

74

ASSAM TEA EMPLOYEES PROVIDENT FUND ORGANIZATION

(Formerly known as The Assam Tea Plantations Provident Fund & Pension Fund Scheme & D.L.I Scheme)

"Nidhi Bhawan" Basistha, Lalmati, N.H. - 37, Guwahati - 781029

No. PF/Comp/NIQ/2026/.....144-46.....

Dated Guwahati, the.....12/03/2026

NOTICE INVITING QUOTATIONS (NIQ)

Sealed quotations are invited from experienced and eligible firms for the supply and installation of Desktop Computers, Laptop and Printers for the Assam Tea Employees Provident Fund Organization, as per the specifications and quantities mentioned below.

1. Technical Specifications and Quantity

(i) Laptop

Quantity Required: 2

Laptop Computer with the following minimum specifications:

- **Processor:** Intel Core i7 (12th Generation or higher) or equivalent
- **Display:** 15.6 inch Full HD (1920 × 1080) Touchscreen
- **RAM:** Minimum 16 GB DDR5 or higher
- **Storage:** Minimum 1 TB PCIe SSD
- **Graphics:** Integrated Graphics (Intel Iris Xe or equivalent)
- **Connectivity:** Wi-Fi and Bluetooth
- **Ports:** USB ports, HDMI, Audio jack
- **Camera:** Integrated HD webcam
- **Operating System:** Pre-installed Windows 11 Professional
- **Warranty:** Minimum 1 year onsite warranty

(ii) Desktop Computer

Quantity Required: 3

Assembled Desktop Computer Set with the following minimum specifications:

- **Processor:** Intel Core i7 (4th Generation or higher) or equivalent
- **RAM:** Minimum 16 GB DDR3/DDR4 or higher
- **Storage:** Minimum 512 GB SSD
- **Network:** Wi-Fi capability through adapter/dongle
- **Ports:** HDMI and VGA display output
- **Monitor:** Minimum 19 inch LED monitor
- **Operating System:** Pre-installed Windows 11
- **Peripherals:** USB Keyboard and USB Optical Mouse
- **Warranty:** Minimum 1 year

(iii) Printers

(a) Monochrome Laser Printer

Quantity Required: 1

Mono Laser Printer with the following **minimum specifications:**

- **Print Type:** Monochrome Laser
- **Print Size:** A4
- **Connectivity:** USB
- **Compatibility:** Support for Windows and Linux operating systems
- **Print Speed:** Approx. 12-18 ppm or higher
- **Warranty:** Minimum 1 year

(b) Colour All-in-One Ink Tank Printer

Quantity Required: 1

Colour Ink Tank Printer with the following **minimum specifications:**

- **Functions:** Print, Scan, Copy
- **Print Type:** Colour Ink Tank
- **Paper Size:** A4
- **Connectivity:** USB and Wi-Fi
- **Print Resolution:** High resolution colour printing
- **Ink System:** Refillable ink tank system
- **Warranty:** Minimum 1 year

2. Eligibility Criteria

Interested bidders must fulfill the following eligibility conditions and submit documentary proof along with the quotation:

1. Experience Requirement

The bidder must be an experienced firm engaged in the supply of computers, laptops, printers, or similar IT equipment.

2. Local Office Requirement

The bidder must have a registered office or operational office in Guwahati for a minimum period of 10 (ten) years as on the date of submission of quotation. Documentary proof such as Trade License, GST registration certificate, or any other government document showing the office address and year of establishment must be submitted.

3. PAN Registration

The bidder must possess a valid Permanent Account Number (PAN) issued by the Income Tax Department. A copy of the PAN card shall be submitted.

4. GST Registration

The bidder must be registered under GST and shall submit a copy of the GST Registration Certificate.

5. Authorized Dealer / Supplier

The bidder must be an authorized dealer / supplier of the quoted products or brands, wherever applicable.

6. Service Support Capability

The bidder must have adequate service support infrastructure to provide on-site service within Guwahati and nearby areas.

7. Declaration of Non-Blacklisting

The bidder shall submit a self-declaration stating that the firm has not been blacklisted or debarred by any Government Department, PSU, or Autonomous Body.

8. Submission of Documents

The following documents must be submitted along with the quotation:

- o Copy of PAN Card
- o Copy of GST Registration Certificate
- o Proof of office establishment in Guwahati (minimum 10 years)
- o Trade License / Business Registration Certificate
- o Self-declaration of non-blacklisting

Failure to submit the above documents may result in rejection of the quotation.

3. Post-Technical Verification and Sample Demonstration

1. The technically qualified bidders shall arrange to present functional samples of the quoted make and model, strictly conforming to the specifications mentioned in this NIQ, within the stipulated date and time as communicated by the Department.
2. If the submitted sample fails to meet the specifications or is not produced within the stipulated time, the bid shall be summarily rejected without further correspondence.
3. The decision of the Competent Authority shall be final and binding on all bidders.
4. All expenses related to transportation, demonstration, installation, and removal of samples shall be borne by the bidder.
5. Submission of samples shall not entitle the bidder to any financial claim or compensation from the Department.

4. Warranty and After-Sales Service Support

1. The supplied items shall be covered under Comprehensive On-Site Warranty for a minimum period of 1 (one) year from the date of successful installation and acceptance.
2. The warranty shall include repair or replacement of all parts without any additional cost to the Department.
3. The bidder shall provide on-site service support during the warranty period. Complaints shall be attended within 24 hours or by the next working day.
4. The maximum permissible time for rectification of defects shall be 48 hours from the time of reporting.
5. If the defect is not rectified within the stipulated time, the bidder shall provide a standby unit of equivalent or higher configuration until the defective unit is repaired or replaced.
6. The bidder must have an authorized service centre in Guwahati with a dedicated service support arrangement capable of providing timely on-site service.
7. If any item is found defective repeatedly (more than three times for the same fault), it shall be replaced with a new unit of equivalent or higher specification at no additional cost.
8. The bidder shall ensure availability of spare parts for a minimum period of 3 years from the date of supply.
9. The bidder shall provide dedicated contact details for complaint registration and service support, along with service reports after each visit.

Non-compliance with warranty and after-sales service obligations may lead to **penalty or blacklisting as per applicable Government procurement rules.**

5. Submission of Quotation


Interested firms may submit their sealed quotations along with necessary documents to the following address:

Secretary-cum-P.F. Commissioner

Assam Tea Employees Provident Fund Organization
Nidhi Bhawan, Basistha, Lalmati
Guwahati - 781029

Last Date for Submission of Quotation: 19.03.2026 up to 3:00 PM

The authority reserves the right to accept or reject any or all quotations without assigning any reason thereof.


Addl.-P.F. Commissioner
A.T.E.P.F. Organization

Memo No.: PF/Comp/NIQ/2026/.....Dated Guwahati, the.....

Copy to: 1. Notice Board
2. Official Website

Addl.-P.F. Commissioner
A.T.E.P.F. Organization