

No.A-42011/7/2015-Admn.  
Government of India  
Ministry of Heavy Industries & Public Enterprises  
Department of Public Enterprises

Public Enterprises Bhawan,  
Block No.14, CGO Complex,  
Lodi Road, New Delhi – 110003  
Dated the 10<sup>th</sup> March, 2015

**Subject: - Tender for supply of Desktop**

Sealed bids are invited for supply of 3 (Three) desktop computers as per the following technical specifications. In case of private bidders, only authorized dealers of reputed companies are authorized to submit the bids:-

SL.NO	Description of item	QTY
1.	<b>Desktop All in one</b> Processor:- i3 , 4 <sup>th</sup> Gen. RAM:- 4GB HDD:-500 GB Screen:- 20" K/B& Mouse:- Wireless OS :- Win 8.1 latest Version. Webcam : Internal Writer: DVDRW Speaker:-Inbuilt Speaker	3

*Jalr*

### Terms and Conditions

1. **Last Date and Time for depositing the bids:** The quotation should reach this office latest by 3.00 PM on the 19<sup>th</sup> March, 2015.
2. **Manner of Depositing the Bids:** Single sealed bid may be submitted in person or, by registered post/speed post so as to reach Smt. Jyoti Mathur, Under Secretary (Administration), Room No-409-A, Block 14, CGO Complex New Delhi-110003.
3. **Time and Date for Opening Bids:** The quotation will be opened at 3.30 PM on the same day in Room No-409-A, Block 14, CGO Complex New Delhi-110003 in the presence of members of the Standing Purchase Committee of the Department. Tenderers or their representatives may also be present if they so wish.
4. **Bid System:** The bid is to be submitted in single bid system with details of technical specification and price should be mentioned clearly.
5. **Validity of Bid:** The bid should remain valid for 60 days from the date of opening of the bid.
6. **Delivery:** - The desktop computers shall be delivered to the address as above within 07 days from the date of placement of supply order.
7. **Warranty & Maintenance:** Comprehensive 03 years onsite warranty including part & labour and also Preventive maintenance shall be done once in every quarter.
8. General terms and conditions of the contract shall be as per Annexure.
9. All pages of the bid being submitted must be signed and sequentially numbered by the bidder.

  
(Jyoti Mathur)  
Under Secretary

## ANNEXURE

### General Terms and conditions of the contract

#### **1. Bid Prices:-**

- I The prices shall be quoted in Indian Rupees only.
- ii The prices shall be quoted for destination and no additional cost for delivery & training will be entertained.
- iii All taxes, duties etc. levyable should be clearly indicated.
- iv The prices quoted shall remain firm and fixed for the duration of the delivery and shall not be Subject to adjustment on any account.

#### **2. CORRECTION OF ERRORS:-**

In the process of evaluation of I Bids, following procedure will be adopted for correction of errors:

- a) Where there is a discrepancy between the rates in figures and in words, the rate in words will govern.
- b) Where there is a discrepancy between the unit rate and the total cost, the total cost resulting from multiplying the unit rate by the quantity, quoted will govern.

The amount stated in the Bid will be corrected in accordance with the above procedure for removal of errors and shall be considered binding upon the Bidder. If the Bidder does not accept the corrected amount, the Bid will be rejected.

#### **3. Bid Evaluation and Award Criteria:-**

The bids of those bidders, who fulfill the eligibility criteria , will be evaluated as under:

- i) The price bids will be evaluated item wise as per technical specifications.
- ii) The Purchaser shall award the purchase order to the bidder whose offer has been determined to be the lowest evaluated bid and is substantially responsive to the bidding documents, provided further that the bidder is determined to be qualified to perform the Contract satisfactorily.

**4. Purchaser's Right to vary Quantities:** - At the time of placing supply order the purchaser reserves the right to increase or decrease the quantity of goods from the quantity originally specified in the Schedule of Requirements.

**5. Delivery Period:** - within 07 days from the date of placement of supply order.

**6. Payment Terms:-**No advance payment shall be made. Payment will be released normally within one month after receipt of delivery of the goods as per the prescribed technical specification with delivery challans and receipt of Pre-receipted bills in triplicate.

*J.N.*