

India Trade Promotion Organisation
(A Govt. of India Enterprise)
Gate No. 3, Pragati Bhawan, Pragati Maidan
New Delhi – 110001

No.: ITPO/SD&CSD/Laptop/Inspire/2014

Dated: 05-08-2014

Tender Document

Subject: Invitation of sealed bids for procurement of Four (4) Laptops with minimum One (1) year warranty.

India Trade Promotion Organisation (ITPO), a premier trade promotion organisation, manages India's premier trade fair complex, Pragati Maidan in New Delhi. ITPO intends to procure 4(Four) Laptops with minimum one (1) year warranty. ITPO invites sealed bids from distributors/ authorized dealers of the Original Equipment Manufacturer (OEM).

A. Scope of work:

To supply Laptops as per the quantity given below:

S.No.	No. of Laptops	Specification
1.	4 Nos. (Four)	CPU Intel Core i3 (minimum 2 GHz, Dual core, 3 MB Cache) or higher processor, 14" LED display, 4 GB DDR3 RAM or higher memory, HDD – 500GB , Built-in card reader and dual layer DVD writer, Wi-Fi & Bluetooth enabled; built in webcam, integrated graphics & sound controller with stereo speakers & MIC, Keypad with palm-rest & touch pad with scroll / touch point, Battery backup-minimum 4 Hrs. Battery Backup under standard working conditions using Lithium Ion Rechargeable Battery, Accessories- AC Power Adapter & good quality Carrying case(backpack); Preloaded with Windows 8 64 bit OS (Latest Version), all necessary Plug-ins/utilities, antivirus software (with one year validity) and driver software including bundled in optical media; (one year warranty on battery). (With 1 yr warranty)

B. Installation Period: Supply & Installation to be completed within **Three (3) working days** from the date of release of purchase order.

C. Terms & Conditions:

1. Vendor shall provide minimum one year warranty.
2. Transportation cost, if any, shall be borne by the vendor.
3. The bids shall be submitted neatly and all corrections, over-typing shall be attested with seal and full signature. ITPO reserves the right to not to accept or reject any or

all the bids without assigning any reason. Tendering/Subsequent award of job shall not in any way entitle the vendor to have any exclusive rights and privileges.

4. The commercial bids of only those bidders shall be opened who shall technically qualify as per the Eligibility criteria laid down in the tender document.
5. In case of dispute between ITPO and the successful bidder, if not resolved amicably, same shall be referred to adjudication / arbitration in accordance with Indian Arbitration and Conciliation Act 1996. If such dispute arises then either party may forthwith give the notice in writing of such dispute to other party and shall be referred to the adjudication of an arbitrator/ conciliator in accordance with Indian Arbitration and Conciliation Act, 1996. The CMD of ITPO will be the competent authority to nominate the person/ official who will act as an arbitrator/ conciliator. The decision of the arbitrator/ conciliator shall be final and binding upon both the parties, i.e. ITPO and the successful bidder. All unresolved disputed matters will have the jurisdiction of Delhi, so far as legal and court matters are concerned.
6. **The price should be inclusive of all the taxes, levies etc.**
7. The technical bids will be opened on the same day i.e. the last date for submission of bids at 3.30 PM in presence of the representatives of the bidders.
8. ITPO reserves the right to accept or reject any offer without assigning any reason thereof.

D. Payment Terms:

Payment would be made against delivery & after successful testing of Laptops by ITPO, and receipt of invoice.

E. ELIGIBILITY CRITERIA

1. The bidder should either be an Original Equipment Manufacturer (OEM) or should be authorized/ certified directly by the OEM to sell the laptops. **If bidder is authorized dealer of any particular brand, should submit self attested copy with seal issued by manufacturer.**
2. The bidder should have a registered number of VAT/TIN. Please provide certified copy as supporting document (Any one).

F. SCHEDULE & IMPORTANT INFORMATION

Last date for submission of sealed bids	22-08-2014 upto 1500 Hrs.
Opening of technical bids	22-08-2014 at 1530 Hrs.
Validity of bids	45 days from the last date of submission of Quote.
Cost of tender document	Rs. 200/- through Demand/Bank Draft drawn in favour of India Trade Promotion Organisation payable at New Delhi (To be submitted in Envelope -1 along with tender document)
Earnest Money Deposit	Rs. 3,000/- through Demand/Bank Draft drawn in favour of India Trade Promotion Organisation payable at New Delhi (To be submitted in Envelope -1 along with tender document)

Note:

- The cost of the tender document is non-refundable.
- The EMD of the unsuccessful bidders shall be refunded after finalization of the tender. The successful Bidders' EMD will be discharged upon expiry of "Offer Validity Period" or after delivery of the items as per the terms & conditions stipulated in the tender document.
- The EMD will be forfeited:
 - If a bidder withdraws his bid during the period of validity.
 - Or in case of a successful bidder, if the bidder fails to supply the items in accordance with terms and conditions of the tender document.
- The date, time and venue of opening of commercial bids will be intimated to the shortlisted bidders separately.

G. SEALING AND MARKING OF BIDS

Enclosing of Bid - The copies of the Technical Bid shall be placed in sealed envelope 1 clearly marking it "**Technical Bid**". The Commercial Bid shall be placed in separate sealed envelope 2 clearly marking it as "**Commercial Bid - Do not open with Technical Bid**". The two envelopes shall then be placed in third envelope, which shall also be appropriately sealed and marked as "**Bid for procurement of Four (4) Laptops with minimum One (1) year warranty.**"

In addition to the above, the inner envelopes shall indicate the name and address of the Bidder to enable the bid to be returned unopened in case it is declared "late".

H. SUBMISSION OF BIDS

Quotations should be submitted in sealed envelope at the following address:-

Mr. Abhishek Chauhan
Dy. Manager,
Room No: - 206, Main Building
System Development and Compliance Services Division
Pragati Bhawan, Pragati Maidan
New Delhi – 110001
Ph. 011-23371815
Email: abhishekchauhan@itpo.gov.in

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TECHNICAL BID

Tender No. ITPO/SD&CSD/Laptop/Inspire/2014

Dated: 05-08-2014

Subject: Invitation of sealed bids for procurement of Four (4) Laptops with minimum One (1) year warranty.

Company Details:

1. Name of the Company: _____

2. Mailing address: _____

3. Contact Executive

(Name & designation)

4. Tel: _____ 5. Fax: _____ 6. Mobile: _____

7. Email: _____ 8. Website: _____

9. VAT No. _____ 10. Service Tax No. _____

11. PAN No. _____ 12. TIN No. _____

(Self-attested copy of any one should be provided as a supporting document)

Note: - Self – attested copy of the authorization letter from OEM with seal issued by the manufacturer should be provided if the bidder is certified/ authorized directly by the OEM to sell the Laptops.

13. Details of EMD:

DD No. _____ Date _____

Name of the bank _____ Amount _____

14. Details of Cost of Tender Document:

DD No. _____ Date _____

Name of the bank _____ Amount _____

Date: _____

Seal of the company:

(Authorized Signature)

Name:

Designation:

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COMMERCIAL BID

Tender No. ITPO/SD&CSD/Laptop/Inspire/2014

Dated: 05-08-2014

Subject: Invitation of sealed bids for procurement of Four (4) Laptops with minimum One (1) year warranty.

1. Name of the bidder: _____

2. Mailing address: _____

3. Contact Executive _____

(Name & designation)

4. Tel: _____ 5. Mobile no. _____

6. Fax: _____

7. E-mail: _____ 8. Website _____

9. Price:

S. No.	Brand and modal no. of laptop offered (i)	Quantity (ii)	Price (For Four Laptops)(INR) (iii)	Type and % of Tax (iv)	Amount of Tax(INR) (v)	Total Cost(INR) (vi)
1.		4(Four)				
Total Cost in words (INR)						

10. Evaluation Criterion: - The quotation will be finalized on the basis of the total cost (including all applicable taxes) i.e. lowest of quoted total cost as at (vi) in the aforementioned table.

Date: _____

Seal of the company:

(Authorized Signature)

Name:

Designation: