

**कार्यालय महालेखाकार(लेखापरीक्षा-II), तमिलनाडु एवं पुदुचेरी,  
लेखापरीक्षा भवन, 361, अण्णा सालई, चेन्नई-600 018.  
OFFICE OF THE ACCOUNTANT GENERAL (Audit - II) Tamil Nadu and  
Puducherry, 361, Anna Salai, Chennai – 600 018.**

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सं.मले(लेखापरीक्षा-II)/आई.एस.टी.सी. /2021-22/90  
No.AG(Audit-II)/ISTC/2021-22/90

दिनांक/Dated: 03.08.2021

**Sub: Inviting tenders for supply and installation of Laptops.**

Sealed quotations are invited for the supply and installation of 12 laptops with the specifications as detailed in the Annexure. The Terms and Conditions are as follows:

**Terms & Conditions:**

1. Inadequate or incomplete tenders in any respect or the prescribed conditions are not fulfilled are liable to be rejected. Canvassing in any form by the tenderers/firm will result in rejection of their tenders. No request for enhancement in price or extension of time schedule of delivery/installation shall be entertained.
2. Make, model, type & detailed specification of required hardware/software should clearly be mentioned in the quotation. Option of different make & models of each required item may also be quoted with respective rates for best selection. Other detail such as warranty, delivery period, and installation charges, if any & tax provision etc., if required must also be clearly mentioned.
3. The tenderer's/firm must be registered with Tamil Nadu Goods and Service Tax Department for supply/services. Copies of such certification mentioning Registration number, copies of TIN/PAN, GST Number etc. shall be furnished along with tender/quotation.
4. Preference shall be given to the tenderer/firm who has ISO Certificate and Certificate of Incorporation for more than 5 years. (Copies of the same to be enclosed).
5. Copies of orders/letters of major Organizations/Government Departments with which the tenderer/firmer has dealt/supplied such products during last three years shall be furnished by the tenderer/firm.
6. The tenderer/firmer should be having annual turnover worth of Rs.25 Lakhs or more. The annual average financial turnover of the tenderer/firm for the last 3 years shall be furnished. Copies of the IT returns/Balance sheets etc. along with the copies of Tenderer/firm's audited accounts, wherever is applicable for the last three financial years shall be furnished.
7. Tenderer/firm should have experience of having successfully completed similar supplies during the last 2 years and should have at least one similar purchase order

costing not less than Rs.5 lakhs. (Copies of PO/Completion Certificate from the Client have to be enclosed).

8. Necessary authorization certificate from the OEM shall be furnished along with tender.
9. As per Hqrs. instructions, **Preference to Domestically Manufactured Electronic Products (DMEPs)** will be given:

**9.1** This Office reserves the right for providing preference to domestically manufactured electronic products in terms of the Ministry of Electronics and Information Technology (MeitY) Notification No. 33(3)/2013-IPHW dated 23.12.2013 read with Notification No. 33(3)2013/IPHW dated 22-05-2014 and Guidelines issued thereunder through Notification No.33(7)/2015-IPHW dated 16.11.2015. A copy of the aforesaid Notifications/Guidelines can be downloaded from MeitY website i.e. URL [www.meity.gov.in/esdm/pma](http://www.meity.gov.in/esdm/pma). Purchase preference for domestic manufacturer, methodology of its implementation, value addition to be achieved by domestic manufacturers, self-certification, and compliance and monitoring shall be as per the aforesaid Guidelines/ Notifications. The Guidelines may be treated as an integral part of the tender documents.

**9.2** The modalities through which the preference for Domestically Manufactured Electronic Products (DMEPs) shall be operated are as follows:

- a) The electronic products for which preference will be provided to domestic manufacturers shall be **Desktop Computers**.
- b) The quantity of procurement for which preference will be provided to domestic manufactures shall be **50% of the total quantity of Desktop Computers**.
- c) Percentage of domestic value addition which qualifies the electronic products i.e. Desktop to be classified as domestically manufactured shall be 40% & 35% respectively.
- d) The preference to DMEP shall be subject to meeting technical specifications and matching L1 price.

**9.3** Domestic manufacturers are required to indicate the domestic value addition in terms of Bill of Material (BoM) for the quoted product, in terms of aforesaid guidelines, in their bid in the following format:

Item No.	Item Description	Manufacturer/ Supplier	Country of Origin	Value	Domestic Value Addition in Percentage

**9.4** Bidders, claiming to bid in the status of domestic manufacturer, are required to give an undertaking in the format given as **Form 1** of the guidelines No. 33(3)/2013-IPHW dated 22- 05-2014. Furnishing of false information on this account shall result in forfeiture of EMD.

**9.5** Domestic manufacturers should also be required to provide value addition certificates duly attested by his statutory Auditor.

**9.6** Procedure for award of contracts involving procurement from domestic manufacturers:

“For each electronic product proposed to be procured, among all technically qualified bids, the lowest quoted price will be termed as L1 and the rest of the bids shall be ranked in ascending order of price quoted, as L2, L3, L4 and so on. If L1 bid is of a domestic manufacturer, the said bidder will be awarded full value of the order. If L1 bid is not from a domestic manufacturer, the value of the order awarded to L1 bidder will be the balance of procurement value after reserving specified percentage of the total value of the order for the eligible domestic manufacturer. Thereafter, the lowest bidder among the domestic manufacturers, whether L2, L3, L4 or higher, will be invited to match the L1 bid in order to secure the procurement value of the order earmarked for the domestic manufacturer. In case first eligible bidder (i.e. domestic manufacturer) fails to match L1 bid, the bidder (i.e. domestic manufacturer) with next higher bid will be invited to match L1 bid and so on. If more than one domestic manufacturer matches L1, the quantity allocated for preference shall be divided equally among them. In case all eligible domestic manufacturers fail to match the L1 bid, the actual bidder holding L1 bid will secure the order for full procurement value”. **Only those domestic manufacturers whose bids are within 20% of the L1 bid would be allowed an opportunity to match L1 bid.**

10. The laptops supplied should carry **three years**’ comprehensive on-site warranty and other peripherals should carry **a minimum of one year** comprehensive on-site warranty which will commence from the date of installation and submission of the installation report.
11. An "Earnest Money Deposit (EMD)" to the tune of Rs. 20,000/- (Rupees Twenty thousand only) in the form of crossed Demand Draft drawn in favor of “PAO/IAD, Chennai” shall be submitted.
12. The Tenderer/firm shall, as may be required, deliver the hardware within four weeks from the date of placement of purchase order at the places detailed in the purchase order or at such places as is indicated and install the computer and peripherals immediately after delivery within the time schedule. The delivery will not be complete until and unless the ordered hardware is inspected and accepted by us as provided in the order. The quantities of the computer hardware along with their part numbers shall be mentioned at the time of delivery and with the invoice. Title of the

purchased goods shall pass to the Department only on delivery and complete installation.

13. The schedule given for delivery and installation at site is to be strictly adhered to in view of the strict time schedule for implementation of various projects as time is the essence of the contract. Any unjustified and unacceptable delay in delivery and installation beyond the schedule as indicated shall render the Tenderer/firm liable for liquidated damages at the rate of 1.5 % (one and half percent) per week subject to a maximum of five weeks and thereafter we hold the option of cancellation of the order for pending supply and procure the same from any other Tenderer/firm and invoke the bank guarantee (if any) of the Tenderer/firm. In addition, the Tenderer/firm shall also be liable to pay a cancellation charge of 8.5 percent (eight and a half percent) of the value of unsupplied items. Such sum may be deducted from any money in their hand due or to become due to Tenderer/firm. The payment or deduction of such sums shall not relieve the Tenderer/firm from his obligations to complete the process of commissioning or from his other obligations and liabilities under the contract. The decision of the deciding authority i.e., Deputy Accountant General/ISTC, placing the order, whether the delay in commissioning has taken place on account of reasons attributed to the Tenderer/firm shall be final.
14. The standard payment terms subject to recoveries, if any, by way of liquidated damages as applicable or other recoveries under the contract conditions, shall apply. Seventy *per cent* (70%) of agreed price/cost shall be made against delivery and physical inspection of the supply and submission of the original/copy of delivery challan duly signed by the purchaser on legally valid bills. Invoice should be submitted in triplicate. Balance thirty *per cent* payment shall be after successful commissioning against 10 % bank guarantee of Nationalized/Scheduled bank at the location of the office of the purchaser of the total value of the order covering the entire period of warranty plus one month. Installation report should be submitted to process the balance thirty percent (30%) payment. Charges in the bills shall always be entered at the agreed price/cost/rates.
15. All the payment would be made through Government e-Payment System only, for which the tenderer/firm has to provide the Bank Details viz. IFSC Code and Bank Account Number for making payment. No other mode of payment will be entertained. This office is not liable for any mis-payment made to some other bank account due to providing wrong Bank Account Number and or IFSC Code of Bank Branch. In order to avoid such situations, the tenderer/firm may give a copy of cancelled Cheque leaf containing IFSC Code and Bank Account Number to which the payment has to be made.
16. All technical queries/complaints, which may be indefinite, shall be attended immediately during entire warranty/support period.

17. Necessary initial training/support services for using hardware/software, if required shall be arranged for the users' concerned or as and when required on demand basis during entire warranty/support period.
18. If it appears that the machines supplied are defective or of inferior description or of a quality inferior to that contracted for or otherwise not in accordance with the contract, the tenderer/firm on demand shall forthwith rectify the defect on its own or provide new machine as per specifications provided in the contract at its own charge and cost and in the event of its failure to do so within a period to be specified by us in his demand aforesaid, the tenderer/firm shall be liable to pay compensation at the rate of 1 % (one per cent) of the price of the machine(s) for every day not exceeding 10 days, while its failure to do so shall continue and in the case of such failure, the purchaser shall be entitled to recover the price of the machine(s) from the tenderer/firm.
19. The Tenderer/firm shall not sublet the whole or part of the works, except where otherwise provided in the order, without the prior written consent of the competent authority of this office. Such consent, if given, shall not relieve the tenderer/firm from any liability or obligation under the contract and he shall be responsible for the acts, defaults and neglects of his and any of his agents' servants or workmen.
20. In case the tenderer fails to cope up with the workload or does not render satisfactory services during the currency of the warranty/support period, the contract awarded to him shall be cancelled without giving any notice or without assigning any reason whatsoever and the Bank Guarantee shall be encashed proportionately or in full and payment due to him, if any, shall be forfeited. In this connection, decision of the Deputy Accountant General/ISTC shall be final and binding on the tenderer/firm.
21. The tenderer/firm shall at all times during the currency of contract conform to and comply with the regulations of the Government of Tamil Nadu or Central Government or of this office and of all other local authorities, the provisions contained in the various labour acts enacted by the State Legislature and Parliament in force and the rules made there under including those under Minimum Wages Act, Workmen Compensation Act, Provident Fund Regulation etc., for welfare and protection of workers or for the safety of the public and other insurance provisions.
22. The tenderer/firm shall indemnify this office against any liability for compensation due to injury to his own workmen/engineer or to other persons inside the office premises while executing the contract and for any damage to the property.
23. The final agreed price is inclusive of all taxes, Packing and Forwarding, freight, transit Insurance and Installation charges. All other charges, duties and other outgoings, whatsoever of every description shall be paid by the Tenderer/firm.
24. Action where no specification: In case of any class of specifications or class of work of which there is no mention in the specifications or in these terms and conditions, such work/ specification shall be carried out in accordance with the instructions and requirements of the Purchaser.

25. In case of any dispute/s, arising out of this contract during its tenure of operation on the same shall be subject to the jurisdiction before the courts of law in Chennai.

The quotations should be sent in a sealed cover super scribed “**Quotations for Supply of Laptops**” and addressed to **Deputy Accountant General/ISTC, Office of the Accountant General (Audit-II) Tamil Nadu & Puducherry, Lekha Pariksha Bhavan, 361, Anna Salai, Chennai 600 018**, so as to reach on or before **23.08.2021, 4.00PM**. Tender quotations received after the prescribed date/time will not be considered. This office reserves the right to accept or reject any or all the offers in part or in full without assigning any reasons thereof.

In the event of any clarifications, you may contact the under mentioned official during office hours.

Sd/-

Deputy Accountant General/ISTC

## Annexure 1

**Inviting tenders for supply and installation of following items**

**Last Date/Time for submitting Sealed Quotations: 23.08.2021 4.00 PM.**

<b>Prodcut Description</b>	<b>Value</b>
Product Specification Value	Processor Description Intel core i5 10th Generation or Higher, AMD Ryzen, 5 latest series
HDD Type	SDD/SATA
Total HDD Capacity (GB)	Any Value. Preferred minimum 256 GB SSD.
Operating systems (Factory Preloaded)	Window 10 Professional with recovery media
RAM Size (GB)	Minimum 8 GB. Preferred 16 GB.
Warranty	3 years
Battery warranty	1 year or above
Webcam	Yes, HD resolution
Display Size	14" or above
Display resolution Pixels	1920*1080
Wireless connectivity	Yes
Bluetooth connectivity	Yes
Internal speakers	Dual
Carry Case	Yes

**Sd/-**  
Deputy Accountant General/ISTC