



NATIONAL DISASTER MANAGEMENT AUTHORITY
Government of India
“NDMA Bhawan”, A-1Safdrjung Enclave
New Delhi –110 029



No. D-31016/1/2010-C&G(PF-1)

Dated:16th Mar, 2011.

To,

As per list enclosed

TENDER NOTICE

Subject: Limited Tender for Procurement of Laptop and UPS.

National Disaster Management Authority (NDMA) invites sealed quotations for procurement of Laptop and UPS as per list and specification enclosed (Annexure – I) in NDMA. The quotations in sealed covers superscribed “Tender for Procurement of “Laptop and UPS” addressed to the undersigned by name should reach by **1500 hrs on or before 06.04.2011**.

2. The terms and conditions of the quotations will be as under:-

- (i) Sealed quotations are invited for Procurement of Laptop and UPS as indicated in the attached Annexure-I. The supply shall be made strictly as per the approved standard and specifications vide Annexure-I.
- (ii) Rates should be indicated in both Figures & Words including all charges like all taxes, loading-unloading, installation, freights etc. The unit rate for each type of work may be quoted independently. VAT, if any, may be shown separately, as per format in Annexure-I.
- (iii) The supply of material to be carried out at present will be as per Annexure-I. However, supply order will be placed as per requirements of NDMA.
- (iv) The approved tenderer will have to supply the material within one week from the date of issue of supply order.
- (v) The quotation should be accompanied by an Earnest Money of Rs.5000/- (Rupees five thousand only) in the form of a demand draft in favour of DDO, NDMA, failing which the tender will not be considered. The earnest money will be refunded soon after a decision is taken by NDMA on the bids received, except to the tenderer whose tender has been accepted. In their case, the earnest money will be refunded on receipt of Performance Security.
- (vi) The successful bidder(s) will have to deposit Performance Security Money of Rs.10,000/- (Rupees ten thousand only) in the shape of Fixed Deposit Receipt/Bank Guarantee before any supply order is placed. The performance security money will be forfeited if the firm fails to perform/abide by any of the terms or conditions of the instant tender.

- (vii) The L-1 bidder will be decided on the basis of consolidated total of all the items that have been quoted.
- (viii) This Authority reserves the right to reject any or all the quotations including the lowest one, either in part or in full without assigning any reasons therefore.
- (ix) This Authority reserves the right to award the contract to two parties separately for each type of work.
- (x) The quotations will be opened on 7th Mar' 2011 at 12.30 PM in the Ground Floor Auditorium, NDMA Bhawan, A-1, Safdarjung Enclave, New Delhi-110 029 in the presence of such tenderers who may like to be present.
- (xi) The representative of the tenderer who wishes to attend to the tender opening is allowed to do so subject to presenting authorization letter from the tenderer.
- (xii) The following documents should be submitted along with the tender:-
 - a) Sales Tax/VAT Registration Certificate along with TIN number.
 - b) Latest VAT/Sales Tax Clearance Certificate
 - c) Earnest Money Deposit as per clause vii).
 - d) Authorization Certificate in case of Authorized Dealer.
 - e) Copy of terms and conditions duly signed with the seal of the firm, in token of acceptance thereof.
 - f) Price Bid containing price per unit only and the percentage of VAT. This may be clearly indicated in the prescribed format in Annexure-A.

Yours faithfully,

**(S.K.Prasad)
Under Secretary (A)**

Copy to:-

1. **Shri Suraj Rai (alongwith a soft copy) for placing the above notice on the Website of NDMA.**

ANNEXURE - I

SPECIFICATION FOR LAPTOP AND UPS ITEMS AND FORMAT FOR PRICE BID

<i>Sl. No.</i>	<i>Items</i>	<i>Quantity</i>	<i>Unit Rate (a)</i>	<i>Taxes if any(b)</i>	<i>Amount (a+b)</i>
(i)	Apple Macbook SC516	01			
(ii)	Laptop SONY VAIO Model No. VPSC137GG/B (Black colour)	01			
(iii)	HP Laptop (Model No. ENVY.14 (CORE I5. 2.4 (450M) 4 GB/500 GB, 1 GB Graphics card. Free 2 GB SC Card. Win 7 prem (64.bit) 14.5 HD LED Screen)	01			
(iv)	UPS (Microteck) 1 KV	01			
Total					