



## **RANCHI MUNICIPAL CORPORATION**

Kutchury, Ranchi-834001

Contact No. :0651-2211215, Fax: 0651-2211777,

email: [support@ranchimunicipal.com](mailto:support@ranchimunicipal.com), website: [www.ranchimunicipal.com](http://www.ranchimunicipal.com)

Letter No: 1114

Date: 07.04.2016

### **NOTICE INVITING TENDER**

Sealed tenders are invited from Original Equipment Manufacturers or their duly authorized business partners for the Rate contract of Desktop Computers, All in one Computers, Laptops, Monochrome Laser Jet Printers, Scanner, UPS, External Batteries, Computer, Peripherals, and Cartridges etc for the use of Ranchi Municipal Corporation. Tenders are to be received on or before 18.04.2016. Municipal Corporation reserves the right to accept / reject the Tenders without assigning reason whatsoever.

<b>S.No</b>	<b>Proceedings</b>	<b>Date &amp; Time</b>
1.	Last date of Submission of Tender	18.04.2016 upto 3.00 pm
2.	Opening of Tender	20.04.2016 at 3.00 pm

Tender Fee : Non Refundable amount of Rs. 5000/-

EMD : Earnest Money of Rs. 25,000/- in the Shape of Demand Draft

Bid Validity : 120 days

Further Details can be seen on [www.ranchimunicipal.com](http://www.ranchimunicipal.com)

Sd/-

**Municipal Commissioner  
Ranchi Municipal Corporation**

## Detailed Terms & Conditions

1. Tender Document Fees A non-refundable tender document fee of Rs. 5000/- may be remitted in cash for the issue of Tender document for “Rate contract of Computer and Related peripherals. The tenders those who are downloading the tender documents from our website [www.ranchimunicipal.com](http://www.ranchimunicipal.com) may submit Demand draft in favor of “Municipal Corporation, Ranchi Municipal Corporation” payable at Ranchi for the value along with the tender on submission.
2. The party shall be required to deposit Earnest Money of Rs. 25,000 in form of demand draft in favor of “Municipal Corporation, Ranchi Municipal Corporation” payable at Ranchi for the value along with the tender on submission.
3. EMD furnished by all unsuccessful tenderers shall be returned to them without any interest whatsoever, at the earliest after expiry of the final tender validity period. EMD of the successful tenderer shall be converted into performance security valid up to contract period.
4. The validity period of this tender is for 120 days.
5. Acceptance of the tender constitutes a concluded contract.
6. Withdrawal from the tender after it is accepted or failure to supply within a specified time or according to specifications will entail cancellation of the order and purchases being made at the offers expenses from elsewhere, any loss incurred thereby being payable by the defaulting party. In such an event the Ranchi Municipal Corporation reserves also the right to remove the defaulter’s name from the list of suppliers of Ranchi Municipal Corporation for the next three years.
7. The tenderers representative shall furnish the authorization letter of the concerned authority to participate in the tender.
8. The rate contract shall remain in force for 12 months from date of issue, may be extended for a further period of one year with mutual agreement in the prevailing rates.
9. The responsibility of the vendor under the contract will be to supply quality product as per the configuration / specification proposed by Ranchi Municipal Corporation and service support thereafter for the concerned items. The vendor has to supply brand new and standard products without any damage with its/ their installation and commissioning. The vendor shall be responsible for delay in supply installation and commissioning.
10. The vendor have no right, to give, sell, assign or sublet or otherwise dispose of contract to a third party. The vendor may outsource certain noncritical activities in the scope of work like installation of equipment, networking/electrical wiring works to a third party after prior written consent from Ranchi Municipal Corporation. However, such consent shall not relieve the supplier from any liability or obligation of the contract.
11. The warranty period will be minimum of three years on all Computer, Printer, Scanner and its peripherals like motherboard, Hard disk, RAM etc and commence only on written confirmation of satisfactory installation of equipment by the Ranchi Municipal Corporation.
12. The rates offered by the tenderer shall be inclusive all taxes and applicable for the delivery in Ranchi Municipal Corporation for one year.
13. The authorized dealer / reseller must have registered office at Ranchi.
14. During the validity of the offer, if any of the machines / chips / parts becomes unavailable in the market, the vendor will be bound to supply the next higher version / configuration /

family of the machines / chips / parts at the same price with the consent of Ranchi Municipal Corporation at which the rate contract is fixed.

15. The vendor cannot refuse to supply the items in the rate contract. Refusal shall be violation of the terms and conditions of the contract and vendor shall be liable for punishment to the extent of the blacklisting the vendor.
16. All the concerned equipment's shall be supplied with the relevant interface cables and necessary standard accessories. Also, all the equipment's shall be provided with the ISI standards, 3 pin power plugs. The dealer as well as the vendor shall be jointly and severally responsible for and quality of the supply.
17. The tenderer should submit the rate along with specification and make as per format given in Annexure II. However the tenderer may include additional items if it is not in the list as in prescribed format.
18. In comparing tenders and in making awards RMC may consider such factors as compliance with the specifications, relative quantity of supply, ability to provide repairs and maintenance service, the time of delivery and such other conditions as it may consider relevant.
19. The bidder shall make its own arrangements, for supply, installation and commissioning of materials at RMC.
20. The bidder should submit Copy of PAN/TIN number of the Bidder / Manufacturer allotted by the IncomeTax Authorities.
21. The bidders may submit necessary detailed technical write-up highlighting the features of the system offered and Reports published in journals/order Copy comparing the offered product with other similar products.
22. Bidder should also submit Manufacturer's Authorization Form for all the goods supplied under this project.
23. The Manufacturer should also furnish the following :-
  - a. The address of the OEM's Country Office & Local office in Jharkhand (along with telephone/ mobile /fax /e-mail/web address).
  - b. The details of Service Network (Service station with Address, Officer-in-charge, No. of service engineers, Area Covered etc.) available across Jharkhand.
  - c. Authorization Certificate from OEM for the quoted item, if the bidder is not OEM for that item
24. All the required documents should be attached at the proper place and marked correctly

**Annexure I**

**A. GENERAL INFORMATION OF BIDDER**

S. No	Particulars	Details to be furnished	
<b>Details of the Bidder (firm/company)</b>			
1.	Name		
2.	Address		
3.	Telephone		
4.	E-mail		
<b>Details of Authorized person</b>			
5.	Name		
6.	Address		
7.	Telephone		E-mail
<b>Information about the company</b>			
8.	Status of company (Public Ltd. / Pvt. Ltd.)		
9.	Details of Registration of firm/company (Provide Ref e.g. ROC Ref #) (enclose the necessary documentary proof)	Date	
10.	Locations and addresses of offices if any		
11.	Service Tax Registration Number		
12.	Enclose Latest STCC		
13.	PAN No.		

**Annexure II**

<b>S.no</b>	<b>Items</b>	<b>Make/Model</b>	<b>Specification</b>	<b>Unit Price inclusive all taxes and three years warranty. (in Rupees)</b>
1	Desktop Core i7 with Windows 8.1 and above with media			
2	Desktop Core i5 with Windows 8.1 and above with media			
3	Desktop Core i3 with Windows 8.1 and above with media			
4	All in one Desktop Core i7 with Windows 8.1 and above with media			
5	All in one Desktop Core i5 with Windows 8.1 and above with media			
6	All in one Desktop Core i3 with Windows 8.1 and above with media			
7	Laptop Core i7 with Windows 8.1 and above with media			
8	Laptop Core i5 with Windows 8.1 and above with media			
9	Laptop i3 with Windows 8.1 and above with media			
10	Speaker and Headphone			
11	RAM			
12	Hard Disk (Internal & External)			
13	Mother Board			
14	Graphics Card			
15	Keyboard			
16	Keyboard wireless			
17	Mouse			
18	Mouse wireless			
19	Antivirus			
20	Laptop Battery			
21	Laptop Adapter			
22	Monochrome A3 Laser Jet Printer (single side printing)			
23	Monochrome A4 Laser			

	Jet Printer (single side printing)			
24	Monochrome A3 Laser Jet Printer (duplex printing)			
25	Monochrome A4 Laser Jet Printer (duplex printing)			
26	Monochrome Laser Jet Multifunction Printer			
27	Color A3 Laser Jet Printer			
28	Color A4 Laser Jet Printer (single side printing)			
29	A3 size Scanner			
30	A4 size Scanner			
31	Plotter			
32	1 KVA UPS with battery			
33	2 KVA UPS with battery			
34	5 KVA UPS with battery			
35	10 KVA UPS with battery			
36	Network Switches			
37	Networking			
38	Pen drive			
39	Printer Cartridge as per Specified model			
40	Tablet 3G Model			
41	Tablet 4G Model			
42	iMac PC			
43	Mac Book			
44	Mac Book Pro			
45	Mac Book Air			
46	iPad Pro			
47	iPad Air 2			
48	iPad Mini 4			
49	iPad Mini 2			

**Annexure III**

**Undertaking by the Vendor**

I have read all the terms, conditions, enclosures and the whole tender document No..... Dated .....) and understood the contents. As a token of acceptance of all the terms of tender, I am here by submitting the entire tender document. I am also authorized by my firm to fill in this tender and therefore I am submitting this in the form of undertaking. Apart from that agree to abide by the following:

1. Certificate of satisfactory past performance (last 3 years) has been enclosed.
2. We will ensure that a minimum of 98% uptime, calculated on an annual basis is achieved for the supplied items.
3. We shall give benefit of any price reduction found by the time of placing the supply order.
4. We agree to accept partial order if it is placed.
5. We have quoted rates of items for three years comprehensive on-site (COS) warranty, with spare and labour.
6. The specification of items quoted here are in compliance to RFP and all corrigendum (if any), if any specification required is missing we will fulfill it at no additional cost at the time of delivery.
7. We agree to maintain/support the quoted items after warranty period as well.
8. In case the item quoted is imported, direct shipment of the entire machine/item including add-ons from OEM, is ensured & would be provided. It is undertaken that no item supplied is used/reprocessed or refurbished in any manner either in part or otherwise.
9. The above document is executed on \_\_/\_\_/2016 at (place) \_\_\_\_\_ and we accept that if anything out of the above information is found wrong, our tender shall be liable for rejection.
10. We hereby undertake that all the components/parts/assembly are original and no duplicate parts are used in the entire manufacturing process.

Name of Person: \_\_\_\_\_

Complete Address: \_\_\_\_\_

\_\_\_\_\_  
Signature & Seal of the Bidder

**Annexure IV**

(Original Copy in Official letter head should be submitted along with supply order)

**Undertaking of Authenticity**

**To,  
Municipal Commissioner  
Ranchi Municipal Corporation  
Ranchi 834 001, Jharkhand**

**Subject : Supply of IT Hardware.**

Ref: 1. Your Purchase Order No .....dated .....  
2. Our invoice no/Quotation no .....dated .....

With reference to the IT Hardware supplied/quoted to you vide our invoice no/quotation no/order no. Cited above..... We hereby undertake that all the components/parts/assembly/software used in the Desktops under the above like Hard disk, Monitors, Memory etc shall be original new components/parts/assembly/software only, from respective OEMs of the products and that no refurbished/duplicate/second hand components/ parts/ assembly/ software are being used or shall be used.

We also undertake that in respect of licensed operating system if asked for by you in the purchase order, the same shall be supplied along with the authorized license certificate (eg Product Keys on certification of Authenticity in case of Microsoft Windows Operating System) and also that it shall be sourced from the authorized source (eg Authorized Microsoft Channel in case of Microsoft Operating System).

Should you require, we hereby undertake to produce the certificate from our OEM supplier in support of above undertaking at the time of delivery/installation. It will be our responsibility to produce such letters from our OEM supplier's at the time of delivery or within a reasonable time.

In case of default and we are unable to comply with above at the time of delivery or during installation, for the IT Hardware/Software already billed, we agree to take back the Desktops, laptops, printers and Servers etc. without demur, if already supplied and return the money if any paid to us by you in this regard. We (system OEM name) also take full responsibility of both Parts & Service SLA as per the content even if there is any defect by our authorized Service Centre/Reseller/Sl etc.

Authorized Signatory.

Name:

Designation

Place