

भारतीय सूचना प्रौद्योगिकी अभिकल्पना एवं विनिर्माण संस्थान कांचीपुरम  
Indian Institute of Information Technology, Design and  
Manufacturing Kancheepuram, Melakkottaiyur,  
Chennai – 600 127, Tamil Nadu, India.



**Tender Document**

**For**

**Supply and Installation of Desktop Computer**

<b>Item</b>	:	<b>Supply and Installation of Desktop Computer (Qty-40 Nos.) (Specification Enclosed)</b>
<b>Tender Enquiry No</b>	:	<b>IIITDMK/17-18/S&amp;P/COMPUTER/003 Dt.29.09.2017</b>
<b>EMD</b>	:	Earnest Money Deposit (EMD) for Rs.44,000/- (Rupees Forty Four Thousand only) in the form of Demand Draft drawn in favour of <b>“The Registrar, IIITD&amp;M Kancheepuram” payable at Chennai.</b>
<b>Submission of Offer</b>	:	<b><u>Two Bid System:</u></b> Two bid system will be followed in this tender. In this system the bidder must submit his offer in <b>two separate sealed envelopes</b> . Both the technical bid and price bid envelopes should be securely sealed and stamped separately and clearly marked as <b>“Envelope No : 1 – Technical Bid”</b> and <b>“Envelope No : 2 – Price Bid”</b> respectively. <b>EMD should be placed in the Technical Bid. . These two separate sealed envelopes should be placed in single envelope superscribing the tender No and description of the item.</b>
<b>Place of Submission Bid</b>	:	The Registrar, Indian Institute of Information Technology, Design and Manufacturing, Kancheepuram, Off Vandalur – Kelambakkam Road, Melakkottaiyur, Chennai – 600 127.
<b>Due Date (For submission of bids)</b>	:	<b>03:00 PM, 20.10.2017</b> (any bid received after the due date and time by any means will be summarily rejected)
<b>Opening of Technical Bid</b>	:	<b>04.00 PM, 20.10.2017</b>

**Important:**

All communications are to be addressed to in the name of Registrar, IIITD&M Kancheepuram only and not in the name of any officer and mails have to be sent to official purchase email id [purchase@iiitdm.ac.in](mailto:purchase@iiitdm.ac.in)

## Terms and Conditions

1. The Bidders are requested to give detailed tender in two bid format.

**Envelope-I** : **Technical Bid**  
**Envelope-II** : **Commercial Bid**

2. The tender document can be downloaded from the IIITD&M Kancheepuram website [www.iiitdm.ac.in](http://www.iiitdm.ac.in) at free of cost. The duly filled tenders should be submitted to Registrar, Indian Institute of Information Technology, Design and Manufacturing, Kancheepuram, Off Vandalur – Kelambakkam Road, Melakkottaiyur, Chennai – 600 127 **on or before due date 3.00 PM, 20.10.2017**. Extension of due date will not be entertained.

3. Tenders which are submitted without following the two bid offer system will summarily be rejected.

4. **Envelope No-1 : Technical Bid**

- i) EMD for Rs.44,000/- (Rupees Forty Four Thousand only) in the form of Demand Draft drawn in favour of **“The Registrar, IIITD&M Kancheepuram” payable at Chennai**. (The EMD without interest shall be returned to the unsuccessful bidders after finalization of the tender).
- ii) The firms registered and having valid NSIC Certificate are exempt from submission of EMD.
- iii) The leaflet / catalogue in original etc. of the product quoted.
- iv) Bids should have a validity of **60 days**. The technical offer **should not contain any price information**.

5. **Envelope No-2 : Commercial Bid**

This should contain only the price information along with commercial terms and conditions.

6. **Opening of Technical Bids**

The technical bids will be opened on the scheduled date in the presence of the bidders or their authorized representatives who choose to attend the technical bid opening.

7. **Technical Evaluation**

- i) All the technical aspects of the bids will be evaluated for suitability and specification. If required, the Institute may seek additional clarification from the bidders.
- ii) The technical recommendation shall be final and binding on all the parties.
- iii) The technically qualified firms will be intimated about Price Bid opening by email.

#### **8. Opening of Commercial Bids**

IIITD&M Kancheepuram will open commercial bids of only the shortlisted bidders in technical evaluation in the presence of the bidders or their authorized representatives who choose to attend the commercial bid opening. The representatives of shortlisted firms only will be allowed for commercial bid opening.

#### **9. Price**

**The price should be quoted in INR only (FOR destination - IIITD&M Kancheepuram, Chennai). GST payable extra.**

#### **10. Delivery Period / Timelines**

The deliveries and installation must be completed **within 4 weeks** from the date of purchase order. The time is the essence of the contract. It is mandatory for the bidders who respond to this bid to meet this expectation, as this is linked to student's Labs / classes.

#### **11. Supply & services**

- i) The items covered by this document is required to be supplied and installed at Indian Institute of Information Technology, Design and Manufacturing, Kancheepuram, Off Vandalur-Kelambakkam Road, Melakkottaiyur, Chennai – 600 127, Tamil Nadu.
- ii) IIITD&M Kancheepuram will not provide any accommodation / transportation for the engineers / representatives for attending installation, commissioning and demonstration work. It is the absolute responsibility of the principal supplier / agent to make their own arrangements.

#### **12. Installation**

- i) Bidder shall be responsible for installation / demonstration as applicable and for after sales service during the warranty and thereafter.
- ii) Installation and demonstration to be arranged by the supplier.

#### **13. Warranty / Support**

- i) The items supplied shall carry the warranty as per the requirement mentioned in the technical specification.
- ii) The defects, if any, during the guarantee / warranty period are to be rectified free of charge by arranging free replacement wherever necessary. This includes cost, insurance, freight, custom duty, octroi, local taxes if any and should be borne by the beneficiary or his agent. A clear confirmation should be given for this item.
- iii) The bidder should arrange for technical support during warranty period within 24 Hours of lodging of complaint.

#### **14. Indemnity**

The vendor shall indemnify, protect and save IIITD&M Kancheepuram against all claims, losses, costs, damages, expenses, action suits and other proceeding, resulting from infringement of any law pertaining to patent, trademarks, copyrights etc., or such other statutory infringements in respect of all the items supplied by them.

#### **15. Freight and Insurance**

The items to be supplied will be insured by the vendor against all risks of loss or damage from the date of shipment till such time it is delivered at IIITD&M Kancheepuram site.

#### **16. Payment**

**INR Terms:** 100% payment after delivery, installation and acceptance by IIITD&M on submission of Bank Guarantee for an equivalent value of 5% of PO value valid till warranty period plus 2 months.

#### **17. Penalty for delayed services / LD**

- i) As time is the essence of the contract, delivery period mentioned in the purchase order should be strictly adhered to. Otherwise LD clause will be applied / enforced.
- ii) If the supplier fails to supply, and fix the item as per specifications mentioned in the order within the due date, the supplier is liable to pay liquidated damages of 1% of order value for delay of every week or or part thereof subject to a maximum of 10% beyond the due date. Such money will be deducted from any amount due or which may become due to the supplier.
- iii) IIITD&M Kancheepuram reserves the right to cancel the order in case the delay is more than 04 weeks and the contractor is not eligible for any damage from the Institute and contractor will forfeit his claim for EMD.

#### **18. Purchasers right to vary quantities at the time of award**

IIITD&M Kancheepuram reserves the right at the time of award of contract to increase or decrease the quantity of items specified in the schedule of requirements without any change in price or other terms and conditions.

#### **19. Jurisdiction**

The disputes, legal matters, court matters, if any, shall be subject to Courts in the district of Kancheepuram Jurisdiction only.

#### **20. Force Majeure**

- a) IIITD&M Kancheepuram may consider relaxing the penalty and delivery requirements, as specified in this document, if and to the extent that the delay, in performance or other failure to perform its obligations under the contract, is the result of a force majeure.

- b) If the due date of submission of tender / Tender opening is declared a holiday for the Institute, the due date for submission of tender / Tender opening will be extended to same time on next working day.

**21. Arbitration**

All disputes of any kind arising out of supply, commissioning, acceptance, warranty maintenance etc., shall be referred by either party (IIITD&M Kancheepuram or the bidder) after issuance of 30 days notice in writing to the other party clearly mentioning the nature of dispute and will be referred to the arbitrator to be nominated by Director, IIITD&M Kancheepuram, India. The Venue for arbitration shall be Chennai, India.

**22. Acceptance of the terms and conditions of tender document**

The bidders has to accept all the terms and conditions of this tender document and it is made known that the bidders quoting for this tender had impliedly accepted the terms and conditions of this tender.

**23. Interpretation of the clauses in the Tender Document**

In case of any ambiguity / dispute in the interpretation of any of the clause in this tender document, interpretation of Director, IIITD&M Kancheepuram shall be final and binding on all parties. The IIITD&M Kancheepuram reserves the right to accept the offer in full or in parts or reject the offer summarily or partly without assigning any reasons.

Sd/-  
कुलसचिव / Registrar  
IIITD&M Kancheepuram

**Supply and Installation of Desktop Computer  
(Qty - 40 Nos.)**

<b>Description</b>	<b>Compliance (YES/NO)</b>
<b>MAKE: DELL/LENEVO/FUJIT-SU/APPLE</b>	
<b>Processor:</b> Intel Core i7, 3.6 GHz or higher	
<b>Hard Drive:</b> 1TB 7200 rpm	
<b>Optical Drive:</b> DVD Recordable	
<b>Memory:</b> 16.0 GB DDR4 2133MHz or Higher	
<b>Operating System:</b> NOT REQUIRED	
<b>Monitor:</b> 20 inch or higher	
<b>Warranty:</b> 3 Years	
<b>Desktop Type:</b> Tower Type	
<b>Keyboard:</b> Standard Wired Keyboard	
<b>Mouse:</b> Standard 3 button scroll type optical mouse	
<b>Graphic Card:</b> 2GB graphic card	
<b>EMD for Rs.44,000/-</b>	<b>DD No.:</b> <b>DD Date:</b> <b>Bank:</b> <b>Branch:</b>
<b>If Exemption claimed for EMD</b>	<b>NSIC Registration No.</b> <b>Validity Period:</b>
<b>Price to be quoted in INR</b>	<b>YES</b>

Certified that the above information furnished is correct and has enclosed the relevant documents and catalogues in support of the same.

**Signature of the bidder**