

Tender Document

Tender for Purchase of Laptop's



Tender No. Admn-IV/Laptop/2021-22/92 Dated:21/06/2021

Principal Accountant General (A&E) Haryana
Plot No. 4 & 5, Sector-33B, Chandigarh-160020
www.aghry.nic.in

TENDER NOTICE

Tenders for supply of Laptops are hereby invited from the Bidders by Accountant General (A&E) Haryana through the tendering process using the website <http://aghry.gov.in>. The tender documents can be downloaded from Accountant General (A&E) Haryana Website: <http://aghry.gov.in> and on CPP Portal/publish.

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 **06/07/2021 up to 3:00 PM** which will be opened in the presence of the tenderer’s or their representatives who may like to be present at that time as per the schedule mentioned in the tender document as per COVID -19 guidelines.

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 Bidder’s risk and may result in rejection of the proposal and forfeiture of the bid.**

Accountant General (A&E) Haryana reserves the right to reject all or any of the bid/tender without assigning any reason thereof. The bid which is conditional/ incomplete/ belated/ without earnest money will not be entertained.

TENDER DOCUMENT

1. **Name and Address of the party** : Accountant General (A&E) Haryana, Plot no. 4 &5,
Sector -33 B Chandigarh -160020
2. **Tender Document for** : Purchase of Laptops
3. **Earnest money** : **Rs. 20000/-** (DD In favour of PAO
O/o PAG (A&E) Punjab, Chandigarh)
4. **Last Date & Time for submission of Tender** : **06/07/2021 up to 3:00 PM**
5. **Technical bid to be opened on** : **06/07/2021 at 3:30 PM**
6. **Financial bid to be opened on** :To be informed separately
7. **Place of submission of Tender** : **O/o Accountant General (A&E) Haryana, Plot no. 4
&5, Sector -33 B Chandigarh -160020**

Accountant General (A&E) Haryana
Tender No. Admn-IV/Laptop/2021-22/92
Dated:21/06/2021

ANNEXURE-‘A’ – (TERMS AND CONDITIONS)

1.	Tender documents should be downloaded from website http://aghry.gov.in/ as per the dates mentioned in the tender
2.	Late submission will not be entertained.
3.	Last minute submission should be avoided. As such Accountant General (A&E) Haryana will not be responsible for any failures in submission of bids.
4.	The Bidders are expected to examine all instructions, forms, terms and other information in the tender documents.
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 being rejected.
6.	Incomplete or conditional bids will be summarily rejected.
7.	If any Bidder does not qualify in technical evaluation, the financial Proposal of the Bidder 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 technical bid and financial bid will be opened on two different dates.
10.	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.
11.	The Bidder shall submit bank guarantee equal to 3% of the total cost of hardware. AG (A&E) Haryana shall be at liberty to enforce such bank guarantee in case the Bidder fails to provide warranty of supplied hardware during warranty period.
12.	The successful Bidder shall supply the prescribed hardware within 15 days from the issue of supply letter.
13.	The EMD of successful Bidder will be converted into security till the complete supply is made and will be refunded without any interest. The EMD of unsuccessful Bidders will be returned after completion of tender process within 30 days.
14.	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.
15.	If the tenders opening day happens to be holiday, the same will be accepted and opened on the next working day.
16.	The make / brand of the quoted hardware must be mentioned.
17.	The warranty shall cover the following: <ul style="list-style-type: none"> • The Warranty complaints must be attended within 48 hours of the fault arrival / complaint logging. • If any parts need replacement under warranty, then the same shall be done within 07 days, including data transfer and completion of complaints in totality. • In case of failure of operating System the same shall be reinstalled.

SCOPE OF WORK

1. **Supply of Laptop's:** The Bidder has to deliver the Laptops as per the locations provided at Accountant General (A&E) Haryana after finalizing the tender and ensure installation of the same along with related drivers.
2. **Maintenance of Laptops:** The Bidder/OEM has to maintain all supplied Laptops under warranty period
3. **Replacement of Parts:** The Bidder/ OEM Service Center has to ensure rectification of the faults of Laptops providing replacement for the parts under warranty as per requirements.
4. **At present 08 nos. of Laptop are required quantity may be in increased/ decreased as per requirement.**
5. Vender should supply additional quantity as required by Accountant General (A&E) Haryana in near future. Rates should be valid for 3 months from the date of submission of tender.

ANNEXURE 'B' (TECHNICAL BID FORMAT)

Accountant General (A&E) Haryana

Tender No. Admn-IV/Laptop/2021-22/92 Dated:21/06/2021

Sr.No.	Particulars	Remarks/Details (Page No.)
1.	Name Of Bidder	
2.	Detail about the Bidder	
	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/ supporting document such as Sales Tax number/ Letterhead/ rent deed etc	
5.	Certified copy of the turnover of Bidder/CA certificate Applicant during last three financial years	
6.	PAN No. (copy will be attached)	
7.	GST No. (copy will be attached)	
8.	Detail of EMD 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 Accountant General (A&E) Haryana on the basis of the information given by me/us can be treated as invalid by the Accountant General (A&E) Haryana and I/we will be solely responsible for the consequences.**

2. **I/We agree that the decision of Accountant General (A&E) Haryana in selection of successful bidders will be final and binding to me/us.**

3. **All the information furnished by me/us above here 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 here in above and/or in the accompanying sheets.**

Place:

Date:

Signature:

Name & Designation

& seal of the company:

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

1. The Bidder should submit the tender payments to be paid by DD mode:
 - a. Rs 20000/- towards Earnest Money Deposit (EMD).
2. The person signing the tender shall be deemed that he has the authority to sign the tender on behalf of the said company. Letter of Authority to be attached.
3. Proof of Income Tax, GST Registration number (As applicable): Self attested copies to be attached.
4. **The product profile of the Bidder along with last 3 years' turnover, not less than 50 lakh per year. Audited Balance Sheet and Profit and Loss account or CA Certificate for last three years should be submitted.**
5. The Bidder shall be Original Equipment Manufacturer (OEM) or the Authorized System Integrator/ Partners / Dealer of OEM. In case the Bidder is offering from more than one OEM, he shall be authorized System Integrator/Channel Partner/Dealer for all OEM's. Makes/Brands offered by him. Proof of the above shall be submitted in the form of "Bid/Tender Specific authorization" of dealership/SI/Partnership issued by the respective OEM.
6. The Bidder should have office at Chandigarh and Bidder/OEM should have fully functional service/ support centre in Chandigarh.
7. The Bidder should have successfully supplied Hardware amounting to Rs. 10 Lac to at least one customer in Government Department or Public Undertaking in central government in the last 3 years. Purchase Order and proof of satisfactory service from the customer shall be attached.
8. The Bidder should be in existence and should have been in operation for a period of at least 3 years. The company/firm has to produce Certificate of Incorporation/Registration/Sales tax number/ any valid proof in this regard.
9. The bidder should not have any of their contracts terminated or blacklisted in the last three years by any State or Central Government / PSU/ BFSI/ Private Sector. (Self attested certificate to be submitted)

Accountant General (A&E) Haryana

On Company Letter Head

ANNEXURE-“C” (Financial Bid Format)

FINANCIAL OFFER FOR SUPPLY OF LAPTOP'S

SNo	Item	Specification/ Configuration	Rate (per System including GST)
1.	Onsite Warranty of Laptop - 3 years Onsite Warranty of Battery of Laptop- 1 year	<p>PROCESSOR: Intel Core i5 10th Gen RAM: 8GB DDR4 2400 MHz Storage: 512 GB SSD Storage Type – SATA M2 Card Reader – Yes Interface – USB 3.0 High speed WiFi Connection – IEEE 802.11/b/g/n/ac Camera – Webcam 1 MP HDMI Out – Micro HDMI type D Bluetooth – Bluetooth 4.2 Speaker – 1W x 2 Microphone – Dual Microphone Finger Print - Yes Backlight for Keyboard – Yes HDMI Out – Yes Ethernet Jack – Yes or with Type C to LAN converter Wi Fi - Built – in USB Port – USB 3.0 x 2 Card slot – Micro SD Headphone jack – Yes DC In – Yes AC Power Cord – Yes AC/DC Adaptor – Yes Others – Carry Case Graphics Card - Intel UHD Graphics 620 AC Input Voltage – AC 100-240V 50/60 HZ DC Input Voltage – 19V/ 2.1 A Battery – 7.6 V /4830 mAh Battery type – Li-ion Battery 36.7 Wh Battery Play Time – Up to 10 Hrs Display - 14’’TFT’’,IPS Display Resolution – 1920 X 1080 FHD Display Ration – 16 : 9 Touch Panel - No OS: Windows 10 Home</p>	

Financial Terms and Conditions:

- 1 The Bidder 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 authorized 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.
- 4 Accountant General (A&E) Haryana reserves the right to alter the quantity of the computers and peripherals.

**Authorized Signatory
Seal & Sign of
Bidder**