

No: I-11011(11)/4/2016-ERS

Date: 28/12/2016

Tender Document

The Coir Board, MG Road, Kochi invites sealed tenders in two bid system for the supply of 5 Nos. of Desktop PC and 25 nos of multifunctional printers on buy back basis.

Last date and time for receipt
of completed Tender : Till 14.30 hrs. On 19.01.2017

Date of opening of Tender
Technical Bid (First stage) : 15.00 hrs. On 19.01.2017

Financial Bid (Price Bid)
second stage : Will be informed at the time of
opening of the technical bid.)

1. 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 bid : Duly filled and Signed tender document (every page) with technical details. Price details should not be mentioned anywhere in the technical bid.

b) Financial bid: Only financial details as per the prescribed form (See Sl. No 4 below)

c) EMD : Only Demand Draft in favour of "The Secretary, Coir Board" payable at Kochi. (Coir Board Empanelled parties for supply of IT equipments are not required to submit EMD)

(iii)The bids shall be submitted in separate covers

The Tenderer shall submit Technical Bid, Price Bid and EMD (if applicable) in three separate sealed covers superscribing the respective bids viz. "**Technical Bid**" , "**Price Bid**" and "**EMD**". The EMD drawn on a scheduled commercial bank in favour of Secretary, Coir Board payable at Ernakulam and the same may be furnished along with the technical bid. The two sealed covers for technical bid and price bid will be put in an outer cover duly sealed and super scribed "**TENDER FOR THE PROCUREMENT OF DESKTOP PC AND MULTIFUNCTIONAL PRINTER – ERS SECTION**". The inner and outer envelopes shall be addressed to **The Secretary, Coir Board, MG Road, Pallimukku, Cochin - 682 016.**

2. Technical Specification

SLNo	Items	Qty Required
1	Desktop Computer : Intel® Core™ i5-6400T Processor, Windows 10 professional, 8GB DDR4 RAM, 1TB HDD, 2GB Graphic Card, 21.5- inch Slim IPS FHD Monitor. Warranty : 3 year onsite	5

2	<p>HP LaserJet Pro MFP M126nw (or equivalent with following specification)</p> <p>Functions Print, Copy, Scan</p> <p>Print speed black (normal, A4) Up to 20 ppm</p> <p>Duplex printing Manual (driver support provided)</p> <p>Processor speed 600 MHz</p> <p>Scan resolution, optical Up to 1200 dpi</p> <p>Scan resolution, hardware Up to 1200 x 1200 dpi</p> <p>Color scanning Yes</p> <p>Scan size (flatbed), maximum 216 x 297 mm</p> <p>Scan technology Contact Image Sensor (CIS)</p> <p>Levels of grayscale 256</p> <p>Bit depth 24-bit</p> <p>Copy resolution (color text and graphics) Up to 400 x 600 dpi</p> <p>Warranty 1 year</p>	25

3. Deviation/suggestions if any may be described in the below table

SLNo	Items	Deviation if any
1	<p>Desktop Computer :</p> <p>Intel® Core™ i5-6400T Processor,</p> <p>Windows 10 professional,</p>	

	<p>8GB DDR4 RAM,</p> <p>1TB HDD,</p> <p>2GB Graphic Card,</p> <p>21.5- inch Slim IPS FHD Monitor.</p> <p>Warranty : 3 year onsite</p>	
2	<p>HP LaserJet Pro MFP M126nw (or equivalent with following specification)</p> <p>Functions Print, Copy, Scan</p> <p>Print speed black (normal, A4) Up to 20 ppm</p> <p>Duplex printing Manual (driver support provided)</p> <p>Processor speed 600 MHz</p> <p>Scan resolution, optical Up to 1200 dpi</p> <p>Scan resolution, hardware Up to 1200 x 1200 dpi</p> <p>Color scanning Yes</p> <p>Scan size (flatbed), maximum 216 x 297 mm</p> <p>Scan technology Contact Image Sensor (CIS)</p> <p>Levels of grayscale 256</p> <p>Bit depth 24-bit</p> <p>Copy resolution (color text and graphics) Up to 400 x 600 dpi</p> <p>Warranty 1 year</p>	

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

Sl. No..	Item	Qty.	Rate per unit	TAX @	Any other charges	Total Amt. Per unit
1	Desktop Computer	5				
2	Multi Functional Printer	25				
3	Buy back rate for Desktop	5				
4	Buyback rate for printer	25				
5	TOTAL					

5. Bid Security/Earnest Money Deposit (EMD)(if applicable) : Bidders have to deposit the Earnest Money Deposit as detailed in the below table in the form of Demand Draft drawn in favour of **"The Secretary, Coir Board"** payable at Kochi. (Coir Board empanelled agencies for the supply of IT equipments are exempted from EMD. The list of empanelled parties will be available from www.coirboard.gov.in)

Sl.No	Item	EMD Price
1	Desktop Computer	Rs. 7500/-
2	Multi Functional Printer	Rs. 7500/-

*if the renderer is applying for both ie. desktop and printer need to submit single EMD of Rs. 15,000/-

6. General Terms & Conditions of the tender

The following terms & conditions shall apply in connection with the supply of the item.

- a) Board reserves the right to withdraw the Invitation and change or vary any part thereof at any stage, if it determines that such action is in the best interest of the Board.
- b) Coir Board also reserves the right to disqualify any bidder, should it be so necessary at any stage.
- c) Timing and sequence of events resulting from this Invitation shall ultimately be determined by Coir Board.
- d) 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).
- e) 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.
- f) By submitting a proposal, each bidder shall be deemed to acknowledge that it has carefully read all the terms & conditions and the bidder have to sign every page.
- g) 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.
- h) 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.
- i) 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.

- j) Deduction of taxes/levies as applicable from time to time will be made at source by the Board while releasing payment.
- k) Delivery/installation of the item (s) at Coir Board, Head Office, Cochin shall be arranged by the firm at their own cost.
- l) The firm may be blacklisted for further business with Coir Board owing to non performance of satisfactory and timely service.
- m) 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.
- n) The Coir Board, also reserves the right to place the order in installments.
- o) The successful tenderer should supply the items within 15 days from the date of placing the supply order.
- p) The tender should valid minimum of 90 days.

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

Name of the contact person :

Mobile No :

Phone No :

e-mail :

Address :

Signature of the Party with Seal