

No. 18/9/2011-Genl./ 314
Government of India
Ministry of Commerce & Industry
Directorate General of Foreign Trade
Udyog Bhawan, New Delhi

**DETAILED INFORMATION/TERMS & CONDITIONS IN CONNECTION WITH THE TENDER FOR HP
Make Laptops**

The Directorate General of Foreign Trade invites sealed quotations from Delhi based interested firms for Procurement of HP Make Laptops (as detailed in Annexure-II). The HP Make Laptops have to be purchased, from the reputed firms / vendors having annual turnover of minimum Rs. 10 lakh (Rupees ten lakh only) in the last three financial years. The time schedule is as under:-

Closing Date & Time for Receipt of Tender:	3 rd August, 2015 (15:00 Hrs.)
Place for Submission of Tender:	Tender Box kept in Room No. 202. Udyog Bhawan New Delhi-110011.
Date of Opening of Tender: (Technical/Financial Bid)	3 rd August 2015 at 15:30 Hrs
Place of Opening of Tender:	Room No. 212, H-Wing, DGFT, Udyog Bhawan, New Delhi-110011.

2. SUBMISSION OF BIDS:- The Bid, in the prescribed format in a sealed cover, duly superscribed "Quotation for HP Make Laptops " and addressed to Harit Kumar Shakya FTDO, Directorate General of Foreign Trade, Room No. 202 " H-Wing, Udyog Bhawan, New Delhi-110011, should be sent by Registered Post or be dropped in the Tender Box kept in Room No. 202, DGFT, Udyog Bhawan, New Delhi-110011, Not Later than 15:00 Hrs on 3rd August 2015 containing "TECHNICAL BID" and "FINANCIAL BID". Technical and Financial bid should be as per Annexure-I & II respectively.

2.1 TECHNICAL BID:- This sealed cover superscribed as "TECHNICAL BID for supply of HP Make Laptops " should contain following documents:-

- a) VAT/Sales Tax Registration Certificate along with TIN Number.
- b) Latest VAT/Sales Tax Clearance Certificate.
- c) Earnest Money Deposit Rs.10000/- (Rupees ten thousand only) as per clause no. 4 of the Tender Enquiry Document.

2.2 FINANCIAL BID:-

2.1 The sealed cover superscribed as "Financial Bid for supply of HP Make Laptops" should contain price schedule, duly signed and stamped on each page, in the prescribed format.

Unstamped and/or unsigned Bids will not be entertained. The price bid should be in the same format as per Annexure-II (Without VAT).

2.2 The percentage of VAT should be mentioned separately against the quoted price. The rates of the items should be inclusive of all costs i.e., cost of items, delivery charges and all other taxes except VAT.

2.3 The bidder should quote their unconditional rates, strictly as per the tender format.

2.4 No cutting/overwriting in the tender will be accepted and the bids containing any cutting/overwriting shall be summarily rejected.

3 OPENING OF THE BIDS

3.1 The bids will be opened on the date indicated at Para –I above at 15.30 Hrs. in Room No. 212, DGFT, Udyog Bhawan, New Delhi-110011, in the presence of the bidder or their representatives who may like to be present.

3.2 Late Bids : Bids received after the specified date and time, as indicated in Para - 1 will not be considered.

4 EARNEST MONEY DEPOSIT (EMD)/BID SECURITY

4.1 EMD of Rs. 10000/- (Rupees ten thousand only) in the form of DD/ Banker's cheque from any scheduled commercial bank, payable in favour of the "Accounts Officer, CPAO, DGFT," payable at New Delhi, must accompany the Technical Bid. The Bid Security should be valid for 120 days. The Tenders received without EMD/ Bid Security will be rejected.

4.2 The firms registered with DGS&D/National Small Industries Corporation (NSIC)/NCCF/KB for all these items only are exempted from depositing bid security. However, they have to enclose valid registration certificate(s) with their tender in a sealed envelope superscribed "BID SECURITY DEPOSIT"

4.3 EMD of all the bidders will be returned to them after finalization of the contract.

5 DELIVERY PERIOD AND LOCATION :- Delivery should be made at the following address within 2 calendar days of placement of supply/purchase order:

Room Number-202, DGFT, H-Wing
Udyog Bhawan,
New Delhi-110011

6 OTHER TERMS AND CONDITONS:-

6.1 The owner/manager of the firm should be available on his/her own direct telephone (office as well as residence) and also on mobile phone so as to call in emergent case. The mobile number should also be given.

6.2 No advance payment will be made in any case.

6.3 The contractor shall be responsible for behavior and conduct of it's workers. No worker with doubtful integrity or having bad record shall be engaged by the supplier.

7 WARRANTY OF QUALITY OF Laptops.

7.1 The awardees shall give warranty that HP Make Laptops are as per specification, conforming to the specified design and there are no defects in the process of manufacturing, packaging, transportation and delivery.

7.2 Upon receipt of notice from department for defective material, the firm shall within 7 days of receipt of notice, replace the defective material, free of cost at the destination. The firm shall take over the defective material at the time of their replacement. No claim whatsoever shall lie on the department for the replaced goods thereafter. If the firm fails to replace the defective items within a reasonable period, the department may proceed to take such remedial actions as may be necessary, at the company's risk and expense.

8 ARBITRATION

In the event of any question, dispute or difference arising between the department and the company in relation to any matter arising out of or connected with the manufacturing, packaging and delivery, job assigned to the firm execution under the contract agreement, the same shall be referred to the sole arbitration of an officer to be nominated by the JDG concerned. The decision of the arbitrator shall be final and binding on both the parties to the agreement.

Harit Kumar Shakya
27.7.15

(Harit Kumar Shakya)

Foreign Trade Development Officer

Ph. No. 23063451

Copy to:

1. EDI for placing the above contract on Web site of DGFT,

PERFROMA FOR TECHNICAL BID

To,
Foreign Trade Development Officer.
Directorate General of Foreign Trade
Room No-202, Udyog Bhawan
New Delhi-110011

Subject:- Procurement of HP Make Laptops in DGFT(Hqrs).
Sir,

I/we intend to submit the quotation on the subject captioned above and hereby consent to agree/accept all the terms and conditions stipulated in Directorate General of Foreign Trade letter No. 18/9/2011-Genl dated 27th July 2015. The information regarding financial details as desired is as per following details:-

1. Name of tendering Company/Firm/Agency : _____
2. Name of Proprietor/Director of Company/Firm Agency. : _____
3. Full Address of Reg. Office: : _____
Telephone No : _____
Fax No. : _____
Email Address : _____
4. The details of the PAN, Service tax number and other Statutory Registration. (Copy enclosed) : _____
5. Name of the organization with similar contract (copies of contracts & Satisfactory certificates from concerned Departments/PSUs etc. is to be enclosed) : _____
6. EMD details (Amount, Name of the Bank, Branch Branch DD date and No. etc) : _____
7. List of Document attached as para 2.1 of Tender notice : _____

2. I/we undertake that documents are genuine/authentic and nothing material has been concealed and that I/we are not debarred by any Government organization and are competent to contract. I/we understand that the contract is liable to be cancelled, if found to be having been obtained, through fraudulent means/concealment of information.

(Signature of Authorised Person)

Name of the bidder:
Complete Address:
Address (Work), If any,
Contact Nos.

PERFROMA FOR FINACIAL BID

To,

Foreign Trade Development Officer
Directorate General of Foreign Trade
Room No 202, Udyog Bhawan
New Delhi-110011

Subject:- Procurement of HP Make Laptops in DGFT(Hqrs).

Sir,

I/we intend to submit the quotation on the subject captioned above and hereby consent to agree/accept all the terms and conditions stipulated in Directorate General of Foreign Trade letter No. 18/9/2011-Genl dated 27th July 2015. The information regarding financial details as desired is as per following details:-

FEATURS	RATES	VAT
Make: HP Model NO. : HP Pavilion 15 p209TX Laptop Core i7-5500UProcessor/8GB RAM/1 TB HDD/15.6"/Natural Silver/2GB Graphics Card/Window 8.1		

2. I/we undertake that documents are genuine/authentic and nothing material has been concealed and that I/we are not debarred by any Government organization and are competent to contract. I/we understand that the contract is liable to be cancelled, if found to be having been obtained, through fraudulent means/concealment of information.

(Signature of Authorised Person)

Name of the bidder:

Complete Address:

Address (Work), If any,

Contact Nos.

THE HISTORY OF THE

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