

कॉयर बोर्ड / COIR BOARD
भारत सरकार / Government of India
सूक्ष्म, लघु और मध्यम उद्यम मंत्रालय / Ministry of MSME,
एम. जी . रोड , कोच्ची / M.G. Road, Kochi – 682016.

I-11011(11)/3/2015-ERS

28.6.2016

To

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Sealed tenders are invited in two bid system for the supply of the following items to the Coir Board:

Sl.No	Items	Qty Required
1	Laptop	3
2	24" Monitor	1
3	Wireless keyboard & Mouse	4
4	VGA Splitter 3mtr cable	1
5	Audio cable 3 mtrs	2

Date and time for receipt of completed Tender : 14.30 hrs.on 21.07.2016

Date of opening of Tender Technical

Bid (First stage) : 15.00 hrs.on 21.07.2016

Date of opening of Tender Commercial

Bid (Price Bid) second stage : 15.00 hrs. on 21.07.2015.

(If there is any inconvenience on 21.07.2016 the extended date will be informed in due course)

Terms and Conditions of Submission of the Bid

- (i) The bid shall be written in English only.
- (ii) The bid prepared by the bidder shall comprise of
 - (a) technical bids
 - (b) financial bid.
- (iii) The bids shall be submitted in separate covers
- (iv) The items have to be supplied at the Board's HQ Kochi-16. in excellent condition.
- (v) Performance guarantee, warranty, after sales services etc will have to be fulfilled by the supplier.
- (vi) Prices quoted should be all inclusive.

The Tenderer shall submit the First Stage Tender (Technical Bid) and Second Stage Tender (Price Bid) in two separate sealed covers superscribing the respective bids viz. **"First Stage Tender (Technical Bid)"** and **"Second Stage Tender (Price Bid)"**. Both the sealed covers shall be put in an outer cover duly sealed and superscribed **"TENDER FOR THE SUPPLY OF IT EQUIPMENTS"**. The inner and outer envelopes' shall be addressed to The Secretary, Coir Board, MG Road, Cochin - 16, Kerala.

Technical Specification

SLNo	Items	Qty Required
1	Laptop	Model :Dell Inspiron 7348 OS : Windows 10 Process : 5th Generation Intel® Core™ i5 RAM : 8GB DDR3 Display : 13.3-inch HD Hard Drive : 500 GB Optical Drive : External DVD R/W Feature : Ultimate versatility: Switch between laptop, tablet, tent or stand modes with touch screen
2	24" Monitor	Dell 24" LED Monitor with VGA, HDMI and audio ports.
3	Wireless keyboard & Mouse	HP Wireless keyboard and mouse
4	VGA Splitter with 3mtr cable	VGA Splitter (minimum 1 inputs and 2 output), used to connect 2 monitors from 1 CPU
5	Audio cable 3 mtrs	3 meter audio cable for 3.5 mm audio jack.

Deviation, if any, may be described as per the table given below:

SLNo	Items	Qty Required	Deviation
1	Laptop	Model :Dell Inspiron 7348 OS : Windows 10 Process : 5th Generation Intel® Core™ i5 RAM : 8GB DDR3 Display : 13.3-inch HD Hard Drive : 500 GB Optical Drive : External DVD R/W Feature : Ultimate versatility: Switch between laptop, tablet, tent or stand modes with touch screen	
2	24" Monitor	Dell 24" LED Monitor with VGA, HDMI and audio ports.	
3	Wireless keyboard & Mouse	HP Wireless keyboard and mouse	
4	VGA Splitter with 3mtr cable	VGA Splitter minimum 1 inputs and 2 output, used to connect 2 monitors from 1 CPU	
5	Audio cable 3 mtrs	3 meter audio cable for 3.5 mm audio jack.	

Format of the financial bid : The financial bid shall be submitted in the following format only.

Sl. No..	Name of items	Qty.	Rate per unit	TAX @	Any other charges	Total Amt. Per unit
1	Laptop	3				
2	24" Monitor	1				
3	Wireless keyboard & Mouse	4				
4	VGA Splitter with 3mtr cable	1				
5	Audio cable 3 mtrs	2				
	Total					

It is mandatory to quote for all the items for which the tender is issued.

General Terms & Conditions of the tender

The following terms & conditions shall apply in connection with the supply of the equipments:

The Invitation for Bids is not an offer and is issued with no commitment. Coir Board reserves the right to withdraw the Invitation and change or vary any part thereof at any stage. Coir Board also reserves the right to disqualify any bidder, should it be so necessary at any stage.

1. Coir Board reserves the right to withdraw this Invitation of Bids if it determines that such action is in the best interest of the Board.
2. Timing and sequence of events resulting from this Invitation shall ultimately be determined by Coir Board.
3. The bidders shall have no claims whatsoever against Coir Board arising out of, or relating to this Invitation of Bids or these procedures (other than those arising under a definitive supply agreement with the bidder in accordance with the terms thereof).

4. Bidders who are found to canvass, influence or attempt to influence in any manner the qualification or selection process shall be disqualified from the process at any stage.
5. By submitting a proposal, each bidder shall be deemed to acknowledge that it has carefully read all the conditions and limitations.
6. The bidders' proposals in the bid document will be evaluated as per the requirements specified in the Invitation of Bids and adopting the qualification criteria spelt out in this Invitation.
7. Coir Board reserves the right to short list the parties responding to this notice on the basis of the evaluation of the Technical Bids before opening of the price bids. Submission of more than one bid by the same party will be a disqualification.
8. The rates quoted should be all inclusive and price bids with conditional discounts will not be entertained. The price quote should be expressed in words and figures. Correction/overwriting etc. have to be avoided.
9. Deduction of taxes/levies as applicable from time to time will be made at source by the Board while releasing payment
10. The complaint should invariably be attended to by the firm within 4 hours of lodging the same and must be resolved within 24 hours. The engineer of the firm/OEM will attend the complaint at the location of the item (s)
11. Delivery/installation of the item (s) at Coir Board, Head Office, Cochin shall be arranged by the firm at their own cost.
12. The firm may be **blacklisted** for further business with Coir Board owing to non performance of satisfactory and timely service
13. If there is any damage during transportation/installation, the same would be borne by the supplier firm. The damaged item should be replaced by the supplier.
14. The Coir Board, also reserves the right to place the order in installments.

Coir Board, reserves the right to accept or reject any or all bids including the lowest at any time prior to award of purchase order without assigning any reason. The Coir Board, also reserves the right to amend or withdraw any of the terms and conditions contained in the tender document or to reject any or all the tenders in whole or in part without giving any notice or assigning any reason.

Dispute Redressal

All disputes, differences and questions arising out of the Tender Enquiry shall be referred to the sole arbitrator appointed by the Coir Board, Head Office, Cochin. The arbitrator shall be entitled to extend the time of arbitration proceedings with consent of the parties. The award of the arbitration shall be binding on both the parties.

Secretary, Coir Board