

Ref No. NIDM/IT/Hardware/Software/15

Dated : 13-04-15

To,

**Sub: Tender for upgrading the RAM & HardDisk of Desktop Computers installed in the Institute**

Dear Sir/Madam,

National Institute of Disaster Management (NIDM) is a premier institute in the field of Disaster Management under the Administrative Control of Ministry of Home Affairs, Govt. of India.

NIDM intends to upgrade its Desktop Computers with higher RAM & HardDisk. In this regard detailed tender document including details of Desktop Computers, quantity of RAM & HardDisk required is also attached for your reference.

Sealed bids are invited from HP authorized vendors for performing aforesaid work. The complete tender document along with the Terms & Conditions of the tender can be downloaded from the Institute's website, i.e., **www.nidm.gov.in**. The last date & time of submitting the tender is at **5.00 p.m. on 30.04.2015**. Bids should be submitted alongwith EMD of Rs.10,000/- and other required documents as mentioned in tender.

NIDM reserves the right to reject any or all bids without assigning any reason.

Thanking you,

Yours faithfully,

Encl : Tender Document

**(Ramesh Kumar)**  
Accounts Officer



## FINANCIAL BID

SNo.	Model No.	A RAM Qty. (Single chip 2GB each)	B RAM Unit Price (Rs.)	A x B = C RAM Amount (Rs.)	D HardDisk Qty. (500 GB SATA + SATA Cable each)	E HardDisk Unit Price (Rs.)	D x E = F HardDisk Amount (Rs.)
1.	HP Compaq DX2280	44			22		
2.	HP Compaq Dx6120	6			3		
3.	HP Compaq Dx2480	6			3		
4.	HP Compaq Dx7200	40			20		
5.	HP Elite 8100	13			13		
6.	HP XW 4300 Workstations	2			2		
	<b>Sub Total</b>	<b>111</b>			<b>63</b>		
<b>Grand Total of C+F = Rs.</b>							

Grand Total Amount in words: \_\_\_\_\_

**I/we hereby declared that the rates quoted by me/us are incl. of all taxes/  
VAT/installation charges etc.**

Name of Company: - \_\_\_\_\_

Name of Contact Person \_\_\_\_\_

Phone and e-mail ID:- \_\_\_\_\_

Signature \_\_\_\_\_

Stamp \_\_\_\_\_



### Instructions to Bidders

- 1) **Only HP authorized vendors are eligible for participation in the tender.**
- 2) **Minimum warranty of the RAM & HDD would be one year from the date of installation.**
- 3) The tender document will form an integral part of the Contract.
- 4) The tender documents can be directly downloaded from Institute's website **www.nidm.gov.in**. No editing, addition/deletion of matter is permitted. If such action is observed at any stage, such tenders are liable for outright rejection.
- 5) Only enclosed formats as provided in original should be used. All sheets need to be submitted after affixing seal of the Company and signature of the authorized signatory. Additional sheets, duly authenticated, may be attached to elucidate specifications or clarify the specific issues.
- 6) The prescribed tender document (properly sealed) may be submitted to the **Executive Director, National Institute of Disaster Management, 5-B, IIPA Campus, IP Estate, Mahatma Gandhi Marg, New Delhi - 110 002** latest by **5.00 p.m. on 30.04.2015** superscripted "**Tender for upgrading the RAM and HardDisk of Desktop Computers**"
- 7) Tender document should be signed and stamped by the bidder on each page accepting tender terms and conditions.
- 8) Tenderer has to submit **EMD of Rs.10,000/- (Rupees Ten thousand only)**. Tenders received without EMD shall be summarily rejected. The E.M.D. shall be refunded (without interest) after the execution of the contract. The earnest money shall be deposited by crossed Pay Order / Demand Draft in favour of **N.I.D.M., New Delhi**. Cheques, Bearer Bonds, Promissory Note, Cash Certificate etc. will not be acceptable towards the Earnest Money.
- 9) NIDM reserves the right to forfeit the EMD amount on non-acceptance/non-compliance of offer in full or part or if NIDM feels that Tenderer has misguided in any way.
- 10) Tenderer should enclose the authorization letter of HP for this tender.
- 11) Tenderer should enclose copies of valid registration of Sales Tax/V.A.T.
- 12) Tenderer should quote the amount including all taxes/VAT/installation charges etc. In case of any discrepancy between the unit price and the total price, the unit price shall prevail and total price shall be corrected unless it is lower than the sum total of unit prices. If there is any variation between amount written in figure and words



then the amount whichever is lower shall be taken into consideration.

- 13) The service provider's request for payment shall be made in writing accompanied by relevant document such as proper invoice and satisfactory performance report duly certified by authorized / concerned officer of the Institute.
- 14) Any conditions/terms given in the bid by vendors shall not be binding on NIDM. All the terms and conditions for the service contract will be as given herein and no change in any term or condition by the vendors will be acceptable.
- 15) Canvassing in any form will be viewed seriously and if any tenderer is found to be resorting to such practice, the tender of such firm will be rejected.
- 16) Alterations, if any, in the tender document should be attested properly duly signed by the authorized signatory and affixing seal by the vendor, failing which the tender will be rejected.
- 17) Tenderer should not have been blacklisted by any Govt organization. A self attested declaration for the same may be enclosed with the tender.
- 18) NIDM reserves the right to accept or reject any or all tenders without assigning any reason thereof, and to amend the terms and conditions before award of the contract.
- 19) Any disputes arising out of this tender will be under the jurisdiction of court in Delhi only.

#### **Checklist of the documents to be attached with the tender document**

- **HP authorization letter** **HP Authorization Certificate is also valid in place of HP Authorization Letter**
- Copy of valid Sales tax/VAT registration certificate
- EMD of Rs.10,000/- of any nationalized/scheduled bank
- A self declaration to the effect of not ever been blacklisted by any Govt. Department.

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