

**Punjab State Grains Procurement Corporation Ltd.**  
**Anaaj Bhawan, Sector 39C, Chandigarh**  
**(PUNGRAIN)**

**Tender Notice Inviting Quotations for Purchase of Desktop  
Computers, Laptops ,Printers, Printer cum Scanners and Copiers**

PUNGRAIN invites sealed quotations from reputed Companies / supply agencies for procurement of Computer System & Printer (Branded) for its state level. The interested Company/ Supplier/Agency may submit their technical and financial bid documents in prescribed format in separate sealed cover. Details of Specification of Computer System & estimated quantities are as follows:-

<b>Sl. No</b>	<b>Name of Item</b>	<b>Quantity</b>
01	Computer Desktop	40
02	Printer	33
03	Printer with Scan & Copy	4
04	Copier	2
05	Scanner with ADF	2
06	Laptop	1

1. Intending eligible bidders may obtain Bid document free of cost, from the office of the Managing Director, Pungrain on any working day between 10.00 AM to 4.00 PM up to 04-11-2016. The bid document may also be downloaded from our web-site [www.foodsuppb.nic.in](http://www.foodsuppb.nic.in).
2. The interested applicants may submit their proposals as per instructions provided along with a Demand Draft of Rs. 5000/- (Rs. Five thousand only) in favour of Managing Director, Pungrain, Payable at Chandigarh latest by 04-11-2016 up to 1.00 PM.
3. Technical & Financial documents sealed in separate covers and marked with Technical/Financial must be delivered to the office of Managing Director, Pungrain, upto 04.11.2016 till 1.00 PM. All sealed quotations received till then will be opened on 07-11-2016 before the bidders or their representative who wish to be present, in the office at 3.00 P.M.

Managing Director

## **CHECK LIST FOR BIDDERS / APPLICANTS**

1. The Bidder should ensure that all documents and papers submitted in this BID are fully authenticated by the authorized signatory under his signature with official seal wherever applicable.
2. The following documents form part of the BID and should be submitted with BID:

Sl. No	Documents to be submitted	Documents Submitted	
1.	All pages of this BID document should be duly signed by the authorized signatory as a token of acceptance of all terms and conditions by the bidder. Any other document submitted by the bidder should also be signed by the authorized signatory.	Y / N	Page No. at which Document Attached
2.	Statement indicating experience of supplying such items & working with Govt. Ministries/ Departments/PSUs, etc		
3.	General Power of attorney in favour of the signatory signing the BID documents. It is not required in case of proprietary firm if the proprietor himself signs the documents.		
4.	Attested copy of Article or Memorandum of Association or partnership deed or proprietorship registration as the case may be.		
5.	Attested copy of VAT/CST/Service TAX Registration number, if applicable.		
6.	Attested copy of PAN/Number.		
7.	Attested copy of return for last month/quarter as the case may be submitted towards Central and State Sales Tax/VAT if applicable.		
8.	Attested copies of IT returns for the last years filed by the agency		
9.	Attested copy Audited Accounts for details of turn over for the year 2014-15.		
10.	BID security/EMD of Rs.5,000/- to be submitted in the form of demand Draft in favour of Managing Director, Pungrain (Enclosed with Technical Bid)		
11.	Bank Account No. of the Firm with IFS code & Bank Branch Name		
12.	Bid Form		
13.	Financial Bid (Separate envelope)		

*Signature of the Bidder*

## **TENDER DOCUMENTS FOR PROCUREMENT OF COMPUTER SYSTEM,PRINTERS, PRINTER CUM SCANNER AND COPIER**

**01.** Sealed tenders are invited from reputed Companies / supply agencies for procurement of Computer System (Branded) for its state level. The interested Company/ Supplier/Agency may submit their technical and financial bid documents in prescribed format in separate sealed cover. Details of Specification of Computer System & estimated quantities are as follows:-

<b>Sr. No.</b>	<b>Item</b>	<b>Specification</b>	<b>Quantity</b>
<b>1</b>	<b>Computer Desktop</b>		40
	<b>Processor</b>	Intel Core i5-6500 3.2G 6M/Intel Core i5-6600 3.3G 6M CPU with <> GHz speed and <>MB Cache or better	
	<b>Chipset</b>	Chipset compatible with the processor / H110	
	<b>Motherboard</b>	OEM Motherboard	
	<b>Memory</b>	4 GB DDR 4 RAM expandable to 32GB; Two DIMM slots; Non-ECC dual-channel upto 2133 MT/s DDR4 SDRAM OR HIGHER	
	<b>Hard Disk Drive</b>	1TB HDD, 7200 RPM	
	<b>Optical Drive</b>	Super Multi DVD Writer	
	<b>Graphics</b>	Integrated Graphics	
	<b>Audio</b>	High Definition Integrated Audio with Internal Speaker	
	<b>Ethernet</b>	Integrated Gigabit (10/100/1000 NIC) LAN	
	<b>Slots</b>	1 x PCIe16, 1xPCIe1, 1xPCI	
	<b>Bays</b>	(2) 3.5" Internal drive bays (1) ODD bay	
	<b>Ports</b>	<b>Rear I/O</b> (4) USB 2.0 ports, (2) USB 3.0 Ports (1) VGA video port; (1) Display Port/DVI-D/HDMI Port (1) RJ-45 network connector (2) RS-232 serial port (1) Parallel Port 3.5mm audio in/out jacks PS/2 keyboard and mouse ports <b>Front I/O</b> (2) USB 2.0 ports 3.5mm headphone/microphone combo jack	
	<b>Form Factor</b>	MT ( Micro Tower)	
	<b>Power Supply</b>	180W Active PFC power supply with 85% efficiency	
	<b>Keyboard/Mouse</b>	PS/2 104 keys keyboard (Same make as PC) PS/2 2 Button Scroll Mouse (Same make as PC)	
	<b>Operating System</b>	Genuine Microsoft Windows 10 Pro 64-bit	
	<b>Diagnostic Tool</b>	BIOS Diagnostics	

	<b>Security</b>	TPM 1.2 Security Chip SATA port disablement (via BIOS) Serial, parallel, USB enable/disable (via BIOS) Optional USB Port Disable at factory (user configurable via BIOS) Removable media write/boot control Power-On password (via BIOS) Administrator password (via BIOS) Setup password (via BIOS) Support for chassis padlocks and cable lock devices	
	<b>Compliance And Certification</b>	Energy Star ver 6 for the given form factor EPEAT certified in India for the given form factor	
	<b>System Weight / Volume</b>	Weight should be less than 10 KG and volume less than 25L	
	<b>Information Accessibility</b>	Product details, specifications and brochure to be available in public domain	
	<b>Support</b>	Drivers should be available for download from OEM site for at least 3 years from the date of purchase order	
	<b>Market Credibility</b>	The OEM vendor should be of positive net worth for the last three years	
2	<b>Printer</b>	<ul style="list-style-type: none"> <li>❖ Print speed: Up to 15 ppm1 (ISO)</li> <li>❖ First page out in less than 10 seconds</li> <li>❖ Duty Cycle up to 5,000 pages per month</li> <li>❖ RMPV: Up to 250 to 2,000 pages2</li> <li>❖ 234 MHz processor with 2MB RAM</li> <li>❖ 12A Toner – 2000 pages (full toner)</li> <li>❖ Legal size printing</li> <li>❖ 1 year onsite warranty</li> </ul>	33
3	<b>Printer cum Scanner</b>	<ul style="list-style-type: none"> <li>❖ 14 ppm1 (ISO) – A4 print &amp; copy</li> <li>❖ 150-sheet input tray+ 10-sheet priority feed</li> <li>❖ RMPV: Up to 250 to 2,000 pages2</li> <li>❖ 600 x 600 dpi print resolution</li> <li>❖ 230 MHz with 32MB RAM</li> <li>❖ Manual Duplex &amp; Booklet Printing, Watermarks,</li> <li>❖ Economode</li> <li>❖ Compatible with 12A toner</li> <li>❖ 1 year onsite warranty</li> </ul>	4
4	<b>Laptop</b>	High Performance Business Notebook, starting 1.8Kg, upto 16GB memory, File Sanitizer, 3D Drive Guard, Client Security, TPM 1.2, 7200 RPM HDD. HP Biosphere-Self Healing BIOS. BACKLIT KEYBOARD i7 OS 6th Gen 6th Gen i7-6500U 4GB DDR4 MOMORY 500 GB or HIGHER LETEST HDD Win 10 PROFESSIONAL DOWNGRADED TO WIN 7 PROFESSIONAL 14" LED HD 1 Year Onsite with ADP	1
5	<b>Copier</b>	Speed : 22 ppm for a4 11 ppm for a3 size First page out : 7-9 seconds warm up time : 13 seconds from power on & 2.9 seconds from sleep mode, Mobile Printing resolution :scan : 300x300 dpi copy " 600x600 dpi print : 600x600 dpi Duplex : yes Networking : yes	2

6	<b>Scanner with ADF</b>	Scan resolution: 2400 x 2400 dpi1, 48 bit color depth, 256 grayscale levels Scan speed Preview mode: Up to 7 sec2 Scan media types: Paper (banner, inkjet, photo, plain), envelopes, labels, cards (greeting, index), 3-D objects, 35 mm slides and negatives (using transparent materials adapter), iron-on transfers Enlargement range: 10 to 2000% in 1% increments Features: 50 sheet Automatic document feeder (two-sided), Transparent materials adapter: scans three slides or four 35 mm negative frames	2
---	-------------------------	--	---

## 02. Delivery Place :

Bidder will supply and deliver the materials din requisite number at the office of **Managing Director, Pungrain, Anaaj Bhawan, Sector 39C, Chandigarh**

## 3. Qualification Conditions:

- a) Bidder should be registered under under vat Act of Chandigarh/Mohali/Panchkula. Bidder should be authorized supplier/service provider of the quoted item/work and should submit the relevant documents/certificates.
- b) Bidder should have experience of supplying such items and will have to furnish details of previous supplies.
- c) Bidder shall provide all relevant records required i.e. Income Tax Return Certificate/PAN, Commercial Tax Clearance/V.A.T. Certificate and other taxes (whichever applied)

## 4. Bid Price:

- a) The contract shall be for a period of One Year
- b) The rates quoted by the bidder shall be fixed for the duration of the contract and shall not be subject to adjustment of any account.
- c) All duties, taxes and other levies including the transportation expenses are payable by the Supplier/Agencies/Company under the contract and shall be included in total price.
- d) Each bidder shall submit only one quotation in the format supplied with IFQ. Bidder submitting more than one quotation for the same package will not be entertained. All the columns and requisite information's must be filled in the supplies Format.

## 5. Submission of Quotations/Bid:

- a) Each bidder should submit sealed quotations (in two separate part i.e. **Technical (Part – I)** and **Financial (Part – II)** in separate sealed envelopes.
- b) The following documents will form the Technical part (Part –I) of the bid (Photo copy duly self attested to be compulsorily enclosed)
  1. VAT Registration Certificate
  2. Current Return of Income Tax.
  3. Certification of authorization of the company.
  4. Bid Security as stipulated in the bid document.
  5. Details of Work Experience.
- c) The Financial part (Part – II) of the bid shall consists of only Rate/Price in Performa supplied with the IFQ on the company's /Firm's letter pad. All the column and requisite information must be filled in the prescribed format. Bidder must quote the item wise.

d) Award of contract on the basis of lowest evaluated price for which the bidder must quote the rate per item. Bidder must quote the rate of all items.

**06. Earnest Money Deposit (Deposit) :**

Each Bidder will have to submit EMD 5,000/- (Rupees Five thousand ) only, in the form of Demand Draft in the name of Managing Director, Pungrain payable at Chandigarh.

The EMD shall be forfeited

- a) In case a bidder withdraws its bids after opening of Technical (part – I) and before the validity period of the Bid.
- b) If the bidder fails to execute the agreement within specified time as intimated/ requested.

**07. Validity Quotation :**

Quotation shall remain valid for a period not less than 180 days after the deadline date specified for submission.

**08. Evaluation of Quotations:**

The purchaser will evaluate and compare quotations determined to be substantially responsive i.e.

- a) Are properly signed;&
- b) Confirm to terms, conditions, specifications and qualifications and qualifications conditions.

**09. Award of Contract:**

The purchaser will award the contract to the bidder whose quotations has been determined to be substantially responsive, and who has offered the lowest evaluated quoted price.

9.1 Notwithstanding the above, the purchaser reserves the right to accept or reject any quotations and to cancel the bidding process and reject all quotations at any time prior to the award of the contract.

9.2 The bidder whose bid is accepted will be notified of the award of contract by the purchaser. The terms of the accepted offer shall be incorporated in the supply order. The validity period may be extended by the purchaser by another 15 day in exceptional cases.

**10. Other Terms & Conditions :**

- (a) Pungrain reserves the right to proponed/postponed/cancelled the bid, the bidder will have to abide with the decision.
- (b) Payment shall be made after the supply and submission of bills which will be subject to satisfactory supply (certified by the committee constituted for the purpose). Personnel In Charge will certify the quality and quantity of the items supplied/ work done as per specifications and recommend accordingly the extent of payment.
- (c) No preference will be given to any bidder of class of bidders, either for the price or for other terms and conditions.

- (d) Quotation may be submitted on the printed letter head of the bidder in the prescribed format supplied with IFQ.
- (e) Successful bidder will have to enter into an agreement with PUNGRAIN for timely execution of the Purchase order.
- (f) No payment will be made for any damage of goods supplied.
- (g) Liquidated damages provisions for damages shall be included in conditions of the contract when delays in delivery of goods, completion of work or failure of the goods or works to meet performance requirements would result in extra cost, or loss of revenue or loss of other benefits to the implementing agency.

You are requested to send your offer during working hours on or before 1.00 PM of the 04.11.2016 in the prescribed format (enclosed herewith) in sealed envelopes in form of Technical – (Part– I) and Financial (part – II) bids /quotations to the office of Managing Director, Pungrain, Anaaj Bhawan, Sector 39C, Chandigarh

Sealed quotations received till then will be opened in the office on 07.11.2016 at 3:00 PM in the presence of bidders or their authorised representatives who desire to be present.

## PROFORMA FOR TECHNICAL BID (PART - I)

<b>S.N.</b>	<b>Particulars</b>	<b>To be filled in by the tenderer</b>
1	Name of the Agency	
2	Details of EMD Package No. -	
	(i) Amount	
	(ii) Draft No.	
	(iii) Date	
	(iv) Issuing Bank	
3	Date of establishment of the agency	
4	Detailed office address of the Agency with Office Telephone Number, Fax Number and Mobile Number and name of the contact person	
5	Whether the firm is registered under Company Act, partnership or proprietorship. (Copies of all certificates of registration to be enclosed.)	
6	PAN/TAN Number( copy to be enclosed)	
8	Sales Tax/VAT Registration Number (copy to be enclosed)	
9	Attested copy of return for last month/quarter as the case may be submitted towards Central and State Sales Tax/VAT/Service Tax if applicable. (copy to be enclosed)	
10	Attested copies of IT returns for the last three years filed by the agency	
11	Whether the firm is blacklisted by any Government Department or any criminal case is registered against the firm or its owner/partners anywhere in India. (If no, a certificate is to attached in this regard.)	
12	Attested copy Audited Accounts details for the latest year	
13	Experience in dealing with Govt. Departments attach copies of supply orders placed on the agency)	
14	Whether bid document of all pages of the terms and conditions duly signed, in token of acceptance of the same, is attached.	
15	Whether agency profile is attached?	

Place :

Signature of the Bidder

Date:

Office Seal



