

**Zilla Parishad
South Andaman
A & N Islands
Port Blair**

No. 3-1/IT/ZPSA/2015(PF-2)/

Port Blair, dated December, 2016

Tender Notice

Zilla Parishad, South Andaman, Port Blair on behalf of the President of India invites sealed quotations under two-bid system for supply of following IT Peripherals/ Accessories from bonafide and authorized dealers/distributors/retailers/re-sellers of IT peripherals for finalization of Annual Rate Contracts in the O/o Zilla Parishad, South Andaman, Port Blair.

The Tender documents containing the Terms & Conditions and Proforma for submission of Technical and Financial Bids can be downloaded from the A&N Administration's website www.andaman.gov.in and Zilla Parishad South Andaman's Website <http://zpsa.andaman.gov.in>.

The details of Tender is an under		
1	Details of Bid	Quotation for supply of IT Peripherals/Accessories under two bid system.
2	Earnest Money Deposit (EMD)	Rs 5,000/- (Rupees Five Thousand Only) in the form of account payee Demand Draft/Fixed Deposit Receipt, Banker's Cheque/ Bank Guarantee from any of the Commercial/ Nationalised banks drawn in favour of the Chief Accounts Officer, Zilla Parishad, South Andaman, Port Blair.
3	Last date to send in requests for clarifications on the tender document	Upto 05:00PM on 30-12-2016.
4	Response to the Pre-Bid Clarifications	Upto 5:00PM on 02-01-2017
5	Last date & time for submission of bids	Upto 03:00PM on 03-01-2017
6	Opening of Technical Bids	At 03:30PM on 03-01-2017
7	Opening of Financial bids (only those bidders who qualified in the Technical bid Evaluation)	At 10.00AM on 09-01-2017

Nodal Officer (IT)
Zilla Parishad
South Andaman
A&N Islands
Port Blair

LIST OF IT PERIPHERIALS/ACCESSORIES WITH SPECIFICATIONS ARE AS DETAILED BELOW:-

S N	Name of the Item & Specifications	Units	Brand Name (To be quoted by the bidder)	Rates (Inclusive of all taxes and delivery charges) (To be quoted by the bidder)
1	SATA Hard Disk (500 GB)	Per piece		
2	IDE Hard Disk (320 GB)	Per piece		
3	External Hard Disk (1 TB)	Per piece		
4	Motherboard (LGA775)	Per piece		
5	Motherboard (LGA1155)	Per piece		
6	Motherboard (LGA115x Im)	Per piece		
7	SMPS complaint with LGA775/ LGA1155	Per piece		
8	SMPS complaint with LGA115x Im Motherboard	Per piece		
9	DDR2 RAM (2 GB)	Per piece		
10	DDR3 RAM (2 GB)	Per piece		
11	Dual Core Processor	Per piece		
12	Intel i3 processor	Per piece		
13	LED Monitor (18.5")	Per piece		
14	4 port USB 2.0 Hub	Per piece		
15	CD/DVD ROM & Writer (Internal - 16x or above)	Per piece		
16	CD/DVD ROM & Writer (External - 16x or above)	Per piece		
17	CD/DVD writer Blue Ray (Internal - 16x or above)	Per Piece		
18	CPU Cooling Fan complaint with LGA775 & LGA1155 [12 V DC 0.18 A Fan Speed: 2500 above]	Per piece		
19	CPU Cooling Fan complaint with LGA115x Im Motherboard [12 V DC 0.18 A Fan Speed: 2500 above]	Per piece		
20	Cat-6 UTP Cable	Per meter		
		Per Box		
21	RJ 45	Per piece		
		Per Box		
22	Crimping Kit	Per piece		
23	Tools Kit (Tapaira)	Per piece		
24	Blank CDs (700 MB or above)	Per piece		
		Per Packet		
25	Blank DVD (4.7 GB or above)	Per piece		
		Per packet		
26	Pen Drive (8 GB), (16 GB) & 32 GB	Per piece		
27	Multimedia Speaker	Per piece		
28	USB Optical Mouse with USB interface	Per piece		
29	104 keys USB Keyboard	Per piece		
30	VGA Splitter (VGA Switch Manual Switcher Selector Sharer 4 Inputs 1 Output)	Per piece		
31	VGA to HDMI Convertor [VGA to HDMI Video with 3.5mm Audio Sound Jack Converter Adapter for HD HDTV TV 720P/1080P Computer Projector Plug and Play]	Per piece		
32	Antivirus (1 year license)	Single User		
		10 Users		

S N	Name of the Item & Specifications	Units	Brand Name (To be quoted by the bidder)	Rates (Inclusive of all taxes and delivery charges) (To be quoted by the bidder)
33	Operating System (Windows 8 Professional Edition)	Single User		
		10 Users		
34	Operating System (Windows 7 Professional Edition)	Single User		
		10 Users		
35	Operating System (Windows 10 Professional Edition)	Single User		
		10 Users		
36	Office Software (MS Office 2010 or above)	Single User		
37		10 Users		
38	Projector with wireless connectivity between PC and Projector. Resolution: 1024 X 768 XGA, ANSI Lumen: 3000	Per piece		
39	Tester (250V to 220V AC)	Per Piece		
40	HDMI Cable	Per Meter		
41	Modem with Wi-Fi Connectivity	Per Piece		
42	UPS 600VA	Per Piece		
43	UPS Battery – 600VA	Per Piece		
44	Printer Inkjet	Per piece		
45	Color Multifunctional Printer (Print, copy, Fax, Scan)	Per Piece.		
46	Lithium cell CR2032(3V)	Per piece		

Terms & Conditions:-

- Bidders/Firms/Companies should have outlet/offices in A & N Islands and should submit their bids on their letter head giving details of Telephone No./Address/Fax No./PAN No./E-mail address in sealed envelope superscribing **"Tender for finalization of Rate Contract for Supply of Annual Rate Contract IT Peripherals/Accessories"** along with NIT No. and date and Due date of opening.
- The tender should be addressed to the Zilla Parishad, South Andaman, Port Blair – 744101 and should reach this office latest by **03/01/2017 on 03.00PM.**
- The tenderer intending to submit tenders by post should send through **"Registered Post with Acknowledgement Due"**. The tenders received after the due date and time of submission will be summarily rejected. The O/o Zilla Parishad, South Andaman, Port Blair will not be responsible for any postal delay.
- The Bidder should submit the valid authorization certificate of dealership/distributor/retailer/reseller from the OEM for the quoted items respectively. In event of non-submission of authorization certificate the tenderers quote for the items in respective section shall not be considered.
- The item/store should be under warranty period for a period of three year or the guarantee period extended by OEM whichever is later. The warranty/guarantee period will be counted from the date of delivery of the items to the site and not from the date of issue of supply Order.
- Bidder should submit the Bid in the Proforma mentioned above and furnish all the required information as per the instructions given in various sections of the tender document including Valid Certificate of authorized dealers and Declaration of warranty period of the items quoted.
- Bids shall also be accompanied with copies of their Bidder's PAN Cards, Service Tax Registration and latest income tax clearance certificate/income tax returns statement along with their bid.
- The Bid must be accompanied with the EMD to a sum of Rs 5,000/- (Rupees Five Thousand only) in the form of account payee Demand Draft/Fixed Deposit Receipt, Banker's Cheque/ Bank Guarantee from any of the Commercial/ Nationalised banks drawn in favour of the Chief Accounts Officer, Zilla Parishad, South Andaman, Port Blair. The EMD shall remain valid for a period of 180 days

beyond the date of opening of bid. However, in case the evaluation is not completed within the expected timeframe, bidder shall extend the validity period of the EMD as and when sought by the O/o Zilla Parishad, South Andaman, Port Blair. **Bid submitted without EMD shall be rejected and not considered for evaluation.**

Note:- The firms/companies who are registered with the Central Purchase Organization, National Small Industries Corporation or the concerned Ministry or Department shall be exempted from submitting the EMD/Bid Security. However, for claiming the exemption, they shall submit the relevant documents issued by the Competent Authority in their favour.

9. Each and every pages of the tender document must be signed, stamped and submitted along with the offer by the tenderers as a mark of complete acceptance thereof.

10. The validity of the bid should be for 180 days from the date of opening of the bid.

11. The Bidder should carefully go through all the clauses, specifications and details of items indicated in the tender document before quoting. If the tenderers wants to seek any clarification in respect of any clause/ specifications etc., they may submit the same in writing to Nodal Officer (IT), Zilla Parishad, South Andaman, Port Blair latest by **30/12/2016 upto 05.00PM** clearly specifying the Clause No. and details of clarifications required.

12. The response to the clarifications received, if any along with any amendments will be published in the official website of Zilla Parishad, South Andaman (<http://zpsa.andaman.gov.in>) by **02/01/2017 upto 05.00PM**.

13. The Technical Bid and Commercial bid should be sealed by the bidder in separate covers duly superscribed and both these

14. covers are to be put in a bigger cover which should also be sealed and duly superscribed. The Technical Bids are to be opened at the first stage and financials bids of only the technically acceptable offers evaluated by Purchase Committee will be opened for further evaluation.

15. The Technical Bids of the bidders will be opened by the *Purchase Committee* of O/o Zilla Parishad, South Andaman, Port Blair on **03/01/2017 at 03.30PM** in presence of tenderers/ representative of bidders, if any.

16. The *Purchase Committee* of O/o Zilla Parishad, South Andaman reserves the right to sought any clarifications from the bidders on the bids during the evaluation of bids.

17. PRODUCING SAMPLES: The sample of product or technical details, if any, required for acceptance of tenders, should be submitted to the Zilla Parishad, South Andaman within 10 days of such demand to the bidders by O/o Zilla Parishad, South Andaman. The sample so supplied will be returned to the firm only after completion of the inspection of the originally supplied items.

18. The evaluation of the tender will be on the basis of price and documents (including Eligibility Criteria documents) submitted by the bidder. The L1 bidder fulfilling all the eligibility criteria and other terms and conditions specified in tender shall be declared as successful bidder(s) and Letter of Intent(s) shall be issued to the successful bidder(s).

19. The successful bidder(s) shall submit a Letter of Acceptance to all the Terms & Conditions mentioned in the Letter of Intent of Zilla Parishad, South Andaman within 15 days of receipt of Letter of Intent.

20. The EMDs of the unsuccessful bidders shall be returned promptly after finalization of Annual Rate Contract with the successful bidder(s).

21. The rates quoted by the successful bidder(s) and accepted by the Competent Authority of Zilla Parishad, South Andaman shall remain valid for period of one year from the date of issue of Letter of Intent to the successful bidder (s) by the O/o Zilla Parishad, South Andaman. However, Zilla Parishad, South Andaman reserves the right to extend the validity for a further period of one year as per the same terms and conditions of the tender.

22. A separate/ combine supply order will be issued for supply of item(s) on as and when required basis. The Successful Bidder(s) shall supply the items within a period of ten (10) days from the date of issue of supply order. No extension will be allowed in normal course. However, the Zilla Parishad, South Andaman would extend the validity of supply order taking into account the clauses of Force Majeure.

23. The supply is to be made at O/o Zilla Parishad, South Andaman and after successful inspection, bidder shall install the items at Zilla Parishad, South Andaman or any other associated office to be communicated separately. The Zilla Parishad, South Andaman does not guarantee or undertake to issue supply order for any minimum quantity of items during the currency of tender.

24. The item will be accepted only after inspection by the Officer authorized to inspect. Any item found to be substandard or those not matching with the specifications, make brand etc., shall be rejected. The inspection of the material will be carried out in the Zilla Parishad, South Andaman and not at the factory site/firm.
25. The Successful Bidder(s) shall be bound to replace the substandard/ faulty items found during inspection/warranty period at his own cost, risk and responsibility. Failure of successful bidder to replace the items within the fifteen (15) days from the date of notice for replacement of substandard/ faulty item will be considered as default on the part of bidder and action as deemed fit will be taken including forfeiture of EMD submitted by the bidder.
26. The successful bidder(s) has to deposit an amount of 10%(ten percent) of the total value of the Purchase Order mentioned in the Letter of Intent, as Performance Guarantee in the form of Account Payee Demand draft, Fixed deposit Receipt or Bank Guarantee from a nationalized/commercial bank in favour of the Chief Account officer Zilla Parishad, South Andaman, Port Blair within fifteen(15) days from the submission of the letter of acceptance by the firm.
27. The Performance Guarantee shall remain valid for a period of 180 days beyond the date of completion of all contractual obligations of the firm/renderer including warranty period. Performance security will have to be deposited by the successful bidder irrespective of its receipt of Performance guarantee.
28. **Penalty:** It would be mandatory on the part of the Successful bidder(s) to supply the entire items within period of ten (10) days from the date of issue of supply order. After the stipulated period, the Successful bidder(s) shall have to pay liquidated damages @ 0.5% of the total supply order value for each day of delay beyond stipulated time period, subject to a maximum of 10%, beyond which, the supply order issued shall liable to be cancelled and action will be taken against the firm/company as per the terms and conditions of the contract including forfeiture of EMD.
29. **PAYMENT:** All payment due to the supplier shall be made in INR by "Account Payee" cheque subject to the conditions that;
- 29.1 All the items for which supply orders are issued and delivered at the desired site and are declared satisfactory by the Inspection officer.
- 29.2 All recoveries due from the supplier for the supply of instant and past due if any shall be deducted in full from the bill without giving any notice.
- 29.3 Only first and final bill payment will be done. No part payment or advance payment will be done against any supply order issued during the currency of the contract.
30. **REJECTION OF TENDER AND OTHER CONDITIONS :** The acceptance of tender will rest with the Zilla Parishad, South Andaman, which does not bind itself to accept the lowest rate or any tender and reserve the rights to reject any or all tenders without assigning any reasons thereof. The conditional bids will be summarily rejected.
31. **RIGHTS OF THE ZILLA PARISHAD, SOUTH ANDAMAN:** The Zilla Parishad, South Andaman reserves the following rights in respect of this contract without being liable to any compensation.
- 31.1 To get the items through another agency at the risk and cost of the supplier and claim/cover for such losses from the supplier in the following event:-
- 31.1.1 failure from the part of successful bidder to supply within the stipulated period/extended time
- 31.1.2 In case of poor quality of items are supplied
- 31.1.3 persistent disregard to instructions of the Zilla Parishad, South Andaman/assigning, transfer, subletting of the supply without written permission of the Zilla Parishad, South Andaman.
- 31.1.4 non fulfillment of any contractual obligation.
- 31.2 To withdraw any portion of supply order or to restrict/alter quantum of supply as indicated in the supply order & get it done through another agency.
32. **RESPONSIBILITIES OF SUPPLIER IN RESPECT OF LOCAL LAWS EMPLOYMENT OF WORKERS, SAFETY RULES ETC.:** The supplier shall comply with all state, local & central laws, statutory rules, regulations etc. as applicable.
33. **FORCE MAJEURE:** If at any time, the supply of items are delayed due to government action, war, blockade, revolution, insurrection, mobilization, civil commotions, riots, sabotages, lockouts, acts of God or the public enemy, plague or other epidemics, freight embargoes, earth quakes, tidal waves and other causes beyond the control of the firm/company and which are not due to negligence or by any other force majeure clause which could have been reasonably foreseen and eliminated by the firm/company then and in any such case the stipulated time period for completion under the work order shall be postponed by the actual No. of days lost to the firm/company for supply of items due to such causes. No separate delays shall be counted in respect of two or more of the above cause occurring concurrently. Delay on account of force majeure shall be understood to be permissible delay and is to be distinguished from non-permissible delays. The permissible delay will be decided by Zilla Parishad, South Andaman.
34. **ARBITRATION:** In case of any dispute between the parties arising out of this contract that shall be settled amicably by the parties as far as possible. In case of failure, the same shall be referred for arbitration to a sole Arbitrator, as may be appointed by the Competent Authority. The decision of the Arbitrator as appointed shall be final and binding upon the parties. The Arbitrator appointed under this clause shall pass award within a period of 6 (six) months from the date of reference made to him. Subject to aforesaid, the provisions of Arbitration and Conciliation Act, 1996 shall apply to arbitration processing under this clause. The arbitration proceedings shall be held at Port Blair and the settlement of dispute shall be within the jurisdiction of Court of Port Blair.

[Bidder's Letter Head]

Firm's Letter No.

To

Nodal Officer (IT)
Zilla Parishad South Andaman
A&N Islands Port Blair

**Sub:- Tender for finalization of Rate Contract for Supply of Annual Rate Contract IT
Peripherals/Accessories –reg.**

Ref: Your NIT No.....dated.....

Sir,

With reference to your Notice Inviting Tender cited above, I/we hereby submit Technical Bid for supply of IT Peripherals/Accessories in the enclosed Proforma as prescribed in the Tender. The validity of the bid is for 180 days from the date of opening of the Technical bid.

EMD for an amount of INR in the form of Account Payee Demand Draft/Fixed Deposit Receipt/Banker's Cheque/Bank Guarantee from any of the Nationalised/Commercial banks drawn in favour of the vide No. dated which is valid for is enclosed as part of Technical Bid.

I/we accept all the terms and conditions of the tender and in case of acceptance of our offer for any or all the items by your office, I/we undertake to complete the supply of the items within stipulated time as mentioned in the tender from the date of issue of Supply Order to our firm.

I/ we undertake the guarantee that the items/goods supplied are genuine and original make of OEM. If any good/item is found of any substandard quality, the same shall be replaced within seven (07) days of such notice by your organization, without any additional cost to your organization, failing which, EMD and/or Performance guarantee shall be forfeited by Zilla Parishad, South Andaman.

I/we understand that in case of default, the Zilla Parishad, South Andaman may initiate suitable action against us and may debar or disqualify or blacklist our firm for operation in A&N Islands.

Thanking You

Yours faithfully

Signature of Bidder with Seal

PROFORMA FOR TECHNICAL BID

S N	Criteria	Yes/ No	Details of Compliance	Documentary Evidence
1	Whether Bidders/Firms/Companies is a registered supplier and has outlet/offices in A & N Islands	Yes/No	Detailed Address with Pin Code, Telephone No., Fax No., PAN No., E-mail address etc.	Copy of Registration Certificate with Page Nos.
2	Bidder's should submit PAN Cards, Service Tax Registration and latest income tax clearance certificate/income tax returns statement	Yes/No	Details of PAN Cards, Service Tax Registration and latest income tax clearance certificate/income tax returns statement	Copy of all the documents with Page Nos.
3	EMD to a sum of `Rs/- (Rupees.....) in the form of account payee Demand Draft/Fixed Deposit Receipt, Banker's Cheque/ Bank Guarantee from any of the Commercial/ Nationalised banks drawn in favour of the Chief Executive Officer, Zilla Parishad, South Andaman, Port Blair. The EMD shall remain valid for a period of 180 days beyond the date of opening of Technical bid. Note:- The firms/companies who are registered with the Central Purchase Organization, National Small Industries Corporation or the concerned Ministry or Department shall be exempted from submitting the EMD/Bid Security. However, for claiming the exemption, they shall submit the relevant documents issued by the Competent Authority in their favour.	Yes/No	No. & Date and validity period of Demand Draft/Fixed Deposit Receipt, Banker's Cheque/ Bank Guarantee	Bidder should submit Original EMD or exemption Certificate issued by Competent Authority
4	Bidder should submit the authorization certificate of Manufacturer/ dealership/ distributor from the OEM for the quoted items. Note: If the rates are quoted for any items without the said certificate, the reasons for not submitting the certificate shall also be stated separately.	Yes/No	Names of OEMs product quoted by the bidder	Self-attested copies of manufacturer / dealership / distributor from the OEM for the quoted items. Page No. of Documents enclosed should also be mentioned.
5	Bidder should submit a Declaration that the item/store quoted shall be covered under warranty period for a period as mentioned in the Terms & Conditions of the Tender. The warranty/guarantee period will be counted from the date of delivery of the items and not from the date of issue of supply Order.	Yes/No	-	Declaration to be submitted in the Bidder's letter head. Page No. of Documents enclosed should also be mentioned
6	Bidders should submit a declaration that the firm is not blacklisted or debarred or disqualified by any organization of A & N Administration, Central Govt. or PSU of A&N Islands.	Yes/No	-	Declaration to be submitted in the Bidder's letter head. Page No. of Documents enclosed should also be mentioned
7	Bidders should submit a declaration that the firm has completely read all the instructions, clause, terms and conditions stipulated in the Tender document and pledge to accept and abide.	Yes/No	-	Declaration to be submitted in the Bidder's letter head. Page No. of Documents enclosed should also be mentioned
8	Bidders should submit a declaration that the items quoted meets the Technical specifications of the items as listed in the Tender document	Yes/No	Detailed Technical Specifications of all the Items quoted by the Bidder. The specification should include details of Brand/ Make, Model No. and detiled technical specification of the items quoted.	Declaration to be submitted in the Bidder's letter head. Page No. of Documents enclosed should also be mentioned

Signature of Bidder with Seal

Terms & Conditions for Evaluation of Technical Bids

1. Technical bids of the bidders will be evaluated based on the compliance of the bidders on each of the Eligibility Criteria and Technical Requirements, duly supported with documentary proof as mentioned in the Proforma for Technical bids.
2. All the columns of the Proforma to be filled in carefully.
3. The Financial Bids of only those bidders who qualifies in the Technical Bid Evaluation will be opened and evaluated.

PROFORMA FOR FINANCIAL BID

S N	Name of the Item & Specifications	Units	Brand Name (To be quoted by the bidder)	Rates (Inclusive of all taxes and delivery charges) (To be quoted by the bidder)
1	SATA Hard Disk (500 GB)	Per piece		
2	IDE Hard Disk (320 GB)	Per piece		
3	External Hard Disk (1 TB)	Per piece		
4	Motherboard (LGA775)	Per piece		
5	Motherboard (LGA1155)	Per piece		
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21	RJ 45	Per piece		
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27	Multimedia Speaker	Per piece		
28	USB Optical Mouse with USB interface	Per piece		
29	104 keys USB Keyboard	Per piece		
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31	VGA to HDMI Convertor [VGA to HDMI Video with 3.5mm Audio Sound Jack Converter Adapter for HD HDTV TV 720P/1080P Computer Projector Plug and Play]	Per piece		
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		10 Users		

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		10 Users		
34	Operating System (Windows 7 Professional Edition)	Single User		
		10 Users		
35	Operating System (Windows 10 Professional Edition)	Single User		
		10 Users		
36	Office Software (MS Office 2010 or above)	Single User		
37		10 Users		
38	Projector with wireless connectivity between PC and Projector. Resolution: 1024 X 768 XGA, ANSI Lumen: 3000	Per piece		
39	Tester (250V to 220V AC)	Per Piece		
40	HDMI Cable	Per Meter		
41	Modem with Wi-Fi Connectivity	Per Piece		
42	UPS 600VA	Per Piece		
43	UPS Battery – 600VA	Per Piece		
44	Printer Inkjet	Per piece		
45	Color Multifunctional Printer (Print, copy, Fax, Scan)	Per Piece.		
46	Lithium cell CR2032(3V)	Per piece		

Signature of Bidders with Seal

Terms & Conditions for Evaluation of Financial Bids

1. The Financial Bids of only those bidders who qualifies in the Technical Bid Evaluation will only be opened and evaluated.
2. All the columns of the Proforma to be filled in carefully.
3. Quantity will be purchased on as and when required basis as per existing requirement of IT cell,ZPSA.
4. The firms/companies are at liberty to quote rates for all or selected items as per their choice. However, while quoting rates for any of the item, the bidder should also clearly indicate the make and brand of the quoted item and the rates to be quoted as per category and Serial No. wise as indicated in the tender list. Once quoted no change shall be permitted. Quoted brand/make only needs to be supplied.
5. The rates quoted by the firm should be inclusive of all taxes, duties, levies, Octroi, excise, Vat, transportation cost, service charge, CST & profit etc. and nothing shall be paid extra on this account. No escalation of price shall be admissible under any circumstances during the period of contract.
6. The tenderer/firm shall not offer similar supply to any other Government/departments and/ or private agencies at rates lower than price offered to Zilla Parishad, South Andaman during the validity period of the contract. If tenderer/firm do so, they shall have to give the same deduction in rate to Zilla Parishad, South Andaman also.
7. If the firm is unable to supply the stores within stipulated time period as mentioned in the supply order, Zilla Parishad, South Andaman also reserves the right to procure the item from any other firm at supplier's risk & cost. The extra cost over and above quoted price of such items procured from other sources shall be recovered from the supplier.
8. The rates in the tender should be entered in figures as well as in words in INR in the column provided in the Price Bid template and nothing is to be stated/ quoted separately. The conditional bid shall be summarily rejected.
9. The price quoted per unit shall be valid / effective for a period of 180 days and no escalation on any account shall be entertained. The quantities indicated are tentative and are liable to vary as per actual requirement. In case of difference in rates between words and figure, the lesser amongst the two will be treated as final rate for the purpose of the tender.
10. Orders will be placed on L1 firm as per requirement from time to time. All entries in the tender should either be typed or computerized. **Hand written quotations will be rejected.** The rates in the tender should be clearly mentioned. In case of any over writing or correction in rate, the tender will be summarily rejected. Rates must be in Indian Rupee only and the firm shall quote for total amount inclusive of all taxes. Nothing shall be paid extra on any other account during the period of agreement in force.
11. Arithmetical errors in the Price Bid will be rectified on the following basis.
 - a. If there is a discrepancy between the unit price and the total price that is obtained by multiplying the unit price and quantity, the unit price shall prevail and will be considered for future calculations.
 - b. If there is a discrepancy between words and figures, the amount in words shall prevail.
 - c. In any other case of discrepancy, Zilla Parishad, South Andaman reserves the right to pick the value which it considers as beneficial to the government.

Signature of Firm

NO(IT)

and seal

[Bidder's Letter Head]

Firm's Letter No.

To

Nodal Officer (IT)
Zilla Parishad
South Andaman
A&N Islands
Port Blair

Sub:- **Tender for finalization of Rate Contract for Supply of Annual Rate Contract IT Peripherals/Accessories** -reg.

Ref: Your NIT No.....dated.....

Sir,

With reference to your Notice Inviting Tender cited above, I/we hereby submit Financial Bid for **IT Peripherals/Accessories** in the enclosed Proforma as prescribed in the Tender. The validity of the bid is for 180 days from the date of opening of the Technical bid.

I/we accept all the terms and conditions of the tender and in case of acceptance of our offer for any or all the items by your office, I/we undertake to complete the supply of the items within stipulated time as mentioned in the tender from the date of issue of Supply Order to our firm.

I/ we undertake the guarantee that the items/goods supplied are genuine and original make of OEM. If any good/item is found of any substandard quality, damaged or defective the same shall be replaced within seven (07) days of such notice by your organization, without any additional cost to your organization, failing which, EMD and/or Performance guarantee shall be forfeited by Zilla Parishad, South Andaman.

I/we understand that in case of default, the Zilla Parishad, South Andaman may initiate suitable action against us and may debar or disqualify or blacklist our firm for operation in A&N Islands.

Thanking You

Yours faithfully

Signature of Bidder with Seal