

**कार्यालय महालेखाकार (आ एवं रा क्षे लेखापरीक्षा) गुजरात, अहमदाबाद**  
**Office of The Accountant General (E&RSA) Gujarat, Ahmedabad**  
**Tender Document No. ITMG/3/2017-18**

O/o the Accountant General (E&RSA) Gujarat, Ahmedabad invites sealed quotations for procurement of Desktop computers from bona-fide, reputed, experienced and eligible bidders who have experience in supplying IT equipment to the Ministries/Departments, Autonomous/ Semi- Government Organizations, including Public Sector Undertakings, State Government, Private sector and satisfying all the terms and conditions of this tender document.

Tender documents can be obtained from the ITMG, 1st floor, Audit Bhavan, Accountant General (E&RSA) Gujarat, Ahmedabad Audit Bhavan, Near Commerce six road, Navarangpura, Ahmedabad-380009 on any working day between 10:00 AM to 05:00 PM from 04-09-2017 to 12-09-2017. The tender documents can also be downloaded from the Office Website: - <http://paggujarat.gov.in/>

This tender document consists of (i) Tender Notice (ii) Scope of Work (iii) Instructions to the Bidders (iv) Eligibility criteria (v) Terms and Conditions (vi) Document to be submitted as Annexure A (vii) Annexure B (viii) Financial Bid Format C, (ix) Willingness to submit performance security as Annexure-D (x). The Government of India's policy for providing preference to domestically manufactured electronic products in Govt. procurement: Annexure E.

The tender document complete in all respect should reach O/o The Accountant General (E&RSA) Gujarat, Ahmedabad, Audit Bhavan, Near Commerce six road, Navarangpura, Ahmedabad-380009 by the prescribed date and time.

**BID SCHEDULE & VENUE**

Sl. No.	Activity	Scheduled Date & Time
1.	Issue of Tender Document	from 04-09-2017 to 12-09-2017
2.	Last Date of submission of Tender document	12-09-2017, 5 PM
3.	Venue for submission of Bid	<b>Dropped-in Tender Box, GOM Section, Third floor</b> O/o The Accountant General (E&RSA), Gujarat, Ahmedabad - 380009
4.	Date of opening of Bid	04-09-2017
5.	Venue of Opening of Bid	Office of AG(E&RSA) Gujarat, Ahmedabad
6.	Date and Time of Opening of Bid	12-09-2017, 05.30 PM
7.	Contact Person	Sr. Audit Officer , ITMG Section, O/o The Accountant General (E&RSA), Gujarat, Ahmedabad - 380009

**Bid Security** :- The Bid Security amounting to ₹ 9,000/- (Rupees Nine thousands only) as Fixed Deposit Receipt/Bank Guarantee/Account Payee Demand Draft/Banker's cheque from any scheduled bank in favour of **PAO (IAD)** must be attached with the bid by all the bidders except those who are registered with Central Purchase Organization, National Small Scale Industries Corporation (NSIC) or the Concerned Ministry or Departments. The Bid security currency must be valid for minimum of **90** days. Bid security of the unsuccessful bidders will be returned to them at the earliest after expiry of the final bid validity and latest on or before the 30th day after the award of the contract. The Bid security will be returned to successful bidder at the time, the successful bidder submits the Performance guarantee.

### Scope of Work:

This office intends to purchase following Hardware of the below mentioned specifications:

Sr. No.	Item	Qty	Min. Specifications*
I	Desktop Computers	8	a) CPU - Intel Core i5-6700/any other processor with performance rating of SPEC CPU2006 average of at least 165 (with 60% of SPECint_rate_base2006 scores) or higher b) Chipset- Intel Q8 Series c) Bus architecture - 3 PCI (PCI / PCI Express) or more d) Memory - 8 GB 2133 MHz DDR4 RAM with 32 Gb Expandability e) Hard Disc Drive - Minimum 1 TB f) Monitor - 19" TFT/LED Digital Colour TCO-05 certified g) Mouse - with USB interface h) Bays - 4 no. or above i) DVD writer - 24 X or better j) Networking facility - 10/100/1000 on board integrated Network Port with remote booting facility remote system installation, remote wake up, TPM k) Operating System - Windows 10 or higher preloaded with media and Documentation and Certificate of Authenticity. l) Power Management - Screen Blanking, Hard Disk and media in Power On, Power supply SMPS Surge protected. m) Preloaded Antivirus - Microsoft Security Essentials

**\* QUOTATIONS FOR DEVICES SATISFYING MINIMUM BASIC REQUIREMENTS WILL ONLY BE CONSIDERED.**

**General Instructions:**

1. Tenders received after due date and time mentioned above, as well as those received without sealed envelopes as specified above will not be accepted.
2. The Office reserves the rights to reject any tender without assigning any reason.
3. All the vendors should also give a brief resume in Annexure B about their business entity/area of operations.
4. The Bidder should note that the rates quoted in their bids are firm/valid for a minimum of 30 days from the date of opening of the Tender.
5. Terms & Conditions as set out in this Tender Document shall be adhered to by the Bidders. Offers not complying with such terms & conditions shall be ignored /rejected at the discretion of this office.
  6. While submitting the tender for this work, the Bidder will be deemed to have read, understood and accepted all the items and conditions stated in the tender document. Any doubts or clarifications with Regard to the interpretation of the Terms & Conditions, specification of items stipulated in this Tender Enquiry, may be got clarified from Audit Officer, ITMG Section, O/o The Accountant General (E&RSA) Gujarat, Ahmedabad, 1<sup>st</sup> floor, Audit Bhavan, Near Commerce Six Road, Ahmedabad, Gujarat at the stipulated date and time mentioned in Tender Notice.
7. Requests for postponing the tender opening date for the same shall not be accepted.
8. Inadequate or incomplete tender in any respect or the prescribed conditions not fulfilled are liable to be rejected.
9. Bidders are at liberty to be present or authorize a representative to be present at the opening of the tender at the time and date as specified in the Tender Notice. The representative so deputed should also bring with him a letter of authority from the bidder for having been authorized to be present at the time of opening of tender. The name and address of permanent representative of the bidder, if any, should also be indicated in the letter. Representatives of bidder who have not submitted the tender or representatives not possessing authority letter from the Bidder or outsiders shall not be allowed to attend the tender opening.
10. The bidder is required to examine all instructions, terms and conditions in the Bid documents. Failure to furnish all or any of the information required as per Bid document or submission of the bids not substantially responsive to the Bid documents in every respect will be at the bidder's risk and may result in rejection of the bid.
11. Document required for submission of tender must be serial numbered and strictly as per prescribed format.
12. Tender submitted through Email/Fax/Telex will not be accepted.
13. The Government of India's policy for providing preference to domestically manufactured electronic products in Government procurement is attached herewith in Annexure E. In pursuance to this policy, preference will be given to the products manufactured in India.

## **Eligibility Criteria**

1. The bidder who may be Pvt. Ltd. Company/Partnership/ Proprietor ship/ Corporation/Public Ltd. Company.
2. The bidding entity must be “Registered” with competent authorities and should also be registered with the Commercial Tax Department.
3. The bidding entity must have duly allotted PAN.

## **Terms & Conditions**

1. The rates quoted by the bidder shall include cost of all materials, labour, machinery and all taxes & other inputs involved in the execution. No extra amount shall be paid from the quoted amount, unless clearly specified otherwise.
2. All rates quoted are inclusive of all taxes, standard packaging, freight, transit, insurance, loading & unloading, cess etc. The rates shall be quoted by the bidder in Indian Rupees only and payment shall be made to successful bidder in Indian Rupees only.
3. The price quoted by the bidder shall remain fixed during 30 days from the date of opening of tender and shall not be subject to variation on any account. A bid submitted with an adjustable price quotation will be treated as non-responsive and rejected.
4. The bidder shall be responsible for the loss/damage of any items while executing the Work order and compensate in full the loss sustained.
5. No cash advances will be paid to the Bidders for procurement of the material/execution of contract and the items supplied should be of standard quality.
6. Bidder should not in any case be blacklisted from any Govt. Department. If such case is found subsequently, the bidder is liable for judicial proceedings and shall be debarred /blacklisted from this office for all purposes.
7. The successful bidder is required to submit a performance guarantee of 5% of the contract amount in the form of Bank Guarantee/Fixed Deposit Receipt for a period of validity of warranty (3 year +2 months) plus a period of 2 months. The B.G. /F.D.R. will be in the name of PAO (IAD), O/o AG(E&RSA) Gujarat, Ahmedabad and should be issued from any commercial/scheduled bank. The payment will be released only after submission of Performance Guarantee. Performance security should be submitted by the successful bidder irrespective of its registration status.
8. The contract will be for supply of items mentioned at one time only. The quantity of items mentioned in the annexure may be increased or decreased. Also, this office reserves the right to split the purchase if required.
9. It would be the responsibility of the supplier to replace the defective items if requirement arises.
10. The attempt on the part of the Bidder to influence the authority to whom the tender is being submitted or with the tender accepting authority, will make Bidder liable for exclusion from the consideration of his/her tender.
11. This office will not undertake any responsibility for loss of material/goods before proper delivery is made

**12. The items must be supplied within 7 days of receiving of purchase Order.**

13. This office reserves the right to withdraw/ relax of the terms and conditions mentioned above so as to overcome the problems if any, in the interest of purchase.

14. The supplier shall indicate the warranty period clearly.

15. Bid security of ₹ 9,000 (Rupees Nine thousands only) in the form of Demand Draft/Bankers Cheque in favour of the PAO, IAD, Ahmedabad should accompany the tender. Tender received without Bid security will be rejected.

16. The Payment shall be made through e-payment after successful testing/installation of all the Desktops and production of the bills within 15 working days.

17. Selection/ Evaluation procedure for Tender- The bidder will be technically qualified only if he/she fulfils eligibility criteria and submits all documents required/enquired in Annexure A.

18. Providing false information/documents by any bidder would result in disqualification of the bidder for consideration.

19. In case of inordinate delay, the office reserves the right to cancel any or all orders placed and can place the same with some other vendor.

20. Accountant General (E&RSA) Gujarat, Ahmedabad is the final authority for any dispute arising in connection with the contract and Decision taken by DAG (Admn) shall be final and binding.

## **Annexure A**

### **Documents to be submitted:**

Interested vendors eligible shall furnish the following documents along with: -

- a) Profile of Bidder.
- b) Copy of registration under Service Tax / VAT/CST etc.
- c) Copy of PAN/TAN Card.
- d) Willingness to submit 5% performance security (Annexure-D).
- e) Bidders are requested to enclose Bid security Deposit of ₹ 9,000/- as per Tender Notice.
- f) Documents which shows the status as the bidder is a Pvt. Ltd Company, Partnership, Corporation, Public Ltd. Company or Proprietorship.
- g) Address and contact number of the offices where supplied IT equipment previously.

**Annexure B:**

1.	Name of Work	Supply of Desktop Computers
2.	Name of the applicant :	(Attach Bidder Profile)
3.	Name of the Proprietor / Director :	
4.	Year of inception :	
5.	Address of the Registered Office :	
6.	Telephone Numbers :	
7.	Fax Number :	
8.	E-mail & Website Address :	
9.	Please indicate the status of the bidder i.e. whether the bidder is Pvt. Ltd Company/Partnership/Proprietorship/Public Ltd./Corporation. (Please attach proof )	
10	Please provide Name and Contact numbers of the Office where worked previously for verification and other purposes.	

I/we certify that the information furnished above is true and correct. The terms and conditions are acceptable to us.

Dated.....

Name & Address of Bidder.....

Authorized Signature & Seal of the Bidder.....

**Tender Notice No.- ITMG/2017-18/03**

**Annexure C**

**Financial Bid**

(Supply of Desktop Computers Providing warranty for three year)

Sl. No. (1)	Items (2)	Specification as mentioned in Scope of Work (3)	Lowest Price of each specified item (in ₹) (4)
1	Desktop Computers	<b>I</b>	

Note-

1. The total amount is to be written both in figures and words. In case of discrepancy in the figure and words, the rate mentioned in word shall be applicable.

1. The lowest bid is treated as per column 4 above for reputed brands only. The prices in respect of assembled items will not be considered.

I/we certify that the information furnished above is true and correct. The terms and conditions are acceptable to us.

Dated..... Name & Address of Bidder.....

**Authorized signature & seal of the bidder.....**



**Tender Notice No.- ITMG/2017-18/03**

**Annexure-D  
DECLARATION**

From

M/s. ....

.....

.....

To

The Deputy Accountant General (Admn)

O/o the Accountant General (E&RSA) Gujarat

Ahmedabad - 380009

Madam/Sir,

I/We have read and understood the contents of the Tender and agree to abide by the terms and conditions of this Tender.

2. I/We further undertake that if my/ours bid is selected for purchase, I/We undertake to furnish the Performance Security as per clause 08 of Terms and Conditions ibid in the tender notice.

Yours faithfully,

(Signature of the Bidder)

Name:

Designation with Seal

## Annexure – E

### **Policy for Preference to domestically manufactured electronic products in Government procurement as per Department of Electronics and Information Technology (DEIT), Ministry of Communication and Information Technology Notification No.33(3)/2013-IPHW dated 23/12/2013**

1) Purchaser reserves the right for providing preference to domestically manufactured electronic products in terms of the Department of Electronics and Information Technology (DEIT) **Notification No.33(3)/2013-IPHW dated 23.12.2013 read with Notification No.33(3)/2013-IPHW dated 22/05/2014 and Guidelines issued there under through Notification No. 8(78)/2010-IPHW dated 12/06/2013.**

A copy of the aforesaid Notifications/ Guidelines can be downloaded from Deity website i.e. URL [www.deity.gov.in/esdm](http://www.deity.gov.in/esdm).

1) Purchase preference for domestic manufacturer, methodology of its implementation, value addition to be achieved by domestic manufacturers, self-certification, and compliance and monitoring shall be as per the aforesaid Guidelines/ Notifications. The Guidelines may be treated as an integral part of the tender documents.

2) The modalities through which the preference for Domestically Manufactured Electronic Products (DMEPs) shall be operated are as follows:

a) The electronic products for which preference will be provided to domestic manufacturers shall be .....**(Item Description)**

b) The quantity of procurement for which preference will be provided to domestic manufactures shall be **X%** of the total tendered quantity.

c) Percentage of domestic value addition, which qualifies the electronic product i.e.....**(Item Description)** to be classified as domestically manufactured shall be **Y %** for the financial year **from 01/04/2017 to 31/03/2018.**

d) The preference to DMEP shall be subject to meeting technical specifications and matching L1 price.

3) Domestic manufacturers are required to indicate the domestic value addition in terms of BoM for the quoted product, in terms of aforesaid guidelines, in their bid in the following format: Format for Domestic Value Addition in terms of Guidelines issued for procurement of notified electronic products by Government

Item No.	Value	Item	Percentage	Manufacturer/Supplier	Country of	Value	Domestic
	DomesticValue	Description			Origin		Value
							Addition
							in
							Percentage
1							
2							
3							

4) Bidders, claiming to bid in the status of domestic manufacturer, are required to give an undertaking in the format as given as Form 1 of the guidelines **Notification No. 8(78)/2010-IPHW dated 12/06/2013.** Furnishing of false information on this account shall attract penal provisions as per Guidelines/Notification.

5) Procedure for award of contracts involving procurement from domestic manufacturers: *“For each electronic product proposed to be procured, among all technically qualified bids, the lowest quoted price will be termed as L1 and the rest of the bids shall be ranked in ascending order of price quoted, as L2, L3, L4 and so on. If L1 bid is of a domestic manufacturer, the said bidder will be awarded full value of the order **“Only those domestic manufacturers whose bids are within 20% of the L1bid would be allowed an opportunity to match L1 bid.”**”*

