



Information Technology Department, South Delhi Municipal Corporation

Tender Document for Supply, Installation and Commissioning of 114 Laptops and 114 Printers in South Delhi Municipal Corporation.

email: ao-it@mcd.gov.in

Website: www.mcdonline.gov.in

TENDER NOTICE

Ref: Advt. No.- DIT/SDMC/2017-18/06/D-656

Date 10.10.2017

IT Department, South DMC invites sealed tenders, from reputed parties for Supply, Installation and Commissioning of 114 Laptops and 114 Printers in South Delhi Municipal Corporations

1.	Tender No.	DIT/SDMC/2017-18/.....
2.	Date of issue of Tender	10.10.2017
3.	Last date for submission of Tender document	01.11.2017 at 03:00 PM
4.	Date and Time of Opening of Technical Bid	01.11.2017 at 03:30 PM
5.	Date and Time of Opening of Financial Bid	To be decided Later
6.	Validity of Tender	120 days
7.	Cost of the tender document (Rs) (non refundable)	Rs.1000.00 (inclusive taxes)

The above tender document can be obtained from IT Department, South DMC or can be downloaded from our web site www.mcdonline.gov.in . Bidder down loading the tender document from the web site need to attach demand draft for the cost of tender document.

(S) Anandhi
10/10/2017
Administrative Officer (IT), South DMC

Admin. Officer (IT)
I.T. Department
South Delhi Municipal Corporation

**Tender Document for purchase of Laptops,
and Printers**

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SECTION – I

1. Invitation for Bids

- 1.1 The Information Technology Department South Delhi Municipal Corporation proposes to procure 114 nos. Laptops and 114 No's Printers. The IT department is looking for vendors who have experience in supplying, installation and Commissioning of the above said hardware/ software.
- 1.2 Bidders are advised to study all technical and commercial aspects, instructions, forms terms and specifications carefully in the tender document. Failure to furnish all information required in the tender document or submission of a bid not substantially responsive to the tender document in every respect will be at the bidder's risk and may result in the rejection of the bid.
- 1.3 Sealed offers prepared in accordance with the procedure enumerated in Clause 1 of Section II should be submitted to the Admn. Officer, IT Department 24th Floor, Dr. SPM Civic centre, JLN Marg, New Delhi-110002.
- 1.4 All bids must be accompanied by a bid security of **Rs. 2,50,000/-** in the form of demand draft from any of the Nationalised/ Scheduled Bank in favour of "Commissioner, South Delhi Municipal Corporation" payable at New Delhi. Bid security amount is refundable on completion of the Bid process. Tenders not accompanied by earnest money or incomplete in any respect will be rejected outright.
- 1.5 This tender document is not transferable.
- 1.6 The categories of items and quantity indicated in the tender Document are tentative. South DMC reserves the right to increase or decrease the quantity or delete some or all items depending on the needs of South DMC without assigning any reasons.
- 1.7 The bidders should indicate the price including all taxes and other charges. No additional information will be entertained after due date. South DMC may reject tenders if they do not carry such information separately and specifically quantitatively.
- 1.8 The tender should be submitted in two cover system i.e., a and b. There should be proper indication of the contents on each envelope as indicated in Clause 1.1 on Section II.
- 1.9 The tender should clearly indicate the delivery period and validity period of the tender.
- 1.10 The tender should clearly indicate the availability of 03 years Warranty and 02 years Annual

Maintenance Contract facilities at New Delhi for items quoted.

- 1.11 The bidders are required to quote for each item separately in terms of basic price and all other charges. Prices can be quoted in Indian currency only.
- 1.12 South DMC reserves the right to reject any or all tenders without assigning any reason whatsoever.
- 1.13 The tenders will be opened on the date and the time indicated in the presence of bidders if any present on the occasion. If the date of opening is declared to be a holiday, the tenders will be opened on the next working day.
- 1.14 No advance payment or payment against proforma invoice will be made. Payment will be made after receipt, inspection, installation and commissioning.
- 1.15 All damaged or unapproved goods shall be returned at the risk and cost of the bidder and the incidental expenditure thereupon shall be recovered from the concerned party.
- 1.16 The offer/bid shall be unconditional.
- 1.17 Packing list must be put in all packages.
- 1.18 On acceptance of tender, the date of delivery should be strictly adhered to otherwise, the South DMC reserves the right not to accept the delivery in full or in part. The South DMC specifically and in case the order is not executed within the stipulated period, South DMC will be at liberty to make purchase through other sources, and to forfeit the earnest money of the bidder.
- 1.19 Payment of bill will be made through the RTGS on completion of the works. The decision to purchase each item is taken independent of other items quoted by the firm. It is not binding on the IT Department, South DMC to purchase all the items quoted by any particular firm.
- 1.20 Schedule for Invitation to Tender
 - a) Address at which the tender is to be submitted:

The Administrative Officer
Information Technology Department
24th Floor, Dr. SPM Civic Centre,
JLN Marg, New delhi-110002.
Email: ao-it@mcd.gov.in
Phone: +91 11 23227405

b) Latest time and date for receipt of Tender:

c) Place, Time and Date of opening of Technical bids:

Place: Conference Room of IT Department, 24th Floor Civic Centre.

Time & Date :.....

d) Date till which the tender is valid:

120 days from the opening of technical bid.

Installation of laptops, printers & Microsoft offices will be done within 2 weeks after the issuing of work order.

e) IT Department, South DMC shall not be responsible for any postal delay about non-receipt/non-delivery of the documents.

Administrative Officer (IT), South DMC

