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PAN: AABAI1653D

TAN: BLRI08261B

Date: 13-12-2018

**TENDER DOCUMENT****Tender No: IITGOA/CITS/003****Due Date: 07/01/2019**

Dear Sir/ Madam,

On behalf of the **Indian Institute of Technology GOA**, sealed quotations are invited in **two part bid system for the supply of Desktop Computer Systems**. The items are to be door delivered at IIT Goa, GEC Campus, Farmagudi, Ponda- Goa – 403401.

**Items Required at IIT Goa**

Sl.No	Description of Item (configuration is given below)	Qty
1	<b>Desktop Computer with Ubuntu 18.04</b> OEM: HP/ Dell/ Lenovo/ Aspire	06
2	<b>Desktop Computer with Windows 10 Home</b> OEM: HP/ Dell/ Lenovo/ Aspire	76

<b>Configuration:</b>	
<b>Processor</b>	8th Gen Intel Core i7, Base Frequency 3.2 GHz or higher
<b>RAM</b>	16 GB DDR4 (expandable to 32 GB)
<b>HDD</b>	2 TB (min)
<b>Monitor</b>	24" Display (min. 1920 x 1080 resolution)
<b>On Board Graphics</b>	Intel HD Graphics
<b>Connectivity</b>	10/100/1000 Gigabit Ethernet and Wireless (802.11ac)
<b>Expansion Slots</b>	PCIe x 16 (Min. 2 slots)
<b>USB Ports</b>	Min. 2 of Type 2, At least 1 USB 3.0
<b>HDMI Port</b>	Min. 1
<b>Serial Port</b>	Yes
<b>VGA Port</b>	Yes
<b>Display Port</b>	Yes
<b>Input Devices</b>	Keyboard, Wireless Optical Mouse
<b>Microphone and Audio Jack</b>	Yes
<b>Optical DVD-R/W Drive</b>	Yes
<b>Cabinet</b>	Tower Model
<b>Warranty</b>	5 years on-site warranty.
<b>Operating System</b>	For Sl.No.1 - Ubuntu 18.04 LTS 64-bit. For Sl.No.2 - Windows 10 Home 64-bit.
<b>Productivity</b>	For Sl.No.2 – MS Office (H&S)

## **The eligibility criteria for participation in bid are mentioned below:**

- 1) The Bidder should have ISO 9001: 2015 certification. (Documentary evidence required)
- 2) The Bidder should have OEM certified partnership if the bidder is a partner. (Documentary evidence required)
- 3) Manufacturer Authorisation Certificate to participate in this tender with tender number.
- 4) Bidder should have executed minimum 3 such projects in the last three years with:
  - a. At least one order amounting to Rs 40 lakhs or more.
  - b. At least two orders amounting to more than Rs. 20 lakhs each.Purchase Orders of these should be attached.
- 5) Bidder should have in the business since last 5 years (Attach company registration certificate) with minimum turnover of Rs 1 Crore in the last three financial years: FY17-18, FY16-17 and FY15-16) (Attach Balance Sheet for the FYs)
- 6) Bidder should have valid GST Registration. (Documentary evidence required)
- 7) Bidder should submit last 3years income Tax Returns. (FY 15-16, 16-17,17-18)
- 8) Bidder is required to provide 5 years of technical support on all the items. (Provide contact number, service engineer details with escalation matrix)
- 9) Bidder should propose all Desktop computers from same OEM.
- 10) The suppliers shall provide the banking details along with their quote on their letterhead duly signed and stamped.

The above-mentioned basic eligibility conditions are broad guidelines for pre-qualification and the Director/Registrar, IIT Goa hereby reserves the right to relax / alter / modify / add any or all the conditions.

## **Instructions to the Bidder:**

- 1) **Preparation of Bids:** The bidders must ensure that bids are submitted in **two-part bid system (i.e.) Technical bid and Financial bid in separate envelopes.**
  - a) **Technical bid:** The technical bid should consist of all technical details/brochures along with commercial terms and conditions super-scribed as TECHNICAL BID with Tender No. and date and time of closing and the bidder's name and address. No prices should be included in technical bid. Bidder should submit non-commercial bill of material along with Technical Bid. Include a document that lists the specification as mentioned in this tender and whether complied or deviated. In case of any deviation, the deviation should be clearly mentioned.
  - b) **Financial (Price) Bid** should indicate firm and fixed figures and words super-scribed with the Tender No. and date of closing of the Tender with name of supply/work and the bidder's Name and address. The price bid should not contain any conditional clauses. No price escalation for any reasons whatsoever is allowed. All prices should be given in Indian Rupees.
  - c) The technical and the financial bids duly signed by the bidders or their authorised signatories with name and seal should be put in separate cover and sealed. Both sealed covers should be put into a bigger cover duly super-scribed with PT No. and due date/time with name of supply /work. **Technical bids must either be spiral bound / stapled together. No loose sheets will be accepted. All pages must be numbered.**

- 2) **Submission of the tender:** The complete sealed bids in all respects shall be sent to the following address well in advance either by post or by courier or by hand so as to reach this office on or before the due date and time specified in the Schedule. The bids received after closing date and time shall not be considered.

The Registrar,  
Indian Institute of Technology Goa,  
GEC Campus, Farmagudi,  
Ponda, Goa - 403401.

While submitting the bids, the bidders must sign all the tender documents as a token of accepting of tender documents as well as terms and conditions stipulated therein. Tender documents without signature of bidders or their authorised signatories will be treated as invalid bids.

No conditional offer or terms and conditions will be entertained by the institute and such bids will be treated as invalid.

- 3) The tender documents can be downloaded from IIT Goa web site: <http://www.iitgoa.ac.in/announce.php?type=tenders> or from <https://eprocure.gov.in/cppp/>.
- 4) **Opening of the tender:** The Technical Bids will be opened by the tender committee duly constituted in the presence of bidders or their authorised representatives, if they desire on **08-01-2019 at 4 pm**. Then the bids will be evaluated by the Technical Evaluation Committee which will decide the suitability of the technical bids as per our requirement and terms and conditions. Once the technical evaluation is completed, the price Bids of only those bidders who are found technically acceptable will be opened in the presence of Authorized Representatives of such bidder(s), if any on a date and at a venue to be intimated by IIT Goa to the shortlisted bidders.
- 5) The bidder shall note that any unsolicited post-tender reduction by them would disqualify them from participating from the bidding and forfeit the security bid.
- 6) **Incomplete bids are liable for rejection.**
- 7) **Prices:** The price should be quoted on FOR: IIT, Goa. The bid should consist of basic price, P&F charges, freight, unloading charges and applicable taxes.
- 8) **Offer validity:** The offer must be valid for 90 days from the closing date in the case of indigenous supply and 120 days for overseas supply. If the validity of offers for acceptance is less than 90 days/120 days, the same will not be considered.

## **Important Terms and Conditions:**

- 1) The last date for the submission of the tender is **07-01-2019 at 5.30 pm.**
- 2) Delivery and installation must be made within 4 weeks of getting a confirmed order.
- 3) Payment will be made within 30 days of Satisfactory Delivery and Installation.
- 4) GST as applicable.
- 5) For any query you may contact us on 0832-2490860 / 09900882272; [sysad@iitgoa.ac.in](mailto:sysad@iitgoa.ac.in) / [purchase@iitgoa.ac.in](mailto:purchase@iitgoa.ac.in)
- 6) Send the two sealed documents (Technical bid and Financial bid) in one envelope directly to **The Registrar, IIT GOA, GEC Campus, Farmagudi, Ponda, Goa – 401403.**
- 7) **Bid Security (EMD):** *EMD either in the form of Bank Demand draft of Rs.1,50,000.00 initially valid up-to 90 days drawn in favour of INDIAN INSTITUTE OF TECHNOLOGY GOA payable at GOA, must be sent along-with the Technical bid only.*

The technical bid without EMD would be considered as UNSOLICITED and will be REJECTED. Photo/FAX copies of the Demand Draft/Banker's pay orders will not be accepted. No interest will be paid for the EMD and the EMD (Bid Security) will be refunded to the successful bidder on receipt of Performance Security (Security Deposit) and in case of unsuccessful bidders, the EMD will be refunded on finalisation of tender.

- 8) **Bid security be forfeited** without any intimation in such cases as below: -
  - a) If a bidder withdraws its bid during the period of bid validity.
  - b) If a successful bidder fails to accept the awarded contract within 15 days of award of the contract.
- 9) **Performance Bank Guarantee:** Performance Bank guarantee for 5% of Purchase order value should be produced in the form of B.G from the nationalised /scheduled Bank valid till the completion of warranty / guarantee period plus sixty days as claim period. Wherever installation/commissioning is involved, the guarantee/warranty period shall be reckoned from the date of completion of installation/commission. Failure to render contracted service during the warranty/guarantee period by the contractor, the performance bank guarantee will be forfeited. No interest is payable on the performance Bank guarantee amount.
- 10) **Guarantee/Warranty:** The Contractor shall guarantee that the material supplied shall comply fully with the specifications laid down, for material, workmanship and performance after acceptance of the material **for a period of five years.** The tenderer should clearly mention in the bid the period of guarantee/warranty offered by him. If any defects are discovered therein or any defects therein found to have developed under proper use arising from faulty stores design or workmanship, the Contractor shall remedy / replace such defective items at his own cost.
- 11) **Insurance:** IIT Goa being a Central autonomous body under Ministry of HRD, Government of India, we will not insure our goods. However, to safe guard the ordered material from probable transit damage while in transportation the contractor may insure the goods at his risk and cost.

- 12) **Delivery Schedule:** Please note that delivery is the essence of the contract. In case there is any deviation in the delivery schedule, liquidated damages clause will be levied for the delayed period of supply. Therefore, it should be ensured that all the ordered items should be supplied within one month from the date of receipt of Purchase Order on door delivery basis at our Institute as per Purchase order terms with securely and sufficiently packed by following standard packing procedure to withstand transit damages. In case of import supply, the item should be delivered at the cost of supplier to our institution. The installation and commissioning should be completed as specified in our important terms and conditions.
- 13) **Extension of time:** If the completion of stores is delayed due to reason of force majeure such as acts of God, acts of public enemy, acts of Government, fires, floods, epidemics, quarantine restriction, strikes etc., the contractor shall give notice within 15 days to Institute in writing of his claim for an extension of time. The Institute on receipt of such notice after verification, if necessary, may agree to extend the Contract delivery date as may be reasonable but without prejudice to other terms and conditions of the contract.
- 14) **Micro and Small Enterprises (MSEs)** registered with National Small Industries Corporation are exempted from payment of Earnest Money Deposit. However, vendors covered under this category have to submit copy of registration certificate with present validity along with technical bid, failing which, the bid will be disqualified.
- 15) **Modifications of specification:** The supply to be made by the Supplier under this Purchase order can be modified or changed by the request from the IIT Goa provided that for such modifications or changes the parties shall first agree to possible addition or reduction in cost, the delivery date and such other terms and conditions occasioned by or resulting from such modification or change. Such agreement shall be effected either by way of exchange of letters duly signed by authorised representatives of the parties or by signed change order form or by minutes of meeting signed by authorised representatives of the parties, which shall constitute the necessary amendments to the contract. Possible increase or decrease in the contract price shall be calculated in accordance with unit prices. The cost of such additional jobs should be reasonably fixed with reference to the quoted price for such or similar items.
- 16) **IIT Goa reserves the full right** to accept / reject any tender or all tenderers at any stage without assigning any reason.
- 17) **IIT Goa** reserves the right to accept in full or part a bid depending on its requirements.

Sd/-

Asst. Registrar (S&P)