



INDIAN INSTITUTE OF TECHNOLOGY MADRAS  
Archive of IIT Madras  
Chennai 600 036

sponnarasu@gmail.com

Head

Archive of IITM

06.03.2024

Tender No. IITM/Archive/07/2023-24

Dear Sir/Madam,

On behalf of the Indian Institute of Technology Madras, tender is invited in two bid system namely technical bid and financial bid for

**SUPPLY OF DESKTOPS -5 Nos**

Conforming to the specifications enclosed.

Tender Documents may be downloaded from Central Public Procurement Portal <https://eprocure.gov.in/epublish/app> Aspiring Bidders who have not enrolled / registered in e-procurement should enroll/register before participating through the website <https://eprocure.gov.in/epublish/app>. The portal enrolment is free of cost. Bidders are advised to go through instructions provided at "Help for contractors". [Special instructions to the bidders for the e-submission of the bids online through this e-Procurement Portal"].

Tenderers can access tender documents on the website (For searching in the NIC site, kindly go to Tender Search option and type 'IIT'. Thereafter, Click on "GO" button to view all IIT Madras tenders). Select the appropriate tender and fill them with all relevant information.

1	LAST DATE & TIME for receipt of Tender	:	12.03.2024 @ 02:00 PM
	Date & Time of opening of Tender	:	12.03.2024 @ 03:00 PM

**TERMS AND CONDITIONS OF TENDER**

2	<p><b>Marking on Technical Bid</b></p> <p>i. The pre-qualification criteria, technical specification of the item for this tender is given in <b>Annexure A</b>. The Bidders shall go through the pre-qualification criteria, technical specification, scope of the work and submit the technical bid in the proforma given in <b>Annexure B</b> in the tender document along with the supporting documents.</p> <p>ii. The Technical bid should be submitted <b>in manually at Archive of IIT Madras, IIT Madras, Chennai</b></p> <p>iii. The technical bid should have the page-wise heading as "<b>Technical Bid</b>" and <b>page no.</b> in all pages with seal and signature of authorized signatory. The total no. of pages should be mentioned at the last page of the documents.</p> <p>iv. The technical bid should consist of</p> <p>a) Document proof for EMD payment</p> <p>b) Technical Compliance sheet as per proforma given in Annexure-B</p> <p>c) Document proof for pre-qualification criteria, technical details along with catalogue / brochure and other technical, commercial terms and conditions.</p>
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3	<p><b>Preparation of Tender:</b></p> <ul style="list-style-type: none"> <li>• The bids should be submitted manually only in two bid system i.e., Technical Bid and Financial Bid separately.</li> <li>• The bidder has to submit the tender document duly signed on all pages by an authorized person and his / her full name and status shall be indicated below the signature along with official seal/stamp of the firm. Submission of wrong / forged information / document will be liable to legal action, and rejection of the bid submitted by the firm.</li> <li>• The bids of the agency/firm/company not in possession of valid statutory license / registrations are liable for rejection.</li> <li>• If any relative of the bidder is an employee of the IIT Madras, the name, designation and relationship of such employee shall be intimated to the Registrar, IIT Madras in writing while submitting the bid.</li> <li>• No bidder will be allowed to withdraw / alter / modify the bid during the bid validity period.</li> </ul>
4	<p><b>Signing of Tender:</b></p> <p>The bid is liable to be rejected if complete information is not given therein or if the particulars and date (if any) asked for in the schedule to the tender are not fully filled in or not duly signed/authenticated. Specific attention is drawn to the delivery dates and terms and conditions enclosed herewith. <b>Each page of the bids shall be duly signed with the official seal of the Bidders.</b></p> <p>If the bid is submitted by a firm in partnership, it shall be signed (with seal) by all the partners of the firm above their full typewritten names and current addresses. Alternatively, it shall be signed by a partner holding power of attorney for the firm in which case a certified copy of the power of attorney shall accompany the bid. A certified copy of the partnership deed along with current addresses of all the partners of the firm shall also accompany the bid.</p> <p>If a limited company or a corporation makes the application, it shall be signed by a duly authorized person holding power of attorney for signing the bid, in which case a certified copy of the power of attorney shall accompany the bid. Such limited company or corporation may be required to furnish satisfactory evidence of its existence. The bidder shall also furnish a copy of the Memorandum of Articles of association duly attested by a Notary Public.</p>
5	<p><b>Period for which the offer will remain open:</b></p> <p>The bids shall remain valid for acceptance/validity till: <b>120 days from the date of opening of the tender.</b> However, the day up to which the offer is to remain open being declared closed holiday for the Indian Institute of Technology Madras, the offer shall remain open for acceptance till the next working day.</p>
6	<p><b>Prices:</b></p> <ul style="list-style-type: none"> <li>• The prices quoted must be Net considering all scope of supply, terms &amp; conditions mentioned in <b>Annexure A. The prices quoted by the Bidders should be inclusive of GST and other charges.</b></li> <li>• <b>All conditional tenders will be summarily rejected.</b></li> </ul>
7	<p><b>Warranty: 3 Years.</b></p>
8	<p><b>No Advance Payment will be made for the supply.</b> The Payment will be made only after satisfactory completion of the supply and as per terms and conditions of the purchase order.</p>
9	<p><b>Delivery:</b> The delivery period shall be 30 days from the date of purchase order.</p>
10	<p><b>GST: As applicable</b></p>
11	<p><b>Terms and Conditions:</b> Failure to comply with any of the instructions stated in this document or offering unsatisfactory explanations for non-compliance will lead to rejection of offers.</p>
12	<p><b>Right of Acceptance:</b> IIT Madras reserves the right to reject the whole or any part of the Tender without assigning any reason or to accept them in part or full.</p>
13	<p><b>Communication of Acceptance:</b> Letter of Intimation and acceptance will be communicated by post /email to the successful bidder to the address indicated in the bid.</p>
14	<p>All information including selection and rejection of technical or financial bids of the prospective bidders will be communicated through GeM portal. In terms of Rule 173 (iv) of General Financial Rule 2017, the bidder shall be at liberty to question the bidding conditions, bidding process and/or rejection of bids.</p>

15	<p><b>Bidder shall submit along with this Bid:</b> Name and full address of the Banker &amp; their swift code, PAN No. and GSTIN number.</p>
16	<p><b>Jurisdiction:</b> All questions, disputes, or differences arising under, out of or in connection with the contract, if concluded, shall be subject to the exclusive jurisdiction at the place from which the acceptance of tender is issued.</p>
17	<p><b>Dispute Settlement:</b></p> <ul style="list-style-type: none"> <li>It is mutually agreed that all differences and disputes arising out of or in connection with this agreement shall be settled by mutual discussions and negotiations. If such disputes and differences cannot be settled and resolved by discussions and negotiations then the same shall be referred to the sole Arbitrator appointed by the Director, IIT Madras whose decision shall be final and binding on both the parties.</li> <li>It is also agreed that in case of any disagreements / disputes in connection with the Arbitrator's award, the same shall be settled under the Court of Law with its jurisdiction at Chennai. The resultant contract will be interpreted under Indian Laws.</li> </ul>
18	<p><b>Right of IIT Madras</b></p> <ul style="list-style-type: none"> <li>The Registrar, IIT Madras reserves right to withdraw / relax any of the terms and conditions mentioned above so as to overcome the problem encountered by the contracting parties.</li> <li>The Registrar, IIT Madras reserves the right to accept or reject any or all the tenders without assigning any reason whatsoever and his / her decision shall be final and binding on the tenderer.</li> <li>IIT Madras reserves the right to suitably increase / reduce the scope of supply put to this tender. In case of any ambiguity in the interpretation of any of the clauses in tender document or purchase order, interpretation of the clauses by the IIT Madras shall be final and binding on all parties.</li> </ul>
19	<p><b>Compensation / Force Majeure:</b></p> <p>If the selected bidder could not complete the supply to the satisfaction of the IITM within the stipulated period, the firm shall be bound to pay IITM a sum calculated as given below by way of compensation. If the firm fails to complete the supply by the scheduled date of completion, it will have to pay compensation for non-performance at rate of 0.25 % of tendered value for each week or part thereof of delay subject to maximum of 5% of the contract value.</p> <p>Compensation is not payable if the delay is attributable to the Institute and Force Majeure. However, it is the responsibility of the selected Bidder to prove that the delay is attributable to the Institute and Force Majeure. The selected Bidder shall submit the proof authenticated by the Bidder and Institute's official that the delay is attributed to the Institute and/or Force Majeure along with the bills requesting payment.</p>
20	<p>The bidder shall certify that the tender document submitted by him / her are of the same replica of the tender document as published by IIT Madras and no corrections, additions and alterations made to the same. If any deviation is found in the same at any stage and date, the bid / contract will be rejected / terminated and actions will be initiated as per the terms and conditions of the contract.</p>
21	<p>The bidder shall study the Technical Bid in detail as given in <b>Annexure A</b> before submitting the bid.</p>
22	<p><b>PRE-QUALIFICATION CRITERIA:</b></p> <p><b>Eligibility Criteria-I</b></p> <ol style="list-style-type: none"> <li>The bidder shall not be from a country sharing land border with India and if the bidder is from a country sharing land border with India the bidder should have been registered with the competent authority as per orders of DIPP OM No. F. No. 6/18/2019-PPD dated 23<sup>rd</sup> July 2020, and MoCI Order No. P-45021/112/2020-PP (BE II) (E-43780) dated 24<sup>th</sup> August 2020. A declaration as per format given in <b>Annexure – C</b> shall be submitted with the bid.</li> <li>Only 'Class-I &amp; 'Class-II local suppliers' and Non-local suppliers', as defined under DIPP, MoCI Order No. P45021/2/2017-PP (BE II) dated 16th September 2020 and other subsequent orders issued therein, shall be eligible to bid in this tender. Declaration for Class-I and Class-II local suppliers should be submitted in the prescribed proforma as per <b>Annexure-D</b>.</li> </ol> <p><b>Eligibility Criteria-II</b></p> <ol style="list-style-type: none"> <li>The bidder should not have been blacklisted / debarred by any Government/ regulatory bodies in India. A self-declaration format given in <b>Annexure – E</b></li> </ol>

	<ol style="list-style-type: none"> <li>2. The bidder should have GST and PAN registration if applicable (Necessary document proof should be attached)</li> <li>3. The firm must have a cumulative financial turnover of at least Rs.10 Lakhs in the last three years i.e., 2020-21, 2021-22 &amp; 2022-23 and it should be duly certified by Chartered Accountant.</li> <li>4. The bidder should have an office/ service centre in Chennai for service support. Proof of Service centre in Chennai should be furnished as documentary evidence (such as valid rental agreement / GST certificate / Certificate of Incorporation etc.).</li> <li>5. The bidder/OEM should have a valid &amp; relevant ISO certificate.</li> </ol>
23	<p><b>Number of Bids and their Submission:</b> The bidders should submit the bids in two bid system as detailed below:</p> <p><b>Bid I Technical Bid</b> The technical bid should consist of Pre-qualification Criteria (Eligibility Criteria - I &amp; II), technical specification compliance sheet (proforma given in Annexure-B) and floor plan along with all relevant documents proof.</p> <p>The bidder should go through the Pre-Qualification Criteria (Eligibility Criteria I &amp; II) and technical specification given in <b>Annexure-A</b> of the tender document, understand the requirement of IIT Madras and submit their technical bid along with all relevant document proof in the proforma given in <b>Annexure-B</b>.</p> <p><b>Bid II Financial Bid</b></p> <p>The financial bid should be submitted in pdf format (BoQ) as per the proforma (Annexure F). The quoted price should be inclusive of all including transportation and installation at IIT Madras as per the direction of Head, Archive of IIT Madras.</p>
24	<p><b>Evaluation of Bids:</b> Bid Evaluation will take place in two stages.</p> <p><b>Stage I: Technical Bid evaluation</b></p> <ol style="list-style-type: none"> <li>1. Bidder will be evaluated first for conformity with Eligibility Criteria-I and II and those bidders who have complied with this criteria will alone be evaluated further.</li> <li>2. In the 2<sup>nd</sup> stage, the technical specification offered by the bidders will be evaluated by the technical committee for compliance. Only those bidders who have fully complied with Eligibility Criteria I, II and technical specification will be considered for financial bid evaluation.</li> </ol> <p><b>Stage II: Financial Bid Evaluation:</b></p> <ol style="list-style-type: none"> <li>1. The Lowest financial bid among those who have qualified in the Technical bid will be declared as successful bidder (L1) and the order will be awarded to successful bidder (L1).</li> </ol>
25	<p><b>Selection of successful bidder and Award of Order</b> The order will be directly awarded to the technically qualified bidder as per the condition in para 3A of DIPP, MoCI Order No. 45021/2/2017-PP (BE II) dated 16th September 2020 and other subsequent orders issued therein.</p>
26	<p>The sealed quotations shall be submitted at the following address <b>on or before due date:</b> <b>The Head</b> <b>Archive of IIT Madras</b> <b>IIT Madras, Chennai, India</b> <b>600036</b></p>

Head  
Archive of IIT Madras

## **ACKNOWLEDGEMENT**

It is hereby acknowledged that I/We have gone through all the points listed under “Specification, Guidelines, Terms and Conditions” and Special Terms & Conditions of tender document, the same is abided and agreed to be executed. In case, if the above information is found false, I/We are fully aware that the tender /order will be rejected / cancelled by IIT Madras.

Signature of the bidder  
Name & Address of the bidder with  
Office Stamp

**TECHNICAL BID**

**Supply of Desktops -5 Nos**  
**Tender No. IITM/Archive/07/2023-24**

**A. Technical Specifications for Desktops**

<b>S.No</b>	<b>Specifications</b>	<b>Parameters</b>
1	Desktop Type	All In One
2	Processor Make	Intel
3	Processor Generation	12 or higher
4	Number of Cores per Processor	Minimum 10 cores
5	Processor Description	Processor Description Intel Core i7 or higher
6	Graphic card	NVIDIA® GeForce® MX550, 2 GB GDDR6
7	Operating System (Factory Pre-Loaded)	Windows 11 Professional
8	RAM Size (GB)	16 GB: 2 x 8 GB, DDR4, 3200 MT/s
9	Storage	1 TB, M.2, PCIe NVMe, SSD
10	Keyboard	Wireless Keyboard and Mouse - KM5221W White
11	Display	Minimum 27" FHD WVA AG Narrow Border Touch
12	Stand	Triangle stand
13	On Site OEM Warranty (Year)	3 years
14	Make	DELL/HP/ACER/LENOVO/SAMSUNG

**PROFORMA FOR TECHNICAL BID****Supply of Desktops -5 Nos****Tender No. IITM/Archive/07/2023-24****A. PRE-QUALIFICATION CRITERIA**

Sl. No.	Description	Compliance (Yes/No)	Page Ref.No.
<b>PRE-QUALIFICATION CRITERIA</b>			
<b>I. ELIGIBILITY CRITERIA - I</b>			
1	The bidder shall not be from a country sharing Land border with India and if the bidder is from a country sharing land border with India the bidder should have been registered with the competent authority as per orders of DIPP OM No. F. No. 6/18/2019-PPD dated 23 <sup>rd</sup> July 2020, and MoCI Order No. P-45021/112/2020-PP (BE II) (E-43780) dated 24 <sup>th</sup> August 2020. A declaration as per format given in <b>Annexure – C</b> shall be submitted with the bid.		
2	Only 'Class-I local suppliers' and 'Class-II local suppliers', as defined under DIPP, MoCI Order No. P-45021/2/2017-PP (BE II) dated 16 <sup>th</sup> September 2020 and other subsequent orders issued therein, shall be eligible to bid in this tender. Declaration for Class-I and Class-II local suppliers should be submitted in the prescribed proforma as per <b>Annexure-D</b>		
<b>II. ELIGIBILITY CRITERIA - II</b>			
1	The bidder should not have been blacklisted / debarred by any Government/ regulatory bodies in India. A self-declaration format given in <b>Annexure – E</b>		
2	The bidder should have GST and PAN registration (Necessary document proof should be attached)		
3	The firm must have a cumulative financial turnover of at least Rs.10 Lakhs in the last three years i.e., 2020-21, 2021-22 & 2022-23 and it should be duly certified by Chartered Accountant.		
4	The bidder should have an office/ service centre in Chennai for service support. Proof of Service centre in Chennai should be furnished as documentary evidence (such as valid rental agreement / GST certificate / Certificate of Incorporation etc.).		
5	The bidder/OEM should have a valid & relevant ISO certificate.		

**B. TECHNICAL SPECIFICATION**

			<b>Make &amp; Model</b>	
S.No	Parameter	Specifications	Compliance (Yes/No)	Page Ref.No.
1	Desktop Type	All In One		
2	Processor Make	Intel		
3	Processor Generation	12 or higher		
4	Number of Cores per Processor	Minimum 10 cores		

5	Processor Description	Processor Description Intel Core i7 or higher		
6	Graphic card	NVIDIA® GeForce® MX550, 2 GB GDDR6		
7	Operating System (Factory Pre-Loaded)	Windows 11 Professional		
8	RAM Size (GB)	16 GB: 2 x 8 GB, DDR4, 3200 MT/s		
9	Storage	1 TB, M.2, PCIe NVMe, SSD		
10	Keyboard	Wireless Keyboard and Mouse - KM5221W White		
11	Display	Minimum 27" FHD WVA AG Narrow Border Touch		
12	Stand	Triangle stand		
13	On Site OEM Warranty (Year)	3 years		
14	Make	DELL/HP/ACER/LENOVO/SAMSUNG		

Place:  
Date:

Signature of the bidder  
Name & Address of the  
bidder with Office Stamp



**PROFORMA FOR FINANCIAL BID (BOQ)****Supply of Desktops -5 Nos****Tender No. IITM/Archive/07/2023-24**

Sl.No.	Item Detail	Unit	Qty	Rate Per Unit	Total Cost (Without GST)	GST (in %)	Total Cost (With GST)
1.	Supply of Desktops	Nos	5				
	Total Cost inclusive of all*						

**NOTE:**

- \* The rate should be inclusive of transporting, installation and loading & unloading.

Place:

Date:

Office Stamp

Signature of the bidder

Name &amp; Address of the Tenderer with

(To be given on the letter head of the bidder)

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Dated:

**Tender No. IITM/Archive/07/2023-24**

**CERTIFICATE**

*(Bidders from India)*

I have read the clause regarding restrictions on procurement from a bidder of a country which shares a land border with India and hereby certify that I am not from such a country.

**OR (*whichever is applicable*)**

*(Bidders from Country which shares a land border with India)*

I have read the clause regarding restrictions on procurement from a bidder of a country which shares a land border with India and hereby certify that I from \_\_\_\_\_ (Name of Country) and has been registered with the Competent Authority. I also certify that I fulfil all the requirements in this regard and is eligible to be considered. (Copy/ evidence of valid registration by the Competent Authority is to be attached)

Place:

Date:

Signature of the Tenderer

Name & Address of the

Tenderer with Office Stamp

**FORMAT FOR AFFIDAVIT OF SELF-CERTIFICATION UNDER PUBLIC PROCUREMENT POLICY****(PREFERENCE TO MAKE IN INDIA) 2017****Tender No. IITM/Archive/07/2023-24**

Date: \_\_\_\_\_

I/We \_\_\_\_\_ S/o, \_\_\_\_\_ D/o, \_\_\_\_\_ W/o, \_\_\_\_\_  
 \_\_\_\_\_ Resident  
 of \_\_\_\_\_ Hereby solemnly affirm and declare as under:

That I will agree to abide by the terms and conditions of the Public Procurement (Preference to Make in India) Policy vide GoI Order no. P-45021/2/2017-PP (B.E.-II) dated 15.06.2017 (subsequently revised vide orders dated 28.05.2018, 29.05.2019 and 04.06.2020) MOCI order No. 45021/2/2017-PP (BE II) Dt.16th September 2020 & P- 45021/102/2019-BE-II-Part(1) (E-50310) Dt.4th March 2021 and any subsequent modifications/Amendments, if any and

That the local content for all inputs which constitute the said item/service/work has been verified by me and I am responsible for the correctness of the claims made therein.

<b>Tick ( ✓ ) and Fill the Appropriate Category</b>	
<input type="checkbox"/>	I/We _____ [name of the supplier] hereby confirm in respect of quoted items that Local Content is equal to or more than 50% and come under <b>“Class-I Local Supplier”</b> category.
<input type="checkbox"/>	I/We _____ [name of the supplier] hereby confirm in respect of quoted items that Local Content is equal to or more than 20% but less than 50% and come under <b>“Class-II Local Supplier”</b> category.

The details of the location (s) at which the local value addition is made and the proportionate value of local content in percentage

Percentage of Local content: ..%\*\* .

Place of the local content value calculated: \_\_\_\_\_

For and on behalf of \_\_\_\_\_ (Name of firm/entity)  
 Authorized signatory (To be duly authorized by the Board of Directors)  
 <Insert Name, Designation and Contact No.>

[Note: In case of procurement for a value in excess of Rs. 10 Crores, the bidders shall provide this certificate from statutory auditor or cost auditor of the company (in the case of companies) or from a practicing cost accountant or practicing chartered accountant (in respect of suppliers other than companies) giving the percentage of local content.

[This letter should be on the letterhead of the quoting firm and should be signed by competent authority .](#)

\*\* Services such as transportation, insurance, installation, commissioning, and training and after sales service support like AMC/CMC cannot be claimed as local value addition

(To be given on the letter head of the bidder)

**Self-Declaration that the Service Provider has not been Black listed**  
**Tender No. IITM/Archive/07/2023-24**

I ..... S/o .....  
R/o ..... police station ..... District ..... Director  
/ partner/ sole proprietor (Strike out whichever is not applicable) of .....  
..... (Firm or Company) do hereby declare and solemnly affirm:

- I. That the Firm ..... has not been Blacklisted or declared insolvent by any of the Union or State Government / Organization.
- II. That none of the individual / firm / Company Blacklisted or any partners or shareholder thereof has any connection directly or indirectly with or has any subsistence interest in the deponent business / firm company.
- III. That neither the Firm nor any of its partner has been involved / convicted in any criminal case / economic offence nor any criminal case / economic offence is pending against firm or any partner of the Firm before any Court of Law / Police.

Place:  
Date:

Signature of the Tenderer  
Name & Address of the  
Tenderer with Office Stamp