

**INDIRA GANDHI INSTITUTE OF DEVELOPMENT RESEARCH  
GOREGAON (EAST), MUMBAI**

**TENDER DOCUMENT FOR  
Supply of computers and printers at IGIDR**

**NIT No: IGIDR/Tender/2023-24/CC/06    Date: 12. 02.2024**

**INDIRA GANDHI INSTITUTE OF DEVELOPMENT RESEARCH**

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**Gen. A.K. Vaidya Marg, Film city Road, Santosh Nagar, Goregaon (EAST), MUMBAI-400065.**

**TELEPHONE: 022 6909 6200 / FAX: 022 6909 6399.**

**INDIRA GANDHI INSTITUTE OF DEVELOPMENT RESEARCH, MUMBAI**

**Notice Inviting Tender**

“NAME OF THE WORK: **Supply of Computers and Printers** at INDIRA GANDHI INSTITUTE OF DEVELOPMENT RESEARCH (IGIDR), GOREGAON, MUMBAI – 400 065.”

1. Institute invites sealed bids from reputed vendors for the following work:

Name of work	Period of completion	
(1)		
<b>Supply of computers and printers at IGIDR</b>	<b>2 weeks</b>	

The tenders are invited from OEM/authorized partners for the Supply of computers and printers. **IGIDR reserves its right to split the order of items with multiple bidders.**

2. Bidder must submit Earnest Money Deposit **Rs 50,000.00** only, along with the bid.

The tender bids in two bid systems are invited through two separate Emails to [tender@igidr.ac.in](mailto:tender@igidr.ac.in): **“Email-1: EMD and Pre-Qualification/Technical Bid” & “Email-2: Financial bid”**. The subject of the email should be mentioned as “Email-1: EMD & Prequalification/Technical Bid for Supply of Computers and Printers at IGIDR” and “Email-2: Financial Bid for Supply of Computers and Printers at IGIDR”, respectively. **All the bid documents should be attached as a PDF document or zip file, and the financial bid file should be protected with a password.**

3. Last date of submission of the Tender document shall be up to **06 March 2024**. No tender will be accepted after **06 March 2024** under any circumstances whatsoever.

4. The Institute reserves the right to reject any prospective application without assigning any reasons whatsoever.

REGISTRAR

**SECTION-A**

LETTER OF OFFER \*

Date \_\_\_\_\_

To  
The Registrar,  
Indira Gandhi Institute of Development & Research,  
Gen. A.K. Vaidya Marg, Filmcity Road,  
Goregaon (East), Mumbai 400065.

**Subject: Supply of computers and printers at IGIDR**

Reference: NIT No: IGIDR/Tender/2023-24/CC/06

Date:

Dear Sir,

With respect to your above-mentioned tender, I/We have gone through the full tender document and I / We hereby submit my / our tender in the required format along with Company Profiles and supporting documents.

Should this tender be accepted, I/We hereby agree to abide by and fulfill the terms and provisions of the said Conditions of Contract annexed hereto so far as they may be applicable or in default thereof to forfeit the EMD and pay to the IGIDR the amount mentioned in the said Conditions.

I/We have deposited earnest money through **NEFT/DD/BG/FDR or MSME certificate** to the IGIDR, which will not bear any interest.

Should I/We fail to execute the contract when called upon to do so. I/We do hereby agree that this sum shall be forfeited by me/us to the IGIDR.

I / We have carefully gone through the terms and conditions prescribed in the tender document, and I / We accept the same without any alterations/modifications.

Yours faithfully,

**Signature**

Name & seal of Contracting

Agency/firm/company

\*To be printed on company Letterhead and scanned or Digitally signed pdf document

**SECTION-B**

## GENERAL INSTRUCTIONS TO TENDERER

Sealed Tender should be addressed to The Registrar, Indira Gandhi Institute of Development Research, Goregaon (East), Mumbai - 400065.

1. If applicable, Bidder has to submit the Earnest Money Deposit of Rs.50,000.00 through DD/FDR/BG/NEFT to “INDIRA GANDHI INSTITUTE OF DEVELOPMENT RESEARCH”, Account No: 010220100010001, IFS Code: BKID0000102 , BRANCH NAME: I G I D R , BANK NAME: BANK OF INDIA and UTR NO with a screenshot of the transaction should be included in the part of the tender document towards Earnest Money.

2. A tender that is not accompanied by EMD (if applicable) will not be considered. The EMD will be returned to the bidder if the Institute does not accept their tender without Interest. The EMD paid by the successful bidder shall be held/ encashed by the IGIDR as security for the execution and fulfillment of the contract. No interest shall be paid on this deposit.

3. **Bidders who are exempted from submission of EMD should submit a copy of the certificate issued by Micro and Small Enterprises (MSEs).**

4. The tender bids in two bid systems are invited through two separate Emails to [tender@igidr.ac.in](mailto:tender@igidr.ac.in): “**Email-1: Pre-Qualification/Technical Bid**” and “**Email-2: Financial bid**”. The subject of the email should be mentioned as “**Email-1: Prequalification/Technical Bid for Supply of Computers and Printers at IGIDR**” and “**Email-2: Financial Bid for Supply of Computers and Printers at IGIDR**”, respectively. All the bid documents should be attached as a PDF document or zip file.

5. **All the required documents should be scanned and merged either into a single PDF file or zipped into a single file and attached to the respective Emails. The Financial bid should be attached as a PDF document protected with a password, and the password to be shared at the time of the financial bid opening through an online meeting. The vendor should keep their password securely with them and be required to give it only when asked in online meetings for financial bid openings. If the bidder can NOT provide the password for the financial bid at the opening, their bid shall be rejected.**

6. The bids will be received up to **06 March 2024 till the end of the Day**. Each copy of the tender document is under their stamp and signature. No tender will be accepted after the due date under any circumstances whatsoever

7. **The “ Pre-qualification & Technical “ Bid shall be opened by the tender opening committee on the next working day, 07 March 2024, at 3:30 PM through the online meeting platform. The link to the meeting will be shared with participating bidders. In case the Government declares a holiday on the day of opening the bids, the bids will be opened on the next working day at the same time.**

8. **“Financial bid” of only qualified bidders will be opened. The date of opening of the financial bid and link for the online meeting shall be informed by the institute to the qualified bidders. The bidders should provide the password of the financial bid PDF file during the opening of the financial bid. If the bidder can NOT provide the password for the financial bid at the opening, their bid shall be rejected.**

9. Tenders bid shall remain valid for acceptance by the Institute for a period of three months from the date of opening of the tender, which period may be extended by mutual agreement, and the bidder shall not cancel or withdraw the bid during this period.

10. The bidder must use only the formats issued by the Institute to fill in the rates. Any addition/alteration in the text of the Tender form made by the bidder shall not be valid and shall be treated as null and void.

11. The Tender form must be filled in English. If any of the documents are missing or unsigned, the Institute may consider the tender invalid at its discretion.

12. Rates should be quoted in figures and words in the specified columns. Overwriting of figures is not permitted. Failure to comply with either of these conditions will render the tender void at the Institute's option. No advice whatsoever, especially on any change in rate specifications after the opening of the tender, will be entertained.

13. Each Page of the Tender Documents should be stamped and signed by the authorized person or persons submitting the Tender in token of his/their having acquainted himself/themselves with the General terms & conditions, specifications, special conditions of the contract, etc. as laid down. Any Tender with any of the documents not so signed will be rejected.

14. The successful bidder will have to deposit a Performance Security Deposit of 3% of the order value within 30 days of the receipt of the formal order. The performance security will be furnished in the form of an account payee Demand Draft, FDR or Bank Guarantee from a commercial bank drawn in favor of "The Registrar, Indira Gandhi Institute of Development Research, Mumbai" payable at Mumbai. The performance security should remain valid till the warranty period specified in the tender. This deposit shall be forfeited in case the contractor, who fails to discharge its duties/commitments or whose contract is terminated prematurely. No interest will be paid on the Security Deposit withheld by the Institute.

15. The Institute does not bind itself to accept the lowest or any tender and reserves to itself the right to accept or reject any or all the Tenders, either in whole or in part, without assigning any reasons for doing so.

16. On receipt of intimation from the Institute of the acceptance of their tender, the successful vendor/contractor shall be bound to sign the formal contract /Purchase order and acknowledge the same within seven days as applicable.

17. Tender bid must include in their rates, applicable GST and any other tax and duty or other levies in force levied by the Central Government or any State Government or Local Authority if applicable and inclusive of all charges.

18. The intending bidder can obtain any clarifications regarding the tender document, scope of work, etc. if any from the office of the department **Computer Center, Mr. Lingaraj Panda, Email: [lingaraj@igidr.ac.in](mailto:lingaraj@igidr.ac.in), Tel:[69096581/548](tel:69096581548), Mobile:[9967635444](tel:9967635444)** on any Institute's working day.

I/We hereby declare that I/we have read and understood the above instructions which will remain binding upon me/us.

Place : Signature of Bidder

Date : With the seal of their company

**SECTION ‘C’**  
**TERMS AND CONDITIONS**

Upon the declaration of an intending vendor/bidder to be the Successful Bidder by the Institute, they shall be subject to the following terms and conditions that shall form part of the Formal Contract to be executed with the Institute.

1. The successful bidder shall not assign the sub-contract. In case of breach of these conditions, the IGIDR may serve a notice in writing on the Contractor rescinding the contract.

2. The successful bidder shall carry out all the work strictly in accordance with the scope of work, technical specifications, and as per detailed instructions of the Institute.

3. The successful bidder must cooperate with the other contractor appointed by the Institute so that the work shall proceed smoothly to the satisfaction of the Institute.

4. In all matters of dispute arising on the work, the matter shall be referred to **The Registrar, Indira Gandhi Institute of Development Research, Goregaon**, for a mutual decision.

5. **Arbitration Clause:** In the event that the Successful Bidder is not satisfied by the decision of the Registrar, Indira Gandhi Institute of Development Research, the dispute shall be settled by arbitration in accordance with the provisions of the Arbitration and conciliation act, 1996 or any enactment thereof. The Arbitral Tribunal shall consist of one arbitrator appointed by the Institute. The place of arbitration shall be Mumbai, and any award, whether interim or final, shall be made, and shall be deemed for all purposes between the parties to be made in Mumbai. The arbitration proceedings shall be conducted in the English language and any award or awards shall be rendered in the English language. The procedural law of the arbitration shall be the Indian law. The arbitral tribunal’s award shall be final, conclusive, and binding upon the Successful Bidder and the Institute.

6. **Payment Terms:**

i. Payment will be released only after the delivery of equipment and submission of performance Bank guaranty (BG).

No advance payment will be made.

ii. Income tax and all other applicable taxes shall be deducted at source as per prevailing Govt—rules in this regard.

7. **Delivery & Installation:** The items ordered must be delivered by **31 March 2024** or within two weeks from the date of placing the purchase order, which ever is earlier, and installed properly wherever installation is applicable. The warranty period will commence only from the date of invoice or from the date when all the hardware, software, etc., components are installed and working satisfactorily if applicable.

**8. Warranty and Support:**

All the equipment should have a **5 years** comprehensive onsite warranty (back-to-back with OEM) from the date of successful installation. (OEM warranty certificate is required for processing payment)

**9. Penalty:**

If the selected firm fails to deliver the service, a penalty (1% of the project value per week maximum 5% ) to such effect would be charged. IGIDR reserves the right to forfeit the security deposit if any.

I/We hereby declare that I/we have read and understood the above terms and conditions that form part of the Formal Contract to be executed between I/us and the Institute. The same shall be binding upon me/us upon being declared as the Successful Bidder.

Place :

Signature of Bidder

Date :

With the seal of their company

**SECTION-‘D’**  
**PRE-QUALIFICATION CRITERIA**

**Pre-Qualification Documents to be submitted by Bidder along with Pre-qualification Bid:**

**Eligibility for Bidders**

The Agencies that fulfill the following requirements shall be eligible to apply:

- a) Copy of Registration of Firm Certificate of Incorporation of company or Partnership deed.
- b) Copy of Registration of Goods & Service Tax and PAN
- c) The bidder should have an average annual turnover of INR **50 lakh** in the last 3 financial years. Submit copies of the audited Balance Sheet and Profit & Loss account /CA Certificate for the last three years.
- d) Either the Registered Office or one of the Branch Offices of the bidder should be located in the territory of MMRDA.
- e) OEM authorization letter or OEM partner certificate for Computers and Printers
- f) The OEM / their authorized partners should have at least executed the supply of computers/ printers for the Government (State/ Central/Autonomous) / Private organization/university in the last 7 years as of the tender submission deadline.
  - i) At least 01 similar work of value not less than Rs. 16 Lakh OR
  - ii) at least 02 similar works of value not less than Rs. 10 Lakh OR
  - iii) at least 03 similar works of value not less than 8 lakh. References order copy OR completion certificate for the same must be provided-
- g) The bidder should not be blacklisted by any Govt. organization /PSU during the last 3 years. A declaration certificate to this effect is to be submitted as per the format given in Annexure-1.

Bidders must submit documentary proof in support of meeting each of the above minimum qualification criteria. A simple undertaking by the bidder for any of the stated criteria will not suffice the purpose. All documentary proof must be listed on the **letterhead** of the company, to be submitted along with the qualification bid duly stamped and signed by the authorized person of the agency.

- **Information to be furnished by the bidder: (as per annexure-C)**



**SECTION-‘E’**

**Technical BID**

IGIDR is deemed to be a university and an advanced research institute established by the Reserve Bank of India. It is spread across 14 acres of land, and the institute has a small data centre (server room) and computer Lab . IGIDR invites quotations from OEM/authorized partners of OEM for the Supply of computers and printers at IGIDR.

**Scope of work :**

1. **Equipment delivery at IGIDR**
2. **Provide all the drivers for Windows 11 operating systems in a USB pen drive.**

**BOM with Technical Specification**

**Please submit the BOM with all the parts, make, model, part number, and Product Datasheet.**

A	<b><u>AIO Desktop Specification</u></b>				
Sr.No	Description	QTY	Unit	Make	Model
A1	I3 Desktop as per the specification in Annexure-E	34	Nos.		
A2	I5 Desktop as per the specification in Annexure-E	7	Nos.		
B	MFP Laser Printers				
B1	Multi functional Laser Printer as per the specification in Annexure-E	8	Nos.		

**SECTION-‘G’**

**Financial Bid**

**(To be submitted on company/Firms Letterhead)**

**NIT No: IGIDR/Tender/2023-24/CC/06**

**Schedule of RATES**

A	<b><u>AIO Desktop</u></b>					
Sr. No	Description	QTY	Unit	Unit Price	GST %	Total Amount with GST
A1	I3 Desktop as per the specification in Annexure-E	34	Nos.			
A2	I5 Desktop as per the specification in Annexure-E	7	Nos.			
	<b>Total Amount (A)</b>					
B	<b><u>MFP Laser Printers</u></b>					
B1	Multi-functional Laser Printer as per the specification in Annexure-E					
	<b>Total Amount (B)</b>					
	<b>TOTAL (A + B)</b>					
	Amount in words					

Date:

Sign & Stamp of the bidder

**Annexure - A**

**FORMAT OF UNDERTAKING, TO BE FURNISHED ON COMPANY LETTER HEAD WITH REGARD TO BLACKLISTING/ NON- DEBARMENT, BY ORGANISATION UNDERTAKING REGARDING BLACKLISTING / NON – DEBARMENT**

To,  
The Registrar  
Indira Gandhi Institute of Development Research  
Film City Road, Santosh Nagar,  
Goregaon (East),  
Mumbai – 400 065.

We hereby confirm and declare that we, M/s -----, is not blacklisted/ De-registered/ debarred by any Government department/ Public Sector Undertaking/ Private Sector/ or any other agency for which we have Executed/ Undertaken the works/ Services during the last 5 years.

For M/s \_\_\_\_\_

Authorized Signatory

Date:

## Annexure - B

### **FORMAT FOR PERFORMANCE BANK GUARANTEE (PBG)**

(To be typed on Non-judicial stamp paper of the value of Indian Rupees of One Hundred)  
(TO BE ESTABLISHED THROUGH ANY OF THE NATIONALISED COMMERCIAL BANKS (WHETHER SITUATED AT Mumbai OR OUTSTATION) WITH A CLAUSE TO ENFORCE THE SAME ON THEIR LOCAL BRANCH AT Mumbai)

To, The Registrar, Indira Gandhi Institute of Development Research, Goregaon East, Mumbai-400065

LETTER OF GUARANTEE

WHEREAS for Indira Gandhi Institute of Development Research(IGIDR), Goregaon East, Mumbai-400065 (Buyer) has invited tender vide Tender NIT ...

**dated** ....., for xxxxxxxxx Indira Gandhi Institute of Development Research, Goregaon East, Mumbai-400065

AND WHEREAS the said tender document requires that eligible successful bidder (seller)..... wishing to supply the Item(s) etc. in response thereto shall establish an irrevocable Performance Bank Guarantee in favour of Indira Gandhi Institute of Development Research, Goregaon East, Mumbai-400065 " in the form of Bank Guarantee for Rs ..... ( --% of the contract value) and the Performance Bank Guarantee shall remain valid for a period of 60 (sixty) days beyond the date of completion of all contractual obligations of the seller, including warranty and AMC obligations from the date of issue of Performance Bank Guarantee and the eligible successful bidder (the seller) shall submit the same within 15 (Fifteen) days from the date of Award of Contract. NOW THIS BANK HEREBY GUARANTEES that in the event of the said bidder (seller) fails to abide by any of the conditions referred to in the tender document / Award of Contract/performance of the equipment/machinery, etc. this Bank shall pay to Indira Gandhi Institute of Development Research, Goregaon East, Mumbai-400065 on demand and without protest or demur Rs .....(Rupees. ).

This Bank further agrees that the decision of IGIDR (Buyer) as to whether the said bidder (Seller) has committed a breach of any of the conditions referred in tender document / Award of Contract shall be final and binding. We, ..... (name of the Bank & branch) hereby further agree that the Guarantee herein contained shall not be affected by any change in the constitution of the bidder (Seller) and/ IGIDR (Buyer).

Notwithstanding anything contained herein: 1. Our liability under this Bank Guarantee shall not exceed Rs. ....(Indian Rupees only). 2. This Bank Guarantee shall be valid up to ..... (date) and 3. We are liable to pay the guaranteed amount or any part thereof under this bank guarantee only and only if IGIDR serve upon us a written claim or demand on or before.....(date). This Bank further agrees that the claims if any, against this Bank Guarantee shall be enforceable at our branch office at ..... situated at..... (Address of local branch).

Yours

truly,  
Signature and seal of the guarantor:  
Name of Bank:  
Address

**Annexure - C**

<b>Sr. No.</b>	<b>Item</b>	<b>Information to be filled by Bidder</b>
1	Name of the bidder	
2.	Address	
2	Telephone Number: Office: Mobile Number of contact person/account manager Fax No. E-Mail address-	
3	Details of Registration (number & date)	
4	Month and Year in which the firm/company was formed/ incorporated.	
5	Type of organization (Sole Proprietor, Partnership, Pvt. Ltd., Public Ltd., etc.)	
6	Enclose copy of the partnership deed, Articles of Association, or Affidavit (in case of firm)	
7	Average Annual Turnover of Last Three Financial Year (attached audited balance sheet & profit & Loss account)	FY 2022-23..... FY 2021-22..... FY 2020-21.....
8	NEFT BANK DETAILS	

## Annexure - D

### Checklist of Documents to be submitted

(Please attach the following documents only and save the tree )

1. EMD (DD/FD/BG/UTR details in case of NEFT) or copy of MSME certificate
2. Offer letter in your company letterhead with stamp and sign
3. Copy of Registration of Firm Certificate of Incorporation of company or Partnership deed.
4. Copy of Registration of Goods & Service Tax and PAN
5. Copy of last 3 years' audited balance sheet and profit loss account only.
6. OEM partner certificate / Authorization letter related to the tender.(MAF)
7. Reference Purchase order / Work order copy of clients for similar work as per PQ
8. Declaration certificate (not blacklisted) as per Annexure -A
9. Annexure-C duly filled
10. Technical bid documents with stamp and sign, product data sheets for quoted model
11. Financial bid on company letterhead with stamp and sign **enclosed in separate Email/envelope** as per general instruction in tender

## Annexure – E

The Bids should comply with the minimum specification for the PC and printer as given below

### I3 Desktop Specification

- Processor: 12th Generation Intel® Core™ i3-12300 Processor or Higher
- Operating System : DOS/Linux
- Form Factor : 21.45" or higher All In One Non-touch
- Memory : 16 GB DDR4-3200MHz (2 x 8 GB)
- Graphic Card: Integrated Graphics
- Storage : 256 GB SSD M.2 2280 PCIe or higher
- Networking: Integrated Ethernet
- WiFi Wireless LAN Adapters : Intel® Wi-Fi 6 ® & Bluetooth® 5.1 or above
- Keyboard & Mouse: USB keyboard and Mouse
- Camera / Microphone : HD camera with Microphone
- USB & HDMI Port: HDMI and USB 3.0
- Speakers: 2x3W Internal Speaker or Higher
- Warranty: 5 Year On-site
- Energy Efficiency Compliance: ENERGY STAR® certified; EPEAT® Bronze /equivalent Certificate ( OEM copy needs to be submitted)
- Warranty: 5 Year On-site

### I5 Desktop Specification

- Processor: 12th Generation Intel® Core™ i5-12500 vPro® Processor or Higher
- Operating System : DOS/Linux
- Form Factor : 21.45" or higher All In One Non-touch
- Memory : 16 GB DDR4-3200MHz (2 x 8 GB)
- Graphic Card: Integrated Graphics
- Storage : 512 GB SSD M.2 2280 PCIe or Higher
- Networking: Integrated Ethernet
- WiFi Wireless LAN Adapters : Intel® Wi-Fi 6 & Bluetooth® 5.1 or above
- Keyboard & Mouse : USB keyboard and Mouse
- Camera / Microphone : HD camera with Microphone
- USB & HDMI Port: HDMI and USB 3.0
- Speakers: 2x3W Internal Speaker or Higher
- Warranty: 5 Year On-site
- Energy Efficiency Compliance: ENERGY STAR® certified; EPEAT® Bronze (OEM copy need to be submitted)
- Warranty: 5 Year On-site

### Multi-Functional LASER Printer (MFP) Specification

Print Technology: Laser  
Type of Machine: Multifunction Machine (Scanning/Printing/Copying)  
Platen/Flatbed Size: A4  
Paper Size (Original/Image): **A4/A4**

RAM size (MB): 512  
Minimum Speed per Minute as per ISO/IEC 24734 in A4 Size-Mono (ppm): 27  
Duplexing Feature: Auto  
Networking: Ethernet / WiFi  
Original Document Feeder Type: ADF  
Feeder Capacity (Number): 35  
Number of Main Paper Tray: 1  
Each Main Paper Tray Capacity (Number): 250  
**Certifications :RoHS (copy need to be submitted)**  
Warranty: 5 Year On-site

**Preferred Brand for All in One PC: HP/DELL/LENOVO/ASUS/ ACER/Equivalent**

**Preferred Brand for LASER (MFP) Printers: HP/CANON/EPSON/BROTHER/SHARP/Equivalent**