



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-17015/5/2020-MIS-NHM/  
(ECF: 133356)

Dated: 02/09/2021

**QUOTATION DOCUMENT**

**FOR SUPPLY AND INSTALLATION OF ONE NOS 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 **1 nos of Laptop Computer** as per specification mentioned in **Annexure-A**. Interested firms are requested to submit their Quotation along with the specified documents which will be received **till 07/09/2021 up to 11.00 A.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:**

- i) Quotation Document may be downloaded from National Health Mission, Assam website (<https://nhm.assam.gov.in/>).
- ii) Bids will be opened in the presence of bidders or their authorized representatives on **07/09/2021 at 11:15 AM.**
- iii) 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.

- iv) The service centre of the quoted product should be available in Guwahati. Name and address of the Service Centre should be mentioned.
- v) Interested eligible bidders, if they so desire, may obtain further information from the MIS Cell of Office of the Mission Director, NHM, Assam.
- vi) 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.
- vii) 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 National Health Mission, Assam.
- viii) The bidder shall sign and seal in each page of the proposal.
- ix) 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.
- x) Validity of Offer of Successful Bidder: The validity of offer of the successful bidder shall be at least two years from the date of finalization of the order.
- xi) Quotation 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.
- xii) 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.
- xiii) **Supply Conditions:**
  - a. **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.

It should be ensured that, item supplied are genuine, best quality and fulfil the bid requirement.

If the supplied items are not as per required specification, then same shall be returned. License key of the Windows Operating System should be provided.

If the Windows Operating System installed in the Laptop Computer is not genuine, then the item shall be rejected.

- b. **Delivery Period:** The items are to be delivered, installed and commissioned at **Office of the Commissioner & Secretary, Health and Family Welfare Department, Government of Assam** within **7 days** from the date of receipt of order.
- c. **Warranty: Minimum 1 year Warranty** from the date of installation should be provided.
- d. **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.

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

- i) 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-B.**
- ii) Registration Certificate of the Bidder.
- iii) Photo copy of the GST Registration certificate
- iv) Photo copy of the PAN Card
- v) Dealership/Authorization Certificate.
- vi) Non refundable Court Fee Stamp of Rs 8.25 (or IPO of Rs 10.00 in favour of "State Health Society, Assam") only.
- vii) Data sheet of the offered product.
- viii) URL of the OEM website where specification of the offered product available with screen shot of the page.
- ix) Financial Proposal (Price) as per **Annexure - C.**
- x) The quotation should be submitted in sealed envelope super scribed as **"QUOTATION FOR SUPPLY AND INSTALLATON OF ONE NOS OF LAPTOP COMPUTER"**.

### **3. Agreement**

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 7 days from the date of the intimation from Quotation Inviting Authority informing that his Quotation has been accepted or within 7 days from the date of issue of order.

### **4. Payment Terms**

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

**4.2** 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.
- c) Warranty Certificate of the Item.

**4.3** Payment will not be released without Agreement

**Annexure A**  
**Specification of the Laptop Computer**

SI No	Specification Name	Values	Qty
1	Make	Acer	1
	Model	Acer Aspire 5 Thin & Light (A515-56)	
	Processor Make	Intel	
	Processor Generation	11 <sup>th</sup> Gen	
	Processor	Intel Core i5-1135G4	
	Motherboard	OEM Motherboard	
	Graphics Type	Intel Iris Xe Graphics	
	Type of RAM	DDR4	
	RAM Size (GB)	8 GB	
	Storage	512 GB SSD	
	Operating System	Windows 10 Home 64 bit (Pre-Load / Recovery Media)	
	Other Software	Office Home and Student 2019	
	Network Connectivity	1 RJ45 port	
	WiFi	Yes	
	HDMI Port	1	
	Camera	HD	
	Headset / Speaker jack	Yes	
Display Size (Inch)	15.6 inch		
Display Resolution (Pixel)	Full HD 1920 x 1080		
Keyboard type	Backlit keyboard		
On Site Warranty	1 Year		

**Annexure B**  
**Information of the Bidder**

Sl	Particulars	
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/ Corporation/ Public Limited/ Private Limited/etc)	
6	Name & Designation of the Authorized Signatory	
7	Contact Person	
	Name:	
	Designation:	
	Phone No:	
	Fax No:	
	Mobile No:	
	Email ID:	
8	Website	
9	Address of Guwahati/ Assam Office	
10	Contact Person of Guwahati, Assam Office	
	Name:	
	Designation:	
	Phone No:	
	Fax No:	
	Mobile No:	
	Email ID:	
11	Brief Description of the organization	

**ANNEXURE - C**

**Financial Proposal (Price Quoted)**

<b><u>Price Quoted</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.)	Warranty (in years)	Remarks
1	Laptop Computer							
<b>Note:-</b> Net Unit Cost (Price Quoted by the Bidder) will be treated as the evaluation criteria for Price Quoted by the bidder).								
<b>Seal &amp; Signature of Authorized Representative</b> Name: Designation: 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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