



ASSAM TEA EMPLOYEES PROVIDENT FUND ORGANIZATION
NIDHI BHAWAN, LALMATI, BASISTHA
NH-37, GUWAHATI-781029
Email-atppf@live.com, Phone-0361-2300108

NOTICE INVITING QUOTATION


FOR

Supply & Installation of Server, Laptop Computer, Desktop Computer, Printer and Scanner

The Secretary- Cum P.F. Commissioner, Assam Tea Employees Provident Fund Organization, Lalmati, Guwahati invites sealed competitive quotations from reputed manufacturers / authorized dealers (vendors) for **supply and installation of Server, Laptop Computer, Desktop Computer, Printer and Scanner.**

1.	Availability of quotation document online	From : 19-01-2022
2.	Last date of submission	29-01-2022 at 2 PM
3.	Opening of quotation	29-01-2022 at 3 PM
4.	Time of Delivery & Installation Completion (Commissioning)	Within 15 days from work order issued
5.	Address for Communication and Submission of quotation	The Secretary- Cum P.F. Commissioner, Assam Tea Employees Provident Fund Organization, Nidhi Bhawan, Lalmati, Guwahati, NH-37, PIN-781029 PHONE-0361-2300108

1. The Bidder is advised to go through the following terms and conditions carefully before filling up the quotation form. Any quotation which is not in conformity with the instructions or which is incomplete will be rejected. Conditional quotations are also liable to be rejected.
2. The detailed specification and quantity of the items are in the requirement schedule


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Assam Tea Employees
Provident Fund Organization
Guwahati-29



3. Eligibility Criteria:

3.1 The bidder should be a manufacturer of the required items or authorized agent of the manufacturer.

3.2 The bidder's total annual turnover from sales and service of IT Product in India should be at least Rupees **50 lacs**, during last three years 2018-19, 2019-20 and 2020-21. Audited balance sheet should be enclosed. The same should be supported by authentic documentary evidence confirmation regarding turnover.

The turnover refers to the company responding to this tender and not the composite turnover of its subsidiaries/sister concerns/ techno-commercial collaborators etc.

3.3 The Bidder should have wide infrastructure support in the State of Assam and should have its own Service Office in the State of Assam for at least 10 years. The bidders must submit relevant documents (Trade License, Services Tax Registration) of their presence in Assam. The Bidder should have technical manpower posted almost all district HQ of Assam. Detail should be mentioned.

3.4 Bidders should have a strong (24X 7) telephone customer care cell.

3.5 The Bidders should be GST registered. GST registration should be enclosed.


3.6 If the bidder is not the manufacturer, the Bidder should submit the Manufacturer Authorization specific to this quotation.

3.7 The Bidder and the OEM should not have been blacklisted or debarred from business from any organization in last 10 years.

3.8 This invitation for bid is open to all OEM (original equipment manufacturer) of reputed brand. They can quote through their authorized dealers if not MANUFACTURER. **The manufacturer should authorize only one dealer to participate in the bid and authorization letter must be attached with the bid document.** Otherwise all the bidders quoting with the same OEM shall be disqualified.

3.9 The Bidder must have valid ISO standard Certificate for IT service support.

3.9.1 The above mentioned items are urgently required. So, bidders should be in a position to supply, Install & configure the required items within 15 Days from work order issued.


18/01
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Assam Tea Employees
Provident Fund Organization
Guwahati-29



4. Submission of Quotation:

4.1 Quotation will have to be submitted in **TWO PARTS** i.e

- a) **Technical Bid**
- b) **Price Bid**

4.2 Both Bids documents should be properly sealed with covers and both these covers will have to be again put into a single sealed cover. Also, the address of the firm submitting the quotation and the officer to whom the quotation is addressed must appear distinctly on both the inner sealed covers. Indicating also **TECHNICAL BID/PRICE BID** as may be applicable. Further, on the both inner sealed covers and the outer sealed cover; the following are to be written:

4.3 Quotation should be submitted in sealed covers superscripted "Quotation for supply of Server, Laptop, Desktop, Printer and Scanner"

4.4 A clause-by-clause compliance on the purchaser's Technical specifications and commercial conditions demonstrating substantial responsiveness to the technical specification and commercial conditions should be submitted. In case of deviations, the bidder shall give a statement of deviations and exceptions to the provision of the technical specifications and commercial conditions. Bid without this will be summarily rejected. In case of no deviation, nil statement is to be given.

4.5. Documents to be submitted: Quotations should be submitted in sealed covers properly fixing seals on sealing wax.


5. Earnest Money:

5.1 Earnest Money Deposit (EMD) for Rs. **50,000/-** (Rupees Fifty Thousand only) in the form of Bank Guarantee OR an Account Payee Demand Draft from a Nationalized bank in favor of Secretary- Cum P.F. Commissioner, Assam Tea Employees Provident Fund Organization, Lalmati, Guwahati, will have to be submitted along with the technical bid.

5.2 Firms/Suppliers, who are registered for items with NSIC under Single Point Registration Scheme, shall be considered for exemption from furnishing the EMD by the Competent Authority. In such cases, an attested up-to-date copy of the VALID Registration Certificate from NSIC must be furnished. Mere registration as a SSI Unit does not qualify the Firm for exemption from furnishing the EMD.

5.3 Validity of EMD should be at least three months

5.4 The EMDs without any interest accrued will be released after finalization of bid selection process. However, EMD in respect of the successful bidder will be retained as a Security Deposit till completion of successful delivery of the items.


1971
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Assam Tea Employees
Provident Fund Organization
Guwahati-29



5.5 EMD will be forfeited

- a. If the Bid is withdrawn during the validity period or any extension thereof duly agreed by the Bidder.
- b. If a Bidder, fails to supply the items within 15 days of work order.

Offers received without Earnest Money or valid Certificate shall be summarily rejected.

6. Last date of submission of quotation: The slit of the quotation box will be locked at 14.00 Hours on 29-01-2022. No quotation brought to the Office after that time will be accepted.

7. Evaluation of quotation:

7.1 Quotations will be evaluated by ATEPFO's Purchase Committee based on both technical and commercial criteria. The ATEPFO **reserves the right not to accept the lower bid only as the past experience and technical qualifications of the firm are also a condition for this purpose.**

7.2 The rates should be inclusive of all taxes, freight, installation charges and other levies if any.

7.3 Information brochures with complete specifications of the items quoted must be attached along with the quotation.

7.4 The specification enclosed is the minimum configuration required. Supplier may also offer higher configuration. In such cases, the specification of the product must be enclosed separately.


7.5 Items meeting the specification will be accepted.

8. Supply: The successful bidder will have to supply the materials ordered as per the supply order within 15 days from the date of Supply Order or by the date specifically mentioned in the Supply Order.

9. Period of validity of quotation: The rate quoted shall be firm and valid for a period of 6 months from the date of final acceptance, which may be extended further for a period of 3 months.

10. The ATEPFO will have the full right to reject any or all the quotations received without assigning any reason whatsoever and is not bound to accept the lowest quotation.

11. Any quotation submitted that does not satisfy the terms and conditions is liable to be rejected.


18/1
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Assam Tea Employees
Provident Fund Organization
Guwahati-29



12. Warranty –Minimum one-year comprehensive onsite warranty for required items from the date of installation.

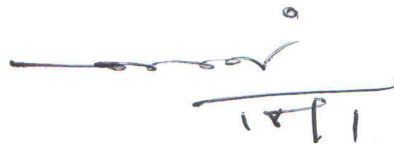
13. Submission of bills: Bills are to be submitted in triplicate to ATEPFO along with document/s regarding remittance of GST in invoice form, advance stamped receipt etc.

14. Payment Terms: 100% payment shall be made after successful supply and installation of the items mentioned.

15. No part supply of material or part payment of bills will be entertained the agreement and the person so appointed shall be entitled to proceed from the stage at which it was left out by his predecessor.

16. If the last date fixed for receipt of quotation for opening is declared as closed holiday, the quotations will be received on the next working day.

17. Scope of Work and Support: The successful vendor has to supply the Laptops, Desktop, Printer and Scanner within 15 days from the date of work order. The vendor has to install operating systems and other in-housed application s/w of ATEPFO. The vendor has to configure all the parameters of the operating systems as well as application s/w, to make the systems functional or the ATEPFO as required. The vendor has to provide support immediately for OS and S/W issues proper functional of the systems for minimum three months. Any hardware issues should be resolved at site within **24 hours** during the warranty period.



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Provident Fund Organization
Guwahati-29



1. Technical Specification for Server

Quantity: 1 no.

Sl	Item	Specification
1	Form Factor	Tower
2	Processor	Intel Xeon E-2224G 3.5 GHz 4C or higher
3	Memory	8 GB or higher memory. Should operate at highest frequency supported by the processor. Upgradable upto 64GB (Minimum 4 memory Slots)
4	RAID	Integrated RAID 0,1,5,10
5	Disks configured	1 X 1TB SATA 7.2K RPM Support upto 3 Nos of Hard Disk
6	Ethernet connect	1 Ethernet Port
7	Power supply	1 x 80 PLUS Power supply. (Minimum 250W)
8	Operating System	Microsoft Windows Server 2019 Standard or Higher
9	Keyboard & Mouse	Standard USB Keyboard & Mouse
10	Display	18.5 LCD Monitor
11	Warranty	3 years on site comprehensive OEM warranty.


17/01/22
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Guwahati-29

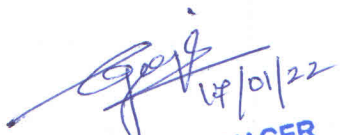

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Guwahati-29



2. Technical Specification for Laptop

Quantity: 15 no.s

SNo	Item	Specifications
1	Form Factor	Clampshell
2	Chassis	With metallic hinges
3	Chipset	Integrated in Processor
4	Processor	AMD Ryzen 3250U or higher
5	Memory	8GB DDR4-2666 Mhz ,should support Dual Channel, Memory expandability up to 16 GB with 2 DIMM Slots
6	Storage	1TB HDD or Higher
7	Graphics	Integrated graphics
8	Audio	Integrated audio controller with 2 Integrated stereo speakers
9	Operating System	Dos or Linux
10	Networking	Integrated Gigabit 10/100/1000 Ethernet Controller 802.11ac (2x2) WLAN and Bluetooth
11	Ports	Video: 1 HDMI 1.4b, Audio: 1 Headphone/microphone combo jack USB:2 USB 3.2 Gen 1, 1 USB 3.2 Gen 1 Type C
12	Slots	2 M.2 for WLAN & Storage 1 multi-format digital media reader
13	Keyboard	Full size textured island-style keyboard
14	Touchpad	Touchpad with gestures support
15	Battery	3-cell, 40 Whr Li-ion Longlife Battery with 1000 charge should Support battery fast charge - Approximately 90% in 90 minutes Battery backup up to 6 Hours in ideal test conditions as per MM18 Benchmark
16	Power Supply	65 W with 88% average efficiency or better Adapter
17	Weight	up to 1.75 Kg including battery
19	Security	TPM 2.0 security lock slot
20	Manageability	Integrated utility to enables hardware level testing outside the operating system & Drivers should be available on OEM Website for download
21	Certifications	Microsoft Windows 10 FCC,CE, RoHS, UL, EPEAT, Energy Star, ISO 9001,14001,20001,27001 for OEM
22	Display	15.6 display with HD Webcam
23	Carry Case	Standard Good Quality Carrying Case (Standard or Backpack with OEM Logo) of same OEM make
24	Warranty	1 Year onsite warranty


14/01/22
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Guwahati-29


14/01/22
Addl. P.F. Commissioner
Assam Tea Employees
Provident Fund Organization
Guwahati-29



3. Technical Specification for Desktop Computers

Quantity: 15 no.s

SNo	Item	Specifications
1	Form Factor	Tower/Micro Tower/Mini Tower
2	Chassis	Standard Chassis
3	Chipset	AMD Pro 500 or Higher
4	Processor	AMD Ryzen 3 PRO 3200G Quad-Core 3.6Ghz or Higher
5	Memory	4 GB DDR4-2666 Mhz, Memory expandability up to 64 GB / 32 GB with 2 DIMM Slots or Higher
6	Storage	1TB 7200RPM HDD, SMART IV (Self-Monitoring, Analysis and Reporting Technology)
7	Graphics	AMD Radeon Vega 8 Graphics or Higher
8	Operating System	Pre-installed Windows 10 SL/ Windows 11 SL or Higher
9	Networking	Integrated 10/100/1000 Ethernet Controller
10	Ports	Video: 1 HDMI 1.4 , 1 VGA (Video ports should be functional in spite of installation of graphic card if required) USB:4 USB 2.0, 4 USB 3.2 Gen 1, 2 USB 3.2 Gen 2
11	Slots	1 PCI Express x1 , 1 PCI Express x16 , 1 PCI , 2 M.2 slots for WIFI & SSD Integrated SD card reader, 3 SATA Ports, 1 Serial Port
12	Bays	2X 3.5" Internal , 1 External bay
13	Keyboard	USB Wired Keyboard,
14	Mouse	USB Optical Wired Mouse
15	Power Supply	180W or above with 90% efficiency or better
16	Volume	No More than 16 L
17	Security	Hardware based endpoint security controller TPM 2.0 Integrated Intrusion Sensor Integrated cable lock slot for keyboard and Mouse Integrated Padlock Loop Drive Lock for hard disk
18	Manageability	Integrated utility to enables hardware level testing outside the operating system & Drivers should be available on OEM Website for download
19	Certifications	Microsoft Windows 10 FCC,CE, RoHS, UL, EPEAT, Energy Star ISO 9001,14001,20001,27001 for OEM
20	Display	18.5 TFT or LCD
21	Warranty	1 Year onsite

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16/1
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Guwahati-29





4. Technical Specification for Printer Quantity: 5 no.s

SNo	Item	Specifications
1	Print speed	Black (A4, normal) Up to 29 ppm; Black (A4, duplex): Up to 18 ipm
2	Duplex	Duplex : Automatic (standard)
3	WIRELESS	Built-in Direct Wi-fi
4	NETWORK CAPABILITY	built-in t Ethernet
5	DUTY CYCLE	20000 pages
6	PROCESSOR	500 Mhz OR Higher
7	FIRST PAGE OUT	7 seconds
8	Supported Paper size	A4; A5; A6; B5
9	RESOLUTION	Up to 600 x 600 dpi
10	MEMORY	64 MB
11	PAPER TRAY CAPACITY	150
12	NUMBER OF PAPER TRAYS	1
13	PAGES INBOX	1150
14	WARRANTY	1 year onsite warranty

5. Technical Specification for Scanner Quantity: 3 no.s

SNo	Item	Specifications
1	Scanner type	Personal Mobile Scanner
2	Scan speed	Black and White : 8ppm / 16ipm, Colour : 8ppm / 16ipm
3	Scan technology:	CMOS CIS 2 Line Sensor
4	Scan resolution	Up to 600 dpi
5	Duty Cycle	100/day or Higher
6	Scanning Modes	Color, Grayscale, Black and White
7	Document feeding	Automatic or Manual
8	Connectivity	Hi-Speed USB
9	Compatible operating systems	Windows 10, 8.1, 8, 7
10	Warranty	1 year on site


14/01/22
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18/1
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Provident Fund Organization
Guwahati-29



Price Schedule Format

Sl No	Item Description	Basic Price (In Rs.)	GST/Taxes (In Rs.)	Unit Price (All inclusive) (In Rs.)	Quantity	Total Price (All inclusive) (In Rs.)
1	Server				1	
2	Laptop				15	
3	Desktop				15	
4	Printer				5	
5	Scanner				3	

Note: Quantity is indicative only and subjected to change as per actual requirement of ATEPFO.


18/11

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Guwahati-29