

Indian Institute of Public Administration
I.P. Estate, Ring Road, New Delhi

Tender Document

Price Rs.1000/-

Form No_____

Sold to M/s_____

Vide Receipt No._____

Signature
Supdt. (Admn.)

Indian Institute of Public Administration (IIPA), New Delhi invites sealed tenders under two bid-system to purchase Desktop PCs, Laptops, NAS Drive, Multi-Function Printers and 10KVA online UPS with batteries and rack, for the Institute (located at 4B, I.P. Estate, Ring Road, New Delhi) on the following terms and conditions for established brands like Dell, HP, Lenovo, Elnova, APC, Emerson & Xerox only:-

I Scope

- 1.1. Supply & Installation of thirty Desktop PC with CPU (Annexure-II) at IIPA, New Delhi
- 1.2. Supply & Installation of twenty All-in-One Desktop PC (Annexure-II) at IIPA, New Delhi
- 1.3. Supply & Installation of three Laptops (Annexure-III) at IIPA, New Delhi
- 1.4. Supply & Installation of one Color All-in-One Printer (Annexure-IV) at IIPA, New Delhi
- 1.5. Supply & Installation of one Monochrome Multifunction Printer (Annexure-IV) at IIPA, New Delhi
- 1.6. Supply & Installation of two 10KVA UPS with 1hr backup for 50 users each (Annexure-V) at IIPA, New Delhi
- 1.7. Supply & Installation of One NAS Drive (Annexure-VI) at IIPA, New Delhi
- 1.8. IIPA reserves the right to accept or reject any or all tenders without assigning any reason. IIPA also reserves the right to add or delete any item/items from the scope or split the awards amongst more than one vendor.

II Conditions for Eligibility^{3d}

The following will be eligibility criteria for the firms while entertaining the tender(s):-

- 2.1 The Bidder shall be OEM or Authorized Distributors/ Partners/ Dealers of reputed brand having authorization to supply the product. A copy of Authorization letter issued by OEM to Authorized Distributors/ Partners/ Dealers attending tender to sale the Desktop Computer on behalf of OEM shall be enclosed with the Technical bid.
- 2.2 The Bidder shall not be a defaulter to any Govt. organization/ PSU since last 2 years for any reason due to non-supply of material even after agreed to supply in stipulated time. An undertaking stating the same should be furnished by the bidder on the company letter head as per format enclosed at Annexure “VIII”
- 2.3 The firm should be registered under Company Act.
- 2.4 The firm should be registered with the GST Department and submit documentary proof in this regard. The firm should also be registered with Service Tax Department and submit the documentary proof of registration. Copy of latest Sales Tax Clearance Certificate GST paid must also be attached.
- 2.5 The firm should be a financially sound company with average annual turnover of more than rupees **one crore** from the sales of IT equipment during the last three years. Audited Statement of accounts to be furnished.
- 2.6 Should have successfully delivered and installed at least 20 laptops and 50 desktop PCs at multiple locations in single order or separate order for laptop and desktop PC during last 2 years.
- 2.7 Tender shall be duly filled in. All pages of the tender should be signed by the Authorized Signatory of Tenderer with company seal.
- 2.8 Any cutting/over writing etc. in the tender must be signed by the person who is signing the tender. The rates and units shall not be overwritten. The financial figures in commercial bid shall always be both in figures and words. In case of any discrepancy in figures and words, the amount written in words shall be considered.
- 2.9 Validity of the Offer including price bid should for a period exceeding 60 days.

III. Procedure for bid submission

- 3.1 The bids should be submitted along with this form in two parts in separate envelopes as mentioned below:-

Envelope-I: “Techno-Commercial Bid as per proforma Annexure-I” containing:

- (a) Earnest Money Deposit (EMD) of Rs. 60,000/- in form of DD by any nationalized/reputed private sector bank, in favour of “The Indian Institute of Public Administration, New Delhi”. Quotation received without earnest money will not be considered. Earnest money received from the unsuccessful bidders will

be returned without interest within 45 days of awarding the work-order. In case of successful bidder, the EMD will be returned along with the release of balance 10% payment (refer 5.2 of payment terms). No interest on EMD will be paid.

- (b) In case of downloaded bid-document, the tender document fee of Rs.1000/- in form of DD must be submitted alongwith the EMD & bid document in favour of Indian Institute of Public Administration, New Delhi.
- (c) Declaration that the bidder fulfills the eligibility conditions given at section II above.
- (d) Audited Annual Report (Balance Sheet and Profit and Loss Account) for the last three years.
- (e) List of organizations (with name and telephone numbers of contact persons), particularly, in Government and Public Enterprises, where major supply of IT hardware projects have been undertaken recently.

Envelope II: “PRICE BID as per proforma Annexure-VI” giving

- a) Prices quoted by the bidders should include all local taxes, GST, duties, levies, transportation costs and insurance costs till the equipment is accepted.
- b) Once a quoted price is arrived at, the same must remain firm and must not be subject to escalation during the performance of the contract due to fluctuation in foreign currency, change in the duty/tax structure, changes in costs related to the materials and labour or other components or for any other reason.
- c) The prices quoted shall be valid for a minimum period of Two Months from the last date for submission of offers.
- d) Octroi, alone, if applicable, will be made at actuals, on production of suitable evidence of payment by the Supplier.
- e) Further, subsequent to the orders being placed/agreement executed, the Bidder shall pass on to the Institute all fiscal benefits arising out of reductions in Government Levies viz., GST, Sales Tax, Excise Duty, Custom Duty etc. Otherwise rates are firm during the entire contract period.
- f) IIPA will not provide any support during supply of the equipment to the vendor. Vendor have to arrange all the required permission or other necessary clearance on behalf of IIPA.

IV. Sealing of Bids

- 4.1 The EMD, tender document fee (in case of downloaded from the website) and Technical Bid should be put in one sealed envelope, superscribed as Envelope- I.
- 4.2 Financial bid should be put on second envelope superscribed as Envelope – II.

- 4.3 Both the sealed envelope should be put in one envelope, sealed and superscribed as **“Tender for supply & installation of Desktops, Laptops, Printers, NAS Drive and UPS”**.
- 4.4 The inner and outer envelopes shall also indicate the name and address of the bidder.
- 4.5 The Outer envelope must be indicated complete address, phone, email ID of the vendor and contact details of the contact person on behalf of vendor.

V. Payment Term

- 5.1 90% Payment will be made against successful installation for which the tenderer shall submit bills in duplicate (original + copy) giving the reference number of the supply order along with delivery note.
- 5.2 Balance 10% will be released after 180 days from the date of installation of the IT hardware, subject to satisfactory services.

VI. Other Terms

The firms should mention their payment terms and other conditions, if any.

- 6.1 No representation for the enhancement of the prices of the accepted tender or alteration of the terms and conditions will be entertained at any stage.
- 6.2 The delivery period for the supplies to be completed within ten days positively from the date of issue of confirmed supply order from IIPA, New Delhi. In case tenderer fails to supply within the accepted period, IIPA, New Delhi, reserves the right to cancel the supply order and may initiate action to debar the supplier for all future business dealing with IIPA in future.
- 6.3 The supplier shall provide packing of the goods, as is required to prevent their damages or deterioration during the transit to their final destination i.e. IIPA, New Delhi.
- 6.4 The rates quoted shall be firm & all-inclusive for delivery & installation at destination IIPA, New Delhi.
- 6.5 While submitting the tender, if any of the prescribed conditions are not fulfilled or are incomplete in any form, the tender is liable to be rejected.
- 6.6 Any request by the bidders to consider their EMD furnished by them to IIPA for any other contract/ tender cannot be considered as EMD for this tender.
- 6.7 The EMD will be forfeited in following cases:
 - 6.7.1 If the bidder fails to accept the order based on his offer within the prescribed time.

- 6.7.2 If the bidder fails to supply the Computer with specifications in compliance to specifications given in technical bid.
- 6.7.3 If the bidder delays supplies beyond prescribed time resulting in disruption of IIPA, New Delhi works
- 6.8 If the Computer supplied are found to be different than those in the accepted offer and are of specifications lower than those stipulated in the accepted offer, IIPA, New Delhi shall have right to totally reject the supplied items and claim for compensation. The supplier shall be responsible for arranging the rejected items to be removed at his cost from IIPA premises.
- 6.9 In the event of any dispute the legal matter shall be subjected to the jurisdiction of Delhi Court only.
- 6.10 Telex, cable, e-mail or facsimile bids will be rejected.

The completed tender alongwith the prescribed EMD and necessary documents must be reach at The Registrar, Indian Institute of Public Administration, Center for Learning in ICT & e-Governance, Room No.16, Ground Floor, Indraprastha Estate, Ring Road, New Delhi - 110002 on or before 15th February 2019 by 3.00 p.m.

For any clarification kindly contact at 011-23468312 on any working days (Mon-Fri) from 9.30 a.m. to 5.30 p.m.

PROFORMA FOR TECNO COMMERCIAL BID

**For supplying Desktops, Laptops, Multi-Functional Printer, NAS Drive & UPS to
IIPA, New Delhi**

1.	Name Of The Firm/ Vendor	
2.	Correspondence Address With Telephone and Fax No.	
3.	Local Address With Telephone and Fax No.	
4.	Application Fee Detail	
5.	Earnest Money Detail	
6.	Copy of Sales Tax/ GST Tax Certificate Along with GSTIN No.	
7.	Copy of Latest Sales Tax clearance Certificate	
8.	Copy of Service Tax Registration Certificate	
9.	Proof for Registration Under Company Act	
10.	Proof of Turnover of the Firm for More than one crore for the Last Three Years	
11.	Proof for Supply of Hardware from any Govt./Pvt. Organization with List, Address and Contact Person	
12.	Proof Related to Experience for the Past 8 Years.	
13.	Proof of Authorized Service Provider/Business Partner of Computer from atleast Two Reputed Brands i.e. HP/Dell/Lenovo/IBM/Elnova/APC etc.	
14.	List of Owners/Partners With Telephone No.	

15.	Copy of Terms & Conditions Duly Signed	
16.	Whether Price Bid submitted for Supply for Desktops//Laptops/Printers/NAS Drive/UPS	
17.	Any other item	

**SIGNATURE OF THE FIRM/VENDOR
WITH STAMP**

Minimum Configuration for Desktop PC (Specify Make and Model)

Make: _____ Model: _____

Category	Description	Specify (Yes/No)
Processor	Intel® Core™ i5 Processor, 7 th Gen.	
Memory	8GB	
Hard Disk	1TB or higher	
Monitor/Display	24" Monitor	
Keyboard	Multimedia Keyboard	
Mouse	Optical Mouse	
Operating System	Windows 10 pro	
Optical Drive	DVDRW Optical drive	
Warranty	Three Years On-site	

Minimum Configuration for Desktop All-in-One PCs (Specify Make and Model)

Make: _____ Model: _____

Category	Description	Specify (Yes/No)
Processor	Intel® Core™ i5 Processor, 7 th Gen.	
Memory	8GB	
Hard Disk	1TB or higher	
Monitor/Display	24" Monitor	
Keyboard	Multimedia Keyboard	
Mouse	Optical Mouse	
Operating System	Windows 10 pro	
Optical Drive	DVDRW Optical drive	
Warranty	Three Years On-site	

Minimum Configuration for Laptops (Specify Make and Model)

Make: _____ **Model:** _____

Category	Description	Specify (Yes/No)
Processor	Intel® Core™ i5 Processor, 7 th Gen.	
Memory	8GB	
Hard Disk	1TB	
Monitor/Display	13” Display	
Operating System	Windows 10 pro	
Optical Drive	DVD R/W Optical drive	
Warranty	Three Years On-site	

**Minimum Configuration for HP Color Laserjet Pro MFP Printer
(Specify Make and Model)**

Make: _____ **Model:** _____

Multi-Functional Color Laser (Print, Copy, Scan & Fax)

Category	Description	Specify (Yes/No)
Function	Print, Copy, Scan, Fax	
Print Speed	Up to 22ppm (Black & Color)	
Duplex Printing	Yes (automatic)	
Duty Cycle	Upto 30000 pages per month	
Compatibility	Windows 7, Windows 8, Windows 10 and higher	
Warranty	1 Years on-site	

**Minimum Configuration for Monochrome MPF Printer (Specify Make and Model)
(Xerox Work Centre 3335 or equivalent)**

Make: _____ **Model:** _____

Category	Description	Specify (Yes/No)
Function	Print, Copy, Scan, Fax	
Print Speed	Up to 35ppm	
Processor Speed	1.0 GHz	
Duplex Printing	Yes (automatic)	
Duty Cycle	Upto 50000 images/month	
Compatibility	Windows 7, Windows 8, Windows 10 and higher	
Warranty	1 Years on-site	

**Minimum Configuration for Online 10KVA UPS (Specify Make and Model)
(Elnova CL-10000L or equivalent)**

Make: _____ **Model:** _____

Category	Description	Specify (Yes/No)
UPS	10 KVA Online UPS with 1 Hour Backup	
Nominal Input Voltage	208/210/220/240VAC	
Input Voltage Windows	110~276VAC	
Input Power Factor	0.99	
Frequency Range	45-55Hz/54-66Hz	
Wave Form	Pure Sine Wave	
Power Factor	0.9	
Efficiency	45-55Hz/54-66Hz	
Harmonic Distortion	2% @Liner Load 5% Non-Liner Load	
Digital Metering		
Operating Temperature	0-40 ⁰ C	
Relative Humidity	0~95%	
Indicator	LCD Display with measurement (Mains Presence, Input/Output/Bypass/battery voltage and % capacity, remaining time and level indicator, load % etc.)	
Batteries	12V -65 Ah (20 Nos Maintenance Free Batteries) & Rack for Batteries & Batteries Link	

Minimum Configuration for NAS Drive (Specify Make and Model)
(Western Digital 8TB My Cloud EX2 ULTRA Network or equivalent)

Make: _____ **Model:** _____

Description	Specify (Yes/No)
2 HDD of 4 TB included	

ANNEXURE- VII

PROFORMA FOR PRICE BID

S.N.	Item Description	Qty	Unit Cost [in Rupees]		Total Cost [in Rupees]
			Figures	Words	
			A	B	
1.	Desktop PCs with monitor	30			
2.	Desktop (All-in-One)	20			
3.	Laptops	3			
4.	Color MFP Laser	1			
5.	Monochrome MFP	1			
6.	10KVA Online UPS	2			
7.	NAS Drive	1			
	GST (if any)				
	Installation Charges (If any)				
	Total Price				

Note: Bidders are requested to note the following:

- All the details must be provided as per format.
- Masked commercial bids must be given with technical bid.
- All the rates must be quoted in INR.
- L1 will be arrived based on total cost of computer hardware i.e., Item No.1 & 2 given above.

Annexure – VIII

Undertaking

(On company letter head)

We declare that we are not a defaulter to any Govt. organization/ PSU since last 3 years for any reason due to non-supply of material even after agreed to supply in stipulated time.

(Authorised Signatory)

******END OF TENDER DOCUMENT******