

Indian Institute of Corporate Affairs
Ministry of Corporate Affairs (Govt. of India)
B Wing, 2nd Floor, Paryavaran Bhawan,
CGO Complex, Lodhi Road
Delhi, PIN - 110003

Tender no: IICA 15-5/2014

PART – 1
TERMS & CONDITIONS FOR SUPPLY AND INSTALLATION
OF
LAPTOPS
FOR
INDIAN INSTITUTE OF CORPORATE AFFAIRS

PART – 1
TERMS & CONDITIONS

1. Sealed tenders are invited for supply and installation of **LAPTOPS** in the Indian Institute of Corporate Affairs office at CGO Complex, Lodhi Road, Delhi as per terms and conditions enumerated in this tender document.

SCHEDULE

Last Date/Time for receipt of Bids	:	26 th March, 2014 /3:00 PM.
Date/Time of Opening of Bids	:	26 th March, 2014 /3:30 PM.
Place of Opening of Bids	:	Indian Institute of Corporate Affairs B Wing, 2nd Floor, Paryavaran Bhawan, CGO Complex, Lodhi Road Delhi, PIN - 110003.
Address for Communication	:	Indian Institute of Corporate Affairs B Wing, 2nd Floor, Paryavaran Bhawan, CGO Complex, Lodhi Road Delhi, PIN - 110003, Email: debarun.kalita@iica.in kalitadebarun@hotmail.com

ELIGIBILITY CRITERIA FOR BIDDERS

- A. Bidder should be a reputed firm/dealer having minimum of two years experience in the field of setting up IT/Electronics/ Electrical services.
- B. Vendor should submit its PAN, and Tax/VAT/Regis. No's, List of past and present clients to be attached.
- C. EMD (Earnest Money Deposit): Each should be accompanied by a crossed demand draft/bankers cheque of Rs. 10,000/- (Rs. five thousand only) as Earnest Money Deposit (EMD), drawn in favour of INDIAN INSTITUTE OF CORPORATE AFFAIRS, NEW DELHI. The bids without earnest money deposit will be rejected.

The tender document consists of the following two parts.

Part-1: "TERMS & CONDITIONS" of the tender.

Part-2: "FINANCIAL BID" of the tender.

- 2. The bidder must attach the experience certificate for Supply & Installation of above equipments during the last 2 financial years in Reputed Organisation(s). Please attach a list of clients.
- 3. The bids submitted by the vendors should be valid for a minimum period of 90 days from the date of the opening of tender and the prices should be valid till execution of purchase agreement.
- 4. The sealed envelope containing "Terms & Conditions" and "Financial Bid" on prescribed tender document of the INDIAN INSTITUTE OF CORPORATE AFFAIRS should reach the **Indian Institute of Corporate Affairs, B Wing, 2nd Floor, Paryavaran Bhawan, CGO Complex, Lodhi Road, Delhi, PIN - 110003** on or before **26th March, 2014 up to 3:00 p.m. otherwise the tender will not be accepted.**
- 5. The sealed envelope of the bidders containing "Terms & Conditions" and "Financial Bid" shall be opened on **26th March, 2014 at 3:30 P.M.**
- 6. The date and time of opening of financial bids will be intimated to the bidders.
- 7. For further information/clarification in this respect, please contact **Mr. Debarun Kalita, System Administrator** at debarun.kalita@iica.in / kalitadebarun@hotmail.com
- 8. The supply and installation of the above equipments shall be made by the vendor **within 5 days from the date of issue of the purchase order.**
- 9. All the items to be supplied should be new, of good quality and standard and as per the technical specifications mentioned in tender bid document.

10. The vendor will provide operational manuals, OEM documents for peripherals, set of diagnostics to test all the sub-systems etc. along with the systems.
11. The supply of above equipments will be at IICA, CGO complex office.
12. The prices quoted in the financial bid should be inclusive of power cables, interface cables, packing, forwarding, freight etc.
13. The price quoted should be inclusive of VAT, Sales Tax and any other tax as applicable under pursuant law. All the expenses will be added in your cost to calculate landed cost.
14. Payment for the items to be supplied by the vendor against the purchase order shall be made by IICA as follows: - 100% payment will be made after supply and successful installation of the equipments.
15. The equipments will carry OEM on-site warranty. Warranty period will start from the date of successful installation of all the items at site.
16. Parties should specify the make and model of each Item along with all other details.
17. The tender must be submitted on the prescribed Performa document issued by the IICA. Any other technical details required to supplement the information quoted in the prescribed tender document may please be attached in a separate sheet. The information asked in the tender document should be given at the place provided for it in the tender document. The tenders in which information is not given at the place provided for it or not in the similar format given in the tender document may be rejected.
18. All the documents required should be submitted along with the bid of the tender only.
19. Printed conditions of the vendor submitted with the tender will not be binding on IICA.
20. The documents containing bids shall be free from cutting and erasures. However, alterations, if any, in the tender should be attested properly by the bidder, failing which the tender is liable to be rejected.
21. The tenders submitted by fax/email will not be considered. No further correspondence will be entertained on this matter.
22. IICA will not be responsible for any delay in obtaining the tender document by the vendor from IICA or submission of the completed tender document to IICA.
23. The registration number of the firm along with the CST/VAT No. allotted by the sales tax / trade tax authorities and I.T. registration number (P.A.N.) along with the place of registration should invariably be given along with that.

24. The bidder shall submit an affidavit that the bidder's firm has not been black listed from State Government/Government of India. The bids of the black listed bidders shall be out rightly rejected.

25. Tender not conforming to any or all the above terms and conditions will be rejected.

26. Incomplete tenders are liable to be rejected.

27. IICA reserves the right to increase/decrease the specified quantities of any item(s) given in the tender.

28. IICA reserves the right to reject any or all the tenders without assigning any reason whatsoever. IICA would not be under any obligation to give any clarifications to those vendors whose tenders have been rejected. The decision of CAO, IICA is final and binding in case of any dispute arising out of this contract between both the parties.

DECLARATION BY THE VENDOR

It is hereby declared that I/We the undersigned, have read and examined all the terms and conditions etc. of the tender document for which I/We have signed and submitted the tender under proper lawful Power of Attorney. It is also certified that all the terms and conditions of the tender document are fully acceptable to me/us and I/We will abide by the conditions from serial no. 1 to 28. This is also certified that I/We/our principal manufacturing firm have no objection in signing the purchase contract if the opportunity for the supply of the items against this tender is given to me/us.

Date:

Signature:

Name:

Address:

Designation:

On behalf of:
(Company Seal)

**SUPPLY AND INSTALLATION OF
LAPTOPS**

FOR

INDIAN INSTITUTE OF CORPORATE AFFAIRS, MANESAR

TECHNICAL SPECIFICATION

Laptop Specification

Operating System

- Windows 8 Professional
-

Multimedia

- Microphone - Internal Monaural microphone
 - Sound Card - Intel High Definition Audio
 - Speakers - Stereo speakers (2)
-

Camera

- Resolution - 1.31 Mega pixels
 - Built-in Camera - Yes
-

• **Display Features**

- Display Screen Size - 14.0-inch, HD display
 - Maximum Display Resolution (dpi) - 1366x768 (HD)
 - Screen Type - WXGA TFT LED backlight
-

Hard Disk Drive Type

- Inbuilt Hard Disk Drive Capacity - 500GB
-

Processor Description

- Processor Manufacturer - Intel
 - Processor Name - Intel Core i7-3520M 2.90 GHz Processor
 - Processor Cache Memory - 3MB
 - Processor Speed - 2.90 GHz with Turbo Boost up to 3.60 GHz
-

Optical Drive

- DVD Drive - DVD SuperMulti Drive
-

Wireless Connection

- Wi-Fi - IEEE 802.11b/g/n
 - Bluetooth - Bluetooth standard Ver. 4.0 + HS
-

Video Display Card

- Video Card Memory - 1GB DDR3
 - Video Display Card - AMD Radeon HD 7550M
-

Touchpad

- Touchpad - Touchpad (Gesture supported)
-

Computer Interfaces (Ports and Cards)

- HDMI - Yes
 - USB Port - 1 x USB 3.0, 3 x USB 2.0
 - Digital Media Reader - Yes
-

Battery

- Battery - VGP-BPS26 Lithium-ion battery
 - Battery Life (Hours) - up to 4.0 hours
-

Machine Dimensions

- Weight (Kgs) - 2.4 kgs
 - Height - 243.6 mm
 - Depth - 25.4 mm
 - Width - 344 mm
-

System Memory

- Standard RAM - 4GB DDR3
 - Upgradeable RAM - 8GB
-

Warranty: 1 Year Domestic, Onsite, Parts and Labour Limited Warranty with Accidental Cover

LAPTOPS – QTY Required = 14 Units.

Note: - Parties must mention make & model no. of the equipment offered by them, with detailed specification (on separate sheet), otherwise their tender will not be accepted.

PART – 2
FOR SUPPLY AND INSTALLATION OF
LAPTOP
FOR
INDIAN INSTITUTE OF CORPORATE AFFAIRS

General Information

1. Name of the Company
2. Full address of company along with
Telephone no.
Fax no.
E-mail address:
3. Local address of company for
communication, if any
4. Are you a manufacturer or
Dealer/reseller
5. (a) Trade Tax / Sales Tax Registration no. with Place
5. (b) Income Tax Registration no. with place

FINANCIAL BID FOR SUPPLY & INSTALLTION OF LAPTOPS.

Sl. No.	Items	Offered specification with Make & Model No.	Quantity	Rate/ Unit (Rs)	Taxes (%)	Total (Rs)
1.	LAPTOP					

(Signature of authorized signatory with seal & date)