

**TENDER for purchase of Laptops for Haryana Institute of Public Administration, Plot No. 76, Sector-18, Gurgaon**

<b>Sr. No.</b>	<b>Name of Work</b>	<b>Tender Document Fee + e-Service Fee</b>	<b>EMD Fee</b>	<b>Approx. Value of the Items</b>	<b>Start date and time</b>	<b>Closing date and time</b>
1	Purchase of laptop	Rs.200+Rs.1180 = Rs. 1380/-	NIL	400000	25.09.23	15.10.2022

1. The Applicants/bidders have to complete 'Application/Bid Preparation & Submission' stage on scheduled time as mentioned above. If any Applicant/bidder failed to complete his/her aforesaid stage in the stipulated online time schedule for this stage, his/her Application/bid status will be considered as 'Applications / bids not submitted'.
2. Applicant/Bidder must confirm & check his/her Application/bid status after completion of his/her all activities for e-bidding.

**Envelope 1: Technical Bid**

The bidders shall upload the required eligibility & technical documents online in the Technical Bid.

**Envelope 2: Commercial Bid**

The bidders shall quote the prices in price bid format under Commercial Bid.

**Instructions to bidder on Electronic Tendering System**

**These conditions will over-rule the conditions stated in the tender documents, wherever relevant and applicable.**

**1. Registration of bidders on e-Procurement Portal: -**

All the bidders intending to participate in the tenders process online are required to get registered on the centralized e-Procurement Portal i.e. <https://etenders.hry.nic.in>  
Please visit the website for more details.

**2. Obtaining a Digital Certificate:**

**2.1** The Bids submitted online should be encrypted and signed electronically with a Digital Certificate to

establish the identity of the bidder bidding online. These Digital Certificates are issued by an

Approved

Certifying Authority, by the Controller of Certifying Authorities, Government of India.

**2.2** A Digital Certificate is issued upon receipt of mandatory identity (i.e. Applicant's PAN Card) and Address proofs and verification form duly attested by the Bank Manager / Post Master / Gazettes Officer. Only upon the receipt of the required documents, a digital certificate can be issued

**2.3** The bidders may obtain Class-II or III digital signature certificate from any Certifying Authority or Sub certifying Authority authorized by the Controller of Certifying Authorities or may obtain information and application format and documents required for the issue of digital certificate from.

**2.4** Bid for a particular tender must be submitted online using the digital certificate (Encryption

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Signing), which is used to encrypt and sign the data during the stage of bid preparation. In case, during the process of a particular tender, the user loses his digital certificate (due to virus attack, hardware problem, operating system or any other problem) he will not be able to submit the bid online. Hence, the users are advised **to keep a backup of the certificate** and also keep the copies at safe place under proper security (for its use in case of emergencies).

**2.5** In case of online tendering, if the digital certificate issued to the authorized user of a firm is used for signing and submitting a bid, it will be considered equivalent to a no-objection certificate /power of attorney / lawful authorization to that User. The firm has to authorize a specific individual through an authorization certificate signed by all partners to use the digital certificate as per Indian Information Technology Act 2000. Unless the certificates are revoked, it will be assumed to represent adequate authority of the user to bid on behalf of the firm in the department tenders as per Information Technology Act 2000. The digital signature of this authorized user will be binding on the firm.

**2.6** In case of any change in the authorization, it shall be the responsibility of management / partners of the firm to inform the certifying authority about the change and to obtain the digital signatures of the new person / user on behalf of

the firm / company. The procedure for application of a digital certificate however will remain the same for the new user.

**2.7** The same procedure holds true for the authorized users in a private/Public limited company.

In this case, the authorization certificate will have to be signed by the directors of the company.

### **3. Online Viewing of Detailed Notice Inviting Tenders:**

The bidders can view the detailed N.I.T and the time schedule (Key Dates) for all the tenders floated through the single portal eProcurement system on the Home Page at <https://etenders.hry.nic.in>

### **4. Download of Tender Documents:**

The tender documents can be downloaded free of cost from the eProcurement portal <https://etenders.hry.nic.in>

### **5. Key Dates:**

The bidders are strictly advised to follow dates and times as indicated in the online Notice Inviting Tenders. The date and time shall be binding on all bidders. All online activities are time tracked and the system enforces time locks that ensure that no activity or transaction can take place outside the start and end dates and the time of the stage as defined in the online Notice Inviting Tenders.

<https://etenders.hry.nic.in>

**NOTE:-** Bidders participating in online tenders shall check the validity of his/her Digital Signature Certificate before participating in the online Tenders at the portal <https://etenders.hry.nic.in>. For help manual please refer to the 'Home Page' of the e-Procurement <https://etenders.hry.nic.in>.

## **PART-I Technical BID ELIGIBILITYPARAMETES**

<b>Ser No</b>	<b>Description</b>	<b>Remarks</b>
1.	Name of the Supply Agency	
2.	Address along with Phone No	
3.	Registration/License No.	
4.	Financial Position (annual turnover from Rs. 25 Lacs or above. (Copy enclosed) last three years	

5.	Experience (Minimum 3 years) in the relevant field (last three years)	
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**Note:**

- I. The opened technical bids shall be evaluated by a Technical Evaluation Committee (TEC) constituted for the purpose. The Committee will recommend the most suitable proposal for acceptance of the competent authority. Successful bidders will be informed of the decision.
- II. Such clarification on the technical aspects of the bid would not entitle the Bidder to change or cause any change in the substance of the bid submitted or price quoted. Also it will not imply that bidder's bid has been accepted for further processing.

**PART-II**

**Financial Bid**

Rates to be quoted including GST or any other charges etc.

<b>Sl. No.</b>	<b>Item Details</b>	<b>Quantity</b>
01	Laptop (Annexure -I)	01
02	Laptop (Annexure -I)	01
03	Two years additional comprehensive warranty.	01
04	Upgrade to Windows 11 Professional site	01

**Terms and Conditions:**

1. Online bids under two bid systems will be accepted for the work.
2. Offers can be quoted on a lump sum amount basis which includes all the charges at FOR destination. Warranty: 01 years onsite warranty
3. The Tender offer should be valid up to 90 days.
4. The supply order will only be placed after approval by the purchase committee/ competent authority as may be intimated. Payment against Bill

invoice shall be released within 60 days only after receipt of store. No interest will be paid on the delayed payment of stores.

5. The successful bidder for any reason fails to supply the items as per time schedule, specification etc., the undersigned will have the right to cancel the order and forfeit the security deposit available with the HIPA
6. Arbitration: In the event of any dispute arising between both the parties i.e HIPA and Party, under these conditions or any conditions contained in the Work Order or in connection with this contract, the same shall be referred to the sole arbitration of the Director General, HIPA or some other persons appointed by him. The award of the arbitrator shall be final and binding on both the parties to this contract.
7. Jurisdiction: The order executed will be subject to Indian law and local courts at **Haryana** only.
8. Director General, HIPA will reserve the right to accept or reject any or all the quotations received without assigning any reasons whatsoever.

**Assistant Director (Admin)**

## **Details of Specification:**

### **Annexure -I**

1. Dell /HP make Laptop: Intel Core i7-1255U 16GB RAM, 512GB NVIDIA MX550 (2GB GDDR6), 14.0" (35.56Cms) FHD+ WVA Touch 250 nits, Active Pen, Platinum Silver (D560829WIN9S, 1.57Kgs) OEM preloaded Windows 11 and MS Office with 01-year warranty
2. Dell /HP make Laptop: Intel Core i5 12th generation 8GB RAM, 512GB SSD 14.0" (35.56Cms) FHD+ WVA Touch 250 nits, Active Pen ,OEM preloaded Windows 11 and MS Office with 01-year warranty
3. Two years additional comprehensive warranty.
4. Upgrade to Windows 11 Professional from Microsoft site.