Surat Municipal Corporation
Information Systems Department
ADDENDUM AND CORRIGENDUM - I

Name of the work: - Bid for Supply of Laptops and Tablets [DC-ISD-LT-01-2026]

The Bidders are requested to take note of the following changes made in the bid documents, which are to be taken in to account while submitting the bid. They shall be presumed to have done so and submitted the bid accordingly.

- This Addendum and Corrigendum shall be the part of the bid documents and **the same must be colored scanned duly signed and stamped and submitted with the Technical Bid.**
- All items specified in this Addendum and Corrigendum - I supersede relevant items to that effect as provided in the original bid documents. All other specifications, terms and conditions of the original bid document shall remain unchanged.
- The queries raised and given by bidders, but the clarifications are not made in this Addendum and Corrigendum shall be considered to remain unchanged as per the terms and conditions mentioned in the original bid documents.
- **The bidders who have already submitted Technical and/or Price bid need to resubmit them.**

Highlighted Color	What does it indicate?
No highlight	**Indicates content as per original tender document**
Highlighted in Yellow	**Indicates amendment as per Addendum and Corrigendum – I**

Bidders shall read and consider following points, which shall be a part of the bid documents.

#	Tender Reference	Existing Clause	Amended / New Clause
1.	Section 1: Notice Inviting Bid	**Surat Municipal Corporation (SMC)** Shri Tapipura, Surat – 395003, Gujarat www.suratmunicipal.gov.in **Notice Inviting Bid DC-ISD-LT-01-2026** **Bid for Supply of Laptops and Tablets** **Bid for Supply of Laptops and Tablets** for Surat Municipal Corporation (SMC) is invited online on https://smctender.nprocure.com from the bidder meeting the basic eligibility criteria as stated in the bid document. **Bid Fee** (Non-refundable) • Rs. 4,248/- (Rs. 3,600/- + 18% GST) (by DD or Banker's Cheque only) **EMD** • Rs. 1,85,000/- (by DD or Banker's Cheque only) **Online Bid Start Date** • 29/09/2026 **Online Bid End Date** (Last Date of Online Submission of Bids with all necessary documents as per tender document requirement in soft copy) • 13/10/2026 upto 18:00 hrs. **Online Pre-bid** • Bidders shall have to post queries by	**Surat Municipal Corporation (SMC)** Shri Tapipura, Surat – 395003, Gujarat www.suratmunicipal.gov.in **Notice Inviting Bid DC-ISD-LT-01-2026** **Bid for Supply of Laptops and Tablets** **Bid for Supply of Laptops and Tablets** for Surat Municipal Corporation (SMC) is invited online on https://smctender.nprocure.com from the bidder meeting the basic eligibility criteria as stated in the bid document. **Bid Fee** (Non-refundable) • Rs. 4,248/- (Rs. 3,600/- + 18% GST) (by DD or Banker's Cheque only) **EMD** • Rs. 1,85,000/- (by DD or Banker's Cheque only) **Online Bid Start Date** • 29/09/2026 **Online Bid End Date** (Last Date of Online Submission of Bids with all necessary documents as per tender document requirement in soft copy) • 21/10/2026 upto 18:00 hrs. **Online Pre-bid** • Bidders shall have to post queries by

	Conference to Bidders	email to isd.hardware@suratmunicipal.org on or before 03/10/2026, 16:00 hrs.	**Conference to Bidders** email to isd.hardware@suratmunicipal.org on or before 03/10/2026, 16:00 hrs.
	Submission (in Hard Copy) of Bid Fee, EMD and Affidavit	• In sealed envelope strictly by RPAD/Postal Speed Post on or before 20/10/2026 upto 18:00 hrs. to the Chief Accountant, Shri Tapi Bhawan - Surat Mahanagar Seva Sadan, Shri Tapipura, Surat – 395003, Gujarat.	**Submission (in Hard Copy) of Bid Fee, EMD and Affidavit** • In sealed envelope strictly by RPAD/Postal Speed Post on or before 28/10/2026 upto 18:00 hrs. to the Chief Accountant, Shri Tapi Bhawan - Surat Mahanagar Seva Sadan, Shri Tapipura, Surat – 395003, Gujarat.
	• Bidders have to submit Price bid and Technical Bid online along with all necessary documents as per tender document requirement in electronic format only on https://smctender.nprocure.com website till the Last Date & time for Online Submission. The right to accept/reject any or all bid(s) received is reserved without assigning any reason thereof. Deputy Commissioner Surat Municipal Corporation		• Bidders have to submit Price bid and Technical Bid online along with all necessary documents as per tender document requirement in electronic format only on https://smctender.nprocure.com website till the Last Date & time for Online Submission. The right to accept/reject any or all bid(s) received is reserved without assigning any reason thereof. Deputy Commissioner Surat Municipal Corporation

2. Section 2: Key Events & Dates

Event	Target Date
Notice Inviting Tender	DC-ISD-LT-01-2026
Bid Availability	Start from 29/09/2026 upto 13/10/2026 upto 18:00 hrs.
Bid Fee	Bid Fee of Rs. 4,248/- (Rs. 3,600/- + 18% GST) by Demand Draft or Banker's Cheque of any scheduled/nationalized bank payable at Surat in favour of Surat Municipal Corporation.
EMD	Rs. 1,85,000/- by Demand Draft or Banker's Cheque of any scheduled/nationalized bank payable at Surat in favour of Surat Municipal Corporation.
Online Bid Start Date	29/09/2026
Online Bid End Date (Last Date of Online Submission of Bids with all necessary documents as per tender document requirement in soft copy)	On or before 13/10/2026 upto 18:00 hrs.
Online Pre-bid Conference to Bidders	Bidders shall have to post queries by email to isd.hardware@suratmunicipal.org on or before 03/10/2026, 16:00 hrs.
Submission (in Hard Copy) of Bid Fee, EMD and Affidavit	In sealed envelope strictly by RPAD/Postal Speed Post on or before 20/10/2026 upto 18:00 hrs. To the Chief

Event	Target Date
Notice Inviting Tender	DC-ISD-LT-01-2026
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Submission (in Hard Copy) of Bid Fee, EMD and Affidavit	In sealed envelope strictly by RPAD/Postal Speed Post on or before 28/10/2026 upto 18:00 hrs. To the

		Accountant, Surat Municipal Corporation, Shri Tapipura, Surat – 395003, Gujarat.	Chief Accountant, Surat Municipal Corporation, Shri Tapipura, Surat – 395003, Gujarat.
3.	Section 3: Instructions for the Bidder	**3. Eligibility Criteria** The bidder interested in being considered for "Bid for Supply of Laptops and Tablets" at SMC should fulfill the following minimum criteria: 3.4. The bidder **bidding for Laptops and Tablets** must have at least one service center in Surat, please attach documentary evidence. In case the bidder is OEM and is providing after sales support through Franchisee and/or Service Provider, the Franchisee and/or Service Provider must have at least one service center in Surat. The undertaking in hard copy duly signed by the bidder OEM & the franchisee and/or Service Provider shall also be attached with the bid for after sales support..	**3. Eligibility Criteria** The bidder interested in being considered for "Bid for Supply of Laptops and Tablets" at SMC should fulfill the following minimum criteria: 3.4. The bidder **bidding for Laptops** must have at least one service center in Surat, please attach documentary evidence. In case the bidder is OEM and is providing after sales support through Franchisee and/or Service Provider, the Franchisee and/or Service Provider must have at least one service center in Surat. The undertaking in hard copy duly signed by the bidder OEM & the franchisee and/or Service Provider shall also be attached with the bid for after sales support. However, the bidder **bidding for Tablets** must have at least one **OEM/Authorised Reseller/Bidder service center** in Surat, please attach documentary evidence. In case the bidder is OEM and is providing after sales support through Franchisee and/or Service Provider, the Franchisee and/or Service Provider must have at least one service center in Surat. The undertaking in hard copy duly signed by the bidder OEM & the franchisee and/or Service Provider shall also be attached with the bid for after sales support.
4.	Section 4: Instructions for the Bidder	**Clause – 4.11: Sealing, marking and submission of the Bid Fee and EMD:** Following documents shall only be submitted in Hard Copy to Surat Municipal Corporation by the bidder:	**Clause – 4.11: Sealing, marking and submission of the Bid Fee, EMD and Affidavit:** Following documents shall only be submitted in Hard Copy to Surat Municipal Corporation by the bidder:

<table>
<tr>
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<td>
- Earnest Money Deposit (EMD)
- Tender Fee.
- Affidavit on Non Judicial Stamp Paper of Rs. 300/-
The “Bid Fee, EMD and Affidavit” shall be put in an envelope containing Bid Fee, Earnest Money Deposit (EMD) and Affidavit shall be super scribed as **“Bid Fee, EMD and Affidavit”**
The envelope must be sealed and super scribed and must be sent as under:
<table>
<tr><th colspan="2">Details to be mentioned exactly on sealed envelop</th></tr>
<tr><td>TENDER DETAILS
• Notice No.: DC-ISD-LT-01-2026
• Bid Fee, EMD & Affidavit for Bid for Supply of Laptops and Tablets
• Last Submission Date: 20/10/2026 upto 18:00 hrs.</td><td>To,
The Chief Accountant,
Shri Tapi Bhawan - Surat Mahanagar Seva Sadan,
Shri Tapipura, Surat – 395003
Gujarat, INDIA.</td></tr>
</table>
The envelope containing EMD and Bid Fee must be sent <u>strictly by Postal Speed Post or Registered Post AD</u> only so as to reach on or before 20/10/2026 up to 18:00 hrs. Bids received in any other manner or mode (like courier, in person, etc.) will not be considered. SMC won’t be responsible for postal delays.
TECHNICAL BID & PRICE BID
The technical bid & price bid must be submitted online on https://smctender.nprocure.com. It should not to be sent physically, if submitted physically the bid shall be rejected.
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- Earnest Money Deposit (EMD)
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Shri Tapi Bhawan - Surat Mahanagar Seva Sadan,
Shri Tapipura, Surat – 395003
Gujarat, INDIA.</td></tr>
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The envelope containing Bid Fee, EMD & Affidavit must be sent <u>strictly by Postal Speed Post or Registered Post AD</u> only so as to reach on or before 28/10/2026 up to 18:00 hrs. Bids received in any other manner or mode (like courier, in person, etc.) will not be considered. SMC won’t be responsible for postal delays.
TECHNICAL BID & PRICE BID
The technical bid & price bid must be submitted online on https://smctender.nprocure.com. It should not to be sent physically, if submitted physically the bid shall be rejected.
</td>
</tr>
</table>

Declaration: I / We have thoroughly read, studied and understood the instructions of the bid documents, formats as well as the terms and conditions and the same are acceptable to me/us.

Place:

Date:

Company stamp:

Signature of Authorized Person

Designation:

Name:

Surat Municipal Corporation (SMC)

Bid for Supply of Laptops and Tablets
[DC-ISD-LT-01-2026]

Online Bid Start Date
September 29, 2026

Online Pre-Bid Conference
October 03, 2026

Online Bid End Date
(Last Date of Online Submission of Bids)
October 13, 2026

Last Date of Physical Submission of Bid Fee, EMD & Affidavit in Hard Copy
October 20, 2026

Information Systems Department (ISD)
Surat Municipal Corporation
Shri Tapipura, Surat-395003

Contents

1. Notice Inviting Bid 3
2. Key Events & Dates 4
3. Eligibility Criteria 5
4. Instructions for the Bidder 6
5. Indicative list of Documents to be submitted 12
TECHNICAL BID 16
6. Scope of Work 16
7. Terms & Conditions 17
8. TECHNICAL SPECIFICATIONS 23
9. ANNEXURES TO TECHNICAL BID 28
   A. Bidder's Details 28
   B. Information of Authorized Signatory / Contact Person 31
   C. Authorization Letter from OEM 32
   D. Self-Declaration 34
   E. Affidavit 36
   F. Undertaking letter as per Ministry of Finance Memorandum No. : F.No.6/18/2019-PPD dated 23.07.2020 and Office Memorandum No. : F.18/37/2020-PPD dated 08.02.2021 37
PRICE BID 40

1. Notice Inviting Bid

Surat Municipal Corporation (SMC)
Shri Tapipura, Surat – 395003, Gujarat.
www.suratmunicipal.gov.in
Notice Inviting Bid DC-ISD-LT-01-2026
Bid for Supply of Laptops and Tablets

Bid for Supply of Laptops and Tablets for Surat Municipal Corporation (SMC) is invited online on https://smctender.nprocure.com from the bidder meeting the basic eligibility criteria as stated in the bid document.

Bid Fee (Non-refundable)	• Rs. 4,248/- (Rs. 3,600/- + 18% GST) (by DD or Banker's Cheque only)
EMD	• Rs. 1,85,000/- (by DD or Banker's Cheque only)
Online Bid Start Date	• 29/09/2026
Online Bid End Date (Last Date of Online Submission of Bids with all necessary documents as per tender document requirement in soft copy)	• 13/10/2026 upto 18:00 hrs.
Online Pre-bid Conference to Bidders	• Bidders shall have to post queries by email to isd.hardware@suratmunicipal.org on or before 03/10/2026, 16:00 hrs.
Submission (in Hard Copy) of Bid Fee, EMD and Affidavit	• In sealed envelope strictly by RPAD/Postal Speed Post on or before 20/10/2026 upto 18:00 hrs. to the Chief Accountant, Shri Tapi Bhawan - Surat Mahanagar Seva Sadan, Shri Tapipura, Surat – 395003, Gujarat.

- Bidders have to submit Price bid and Technical Bid online along with all necessary documents as per tender document requirement in electronic format only on https://smctender.nprocure.com website till the Last Date & time for Online Submission.

The right to accept/reject any or all bid(s) received is reserved without assigning any reason thereof.

Deputy Commissioner
Surat Municipal Corporation

2. Key Events & Dates

Event	Target Date
Notice Inviting Tender	DC-ISD-LT-01-2026
Bid Availability	Start from 29/09/2026 upto 13/10/2026 upto 18:00 hrs.
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3. Eligibility Criteria

The bidder interested in being considered for "Bid for Supply of Laptops and Tablets" at SMC should fulfill the following minimum criteria:

3.1. The bidder bidding for Laptops and Tablets must be the manufacturer or authorized by the manufacturer as per the MAF format at Section – 9, Part – C (Form – A: Authorization Letter from OEM) for respective item. It will, however, be preferred that the Original Equipment Manufacturer (O.E.M.) quotes directly.

3.2. The bidder bidding for Laptops and Tablets must have completed at least 3 years of experience/operation in the field of supply, installation and support of Laptops and Tablets as on bid start date for respective item.

3.3. The bidder **bidding for Laptops** shall have successfully completed the supply and installation of the following orders in last 7 years as on bid start date.

- at least one order consisting of 80% of the tender quantity (77 nos.) of Laptops.

OR

- at least two orders consisting of 60% of the tender quantity (58 nos.) of Laptops.

OR

- at least three orders consisting of 40% of the tender quantity (38 nos.) of Laptops.

The bidder **bidding for Tablets** shall have successfully completed the supply and installation of the following orders in last 7 years as on bid start date.

- at least one order consisting of 80% of the tender quantity (19 nos.) of Tablets.

OR

- at least two orders consisting of 60% of the tender quantity (14 nos.) of Tablets.

OR

- at least three orders consisting of 40% of the tender quantity (10 nos.) of Tablets.

3.4. The bidder **bidding for Laptops and Tablets** must have at least one service center in Surat, please attach documentary evidence. In case the bidder is OEM and is providing after sales support through Franchisee and/or Service Provider, the Franchisee and/or Service Provider must have at least one service center in Surat. The undertaking in hard copy duly signed by the bidder OEM & the franchisee and/or Service Provider shall also be attached with the bid for after sales support.

3.5. The bidder should not be black-listed / debarred by any of the Government or Public Sector Units in India as on the date of the submission of the tender.

3.6. The bidder should furnish Bid Fee and an Earnest Money Deposit (EMD) as per Clause No. 4.5.

4. Instructions for the Bidder

4.1. Availing Bid Documents

Blank bid documents can be downloaded from the web site https://smctender.nprocure.com up to the date and time mentioned in the Online Bid Invitation Notice DC-ISD-LT-01-2026.

4.2. Addenda & Corrigenda

If required the Addenda and Corrigenda will be issued and the same will **form the part of the original bid documents** and shall override any contradicting effects in the original bid document.

4.3. Submission of Price Bid and Technical BID

The price bid and the technical bid containing all the relevant supporting documents must be submitted online only on https://smctender.nprocure.com on or before the last date of submission of the bid. No documents except the Bid Fee, EMD and Affidavit to be accepted in hardcopy. It is advised to keep the softcopy of the relevant documents ready and upload the same in advance on https://smctender.nprocure.com with respect to this tender to avoid issues if any.

All the relevant softcopy should invariably follow the (n)Code portal's specific requirements pertaining to file types, file size, file name length, etc.

- **File Types:** Files with only .pdf, .doc, .txt, .xls, .ppt, .pps, .png, .gif, .jpg, .zip, .rar extension can be uploaded.
- **File name:** It should not be more than70 characters. Special Characters Like (' % @ < > : * ? | & ~ ^) are not permitted.
- **File size:** Single file size should not be more than 3 MB.

The bid document (duly signed and stamped) in hard copy shall be submitted by the successful bidder upon intimation from SMC.

4.4. Pre-bid Queries

A prospective Bidder requiring any clarification on the RFP Document may submit his queries, via email, to the following e-mail id on or before **03/10/2026 upto 16:00 hrs.**

Email Id for submission of queries: **isd.hardware@suratmunicipal.org**

The queries must be submitted in the following format:

Bidder's Request for Clarification			
Name and Address of the Organization submitting request		**Name and Position of Person submitting request**	**Contact Details of the Organization / Authorized Representative**
			Tel: Mobile: Fax: Email:
Sr. No	**Bid Reference(s) (Section, Page)**	**Content of Bid requiring clarification**	**Points of clarification required**

1			
2			

4.5. Bid Fee & Earnest Money Deposit (EMD)

- The bidder should pay non-refundable **Bid Fee of Rs. 4,248/- (Rs. 3,600/- + 18% GST)** and **EMD of Rs. 1,85,000/-** by separate Demand Draft or Banker's Cheque of any scheduled/nationalized bank payable at Surat in favour of Surat Municipal Corporation.
- Failure to submit Bid Fee and EMD as required shall lead to the bid being rejected summarily.

4.6. The bid should be filled in legibly, clearly indicating the figures and its value in words too.

4.7. Online Submission of the Technical Bid:

The bidder will be required to upload the **duly signed, stamped and notarized color scanned copy** of below mentioned documents in the same order of sequence online on https://smctender.nprocure.com during e-tendering process.

1. Scan copy of Tender (Bid) Fee (in support of Eligibility Criteria No. 3.6)
2. Scan copy of EMD (in support of Eligibility Criteria No. 3.6)
3. Scan copy of Solvency certificate
4. Scan copy of work order / Completion certificate / Contract clearly indicating years in operation as well as quantity (in support of Eligibility Criteria No. 3.2 & 3.3)
5. Scan copy of Proof of address for Service Center in Surat (in support of Eligibility Criteria No. 3.4)
6. Scanned copy of Bid Format given in Section – 9, Annexure to Technical Bid
   A. Bidder's Details (signed and stamped page no. 28, 29 and 30)
   B. Information of Authorized Signatory / Contact Person (signed and stamped page no. 31)
   C. Authorization Letter from OEM (on OEM's letter head, Page No. 32 and 33 in support of Eligibility Criteria No. 3.1)
   D. Performa of Compliance letter (on Bidder's letterhead, Page No. 34 and 35 in support of Eligibility Criteria No. 3.5)
   E. Affidavit (To be submitted on non-judicial stamp paper of Rs. 300 and duly notarized in Hard Copy as well as in Soft Copy, Page No. 36)
   F. Undertaking as per Office Memorandum No.: F. No.6/18/2019-PPD dated 23.07.2020 & Office Memorandum No.: F.18/37/2020-PPD dated 08.02.2021 published by Ministry of Finance, Dept. of Expenditure, Public Procurement division as per Form – D (To be submitted on Bidder's letter head, page no. 37)
   G. Undertaking as per Office Memorandum No.: F. No.6/18/2019-PPD dated 23.07.2020 & Office Memorandum No.: F.18/37/2020-PPD dated 08.02.2021

published by Ministry of Finance, Dept. of Expenditure, Public Procurement division as per Form – E (To be submitted on OEM's letter head, page no. 38)

7. Scan copy of duly filled, signed and stamped Technical Specification given in Section – 8 (To be submitted on OEM's letter head)
8. Scan copy of duly filled, signed and stamped Technical Specification given in Section – 8 (To be submitted on Bidder's letter head)
9. Scan copy of PAN card
10. Scan copy of company registration with local body and state government/central government
11. Scan copy of GST Registration Certificate
12. Scan copy of duly signed addendum and Corrigendum, if any.
13. Scan copy of any other document not mentioned above but required to be attached as per the tender requirement (Optional)
14. Authorization Letter as per Clause-4.26 (mandatory in case tender signatory is other than Owner/Partner/MD/Director/Company Secretary) (Optional)

4.8. Demand Draft for E.M.D. & Tender (Bid) fee shall be submitted in electronic format through online mode (by scanning) while uploading the bid. This submission shall mean that E.M.D. & tender fee are received for purpose of opening of the bid. Accordingly offer of those shall be opened whose E.M.D. & tender (bid) fee is received electronically. However, for the purpose of realization of D.D. bidder shall send the D.D. in original through RPAD / Speed post as per Clasue-4.11 below so as to reach to Chief Accountant, SMC within 7 days from the last date of online submission of the bid as per tender notice.

Penaltative action will be taken for not submitting original Demand Draft in the account department of Surat Municipal Corporation within 7 days from the last date of online submission of the bid for the first time as mentioned below.

Sr. No.	Tender Amount	Penalty Amount in Rs.
1.	Up to Rs. 1 Crore	Rs. 10,000/-
2.	More than Rs. 1 Crore and Upto Rs. 10 Crore	Rs. 20,000/-
3.	More than Rs. 10 Crore and Upto Rs. 50 Crore	Rs. 30,000/-
4.	More than Rs. 50 Crore and Upto Rs. 100 Crore	Rs. 70,000/-
5.	More than Rs. 100 Crore	Rs. 1,00,000/-

If bidder will not submit the penalty amount within 10 days to Surat Municipal Corporation and/or bidder will not submit the demand draft in original for the second time and after, Penaltative action shall be taken for abeyance of registration and cancellation of E-tendering code for 6 (six) months.

Any documents in supporting of bid shall be in electronic format only through online (by scanning) & hard copy will not be accepted separately.

4.9. All documents must be coloured scanned to be seen as original. Scanning in black and white or gray shall not be acceptable.

4.10. All documents must be notarized with clearly-displaying stamp, number and name of the notary.

4.11. Sealing, marking and submission of the Bid Fee and EMD:

Following documents shall only be submitted in Hard Copy to Surat Municipal Corporation by the bidder:

- Earnest Money Deposit (EMD)
- Tender Fee.
- Affidavit on Non Judicial Stamp Paper of Rs. 300/-

The "Bid Fee, EMD and Affidavit" shall be put in an envelope containing Bid Fee, Earnest Money Deposit (EMD) and Affidavit shall be super scribed as **"Bid Fee, EMD and Affidavit"**

The envelope must be sealed and super scribed and must be sent as under:

Details to be mentioned exactly on sealed envelop	
TENDER DETAILS • Notice No.: DC-ISD-LT-01-2026 • Bid Fee, EMD & Affidavit for Bid for Supply of Laptops and Tablets • Last Submission Date: 20/10/2026 upto 18:00 hrs.	To, **The Chief Accountant,** Shri Tapi Bhawan - Surat Mahanagar Seva Sadan, Shri Tapipura, Surat – 395003 Gujarat, INDIA.

The envelope containing Bid Fee and EMD must be sent **strictly by Postal Speed Post or Registered Post AD** only so as to reach on or before **20/10/2026 up to 18:00 hrs. Bids received in any other manner or mode (like courier, in person, etc.) will not be considered. SMC won't be responsible for postal delays.**

TECHNICAL BID & PRICE BID

The technical bid & price bid must be submitted online on https://smctender.nprocure.com. It should not to be sent physically, if submitted physically the bid shall be rejected.

4.12. The bidder will be bound by the details furnished to SMC, while submitting the bid or at subsequent stage. In case, any of such documents furnished by the bidder is found to be false at any stage, it would be deemed to be a breach of terms of contract making him/her liable to legal action besides termination of contract.

4.13. Late Bids: Bids not reaching on or before the specified time limit will not be accepted.

4.14. Conditional Bids: All the terms and conditions mentioned herein must be strictly adhered to by all bidders. Conditional tenders shall not be accepted on any ground and shall be subject to rejection without assigning any reason.

4.15. Withdrawal of Bids

Bid once filled in, submitted shall not be allowed to be withdrawn till the validity of the bid remains in force or else the EMD shall be liable for forfeiture.

4.16. Period of Validity

The offer should be valid for acceptance for a minimum period of **180 days** from the date of opening of the Price Bid. If required, SMC may request the bidder to have it extended for a further period.

4.17. Language of Bids

The bids prepared by the bidder shall be in the English language. The supporting documents in language other than English/Hindi/Gujarati must have its English translation (which is to be duly attested by the bidder), for purposes of interpretation of the bid, the English translation shall govern.

4.18. Right To Accept or Reject Any Bid or All Bids

SMC reserves the right to accept or reject any bid and annul the bidding process and reject all bids at any time prior to award of contract, without thereby incurring any liability to the affected bidder or bidders or any obligation to inform the affected bidder or bidders of the ground for SMC's action.

4.19. Firm Prices & Bid Currency

Prices quoted must be firm and final and shall not be subject to any upward modifications, on any account whatsoever. Prices shall be expressed in Indian Rupees (INR) only.

4.20. Costs to be Borne by Bidder

All costs and expenses (whether in terms of time or money) incurred by the bidder in any way associated with the development, preparation and submission of the bid, including but not limited to attendance at meetings, discussions, demonstrations, etc. and providing any additional information required by SMC, will be borne entirely and exclusively by the bidder.

4.21. Acceptance of Terms & Conditions

The bidder will, by taking participation in the bidding process and submitting the bid documents, be deemed to have thoroughly read, studied and understood the bid documents including scope of work, the terms and conditions, instructions, etc. referred there in and the same are acceptable to the bidder.

4.22. All entries in the bid form should be legible and filled clearly. If the space for furnishing information is insufficient, a separate sheet duly signed by the authorized signatory may be attached. However, the interlineations, erasures or overwriting, if any, in the Technical Bid Application must be attested by the person authorized to sign the bids.

4.23. It is to be ensured that the complete information as required by this office may be furnished by the bidders in the prescribed format. Formats submitted with incomplete information and not conforming to the requirements are liable to be rejected.

4.24. The agency will be bound by the details furnished by him/her to SMC, while submitting the bid or at subsequent stage. In case, any of such documents furnished by the agency is found to be false at any stage, it would be deemed to be a breach of terms of contract making him/her liable to legal action besides termination of contract.

4.25. The participation in the online tendering process implies that the bidder have thoroughly read, studied and understood the instructions of the Bid documents, Scope

of work, formats as well as the terms and conditions referred there in and the same are acceptable to the bidder.

4.26. Authorized Signatory

For the purpose of submission of the bid, the bidder may be represented by either the Principal Officer (Owner/MD/Director/Company Secretary) or his duly Authorized Representative, in which case he/she shall submit a certificate of authority along with the technical bid. All certificates and documents (including any clarifications sought and any subsequent correspondences) received hereby, shall, as far as possible, be furnished and signed by the authorized representative or the principal officer.

4.27. Arithmetical errors will be rectified on the following basis. If there is a discrepancy between the unit price and the total price that is obtained by multiplying the unit price and quantity, the unit price shall prevail and the total price shall be corrected. If the supplier does not accept the correction of the errors, its bid will be rejected. If there is a discrepancy between words and figures, the amount in words will prevail.

4.28. Disqualifications: A Bidder shall be disqualified and Bids will not be considered if

a) Hardcopy envelop does not show on it the reference of bid number and description as denoted and thus gets opened before due date(s) of opening specified in Notice Inviting Bids.
b) The Price Bid and Technical Bid is submitted physically which leads to revelation of prices before the due date of opening of the Price Bid.
c) The Earnest Money Deposit (EMD) & Bid fee is not deposited in the manner specified above.
d) The Bid documents are not in a language as per Clause.
e) The Bid documents are not signed affixing stamp by the authorized signatory.
f) The Bid documents submitted are incomplete and/or ambiguous in any respect.
g) Non-compliance of provisions and requirements of the Bid documents.
h) Any or all correction(s) or pasted slip(s) is/are not initialled, authenticated by the Bidder.
i) The Bid documents are not submitted in the manner specified in the bid document.
j) Eligibility criteria are not met with.
k) Any form of canvassing/lobbying/influence/query regarding short listing, status, etc. will result in a disqualification.

5. Indicative list of Documents to be submitted

Following documents shall be submitted in soft copy online on https://smctender.nprocure.com by the bidder so as to ascertain the claims made. Following is the indicative list of documents that are to be submitted.

#	Description of Requirement	Proof Required to be Submitted
1.	The bidder **bidding for Laptops and Tablets** must be the manufacturer or authorized by the manufacturer as per the MAF format at Section – 9, Part – C (Form – A: Authorization Letter from OEM) for respective item. It will, however, be preferred that the Original Equipment Manufacturer (O.E.M.) quotes directly.	Certificate from OEM clarifying status and authorization letter as per MAF given in Section – 9, Manufacturer's Authorization Form (duly signed, stamped and notarized)
2.	The bidder **bidding for Laptops and Tablets** must have completed at least 3 years of experience/operation in the field of supply, installation and support of Laptops and/or Tablets as on bid start date for respective item.	Copy of work order / Completion certificate / Contract clearly indicating minimum specified years in Operation (duly notarized)
3.	The bidder **bidding for Laptops** shall have successfully completed the supply and installation of the following orders in last 7 years as on bid start date. • at least one order consisting of 80% of the tender quantity (77 nos.) of Laptops. OR • at least two orders consisting of 60% of the tender quantity (58 nos.) of Laptops. OR • at least three orders consisting of 40% of the tender quantity (38 nos.) of Laptops.	Copy of work order / Completion certificate / Contract clearly indicating quantity (duly notarized)
4.	The bidder **bidding for Tablets** shall have successfully completed the supply and installation of the following orders in last 7 years as on bid start date. • at least one order consisting of 80% of the tender quantity (19 nos.) of Tablets. OR • at least two orders consisting of 60% of the tender quantity (14 nos.) of Tablets.	Copy of work order / Completion certificate / Contract clearly indicating quantity (duly notarized)

	OR • at least three orders consisting of 40% of the tender quantity (10 nos.) of Tablets.	
5.	The bidder bidding for Laptops and Tablets must have at least one service center in Surat, please attach documentary evidence. In case the bidder is OEM and is providing after sales support through Franchisee and/or Service Provider, the Franchisee and/or Service Provider must have at least one service center in Surat. The undertaking in hard copy duly signed by the bidder OEM & the franchisee and/or Service Provider shall also be attached with the bid for after sales support.	Proof of address for Service Center in Surat Proof of office location in Surat like light bill, property tax bill, Shops & establishment Cert. (should be valid as on bid start date), etc. in the name of bidder. (duly notarized)
6.	The bidder should not be black-listed / debarred by any of the Government or Public Sector Units in India as on the date of the submission of the tender.	Self-declaration / Undertaking by bidder as per Form – 'B', Section – 9 (duly signed and stamped)
7.	The bidder should furnish Bid Fee and an Earnest Money Deposit (EMD) as per the bid.	As per clause 4.5
8.	Solvency Certificate amounting 20% of the consideration of the Contract from a scheduled/nationalized bank. *(The Solvency Certificate should valid and should not be older than one year from the bid start date.)*	Solvency Certificate as per Clause No. 7.12 (duly notarized)
9.	Compliance with technical specification as mentioned in Section – 8 by OEM	Duly filled Section – 8 [Technical Specification] must be submitted separately on OEM's letter head. The same must be duly signed and stamped by authorized person. (duly signed, stamped and notarized)
10.	Compliance with technical specification as mentioned in Section – 8 by the bidder	Duly filled Section – 8 [Technical Specification] must be submitted separately on Bidder's letter head. The same must be duly signed and stamped by authorized person.

		(duly signed and stamped)
11.	Product literature	Technical details/ brochures/ specification sheet of bided products
12.	The compliance letter as per Form 'B'	On Bidder's letter head as per Form – 'B', Section- 9 (duly signed and stamped)
13.	The Affidavit as per Form 'C'	Should be submitted in hard copy also on non-judicial stamp paper of Rs. 300 and duly notarized as per Form – 'C', Section- 9 (duly signed, stamped and notarized)
14.	Undertaking as per Office Memorandum No.: F. No.6/18/2019-PPD dated 23.07.2020 & Office Memorandum No.: F.18/37/2020-PPD dated 08.02.2021 published by Ministry of Finance, Dept. of Expenditure, Public Procurement division	Should be submitted separately on bidder's letter head as per Form – D and OEM's letter head as per Form – E as mentioned in Section – 9
15.	Goods & Service Tax (GST) Registration Nos.	Copy of the (GST) Registration Certificate (duly notarized)
* Note: Additional documents other than above if any, required for supporting the claims made by the bidder should be attached.		

Surat Municipal Corporation (SMC)

TECHNICAL BID

Bid for Supply of Laptops and Tablets
[DC-ISD-LT-01-2026]

Online Bid Start Date
September 29, 2026

Online Pre-Bid Conference
October 03, 2026

Online Bid End Date
(Last Date of Online Submission of Bids)
October 13, 2026

Last Date of Physical Submission of Bid Fee, EMD & Affidavit in Hard Copy
October 20, 2026

Information Systems Department (ISD)
Surat Municipal Corporation
Shri Tapipura, Surat-395003

Technical Bid

TECHNICAL BID

6. Scope of Work

6.1. The bidder **bidding for Laptops and Tablets** is required to Supply and Install Laptops and Tablets with 3 years comprehensive onsite back-to-back OEM warranty including service and spares.

6.2. The bidder shall provide necessary support during the warranty period and ensure maximum uptime.

6.3. Single Point of Contact

Agency will nominate one senior person as the Single Point of Contact (SPOC) for the purpose of receiving the complaint and resolution of the same. The mobile no. of the same will be shared with the end users as well. The nominated SPOC must interact cordially with the end user. S/he will carry out necessary activities to resolve the problem as per the response and resolution time.

6.4. The bidder shall be required to extend the necessary support as and when required for replacement of defective parts, installation and configuration of OS and other tools during warranty period.

6.5. On receiving the complaint, the bidder shall be required to repair the faulty component/equipment at the earliest or within the problem resolution time. However if any component/equipment gives continuous trouble, the bidder shall replace the same with the new compatible component/equipment of the same or higher configuration without any additional cost to the purchaser.

6.6. In case if breakdown/ maintenance work is required to be carried out during non-working days/ hours, the bidder shall attend the task(s) during this period at no extra payment.

7. Terms & Conditions

7.1. Prices to be quoted should be inclusive of all Central/State taxes, levies, custom duties, Transportation, handling charges F.O.R. SMC premises packing, forwarding, transit losses, insurance, loading and unloading and all other breakage, leakage, losses shall be borne by the agency.

7.2. The prices/charges quoted should also include:

The prices/charges quoted for **Laptops and Tablets** should also include:

i. Cost of necessary power cables, signal cables, connectors, convertors, controllers, mounting kit and necessary device drivers/software that are specified/not specified in this bid but necessary.

ii. **Three years comprehensive onsite back-to-back OEM warranty including service and parts** covering all movable plastic and other parts of the equipment in warranty comprehensively including tablet/laptop battery except any other items which are physically damaged or burnt.

iii. Delivery at installation site in SMC's main office or at any other location to be decided by the SMC, within Municipal limit.

iv. Transit Insurance, Freight and loading, unloading charges up to SMC's site.

v. Installation & Commissioning of the software and the hardware.

7.3. If the bidder is not the OEM, he will be required to submit "Authorization Letter from OEM" (as per **Form 'A'**) on https://smctender.nprocure.com on the OEM's Letter Head. An authorized signatory of the O.E.M. should sign this undertaking.

7.4. The bidder has to submit the "Self-Declaration" as per the Performa of Compliance Letter (as per **Form 'B'**) on https://smctender.nprocure.com on its letter head duly signed by the authorized signatory.

7.5. The bidder has to submit the "Affidavit" (as per **Form 'C'**) in hard copy on non-judicial stamp paper of Rs. 300 and duly notarized.

7.6. The Bidder may participate in the bid by quoting for one, more or all the items depending on his techno-commercial capability to supply & support that range of products.

7.7. Bids for locally assembled or grey market products will not be entertained and will be summarily rejected. Only the products of Make and Model meeting or exceeding the specification specified in Section-8: Technical Specification against each item will be considered. In case, the make is not specified then only those products with well-known national/multinational brand will be considered for the particular item. In case, the model is not specified than the bidder may quote for any model matching the specifications. The technical specification of such products shall be furnished.

7.8. The right to reject accepts any/all bid(s) without assigning any reason thereof is reserved.

7.9. Delivery schedule:

The successful agency shall supply the Laptops and Tablets within **35 days** from the date of the Work/Purchase order.

A **penalty of 0.2% of the consideration of contract** for a particular item will be charged for delayed supply for delay of each day thereafter.

7.10. Security Deposit

The successful bidder will be required to place **Security Deposit at 5%** of the consideration of the Contract by Demand Draft or Banker's Cheque Payable at **Surat** in favour of **Surat Municipal Corporation** of any scheduled/nationalized bank within 10 days from the date of notice of award of contact, failing which a **penalty at 0.065%** of the amount of security deposit will be imposed for delay of each day. The EMD placed may be considered for conversion towards the security deposit and amount falling short of the required amount shall be payable.

7.11. Agreement and Undertaking

The Awardee i.e. the selected agency will have to enter into an Agreement and submit an Undertaking with SMC for supply of goods and its/their installation, Commissioning etc. on a Rs.300/- stamp paper (or of appropriate amount) of Government of Gujarat at the agency's own cost within 10 (ten) days period from the date of Notice of Award. No claims for payments will be entertained without completion of this process.

7.12. Solvency Certificate

Along with the technical bid documents, the bidder should submit Solvency Certificate amounting 20% of the consideration of the Contract from a scheduled/nationalized bank. The Solvency Certificate should valid and should not be older than one year from the bid start date.

7.13. No interest shall be paid on **Earnest Money Deposit** and/ or **Security Deposit** placed.

7.14. Any offer/bid not meeting the terms and conditions mentioned hereinabove will be liable for rejection without assigning any reason thereof.

7.15. Bid once filled in, submitted shall not be allowed to be withdrawn till the validity of the bid remains in force or else the EMD shall be liable for forfeiture. The agency is expected to examine the Bid Document carefully. Failure to furnish all information required as per the Bid Document may result in the rejection of the bid

7.16. In case if breakdown/ maintenance work is required to be carried out during non-working days/ hours, the bidder shall attend the task(s) during this period at no extra payment.

7.17. The selected bidder shall provide User Manuals, Operational and Maintenance Manuals, etc.

7.18. The liability as to any damages and/or loss otherwise to any movable or immovable properties, assets during loading, unloading or otherwise during the contract period, whether knowingly or unknowingly done or occurred shall be made good forthwith to the SMC by the Awardee agency upon a communication made therefore.

7.19. The total penalty could be up to 10% of the Consideration of Contract and the decision of head of the Information Systems Department, SMC shall be treated as final in such cases.

7.20. The bidder shall indemnify SMC from and against any costs, loss, damages, expense, claims including those from third parties or liabilities of any kind howsoever suffered, arising or incurred inter alia during and after the Contract period out of:

- any negligence or wrongful act or omission by the bidder or any third party associated with bidder in connection with or incidental to this Contract; or
- any breach of terms as stated in the bid document, the bidder's Bid and the Contract with the bidder
- any infringement of patent, trademark/copyright or industrial design rights arising from the use of the supplied goods and related services or any part thereof.

7.21. Prices to be quoted in Indian Rupees and should be inclusive of all Central/State taxes, levies, Transportation, handling charges F.O.R. SMC premises packing, forwarding, transit losses, insurance, loading and unloading and all other breakage, leakage, losses shall be borne by the bidder.

Notes

a) Surat Municipal Corporation does not hold "C" or "D" certificate under the Sales Tax laws.

b) Surat Municipal Corporation is a "Local Self-Government" and the procurement of products, materials, goods, articles is going to be solely used, utilized for public amenities and purposes and also for relief to the poor through its various departments including public hospitals, health centers, dispensaries, maternity homes, pathological laboratory, filaria/malaria, chemical and bacteriological laboratories, Medical college and secondary and primary education schools. Hence, benefit of exemption, concession etc., if any, in Central/State taxes, levies etc. shall be passed on to the SMC.

7.22. TAX LIABILITY

GST (Goods & Service Tax) has come in existence from 1st July 2017. Contractor / Successful Bidder is bound to pay any amount of GST prescribed by the Govt. of India as per the Terms of Contract agreed upon during the course of execution of this Contract.

During the course of execution of Contract, if there is any change in Rate of GST (Goods & Service Tax) by the Government, the same shall be reimbursed / recovered separately by SMC, subject to the submission of Original Receipt / Proof of the amounts actually remitted by the Successful Tenderer / Contractor to the Competent Authority along with a Certificate from Chartered Accountant of Contractor / Successful Bidder certifying that the amount of GST paid to the Government and the same shall be intimated / submitted / claimed within 30 (Thirty) Days from the date of payment. Remittance of GST within stipulated period shall be the sole responsibility of the Successful Bidder / Contractor, failing which SMC may recover the amount due,

from any other payable dues with SMC and decision of Municipal Commissioner shall be final and binding on the Contractor / Successful Bidder in this regard. Further, the non-payment of GST to the Government may lead to the termination of contract and forfeiture of Security Deposit / Performance Guarantee Amount.

If imposition of any other new Taxes/Duties/Levies/Cess or any other incidentals etc. or any increase in the existing Taxes/Duties/Levies/Cess or any other incidentals etc. (excluding GST) are imposed during the course of the contract, the same shall be borne by the Contractor/Successful Bidder Only, in no case SMC shall be liable for the same.

The contractor will submit the invoice to the SMC having GSTIN of SMC mentioned therein and the taxes shall be shown separately on the face of the invoice so as to claim as ITC by SMC.

7.23. Quantity Variation & Firm Rate:

SMC will buy 96 units of Laptop and 24 units of iOS Based tablet. SMC may buy full/partial quantity of one/more item(s) from one/more bidder(s) and may split/ defer/ stagger the orders/deliveries. The quantities shown in the tender are approximate and no claim shall be entertained for variation of quantities being less or more than those mentioned in the bid. The variations in the quantities shall not vitiate the contract. The rate quoted must remain firm for such variation and there should not be any dispute w.r.t. to the quantity purchased under each category.

7.24. In case, the awardee i.e. the selected bidder fails to supply specified quantity and quality of goods in time or the performance of such supply/supplies are not found up to the mark or found of inferior quality vis-à-vis specifications, the earnest money deposit and/or security deposit will be forfeited at once.

7.25. All goods to be supplied shall be of specified or higher speed/technology/version. SMC or its representative shall have the right (if it so desires) to test the goods to ascertain their conformity to the specifications. SMC shall notify to the agency for this purpose and nature of tests that may be conducted (if found necessary) for bench-marking.

7.26. In case the quoted Item is not available in the market, the bidder will have to supply Higher Version/replacement of that Item in the quoted cost in the same time duration with prior approval of SMC. No "End of Life" product should be quoted to minimize such instances till the bid validity (Make & Model quoted by the bidder should be available till the bid validity, duly supported for spares/OEM support for 3 years).

7.27. Terms of Payment for Laptops and Tablets:

- 70% in on Full Supply
- 20% in on commissioning the Laptops and Tablets issued to end users or after completion of 90 days from the date of full supply whichever is earlier
- 5% on completion of 1st year of warranty
- 5% on completion of 2nd year of warranty

7.28. It should be noted that the lowest rate(s)/price(s) will not be the sole criterion for accepting bid for any of the goods but emphasis will be given to the quality of the products and even the readiness to offer innovative technology thereof.

7.29. Response & Resolution Time for Laptops/Tablets:
The successful bidder on commissioning of the product shall ensure maximum uptime for the product/service during warranty/subscription period. The call must be **attended** within **4 working hours** and problem to be **resolved** within **8 working hours** of reporting. The **problem requiring the hardware parts replacement** must be resolved within **24 working hours**. Failing which will attract a **penalty of 0.2% of the product cost** and it will be deducted from the amount payable and/or security deposit for each day of downtime.

7.30. Should the awarded bidder fail to deliver the scope of work in due time, SMC reserves the right to get the work done from third party at the bidder's risk and cost including the replacement of faulty components/equipments.

7.31. The bidder shall extend all the benefits to the SMC such as free samples of products, materials, goods, articles including any kind of discount, rebate, commission, incentives normally offered to any other buyer in the form of gift or otherwise as part of the sales promotion scheme(s). If any sales promotion scheme(s) is/are launched after submission of bid or after the bidder is awarded with the contract by the SMC, all such benefits of the said sales promotion scheme(s) during the continuance of said scheme(s) shall have to be made available during the period of contract.

7.32. The bidder shall provide relevant media for supporting software like device drivers, management software, etc.

7.33. Only the products of Make and Model specified in **Section-8 [Technical Specifications]** against each item will be considered. The technical specification of such products shall be furnished.

7.34. The contract shall be governed by the Laws in India and shall be subject to the jurisdiction of Surat.

7.35. The bidder/ its personnel shall not divulge or disclose to any person, any details of office, operation process technical know-how, administrative/ organizational matters as all are confidential/secret in nature.

7.36. Back-office Support: Additional support as and when needed shall be provided from offsite competent staff of the bidder for specialized repairs, maintenance, configuration and consultation with no extra cost.

7.37. Force Majeure: The bidder shall not be liable for any delay or failure of performance of any of its obligations under or arising out of this contract, if the failure or delay is the result of an event of Force Majeure. "Force Majeure" means an event beyond the control of the bidder and not involving the bidder's fault or negligence, and not foreseeable. Such events may include, but are not restricted to, acts of the End customer in its sovereign capacity, wars or revolutions, riot or commotion, earthquake,

fires, floods, epidemics, quarantine restrictions. The bidder shall continue to perform its obligations under the Contract as far as is reasonably practical and feasible.

Declaration: I / We have thoroughly read, studied and understood the instructions of the bid documents, formats as well as the terms and conditions referred to hereinabove and the same are acceptable to me/us.

Place	Signature of Authorized Person
Date	Designation
Seal/ Stamp	Name

8. TECHNICAL SPECIFICATIONS

- The Bidder may participate in the bid by quoting for one, more or all the items depending on his techno-commercial capability to supply & support that range of products. Bidders are required to mention make & Model of the product (Do not write "OEM" against items except the items asked to be integrated with Computers).
- **The bidder can quote only one option (i.e. only one product can be quoted) against each item meeting or exceeding the below mentioned minimum specification.**
- The bidder must clearly specify the features of the offered product vis-à-vis specification and deviation if any in the Column-C and Column-D respectively.
- The exact make and model of the product offered must be specified in the Column-E.
- The technical spec sheet and the product brochure of the product offered should also be submitted along with technical bid.
- In case the space provided is not sufficient then a separate paper as per the format below can be annexed to the bid. The same must be duly signed and stamped.
- The Technical Specification Sheet must be submitted separately on OEM's letter head duly signed, stamped and notarised by authorized person as well as on Bidder's letter head duly signed and stamped by authorized person.

#	Item Description		Matched? [Yes/No]	Deviation from Specification / Remarks if Any	Specify Make, Model
A	**B**		**C**	**D**	**E**
I. Laptop [Business series Laptop of Dell, Lenovo, HP make]					
1.	CPU	Intel® Core™ Ultra 5 Processor having 12 cores, up to 4.8 GHz Frequency/Clock Speed, 12 MB Smart Cache, or higher			
2.	Motherboard	Motherboard with Integrated Chipset with Processor			
3.	Graphics	Intel Graphics or higher			
4.	Memory	16 GB DDR5 5600 MT/s RAM or higher			
5.	Storage	1 TB NVMe PCIe M.2 Solid State Drive or higher			
6.	NIC	**Wired Communication:** Integrated Gigabit Ethernet			

#	Item Description		Matched? [Yes/No]	Deviation from Specification / Remarks if Any	Specify Make, Model
A	B		C	D	E
		Wireless Communication: Integrated Wireless LAN 802.11 b/g/n/ac or higher and Bluetooth v5.0 or Higher			
7.	Screen	Screen: 14"; Resolution: 1920 * 1080 resolution or higher			
8.	Ports	Minimum 3 USB (including 1 USB 3.1 or higher port), Min. 1 HDMI port, support for microphone and headphone			
9.	Speakers	Integrated Audio, Internal speakers, Internal Microphone			
10.	Web camera	Integrated HD Web camera			
11.	OS	Genuine Windows 11 professional 64 bit version with latest updates with online / cloud based Restore/ Recovery Factory Pre-loaded/Pre-installed and activated license to be supplied by OEM No software that are trial version or unlicensed in nature should be pre-installed on the system.			
12.	Power Management	Advanced Power Management feature, minimum 3 Cell Lithium-Ion battery			
13.	Carry Case	OEM carry case (Office Laptop Messenger Bag)			
14.	Warranty	3 years comprehensive onsite back-to-back OEM warranty including service and parts including battery and adaptor			
15.	Delivery	Within 35 days from issuance date of Work Order			
Note: The quoted product should be part of the enterprise product segment in India and abroad. Products targeted to SMB (Small & Medium Business)/SOHO (Small Office/Home Office) or belonging to SMB/SOHO product segment in India and abroad will not					

#	Item Description		Matched? [Yes/No]	Deviation from Specification / Remarks if Any	Specify Make, Model
A	B		C	D	E
be considered.					
II. Tablet [Apple Make]					
1.	Form Factor	Tablet			
2.	CPU	Apple M4 chip (8-core CPU with 3 performance cores and 5 efficiency cores 9-core GPU Hardware-accelerated ray tracing 16-core Neural Engine 120GB/s memory bandwidth) or Higher			
3.	Memory	12GB unified memory or Higher			
4.	Screen Size	10.8 inch or Higher			
5.	Screen Resolution	Min. 2360x1640 Resolution or Higher			
6.	Internal Storage	256 GB or higher			
7.	Camera	Rear – 12MP wide camera or higher Front – Landscape12MP Center Stage camera or higher			
8.	Connectivity	Minimum Wi-Fi - 7, Bluetooth 6.0, USB-C			
9.	Cellular connectivity	Minimum one eSim with support for 5G and Gigabit LTE Network connectivity			
10.	Battery	Built-in 28.93-watt-hour rechargeable lithium-polymer battery or Higher			
11.	Accessories	20W USB-C Power Adapter as per Indian electrical environment with charging cable			
		OEM Hard Protection Flip Cover			
		Tempered Glass Screen Protector			
12.	Software/OS	iPadOS 27 or Higher			
13.	Apple Pencil	Required with Tablet			

#	Item Description		Matched? [Yes/No]	Deviation from Specification / Remarks if Any	Specify Make, Model
A	**B**		**C**	**D**	**E**
	Pro				
14.	Warranty	3 years comprehensive onsite back-to-back OEM warranty including service and parts			
15.	Delivery	Within 35 days from issuance date of Work Order			

Place

Date

Seal/ Stamp

Signature of Authorised Person

Designation

Name

Surat Municipal Corporation (SMC)

Annexure to Technical BID

Bid for Supply of Laptops and Tablets
[DC-ISD-LT-01-2026]

Online Bid Start Date
September 29, 2026

Online Pre-Bid Conference
October 03, 2026

Online Bid End Date
(Last Date of Online Submission of Bids)
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Last Date of Physical Submission of Bid Fee, EMD & Affidavit in Hard Copy
October 20, 2026

Information Systems Department (ISD)
Surat Municipal Corporation
Shri Tapipura, Surat-395003

Annexure to Technical Bid

9. ANNEXURES TO TECHNICAL BID

All the documents listed below shall be annexed to the bid in the prescribed formats along with the necessary supporting documents to ascertain the claims made by the bidder.

A. Bidder's Details

1	**Details of responding firm/company**			
a.	Name of the Bidder/Supplier			
b.	Address			
c.	Telephone		Fax:	
d.	Website			
e.	Are you a Manufacturer / Authorized dealer / Sub dealer / Any other			
f.	Income Tax Number [PAN]			
g.	Goods & Service Tax (GST) No.			
2	**Information about responding firm / Company**			
a.	Address of Head Quarter/Head Office			
b.	Address of Registered Office			
c.	Main Office in Gujarat			
d.	Office in Surat			

e.	No. of years of operation in India		
f.	Turnover (figures as per last three audited balance sheets are to be provided)	Yr.-1 (20___-___)	
		Yr.-2 (20___-___)	
		Yr.-3 (20___-___)	
3	**Details of Contact Person**		
a.	Name		
b.	Designation		
c.	Address		
d.	Telephone No.		
e.	Mobile No.		
f.	Fax No.		
g.	E-mail		
4	**Details of Authorized Signatory**		
a.	Name		
b.	Designation		
c.	Address		
d.	Telephone No.		
e.	Mobile No.		
f.	Fax No.		
g.	E-mail		

5	**Forum of Business (Select appropriate option and provide the Registration Details along with attested copies of certificates)**			
#	**Forum of Business**	**Yes/ No**	**Registration Details (submit attested copies of certificates)**	**Validity Date**
a.	Sole Proprietor? (Registration Number under Shops and Establishment Act.)			
b.	Hindu Undivided Family?			
c.	Partnership Firm?			
d.	Public Limited Company under The Companies Act?			

e.	Private Limited Company under The Companies Act?			
f.	State Govt. owned Undertaking/ Corporation / Enterprise?			
g.	Central Govt. owned Undertaking/ Corporation / Enterprise?			
h.	Co-operative Society?			
i.	Association of Persons?			

B. Information of Authorized Signatory / Contact Person

Name		Recent Passport Size Photograph
Address		
Phone No.		
Fax No.		Signature
Mobile No.		
Email		Capacity/Designation
Web Address		

Name		Recent Passport Size Photograph
Address		
Phone No.		
Fax No.		Signature
Mobile No.		
Email		Capacity/Designation
Web Address		

C. Authorization Letter from OEM

FORM – A

(To be submitted on OEM's letterhead duly signed by its Authorized signatory)

Date:

To,

Deputy Commissioner
Surat Municipal Corporation,
Shri Tapipura, Surat- 395 003

Sub.: Authorization to a distributor/dealer/channel partner for Bid for Supply of Laptops and Tablets [DC-ISD-LT-01-2026]

Dear Sir,

Please refer to your Notice Inviting Bid for Supply of Laptops and Tablets.

<<Name of the bidder>>, who is our reliable **<<Specify Status like authorized distributor/ dealer/ channel partner / implementation partner / Systems Integrator / Service Provider>>** is hereby authorized to quote on our behalf for this bid. We undertake the following regarding the Supply of Laptops and Tablets:

1. The machines/ equipment supplied in this bid shall be manufactured by us as per the specifications required by SMC. **<<Name of the bidder>>** shall not be allowed to do any hardware integration on our machines/equipments.
2. We shall be offering the following make and model against the item:

Item No.	Description <<remove the items not offered>>	Make and Model
I.	Laptop [Business series Laptop of Dell, Lenovo, HP make]	
II.	Tablet – iOS Based [Apple Make]	

3. I hereby also certify that the product offered by us is part of the enterprise product segment in India and abroad. The said product(s) is not targeted to SMB (Small & Medium Business)/SOHO (Small Office/Home Office) or does not belong to SMB/SOHO product segment in India and abroad. [Applicable for OEM quoting items at sr. no. 1].
4. I hereby also certify that the product offered by us will be supplied with Genuine Windows 11 professional 64 bit version Factory Pre-loaded/Pre-installed and activated by us. [Applicable for OEM quoting items at sr. no. 1].
5. It will be ensured that in the event of being awarded the contract the machines will be delivered (with 3 years comprehensive onsite back-to-back OEM warranty) and the same will be maintained by **<<Name of the bidder>>** properly as per the conditions of the contract. For this purpose, we will ensure and provide **<<Name of the bidder>>** necessary technical support including technical updates, & spares. If **<<Name of the bidder>>** fails to maintain the machines for any what-so-ever reason, we shall make alternative arrangements for proper maintenance of these machines during the warranty period.

6. It will be ensured that in the event of being awarded the contract all quoted items meet or exceed the requirement and are absolutely compliant with specifications mentioned in the bid document, moreover the items bided are not end of life items.
7. If due to any reasons, the tie up between our company & **<<Name of the bidder>>** breaks down subsequently, we shall make necessary alternatives arrangements for honoring the terms of the contract.

Yours very truly,

Name: _____

Designation: _____

Company: _____

D. Self-Declaration

FORM – B

Performa of Compliance letter

(To be submitted on Bidder's letterhead duly signed by Authorized signatory)

To, Date:

Deputy Commissioner,
Surat Municipal Corporation,
Shri Tapipura, Surat- 395 003

Sub: Compliance with the bid terms and conditions, specifications and Eligibility Criteria
Ref: Bid for Supply of Laptops and Tablets [DC-ISD-LT-01-2026]

Dear Sir,

With reference to above referred bid, I, undersigned **<<Name of Signatory>>**, in the capacity of **<<Designation of Signatory>>**, is authorized to give the undertaking on behalf of **<<Name of the bidder>>**.

I/We the undersigned, hereby submit our proposal along with the necessary documents. The information/documents furnished along with the above application are true and authentic to the best of my/our knowledge and belief. I / we, am / are well aware of the fact that furnishing of any false information / fabricated document would lead to rejection of my tender at any stage besides liabilities towards prosecution under appropriate law.

I/We have thoroughly & carefully read, studied and understood the Bid documents and Addenda and Corrigenda (if any) including the technical specification, terms and conditions, instructions, etc. referred there in and the same are acceptable to our company.

We hereby confirm that all our quoted items meet or exceed the requirement and are absolutely compliant with specifications mentioned in the bid document, moreover the items bided are not end of life items.

We hereby confirm that all the components/parts/assembly/software which we shall supply on award of contract shall be original new components /parts/assembly/software from respective OEMs of the products and that no refurbished/duplicate/ second hand components/parts/ assembly / software shall be used.

We also explicitly understand that all quoted items meet technical specification of the bid & that such technical specification overrides the brochures/standard literature if the same contradicts or is absent in brochures.

I/We also state that our company is not black-listed / debarred by any of the Government or Public Sector Units in India as on the date of the submission of the tender

Further, I/we agree to abide by all the terms and conditions as mentioned in the bid document without any condition(s). We have also noted that SMC reserves the right to consider/ reject any or all bids without assigning any reason thereof.

In case of breach of any tender terms and conditions or deviation from bid specification other than already specified as mentioned above, the decision of SMC for disqualification will be accepted by us.

Thanking you,

For
<<Name of the bidder>>
<<Authorized Signatory>>
<<Stamp of the bidder>>

E. Affidavit

FORM – C

AFFIDAVIT

(To be submitted on non-judicial stamp paper of Rs. 300 and duly notarized in Hard Copy)

Name of Work: _____

- I, the undersigned, do hereby certify that all the statements made in the required attachments are true and correct. I also understand that in case of wrongful / false information, corporation is entitled to take any civil & criminal punitive action against me / us.
- The undersigned also hereby certifies that neither our firm M/s _____ nor any of its constituent partners have abandoned any work in India nor any contract awarded to us has been rescinded during las five years, prior to the date of this bid.
- The undersigned hereby authorize(s) and request(s) any bank, person, authorities, government or public limited institutions, firm or corporation to furnish pertinent information deemed necessary and requested by the SMC to verify our statements or our competence and general reputations, etc.
- The undersigned understands and agrees that further qualifying information may be requested, and agrees to furnish any such information at the request of the SMC.
- The SMC and its authorized representatives are hereby authorized to conduct any inquires or investigations to verify the statements, documents, and information submitted in connection with this bid and to seek clarification from our bankers and clients regarding any individual or authorized representative to any institution referred to in the supporting information, to provide such information deemed necessary and requested by representative of Surat Municipal Corporation to verify statements and information provided in the Tender or with regard to the resources, experience and competence of the Applicant.

_____

Signed by the Authorize signatory of the firm

_____

Title of the office

_____

Name of the firm

Date:

F. Undertaking letter as per Ministry of Finance Memorandum No.: F.No.6/18/2019-PPD dated 23.07.2020 and Office Memorandum No.: F.18/37/2020-PPD dated 08.02.2021

FORM – D

On letterhead of Bidder

Sub: Undertaking as per Office Memorandum No.: F. No.6/18/2019-PPD dated 23.07.2020 & Office Memorandum No.: F.18/37/2020-PPD dated 08.02.2021 published by Ministry of Finance, Dept. of Expenditure, Public Procurement division

Ref: 1. Tender No. DC-ISD-LT-01-2026

I have read the clause regarding restriction on procurement from a bidder of a country which shares a land border with India. I certify that we as a bidder and quoted product from following OEMs are not from such a country or, if from such a country, these quoted products OEM has been registered with competent authority. I hereby certify that these quoted product & its OEM fulfills all requirements in this regard and is eligible to be considered for procurement for Tender No. DC-ISD-LT-01-2026.

Sr. No.	Item Category	Quoted Make & Model
1.	Laptop [Business series Laptop of Dell, Lenovo, HP make]	
2.	Tablet – iOS Based [Apple Make]	

In case I'm supplying material from a country which shares a land border with India, I will provide evidence for valid registration by the competent authority, otherwise SMC reserves the right to take legal action on us.

(Signature)
Authorized Signatory of **M/s <<Name of Company>>**

FORM – E

On letterhead of OEM

Sub: Undertaking as per Office Memorandum No.: F. No.6/18/2019-PPD dated 23.07.2020 & Office Memorandum No.: F.18/37/2020-PPD dated 08.02.2021 published by Ministry of Finance, Dept. of Expenditure, Public Procurement division

Ref: 1. Tender No. DC-ISD-LT-01-2026

Dear Sir,

I have read the clause regarding restriction on procurement from a bidder of a country which shares a land border with India. I certify that our quoted product and our company are not from such a country, or if from such a country, our quoted product and our company have been registered with competent authority. I hereby certify that these quoted products and our company fulfills all requirements in this regard and is eligible to be considered for procurement for Tender No. DC-ISD-LT-01-2026.

Sr. No.	Item Category	Quoted Make & Model
1.	Laptop [Business series Laptop of Dell, Lenovo, HP make]	
2.	Tablet – iOS Based [Apple Make]	

In case I'm supplying material from a country which shares a land border with India, I will provide evidence for valid registration by the competent authority; otherwise SMC reserves the right to take legal action on us.

(Signature)

Authorized Signatory of **M/s <<Name of Company>>**

Surat Municipal Corporation (SMC)

Price BID

Bid for Supply of Laptops and Tablets
[DC-ISD-LT-01-2026]

Online Bid Start Date
September 29, 2026

Online Pre-Bid Conference
October 03, 2026

Online Bid End Date
(Last Date of Online Submission of Bids)
October 13, 2026

Last Date of Physical Submission of Bid Fee, EMD & Affidavit in Hard Copy
October 20, 2026

Information Systems Department (ISD)
Surat Municipal Corporation
Shri Tapipura, Surat-395003

Price Bid

Price Bid

[Note: **Must be submitted online, not to be sent physically**,]

PRICE BID

Item No.	Description	Make and Model	Quantity	Unit Rate excl. GST (In number)	GST (%)	Unit Rate incl. GST (In number)	Amount incl. GST (In number)	Amount incl. GST (In words)
A	B	C	D	E	F	G=(E+(E*(F/100))	H = G * D	I
I.	Laptop [Business series Laptop of Dell, Lenovo, HP make]		96					
II.	Tablet – iOS Based [Apple Make]		24					

Note:

1 **SMC will buy 96 units of Laptop and 24 units of IOS Based tablet**. SMC may buy full/partial quantity of one/more item(s) from one/more bidder(s) and may split/ defer/ stagger the orders/deliveries. The quantities shown in the tender are approximate and no claim shall be entertained for variation of quantities being less or more than those mentioned in the bid. The variations in the quantities shall not vitiate the contract. The rate quoted must remain firm for such variation and there should not be any dispute w.r.t. to the quantity purchased under each category.

2 Bidders have to fill "0" in "Unit Rate excl. GST" and "GST" column in case bidders do not want to quote particular item/items.

3 The rates (Quoted in Unit Rate Column) should be exclusive of GST. The applicable GST should be quoted separately in Tax column in Price Bid.

4 The taxes at prevailing rate will be considered for payment purpose.