

	<p>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, Gujarat. Phone: 079-67775430 e-Mail: office@iitram.ac.in Website: www.iitram.ac.in</p>
---	---

Tender No.: 2023/03

Date: 03.01.2023

NOTICE INVITING TENDER

Important Information:

Name of Item:	BID FORM for Procurement of Laptop under CPDA of Faculty Members
Date of Issue of Tender	10.01.2023
Tender Fee	Rs.1770.00 (Including 18% GST) (<i>Non-Refundable</i>)
Earnest Money Deposit (EMD)	Rs.9600.00 (<i>Refundable</i>)
Last date for Online BID Submission	08.02.2023 till 06.30 PM
Last date for Physical BID Submission	09.02.2023 till 05:00 PM
Date for Opening of Technical BID	15.02.2023 at 11.30 AM
Date for Opening of Financial BID	To be announced later through email
Tender Inviting Authority and Address	The I/c. Registrar, Institute of Infrastructure, Technology, Research And Management, Near Khokhara Circle, Maninagar (East), Ahmedabad – 380026, Gujarat. Phone: - 079-67775430

Institute of Infrastructure, Technology, Research And Management

NOTICE INVITING TENDER

Inviting Quotations through e-Tender for Procurement of Laptop under CPDA of Faculty Members

Sir,

The Institute of Infrastructure, Technology, Research And Management (IITRAM), Ahmedabad invites quotations for “**Procurement of Laptop under CPDA of Faculty Members**” 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 Documents, Tender Fee, EMD and other essential documents should be submitted on or before **09.02.2023 till 05:00 PM** in the office of the IITRAM Room No. G2, IITRAM, Near Khokhara Circle, Maninagar (East), Ahmedabad-380026, Gujarat. Financial bid is to be submitted in electronic form only on (n)Procure website (<https://education.nprocure.com>).

1. Eligibility Criteria:

- 1.1 The firm should have PAN No. Enclose a copy of the PAN Card.
- 1.2 The firm should be registered with GST. Enclose a copy of the Registration No.
- 1.3 The firm has to submit at least last three years Income Tax Return of their firm.
- 1.4 The firm has to submit the Firm Registration Certificate.
- 1.5 The firm has to submit the Authorization Letter from the Original Equipment Manufacturer (OEM).

2. General Terms and Conditions:

- 2.1 The firm has to quote the price for the item as mentioned in particular **Annexure-I**.
- 2.2 The quoted price shall include taxes, other levy payable, all freight, packing & forwarding, transportation, loading & unloading, custom duty, excise duty & other duties, other charges (if any) to supply Goods at IITRAM.
- 2.3 Rates quoted should also including training, installation, commissioning, erection and demonstration of machine/material/goods/instruments/equipment at our site.
- 2.4 The items for which quotation have been submitted must be in accordance with the specifications given in **Annexure-I**.
- 2.5 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.
- 2.6 The offer shall be valid up to 90 days from the date of opening of technical bid.

- 2.7 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.
- 2.8 Financial bids will be opened in online format of technically qualified firms only.
- 2.9 Tender not complying with the above conditions are liable to be rejected at the sole discretion of IITRAM without any further reference / communication.
- 2.10 This tender is not transferable.
- 2.11 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.
- 2.12 The Supplier/Vendor has to submit photocopy of following documents along with duly signed & stamped:
- i. PAN Card
 - ii. Firm's Registration Certificate
 - iii. GST Registration Number
 - iv. Income Tax Return (Last three years')
 - v. This NIT Documents, Annexures, Appendix, etc.
 - vi. 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.
- 2.13 **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.
- 2.14 This Performance Security will be returned (without any interest) within 30 (Working) days after satisfactorily completion of warranty period.
- 2.15 The successful firm shall have to enter into the Agreement in the prescribed Performa provided by IITRAM. (In Rs.300 Stamp Paper).
- 2.16 **Inspection:** Pre-dispatch inspection at Bidders site or inspection after the delivery of goods, as the case may be.
- 2.17 **Inspection Charges** @0.5% within Gujarat State and Inspection Charges @1% for outside Gujarat State of the total order value should be borne by the bidder.
- 2.18 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.

- 2.19 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.
- 2.20 If the firm is blacklisted by Central Government or State Government or any other Government body then it submitted tender will be rejected. It is essential for firm to submit **Appendix - I** duly filled, signed, sealed & stamped manner in hardcopy, failing which the tender will be summarily rejected.
- 2.21 If there happens to be a holiday on any date indicated in the quotation, the transaction shall be performed on the next Working Day.
- 2.22 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 bid:

- 3.1 The Tender document can be downloaded from www.iitram.ac.in or <https://education.nprocure.com>. The fully filled in and complete in all respect Tender must be submitted with Tender Fee, EMD in the form of Demand Draft in separate cover in favor of the “IITRAM” payable at Ahmedabad.
- 3.2 Please mention Tender Number and Firm Name of Firm on back side of DD.
- 3.3 The EMD is refundable (without any interest) within 30 (Working) days after successful award of Purchase Order:
- 3.3.1 EMD of unsuccessful suppliers / vendors will be returned within 30 (Thirty) working days from the date of award of Purchase Order.**
- 3.3.2 EMD of successful supplier / vendor will be returned within 30 (Thirty) working days after submission of Performance Security.**
- 3.3.3 The EMD shall be forfeited:**
- If the bidder withdraws his bid during the validity period of the bid.
- 3.4 The firm has to submit the Tender in two parts viz., (a) Technical Bid in envelop No.1 and (b) Tender Fee & EMD in envelope No.2; both these envelopes should be sealed and put together in a main covering envelope, super scribed with, Please Don't Open, bid for ***“Procurement of Laptop under CPDA of Faculty Members”*** with due date, Tender Number and complete address with contact number and email id.
- 3.5 **The bidder has to provide the make, model, and detailed technical specifications of the quoted/offered item and attach a separate compliance sheet if any deviation compares to the technical specifications mentioned in Annexure-I. Mere copying of the expected technical details into the product details will not be entertained and may even lead to disqualification of the bidder. Without this information, bid submitted by the bidder will be rejected.**
- 3.6 **The bidder must produce the brochure, model and the make of the product being offered.**

3.7 The bidder must have a track record for supplying the above-mentioned equipment to institutes of repute like IITs and NITs within the last five years. Enclose the copy of the same.

3.8 The bidder must produce Compliance Certificate for the desired equipment.

3.9 It is essential for firm to submit Annexures, Appendix & Tender documents (all pages) and other essential documents as mentioned in this NIT notice with duly filled, signed, sealed & stamped manner in hardcopy, failing which the firm tender will be summarily rejected.

3.10 The firm has to submit financial quotation online only at (n)Procure portal.

3.11 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):

- Total Price quoted (ONLINE ONLY) as per specifications mentioned in Annexure-I.

5. Award of Contract:

5.1 IITRAM will award the contract to the firm who has offered lowest price.

5.2 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.

5.3 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 Period & Penalty:

6.1 **Delivery Period:** The Equipment/ Instrument/ Machines/ Goods/ Item are to be delivered within a maximum time limit of 90 days from the issue date of Purchase Order. However, in case of imported Equipment/ Instrument/ Machines/ Goods/ Item are can be delivered within a maximum time limit of 120 days from the issue date of Purchase Order.

6.2 After the receipt of Items/Goods in acceptable condition at IITRAM, Ahmedabad bidder has to install Equipment/ Instrument/ Machines/ Goods/ Item within 30 Days. Bidder have to specify delivery period along with the technical documents.

6.3 **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 applicable 10%.

7. Warranty:

- 7.1 Minimum One-year complete warranty from the date of complete installation, commissioning and erection of all the Equipment/Instruments/Machines/Goods at our site.
- 7.2 Warranty certificate should be provided by Original Equipment Manufacturer (OEM) on company's letter head.

8. Terms of Payment:

- **Payment:** The 100% payment in INR will be released against clear Tax Invoice through "CROSSED BANK CHEQUE" instrument within 30 days' from successful delivery, installation and demonstration of PENDULUM IMPACT TESTER at our site.

9. Address for the Physical Bid Submission:

**The I/c. Registrar,
Room No. G2,
Institute of Infrastructure, Technology, Research And Management,
Near Khokhara Circle, Maninagar (East),
Ahmedabad- 380026, Gujarat.**

I/c. Registrar

(Schedule of Quantity)

Sr. No.	Name of Item & Specification	Qty.
1.	Procurement of Laptop: Processor: M2 Chip with 8-core RAM: 8GB unified memory Storage: 512 GB SSD storage or more Video Card: 10-core M2 GPU Display: 13.6 Inches or more Charging: 35W Dual USB-C Port Power Adapter Operating System: Mac OS Software: Windows for Mac Accessory: USB-C Digital AV Multiport Adapter	02 Nos.

FORMAT FOR SUBMISSION OF COMPANY DETAILS (DATA SHEET)

Sr. No.	Particulars	Details to be filled by the Organization
1	Name of the Company	
2	Registered Office Address Telephone Number Fax Number e-Mail	
3	Correspondence Address Telephone Number Fax Number e-Mail:	
4	Details of the authorized person (Name, designation, address) Telephone Number Fax Number e-Mail:	
5	Is the firm - <ul style="list-style-type: none">• Government/ Public Sector Undertaking• Proprietary Firm• Partnership firm (if yes, give partnership deed)• Limited company or Limited Corporation• Member of a group of companies (if yes, give name and address and description of other companies)• Subsidiary of a large corporation (if yes give the name and address of the parent organization) If the company is subsidiary, state what involvement if any, will the parent company have in the project.	
6	Goods & Service Tax Number (GST):	
7	Permanent Account Number (PAN) of the firm.	

Seal & Signature of Company

Date: _____

Place: _____

FINANCIAL BID

(Format for Submission of Financial Details)

(Data Sheet to be submitted ONLY Online at (n)Procure Portal)

Sr. No.	Name of Items	Qty.	Rate (Without GST)	Total Amount (INR)	GST Slab Rate (%)
A	B	C	D	E = (C*D)	F
1.	Procurement of Laptops	02 Nos.			
<p><i>This table of financial bid is stated for reference purpose only and please do not disclose any price here at the time of submission of this document.</i></p>					

Declaration:

I/We hereby declare and affirm that I/We have read and understood the terms and conditions of the contract as stipulated in this NIT.

Seal & Signature of Company

Date: _____

Place: _____

UNDERTAKING

I, _____ hereby declare that Firm / Company / Agency / Organization / Partnership firm / Proprietary firm titled as _____ has not been blacklisted or banned or debarred at any stage from inception till this date by any of the NITs / IITs / IIITs / Central Universities / IISERs / CSIR Labs Central and State Government body / PSUs / Autonomous Institute or any Other Government Organization. In case of the any fraudulency, the Firm / Company / Agency / Organization / Partnership firm / Proprietary firm is fully aware that the tender / contract will be rejected / cancelled by IITRAM and EMD / Performance Security or any deposited amount shall be forfeited.

In addition to above, IITRAM will not be responsible to pay the bills for any completed / partially completed/supplied work.

Seal and Signature of Company

Date: _____

Place: _____