

**Tender for Supply and Installation Of Laptops, Printers and Scanner**

**Tender No. AEDC/AS/2023-24/006 date 23/08/2023**

**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/AS/2023-24/006

Dated. 23/08/2023

Assam Electronics Development Corporation Ltd (AMTRON) invites bids for “Supply and Installation Of Laptops, Printers and Scanner” as detailed below in relevant section. Details of the tender and future amendments can be found in ‘<https://amtron.in>’

Submission of bids shall be offline and hard copy of Tender document to be submitted as per schedule below-

#### **1.1.1 SCHEDULE OF TENDER**

Tender No.	<b>AEDC/AS/2023-24/006</b>
Scope of Work	Supply and Installation Of Laptops, Printers and Scanner
Name of the tender issuer	Assam Electronics Development Corporation Ltd.
Date of issue of tender document	<b>23/08/2023</b>
Last Date for Submission of Bids	Signed copy of the Tender and supporting documents to be submitted in the Drop Box available at Ground Floor, AMTRON ASWAN, Assam Electronics Development Corporation Limited, Industrial Estate, Bamunimaidan, Guwahati-21 by <b>11:00AM, 01/09/2023.</b>
Date of Opening of Technical Bids	<b>01/09/2023 at 11:30AM.</b>
Place of Opening of Bids	Board Room, Assam Electronics Development Corporation Limited, Industrial Estate, Bamunimaidan, Guwahati-21
Address for Communication	Managing Director Assam Electronics Dev. Corporation Ltd., Industrial Estate, Bamunimaidan, Guwahati – 781021, Assam
Phone No. for Communication	+91-8135847962
e- mail ids	swan@amtron.in

#### **1.1.2. Tender Processing Fee:**

A non-refundable fee of Rs 3,000.00 (Rupees Three Thousand) shall be made towards the cost of tender processing fee from any Bank in the form of DD.

### 1.1.3 Bid Security/Earnest Money Deposit

The bid document must be accompanied by the Earnest Money Deposit of Rs. 30,000.00 (Rupees Thirty Thousand Only) through Bank Guarantee valid for 30 days.

## PART I - TECHNICAL BID

### 1.2 Pre-Qualification Criteria:

SL. No.	Bidder Pre-Qualification Criteria	Supporting Documents	Checklist (Yes)
1	The Bidder can be a Company/Firm having its Office in Assam	Certificate of Incorporation/Trade License to be provided.	
2	Power of Attorney to the authorized signatory of the bidder to sign the bid document, if it is a company/Partnership Firm.	As per format mentioned in Form I (Hard Copy should be submitted)	
3	GST Registration and PAN Card to be furnished.	Relevant document to be submitted	
4	Profile of Company	As per format mentioned in Form C	
5	Bidder should not be blacklisted by any Government/PSU entity in last three years.	Undertaking from Bidder need to be provided.	
6	Bidder must be an empanelled vendor of AEDCL	Relevant document to be submitted	
7	Unpriced, complete and correct BOQ consisting of part codes of all sub-components, services, warranty, license, subscription etc.	To be submitted in OEM/Bidder's letter head along with the bid, without which the bid will be rejected.	
8	OEM to provide complete escalation matrix for after sales warranty and services.	Escalation Matrix of OEM to be submitted	
9	Declaration regarding acceptance of Terms & Condition contained in the tender document.	As per format mentioned in Per-forma B	

### 1.3 Scope of work:

The bidder should Supply and Installation the items as per the Bill of Materials (BOM) below. All goods need to be supplied F.O.R. Guwahati.

### 1.3.1. Bill of Material/Service Components

Sl. No.	Items	Qty	Make	Model
1	Laptop i5 -1	12		
2	Laptop i7 -2	7		
3	Xerox Machine	1		
4	Printer Cum Scanner MFP	2		
5	External HDD 1TB	1		
6	Pendrive 256 GB	25		
7	High Speed Scanner	2		
8	Printer	4		
9	External SSD (512GB)	2		
10	WiFi Mini USB Adapter	8		

Sd/

Date: 23-08-2023  
Guwahati

Managing Director  
AEDC Ltd. (AMTRON)

For further details and Tender Documents visit <https://amtron.in>

## **1.4 Technical Compliance of the items:**

### **1. Laptop i5 -1**

**Specifications:** Intel core i5/12 generation/ 15.6”inch/ 4.5 Ghz Processor/ DDR4/ 16GB RAM/ 512GB SSD/ USB port/ 1 HDMI port/ Ethernet Port(RJ45)/ WiFi/ Bluetooth/ Backlight KB/ WIN11 + MS office/ Headphone-Microphone port/ 3 yrs onsite Warranty/ 1 AC power/ with Backpack

### **2. Laptop i7 -2**

**Specifications:** Intel core i7/12 generation/ 14”inch or lesser/ 16GB RAM/ 1TB SSD/ Multi touch gorilla glass/ Backlight KB/ OS-Win11/ Office/ WiFi/ Bluetooth/ USB-C 3.2/ HDMI/ Headphone-Microphone Combo port/ Wireless Mouse/ 3 Yrs Onsite Warranty/ 1 AC power/ With Backpack

### **3. Xerox Machine**

#### **Specifications: General Specification**

Warm up time - About 30 sec, Paper Capacity - 250 Sheets x 2 Trays; minimum 50-Sheet Bypass Tray, Feeder - Automatic Document Feeder / RADE, Counter - 6 Digit digital, Power - AC 230 +/-10%Volts, 50 Hz, Toner Capacity - 8,000-15000 approx., Copier Type – Digital, Minimum number of copies taken per month - More than 15000, Copy paper size - A3 to A6, Continuous Copy Speed (A4/Letter) – 999, Sorter of finisher - Electronic sorting, Zoom - 25% to 400% in 1% Step, Copying resolution - 600 X 600 dpi, Copy mode - Text, Text/photo, Photo, Color Document, Output – Duplex, Duplex Printing - Automatic / Manual, Printing speed - 35 (pages per minute), First copy out time -Approx. 3-5 seconds, Original Size - Maximum A3, Print resolution - Up to 1200X1200 dpi, Print Cartridge – Black, Print Technology - Monochrome Laser, Warranty – 3 years Onsite

### **4. Printer cum Scanner MFP**

#### **Specifications:**

Resolution - 1200 x 1200 dpi, Print Speed - 28 pages per minute or above, Memory – 32 MB, Duplex Printing - Automatic two sided printing/scanning, Connectivity - Hi Speed USB 2.0, Wireless and Ethernet 10/100, Warranty - 3 years Comprehensive onsite warranty from OEM, Print resolution - Up to 1200X1200 dpi, Noise – ISO certified, Display – LCD, Copy paper size - A3 to A6, Power - AC 230 +/-10%Volts

### **5. External HDD 1TB**

#### **Specifications:**

Max Capacity - 1 TB, Auto Backup Software Present, Interface - USB 3.0 / 2.0, Works with Windows / Mac, Max Speed - 120 MB/s, Enclosure – Aluminium

## **6. Pendrive 256 GB**

### **Specifications:**

USB 3.1/256 GB, Metal, Read speed – Upto 130Mbps, For Laptop, Computer and television, Warranty 3yrs

## **7. High Speed Scanner**

### **Specification:**

Scan Type – ADF; Scan Size - A4, Letter; Scan Resolution Optical - Upto 600 dpi(ADF), Upto 1200 dpi(Flatbed); Scan Speed - 20 ppm or more at 300 dpi; Connectivity - Hi Speed USB 2.0, Ethernet connectivity; Software - Photo & Imaging Software with integrated IRIS, OCR and other Windows PC & Mac Software; Required Features - Scan to PDF, Scan to email; Warranty - 3 years Comprehensive onsite warranty from OEM; ADF Capacity - 80 to 100 pages

## **8. Printer**

### **Specification:**

Printer Type - LaserJet ; Functionality - Single Function (Print Only); Printer Output - Black & White only, Scan Resolution - 600 X 600 dpi, Print Speed - 20 pages per minute or above, Duplex Printing - Automatic two sided printing, Connectivity Hi Speed - USB 2.0 and Ethernet 10/100, Monthly duty cycle – 5000 pages, Warranty - 3 year comprehensive onsite warranty from OEM, Software - Windows PC & Mac Software

## **9. External SSD (512GB)**

### **Specification:**

Portable Hard Drive, Capacity: 512 GB, Connectivity: USB 3.1, Data transfer rate : 1000 MB/s, Warranty - 3 year, System Requirement - Windows, Mac OS, Android

## **10. WiFi Mini USB Adapter**

### **Specification:**

Hardware Interface – USB 2.0, Data transfer rate – 300 Mbps, 2.4Ghz frequency band, 2 fixed internal Wi-Fi antenna, N300 MIMO Wi-Fi USB Adapter, Compatibility — Supports Windows 11/10/8.1/8/7/XP, Mac OS 10.15 and earlier, Linux

## Section-2

**2.1. The Bidder will prepare the bid in two parts – Technical Bid and Financial Bid. Both Technical bid and financial bid should be submitted in hard copy in separate envelopes.**

**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 (Checklist): -**

a) Technical Bid Document

- i. Pre-Qualification Criteria which should include all documents mentioned in **Clause 1.2**
- ii. Performa B
- iii. Form C
- iv. Document fee & EMD Particulars (Form D).
- v. Bidder Undertakings as required in the RFP.
- vi. Scan copy of sign and sealed Tender Document
- vii. Bill of material as mentioned in Clause 1.5
- viii. Datasheet/Fact Sheets/Brochure for the products quoted by the Bidder

**b) Financial Bid-** Financial bids to be submitted as per format and instruction mentioned in Part II – Financial Bid.

### **2.2 Instructions for Bid Submission**

- i) Technical & Financial bids shall be submitted in hard copy as detailed below.
- ii) All the statements, documents, certificates submitted by bidders should be printed, signed and sealed by authorized signatory of the bidder, owning responsibility for their clarity, correctness / authenticity.

### **2.3 Other Conditions of bid submission:**

- i) AMTRON will not hold any risk and responsibility regulating non-visibility of the submitted 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 will result in rejection of the proposal and forfeiture of the EMD.
- vi) All materials submitted by the bidder become the property of AMTRON 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 signed & sealed copy the following document:
  - a) Tender Document
  - b) EMD in the form of Bank Guarantee.
  - c) Power of Attorney document of the RFP.
  - d) Pre-Qualification Documents
  - e) Technical Bid Documents with Solution Design
  - f) Financial Bid document.
- ii. 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.
- iv. Contract will be awarded to the technically qualified bidder quoting the lowest price.

### 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 an order in the state of Assam.
- ii. The bidder(s) short listed after Technical evaluation, may be required to organize inspection of his(their) service facility by officials & experts deputed by AMTRON.
- iii. AMTRON reserves the right to settle matters in regard to the final numbers of institutions to be provided service during finalization of the order.
- iv. C form will not be provided by the Purchaser.
- v. Road Permit shall not be provided by the Purchaser.

#### **3.2 Inspection:**

AMTRON reserves to right of inspection for technical conformity of the solution quoted, service facilities at times and in the manner, it deems fit & necessary.

#### **3.3 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+15 days

#### **3.4 Consideration for the supply/service 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.
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. All payments will be made on the following milestones:

### 3.5 Payment Schedule:

Sl. No.	Milestone	% of Payment
1	Delivery and testing of Materials	100%

### 3.6 Manufacturer Warranty:

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 36 months 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 onsite at AMTRON, Guwahati.
- 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.

**During the Warranty Period, the manufacturer will provide at no additional cost to the Purchaser. During the warranty period, RMA and shipping cost to be borne by the manufacturer. Undertaking from manufacturer to be provided.**

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 including financial shall remain valid for 60 (sixty) 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 ex-

cluding the taxes, finalized after opening the tenders shall not increase throughout the period of 60 (sixty) days.

**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.

### **3.8 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 tender items, submission of EMD, adequacy of documents, 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 bids 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:**

The Commercial bid of the technically qualified bidders will be opened in presence of the bidders authorized representative/(s) and item wise price quoted will be considered. Evaluation of the price quoted will be carried out based on the terms and conditions of the tender document. Bidders whose price bids are not in conformity of the tender's terms & conditions or are unreasonable are liable for rejection of their bids.

#### **iii. Letter of Award:**

**Purchase Order will be awarded to the Bidder/Bidders quoting the Lowest Price against each item. In other word, Item-wise L1 Bidder will be selected, and work order shall be awarded accordingly**

**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 tender items. 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 (Bidder)**

- 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. GST Registration No. & date:
- 6.Registered Office Address with Tel. No, Fax No., email ID:
7. Local Office Address with Tel. No, Fax No., email ID:
8. Name & Designation of Authorized Signatory of the company:
- 9.Number of Years of Operation (in the business of sales & Services of Servers and accessories)
- 10.Name & Address of factory of quoted equipment (Being source of the quoted equipment):
- 11.Contact person, Tel. No, Fax No., email ID:
- 12.Quoted Equipment's patented Brand name

**Signature of the bidder with seal**

**FORM-D**

**Document fee & EMD Particulars**

i) Number of the Demand Drafts enclosed:

ii) Demand Draft Particulars:

Sl. No.	D.D. No. & Date	Name of the Bank	Amount (Rs.)
1			
2			
3			
...			
...			
Total			

**Signature of the bidder with seal**

**PART II – FINANCIAL BID**

**Tender for Supply and Installation of Laptops, Printers and Scanner**

**Tender No. AEDC/AS/2023-24/006 date 23/08/2023**

**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 i5 -1	12				
2	Laptop i7 -2	7				
3	Xerox Machine	1				
4	Printer Cum Scanner MFP	2				
5	External HDD 1TB	1				
6	Pendrive 256 GB	25				
7	High Speed Scanner	2				
8	Printer	4				
9	External SSD (512GB)	2				
10	WiFi Mini USB Adapter	8				
<b>TOTAL</b>						

Date:

Signature:

Place:

Name:

Designation:

Seal: