



कार्यालय महालेखाकार (लेखापरीक्षा-II)
तमिलनाडु एवं पुदुचेरी

OFFICE OF THE ACCOUNTANT GENERAL (AUDIT-II)
TAMILNADU & PUDUCHERRY

No.AG(Audit-II) TN&PY/ISTC/2021-22/266

Dated 21.01.2022

Sub: Inviting tenders for supply and installation of one Laptop.

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

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. 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/firm shall, as may be required, deliver the hardware within two weeks from the date of placement of purchase order at the place detailed in the purchase order or at such place as is indicated. 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.
4. 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 three 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., Sr.DAG/ISTC, placing the order, whether the

delay in commissioning has taken place on account of reasons attributed to the Tenderer/firm shall be final.

5. 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. After successful installation and furnishing of installation report the balance thirty percent (30%) will be paid. Charges in the bills shall always be entered at the agreed price/cost/rates.
6. 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. 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.
7. All technical queries/complaints, which may be indefinite, shall be attended immediately during entire warranty/support period.
8. Necessary training, which may be one time or in different segments, depends upon necessity and situation to the users shall be arranged by the tenderer/firm at free of cost. 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.
9. If it appears that the machine supplied is 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.
10. 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.

11. 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.
12. 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.
13. 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.
14. 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 one Laptop**" and addressed to **Senior 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 03.02.2022, 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 of 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.



Sr. Deputy Accountant General/ISTC

Specifications:

	Minimum Specifications
Processor	Intel Core i5 processor or above
RAM Size	16 GB or more
Hard Disk Drive	512GB SSD minimum
Operating System	Windows 10 Professional / Windows 11 professional
Processor type	Intel 11 th Generation
Graphics Card Description	Intel® Iris® Xe Graphics
Wi-fi Connectivity	Yes
Bluetooth	Yes
Webcam	HD or Better
Carry Case	Included
On Site OEM Warranty	3 years
Weight	Around 1 kg


Data Manager/ISTC