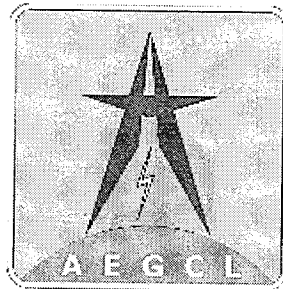


NOTICE INVITING QUOTATION  
FOR  
SUPPLY, INSTALLATION, TESTING AND  
COMMISSIONING OF DESKTOP PC AND OTHER IT  
EQUIPMENTS



**ASSAM ELECTRICITY GRID CORPORATION LTD.**

Phone No. 0361-2739520/ Fax No.: 0361-2739513

Email: [infotech.aegcl@gmail.com](mailto:infotech.aegcl@gmail.com)

**NIQ NO. MD/AEGCL/IT/PART-X/2018/41**

**Document Cost: Rs. 500.00/-**

**INSTRUCTION TO BIDDERS**

**1) Important date, time and place:**

- (i) Last date & time of submission: ...14:00...hrs of 29/05/2018.
- (ii) Date & time of opening of Technical Bid  
Bid: 14:30...hrs 29/05/2018
- (iii) Place of opening quotations: O/o the MD, AEGCL, Bijulee Bhawan, 1<sup>st</sup> Floor, Paltanbazar, Guwahati – 01
- (iv) Technically responsive successful bidders will be intimated for price bid opening.

**Double Bid:** In case of **double bid**, Technical Bid and Price Bid must be separately quoted as per format provided, in two separate properly sealed covers and both these covers will have to be again put in to a single sealed cover.

**i. In technical Bid the vendor must provide the followings:**

- (a) Details of the technical features of the offered equipment **in the format at Technical Specification- I, II, III, IV & V**
- (b) Standard Technical literature on each of the items offered
- (c) The Bidder should enclose Authorization from OEM
- (d) Details of nature and maximum period of **warranty** offered
- (e) Client , avg. Turnover detail and GST number as per format at **Annexure -I**
- (f) GST registration certificate must be enclosed.
- (g) An Earnest Money Deposit in the form of Demand Draft in favour of Managing Director, AEGCL payable at Bijulee Bhawan.
- (h) List of reputed organizations/Institutions, where similar orders have been executed, if any (copies of the purchase/work orders will have to be enclosed).
- (i) Average Annual Turn over certificate for the last 3 ( three) financial year.

**ii. Price Bid must be submitted as per Annexure II.**

- 2) **Address for correspondence:** The address of the firm submitting the quotation and the Officer to whom the quotation is addressed must appear distinctly on sealed covers. Further, on sealed cover, the following are to be written as below:

<p>QUOTATION FOR SUPPLY, INSTALLATION, TESTING AND COMMISSIONING OF..... (item name)</p> <p>NIQ Ref. No. _____</p> <p>To,</p> <p>The Chief General Manager [T&amp;T] O/o The MD, AEGCL, Bijulee Bhawan Paltanbazar, Guwahati -01</p>
--

From:

M/s \_\_\_\_\_

Phone No: \_\_\_\_\_

Email ID: \_\_\_\_\_

- 3) **Bid not Transferable:** The bid documents are not transferable
- 4) **The seal and signature** of the authorized official of firms must appear on all the papers and envelopes.
- 5) **Late and delayed tender:** Late and delayed tender will not be accepted. In case any unscheduled holiday occurs on the prescribed closing/opening date the next working day shall be the prescribed date of closing/opening.
- 6) **Conditional quotations not accepted:** All the terms and conditions mentioned herein must be strictly adhered to by all the vendors. Conditional quotations shall not be accepted on any ground and shall be rejected straightway. Printed conditions mentioned in the quotation bids submitted by vendors will not be binding on AEGCL.

**TERMS & CONDITIONS**

1. **Rates:** Rates quoted for indigenous items should be for AEGCL, on **DOOR DELIVERY basis** at O/o the MD , AEGCL . Bijulee Bhawan , Ghy-01 with break-ups as per details given in the format, **Annexure II**. No price escalation is applicable under any circumstances.
2. **Validity of Quotation:** Quoted rates must be valid for **1 year** from the last date of submission of quotation.
3. **Warranty:**
  - i. The Desktop PC, Laptop, Printers, Scanners, UPS should be on site comprehensive warranty for a period of minimum 1 (One) year.
  - ii. The Bidders will be required to provide spares and services of the equipments during warranty period free of cost at sites.
4. **Brands / Manufacturers:** The bidder must quote the items of brands of international repute. Please refer Technical Specification I,II ,III,IV and V.
5. **Literature a must:** All the quotations must be supported by the printed technical leaflet/literature and the specifications mentioned in the quotation must be reflected/supported by such printed technical leaflet/literature. The model and specifications quoted should invariably be highlighted in the leaflet/literature for easy reference.
6. **After Sales Service:** In case of imported goods, vendors should clearly state the available nearest after sales service centre and detail address in India, preferably in Guwahati, without which their offers shall be liable for rejection.
7. **Dealership Certificate:** The Bidder should enclose Authorization from OEM.
8. **Quality Certificates:** Valid certificate to prove that the products are genuine and of International standard, as mentioned below, must be enclosed: (a) Manufacturer"s certificate.
9. **Financial Capability:**The average annual turnover of the bidder for the three best financial years out of the last five financial years at minimum should be 5.0 lakhs . The bidder must submit certified copy of the same by competent authority.
10. **Documented cost :** Bidder has to pay a quotation Document fees of Rs 500/- in the form of Banker's cheque /DD in favour of MD , AEGCL payable at Guwahati.
11. **Earnest Money:**

Bidders are requested to deposit Earnest Money (EMD) Rs. 20,000/- Only (In Words: Rupees Twenty Thousand/- Only) in form of DD of any Nationalized Bank in favour of "Managing Director , AEGCL" payable at Guwahati along with the quotation. Envelope should be superscribed as Quotation for " Supply, Installation, Testing and Commissioning of Desktop PC and other equipments" at O/O the Managing Director, AEGCL, Bijulee Bhawan, Paltanbazar, Ghy-01", and addressed to the Chief General

Manager( T&T ) , O/O the Managing Director , AEGCL , Bijulee Bhawan, Paltanbazar , First Floor, Guwahati, PIN CODE-784001.

The EMD will be returned to the unsuccessful bidders after the orders are placed on the successful bidder. No interest on EMD will be paid.

The EMD will be forfeited in following cases:

- (i) If the bidder fails to supply the equipment with specifications in compliance, to as mentioned in Technical specification-I,II,III,IV&V within stipulated delivery period.
- (ii) If the bidder withdraw his quotation before validity period.
- (iii) If the bidder fails to accept the order based on his offer.

9. **Delivery:**

- a) **Time Limit:** The Bidder must supply, install, test and commission all the materials within 30 (Thirty) days from the date of issue of purchase order.
- b) **Safe Delivery:** All aspects of safe delivery shall be the exclusive responsibility of the vendor. At the destination site, the package will be opened only in the presence of AEGCL user/representative and vendor's representative. The intact condition of the package and the seal/indicators for not being tampered with shall form the basis for certifying the receipt in good condition.
- c) **Insurance:** The supplier is to establish "All Risk Transit Insurance" coverage till door delivery at AEGCL.
- d) **Part Delivery:** Part delivery is not allowed.
- e) **Penalty delay delivery:** The date of the delivery should be strictly adhered to otherwise, AEGCL reserves the right to accept delivery in part or full.

10. **GST:**

- (a) Up-to-date GST Registration Certificate.

11. **Payment:**

Payment of 90% of the price shall be made on receipt of goods by consignee and successful installation and commissioning. For claiming this payment the following documents are to be submitted to the paying authority.

- (i) Invoice
- (ii) Delivery Challan duly received
- (iii) Excise gate pass / invoice or equivalent document, if applicable
- (iv) Consignee receipt
- (v) Proof of payment of octroi/entry tax etc., if any

Balance 10% will be paid after one month of expiry of warranty.

12. **PENALTY FOR DELAYED DELIVERY:**

The date of delivery should be strictly adhered to. In the event of delayed delivery, installation & commissioning, the vendor shall be liable for a penalty deduction at a percentage of the value of the undelivered equipment subject to a maximum of 10% (ten percent) as detailed below:


- @2% per week subject to a maximum 10% of the Purchase Order Value. After exceeding 10%, order may be cancelled at the discretion of AEGCL.

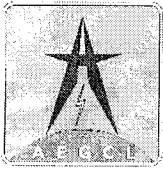
For the purpose of this clause, part of the week is considered as a full week.

13. **Enquiry during the course of evaluation not allowed:** No enquiry shall be made by the bidder(s) during the course of evaluation of the tender till final decision is conveyed to the successful bidder(s). However, the Purchase Committee or its authorized representative (AEGCL) can make any enquiry/seek clarification from the bidders. In such a situation, the short period notice, as such the bidders have to be ready for the same.
14. **Add on/Repeat Order:** AEGCL reserves the right to place Add on/Repeat Order for additional quantity up to 100% of the original quantity at the same rate and terms & conditions of the purchase order within 1 year from the date of issue of purchase order.  
AEGCL reserves the right to order select items (not all quoted items) in case of necessity.
15. **Dispute:** In case of any dispute, difference, claim and demands arising under or pursuant to or in relation to this tender are subject to the jurisdiction of Courts in Guwahati.
16. **Acceptance of quotations:** The acceptance of the quotation will rest solely with AEGCL, who in the interest of AEGCL is not bound to accept the lowest quotation and reserves the right to himself to reject or partially accept any or all the quotations received without assigning any reasons.
17. **Force Majeure:**  
If the performance of the obligation of either party is rendered commercially impossible by any of the events hereafter mentioned that party shall be under no obligation to perform the agreement under order after giving notice of 15 days from the date of such an event in writing to the other party, and the events referred to are as follows:
  - i. Any law, statute or ordinance, order action or regulations of the Government of India,
  - ii. Any kind of natural disaster, and
  - iii. Strikes acts of the Public enemy, war, insurrections, riots, lockouts, sabotage.
18. Any other terms & condition will be applicable as per the AEGCL's General condition of Supply & Erection.

**Encl: a) Technical Specification- I,II,III,IV & V**

**b) ANNEXURE –I & II**

  
**Chief General Manager (T&T)**  
**AEGCL**



# ASSAM ELECTRICITY GRID CORPORATION LIMITED

Regd. Office: 1<sup>st</sup> Floor, Bijulee Bhawan, Paltan Bazaar, Guwahati – 781 001

CIN: U40101AS2003SGC007238

Phone: 0361-2739520/Fax: 0361-2739513 / www.aegcl.co.in

## TECHNICAL SPECIFICATION-I

### FOR DESKTOP COMPUTER WITH MS OFFICE 2016 (Minimum Configuration)

Component	Required Specification	Bidder's offer ( Please fill up the cells)
Preferred make	HP, DELL,LENOVO	
Processor	7th Generation Intel Core™ i3 processor or higher Compatible Chipset with BIOS modification / upgradation feature.	
Mother Board	Motherboard make from the same Desktop OEM (OEM Compatible Chipset with BIOS modification / upgradation	
Memory	Minimum 4 GB DDR4 upgradeability up to minimum 8 GB.	
Monitor	Minimum 18.5" inch - Wide Backlit LED Monitor. Brightness 250 cd/m2 or better with TCO- 05 or above certification and standard VGA cable (compatible with port provided in CPU). Monitor should have height adjustable features.	
Ethernet and Wireless	Integrated 10/100/1000 Mbps with capable of wireless 802.11BGN	
Mouse	USB 2 Button Optical Scroll Mouse (Same OEM Make and Brand as System) with Mousepad.	
Optical Drive	Internal DVD R/W Drive.	
Hard Disk	1 TB or higher(7200 RPM)	
Graphics	On Board Integrated Graphics	
Key Board	Standard 104 /107 Keys (Same OEM Make and Brand as System)	
Slots	Minimum 1x PCIe and 1x PCIe x 16.	
Chassis	Mini Tower with at least one cabinet cooling Fan in addition to CPU heat sink Fan	
Audio	Integrated on Board	
I/O Ports	a) Minimum 6 USB Ports (4 numbers of port at back and 2 at front side)with at least 2 numbers of port with USB 3.0 support. b) One Serial Port, One Parallel port, , audio ports for microphone and headphone in front c) 1 Ethernet (RJ45)	



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<b>Power Supply</b>	250 W SMPS surge protected (Power efficiency $\geq$ 85%)	
<b>Operating System</b>	Windows 10 Home with Media (in the form of DVD) and Documentation and Certificate of Authenticity.	
<b>MS Office 2016 Home &amp; Student Edition</b>	MS Office 2016 Home & Student Edition with License and media (in the form of DVD). Rate must be quoted separately.	
<b>Antivirus</b>	<b>Quickheal total security</b> Preloaded with license for 3 years . On line auto Update provision as well as offline manual update provision for upgradation	
<b>Warranty</b>	1 year On-site Comprehensive Warranty. (OEM supplied model Warranty must be visible in OEM website in respect to each product serial number.	

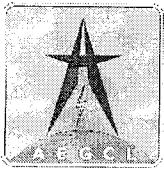
**Note: The bidder shall certify that there is no deviation in the configuration of items quoted by them. In case of higher configuration the Items will be acceptable and will be treated as the items without any deviation.**

**Sign** : .....

**Vendor** : M/s .....

**Official Seal of the vendor**





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## TECHNICAL SPECIFICATION-II

### Specifications for B/W Laser Jet Printers (Minimum configuration)

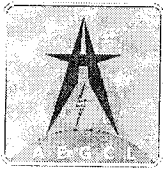
Sl No	Component	Required Specification	Bidder's offer (Please fill up the cells)
1	Preferred make	HP, Canon	
2	Print Technology	Laser	
3	Printing Output	Monochrome	
4	Memory	2 MB or above	
5	Processor speed	234 MHz or above	
6	Print speed	14 ppm (A4) or above	
7	First page out :	As fast as 10 sec	
8	Print quality	600 x 600 dpi or above (1200 dpi effective output)	
9	Duty cycle	Upto 5000 pages per month	
10	Media types supported	Paper (Laser , plain, photo), Envelopes, labels, Cardstock, Transparencies, Postcards	
11	Media sizes supported:	A4,A5,A6,B5,C5,DL,Postcards	
12	Paper trays	Standard + single sheet priority feed slot	
13	Input tray Capacity	150 sheet	
14	Output Tray	100 sheets	
15	Connectivity, Standard	Hi-speed USB 2.0 port	
16	Power	230 AC	
17	Compatible Operating System	Full software installs supported on: Windows 10 (32-bit/64-bit), Windows 8 (32-bit/64-bit), Windows 7 (32-bit/64-bit), Windows Vista (32-bit/64-bit), Windows XP (32-bit) (SP2 or higher) Driver only installs supported on: Windows Server 2012 Windows Server 2008 (32-bit), Windows Server 2008 (Standard Edition), Windows Server 2008 (Enterprise Edition), Windows Server 2003 (32-bit) (SP1 or higher)	
18	Warranty	One Year on site warranty	

**Note:** The bidder shall certify that there is no deviation in the configuration of items quoted by them. In case of higher configuration the Items will be acceptable and will be treated as the items without any deviation.

Sign : .....

Vendor : M/s .....

Official Seal of the vendor



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## TECHNICAL SPECIFICATION-III

### Specifications for B/W Network Laser Jet Printers (Minimum configuration)

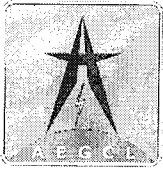
Sl No	Component	Required Specification	Bidder's Offer (Please fill up the cells)
1	Preferred make	HP, Canon	
2	Print Technology	Laser	
3	Printing Output	Monochrome/colour	
4	Functions	Print, Copy, Scan	
5	Memory	128 MB or above	
6	Processor speed	600 MHz or above	
7	Print speed	Minimum 20 ppm (A4) or above	
8	First page out :	As fast as 10 sec	
9	Print quality	600 x 600 dpi or above (1200 dpi effective output)	
10	Duty cycle	Minimum 8000 pages per month	
11	Media types supported	Paper (Laser , plain, photo), Envelopes, labels, Cardstock, Transparencies, Postcards	
12	Media sizes supported:	A4,A5,A6,B5,C5,DL,Postcards	
13	Paper trays	Standard + single sheet priority feed slot	
14	Input tray Capacity	150 sheet	
15	Output Tray	100 sheets	
16	Connectivity, Standard	Hi-speed USB 2.0 port Built-in Fast Ethernet 10/100Base-TX network port	
17	Power	230 AC	
18	Compatible Operating System	Full software installs supported on: Windows 10 (32-bit/64-bit), Windows 8 (32-bit/64-bit), Windows 7 (32-bit/64-bit), Windows Vista (32-bit/64-bit), Windows XP (32-bit) (SP2 or higher) Driver only installs supported on: Windows Server 2012 Windows Server 2008 (32-bit), Windows Server 2008 (Standard Edition), Windows Server 2008 (Enterprise Edition), Windows Server 2003 (32-bit) (SP1 or higher)	
19	Warranty	One Year on site warranty	

Note: The bidder shall certify that there is no deviation in the configuration of items quoted by them. In case of higher configuration the Items will be acceptable and will be treated as the items without any deviation.

Sign : .....

Vendor : M/s .....

Official Seal of the vendor



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## TECHNICAL SPECIFICATION-IV

### Specifications for Offline UPS for Desktop PC (Minimum configuration)

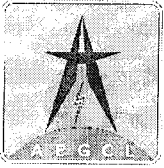
Component with required specifications	Bidder's officer (Please fill up the cells)
1. 600 VA UPS –7 AH – 15 minutes or Higher Battery Back Up,	
2. Line Interactive UPS with AVR & PWM Technology for computers suitable for Single Phase Input & Single Phase Output,	
3. Indicators: Mains presence, UPS mode etc.	
4. Sealed Maintenance Free (VRLA) Built-in type of Exide/Quanta/CSB/Panasonic Make Batteries,	
5. Switching Device shall be MOSFET Switching over time from AC mains to UPS mode on power failure shall be Max. 10 milliseconds	
6. Output Connections: Three (3) India 3-pin 6 Amp sockets (all with battery backup and surge protection)	
7. Input: 230 V/50 Hz., India 6 Amp Plug with minimum 1 mtr. Cord.	
8. Warranty: 1 year onsite warranty.	

**Note: The bidder shall certify that there is no deviation in the configuration of items quoted by them. In case of higher configuration the Items will be acceptable and will be treated as the items without any deviation.**

Sign : .....

Vendor : M/s .....

Official Seal of the vendor



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Regd. Office: 1<sup>st</sup> Floor, Bijulee Bhawan, Paltan Bazaar, Guwahati – 781 001

CIN: U40101AS2003SGC007238

Phone: 0361-2739520/Fax: 0361-2739513 / www.aegcl.co.in

## TECHNICAL SPECIFICATION-V

### Specifications for Flatbed Scanner (Minimum configuration)

Component	Required specification	Bidder's offer ( Please fill up the cells)
1. Type	Flatbed Scanner	
2. Scanning element	CIS	
3. Light source	3-color (RGB) LED	
4. Optical resolution	2400 x 4800dpi <sup>1</sup>	
5. Selectable resolution	25 - 19200dpi	
6. Interface	Hi-Speed USB 2.0	
7. Scanning gradation (colour)	48bit input -> 48/24 bit output	
8. Scanning gradation (greyscale)	16 bit input -> 8 bit output	
9. Maximum document size	A4 / Letter (216 x 297mm)	
10. EZ-Scan Buttons	4 buttons (PDF, AUTOSCAN, COPY)	
11. Scanning speed (colour)	3.7 msec/line (300 dpi), 16.7 msec/line(2400dpi) <sup>1</sup>	
12. Scanning speed (greyscale)	3.7 msec/line (300 dpi), 5.6 msec/line (2400dpi) <sup>1</sup>	
13. Scan speed (A4, 300dpi, Colour)	Approx. 16 sec <sup>1</sup>	
14. Software included	Scan Utility, Quick Menu, My Image Garden	
15. Power supply	Supplied via USB port	
16. Dimensions	250 x 370 x 40 mm	



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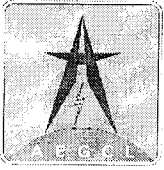
<b>17.</b> Supported Operating Systems	Windows 10 / 8.1 / 8 / 7 / Vista SP1 & SP2 / XP SP3 32-bit Mac OS Xv10.6.8 or later	
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**Note:** The bidder shall certify that there is no deviation in the configuration of items quoted by them. In case of higher configuration the Items will be acceptable and will be treated as the items without any deviation.

**Sign** : .....

**Vendor** : M/s .....

**Official Seal of the vendor**



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## Annexure-I

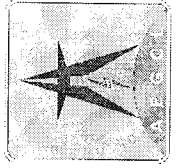
### Bidder's Details:

Sl. No.	Name of the Company/Firm	To be filled by Bidder
01.	Registered office name & Address	
	Name of the Authorised Contact Person:	
	Designation	
	Mobile Number	
	e-mail	
02	GST Number	
03	PAN No.	
04	List of Major clients with whom your organization has been associated and submit documentary proof/PO	
05	Average Annual Turn over of the last 3(three) financial years.	

Sign : .....

Vendor : M/s .....

Official Seal of the vendor



# ASSAM ELECTRICITY GRID CORPORATION LIMITED

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Phone: 0361-2739520/Fax: 0361-2739513 / www.aegcl.co.in

NIQ No: MD/ AEGCL/IT/Part-X/2018/42

Date: 14.05.2018

## ANNEXURE-II

### PRICE SCHEDULE

Sl. No.	Product	Brand/Make	Qty.	Unit Rate (In Rs.)	GST In Rs.	TOTAL PRICE (In Rs.)
01	Desktop PC with Windows 10 Home		8 nos.			
02.	Black/White Laserjet Printers.		1 no.			
03	Black/White Multifunctional Network Laserjet Printer		1 no.			
03.	600VA UPS		8 nos.			
04	Flatbed Scanner		2 nos.			
05	MS Office Home & Student 2016		8 nos.			

**\* Note:**

1. The Bidder should put the rate in Unit Price and also percentage against the item mentioned in column a and b.
2. The Brand/make of the equipments must be mentioned.
3. The lowest bidder will be selected based on the Total Price.

**BIDDERS SIGNATURE SEAL & ADDRESS**