

No. 77/Comp(HW)/2014

16 April, 2014

From

Brajesh Kumar Singh
Executive Officer.

To

ALL CONCERNED

Subject : Invitation of quotation for Procurement of Dell Laptop

Sir,

I am directed to state that this Secretariat intends to procure the following item for its use:

Sl.No.	Name of item	Configuration	Qty
1.	Laptop Computer (Make : Dell)	Processor-i7, 2620 M, 2.7 Ghz with 4MB L3 Cache or higher, 8GB DDR3-1333 RAM, 500 GB HDD, 13.3" Screen, with Windows 7 Professional, DVD Writer with extra Mouse or higher	1 pcs.

2. You are, therefore, requested to submit your **sealed quotation** mentioning details viz. VAT, **Warranty**, validity of quotation, delivery time, duration of redressal of complaints etc. for the above item. Quotations may be dropped in the Tender Box placed in Reception Office, Parliamentary Library Building, (Opposite Gurudwara Rakabganj) on or before **24.4.2014 upto 1700 hrs**

Terms & Conditions:

- (i) The Laptop Computer shall be of best quality and workmanship and must have original packing.
- (ii) Delivery of the above item(s) at Parliament House Complex, New Delhi shall be arranged by the bidder at his own cost.
- (iii) A pre-delivery inspection of item under consideration at the premises of Parliament House complex shall be afforded by the bidder.
- (iv) Warranty shall apply from the date of receipt of the item in the Lok Sabha Secretariat.
- (v) The item should be brand new, unused, non-refurbished and original and should confirm to the technical specifications and description given at para 1 above.
- (vi) A signed copy of this tender document should be submitted along with the quotation. All the pages of the tender document should be signed by the bidder/authorized signatory.
- (vii) The period of comprehensive onsite warranty will be applicable from the date of receipt of item(s) in this Secretariat. The complaint should invariably be attended by the firm within 4 hours of lodging the same and must be resolved within 24 hours. The engineer of the firm/OEM will attend the complaint at the location of the above item(s).
- (viii) The bidder must specify the specification in his bid. However, the specification must not be lower than the specification mentioned above.
- (ix) In case, a bidder quotes for higher configuration then the lowest quoted price shall only be considered.
- (x) Payment shall be made after assessing the performance of the item to the satisfaction of the Lok Sabha Secretariat.
- (xi) A Bill giving details of Sales Tax/VAT etc. may be furnished to this Secretariat for settlement.
- (xii) The bidder/firm may be **blacklisted** for further business with Lok Sabha Secretariat for delay in supply of ordered item and deficiency in service during warranty period.
- (xiii) The bid shall be evaluated on the basis of price, warranty, service pertaining to redressal of complaints, time of delivery.
- (xiv) The Lok Sabha Secretariat reserves the rights to terminate the tender without assigning any reason at any stage.

LOK SABHA SECRETARIAT
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Telegrams : LOKSABHA, NEW DELHI
FAX : 23940756

PARLIAMENT HOUSE
NEW DELHI 110001

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- (xv) The bid shall be valid for a period of 90 days from the last date of submission of bid.
- (xvi) The successful bidder shall have to furnish a Performance Security Deposit amounting to 5% of the total value of the item to this Secretariat in form of Account Payee Demand Draft/Fixed Deposit Receipt from a Commercial Bank payable in favour of "Drawing & Disbursing Officer, Lok Sabha", and payable at New Delhi or Bank Guarantee of the same value from a Commercial Bank before supply of item.
3. Lok Sabha Secretariat reserves the right to change/modify/increase the quantity of item at any stage without assigning any reason.

Yours faithfully,

Boojesh Kumar Singh

Executive Officer
Telefax No. 23035290