

## **TENDER FOR COMPUTERS & ACCESSORIES**

1. **E-tender** in 2-bid system are invited for the supply of Computers & Accessories as per specification of items at **Annexure A** under the following terms & conditions from reputed and experienced manufactures/ authorized distributors of similar items and shall be received **till 11:30 PM on 23<sup>rd</sup> November 2023**. Bids shall be submitted through online in GeM.

### **2. ELIGIBILITY CRITERIA**

- i. Bidder shall be a manufacturer of the items having requisite manufacturing facility.
- ii. The Original equipment manufacturers shall possess ISO certificate for their establishment. The copy of the valid ISO certificate shall be placed with the Technical bid.
- iii. Authorised dealer / distributors of a manufacturer or Indian Agent of an overseas vendor are also eligible to participate in the tender, provided they furnish the authorization for the items and having the dealership/ distributorship for the subject items at least for three years continuously. The OEM authorizing such dealers/distributors should have valid ISO certificate and a copy of the same shall be enclosed in the technical bid.
- iv. The bidder shall have market standing continuously for the past 3 years in supplying similar items with customers' satisfaction.
- v. The average annual turnover of the bidder during the last three years shall not be less than Rs 20 lakhs.

### **3. TECHNICAL BID**

The bidder shall furnish along with the e-bid, the following:

- a. Duly attested photocopies of valid manufacturing license for the products offered.
- b. Details of supplies made during the last 3 years with summary of Purchase Orders and performance certificates issued by clients in the specified format (Refer **Annexure II**). Items supplied to Govt. institutions, if any, for the last 3 years with copies of Purchase Order and Performance certificates are to be separately highlighted.
- c. Annual Turn Over Statement for the last 3 financial years in the specified format (Refer **Annexure II**) certified by the Auditor/ Chartered Accountant.
- d. GST registration certificate
- e. Latest GST return filing report.
- f. Copy of PAN/TAN.
- g. In case of dealer/distributor or Indian agent of an overseas manufacturer, Authorization from the manufacturer for the items quoted in **Annexure -III**.
- h. Bidders shall submit the Bid Security Declaration Form at Annexure IV.
- i. ISO Certificate
- j. OEM Certificate/Undertaking for Warranty

5. **Warranty Maintenance:** The equipment supplied shall be covered under 3 (three) years on-site warranty. 3 years back-to-back onsite warranty with respective OEMs for both hardware and software. The Certificates/undertaking for the same to be submitted along with bid from respective OEM. OEM should preferably have its service center in Manipur or North East India. Service Center Details to be shared along with the address and contact no. of the person.

6. All the above documents shall be uploaded as part of the technical bid.

### **6. PRICE BID**

The rate quoted per unit shall be the landed cost at destination, inclusive of all charges and taxes as per the price bid format at **Annexure V**. The landed price per unit including warranty shall be the criteria for determining the L1 rate.

7. Price Bids of the bidders who meet the eligibility criteria, evaluated based on the details furnished in the Technical bid shall only be opened and the date and time of opening shall be intimated to the eligible/ short listed bidders.

**3. TENDER EVALUATION**

Tenders will be evaluated with reference to various criteria and one of such criteria is that the rate per unit (landed price including warranty) for determining the L1 rate (Lowest rate). Conditional discounts shall not be considered for price comparison. However same shall be considered in case of placing order if the bidder happens to be L1.

**4. VALIDITY OF BIDS**

Bids shall remain valid for acceptance for a period of 180 days after opening of Technical bid i.e. Technical bids with shorter validity shall be rejected. Purchaser may solicit bidders' consent to an extension of bid Validity period. A bidder may refuse extension request without forfeiting the bid Security.

**5. VALIDITY OF TENDER**

The validity of tender of the successful bidder shall be at least 1 year from the date of finalization of the order and the successful bidder(s) are bound to supply the items at agreed rates during this period. This validity period may be further extended with mutual consent.

**6. PERFORMANCE SECURITY DEPOSIT:**

The successful bidder, within 15 days of receipt of Purchase Order, shall be required to submit Performance Security Deposit of 3% of the order value in the form of Performance Bank Guarantee in favour of the purchaser valid for a period of 3 months beyond the warranty period. The Bank Guarantee shall be returned on completion of the Warranty period of the goods supplied. However, if the supplier fails to execute the order or fails to perform the services as per contract, in addition to other penal actions, the Bank Guarantee shall be encashed & the amount forfeited.

**7. TENTATIVE QUANTITY**

The quantity mentioned is only the tentative requirement and may increase or decrease as per the decision of Tender Inviting Authority. The rates quoted should not vary with the quantum of the order or the destination.

**8. DELIVERY CONDITION**

The supply of items and successful installation shall be completed within one month from the receipt of the Purchase Order and place of destination is Forest Department Head Office, Sanjenthong, Imphal 795001

**9. PAYMENT TERMS**

No advance payment shall be made. 100% payment for the supplied items shall be made after receipt of the fully functional items and completion of all codal formalities subject to submission of Bank Guarantee for Performance Security, relevant documents, test certificates, warranty certificates etc.

**10. PENALTY FOR DELAY IN DELIVERY**

In case there is delay in delivery beyond the stipulated period as mentioned in delivery clause, there shall be reduction in price @ 0.5% of the value of delayed goods per week of delay or part thereof subject to a maximum of 10% of the total order value. Once the maximum price reduction is reached, termination of the contract may be considered. Non-performance of the contract provisions shall make the successful bidder liable to be disqualified to participate in any tender for the next 5 years, in addition to forfeiture of Bank Guarantee for Performance Security and other penal provisions.

11. The Forest Department reserves the right to accept or reject any quotation in full or part thereof without assigning any reason.

**Annexure A**

SN	PARTICULARS & SPECIFICATIONS	QUANTITY
1	<p>Desktop</p> <ol style="list-style-type: none"> <li>1. Processor: AMD Ryzen 5 5600G or Intel Core i5-11400</li> <li>2. RAM: 16GB DDR4 RAM</li> <li>3. Storage: 512GB SSD for fast boot times and application loading</li> <li>4. Graphics: Integrated graphics</li> <li>5. Motherboard: A compatible motherboard with necessary ports and expandability</li> <li>6. Power Supply Unit: 750W or higher</li> <li>7. Case: A mid-tower case for good airflow and cable management</li> <li>8. Operating System: Windows 11</li> <li>9. Monitor, Keyboard and mouse (wireless).</li> <li>10. DVD drive, Wi-Fi card, and additional storage of 512 GB</li> <li>11. 4TB Hard Disk</li> <li>12. Warranty -3 years</li> </ol>	9
2	<p>Desktop</p> <ol style="list-style-type: none"> <li>1. Processor: AMD Ryzen 7 5700G or Intel Core i7-11400</li> <li>2. RAM: 16GB DDR4 RAM</li> <li>3. Storage: 512GB SSD for fast boot times and application loading</li> <li>4. Graphics: Integrated graphics</li> <li>5. Motherboard: A compatible motherboard with necessary ports and expandability</li> <li>6. Power Supply Unit: 750W or higher</li> <li>7. Case: A mid-tower case for good airflow and cable management</li> <li>8. Operating System: Windows 11</li> <li>9. Monitor, Keyboard and mouse (wireless).</li> <li>10. DVD drive, Wi-Fi card, and additional storage of 512 GB</li> <li>11. 4TB Hard Disk</li> <li>12. Warranty -3 years</li> </ol>	3
3	<p>Laptop</p> <ol style="list-style-type: none"> <li>1. Processor: Intel Core i7 (12th gen or newer is preferable for better performance).</li> <li>2. RAM: 16GB for smooth multitasking.</li> <li>3. Storage: An SSD with at least 1TB or a combination of SSD and HDD.</li> <li>4. Graphics: A dedicated 4GB GPU (NVIDIA or AMD)</li> <li>5. Display: A Full HD (1920 x 1080) screen with good color accuracy. 15 inch</li> <li>6. Battery Life: At least 6 hours of usage on a single charge.</li> <li>7. Build Quality: Consider a lightweight and durable design.</li> <li>8. Windows 11</li> <li>9. Warranty -3 years</li> </ol>	2

**PROFORMA FOR PERFORMANCE STATEMENT  
(FOR A PERIOD OF LAST 3 YEARS)**

Name of firm \_\_\_\_\_

Sl.	Name of the product	Year	Quantity	Value	Name and full address of the purchaser	Remarks on Performance
	1	2	3	4	5	
1.						
2.						
3.						

Signature and seal of the Tenderer \_\_\_\_\_

**ANNUAL TURN OVER STATEMENT**

The Annual Turnover of M/s \_\_\_\_\_ for the past three years and concurrent commitment for the current financial year are given below and certified that the statement is true and correct.

Sl.No.	Year	Turnover in Lakhs (Rs)
1.		-
2.		-
3.		-

Total - Rs. \_\_\_\_\_ Lakhs.

Average turnover per annum - Rs. \_\_\_\_\_ Lakhs.

Date:

Seal:

Signature of Auditor/

Chartered Accountant

(Name in Capital)

## MANUFACTURER'S AUTHORIZATION FORM

No. \_\_\_\_\_ Dated \_\_\_\_\_

**To,**

Dear Dir,

Bid Ref. No. \_\_\_\_\_

We \_\_\_\_\_ who are established and reputable manufacturers of \_\_\_\_\_ having factories at \_\_\_\_\_ Registered office at \_\_\_\_\_ possessing Manufacturing Licence No. \_\_\_\_\_ dated \_\_\_\_\_, Valid Upto \_\_\_\_\_, hereby authorize M/s. \_\_\_\_\_

\_\_\_\_\_ (Name and address of Representative), to submit a bid and subsequently negotiate and sign the contract with you against the above-mentioned tender for the following items quoted.

- 1.
- 2.
- 3.

(Attach separate sheet if necessary)

We hereby extend our Guarantee/ warranty for a period of \_\_\_\_year (as applicable) from the date of receipt of the item as per the tender conditions for the items offered for supply against the tender submitted by the above firm.

Yours faithfully,

(Name)

for and on behalf of M/s. \_\_\_\_\_

(Name of Manufacturer)

Note: This letter of authority should be on the letterhead of the manufacturing concern and should be signed by a person competent and having the power of attorney to bind the manufacturer.

**Annexure IV**

Date: \_\_\_\_\_

Tender No. \_\_\_\_\_

To (insert complete name and address of the purchaser)

I/We. The undersigned, declare that:

I/We understand that, according to your conditions, bids must be supported by a Bid Securing Declaration.

I/We accept that I/We may be disqualified from bidding / any contract with Central and any Government of Manipur tenders for a period of three years from the date of notification if I am /We are in a breach of any obligation under the bid conditions, because I/We

(i) Have withdrawn bid or increases quoted prices during the period of bid validity or its extended period, if any.

(ii) Have fails to sign the Contract or to furnish Performance Security in the form of Bank Guarantee / Demand Draft within specified time in accordance with the format given in the tender document.

(iii) If during the bid process, I/We indulges in any such deliberate act as would jeopardize or unnecessarily delay the process of bid evaluation and finalization.

(iv) If during the bid process, our any information is found false/ fraudulent/ malafide.

I/We understand this Bid Securing Declaration shall cease to be valid if I am/we are not the selected agency, upon the earlier of

- (i) the receipt of your notification of the name of the selected agency; or
- (ii) thirty days after the expiration of the validity of my/our Bid.

Signed: (insert signature of person whose name and capacity are shown)

in the capacity of (insert legal capacity of person signing the Bid Securing Declaration)

Name: (insert complete name of person signing he Bid Securing Declaration)

Duly authorized to sign the bid for an on behalf of (insert complete name of Agency) Dated on \_\_\_\_\_ day of \_\_\_\_\_ (insert date of signing)

Corporate Seal (where appropriate)

### Annexure V

#### Price Bid Details (Amt in Rs)

SN	Name of the Item as per the specifications at Annexure A	Qty	Name of the manufacturer	Quoted Model	Unit price inclusive of all taxes and 3 years warranty from the date of delivery	Total price for the items in Rs
1	Desktop (i5)	9				
2	Desktop (i7)	3				
3	Laptop (i7)	2				