

Section -I

Notice Inviting tenders for Procurement of LAPTOP

Sealed tenders are invited in two bid systems (technical bid and financial bid separately) for supply of 07 nos. of LAPTOPs, seven individual licenses of MS-office 2013 professional as well as latest edition of Quick Heal anti-virus , as per the specification at **Annexure-I** , for Data Processing Division (Headquarters), NSSO, Kolkata,. The filled-in quotations should be submitted to this office on or before 28.02.2014 by 13.30 hrs. The quotations will be opened on 28.02.2014 at 15.30 hrs., in presence of vendors or their representatives, if desires so. The technical bid and financial bid are to be given as per **Annexure – II & III respectively.**

2. The sealed tenders must be superscribed as “TENDER FOR LAPTOP” and addressed to the Joint Director & Head of Office and must include the following:

- i. A sealed envelope containing technical bid as per Annexure-II. The envelope must be superscribed as “Technical Bids for supply of LAPTOPs”.
- ii. A separate sealed cover containing financial bid in the format is to be given in Annexure-III .The envelope must be superscribed as “Financial Bids for supply of LAPTOPs”. The financial bids must be submitted as per the format given in the Annexure – III. The rate quoted in the Financial Bid should be both in words and figures. Overwriting in figures will not be considered, unless corrections are countersigned. The financial bid should be properly sealed and signed. The Rate quoted should be valid upto 31.03.2014.
- iii. A bid security (EMD) of Rs.20000/- (Rs. Twenty Thousand) only in the form of a Demand Draft drawn in favour of Pay & Accounts Officer, MOS&PI, Kolkata is to be submitted along with the tender documents. If the Firm is exempted from submitting bid security in Government tendering, document(s) in support thereof must be attached.
- iv. A performance security of Rs.50000/-(Rs. Fifty Thousand)only is to be submitted by the successful bidder in the form of DD/ Bank Guarantee from a commercial bank in favour of Pay & Accounts Officer, MOS&PI, Kolkata.

3. Last Date of Submission of tender is 28.02.2014 by 1330 HRS. Tender(s) received after the scheduled Date & time will not be considered.

4. Financial bids of only those firms whose technical bids are accepted will be considered and will be opened at 1530 HRS on 24.02.2014 in presence of the representative of the firm , if desires so.

5. If more than one bidders has quoted same price for LAPTOP , bidder who has provided maximum of warranty period ,will be given preference. Decision of the competent authority will be final in case of any dispute.

6. Price Bid will be considered , separately for each individual item ,as given in Annex-III.

7. Original copy of MS-office 2013 professional as well as Quick Heal Anti-virus will have to be submitted by Successful Firm.

8. The bid security of the unsuccessful bidders will be refunded as early as possible after finalization of the tender.

9. Payment will be made only after successful free delivery , installation and commissioning of the LAPTOPs at DPD(HQ), Mahalanobis Bhawan , 164 GLT Road ,Kolkata-108.

10. This office reserves all the rights to reject any or all of the bids without assigning any reasons thereof.

11. For any clarification undersigned may be contacted between 1200 HRS to 1330 HRS on any working days from Monday to Friday.

12. The tender documents should be signed by the vendors on each and every page.

Yours faithfully,

(Dharmvir Jha)
Joint Director & Head of Office
Tel.2578-6474

Section-II

BID FORM

Ref: - Tender Notice No. 11011/DPD(HQ)/Admn.IV/2013-14 dated 11.02.2014

To
The Joint Director & H.O.
Data Processing Division (HQ),
National Sample Survey Office
Mahalanobis Bhawan
164 G.L.Thakur Road ,Kolkata-108.

Dear Sir,

Having examined the terms & conditions including all other related documents, the receipt of which is here by duly acknowledged, we the undersigned, offer to execute the work for supply of 07 nos. LAPTOPs in DPD(HQ), Mahalanobis Bhawan, 164, G.L.T.Road, Kolkata-700 108 in conformity with condition of contract & specification.

We undertake, if our bid is accepted, to execute the work in accordance with specifications, time limits, terms & conditions stipulated in the tender document.

We agree to abide by this bid for a period of 90 days from the date fixed for Bid opening and it shall remain binding upon us and, may be accepted at any time before the expiry of the period.

Bid submitted by us is properly sealed & prepared so as to prevent any subsequent alteration & replacement.

Dated this.....day of.....2014
Signature of bidder / Authorized signatory in the Capacity of

Witness.....

Address.....

Specifications of Laptop

Mobile intel Core i-7 , 620 M Chipset 2.66 GHz with 4 MB Cache, Mobile Intel 5 series chipset on OEM Motherboard, 2 GB 1066 MHz DDR3 RAM expandable up to 8GB, 520GB 7200 rpm SATA HDD, 15.4 inches or above active Matrix wide screen display, 1280*768 WXGA, Graphics with 512 MB memory, Wireless Intel 802.11 b/g/n, blue tooth, 8xDVD writer, Key Board with touch pad, 3 USB, 10*100*1000 Gigabit Ethernet slot, Preloaded with Windows Operating system 8 Prof-64 bit OS (Latest Version), E-SATA Port, Power supply-230v/50 Hz AC Supply with rechargeable battery pack comprising of LI-ION battery suitable for approx 4 hrs operation complete battery charger/adaptor, Carry case bag, Onsite three years warranty ,MS Office 2013 (Professional) and Latest Quick Heal Anti-virus.

Technical bid

1. Name of the bidder/firm (In block letters).....
.....
2. Name of the person submitting the quotation
S/sh.....
3. Address of the bidder :
4. Tel .No. (with STD code) (Off).....(Fax).....Mobile.....
5. PAN NO. /TAN No.VAT No.....
6. a. Trade License for 2012-13
b. Service Tax Registration No, if any.
7. Whether offered/offering service to the Govt. organisation(s) in the recent past, if so, copy of Supply order to be enclosed.
8. Turnover of the firm in the last 3 years(since 2010-11).
9. Registered with:
10. EMD/Security deposit not forfeited Certificate (as per Annexure-IV)
11. Warranty period(in year):

I/We hereby declare that the information furnished above is true & correct.

Place:

Date:

Signature of bidder / Authorized signatory in the Capacity of

Name of the bidder.....

Note: Item 5,6,&9 – Self attested Photo copy of original documents are to be enclosed.

Financial bid for Supply of LAPTOP**1. Details of the bidder:**

- (a) Name and address of the bidder:
 (b) Name of contact person:
 (c) Telephone No./Fax No:
 (d) E-mail address:

2.Price Schedule:**DETAILS OF RATE OF ARTICLE(LAPTOP)**

Srl. No.	Name of articles with specification	Price(Rs.)per Unit	Tax (Rs.)	Amount including all Taxes (R.)
01.	LAPTOP(as per annexure-I)			
02	MS- office 2013 Professional			
03	Anti-virus Brand Quick Heal(latest ed.)			

Place:

(Name & Signature of the Proprietor or Authorized Representative with seal of institute)

Date:

EMD/Security deposit not forfeited certificate

Ion behalf of(Name of the Institute) declare that the firm is not black listed in any Government of India Tendering process in any state and EMD/ Security of the institute is not forfeited in any Government Department Tender.

Place:
Date:

(Name & Signature of the Authorized Representative)