

NATIONAL DOPE TESTING LABORATORY

**JAWAHARLAL NEHRU STADIUM,
EAST GATE, LODHI ROAD,
NEW DELHI – 110 003**

**TERMS & CONDITIONS OF TENDER DOCUMENT
FOR SUPPLY OF
“DESKTOPS, LAPTOPS, PRINTERS & UPS ”**

DATE OF ISSUE 09/10/2014

NATIONAL DOPE TESTING LABORATORY

**J.N. STADIUM COMPLEX
EAST GATE, NEAR MTNL BUILDING
CGO COMPLEX, LODI ROAD
NEW DELHI – 110 003**

**BIDDING DOCUMENT FOR PROCUREMENT OF
DESKTOPS, LAPTOPS, PRINTERS & UPS
FOR NATIONAL DOPE TESTING LABORATORY**

TENDER DOCUMENT NO : 08/2014
LAST DATE & TIME OF RECEIPT OF TENDER : ON OR BEFORE 29/10/2014 at 13:00 Hrs.
DATE & TIME OF OPENING OF TENDER : ON 29/10/2014 at 15:00 Hrs.

CHAPTER – I

INSTRUCTION TO BIDDER

- 1.1 National Dope Testing Laboratory (NDTL) invites bids for **Procurement of Desktops, Laptops, Printers & UPS** for National Dope Testing Laboratory (NDTL) located at Jawaharlal Nehru Stadium Complex, East Gate, Near MTNL Building, CGO Complex, Lodhi Road, New Delhi – 110 003.
- 1.2 The details requirement & specifications are given in **Chapter – III** of the bidding document
- 1.3 The bidding document duly completed in all respect should be submitted in two separate sealed envelopes addressed to **Pr. Scientific Director (NDTL), Jawaharlal Nehru Stadium Complex, East Gate, Near MTNL Building, CGO Complex, Lodhi Road, New Delhi – 110 003** as per details given below.

ENVELOPE – ‘A’

Shall contain Demand Draft/Pay order of Earnest Money of **Rs. 25,000/- (Rupees Twenty Five thousand only)**. The demand draft/pay order as EMD should be issued by any nationalized/scheduled bank in favour of **National Dope Testing Laboratory or NDTL**.

Envelope – ‘B’

The technical/commercial bid consisting of all details along with technical/commercial terms & conditions duly signed by the tenderer or by his authorized signatory should be submitted along with other details in the format enclosed at **Annexure-‘I’ & ‘II’ of Chapter IV & V**.

- 1.4 The Tender Document duly completed in all respect should be submitted in one big sealed and submitted by the tenderer will be opened on the time and date as given in the bidding document.
- 1.5 The technical/commercial bid should be sealed by the bidder duly superscribed and sealed covers should be put in a bigger cover which should be sealed and duly superscribed. The technical/commercial bid will be **opened on 29/10/2014 at 1500 hrs.**, and will be evaluated by a duly constituted committee..
- 1.6 Late/vague/conditional/incomplete not confirming to the laid procedure bids, or having any cutting/overwriting or discrepancy between words and figures in any respect , will be rejected. Hence it is suggested to explain in details like the essential items whether they involve additional cost, mere acceptance or bid shall not amount to binding contract and it is only open placement of firm purchase order that a binding contract shall come into evidence.
- 1.7 The bid received after the specified date and time for receipt of bids will not be considered under any circumstance. NDTL shall not be responsible for any postal delays.
- 1.8 NDTL reserves the right to reject any or all bids without assigning any reason. NDTL also reserves the right not to accept the lowest bid.

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CHAPTER – II

CONDITION OF CONTRACT

- 2.1 The bids must be accompanied by a pay order/demand draft issued by any nationalized/scheduled bank for Rs. 25,000/- (Rupees twenty five thousand only) issued in favour of **National Dope Testing Laboratory or NDTL** as EMD.
- 2.2 The technical/commercial bids shall be opened on **29/10/2014 at 1500 hrs.** at conference hall available at NDTL by a duly constituted committee in the presence of such bidders or their representatives who may desire to be present at the time of opening of bids.
- 2.3 It is the responsibility of bidders to read all terms & conditions of this document carefully before filling the bid. Incomplete bid documents or bids not responsive enough to the terms & conditions are liable to be rejected.
- 2.4 The bids address to **PR. SCIENTIFIC DIRECTOR (NDTL), NATIONAL DOPE TESTING LABORATORY, JAWAHARLAL NEHRU STADIUM COMPLEX, EAST GATE, NEAR MTNL BUILDING, CGO COMPLEX, LODI ROAD, NEW DELHI – 110 003** should be submitted in sealed covers subscribing “**Bid for procurement of Desktops, Laptops, Printers & UPS**” for National Dope Testing Laboratory, New Delhi. The sealed covers should bear the name and address of the bidder including telephone numbers. The bids will be received in the office of the **PR. SCIENTIFIC DIRECTOR (NDTL) AT NATIONAL DOPE TESTING LABORATORY, JAWAHARLAL NEHRU STADIUM COMPLEX, EAST GATE, NEAR MTNL BUILDING, CGO COMPLEX, LODI ROAD, NEW DELHI – 110 003** up to **1300 hrs. on or before 29/10/2014.**
- 2.5 The technical/commercial bid shall be opened and evaluated on the basis of lowest bid criteria and the supply order shall be awarded to the responsive lowest bidder only. Negotiations with the bidders is strictly prohibited. However, NDTL reserves the right to negotiate with evaluated responsive lowest bidder in exceptional circumstances.
- 2.6 **Procurement of Desktops, Laptops, Printers & UPS** quoted should be of approved brand/model and should meet the specified specifications.
- 2.7 Each bidder is required to submit a copy of each of the certificate (i) Registration Certificate as per existing norms indicating the legal status of company/firm/ proprietorship etc., (ii) CST/ VAT/ TIN Registration Certificate, (iii) Copies of Income Tax Return filed for last three years, failing of which their bids will be summarily rejected.
- 2.8 Damaged/defective item, if any found on receipt at NDTL shall be replaced by successful bidder without any extra cost to NDTL. Similarly short supply if any will be made up by the successful bidder at their cost. NDTL reserves the right to reject the equipment/items which do not conform to the required specifications.

- 2.9 The successful bidder shall be responsible for **Supply of ten (10) Desktops, two (02) Laptops (Ultrabook), two (02) HP Laser Jet color Printers, eight (08) HP Laser Jet B/W Printers & five (05) UPS** at the destination site and also for making it fully functional as per specification.
- 2.10 The bid shall contain no erasures or overwriting except as necessary to correct errors made by the bidder in which case such corrections shall be authenticated by the person or persons signing the bid.
- 2.11 Relevant literature of the material, if any, particularly for their maintenance and storage should be sent along with technical bid.
- 2.12 Delivery time should be mentioned in the commercial bid.
- 2.13 In the event of delivery period extension by the successful bidder will have to pay 2% of contact price of the consignment per month or any part during with supply may be in arrears. The successful bidder will have to pay the actual amount of loss sustained by the NDTL.
- 2.14 The payment will be made after supply in good condition and full quantity and its functioning satisfactorily only certified by the Scientific Director, NDTL. A certificate of acceptance of all items issued from scientific director, NDTL may have to be enclosed along with the bill.

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CHAPTER – III

SCHEDULE OF REQUIREMENT & SPECIFICATIONS

S.No.	Description of Items	Details	Qty	Whether Essential or Optional
1.	Lenovo Yoga 2 13 Ultrabook	Core i5 processor/ 4 GB RAM / 500 GB HDD/ Windows 8.1 / 13.3" display/ Lenovo DB80 ultra slim external DVD Burner	02	Essential
2.	Lenovo Desktop	Core I5 processor/ 4GB RAM / 500 GB HDD / Windows 8 professional/ 18.5" LED TFT Monitor / optical drive / Wifi card	10	Essential
3.	HP Laser Jet Color Printer	HP Laser Jet pro 400 Color M451nw Printer	02	Essential
4.	HP Laser Jet B/W Printer	HP Laser Jet Printer P3015dn	03	Essential
5.	HP Laser Jet B/W Printer	HP Laser Jet Printer 1020 Plus	05	Essential
6.	UPS	Luminous UPS 600 VA	05	Essential

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CHAPTER – IV

**TECHNICAL/FINANCIAL BID
FOR PROCUREMENT OF DESKTOPS, LAPTOPS, PRINTERS & UPS
FOR NATIONAL DOPE TESTING LABORATORY**

(i) Desktops & Laptops

S. No.	Product	Qty.	Specification details	Model No.	Rate per unit (in Rs.)	Tax	Total Amount (in Rs.)
4.1	Laptop (Ultrabook)	02	Core i5 processor/ 4 GB RAM / 500 GB HDD/ Windows 8.1 / 13.3” display/ Lenovo DB80 ultra slim external DVD Burner	Lenovo Yoga 2 13 Ultrabook			
4.2	Desktop	10	Core I5 processor/ 4GB RAM / 500 GB HDD / Windows 8 professional/ 18.5” LED TFT Monitor / optical drive / Wifi card	Lenovo Think Centre E 73 MT			

(ii) HP Laser Jet Printers

S. No.	Product	Qty.	Specification details	Model No.	Rate per unit (in Rs.)	Tax	Total Amount (in Rs.)
4.3	HP Laser Jet Color Printer	02	HP Laser Jet Pro 400 Color Printer	M451nw			
4.4	HP Laser Jet Printer	03	HP Laser Jet B/W printer	P3015n			
4.5		05	HP Laser Jet B/W printer	1020 plus			

(iii) UPS

S. No.	Product	Qty.	Specification details	Model No.	Rate per unit (in Rs.)	Tax	Total Amount (in Rs.)
4.6	UPS	05	Luminous	600 VA			

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CHAPTER – V

TECHNICAL/FINANCIAL BID
FOR PROCUREMENT OF DESKTOPS, LAPTOPS, PRINTERS & UPS
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- 5.1 Details of Earnest Money (EMD) deposited/
bid security :
- 5.2 Quoted rate :
- 5.3 Discount, if any :
- 5.4 Net rate :
- 5.5 F.O.R :
- 5.6 Sales Tax/VAT :
- 5.7 Total rate, F.O.R destination :
- 5.8 Quantity quoted for :
- 5.9 Value of the offer based on the tendered
Quantity :
- 5.10 Quoted delivery schedule :
- 5.11 Payment terms :
- 5.12 Warranty conditions :
- 5.13 Deviations from the tender conditions,
if any :

5.14 price variation conditions, if any :

5.15 special conditions of the offer, if any :

5.16 validity of the offer :

(Signature of bidder or his
authorized signatory along with seal)

Telex : _____

Telephone: _____

Fax. No: _____

e..mail: _____

website: _____