



भारतीय प्रौद्योगिकी संस्थान खड़गपुर  
Indian Institute of Technology  
Kharagpur India

**IIT KHARAGPUR**

No IIT/BS/SD/2018-19/EQP-17

Date: 11.07.2018

**Sub: Tender for procurement of “Fully operational Workstation”**

Indian Institute of Technology Kharagpur, an Institute of National Importance, invites sealed bids from principal manufacturers or their authorized distributors (foreign firms or their Indian representative companies), who have adequate credential for the **Procurement of “Fully operational Workstation” to be used in IIT, Kharagpur.**

Interested parties may submit their sealed bids under Two-cover system as per the guidelines mention below.

Tender Reference	IIT/BS/SD/2018-19/EQP-17 dt 11.07.2018
Price of Tender Document	NIL
Last Date and Time for submitting the tender document	06.08.2018 at 12:00 noon (Indian time)
Time and Date of Opening of Technical Bids	06.08.2018 at 15:00 Hrs (Indian time)
Place of Opening Tender	School of Bioscience Indian Institute of Technology Kharagpur – 721 302, West Bengal, India
Address of Communication	As stated above
Contact Telephone Numbers	+91- 3222 - 260513, 260514, 260515
E-mail	amitk@bt.iitkgp.ac.in

Head, School of Bioscience  
IIT Kharagpur

Copy to:

1. Institute website
2. CPPP
3. Notice Board

**Technical Specifications of fully operational Workstation**

Sl. No	Component	Description
1	Processor	Intel® Xeon® Scalable Processor with base frequency 2.2 GHz OR higher and minimum 12 cores
2	Chipset	Intel C621 Chipset
3	RAM	4 x 16GB (64 GB) ECC, DDR4/DDR5 OR higher, total 12 DIMM slots OR more
4	Drive Controllers	Integrated Intel SATA AHCI/RAID controller in chipset, 6Gbps SATA, support RAID 0/1/5/10
5	Hard Disk	2 x 2 TB SATA HDD and 256 GB M.2 PCIe SSD HDD.
6	Optical Drive	Super Multi DVD+/-RW with M-DISC (SATA)
7	Graphics Card	Nvidia Quadro P4000 OR higher
8	Monitor	24-inch LED or higher
9	Bays	Two 5.25" flex bays, four internal 3.5" drive bays and ODD
10	Slots	3 x PCIe 3.0 x 16, 2 x PCIe 2.0 1 x PCIe 3.0 x 8 1 x PCI All PCI Express slots should be open-ended
11	Ports	Six USB 3.0 (includes one 11W charging) Two USB 3.1 Two USB 2.0 one combo audio/microphone jack (3.5mm) two ethernet (RJ-45) three analog audio ports (line-in, line-out, mic-in) two PS/2/Integrated two-port gigabit ethernet (Intel i219LM and i210AT)
12	Keyboard	Minimum 104 keys USB keyboard
13	Mouse	USB Optical Scroll mouse
14	Audio	High Definition Integrated/ onboard Audio
15	Cooling system	2x 2800 RPM Fans, 1x 2700 RPM Fan OR better
16	Power Supply	Minimum 900W, autosensing, 92% efficiency, 80 PLUS Platinum qualified or higher
17	Chasis	Tower
18	Operating System	Certified on Windows and Ubuntu
19	Warranty	3-years warranty on parts and labor for the system
20	UPS	An appropriate uninterruptible power supply (UPS) should be provided
21	Others	Installation and integration of all the supplied hardware and software shall be done by the vendor at the client location <i>i.e</i> IIT Kharagpur
22	Period of Validity	Bids must be valid for acceptance for a period of 120 days from the date of opening of the price bid

**GENERAL TERMS AND CONDITIONS**

1. **Last Date of Submission of Sealed Bids: 06.08.2018 upto 12:00 noon.**  
**The Technical bids will be opened on 06.08.2018 at 03.00 PM in the Office of Head, School of Bioscience, IIT Kharagpur.**
  
2. **Payment Terms & Performance Guarantee:** 90% payment will be made on successful installation and commissioning duly certified by the concerned Head of the Department/Centre/School/Unit. A sum of 10% of the invoice value shall be retained as **Security Deposit** towards **Performance Guarantee**. The security deposit so retained may be refunded on submission of Bank Guarantee towards Performance Guarantee for the equivalent value of security Deposit valid for **three years warranty period plus sixty days** drawn on any commercial bank.  
No advance/mobilization support, is payable against supply of stores.  
  
In the event of failure to deliver the stores beyond the specified date, liquidated damages @ 1% per month or part thereof in respect of the value of stores will be deducted, subject to a maximum of 5%; alternately the order will be cancelled and the undelivered stores purchased from elsewhere at the risk and expense of the vendor.
  
3. **Warranty/Guarantee & On-site skill support: Three years** onsite comprehensive OEM warranty (three years from the date of successful installation and commissioning) covering repair and replacement for all the hardware (other than the consumables), software and any software upgradation. All spares and accessories to be replaced under warranty must be imported (if required) by the vendor at their own cost (including every possible expense). IIT Kharagpur will not take responsibility for the import of any replacement under Warranty. The OEMs/Authorized Distributors and Dealers must attach certificate about their after sales and service facilities, escalation support for on-call service or station engineer etc.
  
4. **Delivery of Stores:** The store items be supplied within 60 days from the date of receipt of the Purchase Order.
  
5. **Tender Fee:** Nil
  
6. **Earnest Money Deposit (EMD):** An amount of **Rs. 4,000.00** (Rupees Four Thousand only) in the form of Demand Draft drawn in favour of **“Indian Institute of Technology Kharagpur”**, payable at Kharagpur or Fixed Deposit Receipt or Banker’s Cheque or Bank Guarantee as per format at **Annexure V. E.M.D. should be enclosed separately in an envelope and stapled with the Technical Bid document superscribing EMD.** The validity of the EMD should be 6 (six) months from the date of issue.

**Any bid without EMD will be summarily rejected. No interest is payable on EMD.** EMD will be refunded to the unsuccessful bidder, finalization of the tender process. The EMD of vendor awarded with the contract to be treated as part of security deposit towards Performance Guarantee. No interest is payable on Security Deposit. Security Deposit shall be forfeited if the selected vendor after award of contract, fails to execute the same.

7. **Price:** Domestic tenders are to quote and accept their payment in Indian currency; Indian agents of foreign suppliers are to receive their agency commission in Indian currency; cost of imported goods, which are directly imported against the contract, may quote in foreign currency (currencies) and will be accordingly in that currency; and the portion of the allied work and services, which are to be undertaken in India (like installation & commissioning of equipment) are to be quoted and will be paid in Indian currency. The price shall be quoted with cost break-up indicating the applicable prices for each component (custom duty, import duty, landing and clearing charges and commission to Indian agents). Excise Duty Exemption/Custom Duty Exemption Certificate and Inter-state transit Way Bill (Form-50) will be issued only in favour of the bidder and address as mentioned in the Purchase Order.
  - a. Indian institute of Technology Kharagpur is a public Funded Academic & Research institute under the minister of Human Resource Development and is eligible for GST @5% vide Notification No.47/2017 dated:14.11.2017 and Notification no. 10/2018- Integrated Tax (Rate) dated:25.01.2018 & Notification No.45/2017- Central tax (Rate) dt:14.11.2017 by the Ministry of Finance, Department of Revenue.
8. **Bid:** Technical Bid and Price Bid should be submitted in two separate sealed envelope quoting reference number on the top of the envelope. Tender Fee and EMD should be enclosed with the Technical Bid documents, in separate sealed envelopes, stapled with the packet containing Technical Bid documents. The OEMs may either bid directly or authorize their Country/Regional/State Distributors /Dealers/Vendors, to quote with valid authorization certificate, capability to sale and service of the products.
9. **Acceptance of Tender:** The Authority of IIT Kharagpur does not bind itself to accept the lowest priced bid and reserves the right to reject any or the entire tender bids received without assigning any reason thereof.
10. **Extra Features:** If the bidder provides any other extra features on the Hardware or Software which are not mentioned in the tender product specifications, then that shall be highlighted in clear terms, with documentary evidence/literature.
11. **Compliance List:** The proposal be properly indexed and a compliance list against the technical specifications must be provided.
12. **Service:** Response to ensure quality of services, the deputed Engineer from the

OEM/Vendor shall have a minimum of 3 years of experience in the relevant field and must be in the payroll of the OEM/Vendor.

13. **Installation and Commissioning:** Free of cost at IIT, Kharagpur. The supplier must ensure timely installation of Workstation with necessary support to the indenter.
14. **Validity of licenses:** Software's licensing price or policy (if any) shall be clearly mentioned.
15. The OEM should be a ISO-9000 and ISO-14001 certified company with due credits to energy conservation and green earth compliance.
16. **Relevant documents of the OEM shall be enclosed, along with the Technical Bid. Any explanation on this account shall be supported with documentary evidence from the principals.**
17. **Conditional Offer** will not be accepted.
18. **Period of Validity:** Bids shall remain valid for acceptance for a period of 120 days from the date of opening of the price bid.
19. The benefit of any downward price revision (revision on account of budget/financial policy, tax revision, EPZ etc.) is to be given to IIT Kharagpur by the selected OEM/vendor.
20. **Past Performance of the Vendors will be judged at the time of Technical Evaluation.**
21. **The Institute does not bind** itself to offer any explanation to those bidders whose technical bids have not been found acceptable by the Technical Evaluation Committee of the Institute.
22. **Bidders should** enclose the following documents:
  1. Certificate of Registration / Trade License.
  2. Attested copy of PAN card, Service Tax, GST registration papers.
  3. Banker's Solvency Certificate.
  4. Audited statement of accounts and IT returns for the last three years.
  5. Authorized Distributors/Vendors must submit appropriate authorization certificate and letter from their OEMs, for participation in the said tender.
  6. Name and address of past satisfactory supplies or minimum three clients to whom such items/stores have been supplied should be mentioned in the technical bid.
  7. Copy of mandatory test reports, national testing/reliability and endurance test reports etc., certified or conducted at the manufacturing site, granted by the bureaus/quality control departments/national testing laboratories.
  8. Copy of product literature, for which the prices have been quoted.
  9. A write up on service and maintenance capability, mitigation of risks or breakdown and replacement capability, with the escalation support matrix suggested for the Institute. Vendors must indicate their sales and support service centre in India and their plan to address issues about services, maintaining minimum service inventory etc.
  10. Signed copy of the tender document, with company seal, agreeing to the terms & conditions and declaration.
23. All tenders are to be dropped in a sealed box in the **Office of the Head, School of**

**Bioscience, IIT Kharagpur, P.O.- Kharagpur Technology, Pin: 721 302, India.** The bids (technical and price bids) once submitted shall be the property of the Institute and shall not be returned to the vendor in future.

24. **The person/officer signing** the tender/bid documents should be delegated with an appropriate Power of Attorney (duly endorsed by a Notary Public) by the Chief Executive Office/Managing Director of the Company to sign such documents.
25. **Opening of Price Bids** : The Price Bid(s) of only those vendor(s) who are found technically qualified will be opened and the same will be opened before the technically qualified vendor(s). **The date for opening of price bids will be notified separately.**
26. Tenderer or his/her authorized representative (with proper authorization letter for attending opening of technical bids and also for opening of price bids) may choose to be present at the time of opening of Technical Bids/Price Bids.
27. Parties who are not enlisted with the Institute are also required to submit Form R1 along with the tender
28. Bidders are required to submit their **Details** in the format given at **Annexure III** along with their technical bids. They are also required to submit a signed **Declaration** in the format given at **Annexure IV**. A **Checklist** and **Compliance statement** against each item of Annexure I & III thereon severally & individually shall also be submitted.

### **29. Minimum Eligibility Criteria**

1. Bidder should have supplied one similar type of product/material to any Government Organisation.
2. Compliance statement of Technical specifications of all the equipment of Workstation.
3. Current list/address of clients where similar material has been supplied and successfully working.
4. Latest Income Tax returns of previous three assessment years.
5. Name and address of Vendor's bankers and attach a Solvency Certificate from the Bank for a minimum amount of Rs. 6.00 Lakh
6. Other certificates
  - a. Registration certificate
  - b. GST Registration No
  - c. PAN
  - d. Whether OEM/representing foreign principle (attach copy of certificate/authorization)

### **30. IMPORTANT**

1. Director may accept or reject any or all the bids in part or in full without assigning any reason and does not bind himself to accept the lowest bid. The Institute at its discretion may change the quantity/upgrade the criteria/drop any item or part thereof at any time before placing the Purchase Order.
2. A bid submitted with false information will not only be rejected but also the

- OEM/vendor will be debarred from participation in future tendering process.
3. The OEMs/Vendors need to submit a certificate during opening of technical bids that they are not currently debarred or blacklisted in IIT Kharagpur for any supplies, products or services, or at present in any national organization or educational institute/university.
  4. In case of any dispute, the decision of the Director of this Institute shall be final and binding on the bidders.
  5. For any query pertaining to this bid document, correspondence be addressed to :

**ATTENTION:**

**Head**

**School of Bioscience**

Phone: 03222- 260513, 260514, 260515

In case the due date for opening tender happens to be a holiday, the same will be opened on the next working day. The timings will however remain unchanged. Please Note that the Institute remains closed on Saturday & Sunday.

6. The Bidders are requested to submit the bids after issue of clarifications duly considering the changes made if any. Bidders are totally responsible for **incorporating/complying the changes/ amendments** issued if any in their bid.

**TECHNICAL BID DOCUMENT**

Format to be filled by the manufacturers / Indian agents (on behalf of their foreign principles) or their authorized country distributors/ representing dealers/ regional agencies, submitting tender for procurement of "**Workstation**" for the School of Bioscience at IIT Kharagpur.

1. Name of the Tenderer :
2. Status of the Tenderer :  
(attach documents, if registered company/partnership/proprietorship)
3. Whether OEM/representing foreign principle :  
(attach copy of certificate/authorization)
4. Details of key top official/authorized official  
(attach details) Name :  
Official E-Mail:  
Mobile No : Alternate No :
5. Details of tie-ups for supply/services, if any :  
(attach details, agreements, escalation matrix)
6. Income Tax and Service Tax returns of  
previous three assessment year (copy) :
7. Financial status of bidder and/or his  
associates including Annual Report &  
Balance Sheet/Statement of Account  
of past three years with Registration of  
Companies (ROC) receipts duly  
authenticated by Chartered Accountant  
:
8. Current list/address of clients where similar material  
has been supplied and successfully working :
9. Name of the vendor's three largest clients, to  
: whom similar products and services were  
extended & amount of transaction/annual bills  
to such clients
10. Name and address of Vendor's bankers and  
attach a Solvency Certificate from the Bank for  
a minimum amount of Rs.6.00 Lakh.



:

11. Income Tax Permanent A/c No. (attach copy) :
12. **GST Registration No:**
13. Details of EMD/Bank Draft No  
Issuing Branch and date :

Certified that all above information are correct to the best of my/our information, knowledge and belief.

Date:

Signature & seal of the  
Authorized person of OEM/Vendor

**NOTE: This is to be submitted in a separate sealed envelope** super scribing "TECHNICAL BID", Notice inviting **Tender No.** IIT/BS/SD/2018-19/EQP-17 dt:11.08.2018 and name of the bidder. All technical documents like literature, catalogues etc., are to be put in the same envelope. Price bid of that company/firm only will be opened which do technically qualify, for further consideration. **Attach all relevant documents in the same serial order as above, properly indexed, duly signed and sealed.**

**DECLARATION**

1. I, ----- Son /Daughter of Shri -----  
----- Proprietor/Partner/CEO/MD/Director/  
Authorized Signatory of M/s. ----- am  
competent to sign this declaration and execute this tender document.
2. I have carefully read and understood all the terms and conditions of the tender and hereby convey my acceptance of the same.
3. The information/ documents furnished along with the above application are true and authentic to the best of my knowledge and belief.
4. I/ we/ am are well aware of the fact that furnishing of any false information/ fabricated document would lead to rejection of my tender at any stage besides liabilities towards prosecution under appropriate law.
5. Each page of the tender document and papers submitted by my Company is authenticated, sealed and signed, and I take full responsibility for the entire documents submitted.

-----  
Signature of the Authorized Person

Date : -----  
Place : -----

Full Name : -----  
Company Seal : -----

**FINANCIAL BID****Supply and Installation of Workstation with 3 Years of comprehensive warranty.**

The Bidder shall fill all the required columns of Financial Bid:

Sr. No.	Name of the articles	Qty	Unit Price without taxes (Rs)	GST %	Unit Price with GST	Total Amount (Rs)
1.	Workstation	1				
Grand Total						
Additional Warranty for 4 <sup>th</sup> Year						
Additional Warranty for 5 <sup>th</sup> Year						
Additional Warranty for 6 <sup>th</sup> Year						

**Note:-**

1. Should provide the cost of additional 3 years warranty.
2. Indian institute of Technology Kharagpur is a public Funded Academic & Research institute under the minister of Human Resource Development and is eligible for GST @5% vide notification no: 47/2017 dated:14.11.2017 by the Ministry of Finance, Department of Revenue.

Signature of the bidder  
along with seal

**Checklist for Enclosures**  
(Bidder Should fill up YES or NO without fail)

S.No	Bid Enclosures	Yes/ No	Pg. No.
1	Tender document, duly signed and stamped in token of accepted all the terms and conditions of the tender schedule.		
3	EMD of Rs.4,000/- (DD/BG) drawn from a Scheduled Bank		
4	Whether <b>Technical Bid (Envelop – A)</b> contains the following documents		
5	Technical bid document at Annexure-III		
6	Compliance Statement of Technical Specification of equipment/product at Annexure - I		
7	Latest Income Tax and Tax returns of previous three assessment years		
8	List of present clients with contact address & telephone numbers		
9	Whether Tender processing Fee & EMD put in the <b>Envelop A</b> (if your firm is eligible for exemption submit the certificates)		
10	Registration Certificate (firm registration)		
11	Copy of PAN card, GST		
12	Original Manufacturer Certificate		
13	Latest Income Tax and Tax returns of previous three assessment years		
14	Whether Tender processing Fee & EMD put in the <b>Envelop A</b> (if your firm is eligible for exemption submit the certificates)		
15	If any other Documents related to Technical Bid		
16	<b>Whether Price-Bid (Envelop – B) contains the following</b>		
17	Duly filled Price Bid Which is signed and stamped by Authorized Signatory put inside the Envelop - B		

Note: All pages of the bid documents must be serially numbered and signed.