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सत्यमेव जयते

**GOVERNMENT OF INDIA**  
**MINISTRY OF COMMERCE & INDUSTRY**

**Intellectual Property Office Building**

**Plot No.32, Sector – 14, Dwarka**

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No. POD/Tender/01/2010-2011/-

Dated: 09.09.2010.

## **Quotation notice for supply of Desktop Computers and software**

The sealed quotations are invited by the Patent Office, New Delhi for supply of Desktop Computers and software from the manufacturers or authorized vendors or Kendriya Bhandar/NCCF or any Govt. authorized society at the address as mentioned above as per the specifications and quantity given below

### **1. No. of desktop computers: 25 (Twenty five)**

### **2. Details of specifications for desktop computers :-**

- a) Processor:- Intel Core i 5-750 (D Q 57TML mother board or H 57 Express Chipset)
- b) RAM :- 4GB DDR – III expandable
- c) Integrated Graphic Controller
- d) Integrated Sound Controller
- e) Integrated PCT 10/100/1000 Mbps Gigabit Ethernet Controller
- f) Ports: 1x Parallel, 1x Serial, 1x V G A, 1x R J 45, 1x PS/2 Keyboard, PS/2 Mouse, 6x USB, 1x Line in, 2x Line out, Mic, Spk
- g) HDD :- At least 500GB
- h) Monitor :- 19” LCD Monitor
- i) 16 x DVD ROM
- j) Keyboard 104+12 Keys OEM or higher
- k) Optical Scroll Mouse with Mouse Pad
- l) Other necessary Accessories & Driver software in Media
- m) 3 years Comprehensive Warranty ( onsite)

### **3. Software:**

- a) MS Windows 7 professional Quantity: 25
- b) MS Office 2010 ( Home & Business edition), Quantity: 25
- c) Antivirus Software with one year subscription Quantity:25 (Latest version).

### **4. The important dates**

- a) **Last Date and time for Submission of Quotation:** The last date to submit sealed quotation is 24.09.2010 till 3.00 pm.
- b) **Opening date of quotations:** 27.09.2010 at 3.00 P.M.

c) **Address and place for submission of quotations:** The quotations may be submitted in sealed envelope in the prescribed format(Annex-I) superscribing '**Quotation for supply of desktop computers and software to the Patent Office, Delhi**' addressed to The Administrative Officer, Patent Office, Boudhik Sampada Bhawan, Plot No. 32, Sector-14, Dwarka, New Delhi – 110 078.

5. **Contact persons;** Shri Kamal Singh Goondli, Assistant Controller of Patents & Designs, Patent Office, New Delhi,( Phone No. 9910717614) and Shri Sameer Swarup, Assistant Controller of Patents & Designs Patent Office, New Delhi,( Phone No. 9818591222)

**6. Terms & Conditions:**

1. Price quoted should be inclusive of all applicable taxes and levies.
2. The office reserves the right to change the quantity as per its requirement at any stage. Further the Office reserves the right to place order either of all the items or only some of above items. The supplier shall have no right to claim any compensation in such case.
3. Delivery should be within **3 weeks** from the date of receipt of order for supply.
4. The supplier may be asked to submit the suitable test certificate to conform the specifications mentioned above
5. Sealed quotation should reach on or before date as mentioned above.
6. The Office reserves the right to reject any or all quotations without specifying any reasons thereof.
7. In case of delay, penalty at the rate of 0.5% per day of the ordered value shall be charged (maximum penalty up to 5 % of the order value can be deducted). If the delay is more than ten days the order shall stand cancelled.
8. Payment will be done after installation.
9. Warranty: Three years for the system as well as the accessories
10. All disputes should be within the jurisdiction of Delhi.
11. The Vendor has to submit documentary proof of Sales Tax/PAN etc.
12. No Advance payment shall be made by the office.
13. The Vendor has to submit performance security for Rs. 50000/- in the form of Demand Draft in favor of '**Controller of Patents**' payable at New Delhi that will be returned to vendor without interest after proper verification of computers supplied as per the configuration/ Quality of the computers.
14. Quotations submitted without performance security DD shall be rejected out rightly
15. If vendor does not supply the computers as per the configuration no payment will be made and performance security will be forfeited.
16. Rates once submitted cannot be changed and valid for atleast one year from the date of contract

( Dr.K.S.Kardam)  
Deputy Controller of Patents & Designs  
(Head, Patent Office Delhi).

## QUOTATION FORMAT

**Sub: Quotation for “Supply of desktop computers and software”**

**a) For desktop computers**

Sl.No.	Name of the manufacture(Brand)	Rates (in Rupees)	
		In Words	In Figures
1			
2			
3			
4			
5			

**b) For softwares**

Sl.No.	Name of the manufacture(Brand)	Rates (in Rupees)	
		In Words	In Figures
1			
2			
3			
4			
5			

Any other information:

(Signature of vendor/supplier with  
stamps of the firm/Company)

Dated : .....

At : .....