

Notice Inviting Quotation for Supply and Installation of Desktop and Operating System

Principal, Handique Girls' College invites Sealed Quotation from Original Equipment Manufacturer, Authorized Dealers for Supply and Installation of Desktop Computers and Operating System to the Handique Girls' College, Guwahati- 781 001.

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Technical Document

TENDER SCHEDULE:		
Stages Name:	Date	Time
Start Date & Time of collecting/downloading of tender document	04.07.2019	10:00 AM
Last date and time of submission of Bid.	10.07.2019	2:00 PM
Tender Opening	10.07.2019	2:30 PM

TERMS & CONDITIONS

1. The bidder should be either Original Equipment Manufacturer (OEM) or Authorized Dealer. (Please submit manufacturer's authorization letter on the OEM's letter head duly signed by authorized signatory).
2. The Bidder's Firm should have its base in Assam and must be incorporated & registered under Companies Act/Societies Registration Act/Firm registration act/Trust Act and should be in operations for minimum of last 3 years in the relevant field. (Please submit Proof of Registration)
3. The rates quoted should be valid for 90 days from the date of the opening of the quotation.
4. Average Financial Turnover during the last 3 years, ending 31st March 2018, should be minimum Rs.50Lakh (Rupees fifty lakhs) only. Please submit Annual Report (Balance Sheet and Profit & Loss Account) for the last three financial years i.e. 2015-16, 2016-17 & 2017-2018). Document

related to Average Annual Financial Turnover along with balance sheet should be certified from Chartered Accountant (CA). Bidder should submit bank solvency certificate as proof of financial soundness.

5. The rate quoted shall be inclusive of all taxes etc.
6. Bidder should have experience of having successfully completed similar projects in Govt./PSU sector during last 3 financial years ending 31st March, 2018. (Please submit attested copies of supply order /completion certificate).
7. The Bidder should not have been barred by any PSU/Govt. Dept. in doing business with them. (Please submit self-declaration).
8. Bidder should have updated valid trade license, PAN card, GST Registration, ISO certificate.
9. The OEM of Desktop PC must give an undertaking duly signed by the authorized signatory that the operating system if any is preloaded from their factory premises and 3 years OEM Comprehensive onsite warranty.
10. The OEM of all equipment should give an affidavit from a competent authority that no refurbished material will be used.
11. The items covered by the schedule of requirement should be from reputed brands and shall carry comprehensive warranty from the date of acceptance of the items by this office. Warranty shall include free maintenance of the whole assembly supplied including free replacement of parts. The defects, if any, shall be attended to on immediate basis but in no case any defect should prolong for more than 48 hours. The comprehensive warranty includes onsite warranty with fitting and fixtures. The defects, if any, during the guarantee/warranty period are to be rectified free of charge by arranging the replacement wherever necessary. This includes cost, insurance, freight, custom duty, local taxes if any, which shall be borne by the bidder.
12. There should be no cuttings/ overwriting. The cutting, if any should be duly attested. Non attested Corrections/ amendments / overwriting will not be considered.
13. Supporting Documents- All the required supporting documents must be submitted as per the prescribed method along with Techno Commercial Bid of the tender.
14. In case the repair/shifting work is to be taken urgently, your representative will make himself available in the office hour.
15. Compliance sheet with offered specification has to be submitted.

Award of Contract

- The Authority will award the Contract to the successful bidder whose bid has been determined to be substantially responsive and has been determined as the best bid, provided further that the Tenderer is determined to be qualified to perform the Contract satisfactorily. The Authority shall however not bind itself to accept the best bid or any bid and reserves the right to accept any bid, wholly or in part. Bidder should have to qualify all the terms and conditions and eligibility with proper documentation.

PURCHASER'S RIGHT TO ACCEPT ANY BID AND TO REJECT ANY OR ALL BIDS

- The Purchaser does not bind himself to accept the lowest or any other tender/bid and has the right to cancel the bidding process and reject all bids at any time prior to award of the contract without assigning any reasons whatsoever and without thereby incurring any liability to the affected bidder on the grounds for the Purchaser's action.

NOTIFICATION OF SUCCESSFUL BIDDER

- Prior to the expiration of the bid period, the Purchaser will notify the successful bidder in writing by registered letter or fax or e-mail, to be confirmed in writing by registered letter that its bid has been accepted.
- The notification of the award will constitute the formation of the contract

SIGNING OF CONTRACT

- At the time when the Purchaser notifies the successful bidder that its bid has been accepted, the Purchaser will send the Bidder the contract form provided in the bidding documents, incorporating all agreement between the parties.
- Within 7 days of receipt of the contract form, the successful bidder shall sign and date the contract and return it to the Bidder.

POST BID CLARIFICATIONS

- No post bid clarification at the initiative of the bidders shall be entertained and any effort by the bidders to influence the Purchaser in the Purchaser's bid evaluation, bid comparison or award of the contract shall result in rejection of the bid.

DELIVERY

- Delivery of the goods shall be made by the supplier in accordance with the terms specified by the Purchaser in the Special condition of the contract and goods shall remain at the risk of the supplier until the completion of delivery in full. The Schedule of delivery shall be the essence of the contract.

ADD ON/REPEAT ORDER

- Tender Inviting Authority reserves the right to place Add on/Repeat order for additional quantity upto 100% of the original quantity at the same rate and terms & conditions of the purchase order within 1 year from the date of issue of purchase order.

TECHNICAL BID

1. Name of the Tenderer :

Son/Wife/Daughter of Shri :

2. Name of the Firm (Shop)

Permanent Address :

Registered Office (if any) :

Telephone No. (Office/Shop)
(Residence)

3. Address of Shop/Establishment/unit:

4. Status of Tenderer (Whether Sole
Proprietor/HUF Business/
Partnership/Limited Company

5. Status of the Signatory of this
Tender in case of HUF Business/
Partnership/Limited Company

6. Bank Details

Bank A/C holder Name :

Bank A/C No. :

Bank & Branch Name :

IFSC Code

7. Details of licenses: Tender should be submitted along with photocopies of the following documents:

a) Valid Trade license, GST, PAN, etc. as asked.

b) Financial Soundness Certificate

c) An earnest deposit Rs...../= (refundable) by
D.D. only in favour of

d) Manufacture Authorize Forms for all the necessary products.

e) All the declarations / Affidavits as asked.

8. Past Experience minimum 3 y e a r s
(A brief/certificates to be enclosed)
9. Particulars of cost of tender document and Earnest Money Deposit :

10. Particulars of Income Tax, last 3 years
Assessment, turnover certificate (photocopy to be enclosed) :

SIGNATURE OF THE TENDERER with SEAL

NOTE :

- a) In case of sole proprietary concern, the name of the proprietor, father's/husband's name, age, residential address and office & residence phone Numbers are to be indicated.

- b) In case of Partnership Concern, the Attested Photostat copy of the Registered Partnership Deed is to be enclosed. The Partnership Deed should state specifically that a particular partner or partners are authorized to deal with any matter of Firm/Company. Certified Photocopy of the Income Tax assessment of the Partnership Firm as well as Individual Partners (for last 3 years) is to be enclosed.

- c) In the case of HUF Business, an Income Tax Registration Certificate is to be enclosed in addition to the above as per (b).

- d) In all cases, Income Tax Clearance Certificate of the applicant / tenderer (valid as on date of submission of tender) should be enclosed.

Technical specifications

Sl. No.	Feature	Specifications
1	Processor	Intel® 8th Gen Pentium Dual core Processor with minimum base frequency of 3.7 Ghz, 4 MB Cache or better
2	Chipset	Compatible chipset with quoted processor
3	Motherboard	OEM Motherboard with logo embossed (no sticker)
4	Memory	4 GB DDR 4 RAM expandable to 32GB; Two DIMM slots; Non-ECC dual-channel upto 2666 MHz
5	Hard Disk Drive	1 TB HDD, 7200 RPM
6	Optical Drive	8x DVD Writer
7	Graphics	Integrated UHD Graphics
8	Audio	High Definition Integrated Audio
9	Ethernet	Integrated Gigabit (10/100/1000 NIC) LAN & inbuilt wifi 802.11a/b/g/n/ac
10	Slots	1 x PCIex16, 2xPCIex1, 1xPCI, 1 M.2,
11	Bays	(1) 3.5" Internal drive bays (1) ODD bay
12	Ports	Minimum 8 USB Ports (4 USB 3.1 Gen 1, 4 USB 2.0) out of which 4 USB ports should be in front for easy access (1) VGA video port; (1) HDMI Port (1) RJ-45 network connector (1) RS-232 serial port 1 universal audio jack for headphone& MIC 1 audio line in, 1 audio line out
13	Form Factor	Tower/Small form factor
14	Power Supply	180 W or higher power supply with 90% efficiency
15	Keyboard/Mouse	USB 104 keys keyboard (Same make as PC) USB 2 Button Scroll Mouse (Same make as PC)

16	Operating System	Free DOS/Windows 10 Home
17	Diagnostic Tool	BIOS Diagnostics
18	Security	SATA port disablement (via BIOS) Serial, USB enable/disable (via BIOS) Removable media write/boot control Power-On password (via BIOS) Administrator password (via BIOS) Setup password (via BIOS) Support for chassis padlocks and cable lock devices
20	Compliance And Certification	Energy Star ver 6.1 for the given form factor of desktop & monitor EPEAT certified in India for the given form factor of desktop & Monitor FCC, CE, RoHS Certificate for quoted desktop & Monitor UL Certificate Windows certificate ISO 9001, 14001,20001,27001 for OEM
21	System Weight / Volume	Weight should be less than 5 KG and volume less than 11 L
22	Information Accessibility	Product details, specifications and brochure to be available in public domain
23	Support	Drivers should be available for download from OEM site for at least 3 years from the date of purchase order
24	Market Credibility	The OEM vendor should be of positive net worth for the last three years
25	Monitor	18.5" IPS Monitor with resolution of 1366X768 or higher

2. Operating System

Microsoft Operating System

MOLP for Desktop

FINANCIAL BID

NAME OF THE CONTRACTOR:

ADDRESS IN FULL:

CONTACT NO(S):

(The tenderer should fill only the column of rate and Amount including taxes)

Sl No	Item	Make/Brand	Qty	Unit (Rs.)	GST	Amount
1.	Desktop Dual Core		15			
2.	Windows Operating System		5			

Seal and Sign of Bidder