



RIS
Research and Information System for
Developing Countries

विकासशील देशों की अनुसन्धान एवं सूचना प्रणाली

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No. RIS/109/2/1/2015

11 September 2015

Limited Tender for the Procurement of Laptop for RIS

RIS invites bids from well established, experienced and reputed computer suppliers for sourcing of the following Mac Book Air Laptops:

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|--|------------|
| i). MacBook Air Laptop (MJVP2HN /A) | Two Units |
| ii). MacBook Air Laptop (MJVM2HN/ A) | Four Units |

2. Interested firms/suppliers with at least five years experience are requested to send in their quotations in Indian Rupees for the supply of the above-mentioned units to RIS.

3. Selected supplier will have to ensure the delivery and installation of the items at RIS within two weeks of the receipt of the Work Order.

4. The payment would be released by RIS by cheque only after the delivery and installation of the equipments in a satisfactory manner.

5. Participating bidders are required to deposit an amount of Rs. 5,000/- towards bid security with RIS. The deposit receipt has to be attached to the financial bid. The amount of bid security would returned to the bidders within seven days of award of the work to the most competitive bidder.

6. The bids have to be submitted in two closed covers. The first cover should contain the following documents:

- i) Proof of VAT/PAN/TAN registration of the firm, clearly showing the date of the registration to reckon the uninterrupted period of five years of experience;
- ii) Proof of having filed the latest income tax return; and
- iii) Copy of a valid Certificate as the authorized supplier, reseller or service provider of the product.

7. The second cover, which would be opened only in respect of qualifying firms fulfilling the above eligibility criteria, should contain the following documents:

- i) All inclusive unit price of the product, including taxes or any other charge(s); and
- ii) Receipt of a deposit of Rs. 5,000/- with RIS towards bid security.

8. Sealed bid covers may be addressed to Deputy Director (Systems), RIS at the above mentioned address. The last date of submitting bids is Monday, 21 September 2015 at 1200 hrs, which would be opened at RIS at 1500 hrs on the same day by a Committee designated for this purpose.

Representatives of bidding firms are invited to witness the process of opening of bids and award of work themselves.

9. Work would be awarded to the most competitive qualified bidder in accordance with RIS rules and regulations and the name of such bidder would be notified on the website of RIS.

10. Ineligible, incomplete or late bids would be summarily rejected by RIS without citing any reasons whatsoever.

11. RIS reserves the right to nullify the bidding process, if required, at any stage without citing any reason whatsoever.

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