

**BID DOCUMENT**  
**E-Procurement**  
**Open Competitive Bid (O C B)**

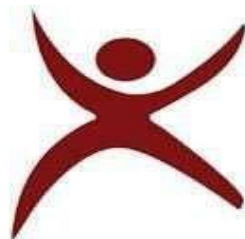
**For**

**Procurement of 10 Desktop Computers**

**at**

**IIIT-SRIKAKULAM**  
**RGUKT-AP**

**Proprietary & Confidential**



**RAJIV GANDHI UNIVERSITY OF KNOWLEDGE TECHNOLOGIES**  
**IIIT-SRIKAKULAM,**  
**SM PURAM (V), ETCHERLA (M), SRIKAKULAM DIST.**  
**Andhra Pradesh-532402.**  
**[www.rguktsklm.ac.in](http://www.rguktsklm.ac.in)**

Proprietary & Confidential

No part of this document can be reproduced in any form or by any means, disclosed or distributed to any person without the prior consent of IIIT-Srikakulam, RGUKT-AP except to the extent required for submitting bid and no more.

## Contents

Description	Page No.
Newspaper advertisement	4
Tender call notice	5
Pre-qualification Criteria	8
Statement of important limits and values of bid	10
Technical specifications	13
Bidding & Evaluation Procedures	15
General instructions to bidders for Procedures	17
Standards procedure for opening and Evaluation of bids	23
General conditions of proposed contract	28
Bid letter form	42
Contract form	43
Bid forms	49-54

## News paper advertisement

### E-Procurement Tender Notice



## **RAJIV GANDHI UNIVERSITY OF KNOWLEDGE TECHNOLOGIES-AP IIIT SRIKAKULAM**

**S.M.Puram (V), Etcherla (M), Srikakulam District, Andhra Pradesh - 532402**

### E-procurement Tender Notice

**E-tenders** are hereby invited from reputed manufacturers/registered firms/vendors authorized Wholesale Dealers of the Manufacturer for supply of the following items to IIIT - Srikakulam. Located at Prefab campus, IIIT-Nuzvid, Krishna District, Andhra Pradesh-521202.

S.No.	Ref.No.	Description
01	IIIT/ SKLM/ RGUKTAP/E-Proc/Examcell/Booklets/ T04/2019-20, Date: 12.06.2019	<b>Answer Booklets</b>
02	IIIT/SKLM/RGUKTAP/E-Proc/Lib/Books/T01/2019-20, date:12.06.2019	<b>Library Books</b>
03	IIIT/SKLM/RGUKTAP/E-Proc/DLib/Desktops/T03/2019-20, date:12.06.2019	<b>Desktops</b>
04	IIITSKLM/RGUKTAP/E-Proc/Engineering Chemistry Lab/T05/2019-20, date:14.06.2019	<b>Engineering Chemistry Lab</b>
05	IIITSKLM/RGUKTAP/E-Proc/Engineering Physics Lab/T06/2019-20, date:14.06.2019	<b>Engineering Physics Lab</b>

Interested bidders can download and submit the bids online from 15.06.2019 through <https://tender.apecurement.gov.in> (AP Portal). For further details please visit our website: [www.rguktsklm.ac.in](http://www.rguktsklm.ac.in) or <https://tender.apecurement.gov.in> (Andhra Pradesh Portal)

Date.15.06.2019

Sd/-

Administrative Officer (I/c), IIIT-Srikakulam

## Section - A

### Tender Call notice:

Procurement of Desktop Computers

Time schedule of various tender related events

Bid calling date	15/06/2019
Bid processing fee (Non-refundable)	Rs. 3,000/- (By way of DD from any Nationalized Bank / Scheduled Bank in favor of Director, IIIT-Srikakulam payable at Nuzvid (Non- refundable))
Bid Documents Downloading Start date	15/06/2019 at 02:00 PM.
Pre-bid meeting	25/06/2019
Bid Document Downloading End Date	05/07/2019 till 05.00 PM
Last date for uploading of online documents	05/07/2019 at 05:30 PM.
Last date for Hard Copies submission of EMD, Document Fee, Pre-qualification documents and Other necessary documents. (scanned copies),	06/07/2019 at 05:00 PM
Pre-qualification date/time & Technical bid	08/07/2019 at 11:00 AM.
Price Bid meeting date/time	08/07/2019 at 3:00 PM
Contact person	Administrative Officer, IIIT Srikakulam

### CLARIFICATIONS:

- i. Queries if any can be clarified in the Pre-Bid meeting which is scheduled **on 25/06/2019 at Conference Room IIIT-Srikakulam**. The bidders are requested to submit the queries in following format on official letter head of the company, on the date of pre-bid meeting.

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

- ii. The addendum/corrigendum if any shall be published on RGUKT-AP website i.e. [www.rgukt.in](http://www.rgukt.in) [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 IIIT Srikakulam, RGUKT-AP.

### A. 1. The Description / Details of materials required:

Supply and commissioning of Desktop Computers to the IIIT Srikakulam, Rajiv Gandhi University of Knowledge Technologies (RGUKT)

Schedule-A	Qty	Institute Name	Delivery Address
Desktop Computers	10	IIIT – Srikakulam	The Director, IIIT - Srikakulam, SM Puram (V), Etcherla (M),Srikakulam District- Andhra Pradesh – 532402.

A. 2. Scope of incidental services:

1. Furnishing of a detailed **operations, device drivers DVD/CD and maintenance manual** for each appropriate unit of the Supplied goods
2. **3 years comprehensive warranty.**
3. **AMC for 4th and 5th year** comprehensive warranty.(Optional)

A. 3 Delivery and Installation period

- a) Bidder shall deliver, install and commission the goods/services within **Eight weeks** from the date of receipt of LoA (Letter of Acceptance). The delivery details are as follows:-

Qty	Institute Name	Delivery Address
10	IIIT- Srikakulam	The Director, IIIT - Srikakulam, SM Puram (V), Etcherla (M),Srikakulam District- Andhra Pradesh – 532402.

- b) The delivery and installation of the Desktop Computers is completely the responsibility of the bidder.

A. 6. Warranty

- a. First 3 years comprehensive warranty.
- b. AMC for 4th and 5th year comprehensive warranty on Desktop computers need to be quoted Separately.
- c. During warranty period the bidders should conduct **preventive maintenance** once in every quarter besides attending the regular calls. The bidder should get preventive maintenance certificate from concerned authority in IIIT Srikakulam.
- d. Though the bidder quoted for the AMC for 4<sup>th</sup> and 5<sup>th</sup> year comprehensive warranty on Desktop computers, IIIT Srikakulam reserves the right to go for open tender.

Note: The dates stipulated above are firm and under no circumstances they will be relaxed unless extended by an official notification or happened 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, Phone: +91 40-39999700, 39999701.

**Section - B**  
Pre-Qualification criteria

1. The bidder should be an OEM manufacturer/ authorized whole sale dealer of a manufacturer and should be in business of manufacture and or supply and maintenance of the offered items for a minimum period of Three years in Andhra Pradesh/ Telangana as on bid calling date. Form 26-AS must be produced as proof for ensuring three years experience in supply of similar desktop computers.
2. The Bidder should be an **OEM or authorized Dealer** of the OEM whose product is being quoted. In case of the authorized Dealer separate authorization letter from the OEM (As per Annexure - III) is mandatory to quote in the tender. The Authorization Certificate shall be furnished on the letter head of the manufacturing concern/OEM and should be signed by a person on behalf of the manufacturer/OEM, who is competent to authorize the agent/dealer/ distributor. Copy to be furnished.
3. The bidder's representative/ officer vested (explicitly, implicitly, or through conduct) with the powers to commit the authorizing organization to a binding agreement. Also called signing officer/ authority having the Power of Attorney (PoA) from the competent authority of the respective Bidding firm.
4. **The bidder should have Minimum One service center at Andhra Pradesh (Proof: Registration certificate with said address) and at least one service engineers on roll (with latest TRRN) as on bid calling date.**
5. The bidder / OEM should have minimum annual supply for the items/product mentioned (irrespective of brand/model anywhere in India), during 2015-16, 2016-17 & 2017-18 as follows:

Schedule	Item name	Financial year	Minimum Total sales (No.s)
	Desktop Computers (With Similar Configuration)	2016-17	50
		2017-18	50
		2018-19	50

**Note: Bidders with average annual sales of 50 similar desktops for the past three financial Years will also be eligible.**

6. The bidder / OEM should furnish the information on major past supplies under the relevant product / Services and satisfactory performance for any of the past three financial. Relevant documents in Support of above should be furnished.
7. The bidder or the Bidder's group company or the manufacturer **should not have been blacklisted** by any State Government / Central Government / PSU for any reason in the **last three financial years** as on bid



calling date. A letter of undertaking on the letter heads of the Bidder/ Manufacturer as per ‘**Annexure-v**’ should be submitted separately stating that they have not been blacklisted by any State Government / Central Government / PSU for any reason in the last three years and should be signed by an Officer competent and having the power of attorney (with Company stamp) to bind the bidding Firm / Manufacturer(s).

8. **Bidder / OEM** should submit purchase **order copies of Single installation of 50 no’s of similar configuration** Desktop Computers supplied by the bidder in **last three years**. Proof to this extent should be submitted by authentic purchase orders and installation & service report from the organization where the Desktop Computers are installed. **Form 26-AS documents will be referred for the respective purchase orders.**
9. Copy of the ISO certification. self- attested copies to be attached.
10. The bidder should have an average annual financial turnover of **Rs.1.50 Crore** or above during last three financial years (2017-18, 2016-17 & 2015-16). The bidder shall submit copies of Income Tax returns and **respective Form 26-AS statements.**
11. The bidder shall submit copies of latest Income Tax returns for the past three (3) financial years i.e., 2017-18, 2016-17 & 2015-16
12. PAN No. of the company/Firm, TIN No (If applicable): self-attested copies to be attached
13. Proof of Income Tax, Sales Tax, Service Tax and GST Registration Number (As applicable); Self attested copies to be attached.
14. Certificate of Incorporation/ Registration; Self attested copies to be attached.
15. Bidder should quote for business commercial model desktop computers only.

**Section - C**

C1. Statement of important limits / values related to bid

S. No	Item	Description
1.	EMD	<b>Rs. 25,000 /- (in the form of DD/BG from Nationalized Bank / Scheduled Bank drawn in favor of The Director, IIIT Srikakulam , RGUKT-AP”, payable at IIIT-NUZVID SBI Branch ifsc codeSBIN0021233</b>
2.	Bid Validity Period	180 days from the date of opening of bid
3.	EMD Validity Period	180 days beyond bid validity period
4.	Maintenance Period	First 3 years comprehensive warranty. AMC for 4th and 5th year comprehensive warranty on Desktop
5.	Period for furnishing Performance Security	Within 7 days from date of receipt of notification of award
6.	Performance security value for Schedule	10% of contract value for Schedule in favor of “The Director, IIIT Srikakulam RGUKT-AP”, from any Scheduled / Nationalized banks only.
7.	Performance security validity period	120days beyond warranty period for Schedule.
8.	Period for signing Contract	Within 7 days from date of receipt of notification of award.
9.	Warranty period	As per point A.6
10.	Up time %	97% calculated over 3 calendar months period. For the purpose of up time calculation, day will be counted of 12 hours duration - 8:00 AM to 8:00 PM on all days.
11.	Payment terms	<input type="checkbox"/> <b>25% against delivery</b> and receipt of the material in good condition and <b>65% after installation</b> with the satisfactory working / performance evaluation certification from the concerned authority and remaining <b>10% payment after 30 days</b> of the installation <input type="checkbox"/> Payment will be made at concerned Institutes level as per norms.
12.	LD for late deliveries	1% of the late delivered or deemed late delivered goods for one week or part there of 2% for 2 weeks or part there of 3% for 3 weeks or part thereof and so on maximum of 10%. If delay continues beyond the limit, contract is liable for cancellation.
13.	Maximum LD for late deliveries	10% of value of late delivered of deemed late delivered goods
14.	Penalty for failure to maintain during warranty or AMC	For every 1% reduction in up time from <b>97%</b> , penalty will be <b>0.3%</b> of equipment cost, which is down or deemed down as the case may be.
15.	Conditional bids	Not acceptable and liable for rejection.

16.	Placing work order	<input type="checkbox"/> IIIT Srikakulam RGUKT-AP will place order on identified successful bidder. <input type="checkbox"/> All the payments shall be made at the concerned Institute (IIIT-Srikakulam) to the successful bidder as per the terms and conditions and after submission of the installation, laptop evaluation satisfactory certificate concerned Institute. <input type="checkbox"/> If decided IIIT Srikakulam, RGUKT-AP can split the order basing on the quoted price and service track record. The decision of Authorities of IIIT Srikakulam, RGUKT-AP is final in this regard.
17.	Delivery Location	<input type="checkbox"/> The Desktop Computers as per purchase orders terms and conditions should be delivered to Administrative Officer (i/c) , IIIT-Srikakulam ,SM Puram(V) Etcherla (M) Srikakulam(Dist), Andhra Pradesh-532402.
18.	Eligibility Criteria	As per Section 'B'
19.	Transaction Fee	Transaction fee: All the participating bidders who submit the bids have to pay an amount @ 0.03% of the final bid value online with a cap of Rs.10, 000/-for quoted value of purchase up to <b>Rs.50 corers and Rs.25000</b> /- if the purchase value is above Rs.50 crores & service tax applicable @ 15.00%as levied by Govt. of India on transaction fee through online in favor of MD, APTS. The amount payable to APTS is nonrefundable. <b>Corpus Fund</b> : Successful bidder has to pay an amount of <b>0.04%</b> on quoted value through demand draft in favor of Managing Director, APTS, Hyderabad towards corpus fund at the time of concluding agreement
20.	Transaction Fee Payable to	The Managing Director, A.P. Technology Services Ltd., Hyderabad
21.	Bid submission	On Line. Bidders are totally responsible for incorporating/complying the changes/amendments made by IIIT Srikakulam, RGUKT-AP.
22.	Procedure for Bid Submission	Bids shall be submitted online on <a href="https://tender.apecurement.gov.in">https://tender.apecurement.gov.in</a> platform <ol style="list-style-type: none"> <li>1. The participating bidders in the tender should register themselves free of cost on e-procurement platform in the website <a href="https://tender.apecurement.gov.in">https://tender.apecurement.gov.in</a></li> <li>2. Bidders can log-in to e-procurement platform in secure mode only by signing with the Digital certificates.</li> <li>3. The bidders who are desirous of participating in e-procurement shall submit their technical bids, price bids as per the standard formats available in the e-tender document.</li> <li>4. The bidders should scan and upload the respective documents in Pre-Qualification and Technical bid documentation as detailed at Section E &amp; G of the RFP including EMD. The bidders shall sign on all the statements, documents certificates uploaded by them, owning responsibility for their correctness/authenticity.</li> <li>5. The rates should be quoted in online only. No physical submission of price bids will be accepted.</li> </ol>

25	Other conditions	<p>After uploading the documents, the copies of the uploaded technical bid documents, for evaluation and original Demand Drafts in respect of Bid Security and Bid document fee are to be submitted by the bidder to the “The Administrative Officer, IIIT Srikakulam, SM Puram (V), Etcherla (M), Srikakulam (Dist), A.P.-532402”, by 05:00PM on <b>05/07/2019</b></p> <p>Failure to furnish any of the uploaded documents, certificates, will entitled in rejection of the bid. The IIIT Srikakulam, RGUKT-AP shall not hold any risk on account of postal delay. Similarly, if any of the certificates, documents, etc., furnished by the Bidder are found to be false /fabricated/bogus, the bidder will be disqualified, blacklisted, action will be initiated as deemed fit and the Bid Security will be forfeited.</p> <p>IIIT Srikakulam, RGUKT-AP will not hold any risk and responsibility regulating non-visibility of the scanned and uploaded documents.</p> <p>The Documents that are uploaded online will only be considered for Bid Evaluation. No Tender will be accepted in physical form and in case, it has been submitted in the physical form only, it shall be rejected out rightly</p> <p>Important Notice to Contractors, Suppliers and Department users (i) In the endeavor to bring total automation of processes in e- Procurement, the Govt. has issued orders vide G.O. Ms. No. 13 dated. 5.7.2006 permitting integration of electronic Payment Gateway of ICICI/HDFC/Axis Banks with e-Procurement platform, which provides a facility to participating suppliers / contractors to electronically pay the transaction fee online using their credit cards.</p> <p>The IIIT Srikakulam, RGUKT-AP reserves the right to reject/cancel all or any of the tenders without assigning any reason there off.</p> <p>The tender which is conditional/incomplete/ belated/ without earnest money/without document fee will not be entertained</p>
----	------------------	---

**Section –D**

D Technical specification:  
(All components must be OEM –Make only)  
Desktop Computers

**CONFIGURATION-1(10 No's)**

<b>Sl. No.</b>	<b>Description / Make &amp; Model</b>	<b>Technical Specifications</b>
<b>1</b>	Make & Model	Any/Should be specified by the Vendor
<b>2</b>	Operating System	Windows 10 X64 Bit Preloaded
<b>3</b>	Processor	Intel Core i5-8400 (8 <sup>th</sup> Generation/9 MB Cache/up to 4.0 GHz ) processor
<b>4</b>	Form Factor	Tower Model
<b>5</b>	Memory	8GB-DDR4 RAM; Expandable Up to 32GB or higher; 2 DIMM Slots
<b>6</b>	Hard Drive	1TB SATA 7200rpm HDD or Higher
<b>7</b>	Chipset	Intel B360 Chipset; OEM Motherboard with TPM 2.0
<b>8</b>	Video Card	2GB or Higher
<b>9</b>	Optical Drive	DVD / CD Drive (DVD+RW)
<b>10</b>	Wireless	802.11bgn + Bluetooth
<b>11</b>	Keyboard	104 Keys OEM keyboard
<b>12</b>	Mouse	OEM Optical Mouse
<b>13</b>	Ethernet	Integrated Gigabit Ethernet Connection
<b>14</b>	Security Software	Multi Device Security with 2 years Subscription
<b>15</b>	Audio	Integrated High Definition (HD) Audio with Internal Speaker built into CPU
<b>16</b>	Ports	<b>Front Ports:</b> USB 3.1 Gen 2 – 2 USB 3.1 Gen 1 – 4  <b>Rear Ports:</b> USB 3.1 Gen 1 – 2 USB 2 - 2 Serial Port – 1 Ethernet (RJ-45) – 1 VGA Port – 1 HDMI Port – 1

## Section - E

### E.1 Bidding Procedure:

Offers should be made in three parts namely, “Pre-qualification bid”, “Technical bid” and “Financial bid” and in the format given in bid document. Each offer should be placed separately.

1. EMD details should be given in the “Pre-qualification bid”.
2. Tenders will be accepted only from those who have paid the tender document fee.
3. All correspondence should be with the “**The Administrative Officer, IIIT-Srikakulam, Camp Office: IIIT-Srikakulam, SM Puram (V), Etcherla (M), Srikakulam (Dist), A.P.-532402**”. complete set of bidding documents can be downloaded from the RGUKT-AP website (i.e. [www.rguktsklm.ac.in](http://www.rguktsklm.ac.in)) or from e-procurement platform ( <https://tender.apecurement.gov.in> ) and bidder has to submit the prescribed bid document price which is non-refundable in the form of Demand Draft drawn in favor of “The Director, IIIT- Srikakulam, RGUKT-AP “ and payable at Nuzvid SBI Branch along with hard copy of the bid.

### Pre-qualification bid:

It shall include the following information about the firm and/or its proposal.

1. General information on the bidder’s company in Form P-1.
2. Turn over details in relevant field in Form P-2A for Schedule-I, must be supported by corresponding Form 26AS.
3. Turn over details of the product (Brand) offered in Form P-2B for Schedule-I.
4. List of major customers in support of turnover in Form P-3 (Form 26AS is must).
5. Details of service centers in AP in Form P-4 (Registration certificate a Proof)
6. Certificates like ISO, Microsoft etc.
7. Manufacturer’s authorization to participate in bidding process apart from such other documents like Authorization certificate for dealing in the products for which bid is submitted. (However this will not Apply to Manufacturers).
8. Power of Attorney, Certificate of Incorporation/ Registration.
9. Proof of Income Tax, Sales Tax, Service Tax and GST Registration Number.
10. PAN No. of the company/Firm, TIN No.
11. Purchase order copies of Single installation of **10** no’s of Desktop Computers for Intel Platform respectively with similar configuration.

Technical Bid:

1. Deviation(s) to technical specification if any in **specification conformity form** ( Form T-1)
2. Detailed technical documentation, reference to various industry standards to which the products / services included in vendor's offer conform, and literature concerning the proposed solution in Form T-2 (Bidder's format)
3. Other information, if any required in the bid document in Form T-3 (Bidder's format)
4. As per Section A.4 details of proposed site engineers to be deployed should be furnished.

Financial bid:

1. The financial bid should provide cost calculations for 3 years warranty corresponding to unit price of each item of the schedule-I in Form F-1.
2. Cost details of AMC details in Form F-3, cost details of proposed On-site engineers in Form F-4, Spare parts cost is Form F-5.

**Section - F**

Bid evaluation procedure:

Bidders should offer prices for all the items of Schedules and for the full quantity of an item of Schedule failing which such bid will not be considered. Technical bid documentation should be in the prescribed format. If a vendor has any comment to offer about the procedural aspects of this tender, it should be intimated to the "The Administrative Officer, IIIT-Srikakulam, SM Puram (V) Etcherla (M) , Srikakulam (Dist), A.P.-532402" and get clarification before submitting bid.

Nothing will be entertained in this regard after the bid clarifying date. In case the schedule or procedure of tender processing is revised, the same shall be communicated **putting corrigendum at AP e-Procurement and [www.rguhtsklm.ac.in](http://www.rguhtsklm.ac.in) to all vendors who have paid the tender document fee.**

Opening of bids.

The Administrative Officer, IIIT Srikakulam RGUKT-AP shall open the pre-qualification bid, and list them for further evaluation. The Technical bids of only those bidders who qualify in the pre-qualification stage **will be evaluated in Technical stage** The Financial bids of only those bidders will be opened who qualify in the Technical bid evaluation stage.

### Pre-qualification bid documentation:

The Pre-qualification bid documentation shall be evaluated in two sub-steps. Firstly, the documentation furnished by the vendor shall be examined prima facie to see if the technical skill base and financial capacity and other vendor attributes claimed therein are consistent with the needs of this project. In the second step, IIT Srikakulam, RGUKT-AP may ask vendor(s) **for additional information**, visit to vendors site and/or arrange discussions with their professional, technical faculties to verify claims made in Pre- qualification bid documentation.

### Technical bid documentation

Technical bid documentation shall be evaluated in two sub-steps. Firstly, the documentation furnished by the vendor shall be examined prima facie to see if the Product/ services offered, technical skill base and financial capacity and other vendor attributes claimed therein are consistent with the needs of this project. In the second step, IIT Srikakulam, RGUKT-AP **may ask vendor(s) for additional information**, visit to vendors site and/or arrange discussions with their professional, technical faculties to verify claims made in technical bid documentation.

### **Financial Bid**

#### Award Criterion

Final choice of firm to execute the project shall be made of the basis of conformity to technical specifications, appropriateness of the product offered, capability of bidder to execute and service the project and appropriateness of financial offer from the point of view of cost-effectiveness over the entire maintenance period for the product/services.

1. Tie clause?
- 2.How L1 will be Identified? (Unit price/AMC/Site Enggr cost/ Spare parts cost/ Total cost



## Section - G

### General instructions to bidders for Procedures:

#### Definitions:

1. Tender call or invitation for bids means the detailed notification seeking a set of solution(s), service(s), material(s) or any combination of them.
2. Specification means the functional and technical specifications or statement of work, as the case may be.
3. Firm means a company, authority, co-operative or any other organization incorporated under appropriate statute as is applicable in the country of incorporation.
4. Bidder means any firm offering the solution(S), service(S) and/or materials required in the tender call. The word vendor when used in the pre award period shall be synonymous with bidder and when used after award of the contract shall mean the successful bidder with whom IIIT Srikakulam, RGUKT-AP signs the contract for rendering of goods and services.
5. Pre-qualification and Technical bid means that part of the **offer** that provides information to facilitate assessment by IIIT Srikakulam, RGUKT-AP, professional, technical and financial standing of the bidder, conformity to specifications etc.
6. Financial Bid means that part of the offer, that provides price schedule, total project costs etc.
7. Three part Bid means the pre-qualification bid, technical and financial bids submitted in IIIT Srikakulam, RGUKT-AP at sealed cover.
8. Two part Bid means the Technical bid and financial bids are submitted in IIIT Srikakulam, RGUKT- AP at sealed cover.
9. Composite bid means a bid in which the technical and financial parts are combined into one but their evaluation is sequential.
10. Goods and services mean the solution(s), service(s), material(s) or a combination of them in the context of the tender call and specifications.
11. The word goods when used singly shall mean the hardware, firmware component of the goods and services.
12. Maintenance period means period mentioned in bid document for maintaining the systems beyond warranty period.
13. LD means Liquidated Damages

### General Eligibility

1. This invitation for bids is open to all firms both from within and outside India, who are eligible to do business in India under relevant Indian laws as is in force at the time of bidding subject to meeting the pre-qualification criterion.
2. Bidders marked/considered by IIIT Srikakulam , RGUKT-AP, to be ineligible to participate for non- satisfactory past performance, corrupt, fraudulent or any other unethical business practices shall not be eligible.
3. Breach of general or specific instructions for bidding, general and special conditions of contract with IIIT Srikakulam, RGUKT-AP or any of its user organizations may take a firm ineligible to participate in bidding process.

### Bid forms:

1. Wherever a specific form is prescribed in the bid document, the bidder shall use the form to provide relevant information, if the form does not provide space for any required information, space at the end of the form or additional sheets shall be used to convey the said information.
2. For all other cases the bidder shall design a form to hold the required information.

### Cost of bidding:

1. The bidder shall bear all costs associated with the preparation and submission of its bid, and IIIT Srikakulam, RGUKT-AP will in no case be responsible for those costs, regardless of the conduct or outcome of the bidding process.
2. Bidder is expected to examine all instructions, forms, terms, and specifications in the bidding documents. Failure to furnish all information required by the bidding documents or to submit a bid not substantially responsive to the bidding documents in every respect will be at the bidder's risk and may result in the rejection of its bid.

### Clarification of bidding documents:

1. A prospective vendor requiring any clarification of the bidding documents may notify the AO, IIIT-Srikakulam RGUKT, Andhra Pradesh. Through e-mail mentioned of the IIIT Srikakulam, RGUKT-AP response (including an explanation of the query but without identifies the source of inquiry) will be uploaded on the IIIT Srikakulam, RGUKT-AP website and e-procurement platform.

2. The concerned person will respond to any request for clarification of bidding documents which were received not later than bid clarification date mentioned in the notice prior to deadline for submission of bids prescribed in the tender notice. No clarification from any bidder shall be entertained after the close of date i.e pre-bid meeting date and time for seeking clarification mentioned in tender call notice. It is further clarified that IIIT Srikakulam, RGUKT-AP shall not entertain any correspondence regarding delay or non-receipt of clarification from IIIT Srikakulam, RGUKT-AP.

Amendment of bidding documents:

1. At any time prior to the deadline for submission of bids, IIIT Srikakulam, RGUKT-AP, for any reason, whether at its own initiative or in response to a clarification requested by a prospective bidder, may modify the bidding documents by amendment.
2. The amendments if any shall be uploaded on IIIT Srikakulam,, RGUKT-AP website and AP e-procurement platform, and such modification will be binding on all bidders.
3. In order to allow prospective bidders reasonable time in which to take the amendment into account in preparing their bids, the IIIT Srikakulam,, RGUKT-AP, at its discretion, may extend the deadline for the submission of bids.

Period of validity of bids:

1. Bids shall remain valid for the days or duration specified in the bid document, after the date of bid opening prescribed by IIIT Srikakulam, RGUKT-AP. A bid valid for a shorter period shall be rejected as non-responsive.
2. In exceptional circumstances, the IIIT Srikakulam, RGUKT-AP may solicit the bidders' consent to an extension of the period of validity. The request and the responses thereto shall be made in writing. The bid security shall also be suitably extended. A bidder granting the request will not be permitted to modify its bid.

Submission of bids:

1. The bidders shall submit all the bids i.e. pre-qualification, technical and commercial to IIIT Srikakulam, RGUKT-AP through AP e-procurement website. And hard copies of the documents are to be submitted by the date and time mentioned.

Deadline for submission of bids:

1. Bids must be submitted to IIIT Srikakulam,, RGUKT-AP no later than the bid submission date and time specified in the tender call notice.
2. The IIIT Srikakulam,, RGUKT-AP may, at its discretion, extend this deadline for the submission of bids by amending the tender call, in which case all rights and obligations of the IIIT Srikakulam, RGUKT-AP and bidders previously subject to the deadline will thereafter be subject to the deadline as extended.
3. The hard copies of the documents are to be submitted at "Administrative Officer, IIIT Srikakulam, pre fab campus located at IIIT- Nuzvid AP-521202" by 05:00PM on 05/07/2019.

Late bids:

Any bid not received by the Administrative Officer, IIIT Srikakulam, pre fab campus located at IIIT-Nuzvid AP-521202" by 05:00PM on 05/07/2019, the bids will be rejected and returned unopened to the bidder.

Modification and withdrawal of bids:

1. No bid can be modified subsequent to the deadline for submission of bids.
2. No bid can be withdrawn in the interval between the deadline for submission of bids and the expiration of the period of bid validity. Withdrawal of a bid during this interval will result in the forfeiture of its bid security (EMD).

General business information:

The bidder shall furnish general business information to facilitate assessment of its professional, technical and commercial capacity and reputation.

Bid security i.e. earnest money deposit (EMD):

1. The bidder shall furnish, as part of its bid, a bid security for the amount specified in the tender call notice.
2. The bid security is required by IIIT Srikakulam, RGUKT-AP to:
  - a. Assure bidder's continued till award of contract and
  - b. Conduct in accordance with bid conditions during the bid evaluation process.
3. The bid security shall be in Indian rupees and shall be in a form of DD, issued by a reputable bank scheduled in India and having at least one branch office in Srikakulam, Andhra Pradesh.
4. Unsuccessful bidder's bid security will be discharged or returned as promptly as possible, but not later than thirty (45) days after the expiration of the period of bid validity prescribed by IIIT Srikakulam, RGUKT-AP.
5. The successful bidder's bid security will be discharged upon the bidder signing the contract, and furnishing the performance security.
6. The bid security may be forfeited:
  - a) If a bidder withdraws its bid during the period of bid validity or
  - b) In the case of a successful bidder, if the bidder fails:
    1. to sign the contract in time; (or)
    2. to furnish performance security

Preparation of Pre-qualification bid:

It shall contain of the following parts:

1. General information on the bidder's company in Form P-1
2. Turn over details in relevant field in Form P-2A for Schedule-I
3. Turn over details of the product (Brand) offered in Form P-2B for Schedule-I
4. List of major customers in support of turnover in Form P-3
5. Details of service centers in AP in Form P-4
6. Certificates like ISO, Microsoft etc. in Form P-5
7. Manufacturer's authorization to participate in bidding process apart from such other documents like authorization certificate for dealing in the products for which bid is submitted. (However this will not apply to Manufacturers) in Form P-6
8. Power of Attorney, Certificate of Incorporation/ Registration,
9. Proof of Income Tax, Sales Tax, Service Tax and GST Registration Number

10. PAN No. of the company/Firm, TIN No
11. Purchase order copies of Single installation of 10 no's of Desktop Computers for Intel platform respectively with relevant configurations
12. Any other relevant information

Preparation of technical bid:

It shall consist of the following parts.

1. Technical documentation-confirmation to technical specification etc.
2. Plan for field demonstration if required in tender call
3. Detailed **technical documentation**, reference to various industry standards to which the goods and services included in vendor's offer conform, and other literature concerning the proposed solution, In particular, the vendors should identify areas in which their solution conforms to open standards and areas that are proprietary in nature. Justification about proprietary components in terms of functionality and performance should be given.
4. **A Statement about appropriateness** of the product design and solution plan for operating conditions in India, including physical, infrastructure and human factors.
5. In the case of a bidder offering to supply goods under the contract which the bidder did not manufacture or otherwise produce, the bidder has been duly authorized by the good's manufacture or produces to supply the goods in India.
6. **A Statement of the serviceable life of goods** and services offered by the firm. Available sources of maintenance and technical support during the serviceable life. Available sources of spare parts. Special tools, etc. Necessary for the proper and continuing functioning of the goods and services, for the serviceable life.
7. The supplied Desktop along with the bid document will be evaluated for bench mark **Testings such as X, Y, Z etc.**

Preparation of financial bid:

Overview of Financial bid

1. The financial bid should provide cost calculation corresponding to each component of the project.
2. Bid Prices
  - a. The Bidder shall indicate the unit price and the total price of the Desktop Computers
  - b. The Bidder shall separately quote the AMC for 4<sup>th</sup>&5<sup>th</sup> year (optional) for configuration
  - c. The bidder shall indicate Basic Prices and taxes, duties etc. (if required) in the form

prescribed.

- d. Bidder's separation of price components will be solely for the purpose of facilitating the comparison of bids by IIT Srikakulam, RGUKT-AP and will not in any way limit the purchaser's right to contract on any of the terms offered.**

?

3. Bid currency:

Prices shall be quoted in Indian rupees

## Section - H

### Standard procedure for opening and evaluation of bids

#### Outline of bid Opening procedure:

1. The bid opening and evaluation process will be sequential in nature. Means that bidder must qualify a particular stage to be eligible for next stage. Immediately after the closing time, the AO, IIIT Srikakulam, RGUKT-AP authorized person shall open the Pre- qualification bids and list them for further evaluation. The Technical bids of only those bidders who qualify in the pre- qualification bid will be opened at the date that will be informed by IIIT Srikakulam, RGUKT-AP. After evaluation of technical bids, the financial bids of only those bidders who qualify in technical evaluation will be opened.
2. The Standard procedure, described here will stand appropriately modified, in view of special procedures of bid evaluation as mentioned in tender call or elsewhere in this bid document decided by IIIT Srikakulam, RGUKT-AP during the course of evaluation to meet any specific situation or need arising from time to time.

#### General Guidelines for bid opening and evaluation:(Take a decision on 2/3 parts)

Bids will be in **three parts** (Pre-qualification, technical and financial) or two parts (Technical and financial) or composite bid (technical and financial bid together) as indicated in the tender call. For three part bids there will be three bid opening events, in two part bid there will be two bid opening events and in case of composite bids there will be only one bid opening event. Following guidelines will generally be followed by IIIT Srikakulam, RGUKT-AP officers at each such event. However IIIT Srikakulam, RGUKT-AP may deviate from these in specific circumstances if it feels that such deviation is unavoidable. Or will improve speed of processing and consequent project execution.

1. Opening of Bids
  - a. Bids will be opened at the schedule time and date.
2. Preliminary examination of Bids:
  - a. Preliminary scrutiny will be made to determine whether they are complete, whether any computational errors have been made, whether required sureties have been furnished, whether the documents have been properly signed, and whether the bids are generally in order.



- b. Arithmetical errors will be rectified on the following basis. 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. If the vendor does not accept the correction of the errors, its bid will be rejected and its bid security may be **forfeited. If there is a discrepancy between words and figures the amount in words will prevail.**
- c. IIIT Srikakulam , RGUKT-AP may waive any minor informality, nonconformity or irregularity in a bid which does not constitute a material deviation, provided such waiver does not prejudice or affect the relative ranking of any bidder.
- d. Prior to the detailed evaluation, IIIT Srikakulam, RGUKT-AP will determine the substantial responsiveness of each bid to the bidding documents. For purposes of these clauses, a substantially responsive bid is one which conforms to all the terms and conditions of the bidding documents without material deviations.
- e. If a bid is not substantially responsive, it will be rejected by the IIIT Srikakulam , RGUKT-AP and may not subsequently be made responsive by the bidder by correction of the nonconformity.

3. Clarification of bids

During evaluation of the bids, IIIT Srikakulam , RGUKT-AP may, at its discretion, ask the bidder for clarification of its bid.

4. Evaluation of Pre- qualification bids

Pre – qualification bid documentation shall be evaluated in two sub-steps.

- a. Firstly, the documentation furnished by the vendor will be examined prima facie to see if the technical skill base and financial capacity and other vendor attributed claimed therein are consistent with the needs of this project.
- b. In the second step, IIIT Srikakulam, RGUKT-AP may ask vendor(s) for additional information, visit to vendors site and/or arrange discussions with their professional , technical faculties to verify claims made in technical bid documentation

5. Evaluation of technical bids and Desktop Computers:

Technical bid documentation shall be evaluated in two sub-steps

- a. Firstly, the documentation furnished by the vendor will be examined prima facie to see if the technical skill base and financial capacity and other vendor attributed claimed therein are consistent with the needs of this project.

- b. In the second step, IIIT Srikakulam, RGUKT-AP may ask vendor(s) for additional information, visit to vendors site and/or arrange discussions with their professional, technical faculties to verify claims made in technical bid documentation

6. Field demonstration

IIIT Srikakulam, RGUKT-AP will identify a part or segment of the proposed project site. The concerned bidder, on demand should be able to demonstrate functional requirements as described in the specifications.

7. Evaluation of financial bids

Financial bids of those vendors who satisfy all phases of the pre-qualification and technical bid and evaluation of Desktop Computers corresponding to chosen technical bid choices will only be opened. All other financial bids will be ignored. IIIT Srikakulam, RGUKT-AP will assess the nature of financial offers and may pursue any or all of the options mentioned under financial bid IIIT Srikakulam, RGUKT-AP may at its discretion discuss with vendor(s) available at this stage to clarify contents of financial offer.

8. General Evaluation of bids

1. Evaluation of financial bids will be excluded and not to be taken into account any offer not asked for or not relevant to the present requirements of under.
2. Past track record of bidder in supply/services and

Performance and productivity of the equipment:

Bidders shall state the guaranteed performance or efficiency in response to the specifications.

Contacting IIIT Srikakulam, RGUKT-AP

1. Bidder shall not approach IIIT Srikakulam, RGUKT-AP officers outside of office hours and/or outside IIIT Srikakulam, RGUKT-AP office premises, from the time of the tender call notice to the time the contract is awarded.

2. Any effort made by a bidder to influence IIIT Srikakulam, RGUKT-AP officers in the decisions on bid evaluation, bid comparison or contract award may result in rejection of the bidder's offer and bidder may also be marked as ineligible for future bids, If the bidder wishes to bring additional information to the notice of the IIIT Srikakulam, RGUKT-AP, it should do so in writing.

#### IIIT Srikakulam, RGUKT-AP right to vary quantities at time of award

IIIT Srikakulam, RGUKT-AP reserves the right at the time of award to increase or decrease the quantity, as indicated in tender call, from the quantity of goods and services originally specified in the specification without any change in unit price or other terms and conditions

#### H.6 IIIT Srikakulam, RGUKT-AP right to accept any bid and to reject any or all bids

Director, IIIT Srikakulam, RGUKT-AP reserves the right to accept or reject any bid , and to annual the bidding process and reject all bids at any time prior to award of contract, without thereby incurring any liability to the affected bidder(s) or any obligation to inform the affected bidder(s) on the grounds for such decision.

Director, IIIT Srikakulam RGUKT-AP reserves the right to accept or reject any / or all the tenders without assigning any reasons whatsoever. The Director, IIIT Srikakulam, RGUKT-AP also reserves the right to cancel the selection process for award of the contract at any time. The decision of the Director, IIIT Srikakulam, RGUKT-AP is final and binding.

#### Notification of award:

1. Prior to expiration of the period of bid validity, IIIT Srikakulam, RGUKT-AP will notify the successful bidder in writing, that its bid has been accepted.
2. Upon the successful bidder's furnishing of performance security, IIIT Srikakulam, RGUKT-AP will promptly notify each unsuccessful bidder and will discharge its bid security.

#### Signing of contract

1. At the same time as the IIIT Srikakulam , RGUKT-AP notifies the successful bidder that its bid has been accepted, the IIIT Srikakulam , RGUKT-AP will send the bidder the Contract form provided in the bidding documents, incorporating all agreements between the parties.
2. On receipt of the Contract Form, the successful bidder shall sign with date the contract form and return it to the IIIT Srikakulam, RGUKT-AP.

### Performance Security

1. On receipt of notification of award from the IIIT Srikakulam, RGUKT-AP, the successful bidder shall Furnish the performance security in accordance with the conditions of contract, in the performance Security form provided in the bidding documents or in another form acceptable to the IIIT Srikakulam , RGUKT-AP.
2. Failure of the successful bidder to sign the contract, proposed in this document and as may be modified, elaborated or amended through the award letter, shall constitute sufficient grounds for the annulment of the award and forfeiture of the bid security, in which event the IIIT Srikakulam, RGUKT-AP may make the award to another bidder or call for new bids.

### Corrupt, fraudulent and unethical practices

1. “Corrupt practice” means the offering, giving, receiving or soliciting of anything of value to influence the action of a public official in the process of contract execution.
2. “Fraudulent practice” means a misrepresentation of facts in order to influence the procurement process or the execution of contract to detriment of the purchaser, and includes collusive practice among Bidders (prior to or after bid submission) designed to establish bid process at artificial non- competitive levels and to deprive the Purchases or the benefits of free and open competition:
3. “Unethical practice” means any activity on the part of bidder, which try to circumvent tender process in Any way. Unsolicited offering of discounts, reduction in financial bid amount, upward revision of quality Of goods etc after opening of first bid will be treated as unethical practice.
4. IIIT Srikakulam, RGUKT-AP will reject the proposal for award and also may debar the bidder for future tenders in IIIT Srikakulam, RGUKT-AP, if it is determined that the bidder has engaged in corrupt, Fraudulent or unethical practices in competing for, or executing a contract.

### **Section - I**

General conditions of proposed contract (GCC)

### Definitions:

In this contract, the following terms shall be interpreted as indicated. Terms defined in general instruction to bidders section shall have the same meaning

- a) "Contract" means the agreement entered into between the IIIT Srikakulam, RGUKT-AP and the vendor, as recorded in the contract form signed by the parties, including all attachments and appendices there to and all documents incorporated by reference therein
- b) "Contract price" means the price payable to the vendor under the contract for the full and proper performance of its contractual obligations;
- c) "Incidental services" means those services ancillary to the supply of the goods and services, such as transportation and insurance and any other incidental services, such as installation, commissioning, provision of technical assistance, training and other such obligations of the vendor covered under the contract;
- d) "GCC" means the general conditions of contract contained in this section.
- e) "SCC" means the special conditions of contract if any.
- f) "RGUKT" means the Rajiv Gandhi University of Knowledge Technologies, AP.
- g) "Purchaser/User" means ultimate recipient of goods and services
- h) "Vendor or Bidder" means the individual or firm supplying the goods and services under this contract.
- i) "Project site", where applicable, means the place(s) where goods/services are to be made available to user.
- j) "LD" means Liquidated Damages
- k) "Day" means calendar day
- l) "Up time" means the time periods where specified services with specified technical and service standards are available to user(s)
- m) "Down time" means the time period when specified services with specified technical and service standards are not available to user(s)

### Application

These general conditions shall apply to the extent that they are not superseded by provisions of other parts of the contract.

### Standards

The goods supplied under this contract shall conform to the standards mentioned in the specifications, and

when no applicable standard is mentioned, the authoritative standards appropriate to the goods' country of origin shall apply. Such standard shall be the latest issued by the concerned institution

**Use of documents and information**

1. The vendor shall not, without prior written consent from IIIT Srikakulam RGUKT-AP, disclose/share/use the bid document, contract, or any provision thereof, or any specification, plan drawing, pattern, sample or information furnished by or on behalf of the IIIT Srikakulam RGUKT-AP in connection therewith, to any person other than a person employed by the vendor in the performance of the contract. Disclosure to any such employed person shall be made in confidence and shall extend only, so far as may be necessary for purposes of such performance.
2. The Vendor shall not, without prior written consent of IIIT Srikakulam, RGUKT-AP, make use of any document or information made available of the project, except for purposes of Performing the Contract.
3. All project related document (including this bid document) issued by IIIT Srikakulam, RGUKT-AP, other than the contract itself, shall remain the property of the RGUKT-AP and shall be returned (in all copies) to the IIIT Srikakulam, RGUKT-AP on completion of the Vendor's performance under the contract if so required by the IIIT Srikakulam, RGUKT-AP.

**User license and patent rights**

1. The Vendor shall provide licenses for all software products, whether developed by it or acquired from others. In the event of any claim asserted by a third party for software piracy, the vendor shall act expeditiously to extinguish such claim. If the vendor fails to comply and the IIIT Srikakulam, RGUKT-AP is required to pay compensation to a third party resulting from such software piracy, the vendor shall be responsible to a compensation including all expenses, court costs and lawyer fees. The IIIT Srikakulam, RGUKT-AP will give notice to the vendor of such claim, if it is made, without delay.
2. The vendor shall indemnify the purchases against all third party claims of infringement of patent, trademark or industrial design rights arising from use of the goods, software package or any part thereof.

**Performance security:**

1. On receipt of notification of award, the vendor shall furnish performance security to IIIT

Srikakulam, RGUKT-AP in accordance with bid document requirement.

2. The performance security shall be payable to the Director, IIIT Srikakulam, RGUKT-AP as compensation for any loss resulting from the supplier's failure to complete its obligations under the contract.
3. The performance security shall be denominated in Indian rupees or in a freely convertible currency acceptable to IIIT Srikakulam , RGUKT-AP and shall be in one of the following forms:
  - a) **A bank guarantee or an irrevocable letter of credit**, issued by a reputed bank located in India with at least one branch office in Vijayawada/Andhra Pradesh, in the form provided in the bidding document or another form acceptable to the IIIT Srikakulam , RGUKT-AP;
  - or
  - b) **A cashier's cheque or banker's certified cheque or crossed demand draft or pay order**
  - c) Drawn in favor of the Director, IIIT Srikakulam, RGUKT-AP.
4. The performance security will be discharged by the IIIT Srikakulam , RGUKT-AP and returned to the vendor not later than thirty (45) days following the date of completion of all formalities under the contract and if activities, post warranty, by the vendor is envisaged, following receipt of a performance guarantee for annual maintenance as per bid document.
5. In the event of any contract amendment, the vendor shall, within 15 days of receipt of such amendment, furnish the amendment to the performance security, rendering the same valid for the duration of the contract.

#### Manuals and drawings

1. Before the goods and services are taken over by the user, the vendor shall supply operation and maintenance manuals, (together with drawings of the goods and services where applicable).
2. The vendor shall provide complete technical documentation of hardware, firmware, all subsystems, operating systems, compiler, system software and the other software.
3. The manuals and drawings wherever applicable shall be in English or Telugu.
4. At least one set of the manuals should be supplied at installation site.
5. Unless and otherwise agreed, the goods and services shall not be considered to be completed for the purpose of taking over until such manuals and drawings have been supplied to the user.

#### Inspection and acceptance tests

1. Inspection and tests prior to shipment of Goods and at final acceptance are as follows:

- a) Inspection of the goods shall be carried out to check whether the goods are in conformity with the specifications mentioned in the bid document. Following broad test procedure will generally be followed for inspection and testing of hard ware and firm wares. The vendor will dispatch the goods to the ultimate consignee after internal inspection testing along with the supplier's inspection report, manufacturer's warranty certificate. The IIIT Srikakulam, RGUKT-AP or concerned Institute will test the equipment after completion of the installation and commissioning at the site of the installation. (If site preparation is not included in the tender call or specification, the vendor should furnish all details of the site requirement to the IIIT Srikakulam, RGUKT-AP sufficiently in advance so as to get the works completed before receipt of the equipment.)
- b) The Inspections and tests, at the discretion of, IIIT Srikakulam, RGUKT-AP, may be conducted on the premises of the vendor or its subcontractor(s), at point of delivery, and / or at the good's final destination. If conducted on the premises of the vendor or its subcontractor(s), all reasonable facilities and assistance, including access to drawings and production data, shall be furnished to the inspections at no charge to the IIIT Srikakulam, RGUKT-AP.
- c) Should any inspected or tested goods fail to conform to the specifications the IIIT Srikakulam , RGUKT-AP may reject the goods, and the vendor shall either replace the rejected goods or make alterations necessary to meet specifications requirements free of cost to the IIIT Srikakulam, RGUKT-AP/user.
- d) IIIT Srikakulam, RGUKT-AP has right to inspect, test and, where necessary reject the goods after the goods' arrival at user's site shall in no way be limited or waived by reason of the goods having previously been inspected, tested and passed by the IIIT Srikakulam, RGUKT-AP or its representative prior to the goods shipment from the country of origin.
- e) Nothing in this clause shall in any way release the vendor from any warranty or other obligations under this contract.
- f) The acceptance test will be conducted by the IIIT Srikakulam, RGUKT-AP, their consultant or any other person nominated by the IIIT Srikakulam, RGUKT-AP, at its option. There shall not be any additional charges for carrying out acceptance tests. Any reduction in functional requirements and performance specifications shall be ground for failure. Any malfunction, partial or complete failure of any part of hardware, firmware or excessive heating of hardware enclosures, motors attached to printers, drivers etc. or bugs in the software shall be grounds for failure of acceptance test. All the software should be complete and no missing modules/sections will be allowed. The vendor shall maintain necessary log in respect of the results of the tests to establish to the entire satisfaction of the IIIT Srikakulam, RGUKT-AP, the successful completion of the test specified. And average uptake efficiency of 97% for the duration of test period (7 days) shall be considered as satisfactory.
- g) In the event of the hardware and software failing to pass the acceptance test, a period not exceeding one week will be given to rectify the defects and clear he acceptance test, failing which the IIIT



Srikakulam, RGUKT-AP reserves the rights to get the Equipment replaced by the vendor at no extra cost to the IIT Srikakulam, RGUKT-AP/user.

Acceptance certificates

On successful completion of acceptability test, receipt of deliverables etc, and after IIT Srikakulam, RGUKT-AP and Concerned Institutes are satisfied with the working of the system, the acceptance certificate signed by the vendor and the representative of the concerned Institute of IIT Srikakulam, RGUKT-AP will be issued. The date on which such certificate is signed shall be deemed to be the date of successful commissioning of the systems.

## **Packing**

1. The vendor shall provide such packing of the goods as is required to prevent their damage or deterioration during transit to their final destination. The packing shall be sufficient to withstand, without limitation, rough handling during transit and exposure to extreme temperature, salt and precipitation during transit and open storage. Packing case size and weights shall take into consideration, where appropriate, the remoteness of the goods' final destination and the absence of heavy handling facilities at all points in transit.
2. The packing, marking and documentation within and outside the packages shall comply strictly with such special requirements as shall be expressly provided for in the contract, including additional requirements, if any, specified in SCC, and in any subsequent instructions ordered by the IIIT Srikakulam, RGUKT-AP.

## **Delivery and documents**

1. Delivery of the goods/services shall be made by the vendor in accordance with the terms specified in schedule of requirements. The details of shipping and / or other documents to be furnished and submitted by the vendor are specified below.
2. For Goods supplied from abroad:
  - a. Within 24 hours of shipment, the vendor shall notify the IIIT Srikakulam, RGUKT-AP and the Insurance Company by cable or telex or fax full details of the shipment including contract number, description of goods, quantity, the vessel, the bill of landing number and date, port of loading, date of shipment, port of discharge, etc. The vendor shall mail the following documents to the IIIT Srikakulam, RGUKT-AP, with a copy to the Insurance Company.
  - b. Four copies of supplier's invoice showing goods description, quantity, unit price and total amount;
  - c. 4 copies of packing list identifying contents of each package;
  - d. Insurance Certificate; Manufacturer's/Supplier's warranty certificate;
  - e. Inspection certificate, issued by the nominated inspection agency and the Supplier's factory inspection report; and
  - f. Certificate of origin.

The above documents shall be received by the IIIT Srikakulam, RGUKT-AP at least one week before arrival of Goods at the port or place of arrival and, if not received, the vendor will be responsible for any consequent expenses.

**For Goods from within India:**

Upon delivery of the goods to the user, the vendor shall notify the IIIT Srikakulam, RGUKT-AP and mail the following documents to the IIIT Srikakulam RGUKT-AP:

- a) Four copies of the vendor invoice showing goods description, quantity, unit price total amount;
- b) Delivery note, or acknowledgment of receipt of goods from the user;
- c) Manufacturer's or Supplier's warranty certificate;
- d) Inspection Certificate issued by the nominated inspection agency, and the Supplier's factory inspection report.
- e) Certificate of Origin;
- f) Insurance Policy;
- g) Excise gate pass Octroi receipts wherever applicable duly sealed indicating payments made; and
- h) Any of the documents evidencing payment of statutory taxes

The above documents shall be received by the IIIT Srikakulam RGUKT-AP before arrival of the Goods (except deliver note and where it is handed over to the user with all documents) and if not received, the vendor will be responsible for any consequent expenses.

**Insurance:**

1. It is suggested that the goods supplied under the contract shall be fully insured in an freely convertible currency against loss or damage incidental to manufacture or acquisition, transportation, storage and delivery up to user site.
2. **The insurance should be for replacement value from "Warehouse to warehouse (final destination)" on "All Risks" valid upto 3 months till completion of delivery, installation and commissioning.**

**Transportation**

Transport of the goods to the project site(s) shall be arranged by the vendor at his cost.

**Hardware Installation**

The vendor is responsible for all unpacking, assemblies, wiring, installations, cabling between computer units and connecting to power supplies. The vendor will test all hardware operations and accomplish all adjustments necessary for successful and continuous operation of the computer hardware at all installation

sites.

Incidental services:

1. The vendor may be required to provide any or all the following services, including additional services:
  - a. **Performance or supervision** or maintenance and/or repair of the supplied goods and services for a period of time agreed by the parties, provided that this service shall not relieve the vendor of any warranty obligations under this Contract and
  - b. **Training of** IIIT Srikakulam, RGUKT-AP and concerned Institute and/or its user organization personnel, at the vendor's site and/ or on-site, in assembly, start-up, operation, maintenance and/or repair of the supplied goods and services.

Prices changed by the vendor for the preceding incidental services, if any, should be indicated separately (if required), and same will be mutually negotiated separately.

Spare Parts:

1. The Vendors may be required to provide any or all of the following materials. Notifications and information pertaining to spare parts manufactured or distributed by the Vendor.
2. Such spare parts as the IIIT Srikakulam RGUKT-AP and concerned Institute may elect to purchase from the Vendor, provided that this election shall not relieve the Vendor of any warranty obligations under the contract
3. In the event of termination of production of the spare parts, an advance notification to the IIIT Srikakulam RGUKT-AP and Concerned Institute of the pending termination, in sufficient time to permit the IIIT Srikakulam, RGUKT-AP to procure needed requirements.
4. The Vendor shall ensure availability of spares in stock at his nearest service Centre for immediate delivery such spare parts as: (a) are necessary for a minimum of **3 or 6** years of operation after installation at the purchaser's sites (b) are necessary to comply with specifications.

Warranty

1. The Vendor warrants that the goods and services supplied under the contract are new, unused, of the most recent or current models, and that they incorporate all recent improvements in design and materials unless provided otherwise in the contract. The Vendor further warrants that all goods and services supplied under this contract shall have no defect arising from design, materials or workmanship or from any act or omission of the Vendor that may develop under normal use of the

supplied goods in the conditions prevailing in the country of final destination.

2. The warranty period shall be as stated in bid document. The vendor shall, in addition, comply with the performance guarantees specified under the contract. If, for reasons attributable to the Vendor, these guarantees are not attained in whole or in part, the vendor shall, makes such changes, modifications, and/or additions to the goods or any part therefore as may be necessary in order to attain the contractual guarantees specified in the contract at its own cost and expenses and to carry out further performance tests.
3. The equipment supplied should achieve required up time.
4. IIT Srikakulam, RGUKT-AP user shall promptly notify the Vendor, within the period specified in GCC and with all reasonable speed, repair or replace the defective goods and services or parts thereof, without costs to the user.
5. If the Vendor, having been notified, fails to remedy the defects(s) within a reasonable period, the IIT Srikakulam, RGUKT-AP/user may proceed to takes such remedial action as may be necessary, at the vendor's risk and expense and without prejudice to any other rights which the IIT Srikakulam RGUKT-AP/user may have against the Vendor under the contract.

#### Maintenance Service

1. Free maintenance services including spares shall be provided by the vendor during the period of warranty. User, at its discretion may ask the vendor to provide maintenance services after Warranty period, i.e., annual maintenance and repairs of the system at the rates indicated by bidder in its proposal and on being asked so, the vendor shall provide the same. The cost of annual maintenance and repairs cost (after warranty period), which will include cost of spares replaced, shall be paid in **equal quarterly installments** at the end of each quarter.
2. **The maximum response** time for maintenance complaint from any of the destination (i.e., time required of suppliers maintenance engineers to report to the installations after a request call/telegram is made or letter is written) **shall not exceed 48 hours.**
3. The vendor will accomplish preventive and breakdown maintenance activities to ensuring that all hardware, and firmware execute without defect or interruption for at least required up time.
4. In case up time is less than the stipulated up time, penalty as indicated in the bid document shall be imposed on the vendor.
5. The amount of penalty if any, will be recovered at source from the performance guarantee during the warranty or from annual maintenance charges payable as the case may be.

### Payment

1. The vendor's request(s) for payment shall be made to the concerned Institute level in writing, accompanied by an invoice describing, as appropriate, the goods/service delivered/performed.
2. Payments shall be made promptly by the concerned Institute but in no case later than (60) days after submission of a valid invoice or claim by the vendor.
3. The currency of payment will be Indian rupees.
4. Payment shall be made as indicated in Bid document.
  - a. The annual maintenance and repair cost as per separate agreement if any, shall be paid in equal quarterly installments at the end of each quarter as per the rates quoted and agreed.
5. Payment will be made through cheque/RTGS Transfer.

### Prices

Prices charged by the Vendor for goods delivered and services performed under the contract shall not vary from the prices quoted by the Vendor in its bid, with the exception of any price adjustments authorized in special conditions of contract or in the request for bid validity extension, as the case may be.

### Change Orders:

IIIT Srikakulam, RGUKT-AP, at any time, by written order given to the Vendor, make changes within the general scope of the Contract in any one or more of the following:

- a) Drawing, designs, or specifications, where Goods to be supplied under the Contract are to be specifically manufactured for the IIIT Srikakulam RGUKT-AP and concerned Institutes;
- b) The method of shipment or packing;
- c) The place of delivery and /or the services to be provided by the Vendor.

If any such change causes an increase or decrease in the cost of, or the time required for, the Vendor's performance of any provisions under the contract, an equitable adjustments shall be made in the contract price or delivery schedule, or both, and the contract shall accordingly be amended. Any claims by the Vendor for adjustment under this clause must be asserted within thirty (30) days from the date of the Vendor's receipt of the change order.

### Contract amendment

No variation in or modification of the terms of the Contract shall be made except by written amendment signed by the parties.

### Assignment

The Vendor shall not assign, in whole or in part, its obligations to perform under this contract, except with the

prior written consent from IIIT Srikakulam, RGUKT-AP.

### Sub contracts

The Vendor shall notify the IIIT Srikakulam, RGUKT-AP in writing of all subcontracts awarded under the contract if not already specified in the bidder's proposal. Such notification, in the original bid or later, shall not relieve the Vendor from any liability or obligation under the contract subcontract shall be only for bought-out items and sub-assemblies.

### Delays in the supplier's performance

1. Delivery of the Goods and performance of the services shall be made by the Vendor in accordance with the time schedule specified by the IIIT Srikakulam RGUKT-AP in the specifications.
2. If at any time during performance of the contract, the vendor or its subcontractor(s) should encounter conditions impeding timely delivery of the goods and performance of services, the Vendor shall promptly notify the IIIT Srikakulam, RGUKT-AP in writing of the fact of the delay, its likely duration and its causes (s). As soon as practicable after receipt of the Vendor's notice, IIIT Srikakulam, RGUKT-AP shall evaluate the situation and may at its discretion extend the Vendor's time for performance, with or without liquidated damages.
3. A delay by the Vendor In the performance of his delivery obligations shall render the vendor liable to the imposition of appropriate liquidated damages, unless an extension of time is agreed upon by IIIT Srikakulam, RGUKT-AP without liquidated damages.

### Liquidated damages (LD)

If the Vendor fails to deliver any or all of the goods or perform the services within the time periods (s) specified in the Contract, the IIIT Srikakulam RGUKT-AP shall, without prejudice to its other remedies under the Contract deduct from the Contract Price as liquidated damages a sum equivalent to as per the terms indicated in the bid document until actual delivery or performance subject to maximum limit. Once the maximum is reached, the IIIT Srikakulam RGUKT-AP may consider termination of the contract.

### Termination for default

1. The IIIT Srikakulam, RGUKT-AP, without prejudice to any other remedy for breach of Contract, by written notice of default sent to the Vendor, may terminate the Contract in whole or in part: If the Vendor fails to deliver any or all of the Goods/Services within the time period(s) specified in the contract, or within any extension thereof granted by the IIIT Srikakulam RGUKT-AP pursuant to Clause 25 of GCC.
  - a. If the Vendor fails to perform any other obligation(s) under the Contract or
  - b. If the Vendor, in the judgment of the IIIT Srikakulam, RGUKT-AP has engaged in corrupt or fraudulent practices in competing for or in executing the Contract.
2. In the event the IIIT Srikakulam, RGUKT-AP terminated the contract in whole or in part, IIIT Srikakulam, RGUKT-AP may procure, upon such terms and in such manner as it deems appropriate, goods or services similar to those undelivered, and the **Vendor shall be liable to the IIIT Srikakulam, RGUKT-AP for any excess performance of the contract to the extent not**

**terminated.**

Force majeure

1. The Vendor shall not be liable for the forfeiture of its performance security, liquidated damages, or termination for default if and to the extent that its delay in performance or other failure to perform its obligations under the Contract is the result of an event for Force Majeure.
2. For purpose of this clause, “Force Majeure” means an event beyond the control of the Vendor and not involving the Supplier’s fault or negligence and not foreseeable. Such events may include but are not restricted to, acts of the IIIT Srikakulam, RGUKT-AP in its sovereign capacity, wars or revolutions, fires, floods, epidemics, quarantine restrictions and freight embargoes.
3. If a Force Majeure situation arises, the Vendor shall promptly notify the IIIT Srikakulam, RGUKT-AP in writing of such condition and the cause thereof. Unless otherwise directed by the IIIT Srikakulam, RGUKT-AP in writing, the Vendor shall continue to perform its obligations under the Contract as far as is reasonably practical, and shall seek all reasonable alternative means for performance not prevented by the Force Majeure event.

Termination for insolvency

IIIT Srikakulam, RGUKT-AP may at any time terminate the contract by giving 30 days written notice to the Vendor if the Vendor becomes bankrupt or otherwise insolvent. In this event, termination will be without compensation to the Vendor, provided that such termination will not prejudice or affect any right of action or remedy which has **accrued or will accrue** thereafter to the IIIT Srikakulam, RGUKT-AP.

Termination for convenience

1. IIIT Srikakulam, RGUKT-AP, may at any time by giving 30 days written notice to the Vendor, terminate the Contract, in whole or in part, for its convenience. The notice of termination shall specify that termination is for the IIIT Srikakulam, RGUKT-AP convenience, the extent to which performance of the Vendor under the Contract it’s terminated, and the date upon which such termination becomes effective.
2. The goods that are completed and ready for shipment within thirty (30) days after the vendor’s receipt of notice of termination shall be accepted by the IIIT Srikakulam, RGUKT-AP at the contract terms and prices. Or the remaining Goods, the IIIT Srikakulam, RGUKT-AP may elect to have any portion completed and delivered at the contract terms and prices at its discretion.

Resolution of disputes:

1. The IIIT Srikakulam, RGUKT-AP and the Vendor shall make every effort to resolve amicably by direct informal negotiation any disagreement or dispute arising between them under or in connection with contract.
2. If, after thirty (30) days from the commencement of such informal negotiations, the IIIT



Srikakulam, RGUKT-AP and the Vendor have been unable to resolve amicably a contract dispute, either party may require that the dispute be referred for resolution to the formal mechanisms specified here in. These mechanisms may include, but are not restricted to, **conciliation mediated by a third party.**

3. The dispute resolution mechanism shall be as follows:
4. In case of a dispute or difference arising between the IIIT Srikakulam, RGUKT-AP and the Vendor relating to any matter arising out of or connected with this agreement, such disputes or difference shall be settled in accordance with the **Arbitration and Conciliation Act, of India, 1996.**

#### Governing Language

The Contract shall be written in English or Telugu. All correspondence and other documents pertaining to the contract which are exchanged by the parties shall be written in same languages.

#### Applicable law

The contract shall be interpreted in accordance with appropriate Indian laws.

#### Notices

1. Any notice given by one party to the other pursuant to this contract shall be sent to the other party in writing or by telex, email, cable or facsimile and confirmed in writing to the other party's address.
2. A notice shall be effective when delivered or tendered to other party whichever is earlier.

#### Taxes and duties

The vendor shall be entirely responsible for all taxes, Duties, license fee Control, road permits etc. incurred until delivery of the contracted Goods/services at the site of the user or as per the terms of tender document if specifically mentioned.

#### Licensing Considerations:

The software mentioned in the Schedules or Requirement will be used throughout Andhra Pradesh or user's sites even outside Andhra Pradesh.

#### Protection against damages – site conditions:

1. The system shall not be prone to damage during power failures and trip outs. The normal voltage and frequency conditions available at site are as under
  - a. Voltage 230 Volts.
  - b. Frequency 50Hz.
2. However, locations may suffer from low voltage conditions with voltage dropping to as low as 160 volts and high voltage conditions with voltage going as high as 220+20% volts. The relative humidity may

range in between 5% to 95%.

3. The goods supplied under the contract should provide protection against damage under above conditions.

#### Fail-safe procedure

The vendor should indicate in detail fail-safe procedure (s) for the following:

1. Power failure
2. Voltage variation
3. Frequency variation

#### Training:

For each hardware and software component installed, the Vendor may be required to train the designated IIT Srikakulam RGUKT-AP and concerned Institute's persons and user personnel free of cost to enable them to effectively operate the total system. The training, if required, shall be given specified in the SCC at the locations specified. The training schedule will be agreed to by both parties during the performance of the Contract.

#### Site Preparation and Installation:

The Purchaser is solely responsible for the construction of the installation sites except where it is specifically required under bid document. The bidder will designate to perform a site inspection to verify the appropriateness of the sites before the installation of every hardware related them.

## Bid letter form

From:

(Registered name and address of the bidder.)

To:

The Director,

IIIT Srikakulam, RGUKT

SM Puram (V)

Etcherla (M),

Srikakulam (D)

Andhra Pradesh-532402.

Sir,

Having examined the bidding documents and amendments there on, we the undersigned, offer to provide services/execute the works including supply, delivery installation of hardware, firmware and software as the case may be, in conformity with the terms and conditions of the bidding document and amendments there on, for the following project in response to your tender call dated ..... Project Title: "Procurement of 10 Desktop Computers for IIIT Srikakulam"

We undertake to provide services/execute the above project or its part assigned to us in conformity with the said bidding documents for an **estimated sum of Rs...** ....(Total bid amount in words and figures) which may vary in options made by IIIT Srikakulam, RGUKT-AP, or its user organization.

If our bid is accepted, we undertake to;

1. Provide services/execute the work according to the time schedule specified in the bid document.
2. Obtain the performance guarantee of a bank in accordance with bid requirements for the due performance of the contract, and
3. Agree to abide by the bid conditions, including modifications/amendments issued if any, which remain binding upon us during the entire bid validity period and bid may be accepted any time before the expiration of that period.
4. We understand that you are not bound to accept the lowest or any bid you may receive, nor to give any reason for the rejection of any bid and that you will not defray any expenses incurred by us in bidding.

Place:

Date:

Bidder's Signature  
and seal.

**Contract form**

**Ref No.: IIIT/SKLM/RGUKT-AP/E-Proc/Desktops/T03/2019-20      Dated. 12.06.2019**

THIS AGREEMENT is made on \_\_\_\_\_ day of \_\_\_\_\_

\_\_\_\_\_ - BETWEEN

1. The Director, IIIT Srikakulam, RGUKT-AP, Etcherla(M), Srikakulam Dist., Andhra Pradesh  
“(hereinafter “the IIIT Srikakulam, RGUKT-AP ”)), one part and..... (Name of Vendor  
a company incorporated under the laws of India and having its registered office) at.....  
(City and Country of Vendor) (Hereinafter “the Vendor”) of the other part:

WHEREAS the purchaser invited bid for certain goods and ancillary services viz., Supply and Installation  
of \_\_\_\_\_ of supply at \_\_\_\_\_ and has accepted a bid by the Supplier for the supply  
of those all taxes and duties (hereinafter called as “the Contract Price”)

NOW THIS AGREEMENT WITNESSETH AS FOLLOWS:

In this Agreement words and expression shall have the same meanings as are respectively assigned  
to them in the conditions of bid document referred to.

1. Scope of the Work

Brief outline of the work: To Supply & Installation of \_\_\_\_\_ at subsequent  
clarifications.

2. Contract Documents

2.1 Contract Documents

The following documents shall constitute the contract between the User and the Supplier, and each  
shall be read and construed as an integral part of the contract:

- I. Tender document Ref No. \_\_\_\_\_ Dt. \_\_\_\_\_
- II. Amendments and Modifications issued, if any
- III. Pre-Bid Evaluation Resolutions.
- IV. Technical- Bid Evaluation Resolutions.
- V. Financial -Bid Evaluation Resolutions.
- VI. Letter Of Intent by Administrative Officer (i/c), IIIT Srikakulam.
- VII. This Contract Agreement has attached.

In the event of any ambiguity or conflict between the Contract Documents listed above, the order of precedence shall be the order in which the contract documents are listed in 2.1 (Contract Documents) above, provided that Schedule of Amendments contained in **Annexure IV** shall prevail over all provisions of the Contract Agreement and the other Appendices attached to the Contract Agreement and all the other Contract Documents listed in 2.1 above.

3. In consideration of the payments to be made by the Purchaser to the Supplier as hereinafter mentioned, the Supplier hereby covenant with the Purchaser to provide the Goods and Services and to remedy defects therein in conformity in all respects with the provisions of the contract.

4. The Purchaser hereby covenants to pay the Supplier in consideration of the provision the Goods and Services and the remedying of defects therein, the Contract price or such other sum as may become payable under the provisions of the Contract at the times and in the manner prescribed by the Contract.

5. Brief particulars of the goods and services which shall be supplied/provided by the Supplier are as under:

S.No	Solution, service, or material	QTY	Unit Price	Total Price
1.				
2.				
3.				

TOTAL VALUE : \_\_\_\_\_

DELIVERY SCHEDULE : \_\_\_\_\_

WARANTY : \_\_\_\_\_

SUPPLIER RESPONSIBILITY : \_\_\_\_\_

UP TIME % : \_\_\_\_\_

EXIT CLAUSE : \_\_\_\_\_

PAYMENT TERMS : \_\_\_\_\_

IN WITNESS WHEREOF the Purchaser and the Supplier have caused this agreement to be duly executed by their duly authorized representatives the day and year above written.

For and behalf of the IIIT Srikakulam, RGUKT-AP

Signed:

In the capacity of Director IIIT Srikakulam, RGUKT-AP.

In the presence \_\_\_\_\_ of \_\_\_\_\_ For and behalf  
of the Vendor

Signed: \_\_\_\_\_

In the capacity of \_\_\_\_\_, M/S. \_\_\_\_\_

In the presence of

Annexure				
Schedule				
Items	Configuration required	Qty	Unit Price	Total Price
	Grand Total			

**Annexure I**

**Ref No.: IIIT/SKLM/RGUKT-AP/E-Proc/Desktops/T04/2018-19      Dated. 09.02.2019**

**Bid Security (EMD) form**

(To be issued by any Scheduled Bank/ Nationalized in India and having at least one branch in IIIT -Srikakulam Andhra Pradesh)

Whereas.....(herein after called “the Bidder”) has submitted its bid

Dated.....(Date). For the execution of .....(here in after called “the Bid”)

KNOW ALL MEN By these present that WE.....of .....having our

Registered office at ..... (hereinafter called the “Bank”) are bound unto the RGUKT-AP, Rajiv Gandhi University of Knowledge Technologies.(hereinafter called “The RGUKT-AP”) in the sum of

.....for which payment well and truly to be made to the said IIIT-Srikakulam, RGUKT-AP itself, its successors and assignees by the presents.

The conditions of these obligations are:

1. If the bidder withdraws its bid during the period of bid validity or
2. If the bidder, having been notified of the acceptance of its bid by the IIIT Srikakulam RGUKT-AP during the period of bid validity
  - i. Fails or refuses to execute the contract form if required; or
  - ii. Fails or refuses to furnish the performance security, in accordance with the bid requirement;

We undertake to pay the IIIT Srikakulam, RGUKT-AP up to the above amount upon receipt of its first written demand, without the IIIT Srikakulam RGUKT-AP having to substantiate its demand, provided that in its demand the IIIT Srikakulam RGUKT-AP will note that the amount claimed by it is due to it, owing to the occurrence of one or both of the two conditions, specifying the occurred condition or conditions. This guarantee will remain in force up to and including 120 days after the period of the bid validity and any demand in respect thereof should reach the Bank not later than the above date.

Place:

Signature of the Bank

Date:

and seal.

Annexure II

**Ref No.: IIIT/SKLM/RGUKT-AP/E-Proc/Desktops/T03/2019-20      Dated. 09.02.2019**

Performance Security form

(To be issued by a bank scheduled in India and having at least one branch in Srikakulam/Nuzvid) To

.....( Address of IIIT Srikakulam, RGUKT-AP)

WHEREAS.....(Name of Vendor) hereinafter called “the Vendor” has undertaken, in pursuance of contract No..... Dated, .....(Date), to supply.....called “the Contract”.

AND WHEREAS it has been stipulated by you in the said Contract that the Vendor shall furnish you with a Bank Guarantee by a recognized bank for the sum specified therein as security for compliance with the Supplier’s performance obligations in accordance with the Contract.

WHEREAS we have agreed to give the Vendor a guarantee:

THEREFORE WE hereby affirm that we are Guarantors and responsible to you, on behalf of the Vendor, up to a total of Rs.....and we undertake to pay you upon your first written demand declaring the Vendor to be in default under the Contract and without **cavil** or argument, any sum or sums within the limit of Rs.....( Amount of Guarantee) as aforesaid, without your needing to prove or to show ground or reasons for your demand or the sum specified therein.

This guarantee is valid until the .....day of.....(Date)

Place:  
Date:

Signature of guarantors  
and seal

**Annexure III**

**FORMAT FOR MANUFACTURER'S AUTHORIZATION LETTER TO AGENT/ DISTRIBUTER (ON LETTER HEAD)**

Ref. No.

Date:

To,

The Director  
IIIT Srikakulam, RGUKT-AP  
Etcherla (M) Srikakulam (Dist) A.P-532402

**Sub: Authorization Letter.**

Dear Sir,

We, \_\_\_\_\_, who are established and reputed manufactures of \_\_\_\_\_, having factory at \_\_\_\_\_, hereby authorized M/s. \_\_\_\_\_ (name & address of Indian distributor/agent) to bid, negotiate and conclude the order with you for the above goods manufactured by us.

We shall remain responsible for the tender / contract/agreement negotiated by the said M/s. \_\_\_\_\_, jointly and severely.

We ensure that we would also support / facilitate the M/s \_\_\_\_\_ on regular basis with technology / product updates for up-gradation/maintains/repairing/servicing of the supplied goods manufactured by us, during the warranty period.

Incase duties of the Indian agent / distributor are changed or agent / distributor is changed it shall be obligatory on us to automatically transfer all the duties and obligations to the new Indian Agent failing which we will ipso-facto become liable for all acts of commission or omission on the part of new Indian Agent / distributor.  
Yours faithfully,

(Name & Signature)

For and on behalf of M/s. \_\_\_\_\_ (name of manufacturer)

Note: This letter of authorization should be on the letterhead of the manufacturing concern and should be signed by a person competent and having the power of attorney to bind the manufacturer. A copy of notarized power of attorney should also be furnished.



**Annexure-IV**  
Amendments & Other Documents

S.no	Amendment No	Date	Amendment Description

**Annexure V**

**NON BLACKLISTING CERTIFICATE**

(To be submitted on letterhead)

I/We hereby certify that the \_\_\_\_\_ (name of the company / firm) **has not been blacklisted/ debarred by any Central / State Government/ Public Undertaking / Institute on any account for last three financial years.**

I/We also certify that firm will provide outsourcing of manpower services as per the specification given by RGUKT-AP and also abide all the terms and conditions stipulated in the bid document.

I/We also certify that the information given in bid is true and correct in all aspects and in any case at a later date it is found that any details provided are false and incorrect, contract given to the concern firm or participation may be summarily terminated at any stage, the firm will be blacklisted and RGUKT-AP may imposed any action as per the rules.

Date:

Name:

Place:

Business Address:

Signature of Bidder:

Seal of the Bidder:

**Form P-1**

Pre-Bid evaluation form

Sl.No	Name of the Documents	Submitted proof of the Document	Page. No's
1	Name of the organization		
2	Registration Certificate		
3	Registered Office Address		
4	Contact Details Ph.No, E-mail, Fax .No.etc.		
5	Total No. of branch offices in Andhra Pradesh		
6	Total support engineers available		
7	Whether Manufacturer?	If yes provide relevant documents	
8	Whether authorized dealer/ Service Provider?	If Yes provide relevant documents	
9	Details of EMD furnished		
10	Non Blacking Certificate		
11	Details of purchase orders for 10 Desktop computers with similar computers		
12	ISO certificate		
13	Turnover certificate		
14	IT returns (2017-18,2016-17 &2015-16)		
15	PAN &TIN Number		
16	Sales Tax, Service Tax & GST Registration certificate		

**Form P-2A**

Turn over details of Item/product in 2017-18 & 2016-17, 2015-16 (Irrespective of brand/make)

S.No	Item Name	Nos. sold	Amount ( Rs in Lakhs)

Note: Attach corresponding Form 26AS documents as a proof, without which form P2A is not valid.

**Form P-2B**

**Turn over details of Item/product in 2018-19, 2017-18 & 2016-17 (Brand offered)**

FY	Item Name	Nos. sold	Amount (Rs in Lakhs)
2017-18			
2016-17			
2015-17			

Note: Attach corresponding Form 26AS documents as a proof, without which form P2B is not valid.

**Form P-3**

**List of Major Customers**

S.No	Customer address	Full	Year of supply	Item Name	Turn over Under Form P-2A(No.s.)	Turn over Under Form P-2B(No.s.)

Note: Attach corresponding Form 26AS documents as a proof, without which form P3 is not valid.

**Form P-4**

**Details of service centers in Andhra Pradesh**

Sl. No	Full Address of service center	Contact persons with phone No	No. of support Engineers

**FORM T-1. Specification Conformity Form**

Sl No	Item	Specification Required	Proposed Specification for Given Configuration Higher/Lower / Equal	Proposed Specification for Higher/Lower / Equal	Conformity Higher/Lower/Equal	AMC for 4th & 5th Year Yes/No
		Configuration				
1.	Make & Model	Any/Should be specified by the Vendor				
2.	Operating System	Windows 10 X64 Bit Preloaded				
3.	Processor	Intel Core i5-8400 (8 <sup>th</sup> Generation/9 MB Cache/up to 4.0 GHz ) processor				
4.	Form Factor	Tower Model				
5.	Memory	8GB-DDR4 RAM; Expandable Up to 32GB or higher; 2 DIMM Slots				
6.	Hard Drive	1TB SATA 7200rpm HDD or Higher				
7.	Chipset	Intel B360 Chipset; OEM Motherboard with TPM 2.0				
8.	Video Card	2GB or Higher				
9.	Optical Drive	DVD / CD Drive (DVD+RW)				
10.	Wireless	802.11bgn + Bluetooth				
11.	Keyboard	104 Keys OEM keyboard				
12.	Mouse	OEM Optical Mouse				
13.	Ethernet	Integrated Gigabit Ethernet Connection				
14.	Security Software	Multi Device Security with 2 years Subscription				
15.	Audio	Integrated High Definition (HD) Audio with Internal Speaker built into CPU				
16.	Ports	<b>Front Pots:</b> USB 3.1 Gen 2 - 2 USB 3.1 Gen 1 - 4  <b>Rear Ports:</b> USB 3.1 Gen 1 - 2 USB 2 - 2 Serial Port - 1 Ethernet (RJ-45) - 1 VGA Port - 1 HDMI Port - 1				

## Form T-2

### Check List

Compliance /agreed/ enclosed / deviation statement

The following are the particulars of compliance/deviations from the requirements of the tender specifications

Sl. No	Bid document reference	Remarks
1.	Delivery period	
2.	Form P-1	
3.	Form P-2A	
4.	Form P-2B	
5.	Form P-3	
6.	Form P-4	
7.	Form P-5	
8.	Form P-6	
9.	Form T-1	
10.	Form T-2	
11.	Form T-3	
12.	Form T-4	
13.	Form F-1	
14.	Form F-2	
15.	Form F- 3	
16.	Form F- 5	
17.	Form F-6	
18.	Pre-qualification criterion	
19.	Technical specification	
20.	Financial bid format	
21.	General instruction to bidder	
22.	Standard procedure for bid Evaluation	
23.	General condition of proposed contract(GCC)	
24.	Special condition of proposed contract(SCC)	

The specification and conditions furnished in the bidding document shall prevail over those of any other document forming a part of our bid, except only to the extent of deviations furnished in these statements

Place: Bidder signature and seal

Date:

Note: For every item appropriate remarks should be indicated like 'no deviation', 'agreed', 'enclosed' etc.

as the case may be.

**FINANCIAL BID**

**Note:** Bidder should quote all the columns in the financial bid otherwise the bid stands invalid.

**Form – F1**

Sl.No	Particulars (with make & model for the following configuration)	Quantity(No's)	Unit Price without Taxes (INR)	Taxes & Duties, etc. on Unit Price	Total Unit Price (INR)	Total Price (Rs.)
A	B	C	D	E	F=D+E	G=F*C
1	Intel Core i5-8400 (8 <sup>th</sup> Generation/9 MB Cache/up to 4.0 GHz ) processor	10				

**Form-F2**

Sl.No	Particulars	Qty	Total Price (Rs.) inclusive of all taxes and duties
1	Total Desktop price for Configuration	10	

**Form-F3**

AMC Details	AMC%	Configuration
1 AMC % for 4 <sup>th</sup> Year		
2 AMC % for 5 <sup>th</sup> Year		

**Form-F5**

**Cost details of Spare parts:**

Schedule No	Item details with make and model	Unit price	Unit price with taxes and Duties
1	2	3	4
Schedule 1	Mother Boards		
	Speakers		
	LCD / LED Screens		
	Key Board		
	Hard Disks		
	RAMs		
	Mouse		
	DVD RW		
	UPS		
	LCD/ LED Cables		

- Note:** 1. The bidders have to strictly follow the formats available online without any change in particulars & format Nos.
2. In case any changes made in particulars or formats, then same will not be considered for evaluation.