

TENDER For

SUPPLY, INSTALLATION, TESTING & COMMISSIONING Of DESKTOP COMPUTERS, PRINTERS, UPS SYSTEMS, NETWORKING, $AND\ SOFTWARE$

VARIOUS CENTRES OF NCPUL LOCATED IN DIFFERENT STATES OF THE COUNTRY

At

Tender No: 9-757/TE/E-Tender/HW-SW/2018-NCPUL

NATIONAL COUNCIL FOR PROMOTION OF URDU LANGUAGE (NCPUL), MINISTRY OF HUMAN RESOURCE DEVELOPMENT, GOVT. OF INDIA. FC-33/9, INSTITUTIONAL AREA, JASOLA, NEW DELHI-110025.

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Tender No: 9-757/TE/E-Tender/HW-SW/2018-NCPUL Page 1 of 30

INDEX

Chapter – 1	: Instructions to Bidders.	3
1.1	Notice Inviting Tenders	3
1.2	Critical Date Sheet	4
Chapter – 2	: Conditions of Contract.	5
2.1	Eligibility of Tenderer	5
2.2	Tender Cost	5
2.3	Duly filled-in Tender	6
2.4	Earnest Money Deposit (EMD)	6
2.5	Scope of Work	6
2.6	Service Facility	6
2.7	Warranty	7
2.8	Bid Price	7
2.9	Validity of the Tender	7
Chapter – 3	: Schedule of Requirements.	8
3.1	Submission of Tender	8
3.2	Instructions for Online Bid Submission	
3.3	Rejection of Bid	10
3.4	Opening of Technical Bid	11
3.5	Opening of Commercial Bid	11
3.6	Delivery	11
3.7	Testing	11
3.8	Payment Terms	12
3.9	General Terms & Condition	12
3.10	Force Majeure	12
Chapter – 4	: Specifications and allied Technical Details.	13
Anne	exure - 'A' (The detail for submission of Technical Bid)	13
Chapter – 5	: Price Schedule (to be utilized by the bidders for quoting their prices)	16
-	exure- 'B' (The detail for submission of Commercial Bid)	16
Chapter – 6	: Contract Form.	19
-	1-1 (Technical Bid Form, to be submitted along with Technical Bid)	19
	1-2 (Tender Acceptance Letter, to be uploaded with Technical Bid)	21
	a-3 History Sheet	22
Chapter – 7	: Other Standard Information.	23
7.1	Check list of Certificates/attachments	23
	Solvency Certificate	24
	List of Centres	25-29
	Compliance Sheet	30

Chapter-1: Instructions to Bidders

1.1 Notice Inviting Tenders

National Council for Promotion of Urdu Language (NCPUL), New Delhi invites online bids on single stage Two- Bid-System for supply and installation of Desktop Computers, Printers, UPS Systems, Networking and Software at 40 NCPUL's centres located in different states of the country.

The details are summarized in below table.

a)	Name of Work	Supply, Installation, Testing and Commissioning of Desktop Computers, UPS Systems, Networking and Software at 40					
		NCPUL's centres located in different states of the country.					
b)	Tender No.	9-757/TE/E-Tender/HW-SW/2018-NCPUL					
c)	Technical Bid	The detail of submission of Technical Bid is placed at Annexure — 'A' of Chapter-4					
d)	Commercial Bid	The detail of submission of Commercial Bid is placed at Annexure—'B' of Chapter-5					
e)	Location of	At 40 NCPUL's centres. List of the centres is placed at Annexure -					
	supply and	'Y' (The exact no. of quantities, and number of centres may					
	installation	increase or decrease depending upon the requirement of the					
		Council).					
f)	Availability of	ender documents may be downloaded from NCPUL web site					
	Tender	nttp://www.urducouncil.nic.in (for reference only) and CPPP					
	Document	website https://eprocure.gov.in/eprocure/app as per schedule given					
		in CRITICAL DATE SHEET					
g)	Cost of Tender	Rs. 5000.00 through Demand Draft in favour of Director, NCPUL					
	Document	or online Bank transfer through RTGS / NEFT, details of the					
		account is given on Page No. 06 of the Tender document.					
h)	Earnest Money	Tenderer has to deposit interest free earnest money of					
	Deposit (EMD)	Rs.10,00,000/- (Rs. Ten Lakhs Only).					
i)	Bid submission	Bids can be submitted only online on or before 18:00 hours on					
		08.01.2018 at CPPP website: https://eprocure.gov.in/eprocure/app .					
j)	Date of opening of Technical Bid	The Technical Bid shall be opened on 10.01.2018 at 11:30 hours.					
k)	Date of opening	The date of opening of Commercial Bid will be intimated to the					
	of Commercial Bid	qualified bidders separately.					

Note: In case any further detail is required, the same can be collected from the office of the Director, NCPUL, FC-33/9, Institutional Area, Jasola, New Delhi-1100250 (Tel. No.: 011-49539000) from December 14, 2017 to January 08, 2018 (except Saturday and Sunday) between 09:30 to 15:30 hours.

Director, NCPUL, New Delhi

Tender No: 9-757/TE/E-Tender/HW-SW/2018-NCPUL Page 3 of 30

1.2 Critical Date Sheet

Published Date	13.12.2017
Bid Document Download / Sale Start Date	13.12.2017 (06.00 PM)
Bid Submission Start Date	13.12.2017 (06.00 PM)
Bid Document Download / Sale End Date	05.01.2018 (06.00 PM)
Bid Submission End Date	08.01.2018 (06.00 PM)
Bid Opening Date (Technical)	10.01.2018 (11.30 AM)
Bid Opening Venue	NCPUL Head Office, FC-33/9, Institutional Area, Jasola, New Delhi-110025

Chapter-2: Conditions of Contract

2.1 Eligibility of Tenderer:

- 2.1.1 The bidder shall be an OEM/ Authorized Dealer and must be in business at least for the past 3 years. Document from OEM (authorization letter) or self-declaration by OEM has to be submitted.
- 2.1.2 The minimum turnover required during each of the last three financial years for tenderer is Rs. 05.00 Crores and that of Hardware Original Equipment Manufacturer (OEM) is Rs. 50.00 Crores and UPS OEM is Rs. 1.0 Crore respectively. The respective turnovers should be from similar kind of items and should be supported by documentary evidences.
- 2.1.3 The tenderer should be in sound financial conditions and should be in profits. A copy of last three financial years Profit & Loss statement and relevant audited Balance Sheets should be submitted with the offer.
- 2.1.4 The OEM and bidder should be ISO 9001:2008 certified.
- 2.1.5 Scanned copy of tender acceptance letter must be uploaded. Tenderer should not have ever been disqualified by any of its clients on account of non-fulfillment of contract for supply/installation/maintenance related issues. If so, the tenderer should submit the details of the same. The tenderer has to give an undertaking in this regard. Upon verification, evaluation/assessment, if any information furnished by the Tenderer is found to be false/incorrect, their total bid shall be summarily rejected and no correspondence on the same, shall be entertained.
- 2.1.6 The tenderer should submit an undertaking that it has the sufficient resources to supply hardware and software items all over India.
- 2.1.7 The bidder must have service centers/maintenance facilities in various states. The bidders must enclose details of their or their OEM infrastructure with reference to locations (address) and technical manpower. However, the bidder shall be liable for services and maintenance during and after installation of the systems in the centres of NCPUL.
- 2.1.8 The Registration number of the firm (under Society Act / Company Act / etc.) along with the CST/VAT No. allotted by the Sales Tax Authorities, PAN number, TIN number and copy of Income Tax return for the last three financial years should be given in the technical bid, failing which Tenderer's bid would become invalid and same shall be rejected.
- 2.1.9 Top five supplies in Government Organizations / Public Sector Undertakings /Autonomous Bodies in last three years in India (Reference of Organisation with Purchase Order of similar items) should be uploaded with the Bid. Tenderer should submit the compliance sheet and it is mandatory to mention the make and model of each hardware.
- 2.1.10 Tenderer shall submit a letter nominating a signatory to sign this tender and coordinate on behalf of the company regarding this tender. This letter shall be written/typed on the letter head and be submitted along with Technical Bid.

2.2 Tender Cost:

Rs. 5000.00 through Demand Draft in favour of Director, NCPUL or online Bank transfer through RTGS / NEFT, details of the account is given on Page No. 06 of the Tender document.

2.3 Duly filled-in Tender:

All the column of the tender should be dully filled-in. Any cutting/overwriting in the tender must be counter signed by the person who is signing the tender.

Tender No: 9-757/TE/E-Tender/HW-SW/2018-NCPUL Page 5 of 30

2.4 Earnest Money Deposit (EMD):

2.4.1 Tenderer has to deposit interest free earnest money of Rs.10,00,000/- (Rs. Ten Lakhs Only) in the form of Demand Draft or by online (NEFT/RTGS) money transfer in favour of Director, NCPUL, payable at New Delhi which will be returned to successful bidder without any interest after successful installation of the Hardware and Software.

BANK Details for	EMD	Payment	through	NEFT/RTGS:

Account Name		Director, NCPUL, New Delhi				
Account No.		90092010045326				
Bank Name	and	Syndicate Bank, DTS Building,				
Branch Address		Sector-5,				
		R. K. Puram, New Delhi-110022				
Branch Code		9009				
MICR Code		110025043				
RTGS/NEFT		SYNB0009009				

- 2.4.2 The companies /venders, even having valid exemption certificate for EMD, shall not be given any exemption from EMD submission or Tender fee.
- 2.4.3 The EMD will be forfeited in the following cases:
 - a) If bidder fails to supply the equipment with specifications in compliance to the specifications, as mentioned in Annexure-B, within stipulated delivery period.
 - b) If bidder withdraw his tender before validity period.
 - c) If bidder fails to accept the order based on his offer.

2.5 Scope of Work:

The successful Tenderer will take total responsibility for supply, installation, testing, networking and commissioning of Computer Hardware, UPS Systems, Software and other miscellaneous equipments supplied by the tenderer. The Tenderer will be required to provide license in the name of NCPUL for all the softwares which will be installed, configured and used with the Hardware to carry out various functions. The Tenderer may also be required to arrange for inspection/demonstration/testing of various functions as per technical specifications to the representatives of NCPUL, before supply.

2.6 Service Facility:

- 2.6.1 In order to ensure proper and timely after sales service, manufacturer or authorized agency should have network to deploy service personnel at short notice to attend the maintenance calls.
- 2.6.2 The Tenderer must specifically mention the place, from where support for maintenance would be offered.
- 2.6.3 Tenderer should also give preventive maintenance schedule for the systems along with their offer. This schedule will have to be adhered to by the tenderer strictly.
- 2.6.4 Tenderer should have satisfactory arrangement to receive complaints at all locations where material will be supplied and provide maintenance at all these places. The response time for attending to faults will be four hours after these are reported to the tenderer. The tenderer will rectify the faults within 24 hours failing which tenderer will arrange temporary replacement of the equipments. In case, the tenderer fails to meet this requirement, NCPUL will have the right to arrange repairs/replacements at the costs and risk of the tenderer (SLA).

Tender No: 9-757/TE/E-Tender/HW-SW/2018-NCPUL Page 6 of 30

2.7 Warranty:

- 2.7.1 The successful bidders shall provide onsite comprehensive maintenance during warranty period for the equipments supplied, commissioned and installed at the centres. This involves comprehensive maintenance and repair of supplied equipments including replacement of part(s), modules, sub-modules, assemblies, sub-assemblies, spares and software, etc. to make the system operational. This will include all kind of breakdown maintenance and preventive maintenance. The breakdown could be for any reason. The computer hardware, printers, computer peripherals, UPS Systems and other hardwares supplied by the tenderer shall be under comprehensive on-site warranty as provided by OEM against each item.
- 2.7.2 10% of the billed amount will be retained by the Council to ensure proper maintenances to cover warranty period. NCPUL will have the right to get the repair work of defective system / items done locally within the users arrangements and NCPUL will have the right to reimburse the expenditure thereof to users, in case tenderer fails to provide services within 48 hours from the time of break down reported at the venue of the study centre.

2.8 Bid Price:

The price shall be with discount, if any, for an educational Institute and it shall be final & firm and shall include all applicable taxes (whatsoever) and other charges.

2.9 Validity of the tender:

The tender shall be valid for a period of 90 days from date of opening of the Technical Bid of tender.

Chapter – 3: Schedule of Requirements.

3.1 Submission of Tender:

- 3.3..1 NO manual bids shall be accepted.
- 3.3..2 Bids can be submitted only online on or before 06:00 PM on 08.01.2018 at CPPP website: https://eprocure.gov.in/eprocure/app.

3.2 Instructions for Online Bid Submission:

The bidders are required to submit soft copies of their bids electronically on the CPP Portal, using valid Digital Signature Certificates. The instructions given below are meant to assist the bidders in registering on the CPP Portal, prepare their bids in accordance with the requirements and submit their bids online on the CPP Portal.

More information useful for submitting online bids on the CPP Portal may be obtained at: https://eprocure.gov.in/eprocure/app.

3.2.1. Registration:

- 3.2.1.1 Bidders are required to enroll on the e-Procurement module of the Central Public Procurement Portal (URL: https://eprocure.gov.in/eprocure/app) by clicking on the link "Online Bidder Enrollment" on the CPP Portal which is free of charge.
- 3.2.1.2 As part of the enrolment process, the bidders will be required to choose a unique username and assign a password for their accounts.
- 3.2.1.3 Bidders are advised to register their valid email address and mobile numbers as part of the registration process. These would be used for any communication from the CPP Portal
- 3.2.1.4 Upon enrolment, the bidders will be required to register their valid Digital Signature Certificate (Class II or Class III Certificates with signing key usage) issued by any Certifying Authority recognized by CCA India (e.g. Sify / nCode / eMudhra etc.), with their profile.
- 3.2.1.5 Only one valid DSC should be registered by a bidder. Please note that the bidders are responsible to ensure that they do not lend their DSC's to others which may lead to misuse.
- 3.2.1.6 Bidder then logs in to the site through the secured log-in by entering their user ID / password and the password of the DSC / e-Token.

3.2.2. Searching for the Tender Documents:

- 3.2.2.1 There are various search options built in the CPP Portal, to facilitate bidders to search active tenders by several parameters. These parameters could include Tender ID, Organization Name, Location, Date, Value, etc. There is also an option of advanced search for tenders, wherein the bidders may combine a number of search parameters such as Organization Name, Form of Contract, Location, Date, Other keywords etc. to search for a tender published on the CPP Portal.
- 3.2.2.2 Once the bidders have selected the tenders they are interested in, they may download the required documents / tender schedules. These tenders can be moved to the respective 'My Tenders' folder. This would enable the CPP Portal to intimate the bidders through SMS / e-mail in case there is any corrigendum issued to the tender document.
- 3.2.2.3 The bidder should make a note of the unique Tender ID assigned to each tender, in case they want to obtain any clarification / help from the Helpdesk.

Tender No: 9-757/TE/E-Tender/HW-SW/2018-NCPUL Page 8 of 30

3.2.3. Preparation of Bids:

- 3.2.3.1 Bidder should take into account any corrigendum published on the tender document before submitting their bids.
- 3.2.3.2 Please go through the tender advertisement and the tender document carefully to understand the documents required to be submitted as part of the bid. Please note the number of covers in which the bid documents have to be submitted, the number of documents including the names and content of each of the document that need to be submitted. Any deviations from these may lead to rejection of the bid.
- 3.2.3.3 Bidder, in advance, should get ready the bid documents to be submitted as indicated in the tender document / schedule and generally, they can be in PDF / XLS / RAR / DWF/JPG formats. Bid documents may be scanned with 100 dpi with black and white option which helps in reducing size of the scanned document.
- 3.2.3.4 To avoid the time and effort required in uploading the same set of standard documents which are required to be submitted as a part of every bid, a provision of uploading such standard documents (e.g. PAN card copy, annual reports, auditor certificates etc.) has been provided to the bidders. Bidders can use "My Space" or "Other Important Documents" area available to them to upload such documents. These documents may be directly submitted from the "My Space" area while submitting a bid, and need not be uploaded again and again. This will lead to a reduction in the time required for bid submission process.

3.2.4. Submission of Bids:

- 3.2.4.1 Bidder should log into the site well in advance for bid submission so that they can upload the bid in time i.e. on or before the bid submission time. Bidder will be responsible for any delay due to other issues.
- 3.2.4.2 The bidder has to digitally sign and upload the required bid documents one by one as indicated in the tender document.
- 3.2.4.3 If EMD is to be paid through DD, Bidder has to select the payment option as "Offline" to pay the tender fee / EMD, as applicable and enter details of the instrument. Bidder should prepare the EMD as per the instructions specified in the tender document. The original DD / proof of RTGS (for EMD) should be received by the NCPUL, latest by the last date of bid submission. The details of the DD should match with the details available in the scanned copy and the data entered during bid submission time, otherwise the uploaded bid will be rejected.
- 3.2.4.4 Bidders are requested to note that they should necessarily submit their financial bids in the format provided and no other format is acceptable. If the price bid has been given as a standard BoQ format with the tender document, then the same is to be downloaded and to be filled by all the bidders. Bidders are required to download the BoQ file, open it and complete the white colored (unprotected) cells with their respective financial quotes and other details (such as name of the bidder). No other cells should be changed. Once the details have been completed, the bidder should save it and submit it online, without changing the filename. If the BoQ file is found to be modified by the bidder, the bid will be rejected.
- 3.2.4.5 The server time (which is displayed on the bidders' dashboard) will be considered as the standard time for referencing the deadlines for submission of the bids by the bidders, opening of bids, etc. The bidders should follow this time during bid submission.
- 3.2.4.6 All the documents being submitted by the bidders would be encrypted using PKI encryption techniques to ensure the secrecy of the data. The data entered cannot be viewed by unauthorized persons until the time of bid opening. The confidentiality of

the bids is maintained using the secured Socket Layer 128 bit encryption technology. Data storage encryption of sensitive fields is done. Any bid document that is uploaded to the server is subjected to symmetric encryption using a system generated symmetric key. Further, this key is subjected to asymmetric encryption using buyers/bid openers public keys. Overall, the uploaded tender documents become readable only after the tender opening by the authorized bid openers.

- 3.2.4.7 The uploaded tender documents become readable only after the tender opening by the authorized bid openers.
- 3.2.4.8 Upon the successful and timely submission of bids (i.e. after Clicking "Freeze Bid Submission" in the portal), the portal will give a successful bid submission message & a bid summary will be displayed with the bid No. and the date & time of submission of the bid with all other relevant details.
- 3.2.4.9 The bid summary has to be printed and kept as an acknowledgement of the submission of the bid. This acknowledgement may be used as an entry pass for any bid opening meetings.

3.2.5. Assistance to Bidders:

- 3.2.5.1 Any queries relating to the tender document and the terms and conditions contained therein should be addressed to the Tender Inviting Authority for a tender or the relevant contact person indicated in the tender.
- 3.2.5.2 Any queries relating to the process of online bid submission or queries relating to CPP Portal in general may be directed to the 24x7 CPP Portal Helpdesk.
- 3.2.5.3 Intending tenderers are advised to visit again NCPUL website www.urducouncil.nic.in and CPPP website https://eprocure.gov.in/eprocure/app atleast 3 days prior to closing date of submission of tender for any corrigendum / addendum/ amendment.
- 3.2.5.4 The Hard Copy of the following documents must be submitted to the Director, NCPUL, FC-33/9, Institutional Area, Jasola, New Delhi-110025 on or before the last date of the Bid Submission, as mentioned in Critical Date Sheet. In case of non-submission of any of the following documents, against the submitted bid, the bid shall be rejected and no correspondence in this regard shall be entertained:
 - a. Original DD / proof of RTGS, in respect of payment of Tender Fee.
 - b. Original DD / proof of RTGS, in respect of payment of EMD.
 - c. Original copy of the MAF for all the Hardwares.
 - d. Original copy of the Undertaking.
 - e. Original copy of the Bank Solvency Certificate in the provided format. Enclosed at **ANNEXURE 'X'**.
 - f. Original copy of the Authority Letter of the representative / official to sign the bid documents and co-ordinate / interact with the NCPUL officials.

3.3 Rejection of Bid:

- 3.3.1 While submitting the Bid, if any of prescribed conditions are not fulfilled or are incomplete in any form, the Bid is liable to be rejected.
- 3.3.2 If any Bidder stipulates any condition of his own, such conditional Bid is liable to be rejected.
- 3.3.3 Director, NCPUL, reserves the right to reject any or all tender(s) / Bid(s) without assigning any reason.
- 3.3.4 NCPUL, reserves the right to revise or alter the requirements and/or specifications of the material before acceptance of any Bid and call for revised Bids.

3.4 Opening of Technical Bid:

The Technical Bids shall be opened on 10.01.2018 at 11:30 hours, at NCPUL Head Office, FC-33/9, Institutional Area, Jasola, New Delhi-110025. One of the authorized representatives of the bidder may be present at the time of opening of the Bid.

3.5 Opening of Commercial Bid:

The Commercial Bid of technically qualified Bidder will be opened on stipulated date. The date & time for opening of Commercial Bid shall be intimated to the qualified Bidders. One of the authorized representatives may be present at the time of opening of the Bid.

3.6 Delivery:

- 3.6.1 The successful Bidder shall complete supplies and installation work within 60 days from the issue of award letter/ Purchase Order at 40 NCPUL's centres located in different parts of the country. List of the Centres placed at **Annexure-'Y'**. The exact no. of quantities, no. of states and number of centres may increase or decrease depending upon the requirement of the Council without prior information.
- 3.6.2 Supplier is advised to paste duly signed History Sheet (in provided format) on the Desktop and submits copy of the same along with the bill.
- 3.6.3 Penalty for late delivery would be liable at the rate of 0.5% per day, subject to a maximum of 10 percent of the value of such portion of material or as decided by the Tender Evaluation Committee.
- 3.6.4 In case delivery is not completed within 20 days after the specified delivery period, NCPUL may cancel the order and arrange to procure the said items from any other source at the risk and cost of the tenderer(s) and EMD will be forfeited.
- 3.6.5 Supply of sub-standard (inferior quality) or substitute other than approved brand/specification/configuration will not be accepted, such items will be treated as short supply and penalty @ 20% per day at its tender approved price will be imposed till the original items of the approved specifications are replaced and received by the users.
- 3.6.6 If required, A Committee of experts, duly constituted by the Council, may visit the centres for inspection and cross verification of the successful delivery and the installations of the required items, as specified in the tender documents.
- 3.6.7 The liability of equipments till commissioning shall lie with the tenderer.
- 3.6.8 Supply complete in all respect will be accepted in one lot at each location.

3.7 Testing:

- 3.7.1 Users at site will conduct the acceptance test(s) on the system(s) ordered. If the system(s) supplied fail in the test(s), the same may be rejected. Replacement of cards or devices may not be allowed.
- 3.7.2 The acceptance test will consist of running the Systems for 12 hours daily for full seven working days.
- 3.7.3 NCPUL, reserves the right to reject all or any item, if supplied material found defective within 30 days after successful running of the diagnostic program.

3.8 Payment Terms:

- 3.8.1 No advance payment against purchase order will be made.
- 3.8.2 90% of the billed amount will be paid within 30 days of submission of the bill along with the following documents:
 - a. Original Ink singed (with office stamp) copy of installation report from Centre In-charge of computer centre.
 - b. Consolidated summary report of items delivered to each centre on the prescribed format (to be provided with supply order to the successful bidder) showing successful delivery, installation and satisfactory functioning of Computer Hardware and Software.
- 3.8.3 10% of the billed amount will be retained by NCPUL to cover the warrantee period.

3.9 General Terms & Condition:

- 3.9.1 The Bidder shall at all times indemnify the NCPUL against all claims, damages or compensation under the provisions of Payment of Wages Act, 1936, Minimum Wages Act, 1984, employer Liability act, 1938, Workmen's compensation Act, 1923, Industrial Disputes Act, 1947 and the Maternity Benefit Act, 1961, or any modifications thereof or as a consequence or any accident or injury to any workman or other persons in or about the Works, whether in the employment of Tenderer or not, save and except where such accident or injury has resulted from any act of NCPUL, his agents or servants, and also against all costs, charges and expenses of any suit, action or proceedings arising out of such accident or injury and against all sum or sums which may, with the consent of the Tenderers, be paid to compromise or compound and claim, without limiting his obligations and liabilities as above provided, that Tenderer shall insure against all claims, damages or compensation payable under the Workman's compensation Act, 1923 or any modification thereof or any other law relating thereto.
- 3.9.2 Bidder will be responsible to provide insurance cover to man, machines materials involved till installation.
- 3.9.3 Bidder will not sublet/transfer whole or any part of the assigned work to other(s).

3.10 Force Majeure:

All disputes, differences and questions arising out of the contract, in any way touching or concerning between NCPUL and Tenderer will be referred to sole arbitration of the Director, NCPUL or any person appointed by him. Arbitration shall be in accordance with the Conciliation Act 1996 and Indian laws, as amended from time to time. The arbitrator shall be entitled to extend the time of arbitration proceeding with the consent of the party, in failure the appropriate Courts at Delhi alone shall have jurisdiction to entertain and try them.

Chapter – 4: Specification and allied Technical Details.

<u>Annexure - 'A'</u> <u>The detail of submission of Technical Bid</u>

	cal Specifications (Minimum)	Qty.	Unit	Accepted to supply as per Specificati ons (Yes/No)
Desktop Computers	:(Make & Model)	320	Nos.	
Parameters	Specifications (Minimum)			
Form Factor	Micro Tower or MATX Cabinet			
Processor	Intel CORE i5 (06 th Generation) or above			
Chipset	Intel H110 or higher			
Memory	4GB DDR3 SDRAM or above			
Hard Disk Drive	500 GB, 7200 RPM SATA Hard Disk			
& controller	Drive or above			
Optical Drive	24x (Reading Speed) DVD RW			
Graphics	Integrated Intel HD Graphics			
Andia	Integrated on board audio controller with			
Audio	internal speaker			
Communication	Wired: Integrated 100 Mbps Ethernet			
	Minimum 4 USB, VGA / DVI / HDMI			
Ports	Port, Serial & Parallel Ports,			
	Headphone/Speaker Out and RJ-45			
Slots	Standard PCI slots			
Keyboard	OEM Keyboard			
Mouse	USB Optical Scroll Mouse			
Monitor	18.5" OEM LED			
Operating	Genuine Microsoft Windows 10 Pro			
System	(Preloaded)			
Energy	Energy Star / EPEAT- Gold Certified or			
efficiency	an equivalent/similar environmental rating			
Compliance	which aims at green brand PC (latest			
Certification /	certificate)			
Green Rating	Desktop must be supplied with OEM			
OEM recovery	preloaded tool for Desktop Management			
tool	including backup and recovery			
	03 Years Standard warranty, as provided			
	by OEM (Minimum one year			
Warranty	comprehensive onsite warranty by the			
	Vendor)			

2.	UPS: (Make &	Mode)	40		
2.	Features Features		ifications (Minimum)	10		
	Nominal output	230V				
	Voltage	230 V				
	Input Voltage Range	175-	295 V			
	Output power capacity	3KV	A (Online)			
	Battery Type		battery			
	Battery Backup	30 M	linutes (On full load)			
	Warranty	Stand	dard warranty, as provided by			
		OEM	I (Minimum one year			
		_	orehensive onsite warranty by the			
		Vend	lor)			
3	Color Printer: (Make		& Model	40		
	Features	•••••	Specifications (Minimum)	10		
	Printer Type		Color LaserJet Printer			
	Memory		32 MB or more			
	Print quality black		Upto 600 x 600 dpi			
	Print speed black (norm	al)	Upto 16 ppm			
	Print speed color (norm		Upto 04 ppm			
	Duty Cycle (monthly, A		Upto 15,000 pages			
	Paper handling input,		150 sheets input tray			
	standard		1			
	Paper handling output,		50 sheets output tray			
	standard					
	Connectivity		Hi-Speed USB 2.0			
	Media sizes supported		A4, A5, A6, B5, C5, DL,			
			postcards			
	Warranty		Standard warranty, as provided			
			by OEM (Minimum one year			
			comprehensive onsite warranty			
			by the Vendor)			
4	Mono Multifunction La	serJe	t Printer:	40		
	(Make &	Mod				
	Features		Specifications (Minimum)			
	Printer Type		Multifunction LaserJet Printer			
	Functions		Print, Copy, Scan			
	Memory, standard		32 MB or more			
	Print speed black (norm	al)	Upto 14 ppm			
	Print quality black	45	Upto 600 x 600 dpi			
	Duty Cycle (Monthly, A	14)	Upto 5,000 pages			
	Copy speed (normal)		Upto 14 cpm			
	Scan resolution		Upto 1200 dpi			
	Paper handling input		150 sheets input tray			
	Paper handling output		100 sheets output tray			
	Connectivity		Hi-Speed USB 2.0			
	Warranty		Standard warranty, as provided by OEM (Minimum one year			
			comprehensive onsite warranty			
			by the Vendor)			
	<u> </u>		J		1	

5	24 Port Networking	Switch 100 Mbps with Patch Cords	40	
	Features	Specifications (Minimum)		
	Switch Type	24 port - 100 Mbps		
	Compliance	RoHS Compliant		
	Patch Cords	Minimum 12 per switch		
	Warranty	Standard warranty, as provided		
		by OEM (Minimum one year		
		comprehensive onsite warranty by		
		the Vendor)		
		·	"	

6.	Software (Latest Version of Academic Edition of the following Software with minimum 01 year Valid License be quoted)	Qty	Unit	Accepted to supply as per Description (Yes/No)
(i)	Microsoft Office 2016 Pro	320		
(ii)	Multilingual DTP Software / Akruti Next Plus with DVD (Multilingual Indian Languages)	40		
(iii)	CorelDraw X7 (perpetual license+2 years upgrade subscription) ESD	40		
(iv)	Adobe Animate Creative Cloud Team (Photoshop, Flash, PageMaker) with 01 Year ESD.	40		
(v)	In Page Professional with CD+USB lock	320		
(vi)	Tally Silver 9.x (with 1 year upgrades) + License Key ESD	40		
(vii)	Microsoft Visual Studio 2015 Pro			
(viii)	Antivirus - NORTON/McAfee/Symantec/K7 (with minimum 01 year free updates)	320		
(ix)	Embarcadero RAD Studio XE (including C++)	40		

<u>Notes:</u> In each computer Urdu/Hindi font enabled Urdu as regional language with Phonetic Urdu Keyboard should be installed.

Important Note:

- a. The above specifications are minimum requirements. However, higher technical specifications may be considered subject to competitive price offered.
- b. The product should be listed on OEM website along with model no.
- c. Tenderer(s) should enclose printed brochure of the products quoted along with the technical bid.
- d. It is mandatory for all vendors to submit the MAF for Hardware.

Chapter-5: Price Schedule (to be utilized by bidders for quoting their Prices)

Annexure—'B' The detail for submission of Commercial Bid for BoQ, as available at www.eprocure.gov.in

[The Price Quoted should be FOD at NCPUL Centres (inclusive of all kind of taxes, whatsoever)]

S. No.		ical Specifications (Minimum)	Qty.	Unit Cost (in Rs.)	Total FOR price at NCPUL's Centers (in Rs.)
1.	Desktop Computers	s:(Make & Model)	320		
	Parameters	Specifications (Minimum)			
	Form Factor	Micro Tower or MATX Cabinet			
	Processor	Intel CORE i5 (06 th Generation) or above			
	Chipset	Intel H110 or higher			
	Memory	4GB DDR3 SDRAM or above			
	Hard Disk Drive	500 GB, 7200 RPM SATA Hard Disk			
	& controller	Drive or above			
	Optical Drive	24x (Reading Speed) DVD RW			
	Graphics	Integrated Intel HD Graphics			
	Audio	Integrated on board audio controller with internal speaker			
	Communication	Wired: Integrated 100 Mbps Ethernet			
	Ports	Minimum 4 USB, VGA / DVI / HDMI Port, Serial & Parallel Ports, Headphone/Speaker Out and RJ-45			
	Slots	Standard PCI slots			
	Keyboard	OEM Keyboard			
	Mouse	USB Optical Scroll Mouse			
	Monitor	18.5" OEM LED			
	Operating	Genuine Microsoft Windows 10 Pro			
	System	(Preloaded)			
	Energy	Energy Star / EPEAT- Gold Certified or			
	efficiency	an equivalent/similar environmental rating			
	Compliance	which aims at green brand PC (latest			
	Certification /	certificate)			
	Green Rating	D. I			
	OEM recovery tool	Desktop must be supplied with OEM preloaded tool for Desktop Management including backup and recovery			
	Warranty	03 Years Standard warranty, as provided by OEM (Minimum one year comprehensive onsite warranty by the Vendor)			

2.	UPS: (Make &	Mode)	40	
2.	Features Features		ifications (Minimum)	10	
	Nominal output	230V			
	Voltage	230 V			
	Input Voltage Range	175-	295 V		
	Output power capacity	3KV	A (Online)		
	Battery Type	SMF	battery		
	Battery Backup	30 M	linutes (On full load)		
	Warranty		lard warranty, as provided by		
			I (Minimum one year		
			prehensive onsite warranty by the		
		Vend	lor)		
3	Color Printer: (Make		& Model	40	
	Features		Specifications (Minimum)		
	Printer Type		Color LaserJet Printer		
	Memory		32 MB or more		
	Print quality black		Upto 600 x 600 dpi		
	Print speed black (norm	al)	Upto 16 ppm		
	Print speed color (norm	al)	Upto 04 ppm		
	Duty Cycle (monthly, A	4)	Upto 15,000 pages		
	Paper handling input,		150 sheets input tray		
	standard				
	Paper handling output,		50 sheets output tray		
	standard		771 0 17707 0 0		
	Connectivity		Hi-Speed USB 2.0		
	Media sizes supported		A4, A5, A6, B5, C5, DL,		
	Wannantz		postcards		
	Warranty		Standard warranty, as provided by OEM (Minimum one year		
			comprehensive onsite warranty		
			by the Vendor)		
4	Mono Multifunction La (Make &			40	
	Features &	IVIOU	Specifications (Minimum)		
	Printer Type		Multifunction LaserJet Printer		
	Functions		Print, Copy, Scan		
	Memory, standard		32 MB or more		
	Print speed black (norm	al)	Upto 14 ppm		
	Print quality black	/	Upto 600 x 600 dpi		
	Duty Cycle (Monthly, A	(4)	Upto 5,000 pages		
	Copy speed (normal)		Upto 14 cpm		
	Scan resolution		Upto 1200 dpi		
	Paper handling input		150 sheets input tray		
	Paper handling output		100 sheets output tray		
	Connectivity		Hi-Speed USB 2.0		
	Warranty		Standard warranty, as provided		
			by OEM (Minimum one year		
			comprehensive onsite warranty		
			by the Vendor)		

5	24 Port Networking Switch	100 Mbps with Patch Cords	40	
	Features	Specifications (Minimum)		
	Switch Type	24 port - 100 Mbps		
	Compliance	RoHS Compliant		
	Patch Cords	Minimum 12 per switch		
	Warranty	Standard warranty, as provided by		
		OEM (Minimum one year		
		comprehensive onsite warranty by the		
		Vendor)		
	<u> </u>	_		

6.	Software (Latest Version of Academic Edition of the following Software with minimum 01 year Valid License be quoted)	Qty	Unit Cost	Total FOR price at NCPUL's Centers (in Rs.)
(i)	Microsoft Office 2016 Pro	320		
(ii)	Multilingual DTP Software / Akruti Next Plus with DVD (Multilingual Indian Languages)	40		
(iii)	CorelDraw X7 (perpetual license+2 years upgrade subscription) ESD	40		
(iv)	Adobe Animate Creative Cloud Team (Photoshop, Flash, PageMaker) with 01 Year ESD.	40		
(v)	In Page Professional with CD+USB lock	320		
(vi)	Tally Silver 9.x (with 1 year upgrades) + License Key ESD	40		
(vii)	Microsoft Visual Studio 2015 Pro	40		
(viii)	Antivirus - NORTON/McAfee/Symantec/K7 (with minimum 01 year free updates)	320		
(ix)	Embarcadero RAD Studio XE (including C++)	40		

Important Note:

- a) The above specifications are minimum requirements. However, higher technical specifications may be considered subject to competitive price offered.
- b) The Bidder must quote for all the items, inclusive of all the taxes, whatsoever.
- c) Prices quoted should be Free of Delivery (F.O.D.) at destination sites of users all over India (quantity may vary at the time of placing the supply order) inclusive of all charges like Sales Tax/VAT, Excise Duty, Insurance, Technical Service/Installation charges Freight, Octroi, Implications on account of GST implementation, etc. No other charges/taxes/levies shall be payable. No form 'C'/'D'/undertaking will be provided by NCPUL to any of the Bidders.
- d) Bidders must quote rates only in the BoQ available at the eprocure.gov.in.
- e) If a firm / bidder quotes NIL charges / Consideration, the bid shall be treated as unresponsive and shall not be considered.

Chapter-6: Contract Forms

Form-1 (to be submitted along with Technical Bid)

Technical Bid Form (PLEASE COMPLETE THE FORM AND ENCLOSE NECESSARY DOCUMENTS WITH PAGINATION IN SUPPORT THEREOF WHEREVER REQUIRED) BID PARTICULARS FOR TENDER NO. : 1) Name of the Bidder 2) Address of the Bidder Telephone Fax E-mail 3) Bidder's proposal number and date 4) Name & Address of the officer To whom all references shall be made regarding this tender Telephone Fax E-mail 5) Earnest Money/ Online Money Transaction (NEET/ RTGS) DD/ Money DD/ Money Drawn on Bank Amount Transaction Date Transaction Date No. 6) No. of years of experience (Attach certificates from Client - for successful running) 7) Turnover of Tenderer (for last 3 audited years): 8) Top five supplies in Government Organizations / Public Sector Undertakings /Autonomous Bodies in last three years in India (Reference of Organisation with Purchase Order) 9) No. of trained Engineers : 10) Detailed list of Service Centres/ Maintenance Facility

11) Copy of Income Tax returns

Yes/No

(Attach attested copies)

12) VAT Registration Certificate : Yes/No

(Attach attested copies)

13) Whether the tenderer has, ever, been blacklisted: Yes/No

If yes, reason and date of blacklisting

14) Whether the order of blacklisting withdrawn : Yes/No

If yes, when was withdrawn

15) An undertaking that the tenderer has : Yes/No

never been blacklisted or otherwise

16) PAN No. :

17) TIN No. :

18) Documentary evidence of ISO

Certification attached : Yes/No

19) Documentary evidence of being authorized : distributor/channel partner by the manufacturer.

I/We have read all the terms and conditions of tender and accept them in full (Enclose a certificate of acceptance).

(Signature)

Seal

DECLARATION

I/WE DECLARE THAT THE INFORMATION SUPPLIED ABOVE IS CORRECT TO THE BEST OF MY/OUR KNOWLEDGE.

(Signature)

Seal

Form-2 (to be uploaded with Technical Bid)

TENDER ACCEPTANCE LETTER (To be given on Company Letter Head) Date: To, The Director. NCPUL, Jasola, New Delhi – 110025. **Subject: Acceptance of Terms & Conditions of Tender.** Tender Reference No: Name of Tender / Work: Dear Sir, 1. If We have downloaded / obtained the tender document(s) for the above mentioned 'Tender/Work' from the web site(s) namely: as per your advertisement, given in the above mentioned website(s). 2. I / We hereby certify that I / we have read the entire terms and conditions of the tender documents from Page No. _____ to ____ (including all documents like annexure(s), schedule(s), etc.,), which form part of the contract agreement and I / we shall abide hereby by the terms / conditions / clauses contained therein. 3. The corrigendum(s) issued from time to time by your department/organisation have also been taken into consideration, while submitting this acceptance letter. 4. I / We hereby unconditionally accept the tender conditions of above mentioned tender document(s) / corrigendum(s) in its totality / entirety 5. I / We do hereby declare that our Firm has not, ever, been blacklisted / debarred by any Govt. Department/Public Sector Undertaking/Autonomous Bodies 6. I / We certify that all information furnished by the our Firm is true & correct and in the event that the information is found to be incorrect/untrue or found violated, then your department/ organisation shall without giving any notice or reason therefore or summarily reject the bid or terminate the contract, without prejudice to any other rights or remedy including the forfeiture of the full said earnest money deposit absolutely. Yours faithfully, (Name and Signature of the Bidder, with Official Seal)

<u>Form-3</u> **History Sheet** (Format, to be submitted along with first bill and one copy to be pasted on the machine)

National Council for Promotion of Urdu Language				
Ministry of Human Resource Development				
	Governmen	it of India		
	HISTORY	SHEET		
	(Dektop Co			
Centre Name:	, ,	,		
Centre Code:				
Course:	CABA-MDTP	PC #:		
	Vendor [Detail		
Name and Addr	ess:			
Tel. #:		Fax #:		
E-mail ID:				
	Hardw	are		
Make:		Model:		
Serial #:		Installation Date:		
Processor:		Chipset:		
RAM:		HardDisk:		
MAC ID:		IP Address:		
Microsoft Wind	ows10 Pro Product ID:			
	Software (Ch	neck List)		
1- Microsoft Of	fice 2016 Pro			
2- Multilingual	DTP Software/ Akruti Next	Plus		
3- CorelDraw X	7			
4- Adobe Anima	ate Creative Cloud Team (I	Photoshop, Flash, I	PageMaker)	
5- In Page Profe	essional with CD+ USB loc	k		
6- Tally Silver 9	6- Tally Silver 9.x			
7- Microsoft Vis	7- Microsoft Visual Studio 2015 Pro			
8- Anivirus-NORTON/McAfee/Symantec/K7				
9- Embarcadero RAD Studio XE (including C++)				
Installed by:	Checked By:		User:	
(For Vendor)	(For NCPUL)		(Centre In-charge)	

Chapter-7: Other Standard Information

7.1 Checklist of Certificates/Attachments

S.	Documents		
No.		No.	
7.1.1	Proof of Bank Demand Draft/E-Transfer for EMD		
7.1.2	Documentary evidence of turnover of Bidder. Balance sheets of last 3 audited years.		
7.1.3	Documentary evidence of the Bidder being authorized distributor/channel partner by the OEM, along with the documentary evidence of ISO 9001-2008 Certification of the Bidder.		
7.1.4	Certificate of Acceptance of Terms and conditions of tender documents and undertaking that the bidder has, never, been disqualified/blacklisted (in original) and Undertaking that the Bidder have sufficient resources of supply of hardware and software items all over India		
7.1.5	Service Level Agreement (SLA)		
7.1.6	Attested copies of VAT, Service Tax Registration No., Income Tax		
	Return, PAN No. & TIN No., Copy of Society / Company Registration,		
	etc.		
7.1.7	Experience Certificates of five top Government Organizations / Public		
	Sector Undertakings / Autonomous Bodies and their Compliance Sheet.		
7.1.8	Energy Star/EPEAT Gold Certificate		
7.1.9	Solvency certificate from any Nationalized Bank		
7.1.10	Authority letter of the representative for interaction with NCPUL.		
Note:	All the documents must bear continuous page number, in ascending order	, stamp	
	and signature of the tenderer.		

(On Agency Letter Head)

Date: Private & Confidential The Director National Council for Promotion of Urdu Language FC-33/9, Institutional Area, Jasola, New Delhi-110025
A/c to (Company Name)
Ref no. Tender No.
SOLVENCY CERTIFICATE
I (Name) having Aadhar Card No./ PAN Card
No. anddesignation.
authorized representative to sign and submit the tender on behalf of
M/s having registered office
at
bidding agency:-
a) is respectable customer of the concerned banks in which having account.b) has never remained bankrupt of any bank.
Yours faithfully
(Name of authorized representative)
M/s
Address

Tender No: 9-757/TE/E-Tender/HW-SW/2018-NCPUL Page 24 of 30

List of 40 new CABA-MDTP Centres

S.N.	Institute Name & Place of Centres		
	Andhra Pradesh		
1.	Syed Abdul Mutaal Quadri		
	Hadi E Deccan Research Technical Institute Under Hazrath Hadi E		
	Deccan Education And Charitabletrust, Mustaid Pura, Karwan,		
	Asifnagar, Karwan, Hyderabad, 500067, Andhra Pradesh,		
	Mob.9391179438,7780571088		
	Email.: Abdulmohaiminquadri@gmail.Com		
	Assam		
2.	Mr.Alauddin Ahmed		
	Azim Educational And Welfare Organization		
	Bonmaja, Mukalmua, Nalbari, 781126, Assam		
	Mob.:8134858185		
_	Email.:azimsociety@gmail.com		
3.	Mr.Abu Hanifa		
	Abu Hanifa Rural Development Mission,		
	Barbhitha, Chandmama, Barpeta, Barpeta, Assam,		
	Mob.:9864568588,		
4	Email.:abu.hanifa972@gmail.com		
4.	Mr. Dewan Zakir Hussain		
	Aslahul Banat Subahi Moktab Academy, Hatsingimari, South Salmara Mankachar, 783135, Assam,		
	Mob.9678739375		
	Email.:aslahulbanat123@gmail.com		
5.	Mr. Shahjahan Ali,		
٥.	Al Hilal Development Society,		
	Larkuchi, Rampur, Nalbari, 781312, Assam		
	Mob.:9957947796		
	Email.: ahdslnalbari@gmail.com		
	Bihar		
6.	Mr.Md Yasir Equbal		
	Minnat Foundation, Supaul, Ghanimat Hussain Path,		
	Supaul, 852131, Bihar.		
	Mob.:9931295775		
	Email.:minnatfoundation@gmail.com		
7.	Mr.Md Nihal Akhter		
	Rapid Action For Human Advancement Tradition, Kadam Rasool,		
	Madarsa Campus, Kishanganj, 855107, Bihar,		
	Mob.:9431093983		
	Email.:Rahat.Kishanganj@Gmail.Com		
0	Delhi Mr. Sanfara Alamad		
8.	Mr. Sarfraz Ahmad,		
	Bunyadi Vikas Samaj Sewi Sansthan, Ramesh Prak, Laxmi Nagar,		
	Laxmi Nagar, East Delhi, 110092. Mob.:9999356258		
	Email.:Sar.Raz2009@Gmail.Com		

9. Mr. Shakeel Ahmad General Secretary, Federation for Education Development Dilshad Colony, Shahdara Delhi-110095 011-22355316, Mob.:9818084435 Email:fed4edudev@gmail.com Gujarat 10. Mr. Md Muzaffar Hussain Lok Sewa Sangh, Near Masjid Ibrahim Fatehwadi Canal, Juhapura, 380055, Ahmedabad, Gujarat, 380055 Mob.:9925407854 Email::Loksevasangh22@Gmail.Com Himachal Pradesh 11. Mr. Ramesh Kak, Micro Care Computer Institute Run By Micro Care Educational Society, Ghumarwin Bilaspur, 174021, Himachal Pradesh, Mob.:9419125870 Email::Rameshkakhp@Gmail.Com Jammu & Kashmir 12. Ms. Nahida Mir, Centre Incharge, Diginity Womens Skill Development Trust, Srinagar, Soibugh, Budgam-191111 (J&K). Mob.:9906783546 Email::DIGINITYTRUST@GMAIL.COM 13. Ms. Shazia Akhtar, Centre Incharge, Young Brains Skill Development Centre, Srinagar, Budgam, Pakherpora, Budgam-191112 (J&K). Mob.:7006881316 Email::youngbrainsnepul@gmail.com 14. Mr. Javid Iqbal Banday, Centre Incharge, Multi soft Institute of IT, Near Sumo Stand, Arizal, Khan Sahib, Budgam-193411 (J&K). Mob: 9018863738 Email::MITBEERWAH@GMAIL.COM 15. Mr. Khurshid Ahmad Malik, Centre Incharge, Chenab Educational Trust, Banihal, Ramban-182146 (J&K). Mob::9906474797 Email:chenabeducationaltrust@gmail.com	S.N.	Institute Name & Place of Centres		
General Secretary, Federation for Education Development Dilshad Colony, Shahdara Delhi-110095 011-22355316, Mob.:9818084435 Email:fed4edudev@gmail.com Gujarat 10. Mr. Md Muzaffar Hussain Lok Sewa Sangh, Near Masjid Ibrahim Fatehwadi Canal, Juhapura, 380055, Ahmedabad, Gujarat, 380055 Mob.:9925407854 Email::Loksevasangh22@Gmail.Com Himachal Pradesh 11. Mr. Ramesh Kak, Micro Care Computer Institute Run By Micro Care Educational Society, Ghumarwin Bilaspur, 174021, Himachal Pradesh, Mob.:9419125870 Email::Rameshkakhp@Gmail.Com Jammu & Kashmir 12. Ms. Nahida Mir, Centre Incharge, Diginity Womens Skill Development Trust, Srinagar, Soibugh, Budgam-191111 (J&K). Mob.:9906783546 Email:DIGINITYTRUST@GMAIL.COM 13. Ms. Shazia Akhtar, Centre Incharge, Young Brains Skill Development Centre, Srinagar, Budgam, Pakherpora, Budgam-191112 (J&K). Mob.:7006881316 Email: youngbrainsncpul@gmail.com 14. Mr. Javid Iqbal Banday, Centre Incharge, Multi soft Institute of IT, Near Sumo Stand, Arizal, Khan Sahib, Budgam-193411 (J&K). Mob: 9018863738 Email:MITBEERWAH@GMAIL.COM 15. Mr. Khurshid Ahmad Malik, Centre Incharge, Chenab Educational Trust,Banihal, Ramban-182146 (J&K). Mob::9906474797 Email:chenabeducationaltrust@gmail.com				
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COMPLIANCE SHEET

Sl. No.	Specifications Required by NCPUL	Specifications Offered (Make & Model)	Compliance (Yes/No)
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