



भारत सरकार
विद्युत मंत्रालय
केन्द्रीय विद्युत प्राधिकरण
Central Electricity Authority
सूचना प्रौद्योगिकी प्रभाग
Information Technology Division
सेवा भवन, आर. के. पुरम-1, नई दिल्ली-110066
Sewa Bhawan , R.K Puram-I, New Delhi-110066
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वेबसाइट / Website: www.cea.nic.in



ISO 9001:2008

सं.: CEA/GO&D/IT/LT/2011-12/732-740

दिनांक:01.12.2011.

To,

As per the list attached.

Subject: Limited Tender Enquiry for Supply of Laptop Computers along with their accessories in CEA.

Sir,

Sealed tenders are invited from eligible vendors for supply & installation of **22 (Twenty Two) Laptop Computers along with accessories** as per specifications indicated in Annexure-I.

1. Eligibility Criteria

- a. A bidder should be a manufacturer itself or an authorized distributor of the Laptop being quoted. An authorization supporting the same along with approval for bidding for this particular tender must also be enclosed in Part-I of the bid.
- b. Documentary evidence of the firm's PAN and TIN / VAT registration must be furnished in Part-I of the bid.

2. The tender should be submitted in two parts as under:

Part-I: Pre-qualification & Technical Bid documents: This will contain the following:

- a. Earnest Money Deposit (EMD) as per clause 6 below.
- b. Supporting documents fulfilling eligibility criteria mentioned in clause 1 above. **In the absence of any of the requisite documents, the bid may be rejected.**
- c. Bidder's Details (duly signed & stamped) as per Annexure-II.
- d. Specifications of the equipment being offered and the deviations therein in the formats given at Annexure-III.
- e. Necessary detailed technical write-up highlighting the features of the sub-assemblies of the offered system along with supporting technical brochures / catalogues.

Part-II: Price Bid

Price bid as per Annexure-IV of this tender document.

3. The tender should be prepared in **two separate inner sealed covers**, each containing documents mentioned under Part-I and Part-II above and these covers should be super-scribed as "**Prequalification Documents & Technical Bid**" and "**Price Bid**" respectively. **These two inner sealed covers should be placed in a bigger sealed cover** and super-scribed as "**Tender for Supply of Laptop Computers in CEA**".

4. Tender must contain the names, office addresses including e-mail addresses, telephone number(s) of the authorized person(s) with their signatures in Annexure-II. **Unsigned and unstamped tender may not be accepted.**
5. All pages of the bid being submitted must be signed and sequentially numbered by the bidder.
6. **Earnest Money Deposit (EMD)**
 - a. All bids must be accompanied by **Earnest Money Deposit of ₹50,000/- (Rupees Fifty Thousand only)** in the form of Demand Draft / Banker's cheque drawn in favour of **D.D.O, C.E.A, payable at New Delhi, without which** the bid would be **summarily rejected** as non-responsive. However, the firms exempted from depositing the EMD (valid documentary proof in this regard to be submitted) need not submit the same.
 - b. Unsuccessful bidder's EMD will be returned within 30 days of finalization and placement of order on the successful bidder.
 - c. The successful bidder's EMD will be returned after receipt of Performance Bank Guarantee as per clause 7 of the terms and conditions (Annexure-I) of this tender.
 - d. No interest is payable on the EMD.

7. Period of Bid Validity

Bids shall remain valid for 120 days after the date of bid opening. **Any bid, valid for a shorter period than the period specified, shall be rejected** as non-responsive.

8. General Terms & Conditions

The other terms and conditions of the tender shall be as per Annexure-V of this tender.

9. Last Date & Time for the receipt of Bids

The last date for receipt of Bids is **23rd December, 2011 till 1500 Hrs.** Part-I of the tender including Technical Bids will be opened on the same day at **1530 Hrs.** Price Bids of only those bidders, whose Technical bids meet the technical specifications and other terms & conditions given in this tender, will be opened at a later date, which will be intimated to the Technically qualified bidders separately after detailed scrutiny of the technical bids.

10. Submission of Bids

The completed bids may be dropped in the Tender Box superscribed with "**Tenders for supply of Laptop Computer in CEA**" placed at the reception of Sewa Bhawan, R.K. Puram-I, New Delhi, or may be sent by registered / speed post to the **Director (IT), Room No. 606 (North), 6th floor, Sewa Bhawan, R. K. Puram, Sector-I, New Delhi - 110 066.**

11. Late Bids

Any delay including postal delay, in receipt of Bid would be considered late submission of Bid and such bid will be rejected. Mere handing over of the Bidding document at the Reception counter or at any other counter or room or person shall not be considered submission of Bid.

Enclosures:

Annexure-I to V

Sd/-

(Dinesh Chandra)
Director (IT)

Technical Specification of LAPTOP Computer
Quantity Required: 22 (Twenty Two)

Sl. No.	Specification Required
1.	Processor: Intel Core i5, 2.4 GHz or more
2.	RAM: 4 GB DDR-III expandable up to 8 GB
3.	Hard Disk Capacity: 320 GB SATA or more
4.	Hard Disk Speed: 7200 rpm
5.	Display Size: 14" or more
6.	Display Technology : LED
7.	DVD +/- RW Speed: 8x or better
8.	Spill Proof Keyboard with Drain Hole
9.	Built-in Speakers, Microphone Jack, Headphone Jack
10.	Integrated Gigabit Ethernet Card
11.	Wireless Fidelity
12.	Integrated Webcam
13.	Bluetooth
14.	Two or more USB 2.0 Ports, HDMI Port
15.	Lithium Ion Rechargeable Battery with at least 3 Hours of Back-up
16.	AC Power Adaptor
17.	Integrated Data Back-up and Recovery Solution (for Data, Application & OS)
18.	Preloaded Microsoft Windows 7 Professional with media
19.	Preloaded Antivirus software with free upgrade up to year validity along with anti virus license certificate with media
20.	Preloaded MS Office 2010 Professional with media
21.	Leather Carrying case and all other accessories
22.	Three year on-site Comprehensive Warranty (with one year warranty on battery)
23.	Weight: Not more than 3.0 kg including battery.

Note: The cost of a Laptop Computer along with the Operating System and an Anti-Virus (with one year validity) should not be more than ₹70,000 (Rupees Seventy Thousand).

BIDDER'S PARTICULARS

1. Name of the Bidding firm	
2. Full Address & Contact Details of the firm	
3. Name of the Authorized Signatory	
4. Bidder's proposal number and date	
5. Name & address of the person to whom all references shall be made regarding this tender:	
(a) Telephone	
(b) Fax No.	
(c) E-mail	
(d) Mobile	
Witness:	Bidder:
Signature:	Signature:
Name:	Name:
Address:	Designation:
Company:	Company:
Date:	Date:
	Company Seal:

Technical Specifications of the Laptop being offered

Sl. No.	Specification Required	Specification being Offered
1.	Make/Model:	
2.	Processor: Intel Core i5, 2.4 GHz or more	
3.	RAM: 4 GB DDR-III expandable up to 8 GB	
4.	Hard Disk Capacity: 320 GB SATA or more	
5.	Hard Disk Speed: 7200 rpm	
6.	Display Size: 14" or more	
7.	Display Technology : LED	
8.	DVD +/- RW Speed: 8x or better	
9.	Spill Proof Keyboard with Drain Hole	
10.	Built-in Speakers, Microphone Jack, Headphone Jack	
11.	Integrated Gigabit Ethernet Card	
12.	Wireless Fidelity	
13.	Integrated Webcam	
14.	Bluetooth	
15.	Two or more USB 2.0 Ports, HDMI Port	
16.	Lithium Ion Rechargeable Battery with at least 3 Hours of Back-up	
17.	AC Power Adaptor	
18.	Integrated Data Back-up and Recovery Solution (for Data, Application & OS)	
19.	Preloaded Microsoft Windows 7 Professional with media	
20.	Preloaded Antivirus software with free upgrade up to year validity along with anti virus license certificate with media	
21.	Preloaded MS Office 2010 Professional with media	
22.	Leather Carrying case and all other accessories	
23.	Three year on-site Comprehensive Warranty (with one year warranty on battery)	
24.	Weight: Not more than 3.0 kg including battery.	

Note: Please fill in all the above cells with the applicable information. No cell should be left blank or unmarked, or else it would be presumed that the offered equipment does not have the required feature / facility / specification.

**Statement of Deviation from
TECHNICAL SPECIFICATIONS and GENERAL TERMS & CONDITIONS**

Technical Specification / General Terms & Conditions	Deviation	Reasons for Deviation

(Name & Signatures of the bidder)

Note: Please note that leaving this statement blank would be construed as 'Nil' deviation from the technical specifications and general terms & conditions in the tender.

Price Bid

We quote below our firm price for Supply and Commissioning of **Laptop Computers** as per the specification prescribed in the tender document. Price quoted covers 3-year on site warranty and includes all taxes and duties.

Item	Make & Model No.	Quantity (Nos.)	Unit Price (₹)	VAT/Tax (%)	Unit Price inclusive of Taxes (₹)	Total Price (₹)
Laptop Computer with Operating System and Anti-Virus (One year validity)		22 (Twenty Two)				
Microsoft Office 2010 Professional	--	22 (Twenty Two)				
Total Cost:						

Total cost in Words:

Signature of the Bidder:

Name:

Date:

Place:

Company Seal:

Note: The cost of a Laptop Computer along with the Operating System and an Anti-Virus (with one year validity) should not be more than ₹70,000 (Rupees Seventy Thousand).

General Terms & Conditions

1. Bid Prices:

- a. The prices shall be quoted in Indian Rupees Only. **The cost of a Laptop Computer along with the Operating System and an Anti-Virus (with one year validity) should not be more than ₹70,000 (Rupees Seventy Thousand).**
- b. The prices shall be quoted F.O.R destination and no additional cost of delivery will be entertained.
- c. All taxes, duties, etc. leviable should be clearly stated/indicated.
- d. The prices quoted shall remain firm and fixed for the duration of the delivery and shall not be subject to adjustment on any account.
- e. Bidders shall indicate their rates in clear/visible figures as well as in words and shall not alter / overwrite/ make cutting in the quotation.

2. Evaluation of Technical Bids

During technical evaluation, the quoted products shall be evaluated with reference to the required tender specifications subject to fulfillment of eligibility criteria. Subsequently, Price Bids of only those bidders whose Technical bids meet the technical specifications and other terms & conditions given in this tender during technical evaluation, will be opened under intimation to the Technically qualified bidders.

3. Evaluation of Price Bids

- a. The price bids of only those bidders whose Technical bids meet the technical specifications and other terms & conditions given in this tender would be evaluated.
- b. If there is any discrepancy between the rates given in words and those in figures, the amount in words will prevail.
- c. If there is a discrepancy between the unit price and the total price that is obtained by multiplying the unit price and the quantity, the unit price shall prevail and total price shall be corrected.
- d. If the bidder does not accept the correction of the error as above, his bid will be rejected and the earnest money shall be forfeited.
- e. Each bid may be loaded for shortcomings / deficiencies if any.
- f. The bidder whose evaluated price is found to be lowest (L-1) shall be considered for placement of purchase order for supply of the equipment.

4. Delivery Period

Delivery should be made within **five weeks** from the date of issue of purchase order.

5. Payment Terms

- a. 90% against delivery and successful commissioning. Balance 10% after submission of Performance Bank Guarantee of 10% of the contract value.
- b. Payment will be released after receipt of delivery of the goods as per the prescribed technical specifications with delivery challans, commissioning thereof and receipt of pre-receipted bills in triplicate.
- c. No advance payment shall be made.

6. Warranty

- a. Warranty Period: The warranty period for the equipment along with accessories shall be **3 (Three) years On-site** from the date of commissioning.
- b. During the warranty period, the supplier shall provide on-site service / maintenance support by attending to complaints regarding defects / malfunction of any component of hardware, peripherals and software at no extra cost and also replace the defective part, if any, in the faulty equipment free of cost.
- c. Any fault in the equipment shall be attended to within 24 hours and rectified normally within a maximum period of 48 hours of lodging the complaint.

7. Performance Bank Guarantee

Performance Bank Guarantee for an amount equal to 10% of the contract value from a Nationalized / Scheduled Bank valid for a period of 39 months from the date of commissioning of the last equipment of the lot is required to be submitted as performance guarantee to cover the warranty period.

8. Liquidated Damages

If the delivery of goods is not made as per the delivery schedule mentioned in clause 4 above, liquidated damages @ **0.2% of the contract value per week** or part thereof will be levied subject to a maximum of 2% of the contract value. Once the maximum penalty is reached and the supplier fails to make the delivery without giving satisfactory explanation for the delay, the purchase order will stand cancelled.

9. Purchaser's right to vary quantities

At the time of placing the purchase order, the purchaser reserves the right to increase or decrease the quantity of goods from the quantity specified in this tender.

10. Purchaser's right to accept or reject any or all bids

The purchaser reserves the right to accept or reject any bid and to annul the bidding process and reject all Bids at any time prior to award of contract without thereby incurring any liability to the affected bidder(s) or any obligation to inform the affected bidder(s) of the grounds.
