



ASSAM POWER DISTRIBUTION COMPANY LTD

NIT No.: APDCL/CGM(CR,M&S)/CCC/Desktop Computers/22-23/01

TENDER DOCUMENT

for

Supply & Installation

of

Desktop Computers

Office of The Chief General Manager
(Customer Relation, Marketing & Safety)
4th Floor, Bijulee Bhawan, Paltanbazar,
Guwahati- 781001, Assam
email – cgm.crapdcl@gmail.com



INDEX

S. No.	Description	Page Nos.
1	Title	
2	Index	
3	Notice Inviting Tender	
4	Instructions to the Tenderers	
5	Details of requirements and technical Specifications (Annexure-A)	
6	Undertaking from Bidder (Annexure – B)	
7	Format & Requirements for Submitting Technical Bid (Annexure –C)	
8	Format & Requirements for submitting Commercial Bid (Annexure – D)	



ASSAM POWER DISTRIBUTION COMPANY LTD

CIN : U40109AS2003SGC007242

O/O THE CHIEF GENERAL MANAGER (CR, M & S)

4th Floor, Bijulee Bhawan, Paltanbazar, Guwahati-781001

NIT No: APDCL/CGM(CR,M&S)/CCC/Desktop Computers/22-23/01

Dated:29.12.2022

NOTICE INVITING TENDER

The Assam Power Distribution Company Limited invites E-tender from Original Equipment Manufacturer (OEM)/Authorized Distributors of OEM/Authorized Dealers of OEM for the Supply & Installation of Desktop Computers at the APDCL Call Centre, Sixmile. The bid document along with other relevant information will be available for download in www.apdcl.org and www.assamtenders.gov.in as mentioned hereunder:

Description	Date & Time
Tender document publishing date	30-Dec-2022
Pre-bid queries start	31-Dec-2022
Pre-bid queries end	06-Jan-2023
Bid Submission start	09-Jan-2023
Bid Submission end	17-Jan-2023
Technical Bid Opening	18-Jan-2023

Sd/-

Chief General Manager(CR,M&S), APDCL

Memo No: APDCL/CGM(CR,M&S)/CCC/Desktop Computers/22-23/01

dated:

1. The P.S. to the MD, APDCL, Bijulee Bhawan, Guwahati-1, for kind information of the MD, APDCL.
2. The Chief General Manager (F&A), APDCL, Bijulee Bhawan, Guwahati-1, for kind information.
3. The Concerned IT wing, APDCL, Bijulee Bhawan, Guwahati for publication of the notice in official website.
4. The PRO, APDCL, Bijulee Bhawan, Guwahati issue of "National" daily newspaper and one in "Local" daily newspaper.
5. Relevant Office file.

Sd/-

Chief General Manager(CR,M&S), APDCL



ASSAM POWER DISTRIBUTION COMPANY LTD

CIN : U40109AS2003SGC007242

O/O THE CHIEF GENERAL MANAGER (CR, M & S)

4th Floor, Bijulee Bhawan, Paltanbazar, Guwahati-781001

NIT No: APDCL/CGM(CR,M&S)/CCC/Desktop Computers/22-23/01

Dated:29.12.2022

The Chief General Manager(CR,M&S), APDCL, Bijulee Bhawan, Paltanbazar, Guwahati-1, invites “Online bids” from Original Equipment Manufacturer (OEM) /or Authorized Distributors /or Authorized Dealers of OEM for the Supply & Installation of Desktop Computers at the APDCL Call Centre, Sixmile.

The details are summarized below: -

a)	Tender number	APDCL/CGM(CR,M&S)/Desktop Computers/23-24/01
b)	Purchaser	The Assam Power Distribution Company Limited (APDCL) is a public limited company wholly owned by the Government of Assam. It was incorporated on the 23rd day of October 2009 and has been registered under Indian Companies Act 1956
c)	Usage of Computers	The Desktop Computers will be used as workstations for the Customer Care Executives for handling calls and other activities related to APDCL customer care services.
d)	Scope of Tender	Supply & Installation of Desktop Computers
e)	Specification/ Details of Desktop Computers	The detailed specifications of Desktop Computers are specified in tender and placed at Annexure-A
f)	Tender Document	The complete Tender Documents can be downloaded free of cost from the APDCL’s website www.apdcl.org as well as in e-tendering portal of GoA www.assamtenders.gov.in
g)	Estimated Project Value	Rs. 34 Lakhs (approx.)
h)	Locations of supplies	The Desktop Computer(s) is/are proposed to be supplied at Assam Power Distribution Company Limited (APDCL), Sixmile, Call Centre, Guwahati-781022, Assam. It may be noted that the Chief General Manager (CR, M&S), APDCL have full rights to cancel supplies while placing the supply order to selected bidder. The reason for cancellation of supply to any of the locations or all locations would not be disclosed.
i)	Tender Processing Fees (Rs.)	Rs. 7,00.00 (Rupees Seven Hundred Only) The bidder must deposit non-refundable tender processing fees for the aforesaid amount through online mode at the time of submission of the e-tender. For further details regarding online payment of the tender processing fees, the online published tender documents may be referred.
j)	Earnest Money Deposit (EMD) alongwith Tender	Rs, 1,70,000/- (Rupees One Lakh Seventy Thousand Only) EMD should be submitted online while submission of tenders in www.assamtenders.gov.in . Any tender without EMD will be rejected outright. For further details regarding online payment of the EMD, the online published tender documents may be referred.
k)	Address & contact details for future correspondences in this regard	O/o CGM(CR,M&S), APDCL, 4 th Floor, Bijulee Bhawan, Paltanbazar, Guwahati-1



ASSAM POWER DISTRIBUTION COMPANY LTD
CIN : U40109AS2003SGC007242
O/O THE CHIEF GENERAL MANAGER (CR, M & S)
4th Floor, Bijulee Bhawan, Paltanbazar, Guwahati-781001

NIT No: APDCL/CGM(CR,M&S)/CCC/Desktop Computers/22-23/01

Dated:29.12.2022

Important Dates:

Sl No.	Event	Date & Time
1	Tender document publishing date	30-Dec-2022
2	Bid Submission start date and time	31-Dec-2022
3	**Pre-bid queries start date	06-Jan-2023
4	Pre-bid queries end date	09-Jan-2023
5	Bid submission end date and time	17-Jan-2023
6	Technical Bid Opening Date & time	18-Jan-2023

**Pre-bid queries can be send to the email-id cgmcrtenders@gmail.com

- 1. Tender Processing fees & EMD:** The tender processing fees and EMD shall be deposited through online mode as per the provision explained above. For MSME of Assam, preference will be provided as per provisions of the Procurement Preference Policy; Assam 2015 will be applicable.
- 2. Bid Validity:** The bid shall remain valid for a period of 180 days from the last date of bid submission. However, in exceptional circumstance, APDCL may solicit the Bidder's consent to an extension of the bid validity period. The request and responses thereto shall be made in writing or by Email.
3. The bidding will be conducted through the open competitive bidding procedures as per the provisions specified in the Bid. A Single Stage Two Envelope E-tendering Procedure to be adopted to carry out the tendering formalities against this tender.
4. Bids must be submitted electronically through E-tender portal www.assamtenders.gov.in in two parts as Techno Commercial bid and Price bid. A copy of the Technical bid shall be submitted in a sealed envelope super scribing (a) Tender No. (b) Name of the bidder with full address. The submitted hardcopies shall be used for preservation purpose only. Submission of Techno-Commercial Bid in hard/paper form shall not be considered for evaluation purpose. Further, any document not found in the online uploaded copy, but furnished as a part of offline/hardcopy submission shall not be considered for evaluation purpose. Hence, the intending Bidders are advised to upload their techno-commercial bids carefully and completely.
5. The detailed Qualifying Requirements (QR) are specified in the "Qualifying/Eligibility Criteria & Document Checklist" of the Bidding Document.
6. Only those bidders found responsive in Part-I of Bid viz. Techno Commercial bid with adequate bid capacity shall be considered for opening of Price Bid. The date and time of opening of Part-II Bid (Price) shall be communicated to those bidders whose bids are qualified for opening.
7. The Bidders shall comply with and agree to all the provisions of this existing conditions of the BID DOCUMENT for various bidding considerations including but not limited to eligibility, costs, payments, information regarding APDCL systems, bid formats, bid submission and other considerations.
8. The Bidders are expected to examine all instructions, forms, terms, and specifications in the Bidding Document. Failure to furnish all information or documentation required by the Bidding Document may result in the rejection of the Bid.
9. In case of Micro/ Small/ Medium units of Assam valid documents/ certificates issued by competent authority shall be submitted along with the bid. Preference will be given to Micro/ Small/ Medium units as per provisions of the Procurement Preference Policy; Assam 2015.
10. Corrigendum, if any, would be published online on the website and will be deemed to be a part of the bid document and binding on all the bidders.
11. The bidding documents are not transferable and cost of bidding document is not refundable under any circumstances.



ASSAM POWER DISTRIBUTION COMPANY LTD
CIN : U40109AS2003SGC007242
O/O THE CHIEF GENERAL MANAGER (CR, M & S)
4th Floor, Bijulee Bhawan, Paltanbazar, Guwahati-781001

NIT No: APDCL/CGM(CR,M&S)/CCC/Desktop Computers/22-23/01

Dated:29.12.2022

12. APDCL reserves the right to cancel/withdraw this invitation for bids without assigning any reason and shall bear no liability whatsoever consequent upon such a decision.

13. The issue of this BID DOCUMENT does not imply that APDCL is bound to select a Bidder for the Project. APDCL reserves the right to cancel/reject/withdraw any/all bids without assigning any reason thereof and shall bear no liability whatsoever consequent upon such a decision. APDCL may accept any tender or part thereof advantageous to APDCL and can award the supply work to one party or split up the supply works amongst different bidders. Decision of undersigned is final and binding on all.

14. Other detail Eligibility Criteria may be seen in bid document.

The undersigned reserves the right to withdraw, accept or reject any or all tenders without assigning any reason thereof. He is not bound to accept the lowest bids also.

S/d-
Chief General Manager (CR, M&S), APDCL,
4th Floor, Bijulee Bhawan,
Paltan Bazar, Guwahati-1

Memo No: APDCL/CGM(CR,M&S)/CCC/Desktop Computers/23-24/01 dated:

1. The P.S. to the MD, APDCL, Bijulee Bhawan, Guwahati-1, for kind information of the MD, APDCL.
2. The Chief General Manager (F&A), APDCL, Bijulee Bhawan, Guwahati-1, for kind information.
3. The DGM(CCC), APDCL, for information.
4. The DGM(IT), CR, APDCL, for information.

Sd/-

Chief General Manager(CR,M&S), APDCL



INSTRUCTIONS TO THE TENDERERS

The Tender shall be submitted in accordance with these instructions, as under.

1. Abbreviations:

Throughout this tender documents”, the word/ term:

- a) “APDCL” means Assam Power Distribution Company Limited
- b) “day” means Calendar day
- c) “working day” means any working day of APDCL.
- d) “tender” means tender number *APDCL/CGM(CR,M&S)/Desktop Computers/23-24/01*
- e) “Computers” means the Desktop Computers/equipment/software/accessories as detailed at Annexure-A.
- f) If context so requires, “singular” means “plural” and vice versa.
- g) “EMD” means Earnest Money Deposit.
- h) “Purchaser” means The Assam Power Distribution Company Limited
- i) “Bid” means the document and financial details submitted by bidder.
- j) “Bidder” means the eligible and qualified Original Equipment Manufacturers / Authorized Distributors/ Authorized Dealers.
- k) “Tenderer” means the eligible and qualified Original Equipment Manufacturers / Authorized Distributors/ Authorized Dealers.
- l) “OEM” means Original Equipment Manufacturer

2. Eligible Bidder:

- a) The intending Bidder, in case of Original Equipment manufacturers shall submit a self-declaration on their letter-head, along with the Technical Bid, confirming that they are regular in manufacturing & supplying the similar Desktop Computers, as asked in this tender, for the last five (05) years.
- b) The original equipment manufacturers shall possess ISO 9001, 20001, 14001, & 27001 Certificate for their establishment. The copy of the valid ISO Certificate shall be placed with the Technical Bid.
- c) The intending Bidder, in case of Authorized Distributor of OEM / Authorized Dealer of OEM shall possess valid authorized Distributorship / Dealership license from Original Equipment Manufacturers(OEM) who should have valid ISO Certificate 9001 and shall be engaged supply of similar Desktop Computers for the last five (05) years. The Bidder shall enclose the copy of the same in Technical bid while submitting the tender.



3. Location of supplies:

- a) The details of the location where the Desktop Computer(s) supplied through this tender is as under:

#	Location	Address for supplies
1	Customer Call Centre, APDCL	Data Centre, APDCL, ASEB Campus, Dwarandha, Sixmile, pin-781022. ASSAM

- b) The bidder is free to inspect the location(s) in the premises before submitting the bid under this tender.
- c) It may be noted that the Chief General Manager (CR, M & S), APDCL have full rights to cancel the location for supplies even after calling the offers from bidders but before the issue of supply order to execute the supply by the bidder. The reason for cancellation of supply to any of the locations or all locations would not be disclosed.

4. Scope of Supplies:

- a) The Desktop Computers shall be supplied in compliance to the specifications mentioned in Annexure-A of the tender.
- b) The specifications of the Desktop Computers as mentioned in the Annexure-A are the requirements of tender, however higher specifications of Desktop Computers may be considered subject to their cost economics i.e., competitiveness in financial terms for the particular location.
- c) After the supply of Desktop Computers as mentioned in the Annexure A, the bidder has to execute its installation & commissioning at the designated site in the location(s). No extra cost shall be paid for this reason.
- d) The bidder shall offer on-site comprehensive warranty of Desktop Computers for at least three (03) years from the date of successful commissioning of Desktop Computers at the designated location. The purchaser is not liable to pay any extra charges on any account during warranty period.

5. Delivery

- a) The purchaser interested for complete delivery of Desktop Computers by the bidder within Thirty (30) calendar days from the date of issue of supply order. However, the bidders have an option to submit the best delivery time, but in anycase the delivery should be before 45 days from the date of issue of supply order by purchaser.
- b) The material shall be inspected on receipt at site and bidder shall be responsible for any damage during the transit of Desktop Computers/ equipment.
- c) The bidder shall not arrange part shipments and/or trans-shipments without the permission of purchaser. The insurance cover including insuring the goods against the loss or damage incidental to manufacture or acquisition, transportation, storage and delivery/Installation & Commissioning shall be obtained by the bidder in his own name and not in the name of purchaser. The purchaser will as soon as possible but not later than 30 days from the date of arrival of goods at destination shall notify the bidder of any loss or damage to the goods.



6. Warranty

- a) The bidder shall offer on-site comprehensive warranty of Desktop Computers for three years from the date of successful installation of Desktop Computers at the designated location & shall cover each and every part of the Desktop Computers including parts having limited life etc. The purchaser is not liable to pay any extra charges on any account during warranty period.
- b) The bidder shall pay to the purchaser such compensations that may arise by reasons of the warranty therein contained but not attended by the bidder.
- c) Any part or parts fail or proved defective within the on-site warranty period specified above, owing to defect in design, material or workmanship, the bidder shall have to replace them at the place of installation without asking for any charges.
- d) During the warranty period, expert(s) shall be deputed at site by the bidder within three working days from the date of request from purchaser, to rectify and fixing the defects of Desktop Computers at the location where Desktop Computer(s) supplied. The cost of deputation of expert(s) and any other associated expenditure shall be borne by the bidder.

7. After Sales Services

- a) The bidder shall ensure to render after sales services during the warranty period to the satisfaction of purchaser.
- b) The bidder will depute their engineer within two (02) working days to attend the service call received in writing from purchaser.

8. Security Deposit & Contract Agreement

The successful Bidder shall furnish the security deposit to APDCL within 15 days from the date of communication of Acceptance of LoA/Work Order for an amount of 10% of the contract value, valid up to 60 days beyond the date of completion of/service obligations i.e. 3 years from the date of installation and enter into a Contract Agreement with APDCL within 30 days from the date of issue of LoA/Work Order on a Rs.100/- non-judicial stamp paper. The cost of Stamp paper should be borne by the Bidder.

The Security Deposit should be in the form of Bank Guarantee in favour of the "Assam Power Distribution Company Limited" payable at Guwahati from any Nationalized or Scheduled bank.

The Security Deposit will be discharged by the APDCL and returned to the supplier within 60 days following the date of completion of the Supplier's performance obligations, under the contract.

The security deposit shall be forfeited as a compensation for any loss resulting from the failure to perform the obligations under the contract or in the event of termination of the contract or in any event as APDCL thinks fit and proper.

9. Authorization for Submission of Tender:

- a) The original and all copies of the bid shall be signed by a person duly authorized to sign on behalf of the Bidder. The written confirmation of authorization (in form of letter on the bidder's letter head) to sign on behalf of the bidder confirming the signature as a person duly authorized to sign should be attached with the technical bid of the tender.
- b) The person signing the tender form or any other documents on behalf of the Bidder shall be deemed to warrant that he has authority to bind the Bidder. If it subsequently comes to light that the person so signed had no authority to do so, the purchaser may without prejudice to any other civil & criminal remedies cancel the tender and hold the Bidder liable for all costs, charges and damages.



10. Earnest Money & Tender Fees Deposit:

- a) The Bidders shall have to pay the Tender participation fees, EMD fees and any other processing fees, as required in online mode during submission of bid via <https://assamtenders.gov.in>.
- b) Any request by the bidders to consider their EMD already furnished by them to any of the other office of the purchaser, for any other contract/ tender will not be considered as EMD for this tender.
- c) The EMD will be returned to the unsuccessful bidders soon after the orders are placed on the successful bidder.

11. Submission of Tender:

- a) The technical and commercial bids should be duly submitted online using the e-Procurement Portal <https://assamtenders.gov.in> on or before the last date of bid submission.

12. Financial Bid Submission:

- a) Bidder shall take into account of all costs including unloading at the location of purchaser, cartage etc. for giving delivery of material at site(s) as detailed at Para 3 of “Instructions to the Tenderer” before quoting the rates. In this regard no claim what so ever shall be entertained.
- b) The “Price of Desktop Computers before Taxes & Duties” shall remain firm & inclusive of all costs involved for the delivery to the destination(s) which include the cost of Installation at destination, Cost of services to be provided during Comprehensive Warranty of 3(three) years.
- c) No extra payment or revision of “Price of Desktop Computers before Taxes & Duties” shall be accepted on account of any discrepancy in nomenclature of items. The Bidder is advised to seek clarification, if any, desired before submitting the tender.
- d) No representation for the revision of the quoted “Price of Desktop Computers before Taxes & Duties” shall be considered till the supplies are completed to the designated location.

13. Last date of submission of Tender:

- a) The bidder should submit their bids in the website www.assamtenders.gov.in on or before last date of submission.
- b) The purchaser may, at its discretion, extend the deadline for the submission of bids by amending the Tender Documents, in which case all rights and obligations of the Purchaser and Bidders previously subject to the deadline shall thereafter be subject to the deadline as extended. The prospective bidders are advised to remain in touch with website for any update in respect of their tender.

14. Opening of Technical Bid:

- a) The technical bid of tenders will be opened at O/o CGM(CR,M&S), APDCL, Bijulee Bhawan, Paltanbazar, Guwahati-01 via www.assamtenders.gov.in. The Bidder or their authorized representative (One person only) may be present at the time of opening of the tender.

15. Opening of Commercial Bid:

- a) The Commercial Bid of only technically responsive bidders will be opened on the stipulated due date. The date & time for opening of Commercial Bid shall be intimated to the technically responsive bidders via <https://assamtenders.gov.in>.

16. Validity of Tender:

- a) The tender shall be valid for a period of 90 days from the date of opening of the Technical Bid of tender. Terms and financial details submitted in the bid shall be treated as firm during the said period



of 90 days.

- b) In exceptional circumstances, prior to the expiry of the bid validity period, the Purchaser may request bidders to extend the period of validity of their bids. The request and the responses shall be made in writing.

17. Evaluation of Bids:

- a) If there is a discrepancy between words and figures, the amount in words shall prevail, unless the amount expressed in words is related to an arithmetic error, in which case the amount in figures shall prevail subject to (a) and (b) above.
- b) To assist in the examination, evaluation, comparison of the bids and qualification of the Bidders, the Purchaser may, at its discretion, ask any Bidder for a clarification of its Bid. Any clarification submitted by a Bidder in respect to its Bid and that is not in response to a request by the Purchaser shall not be considered. The Purchaser's request for clarification and the response shall be in writing only.
- c) If the Bidder does not provide clarifications of its bid by the date and time set in the Purchaser's request for clarification, its bid may be rejected.
- d) 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 supply order, without thereby incurring any liability to Bidders. In case of annulment, all bids submitted and specifically Bid document, EMD deposits shall be promptly returned to the Bidders.
- e) The Purchaser shall compare the "Total Price including GST" of all the responsive bids to determine the lowest bid for a particular location.
- f) The bidder shall note that they are not supposed to put any Taxes & Duties amount in the Commercial Bid. However, after the supplies, they have to issue the invoice indicating the Price of Desktop Computers as quoted in the Commercial Offer and thereafter specify the Taxes as applicable at the time of delivery. The Purchaser shall pay total amount which includes the unit price of Desktop Computers as well as the taxes and duties as applicable at the time of delivery.
- g) The Purchaser is authorized to ask the evidence from bidder to counter-check that the taxes & duties as claimed by the bidder at the time of issue of invoice after the supply of Desktop Computers.

18. Earnest Money Forfeit:

- a) If any Bidder withdraws his tender before the period of 90 days from the date opening of technical bid or makes any modifications in the terms and the conditions of the tender which are not acceptable to the purchaser, then the purchaser shall, without prejudice to any other rights or remedy, be at liberty to forfeit the EMD.
- b) The EMD will also be forfeited in following cases:
- i. If the bidder fails to accept the order based on his offer (bid) and within the prescribed time.
 - ii. If the bidder fails to supply the Desktop Computers with specifications as mentioned in Annexure –A
 - iii. If the bidder delay supplies beyond a reasonable time resulting in disruption of project.
 - iv. Bidder for any reason whatsoever withdraws the tender after it is accepted or become unable or fails to execute the orders within stipulated delivery period.
 - v. Submission of misleading/contradictory/false statement or information and fabricated/invalid documents are detected before or after the issue of order to execute the supplies.
 - vi. The successful bidder does not submit Indemnity Bond within the prescribed time.



19. Notification of Award:

Prior to the expiry of the period of bid validity, the purchaser shall notify the successful Bidder, in writing, that its Bid has been accepted. The notification letter shall specify the sum that the Purchaser will pay to the bidder in consideration of the supply of Desktop Computers with the details of selected location(s).

20. Pre-dispatch Inspection:

A pre-dispatch inspection by 3rd party/ technical team of purchaser may be carried out at bidder's site of manufacturing Desktop Computers. This pre-dispatch inspection will not absolve bidder's responsibility to execute supply in accordance with the tender terms.

21. Packing:

- a) The bidder shall provide packing of the Desktop Computers, as is required to prevent their damages or deterioration during the transit to their final destination. The packing shall be sufficient to withstand, without limitation, rough handling during transit. In case the consignment received with damaged packaging, the purchaser would not accept the delivery.
- b) The Desktop Computers shall be securely boxed, crated and protected from mechanical damage, moisture etc. suitable for both storage and transit according to the nature of the material and mode of transport. The bidder shall be responsible for any loss/ damage to material during transportation to the designated location.

22. Delivery Time:

- a) The bidder shall indicate the period within which the ordered quantity will be supplied. The bidder shall note that in case bidder fails to supply within the period of delivery indicated by the bidder in technical bid of this tender, penalty @1% of value of the order per week of delay would be levied subject to maximum 4 weeks. It means, the bidder shall have the liability of delayed supply to the maximum of 4 weeks after expiry of scheduled delivery date. After that the supply order shall be cancelled and EMD will be forfeited and bidder will be debarred from participation in any future tenders.
- b) The successful Bidder shall, within a week from the date of receipt of communication of acceptance of quotes from purchaser shall intimate his acceptance of the order. The successful bidder shall complete supplies strictly as per the accepted delivery period.

23. Payment:

- a) The 90% payment of total bill will be made by the purchaser by crossed account payee cheque/RTGS/NEFT for which the bidder shall send bills in triplicate(original + 2 copy) after Supply & Installation of Desktop Computers, giving the reference number of the purchase order along with copies of delivery note & satisfactory report on the Installation of Desktop Computers(s), from designated purchaser department. The details about the designated purchaser department who is authorized to take the delivery of Desktop Computer(s) shall be informed to the successful bidder through the supply order placed for the supply of Desktop Computer(s).
- b) The 10% payment of total bill along with EMD deposit will be released to bidder after 3(three) months from the date of installation Desktop Computers on submission of three (03) years warranty certificate.

24. Causes of Rejection of Tender:



ASSAM POWER DISTRIBUTION COMPANY LTD
CIN : U40109AS2003SGC007242
O/O THE CHIEF GENERAL MANAGER (CR, M & S)
4th Floor, Bijulee Bhawan, Paltanbazar, Guwahati-781001

NIT No: APDCL/CGM(CR,M&S)/CCC/Desktop Computers/22-23/01

Dated:29.12.2022

- a) While submitting the tender, if any of the prescribed conditions are not fulfilled or are incomplete in any form, the tender is liable to be rejected.
- b) If any Bidder stipulates any condition of his own, such conditional tender is liable to be rejected.

25. Claims:

- a) If the specification of supplied Desktop Computers are found to be lower than those stipulated in the accepted offer, the purchaser shall have right to totally reject the supplied Desktop Computers to claim for compensation from bidder. The bidder shall reimburse to purchaser, the claim lodged in writing within 15 (fifteen) days of its demand. The bidder shall also compensate for losses, if any, sustained by purchaser due to defective packing and/or wrong marking of the Desktop Computers.
- b) The bidder shall be responsible for arranging the rejected Desktop Computers to be removed at his cost from purchaser premises.

26. Address for communication:

All the communication with respect to the tender shall be addressed to:
The Chief General Manager,
Customer Relations, Marketing & Safety,
APDCL, 4th Floor, Bijulee Bhawan, Paltanbazar,
Guwahati-781001

27. Force Majeure:

In the event of any unforeseen circumstances directly interfering with the supply of goods/work/service arising during the execution of order such as war, hostilities, acts of the public enemy, civil commotion, sabotage, fires, floods, earthquakes, explosions, epidemics, quarantine restrictions, strikes, lockouts, or acts of God, the Bidder shall, within a week from the commencement thereof, notify the same in writing to the Purchaser with reasonable evidence thereof. Either party shall have the option to terminate the contract on expiry of 90 days of commencement of such force majeure by giving 14 days "notice to the other party in writing. In case of such termination, no damages shall be claimed by either party against the other.

28. Code of Ethics:

The Purchaser as well as the Bidder shall observe the highest standard of ethics including laws against fraud and corruption in force in India namely "Prevention of Corruption Act 1988", during the procurement or execution of such contracts. If the bidders are found in Bid pooling or against law against fraud and corruption then their firms may be blacklisted.

29. Jurisdiction:

In the event of any dispute the legal matter shall be subjected to the jurisdiction of Guwahati High Court only.

We confirm with our acceptance to the instructions (S.No-1 to 28 above) as given above.

BIDDER'S NAME & SIGNATURE WITH SEAL

These duly signed "Instructions to the Tenders" as under shall be attached with technical bid of the tender as a mark of acceptance of bidder and any tender not confirming the instructions as under is liable to be rejected.



ANNEXURE-A

Details of requirements and technical specifications of Desktop Computers

Parameters	Minimum Specification	Compliance (Y/N)
Processor	CPU Intel Core i5-12500 6C 3.0GHz 3200MHz 65W (3.0GHz, turbo up to 4.6GHz, 18MB cache, 6 cores) or equivalent AMD processor or higher	
Chipset	Intel H 670 or equivalent	
Graphics	Integrated UHD 730 or eq	
Size of VRAM in case of Integrated Graphics (MB)	128	
Form Factor	Tower No More than 16 L	
Chassis	Tool-less Chassis (Tool-less Hard Drive, Memory & Optical drive Removal)	
Memory	8 GB DDR4-2933 SDRAM	
RAM Expandability up to(using spare DIMM Slots	64 GB	
Internal Storage	512 GB M.2 PCIe® NVMe™ SSD	
Optical Drive	DVD R/W	
Expansion Slots	1 full-height PCI; 2 M.2; 1 PCIe 3 x1; 1 PCIe 4 x16	
Ports and Connectors	1 headphone/microphone combo; 2 SuperSpeed USB Type-C® 10Gbps signaling rate; 4 SuperSpeed USB Type-A 5Gbps signaling rate; 1 HDMI; 1 line in; 1 line out; 1 power connector; 1 RJ-45; 1 VGA; 2 USB 2.0	
Security	Hardware based endpoint security controller TPM 2.0; Integrated Intrusion Sensor; Support for chassis cable lock devices & Support for chassis padlocks devices; Drive lock option for HDD to secure Data Integrated protection from malware that lurks on malicious websites Integrated real-time detection and prevention of zero-day threats and advanced persistent threat (APT) attacks for Windows applications	
Operating System	Windows 10 Professional 64bits or higher	
Manageability	Out of band Management independent of the operating system state and power state of PC Integrated utility to enables hardware level testing outside the operating system & Drivers should be available on OEM Website for download	
Input Devices	Wired Optical Scroll Mouse & Standard Keyboard (Same OEM as Desktop & Monitor)	
Monitor	19.5" (Monitor should be from same OEM)	
Monitor Technology	TN	
LED Backlit Monitor Size (INCHES)	19.5	
Monitor Resolution (PIXELS)	1600 x 900	
Number of VGA Ports in the Monitor	1	
Number of HDMI Ports in the Monitor	1	



ASSAM POWER DISTRIBUTION COMPANY LTD
CIN : U40109AS2003SGC007242
O/O THE CHIEF GENERAL MANAGER (CR, M & S)
4th Floor, Bijulee Bhawan, Paltanbazar, Guwahati-781001

NIT No: APDCL/CGM(CR,M&S)/CCC/Desktop Computers/22-23/01

Dated:29.12.2022

Mandatory Industry Standard Certificate	ROHS Compliance, BEE/Energy Star (updated), Microsoft Win 10, FCC, CE, ISO 9001,14001,20001,27001 for OEM	
Power	180 W internal power supply, up to 90% efficiency, active PFC	
Environmental Operating Conditions	Operating temperature: 0 to 40°C; Operating humidity: 10 to 90% RH	
Warranty	3 Years On-Site OEM Warranty	

Note & Mandatory Documents to be enclosed along with Offer:

1. The product should have 3 Years Onsite Comprehensive warranty.
2. Manufacturer authorization: Wherever Authorized Distributors are submitting the bid, Manufacturers Authorization Form (MAF)/ Certificate with OEM details such as name, designation, address, e-mail Id and Phone No. required to be furnished along with the bid. The Manufacturer authorization certificate must be tender specific mentioning this bid number failing which the Manufacturer authorization certificate will not be considered.
3. The above specifications are minimum requirements. However, higher technical specifications may be considered subject to competitive price offered.
4. The Product should be listed on OEM's website along with part no.
5. OEM must fall under top 3 manufacturers in the latest IDC in PC segment; Certificate to be upload along with their Offer;
6. OEM should be Incorporation certificate (CIN) for minimum 10 years of business in India; NET WORTH: Net Worth of the OEM should be positive as per the last audited financial statement.
7. Undertaking from OEM that the offered products are with comprehensive OEM warranty and upon successful delivery and installation, such serial nos. will be available for viewing the same to be provided post installation of the laptops within one month from the date of completion of the last installation in the OEM website. Payments of successful bidder will not be cleared till the time such serial nos. is verified by the technical team from this department. Serial nos. of each Desktop to be pasted on the body of CPU at visible area along with toll free nos. to ease of logging service calls;
8. Minimum 2 service centers existing as on date of bid submission in Assam. Documentary evidence in this regard to be part of bid submission; Dedicated /toll Free Telephone No. for Service Support: BIDDER/OEM must have Dedicated/toll Free Telephone No. for Service Support. Escalation Matrix. For Service Support: Bidder/OEM must provide Escalation Matrix of Telephone Numbers for Service Support.
9. OEM should submit Undertake that no refurbished components will be used in Desktop System;
10. Data Sheet of the product(s) offered in the bid, are to be uploaded along with the bid documents. Buyers can match and verify the Data Sheet with the product specifications offered. In case of any unexplained mismatch of technical parameters, the bid is liable for rejection.



ANNEXURE -B

(Undertaking from Bidder on their official stationery)

To,
 The CGM(CR,M&S),APDCL,
 4th Floor, Bijulee Bhawan,
 Paltanbazar, Guwahati-781001

Sir,

Subject: Undertaking for the participation in the tender No APDCL/CGM(CR,M&S)/Desktop Computers/23-24/01 due for opening of technical bid on

Dear Sir,

HAVING EXAMINED AND PERUSED THE FOLLOWING DOCUMENTS

1. Notice Inviting Tender
2. Instruction to the Tenderer
3. Technical Specifications of Desktop Computers (Annexure-A)
4. Annexure – C (Technical Bid)
5. Annexure – D (Commercial Bid)

I/Wedo hereby submit the above tender in prescribed formats duly completed in all respects in accordance with the conditions applicable. If this tender is accepted, I/We agree to abide by and fulfill all the terms and conditions in the tender documents

I/We hereby distinctly and expressly declare and acknowledge that before the submission of this tender, I/We have carefully followed the instructions and I/We have understood the existing system of supply at the location(s) of purchaser including the scope and nature of duties expected from the Bidder.

I/We distinctly agree that I/We would hereafter make no claim or demand upon the purchaser based upon or arising out of any alleged misunderstanding or misconceptions or mistake on my/our part of the said stipulations, restrictions and conditions.

I/ We declare that our unit has never made any default in supplying the Desktop Computers/ equipment to Government / Semi Government/ Central or State Public sector enterprise(s) in terms of quality and financial agreed supply conditions.

Any notice required to be served on me/us shall be sufficiently served on me/us by post (registered or ordinary) or courier or left at my/our address furnished herein.

.....

I/We fully understand the terms and conditions in the tender documents.

I/We understood that the purchaser is not bound to accept any proposal that it may receive without assigning any reason.

Dated this.....day of..... 2022

Authorized Signatory
 Seal:



ANNEXURE-C

FORMAT & REQUIREMENTS FOR SUBMITTING TECHNICAL BID

1. NIT No:

2. Name of Bidder:

3. Complete office address of Bidder:

4. **Tender fee payment details** (if tender document downloaded from website)
 Details of payment by which tender fee paid.....

5. **Confirmation for supply to the location:**

#	Details	Location
		GUWAHATI
1	Tentative quantity required at the location	40
2	Consent to supply: (write YES/ NO only in the cells placed under each location)	

6. **EMD payment details** (Not applicable if the bidder is holding valid registration/ exemption certificate, as per Para 12 (c) of Instruction to Tenderers): Details of payment by which EMD paid

7. **PAN of bidder** (self-attested copy to be enclosed)

8. Bidder should be in the business of Information Technology/ System Integration for the last 10 years. The bidder must have valid GST Registration and PAN. Bidder should have registered office in Assam, valid trade license, company/firm registration, address proof document to be submit with self-attested. Bidder must be a registered Private Limited Company incorporated under the Indian Companies Act 1956 or registered a Firm / Company under Indian Partnership Act 1932; (self-attested copy to be enclosed)

9. The bidder should be financially sound to undertake the project and provide efficient support after sales. Annual turnover of the bidder in India from IT Sales & services should be not less than Rs.1 crore (each year) during last three (3) financial years (Audited statement of the accounts to be furnished).

10. **Delivery period after receipt of supply order from purchaser:** (The purchaser interested for complete delivery of Desktop Computers by the bidder within thirty(30) calendar days from the date of issue of supply order. However, the bidders have an option to submit the best delivery time, but in any case the delivery should be before 45 days from the date of issue of supply order by purchaser. Delivery to be completed in number of days (Calendar Days In figure)
 (Calendar Days in words) for delivery from the date of issue of supply order by purchaser.

11. **Details of address with contact details from where the bidder planned to offer After Sales Services during the Warranty & after warranty Maintenance period :**



#	Locations
	GUWAHATI
Details of address of bidder for rendering After Sales Services	

12. Details of address with contact details for at least three (03) purchaser to whom the bidder supplied similar Desktop Computers in the last five (05) years and Desktop Computers shall be in operations to the satisfaction of buyer for the last three (03) years: The format for submission of details for at least three purchasers are as under: (the bidder can furnish details of even more than three purchaser)

- a. Address of Purchaser with contact details (email and phone no.):
- b. Details of order for supply placed to bidder:
- c. Description and quantity of ordered equipment:
- d. Value of order in rupees:
- e. Date of completion of delivery:

(The purchaser shall have liberty to contact any or all of purchaser to assess the performance of Desktop Computers supplied by bidder)

13. Documents - Details to be enclosed with the Technical bid by bidder are as under:

- a) In case the bidder is Original Equipment Manufacturer, the bidder to submit a self-declaration on their letter-head, confirming that they are regular in manufacturing & supplying the similar Desktop Computers, as asked in this tender, for the last Five (05) years.
- b) In case the bidder is Authorized Distributor of OEM / Authorized Dealer of OEM, the bidder to attach self-certified valid authorized Distributorship / Dealership license from Original Equipment Manufacturer who should have valid ISO Certificate and shall be engaged in regular manufacturing and supply of similar Desktop Computers for the last Five (05) years.
- c) The Original Equipment Manufacturer shall attach the self-certified copy of valid ISO Certificate for their establishment.
- d) In case the bidder is Authorized Distributor of OEM / Authorized Dealer of OEM, the bidder to attach the self-certified copy of valid ISO 9001, 20001, 14001, & 27001 Certificate of their OEM.
- e) To avail benefit of Public Procurement Policy by SC/ST Micro & Small Enterprises, the requirement of documents to substantiate their claim (As per Para 11 of this tender) shall be submitted with Technical Bid.
- f) Undertaking as per annexure-B on official stationery.
- g) Duly signed all pages of "Instructions to Tenderers" of the tender document as a mark of acceptance.
- h) The letters substantiating performance from at least three (03) other purchasers, to whom, the similar Desktop Computers supplied by the bidder in last two (02) years, and performance of the Desktop Computers are satisfactory.
- i) Technical Literature of Desktop Computer(s) with particular reference to the model of Desktop Computers proposed to supply against this tender along with reference of website to assess the further features.
- j) In case the bidder is Authorized Distributor of OEM / Authorized Dealer of OEM, Manufacturers Authorization Form (MAF)/ Certificate with OEM details such as name, designation, address, e-mail Id and Phone No. required to be furnished along with the bid. The Manufacturer authorization certificate must be tender specific mentioning this bid number failing which the Manufacturer authorization certificate will not be considered.



ASSAM POWER DISTRIBUTION COMPANY LTD
CIN : U40109AS2003SGC007242
O/O THE CHIEF GENERAL MANAGER (CR, M & S)
4th Floor, Bijulee Bhawan, Paltanbazar, Guwahati-781001

NIT No: APDCL/CGM(CR,M&S)/CCC/Desktop Computers/22-23/01

Dated:29.12.2022

- k) Authorization letter in favor of personnel to sign the tender behalf of bidder.
- l) Self-certified copy of valid certificate for claiming EMD exemption.
- m) Self-certified copy of valid certificate for claiming Tender Fee exemption.
- n) Self-attested copy of valid GST registration.
- o) Self-attested copy of valid PAN.
- p) The Bidders shall furnish complete Technical details of Desktop Computers with datasheet for offered model to supply through the participation of this tender.
- q) To submit all supporting information with respect to the technical data, drawings or booklets of product. Any product brief, test certificates available may be enclosed.

Bidder's offer is liable to be rejected if they don't upload any of the certificates / documents sought in the Bid document, ATC and Corrigendum if any.

I/We as bidder certify that:

- a. The tender shall remain valid for acceptance for 90 days from the date of opening the Technical Bid of the tender.
- b. Agree to offer services for three (03) years onsite comprehensive warranty on the Desktop Computer(s) supplied through this tender.
- c. No price of any Desktop Computers shall be given in Technical Bid.
- d. Units should certify that all consumables, electrical and electronic parts of the Desktop Computers conform to national/ international standard(s).

Contact details of authorized person of bidder who have signed the tender.

Name.....

Designation.....

Phone (office).....

Phone (Mobile).....

E mail.....

Name & Signature of the authorized bidder with stamp



BILL OF QUANTITY /FORMAT OF PRICE BID

(To be filled up by the bidder)

For the item mentioned in the price bid, the bidder must furnish details of rate as per the format provided below.

SN	Description	Unit	Qty	Unit Rate (excluding GST)	GST @18% (Rs)	Rate including GST (Rs)
	1	2	3	4	5	6=4+5
1	Offered financials for the Supply & Installation at site commitment to offer on site after sales Services in the period of Warranty to the Desktop Computers offered to supply, as agreed in technical bid of the tender no. APDCL/CGM(CR,M&S)/CCC/Desktop Computers/23-24/01	No.	40			

The followings to be noted while submitting financial details for the supply of Desktop Computers to any Guwahati location:

- The bidder need to fill only the “Unit Rate”, other fields will be calculated accordingly by the system.
- The “Unit Rate” is same as “Price of Desktop Computers before Taxes & Duties”.
- The quoted GST Charges shall be added up with the unit price quoted in the provided format of BOQ and financial evaluation shall be carried out on the total amount.
- The Unit Rate quoted above should be inclusive of Basic Price, Transportation, Incidental Services (including Insurance, Loading/ Unloading, Packing & Forwarding charges etc.), Installation Demonstration and Cost of services to be provided during Comprehensive Warranty of three years.
- The Purchaser is authorized to ask the evidence from bidder to counter-check that the taxes & duties as claimed by the bidder at the time of issue of invoice after the supply of Desktop Computers.
- The purchaser will not issue any form (‘C’ and ‘D’) toward rebate / exclusion of Sales Tax/VAT etc.
- The bidder will not be entitled to any increase in Unit Rate occurring during the period of delivery even if there is delay in supplies / completion attributed to him.
- No extra payment or revision of “Unit Rate” shall be accepted on account of any discrepancy in nomenclature of items. The Bidder is advised to seek clarification, if any, desired before submitting the tender.
- The “Unit Rate” competitiveness shall be given due consideration while analyzing the Commercial Bid.

Name & Signature of the authorized bidder with stamp