

M/s

NOTICE INVITING TENDER

Sealed Quotations are invited by Office of the Pr. Accountant General (Audit), Sikkim, Gangtok for the purchase of Laptop as per the quantity placed below and detailed specification placed in Annexure. The quotation should be submitted in two bid system.

- Technical bid consisting of all technical details alongwith commercial terms and conditions: and
- Financial bid indicating price for laptop mentioned in the technical bid.

Sl.No.	Item Description	Make Preference	Qty.	Specification
1.	Laptop i5	HP,Dell, Lenovo, Acer & Asus	10	Annexure – I

The technical bid and the financial bid should be sealed by the bidder in separate covers duly superscribed as “Technical Bid” and “Financial Bid” respectively and both these sealed covers are to be put in a bigger cover which should also be sealed and duly superscribed as “Quotation for supply of Laptops & Desktop.

The Quotation addressed to *the Pr. Accountant General,(Audit) Office of the Pr.Accountant General (Audit), Lekha Pariksha Bhawan, Deorali, Gangtok – 737102* should reach this office on or before **8th March 2021** by 4.00 PM. Details of tender shall also be available on this office website <https://cag.gov.in/ag/sikkim/en>. The quotation will be opened on the same date at 5.00 PM. The bidders who like to be present at the time of opening of quotation may present either themselves or through their authorized representative at the time and date noted above.

Technical bid should include :

- Full details of the bidder viz. Name & Address of the bidder firm, PAN No, GST/VAT No./ Telephone No. Fax/Mobile number/e-mail id etc (**Annexure – A**).
- Brand name, Model Number, Rating (if any), Technical specification & features of Laptop.
- Guarantee/Warranty period of the items to be supplied.
- Documentary proofs of authorized dealer/supplier of the brand quoted.
- Self declaration stating that the firm has not been black listed by any Government Department/Organisation as on date of submission of the Quotation/Bid and that the documents furnished are true and authentic (**Annexure – C**)
- Bid Security (EMD) :** A Bank Guarantee amounting to Rs.10,000/- drawn in favour of Drawing & Disbursing Officer, O/o the Principal Accountant General (Audit), Sikkim, from any nationalized bank must be deposited by bidders along with their duly filled up bidding documents as EMD. Bidders who are registered with the Central Purchase Organization, National Small Industries Corporation (NSIC) are exempted from furnishing EMD. The Bank Guarantee produced should be valid for a period of forty five days beyond the last date of submission of Bid/Tender/Quotation.

Financial Bid should include :

- Specific and Separate rate item-wise
- Price quoted break up on unit rate of each item, quantity wise also
- Grand Total for the quoted items (**Annexure – B**)
- The quoted rate should be mentioned in both figures and in words.

The technical bids shall be opened by the Purchase Committee at the first instance and evaluated. At the second stage, financial bids of only the technically acceptable offers shall be opened for further evaluation.

Terms and Conditions :

- (i) Items quoted should be of the preferred make and specification only.
- (ii) Rate should be quoted on per item and quantity wise.
- (iii) Grand Total Amount quoted should include or mention Taxes component specifically.
- (iv) Necessary warranty clause (for 1 year and 3 years comprehensive) on item should be clearly mentioned.
- (v) Items with fully uploaded operating system and required programmes should be handed over at IT Cell in Admn Section (^{3rd} Floor) of Lekha Pariksha Bhawan, without any extra charge.
- (vi) Payment shall be made only after delivery of all items in full quantity, as per the specification.
- (vii) This office reserves the right to postpone and/or extend the date of receipt/opening of Quotations.
- (viii) This office also reserves the right to accept/reject any bid/quotations and to cancel the bidding process at any time and reject all bids, at any time prior to placement of order, without thereby incurring any liability.
- (ix) Quotation submitted without fulfilling any of the condition in the tender document shall be summarily rejected.

Sd/-
Sr. Audit Officer/Admn

Technical Specification of Laptop

S.No.	Item	Specification1
1	Processor Generation	Latest 10 Or higher
2	Processor make	Intel, AMD
3	Type of Drives used to Populate the Internal Bays	SDD
4	Operating System (Factory Pre-Loaded)	Win 10 Professional
5	RAM Size (GB)	8 (expendability up top 16GB)
6	Ram Expandability upto (Using Spare DIMM)	Any value
7	Battery Warranty (Year)	3
8	Display Resolution (Pixels)	1920*1080
9	If yes resolution of webcam	HD
10	Total HDD Capacity (GB)	Any value
11	Total SSD Capacity (GB)	256
12	Panel Technology	IPS
13	Carry Case	YES
14	Optical Drive	NA
15	Processor	Intel core i510210U with UHD Graphics, 1.6 GHs base frequency, upto 4.2 GHz with Turbo Boost technology, 6MB L3 cache, 4cores or AMD Ryzen 5 4500 U (6 Core, base 2.3 GHz, max boost clock 4 Ghz) or higher configuration
16	Form Factor	Standard
17	Processor Description	Intel core i5, Ryzen 5
18	Capacity of Each SSD (GB)	256
19	Wireless Connectivity	Yes
20	Bluetooth connectivity	Yes
21	Display type	Non Touch
22	Availability of webcam Integrated with display	Yes
23	Internal Speaker (Dual)	Yes
24	Display Size	14

TECHNICAL BID

(To be submitted in the sealed envelope super-scribed as “Technical Bid”)

a)	Nature of business (Private/Partnership/Company)	
b)	Name of Firm/Tenderer with complete postal address	
1.	Name of the Proprietor with Mobile Number	
2.	Telephone No. Fax No e-mail id	
3.	Permanent Account Number (PAN) (copy to be enclosed)	
4.	GST/VAT No. (copy to be enclosed)	
5.	Proof showing authorized dealership/supplier of quoted items	
6.	Details of EMD	
7.	Brand name & Model Number of Laptop quoted with technical specification and added features (attached details)	
8.	Whether the brand quoted in the above case meets all specifications? Please state Yes/No. If not please specify.	
9.	Guarantee/Warranty period and after sale support details.	

Date :

Place :

Seal :

Signature of the Proprietor/Authorized Person.

Full Name

FINANCIAL BID

Annexure-B

(To be submitted in the sealed envelope super-scribed as “Financial Bid”)

1.	Name of Firm/Tenderer with complete postal address	
2.	Brand Name & Model Number of Laptop Intel Core i5 (Preference : 1st – HP , 2nd – Dell , 3rd – Acer, & 4th Asus	
	(i) Rate for Laptop	
	(ii) Taxes / GST	
	(iii)Total amount for Ten Laptop (all inclusive)	
3.	TOTAL	

Date :

Place :

Signature of the Proprietor/Authorized Person.

Seal :

Full Name :

FINANCIAL BID

Annexure-C

(To be submitted in the sealed envelope super-scribed as “Financial Bid”)

1.	Name of Firm/Tenderer with complete postal address	
2.	Brand Name & Model Number of	
	(i) Rate for Laptop	
	(ii) Taxes / GST	
	(iii)Total amount for One Laptop (all inclusive)	
3.	TOTAL	

Date :

Place :

Seal :

Signature of the Proprietor/Authorized Person.

Full Name :

ANNEXURE – D

DECLARATION

(To be submitted with the Technical Bid)

I, _____ son/daughter/wife of
Sri _____, Proprietor/Director/Authorized
signatory of the (Agency/Firm) _____ am competent
to sign this declaration and execute this tender document.

2. I have carefully read and understood all the terms and conditions of the tender and undertake to abide by them.

3. I also declare that I/we or my/our Firm has not been black listed by any Government Department/Organization as on the date of submission of the bid/tender.

4. The information/documents furnished alongwith the application are true and authentic to the best of my knowledge and belief. I/we am/are well aware of the fact that furnishing of any false/misleading information and/or fabricated document would lead to rejection of my tender at any stage.

Date :

Place :

Seal :

Signature of the Proprietor/Authorized Person.

Full Name :