

# Tender document for Supply, Installation & Commissioning of Computer Hardware Items and Software for IMIT, CUTTACK

<b>Tender Schedule</b>	
Date of Publication of Advertisement:	10.12. 2018
Publication of TENDER DOCUMENT in the website:	10.12.18
Submission of Bids: By	<b>11.1.2019 at 4.00 PM</b>
Opening of the Bids:	15.1.2019
<b>Contact Details</b>	
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## **Institute of Management and Information Technology ( IMIT)**

**PO. SCB Medical campus,  
CUTTACK – 753007  
Odisha**

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# Contents

Tender Cal Notice.....1

[1](#) Important Information .....2

2 Invitation to Proposal .....3

3 Instructions to Bidders .....3

4 General Terms & Conditions .....9

5 Bid Format & Evaluation Process .....11

## **TENDER CALL NOTICE**

Our Ref. No.

Date:

**Sealed tender is invited in two bids ( Technical bid and Financial bid ) from Original Equipment Manufacturers (OEM) / Authorized Dealer (AUD)/Distributor of OEM for Purchase of Desktop Computers& Microsoft Windows 10 (30 user) from Microsoft partner with the detailed terms and conditions stipulated in the “ Tender Document “ to be downloaded from our Website [www.imit.ac.in](http://www.imit.ac.in) from 11.12.2018 to 10.1.2019.**

**The last date, time and mode of submission of sealed tender are 11.1.2019 at 4.00 PM by Regd. Post / Speed Post / Courier only.**

**PRINCIPAL**

## 1 Important Information

1. Description the job : **Supply & installation of Desktop Computer with preinstalled Windows 10**  
**Supply & installation of Workstation with preinstalled Windows 10**  
**Supply of Microsoft windows 10 software with 30 user license**
2. Availability of tender document : The tender document can be downloaded from our website [www.imit.ac.in](http://www.imit.ac.in).
3. Period of downloading of tender document : From 11.12.2018 to 10.1.2019 from the IMIT website.
4. Last date for receiving pre bid queries through email : Date 07.1.2019 upto 4 PM
6. Last date & time of receipt of tender : Date 11.1.2019 up to 4 PM
7. Mode of submission : By Post/speed post/ Courier.
8. Address where tender document is to be submitted : Office of the Principal,  
IMIT, Cuttack,  
P.O.- SCB Medical College,  
CUTTACK, PIN-753007
9. Cost of Tender document : Rs.500.00(Rupees Five Hundred Only). Tender document should accompany the cost of tender in shape of D/D in favour of Principal, IMIT, Cuttack payable at Cuttack, Odisha.
9. Earnest Money Deposit : Rs. 20,000/- (Rupees Thirty Thousand Only).
10. Opening of Technical Bid : Date 15.1.2019, 11.00 A.M
11. Opening of Financial Bid : Date 16.1.2019, 11.00 AM.

The interested empanelled vendor can participate in the project as per the scope of work mentioned in the tender. The detailed scope of work is annexed.

Name  
Designation

Signature:

Seal with date

## **2 Invitation to Proposal**

### **2.1 Authority**

Authority means the Principal, IMIT, Cuttack.

### **2.2 Due Diligence**

The Bidder is expected to and shall be deemed to have examined all instructions, forms, terms and specifications and other information in this Tender Document. The bid should be precise, complete and in the prescribed format as per the requirement of the Tender Document. Failure to furnish all information required by the Tender Document or submission of a bid not responsive to the Tender Document in every respect will be at the Bidder's risk and may result in rejection of the bid. The Authority shall at its sole discretion be entitled to determine the adequacy / sufficiency of the information provided by the Bidder

### **2.3 Cost of Bidding**

The Bidder will bear all costs associated with the preparation and submission of its bid and the Authority will in no event or circumstance be held responsible or liable for these costs, regardless of the conduct or outcome of the bidding process.

### **2.4 Amendment of Tender Document**

At any time before the deadline for submission of bids, the Authority may, for any reason, whether at its own initiative or in response to a clarification requested by a prospective Bidder, modify the Tender Document by amending, modifying and/or supplementing the same.

Any amendments/modifications in the tender document would be advertised in the news papers and the detail amendments can be downloaded from the IMIT website [www.imit.ac.in](http://www.imit.ac.in). In the event of any amendment, the Authority reserves the right to extend the deadline for the submission of the bids, in order to allow prospective Bidders reasonable time in which to take the amendment into account while preparing their bids.

## **3 Instructions to Bidders**

### **3.1 Introduction**

The section aims to provide guidelines/Instructions for Bidders, to be used while submitting the Proposals. These are generic in nature, but bidders are required to abide by them during the currency of the Project.

### **3.2 Scope of Proposal**

Detailed description of the objectives, scope of services and other requirements relating to the job/assignment are as specified in the Terms of Reference enclosed in this document. The proposal is required to be submitted in the form and manner as specified in this document.

### **3.3 Format & Signing**

The tender shall be submitted in two parts

Part A – Technical Bid.

Part B – Financial Bid

The tender shall be typed or written in indelible ink and shall be signed by the applicant or a person or persons duly authorized. Any interlineations, erasures or overwriting shall be valid only if the person or persons signing the tender prior to opening of the same initial them.

### **3.4 Submission of Tender**

The bidder shall prepare one original of each part of the tender i.e. Technical Bid (Part-A) & Financial Bid (Part-B). The Technical Bid & Financial Bid shall be sealed separately clearly marking “Technical Bid” & “Financial Bid” on the envelope along with the Purpose, Tender Number, Date & Tendering Authority Address. The Technical Bid & Financial Bid of the tender must be inserted in another separate sealed envelopes, along with bidder name and address on the envelope and super scribed by the purpose of the tender along with tender number, date of opening. Sealing of the envelope must be done properly.

If the envelopes are not sealed and marked as mentioned above then the tendering authority will make necessary endorsement on the same at the time of receiving the envelopes and should keep it separately and they should not be considered.

### **3.5 Language of Bid**

All Proposals and various documents related to these Proposals should be in English Language. All correspondence between the Authority and the Bidders would also be in English Language.

### **3.6 Conflict of Interest**

The Authority requires that bidder must provide professional, objective and impartial advice and at all times hold the Authority interests paramount, strictly avoid conflicts with other assignments/jobs or their own corporate interests and act without any consideration for future work.

### **3.7 Validity of Proposals**

- (a) For the purpose of placing the order, the Bids shall remain valid for at least 180 days after the date of bid opening.
- (b) A bid valid for a shorter period shall be rejected by the Authority as being non-responsive.
- (c) During the period of validity of Bids, the rates quoted shall not change.
- (d) In exceptional circumstances, the Authority may ask for extension of the period of validity.
- (e) The Authority request and the response to such a request by various bidders shall be in writing.
- (f) A bidder agreeing to such an extension will not be permitted to vary / alter its rates.

### **3.8 Right to accept Proposal**

The Authority reserves the right to accept or reject any Proposal, and to annul the Proposal process and reject all Proposals at any time prior to award of contract, without thereby incurring any liability to the affected bidder or any obligation to inform the affected bidder of the grounds for such decision.

### **3.9 Proposal Due Date**

Tender filled in all respect must reach the Authority at the address, time and date specified in the cover page of the tender through Speed Post or Registered Post or Courier only. No drop box facility is available to receipt the bid proposal. If the specified date for the submission of tender is declared as a holiday for The Authority, the tender will be received up to the appointed time on the next working day.

### **3.10 Late Submission**

Tender submitted after the deadline for submission prescribed by the Authority will not be considered.

### **3.11 Modifications / Withdrawal**

No modifications / withdrawal to the Proposals shall be allowed; once it is received by the tendering authority.

### **3.12 Bid Opening**

The Authority will open all Proposals, in the presence of bidders or their authorized representatives who choose to attend, at the date and time mentioned in the tender. The bidders' representatives who are present shall sign a register evidencing their attendance. In the event of the specified date being declared a holiday, the tender shall be opened at the appointed time and location on the next working day.

### **3.13 Fraud & Corruption**

The Authority requires that bidder is bidding for this tender must observe the highest standards of ethics during the performance and execution of such contract. In pursuit (pursuance) of this policy,

- (a) "Corrupt practice" means the offering, giving, receiving or soliciting of anything of value to influence the action of the Authority official by any personnel of bidder in procurement process or in contract execution.
- (b) "Fraudulent practice" means a misrepresentation of facts, in order to influence a procurement process or the execution of a contract, to the detriment of the Authority, and includes collusive practices among the bidders (prior to or after Proposal submission) designed to establish bids at artificially high or non-competitive levels and to deprive the Authority of the benefits of free and open competition;
- (c) "Unfair trade practices" means supply of services different from what is ordered on, or change in the Scope of Work which was given by the Authority.
- (d) "Coercive practices" means harming or threatening to harm, directly or indirectly, persons or their property to influence their participation in the execution of contract.
- (e) The Authority will reject a proposal for award, if it determines that the bidder recommended for award has engaged in corrupt, fraudulent, unfair trade practices or coercive practices.
- (f) The Authority will declare a firm ineligible, either indefinitely or for a stated period of time, for awarding the contract, if it at any time determines that the firm has engaged in corrupt, fraudulent, unfair trade and coercive practices in competing for, or in executing, the contract.

### 3.14 Amendments

At any time prior to deadline for submission of proposal, The Authority may for any reason, modify the tender. The prospective bidders having received the tender shall be notified the amendments through email, such amendments shall be binding on them.

### 3.15 Clarifications

During evaluation of the Proposals, The Authority may, at its discretion, ask the bidder for clarifications on their proposal. The clarification shall be given in writing.

### 3.16 Rejection of Bid

The Authority reserves the right to reject any and all proposals, in whole or in part, to waive any and all informalities, and to disregard all non-confirming, non-responsive or conditional proposals.

### 3.17 Authentication of Bid

The original and all copies of the bid document shall be type written in indelible ink and shall be **signed by a person or persons duly authorized** to bind the bidder to the contract. **A duly stamped Power-of-Attorney accompanying the bid document shall support the letter of authorization.** The person or persons **signing the bid document shall initial all pages** of the Bid document, including pages where entries or amendments have been made. **All the pages of the proposal should be serially numbered.** All parts of the bid shall be properly spiral bind together. There shall be no loose sheets. Documents submitted in clip file shall be rejected.

### 3.18 Acknowledgement by the Bidder

It shall be deemed that by submitting the Proposal, the bidder has:

- (a) Made a complete and careful examination of the tender
- (b) Received all relevant information requested from the Authority
- (c) Acknowledged and accepted the risk of inadequacy, error or mistake in the information provided in the tender or furnished by or on behalf of the Authority or relating to any of the matters Stated in the Tender Document
- (d) Acknowledged that it does not have a conflict of Interest; and
- (e) Agreed to be bound by the undertaking provided by it under and in terms hereof.

The Authority shall not be liable for any omission, mistake or error on the part of the Applicant in respect of any of the above or on account of any matter or thing arising out of or concerning or relating to tender or the Selection Process, including any error or mistake therein or in any information or data given by the Authority.

### 3.19 Earnest Money Deposit (EMD)

The EMD is required to protect The Authority against the risk of Bidder's conduct, which would warrant the security's forfeiture.

Unsuccessful Bidder's EMD will be discharged / returned as promptly as possible as but not later than 30 days after the expiration of the period of bid validity.



The successful Bidder's EMD will be returned after furnishing the performance guarantee, bank guarantee or adjusted against the performance guarantee upon the bidder signing the contract.

### **3.20 Forfeiture of EMD**

EMD submitted by the vendor may be forfeited under the following conditions. If the bid or its submission is not in conformity with the instruction mentioned herein;

- (a) If the vendor withdraws from the tender before the expiry of the validity period including the extended validity period
- (b) In the case of a successful vendor fails to (i) accept award of work, (ii) sign the contract agreement with the Authority, after acceptance of communication on placement of award, (iii) furnish performance security, or the vendor violates any of conditions of this tender document or indulges in any such activities as would jeopardize the interest of the Authority in timely finalization of this tender

The decision of the Authority regarding forfeiture of bid security shall be final and shall not be called upon question under any circumstances. A default in such a case may involve black-listing of the vendor by the Authority.

### **3.21 Extension of Period of Validity**

In exceptional circumstances, the Authority may solicit the bidder's consent to an extension of the period of validity. The request and the response thereto shall be made in writing. Extension of validity period by the Bidder shall be unconditional. The EMD provided shall also be suitably extended. A Bidder may refuse the request without forfeiting the EMD. A Bidder granting the request will not be permitted to modify its bid.

### **3.22 Validation of Interlineations in Bid**

Any interlineations, erasures, alterations, additions or overwriting shall be valid only if the person or persons signing the bid have authenticated the same with signature, date and time. No such interlineations, erasures, alterations, additions or overwriting shall be permitted after submission of the bid.

### **3.23 Announcement of Bids**

The name of Bidder, bid prices, total amount of each Bid, EMD, discount, etc. shall be announced at the Financial Bid opening.

### **3.24 Clarification of Bids**

To assist in the evaluation, comparison and an examination of bids, the Authority may, at its sole discretion, ask the Bidder for a clarification of its bid including breakdown of unit rates. The request for clarification and the response shall be in writing. If the response to the clarification is not received before the expiry of deadline prescribed in the request, the Authority reserves the right to make its own reasonable assumptions at the total risk and cost of the Bidder

### **3.25 Completeness of Bids**

The Authority will examine the bids to determine whether they are complete, whether they meet all the conditions of the Tender Document and Technical Specifications, whether any computational

errors have been made, whether required sureties have been furnished, whether the documents have been properly signed, and whether the Bid Documents are substantially responsive to the requirements of the tender.

### **3.26 Rectification of Errors**

Arithmetical errors will be rectified on the following basis: -

- (a) If there is a discrepancy between the unit price and the total price that is obtained by multiplying the unit price and quantity, the unit price shall prevail and the total price shall be corrected.
- (b) If there is a discrepancy between the rates in words and figures, the rate in words will govern.
- (c) If the bidder does not accept the correction of errors, his bid will be rejected.

### **3.27 Notification to Bidder**

The Bidder whose Bid has been accepted shall be notified of the award prior to the expiry of the period of validity of the proposal, by registered letter or by Email. This letter (hereinafter the "Letter of Acceptance") shall state the sum that the Authority shall pay the Bidder in consideration of the execution, completion and maintenance of the work as prescribed by the Contract (hereinafter the "Contract Cost") in accordance with Payment Terms. The Bidder shall acknowledge in writing, the receipt of the Letter of Acceptance and shall send his acceptance to enter into the Contract within five (5) days from the receipt of the Letter of Acceptance.

### **3.28 Expenses for the Contract**

All incidental expenses of the execution of the Contract shall be borne solely by the successful Bidder and such amount shall not be refunded to the successful Bidder by the Authority.

### **3.29 Failure to abide by the Contract**

The conditions stipulated in the Contract shall be strictly adhered to and violation of any of these conditions shall entail immediate termination of the Contract without prejudice to the rights of the Authority with such penalties as specified in the Bid Document and the Contract.

### **3.30 Period for Furnishing Performance Guarantee**

Within seven (7) working days of the receipt of the acknowledgment of the Letter of Acceptance from the Authority, the successful Bidder shall furnish a Performance Guarantee for an amount equivalent to 10% of the Contract Cost in accordance with the conditions of the Contract, in the form of a Bank Guarantee / Bank Draft / Pay Order from a scheduled bank (except cooperative bank) drawn in favour of **Principal, IMIT** payable at **Cuttack**. If such Performance Guarantee is in the form of a Bank Guarantee, then such Bank Guarantee shall be in a form acceptable to the Authority. The EMD submitted earlier by the successful Bidder shall be adjusted against the Performance Guarantee and such Performance Guarantee shall be retained by the Authority till the end of the Term as defined in the Contract.

### **3.31 Annulment of Award**

Failure of the successful Bidder to comply with evaluation criteria and other terms and conditions set out in the Tender Document shall constitute sufficient ground for the annulment of the award of Contract and forfeiture of the EMD.

### **3.32 Disqualifications**

The Authority may at its sole discretion and at any time during the evaluation of Proposal, disqualify any bidder, if the bidder has:

- (a) Submitted the Proposal documents after the response deadline
- (b) Made misleading or false representations in the forms, statements and attachments submitted in proof of the eligibility requirements
- (c) Submitted a proposal that is not accompanied by required documentation or is non-responsive
- (d) Failed to provide clarifications related thereto, when sought
- (e) Submitted more than one Proposal (comprising of same Prime Applicant individually or in case of a consortium Prime Applicant and Implementation Partner)
- (f) Declared ineligible by any Government Authority for corrupt and fraudulent practices or blacklisted
- (g) Submitted a proposal with price adjustment/variation provision

## **4 General Terms & Conditions**

### **4.1 Relationship between the Parties**

Nothing mentioned herein shall be constructed as relationship of master and servant or of principal and agent as between the 'The Authority' and 'the Bidder'. The bidder subject to this contract has complete charge of personnel, performing the services under this project from time to time. The bidder shall be fully (jointly and severally) responsible for the services performed by them or on their behalf hereunder.

### **4.2 Standards of Performance**

The bidder shall perform the services and carry out their obligations under the contract with due diligence, efficiency and economy in accordance with generally accepted professional standards and practices. The bidder shall always act in respect of any matter relating to this contract as faithful advisor to the Authority.

The bidder shall always support and safeguard the legitimate interests of the Authority, in any dealings with the third party. The bidder shall abide by all the provisions / acts / rules etc. of Information Technology prevalent in the country. The bidder shall conform to the standards laid down in tender in totality.

### **4.3 Delivery and Documents**

The bidder shall submit all the deliverables on due date as per the delivery schedule. The bidder shall not without the Authority's prior written consent disclose the contract, drawings, specifications, plan, pattern, samples to any person other than an entity employed by the Authority for the performance of the contract. In case of termination of the contract, the entire document used by bidder in the execution of project shall become property of the Authority.

### **4.4 Intellectual Property Rights**

No services covered under the contract shall be sold or disposed by the bidder in violation of any right whatsoever of third party, and in particular, but without prejudice to the generality of the foregoing, of any patent right, trademark or similar right, or any charge mortgage or lien. The bidder shall indemnify the Authority from all actions, costs, claims, demands, expenses and liabilities,

whatsoever, resulting from any actual or alleged infringement as aforesaid and at the expenses of the bidder, the Authority shall be defended in the defense of any proceedings which may be brought in that connection.

#### **4.5 Assignment**

The bidder shall not assign the project to any other agency, in whole or in part, to perform its obligation under the Contract, without the Authority prior written consent.

#### **4.6 Payment Schedule**

The payment schedule will be made on the back to back basis and only after receipt from the client on successful completion of the assignment in all respect for which the bidder is to obtain certificate of completion from the customer.

#### **4.7 Suspension**

The Authority may, by written notice to bidder, suspend all payments to the bidder hereunder if the bidder fails to perform any of its obligations under this contract including the carrying out of the services, provided that such notice of suspension

- (a) Shall specify the nature of failure.
- (b) Shall request the bidder to remedy such failure within a period not exceeding thirty (30) days after receipt by the bidder of such notice of failure.

#### **4.8 Termination**

Under this contract, the Authority may, by written notice terminate the contract in the following ways

- (a) Termination for default for failing to perform obligations under the contract or if the quality is not up to the specification or in the event of non adherence to time schedule or for any other valid reason.
- (b) In case the contract is terminated for the default or failure on the part of the bidder, then the Authority shall have the right to get the work done at the risk & cost of the bidder. Any additional expense in this regard shall be borne by the bidder.

#### **4.9 Bankrupt**

If the bidder subsequently becomes bankrupt or otherwise insolvent, the contract shall stand terminated.

#### **4.10 Taxes and Duties**

The Financial proposal should mention the rate of taxes duties and the final price shall be inclusive of all taxes, duties and operational expenditures.

#### **4.11 Legal Jurisdiction**

All legal disputes between the parties shall be subject to the jurisdiction of the courts at Cuttack and the High Court of Odisha at Cuttack. No proceeding in any court other than the court as stated above shall be initiated & continued by any party to the contract.

#### **4.12 Arbitration**

In the event of any dispute or difference arising under/out of this contract or anything contained there or connected therewith, the same shall be referred to the Principal, IMIT, Cuttack or any other person nominated by him within one month of arising of such dispute or difference and the decision of the arbitrator shall be final and binding between both parties. The arbitration shall take place at Cuttack and all matters / disputes arising there under shall be tried in the appropriate court at Cuttack only and within the jurisdiction of The High Court of Odisha, Cuttack. No proceeding can be commenced in any Court except at Cuttack or in the High Court of Odisha, Cuttack. No objection can be raised to the fact that the arbitrator is connected with IMIT in any manner.

#### **4.13 Notice**

Any notice, request or consent required or permitted to be given or made pursuant to this contract shall be in writing. Any such notice, request or consent shall be deemed to have been given or made when delivered in person to an authorized representative of the party to whom the communication is addressed, or when sent to such party by Email or Post at the address mentioned in the Contract Agreement.

#### **4.14 Progress of the Assignments**

The bidder would be required to intimate the progress of the assignments and submitted required documents to the Authority in a frequency and manner prescribed by the Authority in consultation with the bidder after the award of contract.

#### **4.15 Miscellaneous**

- (a) The end product of the work assignment carried out by the bidder, in any form, will be the sole property of the Authority.
- (b) In the event the bidder's company or the concerned Division of the company is taken over / bought over by another company, all the obligations under the agreement with the Authority, should be passed on the compliance by the new company new division in the negotiation for their transfer.
- (c) Please make sure you qualify the eligibility criteria mentioned in section 5.5. of this tender document.

### **5 Bid Format & Evaluation Process**

Overall evaluation of the bids will be done in two stages namely Technical and Financial Evaluation section 5.5 of this tender document. The financial evaluation will be done for only the bidders who qualify the technical evaluation. The financial bids of the firms who failed to qualify technical evaluation will not be opened. At the end of every stage short listed bidders may be informed of the result to have a fair and healthy competition. The final awarding of the contract will be done based on the procedure mentioned below.

All evaluation will be carried out by IMIT, Cuttack through its purchase committee. Evaluation conducted by the committee shall be final and binding on all the bidders.

The evaluation committee may choose to conduct technical negotiations or discussions with any or all the bidders. The decision of the evaluation committee in the evaluation of the Technical & Financial bids shall be final and binding on all the parties. No correspondence will be entertained outside the process of negotiation / discussion with the evaluation committee.

### 5.1 Preliminary Scrutiny

IMIT will prepare a list of firms based on the compliance to all the terms and conditions of the tender. The tenders who do not confirm to the tender conditions shall be straight away rejected. All eligible tenders will be considered for further evaluation. The decision of Principal, IMIT will be final in this regard.

### 5.2 Technical Bid

The following documents shall be submitted in original in a sealed envelope.

- (a) Technical bid letter in the company letter head as per **Annexure-T1**. With all related documents as mentioned in the eligibility criteria ( section5.5) of this tender document
- (b) Proposed Methodology & Implementation
- (c) Authorization copies as per **Annexure-T2**
- (d) Check list must be filled along with valid documents supporting to the bidder's claim **Annexure E**

### 5.3 Number of Items

The number of items of PC1 PC2 and the software will be purchased as per the availability of fund. However the tentative quantity PC1 is 60 and the tentative quantity of PC2 to be purchased is 3. The Authority reserves the right to modify the number of items to be purchased from each category at any level of purchasing.

## 5.4 Technical Bid Letter [Annexure-T1]

To  
The Principal  
Institute of Management and Information Technology (IMIT)  
Po. SCB medical campus  
Cuttack- 753007

**Sub: Technical bid of the limited tender for selection of implementing agency as per Tender No.: \_\_\_\_\_, Dated: \_\_/\_\_/\_\_**

Dear Madam/Sir,

- (a) With reference to your request of proposal document no. \_\_\_\_\_, Dated: \_\_/\_\_/\_\_\_\_, I/we, have examined the bid documents and understood the contents, hereby submit my/our proposal for the aforesaid project. The proposal is unconditional and unqualified.
- (b) All information provided in the proposal and appendices is true and correct.
- (c) This statement is made for the express purpose of qualifying as a bidder for undertaking the Project.
- (d) I/We shall make available to the tendering authority for any additional information it may find necessary or require to supplement or authenticate the bid.
- (e) I/We acknowledge the right of tendering authority to reject our proposal without assigning any reason or otherwise and hereby waive our right to challenge the same on any account whatsoever.
- (f) I/We certify that in the last two years, we have neither failed to perform on any contract, as evidenced by imposition of a penalty or a judicial pronouncement or arbitration award, nor been expelled from any project or contract nor have had any contract terminated for breach on our part.
- (g) I/We declare that:
- I/We have examined and have no reservations to the Tender Documents, including any addendum issued by the tending authority.
  - I/We hereby certify that we have taken steps to ensure that, no person acting for us or on our behalf has engaged or will engage in any corrupt practice, fraudulent practice, coercive practice, undesirable practice or restrictive practice.
- (h) I/We declare that we are not a member of any other firm submitting a proposal for this project.
- (i) I/We certify that we have not been convicted by a Court of Law or indicted or adverse orders passed by a regulatory authority which could cast a doubt on our ability to undertake the Project or which relates to a grave offence that outrages the moral sense of the community.
- (j) I/We further certify that no investigation by a regulatory authority is pending either against us.
- (k) The fee has been quoted by me/us after taking into consideration all the terms and conditions Stated in the tender.
- (l) I/We undertake to provide Performance Security of 10% of the order value in case the contract is being awarded to us.
- (m) I/We agree and understand that the Proposal is subject to the provisions of the Tender documents. In no case, I/We shall have any claim or right of whatsoever nature if the project is not awarded to me/us or our proposal is not opened.
- (n) I/We agree to keep this offer valid for 180 days from the proposal due date specified in the tender.

- (o) I/We agree and undertake to abide by all the terms and conditions of the tender document. In witness thereof, I/we submit this Proposal under and in accordance with the terms of the tender document.

Yours faithfully,

(Authorized signatory)

Date:

Name:

Designation:



### 5.5 Eligibility Criteria

Sl.No.	Basic Requirement	Specific Requirement	Document Required
1	Legal Entity	The bidder should be a Company registered under the Companies Act, 1956 or Partnerships act since last 2 years. Also the company should be registered with the Service Tax Authorities and operating for the last two years and having PAN, GST and the bidder must have cleared up to date Tax & IT Return.	Certificates of incorporation GST Registration Certificate Include (Annexure A)
2	Average Sales Turnover	Annual average Turnover during last two financial years ending with 31.03.2018 (as per the last published Balance sheets), should have a minimum of 1 Crore that is generated from Hardware/Software supply and their associated maintenance services.	Extracts from the Audited Balance Sheet and Profit & Loss; OR Certificate from the statutory auditor. Include Annexure B
3	Consortiums	Not allowed	
4	Letter of Authorization from OEM	The bidder must submit the Authorization from OEM(s) / Microsoft on the products quoted under this tender. Must be Microsoft partner for supplying software	Letter of Authorization
5	Technical Capability	The bidder must have successfully undertaken at least the following numbers of systems implementation engagement(s) of value specified herein : <ul style="list-style-type: none"> <li>◆ One project of similar nature not less than the amount Rs.15,00,000/-; OR</li> <li>◆ Two projects of similar nature not less than the amount equal Rs.8,00,000 each; OR</li> <li>◆ Three projects of similar nature not less than the amount equal Rs.5,00,000 each;</li> </ul> 'Similar Nature' is defined as , Supply of Server Hardware, Software, Desktop computers and networking equipment like Networking Switch etc. and their associated maintenance services for any government/ public sector enterprises.	Work order completion certificate from the client. (include annexure C)
6	Quality Certifications	ISO 9001 : 2008	Copy of certificate
7	Local Service centers	The bidder should have presence in Odisha with support Centers. The bidder should have technical manpower with experience to provide service in Bhubaneswar/Cuttack location for support under this contract.	A Self Certified letter by an authorized signatory.
8	Blacklisting	A self-certified letter by the authorized signatory of the bidder that the bidder has not been blacklisted by any Central / State Government (Central/State Government and Public Sector) or under a declaration of ineligibility for corrupt or	A Self Certified letter by an authorized signatory.

		fraudulent practices as of 31.03.2018 must be submitted on original letter head of the bidder with signature and stamp.	
9	Performance	The Bidder must not have any record of poor performance, abandoned work, having inordinately delayed completion and having faced Commercial failures etc. for any State Government or Government of India organization / department.	A Self Certified letter by an authorized signatory.
10	Fees	The Bidder must have submitted Rs. 500/- (Rupees Five Hundred Only) towards the cost of the Tender Document. The Bidder must have furnished the <b>EMD of Rs.20,000 (Rupees Twenty Thousand Only)</b> . Write the name of the firm on the backside of the draft.	

Principal IMIT or his representatives if required would visit/ enquiry the sites mentioned by the bidder as 'Projects Executed' to verify the level of implementation, services offered completeness and details related to the long term sustainability and other aspect of the project.

The Product offered should meet all the technical and functional specifications given in the Annexure F to H. Bidders who meet the eligibility requirements would be considered as qualified to move to the next stage of Technical and Financial evaluations. The Product offered should meet all the technical and functional specifications given in the "**Annexure F, Annexure G and Annexure H Compliance Sheet for Technical Proposal**". Non-compliance to any of the technical and functional specification will attract rejection of the proposal.

Response except "Yes" or "No" is not acceptable. If any bidder provides response other than "Yes" or "No" the same will be treated as Not Available i.e. NA. Bidders, whose bids are responsive to all the items in the Compliance Sheet for Technical Proposal and meet all the technical and functional specifications, would be considered technically qualified.

**5.6 Authorization List [Annexure-T2]**

<b>(a)</b>	Desktop Computers( Annexure F)	(Please submit the Authorization from OEM)
<b>(b)</b>	Desktop Computers (Annexure G)	(Please submit the Authorization from OEM)
<b>(c)</b>	Window 10 , 30 user license	(Please submit the Microsoft Partner network)
<b>(d)</b>	Proposed Methodology, Implementation Plan	Please enumerate in a separate sheet

**B.7 Format for Bank Guarantee**

In consideration of \_\_\_\_\_ (Employer’s name) (hereinafter referred to as "the Employer") which expression shall, unless repugnant to the context or meaning thereof include its successors, administrators and assigns) having awarded to \_\_\_\_\_ (Contractor’s name & address)(hereinafter referred to as "the Contractor " which expression shall unless repugnant to the context or meaning thereof, include its successors, administrators, executors and assigns) a contract, by issue of Employer’s Notification of Award No. \_\_\_\_\_ dt. \_\_\_\_\_ and the same having been unequivocally accepted by the Contractor, resulting into a contract valued at ` \_\_\_\_\_ (Rupees \_\_\_\_\_ only) for \_\_\_\_\_ (name of work) (hereinafter called “ the contract”) and the Contractor having agreed to provide a Contract Performance Guarantee for the faithful performance of the entire contract equivalent to ` \_\_\_\_\_ (Rupees \_\_\_\_\_ only) (10 % of the said value of the Contract to the Employer.

We, \_\_\_\_\_ (name & address of bank) (hereinafter referred to as "the Bank" which expression shall, unless repugnant to the context or meaning thereof, include its successors, administrators, executors and assigns) do hereby guarantee and undertake to pay the Employer, on demand any or, alimonies payable by the Contractor to the extent of ` \_\_\_\_\_ (Rupees \_\_\_\_\_ only) as aforesaid at any time upto \_\_\_\_\_ without any demur, reservation, contest , recourse or protest and/or without any reference to the Contractor. Any such demand made by the Employer on the bank shall be conclusive and binding notwithstanding any difference between the Employer and the Contractor or any dispute pending before any Court, Tribunal, Arbitrator or any other authority. The Bank undertakes not to revoke this guarantee during its currency without previous consent of the Employer and further agrees that the guarantee herein contained shall continue to be enforceable till the Employer discharges this guarantee.

The Employer shall have the fullest liberty without affecting in any way the liability of the Bank under this guarantee, from, time to time to extend the time for performance of the Contract by the Contractor. The Employer shall have the fullest liberty without affecting this guarantee, to postpone from time to time the exercise of any powers vested in them or of any right which they might have against the Contractor and to exercise the same at any time in any manner and either to enforce or to forbear to enforce any covenants, contained or implied, in the Contract between the Employer and the Contractor or any other course or remedy or security available to the Employer. The bank shall not be released of its obligations under these presents by any exercise by the Employer of its liberty with reference to the matters aforesaid or any of them or by reason of any other act or forbearance or other acts of omission or commission on the part of the Employer or any other indulgence shown by the Employer or by any other matter or thing whatsoever which under law would but for this provision, have the effect of relieving the Bank. The guarantee shall not be affected by a change in the constitution of the bank or of the employer.

The bank also agrees that the Employer at its option shall be entitled to enforce this Guarantee against the Bank as a principal debtor, in the first instance, without proceeding against the Contractor and notwithstanding any security or other guarantee that the Employer may have in relation to the Contractor's liabilities.

Notwithstanding anything contained hereinabove our liability under this guarantee is restricted to ` \_\_\_\_\_ (Rupees \_\_\_\_\_ only) and it shall remain in force up to and including \_\_\_\_\_ and shall be extended from time to time for such period (not exceeding one year), as maybe desired by Principal, IMIT-CUTTACK on whose behalf this bank guarantee has been given.

Notwithstanding anything contained herein

i) our liability under this guarantee shall not exceed ` \_\_\_\_\_ (Rupees \_\_\_\_\_ only) ;

ii) This bank guarantee shall be valid up to \_\_\_\_\_ ; and

iii) our liability to make payment shall arise and we are liable to pay the guaranteed amount or any part thereof under this guarantee, only and only if you serve upon us a written claim or demand in terms of the guarantee on or before \_\_\_\_\_ (indicate a date six months after validity of guarantee).

Dated this \_\_\_\_\_ day of \_\_\_\_\_ .

**Annexure A. Details of the Bidder and his Authorized Representative**

<b>1</b>	<b>Details of the Bidder</b>	
	Name of the Organization	
	Address of the Organization	
	Telephone (s)	
	Fax	
	Email	
	Website	
	PAN No	
	TAN No	
	GST No.	
<b>2</b>	<b>Details of the Authorized Person</b>	
	Name	
	Address	
	Telephone	
	Cell Phone	
	Fax	
	Email	
<b>3</b>	Number of Offices of the Bidder in India	
<b>4</b>	Address of the Organization in Odisha	

**Signature of Bidder**

**Annexure B Financial Details of Bidder**

SI No	Financial Year	Turnover in Rs
1	2017-18	
2	2016-17	
	Average Turnover / Profits	

**Signature of Bidder**

Include supporting documents as per 5.4 and 5.5

**Annexure C Technical capability of Bidder( Experience)**

SI No	Name and Address of Client	Name of the Assignment	Start Date	Implementation Date	Type of Organisation	Value of Assignment

**Signature of Bidder**

Include supporting documents as per 5.4 and 5.5

**Annexure D Items to be supplied**

SI No	Items as per technical specification given in the Bill of Quantity in Section-D.	Make & Model Details	Data Sheet Attached (Y/N)
1.	Desktops – A Annexure F	HP, DELL, LENOVO, ACER	
2.	Desktops – B Annexure G	HP, DELL, LENOVO, ACER	
3.	Software Annexure H		

**Signature of Bidder**

### Annexure E Checklist of Documents to be submitted

Sl No	Document	Format Annexure	Submitted (Y/N)
1	Details of the Bidder ( legal entity)and its Authorized Representative	A	
2	Financial Details of the bidder	B	
3	Solvency certificate for the current financial year	E	
4	Registration Details ( copy of registration)		
5	GST certificate ( Copy enclosed)		
7	Experience certificate	C	
8	Self Certification for Non-Black Listing by Government		
9	Work Schedule in Detail		
10	List of Items to be Supplied	D	
12	EMD	Bank Draft	
13	Bid Processing Fee	Bank Draft	
14	All the pages of tender document signed?		
15	Technical Bid Letter signed?		
16	Financial Bid Letter signed? ( to be included in a separate sealed cover)		
17	Annexure F signed and included ?		
18	Annexure G signed and included ?		
19	Annexure H signed and included ?		

**Signature of Bidder**

### 5.7 Compliance Sheet for Technical Proposal

#### Annexure F (Detail specification of PC – 1)

**Bidder to Specify – Make:**

**Model:**

Sl. No.	Component	Description	Compliance (Yes/No)	Page Reference of Datasheet
1	Processor	<b>CPU:</b> Intel 8th Generation Core i7, 8700		
2	Motherboard & Chipset	IntelB360 chipset base OEM based motherboard Support for PCI Expressx16 Graphics port Support Dual Display, Expansion Graphics slot total 4 PCI series slot with at least 1 PCIe16 slot		
3	Memory	<b>RAM:</b> 8 GB DDR4(2400MHz) or better with 2 DIMM slots expandable up 32 GB		
4	Video Controller	<b>Graphics:</b> Integrated Graphics		
5	HDD / HDD Controller	<b>Hard-Disk:</b> 1 TB SATA II (3Gb/S) Hard drive (7200 RPM), Integrated onboard Harddisk controller supporting Serial ATA interface		
6	Network Controller & HBA	<b>LAN Port:</b> Integrated onboard Ethernet controller 10/100/1000mbps with PXE support and remote wakeup		
7	Security Hardware	TPM 1.2		
8	Monitor	<b>Monitor:</b> Type: 19.5” TFT, Resolution: 1600x900 or better, with internal speakers		
9	Optical Drive	DVD RW drive		
10	Driver/Software Utility	Pre-installed Windows 10 Professional 64 bits & Mother Board Driver		
11	System Chassis	As Required		
12	KeyBoard	Wired Keyboard USB		
13	Mouse	Optical scroll Mouse		
14	Interface	1 serial, 1 parallel, Minimum 8 USB ports with at least 4 USB 3.0		
15	Audio	Integrated Audio controller		



16	Brand	HP, DELL, LENOVO, ACER		
17	Warranty	5 years onsite		

(Authorized signatory)

Date:

Name:

Designation:

**Annexure G (Detail specification of PC – 2)**

**Bidder to Specify – Make:**

**Model:**

Sl. No.	Component	Description	Compliance (Yes/No)	Page Reference of Datasheet
1	Processor	CPU: Intel 8th Generation Core i7, 8700		
2	Motherboard & Chipset	Intel B360 chipset base OEM based motherboard Support for PCI Expressx16 Graphics port Support Dual Display, Expansion Graphics slot total 4 PCI series slot with at least 1 PCIe16 slot		
3	Memory	RAM:DDR 4 Gb 2400 Mhz		
4	Video Controller /Graphics	<b>Graphics:</b> NVidia GTX 1070		
5	HDD / HDD Controller	240 GB SSD or better, 4 TB SATA II (3Gb/S) Hard drive (7200 RPM) or better, Integrated onboard Hard disk controller supporting Serial ATA interface		
6	Network Controller & HBA	<b>LAN Port:</b> Integrated onboard Ethernet controller 10/100/1000mbps with PXE support and remote wakeup		
7	Security Hardware	TPM 1.2		
8	Monitor	<b>Monitor:</b> Type: 23.5” or higher TFT, Resolution: 1600x900 or better, with internal speakers		
9	Optical Drive	DVD RW drive		
10	Driver/Software Utility	Pre-installed Windows 10 Professional 64 bits & Mother Board Driver		
11	System Chassis	As Required		
12	Key Board	Wired Keyboard USB		
13	Mouse	Optical scroll Mouse		
14	Interface	1 serial, 1 parallel, Minimum 8 USB ports with at least 4 USB 3.0		
15	Audio	Integrated Audio controller		
16	Brand	HP, DELL, LENOVO, ACER		

17	Warranty	5 years onsite		
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(Authorized signatory)

Date:

Name:

Designation:

**Annexure H (Detail specification of Software)**

Sl. No.	Component	Description	Compliance (Yes/No)	Page Reference of Datasheet
1	Software	Microsoft Windows 30 user paper license		

(Authorized signatory)

Date:

Name:

Designation:

## **5.8 Financial Bid**

- (a) The Financial Bids of the technically qualified bidders will be opened on the prescribed date in the presence of bidder representatives.
- (b) The financial bid will be evaluated on L1 basis.
- (c) Only fixed price financial bids indicating total price for all the deliverables and services specified in this bid document will be considered.
- (d) The bid price will include all taxes and levies and shall be in Indian Rupees. Type & rate of taxes shall be mentioned separately.
- (e) Any conditional financial bid would be summarily rejected.

**5.9 Financial Bid Letter [Annexure-T3]**

To  
**The Principal**  
**Institute of Management and Information Technology (IMIT)**  
**Po. SCB medical campus**  
**Cuttack- 753007**

**Sub: Financial bid of the limited tender for selection of implementing agency as per Tender No.:**  
**\_\_\_\_\_, Dated: \_\_/\_\_/\_\_**

Dear Madam/Sir,

We, the undersigned, offer to provide above service in accordance with your tender. Our commercial proposal for project is given as below;

Sl#	Description	Unit Cost	Tax Type & Rate	Tax Amt	Unit Cost + Tax	Instl. & Comm .Chg.	Tax Type	Tax Amt	Total Unit Cost	Qty	Tot Cost
		a	b	c	d=a+c	e	f	g	h=d+e+g	i	J=h*i
(a)	PC - 1									60	
(b)	PC - 2									3 No	
(c)	software									30 user licens e	

Any changes in the Tax rate, then the tax portion estimate will be changed, accordingly payment will be made to the vendor.

We undertake in competing for and, if the award is made to us, in executing the above services, we will strongly observe the laws against fraud and corruption to force in India namely Prevention of Corruption Act 1988. We understand that you are not bound to accept any proposal you receive.

**Note:**  
**All the columns for price must be filled up even if the amount is zero (0.00) for any item.**

Yours faithfully,

(Authorized signatory)  
 Date:  
 Name:  
 Designation: