

कार्यालय प्रधान महालेखाकार (लेखापरीक्षा-II), पश्चिम बंगाल  
OFFICE OF THE PR. ACCOUNTANT GENERAL (AUDIT-II), WEST BENGAL  
3<sup>rd</sup> MSO Building (5<sup>th</sup> Floor), CGO Complex, DF Block, Sector-I,  
Salt Lake, Kolkata-700064

No. EDP SC/Procurement of Laptop/Vol-III/221

Date: 05.03.2021

NOTICE INVITING QUOTATION FOR SUPPLY OF LAPTOPS

1. The Sr. Deputy Accountant General (AMG-I) on behalf of the Office of the Pr. Accountant General (Audit-II), West Bengal, 3rd MSO Building, CGO Complex (5th Floor), DF Block, Sector-I, Salt Lake City, Kolkata - 700 064, Indian Audit & Accounts Department under the Comptroller & Auditor General of India, New Delhi invites sealed bid documents/quotation from reputed and experienced Indian firms/companies/organizations preferably located in Kolkata or having a unit at Kolkata for **Supply of Laptops** in this office.
2. The interested bidders (firms/company/ organizations) shall apply in the prescribed application form (**Annexure I**), duly complete in all respect and signed by the authorized signatory subject to the adherence of the Terms and Conditions as specified in '**Annexure II**'. They shall furnish the Bid documents as per **Annexures III** along with EMD as mentioned in the Terms and Conditions. The '**Quotation for Supply of Laptops**' in sealed cover may be sent either by Registered Post or by Courier Service at the office address so as to reach by 1200 hrs on **16.03.2021** or in person in the Tender Box placed in front of the chamber of Sr. Audit Officer (Record) of this office up to 12:00 p.m. on **16.03.2021**.
3. The quotation received after due date and time will not be accepted under any circumstances. The bid documents will be opened at 12.00 p.m. on **16.03.2021** before the Sr. Deputy Accountant General (AMG-I). The Bid documents/ quotations sent by 'Fax/ E-mail will not be accepted.
4. For any query one may contact Sr. Audit Officer (EDP SC) (033-2358-6886, Extension-213) or Assistant Audit Officer (EDP SC) (033-2358-6886, Extension-223)
5. The Tender documents are also available at the website <https://cag.gov.in/ag2/west-bengal/en> and **CPP (E-Publishment) Portal**.

Sr. Deputy Accountant General (AMG-I)  
Office of the Pr. Accountant General (Audit-II), West  
Bengal, 3rd MSO Building (5th Floor), CGO Complex,  
DF Block, Sector-I, Salt Lake, Kolkata-700 064  
Telephone No. 033-23347856, Fax: 033 2334 7854

APPLICATION LETTER  
(Specimen)

To  
The Sr. Deputy Accountant General (AMG-I),  
Office of the Pr. Accountant General (Audit-II), West Bengal,  
3rd MSO Building, CGO Complex, DF Block (5th Floor),  
Sector-I, Salt Lake, Kolkata-700 064.

Subject: Notice Inviting Quotation for Supply of Laptops

Dear Sir,

In response to your Notice Inviting Quotation vide No. FDP SC/Procurement of Laptop/Vol-III/.....dated..... on the subject cited above, I/We, the undersigned Bidder(s), am/are to submit the Bid documents as per **Annexures III**.

Having acquired the requisite information related to the above stated supply/works after examining the form of contract, nature, quantum of work as affecting the tender invited by the Sr. Deputy Accountant General (AMG-I) on behalf of the Office of the Pr. Accountant General (Audit-II), West Bengal, 3rd MSO Building, CGO Complex (5th Floor), DF Block, Sector-I, Salt Lake, Kolkata - 700 064. I/We, the undersigned hereby accept the offer of '**Supply of Laptops**' in your office strictly in accordance with the terms and conditions as indicated by you in the said document.

I/We the undersigned certify that I/We have gone through the terms & condition mentioned in the bidding document and undertake to comply with them.

The rates quoted by me/us are valid and binding upon me for the entire validity period and it is certified that the rates quoted are minimum and rational as per existing market rate.

I/We give the rights to the competent authority of the Office of the Pr. Accountant General (Audit-II), West Bengal, Kolkata-700064 to forfeit the Earnest Money/Security Deposit submitted by me/us if any delay occur on my /agent's part or fail to abide by the provisions of the bidding document.

I/We hereby undertake to execute the work/supply order as per direction given in the tender document within stipulated period.

I/We understand that the competent authority reserves the right to reject any or all the quotations or accept them in part or to reject the lowest quotation without assigning any reasons.

I/We also understand that the competent authority reserves the right to terminate the contract during its tenure at any time without assigning any reasons.

Date:-

Place: -

(Signature of the Bidder)

Designation

(Office seal of the Bidder)

Terms and Conditions of the Bid

Minimum Eligibility Criteria:

- a) Bidder should be Original Equipment Manufacturers (OEMs)/Authorised dealer(s)/Business Partners/Reseller(s)/Authorized channel partners or "Domestic Manufacturer" as defined by DEITY. Authorisation Certificate of OEM for the brand quoted should be furnished.
- b) The Bidders should be registered with the Income Tax, Service Tax Department. Supporting documents viz. Copies of GST Registration, TIN/PAN Number, etc. shall be required to be submitted with the bid.
- c) Bidders should be in existence in **Supply of Laptops** for at least two (02) years. Copies of orders/Letters of major organizations/Government Departments with which the tenderer has dealt with/supplied such products during last two years shall be furnished by the tenderer/contractor.
- d) The Bidder should be a single legal entity/individual organization. Consortium shall not be allowed.
- e) The OEM /Bidder should have a clean track record, i.e., the OEM/ Bidder/its sister concern/ any group company should not have been black listed by any Govt. or Quasi- Govt. /Govt. Undertaking companies in India at any point of time. (Declaration in this regard to be submitted along with bid documents).
- f) Orders shall be placed as per requirements of the O/o the PAG (Audit-II), West Bengal. Quantity of the laptops may be increased/decreased as per requirements of the office.
- g) The Successful Bidder shall, as may be required by the purchaser, deliver at the places detailed in the supply order or at such places as the purchaser may indicate and install the laptop immediately after the delivery within the time schedule. The delivery will not be complete until and unless the ordered hardware are inspected and accepted by the purchaser as provided in the order.

Terms & Conditions:

1. This office does not bind itself to accept the lowest tender and reserves the right to reject any or all the tenders received without assigning any reason whatsoever. 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/vendor will result in rejection of their tenders. The competent authority also reserves the right to award contract to any successful bidder at its discretion and this will be binding on the bidders.
2. **Make, model, type & detailed specifications of required software/hardware should clearly be mentioned in the quotation. Other detail, such as warranty, delivery period and installation charges, if any & tax provision etc., if required, shall also be intimated.** The bid price of the items should be commensurate with the prevailing market rate for such items.
3. Bidder has to submit point by point compliance to the technical requirements and it should be included in the Bid. Any deviations from the specifications should be clearly brought out in the bid. Bidder to quote in **Indian Rupee** for entire package on a single responsibility basis for the goods and services it proposes to supply under the contract.
4. Purchaser reserves the right for providing preference to domestically manufactured electronic products in terms of the Department of Electronics and Information Technology (DeitY) Notification no. 33(3)/2013-IPHW dated 23.12.2013, Notification No: 8(78)/20 I 0-I PIHW dated 10th February 2012, File No: 33(7)/2015-IPHW dated November 16, 2015 read with relevant Notification and Guidelines issued thereunder.

A copy of the aforesaid Notifications/Guidelines can be downloaded from MeitY website i.e. URL <http://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.**

The percentage of domestic value addition must be mentioned separately in Technical Bid to prove eligibility and avail any applicable preference at the time of placing of purchase orders. Bidders who do not provide the undertaking shall not be considered for receiving this preference. The empanelment of bidders quoting false information will be cancelled and the EMD will be forfeited. Additionally, furnishing of false information on this account shall also attract penal provisions as per guidelines/notifications. Bidders should provide an undertaking which gives details address of factory including address and phone. These may be verified by O/o the AG (E&RSA), West Bengal at any point of time.

5. Each paper of the bidding document should be signed and stamped by the bidder or by his authorised signatory and kept along with the bids in the same envelope.

6. **Bid Security**: An Earnest Money Deposit (EMD) at the rate of 2 per cent of quoted rate in the form of Demand Draft on any scheduled Bank in Kolkata drawn in favour of **Pay & Accounts Officer, Office of the Pr. Accountant General (A & E), West Bengal, Kolkata**, payable at Kolkata must accompany the bid documents/quotation. **The bidders whose bids are without Earnest Money shall be summarily rejected, except registered vendors with CPO, NSIC etc. as mentioned above.**

7. Bidders shall not be permitted to withdraw their offer or modify the terms & conditions of the bidding documents. In case, the bidder fails to observe and comply with the stipulations made herein or backs out after quoting the rates, or imposes any additional conditions, the aforesaid EMD **shall be forfeited**.

8. The validity of the quoted rate(s) should be **90 days** from the date of closing of quotation.

9. The EMD received from other unsuccessful bidders will be refunded/ returned without interest on demand within 30 days after awarding the contract to the successful bidder. The EMD(s) so received from the unsuccessful bidders, if not claimed within the said period of 30 days, the determination of the subsequent date (s)/period for refunding/returning EMDs will be at the discretion of the Sr. Deputy Accountant General (AMG-I) and the date(s)/period of the same will be responded to the unsuccessful bidders immediately. The EMD of successful bidder will be returned after submission of Performance Security.

10. **Performance security**: The successful bidder shall have to submit Performance security, an amount equal to **5% (five percent)** of total contract value in the form of Fixed Deposit Receipt or Bank Guarantee from any bank **within 10 days** from the receipt of supply order. Performance Security should remain valid for a period of **sixty more days beyond the date of completion of all contractual obligations of the supplier including warranty obligation**.

12. **Forfeiture of Performance Security**: The Bank Guarantee/Fixed Deposit Receipt shall be forfeited in the event of any breach or negligence or non-observance of any terms & conditions of the tender or for unsatisfactory performance during the currency of the warranty/support period. In this connection, decision of the Competent Authority of the Office of the Pr. Accountant General (Audit-II), West Bengal shall be final and binding on the tenderers.

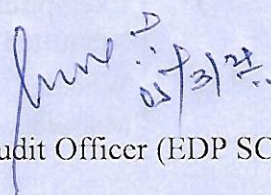
13. All technical queries/complaints, which may be indefinite, shall be attended immediately during entire warranty/support period.

14. In case of failure to comply with the provisions of the terms and conditions by the successful bidder awarded the contract, the Competent Authority reserves the right to award the contract to the next eligible bidder or any other outside agency and the difference of price shall be recovered from the defaulter agency who had been awarded the initial supply order and this will be binding on the bidders.

15. **Post sales Service:** The OEM or Dealer/Distributor of OEM should have full-fledged servicing centre located in Kolkata and **should provide onsite guarantee/warranty repair/replacement.** The post sales service details during the warranty period, i.e., name & address of the service provider, with supporting documents etc. should also be provided.

16. **Terms of Payment:** Through E-payment 100% after delivery, verification and successful installation of all items at stipulated locations and furnishing of Performance Security mentioned at **SI. No. 10.** The Bidder must submit bank mandate form (**Annexure-IV**) for facilitating e-payment.

17. All disputes and differences arising out or in connection with this tender/contract shall be subject to the exclusive jurisdiction of courts at Kolkata.

  
Sr. Audit Officer (EDP SC)

Check list of Bid Documents**A. Details of Bidder**

1)	Name of the Bidder	
2)	Full Postal Address	
3)	Telephone Nos./ Mobile Nos./Fax Nos.	
4)	Bidding submitted for the Brand (Please specify) (Attach Copy of Authority/Dealership Certificate etc.)	
5)	E-mail id	
6)	PAN No. (copy should be attached)	
7)	GST Registration No. (Copy should be attached)	
8)	02 years' experience in similar nature of supply (copies should be attached)	
9)	Self-declaration for non-black list	
10)	EMD details	
11)	Exemption of EMD details, if EMD not submitted	
12)	Whether applying under "Domestically Manufacturer Electronic Products Clause?	YES/NO (If yes, please furnish <b>Annexure-V</b> in prescribed format)

**B. Specification of Laptops:**

Item	Quantity	Required Specification Details		Specification of the Quoted Laptop
Laptop	08	Processor	Intel Core i5 - 10210U with UHD Graphics, 1.6 GHz base frequency, upto 4.2 GHz with Turbo Boost technology, 6 MB L3 cache, 4 cores Or AMD Ryzen 5 4500U (6 Core, base 2.3 GHz, max boost clock 4 GHz) Or higher configuration	
		Processor Generation	10 or higher	
		Operating System (Factory preloaded)	Windows 10 Professional	
		Memory (RAM)	8 GB (extendable up to 16 GB using minimum dual DIMM slots)	
		DIMM Slots	02	
		SSD/HDD	500 GB or higher (if HDD, SATA HDD)	
		Display	14" or above (Non-touch)	

Item	Quantity	Required Specification Details		Specification of the Quoted Laptop
		Wireless Connectivity	Yes	
		Blue tooth connectivity	Yes	
		Webcam	Yes (HID and integrated with display)	
		Form Factor	Standard	
		Internal Speaker	Yes (Dual)	
		Carry Bag	Yes	
		Laptop Warranty	As per OEM	
		Battery Warranty	6 month or above	

**C. Financial Bid:**

Name of the item	Make/ Model	Quantity	Unit Rate without GST (in ₹)	Total Amount without GST (in ₹)	GST Rate	Total Amount of GST (in ₹)	Total Cost with GST (in ₹)

Date:-

Place:-

(Signature of the Bidder)

Designation

(Office seal of the Bidder)

MANDATE FORM

ELECTRONIC CLEARING SERVICE (CREDIT CLEARING)/REAL TIME GROSS SETTLEMENT (RTGS) FACILITY FOR RECEIVING PAYMENTS

DETAIL OF ACCOUNT HOLDER:-

NAME OF ACCOUNTANT HOLDER	
COMPLETE CONT ACT ADDRESS	
TELEPHONE NUMBER/FAX/E-MAIL	

BANK ACCOUNT DETAILS:-

BANK NAME	
BRANCH NAME WITH COMPLETE ADDRESS, TELEPHONE NUMBER AND E-MAIL	
WHETHER THE BRANCH IS COMPUTERISED?	
WHETHER THE BRANCH IS RTGS ENABLED?	
IF YES, THEN WHAT IS THE BRANCH'S IFSC CODE?	
IS THE BRANCH ALSO NEFT ENABLED?	
TYPE OF BA K ACCOUNT (SB/CURRENT/CASH CREDIT)	
COMPLETE BANK ACCOUNT NUMBER (LATEST)	
MICR CODE OF BANK	

DATE OF EFFECT:-

I hereby declare that the particulars given above are correct and complete. If the transaction is delayed or not effected at all of reasons of incomplete or incorrect information I would not hold the user institution responsible. I have read the option invitation letter and agree to discharge responsibility expected of me as a participant under the Scheme.

(-----)

Signature of Customer

Date:

Certified that the particulars furnished above are correct as per our records.

(Bank's Stamp)

Date:

Signature of Bank Official



Proforma for Domestic Value Addition

Item No.	Item Description	Manufacturer/ Supplier	Country of origin	Value	Domestic Value Addition

**Copy forwarded for display in the Notice Board to:-**

1. Sr. Accounts Officer (Record), O/o the Pr. Accountant General (A & E), West Bengal, Treasury Buildings, Kolkata- 700001
2. Sr. Audit Officer (Record), O/o the Pr. Accountant General (Audit-I), West Bengal, Treasury Buildings, Kolkata- 700001
3. Sr. Audit Officer (Record), O/o the Director General of Audit (Central), G.I. Press Buildings, Kolkata- 700001
4. Sr. Audit Officer (Record), O/o the Pr. Director of Commercial Audit and Ex-officio Member, Audit Board-I, 1, Council House Street, Kolkata- 700001
5. Sr. Audit Officer (Record), O/o the Pr. Director of Commercial Audit and (Ex-officio Member, Audit Board-II, 234/4, A.J.C. Road, Kolkata- 700020
6. Notice Board (Local)