

No. D-19011/01/2014-GA
Government of India
Ministry of Personnel, Public Grievance and Pensions
Department of Administrative Reforms and Public Grievances

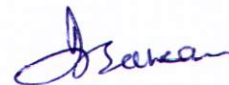
5th Floor , Sardar Patel Bhawan,
Sansad Marg, New Delhi- 110 001

Dated : 18.10.2016

TENDER NOTICE FOR SUPPLY OF DESKTOP COMPUTERS

The sealed quotations are invited by the Department of Administrative Reforms & Public Grievances invites, Sardar Patel Bhavan, Sansad Marg, New Delhi for supply of Desktop Computers of HP/Lenovo/Dell Brand as mentioned below as per the specifications and quantity given below:-

1. **No. of Desktop Computers :** 05 (five)
2. **Details of specifications for Desktop Computers:-**
 - (a) CPU :- I-5 , 6th Generation
 - (b) RAM :- Minimum of 08 GB
 - (c) Hard Disk:- Minimum of 01 TB
 - (d) Operating System:- Window 10 with latest version of Microsoft Office
3. The supply of computers will be governed by the following terms & conditions:-
 - (i) Price quoted should be inclusive of all applicable taxes and levies as per the above mentioned configurations.
 - (ii) Sealed quotations of both technical bid and financial bids in separate envelopes and put in a big envelope.
 - (iii) The Envelope containing Technical bids should contain:-EMD of Rs. 10,000/- (Ten thousand only) in the form of demand draft in favour of DDO, AR&PG, New Delhi. The above amount will be retained by the Department as security deposit/performance guarantee in case of successful bidder. Further the financial bid will be opened only after the party is short listed based on its technical offer.
 - (iv) Self-Declaration that the firm has not been black listed by any Govt. Organization.
 - (v) The supplier may be asked to submit the suitable test certificate to confirm the specifications mentioned above.
 - (vi) The Department reserves the right to reject any or all quotations without specifying any reasons thereof.
 - (vii) A copy of TIN/PAN issued by the authorized agency.
 - (viii) The successful supplier will have to meet the requirements of the Department against receipt of supply orders and in any case **within a maximum period of seven (07) days from the date of supply order.**

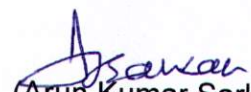


- (ix) In case of delay, penalty at the rate of 0.5% per day of the ordered value shall be charged. If any delay is more than ten days the order will stand cancelled.
- (x) The bidder shall be either original manufacturers of the item covered under this tender or authorized distributor/supplier/dealer of such items. A valid proof of such authorization has to be compulsorily attached with the technical bid, failing which the bidder will stand disqualified.
- (xi) It shall in no way binding on the Department to purchase the exact number of quantities as indicated in the Tender Document. The actual quantities may be purchased by the Department may vary.
- (xii) If two or more bidders have offered the same rate, the Ministry reserves the right to classify all such bidders as lowest and divide the purchase order suitably them.
- (xiii) The department will reserve the right to selection of brand and configuration of system.
- (xiv) The Agency should have experience for supply of Computer and their Peripherals to other Ministry/Department.
- (xv) Agency is responsible for maintenance of system during warranty period .
- (xvi) Payment will be done only after successful installation of the computers and as per the configuration.
- (xvii) Rates once submitted cannot be changed and valid for at least one year from the date of contract.

3. Both the sealed covers should be placed in the main sealed envelope superscribed "**Quotations for Supply of Desktop Computers**" and addressed to the Under Secretary (General Admin), Department of Administrative reforms and Public Grievances, Room No. 518-A, 5th Floor, Sardar Patel Bhavan, New Delhi-110001 so as to reach latest by **2.30 PM on or before 28.10.2016**. The quotation can also be dropped in the tender box kept on Reception Centre of Sardar Patel Bhawan, New Delhi.

4. The **Technical Bids** will be opened by the Tender/Purchase Committee on the same day i.e. **3.00 PM on 28.10.2016** in the Office of Under Secretary (GA) Room No.524, Sardar Patel Bhavan, New Delhi-110001 in the presence of participating bidders, who may wish to be present. Quotation received after stipulated time and date will be rejected forthwith. **Financial Bids** of the technically qualified tenderers will be opened on **28.10.2016 at 3.30 PM**.

5. The Tender Notice is also available on Central Procurement Portal (CPP) and Website of this department (www.darpg.nic.in)


(Arun Kumar Sarkar)
Under Secretary to the Government of India
Tele/Fax: 23401441

Copy to:

- (1) Tech. Director, NIC for uploading on CPP & website of the Department.