

NGT/PB/84/Store/2016
NATIONAL GREEN TRIBUNAL
COPERNICUS MARG, NEW DELHI

Tender

Sub: Limited Tender Enquiry for supply of 05 numbers of Microsoft Surface Pro 6 (KJU-00015) Core i7 8th Gen Windows 10 laptop and 26 number of Microsoft office Home and Business 2019 for the office of National Green Tribunal.

Contents

- a. Notice inviting Limited Tender and Terms and Conditions.
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Last Date for submission of tender: 31.10.2019 till 03:00 P.M.
Date of Bid opening : 01.11.2019 at 10:00 A.M.

Signature & Seal of the bidder



Assistant Registrar
National Green Tribunal
Principal Bench, Faridkot House
New Delhi-110001

NOTICE INVITING TENDER

TENDER ARE INVITED BY RETURN E-MAIL FOR PROCUREMENT OF THE FOLLOWING TWO ITEMS:-

1. 05 NUMBERS OF MICROSOFT SURFACE PRO 6 (KJU-00015) CORE i7 8TH GEN WINDOWS 10 LAPTOP WITH THE FOLLOWING SPECIFICATIONS:- intel 8th generation i7 processor, 8GB DDR3 RAM, 256 GB SSD, 31.24cm with quad HD LED Backlit Pixel Sense Multi-torch Display, Graphics: Intel integrated UHD 620 processor and operating system: windows 10 Home.
2. 26 NUMBER OF MICROSOFT OFFICE HOME AND BUSINESS 2019 - one time purchase for 1 PC or Mac, Classic 2019 versions of word, Excel, Powerpoint and outlook, Microsoft support included for 60 days at no extra cost, compatible with Windows 10 or macOS and licensed for home and commercial use.

Instructions for Tenderers:-

Tender documents should be submitted via e-mail at so.ngt@nic.in addressed to Shri Mohit, Assistant Registrar, National Green Tribunal, Faridkot House, New Delhi with the following documents, failing which the tender shall be rejected:-

Terms and Conditions:

1. The scope of this tender is to invite quotations for supply and installation of 05 numbers of Microsoft Surface Pro 6 (KJU-00015) Core i7 8th Gen Windows 10 laptop and 26 number of Microsoft office home and Business 2019.
2. The tenderers have to supply the abovesaid items as per stated specification.
3. The items supplied should remain under warranty for at least one year.
4. The company should be able to rectify or replace the items as and when required within the stipulated time.
5. Tenders have to be submitted duly filled in and signed by authorised person in ink pen or ball pen. Tenders written in pencil or erased/ over-written will not be considered.

**Assistant Registrar
National Green Tribunal
Principal Bench, Faridkot House
New Delhi-110001**

Mohit

6. The bidders can not deviate from the terms and conditions given herein. Otherwise, the tenders are liable to be summarily rejected.
7. Tenderer shall keep their tender valid for acceptance for the period of 45 days from the date of opening. Tenders with shorter validity period will not be considered.
8. The tenderers must file proof that they are registered vendors as stated in Rule 150 GFR, 2017.
9. The tenderer must have registered GST No. And a copy of registration certificate to this effect, duly signed and stamped by the authorised person of the company must be enclosed with the tender.
10. 'TIN' No. Of the firm as applicable while submitting the tender, must be indicated. A tender lacking this will not be considered.
11. The tenderers must file last file income tax return.
12. The tenderers must file declaration that they have not been debarred by any Ministry or department under rule 151 GFR, 2017.
13. The rates are to be quoted on the company's letter head. Each page of the quotation/tender must be signed & stamped by the authorised signatory. Unsigned quotations will not be considered.
14. A signed declaration accepting that if the company dealer withdraws or modifies its bid during the period of validity, or if it is awarded the contract and it fails to sign the contract before the deadline defined in the request for bid documents, they would be suspended for the period of time specified in the request for bids document from being eligible to submit bids for contracts with National Green Tribunal.
15. A copy of document showing that the company or dealer is registered with the OEM.
16. The Competent Authority reserves the right to accept or reject any or all the bids in full or in part including the lowest, without assigning any reason thereof or incurring any liability thereby.
17. The quotation should be addressed in the name of Shri. Mohit, Assistant Registrar, National Green Tribunal, Faridkot House, Copernicus Marg New Delhi-110001.

Mohit
-S/D-

Assistant Registrar
National Green Tribunal
Principal Office, Faridkot House
New Delhi-110001,
Shri. Mohit, Assistant
Registrar, National
Green Tribunal,

Annexure-II

The tenderers should file their price quotations of items i.e. Microsoft Surface Pro 6 (KJU-00015) Core i7 8th Gen Windows 10 laptop and Microsoft office Home and Business 2019 in the format provided below and as per specification provided above at page 2:-

S.No.	Name of the item	Qty	Unit price in RS.	GST %	Total Price in Rs.
1	Microsoft Surface Pro 6 (KJU-00015) Core i7 8 th Gen Windows 10 laptop.	05			
2	Microsoft office Home and Business 2019.	26			
				Total Amount	

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Annexure-1

BIDDER'S DETAILS

Name of the Supplier/Part/Firm	
Name of Authorised Representatives	
Mailing Address	
Phone/Landline No.	
Mobile No.	
Fax No.	
E-Mail Address	
Web site Address (if any)	
Bank Details for payment through	
NEFT/RTGS	
Name of Bank	
Branch	
Account No.	
IFSC Code	
MICR No.	
Note: submit a cancelled cheque for verification of above bank details	

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