit with the Chief General Manager, NABARD, J&K Regional Office, Jammu within 10 days of the notice of award of the tender, a Performance Bank Guarantee from a schedule commercial bank, payable on demand in terms of Part I - Schedule 4 for an amount equivalent to 10% of the of the total order value of hardware and software in lieu of Retention Money Deposit for the due performance and fulfillment of the warranty/contract by the Bidder.

The Earnest Money Deposit of the successful Vendor/Bidder shall be released at the time of payment of the Tax Invoice for supply of the Hardware only upon the Vendor/Bidder's completion of items listed in the scope of work and on receipt of the Performance Bank Guarantee. No interest is payable on such amount.

The Performance Bank Guarantee shall be denominated in INDIAN RUPEES only.

Without prejudice to the other rights of NABARD under the contract in the matter, the proceeds of the performance bank guarantee shall be payable to NABARD as compensation for any loss resulting from the Bidder's failure to complete its obligations under the contract. NABARD shall notify the Bidder in writing of the invocation of the right to receive such compensation indicating the contractual obligation(s) for which the Bidder is in default.

In case of unhandled complaints, the Vendor/Bidder shall be liable to pay NABARD liquidated damages by way of penalty, a sum of INR 100/- (Rupees One Hundred Only) per completed day for critical errors and a sum of INR 100/- (Rupees One Hundred Only) per completed week for other errors after registering the complaint. The Vendor's/Bidder's such liability shall not in any case exceed book value of the hardware or software. The amount of penalty will be deducted from the Performance Bank Guarantee at the time of release.

The Performance Bank Guarantee will be discharged only after a period of six months after the expiry of the warranty period of 3 (three) years of due performance of the obligations of the Bidder under the contract.

Failure of the successful Bidder/Vendor to enter into contract within 10 days or within such extended period, as may be specified by the Chief General Manager, NABARD, J&K Regional Office, Jammu shall constitute sufficient ground, among others, if any, for the annulment of the award of the tender.

2.13 Price Composition:

The price offered to NABARD must be in Indian Rupees, **inclusive of all taxes and duties such as GST, etc.** and packing forwarding, import and custom clearance, transportation, Insurance till delivery at various departments of NABARD's J&K Regional Office at Jammu, Srinagar Cell of NABARD's J&K Regional Office at Srinagar and DDM Offices of NABARD J&K Regional Office in various districts (details given in Appendix) , cost of installation commissioning and comprehensive on-site maintenance services under warranty.

The final price quoted shall be net of the buyback amount in respect of the old Computer Hardware (wherever applicable). L1 vendor shall be decided on the aforesaid basis.

The Octroi /Entry tax, if applicable, will be reimbursed by NABARD as per actuals on production of original payment receipt.

From the date of placing the order till the delivery of the equipment, if any changes are brought in the tax structure by the Government resulting in reduction of the cost of the equipments, the benefits arising out of such reduction shall be passed on to NABARD. Terms like "rates as applicable" will not be accepted and such bids are liable to be rejected without assigning any reason whatsoever.

The Vendors/Bidders should quote prices strictly as per the price composition stated above failing which the offers are likely to be rejected.

2.14 No Price Variations:

The commercial offer shall be on a fixed price basis. No upward revision in the prices would be considered on account of subsequent increases in government taxes, duties, levies, etc. However, if there is any reduction on account of government taxes, duties, local levies, etc. during the offer validity period, the same shall be passed on to NABARD.

2.15 Import Obligations:

In the event of it being necessary to import any materials of foreign manufacture, the Vendor/Bidder should obtain the same against his own normal license quota and should not look to NABARD for any assistance whatsoever for their procurement.

2.16 Terms of Payment

Payment will be made by NABARD according to the procedure and schedule mentioned below:

2.16.1 Supply of Hardware & Software Components:

90% of the total cost of Hardware & Software Components shall be paid on supply and installation of the listed Hardware & Software Components and on submission of the Machine Installation Report (MIR) issued by the competent authority of NABARD.

2.16.2 Balance Payment:

10% of the total cost of Hardware & Software Components shall be paid after submission of Performance Bank Guarantee as per proforma indicated as per Part I - Schedule 4.

2.17 Term of execution of work:

The overall time limit for satisfactory Supply, Installation and Commissioning of Hardware/Software shall be four weeks from the date of the work order. Time shall be the essence of the contract.

2.18 Timely completion and Liquidated Damages:

If the Vendor/Bidder fails to effect and complete the work within the time as stipulated under the Section: "Term of execution of work", the Vendor/Bidder shall be liable to pay NABARD liquidated damages and not by way of penalty, a sum of 1% of the contract price for each completed week of delay in completion of work. The Vendor's/Bidder's such liability for the delay in completing the work shall not in any case exceed 5 % of the contract price (To be adjusted against the Tax Invoice).

2.19 Agreement:

The issue of Purchase Order by NABARD shall be construed as a binding contract.

2.20 Confidentiality:

The details of the proposed purchase shall be treated as confidential information between

NABARD and Vendor/Bidder. Any such information shall not be passed on in part or in full to any third party without NABARD's prior written approval.

The Bidder/Vendor shall ensure that complete confidentiality is maintained by them and all their personnel, with regard to all information relating to NABARD. Unless required under law, Bidder/Vendor assures NABARD that neither Bidder/Vendor nor any of their personnel shall at any time divulge, disclose or make known to any third parties any business process or date, trust, accounts, matters or transactions whatsoever pertaining to NABARD.

2.21 Settlement of disputes by Arbitration:

- a) The bid and any contract resulting there from shall be governed by and construed according to the Indian Laws.
- b) All settlement of disputes or differences whatsoever, arising between NABARD and the Bidder out of or in connection to the construction, meaning and operation or effect of this bid or in the discharge of any obligation arising under this bid whether during the course of execution of the order or after completion and whether before or after termination, abandonment or breach of the Agreement shall be resolved amicably between the NABARD's representative and the Bidder's representative.
- c) In case of failure to resolve the disputes and differences amicably within 30 days of the receipt of notice by the other party, then such unsettled dispute or difference shall be referred to arbitration by sole arbitrator mutually agreed in accordance with the Arbitration and Conciliation Act, 1996. If no agreement is arrived at within 30 days from the date of notice as to who shall be the sole arbitrator, NABARD shall send to the Bidder a panel of five names of persons who shall be presently unconnected with NABARD or the Bidder. The Bidder shall on receipt of the names as aforesaid, select any one of persons so named to be appointed as sole arbitrator and communicate his name to NABARD within 30 days of receipt of the names. NABARD shall there upon without delay appoint the said person as the sole arbitrator. If the Bidder fails to select the person as sole arbitrator within 30 days of receipt of the notice from panel and inform NABARD accordingly, NABARD shall be entitled to appoint one of the persons from the panel as sole arbitrator and communicate his name to the Bidder. If the person so appointed is unable or unwilling to act or refuses his appointment or vacates his office due to any reason whatsoever; another person shall be appointed by NABARD from the above list of persons.
- d) The venue of the arbitration shall be at Jammu and the language of arbitration shall be English.
- e) The award of Arbitration shall be final and binding on both the parties.

Work under the contract shall be continued by the Bidder during the arbitration Proceedings unless otherwise directed in writing by NABARD, unless the matter is such that the work cannot possibly be continued until the decision of the arbitrator is obtained. Save as those which are otherwise explicitly provided in the contract, no payment due or payable by NABARD to the Bidder shall be withheld on account of the ongoing arbitration proceedings. If any, unless it is the subject matter, or one of the subject matters thereof.

2.22 Order cancellation

NABARD reserves its right to cancel the entire/unexecuted part of the Purchase Order at any time by assigning appropriate reasons in the event of one or more of the following conditions:-

- a) Delay in delivery of the ordered equipment, etc., beyond **three weeks** from the date of acceptance/receipt of the work order (except with written permission from NABARD).
- b) Delay in installation and commissioning of the system **beyond four weeks** from the date of acceptance/receipt of the work order (except with written permission from NABARD).
- c) Any other appropriate reason incidental to clause (a) & (b) above.

In addition to the cancellation of the work contract, NABARD reserves the right to foreclose the Bank guarantee given by the Vendor/Bidder towards performance of the contract to appropriate the damages.

2.23 Right to Accept or Reject the Bid

NABARD shall reserve the right to accept/ reject and cancel the bid, amend the quantity under any lot or withdraw any lot at any stage before or after acceptance of bid/ issue of acceptance letter/ sale order/ delivery order/ deposit of the full sale value by the bidder, without assigning any reason therefor and the value of such material, if paid for, shall be refundable. NABARD shall not be responsible for damage/ loss to bidders on account of such withdrawal at any stage from the sale.

2.24 Right to alter quantities

NABARD reserves the right to alter quantities to be purchased on the same terms and conditions.

2.25 Force Majeure

2.25.1 The parties shall not be liable for default or non-performance of the obligations under the contract, if such default or non-performance of the obligations under this contract is caused by Force Majeure.

2.25.2 For the purpose of this clause, "Force Majeure" shall mean an event beyond the control of the parties, due to or as a result of or caused by acts of God, wars, insurrections, riots, earthquake and fire, events not foreseeable but does not include any fault or negligence or carelessness on the part of the parties, resulting in such a situation.

2.25.3 In the event of any such intervening Force Majeure, each party shall notify the other party in writing of such circumstances and the cause thereof immediately within five calendar days. Unless otherwise directed by the other party, the party pleading Force Majeure shall continue to perform/render/discharge other obligations as far as they can reasonably be attended/fulfilled and shall seek all reasonable alternative means for performance affected

by the Event of Force Majeure.

2.25.4 In such a case, the time for performance shall be extended by a period(s) not less than the duration of such delay. If the duration of delay continues beyond a period of three months, the parties shall hold consultations with each other in an endeavor to find a solution to the problem.

2.25.5 Notwithstanding above, the decision of NABARD shall be final and binding on the Bidder.

2.26 Evaluation Process

Only Bids received on or before the stipulated date and time for responding to the Tender will be considered for further evaluation. The evaluation process will include:-

- a) Evaluation of Tender response; (this may include scrutiny of proposal to ensure that the Vendor/Bidder meets the eligibility criteria, compliance to functional & technical requirement etc.)
- b) From the technically qualified bids, Vendors/Bidders will be short listed for commercial evaluation.
- c) The final decision regarding selection of Vendor/Bidder will be taken by NABARD after technical as well as commercial bid preferred by the bidders. NABARD reserves the right to reject any or all proposals fully or partially.
- d) Similarly, NABARD reserves the right to include or not to include any Vendor/Bidder in the final short-list.
- e) Vendor/Bidder will submit a certificate as detailed in Part I Schedule 1, on the letterhead and duly signed by Authorized signatory. This certificate will also form part of Technical Offer.

2.27 Computer Hardware to be offered on buy-back basis laptops

Computer Hardware to be offered under buy back arrangement will be on 'as-is-where-is' basis and the vendor has to make his own arrangement to inspect / take possession of the same after completion of the procurement process.

Further, in view of the 'as-is-where-is' condition, bidders are advised to quote rates after inspection of items at the site. The bidder or his authorized representative may inspect the materials from the date of commencement of RFP till 24 January 2020, between 15.00 hrs and 17.00 hrs on all working days i.e. Monday to Friday (Excluding Public Holidays). The location wise details of the items available for inspection are given at Appendix.

Disclaimer

NABARD may accept or reject any or all Response/s to this request for Tender in its discretion or may ask for any additional information from the bidders. NABARD may also vary its requirements, add to or amend the terms, procedure and protocol set out in this request for Tender for bonafide reasons, which will be notified to all through notice on its website. Further, NABARD hereby reserves its right to annul the Tender process at any time prior to the contract award without incurring any liability towards the bid.

Appendix

Location wise details for supply of new Computer Hardware as also details of Computer Hardware to be offered under Buy-Back basis.

S.No	Location	New Computer Hardware to be supplied		Computer Hardware under Buy Back Arrangement	
		Item	Quantity	Item	Quantity
1	J&K R.O, Jammu	Laptops	05	Laptops	04
		Color Printer	01	-	-
		ADF Scanner	01	-	-
		HDD	05	-	-
2	Srinagar Cell, Rajbagh Srinagar	Laptops	01	Laptops	03
3	Anantnag	Laptops	01	Laptops	01
		3-in-1 Printer	01	MFD	01
4	Baramulla	Laptops	01	Laptops	01
		3-in-1 Printer	01	MFD	01
5	Budgam	Laptops	01	Laptops	01
		3-in-1 Printer	01	MFD	01
6	Samba	Laptops	01	Laptops	01
		3-in-1 Printer	01	MFD	01
7	Kathua	Laptops	01	Laptops	01
		3-in-1 Printer	01	MFD	01
8	Rajouri	Laptops	01	Laptops	01
		3-in-1 Printer	01	MFD	01
9	Udhampur	Laptops	01	Laptops	01
		3-in-1 Printer	01	MFD	02
10	Ramban	Laptops	01	Laptops	01
		3-in-1 Printer	01	MFD	01
11	Reasi	Laptops	01	Laptops	01
		3-in-1 Printer	01	MFD	01

Part-I

Schedule1 - Covering Letter for Submission of Offer

(Letter to NABARD on Vendor/Bidder's letterhead. It may be ensured that Part I and schedule 1 indicated above does not appear on the letterhead)

The Chief General Manager
National Bank for Agriculture and Rural Development,
J&K Regional Office,
Rail Head Complex, Railway Road,
Jammu, J&K- 180012

Dear Sir,

Sub: Tender Document for Supply, Installation, Testing and Commissioning of 15 Laptops, 09 Three-in-One (Print, Copy & Scan) Printers, 01 Network Color Laser Printers, 01 Automatic Document Feeder (ADF) Scanner & 05 External Hard Disks (HDD) on buyback basis of 16 Laptops, and 10 MFD's (on 'as-is-where-is' basis) for NABARD's J&K Regional Office, its Srinagar Cell and various DDM offices

With reference to the above TENDER, having examined and understood the instructions, terms and conditions forming part of your above inquiry, we hereby enclose our offer for supply of the equipment and services as detailed in your above referred inquiry.

We confirm that the offer is in conformity with the terms and conditions as mentioned in your above referred TENDER and enclosures.

We also understand that NABARD is not bound to accept the offer either in part or in full. If NABARD rejects the offer in full or in part, NABARD may do so without assigning any reasons thereof.

Yours faithfully,

Authorized Signatories

(Name & Designation, seal of the firm)

Date:

Part-I
Schedule-2

Backup Commitment from the Manufacturer for System Maintenance
(On Manufacturer's letterhead)

The Chief General Manager
National Bank for Agriculture and Rural Development,
J&K Regional Office,
Rail Head Complex, Railway Road,
Jammu, J&K- 180012

Dear Sir,

Sub: Tender Document for Supply, Installation, Testing and Commissioning of 15 Laptops, 09 Three-in-One (Print, Copy & Scan) Printers, 01 Network Color Laser Printers, 01 Automatic Document Feeder (ADF) Scanner & 05 External Hard Disks (HDD) on buyback basis of 16 Laptops, and 10 MFD's (on 'as-is-where-is' basis) for NABARD's J&K Regional Office, its Srinagar Cell and various DDM offices

We hereby confirm that in the unlikely event of M/s. _____ failing to fulfill their obligations with respect to all-inclusive maintenance service contract for _____ products to be installed in your premises, we undertake to render these services directly (or through another reputed System Integrator) to you at the same terms and conditions as Proposed by M/s. _____. This assurance will be valid for a minimum period of three years after handing over of the installation and for a further period as may be decided on the basis of a joint review after expiry of three years.

We assure that the spare parts and accessories for the Hardware offered herein shall be available for a minimum period of three years (or the end of warranty period, whichever is later) from the time of acceptance of the system. If any of the peripherals/components are not available during the warranty period, the peripherals/ components of equivalent or higher capacity shall be made available.

We also understand that this letter will form the part of the contract documents to be executed between M/s. _____ and NABARD.

Yours faithfully

For

(Name & Designation)

Part-I
Schedule-3

Specimen of Letter of Indemnity and Undertaking

(to be submitted by the successful bidder)

The Chief General Manager
National Bank for Agriculture and Rural Development,
J&K Regional Office,
Rail Head Complex, Railway Road,
Jammu, J&K- 180012

Dear Sir,

Sub: Tender Document for Supply, Installation, Testing and Commissioning of 15 Laptops, 09 Three-in-One (Print, Copy & Scan) Printers, 01 Network Color Laser Printers, 01 Automatic Document Feeder (ADF) Scanner & 05 External Hard Disks (HDD) on buyback basis of 16 Laptops, and 10 MFD's (on 'as-is-where-is' basis) for NABARD's J&K Regional Office, its Srinagar Cell and various DDM offices

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 'NABARD') has expressed desire to avail _____ (type of procurement) at _____ (place) as per the Schedule hereunder written and which are hereinafter for brevity sake referred to as, subject to our furnishing declarations and indemnity as contained hereafter.

NOW THEREFORE THIS LETTER OR INDEMNITY WITNESS THAT:

We, the _____ (bidder) hereby declare and certify that we are the rightful owners/ licensees of the said article/ service/ solution offered for sale to NABARD and that the sale of the said article/ service/ solution to NABARD by us and the use thereof by NABARD 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 Rights Act, 1957 or any other Act for the time being in force.

We, the said _____ (bidder) hereby agree to indemnify and keep indemnified and harmless NABARD, its Officers, servants, agents and other authorized persons against any action that may be brought against us 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

NABARD and will defend the same at our cost and consequences and will pay or reimburse NABARD, 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 in accordance with the terms as provided for within the end User License Agreement that accompanies the said systems.

We, the said _____ (bidder) hereby also agree to indemnify and keep indemnified and harmless NABARD, its Officers, servants, agents and other authorized persons against any third party claims in respect of any damages or compensation payable in consequences of any accident or injury sustained or suffered by our employees or agents, or by any other third party resulting from or by any action, omission, or operation conducted by or on behalf of us and against any and all claims by employees, workmen, contractors, sub-contractors, suppliers, agent(s), employed, engaged, or otherwise working for us, in respect of any and all claims under the Labour Laws including wages, salaries, remuneration, compensation or like.

SCHEDULE

(Please list all the hardware/software supplied to NABARD for providing this service)

Yours faithfully

(Name and Designation) of Authorized Official

Part-I
Schedule-4

Performance Bank Guarantee format
(on Non-Judicial Stamp Paper of Rs.100/-)

This Deed of Guarantee executed at _____ on this day of _____
by Bank, a Banking Company constituted under _____ Act
having its Branch Office at _____ (hereinafter referred to as "**Bank**" which
expression shall, unless repugnant to the context and meaning thereof, means and
includes its successors and assigns)

IN FAVOUR OF

National Bank for Agriculture and Rural Development, a body corporate established
under the National Bank for Agriculture and Rural Development Act. 1981 having its
Regional Office at The NABARD Tower, Railhead Complex, Railway Road, Near
Saraswati Dham, Jammu, J&K -180012

. (Hereinafter referred to as "**NABARD/Purchaser**" which expression shall unless
repugnant to the content and meaning thereof, means and includes its successors and
assigns)

WHEREAS

(1) NABARD is desirous of installing and commissioning Computer Hardware at its
various departments at its Regional Office in Jammu, its Srinagar Cell in Srinagar and
DDM offices located in various districts of UT of J&K (hereinafter referred to as "**said
works**") and has requested a _____
Registered/established/constituted under/by _____

NOW THEREFORE THIS DEED OF GUARANTEE WITNESSETH THAT

- 1) In consideration of the premises and at the request of the contractor.
We _____ (Name of the Bank) both hereby irrevocably and
unconditionally guarantee to pay to NABARD, forthwith on mere demand and without
any demur, as may be claimed by NABARD to be due from the contractor by way of loss
or damage caused to or would be caused to or suffered by NABARD by reason of failure
to perform the said works as per the said contract.
- 2) Notwithstanding anything to the contrary, the decision of NABARD as to whether
computer hardware and software have failed to perform as per the contract and go

whether the contractor has failed to maintain the computer hardware and software as per the terms of the contract will be final and binding on the Bank and the Bank shall not be entitled to ask NABARD to establish its claim or claims under this Guarantee but shall pay the same to NABARD forthwith on mere demand without any demur, reservation, recourse, contest or protest and/or without any reference to the contractor. Any such demand made by NABARD on the Bank shall be conclusive and binding notwithstanding any difference/dispute between NABARD and the contractor or any dispute pending before any Court, Tribunal, Arbitrator or any other authority.

3) This Guarantee shall expire at the close of business hours on _____ (this date should be the date of expiry of the warranty/contract plus 180 days) without prejudice to NABARD's claim or claims demanded from or otherwise notified to the Bank in writing on or before the said date i.e., (this date should be date of expiry of Guarantee. i.e. 6 months after end of warranty/contract period).

4) The Bank further undertakes not to revoke this Guarantee during its currency except with the previous consent of NABARD in writing and this Guarantee shall continue to be enforceable till the aforesaid date of expiry or the last date of the extended period of expiry of Guarantee agreed upon by all the parties to this Guarantee, as the case may be, unless during the currency of this Guarantee all the dues of NABARD under or by virtue of the said contract have been duly paid and its claims satisfied or discharged or NABARD certifies that the terms and conditions of the said contract have been fully carried out by the contractor and accordingly discharges the Guarantee.

5) In order to give full effect to the Guarantee herein contained, NABARD shall be entitled to act as if the Bank is NABARD's principal debtors in respect of all NABARD's claims against the contractor hereby Guaranteed by the Bank as aforesaid and the Bank hereby expressly waives all its rights of surety ship and other rights, if any, which are in any way inconsistent with the above or any other provisions of this Guarantee.

6) The Bank agrees with NABARD that NABARD shall have the fullest liberty without affecting in any manner the Bank's obligations under this Guarantee to extend the time of performance by the contractor from time to time or to postpone for any time or from time to time any of the rights or powers exercisable by NABARD against the contractor and either to enforce or forbear to enforce any of the terms and conditions of the said contract, and the Bank shall not be released from its liability for the reasons of any such extensions being granted to the contractor for any forbearance, act or omission on the part of NABARD or any other indulgence shown by NABARD or by any other matter or thing whatsoever which under the law relating to sureties would, but for this provision have the effect of so relieving the Bank.

7) The Guarantee shall not be affected by any change in the constitution of the

contractor or the Bank nor shall it be affected by any change in the constitution of NABARD by any amalgamation or absorption or with the contractor, Bank or NABARD, but will ensure for and be available to and enforceable by the absorbing or amalgamated company or concern.

8) This guarantee and the powers and provisions herein contained are in addition to and not by way of limitation or in substitution of any other guarantee or guarantees heretofore issued by the Bank (whether singly or jointly with other banks) on behalf of the contractor heretofore mentioned for the same contract referred to heretofore and also for the same purpose for which this guarantee is issued, and now existing uncanceled and we further mention that this guarantee is not intended to and shall not revoke or limit such guarantee or guarantees heretofore issued by us on behalf of the contractor heretofore mentioned for the same contract referred to heretofore and for the same purpose for which this guarantee is issued.

9) Notwithstanding anything to the contrary contained herein, the Bank further agrees to accept the notice of invocation as a valid claim from the beneficiary of this Guarantee, should such occasion arise, at any of its branches operating in India including the issuing branch on the day of such invocation and if such invocation is otherwise in order.

10) It shall not be necessary for NABARD to exhaust its remedies against the Contractor before invoking this guarantee and the guarantee therein contained shall be enforceable against us notwithstanding any other security which NABARD may have obtained from the Contractor at the time when this guarantee is invoked is outstanding and unrealized.

11) Any notice by way of demand or otherwise under this guarantee may be sent by special courier, fax or registered post accompanied by the copy of the guarantee.

12) Notwithstanding anything contained herein: -

a) Our liability under this Bank Guarantee shall not exceed and is restricted to _____ (Rs. _____ only)

b) This Guarantee shall remain in force up to _____ or up to the date extended by renewal of this guarantee.

c) Unless the demand/claim under this guarantee is served upon us in writing before _____ or on or before the expiry of six months from the validity date extended by renewal of this guarantee. All the rights of NABARD under this guarantee shall stand automatically forfeited and we shall be relieved and discharged from all liabilities mentioned hereinabove.

13) The Bank has power to issue this Guarantee under the statute/constitution and the undersigned has full power to sign this Guarantee on behalf of the Bank.

Dated this ----- ----- day of ----- 2020 at

For and on behalf of ----- Bank,

Sd/ _____

Part-I
Schedule-5

Organizational / Financial Profile of the Vendor/Bidder

1. Constitution Proprietary/Partnership/Private Ltd. /Public Ltd. (*Tick one*)
2. Established since _____
3. Address for Communication
4. Classification: Solution provider/ System Integrator/Hardware vendor/ Bidder/
Software Developer
5. If Joint Venture, then specify names of Partners in the Service Support Co, JV
 - i.
 - ii.
6. Others (please specify)_____ (Position and Designation)
7. Name(s) of Proprietor(s) / Partner(s) / Directors (s)
8. Number of Hardware/System Software Engineers familiar with the Product offered
9. Total Number of Employees ___
10. Number of locations where Service Support Centres are available for catering to the products being offered.
11. Products (details)
12. Business Figures for 3 years (copies of supporting documents to be enclosed)

Year	Sales turnover (Rs. Lakh)	Net Profit (Rs. Lakh)
2018-19		
2017-18		
2016-17		

List of reputed major Corporate Customers to whom the similar solution is provided	<i>Furnish details in the following format. Important : Indicate the contact details of at least 3 years</i>	
--	--	--

Name and address of the Customer with phone number	Approx. total units connected using devices supplied in Customer's Organization	Year of Supply	Brief details of items supplied	Approx . Value of order (')	Whether the Customer is continuing under Warranty/AMC

Signature of Vendor/Bidder

Name:

Note: To be furnished on Vendor's /Bidder's letterhead.

Part-I
Schedule-6

Detailed Specifications

A) Detailed Specifications for Conventional laptops (Windows)

S.No	Component	Minimum Specifications	Specifications offered *
1	Make		
2	Model		
3	CPU	Intel Core i5 8265U or equivalent	
4	Memory	8 GB or above (DDR4)	
5	Display	14 inches 1366 x 768 Anti-Glare	
6	HDD	256 GB SSD	
7	Connectivity	10/100/1000 Gigabit Ethernet Port, 802.11 b/g/n, Bluetooth® 4.1	
8	Ports	USB 3.x Port : 1 or more USB Type-C Port : 1 HDMI Port :1 VGA Port :1 SD Card Reader :1	
9	Power Supply & Battery	Integrated Li-Ion 45Whr battery, Battery Backup minimum 4 hours	
10	Operating System	Windows 10 Pro 64 Bit	
11	Multimedia	Inbuilt Speakers, Integrated Microphone, Integrated Webcam	
12	Keyboard & Mousepad	Integrated Backlit Keyboard, Inbuilt Touchpad	
13	Others	Laptop weight - Less than 2 Kg, Laptop Backpack (Bag)	
14	Warranty	Three-years Comprehensive On-site warranty from the OEM	

15	Compliance - Energy Efficiency	RoHS-compliant, ENERGY STAR OR EPEAT or equivalent compliance	
----	--------------------------------------	---	--

- **The specifications offered may be clearly indicated.**
- **“Yes” under specifications offered will not be accepted**

B) Detailed Specifications for 3 in 1 (Print, Copy & Scan) Laser Printer (Type- A4 size print output)

Sl. No.	Feature	Minimum Specifications	Specification offered by Vendor
1	Make		
2	Model		
3	Resolution	1200 x 1200 dots per inch (dpi)	
4	Print Speed	28 pages per minute or above	
5	Duplex Printing / Scanning	Automatic two sided printing / scanning	
6	Connectivity	Hi Speed USB 2.0, and Ethernet 10/100	
7	Warranty	3 years Comprehensive onsite warranty from OEM	

- **The specifications offered may be clearly indicated.**
- **“Yes” under specifications offered will not be accepted**

C) Detailed Specifications for Network Color Laser Printer (Type - A4 size print output)

Sl. No	Feature	Minimum Specification	Specification Offered by Vendor
1	Make		
2	Model		
3	Resolution	600 x 600 dots per inch (dpi) for both Color and B/W	
4	Print Speed	21 pages per minute for B/W and Color	
5	Duplex Printing	Automatic two sided printing	
6	Connectivity	Hi Speed USB 2.0 and Ethernet 10/100	
7	Warranty	3 year Comprehensive onsite warranty from OEM	

- **The specifications offered may be clearly indicated.**
- **“Yes” under specifications offered will not be accepted**

D) Detailed Specifications for Automatic Document Feeder (ADF) Scanner

Sl. No	Feature	Minimum Specification	Specification Offered by Vendor
1	Make		
2	Model		
3	Scan Type	ADF	
4	Scan Size	A4, Letter	
5	Scan Resolution, Optical	Up to 600 dpi (ADF), upto 1200 dpi (Flatbed)	
6	Scan Speed	20ppm or more at 300 dpi	
7	Connectivity	Hi Speed USB 2.0, Ethernet Connectivity	
8	Software	Photo & Imaging Software with integrated IRIS, OCR and other Windows PC & Mac Software	
9	Required Features	Scan to PDF, Scan to email	
10	Warranty	3 years Comprehensive onsite warranty from OEM	
11	ADF Capacity	80 to 100 pages	

- **The specifications offered may be clearly indicated.**
- **“Yes” under specifications offered will not be accepted**

E) Detailed Specifications for External Hard Disks (HDD)

Sl. No	Feature	Minimum Specification	Specification Offered by Vendor
1	Make		
2	Model		
3	Hard Drive Capacity	1 TB	
4	Hard Drive Interface	USB 2.0/3.0	
5	Hardware Platform	Windows PC, Mac	
7	Warranty	Minimum 1 year Comprehensive onsite warranty	

- **The specifications offered may be clearly indicated.**
- **“Yes” under specifications offered will not be accepted**

Part-I

Schedule-7

Manufacturer's Authorization Form (MAF)

(On Manufacturer's letter head)

(To be filled for software application/hardware/ system software/RDBMS/any other suits, whatsoever applicable separately)

No. _____ dated _____

The Chief General Manager
National Bank for Agriculture and Rural Development,
J&K Regional Office,
Rail Head Complex, Railway Road,
Jammu, J&K- 180012

Dear Sir

Subject: Tender Document for Supply, Installation, Testing and Commissioning of Computer Hardware for NABARD's J&K Regional Office, its Srinagar Cell and various DDM offices

We _____ who are
established and reputed manufacturer _____
having _____ organization at _____ and
_____ do hereby authorize
M/s _____ (Name and
address of Agent / Dealer) to offer their quotation, negotiate and conclude the contract with
you against the above tender.

We hereby extend our full guarantee and warranty as per terms and conditions of the TENDER and the contract for Hardware/ Software (any other suits, please mention, if applicable) supply, installation, commissioning, services and support offered against this tender by the above firm.

Yours faithfully,

(Name)

For and on behalf of

M/s (Name of manufacturer)

Note: This letter of authority should be on the letterhead of the manufacturer(s) and should be signed by a competent person representing the manufacturer. This letter should not be older than 3 financial years preceding the financial year in which the tender / quotation is being submitted

Part-I
Schedule-8 (A)

Technical specification Compliance Sheet

MACHINE INSTALLATION REPORT: Conventional Laptops (Windows)

NAME: NABARD Address: NABARD Tower, Railway Road, Rail Head Complex, Jammu PIN – 180012	Machine Type : Machine Serial No: Monitor Serial No.: Location : Date of installation:
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Sl. No.	Feature	Minimum Specifications	Specification Delivered	Whether meeting Minimum Specifications Yes/No	Remarks
1	CPU	Intel Core i5 8265U or equivalent			
2	Memory	8 GB or above (DDR4)			
3	Display	14 inches 1366 x 768 Anti-Glare			
4	HDD	256 GB SSD			
5	Connectivity	10/100/1000 Gigabit Ethernet Port, 802.11 b/g/n, Bluetooth® 4.1			
6	Ports	USB 3. x Port : 1 or more USB Type-C Port : 1 HDMI Port :1 VGA Port :1 SD Card Reader:1			
7	Power Supply & Battery	Integrated Li-Ion 45Whr battery, Battery Backup minimum 4 hours			
8	Operating System	Windows 10 Pro 64 Bit			
9	Multimedia	Inbuilt Speakers, Integrated			

		Microphone, Integrated Webcam			
10	Keyboard & Mousepad	Integrated Backlit Keyboard, Inbuilt Touchpad			
11	Others	Laptop weight – Less than 2 Kg, Laptop Backpack (Bag)			
12	Warranty	Three-years Comprehensive On- site warranty from the OEM			
13	Compliance - Energy Efficiency	RoHS-compliant, ENERGYSTAR OR EPEAT or equivalent compliance			

Name & Signature of vendor Date and seal

Name, designation, & Signature of NABARD Officer

Part-I

Schedule-8 (B)

Technical specification Compliance Sheet

MACHINE INSTALLATION REPORT: 3-in-1 (Print, Copy & Scan) Laser Printer
(Type-A4 size print output)

NAME: NABARD Address: NABARD Tower, Railway Road, Rail Head Complex, Jammu PIN – 180012	Machine Type : Machine Serial No: Monitor Serial No.: Location : Date of installation:
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Sl. No.	Feature	Minimum Specifications	Specification Delivered	Whether meeting Minimum Specifications Yes/No	Remarks
1	Resolution	1200 x 1200 dots per inch (dpi)			
2	Print Speed	28 pages per minute or above			
3	Duplex Printing	Automatic two sided printing / scanning			
4	Connectivity	Hi Speed USB 2.0, and Ethernet 10/100			
5	Warranty	3 years Comprehensive onsite warranty from OEM			

Name & Signature of vendor Date and seal

Name, designation, & Signature of NABARD Officer

Part-I

Schedule-8 (C)

Technical specification Compliance Sheet

MACHINE INSTALLATION REPORT: Network Color Laser Printer (Type-A4 size print output)

NAME: NABARD Address: NABARD Tower, Railway Road, Rail Head Complex, Jammu PIN – 180012	Machine Type : Machine Serial No: Monitor Serial No.: Location : Date of installation:
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Sl. No.	Feature	Minimum Specifications	Specification Delivered	Whether meeting Minimum Specifications Yes/No	Remarks
1	Resolution	600 x 600 dots per inch (dpi) for both Color and B/W			
2	Print Speed	21 pages per minute for B/W and Color			
3	Duplex Printing	Automatic two sided printing			
4	Connectivity	Hi Speed USB 2.0 and Ethernet 10/100			
5	Warranty	3 year Comprehensive onsite warranty from OEM			

Name & Signature of vendor Date and seal

Name, designation, & Signature of NABARD Officer

Part-I

Schedule-8 (D)

Technical specification Compliance Sheet

MACHINE INSTALLATION REPORT: Automatic Document Feeder (ADF)
Scanner

NAME: NABARD Address: NABARD Tower, Railway Road, Rail Head Complex, Jammu PIN – 180012	Machine Type : Machine Serial No: Monitor Serial No.: Location : Date of installation:
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Sl. No.	Feature	Minimum Specifications	Specification Delivered	Whether meeting Minimum Specifications Yes/No	Remarks
1	Scan Type	ADF			
2	Scan Size	A4, Letter			
3	Scan Resolution, Optical	Up to 600 dpi (ADF), upto 1200 dpi (Flatbed)			
4	Scan Speed	20ppm or more at 300 dpi			
5	Connectivity	Hi Speed USB 2.0, Ethernet Connectivity			
6	Software	Photo & Imaging Software with integrated IRIS, OCR and other Windows PC & Mac Software			
7	Required Features	Scan to PDF, Scan to email			
8	Warranty	3 years Comprehensive onsite warranty from OEM			
9	ADF Capacity	80 to 100 pages			

Name & Signature of vendor Date and seal

Name, designation, & Signature of NABARD Officer

Part-I

Schedule-8 (E)

Technical specification Compliance Sheet

MACHINE INSTALLATION REPORT: External Hard-Disk (HDD)

NAME: NABARD Address: NABARD Tower, Railway Road, Rail Head Complex, Jammu PIN – 180012	Machine Type : Machine Serial No: Monitor Serial No.: Location : Date of installation:
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Sl. No.	Feature	Minimum Specifications	Specification Delivered	Whether meeting Minimum Specifications Yes/No	Remarks
1	Hard Drive Capacity	1 TB			
2	Hard Drive Interface	USB 2.0/3.0			
3	Hardware Platform	Windows PC, Mac			
4	Warranty	Minimum 1 year Comprehensive onsite warranty			

Name & Signature of vendor Date and seal

Name, designation, & Signature of NABARD Officer

Part-I
Schedule 9

Specimen of Letter of Authorization

The Chief General Manager
National Bank for Agriculture and Rural Development,
J&K Regional Office,
Rail Head Complex, Railway Road,
Jammu, J&K- 180012

Dear Sir

Subject: Tender Document for Supply, Installation, Testing and Commissioning of 15 Laptops, 09 Three-in-One (Print, Copy & Scan) Printers, 01 Network Color Laser Printers, 01 Automatic Document Feeder (ADF) Scanner & 05 External Hard Disks (HDD) on buyback basis of 16 Laptops, and 10 MFD's (on 'as-is-where-is' basis) for NABARD's J&K Regional Office, its Srinagar Cell and various DDM offices

We _____ (name of the company) have submitted our bid for participating in Bank's RFP/Tender dated _____ for _____.

We also confirm having read and understood the terms of RFP/Tender as well as the scope of work & requirements.

As per the terms of RFP/Tender, we nominate Mr/Ms _____, designated as _____ of our company to participate in the bidding process.

NABARD shall contact the above named official for any and all matters relating to the bidding process.

We, hereby confirm that we will honour the bids placed by Mr/Ms _____ on behalf of the company in the bidding process, failing which we will forfeit the EMD. We agree and understand that NABARD may debar us from participating in future tenders for any such failure on our part.

Signature with company seal	
Name -	Name of Authorised Representative
Company/Organization -	Designation of Authorised Representative
Designation within Company /Organization -	Signature of Authorised Representative

Part-I
Schedule-10

Bidders Eligibility Criteria

Sl.No.	Eligibility Criteria	Details of	Supporting Document
1	Level of Direct Channel Partnership with OEM	Gold / Platinum, etc.	Copy of Certificate to be enclosed
2	Turnover of the Company – Minimum - Rs.100 Lakh during the last 3 Financial Years, viz. 2016-17, 2017-18 & 2018-19	2016-17- Rs. __ Lakh	Certificate from CA indicating the Turnover year-wise
		2017-18- Rs. __ Lakh	
		2018-19 - Rs. __ Lakh	
3	Company should have earned profits in the last 3 Financial Years, viz. 2015-16, 2016-17 & 2017-18	2016-17 - Rs. __ Lakh	Attach audited Balance Sheet, P&L Account for last 3 financial years
		2017-18 - Rs. __ Lakh	
		2018-19 - Rs. __ Lakh	
4	Support Service Centre Details in Jammu / Srinagar of the Bidder Company	Service Centre Address details	Escalation Matrix indicating Contact Person, Telephone Number, Email details of L1, L2 and L3 support Managers
5	Support / Service Centre Details of OEM	OEM Support Service Centre Address details	Escalation Matrix indicating Contact Person, Telephone Number, Email details of L1, L2 and L3 support Managers
6	If bidder company registered as MSE, then give MSE Registration Certificate	Registration No. and Entity with which registered as MSE	Copy of Certificate of Registration

Part-I
Schedule-11

Bank account details for E-payment
[To be submitted on Letter Head]

Sl. No	Account details	
1	Beneficiary Name and address	
2	Bank and Branch Name with address to which funds should be remitted	
3	Branch code	
4	Beneficiary A/c number	
5	IFSC code of the Bank Branch to which funds would be remitted	
6	Account type of beneficiary account No. [SB/CA]	
7	Cancelled Cheque (to be enclosed)	

Note: In future, whenever there will be any change in the above account details, the same will be intimated to NABARD.

Signature of Authorised Official with stamp:

Name:

Date:

Enclosed: One Cancelled Cheque Leaf

Part-I
Schedule-12

Bidder's should submit following documents as part of Technical & Commercial Bid.

Sl.no	Check List	Enclosed Yes/No
	Technical Bid	
1.	Bid Submission Covering Letter	
2.	Letter Of Authorisation To Bid	
3.	Format for furnishing Bank Guarantee in lieu of Earnest Money Deposit	
4.	Compliance to Specifications	
5.	Manufacturers' Authorisation Form	
6.	Financial Profile	
7.	Bidder eligibility Criteria	
8.	Bank Account Details	
9.	Performance Bank Guarantee	
10.	Letter Of Indemnity And Undertaking	

Part II

Schedule 1

(Letter to NABARD on Vendor/Bidder's letterhead. It may be ensured that Part I and schedule 1 indicated above does not appear on the letterhead)

The Chief General Manager,
National Bank for Agriculture & Rural Development,
NABARD Tower, Railway Road,
Rail Head Complex, Jammu – 180012

Dear Sir,

Sub: Commercial Offer - NABARD's Notice Inviting Proposal for supply, installation, testing & commissioning of Computer Hardware at various Departments of NABARD's J&K Regional Office at Jammu, Srinagar Cell of NABARD's J&K Regional Office at Srinagar and District offices of NABARD J&K Regional Office located in various districts of J&K

With reference to the above Tender and our technical offer, we hereby enclose our commercial offer for supply of the equipment and services as detailed in your above referred inquiry.

Our Commercial Offer shall be binding upon us subject to the modifications resulting from Contract negotiations, up to expiration of the validity period of the Offer.

No commissions or gratuities have been or are to be paid by us to agents or any third party relating to this Proposal and Contract execution.

We confirm that the offer is in conformity with the terms and conditions as mentioned in your above referred tender and enclosures.

We also understand that NABARD is not bound to accept the offer either in part or in full. If NABARD rejects the offer in full or in part, NABARD may do so without assigning any reasons thereof.

Yours faithfully,

Authorized Signatories

(Name & Designation, seal of the firm)

Date:

Part II

Schedule 2

(Amount in Rupees)

Purchase of new IT Hardware								Buy Back of old IT Hardware			Net amount
Sl. No.	Description	Quantity	Unit Price (Rs)	Total	GST etc.	Octroi/Entry tax, if any	Total inclusive of all taxes (Rs.)	Quantity	Unit Price (Rs)	Total	
A	B	C	D	E=(CxD)	F	G	H=(E+F+G)	I	J	K=(I X J)	L= (H-K)
1	Conventional Laptops (Windows)	15						16			
2	3 in 1 (Print, Copy & Scan) Laser Printers (Type-A4 size print output)	09						10 (MFD's)			
3	Network Color Laser Printer (Type-A4 size print output)	01									
4	ADF Scanner	01									
5	External Hard-Disks (HDD)	05									
	Grand Total										

Note : To be filled in absolute terms and not in percentage terms.

Signature :

Name & Designation :

Company Seal :