

**OFFICE OF THE DISTRICT & SESSIONS JUDGE, JEHANABAD**

**TENDER NOTICE NO. 01/2014**

**DATED :- 21/08/2014**

Tenders are being invited from reputed suppliers for procurement of 05 Desktops with APC 600 UPS and HP Laserjet 1020 plus printers as per following terms and conditions and specifications :-

**Terms and Conditions :-**

1. Only those Firms/ companies or suppliers who are interested to supply Desktops with APC 600 UPS and HP Laserjet 1020 plus printers as per quantities mentioned in the tender notice invited.
2. A refundable Earnest Money Deposit (EMD) (without interest) of Rs. 12,500/- only i.e. 5% (Five percent) of estimated value to be procured in the form of Bank Draft in favour of "District & Sessions Judge, Jehanabad."

**Note :-** Bid Security (also known as Earnest Money) is to be given by all the bidders except those who are registered with the Central Purchase Organization/ State Purchase Organization, National Small Industries Corporation (NSIC) or the concerned Department.

3. Tender shall be submitted in a one sealed envelop superscribed with "**Technical and Financial Bids for supply of 05 Desktops**" containing separate sealed envelopes each for Technical Bid and Financial Bid, in the specified Format :
  - (a) Technical bid (Annexure – A)
  - (b) Financial bid (Annexure – B)

**Technical bid shall contain the following :**

- (a) Authorization letter issued by the respective brand manufacturers to sell their products, in the case of Authorized Dealers.
- (b) Supplier shall have to submit self attested copies of last three years Income Tax Return, Sales Tax Clearance Certificate, Sales Tax Registration Certificate, VAT Number and Permanent Account Number (PAN) with copy thereof be furnished.
- (c) A certified copy of the P & L account and Balance Sheet, showing the Gross Turnover for the Financial Year 2013-14 (Asst. Year 2014-15) is over Rupees lakhs.
- (d) Evidence for having supplied products to Central Government Departments/ Public Sector undertaking in the last one year.

**Financial Bid shall contain following :**

The Financial bid shall indicate **rate per unit inclusive of all applicable taxes** and duly indicating the applicable taxes and their percentage.


4. No Advance payment shall be made.

5. The firms shall submit their bills in triplicate at the time of supply of articles.
6. Payment shall be made through Bank Draft/ Bankers' Cheque, not in Cash. 80% of total payment will be made after delivery and rest 20% after inspection and installation of goods. In case defects, if any, found in any of the materials, the concerned firm shall replace it immediately free of cost.
7. Each page of the technical bid containing specification and financial bid should be signed and stamped by the bidder or its authorized signatory.
8. **The rates quoted shall be valid for six (06) months.**
9. The selected supplier shall be in a position to supply the articles within 30 days of placing the purchase orders.
10. Court reserves the right to accept/ reject/ postpone the tender and also to change terms and conditions, the date of submission of opening the tender etc. without assigning any reason to the bidders.
11. The suppliers shall have to submit an affidavit that their firms is not blacklisted.
12. Articles should be in good condition of specified specification having the original packing intact as per samples.

Minimum Specifications

S. No.	Item	Minimum Specification
1	Processor	Intel Core i3
2	Ports	02 USB ports free on front side of C.P.U. Cabinet and 04 rear side
3	Network	LAN port or Ethernet Interface (NIC Card) – 10/100/1000 Ethernet LAN
4	Memory	2 GB RAM upgradeable up to 04 GB
5	Mouse	Optical mouse with pad and 104 keys keyboard with embedded rupees symbol key.
6	Motherboard	Motherboard should be standard like intel or Gigabyte.
7	Monitor	18.5" or higher T.F.T. LED/ LCD Flat monitor
8	U.P.S.	600 V.A. Of A.P.C. Company
9	Printer	Hp Laserjet 1020 plus

The bids shall be submitted before the District & Sessions Judge, Jehanabad latest by **three (03) weeks from date of publication of notice** on official website of District Court, Jehanabad and will be opened in presence of bidders in the chambers of undersigned on 10.10.2014 at 4.30 P.M.

  
 21/8/2014  
 District & Sessions Judge,  
 Jehanabad.

ANNEXURE - A

TECHNICAL BID DOCUMENT

- 1) Name of the Party :
- 2) Address (with Tel No., Mobile No. Fax No. and email ID) :
- 3) Contact Person (s) with Designation (With Mobile No., Tel. No., Fax No., email ID) :
- 4) Details of Sales Tax Registration Along with evidence :
- 5) Authorized letter issued by the respective Brand manufactures to sell their products (YES/ NO) enclosed :
- 6) Permanent Account Number (PAN) (Copy should be enclosed) :
- 7) VAT number :
- 8) Copy of latest IT returns and Sales tax clearance Certificate to be enclosed :
- 9) Copy of the P & L Account & Balance Sheet for the F.Y. - 2013-14 to be enclosed :
- 10) Earnest Money Deposit (EMD) :
- 11) Certificate showing registered with Central Purchase Organization/ State Purchase Organization, National Small Industries Corporation (NSIC) or concerned Department :

DECLARATION

I/ We hereby certify that the information furnished above is true and correct to the best of my/our knowledge. I/we understand that in case any deviation is found in the above statement at any stage, I/ we will be blacklisted, my/our EMD forfeited and that I/we will not have any dealing with the Department in future.

Place :

Date :

(Authorized Signatory)

ANNEXURE – B

FINANCIAL BID DOCUMENT

- 1) Name of the Party :
- 2) Address (with Tel No., Mobile No. Fax No. and email ID) :
- 3) Contact Person (s) with Designation (With Mobile No., Tel. No., Fax No., email ID) :
- 4) Rate (Both in words and figure) per items for Desktops, UPS and printers inclusive of all taxes :

DECLARATION

I/ We hereby certify that the information furnished above is true and correct to the best of my/our knowledge. I/we understand that in case any deviation is found in the above statement at any stage, I/ we will be blacklisted, my/our EMD forfeited and that I/we will not have any dealing with the Department in future.

Place :

Date :

(Authorized Signatory)