

**V.V.Giri National Labour Institute
Sector-24, NOIDA- 201301 (U.P.)**

**Tel: 2411471, 2411533, 2411534
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ANNUAL CONTRACT FOR SUPPLY OF COMPUTER ACCESSORIES

Date of Advertisement: 08.02.2017

Date of Issue of Tender _____

Last Date for submission of
Tender: 28.02.2017 by (3.00 p.m.)

Date of Opening of
Technical Bids of the tender: 28.02.2017 at (4.00 p.m.)

Tender form issued to:-

Signature of issuing officer

**(The tender envelope should be marked with Tender for “Annual Contract for
Supply of Computer Accessories)**

V.V Giri National Labour Institute, NOIDA

(An autonomous body of Ministry of Labour and Employment,

Govt. of India)

V.V.Giri National Labour Institute invites two bid system tender for **Annual Contract for Supply of Computer Accessories** from the Manufacturers and Authorized Dealers/Stockists of the manufacturing agency having considerable experience in the field. Intending bidders may obtain copy of the tender documents containing details of the Items, Terms and Conditions of the Contract etc., from V.V. Giri National Labour Institute, Sector – 24, NOIDA (U.P.) on payment of Rs. 500/- (Non-refundable) and submit the sealed Tender within 21 days from the date of release of Advertisement in the Tender box kept in the reception of the Institute.

Administrative Officer

V.V.Giri National Labour Institute

Sector-24, NOIDA- 201301 (UP)

Tender Procedure

The Technical Bid

The Tenderer would submit the sealed Tender duly marked containing following information..

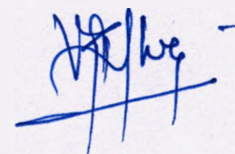
1. Name of Tenderer
1. Experience
 1. The authorized dealer/stockist of the manufacturing agency must have experience of three years in Supply of Computer Accessories in Private Sector /PSUs/Training Institute/Academic Institute/MNC (documents to be furnished alongwith Tender).
 1. A copy of certificate of authorized stockist/dealership duly notorised may be furnished alongwith the offer.
 1. The bidder should have annual turn over of minimum of Rs. 50 lakh continuously in three proceeding years (i.e financial year, 2013-14, 2014-15, 2015-16 (enclose document).
 1. Demand Draft of Rs. 50000/- drawn in favour of V.V.Giri National Labour Institute, Sector-24, NOIDA, as Earnest Money and shall be forwarded with the technical bid.
 1. Any quotation received without the above documents will not be considered and should be rejected.
 1. The agency should submit a certificate stating that their agency has not been blacklisted by any Government Department/agency.

LIST OF ITEMS TO BE SUPPLIED:

The list of items to be supplied is given in Annexure I.

Terms and Conditions of the Contract

1. The rates submitted should clearly indicated the make of item, size, weight, quantity and other specifications etc., wherever required for a particular item.
2. The rates will be valid for a period of one year. It can be extended if the services of the Agency is found satisfactory and rates are unchanged.



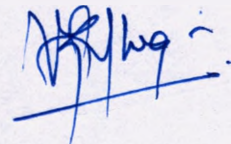
3. Generally the order will be placed in lot on quarterly basis. However, the order can be placed for particular item at any time which the Agency has to supply within the time given.
4. The items supplied by agency should be original and as per the specification given in the Tender.
5. The payment of the items supplied will be made on receipts of items, its verification as per the specification.
6. TDS will be deducted as per the rule in this regard.
7. The Institute reserves the right to terminate the contract with a notice of one week if the services are not found satisfactory.
8. The institute may also impose suitable penalty if the services are not found satisfactory.
9. The contract may be terminated at any time by either side by giving a notice of one month.
10. The agency shall not sub-let/off load/entrust the whole work or any part thereof to any other person/party to carry out his obligations arising out of the contract.
11. All the rates quoted are firm and inclusive of all labour, transportation and any other expenses that agency may incur in execution of the job.
12. Timely and courteous service of good quality is the essence of the service under this contract.
13. The Institute reserves the right to select any tender or reject any or all tenders without assigning any reasons whatsoever.
14. In case of dispute regarding the services, quality or the quantity of material/items the decision of the Authorised Officer of V.V.Giri National Labour Institute will be final and binding.
15. In case of breach of agreement, VVG NLI will have a right for forfeiture of security deposits.

GENERAL TERMS AND CONDITIONS OF CONTRACT

1. The VVG NLI premises being restricted area, all the articles which are taken out of or brought inside shall be liable for security check/gate pass system or any other system, enforced from time to time.
1. The agency shall not use the premises for any other activities except the purpose for which it has been provide for and indented.
1. The agency shall ensure that their representatives are courteous and their behaviour and manners are polite and proper towards all employees of VVG NLI.

SITE

1. The site of work is V.V.Giri National Labour Institute, Sector-24, NOIDA-201301, U.P.
1. The Tenderers must visit the site of work and see for themselves and acquaint thoroughly with all the site conditions which may effect the supply of the material.



Earnest Money

No tender will be considered which is not accompanied by Demand Draft of Rs. **Rs.50000/-** drawn in favour of **V.V.Giri National Labour Institute, NOIDA**, as Earnest Money. Otherwise the tender will be cancelled. In the event of the Tenderer withdrawing his Tender before the expiration of two calendar months from the date fixed for receiving Tenders or such other date as the Tenderer may be required to extend the Tender will be cancelled and the Earnest Money will be forfeited to the V.V.Giri National Labour Institute and on the understanding also that if the Tender is accepted the Bond or Guarantee would be furnished when required. The Earnest Money will be returned to unsuccessful bonafide **Tenderers within three months after the date fixed for receiving tenders or at such earlier time as a tender may have been accepted by the V.V.Giri National Labour Institute**. In the case of the successful Tenderer the Earnest Money will be adjusted as soon as the formal agreement and the Bond or Guarantee have been executed.

TAXES

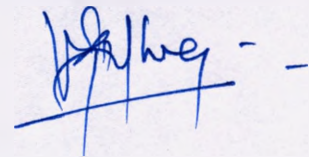
Tax deduction at source as per Government rules will be applicable from time to time.

CONTRACT PERIOD

The contract will be for one year period. However, the performance will be evaluated after three months of award of contract. If performance is unsatisfactory, the contract will be terminated after giving one month's notice by either side or as mutually agreed by both the parties. The Contract period after successful completion of one year can be extended on year to year basis but the total contract period will not be more than three years.

LAST DATE

The last date of submission of Tender 28.02.2017 by 3.00 p.m. The tenders should be submitted in a sealed cover to The Assistant Administrative Officer, V.V. Giri National Labour Institute, Sector – 24, NOIDA, U.P. The envelope should be marked with tender for **ANNUAL Contract for Supply of Computer Accessories**.



Financial bid

The tenderer should quote rate as per details given below:

Annexure - I**COMPUTER STATIONERY**

S. No.	Item	Make	Requirement (Approx)	Rates	Amount
1.	Battery UPS- 6 VA 8 VA	Exide	24		
2.	Cartridge – 49A	Hp	10		
3.	Cartridge ML3310	Samsung	06		
4.	Cartridge –53A	Hp	06		
5.	Cartridge –88A	Hp	70		
6.	Cartridge-80A	HP	06		
7.	Cartridge –78A	Hp	55		
8.	Cartridge –CB540	Hp	06		
9.	Cartridge – 12A	HP	04		
10.	Cartridge –CB541	Hp	06		
11.	Cartridge –CB542	Hp	06		
12.	Cartridge –CB543	Hp	06		
13.	Cartridge 328	Cannon	04		
14.	CDR	Moserbear	80		
15.	CDRW	Moserbear	138		
16.	DVD Writer	HP	02		
17.	D Link Wire (CAT 5/CAT6	D-link	1 roll		
18.	D Link Connection RJ	D-link	1 pkt.		
19.	DVD	moserbear	40		
20.	Extension Board	5 Ampier	10		
21.	Key Board Key board (cordless)	Logitech	50		
22.	Pen drive 8GB/16GB/32GB	Kingston	300		
23.	FAX cartridge L-170				
24.	5,8 Port switch 24 port switch Patch panel	D-link	06		
25.	Power Supply	HP	06		
26.	RAM DDR-1, DDR-2, DDR-3	Kingston	02		
27.	UPS 8VA 6 VA 1 KVA	LUMINOUS	20 04		

28.	Hard Disk External 160GB/500GB/ 1TB/2TB	Segate	6 each		
29.	Hard disk internal 250 GB/500GB	Segate	6 each		
30.	Printer USB Data cable	As per sample	6		
31.	Mouse pad	Good quality	100 pc		

Note: a)The supply of above items will be required to be made on quarterly basis.

a) The envelop should be marked with annual contract for supply of computer accessories(financial bid)