

**CENTRE FOR DEVELOPMENT OF IMAGING TECHNOLOGY (C-DIT)**

Chithranjali Hills, Thiruvallom, Thiruvananthapuram-27

Phone: 0471-2380910, 912 Fax: 0471- 2380681

Ref.No. C-DIT/3/DD/16/ T485 Dated 11.11.16

**GENERAL TERMS AND CONDITIONS**

1. This Tender is invited for (1) the SUPPLY AND INSTALLATION OF COMPUTERS(10 Nos) for Digitization Department (2) Supply of Hard Disk Drives for Communication Group and (3) Supply of Thermal Printer based Token Systems for various institutions. The bidders may quote for either one or more items (1), (2) & (3)
2. C-DIT reserves the right to cancel any or all tenders without assigning any reason whatsoever

**SPECIFICATIONS**

1	<b><u>DESKTOP PC</u></b> 6 <sup>th</sup> Generation Intel®Core™i3, 4 GB RAM,1 TB HDD, 2 GB Graphics Card, 18.5" Monitor, DVD Writer, pre loaded OS, with Onsite Warranty 3 years	10 Nos
2 (a)	1 TB External SATA HDD	25 Nos
(b)	2 TB External SATA HDD	25 Nos
3	a) WALL MOUNTABLE THERMAL PRINTER BASED TOKEN GENERATION MACHINE WITH AUTO CUTTER  b) 2 inch Thermal paper roll (50 Mtr)	14 Nos  Per unit

(For each item unit rate inclusive of VAT and delivery at site to be quoted)

**3. ELIGIBILITY CRITERIA OF TENDERER**

Only those firms which in their individual capacity, satisfy the following criteria, need to quote for this tender.

- a) To qualify for award of the work, the intending tenderer must have in its name as a supplier/dealer with experience of having successfully completed at least five orders for similar nature of works during last one year (for item 1 only)
  - b) In case the bidder is not a manufacturer; the Bidder should possess authorization from the respective manufacturer to carry out the supply and service for the products. (for item 1 & 3)
4. The Tenderers are responsible for effecting supply to the entire satisfaction of the undersigned or his authorized representatives. In case any defect in the item supplied is noticed, such item will be rejected at the risk and cost of the Supplier.
  5. Tenders shall invariably be accompanied by manufactures catalogues and leaflets giving full specifications. Technical particulars and other details of the items offered 'brand make' and complete specification should be mentioned in the tender. In the absence of full details and specification, the tenders for the items will be rejected.
  6. The undersigned does not bind himself to accept the lowest tender and reserve himself the rights of accepting the whole or any part of the tender and the tenderer shall be bound to supply the accepted item at the rates quoted.
  7. On taxable items of supply, VAT shall be shown separately and taxes will be paid at the ruling rates applicable.
  8. No advance payment will be made against supplies. Tenders demanding advance payment and clearance through the banks will not be accepted.
  9. There is no EMD
  10. The rate quoted by the Tenderer shall be inclusive of the transportation charges, installation charges and unloading charges at site. Rates quoted by the tenderer shall be valid for a period of six months from the date of opening of the tender.

11. Delivery period shall be specifically indicated in the tender and strictly adhered to. If no delivery period is stated in the tender it will be taken for granted that the supply will be arranged within Ten days (10) days on receipt of the firm order. Any extension in the delivery period after the supply order is placed may result in cancellation of the supply order. In case the Tenderer became unable to affect supply within the time limit prescribed by C-DIT, the supply order is likely to be cancelled and items will be arranged by C-DIT from elsewhere.
12. There is no tender form. The supplier shall submit the price offers in their own letter head duly signed by authorized signatory with seal with a copy of the tender documents downloaded from C-DIT website, duly signed.
13. The rate quoted is final and no enhancement will be allowed under any circumstances. The enhancement of rate will cause the cancellation of the supply order and the security deposit will be forfeited.
14. The Supplier/ Dealer shall provide on-site comprehensive warranty for 3 years for Desktop PC's, One year for Hard Disks and one year for Token Generation Machine, from the date of supply and installation.

15. PAYMENT TERMS

The following terms of payment shall be applicable for the contract

- I. 90 % payment within 15-20 days time after successful supply and installation of the Desktop & Token Machine at the site & 10% to be released after one month from the date of installation, against submission of a security bond/bank guarantee.
  - II. In case of Hard Disk, full payment will be released within 15 days from the date of supply of the item at C-DIT.
16. Agreement: In case of Desktop PC's and Token Machines, the Successful bidder within 7 days of getting confirmed purchase order has to enter an agreement with C-DIT in Rs.200

worth non judicial stamp paper, to ensure warranty and after sales support during the warranty period.

17. Authority: The authority for the acceptance of the tenders rests exclusively with the C-DIT. The C-DIT does not undertake to accept the lowest or any particular tender or to assign any reason whatsoever for the rejection of any tender.

18. The last date for bid submission is 25.11.16, 3PM. The bids will be opened at 3.30PM, same day.

Sd/  
REGISTRAR, C-DIT  
Dated 11.11.16

---

PROFORMA OF "AGREEMENT"  
(To be executed on non-Judicial Stamp Paper)

This Agreement made this. day of ..... Two thousand and ..... Between Centre for Development of Imaging Technology, a Society, registered under the Travancore-Cochin Literary, Scientific and Charitable Societies Registration Act XII of 1955, having its registered Office at Chitranjali Hills, Thiruvallom, Trivandrum 695 027 (hereinafter referred to as "C-DIT" which expression shall include its administrators, successors, executors and assigns) of the one part and ..... a company/firm incorporated under the.. having its registered Office at ..... (hereinafter referred to as the "Contractor" or ..... "X" ..... (brief name of contracting Co.) ..... (which expression shall include its administrators, successors, executors and permitted assigns) of the other part.

WHEREAS C-DIT has invited bids for ..... (briefly describe scope of ..... the ..... (work) as per its specification Ref. No. ....

AND WHEREAS..... "X" ..... had participated in the above referred bidding vide their proposal No. .... dated

..... and C-DIT accepted their aforesaid proposal and awarded the dated ..... and C-DIT accepted their aforesaid proposal and awarded the contract to. "X" ..... on terms and conditions contained in its letter of Indent/Purchase Order No. .... dated ..... And the documents referred to therein, which have been accepted by ..... "X" ..... resulting into a "Contract"

NOW THEREFORE THIS DEED WITNESSETH AS UNDER :-

Article 1.0      AWARD OF CONTRACT

C-DIT has awarded the contract to ..... "X" ..... for the work of ..... on the terms and conditions contained in its letter of Indent/Purchase Order No. .... dated ..... and the documents referred to therein. The award has taken effect from. ....i.e. .... the date of issue of the aforesaid Letter. The terms & expressions used in this Agreement shall have the same meaning as are assigned to them in the "Contract Documents" referred to in the succeeding Article.

Article 2.0      CONTRACT DOCUMENTS

The Contract shall be performed strictly as per the terms and conditions stipulated herein and in the following documents attached herewith (hereinafter referred to as "Contract Documents").

Article 3.0      CONDITIONS & CONVENANTS

The scope of Contract, Consideration, Terms of payment, price Adjustment, Taxes wherever applicable, Insurance, liquidated Damages, performance, Guarantee and all other terms and conditions are contained in C-DIT's Purchase Order No. .... dated ..... read in conjunction with other aforesaid Contract documents. The Contract shall be only performed by the Contractor strictly and faithfully in accordance with the terms of the Agreement.

The scope of work shall also include supply and installation of all such items which are not specifically mentioned in the contract Documents, but which are needed for successful, efficient, safe & reliable operation of the equipment unless otherwise specifically excluded in the specifications under ""exclusions" or Purchase Order.

TIME SCHEDULE: Time is the essence of the contract and schedules shall be strictly adhered to. "X" shall perform the work in accordance with the agreed schedule as given in letter of Indent/Purchase Order.

The Contractor guarantees that the equipment package under the contract shall meet the ratings and performance parameters, as stipulated in the Technical Specifications (Volume II) and in the event of any deficiencies found in the requisite performance figures, the C-DIT may at its option reject the equipment package or alternatively accept it on the terms and conditions and subject to levy of the liquidated damages in terms of Contract Documents. The amount of liquidated damages so leviable shall be in accordance with the Contract Documents and without any limitation.

It is further agreed by the Contractor that the Contract performance Guarantee shall in no way be construed to limit or restrict the C-DIT's right to recover the damages/compensation due to short-fall in the equipment performance figures as stated in para 3.4 above or under any other clause of the Agreement. The amount of damages/Compensation shall be recoverable either by way of deduction from the contract price, contract performance guarantee and/or otherwise.

The Contract performance Guarantee furnished by the Contractor is irrevocable and unconditional and the C-DIT shall have the powers to invoke it notwithstanding any dispute or difference between the C-DIT and the contractor pending before any court, tribunal, arbitrator or any other authority.

This Agreement constitutes full and complete understanding between the parties and terms of the presents. It shall supersede all prior correspondence to the extent of inconsistency of repugnancy to the terms and conditions contained in the Agreement. Any modification of the Agreement shall be effected only by a written instrument signed by the authorized representatives of both the parties.

Article 4.0 SETTLEMENTS OF DISPUTES

It is specifically agreed by and between the parties that all the differences or disputes arising out of the Agreement or touching the subject matter of the Agreement shall be decided by process of settlement & Arbitration as specified in clauses and provisions of the Arbitration and Conciliation Act 1996 and Kerala Courts alone shall have exclusive jurisdiction over the same.

NOTICE OF DEFAULT

Notice of default given by either party to the other party under the Agreement shall be in writing and shall be deemed to have been duly and properly served upon the parties here to if delivered through official email or by registered post with acknowledgement due addressed to the signatories

IN WITNESS WHEREOF, the parties through their duly authorized representatives have executed these presents (execution where of has been approved by the competent authorities of both the parties) on the day, month and year first above mentioned at Trivandrum.

WITNESS

C-DIT

1. ....

(Signature)  
(Name)

2. ....

(Designation)  
(Seal)

1. ....

(Contractors signature)  
(Designation)  
(Seal)

2. ....

Extract of Tender Notice

**CENTRE FOR DEVELOPMENT OF IMAGING TECHNOLOGY (C-DIT)**

**Chithranjali Hills, Thiruvallom, Tvpm-695 027**

**Phone: 2380910/ 912/ 895 Fax: 2380681**

---

TENDER NOTICE

---

Ref. No. C-DIT/3/DD/16/ T485 Dated 11.11.16

C-DIT invites sealed competitive bids for (1) Supply and installation of Desktop PC's [10 Nos] (2) Supply of 1 TB HDD's [25 Nos], 2TB HDD's [25 Nos] (3) Supply of Token Generation Machines [14 Nos] . Details are given in website: [www.cdif.org](http://www.cdif.org). The last date for submission of bids: 25.11.2016, 3pm.

Sd/ REGISTRAR