



कार्यालय महालेखाकर (लेखापरीक्षा) मेघालय, शिलांग - 793001

OFFICE OF THE ACCOUNTANT GENERAL (AUDIT),
MEGHALAYA, SHILLONG : 793001.

FAX : 0364 – 2223494/ E.Mail agauMeghalaya@cag.gov.in

No. EDP/1-29/MC/2021-22/18

Dated: 03 /08/2021

LIMITED TENDER DOCUMENT

FOR

SUPPLY OF LAPTOPS

TENDER ENQUIRY
LIMITED TENDER DOCUMENT FOR SUPPLY OF LAPTOPS

Cost of Tender Form: Nil

Earnest Money Deposit: **Declaration in the enclosed proforma.**

Sl. No.	Activity Scheduled	Date & Time
1.	Date of Commencement of Bid Document	<u>06th August 2021</u>
2.	End Date of Submission of Bid	<u>16th August 2021 upto 11 am.</u>
3.	Location of Tender Box	Assistant Audit Officer/EDP Cell, O/o the Accountant General (Audit), Meghalaya, Shillong

Office of the Accountant General (Audit), Meghalaya, Shillong, invites sealed tenders as a “Single Bid System” from reputable original equipment manufacturers/local authorized dealers/suppliers for supply and installation of Laptops as per the specification mentioned in Annexure-II.

Tender document along with detailed terms & conditions etc. can also be downloaded from the website <https://cag.gov.in/ag/meghalaya/en>

1. Preference will be given to domestically manufactured electronic products as per the policy prescribed in Notification No. 33(3)/2013-IPHW, Department of Electronics and Information technology dated 23.12.2013. Accordingly, the prospective bidders are advised to go through the guidelines and other relevant orders on the subject issued from time to time while furnishing the quotations. In compliance of the above policy, this office shall have to finalize the procurement on the basis of the fact whether the product is domestically made or having a minimum percentage of domestic value addition. Bidders shall have to indicate the domestic value addition in respect of each type of the product in the prescribed format as in **Annexure ‘I’**.
2. Dealers/OEMs who are capable of supplying the required computer hardware within 21 days

from the date of issue of the purchase order shall only furnish the quotations for the above items as per the standard specifications and suitable options detailed in the appendix to the tender document. A certificate of compliance of specifications as per Annexure 'II' should be furnished along with quote.

3. Eligibility of Bidders:

Minimum eligibility criteria of the Bidders are as under:-

- (i) Bidders shall preferably be of Shillong based except OEM.
- (ii) Bidders, if not OEM, should have authorization from manufacturers. Please enclose valid authorization letter alongwith quotation
- (iii) Bidders should not have been blacklisted by Department/Ministries of the Govt. of India or PSUs during last 3 years and continues to be so. A Declaration has to be submitted in the specified format as provided in Tender Document in Annexure-III.
- (iv) The brand/make of laptops being supplied shall have service support i.e. Service Centre/Franchise/OEM service Centre in Shillong. The bidder must give the relevant details along with the bid.

4. Tender documents:

The tender document consisting of terms and conditions of the tender, detailed configuration and annexure mentioned therein can be downloaded under the section" Tenders" from composite web site of this office i.e <https://cag.gov.in/ag/meghalaya/en>. Bidders are requested to go through the terms and conditions contained in the bid documents. There is no fee for Tender Document. All pages of tender document along with Terms and Conditions should be signed and submitted, failing which bidder will be declared UNFIT.

5. Terms and conditions for submission of bids:

The bidders are required to submit their bid enclosing therewith photocopies of the following documents, failing which their bids will be summarily rejected and will not be considered any further.

- (i) Copy of GST Registration Certificate.
- (ii) Copy of PAN Card.
- (iii) Copy of authorization from manufacturer for supply, installation and warranty support in case the firm is not an Original Equipment Manufacturer (OEM) of the item (Annexure- IV).
- (iv) Declaration regarding blacklisting or otherwise (Annexure-III).
- (v) The rate/prices, all inclusive, should be quoted in Indian Rupees only both in words and figures.
- (vi) In case of decrease in prices after the supply order and before the delivery, the benefit shall be passed on to the O/o the Accountant General (Audit), Meghalaya, Shillong, No

claim for compensation or loss due to fluctuations in currency rates or any other reasons/ causes shall be entertained.

- (vii) Price quoted shall be final and all inclusive, which include free delivery of goods at O/o the Accountant General (Audit), Meghalaya, Shillong. No extra fees, cesses etc. will be paid by this office.
- (viii) The firm shall furnishing original documents to verify the authenticity of the documents as and when instructed by the competent authority.

6. Earnest Money Deposit (EMD)

A Bid securing declaration is to be submitted as in the proforma at Annexure-V.

7. Submission of Bids:

- (i) The bid shall be typed or printed in English only. All pages of the bid document shall be numbered consecutively and shall be signed by the bidder as proof of having read the contents therein and in acceptance thereof.
- (ii) Bid shall be submitted in sealed envelope (Please note that the price should not be indicated over the envelope). The envelope must be superscripted "Tender for supply of Laptops" and shall be addressed to Dy. Accountant General (Admn), O/o the Accountant General (Audit), Meghalaya, Shillong -793001. The Tender must reach on or before **16.08.2021 upto 11.00 AM.** Bids may be deposited/ dropped in the Tender Box or submitted by post. This office will not be responsible for postal delay. No other method/means of submission of bid except as stated above shall be acceptable.
- (iii) Incomplete and conditional tender will be rejected.
- (iv) All the envelopes shall indicate the name and address of the bidder to enable the bid to be returned, if required.

8. Opening of Bids:

Envelope containing bids will be opened by the authorized committee on **17.08.2021 at 3.00 PM** in the presence of the bidders or their representatives duly authorized by them. The representatives are required to bring photo identity cards issued by the firm/employer and also a copy of the authorization as given in **Annexure-VII**. The committee will examine/evaluate the bids to determine whether they fulfill the eligibility criteria and have submitted the requisite documents and follow the terms and conditions specified in the tender documents. The bidders name, documents submitted/not submitted and such other details shall be announced by the authorized committee at the time of bid opening. The bids will be examined by the Committee, which may call for clarifications/additional information from the vendors, which must be furnished to the Committee in the time stipulated by the Committee.

The successful bidders would be intimated through email/by uploading onto office's website **<https://cag.gov.in/ag/meghalaya/en>** under the section "Tender" only summary of prices quoted

by the bidders will be read out.

9. Validity of Bid period.

Bid shall be valid for a period of 60 days from the date of opening of Bid. "No price escalation on any ground whatsoever will be entertained during the period of validity of the rate.

10. Supply, Commissioning/installation, Payment and Penalty:

- i. The items shall be delivered of the Office of the Accountant General (Audit), Meghalaya, Shillong within 21 days from the date of Purchase Order. No Octroi, freight, insurance, etc shall be paid.
- ii. If the firm/supplier fails to deliver the store/items or any consignment thereof, within the period prescribed for delivery, the office of the Accountant General (Audit), Meghalaya, Shillong shall be entitled to recover an amount of (a) 5 % of purchase value in case of delivery between 21 to 30 days from the date of purchase/supply order, (b) 10% of purchase value in case of delivery between 41 to 50 days and (c) 25% of purchase value in case of delivery between 41 to 50 days and (d) 50% of the purchase value in case of delivery after 50 days).
- iii. Commissioning/ Installation shall be made by the firm within 05 days from the date of delivery, failing which the penalty at above mentioned rate will be imposed.
- iv. Invoice, in triplicate, giving details of GST Registration Nos. etc. may be submitted to this office for settlement.
- v. Payment would be processed after satisfaction of this office that supply of hardware match the specification ordered for.
- vi. No advance payment will be made in any case. No interest charges will be paid in case of delay in payment under any circumstances.

11. Warranty and maintenance:

The bidder shall provide comprehensive onsite warranty of Laptops as per OEM warranty. The period of comprehensive onsite warranty will start from the date of installation of items but not later than 30 days from the date of supply of items to the office of the Accountant General (Audit), Meghalaya, Shillong.

12. GENERAL TERMS & CONDITIONS OF THE TENDER:

- i. Quantity of items given in the tender is approximate, which may likely vary.
- ii. The tender document is not transferable.
- iii. Accountant General (Audit), Meghalaya, Shillong, also reserves the right to place the order in installment.

13. Clarification:

In case bidder requires any clarification regarding the tender documents, they are advised to

submit their queries to Deputy Accountant General (Admn), Office of the Accountant General (Audit), Meghalaya, Shillong, through e-mail agauMeghalaya@cag.gov.in on or before **13.08.2021, 5 PM**. No irrelevant queries will be entertained.

The competent authority of the Accountant General (Audit), Meghalaya, Shillong reserves the right to accept or reject all bids including the lowest at any time prior to award of purchase order without assigning any reason. The competent authority also reserves the right to amend or withdraw any of the terms and conditions contained in the tender document or to reject any or all the tenders in whole or in part without giving any notice or assigning any reason.



**Sr. Audit Officer/EDP Cell
O/o the Accountant General (Audit)
Meghalaya, Shillong.**

ANNEXURE -I

Format for Domestic Value Addition in terms of Guidelines issued for procurement of notified electronic products in Government procurement.

Item No.	Item Description	Manufacturer/Supplier	Country of Origin	Value	Domestic Value Addition in
1.	Laptop Computers				

Place:

Date:

Signature of the Authorized Dealer with Office Seal

ANNEXURE-II

CERTIFICATE OF COMPLIANCE OF SPECIFICATIONS

Quantity Required= 08

Product Specification	Permitted Value/range	Please specify (YES/NO)	If No, deviations to be specified
Processor Description	Intel core i5,10 th Generation or Higher, AMD Ryzen 5 latest Series		
HDD Type	SDD/SATA		
Total HDD Capacity (GB)	Any value preferred minimum 256 GB SSD		
Operating System (Factory Preloaded)	Windows 10 P		
RAM Size (GB)	Minimum 8 GB Preferred 16 GB		
Display	14" or above		

Place:

Date:

Signature of the Authorized Dealer with Office Seal

ANNEXURE III-DECLARATION FOR ELIGIBILITY

From

To

**The Deputy Accountant General (Admn)
O/o the Accountant General (Audit)
Meghalaya, Shillong.**

Sir,

I/We have read and understood the contents of the Tender No. _____
dated _____ and agree to abide by the terms and conditions of this Tender Document.

I/We hereby declare that neither firm nor any of the Proprietor/Partner/Director of the firm have
ever been black listed/suspended for business by any Department of Government of India/Public
Undertaking.

Yours faithfully,

Signature of the Authorized Dealer with Office Seal

ANNEXURE-IV

This letter of authority should be on the letterhead of the manufacturer and should be signed by legal head or HR Head or CS of OEM. This may be enclosed with the bid. Any modification done to the above format will not be acceptable.

To

Sub: OEM's Authorized Partners for this Tender.

Sir,

I/We _____ (Bidder/OEM) having my/our registered office (address of the OEM) am/are an established manufacturer of (name of quoted items). I/we _____ (name of bidder/OEM) solely authorize _____ (Name of the bidders/OEM's authorized partner) to supply, install and provide warranty support on our quoted product for above mentioned tender. I/we have established that above authorized partners meet all tender eligibility conditions defined for OEM's authorized partners that they will supply, install and provide warranty support for this tender on behalf of us.

Our full support is extended in all respects for supply, onsite warranty and maintenance of our products.

I/ve also undertake that in case of default in execution of this tender by the any of authorized partners viz _____ (name of the authorized partners), the _____ (Bidders/OEM) shall take all liabilities and responsibilities and necessary steps for successful execution of maintenance/service support.

For _____ (name of) Bidder/OEM

(Authorized signatory)

Name & Designation

Annexure –V: BID SECURITY DECLARATION

I am/we are aware that if due to any circumstances. I/we withdraw or modify Bid during the period of validity, or fail to sign the contract then I/we may be suspended for a period of 3 years to submit Bids for contracts with Office of the Accountant General (Audit), Meghalaya, Shillong.

**Signature of the bidder/
Authorized signatory of the firm with seal**

Annexure –V: BID SECURITY DECLARATION

From

To

**The Deputy Accountant (Admn)
Office of the Accountant General (Audit)
Meghalaya, Shillong -793001**

I/we declare that I/we have gone through and shall abide by the term and conditions detailed in the tender document for supply of computer hardware required by your office. The rates are quoted as under.

Sl.No.	Description	Make/Model	Brief Configuration	Rate per unit including all taxes and duties	Qty	Total amount Rs.,(Both in Figures and words.)
					08.	

Yours faithfully,

Signature and seal of the firm/vendor.

ANNEXURE VII

LETTER OF AUTHORIZATION FOR ATTENDING THE BID OPENING

Sub: Authorization for attending the technical bid opening on _____ and financial bid on _____ for procurement of Laptops.

The under mentioned person is hereby authorized to attend the bid opening for the tender mentioned above on behalf of M/s _____ (name of the bidder).

Name

Specimen signature.

Alternative representative

Name

Specimen signature

ANNEXURE VIII

**BID FOR SUPPLY OF LAPTOP TO THE OFFICE OF THE ACCOUNTANT GENERAL
(AUDIT), MEGHALAYA, SHILLONG.**

Sl. No.	Description	Details	Pg. No. of the document.
1.	Name and address of firm		
2.	GST Registration Certificate		
3.	PAN Card		
4.	Format for Domestic Value Addition in terms of Guidelines issued for procurement of notified electronic products in Government procurement (Annexure I)		
5.	Certificate of compliance of specifications (Annexure-II)		
6.	Declaration regarding blacklisting from supplies (Annexure-III)		
7.	Copy of certificate of authorized distributor/dealership of OEM for the products to be supplied (Annexure-IV)		
8.	Bids Security Declaration (Annexure V)		
9.	Schedule of rates (Annexure VI)		
10.	Name and Specimen Signature of the authorized signatory (Annexure VII)		
11.	Telephone Numbers, FAX Nos. , e-mail and website details of the firm and minimum 2 persons of important role in the firm/organization.		

Certified that the above information is correct to the best of my/our knowledge.

Place:

Date:

Yours faithfully,

Signature of the Authorized Dealer with office seal.