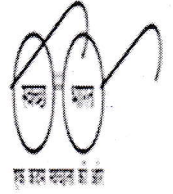


उत्तर पूर्वीय पुलिस अकादमी / North Eastern Police Academy
भारत सरकार / Govt. of India
गृह मंत्रालय / Ministry of Home Affairs
उमसाव / Umsaw, मेघालय / Meghalaya/ 793 123
Tele-fax – 0364-2572038/2572028
Email:nepa-meg@nic.in: Website: www.nepa.gov.in



No. NEPA/COMP/UHM/Laptop/2024-25/2657

Date: 25/02/2025

TENDER DOCUMENT FOR SUPPLY OF LAPTOPS

Sl. no	Activity Scheduled	Date & Time
1.	Date of Commencement of Bid Document	07/03/2025 from 9:30 AM
2.	End Date of Submission of Bid	17/03/2025 from 12:00 PM
3.	Location of Tender Box	Reception of the Administrative Building, North Eastern Police Academy, Government of India, Ministry of Home Affairs, Umsaw, Umiam – 793123, Meghalaya
4.	Date, Time and Venue of Opening of Technical Bid	17/03/2025 at 03 PM
5.	Date, Time and Venue of Opening of Financial Bid	The date Date, Time and Venue of opening of Financial Bid will be notified in nepa website (nepa.gov.in), under the section “Tender” under “Announcement”, after the evaluation of technical bid documents.
6.	Delivery Address	Computer Section, Administrative Building, North Eastern Police Academy, Government of India, Ministry of Home Affairs, Umsaw, Umiam – 793123, Meghalaya

North Eastern Police Academy invites sealed tenders in “Two Bid System” from reputable local authorized dealers/ Suppliers for supply and Installation of Laptops as per the minimum specifications mentioned in Technical Bid.

Tender document along with detailed terms etc. can also be downloaded from the website <https://nepa.gov.in>.

1. Eligibility of Bidders:

Minimum eligibility criteria of the Bidders are as under:-



- (i) Bidders shall preferably be of Shillong based and should be able to provide after sale service within a day.
- (ii) Bidders, if not OEM, should have authorization from manufacturers. Please enclose valid authorization letter in official letterhead along with technical bid documents.

- (iii) Bidders should not have been blacklisted by Departments/Ministries of the Govt. of India or PSUs during last 3 years and continues to be so. A Declaration has to be submitted in the specified format as provided in official letterhead, format as per Annexure 'II'.
- (iv) The brand/make of laptop being supplied shall have service support i.e. Service Centre/franchise/OEM service Centre in Shillong. The bidder must give the relevant details along with the technical bid documents.

2. **Tender documents:**

The Tender document consisting of terms and conditions of the tender, detailed configuration and annexure mentioned therein can be downloaded under the section "Tenders" under "Announcement" from web site of the Academy (<https://nepa.gov.in>). Bidders are requested to go through the terms and conditions contained in the bid documents. There is no fee for Tender Document. All pages of tender document along with Terms and Conditions should be signed and submitted, failing which bidder will be declared "UNFIT".

3. **Technical bid envelope:**

The Bidders are required to submit their **technical bid** enclosing therewith photocopies of the following documents, failing which their bids will be summarily rejected and will not be considered any further:-

- i. Copy of GST Registration Certificate and PAN Card.
- ii. Copy of authorization from manufacturer for supply, installation and warranty support in case the firm is not an Original Equipment Manufacturer (OEM) of the item (Annexure-III).
- iii. Dealers/firms who are capable of supplying the required Laptops within 14 days from the date of issue of the purchase order shall only furnish the quotations for the above items as per the standard specifications and suitable options detailed in the appendix to the tender document.
- iv. A certificate of compliance of specifications and declaration regarding blacklisting or otherwise as per Annexure 'II' should be furnished along with quote.
- v. The firm shall furnish original documents to verify the authenticity of the documents as and when instructed by the competent authority.
- vi. If any Bidder does not qualify in technical evaluation, the financial Proposal of the Bidder shall not be opened.

**** In case the prices are mentioned in the technical bid, the offer will be liable for rejection.**

4. **Financial bid Envelope as per ANNEXURE-V, should consider the following:**

- i. The rates/prices, all-inclusive, should be quoted in Indian Rupees only both in words and figures.
- ii. Price quoted shall be final and all inclusive, which includes free delivery of goods at the Academy.
- iii. The financial bid will be opened once technical bid evaluation is finalized and approved by competent authority for those bidders who qualify technically.

5. **Opening of Bids:**

- i. The authorized committee will open envelopes containing Technical bids & financial bids at 11 AM, on the date as mentioned above, in the presence of the bidders or their representatives duly authorized by them.
- ii. The representatives are required to bring photo identity cards issued by the firm/employer and a copy of the authorization as given in **Annexure-VI**.
- iii. The committee will examine/evaluate the bids to determine whether they fulfil the eligibility criteria and have submitted the requisite documents and follow the terms & conditions specified in the tender documents.
- iv. The bidders name, documents submitted/not submitted and the authorized committee shall announce such other details at the time of bid opening. The bids will be examine by the Committee, which may call for clarifications/additional information from the vendors, which must be furnish to the Committee in the time stipulated by the Committee.

6. Validity of Bid Period:

Bid shall be valid for a period of 15 days from the date of opening of Bid. 'No Price escalation on any ground whatsoever will be entertained during the period of validity of the rates'.

7. Supply, Commissioning / installation, Payment and Penalty:


- (i) If the firm/supplier fails to deliver the store/items or any consignment thereof, within the period prescribed for delivery, the Academy holds the right to cancel the order given to the qualified firm.
- iii. The firm shall make commissioning / Installation within 01 day from the date of delivery, failing which the Academy holds the right to reject the bid submitted the firm.
- iv. Invoice, in triplicate, giving details of GST Registration Nos. etc. may be submitted to this office for settlement.
- v. Payment would be processed after satisfaction of this office that supply of hardware match the specification ordered for.
- vi. No advance payment will be made in any case.

10. Warranty and maintenance:

The bidder shall provide comprehensive onsite warranty of Laptops as per OEM warranty. The period of comprehensive onsite warranty will start from the date of installation of items but not before the date of supply of items to the North Eastern Police Academy.

The competent authority of the Academy reserves the right to accept or reject all bids including the lowest at any time prior to award of purchase order without assigning any reason. The competent authority also reserves the right to amend or withdraw any of the terms and conditions contained in the tender document or to reject any or all the tenders in whole or in part without giving any notice or assigning any reason.




 (Dr. Sanjib Gogoi)
 (Head of Office/CMO (NFSG))
 उत्तर पूर्वीय पुलिस अकादमी
 North Eastern Police Academy
 उमसाव, उमिया, मेघालय
 Umsaw, Umiam, Meghalaya

ANNEXURE I
Technical Specification
Quantity Required = 10

Sl. No	Computer	Specifications
1	CPU	Intel Core i7-13620H Up To 4.9GHz or above
2	Operating System	Pre-loaded Windows 11 pro with lifetime validity
3	Random Access Memory	16 GBx2 DDR4 Dual Channel RAM or above
4	Display	15.6-inch or 16-inch FHD (1920x1080), IPS, 144Hz refresh rate, anti-glare
5	GRAPHICS	NVIDIA GeForce RTX 3050, GDDR6 4GB
7	STORAGE	1 TB NV Me PCIe Gen4x4 SSD
8	Battery Life	Minimum 6 Hours Backup or higher
9	Wireless & Bluetooth	802.11 ax Wi-Fi 6, Bluetooth v5.3
10	Ports & Connectivity	Minimum: 2x USB 3.2 Gen1, 1x USB Type-C (with DisplayPort & Power Delivery), 1x HDMI 2.1, 1x RJ-45 (LAN), 1x Audio Jack
11	Keyboard	Backlit Keyboard (RGB or White), Spill-resistant
12	Additional Requirements	Pre-installed Drivers & Utilities, and Carry Case

Place:

Date:

Signature of the Authorized Dealer with office seal

ANNEXURE II : DECLARATION FOR ELIGIBILITY

From

To

Director,
North Eastern Police Academy,
Minsitry of Home Affairs,
Govt. of India, Umsaw, Ri-Bhoi, 793123

I/We have read and understood the contents of the Tender No. NEPA/COMP/UHM/Laptop/2024-25/_____ dated ___/02/2025 and agree to abide by the terms and conditions of this Tender Document.

I/We hereby declare that neither firm nor any of the Proprietor/ Partner/ Director of the firm have ever been black listed/suspended for business by any Department of Government of India/ Public Undertaking.

Place:

Date:

Yours faithfully,

Signature of the Authorized Dealer with office seal

ANNEXURE III

This letter of authority should be on the letterhead of the manufacturer and should be signed by legal head or HR Head or CS of OEM. This may be enclosed with the bid. Any modification done to the above format will not be acceptable.

To

Sub: OEM's Authorized Partners for this Tender.

Sir,

I/We _____ (Bidder/OEM) having my/our registered office (address of the OEM) am/are an established manufacturer of (name of quoted items). I/we ___(name of bidder/OEM) solely authorize_(Name of the bidders/OEM's authorized partner) to supply, install and provide warranty support on our quoted product for above mentioned tender. I/we have established that above authorized partners meet all tender eligibility conditions defined for OEM's authorized partners. I/we also have entered in an agreement with our all authorized partners that they will supply, install and provide warranty support for this tender on behalf of us.

Our full support is extended in all respects for supply, onsite warranty and maintenance of our products.

I/we also undertake that in case of default in execution of this tender by the any of Authorized partners viz _____(name of the authorized partners), the _____ (Bidder/OEM)) shall take all liabilities and responsibilities and necessary steps for successful execution of maintenance/service support.

For _____ (name of) Bidder/OEM

(Authorized signatory)
Name & Designation

Annexure-IV : BID SECURITY DECLARATION

I am/we are aware that if due to any circumstances, I/we withdraw or modify Bid during the period of validity, or fail to sign the contract then I/we may be suspended for a period of 3 years to submit Bids for contracts with the office of Director, North Eastern Police Academy, Umsaw, Umiam.

Signature of the bidder/
Authorized signatory of the firm with seal

2024

ANNEXURE V: SCHEDULE OF RATES

From

To

Director,
North Eastern Police Academy,
Minsitry of Home Affairs,
Govt. of India, Umsaw, Ri-Bhoi, 793123

I/we declare that I/we have gone through and shall abide by the terms and conditions detailed in the tender document for supply of computer hardware required by your office. The rates are quoted as under:

Sl. No.	Description	Make/Model	Brief Configuration	Rate per unit including all taxes and duties	Qty	Total Amount Rs. (Both in figures and words)
1.	Laptop				10	

Yours faithfully,

Signature and seal of the firm/vendor

ANNEXURE VI

LETTER OF AUTHORIZATION FOR ATTENDING THE BID OPENING

Sub: Authorization for attending the technical bid **NEPA/COMP/UHM/Laptop/2024-25/_____** opening on and financial bid on for procurement of Laptops.

The under mentioned person is hereby authorized to attend the bid opening for the tender mentioned above on behalf of M/s..... (name of the bidder)

Name

specimen signature

Alternative representative

Name

specimen signature

ANNEXURE VII

**BID FOR SUPPLY OF LAPTOPS TO THE OFFICE OF DIRECTOR, NORTH EASTERN
POLICE ACADEMY GOVERNMENT OF INDIA MINISTRY OF HOME AFFAIRS UMSAW,
UMIAM – 793123 MEGHALAYA**

SL. No	Description	Details	Pg. No of the Document
	Name and address of firm		
	GST Registration Certificate		
	PAN Card		
	Technical Specification (Annexure I)		
	Declaration regarding blacklisting from supplies (Annexure II)		
	Copy of certificate of authorized distributor / dealership of OEM for the products to be supplied (Annexure III)		
	Bid Security Declaration (Annexure IV)		
	Schedule of rates (Annexure V)		
	Name and Specimen Signature of the authorized signatory (Annexure VII)		
	Telephone Numbers, FAX Nos., e-mail and website details of the firm and minimum 2 persons of important role in the firm/organization.		

Certified that the above information is correct to the best of my/our knowledge

Place:

Date:

Yours faithfully,

Signature of the Authorized Dealer with office seal