

D-21014/1/2013-AR (Ad-I)  
Government of India  
Ministry of Personnel, Public Grievances & Pensions  
Department of Administrative Reforms & Public Grievance

5<sup>th</sup> Floor, Sardar Patel Bhawan,  
Sansad Marg, New Delhi-110001

Dated: 20<sup>th</sup> March, 2017

**TENDER DOCUMENT**

Subject:- Supply and installation of Cisco Switches WS-C2960X24-TD-L Catalyst 2960X24 TDL Ethernet Switch-24 Port Manageable Department of Administrative Reforms & Public Grievances, 5<sup>th</sup> Floor, Sardar Patel Bhavan, Sansad Marg, New Delhi

**CRITICAL DATE SHEET**

<b>Bid submission start Date</b>	<b>20<sup>th</sup> March, 2017</b>
<b>Bid Submission End Date</b>	<b>1500 hrs. On 27<sup>th</sup> March, 2017</b>
<b>Technical Bid Opening Date</b>	<b>1530 hrs. On 27<sup>th</sup> March, 2017</b>
<b>Financial Bid Opening Date</b>	<b>1700 hrs. On 27<sup>th</sup> March, 2017</b>

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5<sup>th</sup> Floor, Sardar Patel Bhawan,  
Sansad Marg, New Delhi-110001  
Dated: 20<sup>th</sup> March 2017

**TENDER NOTICE**

Subject:- Supply and installation of of Cisco Switches WS-C2960X24-TD-L Catalyst 2960X24 TDL Ethernet Switch-24 Port Manageable Department of Administrative Reforms & Public Grievances, 5<sup>th</sup> Floor, Sardar Patel Bhawan, Sansad Marg, New Delhi

Sir,

I am directed to invite sealed tenders from eligible and reputed firms for supply and installation of Supply and installation of Cisco Switches WS-C2960X24-TD-L Catalyst 2960X24 TDL Ethernet Switch-24 Port Manageable Department of Administrative Reforms & Public Grievances, 5<sup>th</sup> Floor, Sardar Patel Bhawan, Sansad Marg, New Delhi on the terms and conditions enumerated in details in the tender. The Tender document can be downloaded from the Department's website <http://darpg.gov.in>. Scope of Work and General Instructions given at Annexure-I & Annexure-II should be carefully read and understood by the tenderer before filling up the tender form.

2. An earnest money deposit of Rs. 10000/- (Rupees Ten Thousands only) in the form of demand draft drawn in favour of "DDO, Department of Administrative Reforms and Public Grievances, Sardar Patel Bhawan, Parliament, New Delhi" may be submitted along with the technical, failing which the bid shall not be considered valid.

3. The tenders shall be submitted in two sealed covers.

(A) The first sealed cover should be superscripted "Technical bid" and should contain the documents as mentioned in Annexure-III.

(B) The second sealed envelope superscripted "Financial Bid" should contain only rates as indicated in Annexure-IV.

(C) Both the sealed cover should be placed in the main sealed envelope super-scribed Tender for supply and installation of Supply and installation of Cisco Switches WS-C2960X-24-TD-L Catalyst 2960X24 TDL Ethernet Swtich-24 Port Manageable in Department of Administrative Reforms & Public Grievances, 5<sup>th</sup> Floor, Sardar Patel Bhawan, Sansad Marg, New Delhi. This should be addressed to the Under Secretary (Admn), Ministry of Personnel, Public Grievances, Department of Administrative Reforms & Public Grievance, Room No 524 5th Floor, Sardar Patel Bhawan, Parliament Street New Delhi-110001. It shall be either sent by post or hand delivered latest by **3.00 P.M. on 27.03.2017**.

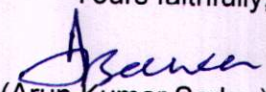
4. The technical bids will be opened by the Tender Opening Committee on **27.03.2017 at 3.30 PM in Room No 524, 5th Floor, Sardar Patel Bhawan, Parliament Street New Delhi in presence** of the participating bidders, who may like to be present. The Financial bids of only those tenderers whose Technical Bids have been accepted by the Department of Administrative Reforms & Public Grievances, shall be opened at the same venue on

**27.3.2017 at 5.00 PM** by the Committee authorized by this office and in the presence of those who wish to be present.

5. The Technical Evaluation Committee will assess the ability of the agencies based on the record, profile, and on such other criteria as it may fix and only those found fit will be eligible for financial bid opening.

6. The Department reserves the right to amend or withdraw any of the terms and conditions contained in the Tender Document or to reject any or all tenders without giving any notice or assigning any reason. The decision of the Joint Secretary (Admn.) Department of Administrative Reforms & Public Grievances in this regard shall be final and binding on all.

Yours faithfully,

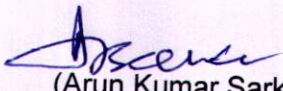


(Arun Kumar Sarkar)

Under Secretary to the Govt. of India  
Tel. 23401441

Copy to:-

1. Technical Director, NIC Department of Administrative Reforms & Public Grievances Sardar Patel Bhawan, Parliament Street New Delhi-110001 for uploading the tender notice on the Website of Department of Administrative Reforms & Public Grievance.



(Arun Kumar Sarkar)  
Under Secretary to the Govt. Of India  
Tel. 23401441

**SCOPE OF WORK**

Si.No.	Item Description	Qty.	Unit
1.	Cisco Swtiches WS-C2960X24-TD-L Catalyst 2960X24 TDL Ethernet Switch-24 Port Manageable	07	No.

**TERMS AND CONDITIONS****I. Acceptance of Terms and conditions**

The bidder must agree to abide the terms and conditions contained therein and submit the Technical and Financial Bid separately.

**II. Penalty Clause**

The successful bidder (L-1) firm must complete the work/supply, within a specified period from the award of the contract, failing which a penalty of 1% of the contract value per day for delay of each day would be deducted from the final bill.

III. The EMD of the unsuccessful tenderers will be released after finalization of the contract and EMD of successful bidder will be released on receipt of Performance Security Deposit.

IV. The EMD shall stand forfeited if a bidder withdraws or amends the bid/tender, or in case successful bidder fails to accept the contract within the stipulated period. No interest will be payable on this amount. The EMD shall also stand forfeited in the event of premature withdrawal of the tender (s) by any of the tenderes.

V. The firm should furnish Performance Security Deposit equivalent to 2% of contractual value in the form of Fixed Deposit Receipt/Bank Draft/Banker's cheque/Ban Guarantee in favour of 'DDO, AR&PG, Department of Administrative Reforms & Public Grievances, Sardar Patel Bhavan, Sansad Marg, New Delhi within 7 days from the date of offer of the contract will be returned after satisfisactory completion of the contract. The Performance Security Deposit should remain valid for a period of three months beyond the completion of contract.

VI. If the work is found unsatisfactory, or, if firm dishonour sthe contract, the Performance Security Deposit may be forfeited and the job may be entrusted to another firm without giving any notice to the contractor. In this regard, the decision of the Department of Administrative Reforms & Public Grievances will be final and binding on the contractor.

VII No advance payment will be made in any case and TDS will be deducted as per rules.

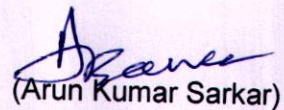
VIII The tender application without complete documents/information shall not be considered.

IX The firm will be entirely responsible for any loss caused to Government or any other Government property as a result of negligence or carelessness of firm. The firm should make good the financial or any other losses caused to/suffered by the Government on this account . In case of the Security deposit falls short or found to be insufficient to meet/adjust

the loss thus incurred by the Department, the balance, as may be necessary, shall be recovered from the contractual charges due to the firm. The decision of the Department in the context shall be final and binding on the contractor.

X. The contract awarded firm has to ensure that it fulfils all the requirements as per tax laws and other laws applicable to the firm/business. Department of Administrative Reforms & Public Grievances will not be liable for any violation of any laws/rules & regulations on the contractor and his firm.

XI Only one firm will be selected as L-1 to undertake the entire scope of supply/work on the basis of total of the amounts quoted against item in the financial bid.



(Arun Kumar Sarkar)  
Under Secretary to the Govt. of India  
Tel. No.23401441

ELIGIBILITY CRITERIA

1. Firms having experience in the relevant field, and having the requisite competence/capacity to do/handle such jobs effectively are eligible to participate in the tender process. Firm should have experience of supplying and installation of switches particularly in large networks.
2. The firm must be an OEM or an authorized dealer/agent/channel partner of the OEM for supplying given items. Authorization letters (in case of authorized firm issued by the concerned OEM must be submitted with the technical bid documents by all bidder and in-original by awarded firm.
3. Experience certificates, award letters and performance certificates of last three years should be furnished (2013-14, 2014-15 & 2015-16).
4. The firm must have annual turnover of Rs.30 lakhs per annum during each of year of the last three financial years i.e.2013-14, 2014-15 and 2015-16. Documents in support of turnover (along with income tax returns, and Audit Report/Tax Audit Report of the relevant years) must be provided. Turnover certified by CA for the relevant years must be provided.
5. The firms participating in the tender must have PAN No. VAT Registration & Service Tax Registration certificate. The documentary proof of PAN No., registration certificate, VAT No. and Service Tax No. must be provided.
6. The firm should submit EMD of Rs. 10000/- (Rupees Ten thousands only) in the form of demand draft drawn in favour of "DDO, Department of Administrative Reforms and Public Grievances, Sardar Patel Bhawan, Parliament, New Delhi". The successful bidder should furnish the performance security @2% of the total contract value in the form of Fixed Deposit Receipt/Bank Guarantee drawn on in favour of 'DDO, AR&PG, Department of Administrative Reforms and Public Grievances, Sardar Patel Bhavan, Sansad Marg, New Delhi-1100001
7. All the documents should be properly indexed with page number.

**PROFORMA FOR TECHNICAL BID**

Supply and installation of Cisco Switches Cisco Switches WS-C2960X24-TD-L Catalyst 2960X24 TDL Ethernet Switch-24 Port Manageable in Department of Administrative Reforms & Public Grievances, 5<sup>th</sup> Floor, Sardar Patel Bhavan, Sansad Marg, New Delhi

Sl.No.	Details	Documents to be furnished
1.	i) Name of Company/Firm ii) Address with Tel. No., email iii) Contact person's name with Mobile Number	
2.	The firm must be an OEM or an authorized dealer/agent/channel partner of the OEM for supplying given items. Authorization letters (in case of authorized firm issued by the concerned OEM must be submitted with the technical bid documents by all bidder and in-original by awarded firm	Copy of all certificates
3.	Experience certificates, award letters and performance certificates of last three years must be provided (years i.2013-14, 2014-15 & 2015-16). Firm should have experience of supplying and installation of switches particularly in large networks	Experience certificate, Award letters and Performance certificates for last three years
4.	The firm must have annual turnover of Rs.30 lakhs per annum during each of year of the last three financial years i.e.2013-14, 2014-15 and 2015-16. Documents in support of turnover (along with income tax returns and Audit Report/Tax Audit Report for relevant years) must be provided. Turnover certified by CA for the relevant years must be provided.	1. Annual Turnover to be clearly mentioned for 2013-14, 2014-15 and 2015-16. 2. CA Certificate 3. Income Tax Return 4. Audited Balance Sheet
5.	The firms participating in the tender must have PAN No. VAT Registration & Service Tax Registration certificate. The documentary proof of PAN No., registration certificate, VAT No. and Service Tax No. must be provided	All documents to be furnished
6.	EMD of Rs.10000- (Rs.Ten Thousands only) in the form of Demand Draft	To be enclosed
7.	Tender Acceptance letter (to be given on the company's Letter head	To be furnished

**Declaration**

I hereby certify that the information furnished above is full and correct to the best of my knowledge. I understand that in case any deviation in the above statement at any stage, the company will be blacklisted and will not have any dealing with the Department of Administrative Reforms & Public Grievances in future.

**PROFORMA FOR FINANCIAL BID**

**Annexure-IV**

To

The Under Secretary (GA)  
Department of Administrative Reforms & Public Grievances  
Room No.524  
Sardar Patel Bhavan, Sansad Marg, New Delhi

Subject:- Acceptance of Terms & Conditions of Tender

**Name of Tender/Work**

Supply and installation of Cisco Switches WS-C2960X24-TD-L Catalyst 2960X24 TDL Ethernet Switch-24 Port Manageable in Department of Administrative Reforms & Public Grievances, 5<sup>th</sup> Floor, Sardar Patel Bhavan, Sansad Marg, New Delhi

Si.No.	Details	Cost per unit	Qty.	Amount in Rs.
1.	Supply and installation of Cisco Swtiches WS-C2960X24-TD-L Catalyst 2960X24 TDL Ethernet Switch-24 Port Manageable with three years warranty		07*	

\* The quantity may increase or decrease depending on the requirement.  
All figures given above should be quoted inclusive of taxes.



**PROFORMA FOR FINANCIAL BID**  
**(To be given on Company letter Head)**

To

The Under Secretary (GA)  
Department of Administrative Reforms & Public Grievances  
Room No.524  
Sardar Patel Bhavan, Sansad Marg, New Delhi

Subject:- Acceptance of Terms & Conditions of Tender

**Name of Tender/Work**

Subject:- Supply and installation of Cisco Swtiches WS-C2960X24-TD-L Catalyst 2960X24 TDL Ethernet Switch-24 Port Manageable in Department of Administrative Reforms & Public Grievances, 5<sup>th</sup> Floor, Sardar Patel Bhavan, Sansad Marg, New Delhi

Dear Sir,

1. I/We hereby certify that I/we have read the entire terms and conditions of the Tender Documents (Including all documents like annexure (s) etc.) which form part of the contract agreement and I/we shall abide hereby by the terms and conditions contained therein.
2. The corrigendum(s) issued from time to time by your Department too have all been taken into consideration, while submitting the acceptance letter.
3. I/We hereby unconditionally accept the tender conditions of above mentioned tender document(s)/corrigendum (s) in its entirety.
4. In case any provisions of this tender are found violated, then your Ministry/organization shall without prejudice to any other right or remedy be at liberty to reject this tender/bide including the forfeiture of the full said earnest money deposit absolutely.

Yours faithfully,

(Signarure of the Bidder, with Official Seal)