

**Limited Tender for Purchase of Computer Systems, UPS , Printers & MS Office
for use in Director, Medical & Health Services CHC Moti Daman for the Year 2016**

- 17.

Administration of
UT of Daman & Diu.,
Office of the Directorate,
Medical and Health Services
Tel No.(0260) 2230470,
E-mail Id dmhs-daman-dd@nic.in

No.3/15/(P&T Dept.)/2017/DMHS/1385

Daman.

Date: 13 /02/2017

Limited Tender Inquiry

The Director of Medical and Health Services UT of Daman & Diu on behalf of President of India, invites sealed tender for supply of **Computer Systems, UPS, Printers & MS Office** for use in Director Medical & Health services UT of Daman & Diu from the reputed Manufactures/ Authorized Distributors/ Suppliers, so as to reach on or before **03/03/2017** upto 15.00 hours by Post / Courier or deposit into the tender box kept in the office of the undersigned.

Sr. No.	Particulars	Estimated Cost	Earnest Money Deposit (EMD)	Tender Fees
1.	Purchase of Computer Systems, UPS, Printers & MS Office for DMHS, Daman.	₹.3.50 Lakhs	₹.9,000/-	₹.500/- Non-Refundable

The tender can be downloaded from www.daman.nic.in or from **13/02/2017** to **02/03/2017**.

The complete form for the items along with EMD in form of Fix Deposit Receipt/Account Payee Demand Draft/Banker's Cheque or Bank Guarantee from any of the Commercial Banks in an acceptable form payable at Daman in favour of the undersigned should be attached with the Sealed Tender. The EMD and tender fees should not be forward by Cash. The Sealed Tender should be properly covered in respect of each item subscribing the name of items on envelope. The Tenders will be opened on the same day in presence of the tenderers,

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if possible. The offers received without obtaining tender documents or without EMD and tender fees shall not be entertained.

The Limited Tender Inquiry can be downloaded from the website www.daman.nic.in The Tender Fee and EMD is to be enclosed with the tender document; tender document without Tender Fee & EMD will be rejected.

Right to reject any or all Tenders without assigning any reason is reserved.

Sd/-

Director

Medical & Health Services/

UT of Daman & Diu,

“Tel.No.0260-2230470”

email ID : dmhs-daman-dd@nic.in

Copy to :-

- 1) Field Publicity Officer, Daman for wide publicity in Newspaper.
- 2) NIC, Daman & Diu with a request to publish in Website.
- 3) Accounts Section, DMHS, Daman for information.
- 4) Store Dept, DMHS, Daman for information.
- 5) P&T Department, DMHS, Daman for information.

U.T. ADMINISTRATION OF DAMAN & DIU,
OFFICE OF THE DIRECTOR,
MEDICAL AND HEALTH SERVICES,
DAMAN

Terms and Conditions for the “**Purchase of Computer Systems, UPS
Printer & MS Office for DMHS Daman.**”

❖ **Instructions to Bidders :**

- 1) The rate should be quoted in the prescribed form given by the department; **the rate should be inclusive of all taxes and should be valid upto One Year from the date of tenderization.**
- 2) All/Taxes/Duties/Royalties Charges payable on the sales/transport etc. within and/or outside the state shall be payable by the supplier.
- 3) Where specifications/make/manufacture is not specified by this office, the rates should be quoted only for the 1st class and standard quality only.
- 4) The tenderer should specify the name of the manufacturer and complete specification for the items quoted by him along with catalogue of the item to be submitted in the Technical Bid.
- 5) The decision of the Tender Inviting Officer for acceptance/rejection of any articles supplied including the decision for equivalent specifications, standard and quality etc. of articles shall be final.
- 6) The Tenderer should enclose along with tender an amount of **₹.500/-** as Tender Fees in form of DD/A/c payee Cheque of any Nationalized or Scheduled Bank of India payable in Daman and **₹.9,000/-** as Earnest Money Deposit in form of Fix Deposit Receipt/Account Payee Demand Draft/Banker's Cheque or Bank Guarantee from any of the Commercial Banks in an acceptable form payable at Daman in favour of **Director of Medical & Health Services, UT of Daman & Diu.** The EMD should not be forward by Cash. Tender received without Earnest Money Deposit will be summarily rejected.
- 7) (a) The successful tenderer will have to pay within 10 days from the date of demand, an amount equal to 10% of the total value of articles, which may be ordered, as the amount of security deposit.

(b) Non receipt of Security Deposit within stipulated time will result in automatic cancellation of the order for supply without any intimation.

- (c) However in case if any articles are received for which the Security Deposit may not have been deposited, the full Security Deposit as may be due from the supplier will be recovered from the bill(s) for such articles.
- 8) The amount of Earnest Money paid by the successful Tenderer(s) will be adjusted against the amount of Security Deposit to be paid by the successful tenderer(s) as per condition No.07 above.
- 9) The tender should be neatly typed or hand written only on format given by the department carries the name of supplier and the signature of the tenderer. No overwriting, correction or erasures will be considered.
- 10) All bills should be in **TRIPLICATE** and should invariably mention the number and date of supply order.
- 11) All bills for amount above ₹.5000/- should be pre-receipted on a Revenue Stamp of proper value. Bills for amount exceeding ₹.5000/- not pre-receipted on Revenue Stamp of proper value will not be accepted for payment.
- 12) Each bill in which Sales Tax is charged must contain the following certificates on the body of the bill: “CERTIFIED” that the goods on which Sales Tax has been charged have not been exempted under the Central Sale Tax Act or the Rules made there under and the amount charged on account of Sales Tax on these goods is not more than what is payable under the provisions of relevant Act or Rules made there under”.
- 13) The Tenders shall be submitted in two-bid system, each of which is to be submitted in separate envelope. The first envelope should contain Technical Bid and super scribing on the envelope as “**Sealed Cover No.1 Technical Bid - Purchase of “Computer Systems, UPS, Printer & MS Office for DMHS Daman”**”. The **EMD** and **Tender Fees** should be enclosed with **TECHNICAL BID** only.
- The second envelope should contain Financial Bid and super scribing on the envelope as “**Sealed Cover No.2 - Financial Bid for Purchase of “Computer Systems, UPS, Printer & MS Office for DMHS Daman”**”. The tender will be issued from **13/02/2017** to **02/03/2017** and the last date of submission of bid will be **03/03/2017** upto 15.00 hours.
- 14) If the tenderer whose tender is accepted, fails to execute the supply order within stipulated time the Earnest Money Deposit of such tenders will stand forfeited to the Government.

- 15) The Tenders will be opened by the Tender Opening Committee in presence of Tenderers or their representatives, if any present in the Office of the Tender Inviting Officer. The Tender Opening Committee will first open the technical bid consisting of Terms & Conditions issued by the department duly stamped & signed, EMD, technical specification given by the department etc, the Committee will open the financial bid only of those firms who have qualified for technical bid as per specifications given by the department. The financial bid will be opened after the report received from the Technical Committee.
- 16) The right to accept or reject without assigning any reasons or all tenders in part or whole is reserved with the Tender Inviting Officer and his decision(s) on all matters relating to acceptance or rejection of the tenders as a whole or in part will be final and binding to all.
- 17) In case, the supplier does not execute the supply order placed with him, the EMD of the supplier will be forfeited to the Government and the contract for the supply shall terminated with no further liabilities on either party to the contract.
- 18) No separate agreement will be required to be signed by the successful tender(s) for the purpose of this contract for supply. Rates tendered/offered in response to the concerned Limited Tender Inquiry shall be considered as acceptance of all above terms and conditions for supply for all legal purpose.
- 19) The tender will be accepted during working hours upto **03/03/2017** at 15.00 hours and will open on the same day if possible in the office of The Director of Medical and Health Services/ Daman in the presence of the Tender Opening Committee and tenderer(s) or their representative(s) if present.
- 20) The rate quoted for the materials should be of ISO or ISI specification if any.

❖ **Conditions of Contract :**

- 1) The rate(s) quoted should be strictly for free delivery at FOR Daman and will be valid and operative for supply orders issued within one year from the date of invitation of tenders.
- 2) Orders once placed should be delivered within the given time period and item should be door delivered including labour.
- 3) No extra charge for packing, forwarding and insurance etc. will be paid on the rates quoted.
- 4) The rates should be quoted only for the items specified in the list of requirement and should be for the items of given special make/manufacture.
- 5) Rates quoted for items other than the required specification/ make/manufacture will not be considered.
- 6) The amount of Earnest Money paid by the tenderer(s) whose tenders are not accepted will be refunded to them by cheque or Demand Draft (as may be convenient to the Tender Inviting Officer if the amount is above ₹.200/-) drawn on any branch of State of India or its subsidiary Commercial Bank. Where this mode of payment is not possible the amount will be refunded at the cost of the tenderer.
- 7) Only on satisfactory completion of the supply order for and on payment of all bills of the supplier, as to be admitted for payment, the amount of Security Deposit/Earnest Money will be refunded after expiry of guarantee/warranty period, if any, or any such date/period as may be mutually agreed upon.
- 8) The tender inviting officer will consider extension of time for remitting the Security Deposit as demanded. However, in case of denial to consider such extension the supplier is bound to abide by the limit given and liable to make good for the loss made to the Government on account of his failure to abide by the time limit.
- 9) Railway Receipt or other transport document should be drawn in the favour of Officer Inviting tender.

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- 10) Railway Receipt or other transport document should not be send by VPP or through any Bank as this being a Government Office it is not possible to clear cash demands of Post Office/Bank for delivery of RR or other transport documents unless we have agreed to it as special arrangement.
- 11) The supplies, materials etc. of inferior quality standard or of different specifications, brand, manufacturer etc other than that ordered specified and/or incomplete or broken articles will not be accepted. The supplier has to replace the same at his own cost and risk. Intimation of non-acceptance of any materials etc will be sent to the supplier within 10 days from the date of receipt of the stores and the same will be returned to the supplier at his own cost and risk, if he so desires and intimates accordingly within 15 days from the date of dispatch of intimation of the non-acceptance. However, if no communication is received within 15 days from the date of communication the tender Inviting Officer will not be responsible for any damages, loss etc. of such rejected articles.
- 12) In case of failure to supply the store, materials etc. ordered for, as per conditions and within the stipulated time, the name articles will be obtained from the tenderer who offered next higher rates or from any other sources, as may be decided by the tender inviting Officer and the loss to the Government on account of such purchases(s) shall be recovered from the former suppliers Security Deposit/Earnest Money or bills payable. The suppliers shall have no right to dispute with such procedure.
- 13) Demurrage charges paid by the Tender Inviting Officer on account of delayed receipt of dispatch documents intimation will be recovered from the bills payable to the supplier.
- 14) In case of failure to replace the accepted and rejected articles from the supplies made, as mentioned in the conditions the loss undergone by the Government will be recovered from the suppliers Security Deposit/Earnest Money or payment due of any bill(s) to the extend required.
- 15) Extension of time limit for supplies shall be considered by the Tender Inviting Officer. The extension so granted may be with levy of compensation for delay in execution of supply order up to 5% of the cost of supplies ordered for at the discretion of the authority competent to grant extension of time limit provided such request is made well in time, depending upon the circumstances and such decision in the matter will be final.

- 16) If at any time after the order for supply of materials the Tender Inviting Officer shall for any reason whatsoever not require the whole or part of the quantity thereof as specified in the order the Tender Inviting Officer shall give notice in writing of the fact to the supplier(s) who shall have to claim to any payment of compensation what so ever on account of any profit or advantage which the supplier(s) might have derived from the supply of articles in full, but which did not derive in consequence of the full quantity of articles not having been purchased, nor shall have any claim for compensation by reasons of any alterations having been made in the original instructions which shall invoice any curtailment of the supply originally contemplated.
- 17) The Earnest Money(s)/Security Deposit(s) paid by the tender(s) earlier against any tender(s) or supply order(s) is/are not adjustable with Earnest Money or Security Deposit required by these conditions.
- 18) The tenders/offers received do not confirm with the terms and conditions of this office will be summarily rejected. If any firm desires to consider exemption from payment of Earnest Money Deposit, certified copies of its Registration with D.G.S. & D. should be attached to their tenders.
- 19) The items as mentioned in the list are the approximate estimates invited and actual purchase may more. Accordingly the successful tenderer has no right for any loss/damages with reference to approximate requirement shown in tender and actual requirement.
- 20) Supplier may ensure the goods at his own cost to safeguard the delivery of such goods dispatched by him to the consignee; the department will not be responsible for the damages or pilferage of goods during transit.
- 21) The manufacturing units who are placed in Daman are exempted for Earnest Money Deposit.
- 22) Rates should be quoted in the forms issued from the department and as per the requirement asked for.
- 23) Rates quoted are for Director of Medical & Health Services Department.

- 24) The tenderer should attached scanned copies of :
1. **PAN No.**
 2. **Sale Tax Reg. / VAT Reg.**
 3. **Certificate of Experience in field of supply.**
 4. **Catalog of the item quoted.**
 5. **Terms & Conditions of Tender Documents duly stamped and signed on each pages.**
 6. **Schedule of Specifications (Scope of Work) duly stamped and signed on each pages.**
- It may please be noted that the tender received without document referred above shall not be considered.
- 25) The tender fee must be enclosed in demand draft in favour of undersigned with the tender documents.

Signature & Designation of
Tender Inviting Officer...

Sd/-
Director
Medical & Health Services/
UT of Daman & Diu,
“Tel.No.0260-2230470”
email ID : dmhs-daman-dd@nic.in

The above terms and conditions are accepted and are binding to me/us.

Place:

Signature of tenderer

Dated:

Name of tenderer with seal of the firm

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❖ **Scope of Work :**

Schedule of Specifications and Allied Technical Details :

**Purchase of Computer Systems, UPS Printer & MS Office for use in
Directorate Medical & Health Services Daman for the Year 2016-17.**

Sr. No.	Particulars	Required Mfg. Company	Unit / Rate	Qty. Reqd.	Offered Make / Model	Compliance Yes / No
1.	<u>Computer System :</u>					
	Color	Black				
	Processor	Intel 6th Gen core i3 Core				
	Clock Speed	3.1GHz				
	Cache	Cache				
	MEMORY :-					
	Memory	4GB DDR3, 1600MHz				
	Memory Slot	2 (Unused - 1)				
	Expandable Memory	Up to 8 GB DDR3				
	STORAGE :-					
	Hard disk capacity	1 TB				
	Hardware interface	SATA 7200RPM				
	DISPLAY :-					
	Screen size	18.5 Inch				
	Screen Type	LED Monitor				
	Resolution	1366 x 768				
	GRAPHICS :-					
	Graphic Processor	Intel HD Graphics				
	Pointer Device	USB Optical Device				
	Keyboard	USB Standard Keyboard				
	PLOTFORM :-					
	Operating System	Windows 8.1 Professional or Higher				
OS Architecture	64 Bit					
Version	IPV6					
Warranty	3 Years					
Quick Heal Total Security Antivirus :	3 Years					

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Sr. No.	Particulars	Required Mfg. Company	Unit / Rate	Qty. Reqd.	Offered Make / Model	Compliance Yes / No
2	<p>UPS</p> <ul style="list-style-type: none"> ○ 1000VA-600Watts ○ Double battery ○ 45 minutes- 1 hour of power backup ○ Battery Deep Discharge / Over Charge Protection ○ Over Load / Short Circuit Protection ○ Over Voltage Protection ○ Input Voltage Range of 145~300 volts <p>1 year warranty on Battery + 2 Years on UPS</p>	<p align="center">APC/ Microtek / or “Equivalent”</p>	<p align="center">1</p>	<p align="center">4</p>		
3	<p><u>Printer :</u></p> <p>Multi-purpose Printer</p> <ul style="list-style-type: none"> ○ Print-Scan-Copy-Fax ○ Laser Jet ○ Monochrome ○ 24-25 ppm Print Speed ○ Ethernet/LAN Support ○ Dual Side(Duplex) Printing Automatic ○ USB 2.0 ○ 250 sheet Input Tray ○ Automatic Document Feeder(35 Sheets) ○ Memory: 256 MB ○ Paper Tray: Letter, Legal, Executive, A4, A5, A6, B5, B6 ○ Support : Legal , A4 size printing ○ Recommended Page volume: 500-2000(monthly) 	<p align="center">HP / Canon or “Equivalent ”</p>	<p align="center">Set.</p>	<p align="center">2</p>		

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Sr. No.	Particulars	Required Mfg. Company	Unit / Rate	Qty. Reqd.	Offered Make / Model	Compliance Yes / No
	<ul style="list-style-type: none"> ○ Touch panel ○ Print Quality: Up to 1200 x 1200 dpi(Best) ○ Windows 8.1 64 bits Compatible ○ Scanner: Flatbed + ADF ○ Scan Size : (maximum): 216 x 356 mm ○ Scan to Email/network Folder ○ Copy Resolution: 600 x 600 dpi ○ Copy Reduce/Enlarge: 25 – 400 % ○ Fax 					
4	<p>Multi-Function All In One Printer</p> <ul style="list-style-type: none"> ○ Print-Scan-Copy-Fax ○ Laser Jet ○ Monochrome ○ 24-25 ppm Print Speed ○ Ethernet/LAN Support ○ Dual Side(Duplex) Printing Automatic ○ USB 2.0 ○ 250 sheet Input Tray ○ Automatic Document Feeder(35 Sheets) ○ Memory: 256 MB ○ Paper Tray: Letter, Legal, Executive, A4, A5, A6, B5, B6 ○ Support : Legal , A4 size printing ○ Recommended Page volume: 500-2000(monthly) ○ Touch panel 	HP / Canon or “Equivalent	Set	2		

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	<ul style="list-style-type: none"> ○ Print Quality: Up to 1200 x 1200 dpi(Best) ○ Windows 8.1 64 bits Compatible ○ Scanner: Flatbed + ADF ○ Scan Size : (maximum): 216 x 356 mm ○ Scan to Email/network Folder ○ Copy Resolution: 600 x 600 dpi ○ Copy Reduce/Enlarge: 25 – 400 % ○ Fax 					
5	MS Office 2013 Version	Microsoft	1	4		

Signature of Suppliers/Dealers
with Rubber Stamp

Sd/-
Director
Medical & Health Services/
UT of Daman & Diu,
“Tel.No.0260-2230470”
email ID : dmhs-daman-dd@nic.in

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Price Schedules :

Purchase of Computer Systems, UPS Printer & MS Office for use in Directorate Medical & Health Services Daman for the Year 2016-17.

Sr. No.	Particulars	Unit	Qty. Reqd.	Rate / Unit
1.	<u>Computer System :</u>		Set.	4
	Color	Black		
	Processor	Intel 6th Gen core i3 Core		
	Clock Speed	3.1GHz		
	Cache	Cache		
	MEMORY :-			
	Memory	4GB DDR3, 1600MHz		
	Memory Slot	2 (Unused - 1)		
	Expandable Memory	Up to 8 GB DDR3		
	STORAGE :-			
	Hard disk capacity	1 TB		
	Hardware interface	SATA 7200RPM		
	DISPLAY :-			
	Screen size	18.5 Inch		
	Screen Type	LED Monitor		
	Resolution	1366 x 768		
	GRAPHICS :-			
	Graphic Processor	Intel HD Graphics		
	Pointer Device	USB Optical Device		
	Keyboard	USB Standard Keyboard		
	PLOTFORM :-			
	Operating System	Windows 8.1 Professional or Higher		
	OS Architecture	64 Bit		
Version	IPV6			
Warranty	3 Years			
Quick Heal Total Security Antivirus :	3 Years			

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Sr. No.	Particulars	Unit	Qty. Reqd.	Rate / Unit
2	<p>UPS</p> <ul style="list-style-type: none"> ○ 1000VA-600Watts ○ Double battery ○ 45 minutes- 1 hour of power backup ○ Battery Deep Discharge / Over Charge Protection ○ Over Load / Short Circuit Protection ○ Over Voltage Protection ○ Input Voltage Range of 145~300 volts <p>1 year warranty on Battery + 2 Years on UPS</p>	one	4	
3	<p>Multi-purpose Printer</p> <ul style="list-style-type: none"> ○ Print-Scan-Copy-Fax ○ Laser Jet ○ Monochrome ○ 24-25 ppm Print Speed ○ Ethernet/LAN Support ○ Dual Side(Duplex) Printing Automatic ○ USB 2.0 ○ 250 sheet Input Tray ○ Automatic Document Feeder(35 Sheets) ○ Memory: 256 MB ○ Paper Tray: Letter, Legal, Executive, A4, A5, A6, B5, B6 ○ Support : Legal , A4 size printing ○ Recommended Page volume: 500-2000(monthly) ○ Touch panel ○ Print Quality: Up to 1200 x 1200 dpi(Best) ○ Windows 8.1 64 bits Compatible 	Set.	2	

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Sr. No.	Particulars	Unit	Qty. Reqd.	Rate / Unit
	<ul style="list-style-type: none"> ○ Scanner: Flatbed + ADF ○ Scan Size : (maximum): 216 x 356 mm ○ Scan to Email/network Folder ○ Copy Resolution: 600 x 600 dpi ○ Copy Reduce/Enlarge: 25 – 400 % ○ Fax 			
4	<p>Multi-Function All In One Printer</p> <ul style="list-style-type: none"> ○ Print-Scan-Copy-Fax ○ Laser Jet ○ Monochrome ○ 24-25 ppm Print Speed ○ Ethernet/LAN Support ○ Dual Side(Duplex) Printing Automatic ○ USB 2.0 ○ 250 sheet Input Tray ○ Automatic Document Feeder(35 Sheets) ○ Memory: 256 MB ○ Paper Tray: Letter, Legal, Executive, A4, A5, A6, B5, B6 ○ Support : Legal , A4 size printing ○ Recommended Page volume: 500-2000(monthly) ○ Touch panel ○ Print Quality: Up to 1200 x 1200 dpi(Best) ○ Windows 8.1 64 bits Compatible ○ Scanner: Flatbed + ADF ○ Scan Size : (maximum): 216 x 356 mm ○ Scan to Email/network Folder 	Set.	2	

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Sr. No.	Particulars	Unit	Qty. Reqd.	Rate / Unit
	<ul style="list-style-type: none">○ Copy Resolution: 600 x 600 dpi○ Copy Reduce/Enlarge: 25 – 400 %○ Fax			
5	MS Office 2013 Version	1	4	

Signature of Suppliers/Dealers
With Rubber Stamp

SD/-
Director
Medical & Health Services/
UT of Daman & Diu,
“Tel.No.0260-2230470”
email ID : dmhs-daman-dd@nic.in