

Office of the District Legal Services Authority Sirmaur at Nahan
Tender Notice Inviting Quotation for Purchase of Computer
System, Printer, Scanner & UPS

No.DLSA/SECRETARY/Tender/NHN/2022-1761

Office of the District Legal Services Authority Sirmaur at Nahan is hereby required to be procurement of Computer System (Branded), Printer with scanner (Branded), ADF Printers and UPS. The interested Company/ Supplier/Agency may submit their technical and financial bid documents in prescribed format in separate sealed cover. Details of Specification of Computer System (Branded), Printer with scanner (Branded), ADF Printers and UPS are as follows:-

Desktop Computer			
Sr. No.	Component	Specifications	Brand
1.	Processor	Intel® Core™ i3	H.P./Acer,DELL (Complete) 04 Quantity (02 computer All-in-One computer desktop and 02 Desktop system)
2.	Generation	Any value	
3.	Operating System:	Microsoft Windows 10 Professional x64	
4.	Memory:	4 GB RAM	
5.	Storage:	1 TB internal HDD	
6.	Monitor/Display:	21 inches	
7.	Network Adaptor:	802.11ac 2.4/5 GHz wireless adapter 100/1000 Ethernet Adapter	
8.	Warranty	3 Years	
All-in One(Printer with scanner)			
1	Key Functions	Print, Dual mode Scan, Copy and Automatic 2-sided Printing	HP(Laserjet),Canon 02Quantity
2	Print Speed (A4/Letter)	Up to 34 / 36 ppm	
3	2-sided Printing	Yes	
4	Print Resolution	600 x 600 dpi; HQ 1,200 (2,400 x 600 dpi) quality, 1,200 x 1,200 dpi	
5	Copy Resolution	600 x 600 dpi	
6	Scanning Speed (Mono/Colour)#	22.5 / 7.5 ipm	
7	Scan Resolution	Optical - 1,200 x 1,200 dpi; Interpolated 19,200 x 19,200 dpi	
8	Scan to Features	SharePoint (PC-CC4 Only), Image, OCR pdf, File, Email	
9	Media Size	A4, Letter, A5, A5(Long Edge), A6, Executive, Legal, Folio, Mexico Legal, India Legal	

10	Interface	Hi-Speed USB 2.0	
11	Processor Speed	600MHz	
12	Memory	128MB	
13	Display	16 characters x 2 lines	
14	OS Compatibility	Linux, Ubuntu, 14.04 recommended, Windows 7 SP1, 8, 8.1, 10, macOS v10.10.5, 10.11.x, 10.12.x (Download only), CUPS, LPD/LPRng (x86/x64 environment)	
15	Energy Saving Mode	Energy Star	
16	Power Consumption (Printing / Sleep)	475W / 6.2W	
17	Power Source	220-240V, AC 50/60Hz	
18	Noise Level	LpAm = 49 dB(A)	
19	Warranty	Between 12 Month to 18 Months	
Printer Laserjet			

1	Media Size	A4, Letter, A5, A5(Long Edge), A6, Executive, Legal, Folio, Mexico Legal, India Legal	02 Quantity
2	Interface	Hi-Speed USB 2.0	HP, Canon
3	2-sided Printing	Yes	
4	Processor Speed	600MHz	
5	Memory	128MB	
6	Display	16 characters x 2 lines	
7	OS Compatibility	Linux, Ubuntu, 14.04 recommended, Windows 7 SP1, 8, 8.1, 10, macOS v10.10.5, 10.11.x, 10.12.x (Download only), CUPS, LPD/LPRng (x86/x64 environment)	
8	Energy Saving Mode	Energy Star	
9	Power Consumption (Printing / Sleep)	475W / 6.2W	
10	Power Source	220-240V, AC 50/60Hz	
11	Noise Level	LpAm = 49 dB(A)	
12	Warranty	Between 12	
UPS (03 pieces)			
1.	Uninterruptible Power Supply	500VA to 600VA (Intex, Microtek)	
2.	Warranty	12 Months	04

Sl.No	Name of Item	Specifications	Quantity
01	Computer Desktop		02
02	All in One Computer system		02
03	All in one Printer with scanner ADF (Scan ADF, Copy) Laser jet printer		02
04	Laser Jet Printer Simple printer ADF		02
05	U P S		04

Technical & Financial documents sealed in separate covers and marked with Technical/Financial must be delivered to the Office of Ld. Secretary DLSA, Sirmaur District at Nahan, H.P, up to 26.10.2022 till 4.00 PM. All sealed quotations received till then will be opened in front of the Local Purchase Committee constituted by the office of Ld. Chairman, DLSA Sirmaur, Nahan.

Encl:a/a

Secretary
District Legal Services Authority,
Sirmaur District at Nahan, H. P.

Endst No.DLSA/SECRETARY/NHN/2022-1761-1762 dated:15.10.2022
1. The Assistant Programme of L.d. District & Sessions Judge, Sirmaur at Nahan for information and to upload the said bid in the website of District Court.
2. Notice Board of District Courts.
3. Guard file.

Secretary
District Legal Services Authority,
Sirmaur District at Nahan, H. P.

Annexure-1(a)

TENDER DOCUMENTS FOR PROCUREMENT OF Computer System (Branded), Printer with scanner(Branded), ADF Printers and UPS.

1. Sealed tenders are invited from reputed Companies/supply agencies for procurement of Computer System (Branded), Printer with scanner (Branded), ADF Printers and UPS. The interested Company/Supplier/Agency may submit their technical and financial bid documents in prescribed format separate sealed cover. Details of specification of Computer System (Branded), Printer with scanner(Branded), ADF Printers and UPS are as follows:-

Desktop Computer			
Sr. No.	Component	Specifications	Brand
1.	Processor	Intel® Core TM i3	H.P./Acer,DELL (Complete) 04.Quantity (02 computer All-in-One computer desktop and 02 Desktop system)
2.	Generation	Any value	
3.	Operating System:	Microsoft Windows 10 Professional x64	
4.	Memory:	4 GB RAM	
5.	Storage:	1 TB internal HDD	
6.	Monitor/Display:	21 inches	
7.	Network Adaptor:	802.11ac 2.4/5 GHz wireless adapter 100/1000 Ethernet Adapter	
8.	Warranty	3 Years	
All-in One(Printer with scanner)			
1	Key Functions	Print, Dual mode Scan, Copy and Automatic 2-sided Printing	HP(Laserjet),Canon 02Quantity
2	Print Speed (A4/Letter)	Up to 34 / 36 ppm	
3	2-sided Printing	Yes	
4	Print Resolution	600 x 600 dpi; HQ1,200 (2,400 x 600 dpi) quality; 1,200 x 1,200 dpi	
5	Copy Resolution	600 x 600 dpi	
6	Scanning Speed (Mono/Colour)#	22.5 / 7.5 ipm	
7	Scan Resolution	Optical - 1,200 x 1,200 dpi; Interpolated 19,200 x 19,200 dpi	
8	Scan to Features	SharePoint (PC-CC4 Only), Image, OCR pdf, File, Email	
9	Media Size	A4, Letter, A5, A5(Long Edge), A6, Executive, Legal, Folio, Mexico Legal, India Legal	
10	Interface	Hi-Speed USB 2.0	
11	Processor Speed	600MHz	

12	Memory	128MB	
13	Display	16 characters x 2 lines	
14	OS Compatibility	Linux, Ubuntu, 14.04 recommended, Windows 7 SP1, 8, 8.1, 10, macOS v10.10.5, 10.11.x, 10.12.x (Download only), CUPS, LPD/LPRng (x86/x64 environment)	
15	Energy Saving Mode	Energy Star	
16	Power Consumption (Printing / Sleep)	475W / 6.2W	
17	Power Source	220-240V, AC 50/60Hz	
18	Noise Level	LpAm = 49 dB(A)	
19	Warranty	Between 12 Month to 18 Months	
Printer Laserjet			

1	Media Size	A4, Letter, A5, A5(Long Edge), A6, Executive, Legal, Folio, Mexico Legal, India Legal	02 Quantity HP, Canon
2	Interface	Hi-Speed USB 2.0	
3	2-sided Printing	Yes	
4	Processor Speed	600MHz	
5	Memory	128MB	
6	Display	16 characters x 2 lines	
7	OS Compatibility	Linux, Ubuntu, 14.04 recommended, Windows 7 SP1, 8, 8.1, 10, macOS v10.10.5, 10.11.x, 10.12.x (Download only), CUPS, LPD/LPRng (x86/x64 environment)	
8	Energy Saving Mode	Energy Star	
9	Power Consumption (Printing / Sleep)	475W / 6.2W	
10	Power Source	220-240V, AC 50/60Hz	
11	Noise Level	LpAm = 49 dB(A)	
12	Warranty	Between 12	
UPS (03 pieces)			
1.	Uninterruptible Power Supply	500VA to 600VA (Intex, Microtek)	04
2.	Warranty	12 Months	

2. Delivery Place:

Bidder will supply and deliver the materials in requisite numbers at the office of Ld. Secretary, District Legal Services Authority Sirmaur at Nahani H.P.

3. Qualification Conditions:

- a) Bidder should be authorized supplier/service provider of the quoted item/work and should submit the relevant documents/certificates. Bidder should have experience of supplying such items and will have to furnish detail so previous supplies.
- b.) Bidder shall provide all relevant records required i.e. Income Tax Return. Certificate/PAN, Commercial Tax Clearance/ V.A.T. Certificate and other taxes(which ever applied) if any.

4. Bid Price:

- a) The rates quoted by the bidder shall be fixed for the duration of the contract and shall not be subject to adjustment of any account.
- b) All duties, taxes and other levies including the transportation expenses are payable by the Supplier/Agencies/Company under the contract and shall be included into quotations price.
- c) Each bidder shall submit only one quotation in the format supplied. Bidder submitting more than one quotation for the same package will not be entertained. All the columns and requisite information's must be filled in the supplies Format.

5. Submission of Quotations/Bid:

- a) Each bidder should submit sealed quotations(in two separate part i.e. **Technical (Part-I)** and **Financial(Part-II)**) in separate sealed envelopes.
- b) The following documents will form the Technical part(Part-I)of the bid(Photocopy duly self-attested to be compulsorily enclosed)
 1. Valid copy of Trade License
 2. PAN Card
 3. Registration certificate of VAT
 4. Dealership/Manufacturing/ SSI Certificate.
 5. Specification of Item(as applicable)
 - 6.

c) The Financial part(Part-II)of the bid shall consists of only Rate/Price on the company's /Firm's letter pad. All the column and requisite information must be filled in the prescribed format. Bidder must quote the item wise.

Award of contract on the basis of lowest evaluated price for which the bidder must quote the rate per item. Bidder must quote the rate of all items.

06. Validity Quotation:

Quotation shall remain valid for a period not less than 90 days after the deadline date specified for submission.

07. Evaluation of Quotations:

The purchaser will evaluate and compare quotations determined to be substantially responsive i.e.

- a) Are properly signed;&
- b) Confirm to terms, conditions, specifications and qualifications and qualifications conditions.

08. Award of Contract:

The purchaser will award the contract to the bidder whose quotations has been determined to be substantially responsive, and who has offered the lowest evaluated quoted price.

8.1 Not with standing the above, the purchaser reserves the right to accept or reject any quotations and to cancel the bidding process and reject all quotations at any time prior to the award of the contract.

8.2 The bidder whose bid is accepted will be notified of the award of contract by the purchaser. The terms of the accepted offer shall be incorporated in the supply order. The validity period may be extended by the purchaser by another 10 day in exceptional cases.

9. Other Terms & Conditions:

- (a) Office of Ld. Sect. DLSA, Sirmaur District at Nahan./Ld. Chairman, DLSA Nahan H.P, reserve the right to proposed /postponed/cancelled the bid, the bidder will have to abide with the decision.
- (a) Payment shall be made after the supply and submission of bills which will be subject to satisfactory supply (certified by the committee constituted for the purpose). Personnel In Charge will certify the quality and quantity of the items supplied/ work done as per specifications and recommend accordingly the extent of payment.
- (b) No preference will be given to any bidder of class of bidders, either for the price or for other terms and conditions.
- (c) Quotation may be submitted on the printed letter head of the bidder in the prescribed format supplied.
- (d) No payment will be made for any damage of good supplied.
- (e) Liquidated damages provisions for damages shall be included in conditions of the contract when delays in delivery of goods, completion of work or failure of the goods or works to meet performance requirements would result in extra cost, or loss of revenue or loss of other benefits to the implementing agency.

You are requested to send your offer during working hours on or before **4.00 PM of the 26.10.2022** in the prescribed format (enclosed herewith) in sealed envelopes in form of Technical-(Part- I) and Financial (part - II) bids /quotations to the Office of Ld. Secretary DLSA, Sirmaur District at Nahan, H.P.

We look forward to receiving your quotations and thank you for your interest in this Project.

Secretary
District Legal Services Authority,
Sirmaur District at Nahan, H.P.

**FORMAT OF FINANCIAL BID
(Part-II)**

Name of the Firm:

Quotation for purchase of Computer System (Branded), Printer with scanner(Branded), ADF Printers and UPS.

Sl.No	Name of Item	Specifications	Quantity
01	Computer Desktop		02
02	All in One Computer system		02
03	All in one Printer with scanner ADF (Scan ADF, Copy) Laser jet printer		02
04	Laser Jet Printer Simple printer ADF		02
05	U P S		04

Sl. No.	Name of Item	Features & Specifications	Brand	Qty.	Rate Per Unit (including VAT)	Amount (inRs.)
01	Computer Desktop			02		
02	All in One Computer system			02		
03	All in one Printer with scanner ADF (Scan ADF, Copy) Laserjet printer			02		
04	Laser Jet Printer Simple printer ADF			02		
05	U P S			04		
Total				12		

(Total Amount in Rupees.....)

only)

1. We agree to supply the above mentioned items in accordance with technical specification for a total contract price of(in words Rupees) including taxes, Transportation etc. with in five days of the issue of supply order.
2. We also confirm that the normal commercial warranty/guarantee shall apply to the supplied items.
3. We also agree and abide with the terms and conditions stipulated in the bid document.

(Signature of Bidder with Seal)

Name :

Designation:

Address:

Contact No.:

Date :