

INSURANCE REGULATORY AND DEVELOPMENT AUTHORITY

No: IRDA/IT/ADVT/TNDR/03/2012

12-04-2012

**Tender for supply of Laptops**

IRDA proposes to procure **17 Nos of laptops** as per the Technical Specifications enclosed vide Annexure - A

The vendors are required to submit their Technical and Commercial Bids in sealed covers, separately. The format of Commercial Bids to be submitted is as follows:

S. No.	Part No.	Make & Model	Description	Qty.	Amount in Rs.	
					Unit Price	Total Amount
1.						
2.						
<b>Total Amount</b>						
<b>Add: Taxes (If any)</b>						
<b>Grand Total</b>						

Taxes if any should be explicitly stated in the Commercial Bid.

Kindly submit your Commercial Bid separately, clearly superscribing on the envelope "Procurement for 17 Nos. of Laptops" as per Tender No. **IRDA/IT/ADVT/TNDR/03/2012** dated 12<sup>th</sup> April 2012 and address it to The Joint Director (IT), Insurance Regulatory and Development Authority, 5<sup>th</sup> floor, Parisram Bhavan, Basher Baugh, Hyderabad on or before **3.00 PM** on 23<sup>rd</sup> **April 2012**.

**Terms & Conditions:**

1. Prices quoted should be valid for a period of 30 days.
2. IRDA will not take in to consideration, any variation in the \$ price.
3. The above total cost is inclusive of all.
4. **The laptops should be supplied within 2 - 3 weeks from the date of purchase order.**
5. Penalty: 1% week for delayed delivery.
6. IRDA reserves its right to cancel the order in the event of one or more of the following situations:
  - a. Delay in delivery beyond the specified period.
  - b. Delay in installation beyond 01 week from the date of Purchase Order.

**7. Payment:**

- a. 90% of the order value payable on successful installation.
  - b. 10% of the order value payable on expiry of the warranty period or against bank guarantee valid for the warranty period for the same amount.
  - c. All payment will be released against invoices raised by the vendor.
- 8. Laptops will have 3 years comprehensive on-site warranty. Please quote for additional warranty packs if necessary. Vendors shall provide on-site support during the warranty period. Warranty for the battery : 1 year**
- 9. Only Authorized Service Providers (ASP) / Authorized Dealers of OEMs who will be able to supply and provide onsite support can quote for this tender.**
10. IRDA reserves the right to reject all or any of the quotations without assigning any reason thereof.
11. Bid document complete in all respects shall be submitted in a sealed envelope and superscripted as "Tender for supply and installation of 17 Nos of laptops " and addressed to :
- The Joint Director(IT)  
Insurance Regulatory and Development Authority  
3rd floor, Parisram Bhavan,  
Basher Bagh, Hyderabad – 500 028
12. The sealed quotations shall be submitted in person.
13. IRDA has right reject the bids or cancel the tender without assigning any reasons
14. The supplier shall take care of installation of new system, installation of Ms-office application, configure network , data transfer ( with the assistance of users and support engineers etc. without any additional cost
15. The last date of receipt of bid document is 23<sup>rd</sup> April 2012 by 3.00 PM. No Bid document shall be entertained after the due date and time, under any circumstances.
16. The decision regarding short listing / selection of vendor shall be with the Authority and shall be final.

**A.R.Nithiyantham**  
**Joint Director (IT)**

**Annexure-A**

Model	Specifications	Requirements
Laptops (Lenovo)	<ul style="list-style-type: none"><li>• Intel® Core™ i5-2430M Processor 2.40 GHz</li><li>• Genuine Windows® 7 Professional</li><li>• 4GB DDR3 SDRAM</li><li>• 15 TFT</li><li>• 500 GB HDD</li><li>• DVD SuperMulti Drive</li><li>• Web Camera</li><li>• Battery Backup – 3 Hrs</li><li>• Carry Case</li><li>• 10/100/1000 Mbps</li><li>• Wi-fi</li><li>• 3 Year Comprehensive onsite warranty</li></ul>	9 Nos.
Laptops ( Sony VAIO)	<ul style="list-style-type: none"><li>• Intel® Core™ i5-2430M Processor 2.40 GHz</li><li>• 3 MB L2 Cache</li><li>• Genuine Windows® 7 Professional</li><li>• 15" TFT</li><li>• 4GB DDR3 SDRAM</li><li>• 500 GB HDD</li><li>• DVD SuperMulti Drive</li><li>• Web Camera</li><li>• Battery backup – 3 Hrs</li><li>• Carry Case</li><li>• Wi-fi</li><li>• 10/100/1000 Mbps</li><li>• 3 Year Comprehensive onsite warranty</li></ul>	8 Nos.