

Centre for Research and Industrial Staff Performance
Shyamla Hills, Opposite Manas Bhawan, Bhopal

NOTICE INVITING TENDER FOR PROCUREMENT OF COMPUTER HARDWARE & SOFTWARE FOR IT-SWD DEPARTMENT AT CRISP, BHOPAL

Ref.No. : CRISP/PROC./IT-SWD/2021/413

31/08/2021.

DETAILS OF TENDER NOTIFICATION

CRISP is an Autonomous Organization established under the Indo-German Technical Cooperation. Tender are invited from OEM/ OEM authorized distributors or dealers in M.P. for Computer Hardware & Software.

#	Particulars	Requirements
1	Application fee for submission of the Bid	: Rs.1000/- (in the form of a DD in favour of CRISP Society, Bhopal, payable at Bhopal.)
2	Amount of EMD (DD in favour of "CRISP Society, Bhopal", payable at Bhopal.	: Rs.24,000/- (Rupees Twenty Four thousand) in the form of a DD in favour of CRISP Society, Bhopal, payable at Bhopal.
3	Date of issue of tender document	: 31/08/2021
4	Last date for receipt of completely filled documents	: 14th September, 2021 at 4:00 PM (Tender Box placed at the Reception Counter at CRISP, Bhopal).
5	Date and time of opening of the Tender (Technical Bid)	: Technical Bids shall be opened on 15th September, 2021 at 3:00 PM . Conference Hall, Old Admin Building, at CRISP Bhopal
6	Date and time of opening of Tender (Financial Bid)	: Shall be conveyed separately, only for the Technically qualified bidders.

Note: *In case the said date(s), happen to be a holiday for any reason, the activity will be held on the immediate next working day at the same time & place and, as a consequence of any change(s) in the date(s) of the subsequent activities, all concerned shall be informed over the phone or through email ID.

Selection of the Bidder shall be at the sole discretion of C.E.O., CRISP, Bhopal exercising the right to accept or reject any or all the bids without assigning any reasons therefor.

**C.E.O.,
CRISP, BHOPAL**

Centre for Research and Industrial Staff Performance
Shyamla Hills, Opposite Manas Bhawan, Bhopal

Note for guidance / Compliance:

1. CRISP, Bhopal invites sealed bids from OEM/ OEM authorized distributors or dealers in M.P. for **Computer Hardware & Software** etc. Details of procurement alongwith various terms and conditions applicable to this procurement may be downloaded from our website: **www.crispindia.com**. Sealed bids shall be received at CRISP counter latest by 4 p.m. on 14-09-2021 to be opened at 3:00 p.m. on 15-09.-2021.
2. Please ensure that you are submitting your offer for the item you really deal in. The specifications / Brand name should be quoted from our list unless you have exactly the same item as per our requirement noted in **FORM – B**.
3. The rate that you would mention against an item should be the bare cost exclusive of Taxes/ customs / excise duty / VAT/ GST etc.
4. Delivery period quoted for an item shall have to be strictly adhered.
5. Your offer shall be subject to the fulfillment of various terms and conditions mentioned in **ANNEXURE – C**.
6. Each bid shall be kept in separate sealed cover (sealed by adhesive tape at both ends of the cover as also on the back of the envelope where there are 2 or more joints).
7. Entry in Col. No. (iv) to (vii) of the Bid Form (FORM –B) shall be filled in by the Bidder / Vendor.
8. The envelope containing bids shall then be kept in one single envelope to be sealed in the same manner as pointed out in Sr.No. 6 above.
9. Every envelope should be superscribed with “Tender for procurement of Computer Hardware & Software for IT-SWD Department at CRISP, Bhopal as per NIT No. CRISP/PROC./IT-SWD/2021/413 Dated 31.08.2021
10. Each page of the bids including the annexures shall be signed by the bidder.
11. CRISP should like to know the antecedents of the vendor specially the particulars of the parties whom they have supplied similar Hardware/Software during the last 3 years. Also, we should like to have Audited Statement of Accounts of the bidders during the last 3 years (the years 2017-18, 2018-19 & 2019-20).
12. Please also give the following details of your establishment:-
 - (i) Full postal address of the vendor
 - (ii) Name, address, mobile no. & telephone no. of the vendor or his authorized representative for contact.
 - (iii) Name and address of the Owner / Director of the Firm with his contact no.

(Name & Seal of Supplier)

Date: _____

Centre for Research and Industrial Staff Performance
Shyamla Hills, Opposite Manas Bhawan, Bhopal

13. The Date of submission and the date of opening the Bid may be seen below:

S.No.	Program	Place of submission	Date relevant to the proforma
(a)	Time and date of submission	CRISP Counter Opposite Manas Bhawan, Shyamla Hills, Bhopal	4:00 p.m. on 14.09.2021
(b)	Time & Date of opening of the Bid		3:00 p.m. on 15.09.2021 at CRISP, Bhopal

14. The bidder shall have to be prepared to train our user staff at his/her cost at the CRISP premises, the actual destination of the delivery of goods as and when requested.
15. Each item offered against this NIT shall have a minimum warranty period of 3 years. Tenderer should submit a written guarantee/warranty from the manufacturers stating that the Items being offered is the latest model as per the specifications.
16. Guarantee/Warranty Certificate must be provided, at the time of supply.
17. All the conditions contained in the **Mandatory Statement of Terms & Conditions attached as Annexure-C shall be complied by the bidder. The conditions indicated at Term No. 17 (Earnest Money Deposit & Performance Guarantee)** shall have to be particularly complied with. FAILURE in compliance of any of the Terms contained in Annexure –C **SHALL RENDER THE BID UNSUCCESSFUL.**
18. Although implied, yet the Bidder may please note that the rates quoted against this NIT (NIT No. CRISP/PROC./IT-SWD/2021/413 Dated: 31.08.2021) shall be valid till the delivery of the consignment is complete as per the date of delivery agreed in our Procurement Order issued to the successful Bidder.
19. Every envelope should be superscribed with “Tender for procurement of Computer Hardware & Software for IT-SWD Department at CRISP, Bhopal as per (NIT No. CRISP/PROC./IT-SWD/2021/413 Dated: 31.08.2021).
20. Delay in the delivery of the consignment shall attract a penalty as per ANNEXURE-C Clause-5. For calculation of penalty TAXES AND OTHER CHARGES shall not be included.
21. Any lapse on the part of the bidder in the matter of non-compliance of any conditions contained in **Annexure –A to Annexure – D** shall render the Bid unsuccessful. This may please be noted.
22. The bidder should submit an original copy of Undertakings on Company/Firm Letter head mentioned in the tender, **Annexure–D-1** and **D-2**, duly self attested by authorized signatory.

**C.E.O., CRISP,
BHOPAL**

(Name & Seal of Supplier)

Date: _____

Centre for Research and Industrial Staff Performance
Shyamla Hills, Opposite Manas Bhawan, Bhopal

TECHNICAL BID
Brief description of the firm

S. No.		
1.	Name of the Firm	
2.	OEM/Authorization Supplier/Distributor	
3.	Name(s) of Owner/ Partners/ Directors	
4.	Firm Registration No. & Date	
5.	Full particulars of office	
	(a) Address	
	(b) Telephone No.	
	(c) Fax No.	
	(d) E-mail address	
6.	PAN No.	
7.	GST No.	
8.	Details of Tender Fee:	
	(a) Amount	
	(b) DD No. and Date	
	(c) Drawn on Bank with name of its Branch Office	
9.	Details of Earnest Money Deposit:	
	(a) Amount	
	(b) DD No. and Date	
	(c) Drawn on Bank with name of its Branch Office	
	(d) Valid Upto	

(The above format shall be used to provide requisite details.)

(Name & Seal of Supplier)

Date: _____

Centre for Research and Industrial Staff Performance
Shyamla Hills, Opposite Manas Bhawan, Bhopal

Checklist of Mandatory Documents Submitted

S.N.	Particulars	Submitted(Yes/No) *
1.	Application fee (Rs.1,000/-) (in the form of a DD in favour of CRISP Society, Bhopal, payable at Bhopal.)	
2.	EMD - Rs. 24,000/-(in the form of a DD in favour of CRISP Society, Bhopal, payable at Bhopal.)	
3.	Previous 2 Purchase orders of a value not less than Rs.5 lakhs each during the last financial year.	
4.	Certificate of satisfactory performance from clients	
5.	A certificate testifying the Turnover of Rs.10 Lakhs or more per annum	
6.	Income Tax certificate	
7.	Service Tax Registration certificate	
8.	GST Certificate with its issue number	
9.	Audited Financial Statements for the last three years	
10.	Acknowledgement of Income Tax Return for the last three years	
11.	Shops & Establishment License.	
12.	Memorandum & Articles of Association or Partnership deed.	
13.	PAN card (photocopy)	
14.	Certificate of Office Registration for Regd. Branch Office in the State where registered	
15.	ISO 9001 certificate	
16.	OEM Authorization Certificate	
17.	'Annexure B'-Offer Form IT Equipments & Offer Form Software	
18.	'Annexure D' – UNDERTAKING	

* Strike whichever is not applicable.

(Name & Seal of Supplier)

Date: _____