



**भारतीय लेखा परीक्षा एवं लेखा विभाग**  
**कार्यालय - प्रधान निदेशक, लेखा परीक्षा (केंद्रीय), कोलकाता**  
 8, किरण शंकर रॉय रोड, कोलकाता - 700001  
**INDIA AUDIT & ACCOUNTS DEPARTMENT**  
**OFFICE OF THE PRINCIPAL DIRECTOR OF AUDIT (CENTRAL)**  
 8, Kiran Shankar Roy Road, Kolkata – 700001  
 Phone: 033-2254 0221 (extension- 330)  
 Website: [www.pdackolkata.gov.in](http://www.pdackolkata.gov.in)



### NOTICE INVITING TENDER

Office of the Principal Director of Audit (Central), Kolkata invites sealed quotations through limited tender enquiry in the given format from Original Equipment Manufacturer(s) or their Authorised representative(s) / Authorised Dealer(s) / Authorised Channel Partner(s) / Authorised Supplier(s) or Domestic Manufacturer(s) as defined by DEITY for the supply, installation, configuration of Desktop Computers.

Sl. No.	Item	Specification	Qty.	Location for Delivery
1	<b>DESKTOP COMPUTERS</b> Make/Model - HP / DELL / LENOVO etc. (Business Category)	<b>As per Annexure I</b>	11	Main Office Kolkata
			2	Branch Office Guwahati
			1	Branch Office Port Blair

Interested parties/firms may submit their quotations duly completed in the prescribed manner as per Annexure and signed in sealed cover and superscripted as "QUOTATIONS FOR SUPPLY OF DESKTOP COMPUTER" addressed to the [Director \(Administration\), Office of the Principal Director of Audit \(Central\), G.I. Press Building, 8, Kiran Shankar Roy Road, Kolkata – 700001](#), and send by post/hand so as to reach latest by **20/02/2017** at **12.00 Hours**. The quotations will be opened at **12.30 Hours** on the same day. Authorized representative of the participating firms may be present at the time of opening of quotation.

Instruction to Bidder and Terms & Condition governing the Tender Notice are listed below:-

**1. Minimum Eligibility Criteria (न्यूनतम पात्रता मापदंड):-**

- (a) Bidder should be Original Equipment Manufacturer(s) or their Authorised representative(s) / Authorised Dealer(s) / Authorised Channel Partner(s) / Authorised Supplier(s) or Domestic Manufacturer(s) as defined by DEITY. Authorization Letter of OEM for the brand quoted should be addressed to this office in respect of this Tender Notice must be furnished.
- (b) The bidder should be registered with the Income / Sales / Service Tax and other concerned Department and copies of PAN / TIN Number, VAT / CST / Service Tax, professional tax certificate (latest) etc. must be submitted with bid documents.

- (c) The firm must have previous experience of **minimum three years** in sales and services of such items in the offices and organizations of the Central Government / State Government and also in public sector undertakings of the Government of India / State Government and Autonomous Bodies.
2. For domestically manufactured electronic products category, bidders should furnish certificate from domestic manufacturer as per Annexure 3 & affidavit as per annexure 4. Bidder may go through the guidelines for domestically manufactured electronic products category issued by Department of Electronics and Information Technology (*vide URL: [www.deity.gov.in/esdm](http://www.deity.gov.in/esdm)*). A template has been placed at annexure 2.
  3. **EARNEST MONEY DEPOSIT:** The Quotations should be accompanied with an EMD of Rs. 10000/- in the form of crossed Demand Draft or Banker's Cheque or Bank Guarantee from any of Scheduled Commercial Bank drawn in favor of "Director (Administration), Office of the Principal Director of Audit (Central), Kolkata" payable at "Kolkata" without which the quotations will be rejected outright. The Bid security will be returned to all but the successful tenderer. Bid security of successful bidder will be refunded after the receipt of Performance Security Deposit without any interest. Bidders who are registered with the Central Purchase Organization, National Small Industries Corporation (NSIC) are exempted from furnishing EMD.
  4. **PERFORMANCE SECURITY DEPOSIT:** The successful bidder (whose tender is accepted to place the order) shall furnish a Performance Security Deposit in form of Bank Guarantee from an Indian Nationalized Bank within 15 days from the receipt of Supply Order, which shall be equal to 5% of the total supply order. No claim shall lie against the Government/Department/Office in respect of erosion in value of interest on the amount of Security Deposit. Performance Security Deposit should remain valid for a period of sixty (60) days beyond the date of completion of all contractual obligations of the supplier including guarantee/warranty obligations.
  5. Bidder is required to submit point by point compliance to the technical specification and should be enclosed with bid documents. Any deviation from the specification and justification should be clearly mentioned in the bid documents.
  6. **VALIDITY:** Rate may be quoted for one or both of the products. The period of validity of the quoted rate should be for a minimum period of 45 days from the date of closing of quotation.
  7. **WARRANTY:** The minimum warranty for each item would be 3 (three) years. The Original Equipment Manufacturer(s) or their Authorised representative(s) / Authorised Dealer(s) / Authorised Channel Partner(s) / Authorised Supplier(s) or Domestic Manufacturer(s) as defined by DEITY should have full-fledged servicing centre located in **Kolkata, Guwahati and Port Blair** with onsite guarantee/warranty and covered by a free replacement condition, if found defective, at the time of actual use of such items by the user during the period of warranty, if any.

**8. Delivery:** Delivery address and schedule is given below:-

Qty.	Location	Delivery Address
11	Main Office Kolkata	OFFICE OF THE PRINCIPAL DIRECTOR OF AUDIT (CENTRAL), G. I. Press Building, 8, Kiran Shankar Roy Road, Kolkata – 700001
2	Branch Office Guwahati	OFFICE OF THE PRINCIPAL DIRECTOR OF AUDIT (CENTRAL) Kolkata, Branch Office- Guwahati At- O/o the PAG (Audit) Assam Building, 2 <sup>nd</sup> Floor, Maidamgaon, Beltola, Guwahati – 781029 Phone No. – 0361 2309922
1	Branch Office Port Blair	OFFICE OF THE PRINCIPAL DIRECTOR OF AUDIT (CENTRAL) Kolkata, Branch Office- Port Blair (UT of ANI) SP/1, South Point, Port Blair, ANI- 744106

- 9. PAYMENT:** 100% after free delivery, verification and installation of items at **Kolkata Main Office** and Branch Office-**Guwahati and Port Blair** and subject to submission of the delivery-challan and invoice in triplicate and Performance Security Deposit.
- 10.** Bid price should be inclusive of all taxes, levies, delivery charges etc. No subsequent upward revision in rate(s) shall be accepted by this office. The bid price of each item should commensurate with the prevailing market rate for such items.
- 11.** In case of failure to comply with the provisions of the terms and conditions mentioned, by the successful bidder that has been awarded the contract, the competent authority of this office reserves the right to award the contract to the next higher responsive bidder or any other outside agency and the difference of price shall be recovered from the defaulter agency who has been awarded the initial supply order and this will be binding on the bidders.
- 12.** The Bank Guarantee can be forfeited by order of the competent authority of this office in event of any breach or negligence or non-observance of any terms & conditions of the tender document or for unsatisfactory performance or non-acceptance of the purchase order.
- 13.** Bidders shall not be permitted to withdraw their offer or modify the terms & conditions after submission of bidding document.
- 14.** A copy of terms and condition duly signed by the bidder in token of having understood and agreed to the same may be attached along with the bid documents.
- 15.** Conditional quotation will not be accepted.
- 16.** Tender should ordinarily be awarded to the lowest evaluated bidder whose bid has been found to be responsive and who is eligible and qualified to perform the contract satisfactorily as per the terms and conditions incorporated in the corresponding bidding document. Bidders may contact with the undersigned for clarification, if any, regarding bidding conditions, bidding process, award/rejection of tenders.

17. The Principal Director of Audit (Central) Kolkata reserves all rights to reject any bids including of those bidders who fail to comply with instruction, without assigning any reason whatsoever and also does not bind itself to accept the LOWEST or any specific bids.
18. **LATE BIDS:** Any bid received by this office after the deadline for submission of bids prescribed by this office, shall be rejected and returned unopened to the bidder.
19. All disputes and differences arising out or in connection with this tender/contract shall be subject to the exclusive jurisdiction of courts at Kolkata and will be interpreted under Indian Law.

Sd/-

**Senior Audit Officer / I.T. Cell**  
**Ph. 033-2254 0221 (extn: 330)**

<ON BIDDER'S LETTER HEAD>

**BID APPLICATION CUM DECLARATION FORM**

To

**The Director (Administration)**  
Office of the Principal Director of Audit (Central)  
G.I. Press Building,  
8, Kiran Shankar Ray Road, Kolkata – 700001

Sir,

With reference to your tender notice No- .....**Dated-** .....,  
I am to submit my tender documents and Price Schedule for Supply of Desktop Computers.

**Bidder Profile and EMD Details:-**

1)	Name of the Applicant Firm:	
2)	Name of Proprietor/Director:	
3)	Year of Inception:	
4)	Address of the Registered Office:	
5)	Telephone/Fax Number:	
6)	Email Address: Website Address (if any):	
7)	PAN / TIN Number: (copy should be attached)	PAN- TIN-
8)	Service Tax No. (copy should be attached)	
9)	VAT/CST No. (copy should be attached)	
10)	(a) Registered with Central Purchase Organization (CPO), National Small Industries Corporation (NSIC) Yes or No	
	(b) if yes, then furnish details of EMD	DD/PO No. – Date- Bank Name

**Signature of Proprietor / Director with stamp**

Name of Participating Bidder: .....

**Compliance Sheet:-**

Sl. No.	Criteria	Compliance (Y/N)	Detail of Proof Attached												
1)	Bidder should be Original Equipment Manufacturer(s) or their Authorised representative(s) / Authorised Dealer(s) / Authorised Channel Partner(s) / Authorised Supplier(s) or Domestic Manufacturer(s) as defined by DEITY. Authorization Letter of OEM for the brand quoted should be addressed to this office in respect of this Tender Notice must be furnished														
2)	The bidder should be registered with the Income / Sales / Service Tax and other concerned Department and copies of PAN / TIN Number, VAT / CST / Service Tax, professional tax certificate (latest) etc. must be submitted with bid documents. <table border="1" data-bbox="231 795 917 1019"> <tr> <td>PAN Number-</td> <td></td> </tr> <tr> <td>TIN Number-</td> <td></td> </tr> <tr> <td>VAT Number-</td> <td></td> </tr> <tr> <td>CST Number-</td> <td></td> </tr> <tr> <td>Ser. Tax. Number-</td> <td></td> </tr> <tr> <td></td> <td></td> </tr> </table>	PAN Number-		TIN Number-		VAT Number-		CST Number-		Ser. Tax. Number-					
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3)	The firm must have previous experience of minimum three years in sales and services of such items in the offices and organizations of the Central Government / State Government and also in public sector undertakings of the Government of India / State Government and Autonomous Bodies.														
4)	<b>WARRANTY:</b> The minimum warranty for each item would be 3 (three) years. The Original Equipment Manufacturer(s) or their Authorised representative(s) / Authorised Dealer(s) / Authorised Channel Partner(s) / Authorised Supplier(s) or Domestic Manufacturer(s) as defined by DEITY should have full-fledged servicing centre located in <b>Kolkata, Guwahati and Port Blair</b> with onsite guarantee/warranty and covered by a free replacement condition, if found defective, at the time of actual use of such items by the user during the period of warranty, if any.														
4)	Quotations should be accompanied with an EMD of Rs 10000/-.														
5)	In case of domestically manufactured electronic products category, bidders should furnish certificate from domestic manufacturer as per Annexure 3 & affidavit as per annexure 4. Bidder may go through the guidelines for domestically manufactured electronic products category issued by Department of Electronics and Information Technology (vide URL: <a href="http://www.deity.gov.in/esdm">www.deity.gov.in/esdm</a> ). A template has been placed at annexure 2.														

**Price Schedule:-**

Sl. No.	Item Name	Make/Brand	Domestically Manufactured (Y/N)	Unit Price (Inclusive of all taxes)
1)	Desktop Computers			
<b>Quoted Make/Model/Brand should meet technical specification as specified in Annexure 1</b>				

**Declaration:**

1. You are not bound to accept the lowest or any bid received by you, and you may reject all or any bid.
2. I, the undersigned affirm and certify that I have gone through the terms & conditions mentioned in the Tender Notice and agree to abide by all the terms and conditions laid therein; which are being signed in token of my acceptance. The rates quoted by me/us are valid and binding upon me for the entire validity period and it is certified that the rates quoted are minimum and rational as per existing market rate.
3. I hereby undertake to execute the work/supply order as per direction given in the tender document within stipulated period. In case, I fail to abide by the terms and conditions or to carry on the contract satisfactorily, I will be liable to the termination of contract as mentioned in the terms and conditions.

Yours Faithfully

Signature of Bidder (s) with seal

Name of the Firm-.....

Name of the Proprietor-.....

Enclosures: 1. Copy of PAN Card, VAT, CST, Service Tax & Professional tax certificate (latest) etc.

2. Certificates & affidavit as per annexure 3 & 4 (in case of DMEP)

**Annexure 1****Technical specification for Desktop Computers****Make & Model No. Offered: - .....**

Sl. No.	Specification	Minimum Required Specification	Compliance (Y/N)
1	Operating system	Windows 10 Pro. 64 Bit (with Recovery Media)	
2	Chipset	Intel® Q Series Chipset, Motherboard Architecture- 64 Bit	
3	Processor	Intel® Core™ i3-6100 with Intel HD Graphics 530 (3.7 GHz, 3 MB cache, 2 cores)	
4	Motherboard	OEM LOGO embossed	
5	Memory	4 GB DDR4-2133 SDRAM (1 x 4 GB) expandable up to 64 GB	
6	Hard drive description	500 GB 7200 rpm SATA IV	
7	Graphics	Integrated Intel® HD Graphics 530	
8	Network interface	Integrated Realtek RTL8111HSH-CG GbE	
9	Expansion slots	2 PCIe x1; 1 PCIe x 16 or higher	
10	Ports	Front:- 2 USB 3.0; 1 microphone/headphone combo Rear:- 4 USB 2.0; 2 USB 2.0; 1 audio line in; 1 audio line out; 1 HDMI; 1 VGA; 1 RJ-45; 1 DVI-D; 1 microphone; 1 Power Connector; 1 PS/2 Keyboard; 1 PS/2 mouse; 1 security lock slot	
11	Keyboard	OEM USB Business Slim Keyboard	
12	Pointing device	OEM USB Optical Mouse	
13	Power	180 W, up to 85% efficient, active PFC	
14	Security management	Trusted Platform Module (TPM) 2.0 (firmware); Security cable slot	
15	Audio	HD Audio with Internal Speaker	
16	Bays	3 Bays (internal 3.5" and 2.5" + 1 x 5.25")	
17	Monitor	18.5" LED Backlit LCD Monitor	
18	Support	Driver should be available for download from OEM website for at least 3 years from purchase date	
19	Warranty	3 Years on-site Comprehensive Warranty from Original Equipment Manufacturer in Kolkata, Guwahati and Port Blair with onsite guarantee/warranty and covered by a free replacement condition, if found defective, at the time of actual use of such items by the user during the period of warranty	
20	Anti Virus	3 Years latest Total Security Version with Media	
21	Certifications	Energy Star, EPEAT India Certified, TCO 06 for TFT, ECO Declaration, Win 7, 8 & 10 Certification, ROHS	

Note- Higher or Latest version of the above specification shall also be considered.



**Annexure 2**

**Ministry of Communications and Information Technology  
Department of Electronics and Information Technology**

**Template for inclusion of the policy provision regarding preference to domestically manufactured electronic products in Government procurement in the procurement tenders by Ministries/Departments**

- 1) Purchaser reserves the right for providing preference to domestically manufactured electronic products in terms of the Department of Electronics and Information Technology (DeitY) Notification No.33(3)/2013- IPHW dated 23.12.2013 read with subsequent Notifications and Guidelines issued there under through Notification No. File No: 33(7)/2015-IPHW dated November 16, 2015. A copy of the aforesaid Notifications/Guidelines can be downloaded from DeitY website i.e. URL [www.deity.gov.in/esdm](http://www.deity.gov.in/esdm). Purchase preference for domestic manufacturer, methodology of its implementation, value addition to be achieved by domestic manufacturers, self-certification, and compliance and monitoring shall be as per the aforesaid Guidelines/ Notifications. The Guidelines may be treated as an integral part of the tender documents.
  
- 2) The modalities through which the preference for Domestically Manufactured Electronic Products (DMEPs) shall be operated are as follows:
  - a) The electronic products for which preference will be provided to domestic manufacturers shall be **‘Desktop Computers’**.
  - b) The quantity of procurement for which preference will be provided to domestic manufacturers shall be **30%** of the total tendered quantity.
  - c) Percentage of domestic value addition which qualifies the electronic product i.e. **‘Desktop Computers’** to be classified as domestically manufactured shall be 25% for the year 2016-17.
  - d) The preference to DMEP shall be subject to meeting technical specifications and matching L1 price.
  
- 3) Domestic manufacturers are required to indicate the domestic value addition in terms of Bill of Material for the quoted product, in terms of aforesaid guidelines, in their bid in the following format:  
Format (vide annexure 4) for Domestic Value Addition in terms of Guidelines issued for procurement of notified electronic products by Government

Item Description	Manufacturer/Supplier	Country of Origin	Value	Domestic Value Addition in Percentage

4) Bidders, claiming to bid in the status of domestic manufacturer, are required to give an undertaking in the format as given as Form 1 (Annexure 5) of the guidelines No. 'File No: 33(7)/2015-IPHW' dated November 16, 2015. Furnishing of false information on this account shall attract penal provisions as per Guidelines/Notification.

5) Procedure for award of contracts involving procurement from domestic manufacturers:

“For each electronic product proposed to be procured, among all technically qualified bids, the lowest quoted price will be termed as L1 and the rest of the bids shall be ranked in ascending order of price quoted, as L2, L3, L4 and so on. If L1 bid is of a domestic manufacturer, the said bidder will be awarded full value of the order. If L1 bid is not from a domestic manufacturer, the value of the order awarded to L1 bidder will be the balance of procurement value after reserving specified percentage of the total value of the order for the eligible domestic manufacturer. Thereafter, the lowest bidder among the domestic manufacturers, whether L2,L3,L4 or higher, will be invited to match the L1 bid in order to secure the procurement value of the order earmarked for the domestic manufacturer. In case first eligible bidder (i.e. domestic manufacturer) fails to match L1 bid, the bidder (i.e. domestic manufacturer) with next higher bid will be invited to match L1 bid and so on. However, the procuring agency may choose to divide the order amongst more than one successful bidder as long as all such bidders match L1 and the criteria for allocating the tender quantity amongst a number of successful bidders is clearly articulated in the tender document itself. In case all eligible domestic manufacturers fail to match the L1 bid, the actual bidder holding L1 bid will secure the order for full procurement value”, **only those domestic manufacturers whose bids are within 20% of the L1 bid would be allowed an opportunity to match L1 bid.**

6) The attention of the procuring agencies is drawn to the following clause in the Guidelines:

“5.4 The tender conditions would ensure that domestically manufactured electronic products are encouraged and are not subjected to restrictive product specifications or mandatory requirement of prior experience. The procuring agency may also rationally identify and evaluate predatory pricing by any bidder. However procuring Department or Agency may incorporate such stipulations as may be considered necessary to satisfy themselves of the security, production capability and product quality of the domestic manufacturer.”

7) In case of turnkey/ system-integrations projects, eligibility of a bidder as a domestic manufacturer would be determined on the domestic value addition calculated only for the value of notified DMEPs i.e..... forming part of the turnkey/system-integration project and not on the value of whole project.

**Annexure 3**

**(To be given by domestic manufacturer)**

Format for Domestic Value Addition in terms of Guidelines issued for procurement of notified electronic products by Government

Item Description	Manufacturer/Supplier	Country of Origin	Value	Domestic Value Addition in Percentage
Desktop Computer				

Authorized signatory (To be duly authorized by the Board of Directors)

**<Insert Name, Designation and Contact No.>**

**Annexure 4 (Form-1)**

**Format for Affidavit of Self Certification regarding Domestic Value Addition in an Electronic Product to be provided on Rs. 100/- Stamp Paper**

**Date:**

I \_\_\_\_\_ S/o, D/o, W/o \_\_\_\_\_, Resident of \_\_\_\_\_ do hereby solemnly affirm and declare as under:

That I will agree to abide by the terms and conditions of the policy of Government of India issued vide Notification No: 33(3)/2013- IPHW dated 23.12.2013.

That the information furnished hereinafter is correct to best of my knowledge and belief and I undertake to produce relevant records before the procuring authority or any authority so nominated by the Department of Electronics and Information Technology, Government of India for the purpose of assessing the domestic value-addition.

That the domestic value addition for all inputs which constitute the said electronic product has been verified by me and I am responsible for the correctness of the claims made therein.

That in the event of the domestic value addition of the product mentioned herein is found to be incorrect and not meeting the prescribed value-addition norms, based on the assessment of an authority so nominated by the Department of Electronics and Information Technology, Government of India for the purpose of assessing the domestic value-addition, I will be disqualified from any Government tender for a period of 36 months. In addition, I will bear all costs of such an assessment.

That I have complied with all conditions referred to in the Notification No. \_\_\_\_\_. Wherein preference to domestically manufactured electronic products in Government procurement is provided and that the procuring authority is hereby authorized to forfeit and adjust my EMD and other security amount towards such assessment cost and I undertake to pay the balance, if any, forthwith.

I agree to maintain the following information in the Company's record for a period of 8 years and shall make this available for verification to any statutory authorities.

- i. Name and details of the Domestic Manufacturer (Registered Office, Manufacturing unit location, nature of legal entity)
- ii. Date on which this certificate is issued
- iii. Electronic Product for which the certificate is produced
- iv. Procuring agency to whom the certificate is furnished
- v. Percentage of domestic value addition claimed
- vi. Name and contact details of the unit of the manufacturer
- vii. Sale Price of the product

- viii. Ex-Factory Price of the product
- ix. Freight, insurance and handling
- x. Total Bill of Material
- xi. List and total cost value of inputs used for manufacture of the electronic product
- xii. List and total cost of inputs which are domestically sourced. Please attach value addition certificated from suppliers, if the input is not in-house.
- xiii. List and cost of inputs which are imported, directly or indirectly

**For and on behalf of \_\_\_\_\_ (Name of firm/entity)**

Authorized signatory (To be duly authorized by the Board of Directors)

**<Insert Name, Designation and Contact No.>**