



**SHORT TERM LIMITED TENDER NOTICE**  
**FOR SUPPLY OF DESKTOP 18.5" WITH**  
**MS OFFICE 2010 PROFESSIONAL ACADEMIC VERSION LICENSE & UPS 1000 VA**  
**FOR ATDC PAN INDIA SUPPLY**

Closing date: 06.04.2017 at 1500 Hrs

Opening Date: 06.04.2017 at 1600 Hrs

**CLIENT:**

**APPAREL TRAINING AND DESIGN CENTRE**

P-50, Paridhan Vikas Bhawan Sec-44, Gurgaon - 122003,

Haryana (India) Phone: 0124-4659511 / 4659507

Fax: 0124-4659500

**NAME AND ADDRESS OF TENDERER:**

**SEAL:**

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**NOTICE INVITING SHORT TERM LIMITED TENDER FOR SUPPLY OF DESKTOP  
18.5"WITH MS OFFICE 2010 PROFESSIONAL ACADEMIC VERSION LICENSE & UPS  
1000 VA ON PAN INDIA**

HOD (RP/PP) on behalf of Competent Authority of the National Head Office, Apparel Training Design Centre, P-50, Sec-44, Institutional Area, Gurgaon-122003, invites quotation **For Supply of Desktop 18.5"with MS Office 2010 Professional Academic Version License & UPS 1000 VA** for supply to centres on PAN India basis from registered OEM and their authorized dealers/distributors vendors/Firms for the below mentioned items of **HP, LENOVO, DELL & ACER** make. The items details are as follows:

SL No.	Item Description	Unit	Qty	Remarks
1.	Desktop 18.5"TFT with MS Office 2010 Professional Academic Version Licence	Each	40	
2.	UPS 1000 VA	Each	40	

Vendors may submit their quotes for all makes separately. The choice of brand will be management's decision.

**SUBMISSION OF TENDER:**

Separate envelopes should be used for Technical and Financial Bids and indication to that effect may be superscribed on the envelopes.

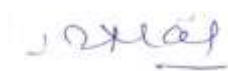
All the pages of the Tender Notice should be signed with the name and designation of the signing authority, with the seal of the company affixed at last page, in confirmation of having read, understood and agreeing with the terms and conditions of the Tender Notice and should be submitted with the bids. **This is important and essential.**

The envelopes superscribed ' **Technical Bid**' should contain the tender form (General terms & conditions, Technical & tender Memorandum)) without the 'Bill of Quantities' part, duly signed and stamped along with all relevant documents establishing the credibility of the firm. The Technical Bid will not contain any **price implication**.

Technical bids not specifying product specifications in the appropriate column are likely to be rejected. Tender fee and EMD has to be paid irrespective of the status of vendors firm.

**All envelopes containing the tender should be properly sealed.**

The envelope containing **Technical Bid** must contain the **Earnest Money Deposit (EMD) Demand Draft, Bank Guarantee or FDR** and **tender fee of Rs.1000/- (Rupees One Thousand Only)** in the form of **Demand Draft** in the name of **Apparel Training & Design Centre** payable at **Gurgaon (For tender fee only Demand Draft will be accepted)**.



(Dr.R.A. Lal)  
HOD (RP/PP)

**PART 1**  
**TECHNICAL BID**

**TECHNICAL BID**

1. Cost of tender: **Rs.1000.00** (Non Refundable)

- a) Bank Draft (BD) No.:-----
- b) Date of issue of BD:-----
- c) Name of the issuing authority:-----

2. Name, complete address of the Firm/Agency and Telephone No.,

Fax No., with Agency profile if any -----  
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3. Name, Designation, Address and Telephone Number of Authorized person of Firm / Agency to deal with Fax number and Email address: -----

4. Name of the Bank(s) where the agency has account(s):

Address of the Bank: -----

Telephone number; -----

Fax number):-----

5. Please specify as to whether Tenderer is a sole Proprietor /partnership firm Name, address and Telephone No. of Director/ partners should be specified-----

6. Service Tax Registration No.:-----

7. PAN/GIR No.:-----

8.TIN/GST/CST No.-----

9. Annual turnover for the last three year i.e.

2013-2014-----

2014-2015-----

2015-2016-----

10. Experience: (enclose relevant documents for authentication as undertaken similar projects in past)

\_\_\_\_\_

11. Details of Earnest Money Deposited:

a) Amount:\_\_\_\_\_

b) Bank Draft/Bank Guarantee/FDR:\_\_\_\_\_

c) Date of issue of BD/BG/FDR:\_\_\_\_\_

d) Name of the issuing authority\_\_\_\_\_

Place\_\_\_\_\_ Signature\_\_\_\_\_

Date\_\_\_\_\_ Name\_\_\_\_\_ Seal of the firm

**DECLARATION**

1. I, -----Son /Daughter of Shri -----  
-----

Proprietor / Partner / Director / Authorized Signatory of -----competent to sign  
this Declaration and execute this tender document;

2. I have carefully read and understood all the terms and conditions of the tender and hereby convey  
my acceptance of the same.

3. The information / documents furnished along with above declaration are true and authentic to the  
best of my knowledge and belief. I/we am / are well aware of the fact that furnishing of any vague /  
false information / fabricated document would lead to rejection of my tender at any stage besides  
liabilities towards prosecution under appropriate law.

Signature of authorized person

Full Name: \_\_\_\_\_

Company's Seal: \_\_\_\_\_

**Compatibility of Items Required & Quoted Items to be Submitted along with TECHNICAL BID in below format:**

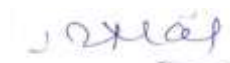
<b><u>Configuration for Desktops</u></b>		<b><u>Specifications of Quoted Item</u></b>
Processor	<b>Intel Pentium G4400 (3.30 GHz, 3 MB Cache) or Higher</b>	
Chipset	Intel H series compatible with the above processor	
Hard disk	500 GB SATA HDD, 5400 rpm	
RAM	4 GB RAM-1866/2133 Mhz DDR4, DDR3L- 1333/1600 with 16 GB Expandability	
Speaker	Inbuilt in monitor	
Mouse	Optical with USB interface	
Key Board	Keyboard with 104 keys USB interface	
Monitor	18.5 " wide TFT	
Operating System	Windows 10 Professional, 32 bit Preloaded , Education mode	
Antivirus	Quick Heal Total Security Antivirus Preloaded (3 years)	
Optical Drive	8x or better DVD/CD ROM Drive	
Misc.	4 PCI (PCI/PCI Express)	
Bays	4 bays, 2 USB Ports.(3.0)	
Warranty	<b>Three years onsite warranty OEM support</b>	
MS Office	<b>MS Office 2010 Professional Academic version</b>	

<b>Specifications of UPS</b>		<b>Specifications of quoted item</b>
<b>Output</b>		
Output Power Capacity	540 Watts 1000VA	
Max Configurable Power	540 Watts 1000 VA	
Nominal Output Voltage	230V +- 10%	
Nominal Output Frequency	50 Hz +- 5%	
Efficiency at Full Load	95.0%	
Topology	Line Interactive	
Waveform Type	Stepped approximation to a sine wave	
<b>Output Connections</b>		
With Surge Protection	India 2/3-pin 6A – 1 no	
From Battery Backup	India 2/3-pin 6A – 4 nos	
<b>Input</b>		
Nominal Input Voltage	230V	
Input Frequency	47 - 63 Hz	

Input Connections	India 3-pin 6A	
Cord Length	1.75 meters minimum	
Input voltage range for main operations	175 - 295V	
<b>Protection</b>		
Short Circuit	Fuse Protection	
Noise Protection	Noise Filter	
Output Protection	Electronic Active Protection	
<b>Batteries &amp; Runtime</b>		
Battery Type	Maintenance-free sealed Lead-Acid battery with suspended electrolyte : leak proof	
Battery Capacity	12V 7 AH	
Included Battery Modules	2	
Typical recharge time	8 hours to minimum 90% of Capacity	
Output Transfer time	Less than 10 ms	
Back Up Time	Minimum 45 minutes on 80% of load (432W)	
<b>Communications &amp; Management</b>		
Control panel LED status display	On Line On Battery Replace Battery Overload indicators	
Audible Alarm when on battery	distinctive	
low battery alarm	configurable delays	
<b>Environmental</b>		
Operating Environment	0 - 40 °C	
Operating Relative Humidity	0 - 95%	
Operating Elevation	0-3000 meters	
Storage Temperature	-5 - 45 °C	
Storage Relative Humidity	0 - 95%	
Storage Elevation	0-10000 meters	
Audible noise	at 1 meter from surface of unit 43.00 dBA	
Online Thermal Dissipation	170.00 BTU/hr	
<b>Warranty</b>		
Standard Warranty	2 years repair or replacement	
Battery Warranty	1 Year Replacement	

**Tender Details**

<b>Name of organization</b>	<b>Apparel Training &amp; Design Centre</b>		
<b>Location</b>	<b>Apparel Training &amp; Designing Centre, NHO Paridhan Vikas Bhavan, P-50,Sec-44,Institutional Area, Gurgaon(Haryana)-122003</b>		
<b>Nature of Supply</b>	<b>For Supply of Desktop 18.5"with MS Office 2010 Professional Academic Version License &amp; UPS 1000 VA on PAN India</b>		
<b>TENDER reference</b>	<b>ATDC/NHO/RP/ACC/05/33/TE-03 Dated 21.03.2017</b>		
<b>TENDER value</b>	<b>Estimated Value</b>	<b>EMD</b>	<b>Items</b>
	Rs. 16,00,000/-	Rs. 70,000	Desktop 18.5" with MS Office 2010
		Rs. 8,000	UPS 1000 VA
<b>Type of bid</b>	<b>Two Bid (Technical &amp; Financial In 2 separate Envelope)</b>		
<b>Announcement Date</b>	<b>21.03.2017</b>		
<b>Pre Bid Meeting</b>	<b>31.03.2017 at 1500 Hrs. - ATDC NHO Gurgaon</b>		
<b>Closing Date/Time</b>	<b>06.04.2017 at 1500 Hrs.</b>		
<b>Opening Date/Time</b>	<b>06.04.2017 at 1600 Hrs.</b>		
<b>Name of Person in Contact</b>	<b>Dr.R.A.Lal, HOD / Sumit Kumar</b>		
<b>Designation</b>	<b>HOD(RP/PP) / Jr. Purchase Officer(RP/PP)</b>		
<b>Address</b>	<b>Apparel Training &amp; Designing Centre, Paridhan Vikas Bhavan, P-50,Sec-44,Institutional Area, Gurgaon(Haryana)-122003</b>		
<b>Email</b>	<b>lal@atdcindia.co.in, <a href="mailto:sumit@atdcindia.co.in">sumit@atdcindia.co.in</a></b>		
<b>Phone</b>	<b>0124-4659-511 / 512</b>		
<b>Fax</b>	<b>0124-4659-500</b>		



(Dr.R.A. Lal)  
HOD (RP/PP)



### **Term & Conditions**

**Price:** The price shall be **QUOTED SEPARATELY FOR SINGLE ITEM** inclusive of all taxes, installation, commissioning & freight Charges and shall be valid for one year from the date of finalization of Contract. No upward escalation shall be allowed during the contract period, on the basis of revision of price by the OEM.

**Validity of Quote:** Quotes having validity lesser than 180 days would not be considered. Quotes such as "Subject to prior Sale" or "Till Stocks lasts" are not acceptable.

**Eligibility:** Technical bids of matching specifications will qualify for opening Financial Bids. The specifications of quoted items should match with the make & model of product information/specifications available on the official website of OEM. If there is any deviation detected in terms of specifications, while evaluating the technical bids, those bids shall be summarily rejected.

**Certification of OEM:** The shortlisted Vendor shall have to submit certificate of OEM at the time of release of P.O. If the vendor is not able to submit the same, EMD will be forfeited..

**Minimum Order Quantity (MOQ):** Purchase Order would be released against quantity as & when required for contracted item. Condition of Minimum Order Quantity (MOQ) from the side of vendor shall not be accepted in any case. Quantity can be increased or decreased based on management's decision.

**Non-Acceptance of Part Orders:** Finalization of contract would be on the sole discretion of ATDC. Claiming for whole supply contract against said tender shall not be accepted by ATDC. The firm/vendor shall not decline any offer of contract as finalized by ATDC. **Non acceptance of part offer of contract by any firm/vendor shall lead to forfeiture of EMD deposited by Firms/vendors.**

**Antivirus:** Antivirus should be preloaded in **Desktop 18.5"** for three years and cost of the same should be included in the in the quoted price.

**Rejection of quote:** Quotes forwarded through email or by fax shall be summarily rejected. Sealed Tender should be dropped in tender box kept for the purpose at the reception.

**Delivery Schedule:** Tendered items need to be supplied to centres on pan India basis. The delivery schedule would be provided to the successful bidder along with the purchase order.

**Payment Terms:** Payment will be made in maximum 30 days after successful installation of goods. Payment terms such as "100% advance", "100% against delivery" will not be accepted.

**Warranty:** Warranty for a period of 3 years from the date of Installation would be submitted towards manufacturing defects etc. If any parts found defective, the supplier would arrange free replacement immediately at suppliers cost and risk. During this period the entire service support would be free.

**Installation:** The approved Authorized Agent / OEM would make available a technical person for successful installation & commissioning of item at ATDC-SMART Centre. There has to be a nominated person to coordinate with ATDC, NHO Gurgaon.

**Instruction Manuals & Accessories:** Each item should have instruction manual; tool Kit including standard accessories which may be handed over to the authorized ATDC-SMART Centres staff at the time of installation of the item. The function of gadget will be demonstrated to ATDC faculty after the installation. The installation will be considered as complete only when the Gadget is shown as fully functional and certified so by the Centre head.

**Packing & Forwarding:** The packing of each item should be of international standard to avoid transit damages up to our all ATDC-SMART Centres including insurance.

**LD Clause:** The seller will pay to the buyer penalty for the delay in delivery due to reason attribute to the seller @ 0.5% of cost of equipment overdue for each of the first four full weeks and @1% for each subsequent full weeks of delay thereafter. However the total amount of penalties shall not exceed 10% of the cost of the value of the equipment delayed. Should the delay be more than three months ATDC may exercise the right to cancel the unfulfilled part of the contract. The seller/vendor undertakes to pay the

penalties against the buyers' relevant invoices for the direct loss caused by non-delivery of goods. While applying LD clause, the date of issue of delivery schedule by ATDC will be considered. Delay in obtaining of Road permit/Transit permit/Relevant declaration by ATDC, will also be taken in to consideration before applying LD clause.

**Earnest Money Deposit (EMD):** against the estimated value of tendered items bid security of **Rs. 70,000/= (Rupees One Lakh Twelve Thousand Only)** for **Desktop 18.5" with MS Office 2010 Professional Academic Version License** and **Rs. 8, 000/=(Rupees Eight Thousand Only)** for **UPS 1000 VA** should be deposited along with the quote by means of Account payee Demand Draft drawn on any of the commercial banks favouring "Apparel Training & Design Centre" payable at Gurgaon. **If EMD is deposited by means of Bank Guarantee, the same shall be valid for 180 days and 30 days more beyond the validity period.** In case successful bidder declines the offer of contract for whatsoever reasons; the EMD submitted by successful bidder would be forfeited.

**Performance Security Deposit:** The performance security will be deposited by the vendor/firm whom the contract is awarded by means of Demand Draft/Bank Guarantee drawn on any commercial bank. The Performance Security would be calculated @ 5-10% of total contract and will be communicated to the vendor/firm accordingly. In case Performance Security is deposited by means of bank guarantee, it should be valid for 3 Years from the date of invoice with a claim period of further three months.

**Canvassing:** Canvassing directly or indirectly in connection with tender is strictly prohibited and the tenders submitted by the firm who resort to canvassing are likely to be rejected.

**The firm/vendor blacklisted by any government organization is not eligible to participate in the tendering process.**

**Arbitration:** In case of any dispute the same will be solved by means of arbitration, within New Delhi jurisdiction only. Clarifications: if any may be obtained through email [lal@atdcindia.co.in](mailto:lal@atdcindia.co.in), [sumit@atdcindia.co.in](mailto:sumit@atdcindia.co.in) or telephonically on **0124-4659-512/511**.

The envelope containing quotes should be sealed and super scribed as:

- (i) Tender Ref No. ATDC/NHO/RP/ACC/05/33/TE-03 Date: 21.03.2017
- (ii) Tender for: Desktop 18.5" TFT with MS Office 2010 Professional Academic License & UPS 1000 VA.
- (iii) Closing date: 06.04.2017 at 1500 Hrs
- (iv) Opening Date: 06.04.2017 at 1600 Hrs

Late bids will not be considered.

**The bids should be addressed to:**

**HOD (RP/PP),  
ATDC, Paridhan Vikash Bhavan,  
P-50, Sec-44,  
Institutional Area,  
Gurgaon (Haryana)-122003**



**(Dr.R.A. Lal)  
HOD (RP/PP)**

### **Acknowledgement**

We, M/s ----- have read and understood the above mentioned terms & conditions and agreed with unconditionally.

(Sign. of authorized Signatory With rubber stamp)

**PART 2**  
**FINANCIAL BID**

**FINANCIAL BID FORMAT**  
(On Company / Firm's letter head)

**(Note: The quotes would be accepted in the following format only)**

Quotation No. -----

Date: -----

To,

**HOD (RP/PP),  
ATDC, Paridhan Vikash Bhavan,  
P-50, Sec-44, Institutional Area,  
Gurgaon (Haryana)-122003**

**SUBMISSION OF QUOTES AGAINST**  
**TENDER ENQUIRY NO. ATDC/NHO/RP/ACC/05/33/TE-03**  
**21.03.2017**

Dear Sir,

We are pleased to forward the best rates for the supply of the brand new items as per the following details.

SL No.	Description	Unit	Qty	Rate per unit	Total Value
01.	Desktop 18.5" TFT Intel Pentium G4400 with MS Office 2010 Professional Academic Version (License) Preloaded	Each	40		
	Make:                      Model:				
<b>Total</b>					
(Rupees.....)					

**Above quoted price is inclusive of Excise Duty, VAT / CST/ Any other tax, Installation and Freight Charges.**

Delivery Period: Immediate but not later than 6 weeks (Please specify delivery period)

Payment terms: As per tender

Desktop warranty/guarantee: 3 Years

Validity of quote: Not less than 180 Days

(Sign. of authorized Signatory  
With rubber stamp)

**FINANCIAL BID FORMAT**  
(On Company / Firm's letter head)

**(Note: The quotes would be accepted in the following format only)**

Quotation No. -----

Date: -----

To,

**HOD (RP/PP),  
ATDC, Paridhan Vikash Bhavan,  
P-50, Sec-44, Institutional Area,  
Gurgaon (Haryana)-122003**

**SUBMISSION OF QUOTES AGAINST**  
**TENDER ENQUIRY NO. ATDC/NHO/RP/ACC/05/33/TE-03**  
**21.03.2017**

Dear Sir,

We are pleased to forward the best rates for the supply of the brand new items as per the following details.

SL No.	Description	Unit	Qty	Rate per unit	Total Value
02.	UPS 1000 VA	Each	40		
	Make:            Model:				
<b>Total</b>					
(Rupees.....)					

**Above quoted price is inclusive of Excise Duty, VAT / CST/ Any other tax, Installation and Freight Charges.**

Delivery Period: Immediate but not later than 6 weeks (Please specify delivery period)

Payment terms: As per tender

Warranty/guarantee:3 Years

Validity of quote: Not less than 180 Days

(Sign. of authorized Signatory With rubber stamp)