



भारतीय लेखा परीक्षा और लेखा विभाग
INDIAN AUDIT AND ACCOUNTS DEPARTMENT
महानिदेशक लेखापरीक्षा का कार्यालय
OFFICE OF THE DIRECTOR GENERAL OF AUDIT
पूर्व रेलवे, कोलकाता
EASTERN RAILWAY. KOLKATA



No. *EDP/Purchase/2018/*
Dated: *August 2019*

NOTICE INVITING TENDER

Office of the *Director General of Audit, Eastern Railway*, 14, Strand Road (5th Floor), Kolkata – 700001 invites sealed quotations through limited tender enquiry in the given format from Original Equipment Manufacturer(s) or their Authorised representative(s) / Authorised Dealer(s) / Authorised Channel Partner(s) / Authorised Supplier(s) or Domestic Manufacturer(s) as defined by MEITY for the supply, installation and maintenance of Laptop Computers as per following Specifications:

Interested parties/firms may submit their quotations duly completed and signed in sealed cover and superscripted as “**QUOTATIONS FOR SUPPLY OF LAPTOP**” addressed to the *Director (Administration), Office of the Director General of Audit, Eastern Railway, 14 Strand Road (5th Floor), Kolkata – 700001*, and send by post/hand so as to reach latest by 06/09/2019 at **15.00 Hours**. The quotations will be opened at **15.30 Hours** on the same day. Authorized representative of the participating firms may be present at the time of opening of quotation.

Instruction to Bidder and Terms & Condition governing the Tender Notice are listed below: -

1. MINIMUM ELIGIBILITY CRITERIA: -

- a** Bidder should be Original Equipment Manufacturer(s) or their Authorised representative(s) / Authorised Dealer(s) / Authorised Channel Partner(s) / Authorised Supplier(s) or Domestic Manufacturer(s) as defined by MEITY.
- b** The bidder should be registered with the Income Tax, Goods and Services Tax and other concerned Department and copies of PAN / TIN Number, GST etc. must be submitted with bid documents.
- c** The firm must have previous experience of **minimum three years** in sales and services of such items in the offices and organizations of the Central Government / State Government and also in public sector undertakings of the Government of India / State Government and Autonomous Bodies

2. **VALIDITY:** The period of validity of the quoted rate should be for a minimum period of 90 days from the date of closing of quotation.
3. **WARRANTY:** The minimum warranty for Laptop would be 3 (three) years. The Original Equipment Manufacturer(s) or their Authorised representative(s) / Authorised Dealer(s) / Authorised Channel Partner(s) / Authorised Supplier(s) or Domestic Manufacturer(s) as defined by MEITY should have full-fledged servicing centre located in **Kolkata**, with onsite guarantee/warranty and covered by a free replacement condition, if found defective, at the time of actual use of such items by the user during the period of warranty, if any. For other items warranty period will be 1 year or warranty offered by the OEM whichever is higher.
4. **Delivery:** Delivery address and schedule is given below: -
5. **Delivery:** Within 2 weeks from the date of placement of Supply Order
6. **Delivery Address:** Office of the Director General of Audit, Eastern Railway, 14 Strand Road, New K. G. Building (5th Floor), Kolkata – 700001
7. **Payment:** 100% after delivery, installation and successful commissioning of items.
8. Bid price should be inclusive of all taxes, GST, levies, delivery charges etc.
9. In case of failure to comply with the provisions of the terms and conditions mentioned, by the successful bidder that has been 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 difference of price shall be recovered from the defaulter agency who has been awarded the initial supply order and this will be binding on the bidders.
10. A copy of terms and condition duly signed by the bidder in token of having understood and agreed to the same may be attached along with the bid documents.
11. Conditional quotation will not be accepted.
12. Domestically manufactured products will be given first priority as per orders received from Government of India.
13. The **Director General of Audit**, Eastern Railway, Kolkata **reserves all rights** to reject any bids including of those bidders who fail to comply with instruction, without assigning any reason whatsoever and also does not bind itself to accept the LOWEST or any specific bids.
14. **Late Bids:** Any bid received by this office after the deadline for submission of bids prescribed by this office, shall be rejected and returned unopened to the bidder.
15. All disputes and differences arising out or in connection with this tender/contract shall be subject to the exclusive jurisdiction of courts at Kolkata and will be interpreted under Indian Law.

Director/Admin

Tender Format

To
The Director / Admn.,
Eastern Railway,
New Koilaghat Building (5th Floor),
14, Strand Road,
Kolkata – 700001.

Sir,

With reference to your tender notice No.....datedI
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 and conditions laid therein, which are being signed in token of my acceptance.
In case, I fail to abide by the terms and conditions or to carry on the contract satisfactorily, I will
be liable to the termination of contract as mentioned in the terms and conditions.

Dated:

Yours faithfully,

Signature

Name of the Tenderer.....

M/s

BID APPLICATION CUM DECLARATION FORM

To

The Director (Administration)

Office of the Director General of Audit

Eastern Railway

New K.G. Building (5th Floor),

14, Strand Road, Kolkata – 700001

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 Proprietor/Director:	
3)	Year of Inception:	
4)	Address of the Registered Office:	
5)	Telephone/Fax Number:	
6)	Email Address: Website Address (if any):	
7)	PAN / TIN Number: (copy should be attached)	PAN- TIN-
8)	Service Tax No. (copy should be attached)	
9)	GST/VAT/CST No. (copy should be attached)	
10)	(a) Registered with Central Purchase Organization (CPO), National Small Industries Corporation (NSIC) Yes or No	
	(b) if yes, then furnish details of EMD	DD/PO No. – Date- Bank Name

Signature of Proprietor / Director with stamp

Annexure

Minimum Specifications for Laptop

1.	Processor	Ci7 8550
2.	Chipset and Mother Board	Latest Compatible 8 series chipset or higher
3.	Memory	8 GB- extendable up to 16 GB
4.	HDD	1 TB
5.	Display	14" or above TFT active Matrix Wide Screen Display
6.	Resolution	1366x768 WXGA or higher
7.	Video Controller	Integrated Intel HD Graphics
8.	Wireless Connectivity	Integrated wireless b/g/n, Integrated Bluetooth.
9.	DVD Writer	Integrated DVD Writer 24 X and Integrated Stereo Speaker
10.	Key Board	Key Board with Touch Pad
11.	Expansion Port	2x USB 2.0 & 1x USB 3.0, 10/100/1000 Ethernet Card, VGA HDMI/Mini Display port, 3 in one card reader, Microphone in, Headphone In & other standard features.
12.	Operating System	Microsoft Windows 10P with License and recovery HDD configured
13.	Power Supply	230 V, 50 Hz. AC supply with rechargeable battery pack Comprising of Li – ion / Li-Polymer battery suitable for minimum 4 hrs. operation complete with battery charger.
14.	Carry case	To be provided
15.	Weight	Less than 2.8 Kg (with DVD Writer)
16.	Webcam	1.3 Mega Pixel HD or above
17.	Warranty	3 Years or provided by OEM.