

**M/s** \_\_\_\_\_

**Subject: Quotation for Supply and Installation of Apple MacBook Air Laptop for EdCIL, Noida., Plot No. 18A, Sector-16A, Noida.**

Dear Sir,

This Corporation is interested to supply and installation of Apple MacBook Laptop as per the specifications given at **Annexure- I**. The Laptop will be supplied & installed at Noida.

If you are in a position to meet the specifications as per **Annexure-I**, you are requested to submit your quotation based on our terms & conditions as set forth hereunder.

The quotation is based on single bid (Techno-commercial) system. ***The envelope should contain the following documents strictly.***

1. Earnest Money Deposit (EMD) of Rs. 5,500/- (**Rupees Five Thousand Five Hundred only**) by Demand Draft only drawn in favor of 'EdCIL (India) Limited' Payable at Delhi/Noida. **Any bid received without EMD will be rejected summarily.** However, Bidders registered with DGS&D, NSIC or MSEs are exempted from payment of Bid Security.
3. The printed Brochures for the items quoted.
4. Technical Compliance Statement (**Annexure I**)
5. Letter of acceptance to the terms and conditions of the NIQ.
6. A certificate from the OEM authorizing you to submit quote and also for providing after sales and services.
7. The bidder shall furnish an undertaking regarding their non-blacklisting in any of the Government Department and Public Sector undertaking /enterprise in India and central vigilance commission during the last three financial years.

Contd./2-

8. Price Bid to be submitted as per **Annexure- II**.
9. You are requested to submit an audited Balance Sheets including profit and loss Account for the last three financial years (2012-2013, 2013-2014 & 2014-2015).
10. You are requested to submit copies of last three years purchase orders details to fulfill the requirement of delivery & installation of the same item upto the value of 3 Lakh during the last three years.

**TERMS AND CONDITIONS: -**

Your quotation will be considered only for the specifications given at the **Annexure-I**. Other terms & conditions will be as under: -

1. Since the delivery of above items is to be made at Noida, sales tax to be charged should be shown separately; if no sales tax is shown separately, it will be presumed that sales tax is included in the rates.
2. *You are requested to quote your Local Sales Tax No. \_\_\_\_\_ or Central Sales Tax No. \_\_\_\_\_ whichever is applicable for the purpose of making payment on account of sales tax/central sales tax.*
3. **SUBMISSION OF TENDER:** The quotations should reach in a sealed cover as superscribed "**Quotation for Apple MacBook Laptop for EdCIL, Noida**" addressed to the **Assistant Manager (Admin.), EdCIL (India) Limited, EdCIL House, 18A, Sector-16A, Noida** so as to reach not later than **1500 Hrs. on 26/10/2015**. If you wish to deliver the tender/quotation personally, you are requested to drop your quotation/ tender in the tender box only available at reception of the EdCIL House, Noida. The quotation/ tender received after the due date will not be entertained.
4. **OPENING OF THE TENDER :** Sealed tender received up to **15.00 hours on 26/10/2015** will be taken up for opening. Tender received after the specified date and time will not be accepted. Ed.CIL reserves the right to disqualify any or all of the tenders in case it is not satisfied with the documents furnished or otherwise without assigning any reasons thereof. **The bids will be opened up on the same day at 16.30 hrs on 26/10/2015** before the evaluation committee and the bidders in the office premises at EdCIL (India) Limited, Sector 16A, Plot 18A, NOIDA – 201 301

5. All the amount shall be indicated by the vendor in figures as well as in words. Where there is any difference between price quoted in figures and words, amount quoted in words shall prevail.
6. Your quotation shall remain open for acceptance for 90 days or as may be specified from the date of opening. No revision / modifications in the quoted rate will be allowed during the period of validity of quotation or the extended period.
7. The material on receipt at our office will be inspected. The supplier shall have to replace the materials, if any found defective at site/office on free of cost basis.
8. Supplier shall guarantee/warranty that all the equipment supplied by them whether manufactured by them or their subcontractor or purchased from any other source and supplied to Corporation shall be new and free from all defects arising due to defective material or manufacturing defects. The equipment supplied shall be of first class workmanship with effective design.
9. Supplier shall give on-site warranty at to replace, rectify or repair free of cost, the components or part of equipment proved to have become unserviceable due to any of the above defects within warranty period. In the event of the supplier's not complying with the above within a reasonable time, the Corporation will have the option to rectify, repair or replace the defective parts after giving one week notice to the supplier and recover the cost from the supplier.
10. The Corporation reserves the right to cancel the contract if the quality of material supplied fall below the required specifications and also if the deliveries are not made in accordance with the delivery schedule.
11. The successful vendor shall not sub-let or assign this contract or any part thereof without obtaining prior written permission of the Corporation otherwise the Corporation shall have the right to cancel the contract and to purchase the goods elsewhere and the successful vendor shall be liable to the Corporation for any loss or damage which the Corporation may sustain in consequence or arising out of such purchase.
12. The payment will be made within 20 days on receipt of invoice (in duplicate) against successfully supply & installation of equipment at respective site through RTGS/NEFT. The supplier is also required to submit delivery & installation challan signed from authorized person at respective site.
13. The offers should be based on the most suitable equipment/item incorporating the latest technology to ensure smooth and trouble free working of the equipment.

14. In the event of the quotation being submitted by a firm it must be signed separately by each partner holding Power of Attorney authorizing him to do so.
15. In case of a Company the quotation should be submitted in the manner as laid down in the said Company's Articles of Association.
16. You are requested not to erase or mutilate any word(s) or figures occurring in your quotation, otherwise the quotation may be ignored. The overwriting is not allowed.
17. Delivery of goods/material is required to be made within 15 (fifteen) days strictly from the date of receipt of purchase order in this regard positively, failing which the EMD deposited with the quotation will be forfeited.
18. **WARRANTY:** The bidder shall provide 36 months Warranty (on the site and comprehensive) on all items from the date of installation and shall be responsible for any defects that develop in the furniture items. They shall also replace any defective part of the product supplied and other accessories, without any exception and recourse, free of cost.

The Supplier is responsible for all packing, unpacking, assembles, installation of units. The Supplier will test the products and accomplish the adjustments necessary for successful and continuous operation of the products supplied at all installation sites and shall ensure maintenance of the supplied products during the warranty period.

19. EMD of successful bidder will be withheld till the expiry of warranty of the equipment. However, Agency registered with MSME/NSIC shall furnish Performance Security of 5% of contract value as per **Annexure-III**. In the case of unsuccessful bidder(s), the EMD will be refund/returned after finalization of contract.

## 20. **DELAY AND NON-CONFORMANCE**

### a) **Delivery and Installation**

If the supplier fails to Install any or all of the goods with in the period specified in the Purchase Order, EdCIL shall without prejudice to its other remedies under the Purchase Order, deduct from the contract price, as liquidated damages, a sum equivalent to 0.5% of the delivered price of the delayed goods weekly or part thereof of delay until actual delivery, up to a maximum deduction of the 10% of the contract price. Once the maximum is reached, EdCIL has the right to terminate the contract without any liability to cancellation charges and encash the submitted performance guarantees.

**b) Services during warranty period**

- a) The maximum response time for maintenance complaint during warranty period (i.e. time required for supplier's maintenance engineer to report at the installation after a request call/telegram is made or letter is written) shall not exceed 24 hours (excluding Sunday & National Holiday).
- b) The period for correction of defects in warranty/ AMC period is 48 hours.
- c) In case an item is not usable beyond the stipulated maximum downtime the supplier will be required to arrange for an immediate replacement.

In case the rectification of defects is not carried out within 72 hours and replacement of defective items are not provided, a penalty of sum equivalent to 2.5% per week of the delivered price of that defective item(s) shall be levied. This penalty is applicable upto a maximum of 4 weeks (maximum 10%). Subsequently, the rectification shall be carried out by the consignee at the risk and cost of the supplier. The cost of repairs along with the penalty of 10% shall be recovered by encashing the performance bank guarantee submitted by the supplier and the balance amount if any, will be returned to the Supplier after completion of warranty obligations.

21. **SUBSTITUTION AND WRONG SUPPLIES:** Unauthorized substitution or materials delivered in error of wrong description or quality or supplied in excess quantity or rejected goods shall be returned to the supplier at their own cost and risk.

- (ii) This Corporation also reserves the right to accept or reject any quotation in whole or in parts without assigning any reason thereof.
- (ii) EdCIL reserves the right at the time of issue of Purchase Order to increase or decrease by up to 15 percent of the quantity of goods and services originally specified in the Bid without any change in unit price or other terms and condition.
- (ii) The Supplier shall make all arrangements towards safe and complete delivery at the designated locations indicated by EdCIL in the Purchase Order. Such responsibility on part of the supplier will include taking care of insurance, freight, state level permits etc. as applicable

22. The quotation submitted by the vendors will be evaluated either independently or jointly to arrive at the L-1 price, which is the sole discretion of this corporation. Further, the Corporation does not bind itself to accept the lowest tender or assign any reason for non-acceptance of the same.

23. Agencies, which have failed to fulfill earlier contractual obligations, may not be considered.

24. Your quotation should be free from overwriting. All corrections and alteration should be duly attested by the vendor/tenderer.
  - (ii) The quotation should be unambiguous in all respects.
25. **TERMINATION FOR INSOLVENCY:** EdCIL may at any time terminate the Contract Agreement by giving a written notice to the awarding firm, without compensation to the firm, If the firm becomes bankrupt or otherwise insolvent as declared by the competent Court, provided that such termination will not prejudice or affect any right of action or remedy, which has accrued or will accrue thereafter to EdCIL.
26. **FORCE MAJEURE:** (i) Should any force majeure circumstances arise, each of the contracting parties shall be excused for the non-fulfillment or for the delayed fulfillment of any of its Contractual obligations, if the affected party within 15 days of its occurrence informs in a written form the other party.  
(ii) Force Majeure shall mean fires, flood, natural disaster or other acts such as war, turmoil, sabotage, explosions, epidemics, quarantine restriction, strikes, and lock-outs beyond the control of either party.
27. **ARBITRATION:** In the event of any question, dispute or difference arising between EdCIL and the company relating to any matter arising out of or connected with the servicing, maintenance and installation/delivery, job assigned to the firm for execution under the contract agreement, the same shall be referred to the Sole Arbitration of an officer to be nominated by Chairman & Managing Director, EdCIL. The decision of the Arbitrator shall be final and binding on both the parties to the agreement with jurisdiction as Delhi only.

Yours faithfully,

(Sushant Dey)  
Assistant Manager (Admin.)

**Annexure- I**  
**Technical Compliance Statement**

<b>S.No.</b>	<b>Feature</b>	<b>Specification</b>
1	Display	13.3- inch (diagonal) LED-backlit glossy widescreen display with support for millions of colours  Supported resolutions 1440x900 (native), 1280x800, 1152x720 and 1024x640 pixels at 16:10 aspect ratio; 1024x768 and 800x600 pixels at 4:3 aspect ratio
2	Storage	256 GB (Flash Storage)
3	Processor	1.6 GHZ dual-core Intel Core i5 (Turbo Boost up to 2.7 GHZ) with 3MB shared L3 cache
4	Memory	4 GB
5	Battery & Power	Up to 12 Hours  Built-in, 54-watt-hour lithium-polymer battery
6	Size & weight	<ul style="list-style-type: none"> <li>- Height: 0.3- 1.7 cm (0.11.68 inches)</li> <li>- Width: 32.5 cm (12.8 inches)</li> <li>- Depth: 22.7 cm (8.84 inches)</li> <li>- Weight: 1.35 Kg (2.96 pounds)</li> </ul>
7	Graphics & Video support	Intel Graphics 6000  Thunder Bolt Video Output
8	Camera	720p Face Time HD Camera
9	Wireless	802.11ac Wifi Networking with Bluetooth 4.0
10	Operating System	OS X Yosemite
11	Warranty	One Year

Authorized signature with date & Seal of organization

**ANNEXURE - II****PRICE SCHEDULE (Price Bid)**

(in Rs.)

Items	Qty.	P/U Cost (Rs.)	Total Amount without Tax	Tax, if any
Apple Mac Book Air with one year warranty with leather Bag	01			
2 years extended warranty	Nil			
MS office 2011 (Without Outlook)	01			
Hard Disk 1000 GB- Sea Gate				
<b>Total without TAX</b>				

Total cost in Rs. (words) without tax: \_\_\_\_\_

Authorized signature with date &amp; Seal of organization

**Annexure – III**

**PERFORMANCE SECURITY FORM**

To: \_\_\_\_\_ (Name of Purchaser)

**WHEREAS** ..... (Name of Supplier)  
hereinafter called "the Supplier" has undertaken , in pursuance of Contract (Notification of Award) No..... dated,..... 20... to supply.....  
.....(Description of Goods and Services) hereinafter called "the Contract".

**AND WHEREAS** it has been stipulated by you in the said Contract that the Supplier shall furnish you with a Bank Guarantee by a Nationalised bank for the sum specified therein as security for compliance with the Supplier's performance obligations in accordance with the Contract.

**AND WHEREAS** we have agreed to give the Supplier a Guarantee:

**THEREFORE WE** hereby affirm that we are Guarantors and responsible to you, on behalf of the Supplier, up to a total of ..... (Amount of the Guarantee in Words and Figures) and we undertake to pay you, upon your first written demand declaring the Supplier to be in default under the Contract and without cavil or argument, any sum or sums within the limit of ..... (Amount of Guarantee) as aforesaid, without your needing to prove or to show grounds or reasons for your demand or the sum specified therein.

This guarantee is valid until the .....day of.....20.....

Signature and Seal of Guarantors

.....

.....

Date.....20...

Address:.....

.....

**Note:** *The Bank Guarantee to be issued by nationalized bank only and is to be submitted on a non-judicial stamp paper of Rs. 100/- (One Hundred only). The non-judicial stamp paper should be purchased in the name of issuing bankers. The Issuing bank must provide its Head Office/Regional office addresses of communication*