

Government of India
Unique Identification Authority of India
TC-46/V, 3rd Floor, Samaj Kalyan Nirman Nigam Building,
Vibhuti Khand, Gomti Nagar, Lucknow-226010

TENDER DOCUMENT

Limited Tender Enquiry No. : 01/2014-15/LTE/IT/UIDAI/LKO

Dated : 29.01.2015

TITLE: Limited Tender Enquiry for Supply and Installation of Laptops at Unique Identification Authority of India, Regional Office, Lucknow

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Last date for Submission of Tender: 13/02/2015 at 1500 Hrs

(Signature & seal of the tenderer)

Government of India
Unique Identification Authority of India
TC-46/V, 3rd Floor, Samaj Kalyan Nirman Nigam Building,
Vibhuti Khand, Gomti Nagar, Lucknow-226010

Dated the 29th Jan. 2015

NOTICE INVITING TENDER

Sealed tenders in the annexed prescribed formats are invited from the manufacturers and authorized distributors/dealers for Supply and Installation of Laptops under the following terms & conditions:

A. SCOPE OF WORK :

Description of work	Required Quantity	Remarks
Supply and Installation of Laptops	07 (Seven)	

B. TERMS AND CONDITIONS:

1. EARNEST MONEY DEPOSIT: Rs.7000/- (Rupees Seven Thousand only).
2. Tender must be submitted in annexed prescribed formats. The tenderer must submit the tender in sealed envelope prominently super scribed as 'Tender for Supply and Installation of Laptops'. Duly completed Tender in all respect may be dropped in Tender Box of Unique Identification Authority of India, TC-46/V, 3rd Floor, Samaj Kalyan Nirman Nigam Building, Vibhuti Khand, Gomti Nagar, Lucknow-226010 by 1500 Hrs on 13th Feb. 2015.
3. Tender should contain all the pages of tender documents duly filled, signed and stamped by the tenderer. All the test certificates, brochures, PAN, TIN details, etc. as applicable shall be enclosed with Tender itself.
4. Rates should be submitted in Format as given in Annexure-II.
5. No tender will be accepted without submission of requisite E.M.D. of Rs.7000/- (Rupees Seven Thousand only). The E.M.D. shall be in the shape of A/C Payee Demand Draft/ FDR/ Banker's cheque in favour of Sr. Accounts Officer, UIDAI, RO, Lucknow, payable at Lucknow. The EMD should be valid for Forty Five days beyond the bid validity.

(Signature & seal of the tenderer)

6. UIDAI takes no responsibility for any delay/ loss of documents or correspondences sent by courier/post. Late tenders or delayed Tenders (received after Due Date & time) will be rejected.
7. The quoted rate should be inclusive of all taxes etc. as applicable for Unique Identification Authority of India, TC-46/V, 3rd Floor, Samaj Kalyan Nirman Nigam Building, Vibhuti Khand, Gomti Nagar, Lucknow-226010 and it should be valid for 90 days from the date of opening of tender.
8. Tender will be opened on 13th February 2015 at 1530 Hrs in conference room of Unique Identification Authority of India, TC-46/V, 3rd Floor, Samaj Kalyan Nirman Nigam Building, Vibhuti Khand, Gomti Nagar, Lucknow-226010 in the presence of tenderers or their representatives who would like to be present.
9. EVALUATION CRITERIA: The criteria of evaluation of Tender will be on the basis of documents submitted by the tenderers. Decision of UIDAI in this regard will be final and binding on Tenderers.
10. If any information/documents submitted by the contractor are found false/fake at any stage, the tender will be cancelled.
11. DELIVERY SCHEDULE: Full quantity of Laptops is to be delivered within 7 days from the date of placement of Purchase Order.
12. TERMS OF PAYMENT: Payment will normally be made by NEFT/ RTGS within 15 days of receipt of materials in good condition & the invoice. All payments will be subject to deduction of taxes at source as per applicable rules. No advance payment shall be made by UIDAI. The party will submit the bank details along with the cancelled cheque for NEFT/RTGS.
13. Incomplete / Conditional/optional tender will not be accepted.
14. The decision of UIDAI arrived at as above will be final and no representation of any kind will be entertained on the above. Any attempt by any tenderer to bring pressure of any kind, may disqualify the tenderer for the present tender and the tenderer may be liable to be debarred from bidding for UIDAI tenders in future for a period of at least three years.
15. DDG, UIDAI, RO, Lucknow reserves the right to accept or reject any or all offer without assigning any reason thereof.

ADG (HQ)
UIDAI, TC-46/V, 3rd Floor,
Samaj Kalyan Nirman Nigam Building,
Vibhuti Khand, Gomti Nagar, Lucknow-226010

2. Technical Specifications of Laptops

S.No.	Model	Description of Items	Price for each unit in Rs. (Inclusive of all charges)
1.	<p>HP/DELL or equivalent with executive bag (please mention name of co./model)</p> <p>1. HP (Model No....)</p> <p>2.</p> <p>3.....</p>	<p>Laptops of reputed brand as per the specifications mentioned below:</p> <ul style="list-style-type: none"> • Intel Core i7 (4th generation) Processor • Windows 8.1 or above Operating System • 2 GHz minimum clock speed • 8GB DDR III RAM • 1TB GB Hard Disk • Built-in Web Camera, Built-in Speakers, Ethernet, Wireless, Bluetooth • VGA, HDMI, USB 2.0, USB 3.0, DVD RW • Min 1GB dedicated graphics • Battery backup of at least 5 hours • Weight less than 2.5kgs • Screen 14 inches • Executive bag <p>Warranty: As per period provided by Company.</p>	

Tenderer(s) are advised to quote their Rate after careful study of the tender's technical specifications & all terms & conditions of tender.

(Signature & seal of the tenderer)

3. INSTRUCTIONS FOR TENDERERS:

1. Each tender shall be accompanied by all information/ documents with sufficient details to enable the purchaser to make an appraisal of the quality and suitability of the material offered.
2. The offer shall be submitted as per the instructions of tender document only. One set of tender document duly signed by authorized representative of tenderer on each page shall be submitted as per Tender notice. Tenderer should note specifically that all pages of tender document, shall be submitted by them (after signing on each page) as a part of their offer. In case of any clarification, tenderer may contact Mr. Manoj Kumar Dwivedi, Section Officer on phone no.0522-2304979/ e-mail manoj.dwivedi@uidai.net.in
3. No overwriting / correction in tender documents by tenderer shall be allowed. However if correction is unavoidable, the same must be signed by authorized signatory.
4. The offers received from manufacturers or their authorized dealer/ distributors only shall be considered. In case of authorized dealer/distributor of a manufacturer, the tenderer shall submit a certificate issued from the manufacturer to certify that the tenderer is an authorized distributor of the manufacturer.
5. Tenderer should have valid VAT & TIN No. The copy of certificates in proof of same must be submitted.
6. Tenderer's details as per Annexure-I shall be submitted.
7. Tender documents are also available on UIDAI web site i.e. www.uidai.gov.in and the same can be downloaded and used as tender document for submission of tenders.
8. UIDAI shall not entertain any correspondence from tenderers in this matter. In case any typing error/other clerical errors is noticed by the tenderer, in the tender documents, the same must be pointed out and got clarified before submission of offer, or else, UIDAI's interpretation shall prevail & shall be binding on the tenderer.
9. Tender will be opened on the due date and time as mentioned above, in the presence of tenderers or their representatives who would like to be present.

(Signature & seal of the tenderer)

DETAILS OF TENDERER

1. Name of the Supplier /Party/ Firm	
2. Name of Authorized Representative	
3. Mailing Address	
4. Phone/ Landline Nos.	
5. Mobile Nos.	
6. Fax No.	
7. E-Mail Address	
9. Bank details for payment through	
a. NEFT/RTGS	
b. Name of Bank:	
c. Branch:	
d. Account No.:	
e. IFSC No.:	
f. MICR No.:	
g. Note: Submit a cancelled cheque for verification of above bank details.	

(Signature & seal of the tenderer)

FORMAT FOR RATE

Tender Enquiry No. : 01/2014-15/LTE/IT/UIDAI/LKO; dated 29.01.2015

Sl. No.	Description of work	Quantity	Rate Per Unit in Figure (Rs.)	Rate Per Unit in Words (Rs.)	Amount (Rs.)
1.	Supply and Installation of Laptops (with executive laptop bags)	07 (seven)			
2.				TOTAL PRICE	
3.				Excise Duty (-----%)	
4.				CST/VAT (-----%)	
5.				Other charges(if any)	
6.				GRASS TOTAL PRICE	
Total in Words : Rupees-----					

Delivery Schedule: Full quantity within 7 days after the receipt of Purchase Order the prices quoted are valid for a period of 90 Days

(Signature & seal of the tenderer)