



**Information & Library Network (INFLIBNET) Centre**

**An IUC OF University Grants Commission**

**INFOCITY, Gandhinagar 382 007.**

**☎ 079-23268000, Fax No.23268222**

**E-Mail: [shyam@inplibnet.ac.in](mailto:shyam@inplibnet.ac.in)**

**Website: [www.inplibnet.ac.in](http://www.inplibnet.ac.in)**

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Tender No. INF/PUR/LAPTOP/743&482/2017-18

BID DOCUMENT

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**Bid Document for SUPPLY, INSTALLATION of 04 Nos. of  
Laptop for INFLIBNET Centre, GANDHINAGAR**

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**Estimated Cost :Rs. 4,35,000/-**

*Bid Validity :90 days*

*Contact Number :*

*For Commercial query: Mr. Shyam T Yadav , I/C (Purchase & Store)*  
*(079-23268143)*  
[shaym@inplibnet.ac.in](mailto:shaym@inplibnet.ac.in)

*For Technical query: Mr. Yatrik Patel, Scientist – D (CS)*  
*(079-23268328)*  
[yatrik@inplibnet.ac.in](mailto:yatrik@inplibnet.ac.in)

*Mr. Abhishek Kumar, Scientist – C (CS)*  
*(079-23268280)*  
[abhishek@inplibnet.ac.in](mailto:abhishek@inplibnet.ac.in)

**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**

**May 18<sup>th</sup>, 2017**

**TENDER NOTICE**

**01. 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 under **Two Bid System** i.e. Technical Bid and Financial Bid from bonafide, resourceful and reliable service providers/ Vendors/Suppliers requirements in the INFLIBNET Centre for Supply, Installation of Laptop at Infocity, Gandhinagar.

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 website [www.inflibnet.ac.in](http://www.inflibnet.ac.in)

**02. IMPORTANT DATES**

<b>Date of Release of Tender</b>	<b>18<sup>th</sup> May, 2017</b>
<b>Last date of seeking clarifications</b>	<b>30<sup>th</sup> May, 2017 (12.00 Hrs)</b>
<b>Pre-bid Meeting</b>	<b>30<sup>th</sup> May, 2017 (15:30Hrs)</b>
<b>Last Date and Time of Submission of bids</b>	<b>09<sup>th</sup> June, 2017 (16:00 Hrs)</b>
<b>Date and Time of Opening of Tender</b>	<b>09<sup>th</sup> June, 2017 (16:10Hrs)</b>

**03. EMD**

The interested Companies/firms may put the tender document complete in all respects along with Earnest Money Deposit (EMD) of **Rs.20,000/-** 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 should 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. In the event of the successful bidder/contractor failing to comply with any provision of the contract, EMD/Security Deposit shall stand forfeited. The bid security is normally to remain valid for a period of forty-five days beyond the final bid validity period.

- Bids shall remain valid for 90 days after the date of Bid opening prescribed by INFLIBNET. A Bid valid for a shorter period shall be rejected as non-responsive.
- 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.

**04. TWO PART TENDER INSTRUCTIONS**

The bids have been invited under two bid system i.e. Technical Bid and Financial Bid. The interested vendors are advised to submit Two separate sealed envelopes super scribing "Technical Bids "and "Financial Bids " to the INFLIBNET Centre, INFOCITY, Gandhinagar. Both sealed envelopes should be kept in a Third envelope of bigger size duly sealed superscribed **"Bid for SUPPLY, INSTALLATION of Laptop" for 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 09.06.2017 at 1610 hrs.

## 05. Technical Bid (Pre-qualification criteria(Envelop No -1)

The Bidders are required to submit technical bid enclosing therewith photocopies and mention Page Number of following documents, failing which their bids will be summarily rejected and will not be considered any further:-

(Unconditional acceptance of Terms and conditions of the tender) **Pl use separate sheet for providing complete information**

**Pl. Mention Page Numbers**

Sr. No.	Criteria As per tender Clause no.06, mention at page no.3 & 4	Vendor Response/ Remarks	Page No.
01.	The bidder must be a company registered under the companies Act, of India or Gujarat. Documentary (Certificate of incorporation) evidence to be submitted Registration Certificate to do the business for these items/work.		
02.	The bidder should have their presence in Ahmedabad or Gandhinagar. Valid proof should be submitted along with the bid.		
03.	VAT Registration Certificate Bidder shall have to submit photocopy of the documents		
04.	Service Tax Registration Certificate Bidder shall have to submit photocopy of the documents		
05	<b>Bidder should be submit photocopy of audited balance sheet or income tax returns of the last three years.</b>		
06.	Earnest Money Deposit (EMD) of Rs.20,000/- (Twenty thousand only) in favour of "INFLIBNET Centre" payable at Gandhinagar.		
07.	The bidder should submit Annexure – III valid letter from the OEMs confirming following <ul style="list-style-type: none"><li>• Authorization for bidder</li><li>• Confirm that the products quoted are not end of life products</li><li>• Undertake that the support including spares, patches for the quoted products shall be available for next 5 years.</li><li>• The OEM should have valid TEC Certificate. Photocopy of certificate to be submitted.</li></ul>		
08.	Technical Bid Format of Laptop Annexure-II		
09.	Bid form Annexure – IV		
10.	Declaration of Bidder Annexure – V		
11.	Declaration of blacklisting/Non Blacklisting - Annexure – V		

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: \_\_\_\_\_

## Price Bid (Envelop No. 2)

The Price Bid as per Performa given in the tender documents at ANNEXURE-I filled up and submitted in Envelope No -2 must be duly sealed superscript with name of tender. Any conditions given in the Price Bid may cause rejection of Bid.

- (i) The financial bids of only technically qualified bidders will be opened in the presence of their representatives, if attending bid opening on a specified communicated date and time.
- (ii) 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.
- (iii) The prices may be quoted in Indian Rupees/USD. Prices should be inclusive all taxes, charges and duties.
- (iv) The conditional bids shall not be considered and likely to be rejected in very first instance.
- (v) All entries in the bid form should be legible and filled clearly. If the space for furnishing information is insufficient, a separate sheet duly signed by the authorized signatory may be attached. No overwriting or cutting is permitted in the Financial Bid form. The cuttings, if any, in the Bid/ Bid application must be initialed by the person authorized to sign the bid.
- (vi) The envelope containing Technical Bid shall be opened first on the scheduled date and time at the **Office of INFLIBNET Centre, INFOCITY, Gandhinagar** in the presence of the representatives of the Companies, Firms / Agencies, if any, who wish to be present on the spot at that time. **The Tender Evaluation Committee will set criteria for evaluating the vendors on the information provided by them and shall set cut off level to qualify required number of vendors for their financial bids.** Financial bids of technically qualified, eligible bidders meeting all the requisite criteria only shall be opened on a date, time & place to be notified later in presence of attending short listed bidders or their authorized representatives. The **L1 bidder (qualifying total eligibility criteria)** will be arrived at after consideration of all aspects by the Committee so nominated for the Contract.
- (vii) Price bid of the bidder qualifying in the techno Commercial bid evaluation will be evaluated. The bidder who has qualified in the Techno Commercial bid evaluation and returns with lowest quote in financial bid.
- (viii) **Excise Duty :** INFLIBNET is registered with the Department of Scientific and Industrial Research (DSIR) and is Exempted from Payment of Excise Duty vide Central Excise notification No.10/97 -Central Excise dated 1 March, 1997 as amended from time to time. The necessary ED Exemption Certificate shall be provided by INFLIBNET for availing exemption. Tenderers are requested to take note of the ED exemption available and accordingly submit the offer without ED element.
- (ix) **Customs Duty :** INFLIBNET is registered with the Department of Scientific and Industrial Research (DSIR) and is Exempted from Payment of Customs Duty vide Central Excise notification No.51/96 -Customs dated 23 July, 1996 as amended from time to time. The necessary Customs Duty Exemption Certificate will be provided by INFLIBNET for availing CD exemption.

**Note : Since INFLIBNET is entitled to concession on payment of custom duty/excise duty as per above stated notification, the bidders should keep this point in mind while submitting their bids. The responsibility to claim concession on payment of custom duty/excise duty on items to be used for the works shall be that of the bidder. INFLIBNET will only issue concession custom duty form as and when requested by the bidder.**

## 06. Submission of Bid

- (i) The bid shall be written in English only.
- (ii) The bid prepared by the bidder shall comprise of (i) technical bids and price bid.
- (iii) Bid may be submitted in the following manner:  
**Envelop No. 1-** Shall contain all the information and documents in the same serial order as shown in the technical bid. The complete document should be numbered chronologically. On the top of envelope must be superscribed "Technical Bid". Shall also contain the bid EMD.  
**Envelop No.2-** Shall contain the rates/prices of the items duly filled in (schedule of rates) and signed and stamped. On the top of envelope must be superscribed "Price Bid of Laptop".

(Please note that the price should not be indicated in any of the documents enclosed in envelope-1).

- (iv) All the envelopes must be suprescribed“Bid for Supply, Installation of Laptop” with due date and time and shall be sealed in third envelope of bigger size addressed to The Section Officer (P&S), INFLIBNET CENTRE, INFOCITY, GANDHINAGAR-382007. The Tender must reach on or before 09.06.2017 at 1600 hrs. OR deposited/ dropped in the tender Box placed in the security cabin, INFLIBNET CENTRE, INFOCITY, GANDHINAGAR-382007 on or before 09.06.2017 at 1610 hrs.
- (v) Incomplete and conditional tender will be rejected.
- (vi) All the envelopes shall indicate the name and address of the bidder to enable the bid to be returned, if required.
- (vii) No other method/means of submission of bid except as stated above shall be acceptable. All the documents submitted in the bid must be legible and self attested. Otherwise the bid is likely to be rejected. Each page of technical and price bid should be duly signed & stamped.
- (viii) The cover should be sent to the following address :-**Section Officer (P&S),Information & Library Network Centre,INFOCITY, GANDHINAGAR-382007.**
- (ix) Late/ or delayed tenders shall not be considered. Therefore, please ensure that the tender is submitted/ posted well in time to reach us before the due date.
- (x) No conditional discounts will be allowed.

**07. Bid Evaluation**

- i. The OEMs can participate directly for this Bid. In case OEM does not wish to participate directly they may authorise multiple vendors to bid on their behalf for this tender. Single quotation may not be considered for further evaluation.
- ii. The OEM while authorizing vendors to quote for this tender must give an undertaking that in case of any default in execution of this tender by the vendor, the OEM will take all necessary steps for successful execution of this tender.
- iii. No change of OEM authorisation by the vendor will be permitted at a later stage in procurement process. Vendors are requested to submit authorisation from OEM for offered product otherwise bids will not be evaluated and rejected by the Centre. The tender reference number for this case should also be mentioned on authorisation letters.
- iv. Only those offers shall be evaluated which are found to be fulfilling all the eligibility and qualifying requirements of the tender, both technically and commercially.
- v. After submission of bids, OEM authorisation letter will not be accepted in any circumstances and bids will not be further evaluated.
- vi. In addition to the above documents vendors are to submit the certification duly signed by their authorised signatory on the company letter head. Undertaking that the OEM authorisation submitted will not be changed at a later stage and the products quoted by the vendor will be from the same OEM.

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

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

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

**INFLIBNET CENTRE, GANNDHINAGAR**  
**(Tender no.INF/PUR/laptop/743 & 482/17-18)**

**Annexure-I**

**PRICE BID FORMAT :- ( To be Submitted in Envelope –II)**

Price bid format for **SUPPLY, INSTALLATION Laptop**”(in the prescribed format only)

**(RATES SHOULD BE INCLUSIVE OF ALL TAXES)**

<b>Sr. No.</b>	<b>Item Description</b>	<b>Make &amp; Model No.</b>	<b>QTY.</b>	<b>Unit Rate</b>	<b>Total</b>
01.	Laptop (Technical Specification as per Annexure-II)				
				<b>Total :</b>	<b>Rs.</b>
<b>For USD Supply (Option A)</b>					
1.	Freight, Transit Insurance and other charges		Lump		
2.	Custom Duty (as applicable)				
3.	Custom Clearance and other misc. charges		Lump		
<b>For Local Supply (Option B)</b>					
1.	Excise Duty		Lump		
2.	Sales Tax		Lump		
3.	Freight and other misc. charges		Lump		
Note : The bidders are requested to submit this part of the commercial bid either in USD or Indian currency. In case of quotations submitted in USD, kindly fill the relevant columns of Option A and in case of quotation submitted in Indian currency, kindly fill the relevant columns of Option B. For evaluation of offers in foreign currency, the exchange rate (TT selling rate of SBI) of tender opening date shall be taken into consideration.					

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

**Note: It may be noted that the total purchase/procurement of Laptop is 04 nos. from Category A.**

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

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

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

**INFLIBNET CENTRE, GANNDHINAGAR**  
**INSTRUCTION TO BIDDER**

**1. Pre Bid Meeting**

Pre Bid Meeting will be held on 30.05.2017 at 15.30 hrs at premises of INFLIBNET. Bidder can end their queries to I/C (Purchase & Store) (shyam@inflibnet.ac.in) and copy to Mr. Abhishek Kumar, Scientist-C (CS) (abhishek@inflibnet.ac.in) & Mr. Yatrik Patel (yatrik@inflibnet.ac.in). Only the queries received within the stipulated date prior to the Pre Bid Meeting will be answered.

**2. 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.

**3. 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:

- Accept the work order along with the terms and conditions.
- Furnish performance security.
- Violates any of the work conditions of this proposal or indulges in any such activities as would jeopardize the work.
- 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.

**4. TERMS OF PAYMENT**

- On successful completion of the work 100% payment shall be made to the contractor subject to issue of 'Final Acceptance Certificate.
- The Contractor shall pay all taxes, duties, levies, work contract tax etc. of the Government provision of the Income Tax Act or as per the advice of the Income Tax Authority. Deduction of Income tax/Works Contract tax/any other taxes shall be made from payment as per relevant provisions of the Income tax Act or as per the advice of the Income tax Authority/other Competent Authority.
- 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.

**5. SUB-CONTRACT**

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

**6. INSURANCE COVERAGE**

Appropriate insurance to cover all solution components for the transit period and until the time of its acceptance at the respective site is to be taken by the contractor. As the contractor will carry the risk for the material in his books during transit, the contractor should arrange insurance for the total system as period from the dispatch till Acceptance Test is successfully achieved. Further the contractor is to take all required insurance coverage in respect of all its personnel who shall be working on this engagement.

**7. 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.

**8. PERIOD OF VALIDITY OF OFFER**

For the purpose of placing the order, the proposals shall remain valid till 90 days. 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.

**9. INFLIBNET'S RIGHT TO REJECT ANY OR ALL BIDS**

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.

**10. NON-TRANSFERABILITY OF TENDER**

This tender document is not transferable. Only the bidder, who has purchased this tender form, is entitled to quote.

**11. RESOLUTION OF DISPUTES**

- If any dispute arises between the Parties hereto during the subsistence or thereafter, in connection with the validity, interpretation, implementation or alleged material breach of any provision of the Agreement or regarding a question, including the questions as to whether the termination of the Contract Agreement by one Party hereto has been legitimate, both Parties hereto shall endeavor to settle such dispute amicably. The attempt to bring about an amicable settlement is considered to have failed as soon as one of the Parties hereto, after reasonable attempts [which attempt shall continue for not less than 30 (thirty) days], give 15 days notice thereof to the other Party in writing.
- In the case of such failure the dispute shall be referred to a sole arbitrator or in case of disagreement as to the appointment of the sole arbitrator to three arbitrators, two of whom will be appointed by each Party and the third appointed by the two arbitrators.
- The place of the arbitration shall be Gandhinagar, Gujarat. The Arbitration proceeding shall be governed by the Arbitration and Conciliation Act of 1996 as amended.
- 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.
- The Parties hereto shall submit to the arbitrator's award and the award shall be enforceable in any competent court of law.

**12. 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 INFLIBNET. The ownership of any customized software involved will be of the INFLIBNET.

**13. 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.

**14. SUPPORT FROM EXTERNAL AGENCY (IF APPLICABLE)**

In case, if Vendor wish to have support from any external agency, it's very necessary to inform INFLIBNET in written prior to allow them to work on INFLIBNET infrastructure. The information should contain all respective information about the company from whom support has been extended, the person/group of people and the segment in which services has been taken. On completion of the task, another report should be submitted by mentioning action taken by this person/group of people from external agency, with duration. The Vendor is sole responsible for the action taken by such agency on their behalf. No Data/ Information should be sent out of the premise without obtaining prior written confirmation from the INFLIBNET.

**15. FINAL EVALUATION**

Price bid of the bidders qualifying in the Techno Commercial bid evaluation will be evaluated. The bidder who has qualified in the Techno Commercial bid evaluation and returns with lowest quote in financial bid.



**TECHNICAL BID FORMAT FOR LAPTOP**

<b>Make :</b>		<b>Laptop Model No :</b>	
	<b>Parameter</b>	<b>Compliance (YES/NO)</b>	<b>Remarks</b>
Chasis	Magnesium / Aluminum alloy Chassis		
Processor	Intel core i7 2.7 GHz up to 3.5 GHz with Intel Turbo Boost Technology, 4 MB Cache, 2 cores or Higher		
Chipset & Graphics	Integrated Chipset, Intel Integrated HD Graphics 620		
Operating System	Windows 10 Pro 64		
Webcam	Integrated HD 720p Webcam with Mic		
Display	14 inch FHD(1920 X1080) Antiglare with Touch		
Memory	16GB (1X16GB) DDR4 2133 MHz Upgradable up to 32GB		
Internal Storage	512GB PCIe NVMe Value Solid State Drive		
Wireless	Dual Band Wireless 802.11ac with 2x2 Tx/Rx Streams or Higher		
Communications	Gigabit Ethernet connection		
Bluetooth	Bluetooth 4.2		
Battery	At least 50 Whr, Long Life Battery		
Weight	Approx. 1.45Kg, Systems with lower weight will be preferred		
Power Adaptor	65 Watt, fast charge AC adaptor suitable for Indian Power outlets		
Input Device	Dual point Backlit keyboard with multitouch touchpad		
Warranty	5 Year Onsite inclusive all parts, labor and accidental damage protection		
Energy Efficiency Compliance	Energy Star Certified		
	2 USB 3.1, At least one with charging		
	1 USB Type C™ / Thunderbolt™ 3		
	1 Display port		
	1 HDMI		
	1 RJ 45		
	1 External SIM Card tray		
	1 Head Phone / Mic Combo		
	1 SD 4.0 Card Reader		
	1 VGA		
	Note : Ports requirement may be fulfilled by providing adapter/connector/converter preferably through same OEM		
External HDD	1 Tb, Thickness Below 10mm, USB 3.0 (Should be backward compatible to USB 2.0), weight below 0.14kg , to be supplied with case and USB 3.0 cable		
Carrying Case	Backpack (OEM)		

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

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

**INFLIBNET CENTRE, GANNDHINAGAR**

**(Tender no.INF/PUR/laptop/743 & 482/17-18)**

**Annexure - III**

**MANUFACTURER'S AUTHORIZATION FORM**

Date:

**To  
INFLIBNET CENTRE  
INFOCITY, GANDHINAGAR**

Ref: Tender No.: INF/PUR/Laptop/743&482/17-18

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 60 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.

**INFLIBNET CENTRE, GANNDHINAGAR**

**(Tender no.INF/PUR/laptop/743 & 482/17-18)**

**Annexure - IV**

**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 of 4 Nos. of Laptops for 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/743 & 482/ 2017-18 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 days from the date of opening of bid. We further declare that prices stated in our proposal are in accordance with your bidding.

We confirm that our bid prices include all other taxes and duties and levies applicable on bought out components, materials, equipments and other items and confirm that any such taxes, duties and levies additionally payable shall be to our account.

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 .....2017

Thanking you, we remain,

Yours faithfully

Signature

Signature& Authorized Verified by

Name in full

Name & Designation

Designation

Full Signature & Stamp

**INFLIBNET CENTRE, GANNDHINAGAR**

**(Tender no.INF/PUR/laptop/743 & 482/17-18)**

**Annexure - V**

**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 have carefully read and understood all the terms and conditions of the tender and undertake to abide by them;

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.

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

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

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

**CERTIFICATE**

**DECLARATION REGARDING BLACKLISTING/NON BLACKLISTING**

I /We Proprietor / Partner (s) / Director (s) of M/s .....hereby 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 of .....years 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: .....

<b>Seal of the firm should be affixed.</b>
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Name & address of the firm: .....

.....

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 Ltd.Company by all the Directors of the company or company secretary on behalf of all directors.**