

POLLUTION CONTROL BOARD : ASSAM
BAMUNIMAIDAM, GUWAHATI-781 021

Website : www.pcbassam.org

No. WB/A-133/05-06/77

Dated Guwahati, the 12th Aug, 2014

SHORT QUOTATION NOTICE

Pollution Control Board Guwahati invites sealed quotations from the reputed manufacturers/ Authorized dealers/ suppliers for supply of the Branded Desktop Computer to the Pollution Control Board, Assam, Bamunimaidam, Guwahati-21. The details of the items and terms & conditions may be obtained from the Board's Head Office during office hours till **30th Aug, 2014** on payment of Rs. 500/- (Rupees Five Hundred) only (Non-refundable) in the form of Bank Draft to be drawn in favour of "Member-Secretary, Pollution Control Board, Assam" payable at Guwahati. The documents can also be downloaded from our website www.pcbassam.org on payment of the tender fee.

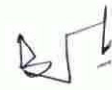
The quotation will be received upto 14:00 hours of **03rd Sept, 2014** and will be opened on **04th Sept, 2014** at 11.30 AM in presence of the quotationers or their representative who would like to be present.

Member-Secretary, i/c

Memo No. WB/A-133/05-06/77-A 120\
Copy to :

Dated Guwahati, the 12th Aug, 2014

- 1) M/s. Signet Media Services Pvt. Ltd. for information & necessary action.
They are requested to publish the quotation notice immediately in one issue of the "The Assam Tribune" and submit the bill in duplicate to the undersigned for payment.
- 2) Notice Board/ Website of Pollution Control Board, Assam.
- 3) Asstt. Manager (F&A) of the Board for information & necessary action.
- 4) Concerned file.
- 5) M/s.
.....
.....



Member-Secretary, i/c

POLLUTION CONTROL BOARD : ASSAM
BAMUNIMAIDAM, GUWAHATI – 781 021

Items details

Sl. No.	Item name
1.	Desktop Computer (Branded) for Pollution Control Board, Assam

GENERAL TERMS AND CONDITIONS

1. This document contains the following:
 1. Copy of Tender notice
 2. General Terms and Conditions of Bid
 3. Terms and Conditions for Submission of Bid
 4. Application Form
 5. Undertaking
 6. Bid Form
 7. Detailed specification of the products.
 8. Schedule of Earnest Money to be deposited along with Tender (Annexure-IV)
 9. Check List.
2. The Tender Document is not transferable by the purchaser. Each sheet including that provided by the Board with this document must be signed by the bidder. The price bid must be in the form provided herewith at Annexure-II.
3. The tender will not be accepted from the firm to whom the document is not issued by the Board.
4. The Board takes no responsibility for delay or non receipt of Tender Document sent by post either way and also reserves the right to accept; or reject any or all the tenders in part or full without assigning any reason thereof.
5. The bidder is expected to examine all instructions, forms, terms and conditions and specifications mentioned in the bidding document. Failure to furnish all information required by the bidding documents or submission of a bid not substantially responsive to the bidding document in every respect will be at the bidder's risk and may result in the rejection of it's bid.
6. This tender notice are also available on PCBA's website www.pcbassam.org. Bidders have to collect the detail tender paper (Specification & Terms) from our office at Bamunimaidan, Guwahati – 781021, with a request letter along with payment of Rs. 500.00 in the form demand draft , in favour of "MEMBER SECRETARY, POLLUTION CONTROL BOARD, ASSAM".
7. The Board at its discretion may extend the last date of submission of tender and opening of tenders. The final authority for acceptance of a Tender will rest with the Chairman, Pollution Control Board, Assam who does not bind himself to accept the lowest tender and is vested with the authority to reject any or all of the tenders received without assigning any reason.
8. The warranty period is between twelve months to thirty-six months depending on the item quoted and starting from the date of successful commissioning of the instrument.
9. The bid shall contain no interlineations, erasures or overwriting words except as necessary to correct errors made by the bidder, in that case, such correction shall be initialed by the person or persons signing the bid
10. It is advised that the outside suppliers should send the Tender through Registered Post/ Speed Post. However, the local supplier may drop their Tenders in Tender Box kept in the Board's office for the purpose. In no case Tender should be handed over to any employee of the Board.
11. Canvassing in any form will disqualify the Bid.
12. The Tender Notice No. WB/A-133/05-06/77 dated 12th of Aug, 2014 should be invariably be quoted in the bid and for further correspondence in this regard.
13. The courts at Guwahati shall have exclusive jurisdiction to entertain and try all matters arising out of this contract.

14. The bidder should be an ISO certified company.
15. The bidder should be furnish copy of labour license and should be consecutively handling PF account for at least 10 employees (minimum).
16. The bidder should have "District-wise Service Centers with manpower details Across Assam".
17. The experience of the Bidder should be at least 5-6 years in the same field.
18. The turnover should be one crore or above for last three consecutive years.
19. Party should have registration certificate, incorporation certificate, PAN card, trade license upto date, sales tax registration, service tax, IT returns in last three years, TIN no should be given.
20. Bidder should have furnished the order copy of similar items atleast two copies of the same with completion certificate in last five years value not less than 15 lakhs.
21. All the Tenders should be addressed to:

**THE MEMBER SECRETARY,
POLLUTION CONTROL BOARD, ASSAM
BAMUNIMAIDAN, GUWAHATI-781021**

2.0 SUBMISSION OF BID

1. The bid must accompany Annexure-I with Techno Commercial part of Bid and Annexure-II & III along with 'Price' part of the Bid duly filled in and signed by the Bidder along with the seal of the Firm.
2. The Bidders are requested to quote-total price of the instrument indicating the Govt. levies, freight, insurance, installation charges and other expenditure item-wise F.O.R. PCBA, Guwahati & RO. The bidders are expected to examine the bidding documents carefully and are deemed to have received and read all documents. It shall be the responsibility of the bidders to request the copies of any missing documents. Failure to do so will be at bidders risks.

SEPARATE PRICE BID AND TECHNICAL BID SHOULD BE SUBMITTED FOR THE ITEM CLEARLY MENTIONING TENDER ENQ. NO. ON THE TOP OF THE ENVELOPES WITH SENDERS NAME AND ADDRESS. THE POLLUTION CONTROL BOARD, ASSAM, RESERVES THE RIGHT TO ACCEPT THE TENDER IN FULL OR IN PART. EMD SHOULD BE SUBMITTED SEPARATELY AGAINST THE ITEM. TENDERERS SHOULD COMPLY THE ABOVE INSTRUCTION.

4. The Tender is to be submitted "single stage-2 envelops system" i.e. the first sealed envelope will contain full information required to judge pre-qualification, earnest money, complete details and specifications of the instruments offered including the leaflets and catalogues, list of credentials with documentary evidence i.e., purchase/work order etc. Income Tax Clearance Certificate, PAN No., Vat/Sales Tax Registration No., Affidavit for not being black listed, Commercial Terms & Conditions etc. It shall be marked "Technical Bid No.WB/A-133/05-06/77 dtd. 12/08/2014, due on 03/09/2014, for supply of 'Branded Desktop Computer'. The second envelope Commercial Bid will contain only price quoted by the bidder in the form given at Annexure -II of this document and shall be clearly marked "Price Bid No.WB/A-133/05-06/77 dtd. 12/08/2014, for ".....". Both the above envelopes must be separately sealed and shall be kept in one envelope bearing the address of Pollution Control Board, Assam and superscribed with bold letter "TENDER FOR". The senders' address should be mentioned in all envelopes.
5. Technical Bid of the tender will be opened at **11.30 hours on 04.09.2014** in the office of the Pollution Control Board, Assam, in presence of the representatives of the Tenderers who would like to present.
6. Commercial bids of only those vendors shall be opened which are found to be technically acceptable, Board will inform accordingly. No further communication will be entertain.
7. The EARNEST MONEY shall be in the form of Demand Draft only in favour of "MEMBER SECRETARY, POLLUTION CONTROL BOARD, ASSAM" payable at GUWAHATI. Tender shall not be entertained where a Tenderer has not furnished adequate earnest money as specified in the Annexure-IV. In case of non-supply within stipulated time or the item supplied is found defective and not attended by the supplier, the Earnest Money deposited by the supplier will be forfeited.

8. Unsuccessful bidders bid security will be discharged/ returned without any interest in the same form after the concerned purchase is finalized and that of successful bidders will be discharged without interest after the warranty period is over.
9. The validity of Tender would be for a minimum period of 120 days from the date of opening of Tenders. A Bid valid for a shorter period may be rejected by the Board as non responsive.
10. The rates should be quoted both in words and figures. If there is discrepancy between words and figures, the amount mentioned in words will prevail.
11. To assist in the examination, evaluation and comparison of bids the buyer may, at its discretion, ask the Bidder for a clarification of its bid. However, no change in the price or substance of the bid shall be sought, offered, re-permitted.
12. The specifications are clearly mentioned in the document and the Bidder are requested to submit Bid only if their offer comply with the specifications. BIDS CARRYING THE STATEMENT LIKE "SPECIFICATION AS PER TENDER DOCUMENT" SHALL NOT BE ENTERTAINED. THE PRODUCT SPECIFICATIONS SUPPORTED BY TECHNICAL LITERATURE AND LIST OF USERS MUST BE ENCLOSED.
13. With the submission of the Tender, the Bidders are deemed to accept the terms & conditions of the Tender.
14. The Supplier should attach a copy of financial bid (without cost/price figures) along with the technical bid to assess the item/components quoted in the bid.
15. The installation and commissioning of the equipments is the entire responsibility of the supplier. It must be done within one week of the receipt of the equipments by the Board.
16. The Bidder must sign the every page of the Tender.
17. The equipment's for which Tenders are invited will have to be supplied within 30 days from the date of issue of purchase order. In case of non-observance of the delivery period, the order will be cancelled.
18. If the equipment supplied is found defective/unsatisfactory condition/short supply/other than specifications in the Purchase Orders, the same will have to be replaced at the suppliers' risk and cost. The Board will not pay freight and other charges for replacement.
19. The prices must be quoted item-wise i.e. basic price, taxes, packing forwarding, handling and installation charges etc. The charges must be quoted clearly and not in vague terms like "As Actual" "Approx" etc.
20. The warranty/guarantee of the equipment should be clearly mentioned in the Bid.
21. **MOST IMPORTANT**
PLEASE NOTE THAT ANNEXURE-I OF THIS DOCUMENT MUST BE ENCLOSED WITH THE FIRST PART OF BID i.e. "TECHNICAL BID AND ANNEXURE-II AND III WILL BE KEPT IN THE SECOND PART OF BID i.e. PRICE BID.
22. Full payment will be released on delivery, installation and successful commissioning of the instruments/equipment (to be certified by concerned Officer/ In-charge of the Division), and on submission of bills in triplicate. No advance payment will be made in any case and no proposal for documents through Bank will be considered.

(IN FIRM'S LETTER HEAD)**LETTER OF ACCEPTANCE TO BE SUBMITTED IN THE TECHNICAL BID.**

To

The Member Secretary
Pollution Control Board
Bamunimaidam,
Guwahati – 781 021

Sub: Acceptance of Terms and conditions of tender.**Ref: Tender No.**

Sir,

Having examined in details of the above tender documents relating to the works and having acquired all the requisite information affecting the tender invited by you, I/We hereby agree to all terms and condition of the contract [as laid down in the tender document(s)]. I/We also agree that the printed term(s) and condition(s) if any at the back of our quotation form and / or any other paper enclosed are not applicable.

I/We undertake to complete the whole works within the period specified in the tender. In this connection we are providing with the following information.

1. **Firm Registration** certificate.
2. **Proof of address** of the firm.
3. In case bidder is an Authorised Dealer/ Distributor,
 - a. Proof of Dealership/Distributorship from parent Company.
 - b. Authorization certificate from parent company authorizing participation in the tender.
4. **Annual Turnover** of the last financial year:
(Copies of Balance Sheet and IT return enclosed)
5. List of Clients at different states of NE region for the last 3(three) years along with copies of relevant **work order** and **timely completion certificate**.
6. Bidder must have minimum one OEM certified Engineer at Guwahati/ Assam.
7. Registration with other Govt. offices/PSUs.
8.
 - a. Details of EMD paid
Amount..... Draft No..... Bank.....
 - b. Cost of Tender Paper
Amount..... Draft No..... Bank.....
9. VAT / CST Registration No..... PAN No.....
(Copies Enclosed)
10. Acceptance of price bid format enclosed.
11. Non-relationship certificate with PCB enclosed.
12. Declaration that the firm has not been banned or de-listed by any Govt. or quasi Govt. Agency or Public Sector Undertaking enclosed.
13. Any other relevant document.

(Signature with Seal)**(Name & Designation in block letters)**

BID FORM**No.**

Details showing quantity, specification and other details of the instruments offered (to be filled by the bidder and must be kept in "Price Bid" part of the Tender)

Name of Instrument	The Specification offered by the Bidder	Difference in Specifications of tender document and that of Bid, if any	Unit Price (in Rupees excluding rates at col. no. 6)	Taxes and other expenditures (Sales Tax, C.S.T, freight, cost of installation & training (in case of indigenous items)etc.	Installation Charge if any	Total Amount in Rupees in Figures & Words
1	2	3	4	5	6	7

NOTE:- If this sheet is not sufficient to accommodate the bid the additional sheets containing the same proforma but all such sheets including this one must be signed by the Bidder along with the seal. This Annexure must enclose in the Proforma Invoice price bid for item wise. Separate Bid form should be attached against each item, quoted for.

Signature with date & stamp of

UNDERTAKING

DATE _____
TENDER NOTICE NO _____

TO

**THE MEMBER-SECRETARY
POLLUTION CONTROL BOARD, ASSAM
BAMUNIMAIDAM, GUWAHATI -781021.**

Sir,

Having examined the conditions of Tender Document and specifications of the instrument, the receipt of which is hereby acknowledged. We, the undersigned, offer to supply, install and commissioning the following:

1.

(Please add additional pages, if required). The above supply, installation and commissioning shall be in conformity with the specifications and conditions of supply.

We undertake if our bid is accepted to deliver the instruments quoted by us, we shall deliver and install within the period indicated by us in our offer.

We agree to abide by this bid for a period of 120 days from the date fixed for Bid opening and it shall remain binding upon us and may be accepted at any time before expiration of that period.

We are submitting a Demand Draft for Rs.....in favour of "Member Secretary, Pollution Control Board, Assam", towards the Earnest Money.

This Bid, together with your written acceptance thereof in your notification of award shall constitute a bidding contract between us.

We understood that you are not bound to accept the lowest or any bid you may receive.

Dated this.....day of.....2014

Signature of authorized Person, Name with Stamp & full Address.

EARNEST MONEY

Item	Name of Item/ Group	Earnest Money amount is shown in Rupees. EMD should submit through Demand Draft in Rupees
1.	Desktop Computer (Branded)	25,000.00

CHECK LIST FOR THE BIDDER

1. Bid on original Tender form only.
2. Earnest money of the bid.
3. Price bid must be Part II of the bid in the form provided at Annexure II of the tender document.
4. The Basic Price, Taxes, Packing, Forwarding, Handling, Transportation Insurance, Installation charges etc. must be quoted clearly. Do not use vague terms like "As Actual, Approximately etc".
5. Do not use the terms As per Specification of Tender Documents' in respect of instruments. There should be proper write up of production quoted for supported with printed leaflets literature.
6. In case the bidders desirous to quote more than one item, separate envelope should be submitted (technical & price bid) for individual item superscribing item code number and name.
7. With technical bid, the bidder should provide a copy of the price bid format (giving details of the items, accessories, spares etc.) without specifying the price other than one mentioned in annexure-II of this tender document. Please provide technical literature of the quoted products along with the technical bid for evaluation.

Specification for Desktop Computer (only Branded Product):

S.No.	Feature	Make & Model to be specified by Vendors
1	Processor	Intel® 4th Generation Core i5 4690 3.5 Ghz 6MB Cache
2	Chipset	Intel® Q85 chipset
3	Motherboard	OEM Motherboard
4	Memory	4GB DDR3 SDRAM, Memory Expandable to 32 GB Four DIMM slots; Non-ECC dual-channel upto 1600 MT/s
5	Hard Disk Drive & controller	Minm. 500 GB expandable to 2- TB SATA 6.0-Gb/s Hard Drive (16MB Cache, 7200 RPM, NCQ, Smart IV) (Provision of Total of 2*Internal hard drive support); Support for Hybrid SSHD, SED and SSD drives.
6	Optical Drive	Slim SuperMulti DVD Writer
7	Graphics	Intel HD Graphics (integrated)
8	Audio	High Definition Audio with Realtek ALC221 codec (all ports are stereo)
9	Ethernet /Communication	Integrated Gigabit (10/100/1000 NIC) LAN (Support WOL Auto MDI Crossover, PXE, Multi-port teaming , RSS , ASF 2.0, AMT 9.0) Optional Wireless 802.11 a/b/g/n card
10	Slots	All Low Profile Slots (3) PCI Express x1(v2.0) (1) PCI Express x16(v3.0)
11	Bays	(1) 3.5" internal drive bays supporting multiple hard disk drives (1) 3.5" Media card reader slots (1) 2.5" internal drive bays supporting hard disk drives (1) Slim ODD
12	Ports	Rear I/O (2) USB 3.0 ports; (4) USB 2.0 ports (1) VGA video port; (2) DisplayPort with multi-stream video ports (1) RJ-45 network connector (1) RS-232 serial port 3.5mm audio in/out jacks PS/2 keyboard and mouse ports Front I/O (2) USB 3.0 ports, (2) USB 2.0 ports 3.5mm headphone output and microphone jack
13	Form Factor	SFF (Small Form Factor)
14	Power Supply	240W Active PFC standard or Optional HE 80 Plus Gold - 91% efficient Power supply @ 50% load HE 80 Plus Platinum - 93% Efficient power supply @ 50% load ENERGY STAR 5.2 compliant
15	Keyboard	PS/2 104 keys keyboard (Same make as PC)
16	Mouse	PS/2 2 Button Scroll Mouse (Same make as PC)
17	Operating System	Preinstalled: Windows 8 Pro (64-bit)* Certified: Novell SUSE Linux Enterprise Desktop Red Hat Enterprise Linux 64
18	Monitor	18.5" LED Monitor
19	Diagnostic Tool	BIOS Diagnostics, Optional Landesk Enterprise software
20	Manageability	Tool- less Hood ,HDD and ODD Removal for easier upgrades and repairs Intel Standard Manageability Support (selected proc) with Intel AMT 9.0
21	Security	Trusted Platform Module (TPM) 1.2
22	Compliance And Certification	UL, FCC , CE , ROHS and Win certification & Linux (Redhat/SuSe Certification), Energy Star ver 5.2 , EPEAT GOLD , Low Halogen Chassis and internal components
23	Warranty	3 years onsite Warranty
