
Indian Institute of Technology Kharagpur, an Institute of National Importance, invites sealed two part bids from reputed Original Equipment Manufacturers (OEM) or their authorized certificate holders, for procurement of quality PC Desktops with FCC or equivalent certification, for the FY 2015-16.

Institute may enter into a Rate Contract initially for a period of six months to meet its regular demand of PC Desktops, for usual teaching, research, project and administrative work, in reference to the indents being received from the Faculty members, Officers of the Departments /Centers/Schools/Sections. The rate contract may be extended for another six months on satisfactory work and on mutual consent.

Interested vendors are requested to send their sealed bids as per Technical Specifications (Annexure-I) and General Terms & Conditions (Annexure-IV), along with details in the Technical Bid Document (Annexure-II) and signed Declaration (Annexure-III) under a Two-Bid System. A checklist and compliance statement, fulfilling all requirements on the product and vendor profile and capability shall also be submitted. Kindly refer the Institute website www.iitkgp.ac.in [link: tenders] for full tender details.

Indian Institute of Technology, Kharagpur will hold Pre Bid Conference with the all interested bidders for technical and commercial discussions/clarifications. This conference will be held in the Room of the Head, Computer & Informatics Center, Ramanujam Academic Complex, IIT Kharagpur on 20.03.2015 at 3.30 p.m. in which the Institute will clarify any doubt about the tender documents.

The quotation for consideration is to be sent containing two separate sealed envelopes (Technical Bid and Price Bid) duly superscripted with Reference Number (Tender Notice No. 17/2014-15, Dated: March 10th, 2015) to the Office of the Deputy Registrar, Stores & Purchase Section, Indian Institute of Technology, Kharagpur, P.O. Kharagpur Technology, PIN 721 302 on or before April 13, 2015 (Monday) at 3:30 pm.

The technical proposals submitted by the OEM/Vendors will be evaluated first by a technical committee and the price bids submitted by only the technically qualified OEMs/vendors will be opened for price comparison.

The Technical bids will be opened on April 14th 2015 (Tuesday), at 3.30 p.m. in the Office of Head, Computer & Informatics Centre, Ramanujam Academic Complex, IIT Kharagpur.

Copy to:
1. Institute website
2. Newspaper
3. Notice Board

Deputy Registrar(S &P)
For Director, IIT
Kharagpur
## PC DESKTOP SPECIFICATION

<table>
<thead>
<tr>
<th>SN</th>
<th>Parameter</th>
<th>Technical Specification</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Processor</td>
<td>Intel 4th Generation Core i5-4500 series Processor or higher Quad Core, 3.3GHz (Base frequency) or higher</td>
</tr>
<tr>
<td>2</td>
<td>Chipset</td>
<td>Intel Q87 Express Chipset or higher</td>
</tr>
<tr>
<td>3</td>
<td>Motherboard</td>
<td>OEM Motherboard with all necessary component</td>
</tr>
<tr>
<td>4</td>
<td>Memory</td>
<td>8 GB 1600MHz DDR3 SDRAM</td>
</tr>
<tr>
<td>5</td>
<td>Memory Expandable</td>
<td>32GB with 4 DIMM slots of which 2 slots should be free</td>
</tr>
<tr>
<td>6</td>
<td>Hard Disk</td>
<td>1 TB SATA, 7200 RPM or higher</td>
</tr>
<tr>
<td>7</td>
<td>Monitor</td>
<td>19” or higher Widescreen LED Monitor</td>
</tr>
<tr>
<td>8</td>
<td>Ethernet Network Interface</td>
<td>Integrated Gigabit (10/100/1000) with PXE and Boot ROM</td>
</tr>
<tr>
<td>9</td>
<td>Wi-Fi Card</td>
<td>802.11/b/g/n wireless card, (Antenna should connect to the Wi-Fi card without any extension wire)</td>
</tr>
<tr>
<td>10</td>
<td>Mouse</td>
<td>2 Button USB Optical Scroll Mouse (Same OEM make)</td>
</tr>
<tr>
<td>11</td>
<td>Keyboard</td>
<td>104 Keys USB keyboard (Same OEM make)</td>
</tr>
<tr>
<td>12</td>
<td>Optical Drive</td>
<td>Internal SATA 16 X Max DVD +/- R/W Drive</td>
</tr>
<tr>
<td>13</td>
<td>Graphics</td>
<td>Intel Integrated HD Graphics</td>
</tr>
<tr>
<td>14</td>
<td>Audio</td>
<td>Internal audio connector</td>
</tr>
<tr>
<td>15</td>
<td>I/O Ports</td>
<td>1 Serial (9 PIN)</td>
</tr>
<tr>
<td></td>
<td></td>
<td>At list 6 USB port of which at list 2 USB 3.0 and 2 USB 2.0 ports should be in the front</td>
</tr>
<tr>
<td></td>
<td></td>
<td>1 RJ45 (Gigabit Ethernet10/100/1000)</td>
</tr>
<tr>
<td></td>
<td></td>
<td>1 VGA out</td>
</tr>
<tr>
<td></td>
<td></td>
<td>1 Stereo line in/out</td>
</tr>
<tr>
<td></td>
<td></td>
<td>1 Microphone Line in</td>
</tr>
<tr>
<td></td>
<td></td>
<td>1 Headphone (front)</td>
</tr>
<tr>
<td>16</td>
<td>Expansion Slots</td>
<td>At list 1 or more PCIe x16 Slot</td>
</tr>
<tr>
<td></td>
<td></td>
<td>At list 2 or more PCI/PCIe Slot</td>
</tr>
<tr>
<td>17</td>
<td>Power Supply</td>
<td>Input voltage 100-250 VAC, 50 Hz, 275 watt or higher, 90% or higher efficient power supply with Energy Star 5.0 compliant, Active PFC</td>
</tr>
<tr>
<td>18</td>
<td>Bays</td>
<td>External: 5.25 inch drive bays at least 2 nos.</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Internal: 3.5 inch drive bays at least 2 nos.</td>
</tr>
<tr>
<td>19</td>
<td>Operating System &amp; Media</td>
<td>Genuine Windows 8.1 Professional 64 Bit with latest Service Packs Preloaded, Original OEM Media in form of DVD/CD containing OS and drivers</td>
</tr>
<tr>
<td>20</td>
<td>OS Certifications</td>
<td>The hardware must be fully compatible with latest versions of Linux and Windows 7 Professional, Windows 8.1 Professional (a proof for each to be submitted)</td>
</tr>
<tr>
<td>21</td>
<td>Certification</td>
<td>For OEM: ISO 9001 and 14001. For Quoted Model: UL/FCC/ERTL (STQC) for safety, EPEAT GOLD/RoHS for environmental effect. All certificates should be valid &amp; proof of the same to be submitted.</td>
</tr>
<tr>
<td>22</td>
<td>Warranty</td>
<td>5 years On-site Comprehensive OEM Warranty</td>
</tr>
</tbody>
</table>
TECHNICAL BID DOCUMENT

FORMAT TO BE FILLED BY THE OEM OR AUTHORIZED VENDORS FOR SUBMITTING TENDER FOR SUPPLY OF QUALITY PC DESKTOPS FOR IIT KHARAGPUR

1. Name of the Tenderer:

2. Status of the Tenderer:
   (attach documents, if registered company/partnership/propriety ship)

3. Whether OEM/representing foreign principle:
   (attach copy of certificate/authorization)

4. Details of key top official/authorized official:
   (attach details)

5. Details of tie-ups for supply/services, if any:
   (attach details, agreements, escalation matrix)

6. Income Tax and Service Tax returns of previous three assessment year (copy):

7. Financial status of bidder and/or his associates including Annual Report & Balance Sheet/Statement of Account of past three years with Registration of Companies (ROC) receipts duly authenticated by Chartered Accountant:

8. Current list/address of clients where similar material has been supplied and successfully working:

9. Name of the vendor’s three largest clients, to whom similar products and services were extended & amount of transaction/annual bills to such clients:

10. Name and address of Vendor’s bankers and attach a Solvency Certificate from the Bank for a minimum amount of Rs. 20.00 Lakh:


12. Details of EMD/Bank Draft No., issuing branch and date:

Certified that all above information are correct to the best of my/our information, knowledge and belief.

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Dated signature & seal of the OEM/Vendor

NOTE: This is to be submitted in a separate sealed envelope super scribing “TECHNICAL BID”, Notice inviting Tender No. No. 17/2014-15, Dated: March 10\textsuperscript{th} 2015 and name of the bidder. All technical documents like literature, catalogues etc., are to be put in the same envelope. Price bid of that company/firm only will be opened which do technically qualify, for further consideration. Attach all relevant documents duly signed and sealed.
DECLARATION

1. I, ------------------------------------------ Son /Daughter of Shri --------------------------------------
----------------------------------------- Proprietor/Partner/CEO/MD/Director/
Authorized Signatory of M/s. ---------------------------------- am
competent to sign this declaration and execute this tender document.

2. I have carefully read and understood all the terms and conditions of the tender and
hereby convey my acceptance of the same.

3. The information/ documents furnished along with the above application are true and
authentic to the best of my knowledge and belief.

4. I/ we/ am are well aware of the fact that furnishing of any false information/
fabricated document would lead to rejection of my tender at any stage besides
liabilities towards prosecution under appropriate law.

5. Each page of the tender document and papers submitted by my Company is
authenticated, sealed and signed, and I take full responsibility for the entire
documents submitted.

----------------------------------------------
Signature of the Authorized Person

Date : ----------------------------- Full Name : ---------------------------

Place : ----------------------------- Company Seal : --------------------
GENERAL TERMS AND CONDITIONS

(1) Important Dates
- Pre-bid meeting on March 20\textsuperscript{th} 2015 (Friday), 3.30 PM at CIC, IIT, Kharagpur
- Last Date of Submission of Sealed Bids: April 13\textsuperscript{th} 2015 (Monday), 03-30 PM
- Date of opening of the Technical Bids: April 14\textsuperscript{th} 2015 (Tuesday), 3-30 PM

(In the Office of the Head, CIC, Indian Institute of Technology Kharagpur)

(2) Payment Terms:
90\% Payment shall be made after successful installation and commissioning duly certified by the concerned Head of the Department. Balance 10\% may be released against submission of Performance Bank Guarantee to the tune of 10\% of the total purchase order value. The Performance Bank Guarantee shall be issued from any Nationalized Bank, validity of which shall be five years plus 60 days drawn on any commercial bank.

No advance/mobilization support, is payable against supply of stores.

In the event of failure to deliver the stores beyond the specified date, liquidated damages @ 1\% per month or part thereof in respect of the value of stores will be deducted, subject to a maximum of 5\%; alternately the order will be cancelled and the undelivered stores purchased from elsewhere at the risk and expense of the vendor.

(3) Warranty/Guarantee & On-site skill support: 5 years onsite comprehensive OEM warranty, including 24x7 support from the date of successful installation and commissioning. Any PC Desktop shall be attended and repaired within 24 hours from the date and time of complaint received from the user. In the event, any PC Desktop is found defective or non operative, in terms of its components and features, then the machines should be replaced (with same technical specifications or higher) within 72 hours from the date and time of initial complaint from the user. This is applicable from the date of installation to the tenure of the warranty/guarantee period. The OEMs/Authorized Certificate Holder must attach certificate about their after sales and service facilities, escalation support for on-call service or station engineer etc.

(4) Delivery of Stores: The store items to be supplied within 30 days from the date of receipt of the Purchase Order. At present tentative requirement is approximately 80 PCs.

(5) Tender Fee: An amount of Rs.10,000.00 (Rupees Ten thousand only) as tender fee (non refundable) is to be paid. The payment shall be made by Demand Draft from any Nationalized Bank and paid in favour of “Indian Institute of Technology Kharagpur”, payable at Kharagpur. Bids without Tender will not be accepted. This should be enclosed separately in an envelope and stapled with the Technical Bid document.

(6) Earnest Money Deposit (EMD): An amount of Rs. 3,00,000.00 (Rupees Three Lakh only) in the form of Demand Draft be enclosed along with the bid. The E.M.D. shall be from any Nationalized Bank and to be drawn in favour of “Indian Institute of Technology Kharagpur”, payable at Kharagpur. The validity of the EMD should be 6 (six) months from the date of issue. Any bid without EMD will not be
considered. This will be refunded to the unsuccessful vendors once the process of technical and price bid opening is complete. The EMD of vendor getting the purchase order will be retained and returned six months after successful completion of the work, to be treated as security deposit. No interest is payable on refunds. EMD shall be forfeited if the selected vendor accepts the supply order, but is unable to execute the same. **E.M.D. should be enclosed separately in an envelope and stapled with the Technical Bid document.**

(7) **Price:** The price shall be quoted in Indian Rupees only, on free delivery at site basis. This shall be inclusive of all taxes, and summary cost of total implementation be indicated. Excise Duty Exemption/Custom Duty Exemption Certificate and Inter-state transit Way Bill (Form-50) will be issued only to the selected bidder as may be mentioned in the Purchase Order. EDEC/CDEC will be provided only to whom the order will be placed. Under any circumstances, request for change of address to issue the same will not be considered.

(8) **Bid:** Technical Bid and Price Bid should be submitted in two separate sealed envelopes quoting reference number on the top of the envelope. Tender Fee and EMD should be enclosed with the Technical Bid documents, in separate sealed envelopes, stapled with the packet containing Technical Bid documents. **The OEMs may the bid directly, for other vendors original authorization certificate from OEM is required to be enclosed.**

(9) **Acceptance of Tender:** The Authority of IIT, Kharagpur reserves the right to reject any or the entire tender bids received without assigning any reason thereof.

(10) **Extra Features:** If the bidder provides any other extra features on the Hardware or Software which are not mentioned in the tender product specifications, then that shall be highlighted in clear terms, with documentary evidence/literature.

(11) **Compliance List:** The proposal be properly indexed and a compliance list against the technical specifications should be provided.

(12) **Service:** Response Time should be less than 3 (three) hours on the same business day. Minimum 95% annualized uptime is to be maintained throughout the warranty period. **For every 300 PCs there must be at least one resident engineer to be posted at IIT Kharagpur.** To ensure quality of services, the deputed Engineer from the OEM/Vendor shall have a minimum of 3 years of experience in the relevant field and must be in the payroll of the OEM/Vendor.

(13) **Installation and Commissioning:** Free of cost at IIT, Kharagpur. The OEM must ensure timely installation of the PC Desktops with necessary support to the indenters, as per details and lists to be made available by the Stores & Purchase Section or the indenting Departments/Centers/Schools within Seven (07) days from the date of supply of the PC Desktop.

(14) **Validity of licenses:** Software like OS, compilers and other software’s licensing price or policy (if any) shall be clearly mentioned.  
(a) All licenses should be perpetual.  
(b) All the accessories like Keyboard, Mouse, and Monitor shall be from the same OEM.
(15) The OEM should be an ISO-9000 and ISO-14001 certified company with due credits to energy conservation and green earth compliance.

(16) Relevant documents in connection with FCC or equivalent certificate of the OEM shall be enclosed, along with the Technical Bid. Any explanation on this account shall be supported with documentary evidence from the principals.

(17) Conditional Offer will not be accepted.

(18) Period of Validity: Bids shall remain valid for acceptance for a period of 90 days from the date of opening of the price bid.

(19) The benefit of downward prices (revision on account of budget/financial policy, tax revision, EPZ etc.) should be given to IIT Kharagpur by the selected OEM/vendor.

(20) Past Performance of the Vendors will be judged at the time of Technical Evaluation.

(21) The Institute does not bind itself to offer any explanation to those bidders whose technical bids have not been found acceptable by the Technical Evaluation Committee of the Institute.

(22) Bidders should enclose the following documents:

(i) Certificate of Registration / Trade License
(ii) Attested copy of PAN card, Service Tax, CST/VAT registration papers
(iii) Banker’s Solvency Certificate.
(iv) Audited statement of accounts and IT returns for the last three years
(v) Vendors must submit appropriate authorization certificate and letter from their OEMs, for participation in the said tender.
(v) Name and address of past satisfactory supplies or minimum three clients to whom such items/stores have been supplied should be mentioned in the technical bid.
(vii) Copy of mandatory test reports, national testing/reliability and endurance test reports etc., certified or conducted at the manufacturing site, granted by the bureaus/quality control departments/national testing laboratories.
(viii) Copy of product literature, for which the prices have been quoted.
(ix) A write up on service and maintenance capability, mitigation of risks or breakdown and replacement capability, with the escalation support matrix suggested for the Institute. Vendors must indicate their sales and support service centre in India and their plan to address issues about services, maintaining minimum service inventory etc.
(x) Signed copy of the tender document, with company seal, agreeing to the terms & conditions and declaration.

(23) All tenders are to be submitted or handed over to the office of the Deputy Registrar (Stores & Purchase), IIT Kharagpur and acknowledgement to be obtained. The bids (technical and price bids) once submitted shall be the property of the Institute and shall not be returned to the vendor in future.

(24) The person/officer signing the tender/bid documents should be delegated with an appropriate Power of Attorney (duly endorsed by a Notary Public) by the Chief Executive Office/Managing Director of the Company to sign such documents.
(25) **Opening of Price Bids**: The Price Bid(s) of only those vendor(s) who are found technically qualified will be opened and the same will be opened before the technically qualified vendor(s). **The date for opening of price bids will be notified separately.**

(26) Tenderer or his/her authorized representative (with proper authorization letter for opening of technical bids and also for opening of price bids) may choose to be present at the time of opening of Technical Bids/Price Bids.

(27) **IMPORTANT**

1. A bid submitted with false information will not only be rejected but also the OEM/vendor will be debarred from participation in future tendering process.

2. The OEMs/Vendors need to submit a certificate during opening of technical bids that they are not currently debarred or blacklisted in IIT Kharagpur for any supplies, products or services, or at present in any national organization or educational institute/university.

3. In case of any dispute, the decision of the Director of this Institute shall be final and binding on the bidders.

4. For any query pertaining to this bid document, correspondence be addressed to:
   
   (a) The Head, Computer & Informatics Centre  
   Indian Institute of Technology, Kharagpur-721 302  
   [Ph.: 03222-282361, 283506, 282362; Fax : 282361, 255303]

   (b) Deputy Registrar (S&P)  
   Indian Institute of Technology, Kharagpur-721 302  
   [Ph: 03222-282210, 282216, Fax : 282218, 255303]

5. In case the due date for opening tender happens to be a holiday, the same will be accepted on the next working day. The timings will however remain unchanged. Please Note that the Institute remains closed during Saturdays & Sundays.

Deputy Registrar (S&P)  
for Director, IIT Kharagpur