

**NOTICE INVITING QUOTATION (NIQ)
FOR
COMMERCIAL QUOTES
FOR SUPPLY OF GENERIC NETWORK COMPONENTS AND
THEIR INSTALLATION SERVICES**



NATIONALPRODUCTIVITYCOUNCIL

Utpadakta Bhawan 5-6, Lodhi Road Institutional Area,

NewDelhi-110003

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National Productivity Council

NIQ No- Admin-16/121/2022-ADMIN_HQ_NPC

NOTICE INVITING QUOTATION

1 NOTICE INVITING QUOTATION

- 1.1 North East Region Biotechnology Programme Management Cell (NER BPMC) by Institute of Life Sciences (ILS) Bhubaneswar will be hiring space at National Productivity Council (NPC) Building located at address-Utpadkta Bhawan, 5-6 Institutional Area, Lodhi Road, Near Sai Baba Temple, New Delhi-110003
- 1.2 In this regard they have taken the additional space at NPC i.e. the left portion of Basement on lease measuring 998 Sq ft. Now, NER BPMC has already arranged tables and chairs for the basement area and will be shifting at the earliest. The details of the work (procurement and installation of IT equipments) required to be done at the basement is placed at Table 1 below:

Table 1: Specifications and Details of Items/Work

Items	Description	Qty.	Unit
Supply of Generic Network Components			
Cable Box D link	D-Link Cat 6 UTP LAN Cable	3	Box
Information Outlet for Data D link	D-Link Cat6 Information Outlets	18	Nos.
Face Plate Dual D link	D-Link Dual Face Plate	14	Nos.
Gang Box SMB (ISI mark)	Network Gang Box (ISI Mark)	14	Nos.
Patch cord 1 Mtrs D link	D-Link Patch Cord Cat6, 1 m	13	Nos.
Patch cord 2 Mtrs D link	D-Link Patch Cord Cat6, 2m	12	Nos.
Jack Panel D link	D-Link Cat6 UTP 24 Port Loaded Patch Panel/ Cat6 24 Port Panel	1	Nos.
40 mm pipe (ISI mark)	Supply of PVC Conduit Pipe (Per meter) Size: 40MM	50	Meter

Items	Description	Qty.	Unit
25mm pipe (ISI Mark)	Supply of PVC conduit of OD size (Per meter) 25 MM	30	Meter
Duct 25x25 (ISI Mark)	Supply of marked PVC duct of size (Per Meter) 25X25	40	Meter
Krone box 50 AMP	50 Pair MDF Box with Krone Module, For Junction Boxes	1	Nos.
Rack 9U	9U Network Rack	1	Nos.
Switch 24 port all giga (ISI Mark)	D-Link 24 Port Gigabit Ethernet Switch	1	Nos.
Installation Services			
Laying of UTP Cable	Laying of D-Link Cat 6 UTP LAN Cable	900	Mtrs
Punching of I/O	Installation & Termination of information outlets (including termination of UTP cables on I/O including Installation/Fixing of Faceplate with Gang Box	18	Nos.
Punching of J/P	Installation of Jack Panel with Cable Manager Installation & termination of UTP cables on Patch Panel with wire Manager. Performance testing of the laid UTP cables per node (including documentation report)	1	Nos.
Fixing of Duct	Installation & fixing of PVC conduit & duct	120	Meter
Installation of krone	Installation of 50 Pair MDF Box with Krone Module, For Junction Boxes	1	Mtrs.

Items	Description	Qty.	Unit
Installation of Rack and Dressing and testing of nodes Rack	Installation of 9U Network Rack and Dressing and testing of nodes Rack	1	Qty

- 1.3 National Productivity Council (NPC) invites commercial quotation in sealed A4 size envelope for providing and installation of IT equipments as per specifications and details of items/works as mentioned in Table-1.
- 1.4 Single sealed A4 size envelope mentioned at point 1.3 needs to be sealed properly with envelope cover duly marked **ON TOP** with
1. **“NIQ No- Admin-16/121/2022-ADMIN_HQ_NPC”**
 2. **“COMMERCIAL QUOTES FOR SUPPLY OF GENERIC NETWORK COMPONENTS AND THEIR INSTALLATION SERVICES”**
- 1.5 The prospective bidder/agency/vendor shall fulfill the following mandatory eligibility criteria:
1. The bidder/agency/vendor must have valid GSTIN, Aadhaar No., and the PAN number allotted by the concerned authorities. Copies of GSTIN, Aadhaar No., and the PAN number with bidder/agency/vendor’s signature and seal need to be attached.
 2. The bidder must have at least last two (2) years’ experience as on date 31.10.2022 for Procurement / Supply / Installation Services for providing and installation of IT equipments as per specifications and details of items/works as mentioned in Table-1 in Government/ Semi Government Organization/ Public Sector Undertaking institute / office / body / organization, etc. Copy of work orders and certificates of successful completion of work / performance for at least last two (2) years need to be attached.
 3. The bidder/agency/vendor should not be blacklisted or banned or barred from any Government/ Semi Government Organization/ Public Sector Undertaking institute / office / body / organization, and Department of Commerce or Ministry / Department concerned. An undertaking in this regard is required with duly signed and stamped by bidder/agency/vendor
- 1.6 Each page of the commercial quote/bid document should be duly signed and stamped by the

bidder/agency/vendor.

- 1.7 The commercial quote/bid document should be accompanied with “**Bid Security Declaration**” accepting that if the bidder/agency/vendor withdraws or modifies its commercial quote/bid document during the period of validity, etc. they will be suspended from participating in tender process / bid process of the NPC for a period of one year. An undertaking in this regard is required with duly signed and stamped by bidder/agency/vendor
- 1.8 The Council reserves the right to accept any or reject one or all the offers/bids/commercial quotes made by one or more agencies/bidders/vendors without assigning any reason(s) thereof. The Council also reserves the right to cancel or change the bid process at any stage without assigning any reason(s) thereof. The Council’s decision regarding evaluation and finalization of the bids will be binding on all the parties. If there are two L1 bidders quoting the same financial quote, then both the bidders will be called to NPC office for negotiation and the bidder quoting the lower financial/commercial quote out of two L1 bidders after negotiation will be awarded the work.

2 GENERAL TERMS AND CONDITIONS

- 2.1 Terms and conditions for the work will be as under: -
- 2.2 Network Diagram with reference to Table-1 has been enclosed with this NIQ at Annexure-VI for kind perusal of bidder/agency/vendor.
- 2.3 The tenderer should submit attested copies of their Registered GST, Aadhaar Number and PAN Number along with the bid which should depict their complete address. In case this information is not provided, NPC reserves the right to reject the quotation.
- 2.4 The Council reserves the right to reject the supplies/services in whole or in part if the same is found sub-standard and the decision of the Council in this regard will be final.
- 2.5 No change in the rates shall be allowed under any circumstances whatsoever in any item after submission of quotation or during the course of supply / procurement / installation services of IT equipments as per specifications and details of items/works as mentioned in Table-1
- 2.6 The firm will be entirely responsible for the quality of supplied goods/ materials/ services provided. The supplier should replace the rejected/ damaged items/services within 2 days, failing which penalty will be imposed 1% per day of the total ordered value shall be levied subject to maximum of 10 % of the total ordered value by the Institute.
- 2.7 The work shall be awarded to a single firm/agency/bidder/vendor whose consolidated bid value is lowest (L1) meeting all scopes of work/services/supply of items and fulfilling all the terms and conditions of the NIQ.
- 2.8 At the time of submission of Commercial Quotations, the firm/agency/bidder/vendor shall furnish a Self-Declaration that their firm/ organization/ agency has not been banned or blacklisted or barred by any Govt. Deptt. / Financial Institution / Court, etc.
- 2.9 If the bidder refuses to accept the work order and the council gets the work done from outside. In that case the council will recover the amount from the selected firm/agency/bidder/vendor
- 2.10 The payment shall be made on presentation of bills after the satisfactory supply of items/ installation services and after the satisfaction of end users regarding the durability, quality and functionality of items supplied and services provided.
- 2.11 NIQ Validity: The quoted rates must be valid for a period of 180 days from the date of closing and finalization of the NIQ. The overall offer for the assignment and bidder's quoted price shall remain unchanged during the period of validity. If the bidder/agency/vendor quoted the

validity shorter than the required period, the same will be treated as unresponsive and it may be rejected.

2.12 In case any of the required document (s) is found not enclosed with the quotation, the quotation is liable for rejection.

2.13 Performa for furnishing quotation/rates for work/supply of services & items is enclosed.

2.14 Each page of the commercial quote document shall have to be mandatorily signed by the authorized signatory of the prospective bidder/agency/firm/vendor and seal of the same affixed. Noncompliance in this regard will make the bid/commercial quote ineligible for consideration.

2.15 Delivery period: The bidder/agency/firm/vendor must supply the required material/installation services within 15 days from the issue of work order, in case of emergent requirement firm needs to be ready to supply the required item within 07 days from issue of work order. All the aspects of safe delivery/ supply of material / installation of services shall be the exclusive responsibility of the supplier. If the bidder/agency/firm/vendor fails to complete the supply on or before the stipulated date, then a penalty at the rate of 1% per day of the total order/work value shall be levied subject to maximum of 10% of the total order/work value

2.16 The Evaluation Criteria:

1. Stage 1: - Evaluation will be undertaken for those bids/commercial quotes who have submitted documents as mentioned above.
2. Stage 2: - The bids/commercial quotes will be scrutinized with respect of eligibility conditions. The final work will be awarded on the basis of the lowest total commercial value quoted.

2.17 Schedule of payment and payment terms. The following payment schedule is specified: -

1. 80% after successful completion and functional of job/work/services & items supplied as per the description & rates quoted under financial bid/commercial quote, scope, technical specifications, terms & conditions in terms of quality and durability. 10% after six (6) months of successful completion of job subject to the satisfaction of end users regarding the durability, quality and functionality of items supplied and services provided. 10% after one (1) year of successful completion of job subject to the satisfaction of end users regarding the durability, quality and

functionality of items supplied and services provided. **There shall be no provision for any advance payment.**

2. Income Tax, Service Tax and any other taxes, as per statutory rules of the Central Govt., shall be deducted from the Bill(s). The payment of eligible bill(s) shall be made after submission of the Bill by the Firm / Company /Bidder /Agency/ Vendor.
3. The work will be considered complete after all the items/services supplied and installed and end users are satisfied with the durability, quality and functionality of items/services supplied and installed by the bidder/firm/agency/vendor.

2.18 Consortium and sub-contracting for the job mentioned in this document is not allowed. The applicant must have the capacity to execute the work themselves.

2.19 Commercial quotes/Bids will be opened in front of the Committee Members of NPC. Only successful bidder will be communicated about the award of work.

2.20 The successful bidder shall furnish a refundable Performance Security Deposit of value equal to 3 % of total quoted value by the bidder/agency/firm in the form of Bank Guarantee /Pledge of FDR/ DD in the favor of “National Productivity Council” and payable at New Delhi. Security Deposit shall be returned to the company after successful completion of the contract. No interest shall be payable on the Security Deposit.

2.21 Arbitration

1. Any dispute of differences whatsoever arising between the two parties relating to the work contract shall be settled by arbitration in accordance with the provisions of the Arbitration & Conciliation Act.1996 and the award made in pursuance thereof shall be binding on the parties.
2. The work under this contract shall not be stopped for any reason whatsoever during the said dispute/proceedings unless the supplier/bidder/vendor/agency is specifically directed by the NPC to do so in writing.
3. The venue of arbitration shall be at New Delhi
4. The language of the proceedings shall be in English.
5. The Law governing the substantive issue between the parties shall be the Laws of the Land in India.
6. For this purpose, Director General, NPC shall be the sole arbitrator.

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3 ANNEXURE – I (PARTICULARS OF THE COMPANY/ FIRM /BIDDER / VENDOR / AGENCY)

Table 2: - Particulars of the Company/Firm/Bidder/Vendor/Agency

Particulars of the Company/ Firm/ Bidder/ Vendor/ Agency		
1.	Name of bidding Company/ Firm / Bidder / Vendor / Agency	
2.	Office address	
3.	Year of Commencement of business	
4.	i)Telephone No.	
	ii)Mobile phone No.	
	iii) E-mail address	
	iv) Fax No.	
5.	Name/ Residential address/ Phone no. of Contact person	
6.	Whether the firm is Proprietary/ Partnership/ Company	
7.	Name and address of partner in case of partnership firm (Please enclose a copy of Partnership deed/ Power of Attorney)	
8.	Date of establishment of the firm (Enclose Certificate)	
9.	GST No. of the Firm (attach attested copy)	
10.	PAN No. of the Firm (attach attested copy)	

Particulars of the Company/ Firm/ Bidder/ Vendor/ Agency	
11.	Registration no. of the firm (attach attested copy)
12	Aadhaar No. of concerned person (attach attested copy)
12.	Any other relevant information

Certified that all above information's are correct to the best of my/ our information, knowledge, and belief

Signature(s)

Name & Address of the company /firm /bidder /agency with seal

4 ANNEXURE – II (DETAILS OF EXPERIENCE)

4.1 The bidder must have at least last two (2) years’ experience as on date 31.10.2022 for Procurement / Supply / Installation Services for providing and installation of IT equipments as per specifications and details of items/works/services as mentioned in Table-1 in Government/ Semi Government Organization/ Public Sector Undertaking institute / office / body / organization, etc. Copy of work orders and certificates of successful completion of work / performance for at least last two (2) years need to be attached.

Table 3: - Details of Experience of the Company/Firm

Name/ Address of Institution for which similar services have been provided	Contact No.	Description of work order and work order no.	Year of completion of supply/work	Copy of work order and certificate of successful completion of work / performance certificate attached with commercial quote (Yes/No)

Signature(s)

Name & Address of the company /firm /bidder /agency with seal

5 ANNEXURE – III (ATTACHMENTS)

- 5.1 Please attach copies of award letters/ work orders/ performance certificates/ work completion certificates as proof of the information provided in **Annexure-II**

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6 ANNEXURE-IV (COMMERCIAL QUOTE)

6.1 Proforma for quoting Commercial Rates (Table 4)

Table 4: - Proforma for quoting Commercial Rates

Items	Description	Qty.	Unit	Unit Price (in Rs.)	Total Price (in Rs.)
Supply of Generic Network Components					
Cable Box D link	D-Link Cat 6 UTP LAN Cable	3	Box		
Information Outlet for Data D link	D-Link Cat6 Information Outlets	18	Nos.		
Face Plate Dual D link	D-Link Dual Face Plate	14	Nos.		
Gang Box SMB (ISI mark)	Network Gang Box (ISI Mark)	14	Nos.		
Patch cord 1 Mtrs D link	D-Link Patch Cord Cat6, 1 m	13	Nos.		
Patch cord 2 Mtrs D link	D-Link Patch Cord Cat6, 2m	12	Nos.		
Jack Panel D link	D-Link Cat6 UTP 24 Port Loaded Patch Panel/ Cat6 24 Port Panel	1	Nos.		
40 mm pipe (ISI mark)	Supply of PVC Conduit Pipe (Per meter) Size: 40MM	50	Meter		
25mm pipe (ISI Mark)	Supply of PVC conduit of OD size (Per meter) 25 MM	30	Meter		

Items	Description	Qty.	Unit	Unit Price (in Rs.)	Total Price (in Rs.)
Duct 25x25 (ISI Mark)	Supply of marked PVC duct of size (Per Meter) 25X25	40	Meter		
Krone box 50 AMP	50 Pair MDF Box with Krone Module, For Junction Boxes	1	Nos.		
Rack 9U	9U Network Rack	1	Nos.		
Switch 24 port all giga (ISI Mark)	D-Link 24 Port Gigabit Ethernet Switch	1	Nos.		
Installation Services					
Laying of UTP Cable	Laying of D-Link Cat 6 UTP LAN Cable	900	Mtrs		
Punching of I/O	Installation & Termination of information outlets (including termination of UTP cables on I/O including Installation/Fixing of Faceplate with Gang Box	18	Nos.		
Punching of J/P	Installation of Jack Panel with Cable Manager Installation & termination of UTP cables on Patch Panel with wire Manager. Performance testing of the laid UTP cables per node (including documentation report)	1	Nos.		
Fixing of Duct	Installation & fixing of PVC conduit & duct	120	Meter		

Items	Description	Qty.	Unit	Unit Price (in Rs.)	Total Price (in Rs.)
Installation of krone	Installation of 50 Pair MDF Box with Krone Module, For Junction Boxes	1	Mtrs.		
Installation of Rack and Dressing and testing of nodes Rack	Installation of 9U Network Rack and Dressing and testing of nodes Rack	1	Qty		

6.2 Note:

1. Above rates should be quoted inclusive of packing, loading, unloading, transportation, safe stacking, etc.
2. Please note and ensure that these pages are duly filled in and all the pages of the commercial quote document are duly signed by the authorized person, affixing seal along with signature.

Signature(s)

Name & Address of the firm with seal

7 ANNEXURE-V (FORM-1) [COVERING LETTER]

To,
National Productivity Council
5-6, Institutional Area
Lodi Road
New Delhi- 110003

Dear Sir,

1. We/I, the undersigned, offer to provide services related to NIQ No- Admin-16/121/2022-ADMIN_HQ_NPC of NPC.
2. We/I will abide by the decision of NPC regarding the bid process.
3. We/I have read & understood the NIQ and agree to all the terms & conditions stated therein.
4. We/I hereby declare that all the information and statements made in this quotation are true and accept that any misinterpretation contained in it may lead to our disqualification.
5. We/I further undertake, if our quotation is accepted, to initiate the services related to the assignment within period as mentioned in work order
6. We/I understand, NPC is not bound to accept any bid(s)/commercial quotes you receive.
7. We/I understand that there is no provision of advance payment.
8. We/I understand that all supply / procurement / installation services of IT equipments as per specifications and details of items/works as mentioned in Table-1 and Annexure- IV of NIQ will be of good quality, durable and functional for 24 hours x 7 days for a minimum period of one (1) year. IT equipments supplied and installed will have a Warranty Period of a minimum of two (2) years. We/I understand that after successful and satisfactory completion of work/services; We/I will be responsible to change/replace any defective/damaged item(s) for a period of minimum of two (2) years without any charges/fees/cost to be paid by NPC
9. We/I also understand that after successful and satisfactory completion of work/services; *installation services* provided by us, will make the IT equipments as per specifications and details of items/works as mentioned in Table-1 and Annexure- IV of NIQ functional for 24 hours x 7 days for a period of a minimum of one (1) year. During this period of one (1) year, any repair/installation service to restore the functionality of IT equipments will be provided without any charges/fees/cost to be paid by NPC

Yours sincerely,

Authorized Signature [In full and initials]:

Name and Title of Signatory:

Name of Company/Firm/Bidder/Agency/Vendor:

Address:

E-mail & Mobile No.

Location:

Date:

8 ADDRESS TO REACH BID/COMMERCIAL QUOTE

National Productivity Council
5-6, Institutional Area, Lodi Road
New Delhi- 110003

Bid/Commercial Quote sealed in A4 size envelope needs to be dropped in person in locked wooden box kept at the Reception/Security of National Productivity Council's entrance. No other form / medium / method of receiving Bid/Commercial Quote will be entertained. No speed post/courier/ or any other form of postal means will be accepted.

9 IMPORTANT DATES

9.1 Last date of submission of Bid/Commercial Quote is **20th December 2022 by 4:00 pm.**

10 CHECKLIST BEFORE SUBMITTING THE BID/COMMERCIAL QUOTE

10.1 Commercial Quote/Bid needs to be submitted in sealed A4 size envelope.

10.2 Single sealed A4 size envelope should be duly marked **ON TOP** with

1. "NIQ No- Admin-16/121/2022-ADMIN_HQ_NPC"
2. "COMMERCIAL QUOTES FOR SUPPLY OF GENERIC NETWORK COMPONENTS AND THEIR INSTALLATION SERVICES"

10.3 Single sealed A4 size envelope should have following address: -

**National Productivity Council
5-6, Institutional Area, Lodi Road
New Delhi- 110003**

10.4 Single sealed A4 size envelope should have following documents **IN THIS ORDER** only: -

1. ANNEXURE-VII (FORM-1) [COVERING LETTER]
2. ANNEXURE – I (PARTICULARS OF THE COMPANY/ FIRM /BIDDER / VENDOR / AGENCY)
3. ANNEXURE – II (DETAILS OF EXPERIENCE)
4. ANNEXURE – III (ATTACHMENTS)

5. ANNEXURE-IV (COMMERCIAL QUOTE)
6. **“Bid Security Declaration”** accepting that if the bidder/agency/vendor withdraws or modifies its commercial quote/bid document during the period of validity, etc. they will be suspended from participating in tender process / bid process of the NPC for a period of one year.
7. An undertaking duly signed and stamped by the bidder/agency/vendor stating that bidder/agency/vendor has not been blacklisted or banned or barred from any Government/ Semi Government Organization/ Public Sector Undertaking institute / office / body / organization, and Department of Commerce or Ministry / Department concerned.

11 ANNEXURE-VI [Network Diagram]

