



GUJARAT INFORMATICS LIMITED

Block No: 1, 8th Floor, Udhog Bhavan,
Sector-11, Gandhinagar: 382 010
Phone No: 23256022
Fax No: 23238925

**Bid for Purchase of Laptops on
Behalf of Revenue Department,
Gandhinagar**

Last Date of Submission of Bid: 18.10.2013 till 1500 Hours
Date of Opening of Bid : 18.10.2013 on 1600 Hours

Bid Processing Fee: Rs. 500

Gujarat Informatics Limited hereby invites sealed bid for laptops on behalf of Revenue Department, Gandhinagar as per **Annexure A**. The financial Bid Format is enclosed at **Annexure B**.

Your bid should reach at our office on or before 15:00 Hours, 18.10.2013 in sealed envelop with the heading **"Purchase of laptops on behalf of Revenue Department, Gandhinagar"**

Technical Bid will be opened on 16:00 Hrs, 18.10.2013 at GIL office.

Terms and Conditions:

1. The bid processing fees of **Rs. 500/- (Non refundable)** and E.M.D. of **Rs. 4,500/- (Refundable)** in the form of Demand Draft in the name of "Gujarat Informatics Limited" payable at Gandhinagar in the separate sealed cover should be remitted along with the bid. Bid without E.M.D. & bid processing fees will not be termed valid.
2. The bidder must be authorized by its OEM to quote the bid.
3. Brochures/ website literature of the quoted model must be attached.
4. Vendor must sign and write page no. on all the papers.
5. Price should be inclusive of all freight, forwarding and installation charges.
6. Prices should be inclusive of Excise Duties. Quoted prices should be without C.S.T. & G.S.T. If any taxes or G.S.T. are applicable, then they must be mentioned separately.
7. Delivery: Within **45 working days** after receipt of the P.O. from the Department.
8. Price validity should be of **90 days**.
9. **Warranty: 5 years warranty.**
10. The successful bidder has to submit Performance Bank Guarantee as per **Annexure I** @ 10% of total order value within 15 days from the date of issue of Purchase order for the duration of warranty of all Nationalized Bank including the public sector bank or Private Sector Banks authorized by RBI or Commercial Bank or Regional Rural Banks of Gujarat or Co-Operative Bank of Gujarat (operating in India having branch at Ahmedabad/ Gandhinagar) as per the G.R. no. EMD-SD/102006/108/DMO Dated 30.03.2012 issued by Finance Department (The draft of Performance Bank Guarantee is attached herewith).
11. Successful bidders will have to sign the contract upon receiving the confirmed purchase order with the purchaser(s) within 15 working days from the date of confirmed purchase order. (The draft is attached herewith at **Annexure II**)
12. Unsuccessful bidder's E.M.D. will be discharged/refunded within 7 days after the expiration of the period of bid validity.
13. The successful Bidder's E.M.D. will be discharged upon the Bidder signing the Contract as per **Annexure II**, and furnishing the performance security @ 10% of the order value or within 15 days after the expiration of the period of bid validity which ever is later.
14. The E.M.D. may be forfeited:
 - (a) if a Bidder withdraws its bid during the period of bid validity
 - (b) in case of a successful Bidder, if the Bidder fails:
 - (i) to sign the Contract as mentioned above or
 - (ii) to furnish Performance Bank guarantee as mentioned above.
15. Payment will be done by Concern Departments as below:
 - i. No advance payment will be done
 - ii. 100% payment after successful installation & inspection of the supplied laptops. The inspection will be done by GIL.
16. Penalty Clause
 - a. If the bidder fails to deliver and install the requisite hardware and software within 30 working days of the issue of the confirmed purchase order, then a sum equivalent to one percent (1 %) of the total contract value shall be deducted from the payment for each calendar week of delay or part thereof.
 - b. Delay in excess of 10 weeks will be sufficient to cause for termination of the contract. In that case the Performance Bank Guarantee of the bidder will be forfeited.

- c. In case, the selected bidder does not supply the ordered items for any reason, he will be liable to pay the difference amount to the purchaser, over and above the performance guarantee, which indenter department has to pay to the next or other selected bidder for purpose of the said items.
17. GIL reserves the right to change any bid condition or quantity of any item even after inviting/opening the bids, with/without prior notification.
 18. The quantity mentioned in the price-quotation form is based on the requirements received by GIL from Revenue Department, Gandhinagar.
 19. The quantity may change at the time of finalization, depending on the requirements of Government Departments, Gandhinagar.
 20. GIL reserves the right to cancel any or all of the bids without assigning any reasons.
 21. All correction/addition/deletion shall require authorized countersign.
 22. Bidder shall remain present at the time of bid opening as per the schedule decided by GIL.
 23. The financial bid of the technically qualified bidders will be opened and financially L1 bidder will be decided from the total of prices for item without tax with 5 years warranty and then called for further negotiations.

Your bid should reach at our office on or before **1500 Hours, 18.10.2013** as mentioned below:

There shall be 3 sealed envelopes in the sealed main cover with the heading "**Bid for Purchase of laptops on behalf of Revenue Department, Gandhinagar**"

1. A first separate envelop with the heading "**Bid processing Fees & EMD for Bid for Purchase of laptops on behalf of Revenue Department, Gandhinagar**" containing the E.M.D. & Bid Processing Fees in the form of Demand Draft in the name of "**Gujarat Informatics Ltd.**"
2. The second envelope marked as Technical bid with heading "**Technical Bid - Bid for Purchase of laptops on behalf of Revenue Department, Gandhinagar**" With properly sealed and marked. Each and every page of the bid must be signed and stamped by the bidder.
3. The Third envelope marked as financial bid with heading "**Financial Bid - Bid for Purchase of laptops on behalf of Revenue Department, Gandhinagar**" with properly sealed and marked. Each and every page of the bid must be signed and stamped by the bidder.

Proposals after due time period will not be accepted.

The bid will be opened on **18.10.2013 at 1600 Hours at GIL, Block No. 1, 8th Floor, Udyog Bhavan**, in the presence of the committee members and representatives of the bidders, who have submitted valid bids. The representative will be held responsible for all commitments made on behalf of the bidder and that will be considered valid for all further dealings related to this tender process.

Please address all queries and correspondence to

Shri Vivek Upadhyay, DGM (Tech.)

Gujarat Informatics Limited, Block-1, 8th Floor, Sector-11,

Udhyog Bhavan, Gandhinagar – 382010.

Tel. no. (079) 23259239, Fax: (079)23238925, Email-viveku@gujarat.gov.in

Fax/email should be followed by the post confirmation copy.

Annexure A

Item no. 1: Minimum Specification of Laptop

(Minimum Specification)	QTY.	Make & Model	Matched/Not Matched	Deviation, if any
Processor –Intel® Core™ i7-3520M Processor (2.90 GHz, 4MB Cache, 5 GT/s) or higher	3			
Motherboard with Intel® QM77 Express Chipset or better				
4 GB DDR3 SDRAM 1333 MHz or higher upgradeable to 8 GB.				
500 GB or higher SATA 5400 RPM				
Screen: 13.3"/14.1"/15.6" LED B/L Display with 1366*768 resolution (WXGA)				
Intel® Graphics Media Accelerator HD 4000				
Wired Communication: Integrated 10/100/1000 Mbps Gigabit Ethernet. Optional: 56K Internal Modem.				
Wireless Communication: Integrated Wireless LAN 802.11a/b/g & Blue tooth				
Security: Integrated TPM 1.2 chip				
Optical Drive: DVD +/- RW				
Internal Microphone				
Mandatory Ports: 3 USB (including 1 USB 3.0 port), 1 VGA, 1 Head Phone jack, 1 Micro Phone jack, 1 RJ-45				
Optional Ports: 1 PC card slot- PCI Express, 1 S-video, 1 RJ-11, 1 USB 2.0/eSATA combo port				
Pre-loaded Latest Trend Micro Anti virus software with license with three year updates				
Pre-loaded license Microsoft Windows 8 Professional Operating System with Latest service pack.				
Data Recovery Software: Pre loaded software tool that has provision for scheduled backup for restoring OS & data. Should have capability to take backup to external media. (Please specify name of Data Recovery Software)				

Power management: Advanced Power Management feature.				
Certifications: RoHS, Energy Star 5.0 Compliant				
6 Cell Lithium-Ion battery with minimum 4 Hours of battery back-up time				
OEM carry case				
Please mentioned the Weight of the laptop				

Annexure B

Financial bid Format

A	B	C	D	E	F=C* (D+E)	G	H	I
Sr. No	Item	Qty.	Make & Model	Unit Price with 5 years Warranty (In Rs. Without tax)	Total Price with 5 years Warranty (In Rs. Without tax)	Please state billing would be from Gujarat or other State/U.T	Rate of Service Tax/ C.S.T. in case of Billing from other State/U.T (%)	Rate of Service Tax/ VAT in case of billing from Gujarat (%)
1	Laptop	3						
Grand Total								

Note:

1. L1 will be the lowest sum total of rates without tax with 5 years warranty.
2. The Bidder shall explicitly mention the applicable tax rate and rate of tax.

Performa of Compliance letter

(Shall be submitted a scanned copy on Bidder's letterhead duly signed by Authorized signatory)

Date:

To,

DGM (Tech.)

Gujarat Informatics Ltd.

Block-1, 8th Floor,

Udyog Bhavan, Gandhinagar.

Sub: Compliance with the tender terms and conditions, specifications and Eligibility Criteria.

Ref: Bid for Purchase of Laptops on behalf of Revenue Department, Gandhinagar.

Dear Sir,

With reference to above referred tender, I, undersigned <<Name of Signatory>>, in the capacity of <<Designation of Signatory>>, is authorized to give the undertaking on behalf of <<Name of the bidder>>.

We wish to inform you that we have read and understood the technical specification and total requirement of the above mentioned bid submitted by us on **18.10.2013**.

We hereby confirm that all our quoted items meet or exceed the requirement and are absolutely compliant with specifications mentioned in the bid document.

We also explicitly understand that all quoted items meet technical specification of the bid & that such technical specification overrides the brochures/standard literature if the same contradicts or is absent in brochures.

In case of breach of any tender terms and conditions or deviation from bid specification other than already specified as mentioned above, the decision of GIL Tender Committee for disqualification will be accepted by us.

Thanking you,

For <Name of the bidder>>

<<Authorized Signatory>>

<<Stamp of the bidder>>

**Performa of Contract-cum-Equipment
Performance Bank Guarantee**

(To be stamped in accordance with Stamp Act)

Ref:

Bank Guarantee No.
Date:

To
Name & Address of the Purchaser/Indenter

Dear Sir,

In consideration of Name & Address of the Purchaser/Indenter, Government of Gujarat, Gandhinagar (hereinafter referred to as the OWNER/PURCHASER which expression shall unless repugnant to the context or meaning thereof include successors, administrators and assigns) having awarded to M/s. _____ having Principal Office at _____ (hereinafter referred to as the "SELLER" which expression shall unless repugnant to the context or meaning thereof include their respective successors, administrators, executors and assigns) the supply of _____ by issue of Purchase Order No. _____ Dated _____ issued by Gujarat Informatics Ltd. Gandhinagar for and on behalf of the OWNER/PURCHASER and the same having been accepted by the SELLER resulting into CONTRACT for supplies of materials/equipments as mentioned in the said purchase order and the SELLER having agreed to provide a Contract Performance and Warranty Guarantee for faithful performance of the aforementioned contract and warranty quality to the OWNER/PURCHASER, _____ having Head Office at (hereinafter referred to as the 'Bank' which expressly shall, unless repugnant to the context or meaning thereof include successors, administrators, executors and assigns) do hereby guarantee to undertake to pay the sum of Rs. _____ (Rupees _____) to the OWNER/PURCHASER on demand at any time up to _____ without a reference to the SELLER. Any such demand made by the OWNER/PURCHASER on the Bank shall be conclusive and binding notwithstanding any difference between Tribunals, Arbitrator or any other authority.

The Bank undertakes not to revoke this guarantee during its currency without previous consent of the OWNER/PURCHASER and further agrees that the guarantee herein contained shall continue to be enforceable till the OWNER/PURCHASER discharges this guarantee. OWNER/PURCHASER shall have the fullest liberty without affecting in any way the liability of the Bank under this guarantee from time to time to extend the time for performance by the SELLER of the aforementioned CONTRACT. The OWNER/ PURCHASER shall have the fullest liberty, without affecting this guarantee, to postpone from time to time the exercise of any powers vested in them or of any right which they might have against the SELLER, and to exercise the same at any time in any manner, and either to enforce to forebear to enforce any covenants contained or implied, in the aforementioned CONTRACT between the OWNER/PURCHASER and the SELLER or any other course of or remedy or security available to the OWNER/PURCHASER.

The Bank shall not be released of its obligations under these presents by any exercise by the OWNER/PURCHASER of its liability with reference to the matters aforesaid or any of them or by reason or any other acts of omission or commission on the part of the OWNER/PURCHASER or any other indulgence shown by the OWNER/PURCHASER or by any other matter or things.

The Bank also agree that the OWNER/PURCHASER at its option shall be entitled to enforce this Guarantee against the Bank as a Principal Debtor, in the first instance without proceeding against the SELLER and not withstanding any security or other guarantee that the OWNER/PURCHASER may have in relation to the SELLER's liabilities.

Notwithstanding anything contained herein above our liability under this Guarantee is restricted to Rs. _____ (Rupees _____) and it shall remain in force up to and including _____ and shall be extended from time to time for such period as may be desired by the SELLER on whose behalf this guarantee has been given.

Dated at _____ on this _____ day of _____ 2013.

Signed and delivered by

For & on Behalf of

Name of the Bank & Branch &
Its official Address

List of approved Banks

All Nationalized Bank including the public sector bank or Private Sector Bank or Commercial Bank or Regional Rural Banks of Gujarat or Co-Operative Bank of Gujarat (operating in India having branch at Ahmedabad/Gandhinagar) as per the [G.R. no. EMD-SD/102006/108/DMO Dated 30.03.2012 issued by Finance Department](#)

CONTRACT FORM

THIS AGREEMENT made on the _____ day of _____, 2013 ____ Between

(Country of Purchaser) hereinafter "the Purchaser" of _____

(City and Country of Supplier) hereinafter called "the Supplier" of the other part :

WHEREAS the Purchaser is desirous that certain Goods and ancillary services viz.,

(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 _____ (Contract Price in Words and Figures) hereinafter called "the 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 meanings as are respectively assigned to them in the Conditions of Contract referred to.
- 2 The following documents shall be deemed to form and be read and construed as part of this Agreement, viz.
:
 - 2.1 the Bid Form and the Price Schedule submitted by the Bidder;
 - 2.2 terms and conditions of the bid
 - 2.3 the Purchaser's Notification of Award
- 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.
- 5 Particulars of the goods and services which shall be supplied / provided by the Supplier are as enlisted in the enclosed annexure :

TOTAL VALUE:

DELIVERY SCHEDULE:

IN WITNESS whereof the parties hereto have caused this Agreement to be executed in accordance with their respective laws the day and year first above written.

Signed, Sealed and Delivered by the

Said _____ (For the Purchaser)

in the presence of _____

Signed, Sealed and Delivered by the

said _____ (For the Supplier)

in the presence of _____