

**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/2013**

**Dated: 18-09-2013**

**Tender Document**

**Subject: Invitation of sealed quotations for procurement of 4 (Four) Laptops with minimum 1(One) 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 1(One) year warranty. ITPO invites sealed quotations from the distributor/authorized reseller of the Original Equipment Manufacturer (OEM).

**A. Scope of work:**

To supply Laptops as per the quantity given as the below:

S.No.	No. of Laptops	Specification
1.	4 Nos. (Four)	<b>CPU Intel Core i3 (minimum 2 GHz, Dual Core) or higher processor, 14" LED Display, RAM 2 GB DDR 3, HDD – 500GB, Built in card reader and DVD writer, Battery backup- minimum 4 Hrs. Battery Backup under standard working conditions using Lithium Ion Rechargeable Battery, Wi-Fi &amp; Bluetooth enabled, built in webcam, LAN port, integrated graphics &amp; sound controller with speakers and MIC, Accessories- AC Power Adapter &amp; good quality carrying case. Preloaded Microsoft Window 7 Home with recovery media bundled with required drivers;(One year warranty on battery) Laptop will be with minimum 1(One) year warranty.</b>

**B. Installation Period:** Supply & Installation to be completed within **2 (Two) working days** from release of the 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 quotations 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 quotations 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. All unresolved disputed matters will have the jurisdiction of Delhi, so far as legal and court matters are concerned.
6. **The price should be including of all the taxes, levies etc.**
7. The tender quotations will be opened on the same day at 12:30 PM in the presence of the representatives.
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 Quotation	<b>27-09-2013 upto 1200 Hrs.</b>
Opening of Technical Quotation	<b>27-09-2013 at 1230 Hrs.</b>
Validity of Quotation	<b>60 days</b> from the last date of submission of Quote.
Cost of tender document	<b>Rs. 200/-</b> through demand/bank draft favouring <u>ITPO</u> (To be submitted in Envelope -1 along with tender document)
Earnest money deposit	<b>Rs. 3,000/-</b> through demand/bank draft favouring <u>ITPO</u> (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 date, time and venue of opening of commercial bid will be advised to the short listed 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 4 (Four) Laptops with minimum 1(One) 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**

Quotation should be submitted in sealed envelope at 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. 011-23371540  
Email: [abhishekchauhan@itpo-online.com](mailto:abhishekchauhan@itpo-online.com)

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**TECHNICAL BID**

**Tender No. ITPO/SD&CSD/Laptop/Inspire/2013**

**Dated: 18-09-2013**

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

**Company Details:**

1. Name of the Company: \_\_\_\_\_

2. Mailing address: \_\_\_\_\_

\_\_\_\_\_

3. Contact Executive \_\_\_\_\_

(Name & designation)

4. Tel: \_\_\_\_\_ 5. Fax: \_\_\_\_\_ 6. Mobile: \_\_\_\_\_

7. E-mail: \_\_\_\_\_ 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/2013**

**Dated: 18-09-2013**

**Subject: Invitation of sealed quotations for procurement of 4 (Four) Laptops with minimum 1(One) 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 model no. of laptop offered (i)	Quantity (ii)	Price(For 4 (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:**