

**ਦਫ਼ਤਰ ਸੁਖਮਨੀ ਸੋਸਾਇਟੀ ਫਾਰ ਸਿਟੀਜ਼ਨ ਸਰਵਿਸਜ਼
(ਸੁਵਿਧਾ ਸੈਂਟਰ) ਡੀ.ਸੀ. ਦਫ਼ਤਰ, ਮਾਨਸਾ।**

ਟੈਂਡਰ ਨੋਟਿਸ

ਸੀਲ ਬੰਦ ਲਿਫ਼ਾਫੇ ਵਿੱਚ ਹੇਠ ਲਿਖੀਆਂ ਵਸਤੂਆਂ ਦੀ ਖਰੀਦ ਲਈ ਅਧਿਕਾਰਿਤ ਫਰਮਾਂ ਪਾਸੋਂ ਟੈਂਡਰਾਂ ਦੀ ਮੰਗ ਕੀਤੀ ਜਾਂਦੀ ਹੈ। ਟੈਂਡਰਾਂ ਫਾਰਮ ਮਿਤੀ 27/10/2010 ਨੂੰ ਸਵੇਰੇ 10-00 ਵਜੇ ਤੱਕ ਉਕਤ ਦਫ਼ਤਰ ਵਿੱਚੋਂ ਪ੍ਰਾਪਤ ਕੀਤੇ ਜਾ ਸਕਦੇ ਹਨ ਅਤੇ ਇਸ ਦਿਨ ਹੀ ਦੁਪਹਿਰ 12 ਵਜੇ ਤੋਂ ਪਹਿਲਾ ਪਹਿਲਾ ਸਵੀਕਾਰ ਕੀਤੇ ਜਾਣਗੇ। ਮਿਤੀ 27/10/2010 ਨੂੰ ਹੀ ਸ਼ਾਮ 3-00 ਵਜੇ ਸਬੰਧਤ ਫਰਮਾਂ ਦੇ ਮਾਲਕਾਂ ਜਾਂ ਉਹਨਾਂ ਦੇ ਮਾਲਕ ਵੱਲੋਂ ਲਿਖਤੀ ਰੂਪ ਵਿੱਚ ਨਾਮਯਦ ਨੁਮਾਇਆਂ ਦੀ ਹਾਜ਼ਰੀ ਵਿੱਚ ਇਸ ਮੰਤਵ ਲਈ ਗਠਿਤ ਕੀਤੀ ਗਈ ਕਮੇਟੀ ਵੱਲੋਂ ਸੁਵਿਧਾ ਕੇਂਦਰ, ਕਮਰਾ ਨੰ: 14 ਜਿਲ੍ਹਾ ਪ੍ਰਸ਼ਾਸਕੀ ਕੰਪਲੈਕਸ ਮਾਨਸਾ ਵਿੱਚ ਖੋਲੇ ਜਾਣਗੇ। ਜੇਕਰ ਉਸ ਦਿਨ ਕੋਈ ਛੁੱਟੀ ਹੋ ਜਾਂਦੀ ਹੈ ਤਾਂ ਅਗਲੇ ਦਫ਼ਤਰੀ ਕੰਮ ਵਾਲੇ ਦਿਨ ਵਿੱਚ ਉਸੇ ਸਮੇਂ ਅਨੁਸਾਰ ਖੋਲੇ ਜਾਣਗੇ:-

ਲੜੀ ਨੰ:	ਵੇਰਵਾ	ਕੁੱਲ		
1.	ਕੰਪਿਊਟਰ ਸਰਵਰ Intel Xeon One Processor configuration, Licensed Window Server and Antivirus Norton etc.	3		
2.	ਕੰਪਿਊਟਰ ਡੈਸਕਟਾਪ Intel Core 2 Duo, TFT Display, Keyboard, Mouse, DVD, 10/100/1000 network.& Web Camera etc.	15		
3.	ਲੈਜ਼ਰ ਪ੍ਰਿੰਟਰ	15		
4.	ਯੂ.ਪੀ.ਐਸ. ਆਨ ਲਾਈਨ	ਕਿਲੋ ਵਾਟ	3	
		5 ਕੇ.ਵੀ.		1
		2 ਕੇ.ਵੀ.		2

ਸਹੀ/-

ਚੇਅਰਮੈਨ ਕਮ ਡਿਪਟੀ ਕਮਿਸ਼ਨਰ
ਸੁਖਮਨੀ ਸੋਸਾਇਟੀ ਫਾਰ ਸਿਟੀਜ਼ਨ ਸਰਵਿਸਜ਼
ਡੀ.ਸੀ. ਦਫ਼ਤਰ, ਮਾਨਸਾ।

**Tender Document
For**

**Purchase of Computer, Printer and UPS
For**

Sukhmani Society for Citizen Service

Key Dates

Last date and time for the sale of Tender Forms	27.10.2010, 10.00 am
Last date and time for the receipt of Tender Forms	27.10.2010, 12.00 noon
Date and Time for Opening Tender	27.10.2010, 3.00 pm
Earnest Money Deposit	5% of the amount quoted
Cost of Original Tender Form	Rs.500 (Non Refundable)

Sukhmani Society for Citizen Service[SSCS]

[SUWIDHA Centre], D.C.Office,
Room No.14, Ground Floor, District Administrative Complex
Mansa-151505 [Punjab] Ph.01652-227014

Signature with seal

**PRE-QUALIFICATION CHECKLIST & ORDER IN WHICH DOCUMENT
ARE SUBMITTED**

Name of Bidder :- _____

INDEX/CheckList

No.	Title/Topic	Page No.	Yes/No	
1	Terms & Conditions of the Tender	1-3		
2.	Bidder's data duly filled in as per relevant Performa provided in the bid proposal.	4		
3.	Tender/Bidder Proposal sheet duly filled in, signed and complete in all respect.	5		
4.	Bidder Declaration	6		
5.	Earnest Money Draft Detail			
6.	Pan/Tan Card No.			
7.	Certificate of Authorized Dealer/Distributorship and Authorized service providers (ASP) directly from the competent authority of the, OEM for Punjab State region			
8	The vendor / OEM should be ISO 9001 : 2000 and ISO 14001 Certificate for Manufacturing of IT Equipments.			
9.	Address, Contract Person, Phone and Tele Fax/Email of Branch Office in Mansa and Punjab with residential contact information during holidays.			
10.	Details & proof of Service facilities for Technical support on Services, Maintenance & Availability of Hardware components be attached.			
11	The list of the various Departments/Institutions to whom the hardware and software has been supplied for the last 3 years wherever applicable.			

Signature with seal

Notice Inviting Tenders and Instructions to Tenderers

Sukhmani Society for Citizen Services (SSCS) invites tenders / bids from the established, reputed and experienced firm or consortium of firms for the supply of IT products.

TERMS AND CONDITIONS OF THE TENDER

1. Tenderers are advised to study the Tender/Bid Documents carefully, Submission of Tenders shall be deemed to have been done after careful study and examination of the Tender Documents with full understanding of its implications.
2. Sealed Tenders are invited for the supply of Computer, Printer and UPS to the office of the Sukhmani Society for Citizen Services, D.C.Office, Mansa as specified in the schedule and should be submitted to the Sukhmani Society for Citizen Services not later than the date and time laid down, at the Suwidha Center (D.C. Office) Room No 14, DAC Mansa. The Tenders should be addressed to the Chairman Sukhmani Society for Citizen Services, Mansa in a sealed cover and name duly superscribed on the cover.
3. The tender should be prescribed form which can be obtained from the office of Sukhmani Society for Citizen Services (Suwidha Center) D.C. Office, DAC Mansa on payment of **Rs.500** [non refundable]. The cost of tender form once paid will not be refunded. Tenders which are not in the prescribed form are liable to be rejected. The rates quoted should be in Indian currency. The tenders quoting rates in any other currency are liable to be rejected. Tender document dully filled in, signed on each page and placed in sealed covers, will be received in the office of the undersigned.
4. An earnest money of **5%** of the total amount quoted. The amount may be paid by crossed Demand Draft drawn in favour of the Chairman, Sukhmani Society for Citizen Services payable at Mansa. Cheques will not be accepted. The earnest money of the tenders will be returned as soon as possible after the tenders are settled, but that of the successful tenders will be adjusted towards the security that will have to be deposited for the satisfactory fulfillment of the contract. No interest will be paid for the earnest money deposited.

Signature with seal

5. This Tender document is not transferable. The Tender of only those tenderers who have purchased the document in their names will be considered. Special conditions, if any, of the tenderers, attached with the tender will not be applicable to the contract. Tender for part supply and telegraphic quotations will not be considered/accepted.
6. The Sukhmani Society for Citizen Services reserve the right to reject any tender or all tenders without a singing any reasons and revising quantity, fine-tuning specification as per requirement of SSCS before opening the commercial tender. The finalization of tenders shall be made in accordance with the supply upon the rates quoted and according to the other formalities and performance. The Chairman, Sukhmani Society for Citizen Services, Mansa has all rights to reject a tender/all tender without giving any reason.
7. The tenders will be opened on the **27.10.2010 at 3.00 PM** in the office of the Sukhmani Society for Citizen Services [Suwidha Centre] Room No.14, D.C.Office, Mansa in the presence of such of those tenders or their nominees who may be present at that time. In case the date of opening of tenders falls on holiday declared by the Govt., then tenders will be opened on the next working day, following the closed day at the scheduled time. Any tender, which is not in proper tender form or is received late, will not be considered.
8. If any tenders withdraws from his tenders before the expiry of the period fixed for keeping the rates firm for acceptance. The earnest money, if any deposited by him will be forfeited to the office or such action taken against him as Chairman, SSCS Mansa, thinks fit.
9. The tenderer shall undertake to supply material according to the standard and specifications. The successful tenderer should supply the items at the office of SSCS at Mansa, within the time period specified in the contract, at their own cost.
10. The price quoted shall be inclusive of all taxes, levies, Octori, duties, license fees cess etc., incurred until delivery of the contractor hardware to the purchaser which are or may be become payable by the contractor under existing or future, laws or rules of the country of origin / supply or delivery during the course of execution of the contract.

Transportation and handling charges will have to be borne by the supplier. All tax or any other tax whether on the material or turnover shall be payable by the contractor and the Government will not entertain any claim in this respect. The SSCS office will issue no C or D forms.

11. The Supply and installation period would be **2 weeks** from the date of signing the contract. Date till which the bid is valid : 180 days from last date of submission of bids.
12. The Hardware Provider will be responsible for a on site comprehensive warranty of three years for all hardware items and operation and maintenance of all software products
13. All conditions laid in the Store Purchase Rules are applicable.
14. **Payment Schedule:-** **70%** of the total cost will be released to the bidder after delivery of all items. **25%** of the total cost will be released to the bidder after successful installation of all items & balance amount will be released to the bidder after expiry of the guarantee.
15. In the event of delay in the supply and installation of the ordered specified equipment, the bidder shall be liable to pay a penalty @ 1000/- per week or part thereof for the delay in that location for a period of 1 week. There after the penalty will be double the said amount for another 1 week, after which SSCS shall be at liberty to cancel the contract. For the purpose of this, part of a week shall be considered to be a full week.
16. If any dispute or difference of any kind what-so-ever shall arise between the SSCS, Mansa / representative and the contractor in connection with or arising out of this contract or the execution of work there, The Chairman Sukhmani Society for Citizen Services, Mansa will have the authority for the final decision and his decision will be last and binding upon both the parties.

BIDDER's DATA

1. Name of the firm with :- _____
Registered No.
2. Authorized Person :- _____
3. Address Head Office :- _____

4. Telephone/Mobile No. :- _____
5. Pan/Tan No (copy attached):- _____
6. E-mail:- :- _____
7. Status (Attach documentation / tick mark initial)
(a) Individual (b) Partnership firm
(c) Private Limited company (d) Limited company
8. Date of company's Incorporation:- _____
9. Date of starting business :- _____
10. Fields of professional expertise/experience :- _____
11. Annual Financial Turnover (Rs. In lacs)
1) 2009-10 : _____
2) 2008-09 : _____
3) 2007-08 : _____
12. Net worth (Average of last 2 years)
1) 2009-10 : _____
2) 2008-09 : _____
13. Whether the company is currently possessing Y/N
ISO-9001-2000 certificate/dealership
if yes, copy attached

Company Rubber Seal and Sign

Date:

Signature with seal

Sukhmani Society for Citizen Service [SSCS]

SUWIDHA Centre [D.C.Office], Mansa

Tender/Bidder Proposal Sheet

Invites tender for the established, reputed and experienced firm or consortium of firms for the supply of IT Products as per the following specifications with 3 year onsite comprehensive guarantee/warranty :-

Sr. No.	Particulars	Brand/ Company Name/ Model	Quantity	Unit Price (in Rs. Including all Taxes)	Total Amount (in Rs. Including all Taxes)
1	Intel Xeon One Processor, 4 GB RAM expendable upto 8 GB 500GB HDD SATA, 16x DVD Writer, Dual Lan(10/100/1000), 19"TFT Display, KeyBoard, Optical Mouse, Preloaded with original Window Server 2003, AntiVirus Norton etc. with windows software and Drivers Recovery Backup		3		
2	Intel Core 2 Duo, 1GB RAM, expendable upto 4 GB 500GB HDD SATA, DVD Writer, Lan 10/100/1000, 17"TFT Display, Mini Tower, KeyBoard, Optical Mouse, Web Cam, Preloaded with original Window Xp, AntiVirus etc. with windows software and Drivers Recovery Backup		15		
3	Printer Laser Canon 2900 Output Type : Black & White Necessary cables & Utility Software		15		
4	UPS Online 5KV		1		
5	UPS Online 2KV		2		
GRAND TOTAL					

Signature with seal

From:

To

The Chairman,
Sukhmani Society for Citizen Service [SSCS]
SUWIDHA Centre, D.C.Office,
Mansa-151505 [Punjab]

Sir,

I/We the under signed tender having read and examined detail the specifications and all bidding documents in respect of supply of hardware item do hereby propose to provide hardware as specified in the bidding document.

I/We hereby tender to supply, under the annexed General conditions of the contract, Computers, Printers & UPS to the office of the Sukhmani Society for Citizen Service Mansa as referred to and described in the attached specification and schedule, as may be decided by the Sukhmani Society for the Citizen Service, Mansa at the rate quoted. The Computer, Printer and UPS will be delivered within the time and at the places specified in the schedule.

The Total amount quoted for the whole items referred to and described in the attached specification and schedule is Rs. _____ (in words Rupees.....). I/We have enclose the required 5% of the total quoted amount as earnest money in the Rs. shape of Bank Draft No Dated in the qualification bid.

Declaration

I/We agree to supply computer, Printer and UPS to the office of the Sukhmani Society for Citizen Services, Mansa as specified in the schedule in the tender, within the time period specified in the contract, at our own cost, as per the rates and conditions furnished in the tender. I/We do hereby declare that I am not related to any Government servant who is in charge/having control of this work

Yours faithfully,

Address:

Date:

Signature with seal