

GOVERNMENT OF ASSAM
OFFICE OF THE DIRECTOR OF MEDICAL EDUCATION, ASSAM
SIXMILE, KHANAPARA, GUWAHATI-22

Web site : www.dmeassam.gov.in, email: dme@assam.gov.in, dmeassam@gmail.com, Fax: 0361-2366236

No. DME/41/2018/3911

Dated: 13-03-2018

**SHORT RE - TENDER NOTICE FOR SUPPLY AND INSTALLATION (PACKAGE TYPE)
OF LAPTOPs, TABLET COMPUTERS, ALL-IN-ONE DESKTOP PCs, PHOTOCOPIERS,
MULTIFUNCTIONAL PRINTERS, UPSs**

Short Tender Reference No.	:	No. DME/41/2018/3911, Dated: 13-03-2018
Date of publishing of Tender Documents	:	13/ 03/2018
Date of sale of Tender	:	13/03 /2017
Last Date and Time of receipt of Tender	:	16/03/2018 up to 5.00 PM
Date and Time of opening Tender	:	16/03/2018 at 5.00 PM
Place of opening Tender	:	Office of the Directorate of Medical Education, Assam, Sixmile, Guwahati -22
Address for Communication	:	Office of the Directorate of Medical Education
Cost of Tender Documents in Demand	:	Rs.5,00/- (Rupees Five Hundred Only)only
Earnest Money Deposit	:	Rs. 20,000/- (Twenty Thousand) Only
Demand Draft/ Banker cheque for Tender fee and Fixed deposit/ Bank Guarantee for EMD	:	Director of Medical Education, Assam, Sixmile, Khanapara, Guwahati-781022, Payable at SBI- Dispur (Guwahati) Branch.

Prof.(Dr.) A. K. Barma
Director of Medical Education
Assam, Guwahati

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SHORT RE-TENDER NOTICE FOR SUPPLY AND INSTALLATION (PACKAGE TYPE)
OF LAPTOPS, TABLET COMPUTERS, ALL-IN-ONE DESKTOP PCs, PHOTOCOPIERS,
MULTIFUNCTIONAL PRINTERS, UPSs

In cancellation of this directorate earlier tender notice vide No. DME/41/2018/2651, dated 16-2-2018 due to receipt of fewer bids, sealed tenders in **TWO BID SYSTEM** affixing Court Fee Stamp of Rs 8.25 (or IPO of Rs 10.00 for bidders based outside Assam) only are invited one again by the **Director of Medical Education, Assam**, from reputed Original Equipment Manufacturers/Authorized Distributors/Dealers for supply and installation of Laptops, Tablet Computers, All-in-one Desktop PCs, Photocopier, Multifunctional Printers, UPSs as in **Annexure -A**. Interested bidders are requested to submit their tenders along with the specified documents which will be received till 06/03/2018 up to 05.00 PM. The tenders may be sent through Speed Post / Registered Post / Courier Services / in person in sealed covers addressed to "**Office of the Directorate of Medical Education, Assam, Sixmile, Guwahati -22**". Tenders received after the closing date & time shall not be entertained. The **Director of Medical Education, Assam** shall not be responsible for any postal delay.

1. LAST DATE FOR RECEIPT OF TENDERS.

Sealed Tenders in two separate covers {Technical Bid (Cover "A") and Price Bid (Cover "B")} will be received till **16/03/2018 up to 05.00 PM** by the **Directorate of Medical Education, Assam, Sixmile, Guwahati -22**.

2. ELIGIBILITY CRITERIA & DOCUMENTS TO BE SUBMITTED

The Eligibility Criteria and the documents required thereof are given in the table below:

Sl. No.	Eligibility Criteria	
1	Should be a Manufacturer/ Dealer/ Distributor / Reseller of Laptop, Desktop and other computer peripheral, etc. with at least 3 years of experience.	<ul style="list-style-type: none">• Detail of the organization (including Name, Complete Address, Phone No, Contact Person, Email ID, Brief Description of the organization, etc.). To be provided as per Annexure B.• Self-Attested copy of the Registration Certificate (In case of Manufacturer).• Self attested copy of the valid GST Registration Certificate.• Self attested copy of the up-to-date trade license.• Copy of the PAN card (self Attested)• Proof of dealership /distributorship/ authorised reseller or retailer of the items to be supplied as per Annexure-A•
2	Bidder should have an average annual turn over of Rs 25.00 Lakhs (Rupees twenty five lakhs) in last three financial years.	<ul style="list-style-type: none">• To be furnished in the prescribed format as per Annexure -C
3	The Bidder should not have been blacklisted by any government organisation.	<ul style="list-style-type: none">• Self-declaration certificate regarding the matter that the organization is not blacklisted by any Government Organization.• Should submit a self declaration for not being under legal action for corrupt or fraudulent practices.
4	Other documents to be submitted by the bidder along with the bid/proposal.	<ul style="list-style-type: none">• Non-refundable Court Fee Stamp of Rs. 8.25 (or IPO of Rs 10.00 for bidders based outside Assam) in favour of "Directorate of Medical Education, Govt. of Assam, Guwahati.• EMD of Rs 20,000/- (Rupees Twenty Thousand only) in form bank guarantee or

			<p>demand draft in favour of "Director of Medical Education, Govt. of Assam, Payable at SBI-Dispur (Guwahati) Branch. The EMD should be valid for a minimum period of 80 days from the last date of submission of bid.</p>
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3. GENERAL CONDITIONS.

- a) The bid document may be obtained from Office of the Directorate of Medical Education, Assam on payment of bid document fee of Rs. 500/- by DD in favour of **Director of Medical Education, Assam, Sixmile, Khanapara, Guwahati-781022, Payable at SBI- Dispur (Guwahati) Branch**. The bidders shall be collected the bid document from the office of the undersigned and required to deposit Rs.500/-(non-refundable) as tender document fee, in the form of Demand Draft in favour of "**Director of Medical Education, Assam, Sixmile, Khanapara, Guwahati-781022**", Payable at **SBI- Dispur (Guwahati) Branch** while submitting the bid. Tenders without the fee Rs.500/- will not be accepted.
- b) All bids must be accompanied by Earnest Money Deposit (EMD) as specified in the relevant clause of the bid document. The EMD of the unsuccessful bidders will be returned within 60 days after the finalization of the tender. The EMD of the successful bidders will be returned upon finalization of the tender or submission of performance security deposit amounting to 5% of the order value. In case of the successful bidder's failure to submit the required security deposit within the timeline as specified in this document or withdraws the bid within bid validity period then the EMD shall be liable for forfeiture.
- c) Bids will be opened in the presence of bidders or their authorized representatives on the specified date and time as stipulated in the bid document.
- d) At any time prior to the date of submission of bid, the Tender Inviting Authority may, for any reason, whether on his own initiative or in response to a clarification requested by a prospective bidder, modify the tender documents by an amendment. All prospective bidders who have received the bid document will be notified of the amendment and that will be binding on them. In order to provide reasonable time to take the amendment into account in preparing their bid, the Tender Inviting Authority may at its discretion, extend the date and time for submission of bids.
- e) Interested eligible bidders, if they so desire, may obtain further information from the office of the Tender Inviting Authority.
- f) In case any of the document/information(s) furnished by a bidder are found to be false/forged, such proposal will be rejected and will not be considered for further process. Excuses like typographic error will not be entertained.
- g) In case any of the document/information(s) furnished by a bidder are found to be false/forged, such bidder shall be kept on holiday or blacklisted apart from other penal actions as deemed fit

by Directorate of Medical Education, Assam.

4. TECHNICAL BID- COVER "A"

All the documents mentioned in "3. Pre-qualification criterion and Documents to be submitted" should be put in a separate sealed envelope and marked as "Technical Bid: Cover – A".

The bidder shall put above documents in a sealed cover super scribed as "**TECHNICAL BID - COVER "A"** Short tender notice for supply and installation of Laptop- I, Tablet computer, Laptop-II, Desktop PC, Photocopier, Multifunctional Printer, UPS" due on 06/03/2018 up to 05.00 PM and addressed to the Directorate of Medical Education, Assam, Sixmile, Khanapara, Guwahati-781022.

Technical bids, in original (**Duplicate, Triplicate not required**) consisting of technical details bringing out clearly in a separate sheet, the deviations in specifications if any from that of 'Technical Specifications' and also clause-by-clause compliance of specifications along with the commercial terms and conditions and bid security.

5. PRICE BID - COVER "B"

The bidder shall put the duly signed Price Bid in a sealed cover Super scribed as "**PRICE BIDCOVER "B"** Short tender notice for supply and installation of Laptops, Tablet Computers, All-in-one Desktop PCs, Photocopier, Multifunctional Printers, UPSs" DUE on 16/03/2018 up to 05.00PM and addressed to the Directorate of Medical Education, Assam, Sixmile, Khanapara, Guwahati-781022.

(i) Signature and Seal on each page

Each page of the price bid should be duly signed by the bidder affixing the office seal.

(ii) Rates quoted

The bidder shall submit the Price Bid (Cover – B) in the format as mentioned below. The rates quoted shall be inclusive of all taxes and any other charges. The component of Tax should also be shown separately.

Price should be quoted as per format mentioned below only in the official letterhead.

Prices to be quoted on FOR DESTINATION basis showing Basic Price and GST/other taxes separately in the Price Bid. The quoted price shall also be inclusive of cost of supply, installation and commissioning of the items at the Destination.

Financial Proposal (Price Quoted)

Sl	Name of the Item	Make/Model No	Basic Price	Tax in %	Tax Amount (in Rs.)	Net Unit Cost (Basic price + Tax)	Warranty (in years)
1.	Laptop- I						
2.	Tablet computer						
3.	Laptop-II						
4.	Desktop PC						
5.	Photocopier						
6.	Multifunctional Printer						
7.	UPS						
	Total ::						

* **Total cost** will be treated as the evaluation criteria for Price Quoted by the bidder.

* The items should be latest technology.

* Separated sheets may be prepared and submitted for one or more manufacturer/company in same item by the prospective bidders.

Seal & Signature of Authorized Representative

Name:

Designation:

Date:

Price Bid should be submitted in the official letter head of the bidder.

6. OPENING OF COVER "A" AND COVER "B" OF TENDER

- (a) Bidders or their authorized representatives are entitled to be present on the date and time of opening of Technical Bid - Cover "A".
- (b) Only those bidders whose Technical Bids are found acceptable after technical and commercial evaluation will be invited to be present at the date and time of opening of Price Bid - Cover "B". The price bids of bidders not found technically qualified will not be opened.

7. VALIDITY OF BID:

Bids shall remain valid for acceptance for a period of 90 days after opening of Technical Bid i.e. Cover 'A'. Bids with shorter validity shall be rejected. Tender Inviting Authority may solicit bidders consent for an extension of validity period. A bidder may refuse extension request without forfeiting their EMD.

8. VALIDITY OF OFFER OF SUCCESSFUL BIDDER:

The validity of offer of the successful bidder shall be at least 1 year from the date of finalization of the order and the successful bidder will be bound to supply the items at agreed rates and terms during this period. The Directorate may issue follow on orders for additional items for which tender is floated, not exceeding quantities in the original order.

9. ACCEPTANCE OF TENDER

(i) Tender Evaluation

Tenders will be evaluated with reference to various criteria of technical bid and thereafter on the basis of the **Total cost**(landed prices of all units) for determining the L1 (Lowest) Rate from amongst those qualifying the technical bid stage. Conditional discounts shall not be taken into account for price comparison. The tender is of package type, the prospective Bidders must quote rates for all items. Tenders received for Specific/individual items will not be accepted for technical evaluation & price evaluation.

(ii) Right to Reject Tender

Tender Inviting Authority reserves the right to accept the tender or to reject the tender for all items tendered at any point of time without assigning any reason.

(iii) Tender Acceptance

The acceptance of the tenders will be communicated to the successful bidder in writing.

(iv) Agreement

The successful bidder shall execute an agreement on a non-judicial stamp paper of the value of Rs. 100 (stamp duty to be paid by the bidder) within 10 days from the date of the intimation from Tender Inviting Authority informing that his tender has been accepted or within 10 days from the date of issue of order.

10. SECURITY DEPOSIT

The successful bidder, within 10 days of signing of the agreement, shall be required to submit Security Deposit of 5 % of the order value in the form of bank guarantee from any Indian nationalized bank in favour of "**Director of Medical Education, Assam, Sixmile, Khanapara, Guwahati-781022, Payable at SBI- Dispur (Guwahati) Branch.**" valid for a period of **Three years** from the date of order. However, if the supplier fails to execute the order or fails to perform the services as per agreement, in addition to other penal actions, the bank guarantee shall be encashed and the amount will be forfeited.

11. NON ASSIGNMENT OR SUB- LETTING

The bidder shall not, at any time, assign, sub-let or make over the contract or the benefit thereof or any part thereof to any person or persons, whatsoever.

12. COMMUNICATION

All notices or communications relating to or arising out of the agreement or any of the terms thereof shall be considered duly served on or given to the bidder if delivered to him or left at his premises, places of business or abode.

13. ANNULMENT OF AWARD, FORFEITURE OF SECURITY DEPOSIT & FRESH AWARD

Failure of the successful bidder to comply with the requirements of signing of agreement and / or submission of security deposit within the time schedule as stipulated above shall constitute sufficient grounds for the annulment of the award and forfeiture of the bid security/EMD. Under such a situation, the proposal may be reviewed for award of the contract on the next lowest evaluated technically qualified bidder or go for a fresh bid depending on the circumstance. In case it is decided to go for the next lowest bidder, negotiation may be considered to bring down their price nearer to the originally evaluated lowest bid.

14. SUPPLY CONDITIONS

a. Specifications and Quality

The items supplied by the successful bidder shall be of the best quality and shall comply with specifications, stipulations and conditions specified at **Annexure -A**.

b. Delivery Period

The items are to be delivered, installed and commissioned at the locations within 3(Three) days from the date of receipt of purchase order or signing of contract, whichever ever is later.

c. Warranty

Warranty as mentioned in the **Annexure-A** for each item shall be ensured by the supplier. Warranty period shall commence from the date of installation and commissioning of the item. The supplier shall facilitate online registration of the product at the time of installation to ensure and confirm warranty coverage by the manufacturer.

d. Penalty for Delayed Delivery

- i. In case there is delay in delivery beyond the stipulated period as mentioned in the purchase order, there shall be reduction in price @ 0.5 per cent of the value of the delayed goods per day of delay or part thereof subject to a maximum of 10 per cent of the total order value

- ii. Once the maximum price reduction is reached, termination of the contract may be considered. Non-compliance 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 Security Deposit and other penal actions.

15. Payment Terms

- i. Payment will be 100% after receipt, installation and successful commissioning of equipment.
- ii. Payment will be released only after submission of Security Deposit of 5% of the Total Order value in the form of Bank Guarantee (BG) from any Indian Scheduled-A Bank in favour of "Director of Medical Education, Assam, Sixmile, Khanapara, Guwahati-781022, Payable at SBI- Dispur (Guwahati) Branch." valid for a period of 3 year from the date of supply. However, if the supplier fails to provide support for 3 year during the warranty period, the bank guarantee shall be encashed and the amount will be forfeited.
- iii. Installation Report and Delivery Challan must be submitted along with the Bill.

16. Submission of Bid

- (i) The proposal may be submitted to:

**The Director of Medical Education, Assam
Sixmile, Khanapara, Guwahati-781022,**

- (ii) Incomplete Bid (Bid Application) submitted by parties or bids submitted after due date for submission shall be liable for rejection.
- (iii) Any deviation to our enquiry specifications /conditions shall be mentioned clearly in the offer in the Format. Otherwise it will be presumed that specifications / conditions in the tender document are acceptable to you in its entirety and no changes will be allowed after placement of order. The technical & commercial requirements, wherever applicable, are specified in the attached questionnaire titled "Agreed Terms & Conditions" (**Annexure-E**) which should be filled in, signed & stamped on each page and shall be enclosed with your Technical Bid. Bids received without duly filled in questionnaire shall not be considered for evaluation. The **Format -F** is for

agreement between the purchaser and resultant L1 bidder.

- (iv) The proposal/bid should be signed with official seal by the bidder/proposer himself or through it's authorised representative in each page accepting all the terms and conditions therein.

Annexure A
Detail Specification of the Laptops, Tablet Computers, all-in-one Desktop PCs, Photocopiers, Multifunctional Printers, UPSs

Sl No.	Name of the Item	Specifications	Qty.
1.	Laptop- I	MacBook Pro (13" screen, Core i5 2.3 Ghz dual core/8GB/256GB/Mac OS Sierra/Integrated Graphics), Space Grey, Warranty : 1 year	1
		Bag / carry case for MacBook Pro	1
		Adopter, compatible and certified : USB-C to 3 X USB 3.0 + HDMI + USB-C	1
2.	Tablet Computer	iPad Pro (10.5 inch, 64GB, Wi-Fi + 4G LTE), Space Grey Warranty : 1 year	2
3.	Laptop-II	Processor : Intel Core i5 8250U Processor or higher Operating System :Windows 10 Home Memory : 4 GB SDRAM or higher Display : 15.6" FHD (1920x1080) resolution LED with minimum 170° wide-view angle, 7.9 mm or less slim bezel with 79 % or more screen to body ratio Graphic :Discrete graphic with 2GB GDDR5 VRAM Storage : Dual storage, Hard Drive - SATA HDD 1TB or higher, Solid State Drive:SSD 128GB or higher Networking : Wi-Fi, Integrated 802.11 AC, Built-in Bluetooth V4.1 Interface (Minimum) : Fingerprint sensor, 1 x HDMI, 2 x USB 2.0 port(s), 1 x Type C USB3.0 (USB3.1 GEN1), 1 x USB 3.0 port(s) Battery : 8 hours Battery life with fast charging Dimensions/ Weight (with battery) : 18.0 mm or less thin / 1.8 kg or less Warranty: 2 years	5
4.	Desktop PC	Specifications : All In One PC/ Intel Pentium Quad Core processor/ 4 GB or more DDR4 RAM/ 1 TB HDD/ 19.5 inch or larger display/ Wifi/ Bluetooth/ Card reader/ DVD-ROM/ USB Wired Keyboard & Mouse/ OS Win 10 home Warranty :1 Year.	5

5.	Photocopier	Copy / Print Minimum Speed: A4: 20ppm, A3: 10ppm Toner Yield (A4, 6% coverage) : minimum 10,000 sheets, Drum Yield – minimum 61,000 sheets Copy Resolution: 600 x 600dpi, Multiple Copies/Prints : Up to 99 copies Interface: Ethernet 100Base-Tx / 10Base-T, USB X 1 Stabilizer included Warranty : 3 months	2
6.	Multifunctional Printer	Monochrome Laser Print, Scan, Copy Print speed (A4): up to 18ppm Warranty: 2 years.	5
7	UPS	Any Reputed Brand 600 VA, Warranty: 1 year.	5

*The above items should be of the latest technology.

* Genuine operating system software must be included without any additional cost.

* All other essential software's for office use must be included without any additional cost.

Annexure B
Information of the Bidder

Sl		
1	Name of the Bidder	
2	Registration No and Valid Up to	
3	Address of the Registered Office	
		Phone No:
		Fax No:
		Official Email ID:
4	Year of Establishment	
5	Type of Organization (Govt. Undertaking/ Corporation/ Public Limited/ Private Limited/etc.)	
6	Name & Designation of the Authorized Signatory	
7	Contact Person	
		Name:
		Designation:
		Phone No:
		Fax No:
		Mobile No:
5	Website	
6	Address of Guwahati/ Assam Office	
7	Contact Person of Guwahati, Assam Office	
		Name:
		Designation:
		Phone No:
		Fax No:
		Mobile No:
8	Date of Operational of Service in Assam	
9	Brief Description of the organization	

(In the letterhead of the Chartered Firm)

Annexure - C

TURNOVER CERTIFICATE

To
The Director of Medical Education
Department of Health & Family Welfare
Government of Assam
GUWAHATI, ASSAM

This is to certify that M/s _____ (Name & Address of the Bidder) are in business of manufacturing/Dealer/Reseller of IT products including laptop, desktop and computer peripherals for more than three completed years as of 31st of March 2017. There turnover in similar business in each financial year in preceding 03 (three) years is given as below:.

Sl No.	Year	Turnover in Lakhs
1.	2014-15	
2.	2015-16	
3.	2016-17	
Total		- Rs. _____ Lakhs

This is further certified that the above turnover is in line with the turnover declared by the bidder in their income tax return filled under PAN No.....

Chartered Accountant (Name, Address and Seal)
Membership No.

Firm Registration Number:

Annexure D
UNDERTAKING

To
The Director of Medical Education, Assam
Department of Health & Family Welfare
Government of Assam
GUWAHATI, ASSAM

Tender No. _____
For _____

Sir,

1. I, Shri _____, on behalf of M/s
_____ having registered office at

_____ and branch office at-----, do hereby declare that I
have gone through the terms and conditions mentioned for the above and undertake to
comply with all tender terms and conditions. The rates quoted by me/us are valid and
binding on me/us for acceptance for a period of two year from the date of award of
contract to us.

2. We agree to the conditions of the tender under which the EARNEST MONEY DEPOSIT and PERFORMANCE SECURITY DEPOSIT shall be forfeited by us.
3. The tender inviting authority has the right to accept or reject any or all the tenders without assigning any reason.
4. We understand all the terms and conditions of the contract and bind myself/ourselves to abide by them.
5. We hereby declare that there is no vigilance/CBI or court case pending/contemplated against us at the moment.

SIGNATURE :

NAME & DESIGNATION :

DATE :

NAME & ADDRESS OF THE BIDDER :

ANNEXURE-E
AGREED TERMS & CONDITIONS

Tender No. & Date _____

A. Details of Bidder

Bidder Name:

Offer Ref:

Telephone No:

Fax No:

Contact Person:

Signature:

E-mail:

B. Definitions

1. "Purchaser" means the Director of Medical Education, Assam or his authorized representative.
2. "Bidder" means a person or company who has made an offer for supply of goods and /or service as per tender.
3. "Vendor" or "Supplier" means a person or company, to whom the order is addressed for supply of goods and /or services.
4. "Site" means the premises of the purchaser or any other place as decided by the Purchaser.

NOTE: The questionnaire below in format –I & II must be duly filled in and should be enclosed with un-priced Technical Bid, (Cover A). Clauses confirmed here under should not be repeated. All commercial terms and conditions should be indicated in this format. If necessary, details including deviations to the terms and conditions of the bid document, if any, should be enclosed as annexure to this questionnaire.

Format- I

Sl. No.	Description	Vendor's Confirmation (Confirmed/Noted/Deviation furnished separately)
C. Technical		
1.	Confirm acceptance of Technical Specification and scope of supply as per Tender Document.	
2.	In case of deviations, confirm that the same have been highlighted separately.	
3.	Confirm that literature and technical data, wherever applicable, have been enclosed.	
4.	Confirm that all certificates/ documents furnished and Court Fee stamp affixed.	
5.	Confirm acceptance of Guarantee condition indicated	

	in the GPC	
Sl. No.	Description	Vendor's Confirmation (Confirmed/Noted/Deviation furnished separately)
D. Commercial		
1.	It is noted that any deviations to the commercial terms and conditions shall lead to loading of prices or rejection of offer.	
2.	Confirm that the quoted landed price is inclusive of cost equipment, installation & commissioning and also inclusive of all taxes/duties and any other incidental charge.	
3.	Confirm furnishing of price break-up of each item showing basic price of item and Taxes % age of basic price to arrive at landed price in D2 above.	
4.	It is noted that the statutory variations in taxes and duties within the contractual delivery period shall be borne by the purchaser.	
5.	If there is any variation or fresh imposition of Excise Duty at the time of supply due to various reasons, including turn-over, confirm that the same shall be borne by supplier.	
6.	If clause 5 above is not acceptable, advice maximum possible rate of additional ED chargeable; this shall be loaded to your price.	
7.	Confirm that in case any new or additional duties and taxes are imposed after the contractual delivery date due to delays attributable to the supplier the same shall be borne by the supplier. This will be in addition to Price Reduction for Delay in Delivery.	
8.	Confirm acceptance of Price Reduction Schedule for delay in delivery @ 0.5% of delayed value of goods per week of delay or part thereof subject to maximum of 10% of the total order value.	
9.	Confirm acceptance of Delivery Period as indicated in the tender document.	
10.	Confirm acceptance of relevant payment terms specified in the tender document.	
11.	It is noted that delivery period, price reduction,	

	termination etc are subject to Force Majeure Condition as stipulated in the tender document.	
12.	Confirm that the quoted prices shall remain firm & fixed till complete execution of the order.	
13.	a) In case you are a manufacturer confirm that the prices quoted are not higher in any respect than your quoted/agreed prices with any other Government department/institution or PSU. b) In case you are a dealer/ distributor / authorized agent, confirm that the prices quoted are as per manufacturer's price list with appropriate discount.	
14.	Packing / forwarding, transportation, loading/ unloading and insurance are supplier's responsibility. However, to protect the items from physical damages and/or deterioration due to weather during transit, supplier to ensure proper packing & handling arrangement. Please confirm compliance.	
15.	Confirm acceptance of Part Order, which may be placed by the tendering authority.	
16.	Confirm acceptance of Repeat order, which may be placed by the tendering authority within 6 months from the date of initial order at same price and terms & conditions.	
17.	It is noted that the purchaser would disown any responsibility / liability towards irregularity, contravention or infringement of any statutory regulations including those of patent, on manufacture or supply of goods covered by the order.	
18.	Terms & Conditions indicated in this format shall not be repeated in the bid. Terms & Conditions indicated elsewhere and contradicting those in this format shall be ignored. Confirm compliance.	
19.	Confirm that you shall observe the highest standard of ethics during bidding and in case favoured with an order, the execution of the order will be completed, without resorting to any fraud, corruption and/or coercion.	
20.	Confirm that the offer shall be valid for a period of 90 days from the date of bid opening.	

FORMAT – II

Sl No.	Name of the Item as per tender document	Make & Model quoted	Whether quoted items meet all tender specifications (yes / no)	Any deviation. If yes, furnish deviation.
1.	Laptop- I			
2.	Tablet Computer			
3.	Laptop-II			
4.	Desktop PC			
5.	Photocopier			
6.	Multifunctional Printer			
7.	UPS			

SIGNATURE :

NAME & DESIGNATION :

DATE :

NAME & ADDRESS OF THE BIDDER

ANNEXURE-F

Agreement Format

THIS CONTRACT AGREEMENT is made

This day of month..... year.....

BETWEEN

(1) Name and Address of the Purchaser:

(2) Name and Address of the Supplier:

WHEREAS the Purchaser invited bids for certain goods and ancillary services, viz., [insert: brief description of goods and services] and has accepted a bid by the Supplier for the supply of those goods and services in the sum of [insert: contract price in words and figures] (hereinafter called "the Contract Price")

NOW THIS AGREEMENT WITNESSETH AS FOLLOWS:

1. In this Agreement words and expressions shall have the same meaning as are respectively assigned to them in the Condition of Contract referred to.
2. The following documents shall constitute the Contract between the Purchaser and the Supplier, and each shall be read and constructed as an integral part of the Contract:
 - (a) This Contract Agreement
 - (b) Special Conditions of Contract
 - (c) General Conditions of Contract
 - (d) Technical Requirements (including Technical Specifications)
 - (e) The Supplier's bid and original Price Schedules
 - (f) The Purchaser's Notification of Award (Order No)
 - (g) [Add here: **any other documents**]
3. In consideration of the payments to be made by the Purchaser to the Supplier as hereinafter mentioned, the Supplier hereby covenants with the Purchaser to provide the Goods and Services and to remedy defects therein in conformity in all respects with the provisions of the Contract.

4. The Purchaser hereby covenants to pay the Supplier in consideration of the provision of the Goods and Services and the remedying of defects therein, the Contract price or such other sum as may become payable under the provisions of the Contract at the times and in the manner prescribed by the Contract.

For and on behalf of the Purchaser

Signed: _____

In the capacity of [insert: title or other appropriate designation] In

the presence of _____

For and on behalf of the supplier

Signed: _____

In the capacity of [insert: title or other appropriate designation] In

the presence of _____

===xxx===