



INDRAPRASTHA INSTITUTE of  
INFORMATION TECHNOLOGY  
DELHI

**TENDER FOR SUPPLY & INSTALLATION OF COMPUTER DESKTOP'S  
FOR PERMANENT CAMPUS OF THE INSTITUTE AT OKHLA PHASE-III,  
NEW DELHI-110020**

(Tender no. IIITD/IT/Computer desktop/016/2021-22)

## INVITATION FOR BIDS

Indraprastha Institute of Information Technology -Delhi (IIITD), a State University created by an Act of Govt. of NCT of Delhi, invites sealed bids for **Supply and installation of Computer desktop's & buyback of old desktop's** (as per specifications mentioned under Scope of Work below) for its campus at Okhla Phase- III New Delhi-110020

1. An Earnest Money Deposit: Exempted. Bid Security Declaration to be submitted as per Annexure-X.
2. The tender document can be downloaded from the Institute's website. Those wishing to get the copy of the document from the Institute may please deposit a non-refundable Tender Document Fee of Rs.1, 180/- (Rupees One Thousand One Hundred Eighty only) in the form of Demand draft drawn in favour of "IIIT-Delhi Collections", payable at New Delhi or may deposit Rs.1, 180/-with the F&A division of the Institute and enclose the receipt with the filled up tender document. The tender fee is exempted for MSMEs/NSIC registered suppliers.
3. The last date for submission of bid is 25<sup>th</sup> Jan ,2022 up to 3:00 PM. The Technical bids shall be opened on the same day i.e. 25<sup>th</sup> Jan ,2022 up to 3.30. The Tender Document should be addressed to:

**Registrar,  
Indraprastha Institute of Information Technology-Delhi  
Okhla Phase-III  
(Behind Govind Puri Metro Station)  
New Delhi-110020.**

The document may be deposited in the Tender Box kept in the Store & Purchase department at the Room no. A 107, First Floor, Old Academic Block of the Institute. Bids received after 3:00 PM will not be accepted or considered under any circumstances.

### **Bidding Procedure:**

1. Bids are invited in Two Bids System i.e. (1) Technical and (2) Financial.  
Technical and Financial bids should be sealed separately and enclosed in a sealed envelope clearly indicating separately Technical Bid for "Computer Desktop's" and Financial Bid for " Computer Desktop's " addressed to Registrar IIIT-Delhi, Okhla Industrial Area Phase-III, New Delhi-110020.
2. Sealed quotations shall be received not later than 3.00 P.M. on 25<sup>th</sup> Jan ,2022. No bids will be accepted after this date & time under any circumstances. The Institute will not be responsible for any postal/courier delay and also for reasons beyond control of the Institute.
3. Technical bids must contain the Bid Security Declaration, along with complete technical details as desired by this tender. Technical bids of all the bidders will be opened on pre scheduled date, time & venue. Technical bids without Bid Security Declaration will be summarily rejected. The financial bid will be opened after evaluation of the technical bid. Financial bid of only those meeting the requirement of the Institute will be opened and no representation in this regard will be entertained. The date, time of opening of financial bid will be communicated later.

## Scope of Work

### Section-1

#### Technical Specifications (Supply & Installation)

SN	COMPONENT	Description
1	Processor	Intel 11th Generation Core i7 or higher, 8 Core or higher and 16 MB Cache or higher
2	Motherboard	OEM Motherboard with all necessary component
3	Memory	16 GB DDR4 2666 MHz or higher
4	Memory Expandable	128 GB at least 4 DIMM slots of which 2 slots should be free
5	Hard Disk	256 GB SSD and 1 TB HDD or higher
6	Monitor	21.5" LED Monitor (Same OEM Make as the PC).
7	Ethernet Network Interface	Integrated Gigabit Ethernet (10/100/1000) with PXE and Boot ROM,
8	Mouse	2 Button USB Optical Scroll Mouse (Same OEM make)
9	Keyboard	USB keyboard (Same OEM make)
10	Audio	Internal audio Speaker
11	I/O Ports	At list 6 USB port of which at list two USB 3.0 should be in the front 1 (RJ45) Gigabit1 Ethernet10/100/1000 1 VGA / Display Port out, 1 HDMI, 1 universal audio/Mic port
12	Expansion Slots	At list 1 or more PCIe x16 Slot
13	Power Supply	360 watt or higher
14	Operating System & Media	Genuine Windows 10 Pro 64 Bit with latest Service Packs Preloaded, (Windows key should be embedded in the BIOS)
15	OS Certifications	The hardware must be fully compatible with latest versions of Linux, Windows 10Professional and Windows 11Professional (certification to be included)
16	Warranty	<b>5 years On-site all Comprehensive OEM Warranty</b>

**Note-** For any warranty replacement any charges like Custom duty etc. will be borne by the bidder/vendor. We need next business day hardware replacement.

## **Section-2**

### **Buy-Back**

Bidders have to quote for old machines; the details of the old machines are given below-. IIITD has reserve price for buyback is Rs. 161682 (Inclusive of all taxes)/- Bidder have to bid at least reserve value of buyback/scrap machines.

S.N.	Details	Qty
1	Working pc include monitor (HP8200/8300)	41
2	Scrap CPU (19 scrap monitor include)	39
3	Scrap Monitor	2
	Reserve Value (inclusive of all taxes)	<b>Rs. 1,61,682 /-</b>

The Bidder will have to lift all the buy-back machines, from IIITD within one month from installation of new machines, on his own cost.

### **Additional Specification for New Desktop**

#### Parameters

- (i) Motherboard, keyboard and mouse must be from same OEM as computer and have OEM logo/ trademark embossed on them (No sticker).
- (ii) Built-in Pre-boot system hardware Diagnostics Utility must be available from OEM.
- (iii) OEM must have online system hardware diagnostics facility.
- (iv) OEM must have facility to download updates of pre-installed software's, device drivers, and firmware on its website.
- (v) OEM must support recovery media creation through its website to reinstall the operating system when required and bring the computer back to its original factory condition as configured by the OEM.
- (vi) Window should be installed in SSD and windows key should be embedded in the BIOS.
- (vii) Installation of Ubuntu OS by the bidder as per the direction of the IIITD officials at the time of installation.

**\* Bidders offering must also comply with the additional specification parameters mentioned above.**

### **Minimum Eligibility Requirement:**

- 1 Bidder should be OEM/Authorized Partner/service provider of the OEM. In case the bidder is an Authorized Partner or Service Provider a valid Agency-ship/Dealership Certificate (MAF specific to this tender) to quote on behalf of OEM should also be enclosed along with the technical bid. **A document in support of this must be enclosed. Bidder should also need to submit Technical Compliance on OEM Letterhead with signed and stamp with the Technical Bid.**
- 2 OEM/bidders should have Sales and support office in Country. **A self-certified document in support of this must be enclosed.**
- 3 OEM/bidder should have service and support office in Delhi NCR. **A self-certified document in support of this must be enclosed.**
- 4 The warranty provided by the bidder should have a back to back arrangement with the OEM. **The declaration should be the part of a Letter of Authorization and signed by competent authority at the OEM.**
- 5 The bidder should be ISO 9001 or better certified. **A copy of ISO Certificate should be enclosed.**
- 6 The bidder should have support center with minimum 3 relevant support engineers. **A self-certified document in support of this must be enclosed.**
- 7 The vendor/OEM should be able to provide 24x7 NOC & Tele support of their own if required by IIITD at agreed terms. **A self-certified document in support of this must be enclosed.**
- 8 The bidder shall provide the Registration number of the firm along with the valid GST number with PAN Number allotted by the competent authorities. **A self-certified document in support of this must be enclosed.**
- 9 The bidder must not be blacklisted by Central Government, State Government or Government of Corporations in India. **A certificate or undertaking to this effect must be submitted.**
- 10 If the bidder is an authorized partner or service provider of an OEM, **an undertaking from the OEM is required** (please enclose) stating that they would facilitate the bidder on a regular basis with technology/product updates and extends support for the warranty as well.
- 11 The bidder must be responsible for supply, deploy and support the infrastructure.
- 12 If bidder /OEM do not meet its SLA, IIITD put the fine of 2000/- Rs per day for first seven days and @ Rs.5, 000/- per day from 8<sup>th</sup> day onwards will be levied.
- 13 Original Equipment Manufacturers (OEM) and their Authorized Bidder should have executed :  
(a) at least one project for supplying of 100 or more computer desktops or (b) two projects of 50 computer desktops in last 5 years in any IITs,NITs or state and national level university as on tender submission deadline. Name, address, contact details of the present and past satisfactory clients and copy of purchase order of the above mention to be provided.

S.N	Description	Name, address, contact details
1	100 desktops	
2	a- 50 desktops	
	b- 50 desktops	

- 14 Bidders can seek clarifications, raise technical queries etc. related to Tender by 12-01-2022 via email to **rahulv@iiitd.ac.in**, **Yogesh@iiitd.ac.in** & for financial queries to e-mail **ajay@iiitd.ac.in**. The replay to clarifications sought or queries raised will be replied within 03 days by 15-01-2022 and uploaded on the website of the institute under [www.iiitd.ac.in](http://www.iiitd.ac.in) Based on this the bidders may submit bids as prescribed by the due date the time. No clarifications in any other form will be provided.

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**Following information must accompany the financial bid:**

1	Name, address and telephone number of the firm/company	
2	Name of the contact person and contact details (mobile/telephone number etc.)	
3	Name of the Bank and full address	
4	Bank Account Number	
5	PAN & GSTIN (Attach self-certified copy)	
6	Copy of Partnership Deed/ Certificate of registration of company or any other document evidencing registration of the bidder	
7	Number of Years of Experience	
8	Details of DD towards: Tender Fee:	
9	Provide the previous PO's of the similar items work executed during last three years (attested copies of the Orders to be enclosed)(as per minimum eligibility requirement serial number-13)	
10	List of service centers, nearest location of support centre.	
11	Turnover of the bidder in the financial years: 2018-19 2019-20 2020-21 Please attach CA certified copy of the turnover.	

I /We hereby certify that the information furnished above is full and correct to the best of my/our knowledge.

(Signature of the authorized Signatory)

Name:

Office Seal.

Date:

Place:

## TERMS AND CONDITIONS

1. The financial bid should be valid for a period of not less than 60 days from the date of opening of bid.
2. Upon placing of the Purchase Order (PO), the successful bidder is required to submit performance Bank guarantee (PBG) equivalent to 3% of the PO value within 15 days of the date of PO, Otherwise order may be canceled and the bidder shall be notified as blacklisted. The PBG shall be valid for a period of 60 months from date of purchase order. No interest is payable on the PBG.
3. The product to be supplied within a period of 4-6 weeks from the date of the Purchase Order by the Institute. In case of delay, penalty @0.50% of the item cost per week or part thereof shall be levied, subject to maximum of 10% of the order value.
4. The bidder should have their own test and repair facility with certified engineers.
5. PBG will be realized by IIIT-D in case of termination of the contract for unsatisfactory performance and/or non-performance of the contract.
6. Bids will be opened in the presence of bidder's representatives, who choose to attend on the specified date and time. Only one representative shall be allowed to attend.
7. Sealed bid can be sent either by post or by messenger. The responsibility of delivery of bid lies entirely with the bidder.
8. 100% payment will be released only on satisfactory installation as per scope of work as certified by officer in charge of the Institute and after producing the GST invoice. Bidder does not agree to above payment terms are requested not to submit their bid.
9. Payment will be paid only if required SLA as mentioned in scope of work is met.
10. In the event of dispute, Director, IIIT-Delhi shall be the sole arbitrator and his decision shall be final and binding on both the parties.
11. IIIT-Delhi does not bind itself to accept the lowest or any other offer and reserves the right to accept or reject any or all the offers either in full or in part without assigning any reason.
12. In case the bidder is not able to execute the Work as per terms, PBG shall be forfeited.
13. The bidder must be an ISO-9000 certified organization.
14. The bidder should be Original Equipment Manufacturer (OEM) or authorized service provider of the OEM (attach documentary proof). The authorization issued by the OEM must be valid and enclosed.
16. Bidder must submit an attested with company stamp copy of every page of the tender  
17. Bidder should provide details of its support, certification to this effect from the OEM.
18. The selected bidder has to sign an agreement with IIITD on a stamp paper after issue of Purchase/Work order. The agreement is attached Annexure 'Y'
19. The bidder/tenderer shall submit an undertaking on its letter head, duly signed and stamped, that none of the staff, faculty members, relatives, etc. of the Indraprastha Institute of Information Technology-Delhi are related directly or indirectly to any employees, Directors, or Key Managerial Personnel, etc. of the bidder/tenderer. In the event of the IIIT-D coming to know or pointed about the same, the bidder/tenderer undertakes to deposit a sum of Rs.1,00,000/- (Rs. One Lakh only) as a penalty with the Institute. Such bidders/tenderers shall be liable to be blacklisted and announced on the website of IIIT-D



**PROFORMA FOR FINANCIAL BID**

<b>Section [A]</b>				
<b>S.N.</b>	<b>Item Details</b>	<b>Rate (INR)</b>	<b>Qty</b>	<b>Amount</b>
1	Computer desktops		100	
		<b>Total Amount (INR)</b>		
		<b>Tax (5% GST)</b>		
		<b>All Inclusive Cost(INR)(With 5% GST)</b>		
<b>Section [B]</b>				
2	Prices for pcs (Buy Back/scrap) (inclusive of all taxes)			
<b>Section [C]</b>				
	<b>Net price</b>	<b>Section [A] - Section[B]</b>		

-L1 will be based on lowest net price as per Section[C].

- Please note the price should be quoted for each of the item should be inclusive of all taxes/charges and installation at IIIT-Delhi Okhla Phase III, New Delhi.

- The Bidder may obtain price in Forex(USD) however the quote in financial Bid should be INR only.

-If any documents are required for availing custom duty exemption, the IIITD will provide the same. Please quote price accordingly.

***\*In terms of Notification No. 45/2017-Central Tax (Rate), dated 14/11/2017 of the Government of India, Ministry Of Finance (Department Of Revenue), vide Sr. No.2, the Indraprastha Institute of Information Technology-Delhi being a University established by an Act of the Govt. of NCT of Delhi (Delhi Act 5 of 2008) and registered with the Government of India in the Department of Scientific and Research (Regn. No. TU/V/RG-CDE (1 1 57) 2018 , dated 14.09. 2018) is eligible for concessional rate of 5% GST on items as specified in the Notification.***

The discount, if any should be mentioned herein and nowhere else.

Total Cost (all inclusive) of quantity mentioned above (in words) at IIIT-Delhi campus:

We accept that the rate quoted above shall remain valid for a period of 60 days from the last date of the tender document i.e. 60 days from 25<sup>th</sup> Jan ,2022. It is certified that the rates quoted above are not more than the rates charged from any Central / State Govt. Deptt. / Institution / GeM.

(Signature and seal of bidder)

**“Exempted Bid Security Declaration Form”**

Date: \_\_\_\_\_ Tender No. \_\_\_\_\_

To (insert complete name and address of the purchaser)

I/We. The undersigned, declare that:

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

I/We accept that I/We may be disqualified from bidding for any contract with you for a period of one year from the date of notification if I am /We are in a breach of any obligation under the bid conditions, because I/We

a) have withdrawn/modified/amended, impairs or derogates from the tender, my/our Bid during the period of bid validity specified in the form of Bid;

Or

b) having been notified of the acceptance of our Bid by the purchaser during the period of bid validity (i) fail or reuse to execute the contract, if required, or (ii) fail or refuse to furnish the Performance Security, in accordance with the Instructions to Bidders.

I/We understand this Bid Security Declaration shall cease to be valid if I am/we are not the successful Bidder, upon the earlier of (i) the receipt of your notification of the name of the successful Bidder; or (ii) thirty days after the expiration of the validity of my/our Bid.

Signed: \_\_\_\_\_ (signature of person whose name and capacity are shown)

In the capacity of \_\_\_\_\_ (legal capacity of person signing the Bid Securing Declaration)

Name: (complete name of person signing he Bid Security Declaration)

Duly authorized to sign the bid for an on behalf of (insert complete name of Bidder)

Dated on \_\_\_\_\_ day of \_\_\_\_\_ (insert date of signing)

Corporate Seal (where appropriate)

**ON NON JUDICIAL STAMP PAPER OF RS 100/-**

AN AGREEMENT made on \_\_\_\_\_ day of \_\_\_\_\_ two thousand Twenty One

BETWEEN

(Hereinafter called the contractor, which expression shall include its proprietor, partners, heirs, executors, administrators, legal representatives, successors and assignees) WITH REGISTERED ADDRESS.....of the one part

AND

The REGISTRAR Indraprastha Institute of Information Technology Delhi, Okhla Industrial Area Phase III, New Delhi - 110020 (hereinafter called the IIITD, which expression shall include its successors and assignees) of the other part.

Whereas the IIITD had invited Bids <Please write tender name> ; vide its Bid Document No.

\_\_\_\_\_, which shall be deemed to be a part of this agreement; FOR THE SCOPE OF WORK/SUPPLY

Whereas the contractor submitted its TENDER Bid dated \_\_\_\_\_, a copy of the price bid, submitted by the contractor, is annexed hereto as Annexure;

Whereas the IIITD has accepted the Bid submitted by the contractor, on the terms and conditions mentioned in the IIITD's said Bid Document and conveyed its acceptance to the contractor; vide its letter No. dated \_\_\_\_\_, AND ANY OTHER CORRESPONDENCE .....which shall be deemed to be a part of this agreement;

Whereas the contractor is agreeable to the terms and conditions mentioned in the IIITD's said Bid document;

Whereas the contractor undertakes to comply with all relevant laws like Contract Labour (Regulation and Abolition) Act, 1970; Employees' State Insurance and Miscellaneous Provisions Act, 1952; Employees' State Insurance Act, 1948; Minimum Wages Act, 1948; Payment of Bonus Act, 1972; Payment of Wages Act, 1936; Income Tax Act; GST Act etc. and to indemnify the IIITD

from the contractor's acts of omission or commission, as regards the compliance with the relevant laws;

Whereas the contractor declares that he/she/it shall own all responsibility for any act of omission or commission, as regards the compliance with the relevant laws;

AND WHEREAS the IIITD is agreeable to make necessary payment to the Contractor, at the rates mentioned in the Annexure annexed hereto and as per the terms and conditions mentioned in the IIITD's said Bid Document;

In WITNESS whereof Shri (name), (designation), the authorized representative of the contractor, for and on behalf of the contractor, has hereunto set his hand and ..... for and on behalf of the IIITD has hereunto set his hand.

(Signature of the authorized representative of the Contractor)

Name and designation of the contractor's representative

In the presence of

1

2

(Signature of witnesses with full name and full address)

Registrar

for and on behalf of the IIITD

In the presence of

1

2

(Signature of witnesses with full name and full address)