

TERMS & CONDITIONS

Sub.: Tender for procurement/job work of computer related items like keyboard, mouse, upgradation of RAM, Hard Disk etc. for various Divisions/Deptts. of this Instt.- reg.

General terms and conditions/eligibility criteria of this tender enquiry are mentioned below, and other specifications as mentioned in the relevant enclosed schedules, which shall also form part of this enquiry.

Each tenders must fill up the Eligibility Criteria self evaluation sheet as per Annexure-I. The tenders will be evaluated on its basis. One copy of this tender form duly signed and stamped, shall be enclosed with the tender in token of agreeing to all terms and conditions as mentioned in this tender document.

The complete sealed tenders must be deposited in the Tender Box of the Store department before the date & time. No late Tenders will be accepted under any circumstances.

It is the responsibility of the tenderer to see that complete tender document must be dropped in tender box by the date & time stipulated, failing which tender will be considered late & rejected. More handing over tender document in R & I Section or at any other counter or person cannot be considered as submission of bid and shall not be entertained.

GENERAL TERMS AND CONDITIONS

1. Sealed tender superscribed "**Tender for Computer related misc. items**" are invited for the detailed in the Schedule (attached herewith) to the NATIONAL CENTRE FOR DISEASE CONTROL, 22, Sham Nath Marg, Delhi-54 during the period from 2013-14.
2. The bidder is expected to examine all instructions, forms, terms and specifications in the bidding documents. Failure to furnish all information required by the bidding documents or submission of a bid not substantially responsive to the bidding documents in every respect will be at the bidder's risk and may result in the rejection of its bid.
3. The tender is to be submitted alongwith duly signed Terms & Conditions & IFB in a sealed cover which must be clearly marked with the "**Tender for Computer related misc. items**" and the due date for its opening. The cover should be addressed to **The Chairperson, Purchase Committee, NCDC, 22, Sham Nath Marg, Delhi-54.**
4. The bid shall contain no interlineations, erasures or overwriting except as necessary to correct errors made by the bidder, in which case such corrections shall be initiated by the person or persons signing the bid.
5. Each tenderer is entitled to submit only one tender wherein he can, if necessary indicate alternative quotation. In case where more than one tender in a specified group is submitted by him will be liable to rejection.

6. In the event of the space on the prescribed form being insufficient for the required purposes, additional page must be numbered consecutively bear the tender number and be fully signed by the tenderer. In such cases reference to the additional pages must be made in the tender form.
7. The tender must reach this office strictly not later than **18.12.2013 at 11.00 AM.** & the bid must be received by the address specified & no later than the time and date specified in the invitation for bids. In the event of the specified date for the submission of bids being declared a holiday for the purchaser, the bids will be received up to the appointed time on the next working day.
8. It is the responsibility of the bidders to see that the complete bidding documents, whether sent by post or by courier or by person are received by the time and date stipulated for receipt failing which the bid would be considered late and rejected.
9. Any bid received after the deadline for submission of bids prescribed will be rejected and/or returned unopened to the bidder.
10. The bidder may modify or withdraw its bid after the bid's submission provided that written notice of the modification or withdrawal is received by the purchaser prior to the deadline prescribed for submission of bids.
11. No bid may be modified subsequent to the deadline for submission of bids.
12. All Stores should be subject to inspection on receipt and purchaser shall have full discretion to accept or reject. Rejected supply should be removed within 15 days from date of intimation otherwise it will be disposed off in any manner deemed fit by the Institution.
13. The price charged for stores supplied to the Institution shall no event exceed the lowest at which the tenderer sells the store to any other person. If during contract period tenderer reduces the Sales Price, he should notify the same to the Director NCDC. Delhi-54.
14. If the firm fails to supply the items ordered within the stipulated period. The firm will come under penalty clause.
15. The conditions of the tenderer shall not be binding on this Institute.
16. Delivery schedule – For indigenous equipments quoted in Indian rupees as FOR, 6 weeks will be given from Notification of Award. However, for imported equipment to be procured by opening of Letter of Credit, 90 days will be given from Notification of Award.
17. The Director, National Centre for Disease Control, Delhi reserves absolute right to accept and/or reject any tender either in full or in part, without assigning any reason therefore.

(PANKAJ KUMAR)
STORES OFFICER
FOR DIRECTOR

Encl : Annexure I, as above.

ELIGIBILITY CRITERIA FOR TENDERS'S

Conditions

Self Evaluation by Tenderer

1. The Tenderer shall have at least three years of job experience of the annual maintenance/ repairs/replacement of the equipment/parts in five organizations is being considered for which he is submitting the tender, and shall produce documentary evidence to this effect from any recognized Govt. organization/ Hospital/Deptt./ Government – Semi – Govt. Organizations. At least 5 Work Orders with satisfactory reports from user should be enclosed as evidence.

2. The tenderer should have qualified technical personnel to handle the equipments quoted and shall provide a list of service Engineers with the Identity Cards, who will be deputed for the maintenance jobs, clearly mentioning their technical qualification and experience.

**(NAME & SIGNATURE)
WITH SEAL**