

Our Ref : WRO/Admn/2:5:6(Laptop)

11/03/2015

Subject : Limited Tender enquiry for supply of laptops.

Dear Sir,

Sealed Bids, under two bid systems (Technical Bid & financial Bid) are invited by Bureau of Indian Standards, E-9, MIDC, Road No.8, Andheri (E), Mumbai 400 093 for supply of laptops of reputed brands of Sony, HP, DELL and Lenova with preloaded operating systems as per the specification given at Annex-III. The total requirement is for 8 (eight) i5 laptops which may increase or decrease.

Interested firms willing to supply the laptops of reputed brand of Sony, HP, DELL and Lenova may send their rates in a sealed cover super scribing the envelope "Quotation for supply of Laptops" (containing separate Technical bid cover and Financial bid cover) addressed to the OIC (Admn. & Fin.), Bureau of Indian Standards, E-9, Road No.8, Andheri (E), Mumbai 400 093, latest by 1030 hrs. 25th March 2015 (Wednesday). Technical bids will be opened on the same day at 1100hrs. in Conference Room of this office in the presence of interested bidders or their authorized representatives. Duly completed tender document may be dropped in the tender box in Reception of this office.

An earnest money deposit (EMD) of the amount of Rs. 15000/-(Rupees Fifteen Thousand Only) in the form of bank draft in favour of 'Bureau of Indian Standards, Mumbai' may be submitted along with the quotation. The earnest money will be refunded to the unsuccessful bidders after finalization of the contract.

The eligibility criteria, terms & conditions and proforma for financial bid are enclosed as Annexure I,II, III, IV & V.

Yours faithfully

OIC (Admn & Fin.)

ANNEXURE - I

Contents of Bid document

The bid envelopes shall contain the following:

1. Envelope no.1 (Technical Bid) should contain all technical details along with commercial terms and conditions such as:

- a) The EMD of Rs. 15000/- (Rs. Fifteen thousand only) in the form of Demand draft.
- b) The Bidder should provide the client list along with respective addresses and phone no.
- c) Specification of laptop as per Annexure III.
- d) Attested copy of the valid registration document of the firm.
- e) Declaration along with attached documents shall be enclosed as mentioned in Annexure -V

2. Envelope no. 2 (Financial Bid) shall contain rate (Price bid) for supplying Laptop as per Annexure -IV duly filled in and signed by the bidder at prescribed places of the bid.

Both the envelopes should be sealed and highlighted in bold letters as mentioned below:

Envelope-1: TECHNICAL BID FOR SUPPLY OF LAPTOPS .

Envelope-2: FINANCIAL BID FOR SUPPLY OF LAPTOPS.

The financial Bid should be written both in words and figures at appropriate place.

Finally the above mentioned two envelopes should be enclosed in one bigger envelope highlighted as 'QUOTATION FOR SUPPLY OF LAPTOPS'. While opening the tenders, the envelopes containing technical bid shall be opened first and acceptance of the tender according to the specified clause will be ascertained. The technical bid should contain only technical details along with the particulars required in the tender document and should not contain any commercial terms and conditions other than mentioned by BIS. The financial bid should not contain anything other than as specified in Annexure – IV Financial bid of only those bidders shall be opened which are found technically acceptable for further evaluation and ranking before awarding the contract.

NOTE: TENDERS SUBMITTED WITHOUT ABOVE TWO BID SYSTEM PROCEDURE WILL BE SUMMARILY REJECTED.

The Bureau reserves the right to reject any or all bids received without assigning any reason.

ANNEXURE –II

ELIGIBILITY CRITERIA AND TERMS AND CONDITIONS

1. Sealed quotations in Two Bid system (Technical Bid & Financial Bid) are invited by the Bureau of Indian Standards, E-9, MIDC, Road No.8, Andheri (E), Mumbai 400 093 for supply of “Laptops” of reputed brands of Sony, HP, DELL, and Lenova with preloaded original operating system as per the specification given at Annex-III. The total demand is for 8 Nos. of laptops which may increase or decrease as per our requirement.
2. Quotations in a sealed cover super scribed “Quotations for the supply of laptops“ may be sent to OIC (Admn. & Fin.) latest by 1030 hrs on 25 March 2015. Technical bids will be opened on the same day at 1100 hrs in Conference Room of this office in the presence of bidders/tenderers or their duly authorized representatives. All quotations shall remain open for acceptance for a period for 90 days from the date of opening of quotations. Incomplete quotations shall be liable to be rejected.
3. The tenderers are required to send their quotation alongwith Demand Draft of Rs.15000/- drawn in favour of “Bureau of Indian Standards” payable at Mumbai as Earnest Money which will be refunded to the unsuccessful tenderers on their written request. Name of the firm and telephone number may be written on the reverse of the Demand Draft. If the successful tenderer fails to supply the goods within the stipulated period as per the requirement of the BIS, his earnest money will be forfeited.
4. Warranty term : All laptops will be covered by onsite warranty for a period of 3 years comprehensive from the date of installation/commissioning.
5. The payment is normally made within 30 days from the date of submission of the bill after fully supply is received and accepted as per approved sample/specification.
6. The delivery of the above items is required within 15 days of issue of the supply order. In case of default, for non supply of goods within stipulated period, a penalty of up to 5 % of the value of the order can be imposed. The delivery of the material will be made at our MIDC, Andheri (E), Mumbai-93 office. The laptop shall be issued to concerned Departments/Sections at BIS, Andheri Office and the same shall be installed by the supplier/vendor.
7. The rates shall be quoted in the format given at Annex-IV of the tender enquiry. The rates quoted shall include all charges, such as, packing and forwarding, freight insurance, octroi, etc.
8. Alongwith the quotation, the firm/supplier/vendor will have to submit a copy of the certificate/letter of authorized dealer/partner issued by the OEM.

9. Firm/supplier/vendor have to submit the proof of documents for supplying the laptops/desktops to the Govt./semi govt./Reputed Pvt. Organizations.
10. The quotations will be submitted only by the supplier/vendor/firms having their office in the Mumbai Metropolitan Region.
11. The laptop shall be received subject to approval on inspection. In case of laptop supplied found to be of inferior quality or not according to the specification quoted in the tender enquiry, BIS has the right to reject the goods.
12. The decision of the inspecting officer shall be binding. Rejected items shall be removed by the supplier at his own cost and risk, within 10 days of issue of notice for the removal of such goods and no liability whatsoever, on the Bureau shall be attached for the rejected/disapproved goods items/stores.
13. The Bureau reserves the right of accepting the whole or any part of the quotation(s) or portion of the quantity offered and successful tenderer shall supply the same at the rate quoted.
14. The Bureau reserve the right to accept or reject summarily any or all quotations in whole or in part without assigning any reason whatsoever.
15. The Bureau takes no responsibility for delay, loss or non-receipt of quotation(s) after dispatch.
16. In case of any dispute of differences, the same shall be settled by reference to arbitration by a sole arbitrator to be appointed by the Deputy Director General (Western Regional Office, Mumbai). The provisions of Arbitration and Conciliation Act, 1996 shall be applicable.
17. In case of any dispute arising out of the business or interpretation of any clause of the document, the Court at Mumbai alone shall have the jurisdiction to try and decide.
18. Photocopy of vat (Value Added Tax) registration certificate (self attested), Pan No.(self attested) will be submitted alongwith the quotation.
19. If the tender opening date falls on Saturday, Sunday or Gazetted Holiday the tender will open on next working day.
20. Application not accompanied by requisite value DD/Banker Cheque towards earnest money shall not be considered for issue of tender.
21. The quoted rates shall be valid for 90 days from the date of opening of the quotation. No escalation in price would be permitted on any ground.

22. The quantity of supply order may increase or decrease.
23. Quotation send through fax or e-mail will not be considered.
24. Each page of the tender documents is required to be signed by the person or persons submitting the tender in token of his/their having acquainted himself/themselves with the General Conditions of the tender enquiry. Any quotation received with any of the documents not so signed will be rejected. Tenderers are required to submit their rates in Annexure-IV of the tender document.
25. The quotation submitted on behalf of a firm shall be signed by all the partners of the firm or by a partner who has the necessary authority on behalf of the firm.
26. All erasures and alterations made while filling the quotation must be attested by initials of the tenderer overwriting of figures is not permitted, failure to comply with either of these conditions will liable the quotation void. No advice of any change in rule or conditions after the opening of the tender will be entertained.
27. The tenderer meeting the minimum eligibility criteria with the lowest bid price shall be deemed as the successful bidder L-1.
28. This notice can also be seen at our web-site www.bis.org.in

OIC (Admn & Fin.)

Detailed specification of Laptop

SN O.	ITEM	SPECIFICATION	Complied Yes/No	OFFERED SPECIFICATION
1	Brand	Sony/HP/Dell/Lenovo		
2	Processor	Intel Core i5(4 th Generation minimum)		
3	Chipset & Motherboard	Intel 6 series or higher chipset on OEM Mother board		
4	Memory	4GB DDR3- RAM expandable up to 8 GB		
5	HDD	500 GB 5400 rpm (Min.) SATA		
6	Display	15.6“(39.62 cm) or above with HD bright view LED backlight screen		
7	Resolution	1366 x 768 pixels resolution or higher		
8	Video Controller	Integrated Intel HD Graphics		
9	Wireless Connectivity	Integrated wireless Intel 802.11 b/g/n, Integrated bluetooth		
10	DVD Writer Speaker	Integrated DVD writer 8x and Integrated stereo		
11	Key Board	Keyboard with touchpad		
12	Expansion Port Headphone	3USB, 10/100/1000 Ethernet card, RGB or S-Video or VGA/HDMI, 3 in One card reader, Microphone, stereo and other standard features		
13	Operating system	Pre-installed Microsoft Windows v 8.0 operating system or above.		
14	Power Supply	230V,50 Hz AC Supply with rechargeable battery pack comprising of Li-ion battery suitable for appx. 4 hours operation complete		
15	Carry case	To be provided		
16	On site warranty	3 years comprehensive		
17	Weight	Less than 2.5 kg (with DVD writer)		

ANNEXURE-IV

Item No.	Name of the Items	Brand	Net Rate per unit	Tax(VAT/CST/ST)	Any other Tax/other charges	Total price per unit (4 + 5+6)	No. of units	Total price in (Rs)
1	2	3	4	5	6	7	8	9
1	i5 Laptop							

Total amount in words: _____

It is certified that the agency is not black listed by any Government/Deptt. nor any criminal case registered/pending against the agency/firm or its owner/partners anywhere in India. Further it is certified that I/we have read and understood the terms and conditions on the Tender Notice.

I/We give an undertaking and give unconditional and unequivocal acceptance of all terms and conditions of the tender and agreed to abide by these terms and conditions.

Name/Signature of the Proprietor/Partner
Seal of the Firm/Agency

PARTICULARS TO BE FURNISHED BY THE AGENCY

1. Name of the Agency :
2. Address of the Agency :
3. Name of the Proprietor of the Agency :
4. Telephone No. of the Agency & Proprietor :
5. PAN, TIN Number of the Agency :
(Enclose self attested copy)
6. VAT/Service Tax Registration No. :
(Enclose self attested copy)
7. EMD Draft Number/Date & Name of the Bank :
8. Whether each page of tender enquiry has been signed : Yes / No
9. Whether OEM authorization certificate is attached : Yes / No

This is to certify that the above facts are true, complete and correct to the best of my/our knowledge and belief. It is also certified that the Agency is not black listed by any Government/ Department and nor any criminal case is registered/pending against the Agency/Firm or its owner/partners anywhere in India. Further, it is certified that I/We have read and understood the terms and conditions of the Tender Notice.

I/We give an undertaking and give our unconditional and unequivocal acceptance of all terms and conditions of the tender and agree to abide by these terms and conditions.

Name and Signature of the Proprietor/Partner

Seal of the Firm/Agency

Dated :

Place :