



भारतीय लेखा तथा लेखापरीक्षा विभाग
INDIAN AUDIT & ACCOUNTS DEPARTMENT
क्षेत्रीय प्रशिक्षण संस्थान, कोलकाता
REGIONAL TRAINING INSTITUTE, KOLKATA



No. RTI/KOL/EDP/HW&SW/2021-22/537-549

DATED : 29/09/2021

NOTICE INVITING TENDER

Regional Training Institute, 3rd MSO Building, CGO Complex, 5th Floor, 'A' Wing, DF Block, Salt Lake, Sector – I, Kolkata - 700 064, invites Sealed Quotations in the given format from Original Equipment Manufacturer(s) or their Authorised representative(s) / Authorised Dealer(s)/ Authorised Channel Partner(s)/ Authorised Supplier(s) or Domestic manufacturer(s), as defined by MEITY for supply, installation and commissioning of 1(one) All - in -One Desktops, as per attached specifications (**Annexure**).

Quotations from interested Parties / Firms, duly completed and signed in sealed cover and superscripted as **QUOTATION FOR SUPPLY OF 'ALL IN ONE DESKTOP'**, addressed to the Director General, Regional Training Institute, 3rd MSO Building, CGO Complex, 5th Floor, 'A' Wing, DF Block, Salt Lake, Sector – I, Kolkata - 700 064, may be sent / submitted by Post / Hand, so as to reach the above address latest by **15:00 hours** on **05-10-2021**. Quotations will be opened at **15: 30 hours** of the same day. Authorised representative(s) of participating Firms may be present at the time of opening of Quotations.

Instructions to Bidders and Terms & Conditions governing the Tender Notice are listed below:

1. MINIMUM ELIGIBILITY CRITERIA: -

Bidders should be Original Equipment Manufacturer(s) or their Authorised representative(s)/Authorised Dealer(s)/Authorised Channel Partner(s)/ Authorised Supplier(s) or Domestic Manufacturer(s), as defined by MEITY.

Bidders should be registered with the Income Tax, Goods & Services Tax and other concerned Departments. Copies of PAN/ TIN Numbers, GST, etc., must be submitted along with bid documents.

Firm must have a minimum of **THREE YEARS** previous experience in sales and service of such items in Central/State Government Offices/Organizations, Public Sector Undertakings of the Central/State Government and Autonomous Bodies.

- 2. VALIDITY:** The validity period of the **quoted rate** should be for a minimum of **90 days** from the date of closing of Quotation.

3. **WARRANTY:** Warranty would be **1 (one) year** or Warranty offered by the OEM, whichever is higher. Original Equipment Manufacturer(s) or their Authorised representative(s)/Authorised Dealer(s)/Authorised Channel Partner(s)/ Authorised Supplier(s) or Domestic Manufacturer(s), as defined by MEITY, should have full-fledged Servicing Centers located in **Kolkata**, with on-site Guarantee/Warranty covered by a free replacement condition, if found defective at the time of actual use of such items by the User during the Warranty period.
4. **DELIVERY:** Schedule and Delivery Address are as given below:
 - i. **Within 2 (two) weeks from the date of placement of Supply Order.**
 - ii. ***Regional Training Institute, 3rd MSO Building, CGO Complex, 5th Floor, 'A' Wing, DF Block, Salt Lake, Sector – I, Kolkata - 700 064.***
5. **PAYMENT:** 100% after delivery, installation and successful commissioning of the items.
6. **BID PRICE:** Should be inclusive of all taxes, GST, levies, delivery charges, etc. Taxes should be shown separately.
7. A copy of Terms & Conditions, duly signed by the Bidder, in token of having understood and agreed to the same, may be attached along with the bid documents.
8. In case of failure to comply with provisions of the Terms & Conditions mentioned, by the successful Bidder/Agency who was awarded the Contract, the Competent Authority of this Office reserves the right to award the Contract to the next higher responsive Bidder or any other outside Agency, and the price difference shall be recovered from the defaulting Bidder/Agency to whom the Contract was awarded initially. ***This will be binding on all Bidders.***
9. Conditional Quotations will **NOT** be accepted.
10. Domestically manufactured products will be given first priority, as per Government of India Orders.
11. The **Director General, Regional Training Institute, Kolkata**, reserves all rights to reject any bid without assigning any reason whatsoever and does not bind itself to accept the **LOWEST or any Specific Bid**.
12. **LATE RECEIPT OF BIDS:** Bids received after the deadline for submission of the same, as prescribed by this Office, shall be rejected and returned unopened to the Bidder.
13. All disputes/differences arising out or in connection with this Tender/Contract shall be subject to the exclusive jurisdiction of Courts in Kolkata and will be interpreted under Indian Law.


Sr. Audit officer/Administration

Copy Forwarded to the:-

1. Director General of Audit, Central, Kolkata (pdacentralkolkata@cag.gov.in).
2. Director General of Audit, Ordnance Factories, Kolkata (pdaOF@cag.gov.in).
3. Principal Accountant General (Audit-I), West Bengal, Kolkata (agauWestbengal1@cag.gov.in).
4. Principal Accountant General (A & E), West Bengal, Kolkata (agaeWestbengal@cag.gov.in)
5. Principal Accountant General (Audit-II), West Bengal, Kolkata (agauwestbengal2@cag.gov.in).
6. Director General of Audit, South Eastern Railway, Kolkata (pdarlyser@cag.gov.in)
7. Director General of Audit, Eastern Railway, Kolkata (pdarlyer@cag.gov.in)
8. Director General of Audit, Railway Production Units & Metro Railway, Kolkata (pdarlyRPU@cag.gov.in).
9. Director General of Audit (Coal), Kolkata (dgacoalkol@cag.gov.in).
10. Director General of Audit (Mines), Kolkata (pdamines@cag.gov.in).
11. Director General of Audit (E&SD), New Delhi Branch at Kolkata (bresdKolkata@cag.gov.in).
12. F & C Audit Office, Kolkata (brptKolkata@cag.gov.in).
13. Notice Board/ e-mail of user offices
14. Office Website


Sr. Audit officer/Administration

<ON BIDDERS'S LETTERHEAD>

To
The Sr. Audit Officer (Admn)
Regional Training Institute, Kolkata
Salt Lake, Sector – I, Kolkata - 700 064

Sir,

With reference to your Tender Notice No..... dated, I am to submit my Tender documents and Price schedule for supply of All- In - One Desktop Computers.

a) Bidder Profile and EMD Details

1.	Name of Application / firm	
2.	Name of the Proprietor/ Director	
3.	Year of Inception	
4.	Address of the Registered Office	
5.	Telephone / Fax Number	
6.	E mail address Website Address (if any)	
7.	PAN/TIN Number (copy to be attached)	
8.	GST/VAT/CST No. (Copy to be attached)	
	(a) If registered with Central Purchase Organization (CPO), National Small Industries Corporation (NSIC) (Yes/No)	
	(b) If YES, furnish Details	

b) Bid price & Specifications for AIO

Date :

Signature of the Proprietor / Director
(With Stamp)

Tender Format

To
The Sr. Audit Officer (Admn)
Regional Training Institute, Kolkata
Salt Lake, Sector – I, Kolkata - 700 064

Sir,

With reference to your tender notice No.dated
....., I am to submit my tender document with price schedule & specification for
“Supply, Installation and Maintenance of All-in-One Desktop Computers”.

I further affirm that I have read and fully understood the tender notice and agree to abide by
all the terms and conditions laid therein, which are being signed in token of my acceptance.

In case, I fail to abide by the terms and conditions or to carry on the contract satisfactorily, I
will be liable to the termination of contract as mentioned in the terms and conditions.

Dated

Yours faithfully,

Signature: -----

Name of the Tenderer-----

M/S. -----

Annexure

1. Specification for AIO (Quantity to be procured: 01 (one) No.)

Processor	Intel Core i5 Processor of latest generation / equivalent Ryzen 5 Processor
OS:	Windows 10 (P) or higher
RAM	8 GB or higher
HDD	Any Value, preferred 256 GB SSD or higher
Screen Size:	26.8 Inches (Preferred)