

Annexure-A**I N D E X**

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1. INTRODUCTION

Name of work	LAN & WI FI NETWORKING at NPIU
Product Category (Civil Works/Electrical Works/Fleet Management/ Computer Systems)	Computer Systems
Vendee	NATIONAL PROJECT IMPLEMENTATION UNIT (NPIU)
Place of Services	Unit No.301-302, 3 rd Floor, Copia Suites, Jasola Vihar, Delhi
The Currency in which payment shall be made	Indian Rupees (INR)
Date of Invitation	22-02-2018
Document Download Start Date	22-02-2018
Document Download End Date	08-03-2018 upto 15:00 Hrs
Last Date and Time for receipts of quotation	08-03-2018 upto 15:00 Hrs.
Date and Time of Opening of quotation	09-03-2018 at 16:00 Hrs.
Quotation document Fee	Not applicable
No. of Envelops (1/2/3/4)	01 (One Packet)
Quotation Validity days (180/120/90/60/30)	60 days (From last date of opening of quotation)
Address for Communication	Central Project Advisor National Project Implementation Unit (NPIU) Plot No.18-A, Sector-16-A, Noida – 201 301 (U.P)
Contact No.	0120- 2513921, 2513936, 2513946
Email Address	tender.npiu@gmail.com , npiu-mhrd@gov.in

Quotation Invitation shall be downloaded from NPIU website (www.npiu.nic.in\quotation).

(Prof (Dr. P M Khodke)
Central Project Advisor
National Project Implementation Unit
Plot No.18-A, Sector-16-A, Noida-201 301

2.SUBMISSION OF QUOTATION

The Vendor is requested to submit the following documents to the under mentioned address in a Sealed Envelope before the last date.

The envelopes shall bear the Quotation Invitation number and the words 'DO NOT OPEN BEFORE' (due date & time).

1. Covering letter duly signed by the authorised signatory [Annexure-A (I)]
2. Company Profile [Annexure-A (II)]
3. Documentary evidences in respect of Eligibility Criteria [Annexure-A (III)]
4. Any deviation to the scope of work of terms and conditions [Annexure-A (IV)]
5. Self-declaration-non blacklisting [Annexure-A –(V)]
6. Cost breakup (Annexure-B)

3. TERM OF REFERENCE AND DEFINITIONS

Vendor	“Vendor” shall mean the person, firm or corporation whom the Job Order is issued for networking.
Authorized Signatory	The Vendor’s representative (explicitly, implicitly, or through conduct) with the powers to commit the authorizing organization to a quotation agreement. Also called signing officer/ authority having the Power of Attorney from the Competent authority of the respective Vendor.
Day	“Day” means a working day as per rules of NPIU
NPIU	NATIONAL PROJECT IMPLEMENTATION UNIT , Noida (A Unit of Ministry of HRD, New Delhi)
EC	Evaluation Committee
Services	“Services” means the services to be delivered by the successful vendor
Order	“Order” shall mean the Job Order.
Vendee	“Vendee” shall mean National Project Implementation Unit.

4. ASSISTANCE TO VENDORS

Any queries relating to the quotation document and the terms and conditions contained therein should be addressed to the Quotation Inviting Authority.

HELP DESK	
Telephone	Customer Support : +91-120-2513955 Emergency Mobile Number : +91-8130878838 <i>(Please contact in case of emergency during non-working hours)</i>
E-mail ID	tender.npiu@gmail.com CC to : npiu-mhrd@hotmail.com

5. GENERAL INSTRUCTIONS

1. The quotation complete in all respect, in prescribed formats, should be submitted on or before the time and date fixed for the receipt of offers as set forth herewith in the quotation documents. Quotation received after stipulated time and date shall be summarily rejected.
2. Submission of Quotation:
 - a) All prices and other such information like discounts etc. having a bearing on the price shall be written both in figures and words in the prescribed form. All the papers submitted with the quotation, Terms and Conditions must be signed by the Vendor. The GST or any other Govt. duties etc. as applicable should be quoted separately, failing which, NPIU shall have no liability to pay these charges, and the liability shall be that of the Vendor.
 - b) Each page of the quotation document shall be numbered. It must bear the signature and seal of the Vendor at the bottom. All offers shall be either typewritten or written neatly in indelible ink. Any correction should be properly authenticated.
 - c) The quotation must be submitted in a report format containing the documents arranged and labelled as per the following index.
 - i. Covering letter duly signed by the authorized person [(Annexure–A (I))].
 - ii. Company Profile [Annexure-A (II)].
 - iii. Documentary evidences in respect of eligibility criteria [(Annexure-A (III))]. Each document should be labelled on the top right so as to indicate the eligibility criteria serial number.
 - iv. Any deviation to the scope of work or terms and conditions. [Annexure-A (IV)]
 - v. Self-declaration-non-blacklisting [Annexure (V)]
 - vi. Total Quotation amount in terms of INR covering all the requisite items/equipment etc. in the Annexure-B.
 - d. Failure of submission of any of the documents with Quotation will make the quotation rejected as non-responsive. NPIU will have the option to treat some documents as mandatory/optional in the benefit of the Organisation.
3. NPIU will select the vendor on the basis of overall lowest rate quoted by the vendor. The decision of the NPIU arrived at as above shall be final and representation of any kind shall not be entertained on the above. Any attempt by any vendor to bring pressure of any kind may disqualify the vendor for the present Quotation and the vendor may be liable to be debarred for invitation of quotation for the NPIU equipment in future for a period of three years.
4. NPIU shall have no obligation to convey reason for rejection of any quotation. It shall be opened for NPIU to reject even the lowest quotation, in the interest of the Organisation and no reason need to be given thereof.
5. No advance payment will be made for successful Vendor.
6. NPIU reserves the right to award the job order to any of the Vendor irrespective of not being lowest; taking into consideration the interest of NPIU and in this respect, decision of NPIU shall be final.
7. To assist in the examination, evaluation and comparison of Quotation, the NPIU

may, at its discretion, ask the Vendor (s) for clarification(s) of the Quotation. The request for clarification and the response shall be in writing via email/post/fax.

8. Effects and Validity Offer

- a) The submission of any offer connected with these specifications and documents shall constitute an agreement that the Vendor shall have no cause of action or claim, against NPIU for rejection of his offer. NPIU reserves the right to reject or accept any offer or offers at its sole discretion and any such action will not be called into question and the Vendor shall have no claim in that regard.
- b) The offer shall be kept valid for acceptance for a minimum period of 60 calendar days from the date of opening of Quotation.
- c) The offer shall be deemed to be under consideration immediately after they are opened and until such time the official intimation of award of job order is made by NPIU to the Vendor. While the offer is under consideration, if necessary, NPIU may obtain clarification on the offer by requesting for such information from any or all the Vendors either in writing or through personal contacts as may be considered necessary. Vendors shall not be permitted to change the substance of their offer, after the offer has been opened.

- d) NPIU shall not be responsible for any delay in submission of the quotation. The offer submitted by the Vendor through *telex/telegram/fax or e-mail would not be considered* as a valid offer. No further correspondence will be entertained in this matter
- e) In the event, the vendor's company or concerned division of the company is taken over by another company, all the obligation under the agreement with NPIU shall be passed on to the new company/division for compliance by the new company on the negotiations. The Registration number of the firm along with GST/CST/Service-Tax/VAT/TIN/PAN number allotted by the Tax authorities shall invariably be given in the Quotation.
- f) In case NPIU notices that the market rates have come down from the time when rates were finalized in the order or there is a need for re-asking the offer based on market trends, NPIU, may ask the technically short-listed vendors to re-quote the cost and the vendor shall be selected on the basis of procedure given earlier. The time difference between such re-quotes shall be minimum 3 months except in case of the Union Government budget.
- g) NPIU reserves the right to award the job order to any of the Vendor irrespective of not being lowest; taking into consideration the interest of NPIU and in this respect, decision of NPIU shall be final.
- h) **Post Implementation Networking Support** : Vendor has to provide onsite technical support for smooth functioning of networking for the period of 2 months (after successful installation of networking certified by the NPIU,IT Division).

9. Selection of Firm or their Authorized Service Provider

- a) Short-listing of eligible vendors satisfying the technical qualification requirements laid in this Quotation document.
- b) Selection of Vendor who offers the lowest price and meets the eligibility criteria.
- c) Vendors will be short listed by the duly constituted Evaluation Committee (EC). If considered necessary, EC will visit and inspect the infrastructure for service-providing-facilities of the vendor. The EC may examine strength of the service support in terms of qualified engineers, spare parts stock and repair facilities at vendor's place. The short-listed vendors may be called for detailed discussion at a specified date, time and venue if needed, by the EC.

10. Acceptance of Offer

The quotation shall be processed as per standard procedure. NPIU, however, reserves the right to reject any quotation without disclosing any reason. NPIU would not be under obligation to give any clarifications to those vendors whose quotations have been rejected.

6. ELIGIBILITY CRITERIA

Vendor shall have to enclose documentary evidence in support of the following mentioned Eligibility Criteria. In the absence of such supporting documents as mentioned against each criteria, the quotation will be rejected summarily.

Eligibility Criteria

S. No.	Qualification	Documentary Evidence to be attached
1	The Vendor should be an Indian registered company/Limited Liability Partnership (LLP) engaged in the job of maintenance of computers & peripherals during last 3 years in India as on 31st March 2017.	Certificate of incorporation or Certificate of Commencement or Certificate consequent to change of name, if applicable has to be submitted
2	The Vendor should have Satisfactorily installed the networking with Govt. Dept./PSU/ Private for last three years as on 31.03.2017	Copy of work/service orders and Completion certificate.
3	The Vendor should have Service Centre in Delhi/NCR	Copy and Proof of the Service Centre
4	Company should be an ISO 9001:2008 & ISO/IEC 20000-1: 2011/or the latest ISO REVISION certified for servicing	Copy of valid Certificate
5	PAN No., TAN No., GST No, ESIC No., EPF Registration No	Copy of valid certificates
6	The Vendor should neither have been Debarred and / or blacklisted by any Central / State Govt. Department / Universities Institutions/ Organization have any litigation enquiry pending and / or initiated by any of these Department or Court of Law.	Undertaking as per proforma The Vendor shall furnish an undertaking duly attested by notary in a non-judicial stamp paper of value Rs. 100/-)

7. TERMS & CONDITIONS

1. Scope of Work

Installation of Switches, Wi-fi Access Point, Input Output installation, Cable Punching and Testing, Rack Installation, Cabling etc.

The job work will be complete by installation and testing positively within 4 days from the date of job order.

If the vendor is unable to complete the job order within the stipulated time period, then vendee will not liable to pay any amount to the Vendor in any circumstances.

2. Payment of Network Installation.

NPIU reserves the right to increase/decrease the quantity of items as mentioned in this Quotation document at the time of award of work or at a later stage.

The Payment for the Job order will be made as per following :

- (i) **Payment for Sr. No. (A) & (B) of Annexure-A** after successful installation and testing of networking against invoice.
- (ii) **Payment for Sr. No. (C) of Annexure-A** after completion of network support period against the invoice

3. Travel Expense

To complete the Job work, no travel expense will be borne by NPIU. The company will be bound to provide these services at NPIU Jasola office, New Delhi.

4. Other Terms and Conditions

Overwriting in the quotation, if any, should be supported by signatures. Illegible writing may lead to rejection of quotation.

- a. The vendor must ensure that the conditions laid down for submission of offers detailed in the quotation document are completely and correctly fulfilled. Quotations, which are not complete in all respect as stipulated above, may be summarily rejected.
- b. It will be imperative on each quotation to fully acquaint himself of the entire local conditions and factors which would have effect on the performance of the job order and cost. NPIU shall not entertain any request for clarification from the quotation regarding local conditions. No request for the enhancement in price shall be entertained after the Vendor has accepted the job order.
- c. In the evaluation and comparison of quotation, NPIU reserves the right to reject any or all quotations.
- d. NPIU reserves the right to increase/decrease the quantity of items as mentioned in this Quotation document at the time of award of work or at a later stage. In case of decrease of the quantity the job order cost will be deducted accordingly.
- e. NPIU shall not be responsible for any delay, loss or non-receipt of documents sent by post.

5. Safety Measures

- a. The Vendor shall take all precautionary measures in order to ensure the safety of their personnel (his representatives, agent, workmen) working in the office while executing the work.
- b. The vendor shall ensure that unauthorized, careless or inadvertent operation of installed equipment, which may result in accident to their staff and /or damage to the equipment does not occur.
- c. The vendor shall assume all liability for and give to NPIU the complete indemnity against all actions, suits, claims, demands, cost charges or expenses arising out of and in connection with any accident, death or injury, sustained by any of their person or persons within the office premises and any loss or damage to NPIU's property sustained due to the act or omissions of the vendor irrespective of whether such liability arises under the workmen compensation act or any other statute in force from time to time.

6. Settlement of Dispute and Jurisdiction

Disputes if any, arising during the contract period shall be negotiated / discussed at once in order to resolve the same, failing which regular Courts at Delhi only will be have jurisdiction to adjudicate upon the matter.

8. The Vendor shall also be required to ensure the proper functionality of the networking of computers and peripherals.
9. The vendor shall required to ensure the make / model of parts / equipment as per the quoted items.
10. NPIU reserves the right to reject the quotation at any stage without assigning any reason thereof.

Annexure–A (I)

QUOTATION PROPOSAL

Quotation Reference No. & Date:

Vendor's Name & Address:

Person to be contacted:

Designation:

Telephone No.:

Fax No.:

E-Mail Id:

To,

Central Project Advisor

NATIONAL PROJECT IMPLEMENTATION UNIT

Plot No.18-A, Sector 16-A

Noida – 201 301 (U.P)

Subject: Networking (LAN & WIFI) of Computer and IT equipment at NPIU, Jasola, New Delhi

Dear Sir,

We, the undersigned Vendor, having read and examined in detail the specifications and scope of the work as specified in the Quotation Invitation document and all other documents in respect of **Networking of Computer and IT equipment at NPIU**, Jasola office, New Delhi do hereby propose to provide the Quotation Invitation document.

PRICE AND VALIDITY

All the prices mentioned in our proposal are in accordance with the terms as specified in Quotation documents. All the prices and other terms and conditions of this proposal are valid for a period of 60 calendar days from the date of opening of Quotation.

DEVIATIONS

We hereby declare that all the services shall be performed strictly in accordance with the Technical specifications and terms mentioned in the Quotation document. No Technical deviation will be acceptable and any technical deviation is liable to the rejection of quotation.

QUOTATION PRICING

We further declare that the prices stated in our proposal are in accordance with your Terms & Conditions in the quotation document. We further understand that the quantities as specified in this invitation letter may increase or decrease at the time of Award of Contract Order or at a later stage as per the requirements of NPIU, Jasola.

QUALIFYING DATA

We confirm that we satisfy the qualifying criteria and have attached the requisite documents as documentary proofs. In case you require any further information/documentary proof in this regard during evaluation of our quotation, we agree to furnish the same in time to your satisfaction.

We hereby declare that our proposal is made in good faith, without collusion or fraud and the information contained in the proposal is true and correct to the best of our knowledge & belief.

We understand that the NPIU is not bound to accept the lowest or any Quotation that it may receive.

Thanking you,

Yours faithfully,

(Authorized Signatory)

Date:

Name:

Place:

Designation:

Business Address:

Seal:

Annexure-A (III)**CHECK-LIST**

S. No.	Qualification	Yes/No. with (Page No. of this RFP where the copy/certificate is attached)
1	The Vendor should be an Indian registered company/Limited Liability Partnership (LLP) engaged in the job of maintenance of computers & peripherals during last 3 years in India as on 31 st March 2017.	
2	The Vendor should have Satisfactorily installed the networking with Govt. Dept./PSU/ Private for last three years as on 31.03.2017	
3	The Vendor should have Service Centre in Delhi/NCR	
4	Company should be an ISO 9001:2008 & ISO/IEC 20000-1: 2011 /or the latest ISO REVISION certified for servicing	
5	The Vendor should neither have been Debarred and / or blacklisted by any Central / State Govt. Department / Universities / Educational Institutions/ Organization etc. nor should have any litigation enquiry pending and / or initiated by any of these Department or Court of Law.	
6	PAN No., TAN No., GST No, ESIC No., EPF Registration No	

I/We hereby certify that the information furnished above is full and correct to the best of my/our knowledge.

I/We also undertake that the firm has not been barred or blacklisted by any of the central/state government/departments/organizations/central or state PSU and no such case are undergoing/pending upon the firm.

Date: Name:

Signature of the authorised signatory

Annexure-A (V)

SELF-DECLARATION – NON BLACKLISTING

(On Non-Judicial Stamp Paper of Rs. 100/- duly attested by the Notary Public)

To,

Central Project Advisor
NATIONAL PROJECT IMPLEMENTATION UNIT
NPIU House, 18 A, Sector-16 A
NOIDA – 201301 (U.P.), India

Sir,

In response to the Quotation Ref No. **NPIU/ 2018/NW/05** dated **22 Feb 2018** for **NETWORKING of Computer and Peripherals at NPIU, Jasola office, New Delhi**, I/We hereby declare that presently our Company/Service provider _____ is having unblemished record and is not declared ineligible or black listed for corrupt & fraudulent practices either indefinitely or for a particular period of time by any State/ Central Government/ PSU/Autonomous Body on the date of Quotation submission.

If this declaration is found to be incorrect then without prejudice to any other action that may be taken and the Quotation may be treated as cancelled.

Thanking you,

Yours faithfully,

Name of the Vendor: -

Authorized Signatory: -

Seal of the Organization: -

Date:

Place: