



सूचना एवं पुस्तकालय नेटवर्क केन्द्र
Information and Library Network Centre
विश्वविद्यालय अनुदान आयोग का स्वायत्त अंतर विश्वविद्यालय केन्द्र
An Autonomous Inter-University Centre of UGC
गांधीनगर / Gandhinagar

BID DOCUMENT

FOR SUPPLY & INSTALLATION OF 07 Nos. of Desktop Computer at INFLIBNET CENTRE

Sr. No.	BID-DATA SHEET	
1.	Tender Number	INF/PUR/DESKTOP/P-SII/2018-19
2.	Yearly Estimated Cost of Tender	Rs. 3,50,000.00
3.	Bid validity	60 days
4.	Issue of Tender Forms	Tender for supply and Installation of 07 Nos. of Desktop Computers. The tender document can be Downloaded from the Institute's website www.inflibnet.ac.in and Central Public Procurement Portal (CPPP) www.eprocure.gov.in
5.	Tender Document Delivery Mode	Through Speed Post / Registered Post/ Courier or either by person.
6.	Earnest Money Deposit (EMD)	Earnest Money of Rs.7,000/- (Rupees Seven thousand only)
7.	Publish Date	18 th July, 2018 at 04:00 PM
8.	Document Download / Sale start Date	18 th July, 2018 at 04:00 PM
9.	Document Download / Sale end Date	07 th August, 2018 at 02:00 PM
10.	Pre-bid Meeting Date	26 th July,, 2018 at 03:00 PM
11.	Bid Submission Start Date	27 th July, 2018 at 09:00 AM
12.	Bid submission End Date	07 th August, 2018 at 03:00 PM
13.	Bid Opening Date	07 th August, 2018 at 04:00 PM
14.	Contact Person	For Technical query: Shri Abhishek Kumar, Scientist –C (CS) Email: abhishek[at]inflibnet.ac.in Tel : 079-23268280 For Commercial query : Smt. Shahana M Munshi, Section Officer (Purchase & Store)Email : Shahana@inflibnet.ac.in Tel: 079-23268141
15.	Contact Address	INFLIBNET Centre, Infocity, PB No 04, Gandhinagar-382 007 Website : www.inflibnet.ac.in

INTRODUCTION

The Information and Library Network Centre (here after will be referred as INFLIBNET), is an autonomous Inter University Centre of the University Grants Commission, MHRD, New Delhi. Sealed bids on behalf of Director, INFLIBNET Centre are invited **Bid for supply and Installation of 07 Nos. of Desktop Computers** from bonafide, resourceful and reliable service providers/Vendors/agencies based in Ahmedabad/Gandhinagar only as per terms and condition attached.

Desirous companies may obtain tender documents on request in writing from P&S Section, INFLIBNET Centre, INFOCITY, Gandhinagar on all working days between 10:00 Hrs to 17:00 Hrs before the due date. Tender documents can also be downloaded from the INFLIBNET Centre's website www.inflibnet.ac.in and Central Public Procurement Portal (CPPP), Govt. of India website www.eprocure.gov.in

GENERAL INSTRUCTION FOR BIDDER

- 1.1 Period of Validity of Offer:** For the purpose of placing the order, the proposals shall remain valid till 60 days from the date of opening of tender. During the period of validity of proposals, the rates quoted shall not change. In exceptional circumstances, INFLIBNET may ask for extension of the period of validity and such a request shall be binding on Bidders. INFLIBNET's request and the response to such a request by various Bidders shall be in writing. A Bidder agreeing to such an extension will not be permitted to increase its rates.
- 1.2 Submission of Bid:** The interested bidders are advised to submit separate sealed envelopes supscribed "Bid for supply and Installation of 07 Nos. of Desktop Computers" to the INFLIBNET Centre, INFOCITY, Gandhinagar, and also deposited/ dropped in the tender Box placed at the security cabin, INFLIBNET CENTRE, INFOCITY, GANDHINAGAR-382007 on or before 07th August, 2018 at 3.00 PM.
- 1.3 Time schedule for delivery & installation:** All delivery of the material will have to be completed within 20 days from the date of acceptance of contract. (B) All activities leading to the commissioning of the contract to be completed within 30 days from the date of award.
- 1.4 Liquidated Damage:** The job includes the supply and installation of materials mentioned in the tender document. In the event of failure to meet the job completion in stipulated date/time liquidated damage may be imposed on the contractor for sum not less than 0.5% of the contract value for that item/job for each week or part thereof, subject to a ceiling of 10% of the total contract value (including all taxes & duties and other charges). In the event of LD exceeds 10% of the order value, INFLIBNET reserves the right to terminate the contract and INFLIBNET will get the job completed by any other competent party. The difference of cost incurred by INFLIBNET will be recovered from the contractor.
- 1.5 Earnest Money Deposit (EMD):** The interested Companies/firms may put the tender document complete in all respects along with Earnest Money Deposit (EMD) of Rs.7,000/- in the form of Demand draft / Banker's Cheque / Fixed Deposit of any scheduled bank drawn in favour of "INFLIBNET Centre" payable at Gandhinagar and other requisite documents in the Tender Box kept near Security Cabin of INFLIBNET Centre, INFOCITY, Gandhinagar.

The bid securities of the unsuccessful bidders shall be returned to them at the earliest after expiry of the final bid validity and latest on or before the 30th day after the award of the contract. No interest shall be payable by the Institute on EMD. The bid security is normally to remain valid for a period of forty-five days beyond the final bid validity period.

In exceptional circumstances, INFLIBNET may solicit Bidder's consent to an extension of the period of validity. The request and the responses thereto shall be made in writing. The Bid security shall also be suitably extended. A Bidder granting the request is not required nor permitted to modify the Bid.

- 1.6 Forfeiture of EMD:** EMD made by Bidder may be forfeited under the following conditions: If Bidder withdraw the proposal before the expiry of validity period. During the evaluation process, if a Bidder indulges in any such activity as would jeopardize the process, the decision of INFLIBNET regarding forfeiture of EMD shall be final and shall not be called upon question under any circumstances. If Bidder violates any of the provisions of the terms and conditions of the proposal. In the case of a successful Bidder, if Bidder fails to:

- 1.6.1 Accept the order along with the terms and conditions.
- 1.6.2 Furnish performance security.
- 1.6.3 Violates any of the work conditions of this proposal or indulges in any such activities as would jeopardize the work.
- 1.6.4 Submitting false/misleading information/declaration/documents/proof/etc. The decision of INFLIBNET regarding forfeiture of EMD shall be final and shall not be called upon to question under any circumstances, besides, forfeiture of EMD even the Bidder will be deferred from participating in any job.
- 1.6.5 In the event of the successful bidder/contractor failing to comply with any provision of the contract.

- 1.7 Pre Bid Meeting:** Pre Bid Meeting will be held on 26th July, 2018 at 03.00 PM at premises of INFLIBNET. Bidder can end their queries to Shri Abhishek Kumar, Scientist-(CS), Email: [abhishek\[at\]inlibnet\[dot\]ac\[dot\]in](mailto:abhishek[at]inlibnet[dot]ac[dot]in) and Smt. Shahana Munshi, Section Officer-(Purchase & Store) [shahana\[at\]inlibnet\[dot\]ac\[dot\]in](mailto:shahana[at]inlibnet[dot]ac[dot]in) Only the queries received within the stipulated date prior to the Pre Bid Meeting will be answered.

The contractor is expected to have visited the project site before pre-bid meeting or submitting tender documents so as to have a fair idea of the equipment & type of services required to be provided. The costs incurred by the Bidders in making this offer, in providing clarification or attending discussion, conferences or site visits will not be reimbursed by INFLIBNET.

1.8 Terms of Payment:

- 1.8.1.1 The 100% payment shall be made on successful completion of the work. No advance payment will be made.
- 1.8.1.2 Invoice (i.e. Tax invoice as per Service Tax rules clearly indicating Tax registration number, Service Classification, rate and amount of Tax shown separately).
- 1.8.2 No claim for interest will be entertained by the Centre in respect of any payment/deposit which will be held with the Centre due to dispute between the Centre & Contractor or due to Administrative delay for the reasons beyond the control of the Centre.

- 1.9 Amendment of Bid Document:** At any time prior to the deadline for submission of proposals, INFLIBNET Centre reserves the right to add/modify/delete any portion of this document by issuance of an Corrigendum, which would be published on the website and will also be made available to the all the Bidder who have been issued the tender document. The Corrigendum shall be binding on all bidders and will form part of the bid documents.

- 1.10 Enforcement of Terms:** The failure of either party to enforce at any time any of the provision of this contract or any rights in respect thereto or to exercise any option here in provided shall in no way be construed to be a waiver to such provisions, rights or options or in any way to affect the

validity of the contract. The exercise by either party of any of its rights herein shall not preclude or prejudice either party from exercising the same or any other right it may have hereunder.

1.11 INFLIBNET Right to reject any of all bids: The competent Authority of INFLIBNET reserves the right to reject any bid and to annul the bidding process and reject all bids at any time prior to award of Contract without thereby incurring any liability to the affected bidder(s) or any obligation to inform the affected bidder(s) of the grounds for such decision. Any effort by a bidder or bidder's agent / consultant or representative, whosoever described to influence the INFLIBNET/ in any way concerning scrutiny / consideration / evaluation / comparison of the bid or decision concerning award of contract shall entail rejection of the bid.

1.12 Resolution of Disputes:

1.12.1 The place of the arbitration shall be Ahmedabad/Gandhinagar, Gujarat. The Arbitration proceeding shall be governed by the Arbitration and Conciliation Act of 1996 as amended.

1.12.2 The proceedings of arbitration shall be in English language. The arbitrator's award shall be substantiated in writing. The arbitration tribunal shall also decide on the costs of the arbitration procedure.

1.13 Relaxation of Terms and Conditions: The Director, INFLIBNET is empowered to relax any term or condition mentioned herein.

1.14 Bid Evaluation Criteria & Award Criteria: The contract will be awarded for technically suitable lowest evaluated bidder whose bid has been found to be responsive and who is found eligible and qualified as per the tender document. In case two or more agencies are found to have quoted the same rates. The Competent authority of INFLIBNET shall decide about the bidder to which the offer shall be granted based on the report of the past performance of the firm, and length of experience etc. the decision of the Competent Authority of INFLIBNET shall be final.

1.15 Sub-Contractor: The purchaser (INFLIBNET) does not recognize the existence of Sub-Contractors. The Contractor's responsibility is not transferable.

1.16 Warranty Terms: 5 Year Onsite inclusive all parts, labor and accidental damage protection.

1.17 Software Licences (if applicable): The Vendor shall be responsible for providing Software (System Software, Application Software, Device Drivers, IOS, etc) required, if any, to meet any additional requirements during the currency of the Agreement without any additional cost to INFLIBNET. All license software must be in the name of INFILBNET. The ownership of any customized software involved will be of the INFLIBNET.

1.18 Installation of additional hardware (if applicable): During the currency of the Agreement, for any additional requirement of equipment including interface equipment, the specifications will be provided by the Vendor. INFLIBNET will verify suitability of the specifications submitted by Vendor and recommend to INFLIBNET for acceptance. The Vendor will be obligated to undertake integration, operation and maintenance for all additional equipment if required.

Authorized Signatory (Signature In full): _____

Name and title of Signatory: _____

Stamp of the Company: _____

सूचना एवं पुस्तकालय नेटवर्क केन्द्र Information and Library Network Centre
(Tender No.INF/PUR/DESKTOP/P-SII/2018-19)

Annexure - I

TECHNICAL BID FORMAT FOR DESKTOP COMPUTER

Make :		Desktop Mini PCModel No. :	
Sr. No.	Parameter	Compliance (YES/NO)	Remarks
Processor	Intel Core i7(8 th Generation)-with Intel HD Graphics (2.4 GHz, up to 3.5 GHz or more with Intel Turbo Boost, 12 MB cache, 6 cores) or higher		
RAM	16 GB expandable upto 32 GB DDR 4, 2600 MHz or higher		
HDD	1TB SATA, 7200 rpm or higher		
Keyboard & Mouse	USB		
WI-FI	Required		
Bluetooth	Bluetooth 5		
Graphics	HD Graphics		
Monitor	Min 18inch, aspect ratio 16:9, viewing angle 170 degree H / 160 Degree V		
Audio	microphone and headphone front ports (3.5 mm), audio line-out rear port (3.5 mm), internal speaker		
Communications/Network interface	Integrated 10/100/1000 gigabit Ethernet LAN, wireless LAN ,wireless, Bluetooth		

Expansion Slots			
Ports and Connectors	4 USB 3.0; 1 headphone / microphone; 1 RJ-45; 1 VGA; 1 serial; 1 HDMI; Note: Ports requirement may be fulfilled by providing adapter/ connector/ converter preferably through same OEM.		
Warranty	5 Year Onsite		
OS	Window 10 Pro with media		
Support for VESA Mount	100 mm		
Power-supply	External		
Manufacturer	OEM		
Note: The PC should be fixed in backside of monitor along with other accessories it must be energy star certified.			

Authorized Signatory (Signature In full): _____

Name and title of Signatory: _____

Stamp of the Company: _____

सूचना एवं पुस्तकालय नेटवर्क केन्द्र Information and Library Network Centre
(Tender No.INF/PUR/DESKTOP/P-SII/2018-19)

Annexure -II

FINANCIAL BID FORMAT FOR DESKTOP COMPUTER

Sr. No.	Item Description	Make & Model No.	QTY.	Unit Rate	Total
01.	Desktop Computer (Technical Specification as per Annexure-I)		07 Nos.	Rs._____	Rs._____
				Total :	Rs._____
GST				_____ %	Rs._____
				Total Rs. (Inclusive GST)	Rs. _____

Total Amount in figures_____

Authorized Signatory (signature in full) :_____

Name and Title of Signatory :_____

Company Rubber Stamp :_____

Eligibility Criteria (Checklist for Technical Bid)

The INFLIBNET has set up minimum eligibility criteria for the bidding purpose. All bidding parties must meet following criteria before they apply for the bid. The bidding parties meeting the criteria must enclose their supporting document photocopies along with the proposal as mentioned in technical bid, failing which their bids will be summarily rejected and will not be considered any further.

<u>Mention Page Numbers</u>				
Sr. No.	Pre-qualification criteria	Documents to be provided	Attached(Y/N)	Page No.
01.	The bidder must be a company registered under the companies Act, of India/State. Documentary (Certificate of incorporation) evidence to be submitted Registration Certificate to do the business for this service.	I. Certificate of Commencement of business II. Certificate consequent to change of name, if applicable		
03.	Tenderer should have provided similar services to Government clients/ Autonomous Bodies/ Public sector undertaking during last three years.	Purchase order copy		
04.	They should be registered with Income Tax and Goods and Service Tax.	I. Attested copy of PAN/GIR Card II. Attested copy of GST		
06.	Earnest Money Deposit (EMD) of Rs.7,000/-.	Attached with technical bid.		
09.	Bidder's Details Annexure T-IV			
10.	Bid form Annexure T-V			
11.	Declaration of Bidder Annexure T-VI			
12.	The bidder should submit Annexure – T-VII valid letter from the OEMs confirming following. • Authorization for bidder • Undertake that the support including spares, patches for the quoted products shall be available for next 5 years.			
12.	Declaration of blacklisting/Non Blacklisting - Annexure T-VIII			

- While evaluating bids, the document required against above eligibility criteria shall be provided as per this tender as Annexures. Firm shall self-certify each page of the tender document in token of its understanding / acceptance by signing it.
- The bidder is required to enclose self attested photocopies of the following documents along with the Technical Bid, failing which their bids may be summarily/out rightly rejected and may not be considered:

Authorized Signatory (Signature In full): _____

Name and title of Signatory: _____

Stamp of the Company: _____

सूचना एवं पुस्तकालय नेटवर्क केन्द्र Information and Library Network Centre
(Tender No.INF/PUR/DESKTOP/P-SII/2018-19)

Annexure T-IV

Bidder's Details

1	Name of the Firm/ Company	
2	Name and Designation of Authorized Signatory	
	Communication Address:	
	Office Phone No: Mobile No:	
	Fax: E-Mail ID:	
	GST registration Number: PAN Number:	
Particular Details of the Bidders Representative'		
3	Name of the Contact Person: Designation: Phone No: Mobile No: E-Mail ID:	

UNDERTAKING

1. I, the undersigned certify that I have gone through the terms and conditions mentioned in the bidding document and undertake to comply with them.
2. The rates quoted by me are valid and binding upon me for the entire period of contract and period of extension,

Authorized Signatory (signature in full) :_____

Name and Title of Signatory :_____

Company Rubber Stamp :_____

सूचना एवं पुस्तकालय नेटवर्क केन्द्र Information and Library Network Centre
(Tender No.INF/PUR/DESKTOP/P-SII/2018-19)

Annexure T-V

BID FORM

(Bidders are requested to furnish the Bid Form in the Format given in this section, filling the all details and to be submitted on Letter Head in original)

To
INFLIBNET CENTRE
Infocity, Gandhinagar

Sub: Supply and installation of 7 Nos. of Desktop Computer at INFLIBNET CENTRE, Gandhinagar

Dear Sir,

We the undersigned bidder/(s), having read and examined in details the specifications and other documents of the subject tender No. INF/PUR/DESKTOP/P-SII/2018-19, do hereby propose to execute the job as per specification as set forth in your Bid documents.

The prices of all items stated in the bid are firm during the entire period of job irrespective of date of completion and not subject to any price adjusted as per in line with the bidding documents. All prices and other terms & conditions of this proposal are valid for a period of 90 (ninety only) days from the date of opening of bid. We further declare that prices stated in our proposal are in accordance with your bidding.

We declare that items shall be executed strictly in accordance with the specifications and documents irrespective of whatever has been stated to the contrary anywhere else in our proposal. Further, we agree that additional conditions, deviations, if any, found in the proposal documents other than those stated in our deviation schedule, save that pertaining to any rebates offered shall not be given effect to.

If this proposal is accepted by you, we agree to provide services and complete the entire work, in accordance with schedule indicated in the proposal. We fully understand that the work completion schedule stipulated in the proposal is the essence of the job, if awarded.

We agree that INFLIBNET reserves the right to accept in full/part or reject any or all the bids received or split order within successful bidders without any explanation to bidders and his decision on the subject will be final and binding on Bidder.

Dated, thisday of2018

Thanking you, we remain,

Authorized Signatory (Signature In full): _____

Name and title of Signatory: _____

Stamp of the Company: _____

DECLARATION

I, _____ Son/Daughter/Wife of _____ Resident of _____
_____ Proprietor / Director / Authorized Signatory of the Company / Firm,
mentioned above, is competent to sign this declaration and execute this tender document;

I/We hereby certify that I/We have read the entire terms and conditions of the tender documents from Page No. _____ to _____ (including all documents like annexure(s), schedules(s), etc.,) which form part of the contract agreement and I/We shall abide hereby by the terms / conditions / clauses contained therein.

The information / documents furnished along with the above application are true and authentic to the best of my knowledge and belief. I / we 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.

The corrigendum(s) issued from time to time by your department/organization too have all been taken into consideration, while submitting this declaration letter.

I/We hereby unconditionally accept the tender conditions of above mentioned tender document(s) in it's totally / entirely.

In case any provision of this tender are found violated, then your department/organization shall without prejudice to any other right or remedy be at liberty to reject this tender/bid including the forfeiture of the full said earnest money deposit absolutely.

Authorized Signatory (Signature In full): _____

Name and title of Signatory: _____

Stamp of the Company: _____

सूचना एवं पुस्तकालय नेटवर्क केन्द्र Information and Library Network Centre
(Tender No.INF/PUR/DESKTOP/P-SII/2018-19)

Annexure T-VII

MANUFACTURER'S AUTHORIZATION FORM

To

INFLIBNET CENTRE
INFOCITY, GANDHINAGAR

WHEREAS _____ who are official producers of
_____ and having production facilities at
_____ do hereby
authorize _____ located at

_____ (hereinafter, the "Bidder") to submit a bid of the following
Products produced by us, for the Supply Requirements associated with the above Invitation for Bids.

When resold by _____, these products are subject to our applicable standard end user
warranty terms.

We assure you that in the event of _____, not being able to fulfill its obligation as our Service
Provider in respect of our standard Warranty Terms we would continue to meet our Warranty Terms
through alternate arrangements.

We also confirm that _____ is our authorized service provider/system integrator and
can hence provide maintenance and upgrade support for our products.

We also confirm that the products quoted are on our current product list and are not likely to be discontinued
within 5 years from the day of this letter. We assure availability of spares for the products for the next five
years after five years warranty.

We also confirm that the material will be delivered within 20 days from the date of placement of confirmed order.

Name _____ In the capacity of _____

Signed _____

Duly authorized to sign the authorization for and on behalf of _____

Dated on _____ day of _____ 2016

Note: This letter of authority must be on the letterhead of the Manufacturer and duly signed by an
authorized signatory.

CERTIFICATE

DECLARATION REGARDING BLACKLISTING/NON BLACKLISTING

I /We Proprietor / Partner (s) / Director (s) of M/shereby declare that the firm/ company namely M/S. has not been blacklisted or debarred in the past by any organization from taking part in Government tenders.

Or

I / We proprietor / partner (s) / Director (s) of M/S..... hereby declare that the firm/ company namely M/S.....Was blacklisted or debarred by any Government Department from taking part in Government tenders for a period ofyears w.e.f..... The period over on And now the firm/ company is entitled to take part in Government tender. In case the above information found false I / we are fully aware that the tender/ contract will be rejected / cancelled by INFORMATION AND LIBRARY NETWORK CENTRE, GANDHINAGAR shall be forfeited. In addition to the above INFORMATION AND LIBRARY NETWORK CENTRE, GANDHINAGAR. Will not be responsible to pay the bills for any completed/ partially completed work.

Signature:.....

Name:

Capacity in which as signed:

Name & address of the firm:

Seal of the firm should be affixed.

.....

Dated:

Signature of Bidder with seal.

In case of proprietorship firm, certificate will be given by the proprietor, and in case of partnership firm, certificate will be given by all the partners and in case of limited company by all the Directors of the company or company secretary on behalf of all directors.