



இந்திய தகவல் தொழில்நுட்பக் கழகம் திருச்சிராப்பள்ளி  
भारतीय सूचना प्रौद्योगिकी संस्थान, तिरुचिरापल्ली  
**INDIAN INSTITUTE OF INFORMATION TECHNOLOGY TIRUCHIRAPPALLI**  
(An Institute of National Importance under MHRD, Govt. of India)  
**NIT CAMPUS, TIRUCHIRAPPALLI -620015**  
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Ref: IIITT/ P-LT-CE/Feb 2020

Dated: 27-02-2020

### Notice Inviting Tender

The Indian Institute Information Technology Tiruchirappalli is an Institute of National importance under the MHRD, Government of India; is indent to procure laptops for the institution located at above mentioned address. The Institute invites bid of two bid system for procurement of laptops

#### Important details:

- |                                     |   |
|-------------------------------------|---|
| 1. Cost of tender document.         | : NIL                                       |
| 2. EMD                              | : Rs. 15,000.00 ( Rs.Fifteen thousand only) |
| 3. Last date for submission of bid  | : 24.03.2020 at 2.00 P.M                    |
| 4. Date of opening of technical bid | : 24.03.2020 at 3.30 P.M                    |

#### Note:

1. Bid received after stipulated date and time will not be accepted.
2. Institute reserves the right to open or scrap the bid without assigning any reasons.
3. (1.) Terms & Conditions, (2.) Eligibility Criteria, (3.) Specification of Product, (4.) Technical Bid document, (5.) Financial Bid Document, (6.) Warranty Certificate, (7.) Agreement are available in ensuing pages.

  
Deputy Registrar  
Indian Institute of Information Technology  
Tiruchirappalli



## 1. Terms and Condition


1. The bidder shall carefully read the 1) Terms & Conditions 2) Eligibility Criteria 3) Specification of products, 4) Technical Bid Document, 5) Financial Bid Document, 6) Warranty Certificate 7) Agreement are available in bid document.
2. The Bidder has to deposit an amount of Rs. 15,000.00 (Rs. Fifteen thousand only) towards EMD. The Technical bid without EMD amount remittance details or DD for EMD shall be rejected. EMD remittance through electronic mode may also be done.
3. **Validity of bid:** Amount quoted for bid is valid for a period of 180 days from the date opening of financial bid.
4. The bidder must be the authorized channel partner (or) authorized distributor of OEM only.
5. The bidder has to submit an Authority Letter from the OEM (Original Equipment Manufacturer) against this bid.
6. One bid from one OEM only will be accepted, which must be duly authorized by OEM. The authorization certificate from the OEM must be attached with technical Bid.
7. Bid once submitted cannot be altered at any cost and liable for forfeit of EMD by doing so.
8. Bid should be submitted in legible writing and correction if any, the same shall be authenticated with dated signature of the bidder.
9. The IITTT reserves the right to reject any of the bid which does not fulfil the conditions stipulated in the bid
10. Installation and working demonstration of laptops supplied shall be the responsibility of the bidder.
11. Bids must be accompanied with a self-certified photocopy of PAN & GST Registration Certificate.
12. Bids must be accompanied with supporting documents related to eligibility criterion of the bidders.
13. The successful bidder shall have to deposit 10% of the purchase order value towards the performance security amount.
14. Both the EMD and Performance security amount shall be deposited in form of demand draft taken in favour of "The Director, IITT Srirangam, payable at State Bank of India Tiruchirappalli.
15. **MODE OF SUBMISSION OF BID:** The bidder has to submit two separate sealed cover, super scribing on the envelope Viz Technical and Financial bid. Both the Technical bid cover and financial bid cover should place in sealed main envelope super scribing "Bid for Supply of Laptops". The main envelope containing the technical bid and financial bid should be submitted only through register post or courier to the Deputy Registrar, Indian Institute of Information Technology, Tiruchirappalli-15 on or before the stipulated date and time.
16. **Opening of Tender:** The technical bid will be opened on stipulated date and time in the presence of the IITTT Laptop procurement committee and the representative of the bidder.
17. The representative of the bidders may attend the bid opening (Technical Bid & Financial Bid) along with their firm authorization letter. Only one authorized representative from each participating vendor will be allowed to attend the bid opening meeting.



18. The bidder who qualifies only in technical bid will be called for financial bid opening and for the same separate communication will be sent to them for financial bid opening meeting.
19. The successful bidder /Suppliers will be required to sign an agreement on non-judicial stamp paper of appropriate value as per **ANNEXURE-VI** at their own cost.
20. Incomplete bid / Delayed bid through any mode will not be considered. Bid received after stipulated date and time will be returned to the bidder in un-opened state.
21. **CORRUPT OR FRAUDULENT PRACTICES:** IIITT will reject a proposal for award if it determines that the bidder recommended for award has, directly or through an agent, engaged in corrupt, fraudulent, collusive, coercive or obstructive practices in competing for the contract in question during the bidding process or in execution of the contract.
22. **BLACKLISTING THE FIRM:** If the firm for whom the contract was awarded violates any of the terms & conditions of contract, it shall be black listed and its EMD/Performance Security shall be forfeited.
23. **TERMINATION FOR INSOLVENCY:** The purchaser may at any time terminate the Contract by giving written notice to the Supplier, without compensation to the Supplier, if the Supplier becomes bankrupt or otherwise insolvent, provided that such termination will not prejudice or affect any right of action or remedy which has occurred or will occur thereafter to the Purchaser.
24. EMD / Performance Security Deposit Remittance Details

IIITT Bank Account Details.

Bank	:	State Bank of India
Branch	:	NIT Campus, Tiruchirappalli.
A/C No	:	35786906022
IFS Code	:	SBIN0001617

  
**Deputy Registrar**  
**Indian Institute of Information Technology**  
**Tiruchirappalli**

## ANNEXURE - I


### 2. Eligibility Criteria

1. Bidder should have minimum three years' experience in the relevant field of marketing and sales.
2. The bidder should have sold the similar product to any Government Organization/PSU. Evidence for having supplied Desktop Computers/ Laptops to Central Government departments/Public Sectors undertaking in the last 3 years should be attached.
3. The bidder should have facility to organize/provide after sales service support in Tiruchirappalli.
4. The bidder must have GST Registration, PAN number.
5. The bidder should have minimum turnover of Rs.1.00 crores per annum and the same must be substantiated with IT returns and audited balance sheet.
6. Bid for the items of lower configuration than specified one will summarily be rejected.
7. Brand names, Models, Manufactures names list of the items should be furnished clearly.



## 3. Specification for Laptop

1	Processor Make	Intel
2	Processor Generation	8 <sup>th</sup> generation or higher
3	Processor	8th Gen Core i5-8265U (6M Cache, up to 3.90 Ghz) or higher
4	Graphics Type	Integrated
5	Graphics	Intel(R) Integrated Graphics
6	Operating System	Windows 10 Professional and Without-OS
7	Type of Hard Disk Drive	SATA
8	Hard Disk Drive Size	2.5" (form factor) 1TB (capacity)
9	Hard Disk Drive Speed	5400 rpm or higher
10	Type of RAM	DDR4
11	RAM Size	8GB, 1x8GB
12	Expandable RAM	Specify number of free slots
13	Wi-fi Connectivity	Yes
14	Bluetooth	5.0 or higher
15	USB 2.0	Minimum 1
16	USB 3.0 or higher	Minimum 2
17	HDMI Port	Available
18	Display Size	14.0"
19	Display Resolution	HD 1366x768
20	Display Type	Anti-Glare, Non-touch
21	Keyboard	Internal US/International Qwerty Non-backlit Keyboard
22	Optical Drive	Available, CD/DVD-RW
23	ROHS Compliance	Yes
24	Certification	BEE
25	BIS Registration	Yes
26	Trusted Platform Enabled	Yes
27	Battery (Li-Ion/Li-Polymer)	Included
28	Battery Back-up	6 Hours
29	Weight	1.8Kg
30	Battery Warranty	1 Year
31	Warranty	3 Years
32	Carry Case	Included

  
 Dr. Anoop Jacob Thomas  
 Assistant Professor  
 Dept of Computer Science and Engineering

**4. TECHNICAL BID DOCUMENT**

<b>Sl.No</b>	<b>Particular</b>	<b>To be filled bidder/ Document to be enclosed</b>
1	Name of the firm/ supplier companies	
2	Address: Telephone: Email: Mobile:	
3	Name of the Proprietor/ partner/ Managing Director etc.	
4	Details of EMD (Rs.15,000.00)	
5	Documents for having three years' experience in Marketing and sale of computers and Laptops	
6	Documents for Supply of computer and laptops to Government organization / PSU for last three years	
7	Documents for minimum turnover of 1.00 crores per annum	
8	GST No.	
9	Pan No.	
10	List of existing clients	
11	Has your firm blacklisted by any other authorities	
12	Document for copies of last three years Income Tax Returns	
13	Signature and seal in Technical Bid & Financial bid Document	

I/We do hereby declare that the entries made in the bid document are true to the best of my/our knowledge and belief. I/We do also confirm that I/We have read and understood Terms and conditions of Contract as contained in this tender documents and agree to abide by the same in all respect.

**Signature of Proprietor/Director/  
Managing Director/Constituted authority.**

**Name:**

**Designation**



**5. FINANCIAL BID DOCUMENT**

Total quoted price for laptops both in words and figures (To be filled by bidder)

Sl.No.	Specification	Unit Price in Rs.	No. of Units	Total Price in Rs.
Tax				
Tòtal				

**To be filled by Bidder:**

Amount in figures (Rs): .....

Amount in words (Rs): .....

**Note:**

1. The rate should be quoted in Indian rupees and also should be indicated both in words and figures.  
If the rates quoted in figure and words are different, the amount in words only will be considered.
2. Financial bid document without seal and signature will not accepted.

**Signature of Proprietor/Director/  
Managing Director/Constituted authority with seal.**

**Name:**

**Designation:**

**6. WARRANTY CERTIFICATE**

We warrant that laptop to be supplied by us hereunder shall be brand new, good quality free from all defects and faults in material workmanship and shall be consistent with generally accepted standards, conformity with the specifications. We shall be fully responsible for its efficient operation.

In case of any latent defect or inconsistency due to poor manufacturing/repair & overhaul of the equipment or defective supply not conforming to the specifications is observed within 3 years from the date of acceptance, we undertake the guarantee to supply new one at free of cost and the defective items will be taken back at our expenses.

**Signature**

**Proprietor/Director/Managing Director/Constituted authority**

**Name:**

**Designation:**



7. Agreement

An agreement made ----- day of -----between ----- (hereinafter called the contractor which expression shall include his legal representatives) of the one part and, The Director, Indian Institute of Information Technology, Tiruchirappalli-15 on behalf (hereinafter called purchaser) as the other part for the purchase of the under mentioned articles at cost mentioned against them viz.:-

And on the terms and conditions hereinafter mentioned viz.:-

1. All the laptops supplied shall be new and of good quality and in exact accordance with the sample submitted/equipment quoted and demo given
2. That the contractor will be entirely responsible for the execution of this contract and shall not assign or sub-let the same.
3. **Delivery:** Delivery should be made within 10 days according to the conditions stipulated in the purchase order and shall be delivered at free of cost at consignees address. The order will stand cancelled if the supply is not effected by the due date. The Institute will not be liable for belated delivery. Goods will be accepted by the Institute only on working days and working hours (9.00 a.m. to 5.30 p.m.)
4. **Advice of despatch:** A despatch advice should be sent to Deputy Registrar, Indian Institute of Information Technology, Tiruchirappalli -15. Showing the details of items dispatched, mode of dispatch, R.R.No. and date etc. packing details / DC bearing the purchase order No. and date should accompany the goods.
5. **Insurance:** The responsibility for insuring the goods will be that of the supplier
6. **Acceptance of goods:** Goods will be subjected to the inspection on receipt and will be accepted only if they comply with the requirement of this Institute. The supplier will be responsible for replacement of defective goods without any charge whatsoever. The goods, if not accepted, by this Institute on inspection should be taken back by the supplier at his own risk and replaced within 15 days from the date of receipt of inspection report. Otherwise it will be returned to the supplier at his own risk and expenses.
7. **Discrepancy:** Shortage or external damages that are prima facie due to defective packing will be intimated to the supplier within 14 days of goods. Internal defects, damage or shortage of any integral part which cannot ordinarily be detected on the superficial visual examination will be intimated within 2 months from the date of receipt of goods. In either case the shortage or damages should be made good and defective materials replaced by the supplier free of cost. The contract will be fully responsible for efficient operation of equipment for a period of 12 months of warranty from the date of acceptance. However, in case of non- working the contractor will be held responsible and equipment will be replaced by new one at the cost of contractor
8. **Test certificate:** A certificate from the manufacture detailing the composition of the materials and the nature of the tests conducted at the workshop should be furnished, if applicable.
9. **Literature:** One set of technical literature, catalogues, instruction books, spare parts list etc., should be supplied at free of cost.



10. **Bill in triplicate:** original bill being pre-receipt on a revenue stamp should be sent to Director, Indian Institute of Information Technology, Tiruchirappalli -15 quoting the purchase order No and date and furnishing the despatch particulars to goods such as R.R.No. date etc. or accompanied by delivery acknowledgement in case of personal delivery. Bill should be supported by cash receipt of freight, insurance etc. net amount of the bill may be rounded off to the nearest rupee.
11. **Insolvency:**
- I. If the contractor become insolvent or fail to observe or perform any condition of this contract. The Director, IIIT shall terminate the contract and forfeit the performance security deposit and recover from the contract any loss suffered by the institute on account of the contract being terminated.
  - II. The rate approved by the purchaser are final and no further payment will be done have to bear the cost at his own. The purchaser will not be held responsible for such obligation.
  - III. The rate approved are inclusive of all prevailing taxes which are to be levied, any, non-inclusion of such amount/Tax will be the liability of contractor.
12. **Term of payment:** 100% of the value will be paid immediately after the receipt of the goods in good condition and in accordance with the specifications given in the order and satisfactory installation.
13. **Warranty:**
- I. Three year warranty for Laptops.
  - II. Separate warranty / validity certificate should be produced along with the invoice for release of payment the supplied product of laptops should be produced along with the invoice for release of payment.
  - III. The downtime should be less than 24 hours. If the downtime exceed 48 hours at a stretch then the duration of such downtime will be added to the warranty period and the warranty extended accordingly.
  - IV. The warranty start and end date will be counted from the last date of successful installation and not from the date of shipment/ billing.
  - V. Comprehensive on-site warranty with on-site support and service for both parts and labours means that your engineer should visit the site / location where the problem is reported, then troubleshoot & identify the problem and replace the faculty parts. IIIT will not provide or do any troubleshoot at our end.
14. **Demurrages:** Demurrages charge on account of non- receipt / late receipt of RR/lorry way receipt or due to any other cause will be debited to the suppliers account.
15. **Declaration:** The supplier will be deemed to have declared his acceptance of the above conditions by accepting of this order.
16. **Dispute and Jurisdiction:** Any legal dispute arising out of any break of contract pertaining to this order will be settled in the court of competent jurisdiction located within the city of Tiruchirappalli in Tamilnadu.

**DIRECTOR-IIIT**

**WITNESS:**

1.

2.

**PROPRIETOR/DIRECTOR**

**WITNESS:**

1.

2.