

**Media Lab Asia**  
**Devika Tower, 6, Nehru Place, New Delhi – 110019**  
**Tel: (011) 26443266/ 26288190**

**No. MLA/9/168/8854-2017**

**Dated: 20<sup>th</sup> Feb, 2017**

**Sub: Invitation of Proposal for Supply & Installation of Laptops, Printers, Tablets, Smartphone and Projector.**

Media Lab Asia is a not for profit organization under the Ministry of Electronics and Information Technology, Government of India, invites sealed quotations for supply & Installation of Laptops, Printers, Tablets, Smartphone and Projector to the Office of Media Lab Asia, 708-723,7<sup>th</sup>, Floor, Devika Tower, Nehru Place, New-Delhi.

2. The tender document along with relevant forms and other detailed terms and conditions may be obtained from the website [www.medialabasia.in](http://www.medialabasia.in).
3. The proposals along with requisite documents / Forms duly completed should reach to the "Director (Admin & Finance), Media Lab Asia, 708-723, 7<sup>th</sup> Floor, Devika Tower, Nehru Place, New Delhi-110019" on or before **8<sup>th</sup> March, 2017 up to 14:00 hours** . The technical bid will be opened at 3 pm on the same day in the presence of tenderers who may like to be present. Only technically qualified bidders shall be called for further discussions.
4. The proposal received after due date shall be summarily rejected without consideration. Media Lab Asia reserves the right to accept or reject any or all tender without assigning any reason thereof.

**For any queries please contact on Telephone: 011-26443266-124**

**Sd/-**  
**Director (Admin. & Finance)**

**Tender Ref. No: MLA/9/ 168/8854-2017**

**Dated 20<sup>th</sup>, Feb, 2017**

**NOTICE INVITING TENDER**

**Subject:-Supply & Installation of Laptops, Printers, Tablets, Smartphone and Projector**

Media Lab Asia, a not for profit organization under the Ministry of Electronics and Information Technology, invites sealed quotations under two bid system (Technical & Commercial bid in two separate sealed envelopes contained in one bigger envelope) for Supply & Installation of Laptops, Printers, Tablets, Smartphone and Projector as detailed below:

<b>SI No.</b>	<b>Particulars of stores</b>	<b>Quantity</b>	<b>A/U</b>
1	Laptops (Processor Core i3)	13	Nos
2	Laptop (Processor Core i7	01	Nos
3	Plotter Printer	01	Nos
4	Multipurpose Printer	01	Nos
5	Digital Pen Tablet	12	Nos
6	Tablets	02	Nos
7	Smartphones	02	Nos
8	Projector	01	Nos

**Important Dates:**

<b>Date of release of tender</b>	21 <sup>st</sup> Feb,2017
<b>Last date of submission of tender</b>	8 <sup>th</sup> March, 2017 up to 14:00 hours
<b>Date of opening of Technical Bid</b>	8 <sup>th</sup> March, 2017 up to 15:00 hours
<b>Address for Tender inquiries</b>	Media Lab Asia, 708/723 -7 <sup>th</sup> floor , Devika tower- 6 , Nehru Place, New Delhi – 110 019

- Note: (1) The detailed specifications of the equipments are shown in Annexure - A & B.  
(2) Proforma for Commercial Bid is given in Annexure "C".

## INSTRUCTIONS TO THE TENDERERS

1. The Bidder shall be OEM or Authorized Distributors/ Partners/ Dealers of reputed brand having authorization to supply the product. A copy of Authorization letter issued by OEM to Authorized Distributors/ Partners/ Dealers attending tender to sell the products on behalf of OEM shall be enclosed with the Technical bid.
2. The tender documents can be collected from the office of Media Lab Asia w.e.f. 22<sup>nd</sup> February, 2017 to 8<sup>th</sup> March, 2017 (except Saturday, Sunday & Government Holiday) between 10:00 to 16:00 hours. Alternatively tender form can be downloaded from our website [www.medialabasia.in](http://www.medialabasia.in)
3. Tender shall be duly, properly and exhaustively filled in. All pages of the tender should be **signed with stamp by the Authorized Signatory of Tenderer with company stamp on all the pages of this tender.**
4. Any cutting/over writing etc. in the tender must be signed by the person who is signing the tender. The rates and units shall not be overwritten. **The financial figures in commercial bid shall always be both in figures and words. In case of any discrepancy in figures and words, the amount written in words shall be considered.**
5. The Tenderer shall submit the copy of PAN, TIN, and VAT registration along with the Technical Bid of the tender document.
6. The tender shall be placed in a properly sealed bigger envelope addressed to **Director (Admin & Finance)** , Media Lab Asia, 708/723, 7th floor, Devika Tower, 6 Nehru Place, New Delhi – 110 019 and the said **bigger envelope shall contain two separate sealed envelopes containing Technical & Commercial bids.**
7. The bigger envelope shall be super-scribed as “*Tender for the Supply & Installation of Laptops, Printer, Tablet, Smartphone & Projector*” with its due date. The two sealed envelopes inside the bigger envelope must be super-scribed as:  
  
***Envelope No-1: The said envelope is for technical bid & shall be super-scribed as “Tender for the Supply & Installation of Laptops, Printers, Tablets, Smartphones & Projector – TECHNICAL BID”.***  
  
***Envelope No-2: The said envelope is for commercial bid & shall be super scribed as “Tender for the Supply & Installation of Laptops, Printers, Tablets, Smartphones & Projector – COMMERCIAL Bid”.***
8. Technical bid will be opened on 8<sup>th</sup> **March, 2017 at 15:00 hours** in the office of, Media Lab Asia, 708/723, 7th floor, Devika Tower, 6 Nehru Place, New Delhi – 110 019. The representatives of the Tenderer may attend the bid opening meeting, at their own costs. The Commercial bids of only technically qualified bidders will be opened. The date for opening of commercial bids will be intimated to the technically qualified bidders separately.

*We confirm with our acceptance to the Instruction to the tenderers at Sr.No-1 to 8 as stated above.*

**Signature of the Tenderer with seal**

## TERMS & CONDITIONS

- (a) Submission of the duly signed tender implies that these conditions of tender have been read by the Tenderer and is aware of the scope of the supply and the quality of the material to be supplied. The final acceptance of the tender rests with the **Director (Admin. & Finance)**, Media Lab Asia, who reserves the right to accept or reject any or all tenders without assigning any reason thereof.
- (b) No representation for the enhancement of the prices of the accepted tender or alteration of the terms and conditions will be entertained at any stage.
- (c) No representation for the enhancement of the prices of the accepted tender or alteration of the terms and conditions will be entertained at any stage.
- (d) The requirement is urgent and hence, the best delivery period may be quoted. The delivery should necessarily be within 15 days from the date of confirmed Purchase Order. If the Vendor fails in delivery, installation and commissioning of the items ordered as per the terms of this TENDER, the Company shall be entitled to charge penalty / liquidated damages @ 0.5% of the order value per week, subject to a maximum of 10% of the order value for delay beyond the time schedule for completion of delivery, installation and commissioning. The penalty will start after the grace period of one week.
- (e) The supplier shall provide packing of the goods, as is required to prevent their damages or deterioration during the transit to their final destination.
- (f) The rates quoted shall be firm & all-inclusive for delivery & installation at destination. The delivery of item No. **1,2,4,5,6,7 & 8** shall be delivered at Media Lab Asia,708-723, 7<sup>th</sup> Floor , Devika Tower 6, Nehru place ,New Delhi – 110 019Tel : 011-26443266. The delivery of Item No. 3 (Plotter Printer) shall be at BITHOOR Kanpur (U.P.).
- (g) The equipments shall have to be operationalized without any extra cost and to the satisfaction of Media Lab Asia.
- (h) The tender shall be considered for the **entire bill of quantity** and no partial quotes shall be accepted. However, Media Lab Asia has right to accept the entire bill of material or may release partial Work Order whichever is found suitable to us.
- (i) 100 % Payment will be made against satisfactory installation and acceptance of the items duly certified by Media Lab Asia's authorized representative against bills in duplicate (original + copy) giving the reference number of the supply order along with delivery note.
- (j) While submitting the tender, if any of the prescribed conditions are not fulfilled or are incomplete in any form, the tender is liable to be rejected.
- (k) If, the equipments supplied are not strictly in accordance with the Tender specifications and Purchase Order, Media Lab Asia shall have right to totally reject the items. The supplier shall be responsible for arranging the rejected items to be removed at their cost from Media Lab Asia premises.
- (l) In the event of any dispute the legal matter shall be subjected to the jurisdiction of Delhi/Mumbai Courts only.

*We confirm with our acceptance to the Terms & Conditions stated from (a) to (i) above.*

**Signature of the Tenderer with seal**

**(Annexure-A)**  
**TECHNICAL BID**

1. Tender Ref. No: MLA/9/ 168/8854-2017
2. Name of Tenderer: .....
3. Complete office address of Tenderer.....
4. Contact details of authorized person of tenderer who have signed the tender.
  - a. Name.....
  - b. Designation.....
  - c. Phone (Office).....
  - d. Phone (Mobile).....
  - e. E mail.....
5. Due date & Time of submission of bid:- 08-03-17, 14:00
6. **Documents to be enclosed with the Technical bid are as under:**
  - a. Copy of authorization letter from Original Equipment Manufacturer, authorized distributors or dealers whichever is applicable.
  - b. Duly signed & stamped Tender documents (All pages) as a mark of your acceptance.
  - c. Supporting information with respect to the technical data, drawings or booklets of product. Any product manual brief, test certificates available may be enclosed.
  - d. Copies of PAN, VAT/ TIN duly Signed & Stamp.

**Signature of the Tenderer with seal**

**Annexure –B.  
(Technical Specifications)**

**Item No.1: Laptop Core (Processor Core i3) : Qty - 13**

Sr. No	Item	Our Specifications	Specifications offered by the supplier	Deviations	Justification in support of deviation
1.	Make	Must be Specified			
2.	Model	Must be Specified			
3.	Processor	Minimum Core™ i3			
4.	Memory	Minimum 8GB RAM			
5.	Operating System	Preloaded Microsoft Windows 8 or above			
6.	Hard Disk	Minimum 1TB			
7.	Screen	15" or above			
8.	Warranty	Minimum 1 year onsite warranty or as per OEM			

**Item No. 2: Laptop (Processor Core i7): Qty- 1**

Sr. No	Item	Our Specifications	Specifications offered by the supplier	Deviations	Justification in support of deviation
1.	Make	Must be Specified			
2.	Model	Must be Specified			
3.	Processor	Minimum i7 (7 <sup>th</sup> Generation)			
4.	Memory	Minimum 8GB RAM			
5.	Hard Disk	Minimum 1 TB			
6.	Operating System	Preloaded Microsoft Windows 10 (Professional)			
7.	Graphics Card	Available, Minimum 2 GB			
8.	Screen	15" or above			
9.	Warranty	Minimum 1 year onsite warranty or as per OEM			

**Item No. 3: Plotter Printer: Qty - 1**

Sr. No	Item	Our Specifications	Specifications offered by the supplier	Deviations	Justification in support of deviation
1.	Make	Must be Specified			
2.	Model	Must be Specified			
3.	Dimensions	24-in printer			
4.	Internal memory	1 GB or above			
5.	Print resolution	Colour - 2400 X1200 DPI Black – 2400 x 1200 optimized dpi from 1200x1200 input dpi Or better			
6.	Paper Size Supported	A1 to A4			

7	Warranty	Minimum 1 year onsite warranty or as per OEM			
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Sr. No	Item	Our Specifications	Specifications offered by the supplier	Deviation	Justification in support of deviation
1.	Make	Must be Specified			
2.	Model	Must be Specified			
3.	Multiurpose	Print/Scan/ Copy			
4.	Print Speed (A4)	Mono: Or >8 ppm Colour: Or >5 ipm			
5.	Connectivity	Wi-Fi Support			
6.	Cartage	Ink Tank			
7.	Warranty	Minimum 1 year warranty or as per OEM			

**Item No.5: Digital Pen Tablet with Cordless Pen, Mouse: Qty - 12**

**Item No. 4: Multipurpose printer (Inkjet) (Scanner/ copier/ fax) : Qty :1**

Sr. No	Item	Our Specifications	Specifications offered by the supplier	Deviation	Justification in support of deviation
1.	Make	Must be Specified			
2.	Model	Must be Specified			
3.	Display	"8 x6 (Inch)			
4.	Interface	USB			
5.	OS Support	Windows 8 and above			
6.	Pressure Level:	Or > 1000			
7.	Service & Support	Minimum 1 year warranty or as per OEM			

**Item No.6: Tablet: Qty -2**

Sr. No	Item	Our Specifications	Specifications offered by the supplier	Deviation	Justification in support of deviation
1.	Make	Must be Specified			
2.	Model	Must be Specified			
3.	Display	7 inch			
4.	Processor	Min. 1.3 GHz Quad Core			
5.	RAM	Minimum 3 GB			
6.	ROM	Minimum 16 GB			
7.	Dual SIM	Enabled			
8.	O/ System	Android OS			
9.	Camera	Front – Minimum – 2 MP Rear - Minimum - 5 MP			
10.	Expandable memory	Support Available			
11.	Communication	Voice Calling Support, 4G, Bluetooth, Wi-Fi, GPS Support, Headphone Jack			

12	Warranty	Minimum 1 year or as per OEM			
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**Item No.7: Smartphone: Qty: - 2**

Sr. No	Item	Our Specifications	Specifications offered by the supplier	Deviation	Justification in reference of deviation
1.	Make	Must be Specified			
2.	Model	Must be Specified			
3.	Display	Minimum 5 inch			
4.	Processor	Minimum 1.3 GHz Quad Core			
5.	RAM	Minimum 3 GB			
6	ROM	Minimum 16 GB			
7	Dual SIM	Enabled			
8	Operating System	Android OS			
9	Camera	Front – Minimum – 5 MP Rear - Minimum - 13 MP			
10	Expandable memory	Support Available			
11	Communication	Voice Calling Support, 4G, Bluetooth, Wi-Fi, GPS Support, Headphone Jack			
12	Warranty	Minimum 1 year or as per OEM			

**Item No. 8: Projector: Qty : 1**

Sr. No	Item	Our Specifications	Specifications offered by the supplier	Deviation	Justification in support of deviation
1.	Make	Must be Specified			
2.	Model	Must be Specified			
3.	Lumens	Or > 2500			
4.	Resolution:	Or > 800 x 600 pixels			
5.	Warranty	Minimum 1 year onsite or as per OEM			



**Annexure –‘C’  
COMMERCIAL BID**

**FORMAT & REQUIREMENTS**

1. Tender Ref. No.: MLA/9/ 168/8854-2017
2. Name of the Tenderer: .....
3. The offer with rates for the schedule of requirements of items, as elaborated under, to be submitted. Adhering to the format given below is a Pre-requisite for considering your quotations:

SI No.	Particulars of stores	Quantity	A/U	Unit price	Total
1	Supply & installation of Laptops (Processor Core i3)	13	Nos		
2	Supply & installation of Laptop (Processor Core i7	01	Nos		
3	Supply & installation of Plotter Printer	01	Nos		
4	Supply & installation of Multipurpose Printer (inkjet)	01	Nos		
5	Supply & installation of Digital Pen Tablet	12	Nos		
6	Supply & installation of Tablets	02	Nos		
7	Supply & installation of Smartphones	02	Nos		
8	Supply & installation of Projector	01	Nos		
9	Duties and taxes ( please specify)				
10	Any other tax/ Charge s/transportation etc.; (indicate name with rate)				
TOTAL IN FIGURES					
TOTAL IN WORDS: .....					

4. *The rate quoted shall be in accounting units (A/U) and should be inclusive of basic price & all other costs including installation/transportation/delivery/cartage, insurance, etc. Taxes & duties (as applicable) shall be mentioned separately. Media Lab Asia does not have any FORM towards rebate / exclusion of Sales tax/VAT.*

5. It is hereby confirmed that we shall abide all the Terms & Conditions as specified in the tender and further agreed for the penalty to be imposed, in case of delayed supplies from our end as specified in Point (b) of “Terms & Conditions” of this tender.

**Signature of the Tenderer with seal**

**Note:** No Hidden Cost is acceptable.