

**Nabard Financial Services Limited, Bengaluru**  
**Subsidiary of National Bank for Agriculture and Rural Development (NABARD)**

# **Tender Document**

**Ref: NABFINS/Tender/031/2017-18**

Last date of submitting the tender : 16:30 Hrs 5<sup>th</sup> Jan, 2018  
Opening of Tender : 17:00 Hrs, 5<sup>th</sup> Jan, 2018

# **Nabard Financial Services Limited, Bengaluru**

**Subsidiary of National Bank for Agriculture and Rural Development (NABARD)**

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## **Nabard Financial Services Limited**

**Subsidiary of National Bank for Agriculture and Rural Development (NABARD)**

# **Tender Notice**

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**No. NABFINS/Tender/031/2017-18**

Tenders are invited by Nabard Financial Services Limited, Bengaluru from Certified Partners/Authorized vendors for AMC of Servers and IT infrastructures.

The details of the tender are as follows

- a) Description of the product – Annual Maintenance Contract for Servers & IT infrastructures.
- b) Terms & Conditions for the purchase – as per annexure 1
- c) Format for submission of tender bid for AMC – as per annexure 2
- d) Price – price to be quoted should be all with inclusive tax details.
- e) Last date for submission of bids – 16:30 Hrs. on 5<sup>th</sup> Jan, 2018
- f) Opening of tenders – 17:00 Hrs. on 5<sup>th</sup> Jan, 2018

Tender forms completed in all respect should be placed in properly sealed envelope. The sealed envelope should contain following sentence on it: **“Tender for Server & IT infrastructure AMC”**. The sealed envelopes are to be placed in the box kept at Reception of NABARD Financial Services Limited, Bengaluru up to 5<sup>th</sup> Jan, 2018, 16:30Hrs and will be opened on the same day at 17:00Hrs.

**AGM-IT**

**For and on behalf of Nabard Financial Services Limited**

# Annexure 1

## TERMS AND CONDITIONS

NABARD Financial Services Limited [NABFINS] is a subsidiary of National Bank for Agriculture and Rural Development (NABARD) with equity participation from NABARD, Government of Karnataka, Canara Bank, Union Bank of India, Bank of Baroda, Dhanalakshmi Bank and Federal Bank. It is a non-deposit taking NBFC registered with the Reserve Bank of India and shall operate throughout India. AMC is required for Servers & IT infrastructures for the below items:

Sl. No.	Brand	Model	Qty
1	IBM	System X3250M4	1
2	Dell	R410	1
3	Segate	NAS 4Bay	1
4	Dell	Inspiron 620	1
5	HP	Network Switch 1810-48G	1
6	Cisco	Catalyst 2960 X 24 GigE 4 X 1G SFP, LAN Base	1
7	Cisco	Catalyst 2960 X 4G GigE 4 X 1G SFP, LAN Base	2
8	Cisco	Catalyst 3650 Layer 3 Switch – 24 4 X 1G SFP, IP Base	1
9	Cisco	1000 Base-SX SFP Transceiver module, MMF, 850nm, DOM	7

### GENERAL TERMS & CONDITIONS (GCC)

#### 1. Bid Price

- (a) The contract shall be for the full quantity as described above. Corrections, if any, shall be made by crossing out, initialing, dating and rewriting.
- (b) All duties, taxes and other levies payable by the contractor under the contract shall be included in the total price.
- (c) The rates quoted by the bidder shall be fixed for the duration of the contract and shall not be subject to adjustment on any account.
- (d) The prices should be quoted in Indian Rupees.
- (e) Each bidder shall submit only one quotation.

#### 2. Validity of Quotation

Quotation shall remain valid for a period not less than 120 days after the deadline date specified for submission.

### **3. Evaluation of Quotations**

(a) The purchaser will evaluate and compare the tenders determined to be substantially responsive, i.e., which

(i) are properly signed; and

(ii) confirm to the terms and conditions, and specifications.

(b) The Tender would be evaluated separately for each item.

### **4. Award of Contract**

The Purchaser will award the contract to the bidder whose quotation meets the technical specification and the terms & conditions and who has offered the lowest evaluated quotation price.

- Notwithstanding the above, the Purchaser reserves the right to accept or reject any quotations and to cancel the bidding process and reject all quotations at any time prior to the award of contract.

- The bidder whose bid is accepted will be notified for the award of contract by the Purchaser prior to expiration of the tender validity period.

### **5. Formats and Signing of Bid**

- Each & every pages of the submitted bid must carry the page numbers.

- The bidders are not allowed to make additional and alteration in the quotation document, any additions and alterations shall be at bidder's risk. Conditional/modified quotations are liable to be rejected.

- The quotations NOT submitted in the prescribed format or Incomplete in any respect will be outrightly rejected.

- The bid shall be typed or written in indelible ink and shall be signed by the Bidder or a person or persons duly authorized to bind the Bidder to the Contract. All pages of the bid, except for unamended printed literature, shall be initialed by the person or persons signing the bid.

- Any interlineations, erasure or overwriting shall be valid only if they are initiated by the persons or persons signing the bid.

- The Bidder shall furnish information as described in the Form of Bid on commissions or gratuities, if any, paid or to be paid to agents relating to this Bid, and to contract execution if the Bidder is awarded the contract.

6. Payment condition: 100% Payment shall be made only after satisfactory delivery and installation of the goods/services. Advance payment is not permitted.

7. Normal Commercial warranty/ guarantee shall be applicable to the supplied goods.

8. Payment will be made through e-payment mode.

### **Other conditions**

1. The bidder should be certified vendor of the quoted product / company.
2. If the successful bidder is not able to provide service within date specified in the purchase order, the purchase order will be automatically treated as cancelled. The vendor will have to submit an undertaking in this regard that this condition is acceptable to him. In case of extra ordinary circumstances, the vendors must send a request for extension of validity of contract, with proper justification prior to the expiry of validity date for consideration.
3. The contract should cover the replacement of spare parts without any cost.
4. The contract should cover monthly maintenance of the servers and IT assets.
5. The contract should cover data loss prevention.

## **EMD Conditions**

1. EMD of Rs. 15,000/- (Rupees Fifteen Thousand Only) need to be submitted compulsory along with the tender documents in form of DD.
2. DD should be in favor of Nabard Financial Services Ltd. payable at Bengaluru.
3. EMD will be returned to non-successful bidders without any interest.
4. EMD will be retained for successful bidder till the expiry of contract period as per the agreement.
5. EMD will be returned to successful bidder after expiry of contract without any interest.

**Annexure 2**  
**Format for submission of bids for Servers & IT infrastructure AMC**

*From,*

*To,*

**AGM - IT,  
Nabard Financial Services Limited,  
Bengaluru – 5600070**

*Ref.: NABFINS/Tender/031/2017-18*

Dear Sir(s),

I/we hereby offer for Servers & IT infrastructure annual maintenance contract (ref. No. \_\_\_\_\_  
(Provided by vendor) \_\_\_\_\_ dated (Submit ion date) as per the rates quoted below.

Sl. No.	Brand	Model	Qty	Rate per Qty	Tax per Qty	Cost per Qty including tax
1	IBM	System X3250M4	1			
2	Dell	R410	1			
3	Segate	NAS 4Bay	1			
4	Dell	Inspiron 620	1			
5	HP	Network Switch 1810-48G	1			
6	Cisco	Catalyst 2960 X 24 GigE 4 X 1G SFP, LAN Base	1			
7	Cisco	Catalyst 2960 X 4G GigE 4 X 1G SFP, LAN Base	2			
8	Cisco	Catalyst 3650 Layer 3 Switch – 24 4 X 1G SFP, IP Base	1			
9	Cisco	1000 Base-SX SFP Transceiver module, MMF, 850nm, DOM	7			
Total Basic Cost for Annual Maintenance Contract (Rs.)						
Total Applicable Taxes for Annual Maintenance Contract (e.g. GST) (Rs.)						
Total Cost Including taxes for Annual Maintenance Cost (Rs.)						

**Note: The offer should mention all the applicable taxes and duties separately.**

**Total amount:** Rs. \_\_\_\_\_

**Total amount in words:** Rs \_\_\_\_\_

I/we have understood & agree to the terms and conditions of contract as mentioned in **Annexure 2**.  
I/We are the authorized dealer/partner of the company for the products being offered AMC.

Date: \_\_\_\_\_

\_\_\_\_\_

Place: \_\_\_\_\_

Stamp & Signature of Bidder



**Nabard Financial Services Limited**  
**Subsidiary of National Bank for Agriculture and Rural Development (NABARD)**

**Check List**

<b>S. No.</b>	<b>Item</b>	<b>Yes / No</b>
1.	Bid prepared in the prescribed format	
2.	Do you agree to all the conditions of tender (wherever you differ you should bring it out in the covering letter)?	
3.	Copy of PAN	
4.	GSTN No.	
5.	Certified Partner/Authorized dealer (Certificate attached)	
6.	Bank details	
7.	EMD (DD) attached	

**Signature of Bidder**