

**Digital India Corporation**  
**(A Section 8 Company under the Ministry of Electronics and Information Technology)**  
Electronics Niketan Annexe, 6 CGO Complex, Lodhi Road-110003.

**DIC/9(1)/DigiNER-Equipment/2020**

**Date: March 19, 2021**

**NOTICE INVITING TENDER**

**Subject:-Supply of Windows Laptop (QTY-2)**

Digital India Corporation is a 'not for profit' company set up by the Ministry of Electronics and Information Technology, Government of India, to innovate, develop and deploy ICT and other emerging technologies for the benefit of the common man.

2. Sealed quotations are invited in two bid system (Technical & Commercial bid in two separate sealed envelopes contained in one bigger envelope) for Supply of Windows Laptop as detailed below:

<b>Requirement</b>	Supply of Windows Laptop (QTY-2)
<b>Technical Bid</b>	Performa for submission of Technical Bid is placed at Annexure-A-I,A-II
<b>Commercial Bid</b>	Performa for submission of Commercial Bid is placed at Annexure-'B'
<b>Last date of submission of tender</b>	April 5, 2021 up to 16:00 hours
<b>Address for Tender inquiry &amp; Delivery</b>	Digital India Corporation Electronics Niketan Annexe, 6 CGO Complex, Lodhi Road. New Delhi- 110 003 Contact No. 011-24303500,24301756

## INSTRUCTIONS TO THE TENDERERS

1. The Bidder shall be OEM or Authorized Distributors/ Partners/ Dealers of reputed brand having authorization to supply the product. A copy of Authorization letter issued by OEM to Authorized Distributors/ Partners/ Dealers attending tender to sell the products on behalf of OEM shall be enclosed with the Technical bid.

2. The tender documents can be collected from the office of Digital India Corporation w.e.f. March 19, 2021 to April 5, 2021 (except Saturday, Sunday & Government Holiday) between 10:00 to 16:00 hours. Alternatively tender form can be downloaded from the websites [www.dic.gov.in/](http://www.dic.gov.in/) <https://www.meity.gov.in/> and <https://negd.gov.in/>

3. Tender shall be duly, properly and exhaustively filled in. All pages of the tender should be **signed with stamp by the Authorized Signatory of Tenderer with company stamp on all the pages of this tender.**

4. Any cutting/over writing etc. in the tender must be signed by the person who is signing the tender. The rates and units shall not be overwritten. **The financial figures in commercial bid shall always be both in figures and words. In case of any discrepancy in figures and words, the amount written in words shall be considered.**

5. The Tenderer shall submit the copy of PAN and GST registration along with the Technical Bid of the tender document.

6. The tender shall be placed in a properly sealed bigger envelope addressed to Digital India Corporation , Electronics Niketan Annexe, 6 CGO Complex, Lodhi Road and the said **bigger envelope shall contain two separate sealed envelopes containing Technical & Commercial bids.**

7. The bigger envelope shall be super-scribed as **“Tender for the Supply of Windows Laptop”** with its due date along with details of the contact person (Name, Ph.No. & email ID). The two sealed envelopes inside the bigger envelope must be super-scribed as:

***Envelope No-1: The said envelope is for technical bid & shall be super-scribed as “Tender for the Supply of Windows Laptop” – TECHNICAL BID”.***

***Envelope No-2: The said envelope is for commercial bid & shall be super scribed as “Tender for the Supply of Windows Laptop” – COMMERCIAL Bid”.***

8. Technical bid will be opened in the office at Digital India Corporation and date will be intimated to the bidders separately through the email. A representative of the Tenderer may present at the time of opening of the tender. Commercial bids of only technically qualified bidders will be opened. The date for opening second envelope containing commercial bid will be intimated to the qualified bidders separately.

9. The selected vendor has to deposit 2% security deposit for the value of the order till the warranty period in the form of NEFT/ePBG/DD etc in Favor of **Digital India Corporation, Mumbai**

*We confirm with our acceptance to the Instruction to the tenderers at Sr.No-1 to 9 as stated above.*

**Signature of the Tenderer with seal**

## TERMS & CONDITIONS

Submission of the duly signed tender implies that these conditions of tender have been read by the Tenderer and is aware of the scope of the supply and the quality of the material to be supplied. The final acceptance of the tender rests with the Digital India Corporation, who reserves the right to accept or reject any or all tenders without assigning any reason thereof.

a) No representation for the enhancement of the prices of the accepted tender or alteration of the terms and conditions will be entertained at any stage.

b) The requirement is urgent and hence, the best delivery period may be quoted. The delivery should necessarily be within 30 days from the date of confirmed Purchase Order. If the Vendor fails in delivery and commissioning of the items ordered as per the terms of this TENDER, the Company shall be entitled to charge penalty / liquidated damages @ 0.5% of the order value per week, subject to a maximum of 10% of the order value for delay beyond the time schedule for completion of delivery and commissioning. The penalty will start after the grace period of one week. Unless it is not exempted/ extended by the competent authority.

c) The supplier shall provide packing of the goods, as is required to prevent their damages or deterioration during the transit to their final destination.

d) The rates quoted shall be firm & all-inclusive for delivery at destination.

**The delivery address of Windows Laptop shall be as follows:-**

Digital India Corporation Electronics Niketan Annexe, 6 CGO Complex, Lodhi Road, New Delhi-110003. Contact No. 011-24303500, 24301756
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e) The Equipment's shall have to be operationalized without any extra cost and to the satisfaction of Digital India Corporation.

f) Digital India Corporation has right to accept the entire bill of material or may release partial order whichever is found suitable to us.

g) 100 % Payment will be made against satisfactory acceptance of the items duly certified by Digital India Corporation authorized representative against bills in duplicate (original + copy) giving the reference number of the supply order along with delivery note.

h) While submitting the tender, if any of the prescribed conditions are not fulfilled or are incomplete in any form, the tender is liable to be rejected.

i) If the equipment's supplied are not strictly in accordance with the Tender specifications and Purchase Order, Digital India Corporation shall have right to totally reject the items. The supplier shall be responsible for arranging the rejected items to be removed at their cost from Digital India Corporation premises.

j) In the event of any dispute the legal matter shall be subjected to the jurisdiction of Delhi Courts only.

k) Litigation: Any disputes / differences arising shall be settled through arbitration The Purchaser and contractor shall first try to resolve the differences / disputes amicably by mutual consultation within 21 days. Then contractor shall give notice to the other party of its intention to commence arbitration as per the Indian Arbitration and conciliation Act, 1996

l) The bidder should sign & stamp all the pages of the document and should be submitted along with the offer quoted by the firm's letter head & duly signed & stamped. NO page should be removed / detached from the tender document.

m) Unsealed quotations shall not be considered for evaluation. There should not be any erasing and or overwriting. The quotations with erasing and or overwriting shall be summarily rejected.

*We confirm with our acceptance to the Terms & Conditions stated from (a) to (m) above.*

**Signature of the Tenderer with seal**

**TECHNICAL BID**

1. Tender Ref. No: **DIC/9(1)/DigiNER-Equipment/2020**
2. Name of Tenderer: .....
3. Complete office address of Tenderer.....
4. Contact details of authorized person of tenderer who have signed the tender.
  - a. Name.....
  - b. Designation.....
  - c. Phone (Office).....
  - d. Phone (Mobile).....
  - e. E mail.....
5. Due date & Time of submission of bid:-
6. **Documents to be enclosed with the Technical bid are as under:**
  - a. Copy of authorization letter from Original Equipment’s Manufacturer.
  - b. Duly signed & stamped Tender documents (All pages) as a mark of your acceptance.
  - c. Supporting information with respect to the technical data, drawings or booklets of product. Any product manual brief, test certificates available may be enclosed.
  - d. Copies of PAN and GST duly Signed & Stamp.

**Signature of the Tenderer with seal**

**Technical Bid**  
**(Technical Specifications)**

**Item No. 1: Windows Laptop (Qty. - 2)**

Sr. No.	Item	Our Specifications	Your Specifications	Justification in reference of deviation (if any)
1.	Model and Make of the Device	Must be specified		
2.	Processor Make & Description	Must be specified		
3.	Processor Number	Must be specified		
4.	Processor Generation	Minimum 10 <sup>th</sup>		
5.	Number of Cores per Processor	Minimum 4 or above		
6.	Storage	HDD - 1 TB or above		
7.	Operating System	SDD - 128 GB or above		
		Windows Professional		
8.	RAM	16 GB DDR4 or above and expandable up to 32 GB		
9.	Graphics Card	2 GB Dedicated Graphics Card or above		
10.	Display Size(inch)	14 inch or above		
11.	Form Factor	Standard		
12.	Display Type	Touch or Non Touch		
13.	Resolution of Webcam	Full High Definition		
14.	Wi-Fi & Bluetooth Connectivity	Yes		
15.	Carry Case	Yes		
16.	Warranty of the Device	3 years		
17.	Warranty of the Battery	3 years		

## COMMERCIAL BID

## FORMAT &amp; REQUIREMENTS

1. Tender Ref. No.: **DIC/9(1)/DigiNER-Equipment/2020**

2. Name of the Tenderer: .....

3. The offer with rates for the schedule of requirements of items, as elaborated under, to be submitted. Adhering to the format given below is a Pre-requisite for considering your quotations:

Description	Quantity	Unit Price	Total Price
<b>Supply of Windows Laptop</b>	<b>02</b>		
<b>Duties and taxes</b> a) GST @ .....			
<b>Any other tax/ Charge</b> (indicate name with rate) b) Transportation c) Labour etc.			
<b>TOTAL IN FIGURES</b>			
<b>TOTAL IN WORDS: .....</b>			

4. The rate quoted shall be in accounting units (A/U) and should be inclusive of basic price & all other costs including cartage, insurance, etc. Taxes & duties (as applicable) shall be mentioned separately. Digital India Corporation does not have any form towards rebate / exclusion of Sales tax/GST.

It is hereby confirmed that we shall abide all the Terms & Conditions as specified in the tender and further agreed for the penalty to be imposed, in case of delayed supplies from our end as specified in Point (b) of "Terms & Conditions" of this tender.

**Signature of the Tenderer with seal**

**Note:** No Hidden Cost is acceptable.