



प्रधान निदेशक लेखापरीक्षा कार्यालय  
दक्षिण मध्य रेलवे, सिकंदराबाद 500025

OFFICE OF THE  
PRINCIPAL DIRECTOR OF AUDIT  
SOUTH CENTRAL RAILWAY  
Secunderabad 500025

No. Au/EDP/35  
Dt. 23.09.2021

### **NOTICE INVITING TENDER**

The Office of the **Principal Director of Audit, South Central Railway, Secunderabad 500025**, invites sealed Quotations in the given format from Original Equipment Manufacturer(s) or their Authorized representative(s)/Authorized Dealer(s)/ Authorized Channel Partner(s)/ Authorized Supplier(s) or Domestic Manufacturer(s), as defined by MEITY for supply, installation and commissioning of **Eight (08) Laptop Computers**, as per attached specifications (Annexure).

Quotations from interested Parties/Firms, duly completed and signed in sealed cover and superscripted as **'QUOTATION FOR SUPPLY OF LAPTOP'**, addressed to the **Office of the Principal Director of Audit, South Central Railway, Secunderabad 500025**, may be sent/ submitted by Post/Hand, so as to reach the above address latest by **1500 hours on 11/10/2021**. Quotations will be opened at **1530 hours** on the same day. Authorized representative (s) of participating Firms may be present at the time of opening of Quotations.

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

#### **1. MINIMUM ELIGIBILITY CRITERIA**

Bidders should be Original Equipment Manufacturer(s) or their Authorized representative(s)/Authorized Dealer(s)/Authorized Channel Partner(s)/ Authorized 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. Firms 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 Authorized representative(s)/Authorized Dealer(s)/Authorized Channel Partner(s)/ Authorized Supplier(s) or Domestic Manufacturer(s), as defined by MEITY, should have full-fledged Servicing Centres located in **Hyderabad**, 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. **Office of the Principal Director of Audit, South Central Railway, Secunderabad 500025, Telangana.**
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.
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 **Principal Director of Audit**, South Central Railway, Secunderabad, **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 Hyderabad and will be interpreted under Indian Law.

Sd/-  
Director (Admn.)

**TENDER FORMAT**

To  
**The Director (Administration)**  
Office of the Principal Director of Audit  
South Central Railway  
Secunderabad 500025

Sir/Madam,

With reference to your Tender Notice No: ..... dated ....., I am to submit my Tender document for **‘Supply, Installation and Maintenance of Laptop Computer’**. I further affirm that I have read and fully understood the Tender Notice and agree to abide by all the Terms & Conditions laid therein, which are being signed as a token of my acceptance. In case I fail to abide by the Terms & Conditions or execute the Contract satisfactorily, I will be liable to termination of the Contract, as mentioned in the Terms & Conditions.

Dated: .....

Yours faithfully,

\_\_\_\_\_  
(Signature)

Name of the Tenderer: .....

M/s .....

**< ON BIDDER'S LETTERHEAD >**

**BID APPLICATION-CUM-DECLARATION FORM**

To  
**The Director (Administration)**  
Office of the Principal Director of Audit  
South Central Railway  
Secunderabad 500025

Sir,

With reference to your Tender Notice No: ..... dated ....., I am to submit my Tender documents and Price Schedule for Supply of Laptop Computers, Printers and Scanners.

**Bidder Profile and EMD Details**

1	Name of the Applicant/Firm	
2	Name of the Proprietor/Director	
3	Year of inception	
4	Address of the Registered Office	
5	Telephone / Fax Number	
6	Email address Website (if any)	
7	PAN/TIN Number ( <i>attach copy</i> )	PAN: TIN:
8	Service Tax No. ( <i>attach copy</i> )	
9	GST/VAT/CST No. ( <i>attach copy</i> )	
10	If registered with Central Purchase Organisation (CPO), National Small Industries Corporation (NSIC) (Yes/No)	
	If Yes, then furnish EMD details	DD/PO No: Date: Bank Name:

Signature of the Proprietor/Director  
(with stamp)

**Annexure**

**Minimum specifications of the Laptop/Notebook**

<b>S. No</b>	<b>Product Specification</b>	<b>Value</b>
1	Processor Generation	10 <sup>th</sup> Generation or higher
2	Processor description	Intel Core i5 or higher, AMD Ryzen 5 latest series
3	Type of drives used to populate the internal bays	SDD/SATA
4	Operating Systems (Factory pre-loaded)	Windows 10 Professional
5	RAM size (GB)	8 GB, preferred 16 GB
6	Total HDD capacity (GB)	Any value, Minimum 256 GB SSD
7	Carry case	Yes