

## **M.P BOARD OF REVENUE (GWALIOR)**

**E TENDER No.:- / Computer cell /2016-17- BOREV**

**DATE: - 18-11-2016**

### **LIMITED TENDER NOTICE FOR LAPTOP,COMPUTERS, SCANNERS**

M.P BOARD OF REVENUE (GWALIOR) limited tender for Supply of laptop, Computer & Scanner for formation of I.T cell from reputed and financially sound firms, those are in the business for the last five years and capable to doing the work on credit basis. Tender document can be downloaded from the [www.boardofrevenue.mp.gov.in](http://www.boardofrevenue.mp.gov.in) website on a payment of Rs 1000.00 by D.D. in the name of Secretary, Board of Revenue, M.P.

- NOTE-**
- 1. Tender Document Cost: 1000/- (one thousands only)**
  - 2. last date of bid purchase- 23.11.2016 ( up to 5.00 p.m)**
  - 3. last date of bid submission- 25.11.2016 ( up to 2.00 p.m)**
  - 4. Bid opening date - 25.11.2016 (3.00 p.m)**

**SECRETARY**

## M.P BOARD OF REVENUE (GWALIOR)

Limited Tender No.:- / Computers /2016-17- BOREV

DATE: - 18-11-2016

From - M/s.....  
.....

To- THE SECERTARY  
BOARD OF REVENUE.MOTI MAHAL (GWALIOR)

SUBJECT: LIMITED TENDER ENQUIRY FOR COMPUTER SUPPLY

1. I /We here by submit Tender for Computer supply as per the detailed out in the Schedule of the tender Enquiry.
2. I /we have gone through & agree to the all terms and conditions set out in the tender enquiry.
3. I/ We noted that overwritten entries shall be deleted unless duly cut & re-written and initiated.
4. Each paper of the Tenders are duly signed (No thumb impression should be fixed)

SIGNATURES & NAME WITH SEAL

OF THE AUTHORIZED SIGNATORY OF TENDERING FIRM

POSTAL ADDRESS OF FIRM:

PIN CODE:

TELEPHONE Nos. : LANDLINE MOBILE FAX NO.

## IMPORTANT INFORMATION

1. PURCHASER: BOREV.
2. CONSIGNEE: SECRETARY
3. NAME OF WORK : Supply of laptop, Computer & Scanner

S.no	Details of items	Brand Name	Specification	Qty
1	2	3	4	5
1	LAPTOP(Touch screen Core i-3)	H.P	Core i-3,4 G.B,1T.B,Window 10	01
2	Desktop computer(All in One Touch screen Core i-5)	H.P	Core i-5, 8 GB,1TB,DVD RW, Window10,Screen size 23 inch touch.	02
3	Desktop computer Core i-5	H.P	Core i-5,4 G.B,500GB, DVD RW, Window 10, size 18.5 inch	04
4	SCANNER HIGH SPEED(Duplex)	H.P/Cano n	Colour, A-4size duplex, ADF	03

4. PERIOD OF CONTRACT: Till 31-03-2017 from the date of conclusion of Contract.
5. FIRM & FIXED RATES: Prices should be quoted on a firm & fixed price basis..
6. NON TRANSFERABILITY: This tender is non-transferable.
- 7 TERMS & CONDITIONS: tendering firm shall have to be complied with Terms & Conditions as set out in this Tender Document). Offers not complying with such terms & conditions shall be ignored /rejected and at the discretion of this Authority.
8. EARNEST MONEY: An amount of Rupees Rs15000/- only (fifteen thousand only) has to be submitted DEPOSIT by way of Demand Draft in favor of SECRETARY BOARD OF REVENUE. MOTI MAHAL, GWALIOR (M.P) Payable at GWALIOR, Offers received without EMD shall be rejected straight away and will not be considered under any circumstances. EMD of tendering Firms who submit the sealed quotations but withdraw the same before expiry of the tender validity date May be forfeited. EMD is refundable without any interest to the firm on expiry/termination of empanelment and the EMD of the unsuccessful bidder will be returned within one month from the date of selection of final bidder.
9. PRESCRIBED FORMS: The Tender is accepted only in two bid system in the format prescribed of this tender document shall only be considered. Offers not received in prescribed format shall be ignored .Fax/Email/Letterhead/Quotations will not be accepted and ignored straightaway.
10. TENDER FEE: Tendering firms are required to furnish a non –refundable tender form fee of Rs1000/ (Rupees one thousands only) .It should be paid in the form of D. D in the favour of SECRETARY BOARD OF REVENUE. MOTI MAHAL, GWALIOR
11. LATE/DELAYED TENDERS: Tenders received after closing date and time prescribed in this enquiry shall NOT be accepted under any circumstances.
12. BOREV's RIGHTS: BOREV reserves the right to reject any tender/all tenders in full or part thereof without assigning any reasons.
13. LEGAL CONTRACT:- The supplier shall execute a legal contract agreement along with undertaking . All disputes are subject to the exclusive jurisdiction of competent Courts and Forums in GWALIOR only. Note: - Contract agreement is to be signed at BOREV, Gwalior. Contract agreement by post shall not be entertained.

Signatures of the bidder

## TERMS AND CONDITIONS

1. The Contracts concluded as a result of this Tender Inquiry shall be governed by the 'Terms & Conditions' and other relevant instructions as contained in this Tender Document.
2. **The prices/rates quoted should be indicated in words as well as in figures.**
3. Bidders are requested to enclose a copy of their valid certificate of PAN No., with their tender.
4. Tenders received without Tender Fee, EMD will not be considered at all.
5. Bidders may note that if the date of tender opening given in this tender document is declared to be a Gazetted holiday, the tender shall be opened on the next working day at the same timing. In such an event the closing hours for receipt of tenders in BOREV will stand automatically extended up to 1500 hours of the next working day in the Government offices.
6. Late/delayed tenders received in BOREV due to any reason whatsoever will not be accepted under any circumstances.
7. Tendering firms are at liberty to be present or authorize a representative to be present at the opening of the tender at the time and date as specified in the Schedule. The name and address of the representative authorized to attend the opening of the tender on behalf of a tendering firm should be indicated in the tender. The representative so deputed should also bring with him a letter of authority from the firm for having been authorized to be present at the time of opening of tender.
8. The tenders should be submitted in double cover. The First cover should contain DD/ Banker's cheque, tender Fee Coupon/DD, Registration Certificate, copies of Supply Orders and successful execution of the Contract for past, performance, Copy of PAN No, Income Tax return, service Tax (IF REQUIRED) registration or copy of Constitution of firm/company  
The Second cover should contain the prescribed tender form duly filled in and signed along with the quoted prices.  
The covers, the 1st and the 2nd cover should be put in a bigger cover and this outer cover should be wax sealed. Both the covers shall be opened simultaneously on the original tender opening date itself.
9. Sample(s) of laminated work/paper should be deposited separately on or before the tender opening date.
10. The copy of tender document should be sent to SECRETARY BOARD OF REVENUE. MOTI MAHAL (GWALIOR) by speed post /Registered post reputed courier service only
11. The BOREV will not be bound to accept the lowest quotation and contract can be placed on any other firm whose quality of work and experience to do the lamination of same nature of work are found superior or as per the requirements of BOREV. The decision of the BOREV shall be final in this regard.
12. In the event of any disputes arising out of the execution of Rate Contracts/Supply Orders, the matter will be referred to President BOREV and his decision shall be binding to both the parties.
13. For judicial adjudication, the disputes, if any, arising out of the Contract/Service Orders against the Rate Contract will be subject to the jurisdiction of the Courts in GWALIOR only.

Signatures of the bidder

14. Authorized Signatory/ Signing of Tender:

Individual signing the tender or other documents connected with contract must specify the capacity in which the tender documents are signed as:

- a.) a 'sole proprietor' of the concern or constituted attorney of such sole proprietor;
- b.) a partner of the firm, if it be a partnership firm, in which case he must have authority to execute contracts on behalf of the firm and to refer to arbitration disputes concerning the business of the partnership either by virtue of the partnership agreement or by a power of attorney duly executed by the partners of the firm.

NOTES:i.) In case of partnership firms, a copy of the partnership agreement, or general power of attorney duly attested by a Notary Public, should be furnished on stamped paper duly sworn or affirmed by the all partner admitting execution of the partnership agreement or the general.

15 The bidder should sign at each page of the tender and all its Annexure. NO PAGE SHOULD BE REMOVED /DETACHED FROM THE TENDER DOCUMENT.

16. The tendering firms will have to give a declaration to the effect that they have not been Black Listed or their business dealings with the Government bodies have not been banned. As per annexure 2.

17. Payment Terms: payment shall be released within 30 days on satisfactory completion of the Supply and verification of specification as given in the tender document .Advance payment will not be made under any circumstances.

18. Supply Instructions: No transportation charges will be paid .separately

19. GUARANTEE/ WARRANTY: The supplier shall guarantee that the supply in this contract shall be of the best quality and workmanship.

20.All firms are required to submit the following along with their quotation failing which their offer will be ignored: a) Name and full address of their Banker with their Account Number.

b) List of organization/offices to which the bidding firm has made supply for the last 3 years.

c) Performance statement for the last 2 years in respect of work must be in the format enclosed at Annexure-"1" to this tender document.

d) Financial status of the firm- enclosed tax returns for last three years.

21.Tax: Bidders should indicate whether the prices quoted are exclusive or inclusive of vat tax. They should indicate the rate (s) of vate Tax (as may be applicable) and In case of exemption, a copy of the Exemption Certificate issued by the appropriate authority may be furnished.

22. The decision of the BOREV shall be final as to the quality of supply and shall be binding upon the bidder .In case of any of the supply being not found as per specification bidder shall be black listed

23. Inspection: The inspection of the supplied instruments shall be carried out by authorized representative of BOREV at its store.

24. The BOREV reserves the right to reject any or all the quotations without assigning any reason.

25.The Bidder EMD shall be forfeited if we find the bidder providing the false information and no further communication in this respect shall be entertained

Signatures of the bidder

ANNEXURE-1

PERFORMANCE STATEMENT FOR THE 14-15,

Name of the Firm.....

Contract no	Description of Work/ supply	Quantity Value	Original Period	Work /supply done within original DP	Last position of work	Present position with reasons for delay

PERFORMANCE STATEMENT FOR THE 15-16

Name of the Firm.....

Contract no	Description of Work	Quantity Value	Original Period	Work done within original DP	Last position of work	Present position with reasons for delay

Signature of Bidder

ANNEXURE-2

DECLARATION

From:-M/s .....

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To

SECRETARY  
BOARD OF REVENUE.  
MOTI MAHAL ,GWALIOR (M.P)

Dear Sir,

I/We have read and understood the contents of the Tender and agree to abide by the terms and conditions of this Tender. I/We further undertake that none of the Proprietor/Partners/Directors of the firm was or is Proprietor or Partner or Director of any firm with whom the Government have banned /suspended business dealings. I/We further undertake to report to the SECERTARY BOARD OF REVENUE.MOTI MAHAL (GWALIOR) after we are informed but in any case not later 7 days, if any firm in which Proprietor/Partners/Directors are Proprietor or Partner or Director of such a firm which is banned/suspended in future during the currency of the Contract with you.

(Signature of the Tenderers)

Name:

Designation with Seal of the Firm

Dated.

BOARD OF REVENUE M.P, GWALIOR (M.P.)  
 FINANCIAL BID  
 (To be submitted in Envelope-3)

Name of the Tenderer Firm:.....

Address :.....

..... Phone No. :.....

Supply of laptop, Computer & Scanner

S.no	Details of items	Brand Name	Specification	Qty.	Rate (Inclusive tax & installation charges)
1	2	3	4	5	6
1	LAPTOP(Touch screen Core i-3)	H.P	Core i-3,4 G.B,1T.B,Window 10	01	
2	Desktop computer(All in One Touch screen Core i-5)	H.P	Core i-5,8 GB,1TB, DVD RW ,Window 10,screen size 23 inch touch.	02	
3	Desktop computer Core i-5	H.P	Core i-5, 4 G.B,500GB, DVD RW, Window 10, size 18.5 inch	04	
4	SCANNER HIGH SPEED(Duplex)	H.P/Canon	Colour, A-4size duplex, ADF	03	

I certify and agree with all the terms and condition of this tender. I further certify that I have read and understood all the terms and conditions of the document and I have personally understood the quantum of security work expected from us .

Signature of Bidder with Seal