

**THE GEM & JEWELLERY EXPORT PROMOTION COUNCIL  
F 17-18, Flatted Factories Complex, Jhandewalan, New Delhi - 110 055.**

Phone: 011 - 46266920 to 926  
Fax: 011 - 23675274

Email: delhi@gjepcindia.com  
Website: www.gjepc.org

**NOTICE FOR INVITATION OF TENDER FOR PROCUREMENT OF OFFICE EQUIPMENT  
Tender No.: GJEPC/2016-17/Tender-07 /IIGJ, Delhi/Office Equipment/dated- 23.09.2016**

Sealed tenders (**two bid system**) are invited for procurement of office equipment as per the annexure mentioned in the tender document. The acceptance of the tender shall be subject to fulfillment of instructions and conditions mentioned in the tender document.

The Tender Document contains **11** pages including this page.

Section A: Instructions to Bidders

Section B: Conditions of Contract

Section C: Key Technical Specifications of office equipment

Section D: Technical Bid Format

Section E: Price Bid

Last date of Receiving sealed Bids- **17.10.2016, 1:00 PM**

The Technical Bids shall be opened on -**17.10.2016, 4:00 PM**

The Financial Bids shall be opened on -**17.10.2016, 5:00 PM**

Estimated cost of Goods: Rs. **7.00** Lakh

Cost of Tender Document: Rs. 500/-

Tender Document Serial No.:

  
Asst. Director  
GJEPC



## Section A: Instructions to Bidders

1. Tender is to be submitted to:  
**Assistant Director,  
The Gem and Jewellery Export Promotion Council,  
F-17-18, Flatted Factories Complex, Jhandewalan,  
New Delhi-110055.**
2. Tender Document Fees: Tender Document can be obtained by paying fee of Rs.**500/-** (Five Hundred Only- non-refundable) in the form of Pay Order/Demand Draft. If the same is downloaded from the website then the tender document fees of Rs. **500/-** (non-refundable) in form of Pay Order/ Demand Draft in favour of "The Gem and Jewellery Export Promotion Council", payable at New Delhi, should be deposited along with tender documents, failure to submit the same, offer of the bidder is liable to be rejected.
3. A demand draft for **2%** of the estimated cost as earnest money (refundable to non successful bidders) is to be deposited with technical bid. The demand draft should be in favour of "**The Gem and Jewellery Export Promotion Council**", payable at New Delhi.
4. All demand drafts submitted should be drawn on nationalized bank in favour of "**The Gem & Jewellery Export Promotion Council**", payable at New Delhi.
5. The Tender is to be submitted under "Two Bid" system, viz. two separate sealed covers each should contain Technical Bid (except price) and other should contain commercial / price bid. Both the bids are to be packed in one sealed cover.
6. Separate bids are to be submitted for each item.
7. Bid security amount (earnest money) as given in Section D is to be furnished with Technical Bid.
8. On the day of Tender opening, Technical Bid will be opened on **17.10.2016, 4:00 PM** and Price/ Commercial/Financial bid will be opened on the same day at **17.10.2016, 5:00 PM** for the successful technical bidders.
9. The cover containing quotation should be sealed and superscripted "Tender for procurement of office equipment for The Gem & Jewellery Export Promotion Council" and posted or deposited in person to the office of The Gem & Jewellery Export Promotion Council, F 17-18, Flatted Factories Complex, Jhandewalan, New Delhi - 110 055, so as to reach not later than **17.10.2016, 1:00 PM**.
10. It is the responsibility of the bidders to ensure that their tenders reach the office of The Gem & Jewellery Export Promotion Council at the above address by due date and time. The fact of having posted an offer in time will not bind The Gem & Jewellery Export Promotion Council for considering the tender.
11. An authorized representative of the Bidder may remain present at the time of opening of the tenders
12. The person signing the tender should, duly authenticate any errors or corrections in the tender. Over writing should be avoided.
13. Validity of Tender: The offer should remain open for Six months from the date of opening of tender and there should be clear mention in the Tender to that effect.



14. The Gem & Jewellery Export Promotion Council reserves the right to accept or reject any tender or the whole tender process without assigning any reason whatsoever.
15. The Gem and Jewellery Export Promotion Council reserves the right to split the tender into two or more parts and award the work to separate companies/firms etc. Work shall be awarded to the lowest bidder, subject to fulfillment of other terms, conditions and specifications.
16. The Gem and Jewellery Export Promotion Council reserves the right to select and reject the items from the list of quantities/items.
17. Any kind of canvassing in regard to the offer after submitting the tender will be treated as disqualification.
18. Arbitration: In the event of any question, dispute or difference arising out of or in connection with this contract, the same shall be settled amicably by mutual consultations. If such resolution is not possible then the unresolved dispute or difference shall be referred to the sole arbitration by a person appointed by The Gem & Jewellery Export Promotion Council, Delhi and shall be conducted at the Jurisdiction of Delhi Court only.
19. All cost and expenses (whether in terms of time or money) incurred by the Bidders in any way associated with development, preparations, and submission of responses, including but not limited to attendance at meetings, discussions, etc and providing any additional information's required by GJEPC will be borne entirely and exclusively by the Bidders.
20. Each Bidder acknowledges and accepts that GJEPC may, in its sole and absolute discretion, apply whatever criteria it deems appropriate in the selection of the Bidder, not limited to those selection criteria set out in this tender documents. The issuance of tender document is merely an invitation to offer and must not be construed as any agreement or contract or arrangement nor would it be construed as any investigation or review carried out by the Bidder. The Bidders unconditionally acknowledge by submitting its responses to the tender document.



## Section B: Conditions of Contract

1. It should be specifically stated whether Sales Tax / VAT/ Packing/ Delivery Charges/ Insurance charges, etc are payable in addition to the price quoted, otherwise, the price quoted will be assumed to be all inclusive and no separate tax or charges will be paid in the event of the offer being accepted.
2. Payment terms: Payment will be made within 30 days of delivery of the goods subject to inspection of goods by expert team of GJEPC.
3. Time Limit for delivery of goods will be **30 days** on receipt of purchase order. The earliest date by which delivery can be completed should be mentioned in the tender. Failure to effect delivery by the stipulated date may render the bidders liable to pay liquidate damages at the rates as prescribed by The Gem & Jewellery Export Promotion Council.
4. The goods will be inspected by a representative of The Gem & Jewellery Export Promotion Council at the time of delivery / installation and unacceptable goods will be subject to removal / replacement at the risk, cost and responsibility of the supplying company/ firm.
5. The goods to be securely packed and delivered to The Gem & Jewellery Export Promotion Council, F 17-18, Flatted Factories Complex, Jhandewalan, New Delhi - 110 055.
6. Tender of branded/reputed make shall only be considered. Assembled or locally manufactured items shall not be entertained.
7. Catalogue for the office equipment quoted by the vendor should be enclosed along with technical bid. Model of office equipment quoted & detailed specification to be submitted.
8. Rectification of any defects noticed during a period of one year from the date of supply shall be the responsibility of the supplying firm at their own cost and risk. All expenses arising out of this situation will be borne by the vendor.
9. The Tender not received on "Two Bid" basis is liable to be rejected.
10. Complete payment will be made after satisfactory completion of the supply of goods and fulfillment of other terms & condition of the Tender.
11. Delivery period for supply of materials should be stated dearly and maintained.
12. The schedules of delivery as per purchase order should be strictly adhered to. In case, there is delay in delivery, the firm will be liable to pay liquidated damages @ 2% of the total value of the order per month or part of month during which the delivery of such goods may be in arrears where delivery thereof is accepted after expiry of the aforesaid period.
13. No interest is payable on the Bid security deposit amount.
14. The validity of the bank draft / guarantee submitted as the Bid security should be suitably extended by the Bidder, if needed, beyond validity of the tender.



15. The Bid security will be returned to the unsuccessful bidder. It will be adjusted in the advance/first payment to be made to the successful bidders
16. In case of withdrawals or amendments or impairs or derogates or non-compliance of Tender condition(s) of the offer in any respect within the validity period of the tender, the Bid security amount is liable to be forfeited.
17. The Performance security deposit amount equivalent to 5% of the bill amount will be deducted from the payment and returned to the supplier after six months of satisfactory completion of the delivery of ordered goods as per terms and conditions of the Purchase Order.
18. In case of the rates quoted in the Financial Bid submitted are in the foreign currency then it should be in the freely convertible foreign currency and for the purpose of comparison of the quoted price with the bidders who have quoted their price in INR the rate of exchange shall be taken as the rate prevailing on the date of opening of the financial bid.
19. If there is any training required on specific and specialized equipment the vendor should agree to impart training at its own cost at place of installation of office equipment.
20. For any imported equipment(s) the vendor /agent should have an authorization certificate from the Manufacturing Company and should enclose a copy of the same with the Technical Bid.
21. Manufacturer's warranty on supplied equipments shall be transferred to GJEPC.
22. The vendor should make arrangements for qualified engineers/staff to attend to after sales service at IIGJ Delhi where the equipments are to be supplied and installed.
23. The equipment supplied and installed should be New and Unused.
24. The installation of the equipment shall be the responsibility of the vendor and it should be certified as in working condition by the consignee after the installation.
25. GJEPC reserves the right to accept or reject any or all the tenders either fully or partly or may cancel the tender without assigning any reasons and is not bound to accept the lowest bid since due weightage shall be given to several factors besides the commercial bid and decision of GJEPC to that effect shall be final and binding.



### Section C: Key Technical Specifications of Office Equipment

S.NO	Name Of Equipment	Specifications
1	Branded Desktop(A)	Intel Core i3 processor , 4GB RAM , 500 GB HDD , Manufacturer Installed Microsoft Windows 10 Professional, Manufacturer installed MS Office, Graphic Card, Wired Keyboard, Wired Mouse, 3 yr Manufacturer onsite warranty, 19" LED Monitor
2	Branded Desktop(B)	Intel Core i5 , 8GB RAM , 1 TB HDD , Nvidia Graphic Card, Manufacturer installed Windows10 Professional , Manufacturer installed MS Office , Wired Keyboard, Wired Mouse, 3 yr Onsite Manufacturer Warranty, 19" LED Monitor
3	Laptop	15.6-inch display, intel core i7processor, 4Gb Ram , 1 TB HDD, Graphic Card, Manufacturer Installed Windows 10 Professional, Manufacturer Installed Anti Virus with Carry Case, 3 Years Manufacturer Warranty
4	UPS	Input Voltage: 140-300V, Output Voltage: 190-250V, offline, Backup Time: 10-15min. ISI marked.
5	Printer - Color	Color Laser Single Function Printer, Print Resolution 1200 x 1200 dpi
6	Printer - Black & White	Mono Laser Single Function Printer, Print Resolution 600 x 600 dpi or more
7	Scanner	Print Resolution 600dpi,scanning speed 30ppm,paper size-A4/Legal
8	Photocopier	All in one (Print, Copy, Scan, Fax) Duplex & Network, Print Speed- 33ppm, Print Resolution-1200x600dpi, Device Memory-256MB
9	Projector	Multimedia Projector with Wireless Connectivity between PC/Laptop/ Smart Phone & Projector, Storage Media Port and Wireless Lan Connectivity, Resolution 1024 x 768 XGA, ANSI Lumen : 4000, HDMI Port



**Section: D**  
**FORMAT FOR SUBMITTING TECHNICAL BID**  
**(To be copied/ type written and submitted in sealed cover)**

To,  
Asst. Director  
**THE GEM & JEWELLERY EXPORT PROMOTION COUNCIL**  
**F 17-18, Flatted Factories Complex, Jhandewalan, New Delhi - 110 055.**

Tender No.: GJEPC/2016-17/Tender-07 /IIGJ, Delhi/Office Equipment/dated- **23.09.2016**

To be deposited in separate sealed cover-1(subscribed with “tender for supply of office equipments

**Technical specifications:**

- A demand draft for 2% of the estimated cost as earnest money (refundable to non successful bidders) is to be deposited with technical bid. The demand draft should be in favour of “The Gem and Jewellery Export Promotion Council”, payable at New Delhi.
- The demand draft should be in favour of “The Gem and Jewellery Export Promotion Council”, payable at New Delhi.
- General information form.
- Photocopy of valid sales tax registration. For work contract Tax/Vat or as per local state bye-laws
- Certificate of authorization

The GJEPC reserves the right to cancel the tender without any clarification.

**General Information Form**

1.	Date of Application	
2.	Name of Firm/company/agency/dealer	
3.	Address of Firm	
4.	Sales/trade tax registration no.	
5.	Whether DD of Rs 500/- submitted as tender document cost(if downloaded from the website)	
6.	Tender Fee Receipt No. & Date	
7.	Earnest Money Amount	
8.	Bank Draft no & date	
9.	Name & Branch of Bank	
10.	Delivery Time	
11.	Whether agreed to abide by all terms & conditions mentioned in the conditions of Contract	
12	Certificate of Authorization	



**Information sheet on conformity with Technical Specifications**

S.NO	Name Of Equipment	Specifications	Conformity with the specification and any other features
1	Branded Desktop(A)	Intel Core i3 processor , 4GB RAM , 500 GB HDD , Manufacturer Installed Microsoft Windows 10 Professional, Manufacturer installed MS Office, Graphic Card, Wired Keyboard, Wired Mouse, 3 yr Manufacturer onsite warranty, 19" LED Monitor	
2	Branded Desktop(B)	Intel Core i5 , 8GB RAM , 1 TB HDD , Nvidia Graphic Card, Manufacturer installed Windows10 Professional, Manufacturer installed MS Office, Wired Keyboard, Wired Mouse, 3 yr Onsite Manufacturer Warranty, 19" LED Monitor	
3	Laptop	15.6-inch display, intel core i7processor, 4Gb Ram , 1 TB HDD, Graphic Card, Manufacturer Installed Windows 10 Professional, Manufacturer Installed Anti Virus with Carry Case, 3 Years Manufacturer Warranty	
4	UPS	Input Voltage: 140-300V, Output Voltage: 190-250V, offline, Backup Time: 10-15min. ISI marked.	
5	Printer - Color	Color Laser Single Function Printer, Print Resolution 1200 x 1200 dpi	
6	Printer - Black & White	Mono Laser Single Function Printer, Print Resolution 600 x 600 dpi or more	
7	Scanner	Print Resolution 600dpi,scanning speed 30ppm,paper size-A4/Legal	
8	Photocopier	All in one (Print, Copy, Scan, Fax) Duplex & Network, Print Speed-33ppm, Print Resolution-1200x600dpi, Device Memory-256MB	
9	Projector	Multimedia Projector with Wireless Connectivity between PC/Laptop/ Smart Phone & Projector, Storage Media Port and Wireless Lan Connectivity, Resolution 1024 x 768 XGA, ANSI Lumen : 4000, HDMI Port	



**Information sheet on estimated cost of equipment, quantity and earnest money details**

S.NO	Equipment	Qty.	Estimated Cost In rupees	Earnest money in rupees (2 % of total cost)
1	Branded Desktop(A)	3	1,65,000.00	3,300.00
2	Branded Desktop(B)	3	1,95,000.00	3,900.00
3	Laptop	2	1,00,000.00	2,000.00
4	UPS	8	20000.00	400.00
5	Printer - Color	1	17500.00	350.00
6	Printer - Black & White	2	10000.00	200.00
7	Scanner	1	17500.00	350.00
8	Photocopier	1	45000.00	900.00
9	Projector	2	1,30,000.00	2,600.00
<b>Total</b>			<b>7,00,000.00</b>	<b>14,000.00</b>

Note: Please attach a copy of catalogue of the offered instrument/s.

Delivery Period:

[Signature with date, name and designation]

Duly authorized to sign Bid for and on behalf of

Messrs \_\_\_\_\_

[Name & address of the manufacturer /supplier with seal]



**Section: E**  
**BID SUBMISSION FORM**  
**(To be copied or type written and submitted with Financial Bid)**

To,  
Asst. Director  
**THE GEM & JEWELLERY EXPORT PROMOTION COUNCIL**  
**F 17-18, Flatted Factories Complex, Jhandewalan, New Delhi - 110 055.**  
**Tender No.: GJEPC/2016-17/Tender-07 /IIGJ, Delhi/Office Equipment/dated- 23.09.2016**

Ref: Your Bidding Document No. \_\_\_\_\_

We, the undersigned have examined the above mentioned Bidding Document, including amendment /corrigendum no. \_\_\_\_\_, dated \_\_\_\_\_ (if any), the receipt of which is hereby confirmed. We now offer to supply and deliver \_\_\_\_\_

(Description of goods and services) in conformity with your above referred document for the sum as shown in the price schedule(s), attached herewith and made part of this Bid. We further understand that you are not bound to accept the lowest or any Bid you may receive against your above-referred Bid Reference.

We confirm that we do not stand deregistered/ banned/ blacklisted by any Government Authorities We confirm that we fully agree to the terms and conditions specified in above mentioned Bidding Document, including amendment/ corrigendum if any.

Our TIN and PAN are as follows

TIN No. \_\_\_\_\_

PAN No. \_\_\_\_\_

[Signature with date, name and designation]  
Duly authorized to sign Bid for and on behalf of  
[Name & address of the manufacturer/ supplier with Seal]

Encl: Price Schedule



**Section: E**  
**BID SUBMISSION FORM**  
(To be copied or type written and submitted with Financial Bid)

To,  
Asst. Director

THE GEM & JEWELLERY EXPORT PROMOTION COUNCIL  
F 17-18, Flattened Factories Complex, Jhandewalan, New Delhi - 110 055.  
Tender No.: GJEPC/2016-17/Tender-07 /IIGJ, Delhi/Office Equipment/dated- **23.09.2016**

(Financial Bid to be submitted in sealed cover)

**Price Schedule**

S.No.	Name of Office Equipment	Quantity	Quoted Price (including VAT and other taxes); excluding Import Duty (if quoted in Foreign Currency)	Other charges please Specify	Total
1.					
2.					
3.					
4.					
5.					
6.					
7.					
8.					
9.					
<b>Total</b>					

[Signature with date, name and designation]  
Duly authorized to sign Bid for and on behalf of  
Messrs \_\_\_\_\_  
[Name & address of the manufacturer /supplier with Seal]

