

ENDOWMENTS DEPARTMENT

SRI DURGA MALLESWARA SWAMY VARLA DEVASTHANAM, VIJAYAWADA



Bid Document

“Procurement of Laptops”

**SRI DURGA MALLESWARA SWAMY VARLA DEVASTHANAM,
VIJAYAWADA**

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Phone: 0866-2423600

ENDOWMENTS DEPARTMENT

Sri Durga Malleswara Swamy Varla Devasthanam, Vijayawada NOTICE INVITING TENDER (Online version)

Sl.No.	Description	
1.	Department Name	ENDOWMENTS DEPARTMENT
2.	Circle/Division	Sri Durga Malleswara Swamy Varla Devasthanam, Vijayawada.
3.	FILE / NIT Number	NIT No 07/ENG/2020-21,dt:03-07-2020
4.	Tender Subject	Procurement of Laptops
5.	Period of Contract	3 months
6.	Form of Contract	As per Agreement
7.	Tender Type	Open
8.	Tender Category	Product
9.	Security Deposit Amount (INR)	5,000/-
11.	Security Deposit payable:	Net Banking/RTGS/NEFT from their registered Bank Account only through Gateway payment as per Clause No.7 of G.O.Ms.No.8, Dt.08-05-2016 of online payment/online Challana.
12.	Bid Document Downloading Start Date	04/08/2020 @ 11.00 AM
13.	Bid Document Downloading End Date	10/08/2020 @ 04.00 PM
14.	Last Date for Receipt of Bids	10/08/2020 @ 05.00 PM
15.	Bid Validity Period	30 days
16.	Technical Bid opening date	10/08/2020 @ 05.00 PM
16a.	Price Bid Opening	After scrutiny of Technical Bid
18.	Place of Tender Opening	Sri Durga Malleswara Swamy Varla Devasthanam, Vijayawada
19.	Tender Inviting / Opening authority	Executive Officer, Sri Durga Malleswara Swamy Varla Devasthanam, Vijayawada
20.	Address/E-mail id	eo_vijayawada@yahoo.co.in
21.	Contact Details/Telephone, Fax:	0866-2423600, 0866-2423800
22.	<u>Eligibility Criterion</u>	The tenderer should possess all requisite licenses, registrations etc., and the same should be obtained invariably before transacting business with SDMSD, Vijayawada. The tenderer should inform SDMSD, Vijayawada, The tenderer should possess other Certificates like Experience in Supply of Desktop systems & Laptops, PAN, latest IT Returns, GST should be enclosed invariably along with the tender schedule. In case of non-submission of these certificates, the SDMSD, Vijayawada. Authorities reserve the right to take any appropriate action including the cancellation of tender of the respective tenderer.

	<p><u>Terms and Conditions</u></p>	<ol style="list-style-type: none"> 1. In this regard the decision of the Tender Opening Authority / The Executive Officer is final and binding on the tenderers without any recourse. 2. The Items should be supplied immediately and the contract period is 3 months. 3. The lowest bid will be accepted naturally by the Hon'ble The Executive Officer SDMSD, Vijayawada and he has got reserved the reject to approved the bid other than the lowest Bid received through "E" Procurement. 4. The successful bidder has to Supply the items with his own transport and own expenses. 5. Taxes: The successful bidder has to bear all types of Taxes, Including GST etc and No other taxes will be entertained under any circumstances. 6. Warranty: 1 Year <ol style="list-style-type: none"> 1. Scope of Work: Supply, Installation, testing and commissioning of equipment. The successful bidder has to supply the items having good quality and quantity of maintain the Brand of Manufactures company the as for the indent given by the The Executive Engineer and if there is any deviations in supplying the good quality and quantity, the The Executive Officer has reserved his right to refuse such item and demand for good quality item. 7. The The Executive Officer SDMSD, Vijayawada has got right to cancel the lowest Bid in the middle of the period of agreement if he has not satisfied with the supply of the item. 8. The Contractors will be permitted to submit their bills once in a month and payment will be made after proper check of quantity and quality within a reasonable time limit. Further the contractor should submit all the necessary certificates / documents as per the bill furnished by the successful bidder. 9. Security Deposit: The Security Deposit of Rs. 5,000/- will be refunded on expiry of the period and no interest will be paid for the said amount. 10. If the successful bidder failed to supply the Items as per the rates quoted in his aprocurement with in the period the security deposit will not be refunded to him and if any loss caused by the Devasthanam if will be recovered from him. 11. The quantity quoted in tender is an approximate. The quantity may be increased or decreased as per the necessity. 12. The successful bidder has to provide solvency documents at the time of entering into agreement. The persons who are having transaction with the Devasthanam or the persons who owe to the Devasthanam or their family members are not eligible to participate to the tender.
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<p>23.</p>	<p><u>Procedure for Bid Submission</u></p>	<p>1. Bids shall be submitted online.</p> <p>2. The participating bidders in the tender should register themselves free of cost on e-procurement platform in the website www.apecurement.gov.in (OR) https://tender.apecurement.gov.in</p> <p>3. The bidders who are desirous of participating in e-procurement shall submit their technical bids, financial bids as per the standard formats available at the e market place. The bidders should scan and upload the below mentioned documents and submit all the hard copies duly attested to Institution.</p> <p>a) online payment of Security Deposit to be paid in the gateway payment through Net Banking, Cards/ Online Challana from their Registered Bank Accounts only for the amount indicated in Sl.No.10 and it should be scanned and uploaded at the time of Tendering. Any of the following document PAN card and Latest IT Returns, GST</p> <p>b) Letter towards authorized signatory to sign and submit bid in the case of Dealers etc.,</p> <p>4. <u>Transaction fee on eProcurement Platform:</u> All the participating bidders shall pay a transaction fee (non-refundable) as mentioned in the NIT payable to M/s M.D, APTS, Vijayawada and through on line. (0.03% of Goods value + 18.00 GST).It is mandatory for all the participant bidders from 1st January 2006 to pay a Non-refundable Transaction fee electronically to M/s. M.D. APTS, Hyd the service provider through "Payment Gateway Service on E-Procurement platform".</p>
		<p>The Electronic Payment Gateway accepts all Master and Visa Credit Cards issued by any bank and Direct Debit facility/Net Banking to facilitate the transaction on the transaction amount payable to The M.D., APTS, shall be applicable.</p> <p>5. <u>Corpus Fund:</u> As per GO MS No.4 User departments shall collect 0.04% of ECV (estimated contract value)+GST with a cap of Rs.10,000 (Rupees ten thousand only)+GST for all works with ECV upto Rs.50 crores, and Rs.25,000/- (Rupees twenty five thousand only)+GST for works with ECV above Rs.50 crores, from successful bidders on eProcurement platform before entering into</p>

		agreement / issue of purchase orders, towards eprocurement fund in favour of Managing Director, A.P.T.S, VIJAYAWADA. NOTE: There shall not be any charge towards aprocurement fund in case of works, goods and services with ECV less than and upto Rs. 10 lakhs
24	Transaction Fee Payable to	M/s M.D., APTS, Hyd (ON LINE)
25	General Terms and Conditions	AS PER TENDER DOCUMENTS.

ENDOWMENTS DEPARTMENT
Sri Durga Malleswara Swamy Varla Devasthanam, Vijayawada, Krishna Dist

PROCEDURE FOR BID SUBMISSION ON e-Procurement PLATFORM (eTendering) :

1. The bidder shall submit his response through Bid submission to the tender on e-Procurement platform at www.eprocurement.gov.in by following the procedure given below. The bidder would be required to register on the e-procurement market place www.eprocurement.gov.in or [https:// tender.aeprocurement.gov.in](https://tender.aeprocurement.gov.in) and submit their bids online. Offline bids shall not be entertained by the Tender Inviting Authority for the tenders published in e-procurement platform.
2. The bidders shall submit their eligibility and qualification details, Technical bid, Financial bid etc., in the online standard formats displayed in e-Procurement web site. The bidders shall upload the scanned copies of all the relevant certificates, documents etc., in support of their eligibility criteria/technical bids and other certificate/documents in the e-Procurement web site. The bidder shall sign on the statements, documents, certificates, uploaded by him, owning responsibility for their correctness/authenticity. The bidder shall attach all the required documents for the specific tender after uploading the same during the bid submission as per the tender notice and bid document.

3. Registration with eProcurement platform:

For registration and online bid submission bidders may contact HELP DESK of M/s Vayam Technologies, Hyd. www.eprocurement.gov.in or <https://tender.eprocurement.gov.in>.

4. Digital Certificate authentication:

The bidder shall authenticate the bid with his Digital Certificate for submitting the bid electronically on eProcurement platform and the bids not authenticated by digital certificate of the bidder will not be accepted on the eProcurement platform.

Hard copies:

- i) Attested copies of all original hard copies of the uploaded scanned copies of Online Payment of Security Deposit by participating bidders must submit along with sample of the product / commodity to the tender inviting authority before scheduled date and time of the opening of the Technical bid , otherwise the tender will be rejected on online.
- ii) All the bidders shall invariably upload the scanned copies of Online Payment of Security Deposit in aprocurement system and this will be the primary requirement to consider the bid responsive.
- iii) The department shall carry out the technical evaluation solely based on the uploaded certificates/documents, Online Payment of Security Deposit in the aprocurement system and open the price bids of the responsive bidders after evaluation of technical bids and results of the samples.

- iv) The department will notify the successful bidder for submission of original hardcopies of all the uploaded documents Online Payment of Security Deposit prior to entering into agreement.
 - v) The successful bidder shall invariably furnish the original Online Payment of Security Deposit, Certificates/Documents of the uploaded scan copies to the Tender Inviting Authority before entering into agreement, either personally or through courier or post and the receipt of the same within the stipulated date shall be the responsibility of the successful bidder. The department will not take any responsibility for any delay in receipt/non-receipt of original Online Payment of Security Deposit, Certificates/Documents from the successful bidder before the stipulated time. On receipt of documents, the department shall ensure the genuinity of the DD/BG towards EMD and all other certificates/documents uploaded by the bidder in eProcurement system. In support of the qualification criteria before concluding the agreement.
6. The G.O. Ms. No. 174 –I & CAD dated: 1-9-2008 Deactivation of Bidders If any successful bidder fails to submit the original hard copies of uploaded certificates/documents, DD/BG towards EMD within stipulated time or if any variation is noticed between the uploaded documents and the hardcopies submitted by the bidder, as the successful bidder will be suspended from participating in the tenders on e-Procurement platform for a period of 3 years. The e-Procurement system would deactivate the user ID of such defaulting bidder based on the trigger/recommendation by the Tender Inviting Authority in the system. Besides this, the department shall invoke all processes of law including criminal prosecution of such defaulting bidder as an act of extreme deterrence to avoid delays in the tender process for execution of the development schemes taken up by the government. Other conditions as per tender document are applicable.
7. The bidder is requested to get a confirmed acknowledgement from the Tender Inviting Authority a proof of Hardcopies submission to avoid any discrepancy.

8. Payment of Transaction Fee:

It is mandatory for all the participant bidders from 1st January 2006 to electronically pay a Non-refundable Transaction fee to The M.D., APTS, Hyd the service provider through "Payment Gateway Service on E-Procurement platform". The Electronic Payment Gateway accepts all Master and Visa Credit Cards issued by any bank and Direct Debit facility/Net Banking of ICICI Bank, HDFC, Axis Bank to facilitate the transaction. This is in compliance as per G.O.Ms.13 dated 07.05.2006. A GST of 18.00% + Bank Charges for Credit Card Transaction of 2.09%(inclusive of service tax) on the transaction amount payable to the M.D., APTS, Hyd. shall be applicable.

9. Corpus Fund:

As per GO MS No.4 User departments shall collect 0.04% of ECV (estimated contract value)+ 18.00% GST with a cap of Rs.10,000 (Rupees ten thousand only)+18.00% GST for all works with ECV upto Rs.50 crores, and Rs.25,000/- (Rupees twenty five thousand only)+ 18.00% GST for works with ECV above Rs.50 crores, from successful bidders on e-Procurement platform before entering into agreement / issue of purchase orders, towards e-procurement fund in favour of Managing Director, APTS. There shall not be any charge towards aprocurement fund incase of works, goods and services with ECV less than and upto Rs. 10 lakhs.

10. Tender Document:

The bidder is requested to download the tender document and read all the terms and conditions mentioned in the tender Document and seek clarification if any from the Tender Inviting Authority. Any offline bid submission clause in the tender document could be neglected.

The bidder has to keep track of any changes by viewing the Addendum/Corrigenda issued by the Tender Inviting Authority on time-to- time basis in the E-Procurement platform. The Department calling for tenders shall not be responsible for any claims/problems arising out of this.

11. Bid Submission Acknowledgement:

The bidder shall complete all the processes and steps required for Bid submission. The system will generate an acknowledgement with a unique bid submission number after completing all the prescribed steps and processes by the bidder. Users may also note that the bids for which an acknowledgement is not generated by the **a procurement** system are treated as invalid or not saved in the system. Such invalid bids are not made available to the Tender Inviting Authority for processing the bids. The **Sri Durga Malleswara Swamy Varla Devasthanam, Vijayawada .** and M/s Vupadhi, Vijayawada are not responsible for incomplete bid submission by users.

SCHEDULE ITEMS

S.No	Description of materials	Net Qty	UOM	Rate per Each
1	HP 15.6" HD Touchscreen Laptop, Intel Quad Core i5-8250U (Beat i7-7500U) Processor up to 3.4Ghz, 8GB Memory, 1TB SSD, WiFi, DVD-RW, GbE LAN, HDMI, Buletooth, Webcam, Windows 10	1	No	
2	HP Pavilion Core i5 8th gen 15.6-inch FHD Laptop (8GB/1TB HDD/Win 10/2 GB MX130 DDR5 Graphics/MS Office/Mineral Silver/2.04 kg), 15-cs1000tx	1	No	
3	Dell Inspiron 7391 13.3-inch Laptop (10th Gen Core i5-10210U/8GB/512GB SSD/Window 10 + Microsoft Office/Integrated Graphics), Black	1	No	
4	Supply of Lenovo Idea pad 530s core i5 8 th gen,15.6 -inch Full HD thin and light laptop(8GB RAM/512 GB SSD/Windows10 Home/MS Office H&S 2016/2GB Graphics/Mineral Grey/1.69kg,81EV00BLIN WITH 1TB HDD	1	No	

Sri Durga Malleswara Swamy Varla Devasthanam, Vijayawada

Online Tenders List (e-Procurement)

Documents required for (Technical Bid)

Document Name	Is Optional
Experience in supply of Desktop systems & Laptops	Mandatory
Security Deposit of Rs.5,000/-	Mandatory
PAN Card	Mandatory
GST Registration Certificate	Mandatory
Latest Income Tax Certificate	Mandatory

Executive Officer

Sri Durga Malleswara Swamy Varla Devasthanam, Vijayawada
e- Tender Document for Supply of Laptops to Sri Durga Malleswara Swami Varla
Devasthanam Indrakeeladri, Vijayawada.

Name of the Bidder / Firm ::

A.P.G.S.T No. ::

C.S.T. / VAT No. ::

I/We read and accept all terms and conditions in tender schedule

Place ::

Date ::

E.M.D. amount of Rs.

D.D.No dt.

Signature of the tenderer with full address
(To be signed by an authorized signatory
with full address of the tenderer)

Phone No. :

Fax No. :

TERMS & CONDITIONS

2. Online (e-Tendering) Tender is invited for “SUPPLY OF LAPTOPS” for a period of Three(3) Months.
3. The Items should be **supplied immediately** and the contract period is “3” months.
4. The successful bidder has to Supply the items with **his own transport and own expenses.**
5. **Taxes:** The successful bidder has to bear all types of Taxes, **Including GST** etc and No other taxes will be entertained under any circumstances.
6. **Warranty: 1 Years**
7. **Scope of Work:** Supply, Installation, testing and commissioning of equipment.
8. All Tenders should submit the attested copies of all scanned and uploaded certificates on online including Security Deposit to the Tender Inviting Authority on or before scheduled date and time of opening of the Technical bid as mentioned.
9. Security Deposit amount as mentioned in the Tender schedule shall be remitted by way of Net Banking/RTGS/NEFT from their registered Bank Account only through Gateway payment as per Clause No.7 of G.O.Ms.No.8, Dt.08-05-2016of online payment/online Challan and should scan and upload at the time of tendering. The Security Deposit amount of the lowest tenderer will be returned only after successful completion of the supply in all the respects and it will not carry any interest. The Security Deposit to the Tenderers other than the First Lowest and Second Lowest will be returned after scrutiny of the Tenders.
10. The rate quoted / the rate negotiation should be valid for entire a period of the Tender.
11. Negotiation will not make with all the tenderers. In case if necessity negotiation will be made with lowest selected tenderer and in this regard the decision of the Executive Officer is final.
12. The tenderer should possess all requisite licenses, registrations and the same should be obtained invariably before transacting with the Devasthanam. The tenderer should inform the correct address from where the supplies are going to be made to the Devasthanam. In this regard the decision of the Executive Officer is final and binding on the tenderers without any recourse.
13. The Executive officer reserves the right either to reject any or all tenders without assigning any reason. In this regard the decision of the Executive Officer is final and binding on the tenderer without any recourse.
14. The tendered quantity is tentative. It can be increased or decreased at the discretion of the Executive Officer. The Executive Officer may accept or reject, in full or in part, any or all the offer, without assigning any reason whatsoever.
15. The Executive Officer reserves the right to accept or reject any tender and to cancel the tender process and reject all tenders at any time prior to the award of contract without thereby incurring any liability to the affected tenderer or any obligations to inform the affected tenderers, the ground of acceptance or reject.
16. **The rate quoted is inclusive of all G.S.T** and other Taxes except TDS. (The TDS will be recovered from the bill by the Devasthanam) and no claim for any Tax including GST will be admitted at a later stage and on any ground whatsoever.
17. The Supplied material should be as per Specifications mentioned in tender Schedule .The Executive Officer reserves right to reject the stocks, if the supplies are not made strictly as per the tender specifications in this regard, the decision of the Executive Officer is final.
18. In case of default or the supply is not adhering to the sample enclosed or delay in supply, the stock will be rejected and Executive Officer will purchase the material from other sources and extra cost will be recovered from the supplier.

19. If it is found that, the stock is not up to the mark /sub standard, the supplied stock will be rejected and the Tender deposit will be forfeited.
20. The stock should be supplied by making bundles each of having required numbers for the purpose of easy counting.
21. The payment will be made only after the receipt of stock by Devasthanam in GOOD condition, subject to approval of Pre- audit.
22. The Devasthanam reserves the right to recover the Penalty from the bill amount as decided by the Executive Officer or with hold payment for any unsatisfactory material supplied by the supplier without prejudice to its other rights.
23. The payment terms of Devasthanam are applicable. No advance shall be paid by Devasthanam against the order. The payment to suppliers shall be made by Devasthanam only through cheques/ RTGS.
24. Penalty as may be decided by the Executive Officer will be imposed when the supply is rejected in physical verification.
25. The Executive Officer reserves the right to add/delete/change/modify any or all the conditions mentioned in the tender schedule.
26. The Executive Officer reserves the right to terminate /amend/modify the contract without assigning any reason or advance notice to the Supplier.
27. All the material supplied against the supply order shall be best quality and shall confirm to the specification if any given in the supply order or inform to the supplier at case may be.
28. No supplier shall be allowed at any time on any ground what so ever to claim revision or modification in the rates quoted by him. Conditions such as Subject to availability, Supplies will be made as and when supplies are received etc., will not be considered under any circumstances.
29. In case of Printing if it is found any mistakes in paper, binding, size, quality or numbering bill or any other printing mistakes will not be paid and the Tender Deposit will be forfeited.
30. For breach of any of the above tender conditions the Security Deposit is liable to be forfeited duly blacklisting the Tenderer.
31. The commodity i.e., "SUPPLY OF SCANNERS" should strictly confirm to the specifications mentioned above. Devasthanam reserves the right to reject the material lock stock and barel if the supplies are not made strictly as per the specifications. In this regard the decision of the Executive Officer is final and binding on the parties without any recourse.