

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

**Tender Document**

Price Rs. 500/-

Form No \_\_\_\_\_

Sold to M/s \_\_\_\_\_

Vide Receipt No. \_\_\_\_\_

Signature  
Supdt. (Admn.)

Sealed quotations are invited by the Indian Institute of Public Administration (IIPA), New Delhi for purchasing the Desktop PC, Laptops, Server (Xeon Processor), Network Scanner and Multi-Functional Printer for the Institute (located at I.P. Estate, Ring Road, New Delhi) on the following terms and conditions for established brands like Dell, HP, Lenovo and HCL only:-

**I Scope**

- 1.1. Supply & Installation of twenty-five Desktop PC (Annexure-II) at IIPA, New Delhi
- 1.2. Supply & Installation of thirteen Laptops (Annexure-III) at IIPA, New Delhi
- 1.3. Supply & Installation of One Server with Xeon E5-2620 v3 processor (Annexure-IV) at IIPA, New Delhi
- 1.4. Supply & Installation of four Network Scanners & five Multi-Functional Printer (Annexure-V) at IIPA, New Delhi
- 1.5. 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**

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 “VII”
- 2.3 The firm should be registered under Company Act.
- 2.4 The firm should be registered with the Sales/VAT Tax 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/VAT TAX 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:-

**Part – A: “Techno-Commercial Bid as per proforma Annexure-I” containing:**

- (a) Earnest Money Deposit (EMD) of Rs. 30,000/- 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. No interest on EMD will be paid.
- (b) In case of downloaded bid-document, the tender document fee of Rs.500/- 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.

**Part – B: “PRICE BID as per proforma Annexure-VI” giving**

- a) Prices quoted by the bidders should include all local taxes, VAT, 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., 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 bidder shall seal each part (‘A’ and ‘B’) of the bid in separate inner envelopes, duly marking the envelopes as “A: Techno-commercial”, and “B: PRICE BID”. The bidder shall then place both the inner envelopes in an outer envelope and seal the outer envelope also. The outer envelope shall be marked as **“PARTS ‘A’ AND ‘B’ of the Supply of Server, Desktop, Laptop, Scanner & Printer”**.
- 4.2 The inner and outer envelopes shall also indicate the name and address of the bidder.
- 4.3 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 60 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 one week 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.

Sealed quotations along with this form super scribing on the envelop “**Quotation for Supply of Server, Desktop, Laptop, Scanner and Printer at IIPA**” should reach The Registrar, Indian Institute of Public Administration, Centre for Learning in ICT & e-Governance (Room No.16), Indraprastha Estate, Ring Road, New Delhi-110002 on or before **10<sup>th</sup> March 2017 (3.00 P.M.)**.

**PROFORMA FOR TECNO COMMERCIAL BID**

**For supplying Server, Desktops, Laptops, Scanners & Multi-Functional Printer 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/ VAT Tax Certificate Along with TIN 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. Wipro/HCL/HP/Compaq/IBM/Acer/Dell etc.	
14.	List of Owners/Partners With Telephone No.	

15.	Copy of Terms & Conditions Duly Signed	
16.	Whether Price Bid submitted for Supply for Server/Computers/Laptops/Scanners/Printers	
17.	Any other item	

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

**Minimum Configuration for Desktop PC (Specify Make and Model)**

**Make:** \_\_\_\_\_ **Model:** \_\_\_\_\_

<b>Category</b>	<b>Description</b>	<b>Specify (Yes/No)</b>
Processor	Intel® Core™ i5 Processor	
Memory	4GB	
Hard Disk	1TB or higher	
Monitor/Display	19” 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 Laptop (Specify Make and Model)**

**Make:** \_\_\_\_\_ **Model:** \_\_\_\_\_

<b>Category</b>	<b>Description</b>	<b>Specify (Yes/No)</b>
Processor	Intel® Core™ i5 Processor	
Memory	4GB	
Hard Disk	1TB	
Monitor/Display	15” Display	
Operating System	Windows 10 pro	
Optical Drive	DVD R/W Optical drive	
Warranty	Three Years On-site	

**Minimum Configuration for Server (Specify Make and Model)**

**Make:** \_\_\_\_\_ **Model:** \_\_\_\_\_

Sl.No.	Description	Specify (Yes/No)
1.	<p>RACK MOUNT SERVER·2P)·Server having two nos. of x86 64-bit processor (Intel Xeon E5-2620v3): 64 GB DDRIII expandable to 256 GB: Integrated Graphics Controller: SAS RAID Controller supporting RAID0,1 and 5 with 1 GB cache:3'600 GB SAS Hot Swap HOD(10 K or higher RPM):Dual10 Gbps and Dual 1 Gbps Network port: DVD ROM drive: 2U Rack Mount server chassis having Redundant Hot Swappable Power Supply with 8 Hot Swap drive bays; Certification for Linux and Windows; All required device drivers for System Configuration and Server Management. (Five years warranty)</p>	

**Minimum Configuration for Printer (Specify Make and Model)**

**Make:** \_\_\_\_\_ **Model:** \_\_\_\_\_

**Multi-Functional Laser Black & White (Print, Copy & Scan**

<b>Category</b>	<b>Description</b>	<b>Specify (Yes/No)</b>
Print Speed	Up to 30ppm	
Processor Speed	800MHz	
Duplex Printing	Yes	
Compatibility	Windows 7, Windows 8, Windows 10 and higher	
Color Scanning	Yes	
Warranty	1 Years on-site	

**Minimum Configuration for Scanner (Specify Make and Model)**

**Make:** \_\_\_\_\_ **Model:** \_\_\_\_\_

<b>Category</b>	<b>Description</b>	<b>Specify (Yes/No)</b>
Processor Speed	550 MHz	
Scan Input Modes	Save as PDF, JPEG, E-mail as PDF, JPEG, Send to Cloud, and Save as Editable Text (OCR)	
Color Scanning	Yes	
Compatibility	Windows 7, Windows 8, Windows 10 and higher	
Warranty	1 Years on-site	

## ANNEXURE- VI

## PROFORMA FOR PRICE BID

S.N.	Item Description	Qty	Unit Cost [in Rupees]		Total Cost [in Rupees]
			Figures	Words	
		A	B	C=AXB	
1.	Desktop PCs with monitor	25			
2.	Laptops	13			
3.	Server	1			
4.	Multi-Function Printer	5			
6.	Network Scanner	4			
	VAT (if any)				
	Sales Tax (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 given above.

**Annexure – `VII`**

**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*\*\*\*\*\*