Sealed tender are invited for supply, installation & commissioning of Computer Hardware/Software 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 16th February 2016 to 02nd March 2016 (till 5.00 PM) on all working days on payment of Rs. 500/- from the Reception Counter of the CCGRT on cash payment or by submitting a demand draft in favour of “ICSI – CCGRT A/C”, payable at Navi Mumbai. The tender document can also be downloaded from the website of the Institute (www.icsi.edu/ccgrt) for which parties would be required to enclose a demand draft of Rs. 500/- 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 duly 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/Software” due on 02nd March 2016, should be addressed by name to Shri Rajesh Agarwal Director CCGRT and sent at the CCGRT address given below either by registered post/speed post/or by dropping in the tender box placed at CCGRT Office & should reach on or before 5.00 PM on 02nd March 2016.

Address:
Shri Rajesh Agrawal
Director
ICSI – CCGRT, Plot No.101, Sector-15, Institutional Area,
CBD Belapur, New Mumbai 400 614

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 4th March 2016 at 11.00 AM in the CCGRT Office, Navi Mumbai 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. CCGRT 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, CCGRT 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 three (3) years onsite comprehensive warranty, 24 hours CRT (Call Resolution Time) for 365 days including Saturdays and Sundays, off hours support, escalation Matrix up to three (3) levels. 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.

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. 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.

10. The Principal Manufacturer will provide a certificate of warranty for Three (3) years in the name of the CCGRT of the ICSI.

11. 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.

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

13. 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.

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

15. The tenderers are required to deposit an earnest money of Rs. 25000/- (Rupees Twenty Five Thousand only) for supply, installation and commissioning of Computer Hardware/Software by way of demand draft drawn in favour of ICSI-CCGRT A/c, payable at Navi Mumbai. 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.

**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 CCGRT New Mumbai. 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 Mumbai.

(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 Rajesh Agrawal Director may be contacted at 022-41021515/01.

Date: 04.02.2016

(Dr. Rajesh Agrawal)

Director
PART 'B' TECHNICAL / INFRASTRUCTURAL BID


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 along with 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: 2015-16 (HW)**
**Date: 16.02.2016**

<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>
<tbody>
<tr>
<td>1</td>
<td>Computer with 3 years onsite comprehensive warranty:</td>
<td>Each</td>
<td>15</td>
<td></td>
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<td></td>
<td>Inclusive but not limited to -</td>
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<tr>
<td></td>
<td>Processor: Intel(R) Core(TM) i5-3470 Processor or higher, Chipset: Intel Q77 Express Chipset or higher,</td>
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<tr>
<td></td>
<td>Memory: 4GB expandable Up to 32GB or higher DDR3 1600MHz, Hard disk: Minimum 500 GB SATA @ 7200 rpm, DVD R/W, 17&quot; TFT minimum or higher OEM make, USB Keyboard, 2 Button USB Optical scroll mouse</td>
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<td>OEM make, Integrated Intel Ethernet LAN 10/100/1000 or Higher, Power Supply:240W up to 90%, Ports: 4 External USB 3.0 ports (2 front,2 rear) and 6 External USB 2.0 ports (2 front,4 rear) 1 RJ-45; 1 Serial;1 VGA; 2 Display Port;2 PS/2,2 Line-in (stereo/microphone), 2 Line-out (headphone/speaker), Compliance: Energy Star 5.2;EPEAT Gold, Operating System: Windows 8 Professional (64 bit) preloaded,</td>
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<tr>
<td>2</td>
<td>MS Office License Student Academic Paper License (Volume Licensing)</td>
<td>Each</td>
<td>15</td>
<td></td>
</tr>
<tr>
<td>3</td>
<td>Buy Back of Old PCs with below Configuration</td>
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<td>14</td>
<td></td>
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<tr>
<td></td>
<td>Specifications: Core 2 duo, 2.40GHZ, DDR-2, 2.00GB RAM, 300GB HDD SATA, DVD WR,</td>
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</tr>
<tr>
<td>3</td>
<td>Buy Back of Old PCs with below Configuration</td>
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<td>1</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Specifications: INTEL Pentium 4, 2.00GHZ, DDR-1, 512 MB RAM, 80GB HDD IDE, DVD WR,</td>
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</tbody>
</table>

**Terms & Conditions:**
- 3 years on site comprehensive warranty on all Computers hardware 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 : CCGRT New Mumbai**

Delivery Period Days : ______________________________
Validity of Offer : ______________________________
Any Special Terms : ______________________________
(Please Specify) Name and Signature of Bidder with Corporate Seal and Mobile No.
ACCEPTANCE CERTIFICATE

I……………………………. (Designation)……………………… of (Name of the Company)
…………………………………………..………………………. hereby accept the Terms & Conditions as mentioned in the tender
bearing No. Purchase: 2015-16(HW) dated ________________, 2016 for ‘Supply, Installation and
Commissioning of Computers Hardware/Software’ of ICSI.

Signature

DATE: 

Company Seal