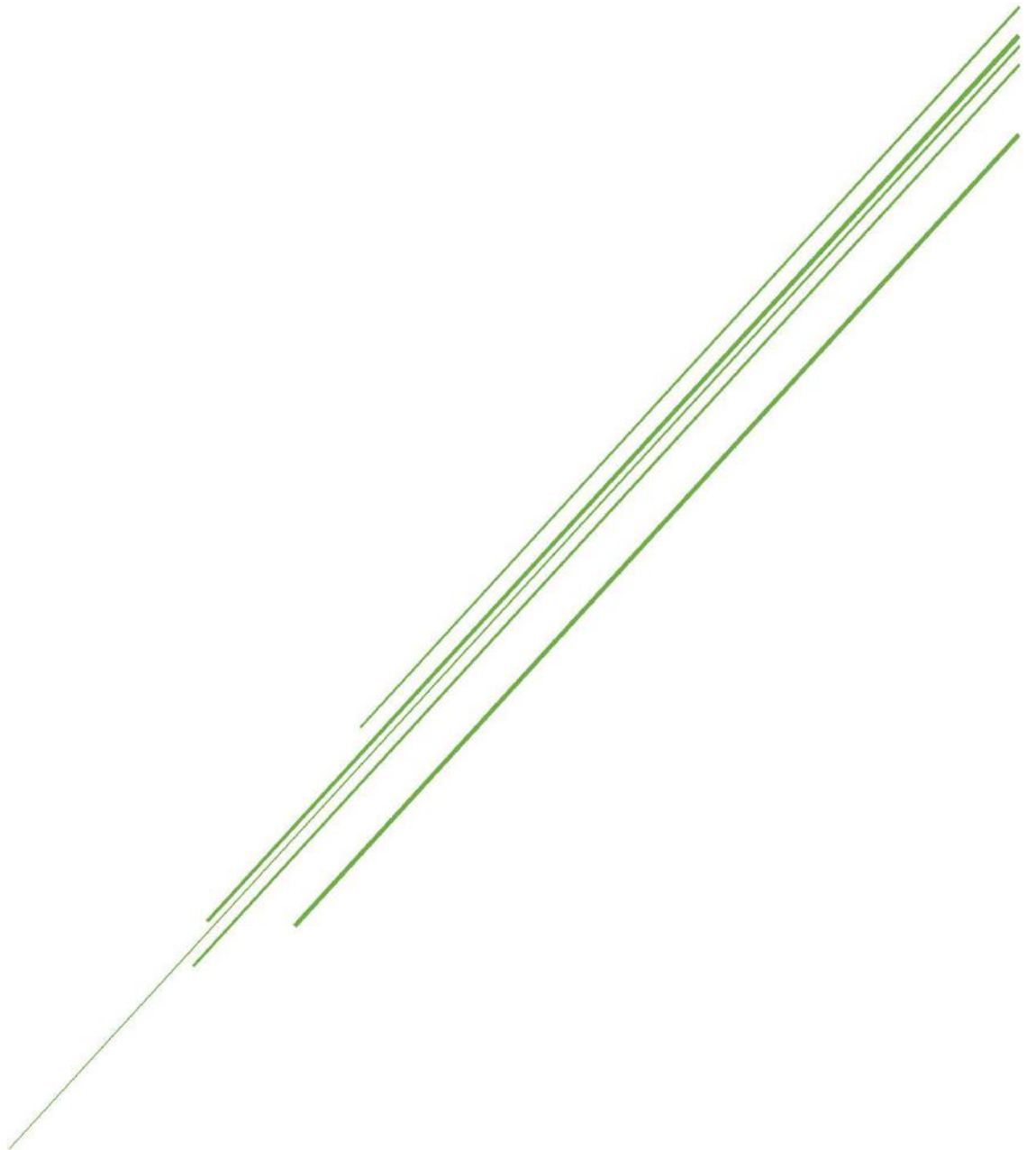


# Tender for purchase of Laptops

30 November 2017

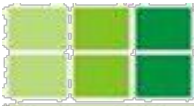


**GOA ELECTRONICS LIMITED**

A Subsidiary of EDC Ltd. (A Government of Goa Undertaking)

Ground Floor, "Shrama Shakti Bhavan", Patto Plaza, EDC Complex, Panaji - Goa 403  
001 Tel: 2437220, 2437248. Fax: 2437220. Website: [www.goaelectronics.co.in](http://www.goaelectronics.co.in) © 2015

Goa Electronics Limited



## **TENDER NOTICE**

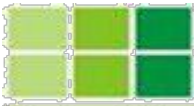
Tenders for the purchase of Laptops is hereby invited from the vendors by Goa Electronics. The tender documents can be downloaded from GEL Website: [www.goaelectronics.co.in](http://www.goaelectronics.co.in)

The tender document containing “Technical bid” and “financial bid”, complete in all respect should be submitted (Hard Copy) at Goa Electronics Limited, Mezzanine floor, Block ‘B’, EDC House, Dr. Dada Vaidya Road, Panaji, Goa on or before 02 December 2017 upto 03.00 PM which will be opened in the presence of the tenderers or their representatives who may like to be present at that time as per the schedule mentioned in the tender document.

All the vendors should also give a brief resume about their firm/company. Their turnover and firms/ offices to which they are supplying quoted items, should also be mentioned.

Goa Electronics Limited (GEL) reserves the right to reject all or any of the tenders without assigning any reason thereof. The Tender which is conditional/ incomplete/ belated/ without earnest money, processing fees, tender fees will not be entertained.

**Chief Executive Officer  
Goa Electronics Limited**

**TENDER DOCUMENT**

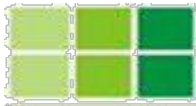
1. No. **GEL/LAP/HW-17** Date: **30 November 2017**
2. Name and Address of the party
3. Tender Document for **Purchase of Laptops**
4. Earnest money Rs.60000/-
5. Cost of tender document Rs.1000/-
6. Cost of tender processing Rs.1500/-
7. Last date for submission of tender. **02 Dec 2017 upto 03.00 PM.**
8. Technical Bid to be opened on **05 Dec 2017 at 10.30 AM.**
9. Financial Bid to be opened on **06 Dec 2017 at 10.30 AM.**
10. Last date for submission of written Queries for clarifications **30/11/ 2017**
11. Contact Person for queries Milind Vengurlekar  
Asst. Manager Hardware  
Contact:9225905919

**Note:**

All the Pre Bid Queries would be accepted in written form (and a copy through mail also) only at below address:

Chief Executive Officer,  
Goa Electronics Limited,  
Mezzanine floor, Block 'B',  
EDC House, Dr. Dada Vaidya Road,  
Panaji, Goa-403001

Mail: [milind@goaelectronics.co.in](mailto:milind@goaelectronics.co.in)

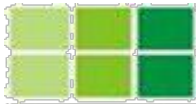


## **Introduction**

Goa Electronics Limited (GEL) intends to purchase Laptops, for which tenders are hereby invited from the well reputed firms/vendors as per Terms & Conditions mentioned at **Annexure-'A'**. Format of Technical Bid is mentioned at **Annexure-'B'** and financial bid is mentioned at **Annexure-'C'**.

Tender documents can be downloaded from website [www.goaelectronics.co.in](http://www.goaelectronics.co.in) as per the dates mentioned in the Tender Document. The vendors are expected to examine all instructions, forms, terms and other information in the tender documents. Failure to furnish all information required as mentioned in the tender documents or submission of a proposal not substantially responsive to the tender documents in every respect will be at the vendor's risk and may result in rejection of the proposal and forfeiture of the bid. The tender fees shall not be refunded even if the bid is not submitted.

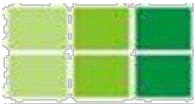
The technical bid and financial bid will be opened on two different dates. The technical bid will be opened on 05/12/2017 as mentioned in the tender document. The financial bid will be opened in respect of only those tenderers whose documents are found in order and whose items qualify technically.

**ANNEXURE-'A' - (TERMS AND CONDITIONS)**

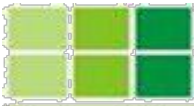
1	Tender documents should be downloaded from website <a href="http://www.goaelectronics.co.in">www.goaelectronics.co.in</a> as per the dates mentioned in the Tender Document.
2	Late submission will not be entertained.
3	Last minute submission should be avoided. As such GEL will not be responsible for any failures in submission of bids.
4	Incomplete or conditional bids will be summarily rejected.
5	The vendors are expected to examine all instructions, forms, terms and other information in the tender documents.
6	Tender shall be submitted through hard copy only at Goa Electronics Limited, Mezzanine floor, Block 'B', EDC House, Dr. Dada Vaidya Road, Panaji, Goa-403001 Failure to comply with these requirements may result in the bid being rejected.
7	The tender fees shall not be refunded even if the bid is not submitted.
8	The tender should be submitted by <b>02 Dec 2017 upto 03.00 PM</b> . Along with the cheque favouring in the name of Goa Electronics Ltd. The tenders without the mentioned challans will not be entertained.
9	If any vendor does not qualify in technical evaluation, the Commercial Proposal shall of the vendor shall not be opened.
10	The price should not be mentioned in the Technical bid in any form or manner. In case the prices are mentioned in the technical bid, the offer will be liable for rejection.
11	The technical bid and financial bid will be opened on two different dates.



12	The financial bid will be opened in respect of only those vendors whose documents are found in order and whose items qualify technically. The price comparisons in deciding lowest quotation for the <b>complete value of all the items</b> shall be made only over the rates quoted inclusive of all taxes and with 3 years warranty support. The lowest evaluated valid quotation will be selected.
13	The vendor shall submit bank guarantee equal to 10% of the total cost of hardware. GEL shall be at liberty to enforce such bank guarantee in case the vendor fails to provide warranty of supplied hardware during warranty period or any other defaults in the execution of the order.
14	The successful vendor shall supply the prescribed hardware within 15 days from the issue of supply letter.
15	The EMD of successful vendor will be converted into security till the complete supply is made and will be refunded without any interest. The EMD of unsuccessful vendors will be returned after completion of tender process.
16	The payment will be released after 30 days on installation of complete Supply of material based on duly certified installation reports after installations are done.
17	If the tenders opening day happens to be holiday, the same will be accepted and opened on the next working day.
18	The make / brand of the quoted Laptop must be mentioned.
19	The person signing the tender form (or any other document forming part of the contract) on behalf of another, shall be deemed to warranty that he has the authority to sign such documents and if, on inquiry it appears that the person so signing had no authority to do so, the purchaser, may without prejudice to other civil and criminal remedies against the contract, holds the signatory liable for all costs and damages and forfeiture of the earnest money.
20	The attempt on the part of the vendor, to negotiate directly or indirectly, with the authority to whom the tender is being submitted or with the tender accepting authority, before the finalization of tenders, will make vendor liable for exclusion from the consideration of his/her tender.
21	GEL reserves the right to reject all or any tender without assigning any reason.
22	The approximate quantity to be purchased along with minimum hardware configuration/ specifications required have been mentioned at Annexure "B". However, GEL reserves the right to modify the quantity as per requirements.
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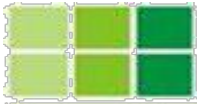
23	<p>The warranty shall cover the following:</p> <ul style="list-style-type: none"> <li>• If any parts needs to be replaced, then the same shall be done within 48 Hrs including data transfer and completion of complaints in totality.</li> <li>• In case of failure of operating System the same shall be reinstalled.</li> </ul>						
24	<p><b>Penalty</b> Office having any issue with Laptop may make a complaint through letter, fax email, phone SMS or any other means as the user thinks fit or convenient to the service center of vendor. Vendor shall provide contact numbers/ e-mail IDs clearly on stickers to be displayed on the Laptop .</p> <p>On receiving complaint the Vendor shall respond/ repair/ resolve or provide required services within the period as stated below.</p> <table border="1" data-bbox="304 831 1355 907"> <thead> <tr> <th>Location</th> <th>Response Period</th> <th>Resolution period</th> </tr> </thead> <tbody> <tr> <td>Anywhere in Goa</td> <td>8 hrs</td> <td>24 hrs</td> </tr> </tbody> </table> <p>Public holidays shall be excluded from above down time calculation Penalty shall be applicable if the call is not responded within 8 hours. If any parts need to be replaced, then the same shall be done within 48 hours including data transfer and completion of complaints in totality.</p> <p>In case Vendor fails to maintain the above standard of maintenance, penalty of 1% of equipment value shall be imposed upon Vendor per day after resolution period subject to a maximum of 10 % of total contract cost including taxes. In case the equipment is not repaired/replaced within one week the penalty shall be charged at 3 times as the penalty mentioned above.</p>	Location	Response Period	Resolution period	Anywhere in Goa	8 hrs	24 hrs
Location	Response Period	Resolution period					
Anywhere in Goa	8 hrs	24 hrs					



26

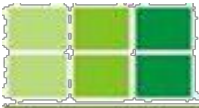
The vendor whose hardware is being supplied shall deposit an amount equivalent to 10% of the total value of their accepted tender as security deposit in the form of demand draft drawn on any Nationalized/Scheduled Bank in favor of Goa Electronics Limited, Panaji-Goa, payable at Panaji, within 30 days from the date of supply order. The DD will be returned on successful supply and completion of the warranty period to the satisfaction of Goa Electronics Limited. If, the vendor fails to supply the goods as per the Purchase Order within the defined time-frame, the E.M.D furnished/Security Deposit shall be forfeited and the order will be cancelled. Agreement will be signed only on fulfilment of the above conditions by the vendor. However, Goa Electronics Limited, may at its discretion, sign the agreement even in the absence of the vendor providing the Security Deposit but in such a case, 10% of the amount payable to the vendor shall be deducted and withheld from the payment(s) due to the vendor until such time as the vendor provides the Security Deposit. If the successful vendor fails to sign the contract or after signing the contract fails to perform any contractual obligations, his EMD mentioned above will be forfeited in favor of Goa Electronics Limited and order shall be treated as cancelled. Further, Goa Electronics Limited, reserves the right to cancel the contract or take any such action as it deems fit. Failure to supply as per schedule will be construed as failure to perform contractual obligation and the action as contemplated above will be initiated.





**Financial Terms and Conditions:**

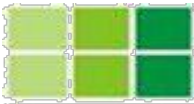
1	The vendor must provide the Commercial Proposal in Hardcopies only.
2	The financial bid should contain the net rates to be charged on the basis of per unit.
3	The rates should be quoted in figures as well as in words, on the form attached at Annexure-'C' and duly signed and stamped by the authorized person.
4	The rates must be quoted inclusive of all taxes, F.O.R. destination and installation charges.
5	GEL reserves the right to alter the quantity of the Laptops



## **ANNEXURE 'B' (TECHNICAL BID FORMAT)**

The technical bid should contain the following documents which must be attached with the technical bid:-

1. The vendor should submit the tender payments through DD payable to Goa Electronics Ltd.
2. The person signing the tender shall be deemed that he has the authority to sign the tender on behalf of the said company. Letter of Authority to be attached.
3. Proof of Income Tax, Sales Tax, GST (As applicable): Self attested copies to be attached.
4. The product profile of the company along with last 3 years turnover, not less than Rs.25 Lakhs per year duly certified must be attached together with the list of reputed firms/offices to whom the company is supplying the tendered items. Audited Balance Sheet and Profit and Loss account (amount in Rupees) for last three years should be submitted.
5. The vendor should have a local presence, fully functional service/ support centre in Goa with minimum 2 qualified support staff to provide quality service support. Please attach the copy of any 2 of the following property tax bill/ Electricity bill / Telephone Bill / G.S.T. -C.S.T. registration / lease agreement etc.
6. (Form – E5). Undertaking mentioning office address and No of Employees with qualification to be enclosed.



7. Vendors should have at least 3 years of experience in Supply and Maintenance of Hardware. A list of minimum 3 clients served in Goa (with contact address and phone numbers) shall be attached. Proof of execution of supplies executed in the last 3 years, to the minimum value of Rs. 2 Lacs per order, to Government Department or Public Undertakings or reputed private sectors (within India). Proof of satisfactory service for the above mentioned Purchases/ works from the customer shall be attached. At-least one customer in the Government Department or Public Undertakings is a must.
8. The company/firm should be in existence and should have been in operation for a period of at least 3 years. The company/firm has to produce Certificate of Incorporation/Registration with Shops and Establishments/ Sales Tax Registration for the last 3 Years.
9. PAN No. of the company/firm, TIN No. (As applicable): Self attested copies to be attached.
10. The bidder should not have any of their contracts terminated or blacklisted in the last three years by any State or Central Government / PSU/ BFSI/ Private Sector. (Affidavit duly notarized to be submitted).



**ANNEXURE-'C'- (FINANCIAL BID FORMAT)**  
**QUOTATIONS FOR PURCHASE OF UPS**

S.No.	Item	Qty	Rates per unit inclusive of all taxes	Amount
1	DELL VASTRO 3568 LAPTOP-15.6"  (6 <sup>th</sup> Gen Core i3- 6000/4GB/1TB/Ubuntu)  3 Years Warranty	16		
Total amount (Rs):				
Total amount in words (Rs):				

Rs. \_\_\_\_\_

**Note:-**

1. The rates should be mentioned in figures as well as in words
2. Rates mentioned above are inclusive of F.O.R. destination and Installation charges and all other charges. No charges of whatsoever nature would be paid additional to the cost mentioned above.

