

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 - 382007

BID DOCUMENT

FOR SUPPLY, INSTALLATION & COMMISSIONING OF 04 NOS. OF LAPTOPS AT INFLIBNET CENTRE

Sr. No.		BID-DATA SHEET	
1.	Tender Number	INF/PUR/LAPTOP/2021	
2.	Estimated Cost of Tender	Rs. 3,44,000/-	
3.	Bid validity	60 days	
4.	Issue of Tender Forms	Tender for supply, Installation & Commissioning of 04 Nos. of Laptops. The tender document can be Downloaded from the Institute's website <u>www.inflibnet.ac.in</u> and Central Public Procurement Portal (CPPP) <u>www.eprocure.gov.in</u>	
5.	Tender Document Delivery Mode	Through Speed Post / Registered Post/ Courier or either by person.	
6.	Earnest Money Deposit (EMD)	Bid Security fees exempted	
7.	Publish Date	1 st March, 2021 at 17:00 Hrs.	
8.	Document Download / Sale start Date	1 st March, 2021 at 17:00 Hrs.	
9.	Document Download / Sale end Date	23 rd March, 2021 at 17:00 Hrs.	
10.	Pre-bid Meeting Date	10 th March, 2021 at 11: 00 Hrs.	
11.	Bid Submission Start Date	11 th March, 2021 at 11: 00 Hrs.	
12.	Bid submission End Date	23 rd March, 2021 at 17:00 Hrs.	
13.	Bid Opening Date	24 th March, 2021 at 11:00 Hrs.	
14.	Contact Person	For Technical query: Shri Raja V., Scientist –C (CS) Email: <u>raja@inflibnet.ac.in</u> Tel : 079-23268325	
		For Commercial query : Shri Shyam T Yadav, In-charge (Purchase & Store)Email : <u>shyam@inflibnet.ac.in</u> Tel: 079-23268143	
15.	Contact Address	INFLIBNET Centre, Infocity, PB No 04, Gandhinagar- 382 007 Website : <u>www.inflibnet.ac.in</u>	

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 Supply, Installation, Commissioning and Testing of 04 Nos. of Laptops to INFLIBNET Centre** from bonafide, resourceful and reliable service providers/Vendors/agencies based in Ahmedabad/Gandhinagar only as per terms and condition attached.

Bidder is expected to examine all instructions, forms, terms & conditions, and specification in the bidding document. Failure to furnish all information prescribed in the bidding documents or submission of bids not substantially responsive to the bidding documents in every respect may result in the rejection of the bid. Bidder must submit the technical and commercial bid in prescribed format without any deviation.

GENERAL INSTRUCTION FOR BIDDER

- 1.1 Submission of Bid: The interested bidders are advised to submit separate sealed envelopes suprescribed "Bid for Supply, Installation, Commissioning and Testing of 04 Nos. of Laptops to INFLIBNET Centre" 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 23rd March, 2021 at 17:00 Hrs.
- **1.2 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 30 days from the date of award.
- **1.3 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.
- **1.4 Earnest Money Deposit (EMD)**: As per OM No.F.7/4/2020-PPD dated 12.11.2020 issued by Ministry of Finance, the Bid Security (EMD) fees will be exempted to all bidders, the all the bidders are required to submit the Certificate for the Site Inspection form as prescribed at annexure T-VII for the same. It is mandatory to submit the Bid security declaration, in absence of which the bid would be considered as unresponsive.
- **1.5 Pre Bid Meeting**: Pre Bid Meeting will be held on 10th March, 2021 at 11:00 AM at premises of INFLIBNET. Bidder can end their queries to Shri Raja V., Scientist –C (CS) Email: <u>raja@inflibnet.ac.in</u> and Shri Shyam Yadav, I/C (Purchase &Store) <u>shyam@inflibnet.ac.in</u> 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.

1.6 Terms of Payment:

100 % payment will be release after successful completion of the supply/delivery, successful installation and testing to the Bidder/OEM/Bidder/OEM subject to issue of Final Acceptance Certificate, by e-transfer through RTGS/ NIFT. No advance payment will be made.

1.6.1 Format of invoice is as per INFLIBNET (i.e. Tax invoice as per Service Tax/GST rules clearly indicating Tax registration number, Service Classification, GST number of both parties, rate and amount of Tax shown separately). The terms of such invoice(s) is that they shall be payable as per the rates submitted,

negotiated and agreed by both. The Bidders should provide their bank details duly signed by authorized signatories.

- **1.6.2** 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 Admin delay for the reasons beyond the control of the Centre.
- **1.6.3** The Centre will deduct Income tax at source under Section 194-C of Income Tax Act from the tenderer at the prevailing rates of such sum as income tax on the income comprised therein. All Taxes per applicable rules at time to time will be deducted at applicable rates from all payments made by INFLIBNET Centre. Necessary TDS certificate will be issued by the Centre.
- **1.6.4** During the currency of Contract. No increase in rates will be allowed.
- **1.7 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.
- **1.8 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.
- **1.9 Resolution of Disputes:** 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.
- **1.10 Relaxation of Terms and Conditions:** The Director, INFLIBNET is empowered to relax any term or condition mentioned herein.
- **1.11 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. The INFLIBNET Centre is not bound to accept the lowest tender and reserves the right (i) to reject any or all tenders. (ii) The right to accept any portion of the tender offered without assigning any reason and also to split the tender and award the same to different parties. 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 would be final and binding on all.
- 1.12 Warranty Terms: 3 Year Onsite inclusive all parts, labor and accidental damage protection.
- **1.13 Software Licenses (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.
- **1.14 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: _____

Specification of Laptop - I

Make :			Laptop Model No. :	Qty: 1	
Sr. No.		Param	eter	Compliance (YES/NO)	Remarks
Form Factor:			Standard		
Processor Mak	re:		Intel		
Processor Gen	eration:		10		
Number of Co	res per Processor		4		
Processor Des	cription	Inte	el Core i7, 8th Gen		
Processor Nun	nber	Int	el Core i7 10510U		
Size of Memor Dedicated Gra	y in Case of phic Card (GB)		2		
Operating Syst Loaded)	tem (Factory Pre-	Winc	lows 10 Professional		
OS Certificatio	n		Windows		
RAM Size (GB)			16		
RAM Expandal spare DIMM S	bility up to(using lots in GB)		32		
Type of Drives Internal Bays	used to populate the		HDD ,SSD		
Total HDD Cap	pacity (GB)		1000		
Capacity of ea	ch SSD (GB)	25	56/128 Minimum		
Total SSD Cap	acity (GB)	51	2 / 256 minimum		
Capacity of ea	ch SSHD (GB)		NA		

TECHNICAL BID FORMAT FOR LAPTOP

Total SSHD Capacity in addition to 8 GB Flash (GB)	0	
Wireless Connectivity	Yes	
Bluetooth Connectivity	Yes	
Display Size (Inch)	14	
Display Type	Touch /Non touch	
Panel Technology	IPS	
Display Resolution (Pixels)	1920x1080	
Availability of Webcam integrated with Display	Yes	
If Yes, Resolution of Webcam	HD	
Infrared Webcam	Yes	
Optical Drive	NA	
Internal Speaker (Dual)	Yes	
Carry Case	Yes	
Battery Warranty	3	
On Site OEM Warranty (Year)	3	
Graphics	Dedicated(Size: 2 GB)/Discrete	

Authorized Signatory (Signature In full): ______

Name and title of Signatory: _____

Specification of Laptop – II

TECHNICAL BID FORMAT FOR LAPTOP

Make: Intel	Laptop:		Qty: 01	
Sr. No.	Parameter		Compliance (YES/NO)	Remarks
Color & Type	Black and Thin and	Light Laptop		
Battery Backup	Upto 6 hours and 3	3 cell		
Graphic Memory Type & Capacity	GDDRS & 2 GB			
Processor	Intel, Core i7, 8th G 8550U	Gen, 1.8 to 4.0Ghz,		
Storage Capacity	512 GB, SSD			
RAM	8/16 GB, DDR4 Exp GB, 2400 MHz, 540	•		
Graphic Processor	AMD Radeon 530			
Number of Cores	4			
Operating System	64 bit, Windows 10	Home		
Port And Slot Features	Mic In, 2 x USB 3.1, 1 x HDMI Port (v1.4 Speakers, Built-in N			
Multi Card Slot	3-in-1 Card Reader			
Hardware Interface	SATA			
Touchscreen	Yes			
Screen Size	33.78 cm (13.3 inch Full HD LED Backlit			
Wireless LAN	IEEE 802.11ac			
Bluetooth	v4.1			
Dimensions	307 x 205 x 17 mm			

Weight	1.3 kg	
Web Camera	HD 720P Webcam	
Fingerprint Sensor	Yes	
Lock port	Kensington Lock Slot	
Antivirus	McAfee	
Keyboard	English Backlit Keyboard	
Pointer Device	Touchpad	
Additional Features	Li-ion Battery	
Warranty Summary	3 Year Hardware Warranty, In Home Service	
Warranty Service Type	Onsite	

Authorized Signatory (Signature In full): ______

Name and title of Signatory: _____

TECHNICAL BID FORMAT FOR LAPTOP

Specification of Laptop- III

Make:	Laptop	Qty: 02	Qty: 02	
Sr. No.	Parameter	Compliance (YES/NO)	Remarks	
Form Factor:	Standard			
Processor Make:	Intel			
Processor Generation:	11			
Number of Cores per Processor	4			
Processor Description	Intel Core i7			
Processor Number	Intel Core i7 1165G7			
Graphics	Intel based Integrated Graphics			
Operating System (Factory Pre-Loaded)	Windows 10 Professional 64			
OS Certification	Windows			
RAM Size (GB)	16 DDR4-3200			
RAM Expandability up to(using spare DIMM Slots in GB)	32			
No of available memory slo	ts 2			
No of populated memory slots	1			
Type of Drives used to populate the Internal Bays	SSD PCI NVMe			
Total SSD Capacity (GB)	512			
Capacity of each SSD (GB)	512			
Power adapter	65w external power adapter			

Wireless Connectivity	Yes Wi-fi 6	
Bluetooth Connectivity	Yes BlueTooth 5	
Ports and Connectors	3 High Speed USB (1 charging, 1 power), Type C USB port 10Gbps, 1 RJ-45, 1 Headphone/Mic combo, HDMI	
Display Size (Inch)	14	
Display Type	Non Touch	
Panel Technology	IPS, narrow bezel, anti glare min 250 nits	
Display Resolution (Pixels)	1920x1080(FHD)	
Availability of Webcam integrated with Display	Yes	
If Yes, Resolution of Webcam	720p HD	
Infrared Webcam	No	
Optical Drive	NA	
Internal Speaker (Dual)	Yes	
Carry Case	Yes	
Battery Warranty	3	
On Site OEM Warranty (Year)	3	

Authorized Signatory (Signature In full): ______

Name and title of Signatory: _____

सूचना एवं पुस्तकालय नेटवर्क केन्द्र Information and Library Network Centre (<u>TENDER DOCUMENT No. INF/PUR/LAPTOP/04/2021-22</u>)

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 this bid. The bidding parties meeting the criteria must enclose their supporting document photocopies along with the proposal/bid, failing which their bids will be summarily rejected and will not be considered any further.

			Mention Pag	<u>e Numbers</u>
Sr. No.	Pre-qualification criteria	Documents to be provided	Attached(Y/N)	Page No.
01.	The bidder must be a company/ firm registered under the companies Act, of India/State. The bidder must be registered with the Companies Act, of India/State and evidence to be submitted registration certificate to do the same business continuously engaged for this service/business at least in last 2 years.	I. Certificate of Commencement of business		
02.	They should be registered with Income Tax and Goods and Service Tax.	 I. Attested copy of PAN/GIR Card II. Attested copy of GST 		
04.	Bidder's Details Annexure T-II			
05.	Bid form Annexure T-III			
06.	Declaration of Bidder Annexure T-IV			
07.	Declaration of blacklisting/Non Blacklisting - Annexure T-V			
09.	Bid security Declaration form – Annexure - VI			

• 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.

Authorized Signatory (Signature In full): _____

Name and title of Signatory: _____

सूचना एवं पुस्तकालय नेटवर्क केन्द्र Information and Library Network Centre (TENDER DOCUMENT No. INF/PUR/LAPTOP/04/2021-22)

Name of the Firm/ Company 1 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:

Bidder's Details

Annexure T-II

Authorized Signatory (signature in full):______

Name and Title of Signatory: _____

Company Rubber Stamp: _____

सूचना एवं पुस्तकालय नेटवर्क केन्द्र Information and Library Network Centre (TENDER DOCUMENT No. INF/PUR/LAPTOP/04/2021-22)

Annexure T-III

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: "Bid for Supply, Installation, Commissioning and Testing of 04 Nos. of Laptops to INFLIBNET Centre

Dear Sir,

We the undersigned bidder/(s), having read and examined in details the specifications and other documents of the subject TENDER DOCUMENT No. INF/PUR/LAPTOP/04/2021-22 do hereby propose to execute the job as per the requirement/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 (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 further agree that if our proposal is accepted, we shall provide a Performance Bank Guarantee of the value equivalent to three percent (03 %) of the Order value as stipulated in Financial Bid.

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 of2021

Thanking you, we remain,

Authorized Signatory (Signature In full): _____

Name and title of Signatory: _____

सूचना एवं पुस्तकालय नेटवर्क केन्द्र Information and Library Network Centre (<u>TENDER DOCUMENT No. INF/PUR/LAPTOP/04/2021-22</u>)

Annexure T-IV

DECLARATION

I,	Son/Daughter/Wife	of		Resident	of
	Proprietor / Dir	ector /	Authorized Signatory of the	Company / Fi	irm,

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.

Authorized Signatory (Signature In full): _____

Name and title of Signatory: _____

सूचना एवं पुस्तकालय नेटवर्क केन्द्र Information and Library Network Centre (TENDER DOCUMENT No. INF/PUR/LAPTOP/04/2021-22)

Annexure T–V

CERTIFICATE

DECARATION 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

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.

सूचना एवं पुस्तकालय नेटवर्क केन्द्र Information and Library Network Centre <u>TENDER DOCUMENT No. INF/PUR/LAPTOP/04/2021-22</u>

[On the letterhead of the Bidder]

Annexure T-VI

Bid Security Declaration Form

Date: _____

Tender No. _____

То

Director

INFLIBNET Centre,

Gandhinagar- 382007

I/We, the undersigned, declare that:

I/We understand that, according to your conditions, bids must be supported by a Bid Securing Declaration.

- a) have withdrawn/modified/amended, impairs or derogates from the tender, my/our Bid during the period of bid validity specified in the form of Bid; or
- b) Having been notified of the acceptance of our Bid by the purchaser during the period of bid validity (i) fail or reuse to execute the contract, if required, or (ii) fail or refuse to furnish the Performance Security, in accordance with the Instructions to Bidders.

I/We understand this Bid securing Declaration shall cease to be valid if I am/we are not the successful Bidder (i) the receipt of your notification of the name of the successful Bidder;

Signed:

In the capacity of:

Name:

Duty authorized to sign the bid for an of behalf of

Dated on _____ day of _____.

Corporate Seal

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सूचना एवं पुस्तकालय नेटवर्क केन्द्र/ Information and Library Network Centre <u>TENDER DOCUMENT No. INF/PUR/LAPTOP/04/2021-22</u>

[On the original letterhead of the Bidder]

Commercial Bid for Supply, Installation, Commissioning and Testing of 04 Nos. of Laptops to INFLIBNET Centre, Gandhinagar.

Sr. No.	Description of items	Qty.	<u>Rate</u>	<u>Amount (Rs.)</u>		
01.	AS PER TECHNICAL BID FORMAT OF SPECIFICATION OF LAPTOP – I (page No.4 & 5)	01.				
02.	AS PER TECHNICAL BID FORMAT OF SPECIFICATION OF LAPTOP – II (page No. 6 & 7)	01				
03.	AS PER TECHNICAL BID FORMAT OF SPECIFICATION OF LAPTOP – III (page No.8 & 9)	02				
		T.	otal Amount :			
			GST%			
	Total Amount with GST					
Rates in words:						

Authorized Signatory (Signature In full): _____

Name and title of Signatory: _____