



भारतीय प्रौद्योगिकी संस्थान दिल्ली

Indian Institute Of Technology Delhi
Hauz Khas, New Delhi-110 016.
Website :www.iitd.ac.in

Store Purchase Section

Tender No: IITD/SPS(SP-115)/2014

Date- 02.12.2014

Sub : NIT for Rate Contract for purchase of Computers / Desktops, Laptops, Printers and UPS

Online tenders are invited by the Director, Indian Institute of Technology, Delhi, Hauz Khas, New Delhi-110016, for the supply of Computers/ desktops, laptops, printers, UPS & few related items. This is a two bid system. Financial bids will be opened for those who will qualify the technical bids.

Tender Number and brief description of the item is given below:

Notice Inviting Tender

For Supply of Computers/ desktops, laptops, printers, UPS & few related items.

Earnest Money Deposit to be submitted is ₹ 2,00,000/- (Two Lakh only)

Tender Fees is Rs. 5,000/- (Five thousand only)

Due Date : 27-Nov-2014 (17:00 Hrs)

Tender Documents may be downloaded from Central Public Procurement Portal www.eprocure.gov.in/eprocure/app. Aspiring Bidders who have not enrolled / registered in e-procurement should enroll / register before participating through the website www.eprocure.gov.in/eprocure/app. The portal enrolment is free of cost. Bidders are advised to go through instructions provided at 'Instructions for online Bid Submission'. Tenderers can access tender documents on the website, fill them with all relevant information and submit the completed tender document online on the website www.eprocure.gov.in/eprocure/app as per the schedule given below:

Schedule

| | |
|---|--------------------------------------|
| Tender Reference No. | IITD/SPS(SP-115)/2014 |
| Name of Organization | Indian Institute of Technology |
| Price of Tender Document | Rs. 5,000/- (Rs. Five thousand only) |
| EMD Amount | Rs. 2,00,000/- (Rs. Two lakh only) |
| Tender Type (Open/Limited/EOI/Auction/Single) | OPEN |
| Tender Category (Services/Goods/works) | Goods |
| Type/Form of Contract (Work/Supply/Auction/Service/Buy/Empanelment/ Sell) | Supply |
| Product Category (Civil Works/Electrical Works/Fleet) | Computer Systems |

| | |
|--|--|
| Management/ Computer Systems) | |
| Is Multi Currency Allowed | No (INR only) |
| Payment Mode (Online/Offline) | Offline |
| Date of Issue/Publishing | 02/12/2014 (11:00 Hrs) |
| Document Download Start Date | 02/12/2014 (11:00 Hrs) |
| Document Download End Date | 17/12/2014 (10:00 Hrs) |
| Pre-Bid Meeting Date | 08/12/2014 (11:00 Hrs.) |
| Pre-Bid Venue | Board Room, IIT Delhi, Hauz Khas, New Delhi-110016 |
| Last Date and Time for Uploading of Bids | 17/12/2014 (15:00 Hrs) |
| Date and Time of Opening of Technical Bids | 17/12/2014 (16:00 Hrs) |
| No. of Covers (1/2/3/4) | 2 |
| Bid Validity days (180/120/90/60/30) | 90 days |
| Address for Communication | Deputy Registrar (Stores), Store Purchase Section, IIT Delhi, New Delhi 110016 |
| Contact Phone Numbers | (+91)-11- 26591727 |
| Fax Number | (+91)-11- 2658-7131 |
| E-mail Address | a26896@iitd.ac.in ; |

(Note: Go to Tender search option and choose organization name as “IIT” or “IIT Delhi” and click on the submit button to see the tender details).

Chairman Purchase Committee
(Buyer Member)

INDIAN INSTITUTE OF TECHNOLOGY, DELHI

Instructions for Online Bid Submission:

As per the directives of Department of Expenditure, this tender document has been published on the Central Public Procurement Portal (www.eprocure.gov.in/eprocure/app). The bidders are required to submit soft copies of their bids electronically on the CPP Portal, using valid Digital Signature Certificates. The instructions given below are meant to assist the bidders in registering on the CPP Portal, prepare their bids in accordance with the requirements and submitting their bids online on the CPP Portal. More information useful for submitting online bids on the CPP Portal may be obtained at: www.eprocure.gov.in/eprocure/app.

REGISTRATION

- 1) Bidders are required to enroll on the e-Procurement module of the Central Public Procurement Portal (web link: www.eprocure.gov.in/eprocure/app) by clicking on the link “Click here to Enroll”. Enrolment on the CPP Portal is free of charge.
- 2) As part of the enrolment process, the bidders will be required to choose a unique username and assign a password for their accounts.
- 3) Bidders are advised to register their valid email address and mobile numbers as part of the registration process. These would be used for any communication from the CPP Portal.
- 4) Upon enrolment, the bidders will be required to register their valid Digital Signature Certificate (Class II or Class III Certificates with signing key usage) issued by any Certifying Authority recognized by CCA India (e.g. Sify / TCS / nCode / eMudhra etc.), with their profile.
- 5) Only one valid DSC should be registered by a bidder. Please note that the bidders are responsible to ensure that they do not lend their DSCs to others which may lead to misuse.
- 6) Bidder then logs in to the site through the secured log-in by entering their userID / password and the password of the DSC / eToken.

SEARCHING FOR TENDER DOCUMENTS

- 1) There are various search options built in the CPP Portal, to facilitate bidders to search active tenders by several parameters. These parameters could include Tender ID, organization name (search by IIT Delhi or by IIT), location, date, value, etc. There is also an option of advanced search for tenders, wherein the bidders may combine a number of search parameters such as organization name, form of contract, location, date, other keywords etc. to search for a tender published on the CPP Portal.
- 2) Once the bidders have selected the tenders they are interested in, they may download the required documents / tender schedules. These tenders can be moved to the respective ‘My Tenders’ folder. This would enable the CPP Portal to intimate the bidders through SMS / e-mail in case there is any corrigendum issued to the tender document.
- 3) The bidder should make a note of the unique Tender ID assigned to each tender, in case they want to obtain any clarification / help from the Helpdesk.

PREPARATION OF BIDS

- 1) Bidder should take into account any corrigendum published on the tender document before submitting their bids.

- 2) Please go through the tender advertisement and the tender document carefully to understand the documents required to be submitted as part of the bid. Please note the number of covers in which the bid documents have to be submitted, the number of documents - including the names and content of each of the document that need to be submitted. Any deviations from these may lead to rejection of the bid.
- 3) Bidder, in advance, should get ready the bid documents to be submitted as indicated in the tender document / schedule and generally, they can be in PDF / XLS / RAR / DWF formats. Bid documents may be scanned with 100 dpi with black and white option.
- 4) To avoid the time and effort required in uploading the same set of standard documents which are required to be submitted as a part of every bid, a provision of uploading such standard documents (e.g. PAN card copy, annual reports, auditor certificates etc.) has been provided to the bidders. Bidders can use “My Space” area available to them to upload such documents. These documents may be directly submitted from the “My Space” area while submitting a bid, and need not be uploaded again and again. This will lead to a reduction in the time required for bid submission process.

SUBMISSION OF BIDS

- 1) Bidder should log into the site well in advance for bid submission so that he/she upload the bid in time i.e. on or before the bid submission time. Bidder will be responsible for any delay due to other issues.
- 2) The bidder has to digitally sign and upload the required bid documents one by one as indicated in the tender document.
- 3) Bidder has to select the payment option as “offline” to pay the tender fee / EMD as applicable and enter details of the instrument.
- 4) A standard BoQ file in Excel format has been provided with the tender document to be filled by all the bidders. Bidders are requested to note that they should necessarily submit their financial bids in the format provided and no other format is acceptable. Bidders are requested to download the BoQ file, which is in compressed RAR format (i.e. .rar extension), un-compress it, open it and complete the WHITE colored (unprotected) cells with their respective financial quotes and other details (such as name of the bidder). The RAR files can be uncompressed using WinRAR application of Windows. No other cells should be changed. Once the details have been completed, the bidder should save it, compress it using WinRAR application of Windows and submit it online, without changing the filename. If the BoQ Excel file is found to be modified by the bidder, the bid will be rejected.
- 5) The server time (which is displayed on the bidders’ dashboard) will be considered as the standard time for referencing the deadlines for submission of the bids by the bidders, opening of bids etc. The bidders should follow this time during bid submission.
- 6) All the documents being submitted by the bidders would be encrypted using PKI encryption techniques to ensure the secrecy of the data. The data entered cannot be viewed by unauthorized persons until the time of bid opening. The confidentiality of the bids is maintained using the secured Socket Layer 128 bit encryption technology. Data storage encryption of sensitive fields is done.
- 7) The uploaded tender documents become readable only after the tender opening by the authorized bid openers.
- 8) Upon the successful and timely submission of bids, the portal will give a successful bid submission message & a bid summary will be displayed with the bid no. and the date & time of submission of the bid with all other relevant details.

ASSISTANCE TO BIDDERS

- 1) Any queries relating to the tender document and the terms and conditions contained therein should be addressed to the Tender Inviting Authority for a tender or the relevant contact person indicated in the tender.
- 2) Any queries relating to the process of online bid submission or queries relating to CPP Portal in general may be directed to the 24x7 CPP Portal Helpdesk. The contact number for the helpdesk is 1800 233 7315.

GENERAL INSTRUCTIONS TO THE BIDDERS

- 1) The tenders will be received online through portal www.eprocure.gov.in/eprocure/app. In the Technical Bids, the bidders are required to upload all the documents in .pdf format.
- 2) Possession of a Valid Class II/III Digital Signature Certificate (DSC) in the form of smart card/e-token in the company's name is a prerequisite for registration and participating in the bid submission activities through www.eprocure.gov.in/eprocure/app . Digital Signature Certificates can be obtained from the authorized certifying agencies, details of which are available in the web site <https://eprocure.gov.in/eprocure/app> under the link “Information about DSC”.
- 3) Tenderer are advised to follow the instructions provided in the ‘Instructions to the Tenderer for the e-submission of the bids online through the Central Public Procurement Portal for e Procurement at www.eprocure.gov.in/eprocure/app .

Indian Institute of Technology

Hauz Khas, New Delhi-110 016

Notice Inviting Tender

Date- 02/12/2014

Subject: Supply of Computers/ desktops, laptops, printers, UPS & few related items

Indian Institute of Technology Delhi invites online Bids (Technical bid and Commercial bid) from reputed Principal Manufacturers for **Supply of Computers/ desktops, laptops, printers, UPS & few related items** with three years on site comprehensive warranty from the date of receipt of the material as per terms & conditions specified in the tender document, which is available on CPP Portal www.eprocure.gov.in/eprocure/app. Earnest Money Deposit of ₹ 2,00,000/- (Two Lakh only) (to be paid off-line on or before the date and time of last submission) in the form of DD in favor of Registrar, Indian Institute of Technology Delhi, payable at Delhi. The cost of tender application is ₹5,000/- (non-refundable) to be submitted through DD in favor of Registrar, Indian Institute of Technology Delhi, payable at Delhi (to be paid off-line on or before the date and time of last submission).

i. Online Bid Submission :

The Online bids (complete in all respect) must be uploaded online in **Two** Envelopes as explained below :-

| Envelope – 1 | | | |
|---|------------------|---|-------------------|
| (Following documents to be provided as single PDF file) | | | |
| Sl. No. | Documents | Content | File Types |
| 1. | Technical Bid | Compliance Sheet as per Annexure - I | .PDF |
| | | Declaration Sheet as per Annexure – II | .PDF |
| 2. | | Scan copy of Income Tax Certificate be enclosed with the tender application | .PDF |
| 3. | | Scan copy of Service Tax Registration Certificate | .PDF |
| 4. | | Scan copy of VAT / TIN Number | .PDF |
| 5. | | Scanned copy of No-dues / Tax clearance Certificate issued by Department of Trades & Taxes | .PDF |
| 6. | | Authorization letter issued by OEM exclusively for this tender. The authorization certificate should clearly mention the name and contact number of the Certificate issuer. | .PDF |
| Envelope – 2 | | | |
| Sl. No. | TYPES | Content | |
| 1. | Financial Bid | Price bid should be submitted in the given Ms-Excel BOQ format after compressing it using WinRAR application of MS-Windows. | .RAR |
| 2. | | CA Certificate as a proof of turn over along with latest annual audited account statement | .PDF |

Deputy Registrar (Stores),
IIT Delhi, Hauz Khas, New Delhi 110016.

CONTENTS OF BIDDING

This is an enquiry for Rate Contract for 1 year period from 01.01.2015 to 31.12.2015. The RC may be extended up to two more years (one year at a time) depending upon the performance of the supplier (price and product revision can be done twice a year with six months interval). You are requested to submit quotation under the terms and conditions mentioned below:

I. Instructions to Bidders:

1. Quotations exclusively submitted on-line in the enclosed proforma will only be considered. However, the EMD (Rs.2,00,000/- (Rupees Two Lakh only)) and Tender fees (Rs. 5,000) should be submitted off-line to the office of Deputy Registrar, Stores Purchase Section (SPS), IIT Delhi. The DD should be in favour of "The Registrar, Indian Institute of Technology, Delhi, Hauz Khas, New Delhi-110016". Bank Guarantee for EMD may also be considered in lieu of Demand Draft.
2. Earnest Money Deposit will be returned to the unsuccessful vendors within 30 days after the award of the contract.
3. For successful bidder, EMD will be converted to Security Deposit (SD) and will be retained by IIT Delhi till the expiry / termination of rate contract without interest.
4. In case there is loss or damage to the equipment or unsatisfactory services provided to IIT Delhi by the vendor then such losses will be adjusted from the security deposit.
5. IIT Delhi reserves the full right to reject any offer without assigning any reason.
6. IIT Delhi may remove or add any vendor during the contract.
7. Any Vendor currently engaged in litigation with other Organizations, must inform their status in writing. Tenderer has to submit declaration along with technical bid stating that they have not been Black-Listed/ De-listed or are put to any holiday by any Indian Institutional Agency/ Government Department/ Public Sector Undertaking in the last three years. In case they have been black listed by any of the Institutions, details of the same be furnished.
8. Any conditional bid or a bid that is not in the prescribed Performa will not be accepted.
9. Each paper of Bid Document must be signed by the Competent Authority of the Bidder. Any document/ sheet not signed shall tantamount to rejection of Bid.
10. For any commercial clarifications please contact: Shri. Hari Om - Tel: 011-26591727/ E- mail: a26896@iitd.ac.in .
11. **Disputes** : In respect of all tender conditions, the decision of IITD shall be final and binding. In the event of any dispute arising out of the tender, such dispute would be subject to the jurisdiction of the Delhi Courts only. In case of dispute of any claim, a committee consisting of the representative of the insurance company and IITD will be set-up to resolve the dispute.

II Condition of Contract

12. A panel of vendors / suppliers shall be selected. All OEM's are requested to authorize at least three suppliers for this tender so that healthy financial competitions may emerge. Otherwise the institute level committee may not consider the products of that OEM.
13. The Vendor should attempt to supply all the items listed in the rate contract (RC). However, manufacturers and authorized vendors of branded items on the rate contract list may quote for only products of those manufacturers. If the quote submitted by the representative of Principals / Manufacturers, a valid agency ship / dealership certificate should be enclosed specific to this tender at a recent date in original.
14. Commercial Terms & Conditions / Price schedule:
 - i. Taxes should be mentioned separately.
 - ii. Rates must be specified per-unit.
 - iii. No additional charges should be applicable for delivery and installation at our premises.
 - iv. Delivery and installation within 30 days after placing the order. Delivery of consumables within 24 hours up to 5:00 PM of the next day, unless delay is specified while taking order.
15. 100% Payment will be made within 30 days from the date of receipt, installation and acceptance of machine / material. (Through RTGS/ NEFT, for which the vender has to register separately at later stage).
16. Vendor should quote the unit product price, tax, initial standard warranty (duration separately mentioned in the price bid) and additional yearly warranty (for which tax will be paid separately as per norms). It is the decision for the purchaser to decide whether to go for only for standard warranty only or to opt for additional warranty.
17. For each item L1 will be identified. The remaining vendors for that item may be allowed match L1 price. Price revision may be allowed only after every six month. In-case the cost of the items goes up or down by 5% due to fluctuations in the international market, prices of those items will be considered for revision by the institute level committee.
18. Warranty and support shall be provided by the vendor in case the warranty of items is valid beyond the termination of the contract.
19. Service Level Agreement: Vendor must respond within one business day for any complaint. Downtime for personal computing systems under warranty should not exceed three business days, and for networks and servers under warranty, two business days, after receipt of complaint. Replacements are to be provided for items (e.g., CDROM drive, Ethernet cards, hard disk, display cards, network switches, printers, scanners, etc.) taken away for repairs if period exceeds stated above.
20. As per Govt. Notification No. 10/97-CE dated 01.03.1997, IIT is exempted from paying Excise Duty and IIT Delhi shall provide all the documents under this Notification to enable you to clear the goods without payment of Excise Duty.
21. IIT Delhi also reserve the right to place orders at any time during the current Rate Contract with any other Vendor, if market rates are significantly lower than the agreed upon contract or due to deficiency in service. The Vendor will not be entitled to make any representations on this account.
22. Price should be valid for at least one year from the date on which Rate Contract is entered into. The RC may be extended up to two more years (one year at a time), subject to satisfactory performance. Product

upgradation and Price revision of existing items will be allowed only after 6 months in case of valid reasons, subject to approval by IIT Delhi.

23. IIT Delhi is an educational institute, hence maximum academic discount may be given and the quoted price must be subsidized. The RC committee may call all the OEMs, for a price negotiation meeting. OEMs are requested to nominate and communicate their respective Account Manager for IIT Delhi, who will issue the Authorization to the bidding parties.
24. The OEM packing of the system should not be tampered at any circumstances. Any shipment received without proper packing shall not be accepted.

III Other terms and conditions:

25. The agent must have submitted the following documents/ certificate:-
 1. Income Tax Certificate.
 2. Service Tax Registration Certificate.
 3. VAT / TIN Number. No due/ Tax clearance certificate issued by Department of Trade and Taxes.
 4. Authorization letter from each OEM's (exclusively for this tender) must be submitted. The authorization certificate should clearly mention the name and contact number of the Certificate issuer . OEMs are requested to nominate and communicate their respective Account Manager for IIT Delhi, who will issue the Authorization to the bidding parties.
26. The Vendor must have had a minimum annual turnover of 1.25 Crore for the financial year 2013-14 (necessary documentary proof with last audited statement be enclosed). The CA Certificate (for the last audited statement) as a proof of turn over along with annual audited account be submitted.
27. You are also required to furnish the following information along with your quotation:
 - i. Details of existing maintenance support team in NCR with their qualifications & experience. Indicate clearly those in this team who will look after the IIT Delhi account.
 - ii. Number of personal computers supplied by you in last six months to various Government Organizations with their full address, contact person, fax number, telephone Nos. and E-mail identity.
 - iii. Name of your Major clients (having more than 100 systems) with full address, telephone Nos., Name of Contact person & Fax No., E-mail identify, etc.

IV. Specifications And Allied Technical Details:

28. You should quote your prices in the prices column rounded to the nearest rupee. DO NOT make any changes to other items in the spreadsheet
29. You are requested to quote for configurations strictly meeting the listed specifications. In case the item with the specification given is not available in the market, please leave the price blank.
30. All the bidders must fill the **Annexure-I (Compliance Report), Annexure-II (Declaration) and Annexure-III (Price bid in MS-Excel) i.e. BoQ** (which is in compressed form using WinRAR application of Ms-Windows). In absence of any of the mandatory annexures the tender application will be summarily rejected.

V. Instruction to fill the Financial Bid (i.e. the BoO):

31. Kindly down load the BoQ financial form and unzip (i.e. decompress it) using WinRAR application of Ms-Windows. Do necessary data entry in the BoQ Ms Excel file. Kindly enter the Unit cost with standard warranty (in col c). Please mention the standard warranty in terms of years in column (d) (eg. 3). Kindly mention % of discount and % of tax in column (e and f respectively). Actual cost will be calculated automatically by deducting the discount and adding tax component on the discounted price. Bidders should also mention the cost of additional warranty per year, over and above the standard warranty. Tax on additional warranty will be paid separately as per norms.

Dy. Registrar (Stores)



भारतीय प्रौद्योगिकी संस्थान दिल्ली

Indian Institute Of Technology Delhi

Hauz Khas, New Delhi-110 016.

Website : www.iitd.ac.in

Store Purchase Section

ANNEXURE-I

Date : 02/12/2014

Sub : Compliance Report against the RC for computers

| Srl. | Details | Yes / No |
|------|---|----------|
| 1 | We have gone through the terms & conditions of the tender document and we fulfill all of them. | |
| 2 | Tender fees of Rs. 5,000/- (Five thousand) through DD in favor of Registrar, IIT Delhi is attached (non-refundable) | |
| 3 | EMD of Rs. 2,00,000/- through Demand Draft in favor of Registrar, IIT Delhi is attached. Alternately Bank Guarantee of same amount is attached | |
| 4 | Our organization or any of its subsidiaries have not been blacklisted by any Govt. / Autonomous bodies / Universities / Govt. Institutes. | |
| 5 | The Rate Contract is valid initially for one year (which may be extended for two more years, one year at a time subject to performance). There is a provision for price revision and product up-gradation only after every 6 months. Do you agree? | |
| 6 | Latest Income Tax Return Certificate attached. (duly CA Certified) | |
| 7 | VAT & TIN number copy attached | |
| 8 | No Dues/ Tax clearance certificate issued by the Department of Trade and Taxes | |
| 9 | Service Tax Registration Certificate attached. | |
| 10 | The Balance sheet and P&L statement showing a minimum annual turnover of 1.25 Crore is attached. | |
| 11 | Details of existing maintenance support team in NCR with their qualifications & experience. Indicate the names of the technical staff members those who will look after the IIT Delhi account. | |
| 12 | A detailed list showing number of personal computers supplied by our company in last six months to various Government Organizations/ Institutions/ IITs / NITs with their full address, name of the contact person, fax number, mobile number, telephone Nos. and E-mail identity are attached. | |
| 13 | Name of your Major three clients (having more than 100 systems) with its name, full address, telephone Nos., mobile number, Name of Contact person & Fax No., E-mail identify, etc. (Copy of PO is attached). | |
| 14 | The Authorization Letter issued by OEM to participate in this Rate Contract (Letter attached). The authorization certificate should clearly mention the name and contact number of the Certificate issuer. | |

Signature of the Tenderer

Name :

Seal of the company

DECLARATION SHEET

We, _____ hereby certify that all the information and data furnished by our organization with regard to this tender specification are true and complete to the best of our knowledge. I have gone through the specification, conditions and stipulations in details and agree to comply with the requirements and intent of specification.

This is certified that our organization has been authorized (Copy attached) by the OEM to participate in RC.

We, further certified that our organization meets all the conditions of eligibility criteria laid down in this tender document.

The prices quoted in the financial bids are subsidized due to academic discount given to IIT Delhi.

We, further specifically certify that our organization has not been Black Listed/De Listed or put to any Holiday by any Institutional Agency/ Govt. Department/ Public Sector Undertaking in the last three years.

| | | |
|---|--|--|
| 1 | NAME & ADDRESS OF THE Vendor/ Manufacturer / Agent | |
| 2 | Phone | |
| 3 | Fax | |
| 4 | E-mail | |
| 5 | Contact Person Name | |
| 6 | Mobile Number | |
| 7 | TIN Number | |
| 8 | PAN Number | |

(Signature of the Tenderer)

Name :

Seal of the company

Financial Bid (BoO)

| Item Id (a) | Item Details (b) | Unit Price (in INR) (c) | Standard Warranty (in years) (d) | Discount (in %) (e) | Tax (in %) (f) | Actual cost with Std. Warranty (g) | Cost for Additional warranty (per year). (Tax on additional warranty will be paid separately as per norms) |
|-------------|------------------|-------------------------|----------------------------------|---------------------|----------------|------------------------------------|--|
| | | | | | | | |
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Made