



सत्यमेव जयते

भारत सरकार / GOVERNMENT OF INDIA

पोत परिवहन मंत्रालय / MINISTRY OF SHIPPING

नौवहन महानिदेशालय / DIRECTORATE GENERAL OF SHIPPING

बिटा बिल्डिंग, 9वीं मंजिल/ Beta Building, 9th floor

आई थिंक टेक्नो कैंपस/ I-Think Techno Campus

कांजूर मार्ग (पूर्व)/Kanjur Marg (East)

मुंबई / MUMBAI-400 042

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www.dgshipping.gov.in

टेलीफोन: 022-25752040/1/2/3

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वेब साइट: www.dgshipping.gov.in

No.6-Admn(2)/2016

24th April., 2017

TENDER DOCUMENT

Subject : **Tender for Supply, Installation & Commissioning of original /new RAM and Hard Disk for the Desktop Computers in the Directorate General of Shipping**

Sealed tenders are invited for supply, installation & commissioning of RAM and Harddisk for Desktop computers in the Directorate as given below and as per the details given in the Part 'C' of the Tender Document.

	Item Name/Specification	Quantity [in unit]
1.	DDR 2 RAM -1 GB	40
2.	DDR 2 RAM -2 GB	50
3.	500 GB Hard Disk	90

2. **The terms and conditions governing the instant Tender are as under:**

1. The sealed tenders are to be submitted in prescribed format on your business letter head duly stamped and signed and dated on each page of Part 'A' & 'B' and 'C' as their unconditional acceptance to the terms prescribed by the Directorate.
2. Only partnership firms /companies having a minimum annual turnover of Rs.10 Lakh during the FY 2014-15 and FY 2015-16 are eligible to apply.
3. Details/supporting documents wherever applicable, if attached with the tender should be duly authenticated by the vendor/s. No over-writings shall be accepted unless authenticated with full signature of the vendor/s.
4. Each tenderer shall submit the tender in two separate sealed envelopes, Part 'A' & 'B' along with EMD should be put in envelope No. 1 (Please mark the envelope as "No. 1 – Technical Bid"), Envelope No. 2 will contain only Part 'C' (Please mark the

Envelope as "No.2 – Financial Bid"). Both the sealed envelopes bearing No. 1 and 2 are to be put in main envelop i.e. Envelope No. 3.

5. The sealed tender duly superscribed, **"Tender for Supply, Installation and Commissioning of RAM & Harddisk for desktop Computers"** should be sent to "Assistant Director General of Shipping [Administration], Beta Building, I-Think Techno Campus, Kanjur Marg, Mumbai – 400 042." & should reach the office, on or before 1300 hrs of 8th May, 2017.
6. Tenders received after the stipulated date and time shall not be entertained. The Directorate shall not be liable for any postal delays whatsoever and tender received after the stipulated time/date are liable to be rejected summarily without giving any reason
7. The Technical Bid shall be opened on 8th May, 2017 at 1500 hrs in the Directorate General of Shipping, Kanjurmarg [East, Mumbai, in the presence of those tenderer(s), who wish to be present. No separate communication will be sent in this regard. In the event of due date being a close holiday or declared Holiday for Central Government offices, the due date for opening of the bids will be the following working day at the appointed date and time.
8. The Directorate General of Shipping, Mumbai shall have the right to assess the competencies and capabilities of the Tenderer by going through the credentials given in the Technical Bid and on the basis of such credentials, the Directorate may reject the candidature of the Tenderer without assigning any reason. In such case(s) the Financial Bid shall not be opened for that particular Tenderer. The Financial Bid of only those parties who qualify in the technical scrutiny shall be opened either immediately after opening of the technical bid or on the time and date intimated for opening the financial bid.
9. Prices quoted should be inclusive of all charges including installation. In case the warranty is for one year by default, the vendor shall quote for the support pack from the principal manufacturer.
10. The hardware supplied shall comply with the "acceptance test" i.e imply running of supplied material for 12 hours daily for seven days. If the RAM and/or Hard-disk, so supplied fails in acceptance test, the same shall be liable to be rejected.

11. The Principal Manufacturer will provide a certificate of warranty for the supplied material.
12. Though the Directorate prefers to deal with manufacturers/principal manufacturers directly, it may also consider the offers received through its authorized channel partners, provided the principal authorizes the said channel partner in this regard.
13. Delivery and installation period should be mentioned clearly in the proposal. Penalty for the late delivery and installation would be levied at the rate of half percent per week subject to a maximum of 10 percent of the value of the order as has not been supplied during the stipulated period. In case of delay beyond fifteen days from the stipulated period, Directorate may at its discretion cancel the order and arrange to procure the same from the next bidder on the panel/open market at the sole risk, cost and responsibility of the vendor.
14. Vendor will be fully responsible for onsite comprehensive maintenance free of charge during the warranty period and in case of default, the Directorate will have the right to arrange maintenance at vendor's risk, cost and responsibility.
15. While Part "C" describes specifications desired by the Directorate.
16. The rates quoted should be valid for at least 90 days from the date of opening of quotations.
17. The tenderers are required to deposit an earnest money of **Rs.20,000/- (Rupees twenty thousand only)** for supply, installation and commissioning of RAM & Harddisk for desktop computers by way of demand draft drawn in favour of "The Directorate General of Shipping", payable at "Mumbai". **[Please note that those bidders who have already submitted the EMD in response to the similar tender on the subject, of even number dated 10th March, 2017, need not submit the EMD of Rs.20,000/- again]** The tender not accompanied with earnest money shall be rejected summarily. The earnest money of unsuccessful tenderers will be refunded without any interest/bank commission/collection charges after the order has been issued in favour of successful party. EMD amount of the successful tenderer will be refunded without any interest/bank commission/collection charges after the order has been executed successfully and payment to the vendor for the

procurement has been settled as per the terms and conditions of the purchase order.

GENERAL CONDITIONS :

- a) The Directorate reserves the right to accept or reject any or all tenders including the lowest tender/s without assigning any reason at its sole discretion and the decision of the Directorate will be final and binding on all concerned.
- b) The quantities indicated in Part "C" are tentative and may be increased/decreased at the sole discretion of the Directorate and the vendor shall have no right to claim any minimum/definite volume of business.

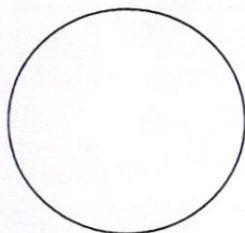

[Surendra Kumar]
Assistant Director General of Shipping

PART "B"
TECHNICAL BID

1	Name and complete address of the Tendered Company	
2	Tele/Fax/E-mail/Cell No. of the Tendered Company	
3	Contact person's name & mobile Number	
4	Details of registered office alongwith documentary evidence	
5	Legal status i.e. partnership firm /company –copy of the partnership deed /certificate of registration	
6.	Contact details of partners /Directors	
7.	PAN No	
8	Service Tax Registration number alongwith documentary evidence	
9	VAT [TIN No.]	
10	Sales Tax registration number along with documentary evidence	
11	Turnover for the financial year FY 2014-15 & 2015-16 alongwith the copies of the Annual Report /Balance Sheet and Profit & Loss Accounts and copies of Income Tax Returns for the AY 2015-16 and 2016-17.	
12	List of existing installations being maintained [at least two during the last two financial years]	1. 2.
13	Brochures of the product with detailed specifications	
14	Escalation matrix for lodging the complaint during the warranty	

Date:

Name and Signature of Bidder with
Corporate Seal and Mobile No.



PART- 'C'
" FINANCIAL BID "

Rates Quoted should be Net Unit Rate (Unit Price + VAT + Cartage, if any)

Sl. No	Item Name/Specification	Quantity [in unit]	Rate per unit [in Rupees]
1.	DDR 2 RAM -1 GB	40	
2	DDR 2 RAM -2 GB	50	
3.	500 GB Hard Disk	90	

Terms & Conditions:-

On site comprehensive warranty for RAM & Hard-disk with 4 hours call attending support. The same should be repaired or replaced with same configuration within 24 hours of lodging the complaint. In case of default, a penalty of Rs.500/- per day would be levied.

Delivery :

Delivery period days :	
Validity of offer :	
Any special terms [please specify]	

Date:

Name and Signature of Bidder with
Corporate Seal and Mobile No.

