



**Pollution Control Board, Assam
Bamunimaidam, Guwahati-21**



NOTICE INVITING TENDER

NIT No. WB/COM-26/Pt-I/19-20/30

Dated Guwahati, the 27th Nov, 2020

Sealed quotations are invited from the reputed computer Hardware Farm/ Supplier/ Authorized Dealers for supply and installation of the “**Work(a): Branded Desktop Computer, Work(b): Branded Laptop & Work(c): Photocopier cum Printer Machine**” at the Pollution Control Board, Assam, Bamunimaidam, Guwahati-21. Quotations will be received upto **2:30 PM on 14th Dec., 2020** and will be opened on the same day at **3:30PM** in presence of Quotationer or their authorized representatives. General Terms & Conditions, Letter of Acceptance, duly completed Check list and Specifications are as per Appendix –A, B, C and D respectively.

Name of works	:	Work(a): Supply and Installation of Branded Desktop Computer at Head Office, Pollution Control Board, Assam	Work(b): Supply and Installation of Branded Laptop at Head Office, Pollution Control Board, Assam	Work(c): Supply and Installation of Branded photocopier cum printer machine at Head Office, Pollution Control Board, Assam
Quantity	:	18 (Eighteen) nos.	3 (Three) nos.	1 (one) no.
Earnest Money	:	Rs. 10,000/- (Rupees Ten Thousand)	Rs. 5,000/- (Rupees Five Thousand)	Rs. 5,000/- (Rupees Five Thousand)
Cost of Quotation Paper	:	Rs. 500/- (Rupees Five Hundred) - Non Refundable		
Last Date of issue of paper for quotation.	:	04.12.2020		
Last Date & Time of submission.	:	14.12.2020 at 2.00PM		
Date & Time for opening	:	14.12.2020 at 3.00PM		
Note: The tenderer bidding more than one work shall have to submit separate price bid, Spec Details and EMD. However, tender fees and other technical documents should be same for all work in a single sealed Envelope. All three works may be allotted to different vendor according to their quoted price and technical Specification.				

**Member Secretary
Pollution Control Board, Assam
Bamunimaidam, Guwahati-21**

Dated Guwahati, the 27th Nov, 2020

Memo No. WB/COM-26/Pt-I/19-20/30-A

Copy to:

- 1670
1. P.A. to the Chairman, PCBA for kind appraisal of the Hon'ble Chairman.
 2. Website(www.pcbassam.org) / Notice Board of the Board's Head Office, PCBA.

Member Secretary

POLLUTION CONTROL BOARD :: ASSAM
BAMUNIMAIDAM, GUWAHATI-781 021

Items Details

SL No.	Item Name
1.	Desktop Computer (Branded) for Pollution Control Board, Assam
2.	Laptop (Branded) for Pollution Control Board, Assam
3.	Photocopier cum Printer Machine (Branded) for Pollution Control Board, Assam

General Terms & Conditions

1. This document contains the following
 - A. Copy of Tender Notice.
 - B. General Terms and Conditions of Bid.
 - C. Acceptance Letter (Annexure-I).
 - D. Check List (Annexure-II).
 - E. Detailed specification of the products.
2. The tender is two bid system – technical and commercial. Only those bidders whose technical are found to be technically responsive will be eligible for financial opening.
3. The Tender Document is not transferable by the purchaser. Each sheet including that provided by the Board with this document must be signed by the bidder.
4. The Board takes no responsibility for delay or non-receipt of Tender Document sent by post either way and also reserves the right to accept; or reject any or all the tenders in part or full without assigning any reason thereof.
5. This tender notice are also available on PCBA's website www.pcbassam.org. Bidders have to collect the detail tender paper (Specification & Terms) from Board's office at Bamunimaidam, Guwahati - 781021 or can be downloaded from the website on payment of Rs. 500/- (Rupees Five Hundred) only (Non-refundable) in the form of Bank Draft to be drawn in favour of "Member-Secretary, Pollution Control Board, Assam".
6. **Bidder and the OEM of the quoted product should give a declaration that they have not been blacklisted by any Government/PSU/Defence/Financial Institute in the past 10 years. Such declaration should be from a person holding power of attorney in the OEM.**
7. The Board at its discretion may extend the last date of submission of tender and opening of tenders. **The final authority for acceptance of a Tender will rest with the Member-Secretary, Pollution Control Board, Assam who does not bind himself to accept the lowest tender and is vested with the authority to reject any or all of the tenders received without assigning any reason.**
8. The warranty period is between twelve months to thirty-six months depending on the item quoted and starting from the date of successful commissioning of the instrument.
9. The bid shall contain no interlineations, erasures or overwriting words except as necessary to correct errors made by the bidder, in that case, such correction shall be initialed by the person or persons signing the bid.



10. It is advised that the outside suppliers should send the Tender through Registered Post/ Speed Post. However, the local supplier may drop their Tenders in Tender Box kept in the Board's office for the purpose. In no case Tender should be handed over to any employee of the Board.
11. Canvassing in any form will disqualify the Bid.
12. The Tender Notice No.WB/COM-26/Pt-I/19-20/30 dated 25th Nov., 2020 should be invariably be quoted in the bid and for further correspondence in this regard.
13. The courts at Guwahati shall have exclusive jurisdiction to entertain and try all matters arising out of this contract.
14. Party should have Registration Certificate, PAN card, Trade license, GSTN registration.
15. All the Tenders should be addressed to:

**THE MEMBER SECRETARY,
POLLUTION CONTROL BOARD, ASSAM
BAMUNIMADAM, GUWAHATI-781021**

16. The EARNEST MONEY (Fixed Amount) shall be in the form of Demand Draft only in favour of "MEMBER SECRETARY, POLLUTION CONTROL BOARD, ASSAM" payable at GUWAHATI. Tender shall not be entertained where a Tenderer has not furnished adequate Earnest Money as specified in the Annexure-II. The Earnest Money will be refunded after successful installation and commissioning of the machines. In case of non-supply within stipulated time or the item supplied is found defective and not attended by the supplier, the Earnest Money deposited by the supplier will be forfeited.
17. The transportation, installation and commissioning of the equipments is the entire responsibility of the supplier. It must be done within **30 days** from the placement of purchase order.
18. The validity of Tender would be for a minimum period of 90 days from the date of opening of Tenders. A Bid valid for a shorter period may be rejected by the Board as non-responsive.
19. The rates should be quoted both in words and figures. If there is discrepancy between words and figures, the amount mentioned in words will prevail.
20. The Bidder must sign the every page of the Tender.
21. To assist in the examination, evaluation and comparison of bids the buyer may, at its discretion, ask the Bidder for a clarification of its bid. However, no change in the price or substance of the bid shall be sought, offered, re-permitted.
22. **Party should have authorized service center at Guwahati.**
23. Party should provide proof of sales and service of Desktop Computer in any Govt. organization worth minimum of 25 lakh in any of the last financial year.
24. Full payment will be released on delivery, installation and successful commissioning of the instruments/equipment (to be certified by concerned Officer/In-charge of the Division), and on submission of bills in triplicate. No advance payment will be made in any case and no proposal for documents through Bank will be considered.


Member-Secretary, i/c

(IN FIRM'S LETTER HEAD)
LETTER OF ACCEPTANCE TO BE SUBMITTED IN THE BID.

To

The Member Secretary
 Pollution Control Board, Assam
 Bamunimaidam, Guwahati – 781021

Sub: Acceptance of Terms and conditions of tender.

Ref: Tender No.

Sir,

Having examined in details of the above tender documents relating to the works and having acquired all the requisite information affecting the tender invited by you, I/We.....hereby agree to all terms and condition of the contract [as laid down in the tender document(s)]. I/We also agree that the printed term(s) and condition(s) if any at the back of our quotation form and I or any other paper enclosed are not applicable.

I/We undertake to complete the whole works within the period specified in the tender. In this connection we are providing with the following information.

1. **Firm Registration** certificate.
2. **Proof of address** of the firm.
3. In case bidder is an Authorized Dealer/ Distributor,
 - a. Authorization certificate from parent company.
4. Fees.
 - a. Details of EMD paid
 Amount..... Draft No.....Bank.....
 - b. Cost of Tender Paper
 Amount..... Draft No.....Bank.....
5. GSTN Registration No.....PAN No..... (Copies Enclosed)
6. Declaration that the firm has not been banned or de-listed by any Govt. or quasi Govt. Agency or Public Sector Undertaking enclosed.
7. Previous Supply Order with other department, if any.
8. Any other relevant document.

(Signature with Seal)

(Name & Designation in block letters)

Check List

SL No.	Requirement	Bidder Compliance
1.	EMD & Tender Fee	
2.	Latest Manufacturer's Authorization Letter (Tender Specific)(Separately for all three works)	
3.	Product Literature / Information Brochure	
4.	Letter of Acceptance (Annexure-I)	
5.	Firm Registration Certificate	
6.	Proof of Address of the Firm	
7.	GSTN Registration Certificate	
8.	Pan Card Details	
9.	Validity of quoted rate agreed as per NIQ	
10.	Payment term agreed as per NIQ	
11.	Delivery terms agreed as per NIQ	
12.	Warranty period agreed as per NIQ	
13.	Declaration that the firm has not been banned or de-listed by any Govt. or quasi Govt. Agency or Public Sector Undertaking.	
14.	Previous supply order with other department, if any	
15.	Any other relevant documents.	

Specification for Desktop Computer (only Branded Product)

SL. No.	Feature	Make & Model to be specified by Vendors
1.	Processor	Intel® Core i3 10 Gen 10210U
2.	Chipset	Intel® chipset
3.	Motherboard	B365 chipset OEM motherboard with OEM logo embossed on the motherboard. No stickers allowed. Confirmation from OEM on the same to be part of the bid submission
4.	Memory	4 GB expandable to 32 GB on 2 DIMM
5.	Hard Disk Drive & controller	1 TB expandable to 2-TB SATA 6.0-Gb/s Hard Drive(5400RPM / 7200RPM)
6.	Optical Drive	Super Multi DVD Writer
7.	Graphics	Intel HD Graphics (integrated)
8.	Audio	High Definition Audio
9.	Ethernet Communication	Integrated Gigabit (10/100/1000 NIC) LAN
10.	Slots	1 full-height PCI; 1 PCIe x1; 1 PCIe x16; 2 M.2; One 3-in-1 SD card reader
11.	Ports	8 USB ports with 4 nos. USB 3.1 in front, 1 HDMI, 1 RJ 45, 1 VGA, 1 Audio in and 1 Audio out, Headphone and microphone combo
12.	Form Factor	Tower (MT)
13.	Power Supply	Maximum 180W with 90% efficiency power supply
14.	Keyboard	USB 104 keys OEM keyboard
15.	Mouse	USB OEM Optical Mouse
16.	Operating System	Windows 10 Pro 64 bit preloaded from OEM factory premises(confirmation from OEM on their letter head to be part of the bid submission)
17.	Monitor	OEM Monitor 19.5" with IPS technology
18.	Compliance And Certification	EPEAT, ENERGY STAR, ROHS, FCC, UL, BIS
19.	Warranty	3 Years on site from OEM. Written confirmation from OEM to be submitted in the bid.
20.	Preferred Brand	HP, Lenovo.

Specification for Laptop (only Branded Product)

SL. No.	Feature	Make & Model to be specified by Vendors
1.	Processor	Intel® Core i5 10 Gen 10 10210U
2.	Chipset	Intel® chipset
3.	Motherboard	OEM Motherboard
4.	Memory	RAM 8 GB expandable to 32GB on 2 Physical DIMM slots (customer replaceable)
5.	Hard Disk Drive & controller	512 GB SSD
6.	Display	14" FHD
7.	Wifi	Wifi 6
8.	Bluetooth	Bluetooth 5
9.	Keyboard	Keyboard Backlit with spill resistant
10.	Battery	3 Cell Minimum 10 Hr. Backup
11.	Windows	Windows 10 Pro 64 bit preloaded from OEM factory premises (confirmation from OEM on their letter head to be part of the bid submission)
12.	Weight	Maximum 1.6 Kgs including battery (the same should be mentioned in the datasheet)
13.	Bag	OEM Backpack
14.	Warranty	Warranty 3 Years on site from OEM. Written confirmation from OEM to be submitted in the bid.
15.	Preferred Brand	HP, Lenovo.

Specification for Photocopier Cum Printer Machine (only Branded Product)

SL. No.	Feature	Make & Model to be specified by Vendors
1.	Machine Type	A3 Monochrome Laser Multifunction Printer
2.	RAM	Minimum 2048 MB
3.	Duplex	Standard Duplex Print and Xerox (A4 and Legal)
4.	Original Document Feeder	DADF (Duplex Automatic Document Feeder)
5.	No. of Paper Tray	2 (Two) Cassette Cassette 1: 550 Sheets Cassette 2: 550 Sheets
6.	Multi-Purpose Tray	100 Sheets
7.	Core Function	Print, Copy, Scan, Send
8.	Network	Standard: IP/Mac Address Filtering, IPSEC, TLS Encrypted Communication, SNMP V3.0, IEEE 802.1X (Wireless), IPv6, SMTP Authentication, POP Authentication before SMTP, S/MIME
9.	Print Speed (ppm)	A4: 25ppm A3: 15ppm
10.	Print Resolution	Minimum 1200X1200 (dpi)
11.	Multiple Copies	Upto 9,999 copies
12.	Magnification	25% - 400%
13.	Scan Method	Scan to USB Memory Key, Scan to Mobile Devices and cloud-based services, TWAIN/WIA Pull Scanning
14.	Scan and Send Destination	Scan to PC (Duplex Multipage PDF Format), E-Mail/Internet FAX (SMTP), SMB, FTP
15.	Security Authentication	Standard: uniFLOW Online Express, User Authentication, Department ID Authentication, Access Management System, Picture Login
16.	Toner (Estimate Yield @ 6% Coverage)	Minimum Black: 30,000 - 35,0000 impression (A4)
17.	Control Panel	Standard: 6-7 Inch Colour Touch Panel
18.	Technology	Separate Drum and Toner Accelerated Paper Feeding Method
19.	Warranty	At least 1 year onsite Warranty.
20.	Preferred Brand	Canon, HP.

