



Indian Institute of Technology Hyderabad

Kandi, Sangareddy - 502 285, Telangana, India

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## OPEN TENDER -CLASS I & II LOCAL SUPPLIER.

Open Tender No: **IITH/CSE/SRIJITH/2020/T026**

Date: 02/03/2021

Indian Institute of Technology Hyderabad invites online bids (e-tender) in Single Bid (Technical + Financial) System , from Original Equipment Manufacturer (OEM) /Authorized distributors/Authorized dealer of the following categories for the following item

Category of Suppliers invited for this Tender

- i) Class I local Supplier – has local content equal to more than 50%
- ii) Class II local Supplier – has local content more than 20% but less than 50%

Item Description	Qty
Item Name: Desktops	25
Annexures: Technical Specifications as per Annexure A Compliance Statement as per Annexure B DPIIT Registration Certificate as per Annexure C Declaration for Local Content as per Annexure D Bid Security Declaration as per Annexure E	

The Tender Document can be downloaded from <https://mhrd.uniwizarde.com> OR Institute website- <https://iith.ac.in/tenders>

The bid is to be submitted online only through the E-procurement portal of <https://mhrd.uniwizarde.com> up to the last date and time of submission of tender.

Schedule of Dates

Sr.No	Particulars	Date	Time
1	Date of Online Publication/Download of Tender	02.03.21	1600 Hrs
2	Bid Submission Start Date	02.03.21	1630 Hrs
3	Bid Submission Close Date	15.03.21	1100 Hrs
4	Opening of Bids	15.03.21	1500 Hrs

No manual bids will be accepted. All quotation should be submitted online through E-procurement portal of <https://mhrd.uniwizarde.com>

Any queries relating to the process of online bid submission or queries relating to e-tender Portal in general may be directed to the Helpdesk Support - Phone No. 011-49606060. Mail id: - [helpdeskeuniwizarde@gmail.com](mailto:helpdeskeuniwizarde@gmail.com)

## **INSTRUCTIONS FOR ONLINE BID SUBMISSION**

The Tender Document can be downloaded from <https://mhrd.euniwizarde.com> OR Institute website- <https://iith.ac.in/tenders>.

The bidders are required to submit soft copies of their bids electronically on the <https://mhrd.euniwizarde.com> using valid Digital Signature Certificates. The instructions given below are meant to assist the bidders in registering on the Portal, prepare their bids in accordance with the requirements and submitting their bids online.

More information useful for submitting online bids may be obtained at: <https://mhrd.euniwizarde.com>

### **GUIDELINES FOR REGISTRATION:**

1. Bidders are required to enrol on the e-Procurement Portal with clicking on the link “Online Bidder Enrolment” on the e-tender Portal by paying the Registration fee of Rs.2000/- +Applicable GST.
2. As part of the enrolment process, the bidders will be required to choose a unique username and assign a password for their accounts.
3. Bidders are advised to register their valid email address and mobile numbers as part of the registration process. These would be used for any communication with the bidders.
4. Upon enrolment, the bidders will be required to register their valid Digital Signature Certificate (Only Class III Certificates with signing + encryption key usage) issued by any Certifying Authority recognized by CCA India (e.g. Sify / TCS / nCode / eMudhra etc.), with their profile. Or bidders can contact help desk for getting the DSC.
5. Only valid DSC should be registered by a bidder. Please note that the bidders are responsible to ensure that they do not lend their DSC’s to others which may lead to misuse.
6. Bidder then logs in to the site through the secured log-in by entering their user ID /password and the password of the DSC / e-Token.
7. The scanned copies of all original documents should be uploaded in pdf format on portal <https://mhrd.euniwizarde.com>
8. After completion of registration payment, bidders need to send their acknowledgement copy on help desk mail id [helpdeskeuniwizarde@gmail.com](mailto:helpdeskeuniwizarde@gmail.com) for activation of their account.

## **SEARCHING FOR TENDER DOCUMENTS**

1. There are various search options built in the e-tender Portal, to facilitate bidders to search active tenders by several parameters.
2. Once the bidders have selected the tenders they are interested in, you can pay the form fee and processing fee (NOT REFUNDABLE) by net-banking / Debit / Credit card then you may download the required documents / tender schedules, Bid documents etc. Once you pay both fee tenders will be moved to the respective 'requested' Tab. This would enable the e- tender Portal to intimate the bidders through e-mail in case there is any corrigendum issued to the tender document.

## **PREPARATION OF BIDS**

1. Bidder should take into account any corrigendum published on the tender document before submitting their bids.
2. Please go through the tender advertisement and the tender document carefully to understand the documents required to be submitted as part of the bid.
3. Bidder, in advance, should get ready the bid documents to be submitted as indicated in the tender document / schedule and generally, they can be in PDF formats. Bid Original documents may be scanned with 100 dpi with Colour option which helps in reducing size of the scanned document.
4. To avoid the time and effort required in uploading the same set of standard documents which are required to be submitted as a part of every bid, a provision of uploading such standard documents (e.g. PAN card copy, GST, Annual reports, auditor certificates etc.) has been provided to the bidders. Bidders can use "My Documents" available to them to upload such documents.
5. These documents may be directly submitted from the "My Documents" area while submitting a bid, and need not be uploaded again and again. This will lead to a reduction in the time required for bid submission process.

## **SUBMISSION OF BIDS**

1. Bidder should log into the website well in advance for the submission of the bid so that it gets uploaded well in time i.e. on or before the bid submission time. Bidder will be responsible for any delay due to other issues.
2. The bidder has to digitally sign and upload the required bid documents one by one as indicated in the tender document as a token of acceptance of the terms and conditions laid down by IIT Hyderabad.
3. Bidder has to select the payment option as “e-payment” to pay the tender fee / EMD as applicable and enter details of the instrument.
4. In case of Bank Guarantee (BG) bidder should prepare the BG as per the instructions specified in the tender document. The BG in original should be posted/couriered/given in person to the concerned official of IIT Hyd before the Online Opening of Technical Bid. In case of non-receipt of BG in original by the said time, the uploaded bid will be summarily rejected.
5. Bidders are requested to note that they should necessarily submit their financial bids in the format provided and no other format is acceptable. If the price bid has been given as a standard BOQ format with the tender document, then the same is to be downloaded and to be filled by all the bidders. Bidders are required to download the BOQ file, open it and complete the white Colored (unprotected) cells with their respective financial quotes and other details (such as name of the bidder). No other cells should be changed. Once the details have been completed, the bidder should save it and submit it online, without changing the filename. If the BOQ file is found to be modified by the bidder, the bid will be rejected.
6. The server time (which is displayed on the bidders’ dashboard) will be considered as the standard time for referencing the deadlines for submission of the bids by the bidders, opening of bids etc. The bidders should follow this time during bid submission.
7. The uploaded tender documents become readable only after the tender opening by the authorized bid openers.
8. Upon the successful and timely submission of bid click “Complete” (i.e. after Clicking “Submit” in the portal <https://mhrd.euniwizarde.com>), the portal will give a successful Tender submission acknowledgement & a bid summary will be displayed with the unique id and date & time of submission of the bid with all other relevant details.

9. The tender summary has to be printed and kept as an acknowledgement of the submission of the tender. This acknowledgement may be used as an entry pass for any bid opening meetings.

**For any clarification in using <https://mhrd.euniwizarde.com>**

1. Any queries relating to the tender document and the terms and conditions contained therein should be addressed to the Tender Inviting Authority for a tender or the relevant contact person indicated in the tender.
2. Any queries relating to the process of online bid submission or queries relating to e-tender Portal in general may be directed to the Helpdesk Support.

Please feel free to contact euniwizard helpdesk (as given below) for any query related to etendering -  
Phone No. 011-49606060. Mail id: - [helpdeskeuniwizarde@gmail.com](mailto:helpdeskeuniwizarde@gmail.com)/ Mr.Vijay -  
08448288989/Mr.Gagan-8448288987

## **TERMS & CONDITIONS**

1. It may kindly be noted that your bid should:
  - a) single part
2. The acceptance of the quotation will rest with the competent authority, who does not bind himself to accept the lowest quotation and reserves the right to himself to reject, or partially accept any or all the quotations received without assigning any reason.
3. Price quoted should be as per the BoQ and valid for a minimum period of 60 days from the date of opening of the quotation. The rate quoted should be free delivery at IITH Stores, Kandi 502285 . The Price quoted should be in INR only.
4. Complete specification with manufacturer's name and address should be given while quoting. Literature/Pamphlets should also be enclosed wherever applicable
5. In cases of agents quoting on behalf of the manufacturers, one agent cannot represent two manufacturers or quote on their behalf in a particular tender enquiry. One manufacturer can also authorize only one agent/dealer. There can be only one bid from the following:
  - i) The manufacturer directly or through one agent on his behalf; or
  - ii) Agent on behalf of only one principal.
6. IIT Hyd is registered with Dept. of Scientific & Industrial Research, Govt. of India and concessional customs duty and GST & IGST are leviable vide notification no. 54/2002-Customs on all imports covered under notification No.51/96-Customs dated 23.07.1996, Notification No.47/2017-Integrated Tax (Rate) and Notification No.45/2017-Central Tax (Rate) both dated 14th November, 2017.
7. In case the items in the enquiry are covered by any rate contract or running contract finalised by any other state or central Government, it should be specified in your quotation and accepted contract rates should also be mentioned.
8. Delivery period: The stores to be supplied within 2 weeks from the date of issue of the Purchase Order.
9. Liquidated Damages Clause for delays: The applicable rate is 1% per week and maximum deduction is 10% of the contract price.

10. If the deliveries are not maintained and due to that account the purchaser is forced to buy the material at your risk and cost from elsewhere, the loss or damage that may be sustained there by will be recovered from the defaulting supplier
11. Our normal payment terms are 100% (hundred percent) within 30 (thirty) days on receipt and acceptance of material at our site in good condition. Please inform your Bank details for RTGS payment. No payment will be made in Advance. Kindly Note.
12. Warranty & Maintenance contract: The supplier shall warranty equipment, system components for a minimum period of **03 years** following satisfactory installation and commissioning. The defects, if any, during the guarantee/warranty period are to be rectified free of charge by arranging free replacement wherever necessary. All expenditure including government levies on account of the replacement are to be borne by the supplier/agent.
13. Installation & Testing: The installation shall be completed within a week from the date of intimation regarding the arrival of the equipment in the institute. The installed system shall be performance tested at our premises in accordance with the manufacturer's/supplier's recommendation/specifications. Tests shall demonstrate the proper operation of the instrument and all components.
14. All supplies are subject to inspection and approval before acceptance. Manufacturer warranty certificates and manufacturer/Government approved lab test certificate shall be furnished along with the supply, wherever applicable
15. Kindly furnish your PAN & GST Number etc. in your quotation for our records.
16. Conditional tenders will not be accepted.
- 17. Requirement of registration:** Vide Ministry of Finance OM No. 6/18/2019-PPD dated 23rd July 2020.
  - i. Any bidder from a country sharing a land border with India will be eligible to bid in this tender only if the bidder is registered with the Department for Promotion of Industry and Internal Trade (DPIIT).
  - ii. "Bidder" (including the term 'tenderer', 'consultant' or 'service provider' in certain contexts) means any person or firm or company, including any member of a consortium or joint venture (that is an association of several persons, or firms or companies), every artificial juridical person not falling in any of the descriptions of bidders stated hereinbefore, including any agency branch or office controlled by such person, participating in a procurement process.

iii. "Bidder from a country which shares a land border with India" for the purpose of this Order means:

- a) An entity incorporated, established or registered in such a country; or
- b) A subsidiary of an entity incorporated, established or registered in such a country; or
- c) An entity substantially controlled through entities incorporated, established or registered in such a country; or
- d) An entity whose beneficial owner is situated in such a country; or
- e) An Indian (or other) agent of such an entity; or
- f) A natural person who is a citizen of such a country; or
- g) A consortium or joint venture where any member of the consortium or joint venture falls under any of the above

For details about registration procedures please visit the above mentioned OM. Mandatory documentary evidence regarding the bidder's registration with DPIIT is to be submitted along with the tender, failing which the tender shall be liable for rejection. Bidders are also requested to submit the Model Certificates as **per Annexure** for this tender as mentioned in the Ministry of Finance OM No. 6/18/2019-PPD dated 23rd July 2020.

#### **18. Public Procurement (Preference to Make in India), Order 2017:**

a) IIT Hyd shall compare all substantially responsive bids to determine the lowest valued bid. This Institute is following and abide with the Public Procurement (Preference to Make in India), Order 2017, DIPP, MoCI Order No. P-45021/2/2017-B.E. II dated 15th June 2017 and its subsequent amendments. Accordingly, preference will be given to the Make in India products while evaluating the bids, however, it is the sole responsibility of the bidder(s) to specify the product quoted by them is of Make in India product along with respective documentary evidence as stipulated in the aforesaid order in the technical bid itself.

b) As per the above order and its subsequent amendments "Local Content" means the amount of value added in India which shall be value of the item procured (excluding net domestic indirect taxes) minus the value of the imported content in the item (including all the custom duties) as a proportion of the total value, in percent. Accordingly, the suppliers will be classified in following categories.

- i) Class I local Supplier – has local content equal to more than 50%
- ii) Class II local Supplier – has local content more than 20% but less than 50%

c) **Verification of Local Content:** The Class I Local Supplier /Class II Local Supplier at the time of bidding shall be required to indicate the percentage of local content and provide self-certification as per Annexure D that the items offered meet the local content requirement. The details of the location(s) at which the local value addition is made also needs to be specified.



**The bidders can be debarred for a period up to two years as, per Rule 151(iii) of GFR 2017, in case of false declaration.**

19. ARBITRATION: a) Unless otherwise specified, in all cases of disputes which cannot be settled by mutual negotiations, the disputes or differences shall finally be settled and binding on both parties by arbitration in conformity with the rules of Indian Arbitration Act, 1940. All disputes or differences what so ever arising between the parties out of relating to the construction, meaning and operation or effect of the general terms and conditions including the Purchase Order or the breach thereof shall be settled by Arbitration Act, 1940 and the award made in pursuance thereof shall be binding on the parties.

b) Performance of the purchase order shall continue during arbitration and any subsequent proceedings.

c) The Jurisdiction and Venue of arbitration shall be Hyderabad. The Arbitrator will be the Director, IIT Hyderabad, or his nominee.

20. All disputes shall be settled in the courts of Hyderabad/Sangareddy only

**For any technical query related to enquiry you may to contact**

Dr. PK Srijith- Email: [srijith@cse.iith.ac.in](mailto:srijith@cse.iith.ac.in)

For Commercial query

Mr. Suresh Nair - Assistant Registrar Email : [ar.purchase@iith.ac.in](mailto:ar.purchase@iith.ac.in)

Mr. Jagadeswara Rao B – Deputy Registrar Email : [dr.snp@iith.ac.in](mailto:dr.snp@iith.ac.in)

With CC: [office.stores@iith.ac.in](mailto:office.stores@iith.ac.in)

ANNEXURE A

**TECHNICAL SPECIFICATIOIS**

Desktop Specifications: 25 Nos.

Sr. No.	Item	Description	BoM
Desktop Specification			
1.	Form Factor	Micro	1
2.	Motherboard	Intel Q4670 Chipset	1
3.	Processor	Intel Core i7 - 9th generation or higher	1
4.	Memory	8 GB DDR4 non-ECC Memory	1
5.	HDD	1 TB 7200 rpm SATA Hard Disk Drive	1
6.	Power Supply	200W up to 87% efficient	1
7.	Keyboard	Wired Keyboard Black (English)	1
8.	Mouse	Wired Mouse Black	1
9.	Display	22" FHD Monitor	1
10.	OS	Ubuntu Linux 18.04	1
11.	Warranty	3 Years Onsite Warranty	1

ANNEXURE – B

FORMAT OF COMPLIANCE STATEMENT OF SPECIFICATIONS

1	2	3	4	5	6
S. N.	Name of specifications/part / Accessories of tender enquiry  As per Annexure A of the Tender Document.	Specifications of quoted Model/ Item	Compliance  Whether “YES” Or “NO”	Deviation, if any, to be indicated in unambiguous terms	Whether the compliance / deviation is clearly mentioned in technical leaflet/ literature
1					
2					
3					
n					



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ANNEXURE – C

**CERTIFICATE  
ON COMPANY LETTERHEAD**

**CERTIFICATE BY BIDDER- DPIIT REGISTRATION**

“ I have read the clause regarding restrictions on procurement from a bidder of a country which shares a land border with India; I certify that this bidder is not from such a country or, / if from such a country, has been registered with the Competent Authority (copy of the Registration Certificate enclosed) . I hereby certify that his bidder fulfils all requirements in this regard and is eligible to be considered.

Signature with Date and Stamp  
Of the Bidder



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Phone: 040-23016071:

Website: www.iith.ac.in, Email: office.stores@iith.ac.in>

ANNEXURE – D

### Declaration for Local Content

(To be given on Company Letter Head - For tender value below Rs.10 Crores)

(To be given by Statutory Auditor/Cost Auditor/Cost Accountant/CA for tender value above Rs.10 Crores)

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

To,  
The Director,  
Indian Institute of Technology Hyderabad,  
Kandi, Sangareddy 502285

Sub: Declaration of Local content

Tender Reference No: \_\_\_\_\_

Name of Tender / Work: - \_\_\_\_\_

1. Country of Origin of Goods being offered: \_\_\_\_\_

2. We hereby declare that items offered has \_\_\_\_% local content.

3. Details of location at which local value addition will be made / made: (Complete address to be mentioned) \_\_\_\_\_

\_\_\_\_\_  
*“Local Content”* means the amount of value added in India which shall, be the total value of the item being offered minus the value of the imported content in the item (including all customs duties) as a proportion of the total value, in percent.

*“\*False declaration will be in breach of Code of Integrity under Rule 175(1)(i)(h) of the General Financial Rules for which a bidder or its successors can be debarred for up to two years as per Rule 151 (iii) of the General Financial Rules along with such other actions as may be permissible under law.”*

**Yours Faithfully,  
(Signature of the Bidder, with Official Seal)**

ANNEXURE – E

**BID SECURITY DECLARATION**

1. I, -----Son /Daughter of Shri -----  
-----Proprietor/Partner/CEO/MD/Director/Authorized Signatory of M/s.-----  
-----am competent to sign this Bid Security Declaration and execute this tender document and hereby declare that;
2. I understand that, according to your conditions, bid must be supported by a Bid Securing Declaration.
3. I accept that I will automatically be suspended from being eligible for bidding in any contract with IIT Hyderabad a period up to 2 years from the date of notification, if I am in a breach of any obligation(s) under the bid conditions, because I;
  - a. have withdrawn/modified/amended, impairs or derogates from the tender during the period of bid validity specified in the bid document, or
  - b. having been notified of the acceptance of our Bid by IIT Hyderabad during the period of bid validity, (i) fail or refuse to execute the contract, if required, or (ii) fail or refuse to furnish the Performance Security, in accordance with the General terms and conditions & Instructions to Bidders.
4. I understand this Bid Securing Declaration shall cease to be valid if I am not the successful Bidder, upon the earlier of (i) the receipt of your notification of the name of the successful Bidder; or (ii) 45 (forty-five) days after the expiry of the validity of my Bid.

Signature of the Authorized Person

Date: -----

Full Name: -----

Place: -----

Company Seal: -----