



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

### 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 for following items from bonafide, resourceful and reliable Vendors as per terms and condition attached.

Sr. No.	Description of Item	Qty.	Estimated Value	Cost	Technical Specification
01.	Laptop	03 Nos.	Rs.2,40,000/-		Technical Specification attached with tender as annexure – I

Sr. No.	BID-DATA SHEET	
1.	Tender Number	INF/PUR/LAPTOP/2018-19
2.	Bid validity	90 days
3.	Publish date	20 <sup>th</sup> September, 2018 at 1600 hrs.
4.	Document download / Sale start date	20 <sup>th</sup> September, 2018 at 1600 hrs.
5.	Document download / Sale End date	9 <sup>th</sup> October, 2018 at 1700 hrs.
6.	Pre-Bid meeting	28 <sup>th</sup> September, 2018 at 1200 hrs.
7.	Bid submission Start date	29 <sup>th</sup> September, 2018 at 0900 hrs.
8.	Bid submission End date	9 <sup>th</sup> October, 2018 up to 1700 hrs.
10.	Bid Opening Date	10 <sup>th</sup> October, 2018 at 1200 hrs.
11.	Contact Person	Shri Dinesh Ranjan Pradhan Scientist – B (LS) Email : <a href="mailto:dinesh[at]inflibnet.ac.in">dinesh[at]inflibnet.ac.in</a> Tel : 079-23268242 <b>For Commercial query :</b> Mrs. ShahanaMunshi Section Officer (Purchase & Store) Email : <a href="mailto:shahana[at]inflibnet.ac.in">shahana[at]inflibnet.ac.in</a> Tel: 079-23268141
8.	Contact Address	INFLIBNET Centre, Infocity, PB No 04, Gandhinagar- 382 007 Website : <a href="http://www.inflibnet.ac.in">www.inflibnet.ac.in</a>

## **GENERAL INSTRUCTION FOR BIDDER**

**1.1 Period of Validity of Offer:**For the purpose of placing the order, the proposals shall remain valid till 90 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 suprescribed "Bid for supply and Installation of 03 Nos. of Laptops" 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 09<sup>th</sup> October, 2018 at 5.00 PM.

**1.3 Time schedule for delivery & installation:** All delivery of the material will have to be completed within 15 days from the date of acceptance of contract. (B) All activities leading to the commissioning of the contract to be completed within 20 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.5,000/- 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 28<sup>th</sup> September, 2018 at 12.00 HRS at premises of INFLIBNET. Bidder can end their queries to Shri Dinesh Ranjan Pradhan Scientist- B (LS), Email: [dinesh\[at\]inflibnet\[dot\]ac\[dot\]in](mailto:dinesh[at]inflibnet[dot]ac[dot]in) and Smt. Shahana Munshi, Section Officer-(Purchase & Store) [shahana\[at\]inflibnet\[dot\]ac\[dot\]in](mailto:shahana[at]inflibnet[dot]ac[dot]in) Only the queries received within the stipulated date prior to the Pre Bid Meeting will be answered.
- 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/deport 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:**3 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: \_\_\_\_\_

## Technical Specification for 01 No. of Laptop

Annexure - I

Sl.No	Description	Parameter	Compliance (Yes/No)
1	Processor make	INTEL	
2	Processor	8th Generation Intel® Core™ i7 processor (1.8Ghz, 8mb cache, 4 cores)	
3	Graphics	Integrated with 1GB Memory or higher	
4	Operating system	Windows 10 Professional	
5	Type of Hard Disk Drive	SATA	
6	HDD size	1000 GB	
7	HDD speed	5400 rpm or higher	
8	Type of RAM	DDR 4	
9	RAM speed	2400	
10	RAM size	Minimum 8 GB extendable to 16	
11	Wi-fi connectivity	802.11 ac	
12	Bluetooth	Bluetooth 4.0 or higher	
13	USB 3.0 or higher	Min 2 No.	
14	USB C	Required	
15	Network Connectivity	Ethernet Gigabit 10/100/1000	
16	HDMI port	Required	
18	VGA Port	Required	
19	Display size	Upto 14"	
20	Display resolution	1366 x 768 or higher	
21	Display Type	Touch	
22	Keyboard	Standard	
23	Webcam	Required	
24	ROHS Compliance	Yes	
25	Certification	Energy star certified	
26	BIS registration	Yes	
27	Trusted platform enabled	Yes	
28	Battery	Removable	
29	Battery backup	Minimum 5 hours	
30	Weight (with battery)	Up to 1.70 kg approx.	
31	Battery warranty	1 year	
32	Warranty	3 year onsite warranty	
33	Carry case	Required	

Authorized Signatory (signature in full) : \_\_\_\_\_

Name and Title of Signatory : \_\_\_\_\_

Company Rubber Stamp : \_\_\_\_\_

**INFLIBNET CENTRE, GANNDHINAGAR**

(Tender no.INF/PUR/LAPTOP/2018-19)

**PRICE BID FORMAT**

<b>Sr. No.</b>	<b>Item Description</b>	<b>Make &amp; Model No.</b>	<b>QTY.</b>	<b>Rate</b>	<b>Price in (Rs.)</b>	
02.	Laptop (Technical Specification as per Annexure-I)		<b>03 No.</b>		<b>Rs._____</b>	
					<b>Total :</b>	<b>Rs._____</b>
01.				GST	_____ %	<b>Rs._____</b>
	(Inclusive GST charges)			<b>Total Rs.:</b>		<b>Rs._____</b>

Total Amount in figures \_\_\_\_\_

Authorized Signatory (signature in full) : \_\_\_\_\_

Name and Title of Signatory : \_\_\_\_\_

Company Rubber Stamp : \_\_\_\_\_

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(Tender No.INF/PUR/LAPTOP/2018-19)

**BID FORM**

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

To  
INFLIBNET CENTRE  
Infocity, Gandhinagar

Sub: Supply, Installation and commissioning of Laptop 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/LAPTOP/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 60 (sixty 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, this .....day of .....2018

Thanking you, we remain,

Authorized Signatory (Signature In full): \_\_\_\_\_

Name and title of Signatory: \_\_\_\_\_

Stamp of the Company: \_\_\_\_\_