



**OFFICE OF THE MANAGING DIRECTOR
ASSAM STATE TRANSPORT CORPORATION,
PALTANBAZAR, PARIBAHAN BHAWAN, GUWAHATI- 781008.**

**Tender
for
“Procurement of Laptop and Desktop Computers, UPS,
Printer”**

NIT No.: ASTC/HO/Purchase/Computer Items/VOI-III/305/2021-22/2152 Dated: 9.9.2021



OFFICE OF THE MANAGING DIRECTOR
ASSAM STATE TRANSPORT CORPORATION, PALTANBAZAR
GUWAHATI - 781008

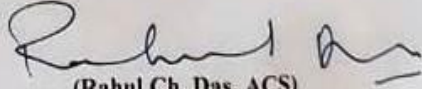
NIT No. ASTC/HO/Purchase/ Computer Items/VOI-III/305/2021-22/১১২২ Dtd. ০৭-৭-২০২১

Notice Inviting Tender

Sealed tenders are invited from interested and competent companies/ Distributors/ authorized dealers for "Procurement of Laptop and Desktop Computers, UPS, Printer" at ASTC.

Interested bidders may collect the tender document from the office of the undersigned on any working day during office hours on payment of Rs. 1000.00 (Rupees One Thousand) only in cash from the cash counter.

The tender document can also be downloaded from our website: www.astc.assam.gov.in w.e.f. 8.09.2021 up to 29.09.2021, 1:00 PM. Any new information related to the tender document will be published in the website only. In case the tender document is downloaded from the website and tender is submitted, the tender document fee of Rs.1000.00 (Rupees One Thousand) only in the form of bank draft drawn in favour of the Managing Director, ASTC, payable at SBI, South Guwahati, Assam shall have to be submitted along with the Bid.


(Rahul Ch. Das, ACS)
Managing Director
A.S.T. Corporation, Guwahati

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1. Invitation for bid

NIT Subject: Procurement of Laptop and Desktop Computers, UPS, Printer.

Assam State Transport Corporation (ASTC) having its Head Office at Paltan Bazar, Guwahati-08 invites bids from bidders in two (2) bid system for the above subject, in complete accordance with the following details and enclosed tender documents.

2. Contact details of tender dealing officer

Contact Person : Mr. R.D. Nath
Designation : Superintending Engineer
Email : seastc2017@gmail.com

3. Schedule of Tender process

Activity	Scheduled Date
Date of issue of tender	8.9.2021
Last date and time of sale of tender	29.9.2021 UPTO 1:00 PM
Last Date and time for Submission of tender	30.9.2021 UPTO 12:00 PM
Opening Date and Time of technical bid	01.10.2021 AT 1:00 PM

N.B. In case, the technical bid opening date of tender becomes to be a holiday, then the next working date will be implied.

4. Submission of Tender

The bidder has to submit the following along with the Tender at ASTC, Head Office, Paltan Bazar, Guwahati-781008 before the last date and time of submission of tender.

A. The bidder has to submit two covers i.e **Cover 1(TECHNICAL COVER) & Cover 2 (FINANCIAL COVER)** which are to be enclosed in a common envelope super scribing the **NIT No., NIT subject, address of the bidder**. The common envelope should be addressed to the Managing Director, ASTC. The common sealed envelope should be submitted in the tender drop box in the office of the Managing Director, ASTC, Paltanbazar, Guwahati.

B. The Technical cover must mention “**TECHNICAL BID**” , NIT No., NIT subject and must include the filled up format provided in Annexure-I along with all the supporting documents duly signed along with seal of the bidder.

The Financial cover must mention “**FINANCIAL BID**” , NIT No., NIT subject and must include the filled up format provided in Annexure-II , duly signed along with seal of the bidder.

- C. Earnest Money Deposit (Refundable) – Rs. 50,000/-, Demand draft in favour of Managing Director, Assam State Transport Corporation, Payable at SBI, South Guwahati Branch. It should be provided in the **Cover 1(TECHNICAL COVER)**.
- D. Tender Deposit Fees (Non refundable) - Rs. 1,000/-, Demand draft in favour of Managing Director , Assam State Transport Corporation, Payable at SBI, South Guwahati Branch or at the cash counter of ASTC, HO, Paltanbazar, Ghy-08. It should be provided in the **Cover 1 (TECHNICAL COVER)** .
- E. Proof of Original product from OEM to be submitted along with the tender. It should be provided in the **Cover 1 (TECHNICAL COVER)**.
- F. The bidder has to submit completely filled format and attached documents in Annexure –I and Annexure –II.
- G. The Total rate mentioned in Price bid (format provided in Annexure-II) must be including all applicable taxes and charges (GST, transportation charge, etc.)

5. Instructions to Bidders

- i. Assam State Transport Corporation (ASTC) invites sealed tender in two bids to this Tender from “Bidders” who meet the minimum eligibility criteria as specified in this tender document for “Procurement of Laptop and Desktop Computers, UPS, Printer”.
- ii. Bids must be received not later than time, date and venue mentioned in the Fact Sheet. Bids that are received after the dateline WILL NOT be considered in this procurement process.
- iii. Selected bidder(s) would be required to supply Laptops, Desktops, UPS, Printer to the Controller of Stores, Central Store, ASTC, Rupnagar, Guwahati. In this regard, Assam State Transport Corporation (ASTC) would like to invite bids from qualified Bidders to supply said items as per the “Delivery Schedule” in this bidding document.
- iv. The Managing Director, Assam State Transport Corporation reserves the right to alter/ cancel this tender process during anytime without assigning any reasons thereof. The decision of Managing Director, Assam State Transport Corporation will be final and binding to all.
- v. Any further information related to this tender will be given in ASTC website (www.astc.assam.gov.in) only. Bidders are informed to visit the same website regularly for any information.
- vi. The Corporation reserves the right to place an order to any party who is ready to supply on lowest rate for the items of the cancelled order, and corporation reserves the right to place an order on 2nd lowest rate if no supplier is ready to supply on 1st lowest rate for items for which the order was cancelled (the order was placed on 1st lowest but party fails to supply).
- vii. The rates quoted by the bidder must remain valid at least for one (1) year from the last date of submission of tender.

6. Scope of Work

All products should be offered in current production as of the date of the award. For purpose of this contract “current production” shall mean that the item is being manufactured as new PRODUCT for the Indian market. All PRODUCT ordered as stated in the tender must be shipped in fully sealed container (packets) with the required materials. The bidder(s) shall not quote and supply any PRODUCT that is likely to be declared as End of Service/ Support for twenty-four months from the date of bid submission. If any of the Product(s) is found to be declared as Expired in the period mentioned above, then the bidder shall replace within 15 days, all such products with the latest ones having same specifications without any financial obligation to ASTC.

7. Evaluation of bid

The “TECHNICAL COVER” containing technical bids of the bidders will be evaluated by the ASTC committee and the technically qualified bidders will be shortlisted for price bid evaluation.

The “FINANCIAL COVER” containing price bids of technically qualified bidders only will be opened and evaluated on the basis of lowest cost to the ASTC.

The opening date and time of financial bid shall be informed later to technically qualified bidders over phone/ email provided by them.

8. Award of work:

The award of work will be given to bidder on the basis of L1 (lowest cost to ASTC). Based on the Lowest cost against each item mentioned in tender document, award of work against different items may be given to multiple bidders.

9. Supply, Delivery, Installation of Items

The selected bidder is expected to carry out all activities covering Supply including delivery, documentation, Installation, Testing, and Quality Inspection in coordination with representative of Managing Director, ASTC and other stakeholders of the procurement.

- i. Delivery is to be done at Central Stores, Rupnagar, Guwahati by the party itself. The delivery cost has to be borne by the party.
- ii. Supply of all the required items having the specifications and in quantities as specified by the purchaser as mentioned in this tender shall be complete in all respect within 7 days of receipt of purchase order. In case of delay in delivery penalty @ 0.5% per day of the total purchase order value.
- iii. Conduct 100% Quality inspection and testing and ensure that each and every items complies to the specifications given in this tender and ensure that there should not be any physical damage(s) and shall contain all the required item before declaring them as “Ready for delivery”.
- iv. All the items delivered to ASTC must be successfully installed with all the softwares mentioned in specifications to good working condition.
- v. The bidder will provide the soft copy and hard copy of both, listing every Product code to ASTC for better monitoring purposes.
- vi. The vendor must mention the GSTIN of the firm along with the ASTC GSTIN in the Bills.
- vii. The Delivery Challan, Inspection Report & Acceptance Note will constitute the Final Acceptance of every product supplied as per the work order.
- viii. Managing Director, ASTC reserves the right to exempt the penalties, if any and also cancel the tender at any stage, without assigning any reasons thereof and the decision will be final and binding to all.

10. Roles and Responsibilities

A. Assam State Transport Corporation (ASTC) :ASTC shall

- (i) Conduct Pre-Delivery/Post-delivery Inspection.
 - In-case of Pre-Delivery / Factory Sight Inspection, the bidder has to bear the entire cost including all arrangements except the travel cost which will be borne by ASTC.
- (ii) The Managing Director of Assam State Transport Corporation (ASTC) shall nominate a Committee for selection of bidder.

- (iii) Intimate regarding the details of the items will be delivered with the exact quantities to be delivered and the authorized person with mobile number who will receive the materials at Delivery.
- (iv) Authorize the concerned person of ASTC to sign on the Delivery Challan.

B. Right to alter Quantities

ASTC reserves the right to give repeat order to the L1 bidder in Respective Package based on the rates mentioned by the Bidder till one (1) year from the last date of submission of tender. Any decision of ASTC in this regard shall be final, conclusive and binding on the bidder. If ASTC does not purchase any of the tendered articles or purchases less than the quantity indicated in the bidding document, the bidder(s) shall not be entitled to claim any compensation.

C. Confidential Information

ASTC and Selected bidder shall keep confidential and not, without the written consent of the other party hereto, divulge to any third party any documents, data, or other information furnished directly or indirectly by the other party hereto in connection with the Contract, whether such information has been furnished prior to, during or following completion or termination of the Contract.

11. Paying Authority

The payments as per the Payment Schedule covered herein above shall be paid by ASTC. However, Payment of the Bills will be done with Good Receipt and satisfactory delivery/ installation/ re-installation/ inspection/ performance report of Items from authorized official/ Central store of Assam State Transport Corporation.

12. Payment Schedule

- i. Before release of any payment, the selected bidder must furnish the Manufacture and Expire of all Products failing which no payment will be released.
- ii. The selected bidder's request for payment shall be made to ASTC in writing, accompanied by invoices describing, as appropriate, the goods delivered and related services performed, and by the required documents submitted pursuant to general conditions of the contract and upon fulfilment of all the obligations stipulated in the Contract.
- iii. Due payments shall be made promptly by ASTC, generally within forty-five (45) days after submission of an invoice and other supporting documents in order.
- iv. The currency or currencies in which payments shall be made to the supplier/ selected bidder(s) under this Contract shall be Indian Rupees (INR) only.
- v. All remittance charges will be borne by the selected bidder.
- vi. In case of disputed items, disputed amount shall be withheld and will be paid only after settlement of the dispute.
- vii. Advance Payments will not be made.
- viii. Any penalties/ liquidated damages, as applicable, for delay and non-performance, as mentioned in this bidding document, will be deducted from the payments for the respective milestones.

13. Items and specifications.

A. LAPTOP

Processor	-	Intel Core i5, 11 th Generation, 3.0 Ghz, 9MB cache, 6 cores.
Motherboard	-	OEM Motherboard with OEM logo embossed on the motherboard (sticker not acceptable)
Display resolution	-	1920 X 1080 Pixel or Higher
Chipset	-	As compatible with processor
RAM	-	8GB DDR4 RAM
Hard Disc	-	512 GB SSD.
Graphics	-	Integrated Intel HD Graphics.
Display	-	15.6" LED Full HD display with TCO certified.
Optical Drive	-	integrated 24xDVDRW Optical Drive
Network	-	Integrated 10/100/1000 Gigabit Ethernet with RJ45 connectivity.
Wireless	-	IEEE 802.11 b/g/n Wireless Standard, Inbuilt Wi-fi 802.11 or above, Bluetooth 4.0 or above.
Audio	-	High-Definition Integrated Audio with Internal Speaker.
Operating System	-	Preloaded genuine Windows10Pro 64bit operating system with preactivated OEM recovery media and device driver media.
Warranty	-	3 (three) years manufacturers' on-site comprehensive warranty of the supplied desktop covering all components.
Make	-	HP/DELL/LENOVO.
Keyboard	-	Keyboard Inbuilt
Pointing Device	-	Touchpad Inbuilt
External I/O ports	-	Minimum 3USB ports ; Memory card slot, 1xRJ45, 3.5mm Audio stereo With microphone Port , 1xHDMI.
Antivirus	-	Installed Premium Antivirus software with minimum 1 year validity from date of installation.
MS Office	-	Installed Original OEM Microsoft Office 2019 (Home and Student) with lifetime validity

B. DESKTOP

Processor	-	Intel Core i5, 10 th Generation, 3.0 Ghz, 9MB cache, 6 cores.
Motherboard	-	OEM Motherboard with OEM logo embossed on the motherboard (sticker not acceptable)
Display resolution	-	1920 X 1080 Pixel or Higher
Chipset	-	As compatible with processor
RAM	-	8GB DDR4 RAM expandable to 64 GB with 2DIMM slots.
Hard Disc	-	1TB Hard Disc 7200 RPM SATA Hard Drive.
Graphics	-	Integrated Intel HD Graphics.
Display	-	21.5" LED Full HD display with TCO certified.
Optical Drive	-	integrated 24xDVDRW Optical Drive
Network	-	Integrated 10/100/1000 Gigabit Ethernet with RJ45 connectivity.
Audio	-	Integrated HD Audio
Wireless	-	IEEE 802.11 b/g/n Wireless Standard, Inbuilt Wi-fi 802.11 or above, Bluetooth 4.0 or above.
Operating System	-	Preloaded genuine Windows10Pro 64bit operating system with preactivated OEM recovery media and device driver media.
Warranty	-	3 (three) years manufacturers' on-site comprehensive warranty of the supplied desktop covering all components.
Make	-	HP/DELL/LENOVO.
Keyboard	-	Keyboard Standard (Same make as Machine) with USB Interface.
Pointing Device	-	Optical scroll mouse (Same make as Machine) with USB interface.
External I/O ports	-	Minimum 8USB ports (4ports in front, 4ports in back); 1xRJ45, 1xVGA, 1xHDMI, 3.5mm Audio stereo with microphone port.
Antivirus	-	Installed Premium Antivirus software with minimum 1 year validity

MS Office - from date of installation.
Installed Original OEM Microsoft Office 2019 (Home and Student)
with lifetime validity

C. UPS

UPS Topology - Line Interactive
Output Voltage - 220/230/240 AC
Input Voltage range - 140V AC – 300V AC
Input frequency range – 40 -70Hz
Plug Type - IN
VA - 1 KVA
Outlets –Total - 3 Nos.
Battery backup - 25 - 30 minutes.
MAKE - Reputed brand
Warranty - 2 years including battery
Form Factor - Brick

D. PRINTER (Laser Printer)

Machine type - Monochrome Laser Printer
Function - Print
RAM Size - 32 MB minimum
Print speed - min. 18 ppm
Print technology - Laserjet black and white
Print cartridge - Composite cartridge
Print resolution - 600 x 600dpi
Page yield - Min 1500 pages
Supported paper size - A4, Legal, B5, A5, DL, postcards
Paper type - Plain paper, Heavy Paper, Transparency, Label, Envelope
Connectivity - High speed USB 2.0 Interface
Supporting OS- Windows 10
Warranty - 3 years
Make - HP/ Canon/ Epson

E. PRINTER (DOT Matrix printer)

Machine type - DOT Matrix printer
Function - Impact DOT matrix Print (Bi-direction print with logic seeking)
Number of pins in head – 24 pins
Input Data Buffer - 128KB
Print cartridge - Fabric Ribbon Cartridge (Black)
Print speed - 416 CPS
Column - 136
Supported Paper Size - Cut Sheet (Single Sheet), Cut Sheet (Multi Part), Envelope (No.6),
Envelope (No.10), Continuous Paper (Single Sheet and Multi part),
Roll Paper.
Connectivity - Bi-directional parallel interface (IEEE-1284 nibble mode supported)
USB 2.0 Full-Speed Serial
Paper Feeding Standard - Friction, Push Tractor
Supporting OS - Windows 10
Warranty - 3 years
Make - HP/ Canon/ Epson

14. Quantity of Items.

A. Desktop	-	83 nos.
B. Laptop	-	20 nos.
C. UPS	-	83 nos.
D. Printer (Laserjet)	-	132 nos.
E. Printer (DOT Matrix)	-	

N.B.

- 1. The quantity of each item may increase or decrease later on for issuing supply order.**
- 2. The quantity of DOT matrix printer and Monochrome laser printer may vary.**

Sd/-
Chief Engineer (A&T)
Assam State Transport Corporation

ASSAM STATE TRANSPORT CORPORATION
Paltanbazar, Guwahati-781008

NIT No. ASTC/HO/Purchase/ Computer Items/VOI-III/305/2021-22/2152 Dtd. 09-09-2021

[Format for Technical Bid]

Dept.: Purchase Section. HO, ASTC, Guwahati

1	Full Name & Address of the company/ Authorized dealer/ distributor	
2	Distributor certificate/ Dealership certificate	Document furnished (Yes/No)
3	Mobile/Telephone No.	
4	FAX No	
5	Email ID	
6	Documents in support of address proof	Document furnished (Yes/No)
7	Power of Attorney	Document furnished (Yes/No)
8	Tender Document fee submission record/money receipt/ demand draft.	Document furnished (Yes/No)
9	Earnest Money Deposit submission record	Document furnished (Yes/No)
10	GST No.	Document furnished (Yes/No)
11	The attested copies of GST registration certificate or any other certificate as may be applicable from time to time. Latest GST return filed, registration certificate for NSIC, DGS&D registration (if any).	Document furnished (Yes/No)
12	Copies of certificate of registration with govt./semi govt./ASRTU (if any) should be enclosed.	Document furnished (Yes/No)
13	SSI registration certificate	Document furnished (Yes/No)
14	Factory insurance certificate	Document furnished (Yes/No)

15	Municipality trade license	Document furnished (Yes/No)
16	Income tax return certificate	Document furnished (Yes/No)
17	Copy of last electricity bill paid by the factory of the firm.	Document furnished (Yes/No)
18	Address of the factory of the firm	Document furnished (Yes/No)
19	Annual turnover of the firm, submission of record for last 3 Financial years.	Document furnished (Yes/No)
20	Experience of supply to Govt./ STU /ASTC (in years).	Document furnished (Yes/No)
21	Copy of tender document duly signed with seal of the firm in each page of tender document.	Document furnished (Yes/No)
22	Proof of Original Product from OEM	Document furnished (Yes/No)

N.B.:-

I/We agree to all terms and conditions of Tender documents as per Tender notice no..... dtd.....

Name of the Firm:

Signature of the bidder:

Seal of the Firm:

Date:

ASSAM STATE TRANSPORT CORPORATION
Paltanbazar, Guwahati-781008

NIT No. ASTC/HO/Purchase/Computer Items/VOI-III/305/2021-22/2152

Dtd. 09-09-2021

[Format for Price Bid]

Dept.: Purchase Section. HO, ASTC, Guwahati

Sl. No.	Product description	Basic Rate (in Rs.) (1)	Charges (if any) (in Rs.) (2)	Taxes/ GST (in Rs.) (3)	Total Rate (in Rs.) (1+2+3)
1	Desktop				
2	Laptop				
3	UPS				
4	Printer (Laser Printer)				
5	Printer (DOT Matrix Printer)				

I/We agree to all terms and conditions of Tender documents as per Tender notice
no..... dtd.....

Name of the Firm:

Signature of the bidder:

Seal of the Firm:

Date: