



International Institute of Information Technology-

Bangalore

Bid Ref. No : IIITB/MINRO 001/2018-19

Date : 24.01.2019

Bid for Supply and Installation of Laptops

(Bid documents can be downloaded from “www.iiitb.ac.in”)

Bid for Supply and Installation of Laptops

Indian Institute of Information Technology Bangalore, located at 26/C, Electronics City, Bangalore, Karnataka - 560100, invites sealed tenders from eligible bidders for Supply & Installation of Laptops for it's Minro Project.

1. Bid Details :

1.	Bid No	: IITB/Minro-001/2018-19
2.	Name of the work	: Bid for supply & Installation of Laptops
3.	Warranty	: 3years OEM Warrantee

1.01) The Bid documents can be downloaded from the Website of the International Institute of Information Technology-Bangalore at www.iitb.ac.in

1.02) Sealed Bid addressed to

**The CAO,
International Institute of Information Technology,
26/C, Electronics City, Phase-1,
Bangalore – 560100**

may be submitted to reach IITB's reception **on or before 3.00 pm on 06.02.2019**

1.03) Sealed Bid envelop, super scribed "**Bid for Supply & Installation of Laptops**" shall contain details / documents as listed below,

- i. Full set of Bid document (downloaded from IITB site) signed by the authorized signatory (**all pages of the Bid Documents to be signed.**)
- ii. Duly filled and signed "covering Letter" in the letter head of the Vendor company as per **annexure - 1.**
- iii. Duly signed letter of undertaking of authenticity as per **annexure-2**
- iv. Experience details as per **annexure-3**
- v. Warranty details as per **annexure-4**
- vi. Self attested Certificates of **Firm registration, GST registration & firm's Pan card.**
- vii. All other documents as mentioned in "**SI-4-Eligibility Criteria and document submission.**"
- viii. **Commercial Bid** filled and Signed Copy as per **Annexure – 5**

1.04) The full name and postal address of the bidder shall be written on the bottom left hand corner of the sealed cover.

2. Timelines for Supply & Installation of Laptops Bid :

No	Task	Date
1	Release of Bid notification in IIITB website	24 th January, 2019
2.	Last date for submission of bids in sealed envelopes	7 th February, 2019, 15:00 Hrs
3.	Opening of the Bids	7 th February -2019, 16:00Hrs
4.	Issue of Purchase Orders	8 th February, 2019
5.	Delivery	Within 7-10days after receiving to Purchase Order
6.	Payment	Within 2weeks from successful installation at IIITB site.

3. Technical Specifications (Supply & Installation of Laptops)

Specification details are as per **Annexure-6**

4. Eligibility Criteria & Document submission :

The following is the minimum eligibility criteria for the Bidder to participate in the Bid “for Supply & Installation of Laptops”,

- 4.1 Bidder should be OEM/Authorized Partner/service provider of the OEM, a valid Agency-ship/Dealership Certificate to quote on the behalf of OEM should also be **enclosed with the bid.**
- 4.2 Bidders should be ISO 9001 certified (**self attested copy to be enclosed with bid.**)
- 4.3 The bidder must not be blacklisted by Central/State Government/Corporations in India (**an undertaking in Vendor’s Company letter head, duly signed and stamped to be enclosed.**)
- 4.4 Bidders can seek clarifications, raise technical / Financial queries etc. related to Bid by **02.02.2019** via email to cao@iiitb.ac.in. The reply to clarifications sought or queries raised will be replied within 03 days and bidders may submit bids as prescribed by the due date the time. No clarifications in any other form will be provided.

5. Other Terms and Conditions:

- 5.1 IIITB reserves the right to accept or reject any or all the Bids or cancel this process at any time without assigning any reason whatsoever.
- 5.2 The bidders, who do not meet the eligibility criteria; or do not submit all the necessary documents in support of the eligibility criteria; or do not submit documents that are

complete and valid shall be disqualified and may not subsequently be made responsive by the bidder by correction of the non-conformity.

- 5.3 **Commercial Bid** – You offered price should be in **Indian Rupees (INR) only** with break-ups of product cost and Taxes as mentioned in **annexure-5**
- 5.4 The bid offer shall be valid up to 60 days after closing date of the Bid.
- 5.5 The bidder is expected to read all instructions, terms and conditions in the Bid document. Incomplete bids, bids received late, bids not conforming to the specifications and instructions contained herein, will be rejected summarily.
- 5.6 Bids received within the prescribed closing date and time will be opened **in the presence of only the vendor/bidder** who have submitted their response to this bid on the date and time specified in this bid document.
- 5.7 The Institute will award the contract to the successful bidder who has been determined to have qualified in the technical and commercial evaluation.
- 5.8 Supply and installation work to be completed with 7-10days from the receipt of the Purchase order,
- 5.9 **Payment terms** – No advance payment will be made. 100% payment will be released within 2weeks from the successful installation of Laptops at IIITB as certified by the IT personal/Users of IIITB.
- 5.10 Any form of canvassing/influencing will attract rejection of bid submitted by the bidder and the Institute reserves the right to take such penal action (e.g. blacklisting the Bidder for the present and future etc.) as it deems fit. Notwithstanding anything contained above, the Institute reserves the right to reject all or any bid as recommended by the Bid Committee and is not bound to divulge any reason to the unsuccessful bidders.
- 5.11 In the event of dispute, Director, IIITB shall be the sole arbitrator and his decision shall be final and binding on both parties.

Annexure – 1

Covering Letter Format (Should be in the letter head of the Company)

Bid # IIITB/Minro-001/2018-19

Date : / /2019

To,
The Chief Administrative Officer,
International Institute of Information Technology Bangalore
26/C, Electronics City Phase-1
Bangalore – 560100

Dear sir,

Bid Ref : IIITB/Minro-001/2018-19

Having examined the Bid documents including all annexures the receipts of which is hereby duly acknowledge, we, the undersigned, offer to “Supply and installation of laptops” in conformity with said bid in accordance with the schedule of prices indicated in the offer and made part of this offer.

If our offer is accepted, we undertake to complete delivery and installation within time frame mentioned in the terms and conditions.

Date

Name :
Contact #
Email id :

Signature & Vendor Company Stamp _____

Annexure – 2

Letter of Undertaking of Authenticity

1. We undertake that all components / parts / software used in the Laptops supplied shall be original, new components & software only and that no refurbished / duplicate / second hand components / parts / assembly / software is being used.
2. We hereby undertake to produce that certificate from the OEM in support of above undertaking at the time of delivery / installation. It will be our responsibility to produce such letters from our OEM suppliers at the time of delivery or within a reasonable time
3. In case of default and we are unable to comply with the above at the time of delivery or during installation, we agree to take back the “Supply and installation of Laptops” without demur, if already supplied and return the money, if any paid to us by you in this regard.

Signature of Vendor / Bidder _____

Name and designation _____

Company seal :

Annexure – 3

Experience Details (Customer references) at least two

Sl#	Description	Company – 1	Company – 2	Company – 3
1	Name of the Organization			
2	Contact person			
3	Contact #			
4	Contact email			
5	Date of supply			
6	Number of laptops supplied			

Signature of Vendor / Bidder _____

Name and designation _____

Company seal :

Annexure – 4

OEM Warranty Certificate

Configuration	Laptop Make & Model	Name of the OEM	OEM Warranty Certificate attached (Yes/No)
1			
2			
3			
4			

Signature of Vendor / Bidder _____

Name and designation _____

Company seal :

Annexure – 5

Proforma for Commercial BID

SL #	Details	Qty	Price in INR	Tax in INR	Total Cost (in INR)
	Supply & Installation of Laptops (Details as per Bid # IIITB/Minro-001/2018-19)				
1	Configuration - 1	2			
2	Configuration - 2	5			
3	Configuration - 3	2			
4	Configuration - 4	1			
	Grand Total	10			

*** IIITB will provide Customs Duty Exemption / Concessional rate of GST issued by Government of India

- 1) Delivery – IIITB Campus
- 2) Payment terms – Within two weeks from Supply and installation of Laptops

We accept that the rate quoted above shall remain valid for the period of 60days from the last date of the Tender document i.e, 7th February, 2019

Signature and seal of the Bidder.

Annexure-6

Technical Specifications (Supply & Installation of Laptops)

Configuration 1

SN	Parameter	Minimum Specification
1	Processor	4 core, 1.7 GHz (base freq) or higher, 4 MB or higher cache
2	Motherboard	OEM Motherboard with all necessary components
3	Memory	8 GB DDR4 2400MHz or higher
4	Memory expandable	16 GB, at least 2 DIMM slots of which 1 slot should be free
5	Hard Disk	1 TB SATA, 5400 RPM or higher
6	Monitor	14" or 15" display, resolution 1920 x 1080 minimum
7	Network Interface	Integrated Gigabit (10/100/1000) with PXE and Boot ROM
8	Wireless	802.11b/g/n Wi-Fi and Bluetooth 4.0
9	Keyboard	Full size keyboard
10	Touchpad	Multi-touch pad with integrated scrolling
11	Graphics	Integrated Graphics
12	Audio	HD audio with stereo speakers, headphone, microphone
13	I/O Ports	At least 2 USB ports with at least 1 USB 3.0 1 (RJ45) Gigabit Ethernet10/100/1000 1 HDMI out 1 Microphone Line in 1 Headphone Provide an adaptor in case any above ports are missing
14	Battery	3 Cell battery or better with minimum 4-6 hours backup time
15	Carrying case	Good quality OEM carrying case/bag
16	Operating System	Genuine Windows 10 Home or Pro 64 Bit
17	Weight	Maximum 1.8 kg
18	Warranty	3 years On-site Comprehensive OEM Warranty

Configuration 2

SN	Parameter	Minimum Specification
1	Processor	4 core, 1.8 GHz (base freq) or higher, 8 MB or higher cache
2	Motherboard	OEM Motherboard with all necessary components
3	Memory	8 GB DDR4 2400MHz or higher
4	Memory Expandable	16 GB, at least 2 DIMM slots of which 1 slot should be free
5	Hard Disk	1 TB SATA, 5400 RPM or higher
6	Monitor	14" or 15" display, resolution 1920 x 1080 minimum
7	Network Interface	Integrated Gigabit (10/100/1000) with PXE and Boot ROM
8	Wireless	802.11b/g/n Wi-Fi and Bluetooth 4.0
9	Keyboard	Full size keyboard

10	Touchpad	Multi-touch pad with integrated scrolling
11	Graphics	Integrated Graphics
12	Audio	HD audio with stereo speakers, headphone, microphone
13	I/O Ports	At least 2 USB ports with at least 1 USB 3.0 1 (RJ45) Gigabit Ethernet10/100/1000 1 HDMI out 1 Microphone Line in 1 Headphone Provide an adaptor in case any above ports are missing
14	Battery	3 Cell battery or better with minimum 4-6 hours backup time
15	Carrying case	Good quality OEM carrying case/bag
16	Operating System	Genuine Windows 10 Home or Pro 64 Bit
17	Weight	Maximum 2.2 kg
18	Warranty	3 years On-site Comprehensive OEM Warranty

Configuration 3

SN	Parameter	Minimum Specification
1	Processor	4 core, 1.8 GHz (base freq) or higher, 8 MB or higher cache
2	Motherboard	OEM Motherboard with all necessary components
3	Memory	8 GB DDR4 2400MHz or higher
4	Memory Expandable	16 GB, at least 2 DIMM slots of which 1 slot should be free
5	Hard Disk	1 TB SATA, 5400 RPM or higher
6	Monitor	14" or 15" display, resolution 1920 x 1080 minimum
7	Network Interface	Integrated Gigabit (10/100/1000) with PXE and Boot ROM
8	Wireless	802.11b/g/n Wi-Fi and Bluetooth 4.0
9	Keyboard	Full size keyboard
10	Touchpad	Multi-touch pad with integrated scrolling
11	Graphics	Dedicated Graphics (2 GB or higher)
12	Audio	HD audio with stereo speakers, headphone, microphone
13	I/O Ports	At least 2 USB ports with at least 1 USB 3.0 1 (RJ45) Gigabit Ethernet10/100/1000 1 HDMI out 1 Microphone Line in 1 Headphone Provide an adaptor in case any above ports are missing
14	Battery	3 Cell battery or better with minimum 4-6 hours backup time
15	Carrying case	Good quality OEM carrying case/bag
16	Operating System	Genuine Windows 10 Home or Pro 64 Bit
17	Weight	Maximum 2.2 kg
18	Warranty	3 years On-site Comprehensive OEM Warranty

Configuration 4

SN	Parameter	Minimum Specification
1	Processor	6 core, 2.2 GHz (base freq) or higher, 9 MB or higher cache
2	Motherboard	OEM Motherboard with all necessary components
3	Memory	16 GB DDR4 2400MHz or higher
4	Memory Expandable	32 GB, at least 2 DIMM slots of which 1 slot should be free
5	Hard Disk	1 TB SATA, 5400 RPM or higher, 128 GB SSD or higher
6	Monitor	14" or 15" display, resolution 1920 x 1080 minimum
7	Network Interface	Integrated Gigabit (10/100/1000) with PXE and Boot ROM
8	Wireless	802.11b/g/n Wi-Fi and Bluetooth 4.0
9	Keyboard	Full size keyboard
10	Touchpad	Multi-touch pad with integrated scrolling
11	Graphics	Dedicated Graphics (4 GB or higher)
12	Audio	HD audio with stereo speakers, headphone, microphone
13	I/O Ports	At least 2 USB ports with at least 1 USB 3.0 1 (RJ45) Gigabit Ethernet10/100/1000 1 HDMI out 1 Microphone Line in 1 Headphone Provide an adaptor in case any above ports are missing
14	Battery	3 Cell battery or better with minimum 4-6 hours backup time
15	Carrying case	Good quality OEM carrying case/bag
16	Operating System	Genuine Windows 10 Home or Pro 64 Bit
17	Weight	Maximum 2.5 kg
18	Warranty	3 years On-site Comprehensive OEM Warranty