



**OFFICE OF THE DIRECTOR GENERAL OF AUDIT
(RAILWAY COMMERCIAL)
4, DEEN DAYAL UPADHYAYA MARG, DELHI - 110002**



No. DGA/Admn/IT/2021-22/01

Date:22/10/2021

**LIMITED TENDER
DOCUMENT FOR
SUPPLY OF LAPTOPS**

PHONE NO-011-23230587

E-MAIL: pdarlycom@cag.gov.in

TENDER ENQUIRY

LIMITED TENDER DOCUMENT FOR SUPPLY OF LAPTOPS

Cost of Tender Form: **Nil**

Earnest Money Deposit: Declaration in the enclosed proforma.

Sno	Activity Scheduled	Date & Time
1.	Date of Commencement of Bid Document	22 nd October 2021(11 am Onwards)
2.	End Date of Submission of Bid	08 th November 2021 up to 11 am
3.	Location of Tender Box	Reception of the Sr.AO (Administration) 1 st Floor O/o Director General of Audit (Railway Commercial), 4 DeenDayal Upadhayaya Marg-110002
4.	Date, Time and Venue of Opening of Technical Bid & Financial Bid	08 th November 2021 at 11 am & 7 th November at 11 am at O/o Director General of Audit (Railway Commercial), 4 DeenDayal Upadhayaya Marg-110002

O/o Director General of Audit (Railway Commercial), 4 DeenDayal Upadhayaya marg-110002 invites sealed tenders in "Two Bid System" from reputable original equipment manufacturers/ local authorized dealers/ Suppliers for supply and Installation of Laptops as per the minimum specifications mentioned in Technical Bid format which is to be submitted in separate envelope (**Annexure-I**).

Tender document along with detailed terms & conditions etc. can also be downloaded from the website <https://cag.gov.in/rly/new-delhi-ii/en>.

- 1 Preference will be given to domestically manufactured electronic products as per the policy prescribed in Notification No.33 (3)/2013-IPHW, Department of Electronics and Information Technology dated 23.12.2013 revised November,. Accordingly, the prospective bidders are advised to go through the guidelines and other relevant orders on the subject issued from time to time while furnishing the quotations. In compliance of the above policy, this office shall have to finalize the procurement on the basis of the fact whether the product is domestically made or having a minimum percentage of domestic value addition. Bidders shall have to indicate the domestic value addition in respect of each type of the product in the prescribed format as in **Annexure 'II'**.
- 2 Dealers/OEMs who are capable of supplying the required computer hardware within 7 days from the date of issue of the purchase order shall only furnish the quotations for the above items as per the standard specifications and suitable options detailed in the appendix to the tender document. A certificate of compliance of specifications as per **Annexure 'II'** should be furnished along with quote.
- 3 **Eligibility of Bidders:**

Minimum eligibility criteria of the Bidders are as under:-

- (i) Bidders shall preferably be of Delhi based except OEM.
- (ii) Bidders, if not OEM, should have authorization from manufacturers. Please enclose valid authorization letter along with quotations.
- (iii) Bidders should not have been blacklisted by Departments/Ministries of the Govt. of India or PSUs during last 3 years and continues to be so. A Declaration has to be submitted in the specified format as provided in Tender Document in **Annexure 'III'**.
- (iv) The brand/make of laptop being supplied shall have service support i.e. Service Centre/franchise/OEM service Centre in Delhi. The bidder must give the relevant details along with the bid.

4 Tender documents:

The Tender document consisting of terms and conditions of the tender, detailed configuration and annexure mentioned therein can be downloaded under the section "Tenders" from composite web site of this office. Bidders are requested to go through the terms and conditions contained in the bid documents. There is no fee for Tender Document. All pages of tender document along with Terms and Conditions should be signed and submitted, failing which bidder will be declared UNFIT.

5 Terms and conditions for submission of bids :

The Bidders are required to submit their bid enclosing therewith photocopies of the following documents, failing which their bids will be summarily rejected and will not be considered any further:-

- (i) Copy of GST Registration Certificate
- (ii) Copy of PAN Card.
- (iii) Copy of authorization from manufacturer for supply, installation and warranty support in case the firm is not an Original Equipment Manufacturer (OEM) of the item **(Annexure-IV)**.
- (iv) Declaration regarding blacklisting or otherwise **(Annexure-III)**.
- (v) The rates/prices, all inclusive, should be quoted in Indian Rupees only both in words and figures.
- (vi) In case of decrease in prices after the supply order and before the delivery, the benefit shall be passed on to the O/o Director General of Audit (Railway Commercial), 4 DeenDayal Upadhyaya marg New Delhi-110002. No claim for compensation or loss due to fluctuations in currency rates or any other reasons/causes shall be entertained.
- (vii) Price quoted shall be final and all inclusive, which includes free delivery of goods at O/o Director General of Audit (Railway Commercial), 4 DeenDayal Upadhyaya marg-110002. No extra fees, cesses etc. will be paid by this office.
- (viii) The firm shall furnish original documents to verify the authenticity of the documents as and when instructed by the competent authority.
- (ix) If any Bidder does not qualify in technical evaluation, the financial Proposal of the Bidder shall not be opened. In case the prices are mentioned in the technical bid, the offer will be liable for rejection. The financial bid will be opened on 06th November 2021. The financial bid will be opened in respect of only those Bidders whose documents are found in order and whose items qualify technically. The price comparisons in deciding lowest quotation for the complete value of all the items shall be made only over the rates quoted inclusive of all taxes and on-site warranty support as required. The lowest evaluated valid quotation will be selected.

6 Earnest Money Deposit (EMD):

The Bidder shall submit bid security equal to 2% of the total cost of hardware in the form of demand draft, cheque or fixed deposit receipt in the name of DDO RC . Micro and Small Enterprises (MSEs) as defined in MSE Procurement Policy issued by Department of Micro, Small and Medium Enterprises (MSME) are exempted from bid security. O/o Pr. Director of Audit (Railway Commercial) Delhi shall be at liberty to enforce such bank guarantee in case the

Bidder fails to provide warranty of supplied hardware during warranty period. The Bid security of unsuccessful Bidders will be returned after completion of tender process within 30 days. The payment will be released after installation of complete supply of material based on duly certified installation reports after installations are done within 30 days of Submission of Bids:

- (i) The bid shall be typed or printed in English only. All pages of the bid document shall be numbered consecutively and shall be signed by the bidder as proof of having read the contents therein and in acceptance thereof.
- (ii) Bid shall be submitted in sealed envelope (Please note that the price should **not** be indicated over the envelop). The envelopes must be superscripted "Tender for Supply of Laptops" and shall be addressed to Deputy Director of Audit (Railway Commercial), 4 DeenDayal Upadhayaya marg-110002. The Tender documents must reach on or before **6th November, 2021 up to 11.00 AM**. Bids may be deposited/dropped in the Tender Box or submitted by post. This office will not be responsible for postal delay. No other method/means of submission of bid except as stated above shall be acceptable.
- (iii) Incomplete and conditional tender will be rejected.
- (iv) All the envelopes shall indicate the name and address of the bidder to enable the bid to be returned, if required.

7 Opening of Bids:

Envelopes containing Technical bids & financial bids will be opened by the authorized committee on 6th November, 2021 at 11 AM in the presence of the bidders or their representatives duly authorized by them. The representatives are required to bring photo identity cards issued by the firm/employer and also a copy of the authorization as given in **Annexure-VII**. The committee will examine/evaluate the bids to determine whether they fulfill the eligibility criteria and have submitted the requisite documents and follow the terms & conditions specified in the tender documents. The bidders name, documents submitted/not submitted and such other details shall be announced by the authorized committee at the time of bid opening. The bids will be examined by the Committee, which may call for clarifications/additional information from the vendors, which must be furnished to the Committee in the time stipulated by the Committee.

8 Validity of Bid Period:

Bid shall be valid for a period of 15 days from the date of opening of Bid. 'No Price escalation on any ground whatsoever will be entertained during the period of validity of the rates'.

9 Supply, Commissioning / installation, Payment and Penalty:

- i. The items shall be delivered to office of the Director General of Audit (Railway Commercial), 4 DeenDayal Upadhayaya marg-110002 within 07 days from the date of Purchase Order. No octroi, freight, insurance, etc. shall be paid.
- ii. If the firm/supplier fails to deliver the store/items or any consignment thereof, within the period prescribed for delivery, the office of the Director General of Audit (Railway Commercial), 4 DeenDayal Upadhayaya marg-110002 shall be entitled to recover an amount of (a) 5 % of purchase value in case of delivery between 8 to 15 days from the date of purchase/supply order,
(b) 10 % of purchase value in case of delivery between 16 to 25 days, (c) 25 % of

- purchase value in case of delivery between 26 to 30 days and (d) 50% of the purchase value in case of delivery after 30 days .
- iii. Commissioning/ Installation shall be made by the firm within 01 day from the date of delivery, failing which the penalty at above mentioned rate will be imposed.
 - iv. Invoice, in triplicate, giving details of GST Registration Nos. etc. may be submitted to this office for settlement.
 - v. Payment would be processed after satisfaction of this office that supply of hardware match the specification ordered for.
 - vi. No advance payment will be made in any case. No interest charges will be paid in case of delay in payment under any circumstances.

10 Warranty and maintenance:

The bidder shall provide comprehensive onsite warranty of Laptops as per OEM warranty. The period of comprehensive onsite warranty will start from the date of installation of items but not later than 30 days from the date of supply of items to office of the Director General of Audit (Railway Commercial), 4 DeenDayal Upadhayaya Marg-110002

11 GENERAL TERMS & CONDITIONS OF THE TENDER:

- i. Quantity of items given in the tender is approximate, which may likely vary.
- ii. The tender document is not transferable.
- iii. O/o Director General of Audit (Railway Commercial), 4 DeenDayal Upadhayaya marg-110002 also reserves the right to place the order in installments.

12 Clarifications:

In case of bidder requires any clarification regarding the tender documents, they are advised to submit their queries to Deputy Director of Audit, Railway Commercial (Admn.), Office of Director General of Audit (Railway Commercial), 4 DeenDayal Upadhayaya marg-110002 through e-mail pdarlycomm@cag.gov.in. No irrelevant queries will be entertained.

The competent authority of the Director General of Audit (Railway Commercial), 4 DeenDayal Upadhayaya marg-110002 reserves the right to accept or reject all bids including the lowest at any time prior to award of purchase order without assigning any reason. The competent authority also reserves the right to amend or withdraw any of the terms and conditions contained in the tender document or to reject any or all the tenders in whole or in part without giving any notice or assigning any reason.

Sd/-
Deputy Director of Audit
(Railway Commercial) (Admn.)
O/o Director General of Audit
(Railway Commercial),
4 DeenDayal Upadhayaya marg-
110002.

ANNEXURE I
Technical Specification

Quantity Required = 08

Sl. No.	Specifications	Permitted value / range	Please specify YES/NO
1	Processor	Mobile Intel Core i5 10 th Generation or Higher, AMD Ryzen 5 latest series Windows 10 Pro with 16 GB Minimum Ram	
2	Chipset & Motherboard	Latest compatible 8 series or higher	
3	Memory (RAM)	8 GB 2133 Mhz expandable upto 16GB	
4	HDD	SDD/SATA Minimum 256 GB SDD	
5	Display	14" or above TFT active Matrix Wide Screen Display	

6	Resolution	1366 x 768 WXGA or higher		
7	Video controller	Integrated Intel HD Graphics		
8	Wireless Connectivity	Integrated wireless b/g/n, Integrated Bluetooth		
9	Integrated	Integrated Stereo speaker		
10	Key Board	Key Board with Touch Pad		
11	Expansion Port	With USB 2.0 , USB 3.0, 10/100/1000 Ethernet card, VGA /HDMI/Mini Displa Port, 3 in one card reader, Microphone I Headphone In & other standard features		
12	Operating system	Microsoft Windows 10 with License and recovery HDD configured		
13	Power Supply	230 V, 50 Hz AC Supply with rechargeable Battery Pack Comprising of Li-Ion/Li-Polymer battery Suitable for minimum 4 hrs. operation complete with battery charger or similar capacity		
14	Carry Case	To be provided		
15	Weight	Less than 2.8 KG (With DVD Writer)		
16	Webcam	1.3 Mega Pixel HD or better		

Place:

Date:

Signature of the Authorized Dealer with office seal

ANNEXURE II

Format for Domestic Value Addition in terms of Guidelines issued for procurement of notified electronic products in Government procurement.

Item No.	Item Description	Manufacturer/ Supplier	Country of Origin	value	Domestic Value Addition in
1.	Laptop computers				

Place:

Date:

Signature of the Authorized Dealer with office seal

ANNEXURE III : DECLARATION FOR ELIGIBILITY

From

To

Deputy Director of Audit
(Railway Commercial) (Admn.)
O/o The Director General of Audit
(Railway Commercial),
4 DeenDayal Upadhayaya marg-
110002.

Sir,

I/We have read and understood the contents of the Tender no _____ dated _____ and agree to abide by the terms and conditions of this Tender Document.

I/We hereby declare that neither firm nor any of the Proprietor/ Partner/ Director of the firm have ever been black listed/suspended for business by any Department of Government of India/ Public Undertaking.

Place:

Date:

Yours faithfully,

Signature of the Authorized Dealer with office seal

ANNEXURE IV

This letter of authority should be on the letterhead of the manufacturer and should be signed by legal head or HR Head or CS of OEM. This may be enclosed with the bid. Any modification done to the above format will not be acceptable.

To

Sub: OEM's Authorized Partners for this Tender.

Sir,

I/We _____(Bidder/OEM) having my/our registered office (address of the OEM) am/are an established manufacturer of (name of quoted items). I/we _____(name of bidder/OEM) solely authorize _____(Name of the bidders/OEM's authorized partner) to supply, install and provide warranty support on our quoted product for above mentioned tender. I/we have established that above authorized partners meet all tender eligibility conditions defined for OEM's authorized partners. I/we also have entered in an agreement with our all authorized partners that they will supply, install and provide warranty support for this tender on behalf of us.

Our full support is extended in all respects for supply, onsite warranty and maintenance of our products.

I/we also undertake that in case of default in execution of this tender by the any of authorized partners viz _____(name of the authorized partners),
the _____(Bidder/OEM) shall take all liabilities and responsibilities and necessary steps for successful execution of maintenance/service support.

For _____(name of) Bidder/OEM

(Authorized
signatory) Name &
Designation

Annexure-V : BID SECURITY DECLARATION

I am/we are aware that if due to any circumstances, I/we withdraw or modify Bid during the period of validity, or fail to sign the contract then I/we may be suspended for a period of 3 years to submit Bids for contracts with the office of Director General of Audit (Railway Commercial), New Delhi-110002

Signature of the
bidder/ Authorized signatory of the
firm with seal

ANNEXURE VI : SCHEDULE OF RATES

From

To

The Deputy Director (Admn.),
Office of the Director General of Audit (Railway
Commercial)
Delhi - 110002

I/we declare that I/we have gone through and shall abide by the terms and conditions detailed in the tender document for supply of computer hardware required by your office. The rates are quoted asunder:

Sl. No.	Description	Make/Model	Brief Configuration	Rate per unit including all taxes and duties	Qty	Total Amount Rs. (Both in figures and words)
1.	Laptop Computers				08	

Yours faithfully,

Signature and seal of the
firm/vendor

ANNEXURE VII

LETTER OF AUTHORIZATION FOR ATTENDING THE BID OPENING

Sub: Authorization for attending the technical bid opening on
and financial bid on for procurement of Laptops.

The under mentioned person is hereby authorized to attend the bid opening for the tender mentioned above on behalf of M/s..... (name of the bidder)

Name

specimen signature

Alternative representative

Name

specimen signature

ANNEXURE VIII

**BID FOR SUPPLY OF LAPTOPS TO THE OFFICE OF DIRECTOR GENERAL OF
AUDIT(RAILWAY COMMERCIAL), NEW DELHI-110002**

SL. No	Description	Details	Pg. No of the Document
1	Name and address of firm		
2	GST Registration Certificate		
3	PAN Card		
4	Technical Specification (Annexure I)		
5	Certificate of compliance of specifications (Annexure II) Format for Domestic Value Addition in terms of Guidelines issued for procurement of notified electronic products in Government procurement (Annexure II)		
6	Declaration regarding blacklisting from supplies (Annexure III)		
7	Copy of certificate of authorized distributor / dealership of OEM for the products to be supplied (Annexure IV)		
8	Bid Security Declaration (Annexure V)		
9	Schedule of rates (Annexure VI)		
10	Name and Specimen Signature of the authorized signatory (Annexure VII)		
11	Telephone Numbers, FAX Nos., e-mail and website details of the firm and minimum 2 persons of important role in the firm/organization.		

Certified that the above information is correct to the best of my/our knowledge

Place:

Date:

Yours faithfully,

Signature of the Authorized Dealer with office seal