

Limited Tender Enquiry for Supply of Laptop

Tender No. AEDC/SSDG/IT/2023-24/002 Dtd. 03/07/2023

**Assam Electronics Development Corporation Limited.
Bamunimaidan, Guwahati,
Assam, PIN-781021**

Affix Court Fee Stamp of value Rs. 100.00 here

Section-1
Assam Electronics Development Corporation Ltd. (AMTRON)
Industrial Estate, Bamunimaidan
Guwahati - 781021

NOTICE INVITING TENDER ENQUIRY

Ref No. AEDC/SSDG/IT/2023-24/002 Dtd. 03/07/2023

Assam Electronics Development Corporation Ltd (AMTRON) invites bids for “**Supply of Laptop For SSDG Project**” having technical specification as detailed below in relevant section.

Submission of bids shall be offline and to be submitted to ***Drop Box as mentioned in below table.***

1.1 SCHEDULE OF TENDER

Tender No.	AEDC/SSDG/IT/2023-24/002
Scope of Work	Supply of items specified in this tender with 3 (three) years OEM warranty, subscription, service.
Name of the tender issuer	Assam Electronics Development Corporation Ltd.
Date of issue of tender document	03-07-2023
Last Date for Submission of Bids	All Tender Documents to be submitted in the Drop Box to be available at 3 rd Floor, AMTRON Data Center Building, A.E.D.C. Ltd., Industrial Estate, Bamunimaidan, Guwahati, PIN-781021, from 10:30AM, 11-07-2023 to 11:30 AM, 11-07-2022.
Date of Opening of Technical Bids	11-07-2023 at 12PM
Place of Submission & Opening of Bids	3 rd Floor, AMTRON Data Center, A.E.D.C. Ltd.
Address for Communication	Managing Director Assam Electronics Dev. Corporation Ltd., Industrial Estate, Bamunimaidan, Guwahati – 781021, Assam
Phone No. for Communication	+91-9864917608
e- mail ids	mdc@amtron.in

PART I - TECHNICAL BID

1.2 Pre-Qualification Criteria:

- i. The Bidder should be a Company having its registered Office and Service Engineer at Guwahati.
 - a. Certificate of Incorporation/Trade License to be provided.
 - b. GST Registration and PAN Card to be furnished.
 - c. Profile of Company – **Form C**
- ii. Bidder to provide OEM complete escalation matrix for after sales warranty and services.
- iii. Unpriced, complete and correct BOQ consisting of sub-components, services, warranty etc. to be submitted in letter head along with the bid.
- iv. The bidder must propose items that can be supplied within 7 days of receiving the Work Order from AMTRON. No items should be proposed that cannot be delivered within 7 days.
- v. OEM should not be blacklisted by any Government/PSU entity in last five years.
- vi. All Supplied active components should have onsite warranty and support for 3 (three) years.
- vii. OEM should have a service portal where support related tickets can be raised and ticket history can be accessed against product s/n. (applicable for active components only)

1.3 Scope of work:

Supply: The bidder should supply, install & commission the items as per the Bill of Materials (BOM) below. All goods need to be supplied F.O.R. Guwahati.

BOM:

1	Laptop- AMD Ryzen 7 5700U 13.3" (33.78cm) FHD IPS 2-in-1 Convertible Touchscreen Laptop (16GB/512GB SSD/OS-Win11/Office/Backlit/Digital Pen/WiFi/ Bluetooth USB-C 3.2 / HDMI/headphone/microphone combo /3 Yrs Onsite Warrantyl With Backpack	Qty 1
2	Laptop - Intel Core I5/ 11th Gen/ 16GB RAM/ 512GB SSD/ OS-Win11/Office/ 14 Inch/1 RJ-45/ WiFi/ Bluetooth/ USB-C 3.2 / HDMI/headphone/microphone combo / 1 AC power /Min 1 to Max 3 Years Warranty With Backpack	Qty 4

/

Sd/

Managing Director
AEDC Ltd. (AMTRON)

Date: 03-07-2023
Guwahati

For further details and Tender Documents please visit www.amtron.in

Section-2

2.1. The Bidder will prepare the bid in two parts – Technical Bid and Financial Bid should be submitted as hard copy in two separate envelop sealed and signed by authorized signatory of the bidder. Each envelop should strictly mention ‘Technical Bid’ or ‘Financial Bid’ along with ‘Tender Number’ and “Name & Address of the Bidder”, accordingly.

a) Technical Bid:

Bidder must ensure that Technical Bid do not contain any Commercial items / prices. All documents to be submitted in Hard Copy duly signed by authorized signatory of the bidder.

The Technical Bid should comprise of the following documents: -

- i. Pre-Qualification Criteria which should include all documents mentioned in **Clause 1.2**
- ii. Document fee & EMD Particulars.
- iii. Signed copy of the Bid Document.
- iv. The bidder must affix a Court Fee Stamp of Rs. 100/- in the place provided on the original Bid document.
- v. Datasheet/Fact Sheets for the products quoted by the Bidder.
- vi. Quality and Standard Certifications obtained by OEM and the product being offered.
- vii. Technical Compliance Sheet as mentioned in Section 1.4.

b) Financial Bid- Financial bids to be submitted in hard copy in a separately envelop.

2.2 Instructions for Bid Submission

Technical & Financial bids shall be submitted separately in hard copies as detailed below-

- i. All the statements, documents, certificates submitted by bidders should be signed and sealed by authorized signatory of the bidder, owning responsibility for their correctness / authenticity.
- ii. Bidders are requested to submit all Technical and Financial Data type written. Handwritten documents will be rejected.
- iii. Technical and Financial Bids envelops are to be submitted together in a sealed outer envelope.
- iv. Unsealed and improperly sealed tender(s) will be rejected.

- v. Over written or unclearly printed tender documents will be rejected.

2.3 Other Conditions of bid submission:

- i) AMTRON will not hold any risk and responsibility regulating non-visibility of the printed documents.
- ii) The Bidder shall bear all costs associated with the preparation and submission of its bid including cost of presentation for the purposes of clarification of the bid. AMTRON, will in no case be responsible or liable for those costs, regardless of the conduct or outcome of the Tendering process.
- iii) The Bids prepared by the Bidder and all correspondence and documents relating to the bids exchanged by the Bidder and AMTRON, shall be written in English language, provided that any printed literature furnished by the Bidder may be written in another language so long the same is accompanied by an English translation in which case, for purposes of interpretation of the bid, the English translation shall govern.
- iv) It shall be deemed that the bidders have done careful study and examination of the Tender/ bid document and has fully understood the implications.
- v) The response to the Tender/ bid should be full and complete in all respects. Failure to furnish the requisite information or submission of a proposal not substantially responsive to the Tender/ bid document in every respect will be at the bidder's risk and may result in rejection of the proposal and forfeiture of the EMD.
- vi) All materials submitted by the bidder become the property of Information Technology Department and may be returned at its sole discretion.

2.4. General Instructions for Proposal Submission:

a) Submission of Technical Bid-

- i. The bidders should submit the hardcopies of the following:
 - a) Signed copy of bid document as a token of acceptance of the clauses and terms & conditions of the RFP.
 - b) Tender Fee in the form of Demand Draft.
 - c) Original Bank Guarantee in respect of EMD.
 - d) POWER OF ATTORNEY in Original **(Form I)**
- ii. Technical bid should include all documents mentioned in Section 2, Technical Bid. Please Note that Prices should not be indicated in the Technical Proposal but should only be indicated in the Financial Proposal failing which the bid submitted shall be summarily rejected.
- iii. Please note that all the formats given has to be duly filled up submitted in the bid failing which the bid submitted shall be summarily rejected.

SECTION-3

3.1. General Conditions of the Contract:

- i. Bidder must have sufficient arrangements with patent / copyright holders in respect of Technology / licenses etc. Bidder must have requisite authorizations and clearances from Govt./Statutory/Tax authorities that enable it to execute such a supply order in the state of Assam.
- ii. The bidder once selected, must ensure that the equipment supplied is brand new, first hand and contains no previously used, recycled, or refurbished components and is consistently of the same brand, specification and capability as that of the quoted equipment whose sample has been submitted by the bidder and duly evaluated thereof (including brands and specifications of components).
- iii. The bidder(s) short listed after Technical evaluation, may be required to organize inspection of his(their) production facility/factory by officials & experts deputed by AMTRON.
- iv. The equipment supplied must be guaranteed by the Supplier OEM Company as a 1st party for proper operations, performance and correction of any malfunction. The guarantee period will commence from the date of hand over of the equipment after carrying out successfully the tests prescribed by the AMTRON, and shall remain in force till the completion of the period of 3 (three) years or any other period so specified in the supply order. The warranty provided by the Bidder/(s) who is/are awarded the supply order/(s) shall provide OEM warranty.
- v. AMTRON reserves to right of inspection for technical conformity & quality of the equipment quoted, the manufacturing process, warranty service, facilities, by sampling or in full and by factory acceptance or at point of delivery, at times and in the manner, it deems fit & necessary.
- vi. Bidder shall enclose along with in the Technical bid, descriptive technical Literature & Technical Data Sheet in hard copy on the equipment quoted viz. specifications, features etc. in the form of product brochures etc. In addition, as a part of the evaluation process, Bidders are required to submit company sealed samples of the all the equipment quoted and intended for supply along with the tender bid on the date of submission of the tender bid failing which his tender is liable to be cancelled. AMTRON shall not be liable for payment for any cost incurred by the bidder on this account. Testing of the equipment quoted and intended for supply, for fulfilment, at the minimum, the technical specifications & requirements mentioned in the detailed in this Tender Document, and overall product suitability, ergonomics, user friendliness, features, compatibilities, limitations etc. will be carried out.
- vii. AMTRON reserves the right to settle matters in regard to the final quantity of equipment to be supplied during finalization of the supply order.
- viii. C form will not be provided by the Purchaser.
- ix. Road Permit shall not be provided by the Purchaser.

3.2 Packing:

The equipment shall be packed in suitable packing boxes with proper cushioning material to avoid transit damages and in a manner so as to avoid transit damages, if any, from being blamed on faulty/defective packing. The burden of proof in such an event shall lie on the Vendor.

3.3 Inspection:

AMTRON reserves to right of inspection for technical conformity & quality of the equipment quoted, the manufacturing process, warranty service, facilities, by sampling or in full and in factory or at point of delivery, at times and in the manner, it deems fit & necessary.

3.4 Proposed Timelines:

The time schedule for the Supply Order will be as follows:

Activity	Time in days
Issue of Purchase Order	T
Delivery & handover of approved equipment	T+7 days

3.5 Consideration for the supply order:

1. Prices quoted in the bid must be firm and final and shall not be subject to any upward modifications, on any account whatsoever. However, the Purchaser reserves the right to negotiate the prices quoted in the bid to effect downward modification.
2. The Commercial bid should clearly indicate the price to be charged without any qualifications whatsoever and should include all taxes, duties, fees, levies, works contract tax and other charges as may be applicable in relation to the activities proposed to be carried out.
3. The taxes will be applicable as per the current rate. In case of any change in the applicable rates, the bidder shall bill according to the then prevalent rate. However, should there be a change in the applicable taxes Purchaser reserves the right to negotiate with the Bidder.
4. Prices shall be quoted in Indian National Rupees (INR).
5. The prices will be FOR.
6. AMTRON reserves the right to distribute the order among other, qualified bidder in a ratio it deems fit.
7. All payments will be made on the following milestones:

3.6 Payment Schedule:

Sl. No.	Milestone	% of Payment
1	Completion of supply and testing of equipment.	100%

3.7 Warranty Service:

All the equipment supplied must be guaranteed by the vendor OEM Company for 3 (three) years, wherever applicable as first party guarantee for proper operations, performance and correction of any malfunction. The warranty period will commence from the date of handover of the equipment to the end user.

The warranty must include, if not mentioned herein otherwise, but not limited to the following: -

- a) Free-of-cost all services required during the entire warranty period that should result in complete restoration of the equipment to its fully functional status.
- b) Must provide for free-of-cost complete replacement of the concerned module of the equipment, for any fault, malfunctioning or defect found in the period of 90 days from the date of handover to the end-user.
- c) Provide for free-of-cost replacement of defective components/parts of the equipment for the warranty period.
- d) Provide for services of repair & maintenance for the warranty period.
- e) Provide for repetitive replacement of defective parts subject to reduction of the warranty period of the concerned new part/component to the extent of the warranty life consumed by the old replaced part, counted from the date of start of warranty period.
- f) Such warranty facility shall be made available at par at all warranty maintenance centers on the customer-carry-in -to the-nearest-service-centre basis.
- g) Such warranty facility shall be without limitation on an end-user to a particular warranty maintenance centre/(s).

The Bidder/(s) who is/are awarded the supply order/(s) shall handover, along with the equipment, all the operational and maintenance manuals, Warranty card of all equipment to the purchaser along with authentic ownership/ purchase documents/ licenses, warranty certificate wherever applicable.

At any point during performance of the Contract, should technological advances be introduced by the Supplier for products originally offered by the Supplier in its bid and still to be delivered, the Supplier shall be obligated to offer to the Purchaser the latest versions having equal or better performance or functionality at the same or lesser unit prices and shall also pass on to the Purchaser any cost reductions and additional and/or improved support and facilities that it offers to other clients.

During performance of the Contract, the Supplier shall offer to the Purchaser all new versions, releases, and updates of Standard Software, as well as related documentation and technical support services, within thirty (30) days of their availability from the Supplier to other clients of the Supplier.

During the Warranty Period, the Supplier will provide at no additional cost to the Purchaser all new versions, releases, and updates for all Standard Software that are used in the System, within thirty (30) days of their availability from the Supplier to other clients of the Supplier. During the warranty period, RMA and shipping cost to be borne by the OEM/Bidder.

In cases where the new version, release, or update adversely affects System operation or performance, or requires extensive reworking of the System, the Supplier shall continue to support and maintain the

version or release previously in operation for as long as necessary to allow introduction of the new version, release, or update.

3.7 Bid Validity Period:

Bids shall remain valid for 180 days after the date of opening of Technical Bids prescribed by the Purchaser. A bid valid for a shorter period may be rejected as non-responsive. The prices excluding the taxes, finalized after opening the tenders shall not increase throughout the period of implementation.

Extension of Period of Validity: In exceptional circumstances, the Purchaser may request the Bidder(s) for an extension of the period of validity. The request and the responses thereto shall be made in writing (or by fax). The bidder shall be at liberty to refuse the request. In such a circumstance, it will be construed that the bidder has withdrawn his bid and will not be entitled to claim or receive any penalty/damages/ interest/charges. However, he will be entitled to return of his bid documents submitted and refund of the EMD.

3.9 Bid Evaluation Criteria:

i. Evaluation of Technical Bid:

All evaluation process will be carried out by a Tender Evaluation Committee for evaluation of technical bids and the commercial bid, to be formed by the Purchaser for this purpose. The decision of the Tender committee shall be final, and no correspondence will be entertained outside the process of negotiation by the Committee. Evaluation of the bid documents will be as shown below:

At this stage, the technical bid will be opened and examined for genuineness of the bid, documents for compliance to the qualification requirements, compliance of specifications of the Batteries, submission of EMD, adequacy of documents, whether any computational errors have been made, whether the documents have been properly signed and the documents are prima facie in order and information as stated to be required in this tender has been submitted, correct fulfilment of all required formalities. Tender will be studied to examine if the bidder has at least the minimum capability evidenced by fulfilment of the minimum levels of criteria & conditions mentioned in the NIT and in this tender. At this stage decisions of outright disqualification will be taken. A bid determined not substantially responsive will be rejected and may not subsequently be made responsive by the Bidder by correction of the nonconformity.

ii. Evaluation of Commercial Bid:

- a) Purchase Order will be awarded to the L1 Bidder/Bidders against each item.
- b) Purchase Order will be awarded depending upon availability of fund. Prices to be valid for at least 1 year.

Performa -B

**DECLARATION REGARDING ACCEPTANCE OF TERMS & CONDITIONS CONTAINED IN
THE TENDER DOCUMENT**

To,

The Managing Director,

Assam Electronics Development Corporation Ltd.,

Industrial Estate, Bamunimaidan, Guwahati-781021

Sir,

I have carefully gone through the Terms & Conditions contained in the Tender Document [No. _____] regarding procurement of Laptops. I declare that all the provisions of this Tender Document contained in Section-1 to Section-5 are acceptable to my Company. I further certify that I am an authorized signatory of my company and am, therefore, competent to make this declaration.

Yours very truly,

Name: _____

Designation: _____

Company: _____

Address: _____

FORM-C

Profile of the Company/firm

- 1) Name of the Company:
 - 2) Constitution: Private Limited. Company / Public Limited company / PSU Company/Firm
 - 3) Registration No. & date of the company:
 - 4) Income Tax PAN No & date:
 - 5) Sales Tax/Value Added Tax Registration No. & date:
 - 6) Service Tax Registration No. & date:
 - 7) Registered Office Address with Tel. No, Fax No., email ID:
 - 8) Contact Office Address with Tel. No, Fax No., email ID:
 - 9) Name & Designation of Authorized Signatory of the company:
 - 10) Person(s) to whom Authority is sub-delegated and extent:
 - 11) Contact Office Address with Tel. No, Fax No., email ID
 - 12) Number of Years of Operation (in the business of sales & Services of AIO PCs and Laptops and accessories)
 - 13) Name & Address of AIO PCs and Laptops OEM Service facility at Guwahati:
 - 14) Contact person, Tel. No, Fax No., email ID:
 - 15) Quoted Equipment's patented Brand name
- Documentary proof against each needs to be submitted.

Signature of the bidder with seal

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PART II - FINANCIAL BID.**Name of the & Address of Bidder:**

Sl. No.	Items	Qty (a).	Unit Price (INR) (b)	AMOUNT (INR) (p=a X b)	GST (q)	TOTAL (INR) (p + q)
1	Laptop- AMD Ryzen 7 5700U 13.3" (33.78cm) FHD IPS 2-in-1 Convertible Touchscreen Laptop (16GB/512GB SSD/OS-Win11/Office/Backlit/Digital Pen/WiFi/ Bluetooth USB-C 3.2 / HDMI/ headphone/microphone combo /3 Yrs Onsite Warranty With Backpack	1				
2	Laptop - Intel Core I5/ 11th Gen/ 16GB RAM/ 512GB SSD/ OS-Win11/Office/ 14 Inch/1 RJ-45/ WiFi/ Bluetooth/ USB-C 3.2 / HDMI/headphone/microphone combo / 1 AC power /Min 1 to Max 3 Years Warranty With Backpack	4				

Date:

Signature:

Place:

Name:

Designation:

Seal: