

**Supply of computers, Printers
and Scanners etc.**

The Kerala State Council for Science, Technology and Environment (KSCSTE) invites sealed Tenders from manufactures or authorized dealers of Desktop Computers, Printer, scanner etc. at Kerala State Council for Science, Technology & Environment, Pattom, Thiruvananthapuram For more details please visit www.kscste.kerala.gov.in. Last date for receipt of tender is 04.04.2015 – 3.00 pm. Tender Opening 04.04.2015 – 4.00 pm at Sasthra Bhavan, Pattom, Thiruvananthapuram - 4

Sd/-
Controller of Administration



Kerala State Council for Science, Technology and Environment

No.. 5386/C4/2014/KSCSTE

Dated: 21.03.2015

Tender Notice

Sealed Tenders are invited by the Controller of Administration, Kerala State Council for Science, Technology and Environment, Sasthra Bhavan, Pattom, Thiruvananthapuram - 4 from the reputed manufactures / distributors for the following work.

Supply, Installation, Testing and Commissioning of Desktop Computers, Color Laser multifunction Printer, scanner at Kerala State Council for Science, Technology & Environment, Pattom, Thiruvananthapuram

Name of work	-	Supply, Installation, Testing and Commissioning of Desktop Computers, Printer, scanner at Kerala State Council for Science, Technology & Environment, Pattom, Thiruvananthapuram
PAC	-	Rs.2,37,000/-
EMD	-	1% ie. Rs.2,370/-
Time of completion	-	2 weeks
Last date of sale of tender	-	04.04.2015 1 Pm
Last date of receipt of tender	-	04.04.2015 3 Pm
Date & time of Opening of tender	-	04.04.2015 4 Pm
Cost of tender form	-	Rs.1,500/- + Rs.75/- (5% VAT)

The tender documents can be had from the office of the undersigned on remittance of tender form cost. The tender form can be downloaded from our website www.kscste.kerala.gov.in. In that case the tenderer has to enclose a D.D for an amount of Rs.1,575/- in favour of Controller of Administration, Kerala State Council for Science, Technology and Environment, Sasthra Bhavan, Pattom, Thiruvananthapuram - 4 towards cost of tender form.


P. RADHAKRISHNAN
Controller of Administration
KSCSTE



**KERALA STATE COUNCIL FOR SCIENCE, TECHNOLOGY
& ENVIRONMENT**

Sasthra Bhavan, Pattom. P. O, Thiruvananthapuram – 695 004

**Tender for the Supply, Installation, Testing and Commissioning of
Desktop Computers, Printer, scanner at Kerala State Council for Science,
Technology & Environment, Pattom, Thiruvananthapuram**

Name and address of the Contractor :

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Last date and time for submission of Tender : 04.04.2015 - 3.00 Pm.

Date and time of Opening Tender : 04.04.2015 - 4.00 Pm.

Notice inviting tenders

Detailed Tender Notice

- 1.1 Sealed tenders are invited by the Controller of Administration, Kerala State Council for Science, Technology and Environment, Sasthra Bhavan, Pattom, Thiruvananthapuram - 4 for the Supply, Installation, Testing and Commissioning of Desktop Computers, Printer, Scanner at Kerala State Council for Science, Technology and Environment, Sasthra Bhavan, Pattom, Thiruvananthapuram - 4
- 1.2 Tenders should be addressed to the Controller of Administration, Kerala State Council for Science, Technology and Environment, Sasthra Bhavan, Pattom, Thiruvananthapuram - 4 superscribed "Supply, Installation, Testing and Commissioning of Desktop Computers, Printer, Scanner" and send so as to reach them not later **04.04.2015 – 3.00 PM** Tenders will be opened in the presence of such tenderers or their authorised representatives as may be present.
- 1.3 The Controller of Administration reserves the right to reject all or any of the tenders and to accept in whole or part of any of the tenders without assigning any reasons for doing so.
- 1.4 The successful tenderer will be required to sign an agreement on stamp paper in a form approved by the Controller of Administration for the due fulfilment of the contract. But the written acceptance of a tender by the Controller of Administration will constitute a binding agreement between the Controller of Administration and the persons so tendering whether any formal contract is subsequently entered into or not.
- 1.5 Earnest Money. Each tender must be accompanied by EMD of 1% in the form of DD drawn in favour of the Controller of Administration, Kerala State Council for Science, Technology and Environment, Sasthra Bhavan, Pattom, Thiruvananthapuram - 4. Tenders not accompanied by the EMD shall not be considered.

Contractor

1.6 Validity of the tender

1.6.1 The tender shall remain valid for a period of 45 days from the date of opening of the tender.

1.6.2 The tenderer shall sign at the right hand bottom of each page of the tender documents. Controller of Administration, Kerala State Council for Science, Technology and Environment, Sasthra Bhavan, Pattom, Thiruvananthapuram – 4 does not find himself, to accept the lowest or any tender or to assign any reason thereof and also reserves the right to accept the whole or part of the tender and the tenderer shall in such an event be bound to perform the contract at the same rates quoted in the tender for the different segments of the work.

2 General Conditions of Contract

2.1 The following general conditions of the contract shall be read in conjunction with the conditions of the contract. The following clauses shall be considered as extend and not limitation of the obligations of the contractor. The special conditions attached to the conditions also will form part of the conditions of the contract.

3 General terms and conditions of tendering, contract and execution.

3.1.1 For this tender and subsequent contract, unless in consistent with or otherwise indicated by the context, the following terms shall have the meaning defined here under:-

Contractor

3.1.2 'Controller of Administration' shall mean, Controller of Administration, Kerala State Council for Science, Technology and Environment, Sasthra Bhavan, Pattom, Thiruvananthapuram – 4 or his representative duly authorised to deal with matters regarding this work on his behalf.

3.1.3 'Tender' shall mean tender notice, and all pertaining documents related to the tender.

3.1.4 'Contractor' shall mean the individual, or firm or company whose tender with or without later amendments has been accepted and to whom a letter of intent/work order has been issued by the Controller of Administration.

3.1.5 'Contract' shall mean and include the tender notice/invitation to tender, the tender and all pertaining documents, the letter of intent, the purchase / work order, the correspondence exchanged after receipt of tenders and before issue of the letter of intent, the drawing, technical specification and standards relating to the contract work and the formal agreement executed by the successful tenderer/vendor with the Controller of Administration, Kerala State Council for Science, Technology and Environment, Sasthra Bhavan, Pattom, Thiruvananthapuram – 4.

3.1.6 'Work/Works' means and included all the works specified or set forth and required in any, by the specifications drawings and other documents which form part of this contract or to be implied therefore or incidental there or to be here after specified or required in such further explanatory instructions, drawings etc. as shall from time to time during the progress of the work, be given by the KSCSTE.

3.1.7 "KSCSTE shall mean the Kerala State Council for Science, Technology and Environment, Sasthra Bhavan, Pattom. P. O., Thiruvananthapuram-4

Contractor

3.2.1 Security Deposit

A sum of 5% value of contract, shall be deposited by the tenderer whose tender is accepted, as security deposit with Controller of Administration within ten days of receipt of notification accepting the tender letter of intent/work order issued by the Controller of Administration. Security deposit will be refunded after the period of guarantee, whenever applicable or after final settlement of dues whichever is later.

3.2.2 No interest will be payable to contractor on EMD or Security deposits by the KSCSTE.

3.3 Tender rates and validity

3.3.1 Tenderer should quote both in figures as well as in words the rates and amount tendered by him for each item in such a way that interpolation is not possible. All corrections and alterations in the entries of tender papers will be signed in full by the tenderer with the date. In case of conflict, between words and figures, the lower amount will only be considered as correct.

3.3.2 Tenders submitted by tenderers shall remain valid for acceptance for a period of 45 days from the date of opening of the tender. The tenderer shall not be entitled, during the said period of 45 days without the consent in writing of the Controller of Administration, to revoke or cancel his tender or to vary the tender given or any term thereof.

3.3.3 Price Escalation

The rates quoted shall be deemed to be free from escalation of any kind. The KSCSTE shall not accept for any reason, whatsoever, price and tax escalations or any other item in respect of any material and or any category of labour during the whole period of operation of contract. The rates accepted by the contract agreement shall not be changed for any reason.

Contractor

3.3.4 The tenderer should submit a statement along with his tender giving details of the tenderers previous experience of similar works of comparable nature, also the type and size of the organisation owned by him.

3.3.5 The Controller of Administration does not bind himself to accept the lowest tender and reserves to himself the right to reject any or all the tenders received without assigning any reason whatsoever. Controller of Administration also retains the right to negotiate with any one or all the tenderers after the opening of the tender and any of the terms or clauses of the tender. The work may be split up and awarded in part, if considered expedient.

3.3.6 The rate quoted by the tenderer shall include all cost of labour, materials, supervision thereof, hire for all tools and implements, all related electrical works, incidental charges, and cover the insurance, taxes, duties, delivery, loading and unloading at site etc.

3.3.7 The work should conform to general standards. The selection of materials also will be general standards.

3.3.8 The work site should always be kept clean of unwanted materials, rubbish etc. and all necessary safety precautions, should be taken by the contractor as per safety rules.

3.3.9 Tenders which are incomplete in any respect, shall be rejected.

3.4 Terms of payment, completion time and penalty guarantee

3.4.1 The payment shall be made as under:

Full payment of the completed works will be paid immediately after satisfactory completion, testing and necessary certification from the Head, ISD, KSCSTE.

Contractor

3.4.2 The contractor shall guarantee that all equipments & installation shall be free from any defect and the equipment shall operate satisfactorily and that the performance and efficiency of the equipment shall not be less than the guaranteed values. The guarantee shall be valid for a period of 2 years from the date of satisfactory reliability and performance tests. Any part found defective during the guarantee period shall be replaced by the contractor free of cost to the KSCSTE. The prompt service of the contractor for such works shall be made available free of cost to the Controller of Administration.

3.4.3 Inspection and testing

Controller of Administration's authorised representative shall have all powers to inspect any portion of the equipment, examine the materials and workmanship at the contractors work of any other place.

3.4.4 Rejection of defective equipment and materials

If any portion of material thereof before it is taken over found defective or fails to fulfill the extend of the requirement, the contractor shall on receipt of a written notice from the Controller of Administration forthwith to replace the defective materials within a stipulated period mentioned in the written notice or replace the equipments at no extra cost to KSCSTE. Any damage caused during the transit, testing etc. shall be made good by the contractor without any extra charges to the KSCSTE.

3.4.5 Bye-Laws

The Contractor shall comply with Bye-laws and regulations of local and statutory authorities having jurisdiction over the work and shall be responsible for payment of all necessary notices and keep the Controller of Administration informed of the said compliance with Bye-Laws, payment made, notices issued and received.

Contractor

3.4.6 Completion time

The work covered by the contract shall be commenced and executed in accordance with the schedule within **Two week** from the date of award of work.

3.4.7 Extension of Time

If the contractor shall desire extension of the time for completion of the work on the grounds of his having been unavoidably hindered in its execution or on any other grounds, he shall apply in writing to the Controller of Administration who reserves the right to decide on the matter.

3.4.8 Cancellation of contract and alternative arrangement for effecting the Supply/executing the work.

In case of the failure of the contractor to keep up to the executing and delivery schedules and if in spite of a written notice given to him by the Controller of Administration he fails to improve his rate of performance of work within reasonable period there after (two week) the Controller of Administration can terminate the contract immediately without any legal notice and thereafter the Controller of Administration shall have every right to get the work completed through other agency / agencies at the risk and cost of the contractor. Further any loss or extra cost in this regard will be deducted from the amount due to the contractor.

3.4.9 Arbitration

Arbitration shall not be a means of settlement or disputes or claims arising out of this contract relating to the work. In case of any dispute or difference between the parties of the contract, either during or after the completion of the work or after termination or breach of contract, or as to the interpretation of the provisions of the contract or as to any matter of thing arising there under except as to any matter left to the discretion of the KSCSTE under the clauses of the contract, such dispute or difference shall be referred to the Civil Courts of Thiruvananthapuram and the jurisdiction of such matter will be confined to Courts Thiruvananthapuram only.

Contractor

3.5. Extra items and additions

3.5.1 Power to make alterations:

The Controller of Administration shall have the power to make in writing any alterations, omissions, additions or substitutions for original specifications, drawings, designs, patterns and instructions that may appear to him, necessary or advisable during the progress of the work and the contractor shall be bound to carry out the work in accordance with any instructions which may be given to him by the Controller of Administration or his representative. Such omissions, additions alterations or substitutions shall not invalidate the contract. Any altered, additional or substituted work, which the contractor may be directed to do in the manner specified above as part of the work shall be carried out by the contractor on the same conditions in all respect on which the main work was agreed to be done, and the rates according to clause 3.5.3. Addition to existing items and quantities will not constitute an extra item. The agreed rates for all item shall remain unchanged till the completion of the contract.

3.5.2 No alterations, omissions, amendments, additions, substitutions or deviations of the work under the contract as shown by the contract, drawings of the specifications shall be made by the contract except as directed in writing by the Controller of Administration.

3.5.3 Rates for additional items

- a) The rates for such additional, altered or substituted work if directly available in the contract for the work, the contractor shall be bound to carry out the work at the same rate as are available in the contract for the work.
- b) If the rates for the additional, altered or substituted work are not directly available in the contract for the work, the rates for a similar class of work as specified in the contract shall be worked out and agreed mutually.

Contractor

- c) In the absence of any agreed rate or similar item in the contract, the rate for the extra item of work shall be mutually agreed based in the evaluation of cost and other charges, if ascertained from the market and other agencies.

4 Particular Specifications:

4.1 (i) Scope of work:

The scope of work covers Supply, Installation, Testing and Commissioning of Desktop Computers, Printer, Scanner Kerala State Council for Science, Technology and Environment Pattom, Thiruvananthapuram - 4 at the specified locations.

4.2 General

Work shall be carried out in accordance with the specifications in the schedule, local rules, relevant standards and as per directions of Officer-in-charge.

4.3 All materials are to be supplied by the contractor

4.4 All materials shall have to confirm to relevant technical Specifications.

Contractor

Sl. No	Technical Specifications	Quantity	Rate (Rs.)	Amount (Rs.)
1	<p><u>Supply, Installation, Testing and Commissioning of the following items:</u></p> <p><u>Desktop Computer</u></p> <p><u>Specification:</u></p> <p>Intel Core 3 4 GB RAM, 500 GB Hard Disk Windows 8.1 pre loaded MS Office 2010 or higher Kaspersky Anitivirus</p>	2 Nos	₹45,000/-	90,000/-
2	<p><u>Desktop Computer</u></p> <p><u>Specification:</u></p> <p>Model: HP All-in-One - 20-2212 in (HP Part Code: J1F03A) Or Equivalent</p> <p>Operating system : Windows 8.1 64 Chipset : Intel H87 Processor : Intel® Core™ i5-4460T with Intel HD Graphics 4600 (9 GHz, 6MB cache, 4 cores) Memory, standard : 4 GB 1600 MHz DDR3L (1 x 4 GB) Hard drive description : 1 TB 7200 rpm SATA Display : 19.45" diagonal WLED-backlit (1600 x 900) Graphics : Intel HD Graphics 4600 Pointing device : Wireless optical mouse Keyboard : Wireless keyboard (HP part code: LV290AA)</p>	1 Nos	₹57,000/-	₹57,000/-

3	<u>Tab S 8.4</u> <u>Specification:</u> Display 8.4 " Super Amoled RAM – 3 GB CPU – Octacore 16 GB inbuilt, 128 GB expandable	1 No.	₹20,000/-	₹20,000/-
4	<u>Color Laser Multi function Printer</u> Model: HP Color Laser Jet Pro MFP M176n (HP Part Code: CF547A) Or Equivalent <u>Specification:</u> Specification of COLOR MFP Print speed black: Normal: Up to 16 ppm Print speed color: Normal:Up to 4 ppm First page out (ready) Black: As fast as 16 sec Color: As fast as 27.5 sec (Exact speed varies depending on the system configuration, software application, driver and document complexity.) Duty cycle (monthly, A4) Up to 20,000 pages Memory, standard 128 MB Paper handling input, standard 150-sheet input tray Paper handling output, standard 50-sheet face-down bin Maximum output capacity (sheets) Up to 50 sheets Duplex printing Manual (driver support provided) Media sizes supported A4, A5, A6, B5, 16k, 10x15 cm, post cards (JIS single and double) envelopes (DL, C5, B5) Envelopes: 60 to 90 g/m ²	1 No.	₹38,000/-	₹38,000/-

5	<p><u>Scanner</u></p> <p>Model: HP Scanjet G4010 Photo Scanner (HP Part Code: L195 Equivalent Specification:</p> <p>Scanner type Flatbed</p> <p>Scan technology Charge Coupled Device (CCD)</p> <p>Transparent Materials Adapter Integrated, 5 slides (35 mm), 6 negative frames (35 mm)</p> <p>Preview Speed1 Up to 8.5 sec</p> <p>PDF to e-mail (300 dpi, 24-bit): about 61 sec for single image scan</p> <p>Scan Input Modes Front-panel: Scan (reflective scans from the glass), Scan film,</p> <p>Copy, Scan to PDF</p> <p>Scan Resolution2 Hardware: Up to 4800 x 9600 dpi</p> <p>Optical: Up to 4800 dpi</p> <p>Color bit depth/Grayscale levels 256/96-bit</p> <p>Image scaling or enlargement range 10 to 2400% in 1% increments</p> <p>Maximum document scan size 8.5 x 12.3 in (216 x 311 mm)</p> <p>Control panel buttons 4 front-panel buttons (Scan, Scan film, Copy, Scan to PDF)</p> <p>Connectivity Hi-Speed USB (compatible with USB 2.0 specifications)</p> <p>Power Specifications3 Universal AC adapter:100 to 240 VAC, 50/60 Hz input; 24</p>	1 No	₹18,000/-	₹18,000/-
6	<p><u>Black & White Printer</u></p> <p>Model: HP LaserJet Pro MFP M126nw, (HP Part Code: CZ175A) Or Equivalent Specification</p> <p>Print speed black:</p> <p>Normal: Up to 20 ppm</p> <p>Print technology Laser</p> <p>Print quality black (best)</p> <p>Up to 600 x 600 dpi</p> <p>First page out (ready)</p> <p>Black: As fast as 9.5 sec</p> <p>Duty cycle (monthly, A4) Up to 8000 pages</p> <p>Connectivity, standard</p> <p>Hi-Speed USB 2.0 port</p>	1 No.	₹14,000/-	₹14,000/-

built-in Fast Ethernet 10/100Base-TX network port built-in WiFi 802.11b/g/n Memory, standard 128 MB Media sizes supported A4 A5, B5-Japanese envelopes (ISO DL, C5, B5, Com #10, Monarch #7 3/4)			
Grand Total (Rupees Two Lakhs Thirty Seven Thousand Only)			

Note: 1. The rate shall be inclusive of all taxes and duties, supply, installation and commissioning of the entire items.

Sd/-
P. Radhakrishnan
 Controller of Administration