



National Committee on Precision Agriculture & Horticulture

**“Notice Inviting Quotations / Bids For
Procurement and Installation of 02 numbers of Laptops”**

Dated: 11/09/2022

10th Floor, International Trade Tower

Nehru Place

New Delhi - 110 019

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The National Committee on Precision Agriculture & Horticulture (NCPAH), is being funded by Department of Agriculture Cooperation & Farmers Welfare (DAC&FW), Ministry of Agriculture & Farmers Welfare (MoA&FW), Government of India.

NCPAH invites sealed quotations / bids from competent & reputed manufacturers / authorized dealers / distributors / agencies for supplying, installation and commissioning of **02 (Two) numbers of Laptops**. as per terms & conditions mentioned below. The sealed quotations along with all the required documents must reach NCPAH office **on or before Friday, 16th September, 2022 by 1.30 p.m.**

1. Quotations / Bids are required to be submitted separately for technical and financial bid in sealed covers addressed to the: -

**Administrative Officer
National Committee on Precision Agriculture & Horticulture
10th Floor, International Trade Tower
Nehru Place,
New Delhi – 110019**

2. The quotations / bids may be sent by post / courier or delivered at reception at the above office address.
3. The specifications of the laptop are as under:-

Sl.No.	Laptop specifications	Qty (nos)
1.	HP 15s 12th Gen Intel Core i5 or equivalent to this having latest features like 8 GB RAM/512GB SSD 15.6inches(39.6cm) FHD, Micro-Edge Display/Intel Iris Xe Graphics/Dual Speakers/Windows 11 Home /Alexa Built-in/Backlit KB/MSO 2021/1.69kg, Microsoft Office etc., 15s-fq5010TU	02 (Two)

4. The quotations / bids in the sealed cover must reach this office on or before **Friday, 16th September, 2022 up to 1:30 p.m.**, duly super scribing the quote i.e., **“Technical Quote & Financial Quote for supplying of 02 (Two) numbers of Laptops** on top of the cover. Quotations / Bids received after the due date / time shall not be entertained.
5. Bids will be opened on **Friday, 16th September, 2022 at 2:30 p.m.** at NCPAH office. Bidder should read the tender document carefully and comply strictly with the terms and conditions before sending their bids.

Scope of the Work (SoW)

- a. Supply and Installation of 02 numbers of Laptops
- b. Delivery and Installation period: Bidder shall deliver the laptops / goods / services, install and commission the same within seven working days from the date of purchase order.
- c. Warranty: Warranty as per OEM.

Pre-Qualification Criteria: Required Documents

1. Proprietorship Firm / Partnership Firm / LLP / Company/ Organization. Registration Document indicating the legal status.
2. The Bidder should be registered in GeM Portal.
3. The yearly turnover of the bidder shall not be less than 50 Lakhs in the last three years. Audited balance sheet for last 3 (Three) years or IT return for the last 3 (Three) years. and Certificate from Chartered Accountant certifying the yearly turnover for the last 3 (Three) years.
4. Should be registered with Income Tax and Service Tax departments. Self-attested copy of valid registration certificate under GST and PAN Card.
5. OEM Authorization Latest Authorization Letter from the principal manufacturers for respective product (OEM) as partner or reseller of OEM, which is active.
6. The supplier should have at least three (03) years' experiences in supplying Laptops / Desktops to a Government / Autonomous Body / PSU organization / Public Sector Banks.
7. The Registered Office or one of the Branch Offices should be located either in Delhi / New Delhi or in National Capital Region for at least last 3 years. Valid Address Proof as mentioned below with the existence of the firm in Delhi for the last Capital Region in the last three years.
8. Have not been blacklisted by the Departments / Ministries of the Govt. of India / Public Sector Undertakings (PSUs)/ Declaration has to be given.

Other Terms & Conditions:

1. The Bidder shall not utilize or publicize or disclose or part with any statistic, data or information collected with assignment / contract without the express written consent of the Department. Failing which tender awarded may be cancelled and legal action as deemed fit may be taken.
2. The Bidder's rate should remain same and valid for a period of contract from the date of acceptance or contract on successful award of the same.
3. NCPAH reserves the right to accept or reject any or all quotations without assigning any reason thereof.
4. All disputes relating to this tender shall be referred to sole arbitrator to be appointed by the Department whose decision will be binding on both the parties
5. Award of contract will be given on the basis of commercially lowest quotation.
6. Financial bid of a bidder will be opened only if the bidder fulfils all terms & conditions mentioned in Technical bid.
7. The NCPAH will open the Quotations in presence of the Committee constituted by the Competent Authority and place the order to the lowest quoted supplier / company / firm.
8. Payment will be made within 30 days after successful delivery and installation of the laptops / goods as per purchase order.

Date:

Signature:

Place: