



# राज्य लोक सेवा अभिकरण, म.प्र. (SAPS-MP)

(मध्यप्रदेश शासन, लोक सेवा प्रबंधन विभाग की पंजीकृत संस्था)

## State Agency for Public Service, M.P.

(A Regd. Agency of Govt. of M.P. Under Deptt. of Public Service Management)

Sr. No. 442 / MPSAPS/2021

Bhopal, Date: 12/04/2021



To,

.....  
.....  
.....

Subject: Letter of Invitation for Laptops

Dear Supplier,

You are hereby invited to provide sealed quotations to Madhya Pradesh State Agency for Public Services (MPSAPS), Department of Public Service Management Department, Government of Madhya Pradesh for the supply of the following item:

S.No	Description	Quantity
1	Laptops (As per enclosed specifications in Annexure)	4

This document can also be downloaded from the website: [www.mpedistrict.gov.in](http://www.mpedistrict.gov.in).

The quotation should be **submitted only in a sealed envelope** marked with subject line "REQUEST FOR QUOTATION FOR LAPTOPS FOR MPSAPS" to the belowmentioned address.


Executive Director,  
State Agency for Public Services  
4<sup>th</sup> Floor, Madhya Pradesh Textbook Corporation  
Arera Hills, Madhya Pradesh  
Bhopal, Madhya Pradesh – 462011

The Last date of submission of the sealed quotation at SAPS office : **19/04/2021 4.00 PM**

SAPS reserves the right to accept or reject any or all of the tenders without assigning any reason.

**Terms and conditions :**

As per the attached quotation document.

  
Ripudaman Singh  
Director (Administration)  
State Agency for Public Services

कार्यालय : चतुर्थ तल, पुस्तक भवन, अरेरा हिल्स, भोपाल

दूरभाष : 0755-2775227, 2770915, 2770926, E-mail : loksevamp@gmail.com





### INVITATION TO QUOTE (ITQ)

Date: 12/04/2021

Dear Supplier,

- 1) You are invited to submit price quotation for the supply of the following item:

S.No	Description	Quantity
1	Laptops (As per enclosed specifications in Annexure)	4

- 2) Price quotation will be evaluated for the final consolidated cost and contract awarded to the supplier offering the lowest evaluated total cost of the item, if substantially responsive to the technical specifications.
- 3) The quotation in the forms attached should be **submitted only in a sealed envelope** marked with the subject line subscribed on envelope mentioning "REQUEST FOR QUOTATION FOR LAPTOPS FOR MPSAPS" to the following address.

Executive Director,  
State Agency for Public Services  
4<sup>th</sup> Floor, Madhya Pradesh Textbook Corporation  
Arera Hills, Madhya Pradesh  
Bhopal, Madhya Pradesh – 462011

- 4) The Last date of submission of the sealed quotation at SAPS office : **19/04/2021 4.00 PM.**

#### Eligibility Criteria:

S.No	Eligibility Criteria	Supporting Documents
1	The Bidder should be registered in India as per legal laws with valid GST registration and PAN number	Submission of Registration documents along with GST and PAN
2	The bidder should be the authorized reseller of the product in India	Letter of valid authorization to this effect from the OEM
3	The Bidder should not have been blacklisted by Central Govt./State Govt/ Public Sector undertakings during the last three years and the said disability should not be in force	A self-declaration by the Bidder on Company's letter head
4	The Bidder should have service/support infrastructure preferably in Bhopal , but within Madhya Pradesh and should be able to provide efficient and effective support.	Letter from bidder to this effect with full address of service centre

- 5) The quotation should be accompanied by adequate technical documentation and catalogue(s) and other printed material should be in English language for each item quoted.
- 6) **PRICES:** The price should be quoted in Indian Rupees for the total cost at destination which includes all applicable taxes till the delivery to the place of destination.



- 7) **EVALUATION:** Offers determined to be substantially responsive to the technical specifications will be evaluated by comparison of the total price at destination.
- 8) In evaluating the quotations, SAPS will determine for each quotation the evaluated price by adjusting the price quotation by making any correction for any arithmetical errors, if there is a discrepancy between amounts in figures and in words, the amount in words will govern.
- 9) **AWARD:** The issue of Purchase order (PO) will be made to the bidder offering the lowest evaluated price which are substantially responsive to the technical specifications.
- 10) **VALIDITY OF THE OFFER:** The quotation(s) should be valid for a period of forty-five (45) days from the deadline for receipt of quotation(s) indicated in this Invitation to Quote.
- 11) **PAYMENT:** 100% payment shall be made Within 15 days of successful commissioning at client premises.
- 12) **CHECKLIST:** Bid should accompany with following documents duly with sign and seal

Sl.No	Description of documents	Enclosure
1)	PAN Registration	
2)	GST Registration	
3)	Place of Incorporation	
4)	Technical description along with reseller details, Authorization letter from OEM, non-blacklisting letter and service centre/support centre details	
5)	Filled financial bid	

#### FINANCIAL BID

(All prices In INR)

Sl.No	Item Specification	Quantity	Unit Price, including all applicable taxes
1	Laptop	4	
	Total		

Date :

Signature

Address :

Name

Company Seal :

Designation  
On behalf of



ANNEXURE-1

TECHNICAL SPECIFICATIONS

<b>Processor</b>		
	Processor Make	Intel
	Processor Generation	Intel Core i5 11nth Generation
	Number of Cores	4 or above
	Max Turbo Frequency	4.0 Ghz or above
<b>Motherboard</b>		
	Motherboard	Compatible Intel Chipset
<b>Memory</b>		
	RAM Size (GB)	8
<b>Storage</b>		
	Type of Hard Disk Drive	SSD
	Capacity of SSD (GB)	256 or above
	Type of Hard Disk Drive	HDD
	Capacity of HDD (GB)	1000 or above
<b>Operating System</b>		
	Operating System (Factory Pre-Loaded)	Windows 10
<b>Input Devices</b>		
	Pointing Device/Touchpad	Touch pad
	Mouse	Wireless Mouse
<b>USB Ports</b>		
	USB Ports	Yes
	Number of VGA Ports	One
	Number of HDMI Ports	One
<b>Networking</b>		
	Ethernet	Yes
	Wi-Fi	Yes
	Bluetooth	Yes
<b>Display</b>		
	Diagonal Viewing Size ( Inch )	15.6 Inches or above
	Resolution	1920 x 1080
	Availability of Integrated Web Cam	Yes
	Resolution of Webcam	HD or above
	Internal Speaker Dual	Yes
<b>Other</b>		
	Carry Case	Yes
	Battery Type	Removable
	Battery Backup Time (Hours)	Minimum 3 Hours
	Battery Warranty	Minimum 3 years
<b>Warranty</b>		
	On Site OEM Warranty (Year)	3 Years