



অসম লোকসেৱা আয়োগ
ASSAM PUBLIC SERVICE COMMISSION
Jawaharnagar, Khanapara, Guwahati-781 022

No. 51PSC/STY-8/2010-2011(Vol-III)

Dated Guwahati, the 4th Jan 2020

NOTICE INVITING QUOTATION

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 **27-01-2020** by **01:00 PM** 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



অসম লোকসেৱা আয়োগ
ASSAM PUBLIC SERVICE COMMISSION
Jawaharnagar, Khanapara, Guwahati-781 022

No. 50PSC/STY-8/2010-2011 (Vol-III)

Dated Guwahati, the 23rd Dec, 2019

DETAILS OF NOTICE INVITING QUOTATION FOR SUPPLY OF LAPTOPS AND PERIPHERALS

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) Minimum 3 (three) Supply Orders relating to supply of Laptops/Desktops/Computer Peripherals etc. to Government Departments/PSUs, etc., must be enclosed with the Quotation to establish that the bidder deals with the supply of the items mentioned in the quotation.
- 2) Should have annual turnover of atleast 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 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) An Earnest Money Deposit (EMD) of Rs. 7,000.00/- (Rupees Seven Thousand) only must be submitted with the quotation. The EMD shall be addressed to the 'Secretary, Assam Public Service Commission, Jawahar Nagar, Khanapara' drawn from any Nationalized Bank.
- 9) 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.
- 10) 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.

- 11) 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.
- 12) Each bidder can submit only one quotation.
- 13) Bidder(s) may be present at the time of opening of quotations at the assigned venue, date and time.
- 14) 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.
- 15) 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.
- 16) The rates quoted shall be inclusive of delivery, installing and commissioning at Assam Public Service Commission, Jawahar Nagar, Khanapara, Guwahati-781022
- 17) 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.
- 18) Payment will be made on satisfactory supply of items in full and no request for advance payment will be entertained.
- 19) Rate quoted should be valid for a period of 180 days after the closing date and time of the quotation.
- 20) 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.
- 21) 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.
- 22) If there is any discrepancy between words and figures the amount in words shall prevail prior to detailed evaluation.
- 23) 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.
- 24) Normal commercial warranty/guarantee of 12 months or more shall be applicable to the supplied items.
- 25) On completion of successful supplies of ordered quantities, bills/invoices should be raised in triplicate in the name of the Quotation Inviting Authority.
- 26) All terms and conditions and other contents in the quotation shall be final and acceptable to the bidder.

- 27) APSC reserves the right to accept or reject any quotation/all quotations/ cancel the bidding process without assigning any reason whatsoever.
- 28) Any dispute, if occurs, shall be under the jurisdiction of the Courts of Guwahati.

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

ANNEXURE-A
Technical Specifications

Sl. No.	Item	Specification	Qty.
1	Laptop Computer	Processor: Intel Core i5 processor Architecture: 64 bit	3
		RAM: Type: DDR4 Size: Minimum 8 GB	
		Hard Disk Drive: Minimum 1 TB HDD	
		Operating System: Microsoft Windows 10 Pro 64 bit edition	
		Network Connectivity: 10/100/1000Mbps Integrated Gigabit port. Intel 802.11 ac Wi-Fi and Bluetooth	
		I/O ports(Integrated): HDMI port – Minimum 1 No. USB 3.0 Port – Minimum 2 Nos. USB 2.0 Port – Minimum 2 Nos. RJ45 network port Headphone/Microphone combo	
		Keyboard: Backlit keyboard	
		Display: 14-16 inch with (1920X1080) full HD display	
		DVD R/W: Super multi DVD burner	
		Multimedia: Webcam (integrated) Graphics(Integrated) Sound (integrated)	
		Battery - Li-Ion Removable Battery with 1 year warranty.	
		Warranty – Minimum 1 year Onsite comprehensive	
	Standard Bag pack		
2	Internal HDD SATA	Capacity – Minimum 500GB. Interface: SATA 6Gb/s Cache: Minimum 16MB	6
		Performance SATA Transfer Rates Supported (Gb/s): 6.0/3.0/1.5 Max Sustainable Transfer Rate: Minimum 144MB/s	
		Configuration/Organisation Heads/Discs: 2/1 Bytes per Sector: 512E or 512	
		Reliability/Data Integrity Workload Rate Limit (TB/year): 55 Power-on Hours: 2,400 Warranty: Minimum 2 years	
3	External HDD	Capacity: 2TB	10
		Application: Easy drag-and-drop backup USB 3.0 Works with Windows	
		Warranty: Minimum 1 year.	

4	Network Attached Storage (NAS)	<p>CPU CPU Model: Intel Celeron J3355 CPU Architecture: 64-bit CPU Frequency: Dual Core 2.0 (base)/2.5 (burst) GHz Hardware Encryption Engine(AES-NI): Yes Hardware Transcoding Engine: H.264 (AVC), H.265 (HEVC), MPEG-2 and VC-1; maximum resolution: 4K (4096 x 2160); maximum frame rate per second (FPS): 30</p>	1
		<p>Memory System Memory: 2 GB DDR3L Memory Module Pre-installed: 2 GB (2 GB x 1) Total Memory Slots: 2 Memory Expandable up to: 6 GB (2 GB + 4 GB)</p>	
		<p>Storage Capacity: 10TB, SATA 6Gb/s, 3.5" SATA HDD Drive Bays: 2 Compatible Drive Type: 3.5" SATA HDD, 2.5" SATA HDD, 2.5" SATA SSD</p>	
		<p>External Ports RJ-45 1GbE LAN Port: 1 USB 3.0 Port: 3 eSATA Port: 1 USB/SD Copy: Yes</p>	
		<p>Certification: EAC, VCCI, CCC, RCM, KC, FCC, CE, BSMI</p>	
		<p>File System Internal Drives: Btrfs, EXT4 External Drives: Btrfs, EXT4, EXT3, FAT, NTFS</p>	
		<p>Warranty: 2 Years</p>	
		<p>General System Fan: 92 mm x 92 mm x 1 pcs Fan Speed Mode: Full-Speed Mode, Cool Mode, Quiet Mode Power Supply Unit / Adapter: 60 W AC Input Power Voltage: 100 V to 240 V AC Operating Temperature: 5°C to 40°C (40°F to 104°F)</p>	
		<p>Packaging Content Main Unit X 1 Accessory Pack X 1 AC Power Adapter X 1 AC Power Cord X 1 RJ-45 LAN Cable X 1 Quick Installation Guide X 1</p>	

ANNEXURE-B
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								
2								
.								
.								

We agree to supply the above goods in accordance with the technical specifications required by Assam Public Service Commission, Jawahar Nagar, 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 of.....months 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: _____