



অসম লোকসেৱা আয়োগ
ASSAM PUBLIC SERVICE COMMISSION
Jawaharnagar, Khanapara, Guwahati-781022

No. 138PSC/Sty-8/2010-2011(Vol.-III)

Dated Guwahati, the 10th Sept./2020

NOTICE INVITING TENDER

Sealed tenders affixing Court Fee Stamp of Rs. 8.25 (Rupee eight and twenty five paise) only are invited by the undersigned from registered and well experienced Manufacturer/Authorised Dealer/Supplier/Company/Firm for supply of laptops and peripherals in the office of the Assam Public Service Commission.

The quoted rates should be inclusive of all taxes, packing & forwarding, Installation & Commissioning of the system at office of the APSC, Khanapara, Guwahati-22.

The tender complete in all respect should reach the undersigned on or before **01-10-2020** by **1:00PM** and the same will be opened at **3:00 P.M.** on the same date & place in presence of the tenderer or their representative.

Details of tender may be downloaded from the Commission's official website www.apsc.nic.in. It is to be noted that all further updates or amendments if any regarding the tender dates, specifications and terms and conditions shall be notified and uploaded on the Commission's website. Therefore, interested bidders need to visit the website on a regular basis for such updates.

Sd/-

Secretary

Assam Public Service Commission
Jawaharnagar, Khanapara, Guwahati-22

Memo No. 138PSC/STY-8/2010-2011(Vol-III) (A)

Dated Guwahati, the 10th Sept./ 2020

Copy to:

1. The Director of Information and Public Relations, Assam, Last gate, Dispur Guwahati-06 is requested to publish the aforesaid notification at least in one National daily and in 2(two) local News papers (English and Assamese) from Brahmaputra valley and one Bengali News paper from Barak valley. One CD and 5 hardcopies of the Notice inviting tender are enclosed herewith for doing the needful.
2. F.A.O., APSC
3. Programmer, APSC to upload in the website.
4. Notice Board
5. Order File

Sd/-
Secretary

Assam Public Service Commission
Jawaharnagar. Khanapara. Guwahati-22



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ASSAM PUBLIC SERVICE COMMISSION
Jawaharnagar, Khanapara, Guwahati-781022

DETAILS OF NOTICE INVITING TENDER FOR SUPPLY OF LAPTOPS

General Scope of Work:

Supply of laptops and peripherals in the office of the Assam Public Service Commission as per specifications in ANNEXURE-A.

Terms and Conditions

- 1) Bidder should have similar Work Experience of Supply and Installation of Desktop/ Laptops in Government Institutes/Organization of minimum value Rs. 20 Lakhs in last 3 years.
- 2) Bidder should have annual turnover of at least 25 lakh (Twenty Five lakh) during last three years.
- 3) Should not have been barred by any PSU/Govt. Dept. in doing business with them. (Please submit self-declaration).
- 4) Should submit audited balance sheets / P&L account and Income Tax Return certificates for the last 3 financial years. Document related to Average Annual Financial Turnover along with balance sheet should be certified from Chattered Accountant(CA).
- 5) Should submit updated and valid trade license, PAN details, GST registration certificate, ISO 9001 & 10002 certificate and all relevant up to date tax clearance certificates.
- 6) Should have its base in Assam and must be incorporated & registered under Companies Act/Societies Registration Act/Firm registration Act/Trust Act and should be in operations for minimum of last 3 years in the relevant field. (Submit Proof of Registration).
- 7) Should have technical staff capable of attending service calls & coordinate with OEM for repair/shifting work is to be taken urgently. The bidder should have on role technical employees.
- 8) It is essential that the bidder has offices and sufficient manpower across the state of Assam for providing support for 24x7 for next 03 years as per requirement of APSC.
- 9) An Earnest Money Deposit (EMD) of **Rs. 20,000.00/-** (Rupees Twenty Thousand) only must be submitted with the quotation. The EMD shall be addressed to the 'Secretary, Assam Public Service Commission, Jawaharnagar, Khanapara' drawn from any Nationalized Bank.
- 10) The Bidder must submit valid documentary proof of Trade License, Sales Tax, Service Tax, PAN, GST, etc. to establish that it deals with supply of computers/computer peripherals etc.
- 11) Should submit manufacturer's authorization letter on the OEM's letter head duly signed by authorized signatory addressed to The Tender Inviting Authority. Authorization from OEM in original must be submitted for warranty and service support.

- 12) The bidder shall have to quote for all the items mentioned in the quotation, otherwise, it shall be disqualified. The quotation must be duly signed on each page by the authorized person of the bidder.
- 13) Each bidder can submit only one quotation.
- 14) Bidder(s) may be present at the time of opening of quotations at the assigned venue, date and time.
- 15) APSC will award the contract to the bidder whose quotation has been determined to be substantially responsive and who has offered the lowest overall quotation.
- 16) GST/other applicable taxes should be clearly mentioned in the quotation, in absence of which, the rate quoted shall be considered as inclusive of taxes. GST/other taxes shall be deducted while making payments, as applicable, at source.
- 17) The rates quoted shall be inclusive of delivery, installing and commissioning at Assam Public Service Commission, Jawaharnagar, Khanapara, Guwahati-781022
- 18) The EMD of unsuccessful bidders will be returned after the selection of the successful bidder. EMD of the selected bidder will be returned after submission of the Performance Bank Guarantee (PBG) which shall be 4% of the offered price. PBG shall be drawn from a Nationalized Bank with a validity of 1 year addressed to the authority inviting the quotation.
- 19) Payment will be made on satisfactory supply of items in full and no request for advance payment will be entertained.
- 20) Rate quoted should be valid for a period of 180 days after the closing date and time of the quotation.
- 21) Any loss or damage to the item(s) while handling/transporting till such time the items are delivered and handed over to this office is the responsibility of the supplier.
- 22) The Items mentioned in the quotation will be evaluated item-wise. The bidder shall have to quote price for each item, failing which the quotation shall be rejected.
- 23) If there is any discrepancy between words and figures the amount in words shall prevail prior to detailed evaluation.
- 24) The APSC reserves the right at the time of award of Supply Order to increase or decrease the required quantity without any change in hiring charges of the offered quantity and other terms and conditions.
- 25) Normal commercial warranty/guarantee of 12 months or more shall be applicable to the supplied items.
- 26) On completion of successful supplies of ordered quantities, bills/invoices should be raised in triplicate in the name of the Quotation Inviting Authority.
- 27) All terms and conditions and other contents in the quotation shall be final and acceptable to the bidder.

- 28) APSC reserves the right to accept or reject any quotation/all quotations/ cancel the bidding process without assigning any reason whatsoever.
- 29) Any dispute, if occurs, shall be under the jurisdiction of the Courts of Guwahati.
- 30) OEM should have been in business for past 10 years in India.
- 31) OEM service center in minimum 5 states in NE.
- 32) OEM undertaking on non-blacklisting at any time in India. This should be on legal stamp paper and notarized.
- 33) OEM undertaking that the Operating System will be genuine and will be preloaded from OEM factory premises. This should be on legal stamp paper and notarized.
- 34) OEM undertaking that no refurbished components will be used by OEM. This should be on legal stamp paper and notarized.
- 35) OEM should be ISO 9001, 14001, 20001, 27001
- 36) **All the above credentials** should be a part of the bid submission and to be signed by a person having **Power of Attorney in OEM. Such POA to be part of the bid**

Sd/-
Secretary
Assam Public Service Commission
Jawaharnagar, Khanapara, Guwahati-22

ANNEXURE-A
Technical Specifications

Sl. No.	Item	Specification
1	Laptop Computer	Processor: Intel® Core™ i3-10110U processor with Intel® UHD Graphics 620 (2.1 GHz base frequency, up to 4.1 GHz with Intel® Turbo Boost Technology, 4 MB L3 cache, 2 cores)
		Chipset: System on Chip
		Wireless: Integrated wireless 802.11 ac with Bluetooth 4.2 Combo or better
		Memory: 8 GB DDR4 RAM - 2666 Mhz or higher - expandable to 32 GB (total 2 DIMM slots- both DIMM Slots customer upgradeable)
		Hard Disk Drive: 512 GB PCIeNVMe M.2 SSD
		Graphics: Integrated Graphics HD 620
		Display: 14-inch diagonal LED-backlit (1366 x 768 resolution)
		Webcam: 720p HD webcam
		Keyboard: Full size keyboard
		Ethernet Interface: Integrated Ethernet 10/100/1000 NIC
		Ports: 1 x HDMI 1 x Headphone / microphone Combo 1 x Power connector 1 x RJ-45 3 x USB 3.1
		Multimedia: 1 multi-format digital media reader supporting SD, SDHC, SDXC cards
		Weight: Not more than 1.6 Kgs with battery
		Security: FIRMWARE TPM 2.0, Security Lock Slot
		Speaker / Microphones: Integrated stereo speakers; HD audio Integrated microphone
		Battery: 3 cell 41Whr or better
		Operating System: Windows 10 Professional
OS Certification: Must be certified for Windows 10 pro		
Warranty: 1 Year including battery		
AC Adapter: Standard Indian Adaptor		
Mandatory Industry Standard Certifications: UL, FCC Compliance, EPEAT, Energy Star		

ANNEXURE-B
**MANUFACTURER'S AUTHORISATION LETTER AND UNDERTAKING OF
WARRANTY FOR LAPTOP**

No.

Dated.....

To
Secretary
Assam Public Service Commission
Jawaharnagar, Khanapara, Guwahati-22

Sub: Authorization letter and undertaking of warranty for Laptop Computer.

Ref: Tender Ref. No: Dated.....

Sir,

We(*name of the manufacturer*)..... an established and reputable manufacturer of.....(*name of the items*)..... having registered office at..... and factories/ manufacturing units at.....and do hereby authorize M/s..... (*Name and address of bidder/ agent*) to bid, negotiate and conclude the contract with you against the tender mentioned under reference.

We hereby declare that,(*name of the manufacturer*) is not blacklisted **at any point of time** either by the Bid Inviting Authority or by any State Government organization/ Central Government organizations / Financial Institutes/ Public Sector Institutes/ Reputed Educational Institutes.

We hereby declared that genuine products maintaining highest quality and specification as per tender shall be delivered to APSC, Assam.

We hereby ensured that, the components which will be used in the manufacture of the quoted product will be new & fresh and no refurbished material shall be used.

We hereby declared that, genuine licensed Windows Operating System will be OEM factory pre-installed and recovery media will be delivered with each PC.

We hereby declared that, years of free of cost on-site comprehensive warranty shall be offered for the items bearing Make..... and Model.....supplied from the date of installation of items.

We shall provide centralized helpdesk to lodge complaints and that shall be addressed within 24 hours of call lodged and the machine/equipment shall be made functional within 48 hours (excluding holidays). (**List of service centres in Assam and tool free call centre number enclosed**)

We hereby declared that, if the product is declared as end-of-life product in later date, then also support shall be given to APSC, Assam, at least for 5 years including spare parts and consumables from the date of declaration of end-of-life product.

We hereby extend our full guarantee and, warranty as per tender for the goods offered for supply against this invitation for bid by the(*Name of the bidder*).

I,(*name of the official*) declared that, I am competent to issue this authorization letter on behalf of(*name of the manufacturer*)..... Power of Attorney issued by the competent authority is enclosed herewith.

Yours faithfully,

Signature with Seal

For and on behalf of M/s _____ (Name of Manufacturer/s)

Name of the Official Issued the Certificate:

Designation:

Mobile No:

Phone No (O):

Email Id:

Address for Correspondence:

ANNEXURE-C
FORMAT OF QUOTATION (Price Bid)
 (On the letter head of the Firm/Agency)

Sl. no.	Item name	Specifications	Quantity	Unit price	Total Price (D x E)	GST (unit)	Total Price	
							Without GST	With GST
A	B	C	D	E	F	G		
1								

We agree to supply the above goods in accordance with the technical specifications required by Assam Public Service Commission, Jawaharnagar, Khanapara for a total contract price of Rs..... (amount in figures) Rupees..... amount in words) including GST within the period specified in the Request for Quotation.

We also confirm that the normal commercial warrantee/guarantee ofmonths shall apply to the offered goods.

We hereby certify that we have taken steps to ensure that no person acting for us or on our behalf will engage in bribery or collusive agreements with competitors.

We hereby certify that installation at site as is necessary for operationalization and maintenance of the equipment will be undertaken by us.

Name of the Agency/Firm _____

Name of the authorized person: _____

Signature of the authorized person: _____

Office seal: _____

Date: _____