



OFFICE OF THE MISSION DIRECTOR  
**NATIONAL HEALTH MISSION, ASSAM**

Saikia Commercial Complex, Sri Nagar Path, Near Post office Bus Stand, G. S. Road, Christianbasti, Guwahati – 781005  
Website: <https://nhm.assam.gov.in> :: Phone No: 0361-2340236/39 :: Email Id: mdnrhmasm@gmail.com

No: NHM-17015/3/2020-MIS-NHM-Part(1)/14201/

Dated: 08/09/2020

**QUOTATION DOCUMENT**

**FOR SUPPLY AND INSTALLATION OF LAPTOP COMPUTER**

Sealed quotation affixing Court Fee Stamp of Rs 8.25 only are invited by National Health Mission, Assam, from reputed Manufacturer/ Dealer/ Distributor/ Firm for supply and installation of **10 nos of Laptop Computer as per specification Annexure-B**. Interested firms are requested to submit their Quotation along with the specified documents which will be received **till 16<sup>th</sup> September 2020 up to 02.00 P.M.** The Quotation may be sent by Speed Post / Registered Post / Courier Services / in person in sealed cover addressed to “Mission Director, National Health Mission, Assam, Saikia Commercial Complex, Srinagar Path, Christianbasti, G.S Road, Guwahati-781005, Assam”. Quotation received after the closing date & time shall not be entertained. The Mission Director NHM Assam shall not be responsible for any postal delay.

**1. General Conditions:**

- 1.1** Quotation Document may be downloaded from National Health Mission, Assam Website (<https://nhm.assam.gov.in>).
- 1.2** Bids will be opened in the presence of bidders or their authorized representatives on **16<sup>th</sup> September 2020 up to 03.00 P.M.**
- 1.3** At any time prior to the date of submission of bid, the Quotation Inviting Authority may, for any reason, whether on his own initiative or in response to a clarification requested by a prospective bidder, modify the quotation documents by an amendment. All prospective bidders who have received the bid document will be notified of the amendment and that will be binding on them. In order to provide reasonable time to take the amendment into account in preparing their bid, the Quotation Inviting Authority may at its discretion, extend the date and time for submission of bids.
- 1.4** The service centre of the quoted product should be available in Guwahati. Name and address of the Service Centre should be mentioned.

- 1.5 Interested eligible bidders, if they so desire, may obtain further information from the MIS Cell of Office of the Mission Director, NHM, Assam.
- 1.6 In case any of the document/information(s) furnished by a bidder are found to be false/forged, such proposal will be rejected and will not be considered for further process. Excuses like typographic error will not be entertained.
- 1.7 In case any of the document/information(s) furnished by a bidder are found to be false/forged, such bidder shall be kept on holiday or blacklisted apart from other penal actions as deemed fit by NHM.
- 1.8 The bidder shall sign and seal in each page of the proposal.
- 1.9 Validity of the Bid: Bids shall remain valid for acceptance for a period of 90 days after opening of the Bid with shorter validity shall be rejected. Quotation Inviting Authority may solicit bidders consent for an extension of validity period.
- 1.10 The validity of offer of the successful bidder shall be at least One(1) year from the date of finalization of the order and the successful bidder will be bound to supply the items at agreed rates and terms during this period.
- 1.11 Repeat Order may be placed based on requirements.
- 1.12 Tender Evaluation: Bids will be evaluated on the basis of the price per unit (landed price per unit) for determining the L1 (Lowest) Rate. Conditional discounts shall not be taken into account for price comparison. However, if the bidder fails to submit the required documents, then price of the bidder shall not taken into consideration.
- 1.13 Right to Reject Quotation: NHM, Assam reserves the right to accept the Quotation or to reject the Quotation Notice for all items or for any one or more of the items at any point of time without assigning any reason.

## 2. **SUPPLY CONDITIONS:**

- 2.1 **Specifications and Quality:** The items supplied by the successful bidder shall be of the best quality and shall comply with specifications, stipulations and conditions specified.
- 2.2 **Delivery Period:** The items are to be delivered, installed and commissioned at **Office of the Mission Director, National Health Mission, Assam, State HQ** within **7 days** from the date of receipt of order.
- 2.3 **Warranty:** **Minimum 1 Year Warranty** from the date of installation should be provided.
- 2.4 **Penalty for Delayed Delivery:** In case there is delay in delivery beyond the stipulated period as mentioned in the purchase order, there shall be reduction in price @ 0.5 per cent of the value of the delayed goods per day of delay or part thereof subject to a

maximum of 10 per cent of the total order value. Once the maximum price reduction is reached, termination of the contract may be considered. Non-compliance of the contract provisions shall make the successful bidder liable to be disqualified to participate in any tender for the next 5 years.

### **3. Documents to be submitted along with the proposal**

- 3.1** Non refundable Court Fee Stamp of Rs 8.25 (or IPO of Rs 10.00 in favour of “State Health Society, Assam”) only.
- 3.2** Detail of the organization (including Name, Complete Address, Phone No, Contact Person, Email ID, Brief Description of the organization, etc) should be provided as per **Annexure-A**.
- 3.3** Registration Certificate of the Manufacturer/ Dealer/ Distributor/ Firm.
- 3.4** Photo copy of the GST Registration certificate.
- 3.5** Photo copy of the PAN Card.
- 3.6** Authorization certificate or Dealership Certificate from the OEM.
- 3.7** Financial Proposal (Price) as per **Annexure - C**.
- 3.8** The quotation should be submitted in sealed envelope super scribed as “**QUOTATION FOR SUPPLY AND INSTALLATION OF LAPTOP COMPUTER**”.

### **4. AGREEMENT**

- 4.1** The successful bidder shall execute an agreement on a non-judicial stamp paper of the value of Rs 100 (stamp duty to be paid by the bidder) within **5 days** from the date of the intimation from Quotation Inviting Authority informing that his tender has been accepted or within **5 days** from the date of issue of order.

### **5. SECURITY DEPOSIT**

- 5.1** The successful bidder, within **5 days** of signing of the agreement, shall be required to submit Security Deposit of 5% of the order value in the form of bank guarantee from any Indian nationalized bank in favour of “**State Health Society, Assam**” valid for a period of **One(1) year** from the date of order.

However, if the supplier fails to execute the order or fails to perform the services as per agreement, in addition to other penal actions, the bank guarantee shall be encashed and the amount will be forfeited.

If the supplier fails to provide onsite support during the warranty period, the bank guarantee shall be encashed and the amount will be forfeited.

**5.2** The Authority may cancel the letter of award, if the successful Bidder (Applicant) withdraws its Proposal (Bid) after its acceptance or fails to submit the required Performance Securities for the initial contract.

**6. PAYMENT TERMS**

**6.1** Payment will be 100% after Delivery, installation and successful commissioning of equipments at destination.

**6.2** Bill should be submitted in triplicate. Following documents should be furnished along with the bill:

- a) Original Delivery Challan must be submitted along with the Bill.
- b) Installation report should be submitted for each item.
- c) Warranty certificate of the item.

**6.3** Payment will not be released without Agreement and Security Deposit.

**Annexure A**  
**Information of the Bidder**

| SI |  |  |
|----|--|--|
| 1  | Name of the Bidder   |  |
| 2  | Registration No and Valid Up to  |  |
| 3  | Address of the Registered Office   |  |
|    | Phone No:  |  |
|    | Fax No:  |  |
|    | Official Email ID:   |  |
| 4  | Year of Establishment  |  |
| 5  | Type of Organization (Govt. Undertaking/<br>Corporation/ Public Limited/ Private<br>Limited/etc) |  |
| 6  | Name & Designation of the Authorized<br>Signatory  |  |
| 7  | Contact Person   |  |
|    | Name:  |  |
|    | Designation:   |  |
|    | Phone No:  |  |
|    | Fax No:  |  |
|    | Mobile No:   |  |
|    | Email ID:  |  |
| 5  | Website  |  |
| 6  | Address of Guwahati/ Assam Office  |  |
| 7  | Contact Person of Guwahati, Assam Office   |  |
|    | Name:  |  |
|    | Designation:   |  |
|    | Phone No:  |  |
|    | Fax No:  |  |
|    | Mobile No:   |  |
|    | Email ID:  |  |
| 8  | Brief Description of the organization  |  |

**ANNEXURE – B**  
**(SPECIFICATION OF THE LAPTOP COMPUTER)**

| SI No                   | Name of the Item | Specification  | Values   |
|-------------------------|------------------|--|--|
| 1                       | Laptop Computer  | Processor  | 8th Generation or higher<br>Intel Core i5 8265U with 4 core per processor, 1.6 GHz base Frequency and 6 MB Cache or higher |
|                         |                  | Graphics Type  | Integrated   |
|                         |                  | Operating System (Factory Pre-Loaded)                  | Windows 10   |
|                         |                  | Type of RAM  | DDR4   |
|                         |                  | RAM Size (GB)  | 8 or higher  |
|                         |                  | RAM Expandability up to( using spare DIMM Slots in GB) | 16 or higher   |
|                         |                  | Type of Drives used to populate the Internal Bays      | HDD  |
|                         |                  | Total HDD Capacity (GB)                                | 1000 @5400 rpm or higher   |
|                         |                  | Type of Wireless Connectivity                          | Wi-Fi 802.11ac   |
|                         |                  | Type of Ethernet Ports                                 | 10/100/1000 on board Integrated Gigabit Port   |
|                         |                  | Bluetooth Connectivity                                 | 4.2 version or higher  |
|                         |                  | USB port   | Minimum 3  |
|                         |                  | Number of HDMI Ports                                   | 1  |
|                         |                  | Display Size (Inch)                                    | 14 inch  |
|                         |                  | Display Resolution (Pixels)                            | "1920 x 1080" or higher  |
|                         |                  | Webcam Resolution                                      | HD or higher   |
|                         |                  | Internal Speaker                                       | Yes  |
|                         |                  | Type of Keyboard                                       | Standard or higher   |
|                         |                  | Pointing Device/Touchpad                               | Yes  |
|                         |                  | Battery Type   | Li – ion   |
| Battery Backup (Hours)  | Minimum 4 hours  |  |  |
| Battery Warranty        | 1 Year           |  |  |
| On Site Warranty (Year) | 1 Year           |  |  |
| Carry Case              | Yes              |  |  |

**ANNEXURE – C**  
**Financial Proposal (Price Quoted)**

| (In the Letter Head of the Bidder)<br><b><u>Financial Proposal (Price Bid)</u></b>         |                  |                |                      |         |                     |                         |                    |                     |         |
|--|------------------|----------------|----------------------|---------|---------------------|-------------------------|--------------------|---------------------|---------|
| <b>Name of the Bidder:</b>   |                  |                |                      |         |                     |                         |                    |                     |         |
| <b>Quotation Ref No:</b>   |                  |                |                      |         |                     |                         |                    |                     |         |
| Sl   | Name of the Item | Make/ Model No | Basic Price (in Rs.) | GST (%) | GST Amount (in Rs.) | Net Unit Cost* (in Rs.) | Unit cost in words | Warranty (in years) | Remarks |
| 1  | Laptop Computer  |                |                      |         |                     |                         |                    |                     |         |
| * Net Unit Cost will be treated as the evaluation criteria for Price Quoted by the bidder. |                  |                |                      |         |                     |                         |                    |                     |         |
| Seal & Signature of Authorized Representative<br>Name:<br>Designation:<br>Date:            |                  |                |                      |         |                     |                         |                    |                     |         |

**ANNEXURE – D:**

**(AGREEMENT FORMAT)**

THIS CONTRACT AGREEMENT is made

This ..... day of month..... year.....

BETWEEN

(1) Name and Address of the Purchaser:

(2) Name and Address of the Supplier:

WHEREAS the Purchaser invited bids for certain goods and ancillary services, viz., [insert: brief description of goods and services] and has accepted a bid by the Supplier for the supply of those goods and services in the sum of [insert: contract price in words and figures] (hereinafter called “the Contract Price”)

NOW THIS AGREEMENT WITNESSETH AS FOLLOWS:

1. In this Agreement words and expressions shall have the same meaning as are respectively assigned to them in the Condition of Contract referred to.
2. The following documents shall constitute the Contract between the Purchaser and the Supplier, and each shall be read and constructed as an integral part of the Contract:

(a) This Contract Agreement

(b) Special Conditions of Contract

(c) General Conditions of Contract

(d) Technical Requirements ( including Technical Specifications)



(e) The Supplier's bid and original Price Schedules

(f) The Purchaser's Notification of Award (Order No)

(g) [Add here: **any other documents**]

3. In consideration of the payments to be made by the Purchaser to the Supplier as hereinafter mentioned, the Supplier hereby covenants with the Purchaser to provide the Goods and Services and to remedy defects therein in conformity in all respects with the provisions of the Contract.
  
4. The Purchaser hereby covenants to pay the Supplier in consideration of the provision of the Goods and Services and the remedying of defects therein, the Contract price or such other sum as may become payable under the provisions of the Contract at the times and in the manner prescribed by the Contract.

For and on behalf of the Purchaser

Signed: \_\_\_\_\_

In the capacity of [insert: **title or other appropriate designation**]

In the presence of \_\_\_\_\_

For and on behalf of the supplier

Signed: \_\_\_\_\_

In the capacity of [insert: **title or other appropriate designation**]

In the presence of \_\_\_\_\_

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