

Government of India
Ministry of Commerce & Industries
Directorate General of Foreign Trade
Udyog Bhavan, New Delhi-110011

F. No. 01/02/31/AM-12/EDI

New Delhi, dated the 24th September, 2012

Tender Notice

Subject:- Calling of quotation for purchase of 9 Nos – 2 GB RAM of HP make for Laptop / Notebook Intel core i -7 Window 7 Professional.

Sir,

Directorate General of Foreign Trade intends to procure 9 Nos – 2 GB RAM for Laptops / Notebook Intel core i -7 Window 7 Professional . This office invites quotations from desirous tenderers :-

- 2 Terms & conditions on the basis of which the contract will be awarded are given below: -
 - 2.1 Tenderer firm should enclose its balance sheet, duly certified by a Chartered Accountant. Its annual turnover should be more than Rs. 50 Lakh (Rs. Fifty Lakh only) per annum
 - 2.2 Tenderer should enclose copies of at least 5 (five) supply orders against which he has supplied such items to the Central Government Offices (Self attested copy of proof is to be attached)
 - 2.3 Tenderer should have PAN allotted to him / her / Firm by the Income Tax Department. (self attested photo copy of proof is to be attached).
 - 2.4 Tenderer should have obtained Sales Tax / VAT Tax Certificates issued by the Govt. (self attested photo copy of proof is to be attached).
 - 2.5 A self certificate to be given that the firm has not been blacklisted during last 03 years by any Government organization / NCCF / KB.
 - 2.6 Tenderer should be authorised registered Supplier / Reseller (RSR) and be authorized to quote and supply HP Original Supplies product (including **Laptop/Notebook RAM**, Inkjet cartridge, LaserJet cartridge etc.). (A self attested photo copy of proof is to be attached).
- 3 Sealed Quotations, super scribing clearly on top Tender **for 2 GB RAM** , must reach the undersigned in Room No. 564, 5th Floor, Udyog Bhavan, New Delhi-110011 not later than **3.30 P.M. on 1st October 2012 (Monday)**. Quotation received after stipulated date / time shall not be entertained and opened by a committee constituted for the purpose.
- 4 Tenderer firm should quote its lowest rate at F.O.R. destination basis.
- 5 The Tenderer / firm should be in position to supply 2 GB RAM in Room No. 564, Udyog Bhavan, New Delhi-110011 within 3 days from receipt of orders.
- 6 The Tenderer should be available on his / her own direct telephone (office as well as residence) and also on mobile phone. The firm should be able to provide Laptop / Notebook consumable items on holidays/Sundays and also, in case of emergent need..
- 7 An earnest money of Rs. 5,000/- has to be deposited in the form of bank Draft drawn in favour of DGFT (CPAO), New Delhi along with quotation. The earnest money will be refunded to the successful and unsuccessful tenders on finalization of the contract.

Contd.../-

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- 8 Tenders may please quote their unconditional rates. Cutting /overwriting, if any, should be countersigned.
- 9 Tenderer must quote for consumable items. Incomplete or part quotations are not acceptable otherwise quotation will be ignored.
- 10 DGFT will not be bound to accept the lowest quotation and an order can be placed on any other firm considered suitable for job. The decision of the department shall be final in this regard.
- 11 The DGFT reserves the right to accept or reject any tender in full or in part without assigning any reason thereof and giving any compensation. The decision of the DGFT in this regard shall be final and binding on the firm.

Yours faithfully,

(A.C. JHA)
Dy. Director General of Foreign Trade
E mail : akhil.chandra@nic.in
Tel No. 23061562 Extn 394

NCCF / Kendriya Bhandar /All eligible Firms.