

Dt. 14.10.2021.

Ref. No: RGUKT/AP/SKLM/E-PROC/Administration Office/Desktops/ET05/2021

**BID DOCUMENT**  
**E-Procurement**  
**Open Competitive Bid (OCB)**

*for*

**Supply of Desktops**

**at**

***RGUKT SRIKAKULAM CAMPUS***

**Proprietary & Confidential**



**RAJIV GANDHI UNIVERSITY OF KNOWLEDGE TECHNOLOGIES**

**RGUKT- SRIKAKULAM CAMPUS,**

**Srikakulam District, Andhra Pradesh- 532402**

**[www.rguktsklm.ac.in](http://www.rguktsklm.ac.in)**

## **Section 2 - Tender Schedule**

Reference No	<b>RGUKT/AP/SKLM/E-PROC/Administration Office/Desktops/ET05/2021</b>
Bid calling date	14.10.2021
Tender Fee (Non refundable)	Rs. 500/-
EMD (refundable)	Rs. 500/-
Bid Documents Downloading Start date	15.10.2021
Last date and time for queries by e-mail	20.10.2021 at 05.00 PM
Pre Bid meeting	21.10.2021 at 10.00AM
Bid Document Downloading End Date	<u>28.10.2021, 5.00PM</u>
Last date for uploading of online documents	<u>28.10.2021, 5.30PM</u>
Last date for submission of Hard Copies of necessary documents (scanned copies)	<u>30.10.2019, 12.30PM</u>
Technical Bid opening date/time	<u>30.10.2021, 02.30PM</u>
Price Bid opening date/time	<u>30.10.2021, 4.30PM</u>
Contact person	Administrative Officer, RGUKT – Srikakulam

**Note:** The dates stipulated above are firm and under no circumstances they will be relaxed unless extended by an official notification or happen to be Public Holidays. For the assistance in the online submission issues, the bidder may contact the help desk of M/s. VUPADHI (<https://tender.apecurement.gov.in>) at their e-mail address: [contact@vupadhi.com](mailto:contact@vupadhi.com), Phone: 08645-246370/71/72/73/74.

### **CLARIFICATIONS:**

- i. Queries if any can be made through e-mail only to [ao.sklm@rgukt.in](mailto:ao.sklm@rgukt.in) on or before 5.00pm on **20.10.2021**. Queries received via any mode other than e-mail id mentioned above will not be entertained. The queries should only be sent in following format on the official letter head of the company.

S. No.	Page No. (Tender Ref.)	Clause	Description	Query

- ii. The addendum/corrigendum if any shall be published on RGUKT Srikakulam website i.e. [www.rguktsklm.ac.in](http://www.rguktsklm.ac.in) as well as on e-procurement platform <https://tender.apecurement.gov.in>.
- iii. The Bidders are requested to submit the bids after issue of clarifications duly considering the changes made if any. Bidders are totally responsible for incorporating/complying the changes/ amendments made by RGUKT Srikakulam

### **Section – 3 Instructions To Bidders**

#### **Instructions:**

- 1) Bids are invited on the e-procurement platform from the Registered Suppliers/ Manufacturers/ Authorized Dealers for supply of Desktops at RGUKT Srikakulam. The details of bidding conditions and other terms can be downloaded from the electronic procurement platform of **Government of Andhra Pradesh** i.e. <http://tender.apecurement.gov.in>
- 2) Bidders would be required to register on the e-Procurement market place <http://tender.apecurement.gov.in> and submit their bids online. On registration with the e-Procurement market place they will be provided with a user id and password by the system through which they can submit their bids online.
- 3) All the participating bidders have to electronically pay a non-refundable transaction fee through online to M/s. APTS, the service provider through "Payment Gateway Service on E-Procurement platform", as per the Government Orders placed on the e-procurement website.
- 4) **Tender Cost:**  
Applicant vendor must submit the demand draft for **Rs 500/- (Rupees Five Hundred only)** in favour of "**The Director, IIITS rikakulam**" payable at Etcherla obtained from any Nationalized/ scheduled Bank valid for Three months as a tender fees. All applicable bank charges shall be borne by the applicant and he shall not have any claim what so ever on this account on Government. The Demand Draft submitted for tender fee shall be non-refundable.
- 5) **EMD Payment:**  
The bidder shall be required to submit the Earnest Money Deposit (EMD) for an amount of **Rs. 500/- (Rupees Five Hundred Only)** by way of demand drafts or Bank Guarantee only. The demand drafts or Bank Guarantee shall be drawn in favour of "**The Director, IIIT Srikakulam**" payable at Etcherla. The EMD of the successful bidder shall be returned after the award of the contract and for unsuccessful bidder(s) it would be returned after finalization of the tender.

- a) Tenderer shall not be permitted to withdraw his offer or modify the terms and conditions thereof. In case the tenderer fail to observe and comply with stipulation made herein or backs out after quoting the rates, the amount of earnest money will be forfeited.
- b) The Firm who are registered with National Small Industries Corporation (NSIC) / and MSME Act 2006 with current validity are exempted to submit the EMD (Copy of registration must be provided along with technical bid)

**6) Submission of Tender:**

The tender shall be submitted online in two part, viz., technical bid and financial bid. All the pages of bid being submitted must be signed and sequentially numbered by the bidder irrespective of nature of content of the documents before uploading.

- 1) The bidders need to scan and upload the required documents pertaining to technical bid. The attested copies of all these uploaded documents of technical bid, signed undertaking of Tenderer are to be submitted offline to Administrative Officer, RGUKT, Srikakulam by **12.30PM of 30.10.2021**. The RGUKT Srikakulam will consider only the bids submitted through on-line over the copies of the paper based bids.
- 2) **The price bid has to be submitted online only. No physical submission of the price bid will be accepted.**

#### **Section 4 - TERMS AND CONDITIONS**

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**IMPORTANT: READ ALL THE FOLLOWING TERMS AND CONDITIONS AND  
SIGN THE ACCEPTANCE CLAUSE FOLLOWING IT**

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- 1) **Rate** : Rate should be quoted in Indian Rupees (INR) on DOOR Delivery Basis at RGUKT Srikakulam inclusive of all the Charges, with break-ups as:

- Basic Cost
- GST
- Total Cost (F.O.R. at RGUKT, Srikakulam)

- 2) **Opening of Tender:**

The tenderer is at liberty to present either him or authorize not more than one representative to be present at the opening of the tender. The representative present at the opening of the tender on behalf of the tenderer should bring with him a letter of authority from the tenderer and proof of identification.

3) **Validity of the bids:**

The bids shall be valid for a period of 180 days from the date of opening of the tender. This has to be so specified by the tenderer in the commercial bid.

4) **Amendment of tender document:**

At any time prior to the last date of receipt of bids, Institute may for any reason, whether at its own initiative or in response to a clarification requested by prospective bidder, modify the Tender document by an amendment. **The Institute may at its own discretion extend the last date for the receipt of bids.**

5) **Right of acceptance:** RGUKT Srikakulam reserve the right to accept or reject any or all tenders /quotations without assigning any reason thereof and also does not bind itself to accept the lowest quotation or any tender. Any failure on the part of the contractor to observe the prescribed procedure and any attempt to canvass for the work will prejudice the contractor's quotation or any tender.

6) **Delivery:**

All the goods ordered shall be delivered at RGUKT Srikakulam campus premises within **30 days** from the date of issue of purchase order. All the aspects of safe delivery shall be the exclusive responsibility of the supplier. If the supplier fails to deliver the goods on or before the stipulated date, then a penalty at the rate of 2% per week of the total order value shall be levied subject to maximum of 10% of the total order value.

If at any time during the currency of the contract, the supplier encounters conditions hindering timely delivery of the goods and performance of services, the supplier shall promptly inform RGUKT, Srikakulam in writing about the same and its likely duration and make a request for extension of the delivery schedule accordingly. On receiving the supplier's communication, the institute shall examine the situation as soon as possible and, at its discretion, may agree to extend the delivery schedule, with or without liquidated damages for completion of supplier's contractual obligations by issuing an amendment to the contract.

7) **Liquidated Damages**

If the supplier fails to deliver any or all of the goods or fails to perform the service within the time frame(s) incorporated in the tender, the institute shall, without prejudice to other right and remedies available to RGUKT, Srikakulam campus under the tender, deduct from the quoted price, as liquidated damages, a sum equivalent to 0.5% per week of delay or part thereof on delayed supply of goods and/or services until actual delivery or performance subject to a maximum of 10 % of the quoted price. Once maximum is reached the institute may consider termination of the tender.

8) **Force Majeure :**

If, at any time during the subsistence of this contract, the performance in whole or in part by either party of any obligation under this contract is prevented or delayed by reasons of any war or hostility, act of public enemy, civil commotion, sabotage, fire, floods, explosion, epidemics, quarantine restriction, strikers lockout or act of God (hereinafter referred to as events) provided notice of happening of any such eventuality is given by party to other

within 21 days from the date of occurrence thereof, neither party shall by reason of such event be entitled to terminate this contract nor shall either party have any claim for damages against other in respect of such non-performance or delay in performance, and deliveries have been so resumed or not shall be final and conclusive. Further, that if the performance in whole or in part of any obligation under this contract is prevented or delayed by reason of any such event for a period exceeding 60 days, RGUKT ,Srikakulam Campus party may, at least option to terminate the contract.

**9) Insolvency etc.:**

In the event of the firm being adjudged insolvent or having a receiver appointed for it by a court or any other order under the Insolvency Act made against them or in the case of a company the passing any resolution or making of any order for winding up, whether voluntary or otherwise, or in the event of the firm failing to comply with any of the conditions herein specified, the institute shall have the power to terminate the contract without any prior notice.

**10) Breach of Terms and Conditions:**

In case of breach of any terms and conditions as mentioned above, the Competent Authority, will have the right to cancel the work order/ job without assigning any reason thereof and nothing will be payable by the institute. In that event the security deposit shall also stand forfeited.

**11) Subletting of Work:**

The firm shall not assign or sublet the work/job or any part of it to any other person or party without having first obtained permission in writing of RGUKT, Srikakulam campus which will be at liberty to refuse if thinks fit or unfit. The tender is not transferable. Only one tender shall be submitted by one tenderer.

**12) Right to call upon information regarding status of work:**

The institute will have the right to call upon information regarding status of work/ job at any point of time.

**13) Terms of payment:**

90% Payment shall be released after the successful delivery of the ordered goods against the submission of the Inspection report by the committee. Balance 10% would be made after three months on getting satisfactory certificate from the concerned department. Only online payment would be done. Hence, details like: Name of the bank, Account No., IFSC code has to be furnished along with the bill.

**14) Arbitration:**

If any difference arises concerning this agreement, its interpretation on payment to be made there under, the same shall be settled out by mutual consultation and negotiation. If attempts for conciliation do not yield any result within a period of 30 days, either of the parties may make a request to the other party for submission of the dispute for decision by an Arbitral Tribunal containing Sole Arbitrator to be appointed by the Secretary, Department of Legal Affairs. Such requests shall be accompanied with a panel of names of

three persons to act as the sole arbitrator. In case of such arbitrator refusing, unwilling or becoming incapable to act or his mandate having been terminated under law, another arbitrator shall be appointed in the same manner from among the panel of three persons to be submitted by the claimant. The provision of Arbitration and Conciliation Act, 1990 and the rule framed there under and in force shall be applicable to such proceedings.

**15) Legal Jurisdiction:**

The agreement shall be deemed to have been concluded in Srikakulam campus, Andhra Pradesh and all obligations hereunder shall be deemed to be located at Srikakulam campus, Andhra Pradesh and Court within Hyderabad will have Jurisdiction to the exclusion of other courts.

**16) Inspection:**

- a) RGUKT, Srikakulam Campus shall have the right to inspect and/or to test the goods to confirm their conformity to the tender Specifications at no extra cost to RGUKT, Srikakulam
- b) The institute reserve the right to inspect, test and where necessary, reject the Goods after the goods have arrived at the final destination and it shall in no way be limited or waived by reason of the Goods having previously been inspected, tested and passed by the institute prior to the goods shipment.
- c) The Director, RGUKT , Srikakulam Campus shall be the final authority to reject full or any part of the supply which is not conforming to the specification and other terms and conditions.
- d) No payment shall be made for rejected goods. Rejected items must be removed by the bidders within two weeks of the date of rejection at their own cost and replaced immediately. In case these are not removed, these will be auctioned at the risk and responsibility of the suppliers without any further notice.

**17) Documents:**

- a) All pages of the Tender should be numbered and indexed.
- b) The bidder shall provide in its tender the required as well as the relevant documents like F data, literature, drawings etc. to establish that the goods and services offered in the tender fully confirm to the goods and services specified by the institute in the tender documents. For this purpose the bidder shall also provide a clause-by-clause commentary on the technical specifications and other technical details incorporated by the institute in the tender documents to establish technical responsiveness of the goods and services offered in its tender duly indicating relevant page numbers in the product literature.

18) Vendors are informed that once the companies are shortlisted based on the technical specification, only then the price bids of the firms that meet RGUKT, Srikakulam campus Technical specification / requirements would be compared.

19)RGUKT, Srikakulam reserves the right to modify or alter the specifications after short listing of tenderers.

20)The order will be based on the actual requirement at the time of ordering, optional items may also be ordered based on the actual requirements at the time of ordering. Not quoting for this may result in disqualification. The institute reserves the right to change the order quantity or split the orders among multiple vendors without assigning any reason(s) whatsoever.

### **Section 5 - Technical Details**

1. The participant manufacturer/companies having own manufacturing units or their authorized dealer can only participate. Proof of manufacturing is to be attached.
2. The Bidder should have a minimum annual average turnover of Rs. 5 lakhs in Desktops sale in the last three financial years. Income tax statement should be submitted duly signed by concerned C.A. with Balance Sheet & ITR Copy.
3. The Bidder should have required experience in supply order of Desktops at least one Purchase order costing not less than 80% of the estimated Tender value or two Purchase Orders costing not less than 60% or three Purchase orders costing not less than 40% of the tender value in any of the last three financial year's. A certificate should be submitted with copies of work orders and satisfactory completion certificate from the client.

### **Technical Bid- Check List**

(Tenderer may use separate sheet wherever required)

Sno	Details of the Firm/ Bidder	Page No.
1	Name & Address of the Vender	
2	Certificate of Incorporation /Registration : Self attested copies to be attached	
3	State clearly whether it is sole proprietor or partnership firm or a company or a government department or a public sector Organization. Bidders relevant documents should be submitted as per law	
4	Are you the authorized dealer or distributor or reseller for the products quoted.	
5	Authorized dealers participating should enclose Dealer certificate from their	



	parent manufacturer company & proof of manufacturing	
6	Copy of shop and establishment act registration certificate of nearest service center	
7	Copies of work orders and work satisfactory completion certificate form the client	
8	Copy of GST Registration Certificate	
9	Copy of PAN Card	
10	Whether each page of tender and its annexure have been signed and stamped	
11	Technical Compliance Statement (Section-5)	
12	Undertaking form authorized dealer for onsite service	
13	On Manufactures side to whom RGUKT have to contact in case of delayed supply and other issues committed by the authorized dealer/ distributor/reseller: Contact person Name, Address, Email ID: Telephone/mobile	
14	Tender Processing Fee: Amount Rs. 500/- DD No. DD Date : Bank Name &Branch:	
15	EMD: Amount Rs.: 500/- DDNo./BG No.: DD/BG Date: Issuing Bank &Branch:	

### **SECTION: 6 - Financial Bid**

#### **Format for Financial Bid**

Go through the specifications given in Section – 7 and quote the prices.

(To be submitted on the letterhead of the company / firm)

<b>S.No.</b>	<b>Item details with <u>make and model</u></b>	<b>QTY (Nos)</b>	<b>Unit price without taxes (Rs.)</b>	<b>Taxes/ Duties etc on unit Price (Rs.)</b>	<b>Total price with taxes, duties etc.(Rs.)</b>
<b>1</b>	<b>Desktop</b> <b>Make / Model : Any</b>	<b>05 nos</b>			
<b>Total Price (Inclusive of all Taxes ) (Rs)</b>					

## Section 7 - SPECIFICATIONS FOR DESKTOP

<b>Description</b>	<p>Make : Any</p> <p>Processor : Intel core I3 10<sup>th</sup> Generation</p> <p>Clock speed : 3.2GHz</p> <p>Chipset : system on chip/OEM</p> <p>CACHE Memory : 4 MB</p> <p>RAM : 4 GB DDR4 and extendable slot up to 16 GB RAM</p> <p>Display : 20 FHD high brightness anti -Glare LED backlight display with 1920 X 1080 pixel resolution or more</p> <p>Audio : Built- in stereo speakers with high -definition audio support. Built in digital microphone</p> <p>Hard Disk : 1TB SATA HDD 7200RPM</p> <p>Ethernet Controllers : RJ 45 Giga Ethernet 10/100/1000</p> <p>Wireless Device Enabled : Integrated wireless 802.11 ac/b/g/n + BT 4.0</p> <p>Interfaces : Bluetooth, VGA out, 2 USB 3.0 or more &amp; 2 USB 2.0 or more, audio in &amp; audio out port, HDMI Port, Etc.</p> <p>Keyboard &amp; Mouse : Wireless keyboard and mouse</p> <p>Operating System : Preloaded Microsoft window 10 home SL 64 bit</p> <p>Power supply : 200 W Bronze, input 90 VAC to 264 VAC</p> <p>Graphics Card : Intel UHD Graphics 630 with shared graphics memory with provision of extension</p> <p>MS Office : Preloaded MS Office H &amp; S</p> <p>Warranty : Onsite warranty and 3 Years Or more</p>
<b>Delivery Location</b>	<p><b>The Administration Officer,</b></p> <p><b>RGUKT- Srikakulam campus</b></p> <p><b>Etcherla , SM Puram, Srikakulam</b></p> <p><b>Pin -532402</b></p>

**Note : Page number/serial number may be given to each and every page of Tender Documents and documents attached. Mention page number , whereeve the copy of the documents is kept. In case of non-fulfillment of any of the above information/documents, the tender will be summarly rejected without giving any notice.**