



भारतीय लेखा परीक्षा और लेखा विभाग  
INDIAN AUDIT AND ACCOUNTS DEPARTMENT  
महानिदेशक लेखापरीक्षा का कार्यालय  
OFFICE OF THE DIRECTOR GENERAL OF AUDIT (Coal)



No. 22/DGA (Coal) EDP/Budget/2020-21.

No. EDP/Purchase/2021/  
Dated: 11<sup>th</sup> March, 2021

**NOTICE INVITING TENDER**

The Office of the *Director General of Audit (Coal)*, Old Nizam Palace, 1<sup>st</sup> floor, 234/4, Acharya Jagadish Chandra Bose Road, Kolkata – 700 020, invites sealed Quotations in the given format from Original Equipment Manufacturer(s) or their Authorized representative(s)/Authorized Dealer(s)/ Authorized Channel Partner(s)/ Authorized Supplier(s) or Domestic Manufacturer(s), as defined by MEITY for supply, installation and commissioning of *Eight (08) Laptop Computers*, as per attached specifications (**Annexure**).

Quotations from interested Parties/Firms, duly completed and signed in sealed cover and superscripted as '**QUOTATION FOR SUPPLY OF LAPTOP**', addressed to the **Deputy Director (Coal), Office of the Director General of Audit (Coal), Old Nizam Palace, 1<sup>st</sup> floor, 234/4, Acharya Jagadish Chandra Bose Road, Kolkata – 700 020**, may be sent/submitted by Post/Hand, so as to reach the above address latest by **1400 hours on 12/02/2021**. Quotations will be opened at **1430 hours** on the same day. Authorized representative (s) of participating Firms may be present at the time of opening of Quotations.

Instructions to Bidders and Terms & Condition governing the Tender Notice are listed below:

**1. MINIMUM ELIGIBILITY CRITERIA: -**

Bidders should be Original Equipment Manufacturer(s) or their Authorized representative(s)/Authorized Dealer(s)/Authorized Channel Partner(s)/ Authorized Supplier(s) or Domestic Manufacturer(s), as defined by MEITY.

Bidders should be registered with the Income Tax, Goods & Services Tax and other concerned Departments. Copies of PAN/ TIN Numbers, GST, etc., must be submitted along with bid documents.

Firms must have a minimum of **THREE YEARS** previous experience in sales and service of such items in Central/State Government Offices/Organizations, Public Sector Undertakings of the Central/State Government and Autonomous Bodies.

2. **VALIDITY:** The validity period of the **quoted rate** should be for a minimum of **90 days** from the date of closing of Quotation.
3. **WARRANTY:** For **Laptops**, the minimum Warranty would be **3 (three) years**. Original Equipment Manufacturer(s) or their Authorized representative(s)/Authorized Dealer(s)/Authorized Channel Partner(s)/ Authorized Supplier(s) or Domestic Manufacturer(s), as defined by MEITY, should have full-fledged Servicing Centres located in **Kolkata**, with on-site Guarantee/Warranty covered by a free replacement condition, if found defective at the time of actual use of such items by the User during the Warranty period.  
For **Other Items**, the minimum Warranty would be **1 (one) year** or Warranty offered by the OEM, whichever is higher.
4. **DELIVERY:** Schedule and Delivery Address are as given below:
  - i. **Within 1 (one) weeks from the date of placement of Supply Order;**
  - ii. **Office of the Director General of Audit (Coal), Old Nizam Palace, 1<sup>st</sup> floor, 234/4, Acharya Jagadish Chandra Bose Road, Kolkata – 700 020.**
5. **PAYMENT:** 100% after delivery, installation and successful commissioning of the items.
6. **BID PRICE:** Should be inclusive of all taxes, GST, levies, delivery charges, etc.
7. A copy of Terms & Conditions, duly signed by the Bidder, in token of having understood and agreed to the same, may be attached along with the bid documents.
8. In case of failure to comply with provisions of the Terms & Conditions mentioned, by the successful Bidder/Agency who was awarded the Contract, the Competent Authority of this Office reserves the right to award the Contract to the next higher responsive Bidder or any other outside Agency, and the price difference shall be recovered from the defaulting Bidder/Agency to whom the Contract was awarded initially. ***This will be binding on all Bidders.***
9. Conditional Quotations will **NOT** be accepted.
10. Domestically manufactured products will be given first priority, as per Government of India Orders.
11. The **Director General of Audit (Coal), Kolkata, reserves all rights** to reject any bid without assigning any reason whatsoever and does not bind itself to accept the **LOWEST or any Specific Bid.**
12. **LATE RECEIPT OF BIDS:** Bids received after the deadline for submission of the same, as prescribed by this Office, shall be rejected and returned unopened to the Bidder.
13. All disputes/differences arising out or in connection with this Tender/Contract shall be subject to the exclusive jurisdiction of Courts in Kolkata and will be interpreted under Indian Law.

  
**Deputy Director (Coal)**

**TENDER FORMAT**

To  
**The Deputy Director (Coal)**  
**Office of the Director General of Audit (Coal)**  
**Old Nizam Palace, 1<sup>st</sup> floor**  
**234/4, Acharya Jagadish Chandra Bose Road,**  
**Kolkata – 700 020.**

Sir,

With reference to your Tender Notice No: ..... dated ....., I am to submit my Tender document for **'Supply, Installation and Maintenance of Laptop Computer'**.

I further affirm that I have read and fully understood the Tender Notice and agree to abide by all the Terms & Conditions laid therein, which are being signed as a token of my acceptance.

In case I fail to abide by the Terms & Conditions or execute the Contract satisfactorily, I will be liable to termination of the Contract, as mentioned in the Terms & Conditions.

Dated: .....

Yours faithfully,

\_\_\_\_\_  
(Signature)

Name of the Tenderer: .....

M/s .....

Annexure

**Minimum Specifications for Laptop**

S.No.	Product Specification	Value
1	Processor Generation	10 or higher
2	Processor Make	Intel, AMD
3	Type of Drives used to Populate the Internal Bays	HDD
4	Operating systems (Factory Preloaded)	Window 10 Professional
5	RAM Size (GB)	8
6	RAM Expandability upto (Using spare DIMM )	any value
7	Battery Warranty	6 months or above
8	Display Resolution (Pixels)	All technology
9	If yes Resolution of Webcam	HD
10	Total HDD Capacity (GB)	500 GB or above
11	Panel Technology	Any technology
12	Carry case	yes
13	Optical Drive	NA
14	Processor	intel core i510210U with UHD Graphics, 1.6 GHz base frequency, upto 4.2 GHz with Turbo Boost technology, 6 MB L3 cache, 4 cores or <b>AMD RYZEN 5 4500 U</b> ( 6 Core, base 2.3 GHz , max boost clock 4 Ghz) Or higher configuration
15	Form Factor	Standard
16	Processor Description	intel core i5, Ryzen 5
17	Wireless Connectivity	yes
18	Bluetooth connectivity	yes
19	Display Type	Non Touch
20	Availability of webcam Integrated with display	yes
21	Internal speaker (Dual)	yes
22	Display Size	14