



DEBTS RECOVERY TRIBUNAL, DEHRADUN

Government of India, Ministry of Finance,
(Department of Financial Services)

2nd Floor, Paras Tower, Mazra, Saharanpur Road, Dehradun, UK. 248171

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F.No. 25/DRT-DDN/2016/IT Product/04

Dated: 29.12.2016

TENDER NOTICE

TENDER NOTICE NO: Office of Debts Recovery Tribunal, Dehradun / 25/DRT-DDN/2016/IT Product/04 dated 29.12.2016.

Sealed tenders for supply, installation, configuration and setting up of Computer Hardware/Software and other peripheral items at the Debts Recovery Tribunal, Dehradun are invited from reputed/registered firms. The relevant documents of tender should be submitted to "Asstt. Registrar, Debts Recovery Tribunal, 2nd. Floor, Paras Tower, Mazra, Saharanpur Road, Dehradun, UK– 248171".

Last date for Submission of Tender documents	Date 30.01.2017 till 16.30 Hrs
Date of Opening Tender	Date 31.01.2017 at 11.30 Hrs
EMD	Rs.5% of Tender
Security Deposit	Rs.10% of items to be supplied

IMPORTANT:

- i) Sealed tender should be dropped in the Tender Box or by Registered Post marked as "**Technical Bid for procurement of IT Hardware/Software and other peripheral infrastructure**" and "**Financial Bid for procurement of IT Hardware/Software and other peripheral infrastructure**" so as to reach by the due date and time. Both Technical and Financial Bids should be sealed in to a **Big Single Envelope** and dropped in Tender Box or by Registered Post.
- ii) All the relevant documents as per requirement of the Tender should be submitted along with the EMD in sealed cover on or before the due date and time as mentioned above.
- iii) The vendors must have executed supply of similar nature and magnitude successfully, prior to the date of opening the tender, otherwise they will not be considered.
- iv) Only those vendors apply who may supply the above materials within thirty days from the date of supply order.
- v) Debts Recovery Tribunal, Dehradun reserves the right to reject any OR all tenders without assigning any reasons thereof.

In the absence of any of the above, the opening of tender of the party will be at the discretion of the Office of Debts Recovery Tribunal, Dehradun.

Security Deposit

The security deposit is applicable as per Condition of Contract.

Time Limit

Time limit for the completion of work is 30 days from the date of written order to commence.

DELAYED AND LATE TENDERS:-

NO TENDER SHALL BE ACCEPTED / OPENED IN ANY CASE WHICH ARE RECEIVED AFTER MENTIONED DUE DATE, IRRESPECTIVE OF DELAY CAUSED DUE TO POSTAL SERVICE OR ANY OTHER REASON. DEBTS RECOVERY TRIBUNAL, DEHRADUN SHALL NOT ASSUME ANY RESPONSIBILITY FOR LATE RECEIPT OF TENDER. NO CORRESPONDENCE IN THIS REGARD SHALL BE ENTERTAINED.

SCOPE OF ENQUIRY:

The tender calls for supply, installation, configuration and setting up of Computer Hardware/Software at Debts Recovery Tribunal, Dehradun. The tenderer has to submit item wise rates of each item while quoting the rates and any communication in this regard, before opening the tender, will not be entertained.

Date: 29.12.2016
Place: Dehradun.



(S.P. Tyagi)
Assistant Registrar
**Debts Recovery Tribunal, Dehradun,
IInd. Floor, Paras Tower, Mazra,
Saharanpur Road, Dehradun, UK- 248171**

IMPORTANT INSTRUCTIONS TO THE BIDDERS:

1. The bidders shall submit true copies of all the relevant certificates, documents, etc. in physical form at the Debts Recovery Tribunal, Dehradun.
2. The Bidder has to submit detail of each item with detailed specifications of items in the technical bid.
3. The tenderer is subject to be disqualified, if he/she is found to have misled or furnished false information in the forms/ statements / certificates submitted in proof of qualification requirements or record of performance such as abandoning execution of the works, litigation history and / or financial failures and / or suppression of material facts and information.
4. If any of the certificates, document, etc. furnished by the tenderer is found to be false/fabricated/ bogus, the bidder will be disqualified, blacklisted, and action will be initiated as deemed fit in addition to forfeiture of the EMD.
5. The bidder must possess a local store/service station for warranty purposes.
6. Make, model, type and detailed specification of required software/hardware should clearly be mentioned in the quotation. Special feature, if any, should be incorporated in the tender itself. Option of different make & models of each required items may also be quoted with respective rates for best selection. Other details such as on-site comprehensive warranty, free services/repairs/replacements etc. shall also be clearly confirmed.
7. This office will not be responsible for expenses which might have been incurred or losses to person(s) or property, by the successful tenderer during the execution of the supply order.

PROPOSAL EVALUATION

Proposals will be evaluated by an internal Purchase Committee and only the successful tenderer will be called for further communications.

QUALIFICATION CRITERIA

Bidder must have achieved an Average annual financial turnover of ` 10.00 lakhs or above during the last three years.

Tenderer should invariably fill up all the details of the Annexures of this tender document. This is mandatory. All the Annexures should also be duly signed by authorized signatories with their rubber stamp, along with company's Rubber (Round) seal / stamp affixed on each paper.

The following List of Annexure and Documents (available in this tender document) should invariably be submitted:

E.M.D. 5%

Appendix – 1

Annexure – 1

FORMAT No- 5 (Technical Bid)

FORMAT No-3 (Financial Bid)

Technical specification, commercial Conditions and supporting documents required for qualification.

All the above documents duly filled in, signed & stamped with company's seal should be submitted.

The whole of the works included in any contract shall be executed by the supplier whom the work is entrusted and the supplier shall not directly or indirectly transfer assign or sub let the contract or any part thereof of any interest therein without the prior written consent of the O/o the Debts Recovery Tribunal, Dehradun and no undertakings shall relieve the supplier from the full and final responsibility of the contract.

Signature of Tenderer

Company's Round Seal

Date :

Place :

COMMERCIAL TERMS AND CONDITIONS

The tenderer should thoroughly read all clauses before submitting his tender. The original copy of the Commercial terms and conditions duly signed, stamped with company's seal must be submitted.

TENDER SPECIFICATIONS:

All technical specifications should be as per specifications mentioned below. No deviation in specification shall be allowed and decision of O/o Debts Recovery Tribunal, Dehradun, shall be final.

Incomplete tender, amendments and additions to it after opening, will be ignored out rightly.

The items should be approved by Bureau of Indian Standards, DGS&D or any other sources specified for such purposes by the Government of India/State Government.

Sr. No.	Description of items	Quantity	Rate
1.	A 1 HP All in One PC –6 th Generation Intel Core i5-6400T 2.2GHz Processor, 8 GB DDR4-2133 SDRAM (1x8GB), 1 TB SATA hard drive 7200 RPM, DVD Drive, NVIDIA GeForce 930MX, 23"-24"-inch Full HD Touch Screen, Windows 10 OS with Wireless Keyboard + Wireless Optical Scroll Mouse with Anti Virus, 3 year Ltd hardware onsite warranty	2 Nos.	
2	A 2 HP 6 th Generation Intel Core i5-6500 3.2G 6M 2133 4C CPU Processor, 8 GB DDR4-2133 DIMM (2x4GB) RAM, 1TB 7200 RPM SATA 6G 3.5 HDD, Display 18.5" LED TFT, DVD Drive, Window 10 Professional 64 Bit with Wired Keyboard + Optical Scroll Mouse with Anti Virus Pro, 3/3/3 (material/labor/onsite) MT Warranty.	8 Nos.	
3	B 1 MS Office 2010 software with paper Licence for 12 users.	for 12 users	
4	C 1 Printer –HP LaserJet Pro MFP M134fn All in One Laser MFP with print scan copy fax.	1 Nos.	
	C 2 Printers –HP LaserJet Pro 100 MFP M132nw All in One Laser Printer Scanner Copier Wi-Fi	2 Nos.	
	C 3 Printers –HP Laser Jet Pro P1020 plus Printer	6 Nos.	
5	D 1 Scanner –HP ScanJet 8270 ADF Legal Size Flatbed duplex Scanner	1 No.	
	D 2 Scanner – HP ScanJet Pro 2500 f1 ADF Flatbed Scanner	1 No.	
6	E 1 Photocopier Machine Heavy Duty Digital Multifunctional Copier Machines (Size A-3) Copy print speed (cpm) 50/60, Paper Size: A3/A3, RAM (Memory 2 GB) Std, HDD: 320GB, Zoom 25 to 400%, Scanner: colour, Double Tray 550x2 Paper capacity standard, Bypass 150 Sheets, with ARDF & Duplex Networking	1 No.	

	with 2 KV Digital Voltage Stabilizer,		
7	E 2 Photocopier Machine Normal Size Digital Multifunctional Copier Machines/ Network Printer & colour scanner with ARDF & Duplex 20-25 CPM/PPM, size A3, 128MB Memory, Zoom (25% to 400%), Double Tray 250x2 Paper capacity standard, bypass tray 50 sheets with 2 KV Digital Voltage Stabilizer.	1 No.	
8	F 1 Online Sine Wave UPS Single Phase 10KVA With Batteries with 30 Minutes Backup with Trolley	1 No.	

PRICE EVALUATION:

No price preference shall be given on any account. All tenders will be evaluated on firm price and be inclusive of all taxes, duties, freights etc. The successful tenderer should necessarily submit supporting documents (i.e. TIN, PAN, Income Tax, Sales/Service Tax Department etc certificates or clearances whatsoever required). The quoted prices should be in Indian rupees only.

Packing, forwarding, Insurance etc. will be to vendors account. The parties, however, will have to give cost for all items.

IMPORTANT:

The tender should be submitted in two bid “**Technical Bid**” and “**Financial Bid**” along with EMD sealed in to a **Big Single Envelope** with Name and Subject of tender. Please note that any bid received after the due date and time will not be accepted and the offer will be rejected outrightly. No LATE TENDER / DELAYED TENDER SHALL BE CONSIDERED.

PRICES:

Prices quoted should be inclusive of all taxes, duties on F.O.R. destination basis. Rates quoted shall be valid till the completion of the Supply Order.

The tenderer should invariably indicate the total unit end cost price considering all their costs / calculations in the tender itself for each item and all sub-items, if any. This is a must. Cost components hidden / furnished elsewhere will not be considered and will be ignored outrightly.

EARNEST MONEY DEPOSIT:

E.M.D. 5% of the value of Tender items is payable by Demand Draft in favour of “Registrar, Debts Recovery Tribunal, Dehradun”.

SECURITY DEPOSIT CUM PERFORMANCE GUARANTEE: (should be paid within 07 (seven) days from receipt of order).

The successful tenderer will be required to pay 10% of the value of items to be supplied as a Security Deposit cum Performance Guarantee for satisfactory execution of the contract. Such Security Deposit will be payable either by Account Payee D.D. / Banker's cheque or Bank Guarantees from Scheduled / Nationalized Banks or Fixed Deposit Receipt (FDR). It should remain valid for a period of one years of all contractual obligations of the supplier including warranty obligation.

Security Deposit if paid will be returned on successful completion of the Order and only after the Performance Guarantee Conditions are fulfilled.

If the full Security Deposit amount is not paid within 07 (seven) days after the receipt of the order then the order will be outrightly cancelled at the risk & cost of the tenderer and without entering into any correspondences and this will be binding on the tenderer.

SALES TAX/VAT (VALUE ADDED TAX):

The prices, at first, should be quoted exclusive of VAT Tax i.e. without VAT or CST. Thereafter, the amount / percentage of VAT (VAT or CST) should be calculated and clearly indicated separately bringing out the cost of the items.

PAYMENT TERMS:

No advance payments shall be made. The successful tenderer would require submitting a bank mandate form (available with the office) so that the payments are made easily through electronic fund transfer within reasonable time to avoid unnecessary delay after supply of tendered items.

PENALTY FOR LATE DELIVERY:

In case, the materials are not delivered within the stipulated period (30 days), penalty shall be levied at *1/2 percent* per week on the prices (End cost with sales tax) subject to maximum of *10 percent* reckoned on the value of late delivered supplies.

Due consideration will be given for waiver / levy of penalty only for the reasons absolutely beyond supplier control (Viz. Force Majeure conditions for which documentary evidence will have to be provided).

FORCE MAJEURE CLAUSE

"If, at any time during the continuance of this contract, the performance in whole or in part by either party of any obligation under this contract shall be prevented or delayed by reason of any war, hostility, act of the public enemy, civil commotion, sabotage fires, floods, explosion, epidemics, quarantine restrictions, strikes lockouts or acts of God (hereinafter referred to as event)", then provided notice of the happening of any such event is given by either party to the other within twenty one

days from the date of occurrence, there of neither party shall by reason of such event be entitled to terminate this contract nor shall either party have any claim for damages against the other in respect of such non-performance or delay in performance and deliveries under the contract shall be resumed as soon as practicable after such event has come to end or ceased to exist.

REPLACEMENTS OF GOODS BROKEN, DAMAGED OR SHORT:

In the event of any stores or part thereof being broken or damaged or received short during transit or during the testing and trial at site before commissioning in service the suppliers shall replace the same free of cost.

GUARANTEE/WARRANTY:

On-site comprehensive warranty, services etc. will be the integral part of the tender. All technical queries, complaints, defects which may be indefinite, shall be attended to on immediate basis but in no case any defect should prolong for more than 48 hours.

TERMINATION OF CONTRACT:

In case the tenderer fails to cope up with the workload or does not render satisfactory services during the currency of warranty/support period or in case they are found not in accordance with prescribed specification and/or the approved sample, O/o the Debts Recovery Tribunal, Dehradun, shall exercise its discretionary power either:

To recover, from the supplier as agreed, by way of penalty clause above,

OR

To purchase elsewhere after giving due notice to the supplier on account and at the risk of the supplier such items not so delivered or other similar description without cancelling the contract in respect of the consignment not yet due for delivery or to cancel the contract.

In this connection or for any of the above issues the decision of the DRT, Dehradun shall be final and binding on the tenderer.

Signature of Tenderer

Company's Round Seal

Date:

Place:

DEBTS RECOVERY TRIBUNAL, DEHRADUN

APPENDIX- 1

FINANCIAL STATUS

Annual turnover of last three years of the Company.

[Tenderer shall submit the information in the Format detailed here under]

Supporting Documents must be attached.

Sr. No.	year	Turnover in `	Remarks
1.	2013-14		
2.	2014-15		
3.	2015-16		

Supplier's Representative legible signature:

Name of the person:

Seal of the company

Date:

Place:

ANNEXURE – 1

DETAILS OF THE FIRM

Tenderer may MANDATORILY fill all the details in this form. (These details are necessary to create the database of suppliers)

1. Tender Reference number- F.No: 25/DRT-DDN/2016/IT Product/004 dated: 29.12.2016
2. Name of the Tenderer
3. Complete office address of the Tenderer
4. Pvt. Firm / Ltd. Company / State Govt. Under taking/ Central Govt. undertaking /Joint venture/Individual/partnership
5. Within Uttarakhand /Outside Uttarakhand
6. Supplier Category Manufacturer/Trader
7. GST No./TIN No. and Date
8. Excise No. and Excise Date
9. Contact details of the authorized person of Tenderer who has signed the tender.
 - (a) Name
 - (b) Designation
 - (c) Land line number
 - (d) Mobile Number
 - (e) E mail id
10. Due date of submission of Tender : on or before 30.01.2017 -16: 30 Hrs
11. EMD payment- 5% of the value (including VAT, delivery charges) from the Tenderer
12. Submission of technical confirmation to the requirement

Signature of Tenderer

Company's Round Seal

Date:

Place:

FORMAT NO 5 TO BE TYPED IN THE LETTER HEAD OF THE SUPPLIER

Technical Bid

A Table 1 All in One PC

A 1 HP All in One PC Quantity -2 Nos.

Category	Description	Confirm yes or no
Processor	All in One PC –6 th Generation Intel Core i5-6400T (2.2 GHz, up to 2.8 GHz, 6 MB cache, 4 cores)	
Operating System	Window 10 Home 64 Bit English	
Display	23"-24"-inch Full HD WLED Touch Screen	
Memory	8 GB DDR4-2133 SDRAM (1x8GB)	
Hard drive	1 TB SATA hard drive 7200 RPM	
Graphics	NVIDIA GeForce 930MX (2GB GDDR5 dedicated)	
Optical drive	Tray load DVD drive (reads and write to DVD/CD)	
Key board	Wireless Key Board	
Mouse	Wireless Optical Mouse	
Speaker	Stereo speaker	
Wireless	802.11a/b/g/n/ac (1x1) + blue tooth 4.2. M.2 combo	
Sound Card	Audio and speaker; stereo speakers professionally tuned with waves maxx audio ® (windows) and stereo speakers (Ubuntu)	
Camera	Integrated wide screen HD720P webcam with single digital microphone	
Power	150 W AC power adopter	
Warranty	3 year onsite warranty. In home service after remote diagnosis-retail	
Security	Anti Virus Pro	

A Table 2 Desktop PC

A 2 HP Desktop Quantity -8 Nos.

Category	Description	Confirm yes or no
Processor	6 th Generation Intel Core i5-6500 3.2G 6M 2133 4C CPU	
Operating system	Window 10 Professional 64 Bit	
Display	18.5" LED TFT	
Memory	8 GB DDR4-2133 DIMM (2x4GB) RAM	
Hard drive	1 TB 7200 RPM SATA 6G 3.5 HDD	
Optical drive	9.5mm Slim Desktop Super Multi DVDRW ODD	
Key board	USB Wired Keyboard	
Mouse	USB Wired Optical Mouse	
Wireless Connectivity	Intel 3168 802.11ac PCIe x1 BT	
Certification	EPEAT Gold	
Warranty	3/3/3 (material/labor/onsite) MT Warranty	
Security	Anti Virus Pro 1 year	

B Table 1 MS Office 2010

B 1 MS Office 2010 software with paper Licence for 12 users.

Specifications

B 1 MS Office 2010 software with paper Licence for 12 users

C Table 1 HP Laser Printer

C 1 HP LaserJet Pro MFP M134fn = 1 Nos

Specifications

HP LaserJet Pro MFP M134fn All in One Laser MFP with print scan copy fax.-Print upto 22 ppm (Black, A4),-600MHz processor with 256MB RAM, -Duty Cycle upto 2,500 pages per month-RMPV: upto 250 to 2,500 pages, HP ePrint, Google Cloud Print, 2.0 Mopria certified, HP 33A Black Toner-2,300 pages, **Warranty:** 1 Year onsite warranty

C Table 2 HP Laser Printer

C 2 HP LaserJet Pro 100 MFP M132nw= 2 Nos

Specifications

-HP LaserJet Pro 100 MFP M132nw All in One Laser Printer Scanner Copier Wi-Fi, -Upto 22 ppm (Black, A4), -Copier reduce/enlarge;25 to 400%, -Duty Cycle upto 10,000 pages per month, -RMPV: upto 150 to 1,500 pages, -600MHz processor with 128MB RAM -HP ePrint, Google Cloud Print, HP wireless direct printing **Warranty:** 1 Year onsite warranty

C Table 3 HP Laser Printer

C 3 HP Laser Jet Pro P1020 plus Printer= 6 Nos

Specifications

- HP Laser Jet Pro P1020 plus Printer, Print speed-upto 15 ppm (ISO), First Page out in less than 10seconds, Duty Cycle upto 5,000 pages per month., RMPV upto 250 to 2000 pages, 234 MHz processor with 2MB RAM, 12A Toner-2000 pages (full toner)
Legal Size Printing, **Warranty:** 1 Year onsite warranty;

D Table 1 HP Scanner

D 1: Scanner HP ScanJet 8270= 1 Nos

Specifications

- HP ScanJet 8270 ADF Legal Size Flatbed duplex Scanner, Upto 25ppm scan-to-file/5.5 ipm duplex, Flatbed-scanner with Duplex ADF, 50 sheet ADF tray; 4800 dpi resolution, Scan size; upto 8.5 x14(Legal Flatbed), Built-in-Transparent Materials Adapter, Scan-to-email/create PDF with 1-touch buttons, Smart-Document Scan Software with ISIS and Twain Drivers, **Warranty:** 1 Year onsite warranty

D Table 2 HP Scanner

D 2: Scanner HP ScanJet 8270= 1 Nos

Specifications

- HP ScanJet Pro 2500 f1 ADF Flatbed Scanner, Upto 20 ppm/40 ipm, Upto 600x600 dpi, Two sided scanning, 50 page ADF, Duty Cycle: 1500-page daily, Scan upto 21.6x309.9cm (ADF), Hi Speed USB 2.0, One pass duplex scanning One button scan;, OCR; Configurable Scan Short cuts, **Warranty:** 1 Year onsite warranty.

E Table 1 Digital Photocopier Heavy Duty

E 1: Digital Photocopier Machine Heavy Duty= 1 Nos

Specifications

Digital Multifunctional Photocopier Machines (Size A-3) Copy print speed (cpm) 50/60, Paper Size: A3/A3, RAM (Memory 2 GB) Std, HDD: 320GB, Zoom 25 to 400%, Scanner: colour, Double Tray 550x2 Paper capacity standard, Bypass 150 Sheets, with ARDF & Duplex Networking with 2 KV Digital Voltage Stabilizer, **Warranty:** 1 + 2 Year onsite warranty+ **Maintenance Agreement:** Covers parts, labour, consumable and supplies, but excludes paper and staples.

E Table 2 Photocopier Normal Size

E 2: Digital Photocopier Machine Normal Size= 1 Nos

Specifications

Digital Multifunctional Photocopier Machines Network Printer & colour scanner with ARDF & Duplex 20-25 CPM/PPM, size A3, 128MB Memory, Zoom (25% to 400%), Double Tray 250x2 Paper capacity standard, bypass tray 50 sheets with 2 KV Digital Voltage Stabilizer, **Warranty:** 1 + 2 Year onsite warranty+ **Maintenance Agreement:** Covers parts, labour, consumable and supplies, but excludes paper and staples.

F Table 1 Online UPS 10KVA

F 1: Online UPS 10KVA with 30 Minutes Backup with Trolley= 1 Nos

Specifications

Online UPS Single Phase 10KVA With 12V/42AH Batteries with 30 Minutes Backup with Trolley, Inbuilt Isolation Transformer, Input Voltage Range 160 to 280 V, Frequency 50+- 5% Hz, Output Voltage 230V /220V, Frequency 50 Hz, Wave Form Pure Sine Wave, Over Load Capacity 100 to 150% : 18 Sec. 150 to 300% : 20 Sec.> 300 Immediately, Display LED, **Warranty:** 3 Year onsite warranty.

FORMAT-3(A)

Financial Bid

Subject: - Response to Tender Document No. Dated For supply and Installation of All in One PC at Debts Recovery Tribunal, Dehradun.

Table : Cost of HP All in One PC with 3 years onsite warranty

Sl.No.	Hardware Particulars	Qty	Unit (in Rs.)	Total Cost (in figure)	Total Cost (in words)
1	A1 (serial no. in technical specification) Model no	2			
2	VAT (if any)				
3	Installation of All in One PC				
4	Service Tax				
	Total Cost towards supply & installation of All in One PC				

Note:

1. Total cost shall be quoted as a fixed amount in Indian Rupees only. Conditional proposal shall be summarily rejected.
2. In the event of any discrepancy between the values entered in figures and in words, the values entered in words shall be considered.
3. The values (both in figures and words) should be clear and there should be no overwriting. In case of the overwriting, Registrar, DRT, Dehradun reserves the right to take decision accordingly.
4. In the event of arithmetic calculation mistake, the individual price in words shall be considered for calculation.
5. All figures are to be rounded off to the nearest Rupee only. Any figures given in paisa will be not considered.
6. Service Tax and VAT fields should be filled by bidders. No additional taxes (duties) shall be paid to the bidder except service tax and VAT on account of contract between, DRT, Dehradun.

Authorized Signatory

Name

Designation

Name of the Company

Address

FORMAT-3(B)

Financial Bid

Subject: - Response to Tender Document No. Dated For supply and Installation of Desktop Computers at Debts Recovery Tribunal, Dehradun.

Table : Cost of HP Desktop Computers with 3 years onsite warranty

Sl.No.	Hardware Particulars	Qty	Unit (in Rs.)	Total Cost (in figure)	Total Cost (in words)
1	A2 (serial no. in technical specification) Model No	8			
2	VAT (if any)				
3	Installation of Desktop Computers				
4	Service Tax				
	Total Cost towards supply & installation of Desktop Computers				

Note:

1. Total cost shall be quoted as a fixed amount in Indian Rupees only. Conditional proposal shall be summarily rejected.
2. In the event of any discrepancy between the values entered in figures and in words, the values entered in words shall be considered.
3. The values (both in figures and words) should be clear and there should be no overwriting. In case of the overwriting, Registrar, DRT, Dehradun reserves the right to take decision accordingly.
4. In the event of arithmetic calculation mistake, the individual price in words shall be considered for calculation.
5. All figures are to be rounded off to the nearest Rupee only. Any figures given in paisa will be not considered.
6. Service Tax and VAT fields should be filled by bidders. No additional taxes (duties) shall be paid to the bidder except service tax and VAT on account of contract between, DRT, Dehradun.

Authorized Signatory

Name

Designation

Name of the Company

Address

FORMAT-3(C)

Financial Bid

Subject: - Response to Tender Document No. Dated For supply and Installation of MS Office 2010 software at Debts Recovery Tribunal, Dehradun.

Table : Cost of MS Office 2010 software with paper Licence for 12 users

Sl.No.	Software Particulars	Qty	Unit (in Rs.)	Total Cost (in figure)	Total Cost (in words)
1	B1 (serial no. in technical specification) Model No	For 12 user			
2	VAT (if any)				
3	Installation of MS Office 2010 software with paper Licence for 12 users				
4	Service Tax				
	Total Cost towards supply & installation of MS Office 2010 software				

Note:

1. Total cost shall be quoted as a fixed amount in Indian Rupees only. Conditional proposal shall be summarily rejected.
2. In the event of any discrepancy between the values entered in figures and in words, the values entered in words shall be considered.
3. The values (both in figures and words) should be clear and there should be no overwriting. In case of the overwriting, Registrar, DRT, Dehradun reserves the right to take decision accordingly.
4. In the event of arithmetic calculation mistake, the individual price in words shall be considered for calculation.
5. All figures are to be rounded off to the nearest Rupee only. Any figures given in paisa will be not considered.
6. Service Tax and VAT fields should be filled by bidders. No additional taxes (duties) shall be paid to the bidder except service tax and VAT on account of contract between, DRT, Dehradun.

Authorized Signatory

Name

Designation

Name of the Company

Address

FORMAT-3(D)

Financial Bid

Subject: - Response to Tender Document No. Dated For supply and installation of HP LaserJet Pro MFP M134fn Printer at Debts Recovery Tribunal, Dehradun.

Table : Cost of HP LaserJet Pro MFP M134fn Printer

Sl.No.	Hardware Particulars	Qty	Unit (in Rs.)	Total Cost (in figure)	Total Cost (in words)
1	C1 (serial no. in technical specification) Model No. HP LaserJet Pro MFP M134fn Printer	1			
2	VAT (if any)				
3	Installation printer				
4	Service Tax				
	Total Cost towards supply & installation of above Printer				

Note:

1. Total cost shall be quoted as a fixed amount in Indian Rupees only. Conditional proposal shall be summarily rejected.
2. In the event of any discrepancy between the values entered in figures and in words, the values entered in words shall be considered.
3. The values (both in figures and words) should be clear and there should be no overwriting. In case of the overwriting, Registrar, DRT, Dehradun reserves the right to take decision accordingly.
4. In the event of arithmetic calculation mistake, the individual price in words shall be considered for calculation.
5. All figures are to be rounded off to the nearest Rupee only. Any figures given in paisa will be not considered.
6. Service Tax and VAT fields should be filled by bidders. No additional taxes (duties) shall be paid to the bidder except service tax and VAT on account of contract between, DRT, Dehradun.

Authorized Signatory

Name

Designation

Name of the Company

Address

FORMAT-3(D)

Financial Bid

Subject: - Response to Tender Document No. Dated For supply and Installation of HP LaserJet Pro 100 MFP M132nw Printer at Debts Recovery Tribunal, Dehradun.

Table : Cost of HP LaserJet Pro 100 MFP M132nw Printer

Sl.No.	Hardware Particulars	Qty	Unit (in Rs.)	Total Cost (in figure)	Total Cost (in words)
1	C2 (serial no. in technical specification) Model No. HP LaserJet Pro 100 MFP M132nw Printer	2			
2	VAT (if any)				
3	Installation printer				
4	Service Tax				
	Total Cost towards supply & installation of above Printer				

Note:

1. Total cost shall be quoted as a fixed amount in Indian Rupees only. Conditional proposal shall be summarily rejected.
2. In the event of any discrepancy between the values entered in figures and in words, the values entered in words shall be considered.
3. The values (both in figures and words) should be clear and there should be no overwriting. In case of the overwriting, Registrar, DRT, Dehradun reserves the right to take decision accordingly.
4. In the event of arithmetic calculation mistake, the individual price in words shall be considered for calculation.
5. All figures are to be rounded off to the nearest Rupee only. Any figures given in paisa will be not considered.
6. Service Tax and VAT fields should be filled by bidders. No additional taxes (duties) shall be paid to the bidder except service tax and VAT on account of contract between, DRT, Dehradun.

Authorized Signatory

Name

Designation

Name of the Company

Address

FORMAT-3(E)

Financial Bid

-Subject: - Response to Tender Document No. Dated For supply and Installation of HP Laser Jet Pro P1020 plus Printer at Debts Recovery Tribunal, Dehradun.

Table : Cost of HP Laser Jet Pro P1020 plus Printer

Sl.No.	Hardware Particulars	Qty	Unit (in Rs.)	Total Cost (in figure)	Total Cost (in words)
1	C3 (serial no. in technical specification) Model No. HP Laser Jet Pro P1020 plus Printer	6			
2	VAT (if any)				
3	Installation printer				
4	Service Tax				
	Total Cost towards supply & installation of above Printer				

Note:

1. Total cost shall be quoted as a fixed amount in Indian Rupees only. Conditional proposal shall be summarily rejected.
2. In the event of any discrepancy between the values entered in figures and in words, the values entered in words shall be considered.
3. The values (both in figures and words) should be clear and there should be no overwriting. In case of the overwriting, Registrar, DRT, Dehradun reserves the right to take decision accordingly.
4. In the event of arithmetic calculation mistake, the individual price in words shall be considered for calculation.
5. All figures are to be rounded off to the nearest Rupee only. Any figures given in paisa will be not considered.
6. Service Tax and VAT fields should be filled by bidders. No additional taxes (duties) shall be paid to the bidder except service tax and VAT on account of contract between, DRT, Dehradun.

Authorized Signatory

Name

Designation

Name of the Company

Address

FORMAT-3(F)

Financial Bid

Subject: - Response to Tender Document No. Dated For supply and Installation of HP ScanJet 8270 ADF Legal Size Flatbed duplex Scanner at Debts Recovery Tribunal, Dehradun.

Table : Cost of HP ScanJet 8270 ADF Legal Size Flatbed duplex Scanner

Sl.No.	Hardware Particulars	Qty	Unit (in Rs.)	Total Cost (in figure)	Total Cost (in words)
1	D1 (serial no. in technical specification) Model No. HP ScanJet 8270 ADF Legal Size Flatbed duplex Scanner	1			
2	VAT (if any)				
3	Installation Scanner				
4	Service Tax				
	Total Cost towards supply & installation of above Scanner				

Note:

1. Total cost shall be quoted as a fixed amount in Indian Rupees only. Conditional proposal shall be summarily rejected.
2. In the event of any discrepancy between the values entered in figures and in words, the values entered in words shall be considered.
3. The values (both in figures and words) should be clear and there should be no overwriting. In case of the overwriting, Registrar, DRT, Dehradun reserves the right to take decision accordingly.
4. In the event of arithmetic calculation mistake, the individual price in words shall be considered for calculation.
5. All figures are to be rounded off to the nearest Rupee only. Any figures given in paisa will be not considered.
6. Service Tax and VAT fields should be filled by bidders. No additional taxes (duties) shall be paid to the bidder except service tax and VAT on account of contract between, DRT, Dehradun.

Authorized Signatory

Name

Designation

Name of the Company

Address

FORMAT-3(G)

Financial Bid

Subject: - Response to Tender Document No. Dated For supply and Installation of HP HP ScanJet Pro 2500 f1 ADF Flatbed Scanner at Debts Recovery Tribunal, Dehradun.

Table : Cost of HP ScanJet Pro 2500 f1 ADF Flatbed Scanner

Sl.No.	Hardware Particulars	Qty	Unit (in Rs.)	Total Cost (in figure)	Total Cost (in words)
1	D2 (serial no. in technical specification) Model No. HP ScanJet Pro 2500 f1 ADF Flatbed Scanner	1			
2	VAT (if any)				
3	Installation Scanner				
4	Service Tax				
	Total Cost towards supply & installation of above Scanner				

Note:

1. Total cost shall be quoted as a fixed amount in Indian Rupees only. Conditional proposal shall be summarily rejected.
2. In the event of any discrepancy between the values entered in figures and in words, the values entered in words shall be considered.
3. The values (both in figures and words) should be clear and there should be no overwriting. In case of the overwriting, Registrar, DRT, Dehradun reserves the right to take decision accordingly.
4. In the event of arithmetic calculation mistake, the individual price in words shall be considered for calculation.
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6. Service Tax and VAT fields should be filled by bidders. No additional taxes (duties) shall be paid to the bidder except service tax and VAT on account of contract between, DRT, Dehradun.

Authorized Signatory

Name

Designation

Name of the Company

Address

FORMAT-3(H)

Financial Bid

Subject: - Response to Tender Document No. Dated For supply and Installation of Photocopier Machine Heavy Duty at Debts Recovery Tribunal, Dehradun.

Table : Cost of Photocopier Machine Heavy Duty

Sl.No.	Hardware Particulars	Qty	Unit (in Rs.)	Total Cost (in figure)	Total Cost (in words)
1	E1 (serial no. in technical specification) Model No.	1			
2	VAT (if any)				
3	Installation Photocopier Machine				
4	Service Tax				
	Total Cost towards supply & installation of above Photocopier Machine				

Note:

1. Total cost shall be quoted as a fixed amount in Indian Rupees only. Conditional proposal shall be summarily rejected.
2. In the event of any discrepancy between the values entered in figures and in words, the values entered in words shall be considered.
3. The values (both in figures and words) should be clear and there should be no overwriting. In case of the overwriting, Registrar, DRT, Dehradun reserves the right to take decision accordingly.
4. In the event of arithmetic calculation mistake, the individual price in words shall be considered for calculation.
5. All figures are to be rounded off to the nearest Rupee only. Any figures given in paisa will be not considered.
6. Service Tax and VAT fields should be filled by bidders. No additional taxes (duties) shall be paid to the bidder except service tax and VAT on account of contract between, DRT, Dehradun.

Authorized Signatory

Name

Designation

Name of the Company

Address

FORMAT-3(I)

Financial Bid

Subject: - Response to Tender Document No. Dated For supply and Installation of Photocopier Machine Normal Size at Debts Recovery Tribunal, Dehradun.

Table : Cost of Photocopier Machine Normal Size

Sl.No.	Hardware Particulars	Qty	Unit (in Rs.)	Total Cost (in figure)	Total Cost (in words)
1	E2 (serial no. in technical specification) Model No.	1			
2	VAT (if any)				
3	Installation Photocopier Machine				
4	Service Tax				
	Total Cost towards supply & installation of above Photocopier Machine				

Note:

1. Total cost shall be quoted as a fixed amount in Indian Rupees only. Conditional proposal shall be summarily rejected.
2. In the event of any discrepancy between the values entered in figures and in words, the values entered in words shall be considered.
3. The values (both in figures and words) should be clear and there should be no overwriting. In case of the overwriting, Registrar, DRT, Dehradun reserves the right to take decision accordingly.
4. In the event of arithmetic calculation mistake, the individual price in words shall be considered for calculation.
5. All figures are to be rounded off to the nearest Rupee only. Any figures given in paisa will be not considered.
6. Service Tax and VAT fields should be filled by bidders. No additional taxes (duties) shall be paid to the bidder except service tax and VAT on account of contract between, DRT, Dehradun.

Authorized Signatory

Name

Designation

Name of the Company

Address

FORMAT-3(J)**Financial Bid**

Subject: - Response to Tender Document No. Dated For supply and Installation of 10KVA Online UPS at Debts Recovery Tribunal, Dehradun.

Table : Cost of 10KVA Online UPS with 30 Minutes Backup with Trolley

Sl.No.	Hardware Particulars	Qty	Unit (in Rs.)	Total Cost (in figure)	Total Cost (in words)
1	F1 (serial no. in technical specification) Model No.	1			
2	VAT (if any)				
3	Installation Online UPS Single Phase with Trolley				
4	Service Tax				
	Total Cost towards supply & installation of above Online UPS Single Phase with Trolley				

Note:

1. Total cost shall be quoted as a fixed amount in Indian Rupees only. Conditional proposal shall be summarily rejected.
2. In the event of any discrepancy between the values entered in figures and in words, the values entered in words shall be considered.
3. The values (both in figures and words) should be clear and there should be no overwriting. In case of the overwriting, Registrar, DRT, Dehradun reserves the right to take decision accordingly.
4. In the event of arithmetic calculation mistake, the individual price in words shall be considered for calculation.
5. All figures are to be rounded off to the nearest Rupee only. Any figures given in paisa will be not considered.
6. Service Tax and VAT fields should be filled by bidders. No additional taxes (duties) shall be paid to the bidder except service tax and VAT on account of contract between, DRT, Dehradun.

Authorized Signatory

Name

Designation

Name of the Company

Address

QUOTATION FORMAT

Hkkjr ljdkj /
Government of India
for ea=ky;/
Ministry of Finance
foRrh; Isok;sa foHkkx/
Department of Financial Services



_k olwyh vf/kdj.k, nsgjknwu,
Debts Recovery Tribunal, Dehradun
2nd. Floor, Paras Tower,
Mazra, Saharanpur Road, Dehradun,
UK – 248171, Ph. 0135-2720854
E-mail: drtdehradun-dfs@india.com

F.No: 25/DRT-DDN/2016/IT Product/04

Dated:29.12.2016

M/s

Sir/Madam

SUBJECT: Purchase of IT and other peripheral items regarding

We propose to purchase desktop, printers, scanners, photocopiers, Online UPS Single Phase, for the proposed DRT to be opened shortly at 2nd. Floor, Paras Tower, Mazra, Saharanpur Road, Dehradun, UK– 248171. The details of the said items along with quantity required is as under:-

Description	Quantity
A 1 HP All in One PC –6 th Generation Intel Core i5-6400T 2.2GHz Processor, 8 GB DDR4-2133 SDRAM (1x8GB), 1 TB SATA hard drive 7200 RPM, DVD Drive, NVIDIA GeForce 930MX, 23"-24"-inch Full HD Touch Screen, Windows 10 OS with Wireless Keyboard + Wireless Optical Scroll Mouse with Anti Virus.	2 Nos.
A 2 Desk Top HP 6 th Generation Intel Core i5-6500 3.2G 6M 2133 4C CPU Processor, 8 GB DDR4-2133 DIMM (2x4GB) RAM, 1TB 7200 RPM SATA 6G 3.5 HDD, Display 18.5" LED TFT, DVD Drive, Window 10 Professional 64 Bit with Wired Keyboard + Optical Scroll Mouse with Anti Virus Pro, 3/3/3 (material/labor/onsite) MT Warranty.	8 Nos.
B 1 MS Office 2010 software with paper Licence for 12 users.	For 12 users
C 1 Printer –HP LaserJet Pro MFP M134fn All in One Laser MFP with print scan copy fax.	1 Nos.
C 2 Printers –HP LaserJet Pro 100 MFP M132nw All in One Laser Printer Scanner Copier Wi-Fi	2 Nos.
C 3 Printers –HP Laser Jet Pro P1020 plus Printer	6 Nos.
D 1 Scanner –HP ScanJet 8270 ADF Legal Size Flatbed duplex Scanner	1 No.
D 2 Scanner – HP ScanJet Pro 2500 f1 ADF Flatbed Scanner	1 No.
E 1 Photocopier Machine Heavy Duty Digital Multifunctional Copier Machines (Size A-3) Copy print speed (cpm) 50/60, Paper Size: A3/A3, RAM (Memory 2 GB) Std,	1 No.

	HDD: 320GB, Zoom 25 to 400%, Scanner: colour, Double Tray 550x2 Paper capacity standard, Bypass 150 Sheets, with ARDF & Duplex Networking with 2 KV Digital Voltage Stabilizer,	
E 2	Photocopier Machine Normal Size Digital Multifunctional Copier Machines/ Network Printer & colour scanner with ARDF & Duplex 20-25 CPM/PPM, size A3, 128MB Memory, Zoom (25% to 400%), Double Tray 250x2 Paper capacity standard, bypass tray 50 sheets with 2 KV Digital Voltage Stabilizer.	1 No.
F 1	Online Sine Wave UPS Single Phase 10KVA With Batteries with 30 Minutes Backup with Trolley	1 No.

The details of the specification of the above required items are enclosed. You are advised as under:

- (a) To submit your covering letter in the Format 3 along with format for Technical Bid (FORMAT 5) & Financial Bid in the Format 3 (all formats are enclosed) in a Sealed Envelope addressed to "The Asstt. Registrar at our address at 2nd. Floor, Paras Tower, Mazra, Saharanpur Road, Dehradun, UK- 248171" on or before 30.01.2017 within 16:30 hours
- (b) The Cost quoted by the vendor should be inclusive of all incidental charges like cartage, insurance, VAT etc.,
- (c) Proof of authorized dealership, VAT, RTGS details for the supply of items quoted by you is also required to be enclosed along with your letter.
- (d) The vendor will be required to deposit E.M.D. 5% of the value of Tender items in the shape of Account Payee D.D./Banker's Cheque payable at Dehradun in favour of "Registrar, Debts Recovery Tribunal, Dehradun"
- (e) The bid will be opened on 31.01.2017 at 11.30 hours at our present address and vendors are expected to depute competent person to witness the same. Successful bidders will be intimated thereafter & will have to remit 10% of the value of items to be supplied as security deposit through either by Account Payee D.D./ Banker's cheque or Bank Guarantees from Scheduled/Nationalized Banks or Fixed Deposit Receipt (FDR) favoring "**Registrar, Debts Recovery Tribunal, Dehradun**" payable at Dehradun within 07 (seven) days after the receipt of the order. This security deposit will remain valid for a period of **one year** of all contractual obligations of the supplier including warranty obligation. The Security Deposit if paid will be returned on successful completion of the Order and only after the Performance Guarantee Conditions are fulfilled.
- (f) The validity of the rate mentioned in the quotation should be for 90 days from date of quotation as we have to obtain prior approval from the Ministry at New Delhi for purchase of the required items
- (g) The vendor will confirm that they will undertake to supply the items in strict confirmation of the specifications & DRT, Dehradun reserves the right to reject/accept any application without assigning any reasons thereof.

Yours faithfully



Asstt. Registrar

Enclosure: pages