DEPARTMENT OF ELECTRICAL ENGINEERING
INDIAN INSTITUTE OF TECHNOLOGY
KHARAGPUR

Sub: PROCUREMENT OF FIXED WORK STATIONS (02 Nos) and MOBILE WORK STATION (01 No) FOR AN ONGOING PROJECT

Tender Notice No. : IIT/SRIC/EE/ALU/ENQ/2018-2019/Work Station/01 dated 04.06.2018

Indian Institute of Technology Kharagpur, an Institute of National Importance, invites sealed bids from OEM or their authorized dealers/distributors who have adequate credentials and experiences in supplying and installing of this kind, as per Annexure-I for an ongoing project undertaken by the Department of Electrical Engineering, IIT Kharagpur with 3 years of comprehensive onsite warranty at IIT Kharagpur.

Interested vendors may submit their sealed bids under Two-Cover System as per Technical Specification given at Annexure-I, Proforma for submitting Tender at Annexure-II, Format for Compliance Statement at Annexure-III General Terms and Conditions at Annexure-IV, and Format for Price Bid at Annexure-V. They are also required to submit a signed Declaration in the format given at Annexure-VI. A checklist and compliance statement against each item of Annexure-I thereon separately and individually shall also be submitted.
Kindly refer to the institute website www.iitkgp.ac.in [link: Tender] for complete tender details.

The tender is to be sent in a sealed packet, containing two separate sealed envelopes (one each for Technical Bid and Price Bid) along with prescribed Tender Fee duly super scribed with Tender No. **IIT/SRIC/EE/ALU/ENQ/2018-2019/Work Station/01 dated 04.06.2018** to the Office of Prof. Aurobinda Routray, P.I. Dept of Electrical Engineering, Indian Institute of Technology, Kharagpur, West Bengal, and India on or before 21st June, 2018.by 3:00 p.m.

For any query pertaining to this bid document correspondence may be addressed to Prof. Aurobinda Routray at the address mentioned above.

The technical bids will be evaluated first and price bids will be opened only in respect of those Vendors, who will be found technically qualified after evaluation of Technical Bids.

The Technical bids will be opened on 25st June, 2018 at 4.00 p.m. in the room of Prof. Aurobinda Routray Dept of Electrical Engineering, Indian Institute of Technology, Kharagpur, West Bengal, India.

Prof.Aurobinda Routray,
Dept of Electrical Engineering
Indian Institute of Technology, Kharagpur, 721302

Copy to:

1 Institute website

2. Notice Board

PROCUREMENT OF FIXED WORK STATIONS (02 Nos) and MOBILE WORK STATION (01 No) FOR AN ONGOING PROJECT

*Sealed tender offers are invited in two separate sealed covers (**Technical and Commercial Bids**)* from OEM or their authorized dealers/distributors with adequate credential and experience of same kind.

Please send offers, ALONG WITH DESCRIPTIVE CATALOGUE/BROCHURE. The validity of the bid should be at least four months (120 days) or more from the date of the opening of this tender. Please ensure that your quotation reaches not later than **25.06.2018** at the following address:

Prof. Aurobinda Routray, Dept of Electrical Engineering, Indian Institute of Technology Kharagpur, Kharagpur – 721302

Tender Reference	**IIT/SRIC/EE/ALU/ENQ/2018-2019/Work Station/01 dated 04.06.2018**
Price of Tender Document	**NIL**
Last Date and Time for submitting the tender document	25.06.2018 by 3:00 pm
Time and Date of Opening of Technical Bids and Price Bids	25.06.2018 by 4:00 pm
Place of Opening Tender	**Dept of Electrical Engineering** **Indian Institute of Technology** **Kharagpur– 721 302, West Bengal, India**
Address of Communication	**As stated above**
Contact Telephone Numbers	**+91- 3222 – 283072**
E-mail	aurobinda.routray@gmail.com

Annexure I

Details of the Item
Fixed Workstation: (02 Nos) 1. CPU 2 x Intel Xeon Gold 5120 CPU, 14 Cores,2.2GHz, 19.25Mb L3 Cache. 2. Memory 128 GB DDR-4 3. Hard Drive 4 x 1200GB 10K 12Gbps SAS Hard Drive 4. RAID Controller Dedicated 12 Gbps RAID Controller Card for RAID 0,1,5,10 5. Graphic Controller NVIDIA Quadro P1000 (4GB GDDR-5) 6. Network Port Dual 1G Ethernet Port 7. OS RHEL (64Bit) 6, 7/latest edition (Preinstalled) / Windows 10 Pro 8. Keyboard & Mouse OEM USB keyboard & OEM USB optical mouse. 9. Optical Drive DVD RW Drive 10. Display/Monitor 24 Inch OEM Monitor compatible with NVIDIA P1000 Graphic Card. 11. Warranty 3 Year ONSITE OEM Warranty. *Mobile Workstation (01 No)* 1. CPU 1 x Core i7 8th Gen. 2. Memory 2 x 8 GB DDR-4 RAM. 3. Hard Drive 512GB SSD + 1 TB HDD 4. Battery 6 cell lithium battery 5. Graphic Controller NVIDIA Quadro M1200 (4GB GDDR-5) 6. Network Port/controller 1Gbps Network (RJ45) Port, Dual-band WiFi BT 4.1 7. OS MS Windows 10 Prof 64 bit (Pre-loaded) 8. Keyboard & Mouse OEM USB keyboard & OEM USB optical mouse. 9. Power Adapter OEM Power adapter. 10. Display 17.3” UHD IPS (3840x2160) 11. Warranty 3 Year ONSITE OEM Warranty.

Annexure II

PRO-FORMA FOR SUBMITTING TENDER

[To be submitted by OEM or their authorized dealers/distributors *in their Letter Head]*

Date:.....

From

To

Prof.Aurobinda Rourtay

Dept of Electrical Engineering

Indian Institute of Technology Kharagpur

Kharagpur- 721302. India

Sub: Tender for PROCUREMENT OF FIXED WORK STATIONS (02 Nos) and MOBILE WORK STATION (01 No) FOR AN ONGOING PROJECT

Ref. No.....dated.....

Dear Sir,

With reference to the above, we are happy to submit **Tender Document** at the ERP, IIS Building, Indian Institute of Technology Kharagpur, Kharagpur- 721302. India. We are enclosing the following information for your kind consideration.

A. About Company

a. Name & Status of OEM or their authorized dealers/distributors :

b. Name of Key persons CEO/MD/Chairman, etc.with contact no :

c. Registered with DGS&D/NSIC/SSI unit: Yes/No, If yes, Regn. No

d. Income Tax P.A.N. No.:

e. GST No:

f. Bankers and their address along with type of Account & Account No.

B. Eligibility Criteria & Experiences

a) Name, address and contact details of present and past satisfactory services of **minimum one client**.

b) **Experiences:** The OEM or their authorized dealers/distributors should have **experiences** in upplying similar item as per Annexure-I for the educational institutes / universities.

c) A **Certificate** (affidavit) to be signed by MD/ CEO/ authorized signatory of the company that they have not been debarred or blacklisted for any services, supplies or products dealing in, by any organization or educational institutes/ universities.

C. Tender Proposal

Detail Specifications with all relevant details:

a. Detailed Technical Specification of Item Proposed as per **Annexure-1**

We confirm that we shall abide by all the conditions and we are willing to submit tender and participate in consequent meetings/discussions in this reference.

Thanking you.

Yours faithfully,

Name of Authorized Signatory

Signature with Date

Seal of company

Annexure–III

FORMAT OF COMPLIANCE STATEMENT

Para of Quotation Enquiry Specification	Specification of Items Offered	Compliance to Quotation specification whether yes or no	In case of noncompliance deviation From quotation specification to be indicated in unambiguous term.
01	02	03	04

*The compliance certificate along with the required specification must be submitted with the bid for evaluation. Firm not submitting the model/specification and their details availability in the bid documents may not be considered for evaluation.

GENERALTERMS & CONDITIONS (Annexure-IV)

Please specifically indicate the following points in your quotations and comply the terms as mentioned hereunder:-

1. Tenders are invited complying the requirement for tender as detailed in the tender specification to be submitted in the company's/firm's letterhead neatly printed / typed duly signed by authorized person with the seal of the bidders. All envelopes containing the tender should be properly sealed. Separate envelops should be used for technical and price bid and indication to their effect may please be super scribed on the envelop.

Following documents are required from the Indian agents of foreign firms:

1. **Submission of Bids:** OEM or their authorized dealers/distributors should submit their Tender under two-parts bid, (Technical and Commercial) in separate sealed envelopes. The price bid is to be submitted in the given format only. A separate sheet of paper may be attached, if required. Each sheet should be duly signed.

2. **Opening of Bids:** The technical bids will be opened and evaluated first and price bids will be opened only in respect of those OEM or their authorized dealers/distributors, who will be been found technically qualified after evaluation of Technical Bids. The date of opening the Technical bid is mentioned in the Tender Schedule.

3. **Persons/ Officer signing:** The person attending the bid opening session should be delegated with appropriate power of Attorney (duly endorsed by a Notary Public) by the Chief Executive Officer or Chief Executive Officer of the company to sign such documents. Only two persons on behalf of each Company will be allowed to participate/attend the Bid opening session with authorization letter.

4. **Validity Period**: Bids shall remain valid for acceptance for a period of **four months** (120 days) from the date of opening of Price Bids.

5. **Late Tenders:** Tender received after due date and time of submission as mentioned shall not be accepted.

6. **Price:** Price should be quoted in Indian Rupees only. The price quoted should be all inclusive including the installation and admissible taxes.

7. **Delivery & Installation:** The items ordered must be delivered and installed within a period of 15 days from the date of placing the purchase order. The installation will be considered complete and validity period will commence only when all the certificates will be operative satisfactorily.

8. **Rejection of Bid:** A bid submitted with false information will not only be rejected but the vendor may also be debarred from participation in the future tendering process.

9. **Conditional Offer:** Conditional bids will not be accepted on any ground and shall be rejected straightway. If any clarification is required, the same should be obtained before submission of the bids.

10. **Compliance:** A point wise compliance list against the technical specifications clearly mentioning the proposed make and model number of each equipment and relevant technical literatures are to be provided along with the technical bid.

11. **Deviation from Specifications:** It is in the interest of the tenderer to study the specifications in the tender schedule thoroughly before quoting so that, if the tenderer makes any deviations, the same are prominently brought out in the body of the tender. If you need any optional items to your system in order to meet our specifications, you are requested to quote for the total including the option required to suit our requirements; otherwise, your tender will not be considered at all.

12. **Payment:** Payment will be made within 30 days after successful installation and duly certified by the concerned P.I.of the project. No advance payment will be given. *Vendor should submit the Bill along with validity certificate duly sealed and signed.*

13. **Submission of Rate:** The quoted rates must be in Indian Rupees and it should be all inclusive.

14. **Guarantee:** The tenderer has to declare that the items sold to the buyer under this contract shall be of the best quality and shall be strictly in accordance with the specifications.

15. **Jurisdiction:** All questions, disputes, or differences arising under, out of or in connection with the contract, if concluded, shall be subject to the exclusive jurisdiction at the place from which Tender is issued i.e. jurisdiction of Kolkata High Court. Acceptance to this effort is also necessary at the time of opening of Technical Bid.

16. **Bid**: Bid once submitted shall be the property of IIT Kharagpur and shall not be returned to the vendor at any time.

17. **No Extra Cost:** Materials such as pipe, bricks, sand, stone-chips, cement, paint etc. if required for the installation of the above item and other fixation work will have to be supplied by vendor free of cost.

18. **Canvassing:** Canvassing in any form not only invites disqualification in this tender but may also result in debarring the vendor from participation in the future tendering process.

19. **Authority:** The Institute 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 any item or part thereof at any time before placing the Purchase Order. In the case of any dispute, the decision of the Director of this Institute shall be final and binding on the Bidders.

20. **Change of date:** In case the due date for opening of 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 Saturdays & Sundays.

21. The DEAN (SRIC), IIT kharagpur, 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.

22. 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. Institute at its discretion also reserves the right to verify information submitted and inspect the manufacturer facilities, if required to confirm their capabilities.

    In case of any dispute, the decision of the Director, IIT Kharagpur shall be final and binding on the bidders.

28. All Tenders (unless otherwise specified) are to be submitted / handed over to **Prof. Aurobinda Routray, Dept of Electrical Engineering, Indian Institute of Technology, Kharagpur - 721 302** and acknowledgement to be obtained.

Annexure-V

FORMAT FOR PRICE BID

[To be submitted by OEM or their authorized dealers/distributors ***in their Letter Head]***

Tender No……..Date:…….

Name of the Firm/ Bidder: ……..

Address:……
……
……

Phone/Fax/Mobile:…….

Email:……

Rate Quoted: Rates to be quoted separately for each items (All inclusive)

Sl. No.	Name & Description	Quantity	Unit Price in Rs (All inclusive)	Total Price in Rs.(All inclusive)
1.	**FIXED WORK STATIONS** **and** **MOBILE WORK STATION**	02 01		
Grand Total (in figure)				
Grand Total (in Words)				

Validity: *For the items mentioned above, **3 years comprehensive on site warranty** is required from the date of successful installation.*

Signature of the Authorized Signatory

Seal of the Bidder/ Firm

Place & Date

Note: The price bid is to be submitted in the given format only. A separate sheet may be attached, if required. Each attached sheet should be duly signed.

Annexure VI

DECLARATION

1. I, ----------Son/Daughter of Shri ----------Proprietor/ Partner/ CEO/MD/Director/ Authorized Signature of M/s. ---------- am competent to sign this declaration and execute this tender documents.

2. I have carefully read and understood all the term 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: ----------

Full Name: ----------

Place: ----------

Company Seal: ----------

DOCUMENTS TO BE SUBMITTED

[All pages of the technical bid must be serially numbered and the index page should clearly mention page number(s) against each item]

1. One copy of tender document with each page signed and stamped.
2. Power of attorney of the authorized signatory for signing the tender document.
3. Price Bid should be submitted as per Format only [Annexure-IV]
4. Declaration Form as per Annexure-V
5. Current income tax and sales tax clearance certificate.
6. Attested photocopies of PAN Card, Service Tax, GST Registration papers
7. Attested photocopies of Purchase Order to prove the credential as per eligibility criteria B (Annexure-II)
8. A Certificate (affidavit) to be signed by MD/ CEO/ authorized signatory of the company that they have not been debarred or blacklisted for any services, supplies or products dealing in, by any organization or educational institutes/ universities.
9. Point wise compliance sheet of the technical specifications and general terms and conditions in tabular form.
10. The names of the organizations and department to which similar jobs have been executed with full address and telephone number of customers with satisfactory completion certificate/ satisfactory working certificate.
11. After sales service, technical support facility and escalation matrix with mention of the maximum down time required before the system is repaired/ replaced.
12. Signed and stamped copy of tender document in each page.

IMPORTANT

1. IIT Kharagpur authority may accept or reject any or all the bids in part or in full without assigning any reason and does not bind itself 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. Promptly make arrangements for repair and / or replacement of any damaged item (s) irrespective of settlement of claim.

3. In case of any dispute, the decision of the Institute authority shall be final and binding on the bidders.

LAST DATE FOR SUBMISSION OF SEALED BIDS: 25.06.2018 by 3:00 p.m.

1) Please Note that the Institute remains closed during Saturdays & Sundays and all specified government holidays.

2) Fax, e-mail Tender will not be accepted. Duplicate Bid document must be submitted in a separate closed cover.

3) The General Terms and Conditions as stated above relate to supply of stores / equipments /assets etc. and for specific service other terms and conditions of the Institute will apply.