



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-17015/7/2021-MIS-NHM/25679  
(ECF: 179472)

Dated: 16/11/2021

**QUOTATION DOCUMENT**

**FOR SUPPLY AND INSTALLATION OF LAPTOP, DESKTOP COMPUTER, PRINTER AND UPS**

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 number of Laptop Computer, 3 numbers of Desktop Computer, 3 numbers of Printer and 3 number of UPS** 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 23<sup>rd</sup> November 2021 up to 2:00 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:**

- 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 **23<sup>rd</sup> November 2021 at 2:15 PM.**
- 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) **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 Computer is not genuine, then the item shall be rejected. License key of Windows Operating System should be submitted along with the bill.
  - b. **Delivery Period:** The items are to be delivered, installed and commissioned at **Residential office of the Hon'ble Minister of Health and Family Welfare, 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. SUBMISSION OF PROPOSAL**

### **2.1 TECHNICAL BID - COVER "A"**

The following document to be submitted as **COVER "A"** 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) The above documents should be sealed in a separate cover super scribed as **"TECHNICAL BID, COVER "A" "QUOTATION FOR SUPPLY AND INSTALLATION OF LAPTOP, DESKTOP COMPUTER, PRINTER AND UPS"**.

### **2.2 FINANCIAL BID – COVER "B"**

The financial proposal (Price) should be submitted as per **Annexure - C.** The financial documents should be sealed in a separate cover super scribed as **"FINANCIAL BID, COVER "B" "QUOTATION FOR SUPPLY AND INSTALLATION OF LAPTOP, DESKTOP COMPUTER, PRINTER AND UPS"**

### **2.3 COVER FOR TECHNICAL BID & PRICE BID:**

The two separately sealed covers **Technical Bid (Cover “A”)** and **FINANCIAL BID (Cover “B”)** shall be placed together inside another cover which shall be sealed and super scribed as **“QUOTATION FOR SUPPLY AND INSTALLATION OF LAPTOP, DESKTOP COMPUTER, PRINTER AND UPS”** and addressed to the Mission Director, National Health Mission, Saikia Commercial Complex, Srinagar Path, Christianbasti, G.S Road, Guwahati-781005, Assam.

## **3. ACCEPTANCE OF THE QUOTATION**

### **3.1 QUOTATION EVALUATION**

In the first stage, the quotation will be evaluated based on document submitted in the Technical bid – **COVER”A”**. Specification of the offered items as per data sheet submitted by the bidder shall be the part of the technical evaluation.

Financial bid will be opened only for technically qualified bidders. **L1 bidder shall be selected based on Net Unit Price quoted by the technically qualified bidders for each item separately.**

The **Technical Bid (Cover “A”)** and **FINANCIAL BID (Cover “B”)** of the technically qualified bidders will be opened on the same day in front of authorized representative of the bidders.

### **3.2 RIGHT TO REJECT QUOTATION**

Quotation Inviting Authority reserves the right to accept the quotation or to reject the quotation for all items or for any one or more of the items quoted at any point of time without assigning any reason.

### **3.3 QUOTATION ACCEPTANCE**

The acceptance of the quotation will be communicated to the successful bidder in writing.

## **4. 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.

**5. 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.
- d) Windows License Key (for Desktop and Laptop Computer)

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

**Annexure A**  
**Specification of the Laptop, Desktop Computer, Printer and UPS**

SI No	Name of the Item	Specification Name	Values	Qty
1	<b>Laptop Computer</b>	Processor Make	Intel	1
		Processor Generation	10 <sup>th</sup> Gen or higher	
		Processor	Intel Core i3 or higher	
		Motherboard	OEM Motherboard	
		Graphics Type	Integrated	
		Type of RAM	DDR4	
		Ram Speed (MHz)	2666 or higher	
		RAM Size (GB)	8 GB or higher	
		Storage	512 GB SSD or higher	
		Operating System	Windows 10 (Pre-Load / Recovery Media)	
		Network Connectivity	1 RJ45 port	
		VGA/ HDMI Port	Minimum 1	
		Web Camera	HD	
		Speaker	Yes	
		Display Size (Inch)	14 inch or 15.6 inch	
Display Resolution (Pixel)	Full HD 1920 x 1080 or higher			
On Site Warranty	Minimum 1 Year			
2	<b>Desktop Computer</b>	Processor Make	Intel	3
		Processor Generation	10 <sup>th</sup> Gen or higher	
		Processor	Intel Core i3 or higher	
		Motherboard	OEM Motherboard	
		Graphics Type	Integrated	
		Type of RAM	DDR4	
		Ram Speed (MHz)	2666 or higher	
		RAM Size (GB)	8 GB or higher	
		Storage	512 GB SSD or higher	
		Operating System	Windows 10 (Pre-Load / Recovery Media)	
		Network Connectivity	1 RJ45 port	
		VGA/ HDMI Port	Minimum 1	
		Headset / Speaker jack	Yes	
		Monitor Size (Inch)	21.5 inch or higher	
		Display Resolution (Pixel)	Full HD 1920 x 1080 or higher	
On Site Warranty	Minimum 1 Year			
3	<b>MFP Laser Printer (Mono)</b>	Print Technology	Laser	3
		Type of Machine	Multifunction Machine (Print, Scan and Copy)	
		Type of Printing	Mono	

SI No	Name of the Item	Specification Name	Values	Qty
		Cartridge Technology	Composite Cartridge	
		Colour Output	Black and White	
		Paper Size	A4	
		Minimum printing speed per minute (ppm) on A4 Size	Minimum 18 PPM of higher	
		Main Paper Tray Capacity	Minimum 150	
		Print resolution	Up to 600 x 600 dpi or higher	
		Scan technology	Flatbed	
		Scan file format	JPEG, PDF etc	
		Scan resolution	Up to 600 x 600 dpi or higher	
		On Site Warranty	Minimum 1 Year	
<b>4</b>	<b>UPS</b>	Capacity of battery	600 VA or higher	<b>3</b>
		Type of battery	SMF	
		Inverter output socket AC output for printer (not through inverter)	3 Three pin	
		Overload Time (Minutes)	> / = 10 minutes	
		Protection against short circuit of UPS	Yes	
		Protection for over voltage and over load	Yes	
		Warranty for the battery from the date of delivery	Minimum 1 Year	
		On Site Warranty	Minimum 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)

<u>Price Quoted</u>								
Name of the Bidder:								
Quotation Ref No:								
Sl	Name of the Item	Make/ Model No	Basic Price (in Rs.)	GST (%)	GST Amount (in Rs.)	Net Unit Cost (including GST) (in Rs.)	Net Unit Cost in Words	Warranty (in years)
1	Laptop Computer							
2	Desktop Computer							
3	MFP Laser Printer (Mono)							
4	UPS							
<p>Note:- Net Unit Cost (Price Quoted by the Bidder) will be treated as the evaluation criteria for Price Quoted by the bidder) for each item separately.</p>								
<p>Seal &amp; Signature of Authorized Representative Name: Designation: Date:</p>								

**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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