

Tender for purchase of Computers,Laptops, Printers, Scanners and other peripherals

Date:10/10/2015



GOA ELECTRONICS LIMITED

A Subsidiary of EDC Ltd. (A Government of Goa Undertak

Ground Floor, "Shrama Shakti Bhavan", Patto Plaza, EDC Complex, Panaji - Goa 403 001

Tel: 2437220, 2437248. Fax: 2437220. Website: www.goelectronics.co.in

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TENDER NOTICE

Tenders for supply of Desktop Computers, Laptops, Printers, Scanners and other peripherals are hereby invited from the vendors by Goa Electronics Limited through the e-tendering process using the website www.etender.goa.gov.in. The tender documents can be downloaded from GEL Website: www.goaelectronics.co.in or www.etender.goa.gov.in.

The tenders have to be submitted as per Terms & Conditions mentioned at **Annexure-‘A’**. Format of Technical Bid mentioned at **Annexure-‘B’**, format of financial bid mentioned at **Annexure-‘C’** and detailed specification, estimated quantity are mentioned at “Annexure – D”.

The tender document containing “Technical bid” and “financial bid”, complete in all respect should be uploaded on www.etender.goa.gov.in on or before 26/10/2015 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.

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 vendors are required to get registered with www.tenderwizard.com/GOA. The vendor must have valid digital signature to submit the bid. The interested vendors fulfilling the terms & conditions should quote their minimum rates along with earnest money deposit as mentioned in the tender document



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/IFFI/HW-06 | Date: 10/10/2015 |
| 2. Name and Address of the party | Goa Electronics Limited,
Mezzanine floor, Block 'B',
EDC House, Dr. Dada Vaidya Road,
Panaji, Goa-403001 |
| 3. Tender Document for | Purchase of Desktop Computers,
Laptops, Printers, Scanners and other
peripherals |
| 4. Earnest money | Rs. 2,50,000/- |
| 5. Cost of tender document | Rs. 5,000/- |
| 6. Cost of tender processing | Rs. 1,500/- |
| 7. Last date for submission of tender. | 26/10/2015 at 2:30 PM |
| 8. Technical Bid to be opened on | 28/10/2015 at 3:30 PM |
| 9. Financial Bid to be opened on | 30/10/2015 at 3:30 PM |
| 10. Last date for submission of written
Queries for clarifications | 16/10/2015 |
| 11. Contact Person for queries | Milind Vengurlekar
Asst. Manager Hardware |

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@goelectronics.co.in/revati@goelectronics.co.in

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

1	Tender documents should be downloaded from website www.goaelectronics.co.in or http://www.etender.goa.gov.in as per the dates mentioned in the Tender
2	The vendor should use the electronic mode of tendering using the website www.etender.goa.gov.in to submit his best possible quotes for the items given therein.
3	Late submission will not be entertained and will not be permitted by the e-Tendering System.
4	Last minute submission should be avoided. As such GEL will not be responsible for any failures in submission of bids.
5	Incomplete or conditional bids will be summarily rejected.
6	The vendors are expected to examine all instructions, forms, terms and other information in the tender documents.
7	Tender shall be uploaded separately through the e-Tendering System under Two Bid System viz Technical bid & Financial bid, as per the prescribed formats only. Failure to comply with these requirements may result in the bid being rejected.
8	The tender fees shall not be refunded even if the bid is not submitted.
9	The tender should be uploaded by 26/10/2015 at 2:30 PM , along the scanned copy of NEFT/RTGS/OTC/debit card/credit card facility/net banking (Axis Bank) challan. The tenders without the mentioned challans will not be entertained.
10	The Technical Bid and the Financial bid as per Annexure -B and Annexure-C to be strictly uploaded to the e-tendering website mentioned.
11	If any vendor does not qualify in technical evaluation, the Commercial Proposal of the vendor shall not be opened.
12	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.
13	The technical bid and financial bid will be opened on two different dates.



14	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 complete value of all the items shall be made only over the rates quoted inclusive of all taxes and comprehensive on-site warranty support as required. The lowest evaluated valid quotation will be selected.
15	Technical Documents to be scanned and uploaded to the e-tendering website.
16	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.
17	The successful vendor shall supply the prescribed hardware within 8 days from the issue of supply letter.
18	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.
19	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.
20	If the tenders opening day happens to be holiday, the same will be accepted and opened on the next working day.
21	The make / brand of the quoted hardware must be mentioned.
22	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.
23	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.
24	GEL reserves the right to reject all or any tender without assigning any reason.
25	The approximate quantity to be purchased along with minimum hardware configuration/ specifications required have been mentioned at Annexure "D". However, GEL reserves the right to modify the quantity as per requirements.



26	<p>The warranty shall cover the following:</p> <ul style="list-style-type: none"> • 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. • In case of failure of operating System the same shall be reinstalled. 						
27	<p>Hard Copy of the Technical bid only along with the challan mentioned at point 1 of the Annexure – B has to be submitted at GEL before 26/10/2015. <u>No Hard Copy of Financial Bid is to be submitted.</u> Financial bid has to be strictly uploaded on the www.tenderwizard.com/GOA and www.etender.goa.gov.in. Any bid received with the Hard Copy of Financial Bid will be rejected.</p>						
28	<p>Penalty User of the Desktop and Printers and all other supplied peripherals may make a complaint about the Desktop and other peripherals / accessories and software /service 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 Desktop and other peripherals.</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="300 958 1353 1037"> <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 24 hours including data transfer and completion of complaints in totality.</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					
	<p>In case Vendor fails to maintain the above standard of maintenance penalty shall be imposed upon Vendor per day after resolution period subject to a maximum of 10 % of total contract cost including taxes as specified below.</p> <table border="1" data-bbox="300 1395 1313 1507"> <thead> <tr> <th>Item</th> <th>Amount</th> </tr> </thead> <tbody> <tr> <td>Desktop Computers/ Printers/ Laptops/ Scanners/ Web Cameras/ External Hard Drive</td> <td>@1% of equipment value</td> </tr> </tbody> </table> <p>In case the equipment is not repaired/ replaced within 48 hours the penalty shall be charged at 3 times as the penalty shown above.</p>	Item	Amount	Desktop Computers/ Printers/ Laptops/ Scanners/ Web Cameras/ External Hard Drive	@1% of equipment value		
Item	Amount						
Desktop Computers/ Printers/ Laptops/ Scanners/ Web Cameras/ External Hard Drive	@1% of equipment value						
29	<p>Any dispute, arising out of this contract will be under the jurisdiction of Courts in Goa</p>						

**SCOPE OF WORK**

1. **Supply of Desktops, Laptops, Printers, Scanners and other peripherals:** The vendor has to supply the Desktops, Laptops, Printers, Scanners and other peripherals as per the locations provided by GEL after finalizing the tender.
2. **Installation of Desktops and other peripherals:** The vendor has to deliver the Desktops, Laptops, Printers, Scanners and other peripherals as per the locations provided by GEL after finalizing the tender and ensure installation of the same along with related drivers.
3. **Ensure working condition:** The vendor must ensure that all the Desktops and other peripherals provided on rentals must be in working condition at all times
4. **Maintenance of Desktops, Laptops, Printers, Scanners and other peripherals:** The vendor has to maintain all the Desktops and other peripherals supplied. Requisite technical support engineers have to be stationed to meet the required uptime. All calls for faults and repairs of the Printers have to be attended and resolved immediately as per uptime requirements mentioned at clause 28 (Annexure-A) of this document.
5. **Replacement of Parts :** The vendor has to ensure rectification of the faulty Desktops, Laptops, Printers, Scanners and other peripherals or providing replacement for the same as per uptime requirements mentioned at clause 28 (Annexure-A) of this document.
6. **Warranty :**The successful vendor shall extend onsite warranty for the peripherals as mentioned at “Annexure –D”.



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 in the e-Payment mode towards Cost of the Tender Document, EMD & Tender Processing Fee: To be paid online through e-payment mode via NEFT/RTGS/OTC/debit card/credit card facility/net banking (Axis Bank) with pre-printed challans available on e-tendering website and directly credit the amount to ITG account as generated by challans and upload the scanned copy of NEFT/RTGS/OTC/debit card/credit card facility/net banking (Axis Bank) challan along with the bid.

The following amount have to be paid:

- a. Rs. 2,50,000/- (Rupees Two Lakh Fifty Thousand only) towards Earnest Money Deposit (EMD).
- b. Rs. 5000/- (Rupees Five Thousand only) towards Cost of tender document.
- c. Rs.1500/- (Rupees One Thousand Five Hundred only) towards Cost of tender processing fee.

All the challans towards same has to be scanned and uploaded to the e-tendering website within the period of tender application submission. All the three challans along with the Hard Copy of the Technical Bid Only (Hard copy of the Financial Bid is not to be submitted. Financial bid to be uploaded only to the website mentioned) shall be placed in single envelope superscripted as "Technical Bid towards Tender No. GEL/IFFI/HW-06 for Purchase of Computers, Laptops, Printers, Scanners and other peripherals" and the due date of opening of the bid mentioned and to be deposited in the office of the Goa Electronics, Panaji on or before the tender submission date.

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, Service Tax and VAT Registration number (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. 1 Crore per year. Audited Balance Sheet and Profit and Loss account (amount in Rupees) for last three years should be submitted.
5. The vendor shall be Original Equipment Manufacturer (OEM) of Desktop computers and peripherals or the Authorised System Integrator/ Partners / Dealer of OEM. In case the vendor is offering Desktop computers and peripherals from more than one OEM, he shall be authorised System Integrator/Channel Partner/Dealer for the Desktop computers and peripherals offered by him. Proof of the above shall be submitted in the form of authorization of dealership/SI/Partnership issued by the respective OEM.
6. The vendor should have a local presence, fully functional service/ support centre in Goa with minimum 5 qualified support staff to provide quality service support. Undertaking mentioning office address and No of Employees with qualification to be enclosed.
7. Vendors should have executed at least one order towards supply of Hardware of value of Rs. 50 Lac or above in the last 2 years. The company has to provide proof of satisfactory completion and Purchase Order.
8. The vendor should have successfully supplied Hardware amounting to Rs. 25 Lac to at least one customer in Government Department or Public Undertaking in Goa in the last 2 years. Purchase Order and proof of satisfactory service from the customer shall be attached.
9. The company/firm should be in existence and should have been in operation for a period of at least 2 years. The company/firm has to produce Certificate of Incorporation/Registration with Shops and Establishments/ Sales Tax Registration for the last 2 Years.
10. PAN No. of the company/firm, TIN No. (As applicable): Self attested copies to be attached.
11. 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 COMPUTER HARDWARE AND OTHER PERIPHERALS

S.No.	Item	Make/Brand (Mandatorily)	Qty	Rates per unit inclusive of all taxes	Amount
1	Desktop Computers Onsite Warranty:3 yrs	DELL/HP/LENO VO/IBM	14		
2.	Laptops I Onsite Warranty:3 yrs	DELL/HP/LENO VO/IBM	18		
3.	Laptops II Onsite Warranty:3 yrs	DELL/HP/LENO VO/IBM	8		
4.	Laptops III Onsite Warranty:3 yrs	DELL/HP/LENO VO/IBM	8		
5	LaptopIV Onsite Warranty:3 yrs	DELL/HP/LENO VO/IBM	10		
6	Inkjet color all in one Printers (Print/Scan/Copy) Onsite Warranty:1 yrs		4		
7	Graphic Card - 4 GB		3		
8	Windows Sql SVR 2014R2		1		
9	Coreldraw X6		2		
10	Adobe Photoshop CS5		3		
11	Office Std 2013 INC OLP C Gov		30		
12	Printer Onsite Warranty:1 yrs		14		
13	Scanner Onsite Warranty:1 yrs		8		
14	Web Camera		9		
15	Hard Disk (External)		9		
				Total amount (Rs):	
Total amount in words (Rs):					

Financial Terms and Conditions:

1	The vendors must use only the format provided in the e-tender website for submitting the financials. Any other formats/ forms will not be accepted and such tenders will be rejected.
2	The vendor must provide the Commercial Proposal strictly in e-tender mode only. <u>Hardcopies of the Commercial proposals are not to be submitted.</u>
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	Rates mentioned above are inclusive of all taxes, 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.
5	GEL reserves the right to alter the quantity of the computers and peripherals.

**ANNEXURE-'D' - (SPECIFICATIONS AND CONFIGURATIONS)**

SN	Item	Specification/ Configuration	Approx. Quantity
1	Desktop Computers	PROCESSOR: Intel Core i3 4150 (3.5GHz) CHIPSET: H 81 RAM: 4GB DDR3 HDD: 1 TB 7200rpm KEY BOARD +MOUSE: Wired WI-FI: YES CARD READER: 7 IN 1 OPTICAL DISK: DVDRW GRAPHICS: Integrated DISPLAY: 18.5" LED OS: Win 8.1 ANTIVIRUS WARRANTY 3 Year Onsite Warranty	14
2	Laptop I	PROCESSOR Intel Core i5 (4210U) MEMORY System Memory 4 GB DDR3 STORAGE HDD Capacity 1 TB 5400 RPM OPTICAL DISK DRIVE Optical Drive Super Multi DVD RW Drive with Dual Layer Support DISPLAY Screen Size 39.62 cm (15.6") FHD TN GL (Slim) GRAPHICS Graphic Processor Integrated HD Graphics COMMUNICATION <ul style="list-style-type: none"> • Ethernet 10/100M LAN • Wireless LAN IEEE 802.11b/g/n • Bluetooth Yes POWER Battery Backup Upto 5 hours Power Supply 65 W AC Adapter PORTS/SLOTS Ports for 3 - USB, 1- RJ45 LAN, VGA, 1- HDMI, 1- Multi Card Slot OPERATING SYSTEM Windows 8.1 ANTIVIRUS WARRANTY 3 Year Onsite Warranty	18



3	Laptop II	<p>PROCESSOR Intel® Core™ I3-4005U MEMORY System Memory 4 GB DDR3 STORAGE HDD Capacity 1 TB 5400 RPM OPTICAL DISK DRIVE Optical Drive Super Multi DVD RW Drive DISPLAY Screen Size 15.6 HD TN GL (FLAT) GRAPHICS Integrated HD Graphics COMMUNICATION</p> <ul style="list-style-type: none"> • Ethernet 10/100M LAN • Wireless LAN IEEE 802.11b/g/n • Bluetooth Yes <p>POWER Battery Backup Upto 5 hours Power Supply 65 W AC Adapter PORTS/SLOTS 2 USB 3.0, USB 2.0, HDMI-out, 2-in-1 card reader (SD/MMC), headphone/mic combo, VGA OPERATING SYSTEM Windows 8.1 ANTIVIRUS WARRANTY 3 Year Onsite Warranty</p>	8
4	Laptop III	<p>PROCESSOR Intel® PQC N3540 MEMORY System Memory 2 GB STORAGE HDD Capacity 500 GB 9.5/7MM 5400 RPM OPTICAL DISK DRIVE Optical Drive 9.0MM Super Multi DVD RW Drive (Tray In) DISPLAY Screen Size 15.6 HD TN GL (FLAT) GRAPHICS Integrated Graphics COMMUNICATION</p> <ul style="list-style-type: none"> • Ethernet 10/100M LAN • Wireless LAN IEEE 802.11b/g/n • Bluetooth 4.0 <p>POWER Battery Backup Upto 5 hours Power Supply 65 W AC Adapter PORTS/SLOTS 1x USB 3.0 and 2x USB 2.0, HDMI, Card Reader 2in1 (SD, MMC), Intel 3160 1x1 AC OPERATING SYSTEM Windows 8.1 ANTIVIRUS WARRANTY 3 Year Onsite Warranty</p>	8



5	Laptop IV	<p>PROCESSOR i7Processor (Latest Generation) MEMORY System Memory 4 GB DDR3 STORAGE HDD Capacity 1TB OPTICAL DISK DRIVE Optical Drive 9.0MM Super Multi DVD RW Drive (Tray In) DISPLAY Screen Size 15.6 HD TN GL (FLAT) GRAPHICS Graphics Card 2 GB COMMUNICATION Ethernet 10/100M LAN Wireless LAN IEEE 802.11b/g/n Bluetooth 4.0 Card Reader Camera 1.3M Camera POWER Battery Backup Upto 5 hours Power Supply 65 W AC Adapter PORTS/SLOTS 1x USB 3.0 and 2x USB 2.0, HDMI, Card Reader 2in1 (SD, MMC), Intel 3160 1x1 AC OPERATING SYSTEM Windows 8.1 OFFICE Ms Office std 2013 ANTIVIRUS WARRANTY 3Year Onsite Warranty</p>	10
6	Printers	<p>PRINT SPEED NORMAL: Up to 18 ppm PRINT QUALITY BLACK (BEST): Up to 600 x 600 x 2 dpi (1200 dpi effective output) PAPER HANDLING INPUT, STANDARD: 150-sheet input tray PAPER HANDLING OUTPUT, STANDARD: 100-sheet output bin MAXIMUM OUTPUT CAPACITY (SHEETS): Up to 100 sheets DUPLEX PRINTING: Manual (driver support provided) MEDIA SIZES SUPPORTED (A4, A5, A6, B5) MEDIA SIZES, CUSTOM: 150-sheet input tray: 147 x 211 to 216 x 356 mm WARRANTY 1 Year Onsite Warranty</p>	14
7	Printers	<p>Inkjet color all in one Printers (Print/Scan/Copy) Max Resolution 4800x1200 Print Speed Colour 5.0ipm, Black 8.6ipm, Paper Size A4,A5,B5,LTR,LGL Scanner Type FlatBed Copy A4/LTR Connectivity Hi-Speed USB 2.0, LAN Warranty 1 Years Onsite Warranty</p>	4
8	Graphic Card	<p><u>Graphic Card - 4 GB</u> (Compactable with i7 computer System-Win 8.1)</p>	3
9	OS	<p><u>Windows Sql SVR 2014R2</u></p>	1
10	Software	<p><u>Coreldraw X6</u></p>	2
11	Software	<p><u>Adobe Photoshop CS5 extended for window or higher</u></p>	3



12	Office	<u>Office Std 2013 INC OLP C Gov</u>	30
13	Scanners	Document feeding mode ADF Optical Resolution (dpi) 600 Grayscale mode 16bits input 8bits output Color mode 48bits input 24bits output Memory Size 64MB SDRAM Interface USB 2.0 Long Paper Mode Up to 36 inch (200 dpi) SCAN SIZE ADF Minimum 52 x 74 mm (2 x 2.9 in) (A8) ADF Maximum 216 x 356 mm (8.5 x 14 in) (Legal/A4) ADF Capacity 50 sheets Paper Thickness and Weight 49g - 120 g/m (13 - 32 lb) SCANNING SPEED B/W @ 200dpi, A4 Simplex : 20 PPM, Duplex : 40 IPM B/W @ 300dpi, A4 Simplex : 20 PPM, Duplex : 40 IPM Color @ 200dpi, A4 Simplex : 20 PPM, Duplex : 40 IPM Color @ 300dpi, A4 Simplex : 20 PPM, Duplex : 40 IPM WARRANTY 3 Year Onsite Warranty	8
14	Web Camera	VIDEO CALLING (640 x 480 pixels) with recommended system VIDEO CAPTURE: Up to 1024 x 768 pixels PHOTOS: 5 megapixels WARRANTY 1 Year Onsite Warranty	9
15	External Hard Drive	TYPE: Portable CONNECTIVITY: USB 3.0 OS SUPPORTED: Windows: XP, Vista, 7, 8, Mac TRANSFER SPEED: USB 480 Mbps CAPACITY: 1 TB WARRANTY 3 Year Onsite Warranty	9