



Institute of Infrastructure, Technology, Research And Management

(An Autonomous University established by Government of Gujarat)

IITRAM Campus, Parishkar Campus, Near Khokhra Circle,
Maninagar (East), Ahmedabad – 380026.

Phone: 079-67775430

E-mail: office@iitram.ac.in

Website : www.iitram.ac.in

Tender No.: 2022/07

Date: 29/03/2022

Notice Inviting Tender

BID FORM for Procurement of Laptop under CPDA of Faculty Members

Crucial Dates & Information:

Date of Issue	29/03/2022
Tender Fee	As per Annexure-I
EMD	As per Annexure-I
Last date for Online BID Submission	12/04/2022 till 5:00 PM
Last date for Physical BID Submission	13/04/2022 till 5:00 PM
Opening of Technical BID	18/04/2022 at 02:00 PM
Opening of Financial BID	To be announced later
Tender Inviting Authority and Address	The In-Charge Registrar, Institute of Infrastructure, Technology, Research And Management, Near Khokhara Circle, Maninagar (East), Ahmedabad – 380026, Gujarat. Phone: - 079-67775430

Notice Inviting Tender

Invitation of Quotation Procurement of Laptop under CPDA of Faculty Members

The Institute of Infrastructure, Technology, Research And Management (IITRAM), Ahmedabad invites quotations for Procurement of Laptop and Hardware Items under “Two bid system in e-Tender format.” Interested parties who wish to participate in this e-Tender may obtain the Tender documents from IITRAM website www.iitram.ac.in or from <https://education.nprocure.com>. Firms have to submit the technical documents through RPAD, Speed Post or in Person till the last date and time prescribed for submission. Tender sent by other means will not be accepted in any case. Hardcopy of Tender Document, EMD and other essential documents should be submitted on or before **13/04/2022 till 05:00 PM** in the office of The IITRAM, Near Khokhara Circle, Maninagar (East), Ahmedabad-380026. Financial bid is to be submitted in electronic form only on n-procure site. (<https://education.nprocure.com>).

1. ELIGIBILITY CRITERIA:

- a) The firm should have PAN No. Enclose a copy of the PAN Card.
- b) The firm should be registered with GST. Enclose a copy of the Registration No.
- c) The firm has to submit at least last three years Income Tax Return of their firm.
- d) The firm has to submit the Firm Registration Certificate.
- e) The firm has to submit the Authorization Letter from the Original Manufacturer in case if the firm is a Distributor or a Supplier.

2. GENERAL TERMS AND CONDITIONS:

- a) The firm has to quote the price item wise mentioned in particular Appendix-I. The firm may quote for one or more items as listed in Appendix – I. Accordingly, L1 will be considered for the firm who has offered lowest price for the individual item mentioned in Appendix-I from Sr. No. 1 to Sr. No. 12.
- b) ***Institute of Infrastructure, Technology, Research And Management, Ahmedabad is established Under the Gujarat Act No. 5 of 2013 as a State Government University for Research (Government of Gujarat). Please check our website: www.iitram.ac.in for detailed act*** - As per the Government of India, Ministry of Finance, Notification No. 47/2017-Integrated Tax(Rate), dated 14th November, 2017 or Notification No. 45/2017-Central Tax(Rate), dated 14th November, 2017 the GST amount will be calculated at the rate of 5 per cent., for the goods supplied to this University.
- c) Rates quoted should also including training, installation, commissioning, erection and demonstration of machine/material/goods/instruments/equipment at our site.
- d) The items for which quotation have been submitted must be in accordance with the item wise specifications given in Appendix-I.
- e) The rates quoted by the firm shall be fixed for the duration of the contract and shall not be subject to adjustment on any account.

- f) The offer shall be valid up to 90 days from the date of opening of Technical BID.
- g) The Tender is liable to be rejected if complete information is not given therein or if the particulars and date (if any) asked for in the scheduled tender are not fully filled in. Particular attention must be paid to delivery date and also to the particulars referred to in the condition of the contract.
- h) Financial BIDs will be opened in online format of technically qualified firms only.
- i) Tenders not complying with the above conditions are liable to be rejected at the sole discretion of IITRAM without any further reference / communication.
- j) This tender is not transferable.
- k) IITRAM reserves the right to choose, accept or reject any or all requests/deviations/offers, in full or part and also reserve the right at any stage to reduce or increase the quantity and split the order.
- l) The Supplier/Vendor has to submit photocopy of following documents along with duly signed & stamped:
- PAN Card
 - Firm's Registration Certificate
 - GST Registration Number
 - Income Tax Return (Last three years')
 - This NIT Documents, Annexures, etc.
 - If firm is newly established, provide chartered accountant certificate to make firm eligible for tender. In case of foreign company/organization/industry, has to provide necessary document like firm registration, original manufacturing certificate etc. Otherwise, it shall be liable for disqualification of this NIT.
- m) **Performance Security:** The successful firm shall be required to deposit Performance Security from any **Nationalized Bank @5% of the cost** of the items to be supplied for the duration of warranty plus additional two months in favor of "IITRAM" within 30 days of the receipt of the Purchase Order. If the firm fails to comply with the above requirements within the said period, the EMD already deposited by him/ them shall be applicable for forfeiture and IITRAM shall purchase the items required at the risk and cost of the successful firm.
- n) This Performance Security will be returned within 30 days after satisfactory completion of warranty period.
- o) The successful firm shall have to enter into the Agreement in the prescribed Performa provided by IITRAM. (In Rs.100 Stamp Paper).
- p) All or any Claim(s), dispute(s) or difference(s) arising out of or in with connection with this agreement shall be subject to the jurisdiction of the Courts at Ahmedabad only.
- q) Any loss or damage caused to the article in transit/Installation/Testing is to be made up item by the firm free of cost within period of 30 days.

- r) If the firm is blacklisted by Central Government or State Government or any other Government body then its submitted tender will be rejected. It is essential for firm to submit Annexure-III duly filled, signed, sealed & stamped manner in hardcopy, failing which the tender will be summarily rejected.
- s) If there happens to be a holiday on any date indicated in the quotation, the transaction shall be performed on the next Working Day.
- t) No firm shall withdraw his rates after the Tender is opened. If a firm does so, his tender related deposit/s shall be forfeited and such firm shall be considered ineligible for work/contract in future.

3. SUBMISSION OF BIDS:

- a) The Tender document can be downloaded from website www.iitram.ac.in or from [https:// education.nprocure.com](https://education.nprocure.com). The fully filled in and complete in all respect Tender must be submitted with EMD in the form of Demand Draft in separate cover in favor of the “IITRAM” payable at Ahmedabad.
- b) Please mention Tender Number and Firm Name of Firm on back side of DD.
- c) The EMD is refundable within 30 days after successful award of Purchase Order.
 - a. **EMD of unsuccessful suppliers / vendors will be returned within 30 (Thirty) working days from the date of award of Purchase Order.**
 - b. **EMD of successful supplier / vendor will be returned within 30 (Thirty) working days after submission Performance Security.**
 - c. **The EMD shall be forfeited;**
 - If the bidder withdraws his bid during the validity period of the bid.
- d) The firm has to submit the Tender in two parts viz., (a) Technical Bid in envelop No.1 and (b) EMD in envelope No.2; both these envelopes should be sealed and put together in a covering envelope, super scribed with, Please Don't Open, BID for Procurement of “Laptop and Hardware Items” with due date, Tender Number and complete address.
- e) The firm has to submit financial quotation online only at www.nprocure.com website.
- f) The firm has to quote the price for individual item as per the specifications mentioned in Appendix – I for Sr. No. 1 to 12.
- g) It is essential for firm to submit Appendix-I, Annexures-I, II, IV & Tender documents (all pages) and other essential documents as mentioned in this e-tender with duly filled, signed, sealed & stamped manner in hardcopy, failing which the firm tender will be **summarily rejected.**
- h) Price quoted “ONLINE” will only be considered for L1.

4. EVALUATION OF QUOTATIONS:

The tender evaluation committee of the IITRAM will evaluate and compare the received quotations to determine the substantially responsive tender i.e. (i) tender is complete (ii) properly signed (iii) confirm the terms/conditions and specifications. Further, the financial evaluation will be done only for the substantially responsive tender based on the following parameter(s):

- Price quoted (ONLINE ONLY) for individual item from Sr. No. 1 to 12 as per specifications mentioned in Appendix-I

5. AWARD OF CONTRACT:

- a) IITRAM will award the contract to the firm who has offered lowest price for the individual item.
- b) Notwithstanding the above, IITRAM reserves the right to accept or reject any quotation and to cancel the bidding process and reject all quotations at any time prior to the award of contract without giving any reason.
- c) The firm whose BID is accepted will be notified of the award of contract by the IITRAM prior to expiration of the quotation validity period. The terms of the accepted offer shall be incorporated in the Purchase Order.

6. DELIVERY OF GOODS:

- a) The goods are to be delivered within a maximum time limit of 90 days from the issue of Purchase Order.
- b) **Penalty:** Penalty of 1% per week of order value will be charged after duration specified above individually. Further, 06 weeks or above delay from above mention days may lead to cancellation of order at the discretion of the university and forfeiting of Performance Security or EMD or Maximum Penalty shall be 10%.

7. WARRANTY:

- Warranty / Guarantee shall be applicable as per the Company rules. The Warranty / Guarantee shall be effective from the date of purchase. Please submit written confirmation for the period on the Firm's Letterhead with seal and signature. During the warranty period, firm has to provide the support onsite for any issue.

8. TERMS OF PAYMENT:

- The payment in INR will be released against firm Tax Invoice through the "CROSSED BANK CHEQUE" instrument within 30 days' credit period after acceptance of successful delivery at IITRAM.

Address for the Physical BID Submission:

The In Charge Registrar,

Institute of Infrastructure, Technology, Research And Management,

Near Khokhara Circle, Maninagar (East), Ahmedabad- 380026.

I/c. Registrar