Sealed tenders are invited for supply, installation & commissioning of Computer Hardware as per the details given in the Part ‘C’ of the Tender Document. The terms and conditions governing the instant Tender are as under:

1. The tender document may be obtained during working hours from December 23, 2016 to January 06, 2017 (till 1.00 PM) on all working days on payment of Rs. 200/- from the Reception Counter of the Institute on cash payment or by submitting a demand draft in favour of “The Institute of Company Secretaries of India”, payable at New Delhi. The tender document can also be downloaded from the website of the Institute (www.icsi.edu) for which parties would be required to enclose a demand draft of Rs. 200/- towards the cost of the tender document along with their quotes, failing which the tender shall be out rightly rejected.

2. The sealed tenders are to be submitted in prescribed format on your business letter head duly stamped and signed and dated on each page of Part ‘A’ & ‘B’ and ‘C’ as their unconditional acceptance to the terms prescribed by the Institute. Details/supporting documents wherever applicable, if attached with the tender should be dully authenticated by the vendor/s. No over-writings shall be accepted unless authenticated with full signature of the vendor/s.

3. Each tenderer shall submit the tender in two separate sealed envelopes, Part ‘A’ & ‘B’ along with EMD should be put in envelope No. 1 (Please mark the envelope as “No. 1 – Technical Bid”), Envelope No. 2 will contain only Part ‘C’ (Please mark the Envelope as “No.2 – Financial Bid”). Both the sealed envelopes bearing No. 1 and 2 are to be put in main envelop i.e. Envelope No. 3.
4. The sealed tender duly superscribed, “Tender for Supply, Installation and Commissioning of Computer Hardware” due on January 06, 2016 should be addressed by name to The Secretary, The ICSI and sent at the Institute’s address given below either by registered post/speed post/or by dropping in the tender box placed at 3rd floor of Institute’s Headquarter & should reach on or before 3.00 PM on January 06, 2017. Address:
   The Secretary
   The Institute of Company Secretaries of India
   ICSI House, 22, **[IIIrd Floor: Tender Box]**
   Institutional Area, Lodi Road
   New Delhi-110003

Tenders received after the stipulated date and time shall not be entertained. The Institute shall not be liable for any postal delays what so ever and tender received after the stipulated time/date are liable to be rejected summarily without giving any reason.

5. The Technical Bid shall be opened on **January 09, 2017 at 11.00 AM** in the Institute of Company Secretaries of India at ICSI House, 22 Institutional Area, Lodi Road, New Delhi in the presence of those tenderer(s) who wish to be present. No separate communication will be sent in this regard. In the event of due date being a close holiday or declared Holiday for Central Government offices, the due date for opening of the bids will be the following working day at the appointed date, time and venue.

6. ICSI shall have the right to assess the competencies and capabilities of the Tenderer by going through the credentials given in the Technical Bid and on the basis of such credentials, ICSI may reject the candidature of the Tenderer without assigning any reason. In such case(s) the Financial Bid shall not be opened for that particular Tenderer. The Financial Bid of only those parties who qualify in the technical scrutiny shall be opened and time and date for opening the financial bid shall be intimated separately.

7. Prices quoted should be FOR Institute premises and should be inclusive of all charges viz installation, acceptance test and charges for five years onsite comprehensive warranty. In case the warranty is for one year by default, the vendor shall quote for the support pack from the principal manufacturer so as to validate the warranty for five years. The terms “acceptance test” imply running of supplied material for 12 hours daily for seven days at two different locations including 72 hours continuous running of system. If the Computer hardware, so supplied fail in acceptance test, the same shall be liable to be rejected. During the acceptance test, replacement of cards/devices shall not be permitted. The principal manufacturer will provide a certificate of warranty for five years.
8. Though Institute prefers to deal with manufacturers/principal directly, it may also consider the offers received through its authorized channel partners provided the principal authorizes the said channel partner in this regard.

9. **The Institute wishes to procure the desktops of HP / DELL / LENOVO / ACER brand. The bidders are therefore requested to bid for these brands only. The Institute has the discretion to reject the quotation for other brands.**

10. **The Principal Manufacturer will provide a certificate of warranty for Five (5) years in the name of the Institute.**

11. Delivery and installation period should be mentioned clearly in the proposal. Penalty for late delivery and installation would be levied at the rate of half percent per week subject to a maximum of 10% of the value of the order as has not been supplied during the stipulated period. In case of delay beyond fifteen days from the stipulated period, Institute may at its discretion cancel the order and arrange to procure the same from the next bidder on the panel/open market at the sole risk, cost and responsibility of the vendor.

12. Institute’s usual payment terms are 30 days for 90% payment upon installation of Computer Hardware as detailed above and acceptance of the supplied material and remaining 10% will be paid within thirty days of receipt of the Bank Guarantee of equivalent amount valid for entire warranty period failing which 10% amount will be retained as security deposit for the entire period of warranty. Vendor will be fully responsible for comprehensive maintenance free of charge during the warranty period and in case of default, the Institute will have the right to arrange maintenance at vendor’s risk and cost.

13. Vendor supplying the Computer Hardware shall forward the complete set of original manuals and software on CD.

14. While Part “C” describes specifications desired by the Institute, vendors are also welcome to quote for richer specifications, which will be considered at the sole discretion of the Institute.

15. The rates quoted should be valid for at least 90 days from the date of opening of tenders.

16. The tenderers are required to deposit an **earnest money of Rs. 28,000/- (Rupees Twenty Eight Thousand only)** for supply, installation and commissioning of Computer Hardware by way of demand draft drawn in favour of The Institute of Company Secretaries of India, payable at New Delhi. The tender not accompanied with earnest money shall be rejected.
summarily. The earnest money of unsuccessful tenderers will be refunded without any interest/bank commission/collection charges after the order has been issued in favour of successful party. EMD amount of the successful tenderer will be refunded without any interest/bank commission/collection charges after the order has been executed successfully and payment to the vendor for the procurement has been settled as per the terms and conditions of the purchase order.

17. The EMD of the bidder shall be forfeited in the following circumstances:-
   (i) the bidder withdraws his bid;
   (ii) the bidder does not accept the Purchase / Work Order;
   (iii) the bidder fails to supply goods / services as per the terms of the Tender and Purchase / Work Order.
   (iv) any other justified reasons e.g. misleading or wrong information in the Bid, violation of the terms and conditions of the Tender, involvement in forming ring / cartel, submission of multiple bids in different names etc.

18. Kindly submit duly filled in and signed Declaration & Acceptance of Terms and Conditions, as per Performa enclosed in Annexure – 1

GENERAL:

(a) All disputes, differences, claims and demands arising under or pursuant to or touching the contract shall be referred to the arbitrator to be appointed by the Chief Executive of the Institute of Company Secretaries of India, New Delhi. The award of the sole arbitrator shall be final and binding on both the parties under provisions of the Arbitration and Reconciliation Act, 1996 or any statutory modifications on re-enactment thereof as in force. Place of such arbitration proceedings shall be at Delhi.

(b) The Institute reserves the right to accept or reject any or all tenders including the lowest tender/s without assigning any reason at its sole discretion and the decision of the Institute will be final and binding on all concerned

(c) The quantities indicated in Part – ‘C’ are tentative and may be increased / decreased at the sole discretion of the Institute and the vendor shall have no right to claim any minimum / definite volume of business.

(d) For any details / clarifications, Shri A K Rath, Director IT (0120-4522008) may be contacted.

Date: December 23, 2016

(Jr. Sanjay Pandey)
Joint Secretary
PART ‘B’ TECHNICAL / INFRASTRUCTURAL BID

Purchase: 2016-17 (HW) Date: December 23, 2016

1. Name and complete address of the Tendered Company
2. Tele/Fax/E-mail/Cell No. of the Tendered Company
3. Contact person’s name & residence telephone No.
4. Details of registered office, if any, along with contact person’s name and tele. No.
5. Legal status i.e. public / private limited / any other alongwith documentary evidence.
6. Composition of Directors/ Partners etc.
7. Income-Tax registration number along with documentary evidence.
8. a) Sales Tax registration number along with documentary evidence.
   b) Please also specify, if you are registered with appropriate Authority under Works Contract Act, 1999. (Please provide details).
9. List of existing clients to whom hardware/ software in last 1 year installed with details of company, value of business, concerned person name & his telephone no. (Please attach full details)
10. A) List of existing installations being maintained as per following:
   Name of the Company/Type of Hardware being maintained/No./Last year’s turn over.
   B) Please indicate the hardware principal and brands you represent and your level of association.
11. Please indicate in full the following details:
   a) Manpower available - Technical & Non-technical
   b) Collaborations for spares. Please indicate the quantum of inventories you maintain for spares and consumables and Lead-time for obtaining spares from open market.
   c) Turnover of the company for last 3 financial years (Please attach supporting documents)
   d) Escalation matrix for lodging the complaint during the warranty.

Date: ___________________________________________ Name and Signature of Bidder with Corporate Seal and Mobile No.
# PART-C FINANCIAL BID

Rates Quoted should be Net Unit Rate (Unit Price + VAT + Cartage, if any)

**Purchase: 2016 - 17 (HW)**  
**Date: December 23, 2016**

<table>
<thead>
<tr>
<th>S No.</th>
<th>Item Name/Specification</th>
<th>Unit of Measurement</th>
<th>Qty. Reqd.</th>
<th>Unit Rate (in Rs.)</th>
</tr>
</thead>
</table>
| 1     | 1. CPU: Commercial Series Intel Core i5-4570, 3.3 GHz, 6 MB Cache or its higher version.  
2. Chipset: Intel Q8 series.  
3. Bus Architecture: 3 PCI (PCI/PCI Express) or more.  
4. Memory: 8 GB 1600 MHz DDR3 RAM with 32 GB Expandability.  
5. Hard Disk Drive: 1 TB 7200 rpm or higher.  
6. Monitor: 47 cm (18.5 inch) larger TFT Digital Colour Monitor TCO-05 certified (same make as PC).  
7. Keyboard: 104 keys USB Keyboard (same make as PC)  
8. Mouse: 2 button Optical with USB interface (same make as PC).  
9. Bays: 4 Nos. or above.  
10. Ports: Rear (I/O): (4) USB 3.0 ports and (2) USB 2.0 ports, (1) Com Port, (1) VGA Video port, (1) RJ-45 Network Connector, (1) audio in jack, (1) audio out jack, (1) microphone in jack, (2) PS/2 ports  
11. Front I/O: Drive Bay supporting an optical disk drive (optional), 2 USB 2.0 ports, audio line out port, microphone in port.  
12. Cabinet: Small Form Factor  
13. DVD ROM Drive: 8X or better DVD RW Drive.  
14. Networking facility: 10/100/1000 OR higher on board integrated Network Port with remote booting facility remote system installation, remote wake up, TPM enabled 1.2 chip using any standard management software.  
15. Power Supply: 300 active PFC and high efficiency energy saving power supply options  
16. Operating System: Windows 8 Professional or higher preloaded, as specified, with Media and Documentation and Certificate of Authenticity.  
17. OS Certifications: Windows 8 Pro. OS certification.  
19. Warranty - 5 years onsite comprehensive warranty |

**Terms & Conditions:**
- 5 years on site comprehensive warranty on, Computers with 4 hour call attending support and penalty of Rs.500/- per day in case of default after 24 hour. The Computer should be repaired or standby be arranged within 24 hours of lodging the complaint. In case of default, a penalty of Rs.500/- per day would be levied. In case standby is provided, the computer hardware should be repaired and provided back within seven days of lodging the complaint. In case of default, a penalty of Rs.500/- per day would be levied.

**Delivery:** C-37, Sector-62, Noida (U.P.)

Delivery Period Days: __________________________________________________________

Validity of Offer: _____________________________________________________________

Any Special Terms: _____________________________________________________________

(Please Specify) Name and Signature of Bidder with Corporate Seal and Mobile No.

Date:  

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DECLARATION & ACCEPTANCE OF TERMS AND CONDITIONS

To,
The Secretary
Institute of Company Secretaries of India
ICSI House, 22, Institutional Area,
Lodi Road, New Delhi-110003

Sub: Tender for Supply, Installation & Commissioning of Computer Hardware

Sir,

This is with reference to your Tender No.: PC: 2016-17 (HW) due on January 06, 2017. We are interested in participate in the Tender for Supply, Installation & Commissioning of Computer Hardware. We declare that:

i) We have read and understood the terms and conditions given in the quotation / tender Document;
ii) We are eligible for award of the contract as per the qualification criteria mentioned in the quotation / tender Document;
iii) We accept and agrees to all the terms and conditions of the quotation / tender;
iv) We shall comply with all the terms and conditions of the quotation / tender;
v) All the information / documents provided in this bid are true to the best of his knowledge and belief. If at any stage, the information / documents are found to be false, misleading or incorrect then this Bid / Purchase Order shall be cancelled at his cost and risk and he shall indemnify the Institute for the loss caused due to the cancellation and we shall be liable for penal / legal action including black listing.
vii) We understands that the Institute reserves the right to cancel the quotation / tender at any stage or to cancel / reject any one or more bid without incurring any liability.

vii) The duly signed copies of all the tender pages are attached herewith.

(Signature of the Bidder)
Name and Designation

Official seal/ stamp
Date:
Business Address: