

INDIAN INSTITUTE OF TECHNOLOGY RAJASTHAN
MBM Engineering College Campus, Ratanada, Jodhpur – 342011.

TENDER FOR SUPPLY & INSTALLATION OF DESKTOP COMPUTERS,
PRINTERS, AND SCANNERS
Tender Enquiry No: IITJ/2010-11/IT/11

DATED: **23, August, 2010**

DUE DATE FOR SUBMISSION OF TENDER: 4:00 P.M. ON **15th September 2010**

Subject: Supply & Installation of Desktop Computers at IIT Rajasthan

Background:

Branded desktop Computers are to be required at the Computer Centre/ Labs of IIT Rajasthan, currently operating at MBM Engineering College Campus in Jodhpur. Institute is planning to procure several desktop computers, printers and scanners for various labs. Sealed quotations are invited from reputed vendors for the aforesaid purpose as per the details given in the Annexure - I to Annexure – IV.

Earnest Money Deposit:

The tenderer shall deposit Earnest Money of Rs. 80,000.00 /- (Rupees Eighty Thousand only) and another separate demand draft of Rs. 1000/- (Rupees One Thousand only) towards non refundable tender fee by way of demand draft drawn in favour of "Director, IIT Rajasthan" payable at Jodhpur. The earnest money deposit will be refunded to the bidders, whose offers are not accepted within 90 days of opening of the tenders. Earnest Money Deposit of the tenderer whose offer is accepted will be kept as interest free security deposit till the successful completion of the contract. In the event of the tenderer backing out before the actual award or execution of the agreement, Institute will have the right to forfeit the earnest money in full.

Those bidders who have already submitted their EMDs in response to the previous tender No. IITJ/2010-11/IT/09, they need not submit EMD again.

1. Eligibility Criteria of Bidders:

- a) Bidder should be OEM/Authorized Partner of the OEM and a Letter of Authorization from OEM, specific to the tender should be enclosed.
- b) The Bidder should be Authorized Service Provider for the OEM.
- c) The firm/company should be ISO 9001 certified (Maintenance & System Integration). Please attach a copy of the certificate.
- d) Bidder should be financially sound to execute the order. Certificate to this effect should be issued by any Nationalized/Scheduled bank.
- e) The bidder shall provide the Registration number of the firm along with the LST/ CST/ WCT No. and the PAN Number allotted by the concerned authorities.
- f) The bidder must have experience of executing similar orders. The bidder must

enclose documentary evidence of executing minimum 3 orders of a minimum value of Rs. 25 Lakhs each in the last 3 financial years for any Educational Institution/University/Govt. entity/PSU supplying Computer Hardware and Software solutions.

- g) The bidder should have a Call Centre operating in or around Rajasthan and the telephone number for the same must be provided.
- h) The bidder should have adequate facilities, manpower and staff for installation, testing, commissioning and for providing after sales service. An undertaking from the OEM is required in this regard stating that they would facilitate the bidder on a regular basis with technology/product updates and extend support for the warranty as well.
- i) The bidder must have experience of executing similar orders. Details & proof of Service facilities for Technical Support on Services be attached.
- j) Latest Income Tax Certificate should be enclosed.
- k) The bidder should submit copies of income tax return filed for previous two financial years preceding the current financial year.
- l) The bidder must not be black-listed by any company or organization within India or abroad for whatsoever reason during the last 10 years. A certificate or an undertaking to this effect must be submitted with the bid.

2. Submission of Proposals:

- a) The bidder shall go through the entire document and must comply with all the terms and conditions. A Compliance statement in the form of “Complied” or “Not Complied” shall be given against each item and specification of the tender document (Annexure – II). The compliance statements should be supported by authentic documentation. Please note that any deviation from the laid down requirements / specification shall be brought out separately in deviation sheets to be attached with concerned section of the tender. Failure to comply with this requirement may result in the bid being rejected. Each page of the bid and cuttings / corrections shall be duly signed and stamped by the bidder. Failure to comply with this requirement may result in the bid being rejected.
- b) The proposals shall be submitted in two parts and should be super-scribed as “PART – I: COVER FOR TECHNICAL BIDS” and “PART-II: COVER FOR COMMERCIAL BIDS” (**due date 15.09.2010 (up to 4:00 PM)**) and the vendor name/address on all the two envelopes. The envelope cover must carry the NIQ reference and the vendor name and address. All the two sealed envelopes shall be submitted in a larger envelope with the NIQ reference and vendor name and address. This envelope should be duly signed by an authorized signatory and should bear the inscription as under:

“Supply and Installation of Desktop Computer”

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- c) Part-I shall be a Company Profile covering all the documents specified in the “Eligibility Criteria of Bidders” under clause 2 above, as well as a Technical Offer with full details including description of product so as to enable technical

assessment of the proposal and categorical clause wise compliance statement as per Annexure - I to Annexure III.

- d) The Technical bid must be submitted in an organized and structured manner. No brochures/leaflets etc. should be submitted in loose form. The Technical Offer should comprise the following:
- i. A letter of authority duly signed by an authorized signatory.
 - ii. Two separate demand drafts, one of Rs.80,000/- as the Earnest Money deposit and the other of Rs. 1000/- as the non-refundable tender fee.
 - iii. Complete Information of Commercial bid with Product Name, Specification, and Manufacturer quoted for.
 - iv. Columns related to commercials must not be filled up.
 - v. Technical Documentation [Product Brochures, leaflets, manuals etc.]
 - vi. Delivery and implementation schedule.
 - vii. Compliance of terms with any deviation clearly indicated in remarks & brought in separate deviation sheets.
 - viii. Warranty and AMC (Comprehensive Annual Maintenance) details.
- e) Part – II should contain The Commercial Bids for the entire proposal with breakup of the prices. The bidders are requested to quote
- i. Product Name, Specification, Manufacturer with charges for installation, configuration and support for solution in INR.
 - ii. Prices quoted shall be inclusive of escalation of any description. The rates must be quoted including the following:
 - A) All costs should be given in Figures and Words.
 - B) Govt. Levies like Sales Tax, Octroi, Excise Duty, Work Contract Tax (WCT) and Educational cess etc.
- f) Bids Acceptance: The Bids must reach the office of the Director, IIT Rajasthan, on or before the due date, i.e., on **15th September, 2010 by 4.00 P.M.** Bids will not be accepted after the due date and time.
- g) Validity of bids: Bids should be valid for a minimum period of 90 days after the due date.

3. Rejection of Bids:

- a) The Director, IIT Rajasthan reserves the right to accept or reject any bid or cancel the tender proceedings without assigning any reason whatsoever.
- b) The Director, IIT Rajasthan at its sole discretion reserves the right to award/reject the contract in one or more parts to one or more bidders. Incomplete quotations are liable to be rejected.
- c) Canvassing in any form in connection with the tenders is strictly prohibited and the bids submitted by the bidders who resort to canvassing are liable for rejection.
- d) The Director IIT Rajasthan shall not pay any costs incurred towards preparation and submission of the bid or any other expenditure in this regard.

- e) Unsigned tenders, unattested corrections and over writings by bidders are also liable for rejection.
- f) Bids not adhering to the specifications will be out rightly rejected.
- g) Conditional bids will be summarily rejected.
- h) The schedule for accepting the tenders shall be strictly followed- late tenders shall not be accepted.

4. Evaluation Process: For the bidders satisfying the Qualifying Criteria and Technical Specifications, the price comparisons shall be made over the total cost of the solution with three years of warranty. The bidder with the lowest price (L1) will normally be selected from the bidders satisfying the Qualifying Criteria & Technical Specifications. However, the Director of IIT Rajasthan or the authorized committee, at its sole discretion, reserves the right to negotiate with other bidders in case, the technical specifications of some or all products are found to be superior.

5. Prices & Payment Terms:

- a) The bidders are requested to quote on F.O.R. Destination basis by road inclusive of all Packing, Forwarding, Freight charges, Transit Insurance and any other charges as applicable, as per Annexure - II in INR with 3 year Comprehensive Warranty.
- b) IIT Rajasthan is registered with DSIR, Govt. of India and is, therefore, exempted from Excise Duty. Exemption Letter for Excise Duty, if required, shall be issued by IIT Rajasthan, as and when required/asked for.
- c) Bidders must quote the comprehensive price in the following format explicitly.
 - 1) Basic Price
 - 2) Excise Duty/ Custom Duty
 - 3) Sales Tax/ VAT
 - 4) Entry Tax
 - 5) Octroi
 - 6) Other Levies/ Taxes
 - 7) **Total price inclusive of all taxes FOR, IIT Rajasthan, Jodhpur**

*IMPORTANT: **Total price should not include AMC.** All prices should be quoted explicitly. Do not write "as applicable" or indicate percentage of total cost.*
- d) Full payment will be made after the complete installation and commissioning.

6. Clarifications: In case the bidder requires any clarification regarding the tender documents, they are advised to submit their queries in writing to Convenor, IT Infrastructure & networking committee, IIT Rajasthan, Jodhpur on or before 09/08/2010 by 4:00 pm.

7. Quantity Variations: The proposed quantities are subject to change depending on IIT Rajasthan's priority vis-à-vis financial constraints, if any.

8. Comprehensive Warranty & Comprehensive Annual Maintenance Contract:

- a) Comprehensive Warranty & Comprehensive Annual Maintenance Contract shall include free maintenance of the whole equipment supplied including free replacement of parts. The defects, if any, shall be attended to, on an immediate

basis, but in no case any defect should prolong for more than 24 hours.

- b) The comprehensive **on-site** warranty shall be for a period of **three year** from the date of installation of the equipment by IIT Rajasthan.
- c) The bidders should also quote for Comprehensive Annual Maintenance Contract after warranty for a subsequent period of two years on quarterly post-payment basis.
- d) The service coverage will be from 9:00 AM to 5:30 PM, Monday through Friday. Adequate provisions should be provided to address technical problems occurring during weekends or holidays.

9. Supply and Installation:

- a) This is a time bound and high priority project. The bidder must make the proposal after fully considering all such factors, which may have any bearing on the time schedule. The bidder will be required to supply and install at the said location within **4 weeks** from the date of receiving the purchase order. However, the bids with lesser lead time will be given preference.
- b) The Director, IIT Rajasthan will have the right to reject the component/equipments supplied, if it does not comply with the specifications at any point of installation/inspections.

10. Liquidated Damages: If the supplier fails to deliver any or all of the goods or complete the installation within the period specified in the purchase order, IIT Rajasthan shall without prejudice to its other remedies, deduct as liquidated damage 1% of the price of the delayed goods for every week or part thereof subject to a maximum of 10% of the order value. The amount towards Liquidated Damage would be recovered while making the initial payment itself.

11. Penalty Clause: In case of non-supply of goods after the acceptance of purchase order, the supply order shall be placed with the next bidder which has quoted the next lowest rates at the risk and cost of the defaulting bidder and difference, if any, between the total cost of the materials shall be chargeable to the defaulting bidder. In case the defaulting bidder fails to pay the differential cost, the legal action shall be taken against the defaulting bidder.

12. Force Majeure: Any delay due to Force Majeure will not be attributable to the bidder.

13. Arbitration and Laws: Except where otherwise provided for in the contract, all questions and disputes relating to interpretation and application of the provisions of the contract shall be settled mutually within thirty (30 only) days (or such longer period as may be mutually agreed upon) from the date that either party notifies in writing that such dispute or disagreement exists, under the Rules of Indian Arbitration and Conciliation Act, 1996. The venue of Arbitration shall be Jodhpur, Rajasthan, India. The arbitration resolution shall be final and binding upon the parties and judgement may be entered thereon, upon the application of either party, by Jodhpur court having jurisdiction. The Indian laws shall govern this contract.

14. Termination Clause: Either party can terminate the service agreement by giving three months notice in advance to other party.

15. NOTE:

- a) Bidders shall quote the prices in INR (FOR IIT Rajasthan) as explained under Prices & Payment terms (clause 5). Taxes and other levies, if any, should be clearly mentioned along with the commercial bids.
- b) Bidders shall quote the cost of AMC after warranty for a subsequent period of two years. Payment for which would be made at the end of each quarter of satisfactory service.
- c) Bidder must be an OEM or authorized partner of the OEM, and must furnish the credentials of authorization when required.
- d) Bidders must submit one Technical bid in a sealed envelope and one Financial Bid in a sealed envelope; both the envelopes must be sealed in one common envelope. Technical Bid should have the bidder's credentials and all other necessary technical details of each type of equipment. Financial Bid should have the prices and all other necessary financial information quoted for each type of equipment.

Place:

(Signature & Seal of Bidder)
Date:

1. ANNEXURE - I

GENERAL TERMS AND CONDITIONS:

1. **Prices:** Vendor should quote FOR IIT Rajasthan prices inclusive of all taxes. Note that institute is exempted from excise duty. Refer to Clause 5.
2. **Delivery Period:** Within 4 Weeks from date of receipt of Purchase Order.
3. **Warranty:** Three Years Comprehensive Warranty.
4. **Taxes:** The rates quoted for must be for FOR IIT Rajasthan and all taxes should be mentioned clearly.
5. **AMC:** Per year AMC charges. AMC quote should be provided SEPARATELY. *This is not to be included in the total price as per item 1.*
6. **Consignee or Bill to:** The Director, IIT Rajasthan
7. **Terms of Payment:** As under 'Prices & Payment Terms' clause 5.
8. **Institute's Rights:** Director, IIT Rajasthan reserves the right to accept or reject any or all the bids without assigning any reason thereof.
9. Queries related to the tender can be made only through emails/posts on or before **03rd September 2010**. There will be no pre-bid meeting.
10. **Last date of bid submission: 15th September 2010, 4.00 pm**
11. **Bid opening :**
 1. Technical Bid: 16th September 2010, 10:30 am
 2. Financial Bid: 16th September 2010, 3:30 pm
12. Bidders or their representatives are permitted to attend the tendering procedure. However, they must reach the venue before the scheduled time.

Annexure II

1. Basic Specifications:

		Quantity	Specifications	
1.	Branded Personal Desktop Computer	200	Processor	Intel® Core™ i5-750 Processor, 4 Core/4 Thread 8 MB Cache 2.66 GHz
			Chipset	Intel® Q57 Express Chipset
			SATA Hard Drives	500GB 7.2k RPM
			Memory	2 x 4 GB DDR3 Non-ECC SDRAM, 1333MHz
			Optical Drive	16x DVD Writer
			Monitor	22" TFT/LCD Anti-glare Wide Screen Monitor
			Ports	USB 2.0 ports, 2 front, 6 rear (+2 internal flex bay); 1 Parallel; 1 Serial; 1 RJ-45; 1 VGA; 1 DVI port; 1 HDMI port; 2 Line-in (stereo/microphone); 2 Line-out (headphone/speaker)
			Integrated Communications Ethernet	Integrated Gigabit Ethernet 10/100/1000 (Intel)
			Slots	2 FH PCI, 1 FH PCIe 16x, 1 FH PCIe x1
			Bays	3 Internal bays for 3.5" or more drive, 3 External of 5.7" or more.
			Graphics	Discrete ATI Radeon HD 4650 1 GB Video RAM PCIe x16 or NVIDIA GeForce GT330 PCIe x16 with 1 GB Video RAM
			Sound	Onboard
			Keyboard	USB keyboard (mechanical key switches)
			Mouse	USB Optical scroll mouse
Mandatory Certifications	System should be Energy Star 4.0 Certified, Certificate to load Windows OS/RedHat ready Certification necessary. The computer should be compliant with ROHS, UL, FCC, Energy Star Certificates			
Security	TPM 1.2 Chipset, BIOS individually enable/ disable of I/O Ports (including USB Ports); Ready for Compute trace when connected to the internet; Chassis Intrusion Switch			
2.	Printer	04	Hewlett Packard	Model P 2055 DN
3.	Scanner	03	Hewlett Packard	Model SJ 5590

ANNEXURE - III

We (The Bidder) undertake and confirm that:

1. We hereby offer to supply the goods detailed in schedule thereof as you specify in the purchase order at the price quoted and agree to hold this offer open for acceptance for a period of 180 days from the date of opening of bid.
2. Rates quoted are for FOR at site (Indian Institute of Technology Rajasthan (IITJ) located at Jodhpur in Rajasthan.
3. The entire product quoted has three years comprehensive on-site warranty.
4. The Bidder/OEM will maintain sufficient service engineers in Jodhpur, Rajasthan. The services shall be provided at IIT Rajasthan.
5. The product names for the total solution are mentioned and also enclosed the datasheets for the same.
6. The warranty in respect of the product ordered shall remain valid for three year from the mutually agreed date.
7. Any delay by the supplier in the performance or delivery of items shall render the supplier liable to cancellation of the purchase order for default. Further, the Bidder would ensure installation/commissioning of the Desktop computers with in time frame.
8. The bid/quotation is submitted for the complete Solution and strictly as per the tender specifications.
9. During warranty services will be provided directly on site.
10. Every page of the submitted bid has been numbered and signed.

It is hereby confirmed that we have understood the terms and conditions of the tender and have thoroughly examined specifications and are thoroughly aware of the nature of goods required and our offer is to supply goods strictly in accordance with the requirement and terms and conditions of the tender. We agree to abide by the terms and conditions of the tender if the contract is awarded to us.

“Bid Form” as specified in Annexure - IV has been included.

Place:

(Signature and seal of Bidder)

Date:

2. ANNEXURE - IV

BID FORM

To
The Director,
IIT Rajasthan.

Dear Sir,

1. Having examined the terms & conditions of the document and specifications, the receipt of which is hereby duly acknowledged, we, undersigned, offer to supply and deliver the goods, in conformity with the said drawing, conditions of contract and specifications and services as per the terms & conditions of the contract, for the sums shown in the schedules of price attached herewith and made part of this bid.
2. We undertake, if our Bid is accepted, to execute the work within 03 weeks from the date of issue of your purchase order.
3. We agree to abide by this Bid for a period of 90 days from the date fixed for Bid opening and it shall remain binding upon us and may be accepted at any time before the expiration of that period.
4. Until a formal Purchase Order of Contract is prepared and executed this Bid together with your written acceptance thereof in your notification of award shall constitute a binding contract between us.
5. Bid submitted by us is properly wax sealed and prepared so as to prevent any subsequent alteration and replacement.

We understand that IIT Rajasthan is not bound to accept the lowest or any bid that it may receive.

Dated this _____ day of _____

Signature of _____

In capacity of _____

Duly authorized to sign the bid for and on behalf of _____

Witness _____

Address _____

Signature & Seal