

**Indira Gandhi Institute of Development Research**  
**An Advanced Research Institute established by the Reserve Bank of**  
**India**  
**(Deemed to be University)**



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Address : Gen.A.K.Vaidya Marg  
Film City Road, Goregaon ( E )  
Mumbai : 400 065

Email : [lingaraj@igidr.ac.in](mailto:lingaraj@igidr.ac.in)

Website : <http://www.igidr.ac.in>

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**TENDER FOR**  
**PROCUREMENT FOR**  
**ALL IN ONE DESKTOP COMPUTERS**  
**IN IGIDR CAMPUS MUMBAI**  
NIT No: IGIDR/Tender/ 2019-20/CC/09

**TENDER DOCUMENT**

AT

Indira Gandhi Institute of Development Research  
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**NOTICE INVITING TENDER (NIT)**

**FOR**

**PROCUREMENT FOR ALL IN ONE DESKTOP COMPUTERS IN IGIDR CAMPUS, MUMBAI**

Sealed Tenders are invited by IGIDR (in two bid Systems) from reputed firms for the following .

Sr No.	Description of Items	QTY	Estimated Cost
1.	<b>PROCUREMENT FOR ALL IN ONE DESKTOP COMPUTERS IN IGIDR CAMPUS, MUMBAI</b>	25	Rs 12,00,000/- (Twelve lakh)

- I. Tender Documents with detail terms & conditions can be downloaded from our website: <http://www.igidr.ac.in/igidr-tenders/>
- II. All the details/document pertaining to the tender such as tender document, corrigendum and any further updates will be available only on our website.
- III. Bids/Quotations may be submitted directly by the OEM or their Authorized distributors/Dealers/Resellers/Channel Partners with proof of authorization from OEM.

**IGIDR shall not be responsible for non-receipt bid due any other reasons.**

***For any issues related to tender please contact Computer Center, Tel: 022 – 2841 6548 / 580 [Email:lingaraj@igidr.ac.in](mailto:lingaraj@igidr.ac.in)***

**Registrar**

BIDDING DOCUMENTS FOR FM and AMC

Chapter 1	Schedule of Tendering
Chapter 2	Letter of offer cum acceptance
Chapter 3	Instructions to tenderers
Chapter 4	Scope of Work
Chapter 5	Terms and Conditions
Chapter 6	Pre-Qualification and Technical Bid.
Chapter 7	Financial Bid
	Annexure

CHAPTER- 1  
Schedule of Tendering:

Sl. No.	Event	Date and Time/ Remarks
01	Down loading of Tender document from website	<a href="http://www.igidr.ac.in/igidr-tendors/">http://www.igidr.ac.in/igidr-tendors/</a>
02	Last date & Time of Submission of Bids (Technical and Price Bid)	<b>21 November, 2019 up to 01.00 PM(IST)</b> Please refer tender Terms at IGIDR
03	Opening of Technical Bids	<b>21 November, 2019 at 03.30 PM(IST)</b>
04	All the communications with respect to the tender shall be addressed to:	Registrar, Indira Gandhi Institute of Development and Research, Gen.A.K.Vaidya Marg, Film City Road, Santosh Nagar, Goregaon (East), Mumbai : 400 065.
05	FOR TAKING ASSISTANCE, IF ANY	Website: <a href="http://www.igidr.ac.in/igidr-tendors/">http://www.igidr.ac.in/igidr-tendors/</a> Contact Computer Center, Tel: 022 – 2841 6548 / 580 <a href="mailto:lingaraj@igidr.ac.in">Email:lingaraj@igidr.ac.in</a>

CHAPTER-2  
Letter of offer cum acceptance

Date \_\_\_\_\_

The Registrar,  
Indira Gandhi Institute of Development Research,  
Gen. A.K. Vaidya Marg, Film city Road,  
Goregaon (East), Mumbai- 400065.

**Subject: Tender** for PROCUREMENT FOR ALL IN ONE DESKTOP COMPUTERS IN IGIDR CAMPUS, MUMBAI

Reference: NIT . . . . . Dated . . . . .

Dear Sir,

With respect to your above mentioned tender, I / We hereby submit my / our tender in the required format along with Company Profile 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 DD/BG as an earnest money 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 and I / We accept the same in to without any alterations / modifications.

Yours faithfully,

**Signature**

Name & seal of Contracting

Agency/firm/company

## **CHAPTER-3**

### Instructions to Tenderers

Sealed Tenders should be addressed to The Registrar, Indira Gandhi Institute of Development Research, Goregaon (East), Mumbai-400065 and superscripted "**PROCUREMENT FOR ALL IN ONE DESKTOP COMPUTERS IN IGIDR CAMPUS, MUMBAI**" at Indira Gandhi Institute of Development Research, Gen. A.K.Vaidya Marg, Santosh Nagar, Goregaon (E) Mumbai-400065.

1. The tender to reach his office not later than **3:00 PM on 21 November 2019** along with an Earnest Money of deposit **Rs. 30,000.00** by Demand Draft/Bank Guarantee drawn in favour of Indira Gandhi Institute of Development Research, of a Scheduled Bank.
2. Tender in sealed envelope, supported by prescribed annexure; EMD, Technical bid & financial bid shall be placed in separate sealed envelopes each marked as "**Envelope-1: EMD**", "**Envelope-2: Pre-qualification & Technical Bid**", "**Envelope-3: Financial bid**" respectively. All three envelopes shall be submitted together in another sealed envelope endorsed "**PROCUREMENT FOR ALL IN ONE DESKTOP COMPUTERS IN IGIDR CAMPUS, MUMBAI**". The bid will be received up to **01:00 PM on 21 November 2019**..
3. The envelopes Marked "EMD, Pre-qualification & Technical Bid" of tender shall be opened at 3:30 PM on the same date at the office of the Registrar, Indira Gandhi Institute of Development Research, Goregaon, Mumbai, or his authorized representative in his office in the presence of the tenderer's or their representatives should they choose to be present.
4. Financial bid will be opened for the technically qualified bidders only. The date of opening of financial bid shall be informed by institute later on.
5. Tender 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 tenderer shall not cancel or withdraw the tender during this period.
6. The bidder must use only the forms 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.
7. Rates should be quoted both in figures and in words in columns as specified. All erasures and alterations made while filling the tender must be attested by initials of the bidder. 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.
8. **Each Page of the Tender Document should be signed by the person or persons of the company submitting the tender in token of his/their having acquainted himself/themselves with the General Conditions of contract. General specifications, Special Conditions, etc. as laid down. Any tender with any of the documents not so signed will be rejected.**
9. The Earnest Money deposit(EMD) of **Rs. 30,000.00** by a Demand Draft/ Bank Guarantee issued by a Schedule Bank drawn in favor of Indira Gandhi Institute of Development Research, Mumbai shall only be accepted by the Institute. A tender which is not accompanied

by EMD i.e. demand draft/ Bank Guarantee will not be considered. The EMD will be returned to the bidder if his tender is not accepted by the Institute but without Interest. The EMD paid by the successful bidder shall be held/encashed by the IGIDR as security for execution and fulfillment of the contract. No interest shall be paid on this deposit.

10. The firm who are exempted from submission of EMD bidders should submit the copy of certificate issued by Micro and Small Enterprises (MSEs)/NSIC or are registered with the Central Purchase for exemption of EMD Organisation along with bid.
11. Indira Gandhi Institute of Development Research 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. Indira Gandhi Institute of Development Research also reserves the right to divide the order between two or more bidders and the Vendor shall carry out even the part orders for various items.
12. Bidder should take into account any corrigendum published on the tender document before submitting their bids.
13. Period of validity of the tender will be for 90days.
14. The rates quoted shall include all charges for repair, packing, transport, loading, unloading etc and delivery at site. The rates shall also be firm and shall not be subject to exchange variations, labour conditions, fluctuations in railway freights or any conditions whatsoever.

## CHAPTER-6

### Scope of Work

#### **Supply of 25 nos of ALL IN ONE DESKTOP COMPUTERS IN IGIDR CAMPUS, MUMBAI** **Warranty and Support**

1. All the Desktop PC /All in one should carry a minimum 3 year warranty on site next business day from the date of Installation of the machines or date of invoice whichever is later.

Hardware Support 8x5x365 basis

2. Response – within 24 hours from call logged
  3. Resolution – within 48 hours from call logged
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1. Please note that we have Microsoft campus license for Windows 10 professional 64bit. So do not include the price of OS in your offer.
  2. In case the pcs are preloaded with DOS /Linux only, if necessary your engineer should install our licensed version of Windows 10 professional 64bit on all the machines with all the required drivers for installation and commissioning of the machines at NO extra cost.
  3. You must provide all the drivers in a DVD for installation of all supported OS by OEM for the hardware supplied by you. All equipment will have to be supplied with all the software drivers and detailed operational and maintenance manuals for each of the items and important components of the equipment.
  4. Installation: Firm should install the equipment at IGIDR Mumbai within two weeks from the date of delivery free of cost.
  5. OEM must have capability for uninterrupted supply of spares, accessories for a period of 05 years (60 months) from the date of acceptance to avoid any operational problem due to obsolesce or/ any other reasons.
  6. 1 set of comprehensive user manuals should be supplied along with each equipment.



## CHAPTER- 4

### TERMS AND CONDITIONS

The tender shall be submitted in accordance with the following terms and condition and any tender not confirming to the same as under is liable to be rejected. These instructions shall form the part of the tender and the contract.

1. While submitting the tender, if any of the prescribed conditions are not fulfilled or are incomplete in any form, the tender is liable to be rejected. If any tenderer stipulate any condition of his own, such conditional tender is liable to be rejected.
2. IGIDR reserves the right to reject any tender/bid wholly or partly without assigning any reason.
3. The Technical Committee constituted by the IGIDR shall have the right to verify the particulars furnished by the bidder independently.
4. Indira Gandhi Institute of Development Research 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. Indira Gandhi Institute of Development Research also reserves the right to divide the order between two or more bidders and the Vendor shall carry out even the part orders for various items.
5. Bidder should take into account any corrigendum published on the tender document before submitting their bids.
6. Bidder is advised to go through the tender advertisement and the tender document carefully to understand the documents required to be submitted was the part of the bid.
7. Period of validity of the tender will be for 90days.
8. The rates quoted shall include all charges for packing, transport, loading, unloading and for delivery at site. The rates shall also be firm and shall not be subject to exchange variations, labor conditions, fluctuations in railway freights or any conditions whatsoever. Bidders must include in their rates, applicable taxes, excise duty and any other tax and duty or other levy whether existing or future, levied by the Central Government or any State Government or Local Authority, if applicable. No claim in respect of applicable taxes, excise duty or other tax, duty or levy shall be entertained by the Institute.
9. Time allowed for supply of All-in-One Desktop computers will be 4 **weeks.**, which shall be strictly observed by the Vendor and it shall be reckoned from the date of receiving of P.O.

#### 10. Performance Security Deposit:

The successful bidder will have to deposit a Performance Security Deposit of **5%** of order value for one year, subject to the revision at the time of placing the work order, within 15 days of the receipt of the formal order. The performance security will be furnished in the form of an account payee Demand Draft or Bank Guarantee from a commercial bank drawn in favour of "The Registrar, Indira Gandhi Institute of Development Research, Mumbai" payable at Mumbai. The performance security should remain valid for warranty period specified in tender. This deposit shall be forfeited in case the contractor, who fails to discharge its duties/commitments or whose contract is terminated pre-maturely. No interest will be paid on Security Deposit withheld by the Institute.

#### 11. **Payment Terms:**

100% after arrival, testing, inspection, installation of the item(s) and if found satisfactory with regard to quality, quantity and specifications ordered.

The payment will be released after statutory deductions. For the payment, the firm has to submit bill(s), challans(s), warranty certificate, bank details/cancelled cheque, installation report, performance bank guarantee (if required) etc. to the IGDR, Mumbai.

#### 12. DEFECT LIABILITY PERIOD

The defect liability period will be for a period of **36 months** from the date of supply and installation of the ALL-in-One Desktop Computer. Any defect arising in the defect liability period should be replaced/repared without any additional cost by the vendor in the stipulated time as mentioned in the bid document. In case of frequent failures/repairs within the warranty period Vendor/OEM will have to replace the equipment with new one.

Time shall be considered as the essence of the contract. Indira Gandhi Institute of Development Research reserves the right to terminate the Contract if the Vendor fails to supply the All-in-One Desktop computers within the specified period and his security deposit will be forfeited.

13. **Guarantee/ Warranty:** The equipment should be covered comprehensive on-site warranty against any manufacturing defect for a period of **03 Years** from the date of successful installation and acceptance. In case any part or whole of the equipment is found to be defective during the guarantee period, then the same will have to be replaced/repared free of cost at our premises. Warranty certificate should be submitted with the bill(s).

14. **Insurance:** The date of delivery should be strictly adhered to failing which the purchase order is liable to be cancelled. Penalty may be imposed as per P.O. terms & conditions. Goods should be securely, safely and adequately packed & dispatched and delivered at the risk of supplier. In case of damage consignment the

same should be replaced without any cost to the Buyer and the supplier can collect the damaged consignment after satisfactory replacement.

**15. AFTER SALES SERVICE: Firm should have their authorized agency in India for providing after sales service.**

**16. Right of Acceptance:** This office does not pledge itself and reserves to itself the right of accepting the whole or any part of the tender or portion of the quantity offered and the firm shall supply the same at the rate quoted. The firm shall be at liberty to tender for the whole or any portion or to state in the tender that the rate quoted shall apply only if the entire quantity is taken from the firm.

17. Items supplied are subject to inspection and acceptance and the supplier should collect/ replace the rejected items at his cost and risk.

**18. Proof of OEM Certificate/Letter OR Sole Distributorship Certificate MUST be attached.**

**19. Liquidated Damages:-** As Time is the essence of an order, the date of delivery should be strictly adhered to, otherwise the delivery in full or in part may not be accepted and penalty for late delivery will be imposed @ 0.5% (Half Percent) per week subject to a maximum of 10% of the total value of supply order & beyond 10% subject to approval of IGIDR. In case of delay in installation and Commissioning, Inspection, Certification etc. also the same rate of penalty shall be leviable.

**20. Cancellation:** IGIDR reserves the right to accept or reject or cancel any or all enquiries or quotations at any stage without assigning any reason thereof. In case of cancellation of order due to Non-compliance of the Terms and Conditions and Breach of the Contract, No compensation will be paid towards progress of order/procurement.

**21. Governing Law:** The order placed will be contract between the supplier and the buyer and shall be governed by the LAWS of India and under the contract shall be taken by the parties only in Mumbai, India to competent jurisdiction.

22. For any dispute, the place of jurisdiction shall be Mumbai, India only.

Note – Non-compliance of the above may disqualify your offer for consideration

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## CHAPTER - 5

### PRE-QUALIFICATION CRITERIA & TECHNICAL BID

Minimum Qualification Documents to be submitted by Bidder along with qualification Bid:

#### 1. Information of Bidder

Registered Name of the Bidder			
Registered /Branch office Address of the Bidder			
Name & Designation of the Contact person			
Contact Details	Mobile: Email:		
Firm/Company Registration No (attach copy)			
PAN Card No (attach copy)			
GST Reg. No (attach copy)			
Average Annual turnover ( >=50 lakh) submit the copy of audited balance sheet/Profit & Loss statement for last 3 financial year or CA certificate for the same	2018-19	2017-18	2016-17

2. Authorization letter from OEM (HP/DELL/LENOVO) for this tender.
3. The bidder should not be black listed by any Govt. organization /PSU during 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 and enclosed in a cover, to be submitted along with the qualification bid (Envelope-2) duly stamped and signed by the authorized person of the bidder.**

## Technical Specification

All-in-One Desktop Computers, mouse and keyboard having the following minimum specifications:

Sr. No.	Parameters	Technical Specifications	Compliance (Y/N)	Deviation if any
1.	Processor	Intel@ Core™ i5-8500 (6 Cores/9MB/6T/ 65W) with integrated UHD graphics		
2.	Form factor	<b>All-in-one</b>		
3.	Memory	8GB DDR4 RAM 2 SODIMM		
4.	Network interface /WiFi/Blue tooth	Integrated 10/100/1000M Gigabit Ethernet , 802.11ac wireless dual band , Bluetooth 4.1 or higher		
5.	Chipset	<b>Intel Q370</b>		
6.	Hard drive	1TB 7200 RPM HDD		
7.	Webcam/speaker/microphone/audio ports/usb ports/ display port/power cable	1 MP or higher HD webcam, integrated speaker, microphone, audio ports ,usb ports, display port , Indian power cable		
8.	Operating system	Free DOS / Linux		
9.	Display	54.61 cm ( <b>21.5"</b> ) diagonal FHD anti-glare (1920 x 1080) resolution		
10	Input Device	USB wired standard Keyboard and Mouse of same make as AIO		
11	Energy Efficiency Compliance	ENERGY STAR® certified;		
12	Warranty	3 years Onsite warranty NBD		
13	BRAND as given below. <b>(DELL/HP/LENOVO)</b> MODEL :			

**CHAPTER - 6**

**Financial BID**

**NIT No: IGIDR/Tender/ 2019-20/CC/09**

**Work Name: AMC for Audio Visual Equipment at IGIDR, MUMBAI**

The below list is also provided in word format with tender document at our website for submitting the financial bid .

<b>Description</b>	<b>Unit price</b>	<b>Quantity</b>	<b>Total</b>
<b>ALL IN ONE DESKTOP COMPUTERS as per Technical specification in technical bid</b>		<b>25</b>	
		<b>GST@18%</b>	
		<b>Total with GST</b>	

**Total Amount in Words:**

**Date**

**Signature of the bidder with seal/stamp**

## Annexure -1

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: