



GOVERNMENT OF ASSAM  
ASSAM STATE RURAL LIVELIHOODS MISSION SOCIETY  
PANCHAYAT AND RURAL DEVELOPMENT DEPARTMENT.  
SIVA NATH GOGOI PATH, PANJABARI, GUWAHATI, ASSAM-781037  
Landline: 0361-2330542 Email: asrlms.india@gmail.com website: www.asrlms.in

No:- ASRLMS/OE/250 (Pt 1)/2013-14/...56

Dated 18-03-2017.

**NOTICE INVITING TENDER FOR SUPPLY OF IT EQUIPMENTS .**

Sealed tender affixing Court Fee Stamp of Rs 8.25 are invited by ASRLMS from authorized Dealers/Agencies dealing in IT equipments for supply of IT Equipments in ASRLMS. Interested eligible bidders may download the copy of bidding document from the official website [www.asrlms.assam.gov.in](http://www.asrlms.assam.gov.in) or obtain further information from O/O State Mission Director, Assam State Rural Livelihoods Mission Society, Sivanath Gogoi Path, Panjabari, Guwahati-37 during office hours.

The Bids must be delivered to the address mentioned below on or before **31<sup>th</sup> March 2017 at 3:00 PM**, which will be opened in the same day at **3:30 PM** in presence of Bidders or his authorized representative who choose to attend. Late bids will be rejected. The undersigned reserves the right to accept or reject any tender without assigning any reason thereof.

**The address referred to above is:**

The State Mission Director.  
Assam State Rural Livelihoods Mission Society.  
Sivanath Gogoi Path, Panjabari, Guwahati-781037  
Tel: 91-0361-2330542

**State Mission Director  
ASRLMS**

NOTICE INVITING TENDER FOR SUPPLY OF IT EQUIPMENTS .

Ref No:- ASRLMS/OE/250 (Pt 1)/2013-14/.56

Dated 18-03-2017.

1. Sealed tender affixing Court Fee Stamp of Rs 8.25 are invited by ASRLMS from authorized Dealers/Agencies dealing in IT equipments for supply of IT Equipments in ASRLMS for supply of following items as mentioned below:-

Sl No	Brief Description	Configuration	Qty	Place of Delivery.	Delivery Period
1.	Laptop	Core i5/ 4GB RAM/ 1 TB HDD/ WIN 10/ 13.3"	7	SMMU-ASRLMS.	Within 15 days from date of issue of Supply Order.
2	Laptop	Core i5/ 4GB RAM/ 1 TB HDD/ WIN 10/ 15.6"	2		
3	Desktop with UPS	Core i5/ 8GB RAM/ 1 TB HDD/ WIN 10/ 21"	2		
4	Scanner	Flatbed Legal Size - 1 Portable Letter/ A4 Size -1	2		
5	Laser Printer	Laserjet-Black & White. Functions : Auto duplex with network capability Print speed minimum 20 ppm Minimum monthly page volume: 750 +	3		
6	Printer cum scanner	Inkjet- Colour Functions : Print, copy, scan Print speed minimum 8 ppm Scanner type Single-page (Legal Size) document feeder	1		

2. Important Dates & Time:-

2.1- Last Date & Time for submission of Bid:- 31-03-2017 till 3:00 PM

2.2 - Opening of Bid:- 31-03-2017 at 3:30 PM.

3. Qualifying Criteria:-

The Bidder must submit the following documents along with Bidding document in support of their eligibility :-

Sl. No.	Qualifying Criteria
A	The Bidder should affix non-refundable Court Fee Stamp of Rs 8.25 (Rupees Eight and Twenty Five Paise) in the Bid.
B	Authorized letter in support of Dealership/Distributor from reputed Brands for which Bids were submitted by them.
C	Photocopy of Trade License.
D	Photocopy of VAT/CST Registration Certificate and Permanent Account Number Card.
E	Details of experience and past performance of the bidder on supply of electronic equipments in State/Central Govt /PSUs. executed during the last three years. Photocopies of Supply Order and Completion Certificate should be furnished.
F	Bidder should have Average Annual Turnover of 15.00 Lakhs during the last three completed financial years i.e 2015-16, 2014-15, 2013-14. Photocopy of audited Financial Statement or Turnover Certificate Certified by CA should be attached.
G	Provision of After Sales Services facilities by Bidder, i.e whether Service Centre are available in State.

*N. Nagaraj*

*The Bidder must qualify in all parameters of Qualifying Criteria for opening of Price Bid.*

4. The Bidder should quote price for a single Make/Brand for a particular item. In case, if Bidder quote price for multiple Make/Brand for the same item, then such Bid will be cancelled without any communication. Conditional Bid shall not be accepted.
5. The Technical Specification of IT Equipments should be mentioned in **Annexure II**.
6. **Price Bid:-**
  - a) Applicable Sales Tax/VAT in connection with the Sales shall be shown separately. All duties, Taxes, freight, insurance, delivery charges and other levies payable by the Supplier shall be included in the quoted price.
  - b) The rate quoted by the bidder shall be fixed for the duration of the Contract and shall not be subject to adjustment on any account.
  - c) The Prices should be quoted in Indian Rupees only.
  - d) Tax will be deducted at source, if applicable.
  - e) The Price Bid should be as per Format of **Annexure III**, in the Bidders letter Pad.
7. **Validity of Bid:** The Bid validity shall be for a period of 60 days after the deadline date specified for submission.
8. **Evaluation of Bid:-**

ASRLMS shall evaluate and compare the Bid determined to be substantially responsive i.e which:-

- (a) Are properly signed and stamped.
  - (b) Conforms to the Terms & Conditions, Technical Specification, and Qualification Criteria.
  - (c) The evaluation will be done excluding Sales Tax.
  - (d) The evaluation would be done for all items put together. The Bidder who has quoted for partial quantity of anyone or more items would be treated as non responsive. ASRLMS will award contract to the responsive Bidder whose total cost for all the items put together is the lowest.
9. **Liquidated Damages:-**
    - a) In case there is delay in delivery beyond the stipulated period as mentioned in the purchase order, there shall be reduction in price @ 0.5 per cent of the value of the delayed goods per week of delay or part thereof subject to a maximum of 5 per cent of the total order value. On further delays, Purchase Order will be cancelled.
  10. **Submission of Bid:-**
    - a) The Bidder shall submit Bid in a Single Envelop comprising both Technical & Price Bid.
    - b) The two separately sealed covers Technical Bid and Price Bid shall be placed together inside a Single Cover which shall be sealed and super scribed as NOTICE INVITING TENDER FOR SUPPLY OF IT EQUIPMENTS and addressed to the State Mission Director, Assam State Rural Livelihoods Mission Society (ASRLMS), Sivanath Gogoi Path, Panjabari, Guwahati-781037, Assam.

**11. Award of Contract:-**

ASRLMS will award the contract to the bidder whose Quotation has been determined to be responsive and who has offered the lowest evaluated price.

11.1. Notwithstanding the above, ASRLMS reserves the right to accept or reject any bid and to cancel the bidding process and reject all Bids at any time prior to the award of Contract.

11.2 The Bidder whose bid is accepted will be notified of the award of Contract by ASRLMS prior to expiration of Bid Validity period. The terms of accepted offer shall be incorporated in the supply order.


**12. Payment Terms:-** The Payment shall be made 100% payment within 45 days after supply of the goods in good condition and upon receipt of Invoice along with delivery challan duly signed & stamped by SMMU-ASRLMS from the Bidder.

13. The normal commercial warranty/ guarantee shall be applicable to the supplied goods.

14. The Bidder must not be blacklisted/terminated by any Govt Department/or by any PSUs in the past.

You are requested to provide your offer latest by on or before **31<sup>st</sup> March 2017** at **3:00 PM**, which will be opened in presence of Bidders or his authorized representatives who choose to attend at 3:30 PM on **31<sup>st</sup>** March 2017.

Yours faithfully,



State Mission Director.

Assam State Rural Livelihoods Mission Society.

**Annexure-I**

**ANNUAL TURNOVER STATEMENT OF THE BIDDER (To be submitted with Audit report of last three Financial Years)**

The Annual Turnover of M/s \_\_\_\_\_ for the past three years are given below and certified that the statement are true and correct.

SI No.	Year	Turnover in Lakh
1.	2013-14	
2.	2014-15	
3.	2015-16	
Total		- Rs. _____ Lakhs

Seal & Signature of Chartered  
Accountant/Auditor  
Date:

**Annexure II:- Technical Specifications of IT Equipments.**

SL No	Description	Configuration	Name of Brand	<u>Vendor's Confirmation</u>
1	Laptop	Core i5/ 4GB RAM/ 1 TB HDD/ WIN 10/ 13.3"		
2	Laptop	Core i5/ 4GB RAM/ 1 TB HDD/ WIN 10/ 15.6"		
3	Desktop with UPS	Core i5/ 8GB RAM/ 1 TB HDD/ WIN 10/ 21"		
4	Scanner	Flatbed Legal Size - 1 Portable Letter/ A4 Size - 1		
5	Laser Printer	Laserjet-Black & White. Functions : Auto duplex with network capability Print speed minimum 20 ppm Minimum monthly page volume: 750 +		
6	Printer cum scanner	Inkjet- Colour Functions : Print, copy, scan Print speed minimum 8 ppm Scanner type Single-page (Legal Size) document feeder		

## Annexure III

## COVER 'B' - PRICED BID

Ref No:- ASRLMS/OE/250 (Pt 1)/2013-14/.....

Dated 18-03-2017.

Sl No	Brief Description of Items	Configuration	Qty	Rate per Unit (In Rs)	Taxes per Unit (In Rs)	Total Cost per Unit (In Rs)	Total Cost Per Item (In Rs)
1.	Laptop	Core i5/ 4GB RAM/ 1 TB HDD/ WIN 10/ 13.3"	7				
	Laptop	Core i5/ 4GB RAM/ 1 TB HDD/ WIN 10/ 15.6"	2				
	Desktop with UPS	Core i5/ 8GB RAM/ 1 TB HDD/ WIN 10/ 21"	2				
	Scanner	Flatbed Legal Size - 1 Portable Letter/ A4 Size -1	2				
	Laser Printer	Laserjet-Black & White. Functions : Auto duplex with network capability Print speed minimum 20 ppm Minimum monthly page volume: 750 +	3				
	Printer cum scanner	Inkjet- Colour Functions : Print, copy, scan Print speed minimum 8 ppm Scanner type Single- page (Legal Size) document feeder	1				
	Gross Total Amount (In Rs)						

We agree to supply the above goods in accordance with Technical specifications for a total Contract Price of Rs.....(Amount in Figures) (Rs..... in Words) within the period specified in the Invitation of Quotations.

We also confirm that the normal commercial warrantee/ guarantee of..... months shall apply to the offered Items. (If applicable)

SIGNATURE OF BIDDER :

NAME & DESIGNATION :

NAME & ADDRESS OF THE FIRM :

