

Cost of Application Form: **Rs. 500/-**

Sr. No. : \_\_\_\_\_

Date of Sale : \_\_\_\_\_

## **Office of the District Development & Panchayat office, Rewari**

### **SHORT TENDER NOTICE**

e-Tenders are invited on behalf of the District Development & Panchayat Office, Rewari under two bid system i.e. “Technical Bid” and “Financial Bid” from registered, reputed and financially sound for providing Computer Peripherals item etc for a short period. Terms & Conditions can also be downloaded on official website [www.rewari.gov.in](http://www.rewari.gov.in). Bidders will quote their rates through e-tender only and hard copy of all document with demand draft must be submitted at the same time on opening the e-tender.

The interested bidder should apply through e-Tender ([www.etenders.hry.nic.in](http://www.etenders.hry.nic.in)) with a non-refundable amount of Rs. 500/- (Rupee Five Hundred Only) in form of Demand Draft (DD worth Rs. 500/- to be deposited as fee) and deposit it along with **Earnest Money of Rs. 1,00,000/- (Rupees One Lakh Only)** in the shape of **Demand Draft in favour of District Development & Panchayat Officer payable at, Rewari** so as to reach in the office of the District Development & Panchayat Office, Rewari, latest by **09<sup>th</sup> March 2017 upto 01:00 PM** duly super scribed on envelope **“Technical Bid” and “Financial Bid” separately- Tender for providing Computer Peripherals item**. The Bids will be opened on the same day i.e. **09<sup>th</sup> March 2017 at 02.00 PM** in the office of the City Magistrate Rewari (Room no. 110, Mini Secretariat, Rewari), in the presence of bidders who may like to be present.

The Competent Authority / Committee has the right to accept or reject any / all tender (s) without assigning any reason.

**The Deputy Commissioner, Rewari**

## DETAILED NOTICE INVITING TENDER

<b>NAME OF WORK</b>	<b>Providing Computer Peripherals item</b>
EARNEST MONEY	Rs. 1,00,000/-
LAST DATE OF SALE OF TENDER	09-03-2017
LAST DATE OF RECEIPT OF TENDER	09-03-2017 upto 01:00 PM
DATE OF OPENING OF TENDER	09-03-2017 at 02:00 PM
PLACE OF OPENING THE TENDERS	O/o City Magistrate, Room no. 110, Mini Sectt. Rewari-123401

### **Requirement**

e-Tenders are invited for providing Computer peripherals item for a short period. The requirement of Computer peripherals items block wise is attached as Annexure-'A' and the same will have to be delivered / installed in the office of District Development & Panchayat Office, Rewari.

### **General Terms and conditions**

1. The bids have been invited under two bid system i.e. Technical bid and financial bid. The interested bidder are advised to submit two separate sealed envelopes super scribing "Technical Bids for Providing Computer Peripherals" and "Financial Bids". The Bidder shall quote the Technical and Financial Bids as per the format enclosed at Annexure 1 and 2.
2. The earnest money deposit (EMD) of Rs. 1,00,000/- (Rupees One Lakh Only), refundable (without interest), should be necessarily accompanied with the Technical Bid of the bidder in the form of Demand Draft in favour of **District Development & Panchayat Officer payable at, Rewari**, Tenders not accompanied by earnest money of the requisite amount will be summarily rejected. The Earnest Money Deposited shall be treated as a Security Deposit if the offer is accepted by the Competent Authority. No interest shall be paid by the Department on earnest money or security deposit. EMD of unsuccessful bidders shall be returned after the award of the contract.

3. Computer peripherals item should be supplied within one week after issuing the purchase order.
4. The envelope containing Technical Bid shall be opened first on the scheduled date and time **09<sup>th</sup> March 2017 at 2.00 PM** in the office of City Magistrate Rewari in the presence of the representative of the bidder, who wish to be present on the spot at that time. Financial Bids of Technical qualified/eligible bidders only shall be opened in presence of short listed bidder or their authorized representatives. In case the date fixed for opening of Bids is subsequently declared as holiday by the Government, the Bid will be opened on next working day, however, time and venue remaining unchanged.
5. If the successful bidder fails to supply materials within the declare time period, penalty will be imposed of Rs. 500/- per day by the competent authority/committee. If any part of supply is found faulty/damaged the same should be replaced within week. The place for supply of materials will be mentioned in the purchase order and the supplier will have to borne the cost of transportation.
6. If the bidder after award of contract fails to perform the assigned work or says ignorance to do the said contract then his EMD will be seized and purchase order will be given to L<sub>2</sub>.
7. The Security Deposit of the bidder shall be refunded after successful installation of the computer peripherals.
8. The contract shall generally be awarded to the lowest bidder as per the Bid Evaluation Criteria complying with statutory norms. However the competent authority does not bind itself to accept the lowest or any other offer and reserves the right to accept or reject any or all the offers either in full or in part without assigning any reason.
9. The bidder should not have been blacklisted by any Central / State Government Department / Organization. Current Affidavit for the same must be attached.
10. Each page of bid document and supporting documents must be signed with firm seal by bidder.

11. Only one offer shall be accepted from a proprietor/partner (i.e.: under one denomination of agency) irrespective of his/her offers under different agency denominations. In case it is found that the same person has applied for tender under different agency denominations, all such pre-qualification forms and tender offers from such person shall be rejected.
12. The Incomplete or conditional Bid shall not be considered and will out rightly be rejected.
13. Tenders, who do not fulfill all or any of these conditions or are incomplete in any respect, are liable to summary rejection without assigning any reasons.
14. The Competent Authority / Committee reserves the right to modify the terms and conditions and / or cancel the contract at any time.

## ORDER FOR ARRANGEMENT OF DOCUMENTS WITH THE TECHNICAL BID

### **Packet-I (Sealed) containing Technical Bid**

- (i) Document fees Rs. 500/-
- (ii) Earnest Money Deposit of Rs. 1,00,000 /-.
- (iii) Completed Tender Form (duly signed on each page). No page should be altered of the tender form.
- (iv) Attested copy of PAN & TIN of proprietor/ firm.
- (v) Certified copy of the last two years Turnover.
- (vi) Non-blacklisted Affidavit.

**NB- All copies must be attested/ self attested with seal of firm.**

### **Packet-II (sealed) containing the Financial Bid**

Financial Bid on the letter head of the Firm/Company.

**The packet I and II shall be placed in a single envelope and it should be sealed and superscripted as “Quotation for Supplying Computer Peripherals item”.**

**TECHNICAL BID**

(To be enclosed in a separate sealed envelope)

For the tender of providing computer Peripherals item

Name of the Firm	
Name of Proprietor /Partner	
Full Office Address	
Mobile No. email ID of the Firm	
Banker of Firm with full address	
Details of Earnest Money Deposit DD No & Date	
Details of PAN No.	
Details of TIN No.	
Financial turnover of the tendering Firm/Agency for the last Two Financial Years (Attach proof)	
Remarks, if any	

Sign. with seal

**FINANCIAL BID**

(To be enclosed in a separate sealed envelope)

For the tender of Computer Peripherals Item

1. Name of tendering Firm : \_\_\_\_\_
2. Rates are to be quoted on the letterhead of the Firm/Company in the format given below, (inclusive of all statutory liabilities, taxes, transportation, installation charges etc. if any).

Particulars		Make	Quantity	Amount (including with all taxes/charges)
1	Intel i3, 6th Gen., with 4GB RAM, 1TB HDD, DVD R/W, 18.5" Display, DOS, Mouse & Keyboard	HP	1	
2	HP Laserjet M1005 MFP Printer	HP	1	
3	900 VA Microtek offline UPS (12voltDC operate) with 150AH Single Battery	Microtek	1	

Date: \_\_\_\_\_

Signature &amp; Seal of the Tenderer

Place: \_\_\_\_\_

Name:

**Quantity and Specification of Materials for Gram Sachivalayas**

S.No.	Particulars	Config.	Requirement Per Gram Sachivalaya	Total Gram Sachivalaya	Nos. of required computer peripherals
1	Computer	Intel i3, 6th Gen., with 4GB RAM, 1TB HDD, DVD R/W, 18.5" Display, DOS, Mouse & Keyboard	1	44	44
2	Printer	HP Laserjet M1005 MFP Printer	1	48	48
3	Microtek UPS	900VA Microtek offline UPS (12voltDC operate) with 150AH Single Battery	1	44	44

**Block Wise Gram Sachivalayas Material Demand:-**

Name of Block	Nos. of Gram Sachivalaya in Block	Particulars	Nos. of required computer peripherals
<b>Bawal</b>	9	Computer	9
	9	Printer	9
	9	Inverter	9
<b>Khol</b>	10	Computer	10
	14	Printer	14
	10	Inverter	10
<b>Jatusana</b>	11	Computer	11
	11	Printer	11
	11	Inverter	11
<b>Nahar</b>	10	Computer	10
	10	Printer	10
	10	Inverter	10
<b>Rewari</b>	4	Computer	4
	4	Printer	4
	4	Inverter	4