

Important Instructions & Points for Government Departments/Boards/Corporations for the purchase of Computer hardware & related peripherals (Tender No. HWT200217414)	
1	The prices are valid up to <u>31.03.2018</u>
2	The rates are with 3 years Warranty for Desktops, Scanners, UPS, Laptops.
3	<p>Before placing the purchase order to the empanelled agency, you are requested to take approval of your departmental IT Committee and Administrative Department for purchase of computer hardware & related peripherals.</p> <ul style="list-style-type: none"> • For Laptop, if any Govt. office, want to procure more than 100 no.s of equipment, then they need to send indent form at GIL. • For all other items (except Laptop) , if any Govt. office, want to procure more than 1000 no.s of equipment, then they need to send indent form at GIL.
4	Before placing the purchase order to the empanelled agency, you are requested to take approval of your departmental IT Committee and Administrative Department for purchase of computer hardware & related peripherals.
5	For all items, if any Govt. office, want to procure more than 1000 no.s of equipment, then they need to send indent form at GIL.
6	The rates finalized by GIL, are item wise unit rates as mentioned in the annexure along with empanelled vendor, make & model of the item and Rate of GST (%)
7	<p>For desktop, you may place the purchase order for either Intel processor based PC OR AMD processor based PC as per your requirement and as decided in your Departmental IT Committee.</p> <p>The rates of desktops are with Operating System but without MS-Office. For MS office and other application software, you are requested follow TSP guidelines of G.R. No. LAN-2004-927-DST dated 30 July 2004 of Department of Science & Technology and for further queries please contact Director (e-Governance), GIL.</p>
8	<p><u>Regarding Laptop Purchase :</u></p> <p>Please refer</p> <ul style="list-style-type: none"> • Circular No. COS/2004/339/DST dated 24.03.2004 & subsequent corrigendum No. COS/2004/339/DST dated 25.03.2004 Plus • Circulator No. COS/2004/339-DST dated 30.01.2009 • Circulator No. COS/2004/339/DST/Part-I dated 08.08.2016 <p>before purchase of Laptop & if need, the approval of Department of Science & Technology & Finance Department may be taken.</p>
9	<p>Purchase order can be placed for any equipment.</p> <p>The draft purchase order & sample Annexure are enclosed herewith for your ready reference.</p>
10	Copy of purchase order must be send to GIL.
11	It is understood that some Govt. departments simply dispatch purchase orders and do not confirm with respective empanelled vendor for whether purchase order has been received by vendor or not? Hence, all Govt. Depts. are hereby requested to kindly ensure that

	<ul style="list-style-type: none"> • Purchase order has been reached to respective empanelled vendor • Respective empanelled vendor has submitted purchase order acceptance within 3 days from the date of purchase order • Respective empanelled vendor has submitted Performance Bank Guarantee @ 5% of total purchase order value within 15 days from the date of issue of purchase order
12	Before placing the purchase order, if you require any clarification, then kindly contact GIL.
13	As per tender terms , GIL will carry out the inspection before delivery and GIL will charge @ 3% on order value with service tax as applicable for the services provided as per LAN GR dated 30.07.2004 of Department of Science & Technology.