



TENDER NOTICE FOR PURCHASE AND INSTALLATION OF PCS

The Cotton Corporation of India Limited invites Sealed Tenders in two bid system from the firms/companies, who are Manufacturer / authorized partners for the Parent Company of the Brand Quoted and have Head Quarter/Branch Office/Support Office located in Navi Mumbai/Mumbai/Thane for PCs.

The eligibility criteria are as under:

- 1) The Vendor must be an Manufacturer/Authorized Partner for the Parent Company of the Brand Quoted and should hold a valid certificate.
- 2) The PC must be manufactured by ISO 9001:2000 and ISO 14001:2004 Certified company and should hold a valid certificate.
- 3) The Vendor Must have successfully executed 2 similar contract for purchase & installation of same brand of PCs for Govt./CPSU/large commercial organizations each order costing Rs.1.00 Lac or above during last three years.
- 4) Vendor must have a Head Quarter/Branch Office/Support Office located in Navi Mumbai/Mumbai/Thane.

The Vendors may submit sealed tenders in the prescribed format, in two bid system alongwith the EMD of Rs.10,000/- (Rupees Ten Thousand only) by way of Demand Draft / Pay Order favouring "The Cotton Corporation of India Ltd.", payable at Mumbai superscribing the envelope "TENDER FOR PURCHASE AND INSTALLATION OF PCS" addressed to Dy. Manager (IT) at the above-mentioned address to reach latest by 28/07/2009 upto 3.00 PM and the Technical Bid-I will be opened on 28/07/2009 at 3.30 PM in presence of the tenderer who remain present at the time of opening.

The detail terms and conditions, Scope of work and formats for technical and financial bids are available on our website www.cotcorp.gov.in and Govt. Tender Portal www.tenders.gov.in.

Deputy Manager (Information Technology)

Scope of work

The vendor is required to supply and install PCs at Head Office, Kapas Bhavan, CBD Belapur, Navi Mumbai. The Technical Specification of PCs are as under:-

1. Technical Specifications for PCs WITH MONITORS – 4 No. :-

PCs with monitors

Intel Pentium Core 2 Duo, 2.4 GHz or better, 2 MB L2 cache, Intel 3 series/n Vidia Gforce 7 series or better on OEM Motherboard, 2 GB DDR2 RAM, 160 GB HDD or better, 8x or better DVD Writer, 15" or better TFT Digital Color Monitor TCO – 03 certified, 104 key board, Optical mouse, 10/100/1000 on board integrated Network with remote booting facility, 6 USB Ports , 1 Serial port.

Operating System Windows Vista Business downgrade to Windows XP Professional pre-loaded with media and Documentation

Warranty : certificate of Authenticity with 3 years comprehensive on-site warranty.

2. Technical Specifications for PCs WITHOUT MONITORS – 4 No. :-

PCs with monitors

Intel Pentium Core 2 Duo, 2.4 GHz or better, 2 MB L2 cache, Intel 3 series/n Vidia Gforce 7 series or better on OEM Motherboard, 2 GB DDR2 RAM, 160 GB HDD or better, 8x or better DVD Writer, 104 key board, Optical mouse, 10/100/1000 on board integrated Network with remote booting facility, 6 USB Ports , 1 Serial port.

Operating System Windows Vista Business downgrade to Windows XP Professional pre-loaded with media and Documentation

Warranty : certificate of Authenticity with 3 years comprehensive on-site warranty.

3. Technical Specifications for MONITORS,KEYBOARD,MOUSE – 3 No. :-

15" or better TFT Digital Color Monitor TCO – 03 certified, 104 Keyboards and Optical Mouse.

Terms & Conditions:

1. The quoted price should be inclusive of all applicable taxes, freight, transportation and installation at site etc.
2. The on-site comprehensive Warranty period for PCs should be 3 years. In case of one-year warranty option is available, additional 2 years comprehensive Warranty/AMC should be quoted separately.
3. The vendor must have local Head Quarter/Support Office/Branch Office at Navi-Mumbai/Mumbai, a self certified letter containing the office address, contact nos. and contact person name should be attached alongwith the tender.
4. In case, pre-loaded OS Windows Vista Business downgrade to Windows XP Professional is not installed in the PC, the price of the OS should be mentioned separately.
5. No additional amount will be paid for installation at site.

6. The Self certified Xerox copy of Valid certificate of Manufacturer / Authorized Partner from Parent Company of the Brand Quoted must be attached along with the tender.
7. The Self certified Xerox copy of Valid ISO 9001:2000 and ISO 14001:2004 certificate of the manufacturer of the PCs Brand Quoted must be attached along with the tender.
8. The Work Order & Work Completion certificate for the successfully executed 2 similar contract for purchase & installation of same brand of PCs for Govt./CPSU/large commercial organizations each order costing Rs.1.00 Lac or above during last three years must be attached alongwith the tender.
9. The quoted price of PCs should be valid for a period of three months from the date of initial purchase order. During the period of three months, the Corporation may place order for PCs, which the vendor has to supply as per the specifications and scope of work of this tender.
10. The payment will be made within two weeks time through ECS, after delivery of items as per the purchase order and satisfactory installation at site.
11. 1% NMMC Cess of the order value will be deducted from total payment, if the supplier is not registered with Navi Mumbai Municipal Corporation, Navi Mumbai.
12. All the rights are reserved with the Corporation for rejection and acceptance of the quotation, the decision of the Corporation will be final and should be acceptable by both the parties.

Submit your sealed tenders to our office at CBD Belapur, Navi-Mumbai on or before 28/07/2009 upto 3 PM. The same will be opened on the same day at 3.30 P.M. in presence of the representatives of the tenderers, who wish to remain present at time of opening.

In case of a Query, please contact the undersigned.

Dy. Manager (Information Technology)

TENDER FOR PURCHASE AND INSTALLATION OF PCS

TECHNICAL BID : I

(SPECIFICATIONS)

1) Whether the vendor has a Support Office in Navi Mumbai/Mumbai/Thane with help desk facility: Yes No

- i) Name of the Organisation/Firm
- ii) Year of Establishment
- iii) Contact person
- iv) Address of the Registered Office.
- v) Address of office at Navi Mumbai/Mumbai/ Thane.
(with Phone Nos, Fax Nos & Email ID)

2) Whether Proprietorship, Partnership :
firm,or Company.

Please enclose self certified copies of documents,
proof such as certificate of incorporation,
Partnership deed etc.:

3) Manufacturer / Authorized Partner for the Parent Company of the Brand Quoted and holding a valid Certificate: Yes No

If yes, please enclose self certified copy of certificate.

4) Whether the vendor has quoted for the brand of PC Manufactured by ISO 9001:2000 and ISO 14001:2004 Certified company holding a valid certificate. Yes No

If yes, please enclose self certified copy of certificate.

5) Whether the Vendor have successfully Completed minimum 2 contracts each costing Rs.1 Lac or above in supply & installation of same brand of PCs in CPSUs / Govt. organizations / Leading commercial organisations during last 3 years: Yes No

If yes, the following details be given :
(Separate sheet can be enclosed)

Sr.	Name of the	Contract Handled
No.	Orgn./ CPSU	year
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(Note : Certificates of contract completed alongwith Work order duly self-certified along with Contact details of the concerned organisation should be attached.)

6) Whether, Model no. & Specifications of the hardware has been enclosed with the tender: Yes No

If yes, the details should be enclosed in Separate sheet)

7) Whether the Earnest Money Deposit for an amount of Rs.10,000/- (Rupees Ten thousand only) has been submitted alongwith this Technical Bid-I by way of Demand Draft or Pay Order in favour of The Cotton Corporation of India Ltd. Payable at Mumbai. : Yes No
If yes , Details :
Draft / Pay order No.:
Date :
Amount :
Bank's Name :

8) PAN No :

9) Sales Tax Registration Number :

10) Details of Bank Account
Name of the Bank
Account No. and type
MICR No. :

Signature of the Tenderer :

Name of the Tenderer :

Address & Seal :

Telephone No. :

TENDER FOR PURCHASE AND INSTALLATION OF PCS

FINANCIAL BID : II Total Amt. (INR)

(PRICE QUOTATIONS)

Sl.N o.	Particulars	Cost (Per PC / license) (INR)	Total Amt. (INR)
1	A. Cost 4 Nos. PCs with Monitors supply , installation , configuration & 3 years on-site comprehensive warranty (As per specification mentioned in the tender notice under Scope of Work) B. Taxes (if any) Please Specify ----- -----		
	Total (1) (A + B)		
2	A. Cost 4 Nos. PCs without Monitors supply, installation, configuration & 3 years on-site comprehensive warranty (As per specification mentioned in the tender notice under Scope of Work) C. Taxes (if any) Please Specify ----- -----		
	Total (2) (A + B)		
3	A. Cost 3 Nos. MONITORS , KEYBOARD , MOUSE supply , installation, configuration & 3 years on-site comprehensive warranty (As per specification mentioned in the tender notice under Scope of Work) B. Taxes (if any) Please Specify ----- -----		
	Total (3) (A + B)		
	Gross Total (1+2+3)		

Gross Total mentioned above will be the basis for deciding L-1

Signature of the Tenderer :

Name of the Tenderer :

Address & Seal :

Telephone No. :

Tender Submission :

- (1) Tenderer should submit the tender in the tender box installed at 6th Floor, KAPAS BHAVAN, 6th Floor, Plot 3/A, Sector 10, CBD Belapur, Navi-Mumbai – 400 614 addressed to Dy. Manager (IT), THE COTTON CORPORATION OF INDIA LTD. on or before due date and time, as under :

Envelope A : Sealed Envelope “A” marked as “Technical Bid-I” on the envelope should contain Technical Bid-I alongwith EMD D.D./Pay Order & other related documents except financial bid.

Envelope B : Sealed Envelope “B” marked as “Financial Bid-II” on the envelope should contain Financial Bid-II (Price Quotations).

Envelope C : Sealed Envelope C should contain Envelope “A” and Envelope “B” duly superscribing "TENDER FOR PURCHASE & INSTALLATION OF PCS".

Note : Each envelope should contain the name and address of the Vender.

- (2) I/We hereby declare that I/We have downloaded the tender documents from the Cotton Corporation of India Ltd. website www.cotcorp.gov.in / www.tenders.gov.in and printed the same. I/We have verified the contents of the printed documents from the website and there is neither any addition nor any deletion nor any alteration to the content of the tender documents.
- (3) I/We declare that the information/tender form downloaded is original and in the event of this being different from the original tender documents, my tender form may be rejected by the Corporation including forfeiture of Earnest Money.
- (4) Date of opening of Technical Bid-I, 28/07/2009 at 3.30 p.m. in the presence of tenderers, who may remain present.
- (5) Financial Bid-II for price quotations shall be opened in respect of those tenderers, who qualify Technical Bid-I for specifications and other requirements.
- (6) The tender should be signed by the person having necessary authorization.
- (7) Tenders containing false, incomplete and/or inadequate information are liable to be rejected.
- (8) The Corporation reserves the right to accept or reject any/all tender without assigning any reason thereof.

Signature of the Tenderer :

Name of the Tenderer :

Address & Seal :

Telephone No. :

Other Terms

CCI invites the vendors' attention to the following terms and conditions, which underline this tender :

1. Contract with the Vendor

CCI would enter into a contract with the vendor who will be responsible for supply, delivery, installation, configuration and maintenance of the PCs supply, installation & configuration of the same and to be installed at Kapas Bhavan, CBD Belapur, Navi Mumbai.

2. Proposal Process Management

CCI reserves the right to accept or reject any or all proposals, to revise the tender, to request one or more re-submissions or clarifications from one or more vendors, or to cancel the process in part or whole. Additionally, CCI reserves the right to alter the specifications, in part or whole, during the Tender process, and without re-issuing the Tender. All claims for functional/technical delivery made by the vendors in their responses to the tender shall be assumed as deliverable within the quoted financials.

Vendors shall be entirely responsible for their own costs and expenses that are incurred while participating in the Tender and contract negotiation processes.

3. Date of Bid Expiration

Due to the nature of the evaluation process, and approval activities that may occur, proposals must be valid for a minimum of **90** days from the last date of proposal submission. The Corporation reserves the right to ask the vendors for extension of bid validity.

4. Bidder Authorisation to Bid

Responses submitted by vendors to this Tender represent a firm offer to contract on the terms and conditions described in the vendors' response. The proposal must be signed by an official duly authorised to bid. A Authorisation Letter in this regard must be attached with the tender.

5. Proposal Ownership

The proposal and all supporting documentation submitted by the vendors shall become the property of CCI.

6. Effective date of start of contract

The effective date of start of contract will as per the work order by the corporation.

7. Sub let/Outsource

The vendor will not be allowed to sub let/outsource the contract to any other party.

8. Penalty

If the vendor will not be able to deliver the items i.e. Hardware (PCs) within 30 days time, then penalty will be imposed as under:

- a. Deduction of 0.50% of total value of the contract for per week delay or part thereof. Subject to maximum deduction of 10% of the total value of the contract.

9. Time for completion of the Contract

The Time limit for supply of materials i.e. Hardware (PCs) will be 30 days effective from the date of work order.

10. Financial Bid

In Financial Bid – II, Cost of **Hardware (PCs)** and taxes if any be given separately in the prescribed format. Wherever options are given, the bid is liable to be rejected.

11. Payment Terms

The Payment terms of the *Hardware (PCs)* contract will be as under:

After successful installation of PCs	100%
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The payment will be made through Electronic Clearing Service (ECS) for which vendor has to provide MICR No. and details of Bank Account to CCI.

12. Refund of EMD

The EMD amount for vendors other than to whom the work awarded will be refunded within 15 days after opening of financial bid. However, the EMD amount of the vendor to whom work is awarded will be refunded after successful supply, installation & configuration of hardware & software.

NOTE: "Corporation/CCI" wherever appears in above document means "The Cotton corporation of India Ltd."

CHECK-LIST FOR PREPARING THE TENDER DOCUMENT (PCs)

<u>Sr. No.</u>	<u>Particulars</u>	<u>Yes/No</u>
1	Whether, the Technical Bid-I each column has been filled, sealed and signed in specified format ?	
2	Whether, Authorised Manufacturer/Authorised Partner Certificate from Parent Company of Brand Quoted and a valid certificate having validity dated printed on it duly self certified copy attached with Technical Bid-I ?	
3	Whether, the vendor has executed 2 similar contract for purchase & installation of same brand of PCs for Govt./CPSU/leading commercial organization each order costing 1.00 lacs or above during last three years ? Whether, Work Order containing cost & Work Completion Certificate from the client duly self certified copies alongwith contact details of the client has been attached alongwith the tender?	
4	Whether, the vendor has quoted for the brand of PC Manufactured by ISO 9001:2000 and ISO 14001:2004 Certified company holding a valid certificate?	
5	Whether the tenderer has Support Office at Navi Mumbai/Mumbai/Thane. The certificate containing Office addresses alongwith Contact Person and telephone nos. is attached with Technical Bid-I ?	
6	Whether, Model no. & Specifications of the hardware has been enclosed with the tender?	
7	Whether proprietorship, partnership firm or company ? The self certified copy of documentary proof such as certificate of incorporation, partnership deed etc. attached with Technical Bid-I ?	
8	Whether the EMD of Rs.10,000/- by the way of Demand Draft/Pay Order in favour of "The Cotton Corporation of India Limited" attached with Technical Bid-I ?	
9	Whether the tenderer has PAN number and Service Tax registration no. and it is mentioned on Technical Bid-I ?	
10	Whether, the Bank Details and MICR details mentioned on Technical Bid-I ?	
11	Whether the Technical Bid – I alongwith necessary documents/certificates has been stapled properly and page no. has been put on each paper ?	
12	Whether, the Financial Bid-II has been filled, sealed and signed in specified format ?	
13	Whether the quoted price in Financial Bid-II is inclusive of all applicable taxes like VAT, Service Tax etc. ?	
14	Whether envelope A marked as Technical Bid-I on the envelope contains Technical Bid-I alongwith certificates/documents & EMD ?	
15	Whether envelope B marked as Financial Bid-II on the envelope contains Financial Bid-II ?	
16	Whether envelope C contains Envelope A & Envelope B duly superscribing " TENDER FOR PURCHASE & INSTALLATION OF PCs" ?	
17	Whether the Tender Documents are signed by the Authorized Representative?	