



Government of Assam
DIRECTORATE OF FORENSIC SCIENCE :: ASSAM
Kahilipara :: Guwahati – 781 019

No. DFS. 1921/2018-22/CCTNS/60

Date : 26/08/2022

NOTICE INVITING BIDS (NIB) FOR SUPPLY OF DESKTOP COMPUTERS AND UPS

Sealed bids affixing Court fee stamp of Rs. 8.25 (Rupees Eight and Twenty Five Paisa) are hereby invited from authorized local Dealers/ Suppliers/ Distributors with a branch Office in Guwahati for Supply of Desktop Computers and UPS for Directorate of Forensic Science, Assam, Kahilipara, Guwahati- 781019.

You are requested to submit your most competitive bid for the following items:-

1. **Bid Price**

- a) Corrections, if any, shall be made by crossing out, initialing, dating and re-writing.
- b) All duties, taxes and other levies payable on the raw materials and components shall be included in the total price.
- c) GST in connection with the sale shall be shown separately
- d) The rates quoted by the bidder shall be valid for a period of one year.
- e) The Prices shall be quoted in Indian Rupees only.
- f) The format for Bid Price is enclosed as Annexure II.
- h) In case of bid re-submission, a forwarding letter with the new bid addressing the undersigned that the earlier bid stands cancelled and "Bid Re-Submission" should be written on top of the sealed envelope.
- i) Bids, where prices are quoted in any other way shall be treated as non-responsive and rejected.
- j) **Bidders are requested to quote for each and every items. Incomplete price bid will be rejected.**

2. **Documents to be submitted:**

- i. Authorized local Dealers/ Suppliers/ Distributors with a branch Office in Guwahati certificate.
- ii. Valid Trade License.
- iii. Valid GST registration.
- iv. PAN card.
- v. Forwarding Letter (Annexure I).
- vi. Bid Price (Annexure II).

3. The detailed Bid Document is available and is to be downloaded from website <https://forensic.assam.gov.in>.
4. **Tender Processing Fees (Non refundable):** Rs. 500.00 (Rupees Five Hundred only) Demand Draft in favour of "Directorate of Forensic Science, Assam", payable at "Guwahati". ***Bids of those bidders who have not submitted the requisite Tender Processing Fees (Non refundable) shall not be considered for evaluation.***
5. Each bidder shall submit only one bid. Bidder shall not contact other Bidders in matters relating to this NIB.
6. **You are requested to submit your bid latest by 2.00 pm on 17th Sept, 2022.** Bids will be opened at 3.00 pm on 17th Sept,2022 .If the office happens to be closed on the date of opening of the bids as specified, the bids will be opened on the next working day at the same time. Any bid received by DFS, Assam after the deadline for submission of bids will be rejected and returned unopened to the bidder. Bids will be opened in the presence of Bidders or their representatives who choose to attend in Directorate of Forensic Science, Assam.
7. **Place of Delivery:** Directorate of Forensic Science, Assam, Kahilipara, Guwahati- 781019, Assam.
8. The Bidder is expected to examine all instructions, forms, terms and specifications in the bidding documents. Failure to furnish all information required by the NIB documents or submission of a bid not substantially responsive to the bidding documents in every respect will be at the bidder's risk and may result in the rejection of its bid.
9. Supply order quantity may decrease depending on the needs of DFS, Assam. Supply order will be placed on need basis only.
10. Price Bids will be evaluated and the winner will be declared on the lowest over all evaluated price.
11. **Purchaser's right to accept any bid and to reject any or all bids:** The purchaser reserves the right to accept or reject any bid and to annul the bidding process and reject any or all bids at any time prior to award of Supply Order, without thereby incurring any liability to the affected bidder or bidders or any obligations to inform the affected bidder or bidders of the grounds for the purchaser's action. The undersigned reserves the right of rejecting any bid without assigning any reason thereof.
12. A Bidder requiring any clarification on the NIB Document may visit the Directorate of

Forensic Science, Assam, Kahilipara during office hours.

13. **Terms & Conditions:**

- i. Delivery shall be made within 10 days or as decided by the authority.
- ii. Payment will be made within 60 days from the submission of certified Invoice subject to availability of funds.

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Director (In-Charge)

Directorate of Forensic Science, Assam

Kahilipara, Guwahati- 781019.

(FORWARDING LETTER FOR BID SUBMISSION)

To,

Date/09/2022

The Director (In-Charge)
Directorate of Forensic Science, Assam
Kahilipara, Guwahati- 781019.

Subject: Submission of bid in response your NIB for “Supply of Desktop Computers and UPS”.

Ref: No. Dated

Sir,

Having examined the bidding documents the receipt of which is hereby duly acknowledged, we, the undersigned, offer to supply and deliver (description of items) in conformity with the said bidding documents for the sum of (total bid amount in words and figures).

We undertake, if our bid is accepted, to commence delivery within (.....) days and to complete delivery of all the items specified in the Supply order and to perform all the incidental services within (.....) days calculated from the date of your Supply order.

We understand that you are not bound to accept the lowest or any bid you may receive.

Dated this.....day of

Signature

(in the capacity of)

Duly authorized to sign bid for and on behalf of

FORMAT OF PRICE BID

Sl. No.	Name of items	Specification	Quantity	Unit Rate in INR excluding GST	Total amount in INR excluding GST (column 4 x 5)	Total GST on column 6 as applicable	Total in INR (column 6 +7)
1	2	3	4	5	6	7	8
1	Desktop Computer	1. Form Factor: Tower, Mini – tower, small form factor; 2. Processor: Intel®Core™ i5 (6 Core)-10 th Generation or above; 3. Graphics: Intel Integrated Graphics; or 2GB Graphics card; 4. Memory: Minimum 8 GB DDR4 3200 MHz SDRAM (Expandable); 5. Internal Storage: 256 GB PCIe NVMe M.2, 1TB 7200 rpm SATA; 6. Optical Drive: DVD/RW drive; 7. Ports and connectors: USB 2.0 Type-A, USB 3.2 Type-A, USB 3.2 Type-C, Display Port, HDMI/VGA port or adaptor, RJ-45; 8. Wireless: Wireless Card; 9. Display: 21.5 inch (Minimum) Full HD Monitor,	26				

		Height adjustable stand; 10.Operating system: Windows 10 Pro 64 Licensed with recovery DVD; 11.Mouse: USB Optical mouse; 12.Keyboard: Full-size USB keyboard; 13.Audio: Universal audio, headset port; 14.Headset: Headset (Over the ear) with microphone; 15.Camera: HD web camera; 16.Energy efficiency: ENERGY STAR®;					
2	UPS	600 VA	26				
Grand Total							

Note:: Warranty: 3 year warranty including 3 years of parts, labour and on-site repair to be provided.

Total amount of Grand Total in words:

We agree to supply the above item if required in accordance with the technical specifications within the period specified in the Price bid/ Notice Inviting Bids (NIB).

We hereby certify that we have taken steps to ensure that no person acting for us or on our behalf will engage in bribery or collusive agreements with competitors.

Name of Supplier:

Signature of Supplier:

Office seal of Supplier: