



# राष्ट्रीय अंगूर अनुसंधान केन्द्र

(भारतीय कृषि अनुसंधान परिषद)

डाक पेटी नं. 3, मांजरी फार्म डाकघर, सोलापूर रोड, पुणे - 412307, भारत

**NATIONAL RESEARCH CENTRE FOR GRAPES**

(INDIAN COUNCIL OF AGRICULTURAL RESEARCH)

P.B. NO. 3, MANJRI FARM POST, SOLAPUR ROAD, PUNE - 412 307, INDIA

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F. No. NRCG / 5(124) / 2012 - S/

Date: 16.05.2012

To,

Dear Sir,

We have a requirement of the goods & services as indicated below, tender for which will be opened at \_\_\_\_\_ hrs on **15.06.2012** ( date ) and you are invited to submit your most competitive quotation for the same. All the relevant details are given below:

Description of the goods required and the required quantity:

As enclosed in annexure - 1.

1. Guiding specification and other technical details :

As enclosed in annexure - 2.

2. Terms of delivery :

Delivery at site, viz. **National Research Centre for Grapes, Pune.**

3. Delivery period for goods :

Within **1 (One)** months from the date of the purchase's signing the contract.

4. Erection / Installation and commissioning (if required, depending on the goods ordered) are to be completed with **7 days** of delivery of the goods at site.

5. Terms of Inspection by the purchaser's representative :

6. Training of purchaser's operator(s) for operating the goods ordered, as and if necessary:

\_\_\_\_\_ Operator(s) is / are to be trained for a period of \_\_\_\_\_ weeks at

purchaser's premises / supplier's premises for successfully operating the goods

purchased. The training shall be completed by.....

Price structure :

a. The tenderer shall quote for the complete requirement of goods & services and for the full quantity as shown against a serial number in the List of Requirements in Annexure - 1. Unless otherwise specified in Annexure - 1, the tenderers are, however, free not to quote against all the serial numbers mentioned in the List of Requirements (in case there are more than one serial number in the List of Requirements.).

b. The rates and Prices quoted shall be in Indian Rupees only.

c. All duties, taxes and levies payable by the supplier under the contract shall be included in the quoted price. The purchaser will not pay any such duties, taxes and levies separately.

d. The rates and prices quoted by the supplier shall remain firm and fixed during the currency of the contract and shall not be subject to variation on any account, whatsoever, including statutory variations, if any.

7. Receipts of goods & Terms of payment :

- a. Payment term for supply of goods, including erection / installation and commissioning (as and if applicable).

Immediately on receiving the goods at site, the purchaser will verify the quantities of the items supplied as specified in the delivery challan of the supplier and also check for any superficial damage etc. in the goods so supplied and issue a provisional receipt accordingly. If the goods supplied do not require erection / installation and commissioning at site, the purchaser, within three working days of issue of the provisional receipt, will issue acceptance certificate (of the goods) to the supplier, provided the goods supplied also need erection / installation and commissioning, the purchaser will issue acceptance certificate within two working days, after successful erection / installation and commissioning. The supplier will then send its invoice along with the purchaser's acceptance certificate and other accompanying documents to the paying authority for payment.

The paying authority will release the full payment to the supplier as due in terms of the contract, within seven working days of receipt of supplier's invoice, purchaser's receipt certificate and other accompanying documents, provided the same are in order.

- b. Payment for training of purchaser's operator(s), if applicable.

After release of payment to the supplier as per sub – para (a) above and after successful completion of training of the operator(s) in terms of the contract, the purchaser will immediately issue a certificate to the effect to the supplier. The supplier will be thereafter send its invoice for training charges, along with the above certificate to the paying authority. The paying authority will release the payment to the supplier in terms of the contract within seven working days of receipt of supplier's invoice provided the invoice and the accompanying documents are in order.

8. Paying Authority :

\_\_\_\_\_

\_\_\_\_\_

9. Liquidated Damage Clause :

If any time during the performance of the contract, the supplier encounters conditions hindering timely delivery of the goods, the supplier shall promptly inform the purchaser in writing the fact of the delay and the likely duration of the same. After receipt of supplier's communications, the purchaser shall decide as to whether to cancel the contract for the un – supplied portion after the existing delivery period, or to extend the delivery period suitably by issuing an amendment to the contract. If the supplier fails to deliver the goods and / or perform the services within the contractual delivery period for reasons other than circumstances beyond supplier's control ( which will be determined by the purchaser ) and the purchaser extends the delivery period, the purchaser will also deduct from the contract price, as liquidated damages, a sum equivalent to 0.5 % ( half percent ) of the delivered price of the delayed goods or unperformed services for each week delay or part thereof until actual delivery or performance. The maximum limit of such deduction will, however, be 10% (10 percent) of the contract price of the delayed goods or services.

Further, during such delayed period of supply and / or performance, the supplier shall not be entitled to any increase in price and cost, whatsoever, on any ground. However, the purchaser shall be entitled to the benefit of any decrease in price and cost on any ground, whatsoever, of the goods & services, supplied during the period of delay.

The purchaser's letter (to the supplier, with copies endorsed to others concerned) extending the delivery period will be subject to the above conditions.

10. Warranty Clause :

\_\_\_\_\_

\_\_\_\_\_

11. Dispute Resolution Mechanism :

If any dispute or difference arises between the purchaser and the supplier relating to any matter connected with the contract, the parties shall make every effort to resolve the same amicably by mutual discussions. However, if the parties fail to resolve the dispute or difference by such mutual discussion within 30 days, either the purchaser or the supplier may give notice to the other party of its intension to refer the same to arbitration. The arbitration shall commence thereafter. The arbitration shall be conducted by a sole arbitrator, who will be appointed by the Secretary, ICAR and the procedure to be followed in this respect will be as per the Indian Arbitration and Conciliation Act, 1996. The venue of the arbitration shall be the place from where the contract is issued.

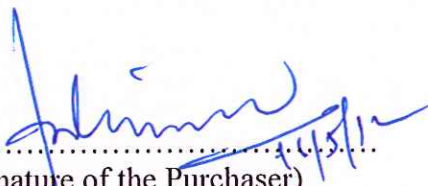
12. You are also required to fulfill the following conditions and furnish the details as indicated in subsequent paragraphs.

- a. At the time of awarding the contract, the purchaser reserves the right to increase or decrease by up to 25%, the quantity of goods & services as specified in the List of Requirements, without any change in the unit price or other terms & conditions.
- b. Please furnish a certified copy of your latest ITCC (Income Tax Clearance Certificate).
- c. Please indicate if you are currently registered with any Govt. organization and if registered, furnish all relevant details.
- d. Please state whether business dealings with you presently stand banned by any Government organization and if, so, furnish relevant details.
- e. A supplier shall not submit more than one quotation for the same set of goods.
- f. The supplier shall at all times indemnify the purchaser, at no cost to the purchaser, against all third party claims of infringement of patent, trademark or industrial design rights arising from the use of the goods or any part thereof, with respect to the goods quoted by the supplier in its offer.
- g. The quotation(s) as well as the contract shall be written in English language. All correspondence and other documents pertaining to the quotation(s) and the contract, which the parties exchange, shall also be written in English.  
The quotations and all correspondence and documents relating to the quotation exchanged between the bidder and the purchaser may also be written in Hindi language provided that the same is accompanied by an English translation, in which case, for the purpose of interpretation of the quotation, the English translation shall govern.
- h. The contract shall be governed by the laws of India and interpreted in accordance with such laws.
- i. The quotation / offer shall remain valid for acceptance for a period **not less than 180 days** after the specified date of opening of the offers.

1. The quotations shall be sealed in an envelope. The envelope shall be addressed to the purchaser and it should also bear the tender enquiry No. and the words "**DO NOT OPEN BEFORE 15.06.2012\*** ..... (\* The time and date of opening of the tenders). This envelope should then be put inside another envelope, which will also be duly sealed. The outer envelope will bear the full address of the purchaser. The supplier must ensure that its tender (i.e. quotation), duly sealed as above, reaches the purchaser at least one hour before the time and date of opening of tenders. The supplier may, all its choice, send the tender by registered Post or by speed post. Alternatively, the supplier may also hand deliver the tender to the purchaser in which case the purchaser shall give the supplier a receipt, indicating the time & date of receipt of the tender.
2. The tenders, which are received late by the purchaser will be ignored. Further, the purchaser does not accept any liability and responsibility for the tenders in case the same are not properly sealed & marked and / or sent as above.
3. The tenders, which are received on time (as per Para 3 above), will be opened at purchaser's office at \_\_\_\_\_ hours on \_\_\_\_\_ (date). The purchaser will open the tenders in the presence of the tenderers duly authorized representatives, who choose to attend the tender opening.

4. The purchaser will evaluate and compare the quotations which are substantially responsive i.e. which are properly prepared & signed and meet the required terms, conditions, specifications etc. The purchaser will award the contract to the supplier whose quotation will be determined to be responsive and offering the best evaluated price.
5. Notwithstanding the above, the purchaser reserves the right to accept or reject any quotation or annual the tendering process and reject all quotations at any time prior to award of the contract, without assigning any reason, whatsoever, and without incurring any liability or obligation, whatsoever, to the affected tenderer or tenderers.
6. Please submit your quotation accordingly. You shall sign all the pages of your quotation. Your price quotation may be furnished in the format enclosed as Annexure – 3. You are also required to return this original tender enquiry ( all the pages ), as it is, duly signed by you on every page, for our record. You may retain a photocopy of this tender enquiry for your record.

Enclosure: Annexure 1, 2 & 3.

  
.....

(Signature of the Purchaser)

Address: National Research Centre for Grapes, Pune.  
**Tel: +91-20-26956000 (EPABX), Fax: +91-20-26956099**

**LIST OF REQUIRMENTS**

Special Instructions (if any): -

List of computers and accessories for consideration under AMC

Sl. No.	Name of the Officer / User	Computer / Printer / Scanner
1.	Director	1. Desktop PC HCL make, Beanstalk Slim Z944 AQ 495 Intel Core 2 Duo, 1 GB RAM, 250 GB HDD, DVD Writer, 19" TFT Monitor, Bluetooth Dongle, Headphone with Mic, Wireless stereo headset, Digital web camera
2.	Dr. G.S. Karibasappa	1. Desktop PC Compaq Presario, Core2Duo 2.93 GHz, 2 GB RAM, 300 GB HDD, DVD RW, TFT/LCD monitor
	As I/c Farm	2. Printer Samsung ML 1210
		3. Printer HP CP2025
		4. Desktop PC HCL Infiniti Pro BL 1295
		5. Printer hp Laserjet 1300
3.	Dr. Indu S. Sawant	1. Desktop PC Assembled Intel Core I5 processor @ 3.20 Hz, 4 GB RAM, 500 GB HDD
		2. Desktop PC HCL Ezeebiee 1JP Z991 C2
		3. Printer Hp laserjet 1022 (Supplied with ELISA plate reader)
		4. Printer (Colour) Epson TX111
4.	Dr. S.D. Sawant	1. Desktop PC, AMD Athlon X2 250, 3013 Mhz, 2 Core processor, 2 GB RAM, 350 GB HDD
		2. Desktop PC, AMD X86 Family, I 6 Model Processor, 2 GB RAM, 500 GB HDD
		3. Printer Deskjet HP Photosmart 7760
		4. Scanner HP Scanjet 8200
5.	Dr. R.G. Somkuwar	1. Printer-Copier – Scanner HP mfp 3300
6.	Dr. Anuradha Upadhyay	1. Desktop PC Assembled P-IV 3.2 GHz, 512 MB DDR SDRAM @ 400 MHz, 80 GB (7200 rpm) Ultra DMA ATA HDD, 1.44 MB FDD, 8x DVD RW, CDRW,
		2. Desktop PC Pentium D 3.4 GHz, 1.0 GB RAM, 250 GB HDD, DVD Writer, 19" TFT/LCD monitor, multimedia keyboard, mouse
		3. Desktop PC C2 Quad Q6600 (2.4 GHz), 2 GB RAM, 750 GB HDD, 17" LCD Monitor, CD/DVD Writer, HCL Keyboard
		4. Printer HP Deskjet 5550
		5. Printer hp Laserjet 1300
		6. Printer hp Laserjet P3005d
		7. Scanner HP Scanjet 5550C
7.	Dr. A.K. Upadhyay	1. Printer hp Laserjet 1300
	With ICP MS	2. Desktop PC PIV, Dell Optiplex GX520
	With Microwave digestion system	3. Desktop PC Intel Core2Duo Lenovo Think Center
		4. Printer hp Laserjet 1320

Sl. No.	Name of the Officer / User	Computer / Printer / Scanner
8.	Dr. K. Banerjee	1. Laptop .....
	NRL PC02	2. Desktop PC Assembled P IV
	NRL PC03	3. Desktop PC IBM Think Centre P IV
	NRL PC04	4. Desktop PC Assembled PIV X86 Family 15 Model, 512 MB RAM, 80 GB HDD
	NRL PC05	5. Desktop PC Dell Precision 340, PIV 512 MB RAM
	NRL PC06	6. Desktop PC Assembled P IV 2.00 GHz, 512 MB RAM, 80 GB HDD
	NRL PC08	7. Desktop PC HP dvd 1260, Intel Core 2 Duo, 3 GB RAM
	NRL PC09	8. Desktop PC Dell Optiplex 960, Intel Core 2 Duo, 2 GB RAM
	NRL PC10	9. Desktop PC HP XW4600 Workstation, Intel Core 2 Duo, 2 GB RAM
	NRL PC12	10. Desktop PC Dell Precision T3400, Core 2 Duo, 3.25 GB RAM, 1000 GB HDD
	NRL PC13	11. Desktop PC Dell Precision T3400, Core 2 Duo, 2 GB RAM, 250 GB HDD
	NRL PC14	12. Desktop PC Dell Precision 370, P IV, 3.20 GHz, 1 GB RAM, 200 GB HDD
	NRL PC15	13. Desktop PC Dell Optiplex 960, Core 2 Duo, 3.21 GB RAM, 500 GB HDD
	NRL Printer01	14. Printer HP Laserjet 1320
	NRL Printer03	15. Printer HP Laserjet P1008
	NRL Printer05	16. Printer HP Laserjet P2015D
	NRL Printer06	17. Printer HP Deskjet 3745
	NRL Printer08	18. Printer HP Laserjet P1606dn
	NRL Printer09	19. Printer HP Laserjet 1300
	NRL Printer10	20. Printer HP Laserjet 1300
	NRL Printer11	21. Printer HP Laserjet P3015
	NRL Printer12	22. Printer HP Ink AdvantK 109AZ
	NRL Printer13	23. Printer HP Laserjet 2300d
	NRL Printer14	24. Printer HP Laserjet 1020
	NRL Printer15	25. Printer Canon Super G3
	NRL Printer17	26. Printer HP Laserjet P3015
	NRL Printer19	27. EPSON LX-300+
9.	Dr. S.D. Ramteke Supplied with Osmometer	1. Printer Laserjet Samsung SCX 4300
		2. Printer Deskjet Epson Stylus C43SX
		3. Scanner UMAX 4400 U
10.	Dr. Jagdev Sharma	1. Printer hp Laserjet 1300
		2. Scanner hp 5550
	Attached to AAS	3. Desktop PC Assembled P-IV, 2.8 GHz, 512 MB DDR SDRAM @ 400 MHz, 80 GB (7200 rpm) Ultra DMA ATA HDD, 1.44 MB FDD, 17" Flat SVGA Monitor, 8x DVD RW, CDRW, multimedia kit

Sl. No.	Name of the Officer / User	Computer / Printer / Scanner
	Attached to Multi-channel Auto Analyzer	4. Desktop PC P-IV, Compaq EVO
		5. Printer hp laserjet 1000
	As I/c Library	6. Desktop PC HCL Infiniti Pro BL 1295
		7. Printer-Copier – Scanner HP mfp 3300
11.	Dr. A.K. Sharma	1. Desktop PC PIV, RAM 256 MB, HDD 80GB (Supplied with Wine Analyzer)
		2. Desktop PC HCL Ezeebie Max Z991 C2D
		3. Laptop Dell Vostro 1015
		4. Printer Laserjet hp 1005
12.	Dr. J. Satisha	1. Laptop HP Pavilion dv2000
		2. Printer hp Laserjet 1300
13.	ARIS	1. Printer Laserjet Samsung ML 2150
	Ms. Shailaja	2. Printer Hp Deskjet 9600
		3. Scanner HP Scanjet 8200
	Common Use	4. Desktop PC HCL Infiniti Pro BL 1295
	Audio Visual Aids	5. Desktop PC HCL Infiniti Pro BL 1295
14.	Dr. D.S. Yadav	1. Desktop PC Dell XPS
		2. Printer hp Laserjet 1300
		3. Scanner hp 5550
		4. Printer Deskjet hp D2460
15.	PS to Director	1. Printer Laserjet hp P2015d
16.	AFAO	1. Desktop PC HCL Infiniti Pro BL 1295
		2. Printer Laserjet Samsung ML 2150
17.	Mr. N.S. Pathan	1. Desktop PC HCL Infiniti Pro BL 1295
		2. Printer Laserjet Samsung ML 2150
		3. Printer Dotmatrix TVS MSP 245
18.	Mr. O. Babu	1. Desktop PC HCL Infiniti Pro BL 1295
		2. Printer Laserjet Samsung ML 2150
19.	Mrs. Anita Mathew	1. Desktop PC HCL Infiniti Pro BL 1295
		2. Desktop PC HCL Infiniti Pro BL 1295
		3. Printer Laserjet Samsung ML 2150
		4. Printer EPSON LQ 1150 II
20.	Purchase Mr. K. Ali	1. Desktop PC HCL Infiniti Pro BL 1295
		2. Printer hp Laserjet 1300
21.	Cash & Bill Mr. V.D. Gaikwad	1. Desktop PC HCL Infiniti Pro BL 1295
		2. Printer hp Laserjet 1300
22.	Mr. P.P. Kalbhor	1. Desktop PC HCL Infiniti Pro BL 1295
		2. Printer HP DeskJet 5652

### Terms and conditions:

1. This AMC includes up-keeping of all Computer Hardware as given in the list of computers and accessories.
2. The maintenance would cover the operating systems, software installation, and installation of patches/service packs, data recovery, and preventive actions against virus spread, detection/removal of virus using the Organization's anti-virus solution, Configuration of systems, applications, as and when required.
3. Service Engineer should have sufficient and requisite knowledge of maintenance and troubleshooting in Windows and Linux LAN environment.
4. The maintenance will also cover the power cord, cables, connectors and other physical appliances used for connection in order to make computers/peripherals operational.
5. The part/components/sub-assemblies used for repair/replacement by the Firm will be of the same/equivalent or higher make and having functional capacity as available originally in the system.
6. All the repairs and servicing of the equipments shall be carried out on site at the place where it is located.
7. No component(s) / equipment(s) shall be removed from their respective place(s) / from the Office premises without informing the authorized officials of the Organization. A written consent letter from the Organization is necessary for moving out of any parts, for which the Service Engineer shall also maintain a log book showing the movement of any component(s)/equipment(s).
8. In exceptional circumstances where the equipment is to be taken to the Firm's premises/service center for repairs, the stand-by arrangement from the Firm shall be provided. The equipment taken to the Firm's premises would be at Firms own risk and expense.
9. The Firm should make a schedule to carry out Preventive Maintenance tasks as below. The tasks shall be performed on *monthly basis* to ensure proper functioning.
  - a. Cleaning of all equipments using dry vacuum air, brush and soft muslin clothes shall be performed in every three months period.
  - b. Checking power supply source for proper grounding and safety of equipments shall be performed on *monthly basis* to ensure proper functioning.
10. The Computers and Printers which are under warranty at the time of awarding this AMC, shall be included immediately and automatically on expiry of the warranty period and at the rates quoted by the Firm for respective items. However, the period up to which the Maintenance contract is awarded with respect to these items will be the same as that of all other items.
11. The computers, printers and other machines that will be upgraded by replacement with new machines during the period of AMC shall be excluded automatically from the AMC till the expiry of their warranty period and the AMC rate quoted by the firm for respective items will be reduced proportionately from the AMC bill.



12. Maintenance shall include effective maintaining and functioning of all the Local Area Network points (LAN), all Hubs/Switches.
13. The Firm will provide maintenance and repair services on holidays in case of emergency or as per the requirement of the Organization.
14. A *Complaint* (central call registration) and *Preventive Maintenance Register* shall be maintained by the firm, which shall be signed by the Organisation's Official.
15. It shall be the responsibility of the Firm to make all the Equipments and peripherals work satisfactorily throughout the contract period and to hand over the systems in good working condition to the Organization on expiry of the contract. In case any damage is found, the Firm is liable to rectify it, at their cost, even after the contract had expired.
16. The Firm shall be responsible for taking Data back up before attending the fault and shall also be responsible for restoring the same.
17. In the event, the Firm is taken over/bought over by another Firm/Company, all the obligations under the agreement with firm, should be passed on for compliance by the new Firm in the negotiation for their transfer.

**Type of Contract:** Yearly. Contract of comprehensive maintenance Computer Hardware and their up keeping- The Firm shall supply all spare parts required for repair, replacement & test, at their cost.

**Response Time:** 24 Hour Response time (response time is the time taken by the Firm to attend the call after the lodging of the call).

**Resolution Time for Computer Hardware Equipments**

For all equipments except Laser Printer maximum acceptable downtime will be TWO DAYS excluding holidays.

For Laser Printers maximum allowable downtime will be TEN DAYS. However, the Firm shall provide a stand by laser printer for organization's use until it's printer is repaired and placed back in service

When fault of any Equipment could not be rectified by the Firm, Organisation can hire the services of third party expert to repair the fault and charges of such repairs will be solely borne by the Firm.

**SPECIFICATIONS & OTHER TECHNICAL DETAILS  
OF THE ITEMS AND SERVICES (SHOWN IN ANNEXURE – 1)**

## Format of Price Quotation

Sr. No.	Description of Goods & Allied Services	Specifications	Accounting Unit	Quantity	Quoted Unit Price in Rupees		Total Amount in Rupees
					In Figures	In Words	

Grand Total Cost: Rs. \_\_\_\_\_

*[Handwritten signature]*