



**OFFICE OF THE PRINCIPAL ACCOUNTANT
GENERAL (A&E)-I MADHYA PRADESH, GWALIOR**
Lekha Bhawan, Jhansi Road
Gwalior – 474 002
Website: <https://cag.gov.in/ae/gwalior-i/en>

Tender for Purchase of Five Laptops

TENDER NOTICE

Tenders for supply of 05 (five) Laptops are hereby invited from the vendors by O/o the Principal Accountant General (A&E)-I Madhya Pradesh, Gwalior through the tendering process, the total estimated value of this purchase being maximum of Rs. 2,97,000/- The tender documents can be downloaded from this office's

Website: <https://cag.gov.in/ae/gwalior-i/en>.

The tenders have to be submitted as per Terms & Conditions mentioned at **Annexure-'A'**. Format of Technical Bid mentioned at **Annexure-'B'**, format of financial bid mentioned at **Annexure-'C'** and detailed specification, estimated quantity are mentioned in scope of work section.

The tender document containing "Technical bid" and "Financial bid", complete in all respect should be by hand on or before 17/11/2021 up to 3:00 PM which will be opened in the presence of the tenderers or their representatives who may like to be present at that time as per the schedule mentioned in the tender document.

Failure to furnish all information required as mentioned in the tender documents or submission of a proposal not substantially responsive to the tender documents in every respect will be at the vendor's risk and may result in rejection of the proposal and forfeiture of the bid.

This office reserves the right to reject all or any of the bids/tenders without assigning any reason thereof. The bid which is conditional/ incomplete/ belated will not be entertained.

TENDER DOCUMENT

1. **Name and Address of the party** : O/o the Pr.AG (A&E)-I Madhya Pradesh, Gwalior, Lekha Bhawan, Jhansi Road, Gwalior -474002

2. **Tender Document for** : Purchase of Five Laptops

3. **Last Date & Time for submission of Tenders** : 17/11/2021 up to 3:00 PM

4. **Technical bid to be opened on** : 18/11/2021 at 3:00 PM

5. **Financial bid to be opened on** : 18/11/2021 at 4:00 PM

6. **Place of submission of Tender** : In a drop-box placed in Sr. Dy. Accountant General (Admn.) Secretariat, 1st Floor, Block-A, O/o the PAG (A&E)-I Madhya Pradesh, Gwalior, Lekha Bhawan, Jhansi Road, PIN - 474002

ANNEXURE-'A' - (TERMS AND CONDITIONS)

1.	Tender documents should be downloaded from website https://cag.gov.in/ae/gwalior-i/en as per the dates mentioned in the tender document
2.	Late submission will not be entertained.
3.	Last minute submission should be avoided. As such O/o the PAG (A&E)-I MP Gwalior will not be responsible for any failures in submission of bids.
4.	The vendors are expected to examine all instructions, forms, terms and other information in the tender document.
5.	Tender shall be submitted under Two Bid System viz. Technical bid & Financial bid, as per the prescribed formats only. Failure to comply with these requirements may result in the bid's being rejected.
6.	Incomplete or conditional bids will be summarily rejected.
7.	If any vendor does not qualify in technical evaluation, the financial Proposal of the vendor shall not be opened.
8.	The price should not be mentioned in the Technical bid in any form or manner. In case the prices are mentioned in the technical bid, the offer will be liable for rejection.
9.	The financial bid will be opened in respect of only those vendors 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. The lowest evaluated valid quotation will be selected.
10.	The successful vendor shall supply the prescribed hardware within 10 days from the issue of the supply letter.
11.	The payment will be released after complete installation of the laptops to be supplied.
12.	If the tenders opening day happens to be holiday, the same will be accepted and opened on the next working day.
13.	The make / brand of the quoted hardware must be mentioned.

SCOPE OF WORK

1. **Supply of Laptops:** The vendor has to deliver the Laptops to this office the address of which is mentioned above and ensure installation of the same along with related drivers.
2. **Replacement of Parts:** The vendor has to ensure rectification of the faulty Laptops providing replacement for the same as per requirements.

A
6/21/21

Sr. Accounts Officer/Welfare

ANNEXURE 'B' (TECHNICAL BID FORMAT)

O/o the PAG (A&E)-I MP Gwalior's Tender No. VLC/Pur./Laptops and Spares/F-44/2021-22/D- 81 Dated 02.11.2021

Sr.No.	Particulars	Remarks/Details (Page No.)
1.	Name Of Agency	
2.	Detail about the Agency	
	Address:	
	Phone No.:	
	Email ID:	
	Website:	
	Contact Person:	
	Mobile No:	
3.	Status of Applicant (proprietorship/partnership firm/Pvt. Ltd.Co./Public Ltd Co.)	
4.	Copy of registration certificate to be attached	
5.	Certified copy of the turnover of Agency/CA certificate Applicant during last financial one year	
6.	PAN No. (copy will be attached)	
7.	GST No. (copy will be attached)	

Signature & Seal of the Bidder

Date :

DECLARATION

1. I/ We have read the instructions appended to the proforma and I/we understand that if any false information is detected at a later date, any contract made between ourselves and O/o the PAG (A&E)-I MP Gwalior on the basis of the information given by me/us can be treated as invalid and I/we will be solely responsible for the consequences.
2. I/We agree that the decision of O/o the PAG (A&E)-I MP Gwalior in selection of successful bidders will be final and binding to me/us.
3. All the information furnished by me/us above hear is correct to the best of my/our knowledge and belief.
4. I/We agree that I/We have no objection if enquiries are made about the work listed by me/us hear in above and/or in the accompanying sheets.

Place:

Signature:

Date:

Name & Designation
& Seal of the Company

INSTRUCTIONS ON THE PREPARATION OF TECHNICAL BID:

The technical bid should contain the following documents which must be attached with the technical bid:-

1. The person signing the tender shall be deemed that he has the authority to sign the tender on behalf of the said company. A Letter of Authority has to be attached.
2. Proofs of Income Tax, GST Registration number (As applicable): Self attested copies have to be attached.
3. The vendor shall be an Original Equipment Manufacturer (OEM) of Laptops or an Authorised System Integrator/ Partner / Dealer of an OEM. In case the vendor is offering Laptops from more than one OEM, he shall be authorised System Integrator/Channel Partner/Dealer for the OEMs of the Laptops offered by him. A proof of the above shall be submitted in the form of authorization of dealership/SI/Partnership issued by the respective OEM.
4. The vendor should have a fully functional service/ support center in Gwalior.
5. The company/firm should be in existence and should have been in operation for a period of at least 1 year. The company/firm has to produce Certificate of Incorporation/Registration.
6. The bidder should not have any of their contracts terminated or blacklisted in the last one year by any State or Central Government / PSU/ BFSI/ Private Sector. (Self-attested certificate to be submitted)



Sr. Accounts Officer/Welfare

O/o the PAG (A&E)-I MP Gwalior's Tender No. VLC/Pur./Laptops and Spares/F-44/2021-22/D- 81 Dated 02.11.2021

On Company Letter Head

**ANNEXURE-"C" (Financial Bid Format)
FINANCIAL OFFER FOR SUPPLY OF FIVE LAPTOP'S**

S. No.	Item	Specification/ Configuration	Rate (per System)
1.	Laptop Computers (Dell/HP/Acer) Onsite Warranty:3 years Battery Warranty:1year	PROCESSOR: Intel Core i5 10 th Gen RAM: 8GB min HDD: 1TB Integrated Graphics Card DVD/CD ROM Drive USB port 4+(out of which at least two are USB 3.0+) HDMI Port 1 VGA Network Gigabit Ethernet, WIFI and Bluetooth Integrated stereo speakers Web camera (720 p HD min) Click pad and full size keyboard Display 14 -15.6 inches OS: Windows 10 Pro (64 bit)	

Financial Terms and Conditions:

- 1 The vendor must provide the Commercial Proposal strictly in Hardcopies.
- 2 The rates should be quoted in figures as well as in words, on the form attached at Annexure-'C' and duly signed and stamped by the authorised person.
- 3 Rates mentioned above are inclusive of all taxes, F.O.R. destination and Installation charges and all other charges. No charges of whatsoever nature would be paid additional to the cost mentioned above.

**Authorized Signatory
Seal & Sign**