



Telefax NO.: +91 832 2525573
Email:warlu62@ncaor.gov.in

PROCUREMENT SECTION

INDIGENOUS ENQUIRY

M/s.

Ref. No.:

AES-11248

Date:

15.07.2014

Due Date:

04.08.2014

Dear Sir,

You are requested to send your offer for the following items as per the terms and conditions mentioned below and in Annexure II.

| Sr. No | Description | Qty |
|--------|--|--------------|
| | HP | |
| 01 | "EliteBook 820 G1 Notebook PC" Windows 8.1, Intel Core i5-4200U Processor, 4 GB RAM/500 GB, Metallic Gray/12.5" (Specification attached as annexure) | 2 Nos |
| 02 | "EliteBook 840 G1 Notebook PC" Windows 8.1, Intel Core i5-4200U Processor, 4 GB RAM/500 GB, Metallic Gray/14" (Specification attached as annexure) | 4 Nos |

Your offer should contain the following information:

1. Validity period
2. Quantity / Trade discounts, if any.
3. Delivery.
4. Terms of Price.
5. Mode of Despatch.
6. Taxes/VAT applicable with Full Rate/Percentage ('C' / 'D' form not available).
7. Indicate if Excise Duty included or extra and Rate/Not Applicable.
8. Specify Brand/Make Model of the item.
9. Warranty / Guarantee

NOTE: Please enclose a copy of valid Authorized Dealership/Distributor Certificate obtained from OEM. Quotation received without valid authorization certificate will be rejected.

Also confirm "the rates quoted by you are reasonable and lowest charged and are not exceeding the lowest rates charged to any other clients".

Yours faithfully,

Sd/-

Executive (Procurement)

For and on behalf of Director, NCAOR

Annexure-I**Technical specifications for “EliteBook 820 G1 Notebook PC & EliteBook 840 G1 Notebook PC”**

| Sr. No. | Specification :“EliteBook 820 G1 Notebook PC” HP | |
|----------------|---|--|
| 1 | Processor | Intel core i5-4200U with Graphics 4400(1.6 GHz.3 MB cache 2 cores) |
| 2 | Graphics controller model | Intel HD Graphics 4400 |
| 3 | Hard Drive Capacity | 500 GB 7200 rpm SATA |
| 4 | Standard Memory | 4 GB 1600 MHz DDR3L SDRAM (1x4 GB) |
| 5 | Operating System Architecture | 64-bit |
| 6 | Operating System | Windows 8.1 Pro 64 (Pre installed/Licence Media) |
| 7 | Screen Size | 12.5” |
| 8 | Screen Resolution | 1366 x 768 |
| 9 | Weight (Approximate) | 1.33 kg |
| 10 | Height | 21 mm |
| 11 | Width | 310 mm |
| 12 | Depth | 215.3 mm |
| 13 | Display Screen Type | Active Matrix TFT Colour LCD |
| 14 | Ethernet Technology | Gigabit Ethernet |
| 15 | Total Number of USB Ports | 3 |
| 16 | Pointing Device Type | TouchPad, Pointstick |
| 17 | Battery | HP Long Life:3 cell lithium polymer (Li-Polymer) |
| 18 | Power adapter | AC Adapter with power cord |
| 19 | Bluetooth | Yes |
| 20 | Wireless LAN | Yes |
| 21 | Webcam | Yes |
| 22 | Backlight Technology | LED |
| 23 | Display port | Yes |
| 24 | DVD/CD | External USB DVD/CD Writer, reader |
| 25 | Carry case | Backpack carry bag |
| 26 | Warranty | 1 Year minimum |

| Sr. No. | Specification :“EliteBook 840 G1 Notebook PC” HP | |
|----------------|---|--|
| 1 | Processor | Intel core i5-4200U with Graphics 4400(1.6 GHz.3 MB cache 2 cores) |
| 2 | Graphics controller model | Intel HD Graphics 4400 |
| 3 | Hard Drive Capacity | 500 GB 7200 rpm SATA |
| 4 | Standard Memory | 4 GB 1600 MHz DDR3L SDRAM (1x4 GB) |
| 5 | Operating System Architecture | 64-bit |
| 6 | Operating System | Windows 8.1 Pro 64 (Pre installed/Licence Media) |
| 7 | Screen Size | 14” |
| 8 | Screen Resolution | 1366 x 768 |
| 9 | Weight (Approximate) | 1.58 kg |
| 10 | Height | 22 mm |
| 11 | Width | 339 mm |
| 12 | Depth | 237 mm |
| 13 | Display Screen Type | Active Matrix TFT Colour LCD |
| 14 | Ethernet Technology | Gigabit Ethernet |
| 15 | Total Number of USB Ports | 3 |
| 16 | Pointing Device Type | TouchPad, Pointstick |
| 17 | Battery | HP Long Life:3 cell lithium polymer (Li-Polymer) |
| 18 | Power adapter | AC Adapter with power cord |
| 19 | Bluetooth | Yes |
| 20 | Wireless LAN | Yes |
| 21 | Webcam | Yes |

| | | |
|----|----------------------|------------------------------------|
| 22 | Backlight Technology | LED |
| 23 | Display port | Yes |
| 24 | DVD/CD | External USB DVD/CD Writer, reader |
| 25 | Carry case | Backpack carry bag |
| 26 | Warranty | 1 Year minimum |

TECHNICAL COMPLIANCE STATEMENT FOR “ELITEBOOK 820 G1 NOTEBOOK PC & ELITEBOOK 840 G1 NOTEBOOK PC”.

I.

| TECHNICAL SPECIFICATION FOR “ELITEBOOK 820 G1 NOTEBOOK PC & ELITEBOOK 840 G1 NOTEBOOK PC”.HP | | | | |
|---|--|--|-------------------------------|-----------------------|
| Sr. No. | Specification :“EliteBook 820 G1 Notebook PC” | | COMPLIED/ NOT COMPLIED | EXTRA FEATURES |
| 1 | Processor | Intel core i5-4200U with Graphics 4400(1.6 GHz.3 MB cache 2 cores) | | |
| 2 | Graphics controller model | Intel HD Graphics 4400 | | |
| 3 | Hard Drive Capacity | 500 GB 7200 rpm SATA | | |
| 4 | Standard Memory | 4 GB 1600 MHz DDR3L SDRAM (1x4 GB) | | |
| 5 | Operating System Architecture | 64-bit | | |
| 6 | Operating System | Windows 8.1 Pro 64 (Pre installed/Licence Media) | | |
| 7 | Screen Size | 12.5” | | |
| 8 | Screen Resolution | 1366 x 768 | | |
| 9 | Weight (Approximate) | 1.33 kg | | |
| 10 | Height | 21 mm | | |
| 11 | Width | 310 mm | | |
| 12 | Depth | 215.3 mm | | |
| 13 | Display Screen Type | Active Matrix TFT Colour LCD | | |
| 14 | Ethernet Technology | Gigabit Ethernet | | |
| 15 | Total Number of USB Ports | 3 | | |
| 16 | Pointing Device Type | TouchPad, Pointstick | | |
| 17 | Battery | HP Long Life:3 cell lithium polymer (Li-Polymer) | | |
| 18 | Power adapter | AC Adapter with power cord | | |
| 19 | Bluetooth | Yes | | |
| 20 | Wireless LAN | Yes | | |
| 21 | Webcam | Yes | | |
| 22 | Backlight Technology | LED | | |
| 23 | Display port | Yes | | |
| 24 | DVD/CD | External USB DVD/CD Writer, reader | | |
| 25 | Carry case | Backpack carry bag | | |
| 26 | Warranty | 1 Year minimum | | |

| Sr. No. | Specification :“EliteBook 840 G1 Notebook PC” HP | | COMPLIED/ NOT COMPLIED | EXTRA FEATURES |
|----------------|---|--|-------------------------------|-----------------------|
| 1 | Processor | Intel core i5-4200U with Graphics 4400(1.6 GHz.3 MB cache 2 cores) | | |
| 2 | Graphics controller model | Intel HD Graphics 4400 | | |
| 3 | Hard Drive Capacity | 500 GB 7200 rpm SATA | | |
| 4 | Standard Memory | 4 GB 1600 MHz DDR3L SDRAM (1x4 GB) | | |
| 5 | Operating System Architecture | 64-bit | | |
| 6 | Operating System | Windows 8.1 Pro 64 (Pre installed/Licence Media) | | |
| 7 | Screen Size | 14” | | |
| 8 | Screen Resolution | 1366 x 768 | | |
| 9 | Weight (Approximate) | 1.58 kg | | |
| 10 | Height | 22 mm | | |
| 11 | Width | 339 mm | | |
| 12 | Depth | 237 mm | | |
| 13 | Display Screen Type | Active Matrix TFT Colour LCD | | |
| 14 | Ethernet Technology | Gigabit Ethernet | | |
| 15 | Total Number of USB Ports | 3 | | |
| 16 | Pointing Device Type | TouchPad, Pointstick | | |
| 17 | Battery | HP Long Life:3 cell lithium polymer (Li-Polymer) | | |
| 18 | Power adapter | AC Adapter with power cord | | |
| 19 | Bluetooth | Yes | | |
| 20 | Wireless LAN | Yes | | |
| 21 | Webcam | Yes | | |
| 22 | Backlight Technology | LED | | |
| 23 | Display port | Yes | | |
| 24 | DVD/CD | External USB DVD/CD Writer, reader | | |
| 25 | Carry case | Backpack carry bag | | |
| 26 | Warranty | 1 Year minimum | | |

TERMS AND CONDITIONS FOR SUBMISSION OF QUOTATION

- 1) The National Centre for Antarctic and Ocean Research (NCAOR) **invites sealed quotations** from the reputed firms for the “Supply & Installation of **“ELITEBOOK 820 G1 NOTEBOOK PC & ELITEBOOK 840 G1 NOTEBOOK PC”** at NCAOR, GOA.
- 2) The tender should be submitted in sealed covers, super scribing tender for **“ELITEBOOK 820 G1 NOTEBOOK PC & ELITEBOOK 840 G1 NOTEBOOK PC”** sealed and addressed to the Director, National Centre for Antarctic and Ocean Research, Headland-Sada, Vasco-da-Gama, Goa-403 804. **Offer sent through fax will not be accepted.**
- 3) Overwriting and corrections should be attested properly. The bid should be complete in all respects and should be duly signed. **Incomplete and unsigned bids will not be considered at all.**
- 4) All relevant technical literature pertain to items quoted **with full specifications** (Drawing, if any), information about the products quoted, including brochures if any should accompany the quotation.
- 5) Where counter terms and conditions of business have been offered by this supplier, we shall not be deemed to be governed by these unless our specific written/ acceptance there of has been given.
- 6) No conditions and terms notice of which has not been given by the Supplier while submitting quotation will be considered by us if put forward in subsequent correspondence.
- 7) **Specifications:** Materials should be offered strictly conforming to our specification. The deviation in specification if any should be clearly indicated by the supplier in his quotation. The supplier should also indicate make/type No. of the materials offered. Vague terms such as Best Indian, Best Indigenous. Imported Make should not be used.
- 8) **Terms of prices:** Quotation should be submitted on F.O.R. Vasco or F.O.R. Destination price including transit Insurance. Preference will be given to such quotations. For quotations Ex-Works, Ex-godown/F.O.R. Dispatching Station, the approximate packing, forwarding & freight should be indicated by the supplier. Quotations from Local Suppliers should be delivered at our stores.
- 9) A list of **reputed clients** to whom the firm has supplied similar items to be furnished along-with the quotation.
- 10) If the bidder is registered under SSI, NSIC claiming any exemptions should submit valid certificates along with the quotes, failing which quotation will not be considered.
- 11) Quotation should be **valid for a period of 90 days** from the date of tender opening and the period of delivery required should also be clearly indicated. If the supplier fails to deliver the goods within the time to be agreed upon, for delayed deliveries and for delays in installation (wherever applicable) NCAOR reserves the right to **levy liquidated damages** at the rate of 0.5% per week or part thereof upto maximum of 5%.

12) **Bid should contain EMD.**

Bidders shall submit **EMD** along with their tender, **either By DD** drawn in favor of NCAOR, for a sum of `15,000 /- (Rupees Fifteen Thousand only) payable at Vasco-da-Gama only **or in the form of a bank guarantee** for a sum of ` 15,000/- (Rupees Fifteen Thousand only) from any reputed bank (scheduled bank) initially valid for 180 days from the date of closing of the tender as per the proforma enclosed. This bank Guarantee in original shall be submitted along with the technical bid only.

Tender without EMD in the envelope containing bid shall be summarily rejected. The EMD of unsuccessful bidders shall be returned within 30 days of the award of contract.

The earnest money will be liable to be forfeited, if the tenderer withdraws or amends, impairs or derogates from the tender if any respect within the period of validity of his tender.

13) Please **specify the Make/Brand** and Name of the Manufacturer with address and currency in which rates are quoted.

14) The Purchaser requires that the bidders suppliers and contractors observe the highest standard of ethics during the procurement and execution of such contracts. In pursuit of this policy, the following are defined:

“Corrupt practice” means the offering, giving, receiving, or soliciting, directly or indirectly, of anything of value to influence the action of a public official in the procurement process or in contract execution:

“fraudulent practice” means a misrepresentation or omission of facts in order to influence a procurement process or the execution of contract;

“collusive practice” means a scheme or arrangement between two or more bidders, with or without the knowledge of purchaser, designed to establish bid prices at artificial, noncompetitive levels; and

“coercive practice: means harming or threatening to harm, directly or indirectly, persons or their property to influence their participation in the procurement process or affect the execution of contract;

The purchaser will reject a proposal for award if it determines that the Bidder recommended for award has, directly or through an agent, engaged in corrupt, fraudulent, collusive or coercive practices in competing for the contract in question; The Decision of Director, NCAOR shall be final and binding.

15) Bidders that doesn't manufacture the goods it offers to supply shall submit Manufacturer's Authorization form on the letterhead of the Manufacturer duly signed and stamped by a person with the proper authority to sign documents that are binding on the Manufacturer as per the following format should be submitted failing which the quotation will not be considered.

To
The Director
NCAOR
GOA

Sub: Manufacturers' Authorization form against Tender No: _____

We _____ (Name of the Manufacturer) who are official manufacturers of _____ (Type of goods manufactured) having factories at _____ (full address of Manufacturer's factories) do hereby authorize _____ (Name of the Bidder) to submit a bid against your Tender No. _____ for the _____ Goods manufactured by us and to subsequently negotiate and sign the contract.

We hereby extend our full guarantee and warranty with respect to the Goods offered by the above firm

Manufacturer's Name:
Signature of Authorized
representative of the Manufacturer:

Duly authorized to sign this Authorization on behalf of : _____ (Name of the Bidder)
Date:

In case the bidder not doing business within India, shall furnish the certificate to the effect that the bidder is or will be represented by an agent in India equipped and able to carry out the supply, maintenance, repair obligations etc., during the warranty and post warranty period or ensure a mechanism at place for carrying out the supply, maintenance, repair obligations etc., during the warranty and post- warranty period.

16) Compliance Statement: Equipments point-by-point comparison/compliance statement with **technical specification** indicated in the tender, should be enclosed along with your tender as well as any other extra features of the equipment be shown separately therein and also **compliance statement for all commercial terms** of the tender document.

17) NCAOR is not entitled to issue form "**C/D**". No sales Tax or any other Tax shall be payable by us unless payment of the same is specifically mentioned by the suppliers in their bids and same is legally leviable.

18) NCAOR is **exempted from the payment of Excise Duty / Custom Duty** as per Govt. notification. Hence, the rates should be split into basic cost and Excise Duty if any.

19) **Bid should contain** all details and specifications, delivery schedule, payment term, user-list details of the price(s) of the item(s).

20) Please submit your quote on F.O.R. destination basis. However tender should contain item-wise prices including total ex-works price and cost of packing forwarding, approx. cost of air-freight charges for delivery up to Goa, India.

21)Insurance: The supplier will be responsible for and should cover the insurance for all transit risks if the terms of prices are F.O.R. Vasco or F.O.R. Destination unless otherwise stated specifically by the supplier in his quotation.

22)Delivery: Preference will be given to Ex-Stock offers Suppliers submitting quotation on forward delivery basis must indicate earliest firm delivery date by which the materials will be dispatched by them from the date of receipt of order. Offer such as “Ex-stock Subject to prior Sale” or “Delivery at the earliest” may not be entertained.

23)In case an order placed by the NCAOR based on the quotation submitted by the supplier is not executed by him, the NCAOR may buy the ordered goods from elsewhere and recover, the additional amount if may have to spend in procuring the stores plus 10% to cover the incidental expenses.

24) The **warranty period** should be indicated. Suppliers should clearly define the mechanisms of **post-warranty** maintenance or support. Supplier should undertake to support the product for a minimum period of 5 years (post-warranty). Post Warranty, AMC charges for a period of 3 years (annual bases) should also be quoted separately in the bid.

25) A Committee constituted by the Director, NCAOR for the purpose reserves the right to open the bids. Bids will be opened on the date and time mentioned in the tender document in the presence of tenderer.

26) A technical Committee constituted by the Director will assess the product supplied/installed for their quality and their conformity to the specifications provided by the firm in their quotations. Any item(s) identified by the Committee to be not as per the specifications or are found to be of inferior quality will be rejected, and the bills towards the supply will not be processed for payment till proper replacements are provided.

27) **No advance payment** will be made. Payment for indigenous stores shall be made within 30 days from the date of receipt, acceptance of the material. The payment will be authorized after submission of a Bank Guarantee for 10% value of the order towards warranty guarantee. The **performance Bank Guarantee** should be furnished within 15 days from the date of placement of order from a reputed bank (scheduled bank in India **or** foreign bank operating in India) valid till 60 days after the warranty period.

28) Two sets of operational, service/troubleshooting manuals and diagrams to be supplied with **“ELITEBOOK 820 G1 NOTEBOOK PC & ELITEBOOK 840 G1 NOTEBOOK PC”**

29) **The submission of tender** shall be deemed to be an admission on the part of the tenderer, had fully acquainted with the specifications, drawings etc. and no claim other than what stated in the tender shall be paid in the event of award of Purchase Order.

30) **Acceptance of this tender** form and submission of the quote within the stipulated time would be treated as:

a) The tenderer has understood all requirements as described in our Tender document.

b) Acceptance to provide/establish all the facilities mentioned in our tender without any price escalation, if the tenderer finds it necessary to add any hardware or software or any other materials during implementation.

c) Agreeing to execute order to the satisfaction of NCAOR or its authorized representatives within the stipulated time.

31) NCAOR will not be liable for any obligation until such time NCAOR has communicated to the successful bidder of its decision to release the Purchase Order.

32) **NCAOR will not be responsible for any postal delays.**

33) Bidders shall note that NCAOR will not entertain any correspondence or queries on the status of the offers received against this Tender Invitation.

34) Tenders from Manufacturers/Suppliers/Tenderers whose performance was not satisfactory in respect of quality of supplies and delivery schedules in any organizations, are liable for rejection. The tenders that do not comply with the above criteria and other terms & conditions are liable for rejection.

35) The Director, NCAOR does not bind to accept the lowest quotation and reserves the right to himself, to reject or partly accept any or all the quotations received without assigning any reason.

36) All disputes arising in connection with executing the purchase order will be subject to the Jurisdiction of the Courts in Goa only.

COMMERCIAL COMPLIANCE STATEMENT FOR “ELITEBOOK 820 G1 NOTEBOOK PC & ELITEBOOK 840 G1 NOTEBOOK PC”.

| Sr. No. | COMMERCIAL SPECIFICATION FOR “ELITEBOOK 820 G1 NOTEBOOK PC & ELITEBOOK 840 G1 NOTEBOOK PC” HP | CONFIRMATION BY THE BIDDER | |
|----------------|---|-----------------------------------|--|
| 1 | A list of reputed clients to whom the firm has supplied similar items to be furnished along-with the quotation. | ENCLOSED YES/NO | |
| 2 | In the BID, the Bidder should furnish the Name and address of the Purchasers placed orders on similar equipment with order No, date, Description and quantity, Date of Supply alongwith Contact person Telephone No, Fax No, and e mail address of Purchaser. | ENCLOSED YES/NO | |
| 3 | Quotation should be valid for a period of 90 days from the date of tender opening and the period of delivery required should also be clearly indicated. | YES/NO | |
| 4 | The warranty period and the kind of post-warranty support should be indicated. Warranty shall commence from the date of installation and acceptance of the complete equipment supplied under the Purchase Order / Contract. | YES/NO | |
| 5 | EMD for ` 15,000 to be furnished. | FURNISHED/ NOT FURNISHED | |
| 6 | Delivery schedule indicated. | YES/NO | |
| 7 | Sales tax/VAT % indicated | YES/NO | |
| 8 | To avail duty concessions i.e. Excise Duty as per Govt. notification 10/97 & Custom Duty as per Govt. notification 51/96, NCAOR will provide exemption certificates. | REQUIRED /NOT REQUIRED | |
| 9 | The Prices shall be quoted in Indian Rupees | YES/NO | |
| 10 | F.O.R GOA price should be indicated. However tender should contain item-wise prices including total ex-works price, Excise Duty, VAT/Taxes, Charges for Inland Transportation, Insurance and other local services required for the delivering the goods on F.O.R GOA. | YES/NO | |
| 11 | The firm to the full satisfaction of the NCAOR should carry out the installation | YES/NO | |
| 12 | No advance payment will be made. Payment for indigenous stores shall be made within 30 days from the date of receipt, acceptance and satisfactory installation of equipment. | AGREED/ NOT AGREED | |
| 13 | The performance Bank Guarantee should be furnished within 15 days from the date of placement of order from a reputed bank (scheduled bank in India or foreign bank operating in India) valid till 60 days after the warranty period. | AGREED/ NOT AGREED | |
| 14 | Suppliers should clearly define the mechanisms of post-warranty maintenance or support. Supplier should undertake to support the product for a minimum period of 5 years (post-warranty). Post Warranty, AMC charges for a period of 3 years (annual bases) should also be quoted separately in the bid. | AGREED/ NOT AGREED | |
| 15 | SSI, NSIC Registration Certificate | FURNISHED /NOT FURNISHED | |

QUESTIONNAIRE

- a. Name of the Manufacturer / Tenderer**
- b. Full postal address with Telephone, Telefax, Email**
- c. Please specify whether Public Limited, Company, Private Organization or Partnership Firm**
- d. Nature of the Business**
- e. Date of Establishment**
- f. Present Turnover**
- g. Permanent Income Tax Ref. No.**
- h. C.S.T. / S.T. NO.**
- i. Address & Telephone Nos. Of your branch office in GOA (please specify whether Distributing/ Servicing/ Marketing the products)**
- j. Reference of reputed Customers**
- k. Details of the highest order executed and value thereof**
- l. Authorization from Manufacturer/Supplier attached**
- m. E.M.D. attached with BID.**
- n. SSI, NSIC Registration Certificate.**
- o. Infrastructure facilities required for installation & commissioning attached**
- p. Technical Specifications/Literature/Brochure attached**
- q. Tender Acceptance**

TENDER ACCEPTANCE UNDERTAKING

To

The Director,
NCAOR, Headland Sada
Vasco - Goa

Having examined the tender document for **“ELITEBOOK 820 G1 NOTEBOOK PC & ELITEBOOK 840 G1 NOTEBOOK PC” HP.** we the undersigned, hereby offer to supply the equipment in conformity with all specifications and conditions set out in the tender.

We enclosed all the relevant documents as per the tender.

We understand that you are not bound to accept the lowest or any tender received.

Date :

(Signature of Bidder)

Name :

Designation :

Seal