



## **TENDER DOCUMENT FOR PROCUREMENT OF**

**Supply & Installation of Laptop Computer at  
CSIR – NEIST, JORHAT – 785006, ASSAM, INDIA**

**Tender/NIT No. 3(POQ)/47/19-20/PUR/T-14**

**Bid Submission End Date & Time: 24.10.2019 & 3:00 PM**

**Bid Opening Date & Time: 25.10.2019 & 3:00 PM**

**STORES & PURCHASE OFFICER  
CSIR – NEIST,  
JORHAT – 785 006  
ASSAM, INDIA**

## INSTRUCTIONS FOR ONLINE BID SUBMISSION

1. The tender form/bid documents may be downloaded from the web site:  
<https://etenders.gov.in/eprocure/app>
2. Bids must be mandatorily submitted Online through Central Public Procurement Portal  
<https://etenders.gov.in/eprocure/app>
3. Manual/Offline bids shall not be accepted under any circumstances.
4. Tenderers/bidders are requested to regularly visit the website:  
<https://etenders.gov.in/eprocure/app>. Any changes/modifications in tender enquiry will be intimated by corrigendum through this website only.
5. In case, the day of bid opening is declared a holiday by the government, the tenders will be opened on the next working day at the same time. No separate intimation shall be sent to the bidders in this regard.
6. Since, it is an online application/process, the tender opening or any other process may be delayed due to any technical/server issue. And if any such issue arises, this will not be tantamount to process delay and CSIR-NEIST will not be responsible for the same.
7. On opening of quotations online, accepting the bid will not mean that the firm is technically or financially qualified. The same exercise will be done at CSIR-NEIST and be uploaded accordingly.
8. The Director, CSIR-NEIST, Jorhat reserves the right to accept or reject any or all the tenders.
9. The Firms are also required to upload copies of the following documents: -
  - A. GST Certificate/Scanned copy of GST No of the Firm.
  - B. Scanned copy of RTGS/Bank details of the firm or it may be given in technical bid also.
  - C. The bidders are requested to furnish the user list including recent customer, if any.
10. Uploading of Irrelevant papers/documents may be avoided. Documents should be related with claim and currency like leaflets, brochures, client list, organization certificate etc.
11. **Please attach Covering Letter with your Technical/Techno Commercial Bid.**
12. **In Case of Two-Bid System, please include payment and other terms & conditions (except the prices) with Technical Bid along with Covering Letter.**



CSIR – NORTH-EAST INSTITUTE OF SCIENCE AND TECHNOLOGY  
(Council of Scientific & Industrial Research)  
(Ministry of Science & Technology, Govt. of India)

जोरहाट: JORHAT: असम: ASSAM

Tel: 0376 – 2372710, E-mail: [spo@neist.res.in](mailto:spo@neist.res.in)

**NIT No. 3(POQ)/47/19-20/PUR/T-14**

**Date: 30.09.2019**

Note: Please send your quotation in **ONLINE** as per the time schedule given in online tender notice.

To,

Prospective Bidders

Dear Sirs,

Kindly arrange to send your offer **ONLINE** in **Two BID System with PERFORMANCE SECURITY @ 10% and EMD of ₹ 50,000** quoting this office file / NIT reference on the uploaded offer within due-date and time as per the terms & conditions given in this NIT:

**Item: Supply & Installation of Laptop Computer**

**Place of delivery: CSIR – NEIST, JORHAT – 785006, ASSAM, INDIA**

**A: Detail Specifications**

**Supply & Installation of Laptop Computer, Qty.: 20 nos.**

**Specification as per Annexure:**

**B- For Information**

Bid Pricing	The Quotations must be quoted on <b>FOR Destination basis</b> . (Means like "freight at actual" will not be acceptable. Machine unloading and complete installation is the necessary responsibility of suppliers. <b>However, in foreign currency, firm may quote DDP/DAP basis.</b>
Technical & Financial Term	Each technical & financial terms/parameters has been clearly mentioned. Please do not put any financial terms which complicate to decide the lowest quote like "freight at actual", "Installation on NEIST part", "Boarding & Lodging of Installation Engineers to Borne by NEIST" etc. Your bid may be rejected considering this as Incomplete Bid. Any cost cannot be added after receiving of tender. Any clarification, if required, may be taken / before submission of bid.
Alternate Offers	The best offer may be quoted as per our requirement and avoid two or more alternate offers.
CSIR-NEIST GST No.	CSIR – NEIST, Jorhat GST No. 18AAATC2716R4ZB
DSIR Registration for Concessional GST & Custom Duty	CSIR – NEIST is entitled for concession in GST & Custom Duty as per Notifications mentioned under heading of "CUSTOMS & GST" under "Terms & Conditions". The firm have to abide by this in the applicable items, otherwise the bid may be rejected.
After Sales Service	If the quotation is being submitted by dealer, the after sales service will be responsibility of that dealer only. We will not directly co – ordinate with the manufacturer.

आपको धन्यवाद, / Thanking you,

भवदीय, / Sincerely,

  
भंडार एवं क्रय अधिकारी  
Stores & Purchase Officer

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**TERMS & CONDITIONS****1. INVITATION OF BID**

Director, CSIR – NEIST, Jorhat invites digitally signed for each item(s) in **TWO BID System** with EMD of ₹ 50,000.00 for in form of DD/BG (Format as per Annexure-A)/TDR/FD/Bankers Cheque/Online E Transfer is required to be submitted. The documents should be valid at least for 45 days beyond the validity of the bid. Since the BID is to be submitted on-line, the Original Bid Security should be sent by post/hand to reach CSIR-NEIST, Jorhat Assam-785006 and scanned copy of EMD in the form of DD/FDR/TDR/BG on or **before bid opening time**. Also a copy of the same may be attached with technical bid. BUT without receipt of BID Security in original given time, the tender will not be accepted. CSIR-NEIST will not be responsible for any postal delay. For E Transfer the account detail is as under:

**However, in case of E-transfer, it must be done on or before bid submission end time.**

**Account No. 00000030266871392, Account Name: Director, NEIST Bank: State Bank of India, Branch RRL Jorhat, Assam, IFSC Code: SBIN0005604 MICR Code: 785002007**

**EMD exemption will be allowed against valid NSIC or Udyog Aadhar certificate and it will be applicable only for the bidders who have quoted items of their own manufacturing and not as distributor or dealers of others.**

**2) SPECIFICATIONS**

The offer must be strictly as per our technical specifications and may be wherever available, to be supported with scanned copy of printed technical leaflet / literature of the quoted model of the item by the bidder / manufacturer.

**3) PRICES**

a) In case of domestic, the offer should contain the basic price and taxes separately.

b) In case of import / price quoted in foreign currency, Indian Agent may also quote on DDP/DAP/FOR CSIR – NEIST price including inland transportation, insurance, clearance charges, etc.. CSIR – NEIST will provide all necessary documents for customs clearance of consignment including Customs Duty Exemption Certificate, etc..

c) Price preference will be given as per Govt. policy for Make in India and MSE's on submission of valid documents.

***N.B: All terms used in the Bid / Supply order/contract will have the meaning as described in the "INCOTERMS-2000 / 2010 or latest".***

**4) CUSTOMS AND GST**

Our Institution is eligible from payment of concessional custom duty and GST vide Government notification No: Custom Duty exemption in terms of Notfn. No. 51/96-Customs dt. 23<sup>rd</sup> July 1996, Notfn. No. 47/2017-Integrated Tax (Rate) dt. 14<sup>th</sup> November 2017 and Notfn. No. 45/2017-Central Tax (Rate) dt. 14<sup>th</sup> November 201, Notfn. No. 45/2017-Union Territory Tax (Rate) dt. 14<sup>th</sup> November 2017 & Assam Gazette (Extraordinary) Notification No. 757, Dated 18<sup>th</sup> December 2017, as amended from time to time. CSIR - NEIST (Formerly RRL, Jorhat) is exempted from Custom and GST as per DSIR Regd. No. TU/V/RG-CDE (423)/2016 dated 20<sup>th</sup> February 2018. If the items quoted comes under the above notification please charge the GST accordingly. The documents will be provided accordingly for this concessional rate.

## **5) PAYMENT**

### **a) Import payment**

The payment against import of items shall be made with the following options. The quoting party must confirm one of the options in the quotation:

- By Letter of Credit (80% of LC amount shall be released on presentation of complete and clear shipping documents and remaining 20% after satisfactory installation commissioning / demonstration and submission of Performance Security (if required) of 10% of FCA / FOB / CIF / CIP value valid up to (two) months beyond warranty period. **Or**
- By Foreign Demand Draft or Wire Transfer. 100% payment will be made by FDD or wire transfer after receipt of material in good working condition and satisfactory installation/commissioning / demonstration and submission of Performance Security (if required) in favour of the Director, CSIR-NEIST, Jorhat of 10% of FCA / FOB / CIF / CIP value valid up to (two) months beyond warranty period.

***N.B: All foreign bank charges shall be borne by the supplier.***

### **b) Indigenous payment**

In case of indigenous items, payment will be 100% within 30 days after receipt and acceptance and satisfactory installation / commissioning / training (as applicable) of materials / equipment and submission of Performance Security (if required) of 10% of order value valid up to (two) months beyond warranty period.

### **c) Any other payment terms whether Import or Indigenous shall be on mutual agreed terms.**

### **d) Performance Security (From the successful bidder/ firm to whom contract/order is awarded):**

#### **Required**

Performance Security (PS) for 10% of Contract Price of goods from a Nationalized/Scheduled Bank or International Bank **confirmed in India** by a nationalized/scheduled bank which must be valid for 2 (two) months beyond warranty period from the date of installation.

PS may be submitted either by the principal or by the Indian agent

The Performance security shall be in one of the following forms:

- (a) A Bank guarantee or stand-by Letter of Credit issued by a Nationalized/Scheduled bank located in India or a bank located abroad in the form provided in the bidding documents. **Or**
- (b) A Banker's cheque or Account Payee demand draft in favour of the purchaser. **Or,**
- (c) A Fixed Deposit Receipt pledged in favor of the Purchaser.

In the event of any contract amendment, the supplier shall, within 21 days of receipt of such amendment, furnish the amendment to the performance security, rendering the same valid for the duration of the contract, as amended for further period of 60 days thereafter. **Format of Bank Guarantee will be provided to successful bidder.**

### **e) Liquidated Damage**

Director, North-East Institute of Science & Technology, Jorhat reserves the right not to accept the delivery beyond due date of supply and to claimed liquidated damages @ 0.5% per week subject to the maximum of 10% of the total order value for non-compliance of the order in time unless and until the situation falls under force majeure like wars or revolutions, fires, floods, epidemics, quarantine restrictions, and freight embargoes.

**6) SCHEDULES OF REQUIREMENT AS APPLICABLE**

- i. The offer should be valid at least **90 days** from the date of opening. If not mentioned or given shorter period but accepted/confirmed afterwards, bid will be accepted.
- ii. Delivery & Installation period: The standard delivery period is **90 days**. However the supplier should give appropriate delivery period as per their schedule. The Installation, Commissioning and Demonstration of the system should be completed within four weeks from the date of arrival of the items at destination.
- iii. **Warranty: 3 (Three) Years OEM Onsite Including Labour & Parts replacement (Battery minimum 3 Years warranty). Warranty status must be available in OEM Website against the supplied model serial number.**
- iv. Please provide the name and address of Indian Agent along with authorization letter if quoted directly by foreign principal.
- v. Indicate the names of the Indian reputed organizations where the similar equipment has been supplied and may attach the satisfactory performance report of the equipment from users.
- vi. If you have supplied identical or similar equipment to other CSIR / Labs / Instt., the details of such supplies for the preceding three years should be given together with the prices eventually or finally paid.
- vii. Installation, Commissioning and satisfactory demonstration of the whole system and training should be included in case of equipment as per requirement.
- viii. Please indicate the approximate dimensions & weight of the stores/consignment quoted for: tare Weight, Net weight and Volume (LxBxH).
- ix. The acceptance of quotation will rest with the DIRECTOR, CSIR – NEIST, Jorhat who does not bind himself to accept the lowest quotation and reserves the right to himself to accept or reject partially the quotations received, without any assigning any reason whatsoever.
- x. All other related terms and conditions from the will be applicable in this tender.

**N.B: The Quotation / Proforma Invoice should show the above information with relevant technical literature.**

Sd/-

**भंडार एवं क्रय अधिकारी**  
**Stores & Purchase Officer**

**Detailed specifications and Parameters:**

Item name: Laptop Computer

Qty.: 20 nos.

Sl. No.	Parameter	Specification
1	Processor	8 <sup>th</sup> generation Intel® Core™ i5-8365U Processor or higher
2	Mother Board/Chipset security features	Integrated with processor. TPM 2.0 (hardware based) and Integrated hardware diagnostics tool in BIOS
3	RAM	Minimum 8 GB (1x 8 GB) DDR4 memory
4	RAM upgradability and slots	Minimum 2 no. DDR4 memory slots supporting up to 32 GB or higher
5	HDD	Minimum 1 TB SATA
6	Communication & I/O Ports (Integrated in the Laptop motherboard)	Minimum 4 USB ports out of which 2 no. USB 3.1 and 1 USB Type C 3.1 Gen1, HDMI, VGA, RJ-45, SD 3.0 Memory card reader, Universal Audio port Jack security Lock slot
7	Keyboard & Mouse	Full size Backlit Keyboard with touchpad
8	Camera	Minimum Integrated HD Webcam with Integrated microphones
9	Graphics	Integrated Intel HD graphics
10	Sound Card	Intel high definition
11	Display	Minimum 14" FHD (1920 X 1080) Anti-Glare, LCD display or higher
12	Battery Type	Minimum 4 hours back up
13	Weight	Not more than 2 KG
14	Wireless & Bluetooth	Minimum Integrated Intel Dual Band Wireless (supporting 802.11a/b/g/n and ac) network and Bluetooth v 5.0 or higher
15	Power & Supply	External AC adapter of same OEM make
16	Operating System	Microsoft Windows 10 Professional 64 bit with latest Service Pack Preloaded License. Systems Hardware driver should be available in OEM website against the offered model
17	Certifications (For the quoted model)	For OEM: ISO 14001:2004 For the quoted model: UL, FCC Energy star 6.0/BIS; EPEAT India, Quoted model ROHS, Windows 10 Professional Operating system, Linux & MIL 810 std. Certification
18	Carry Case (Same OEM make)	Standard Good quality carrying case (standard or backpack with OEM logo)
19	Warranty	3 years OEM onsite including labor and parts replacement (battery minimum 3 years warranty). Warranty status must be available in OEM website against the supplied model serial no.
20	Manageability	Laptop system serial no., OEM name, model no. to be programmed into BIOS (CMOS)
21	Authorized Service Center	There must be authorized Service Centre in Assam for the brand quoted by the bidders

Sd/-

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