

NATIONAL INSTITUTE OF FASHION TECHNOLOGY

BHUBANESWAR



NIFT Bhubaneswar , invites tender in two-bid pattern **for Comprehensive Annual Maintenance Contract for IT Infrastructures** at NIFT Bhubaneswar campus, Plot No. 24 , Opposite KIIT SOM , Chandaka Industrial Estate, Bhubaneswar , Odisha – 751024.

Tender No: 14077/NIFT/ BBSR/Admin/Tender/2017-18/60

Receipt No & Date of issue: 09.11.2017

Tender form issued to:

TENDER DOCUMENTS

- 1. Instruction to Bidders**
- 2. Terms & Conditions**
- 3. Technical Bid**
- 4. Financial Bid**

Time schedule for tender process

Date of publication of tender notification	09.11.2017
Estimated total value of the items tendered	Rs 4,25,000/-
EMD	Rs 9,000/-
Sale of tender document commences from	09.11.2017
Last date for sale of tenders	01.12.2017 (11.00 AM)
Last date for receipt of duly filled in tenders	01.12.2017 (2.00 PM)
Date and time of the opening tenders (Technical)	01.12.2017 (3:30 PM)
Date and time of the opening tenders(Commercial)	Will be informed later

Tender document can be obtained from Administrative department, NIFT Bhubaneswar by paying requisite cost of the Tender through DD or can be downloaded from website www.nift.ac.in/bhubaneswar and submitted along with Demand Draft of requisite amount along with Technical Bid and Commercial Bid to NIFT CAMPUS, Plot No.24, Opposite KIIT School of Management, Chandaka Industrial Estate, Bhubaneswar, ODISHA – 751024. Tele No. – 0674-2305700, Fax – 0674-2305710, Website: www.nift.ac.in/bhubaneswar

Note: This tender document contains 20 pages and bidders are requested to sign on all the pages. The Technical bid and price bid should be sealed by the bidder in separate covers duly super scribed & both these sealed covers are to be put in a bigger cover which should also be sealed & duly super scribed as for **Comprehensive Annual Maintenance Contract for IT Infrastructures at NIFT, Bhubaneswar**

PART – A

NOTICE INVITING TENDER (NIT):

NIFT, Bhubaneswar invites sealed tenders under two bid systems for **Comprehensive Annual Maintenance Contract for IT Infrastructures** as per the quantity and specification mentioned in schedule of requirement and in price bid. The bidder has to quote for all the items of **Annexure VI**. The tender bids duly-filled in all respects enclosing necessary documents may either be sent to **The Director, National Institute of Fashion Technology, Bhubaneswar – 751024**, or be dropped in the tender box placed at Administration Section of NIFT Bhubaneswar so as to reach on or before **2:00 PM on 01.12.2017**. NIFT is registered with the Department of Scientific and Industrial Research (DSIR) and are eligible for exemption from payment of customs duty in terms of Govt. of India notification No. 51/96-customs dated 23rd July 1996 and exemption from payment of excise duty in terms of Govt. notification No. 10/97 – Central Excise dated 01st March 1997 as amended from time to time. Hence the bidder should be original manufacturers or their Indian agents/authorized dealer for the supply of items of repute/ popular brand. The suppliers shall indicate the details of Central Excise registration, Export/ Import license details in case of original manufactures /foreign manufactures/ suppliers.

1. SCHEDULE OF REQUIREMENTS:

- (a) This NIT is for **Comprehensive Annual Maintenance Contract for IT Infrastructures** at NIFT, Bhubaneswar. Schedule of requirement is as under:-

Technical Specification for Comprehensive Annual Maintenance Contract for IT Infrastructure:

Sl	Item	Description	Quantity (In Nos.)
1	Desktop	Model No - HP 3090 MT	70
2	Server Computer	IBM x3650 -Intel® Xeon® CPU E5-2620 with TFT	1
3	Scanners	HP Scanjet 5590	3
4	Scanners	HP Scanjet N9120	1
5	Projector	LCD Projector , Panasonic Model PT-LB3EA & PT-LB78A	14
6	Projector	LED Projector, Casio Model XGA	11
7	Projector	LCD Projector, Epson Model EB-1940W	3
8	Projector	NEC Model No M311XG	4
9	Printer	Laserjet P1566	13
10	Printer	Laserjet M1213nfMFP	8
11	Printer	Colourjet 5550 DN	1
12	Printer	Laser jet P3015	2
13	Printer	Printer HP Laserjet, Model 1606DN	2
14	Photocopier	Richo Colour Copier MPC2003sp	1
15	Photocopier	Cannon IR-2202N	3
16	Photocopier	Cannon IR-2422L	1
17	Network Switches	Cisco Make - SF300 with network connectivity up & maintenance	9
18	Network Switches	Linksys Make - SRW224G4 with network connectivity up & maintenance	1
19	Network Switches	Linksys Make - SLM224G2 with network connectivity up & maintenance	1
20	Access Point & Controller	Wi Fi Access Point - AP 6511 -10Nos& Controller RFS4000 Motorola Make -1No with network maintenance	11
21	Access Point	Motorola AP 6522 with Network maintenance	22
22	Desktop	Lenevo Think Station, Model 154351JMS	40

(b) While 157 Nos of desktops, 02 Nos of scanners & 10 Nos of net work switches of different make have been procured by NIFT, Bhubaneswar and other devices of same categories applicable for AMC, the Institute may go for procurement of additional same category devices in future as on required basis. The vendor would provide AMC for these devices after completion/expiry of warranty period/AMC. Charges for AMC of these devices would be at the same rate as quoted in the tender for similar/other specifications.

2. TECHNICAL QUALIFICATION CRITERIA:

The tenderer must fulfill the following eligibility conditions:

1. Dealers or suppliers of the items are eligible to apply.
2. Tenderer's sales turnover should not be less than Rs.12,00,000/- (Twelve lakhs) per annum for the last two years i.e. 2015-16 and 2016-17 in the sale of said and related items. (Documentary proof to be attached).
3. The tenderer firm should possess PAN Number and should have all the necessary registrations viz. registrations under GST/VAT, CST, Service Tax, Sales Tax / Excise Duty (if applicable) etc. (enclose the documents).
4. The bidder must have carried out at least one similar nature of contract in Govt. & PSUs or reputed organizations as per the requirement. The copies of previous experience (work orders) to be furnished along with the technical bid.
5. The bidder must have **at least 01 year of experience** in providing services of comprehensive Annual Maintenance Contract of IT Infrastructures in Govt. & PSUs or reputed organizations (enclose supporting documents).
6. A separate Demand Draft of **Rs.500/-** (Rupees five hundred only) (non – refundable) drawn in favour of NIFT Bhubaneswar payable at Bhubaneswar against tender document fee shall be attached with technical bid in case the tender document is downloaded from the website. Tender received without the **tender document fee** will be rejected.
7. The technical bid should be accompanied by **Rs 9,000/-** (Rupees Nine thousand only) in the form of a bank demand draft/pay order in favour of NIFT Bhubaneswar as earnest money deposit (EMD).

3. MODE OF SUBMISSION:

- A. Tender should be addressed to the Director NIFT, Bhubaneswar by designation only.
- B. Tender should be submitted in the following two separate covers.
 - i. Technical Bid
 - ii. Price Bid

Tenders received with technical bid and price bid in the same cover will be summarily rejected.

- C.
 - i. Tenders can be submitted in person on or before the due date and time specified in the tender notice. Such tenders may be dropped in the TENDER BOX kept at the **Administrative section at NIFT Campus, Bhubaneswar**.
 - ii. Alternatively the tenderer who prefers to submit the tender through post can send the same through registered post or courier so as to reach the Director, NIFT, Bhubaneswar campus, Plot No.24, Opposite KIIT School of Management, Chandaka Industrial Estate, Bhubaneswar, ODISHA – 751024. on or before the due date and the time specified in the tender notice. Tenders received after the due date and time for what so ever reasons will not be considered, and the Director, NIFT Bhubaneswar will not be liable or responsible for the same.
- D. Tender should be submitted only in the prescribed tender document obtained from the Office of Director, NIFT, Bhubaneswar/down loaded from the NIFT website.

4. DUE DATE & TIME

Tender document will be issued from 10:00 am to 4:30 pm on all working days as mentioned in the tender schedule. Last date for sale of tender is **01.12.2017 (11.00 AM)** and last date for receipt of duly filled tender is **01.12.2017(2.00 PM)**. The tenders will be opened at **03.30 pm on the same day**. If the last day happens to be a holiday, the tender will be opened at the next working day at the same time. The tender received after due date and time or unsealed or incomplete or by electronic mail will be summarily rejected.

5. COST OF TENDER DOCUMENT

The cost of the tender document is **Rs.500/- (Rupees five hundred only)**. The tender document can be obtained by paying the fees through demand draft/banker's cheque drawn in favour of NIFT Bhubaneswar payable at Bhubaneswar. If the tender document is downloaded from the website the demand draft /bankers cheque should be kept with the technical bid. The tender document is not transferable to any other bidder.

6. EARNEST MONEY DEPOSIT

- a. Tenderer shall enclose a demand draft/pay order of any scheduled bank for an amount of **Rs 9,000/- (Rupees Nine thousand only)** in favour of NIFT Bhubaneswar, payable at Bhubaneswar as the non-interest bearing earnest money deposit along with technical bid. The technical bid without EMD shall be rejected.
- b. Cheques and bank guarantees will not be accepted towards EMD.
- c. On opening technical bid envelope if it is found that EMD is not enclosed, then the tender offer will be summarily rejected unless any category of tenderer who is specially exempted by Government of India from the payment of EMD has mentioned about that and enclosed proof thereto.
- d. The EMD will be forfeited if:
 - i. Tenderer withdraws his tender or backs out after acceptance.
 - ii. Tenderer fails to remit the security deposit.
 - iii. Tenderer violates any of the conditions prescribed in the tender document.
 - iv. Tenderer revises any of the terms quoted, during validity period.

7. REFUND OF EARNEST MONEY DEPOSIT

EMD shall be refunded to the unsuccessful tenderer. For this purpose the tenderer is advised to send along with the original tender itself, advance stamped receipt for the EMD amount, so as to avoid any delay in refund. The advance stamped receipt shall be in favour of the Director NIFT Bhubaneswar

8. ESTIMATED COST: Estimated cost of items put to tender is **Rs 4,25, 000/-.**

PART – B

TECHNICAL BID

CONDITIONS FOR SUBMISSION OF TECHNICAL BID UNDER TWO COVER SYSTEM

The Technical bid as prescribed should be filled up, and sealed in a separate cover along with all enclosures specified. The cover shall be superscribed as technical bid. The technical bid envelope should contain the following:

1. Demand draft for earnest money deposit along with advance stamped receipt for refund of EMD.
2. Details like the name of the firm, address, telephone number, cell phone number, fax number and e-mail address of the tenderer.
3. Documentary proof in support of providing services of Annual Maintenance Contract of IT Infrastructures. Annual turnover statement for the year 2015-16 or 2016-17 should be submitted (Annexure II). (Services made by the tenderer alone will be considered towards the eligibility criteria).
4. Duly attested copy of PAN and copies of Income Tax return filed in respect of Indian Tenderers (2015-16 or 2016-17).
5. Duly attested copies of general as well as central/ state sales Tax Registration Certificates/ VAT & GST Registration Certificate.
6. Authorization in favour of the authorized representative in the letter head for participating in tenderer opening.
7. Undertaking regarding excise duty/ custom duty in the format given in Annexure-VIII.
8. Details of items for which the bidder has quoted along with standard and other accessories offered (to be mentioned in Annexure III).
9. Declaration duly signed by the tenderer (Annexure-I V)
10. An undertaking regarding warranty/guarantee and free service as provided by manufacturer and in any case for a period of minimum one year from the date of installation. (to be furnished in Annexure VI)
11. Illustrated pamphlets containing all the technical details, specification of the tendered items.
12. Credentials of the tenderer with his experience in providing services of Annual Maintenance Contract of IT Infrastructures (to be furnished in Annexure- VII).
13. DD/Banker's cheque/receipt for cost of tender document.
14. All the documents (01 to 13 above) shall be enclosed in a cover superscribed as 'Technical Bid Envelope A'.
15. Bidders may carry out pre-survey before submission of bids.
16. A qualified resident engineer to be deputed following time lines of NIFT.

PART – C

PRICE BID

Price Bid (Annexure – IX) should be enclosed in a separate cover superscribed as 'Price Bid Envelope B'.

- 1) Unit rate along with the split up price of the items quoted for shall be essentially given in the prescribed format as given in Annexure-IX. The rates should be indicated clearly both in figures and in words. If there is any variation between the rates in figures and in words, the rates given in words will be considered for evaluation. The rate quoted shall be inclusive of rate of all accessories specified in Annexure-III and no separate rate should be quoted for such accessories.
- 2) All rates shall be FOR destination at NIFT Campus Bhubaneswar.
- 3) The rates should be kept firm and valid for 90 days from the date of opening of tender.

- 4) The tenderer with full signature should attest any scoring or overwriting.
- 5) The rates quoted should not be subjected to any price variation clause.
- 6) The quotes shall be for full quantities of items quoted for.
- 7) Pamphlets and specifications of quoted items should necessarily accompany the offer.
- 8) Price bid certificate duly signed by the tenderer (Annexure-V).
- 9) L-1 bidder will be decided on the basis total rupees in words in financial/price bid.

PART – D
GENERAL CONDITIONS

1. OPENING OF TENDER AND EVALUATION THEREON

- 1) The tenders received up to 02:00 pm. on the opening day will be opened in the presence of such of those tenderers or their representatives. Representatives who are attending the opening of the tenders should bring a letter of authority from the tenderer for whom they represent.
- 2) The tenderers are advised to go through all the terms and conditions carefully. Reporting of any corrections or alteration, etc., after submitting the tender, will not be entertained.
- 3) The Director, NIFT Bhubaneswar reserves the right to accept the whole tender or any part thereof or reject all the tenders, in the interest of the NIFT so required, without assigning any reasons whatsoever and to waive any minor discrepancy in the tenders received.
- 4) The successful tenderer shall execute an agreement in stamp paper of value of Rs.100/- (Rupees Hundred only) for the due fulfillment of the contract, within 10 days from the date of receipt of letter of acceptance.
- 5) If the successful tenderer fails to execute the agreement and/or to deposit the required security deposit within the time specified or back out from the tender after intimation of the acceptance of the tender or fails to comply with the tender conditions, the earnest money deposit/security deposit will be forfeited. The tenderer shall be liable for all damages sustained by the NIFT by reasons of such breach including the liability to pay any difference between the rates accepted by tenderer and those ultimately paid by the NIFT for **Comprehensive Annual Maintenance Contract for IT Infrastructures** noticed loss suffered by the NIFT. Such damages shall be assessed by the Director, NIFT Bhubaneswar whose decision is final and the amount assessed will be recovered from the tenderer.

2. Bid Evaluation Criteria

- 1) Tenderers who satisfy the conditions/ technical/quality parameters stipulated in the tender document and who have supplied all the documents/sample/materials required will alone be considered as qualified tenderers in technical bid. The tenders of such qualified tenderers alone will be considered for opening the price bid in envelope-B. However NIFT reserves the right to reject any of the tender without mentioning any reason.
- 2) L1 bidder will be decided on the basis of total rupees in financial/price bid. The Customs duty /Excise duty exemption offered by the bidder will be considered for deciding net outgo to NIFT.
- 3) Tenders containing any condition leading to unknown/indefinite liabilities are liable to be rejected. If at all any rebate is/are offered, the tenderer shall first quote his rates strictly on the terms and conditions stipulated in the tender documents and then show separately any rebate(s) offered specifying the conditions for such rebate(s), if any.
- 4) Rates for all the items as per schedule of requirements have to be quoted in toto and in case rate of any item is not quoted then it will be summarily rejected.

3. EXECUTION OF AGREEMENT AND PERFORMANCE GUARANTEE

- 1) The successful tenderer should execute an agreement for the fulfillment of the contract with the Director, NIFT Bhubaneswar and handover the same to the NIFT Bhubaneswar within five days (10 days) from the date of receipt of letter of acceptance of the tender. If the same is not executed within 10 days the order will be cancelled by the Director, NIFT Bhubaneswar.
- 2) In case the successful tenderer fails to execute necessary agreement within 10 days from the date of receipt of letter of acceptance of the tender, his earnest money deposit (EMD) shall be forfeited and the tender will be held as non-responsive.
- 3) The expenses incidental to the execution of agreement shall be borne by the successful tenderer. The conditions stipulated in the agreement form should be strictly adhered to and violation of any of the conditions will entail termination of the contract without prejudice to the right of NIFT Bhubaneswar to recover any consequential loss from the successful tenderer.

4. FORFEITURE OF EARNEST MONEY DEPOSIT

If the successful tenderer (referred as “Tenderer”) fail to act according to the tender conditions or backs out after the tender has been accepted, the EMD will be forfeited.

5. VARIATION IN QUANTITIES

The Director, NIFT Bhubaneswar reserves the right to accept the tender either in full or in part and either to increase or to decrease the quantities to the extent of twenty five percent (25%) indicated in the tender schedule, unless qualified by the specific limitation of the tender.

6. RELEASE OF PURCHASE ORDER

- 1) Quoting merely the lowest price does not confer any right to any bidder for award of supply order. The NIFT reserves the right to select any bid under the grounds of specification compliance, usage suitability, design, economic suitability, workmanship, brand value, proven track record and reputation in supplies to Govt. Organizations, quality certification from national or international agencies and after sales service facilities.
- 2) The Director, NIFT Bhubaneswar reserves the right to relax or waive any of the tender condition and reject the tender if anyone of the conditions enumerated above is violated or any counter condition is put forward by the tenderer.
- 3) On execution the agreement and on receipt of the security deposit The Director NIFT Bhubaneswar will release the formal purchase order to the tenderer.
- 4) Additional terms and conditions may be incorporated in purchase order, if needed, to safe guard the interest of NIFT.

7. EXECUTION OF PURCHASE ORDER

The tenderer should nominate and intimate to NIFT Bhubaneswar his authorized representative specifically to receive the purchase order from NIFT and to effectively execute the purchase order complying all the terms and conditions.

8. PAYMENT TERMS

Quarterly payment to be released with equal amount after carried out successful AMC on production of bill duly certified and also on production of proof of satisfactory performance duly certified by the user department of NIFT.

9. JURISDICTION FOR LEGAL PROCEEDING

Legal remedies for any disputes which may arise during the execution of the contract shall be instituted in any court of law in Bhubaneswar only. The contract shall be governed by the law for the time being in force in the country viz Indian contract Act & Indian sale of goods Act.

10. PENALTY

In the event of failure of the successful tenderer to carry out the AMC within the stipulated time, without prejudice to other remedies under the contract a penalty equivalent to 0.5%(Half Percent) of the value of delayed goods will be levied per week with a maximum of 5% of the contract value. If requested by the tenderer, Director may at his discretion grant extension of time with penalty/without penalty. In the event of failure to supply the items even after granting extension of time Director may purchase the stock from any other source at the prevailing market rate at the risk and responsibility of the successful tenderer and to claim any loss sustained by NIFT Bhubaneswar in the transaction from the tenderer besides forfeiting EMD and security deposit.

11. PERFORMANCE GUARANTEE

Within two weeks of award of work, the Contractor shall submit a Performance Bank Guarantee (PBG) @ 5% of the cost/value of the equipment/items purchased for proper performance of the Contract in the format enclosed as Annexure-X. The performance guarantee shall be valid for the duration of the contract period plus 60 days. The performance security can be encashed by the NIFT to recover any amount which is payable by the Contractor to NIFT on any account for a cause arising out of the contract.

12. SCOPE OF WORKS:

Comprehensive Annual Maintenance Contract for IT Infrastructure:

- a) Responsibility of the service provider includes following activities:
 - i) Total Hardware maintenance.
 - ii) Total Software maintenance.
 - iii) Anti-Virus loading, regular updating and virus cleaning
 - iii) Shifting and reinstallation of PCs/Printers/Scanners/Projectors/Wifi Access point/photocopier/Network switches, etc. as and when required.
 - iv) WiFi network in Girls Hostel should be up for 24 x 7 hours. Maintenance of network & connectivity & Wifi Access point from IT server room will be sole responsibilities.
- b) SPARE PARTS REPLACEMENT
 - i. Faulty parts that need replacement are to be replaced with the same specification and same make; if the part of same specification and make is not available it is to be replaced with spars/ parts of higher specifications/ configuration and/or make/brand agreed by NIFT. The replaced spare parts should be new and at par with the faulty parts.
 - ii. The faulty/non-working mouses, keyboards, Printer Teflon need to be replaced with new ones.
- c) UP-TIME
 - i. The service provider is expected to respond to any call within 2hrs.and fault should be rectified within 5 to 6 hours. If the fault is not rectified within 24hours from the time of registering the complaint, the vendor should provide stand-by system/devices with the same or higher configuration; otherwise, NIFT reserve the right to get the system rectified from outside and cost to this effect will be recovered from the quarterly bill of the contractor and/or from the security deposit and/or to be paid by the contractor.

ii. The Contract or must ensure an average up time of minimum 95% for the entire equipment/items in monthly basis. In case the overall up time falls below 95% for any month, the payment shall be made proportionate to the up time percentage of that month.

13. SIGNATURE AND SEAL

The tenderer must sign and affix their seal in every page of the tender document and furnish certificate as below.

I/We _____ have gone through the terms and conditions and will abide by them as laid down above.

SIGNATURE & SEAL OF THE AGENCY

Date:

ENVELOPE – A

TENDER NO. 14077/NIFT/BBSR/Admin/Tender/2017-18/60

Comprehensive Annual Maintenance Contract for IT Infrastructures

TECHNICAL BID ENCLOSURES

1. Tender document pages from 01 to 20.
2. Annexure from I to IV & VI to VIII.
3. Photo copies of all supporting documents.

NAME OF TENDERER :

SIGN AND SEAL OF THE TENDERER :

ENVELOPE – B

TENDER NO. 14077/NIFT/ BBSR/Admin/Tender/2017-18/60

Comprehensive Annual Maintenance Contract for IT Infrastructures

PRICE BID ENCLOSURES

Annexure-IX

Annexure-V

NAME OF THE TENDERER :

SIGN AND SEAL OF THE TENDERER :

ANNEXURE-I

EARNEST MONEY DEPOSIT PAYMENT PARTICULARS

I. Number of Demand Drafts enclosed:

II. Demand Draft particulars

Sl.No.	Purpose	Amount in Rs.	D.D. No.	Date	Name of the bank branch
1	Comprehensive Annual Maintenance Contract for IT Infrastructures				

I/We,..... hereby declare that the particulars furnished by me/us in this offer are true to the best of my/our knowledge and I/We understand and accept that, if at any stage the information furnished by me/us are found to be incorrect or false, I/We am/are liable for disqualification from this tender and also liable for any penal action that may arise due to the above besides being black listed. I further understand that on opening of the technical bid if the EMD furnished by me is found short when calculated at the percentage fixed on quoted rate, my quotes will become invalid.

Signature :

Name :

Designation :

Name and Agency :

Address of the Tenderer :

Seal of the Tenderer

Date:

Place:

ANNEXURE-II

TURN OVER DETAILS

The last two years sales turn-over details are furnished below.

Name of the Company/Firm:

Sl. No.	Financial Year	Turnover (Rs.in lakh)
1	2015-16	
2	2016-17	

(Proof of the above sales turn-over details should be furnished in the form of audited balance sheet of the tenderer. In case if the audited balance sheet is not ready, financial statements duly authenticated by the competent authority should be enclosed).

ANNEXURE-III

Comprehensive Annual Maintenance Contract for IT Infrastructures

Comprehensive Annual Maintenance Contract for IT Infrastructure:

Sl No	Item	Description	Qty	* Whether the bidder has quoted for the item (Yes/ No)	# Whether brochures / catalogue attached (Yes / No)
1	Desktop	Model No - HP 3090 MT	70		
2	Server Computer	IBM x3650 -Intel® Xeon® CPU E5-2620 with TFT	1		
3	Scanners	HP Scanjet 5590	3		
4	Scanners	HP Scanjet N9120	1		
5	Projector	LCD Projector , Panasonic Model PT-LB3EA & PT-LB78A	14		
6	Projector	LED Projector, Casio Model XGA	11		
7	Projector	LCD Projector, Epson Model EB-1940W	3		
8	Projector	NEC Model No M311XG	4		
9	Printer	Laserjet P1566	13		
10	Printer	Laserjet M1213nfMFP	8		
11	Printer	Colourjet 5550 DN	1		
12	Printer	Laser jet P3015	2		
13	Printer	Printer HP Laserjet, Model 1606DN	2		
14	Photocopier	Richo Colour Copier MPC2003sp	1		
15	Photocopier	Cannon IR-2202N	3		
16	Photocopier	Cannon IR-2422L	1		
17	Network Switches	Cisco Make - SF300 with network connectivity up & maintenance	9		
18	Network Switches	Linksys Make - SRW224G4 with network connectivity up & maintenance	1		
19	Network Switches	Linksys Make - SLM224G2 with network connectivity up & maintenance	1		
20	Access Point & Controller	Wi Fi Access Point - AP 6511 -10Nos& Controller RFS4000 Motorola Make - 1No with network maintenance	11		
21	Access Point	Motorola AP 6522 with Network maintenance	22		
22	Desktop	Lenevo Think Station, Model 154351JMS	40		

- **Quotations for all items are mandatory.**
 - # **Brochures /catalogue are mandatory.**
- (Maintenance- handling for models & device types)**

ANNEXURE-IV

DECLARATION

I/We having our office at declare that

I/We have never been blacklisted by any state Government/Central Government or any State/Central PSU.

Signature :
Name :
Designation :
Name of the Agency :
Address of the tenderer :
Seal of tenderer :
Date :
Place :

ANNEXURE-V

PRICE BID CERTIFICATION

To,

The Director
NIFT, Bhubaneswar

I/We.....of

.....
hereby agree, subject to acceptance of this tender by Director, NIFT, Bhubaneswar, for **Comprehensive Annual Maintenance Contract for IT Infrastructures** as per schedule of requirement in accordance with the terms and conditions of contract stated in the tender document and as per specifications, rates and prices specified in Annexure-IX.

Signature :
Name :
Designation :
Name of the Agency :
Address of the tenderer :

Seal of tenderer :
Date :
Place :

ANNEXURE - VI

WARRANTY/Guarantee Certificate

We hereby undertake to furnish one year/two years/three years warranty-guarantee and free maintenance service from the date of AMC.

Signature and Seal of tenderer

Date:

Place:

ANNEXURE - VII

DETAILS OF LAST 2 YEARS MAJOR TRANSACTIONS

Sl.No.	Year	Date of receipt of order	Name of the customer with address and email ID	Value of order	Whether full supply was made within the time stipulated, if not give details of delayed offers and reasons thereof.
1					
2					

Signature and Seal of Tenderer

Date:

Place:

ANNEXURE – VIII

UNDERTAKING REGARDING EXCEPTION OF CENTRAL EXCISE DUTY / CUSTOMS DUTY

I/We hereby certify that I/We am/are the original manufacturer/ authorised supplier/ authorised Indian Agent for the items quoted in Annexure IX. I/We undertake to do all the needful for obtaining excise duty/ customs duty exemption on items quoted and indicated as 'excise duty/ customs duty exemption available'. I/We also understand that the bid evaluation will be based on net outgo to NIFT.

NAME : _____
SIGNATURE : _____
DESIGNATION : _____
ADDRESS OF THE TENDERER : _____
: _____
: _____

SEAL OF THE TENDERER :

DATE:

PLACE:

FINANCIAL BID

Comprehensive Annual Maintenance Contract for IT Infrastructure:

Sl	Item	Description	Quantity (In Nos.)	Unit Rate	GST	Other tax if any	Total Price
1	Desktop	Model No - HP 3090 MT	70				
2	Server Computer	IBM x3650 -Intel® Xeon® CPU E5-2620 with TFT	1				
3	Scanners	HP Scanjet 5590	3				
4	Scanners	HP Scanjet N9120	1				
5	Projector	LCD Projector , Panasonic Model PT-LB3EA & PT-LB78A	14				
6	Projector	LED Projector, Casio Model XGA	11				
7	Projector	LCD Projector, Epson Model EB-1940W	3				
8	Projector	NEC Model No M311XG	4				
9	Printer	Laserjet P1566	13				
10	Printer	Laserjet M1213nfMFP	8				
11	Printer	Colourjet 5550 DN	1				
12	Printer	Laser jet P3015	2				
13	Printer	Printer HP Laserjet, Model 1606DN	2				
14	Photocopier	Richo Colour Copier MPC2003sp	1				
15	Photocopier	Cannon IR-2202N	3				
16	Photocopier	Cannon IR-2422L	1				
17	Network Switches	Cisco Make - SF300 with network connectivity up & maintenance	9				
18	Network Switches	Linksys Make - SRW224G4 with network connectivity up & maintenance	1				
19	Network Switches	Linksys Make - SLM224G2 with network connectivity up & maintenance	1				
20	Access Point & Controller	Wi Fi Access Point - AP 6511 - 10Nos& Controller RFS4000 Motorola Make -1 No with network maintenance	11				
21	Access Point	Motorola AP 6522 with Network maintenance	22				
22	Desktop	Lenevo Think Station, Model 154351JMS	40				

(Total Value in words inclusive all taxes and duties in Rupees _____)

Rate to be quoted by Vender both in figures and word inclusive of all taxes.

I/We hereby undertake that the information provided above and elsewhere in the tender is true and the tender is liable to rejection if the same is found to be false or the information is found to have been suppressed by me.

Date:

Signature of Tenderer with Seal

FORM OF PERFORMANCE SECURITY BANK GUARANTEE BOND

1. In consideration of the NIFT having agreed under the terms and conditions of the Agreement No _____ dated _____ made between NIFT and Second Party (herein called the said Construction Agency _____ for the work _____ hereinafter called the said agreement) to production of irrevocable bank guarantee for Rs _____ (Rupees _____ only) as a security/Guarantee from the construction agency for compliance of his obligations in accordance with the terms and conditions in the said agreement.

We _____ (hereinafter referred as to "the Bank" hereby)

(Indicate the name of the bank)

Undertake to pay to the NIFT an amount not exceeding Rs _____ (Rupees _____ only) on demand by the NIFT.

2. We _____ do hereby undertake to pay the amounts due and payable under this Guarantee without any demure, merely on a demand from the NIFT stating that the amount claimed is required to meet the recoveries due or likely to be due from the Second Party. Any such demand made on the Bank shall be conclusive as regards the amount due and payable by the bank under the Guarantee. However, our liability under this guarantee shall be restricted to an amount not exceeding Rs _____ only).

3. We, the said bank further undertake to pay to the NIFT any money that is demanded notwithstanding any dispute or disputes raised by the Second Party in any suit or proceeding pending before any court or Tribunal relating thereto, a liability under this present being absolute and unequivocal.

The payment so made by us under the bond shall be a valid discharge of a liability for payment thereunder and the Second Party shall have no claim against us making such payment.

1. We _____ further agree that the guarantee herein contained shall remain in full force and effect during the period that would taken for the performance of the said agreement and that it shall continue to enforceable till all the dues of the NIFT under or by virtue of the said agreement have been fully paid and it is claims satisfied or discharged or Engineer-in-Charge on behalf of the NIFT certified that the terms and conditions of the said agreement have been fully and properly carried out by the said Second Party and accordingly discharges this guarantee.

5. We _____ (indicate the name of Bank) further agree with the NIFT that, the NIFT shall have the fullest liberty without our consent and without effecting in any manner our obligations hereunder to vary any of the terms and conditions of the said agreement or to extend time of performance by the said contractor(s) from time to time or to postpone for any time or from time to time any of the powers exercisable by the NIFT against the said Second Party and to bear or enforce any of the terms and conditions relating to the said agreement and we shall not be relieved from our liability by reason of any such variation, or extension being granted to the said contractor for any forbearance, act of omission on the part of the NIFT or any indulgence by the NIFT to the said contractors or by any such matter or thing whatsoever which under the law relating to sureties would, but for this provision, have effect of so relieving us.

6. This guarantee will not be discharged due to the change in the constitution of the Bank or the contractor.

7. We _____ lastly undertake not to revoke the guarantee except with the previous consent of the NIFT in writing.

8. This guarantee shall be valid up to _____. Unless extended on demand by NIFT. Notwithstanding anything mentioned above, our liability against this guarantee is restricted to Rs _____ (Rupees _____ only) and unless a claim in writing is lodged with us within six months of the date of expiry of the extended date of expiry of this guarantee all our liabilities under this guarantee shall stand discharged.

Date. The _____ Day of _____ for _____
(indicate the name of bank).