

**J&K State Financial Corporation,
SFC HOUSE, Durganag, Sownar Srinagar/Jammu (Ph.: 2500606,
2500716, Fax : 2500502/ Jammu 0191-2470740, Fax: 2471753
e-mail:jksfc.ho.sgr@gmail.com**

No:SFC/HO/Adm/18-1388

Dated 06.02.2018

Tender Notice Inviting Quotation for Purchase of Computer System, Printers & other items.

J&K State Financial Corporation invites sealed quotations from authorized Dealers / supply agencies for procurement of Computer System (Branded), Printer, cartridges, , Steel Almirahs for its offices at Srinagar & Jammu. Intending eligible bidders may obtain Bid documents with all the details free of cost, from the Office of J&K SFC, Durganag Sonwar, Srinagar or at Sehkari Bhawan Rail Head Complex, Jammu on any working day between 10.00 AM to 3.00 PM up to 15th February, 2018. The bid document with all the details may also be downloaded from our web-site <http://jksfc.nic.in>. Bidders shall have to deposit Earnest Money of Rs.10,000/- (Rupees Ten thousand only) as Bid security in the form of CDR obtained from any Bank in J&K, in favour of J&K State Financial Corporation along with the bid documents.

Technical & Financial documents sealed in separate covers and marked with Technical/Financial must be delivered to the General Manager(MFA),J&KSFC,HO Sehkari Bhawan Rail Head Complex Jammu 180012 upto 15th February, 2018 till 3.00 PM. All sealed quotations received till then will be opened on the same day in the office at 3.00 P.M before the bidders or their representatives who wish to be present,.

Sd/-
Manager(P&A)

CHECK LIST FOR BIDDERS / APPLICANTS

1. The Bidder should ensure that all documents and papers submitted in this BID are fully authenticated by the authorized signatory under his signature with official seal wherever applicable.
2. The following documents form part of the BID and should be submitted with BID:

Sl. No	Documents to be submitted	Documents Submitted	
1.	All pages of this BID document should be duly signed by the authorized signatory as a token of acceptance of all terms and conditions by the bidder. Any other document submitted by the bidder should also be signed by the authorized signatory.	Y / N	Page No. at which Document Attached
2.	Statement indicating experience of supplying such items & working with Govt. / Departments/PSUs, etc		
4. 5.	Attested copy of GST Service TAX Registration number, if applicable.		
6.	Attested copy of PAN/Number.		
7.	Attested copy of return for last month/quarter as the case may be submitted towards GST if applicable.		
8.	Attested copies of IT returns for the last three years filed by the agency		
9.	Attested copy Audited Accounts for details of turn over for the year 2016-17		
11.	Bank Account No. of the Firm with IFS code & Bank Branch Name		
12.	Bid Form		
13.	Financial Bid (Separate envelope)		

Signature of the Bidder

J&K State Financial Corporation

TENDER DOCUMENTS FOR PROCUREMENT OF COMPUTER SYSTEM, PRINTERS, Xerox Paper, Printer Cartridge, Scanner, Steel Almirahs FOR THE OFFICE OF J&K State Financial Corporation

1. Sealed tenders/Quotations are invited from authorized dealers / supply agencies for procurement of Computer System (Branded), Printer Cartridges, Scanner & Almirahs for its office use at Sriangar & Jammu. The interested parties may submit their technical and financial bid documents in prescribed format in separate sealed cover. Details of Specification of Computer System etc. & estimated quantities are as follows:-

Sl. No	Item	Specifications		Quantity
01	Computer Desktop	Intel core i3 based Desktop		04
		CPU	Intel Core i3 6 th Generation Or higher	
		Memory	4GB 1066 MHZ DDR3 RAM with 8GB Expandability.	
		Hard Disk Drive	1TB	
		Monitor	47 cm or larger (18.5 inch or larger) LED Digital Colour Monitor or Higher	
		Keyboard	104 Keys (TVS)	
		Mouse	Optical with USB interface	
		Ports	6USB Ports (with atleast 2 in front), Audio Ports for Microphone and headphone in front	
		Optical Drive	8X or better DVD Writer	
		Operating System	Windows 10 Professional Preloaded , with Antivirus software with 3 years license	
		OS Certification	Windows 10	
		Warranty	Comprehensive onsite warranty 1 Years	
		Others	The operating system must be factory preloaded. Under no circumstances the vendor will be allowed to install it. A manufacturer	

			certificate indicating Serial Number of Desktop and Serial Number of preloaded operating system should be submitted for each desktop.	
02	Printer	HP 1020 Plus		04
03	scanner	HP ScanJet Pro 2500 f1 Flatbed Scanner (L2747A)		01
04	Laptop	HP/Dell		01
		Processor	Intel core i3 7 th Generation	
		Memory	4GB DDR4 Ram expandable upto 8GB	
		HDD	1 TB	
		Display	Touch Screen 14 inches or above LED	
		DVD Writer	Internal/External DVD Writer 8X and Integrated stereo speaker.	
		Operating System	Microsoft Windows 10 professional preinstalled & Norton/McAfee/etrust & other software, Antivirus Software latest Version with 3 year license.	

		Carry case	To be Provided	
		Warranty	1 Year on Site. Warranty on Battery will be one year	
05	Wireless modem	TP-Link TL-MR3620 AC1350 3G/4G Wireless Router (Black)		02
06	Pendrives	HP/Sony	16 GB	10
07	UPS	With atleast 30 minutes backup		04
08	inverter	pure sinwave	2500VA including fitting etc	01
09	Steel Almiras	For official record/ Goodrej or any other reputed brand		05
10	Print cartridges	Prodot/Lapcare	for HP 1020 Plus	10
11	scanner		Canon LiDE 120 Scanner	01

02. Delivery Place :

Successful Bidders have to deliver the items listed at S.No. 8, 9 i.e. five (5) No's of Almiras and an Inverter at "**J&K State Financial Corporation, SFC, House, Durganag, Sriangar** and rest of the items can be delivered either at **Srinagar Office or Jammu office** at Shehkari Bhawan, Rail Head Complex jammu / SFC, House Durganag, Sonwar Srinagar.

3. Qualification Conditions:

- a) Bidder should be registered under Shop & establishment Act. Bidder should be authorized supplier/service provider of the quoted item/work and should submit the relevant documents/certificates.
- b) Bidder should have experience of supplying such items and will have to furnish details of previous supplies.
- c) Bidder shall provide all relevant records required i.e. Income Tax Return Certificate/PAN, Commercial Tax Clearance/GST Certificate etc.

4. Bid Price:

- a) The contract shall be for a period of one month
- b) The rates quoted by the bidder shall be fixed for the duration of the contract and shall not be subject to adjustment of any account.
- c) All duties, taxes and other levies including the transportation expenses are payable by the Supplier/Agencies/Dealers under the contract and shall be included in total price.

d) Each bidder shall submit only one quotation in the format supplied with IFQ. Bidder submitting more than one quotation for the same package will not be entertained. All the columns and requisite information's must be filled in the supplies Format.

5. Submission of Quotations/Bid:

- a) Each bidder should submit sealed quotations (in two separate part i.e. **Technical (Part – I)** and **Financial (Part – II)** in separate sealed envelopes.
- b) The following documents will form the Technical part (Part –I) of the bid (Photo copy duly self attested to be compulsorily enclosed)
 1. Establishment Registration Certificate
 2. Current Return of Income Tax.
 3. Commercial Tax Clearance Certificate
 4. Certification of authorization of the company.
 5. Bid Security as stipulated in the bid document.
 6. Details of Work Experience.
- c) The Financial part (Part – II) of the bid shall consists of only Rate/Price in Performa supplied with the IFQ on the company's /Firm's letter pad. All the column and requisite information must be filled in the prescribed format. Bidder must quote the item wise.

d) Award of contract on the basis of lowest evaluated price for which the bidder must quote the rate per item. Bidder must quote the rate of all items.

6. Performance Security:

a) 5% of total bid/contract value will have to be deposited as performance security in /form of Bank Guarantee/ Demand Draft in favour of J&K State Financial Corporation, payable at Srinagar/Jammu by the lowest evaluated responsive bidder before the award of work. The performance security will be refunded only after the expiry of the contract as specified in the bid document/agreement.

b) The performance security deposit shall be forfeited in case any terms and conditions of the contract/ agreement etc. infringed or the bidder fails to complete the supply in time.

7. Earnest Money Deposit (Deposit) :

Each Bidder will have to submit EMD ` 10,000/- (Rupees Ten thousand) only, in the form of Demand Draft in the name of J&K State Financial Corporation, payable at Srinagar/Jammu

The EMD shall be forfeited

- a) In case a bidder withdraws its bids after opening of Technical (part – I) and before the validity period of the Bid.
- b) If bidder fails to deposit performance security within specified period as per intimation/ request from J&K SFC.
- c) If the bidder fails to execute the agreement within specified time as intimated/ requested.

08. Validity Quotation :

Quotation shall remain valid for a period not less than 90 days after the deadline date specified for submission.

09. Evaluation of Quotations:

The purchaser will evaluate and compare quotations determined to be substantially responsive i.e.

- a) Are properly signed;&
- b) Confirm to terms, conditions, specifications and qualifications and qualifications conditions.

10. Award of Contract:

The purchaser will award the contract to the bidder whose quotations has been determined to be substantially responsive, and who has offered the lowest evaluated quoted price.

10.1 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 the contract.

10.2 The bidder whose bid is accepted will be notified of the award of contract by the purchaser. The terms of the accepted offer shall be incorporated in the supply order. The validity period may be extended by the purchaser by another 15 day in exceptional cases.

11. Other Terms & Conditions :

(a) J&K SFC reserves the right to proponent/postponed/cancelled the bid, the bidder will have to abide with the decision.

(b) Payment shall be made after the supply and submission of bills which will be subject to satisfactory supply. Personnel In Charge will certify the quality and quantity of the items supplied/ work done as per specifications and recommend accordingly the extent of payment.

(c) No preference will be given to any bidder of class of bidders, either for the price or for other terms and conditions.

- (d) Quotation may be submitted on the printed letter head of the bidder in the prescribed format supplied with IFQ.
- (e) Successful bidder will have to enter into agreement with J&K SFC for timely execution of the Purchase order.
- (f) No payment will be made for any damage of goods supplied.
- (g) Rates offered under GeM will be preferred.

You are requested to send your offer during working hours on or before **3.00 PM** of **the 15.02.2018** in the prescribed format (enclosed herewith) in sealed envelopes in form of Technical – (Part – I) and Financial (part – II) bids /quotations to the General Manager(MFA), SFC, House Durganag Sonwar, Srinagar or at Sehkarı Bhawan Rail Head Complex, Jammu - 180012 . Sealed quotations received till then will be opened in the office on the same day i.e. 15.02.2018 at **3:00 PM** in the presence of bidders or their authorised representatives who wish to be present.

We look forward to receiving your quotations and thank you for your interest in this project.

SD/-

Purchaser : **General Manager(MFA)**
J&K State Financial Corporation,
SEhkari Bhawan, Rail Head Complex,
Jammu

J&K State Financial Corporation, Sriangar/Jammu
PROFORMA FOR TECHNICAL BID (PART - I)

S.N.	Particulars	To be filled in by the tenderer
1	Name of the Agency	
2	Details of EMD Package No. -	
	(i)Amount	
	(ii)Draft No.	
	(iii) Date	
	(iv)Issuing Bank	
3	Date of establishment of the agency	
4	Detailed office address of the Agency with Office Telephone Number, Fax Number and Mobile Number and name of the contact person	
5	Whether the firm is registered under Company Act, partnership or proprietorship. (Copies of all certificates of registration to be enclosed.)	
6	PAN/TAN Number(copy to be enclosed)	
8	Sales Tax/VAT Registration Number (copy to be enclosed)	
9	Attested copy of return for last month/quarter as the case may be submitted towards GST etc.. (copy to be enclosed)	
10	Attested copies of IT returns for the current year	
11	Whether the firm is blacklisted by any Government Department or any criminal case is registered against the firm or its owner/partners anywhere in India. (If no, a certificate is to attached in this regard.)	
12	Attested copy Audited Accounts turn over details for the year 2016-17	
13	Experience in dealing with Govt. Departments attach copies of supply orders placed on the agency)	
14	Whether bid document of all pages of the terms and conditions duly signed, in token of acceptance of the same, is attached.	

Place :

Signature of the Bidder

**FORMAT OF FINANCIAL BID
(Part - II)**

1. We agree to supply the above mentioned items in accordance with technical specification for a total

Name of the Firm :

Quotation for purchase of Computer System, printers etc/Steel Alimarhs ,

Sl. No.	Name of Item	Features & Specifications	Brand	Qty.	Rate Per Unit (including GST)	Amount (in `.)
01.	Computer Desktop			03		
02	Computer Laptop			01		
03	Printer			03		
04	Scanner			01		
05	Pendrives			04		
06	Printer cartridges			20		
07	Xerox paper			200		
08	Steel Almiras			05		
09	U.P.S.			03		
10	Wireless modem					
	Total					

(Total Amount in Rupees only)

contract price of ` (in words Rupees)
including taxes, Transportation etc. within five days of the issue of supply order.

2. We also confirm that the normal commercial warrantee/guarantee shall apply to the supplied items.

3. We also agree and abide with the terms and conditions stipulated in the bid document.

(Signature of Bidder with Seal)

Name :

Designation :

Address:

Contact No.:

Date: