

**No. F. 3-114/2017-18/DICT &TD/CIET
Central Institute of Educational Technology
NCERT**

Dated: ²⁸~~29~~/07/2017

Sub: Tender for the procurement of Laptops for the use in CIET, NCERT

NCERT, an autonomous organization under the Ministry of Human Resource Development, Govt. of India, intends to procure **(24) (twenty four) Laptops** with the following configurations for use in CIET, NCERT, Sri Aurobindo Marg, New Delhi, for which sealed tenders are invited from Original Manufacturer or their authorized dealers.

Purchase of Laptops: Specifications

Hardware Requirements:

- Item No.1 Processor- i5, 4th generation or above (with more than 2.00 GHz) with 4GB RAM or higher, 500 GB Hard disc or higher, DVD Writer, built in web camera, 15" or higher screen, Graphics Card with 2 GB RAM or higher and HDMI Port.
- Taxes must be quoted **separately**

Software/OS Requirements: Linux/DOS

The terms and conditions as indicated below may be noted carefully and must be complied with, while submitting the tender with reference to this enquiry. The party, who agrees to the above terms and conditions, is requested to quote their lowest rates. Non adherence to the terms and conditions may result in rejection of the tender submitted summarily.

- 1 The tender shall be submitted strictly in accordance with the Performa enclosed as per Annexure-"A".
- 2 The tenders should be signed by the authorized person with his/her full name (in capital letters) and status should be indicated below his/her signature. All pages of tender must be signed along with office seal. Offers from tenderer, if found incomplete, in any respect will be considered as unresponsive and rejected summarily.
- 3 Overwriting, cutting/erasing, if any, should clearly be indicated and should be authenticated/ attested by the tenderer. There shall be no cutting/ overwriting in rates and other financial entries. The tenderers are required to furnish a certificate to the effect that "no cutting/overwriting in the rates, etc. have been made." along with the quotations.
- 4 The tender will not be accepted if it is received after the due date and time as specified in the quotations letter, i.e. 12:00 Noon on 16.08.2017 CIET, NCERT will not be responsible for any postal delay. Tender will be opened on the same day at 4.00 p.m. in the presence of participating tenderers.

- 5 All tenders must be accompanied by earnest money deposit (EMD) for an amount of Rs.5,000/- (Rupees Five Thousand Only) in the form of Demand Draft/Banker Cheque drawn in favour of "Joint Director, CIET, NCERT" and payable at SBI, NCERT Branch, New Delhi. The EMD will be liable to be forfeited, if the tenderer withdraws, amends, *impairs* the tender in any respect. No interest will be paid on EMD. The EMD will be refunded to the tenderers as soon as final decision is taken in the matter.
- 6 There should be a declaration from the tenderer that the tenderer is a manufacturer or authorized agent/dealer.
- 7 The successful tenderer shall not sublet, transfer, assign the Contract further to any firm/person.
- 8 The tender should be addressed to Joint Director, CIET, Chacha Nehru Bhawan, NCERT Sri Aurobindo Marg, New Delhi-110016.
- 9 The right of acceptance of tender(s) will rest with the CIET, NCERT. The CIET, NCERT is not bound to accept the lowest tender and reserves the right to accept/reject full or part or any all the tender(s) received without assigning any reasons, notice etc.
- 10 The rates should be quoted in figures as well as in words and taxes/levies must be quoted separately. Extra charges, if any, shall be borne by the tenderer.
- 11 Catalogues/full particulars of the Laptops should also be furnished with the tender bid.
- 12 The minimum time period for supply of Laptops should be mentioned but preferably within a week.
- 13 The guarantee period of the entire hardware components will have to be specified in the tender documents. These documents are required to be furnished along with the hardware after placement of Supply Order i.e. at the time of delivery of the laptops.
- 14 The successful tenderer is required to furnish Performance Security for an amount of 10% of the total value of the purchase order at the time of supply to stores in the form of an Account payee Demand Draft Drawn in favour of Joint Director, CIET, NCERT payable at SBI, NCERT Branch, New Delhi or Fixed Deposit Receipt/ Bank Guarantee from a Commercial Bank in an acceptable form to ensure due performance of the Purchase Contract and implementation of purchase order. Further, such performance security should remain valid for a period of 60 days beyond the date of completion of all contractual obligations including warranty/ guarantee obligations. No interest will be paid on such deposit.

- 15 No advance payment will be paid in any case. Those tenderers, to whom this condition is not acceptable, need not apply. The tenderer demanding advance payment in full or parts are liable to be rejected without any notice.
- 16 Full payment will be made against the duly-stamped pre-receipted bill (in triplicate) after acceptance of the inspection of the stores. If the Laptop or any of the associated components is found to be defective, the same will have to be replaced within a week. The payment will be released on the receipt of Performance Security Deposit.
- 17 In case the last day of receipt of tender enquiry is declared a holiday or on any account, the tenders will be received on the following working day.
- 18 The tenderer must be available at his postal address furnished in the tender. Any change in the address must be communicated to the Joint Director, CIET, NCERT well in advance.
- 19 The tendering firm will not lodge any claim with regard to interest for delay in settlement of his dues due to any administrative reasons.

