

RAJIV GANDHI INSTITUTE OF PETROLEUM TECHNOLOGY

Mubarakpur Mukhtia, Bahadurpur

Post: Harbanshganj, Jais, Amethi

Pin Code- 229 304

Website: www.rgipt.ac.in

OPEN TENDER

FOR

SUPPLY & INSTALLATION OF DESKTOP COMPUTERS

TENDER NO. RGIPT/RBL/IT-EQUIPMENT-DESKTOP/2016-17/01

Dated: 21.11.2016

LAST DATE OF SUBMISSION OF TENDER – 15.12.2016 (Thursday)

Tenders can be downloaded from www.rgipt.ac.in

For any information, other modifications and/ or corrigendum may kindly visit the above website.

Place of submission of Tender -

**PROCUREMENT SECTION
FIRST FLOOR, ADMINISTRATIVE BLOCK
RAJIV GANDHI INSTITUTE OF PETROLEUM TECHNOLOGY
Mubarakpur Mukhtia, Bahadurpur
Post: Harbanshganj, Jais, Amethi
Pin Code- 229 304**

Contact Persons -

Sl. No.	Name of the Person	Mobile No.
1	Mr. Anil K Verma, IT-Head, Indenter	07376689525
2	Mr. Sudhir Arora, Stores & Purchase Officer	07800306999
3	Mr. Lokesh Bhatnagar, IT-Assistant	08423999423

OPEN TENDER
FOR THE SUPPLY & INSTALLATION OF
20 Nos. DESKTOP COMPUTER
AT RGIPT, Jais, Amethi (IN TWO PART BID SYSTEM)

Sealed Tenders from OEM or Authorized Distributors/ Partners/ Dealers of reputed brand (HP, DELL, Lenovo only) having authorization to supply the product for **PROCUREMENT OF 01 No. 20 Nos. Desktop Computer** are invited by the Rajiv Gandhi Institute of Petroleum Technology, Jais, Amethi.

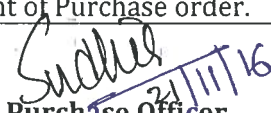
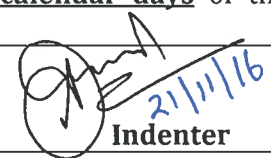
Type of Tender	OPEN TENDER
Opening of Tender	15.12.2016 (Thursday) at 04.30 pm
Place of Opening of Tender	Rajiv Gandhi Institute of Petroleum Technology Jais, Amethi
Tender No.	RGIPT/RBL/ITEquipment-Desktop/2016-17/01
Tender Date	21.11.2016 (Monday)
Item Description	20 Nos. Desktop Computers
Last date of submission of tender	15.12.2016 (Thursday) upto 03.30 pm
Place of Submission	Porcurement Section, First Floor, Administrative Block Rajiv Gandhi Institute of Petroleum Technology Mubarakpur Mukhtia, Bahadurpur Post: Harbanshganj, Jais, Amethi Pin Code- 229 304
Tender Type	Two Bid System: Tender should be submitted on the schedule to tender and returned with your covering letter in the enclosed form duly signed. Your quotation must be submitted in two envelopes (i) EMD Draft (ii) Techno-Commercial Bid and (iii) Financial Bid subscribing on both the envelopes the tender no. and the due date and both these sealed covers are to be put in a bigger cover which should also be sealed and duly subscribed with our Tender No. & Due Date. <i>The Financial bid will be opened only of those firms, who will be found technically qualified after evaluation of their technical bids.</i>
Technical Clarification	Name: Mr. Anil K Verma, IT-Head Dept: IT Department Email: averma@rgipt.ac.in Mob. 07376689525
Any other Clarification	Stores & Purchase Officer Email: sarora@rgipt.ac.in Mob: 07800306999
Other Conditions (apart from General Terms & Conditions)	EMD of Rs. 31180.00 (Rupees Thirty One thousand one hundred eighty only) must be enclosed in a separate sealed envelope. <i>Tenders not accompanied with prescribed earnest money deposit (EMD) are liable to be rejected.</i> The successful bidder shall submit a Performance Security @ 10% of the cost of the equipment within 30 calendar days of the placement of Purchase order.
Date: 21/11/16	<div style="display: flex; justify-content: space-between;"> <div style="text-align: center;">  Stores & Purchase Officer </div> <div style="text-align: center;">  Indenter </div> </div>

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RAJIV GANDHI INSTITUTE OF TECHNOLOGY, RAE BARELI

NOTICE INVITING TENDER

Tender Enquiry No.: RGIPT/RBL/ITEquipment-Desktop/2016-17/01 **Dated:** 21.11.2016

Rajiv Gandhi Institute of Petroleum Technology, Jais, Amethi being set up by the Ministry of Petroleum and Natural Gas (MOP&NG), Government of India, as an apex level Educational Institute of National Importance in line with IIT's under an Act of Parliament. The Institute is empowered to award degrees in its own right. RGIPT is co-promoted as an energy domain specific institute by six leading Oil Public Sector Units (ONGC, IOCL, OIL, GAIL, BPCL and HPCL) in association with the Oil Industry Development Board (OIDB). The Institute is associating with leading International Universities/Institutions specializing in the domain of Petroleum Technology. Institute would like to procure the **20 Nos. Desktop Computers** for which sealed Offers/Tenders are invited from the OEM or Authorized Distributors/ Partners/ Dealers of reputed brand (HP, DELL, Lenovo only) having authorization to supply the product.

1. Brief Details of item(s)/ material

20 Nos. Desktop Computers

The Detailed Technical Specifications of the equipment to be procured under this tender are given separately in the tender document.

2. The Bidders are requested to give detailed tender in two Parts i.e.

Part - I: Techno-Commercial

Bid. Part - II: Financial Bid.

Detailed procedure for submission of bids/offers is given in Tender Document.

Submission of Bids:

Bids shall be addressed to:

The Director
Rajiv Gandhi Institute of Petroleum Technology,
Mubarakpur Mukhtia, Bahadurpur
Post: Harbanshganj, Jais, Amethi
Pin Code- 229304
Uttar Pradesh, India

Time and Date of Submission: On or before 03.30 PM on -15.12.2016 (Thursday)

- **Time and Date of opening Techno-Commercial Bid: 04.30 pm 15.12.2016**
- **Opening of part-II (Financial Bid) will be intimated later to technically qualified tenderers after scrutiny of Techno-Commercial part.**

RGIPT, Amethi will not be responsible, for submission / delivery of quotation at wrong places.

SPECIAL INSTRUCTIONS FOR TWO PART TENDER

1.1 MANNER AND METHOD FOR SUBMISSION OF TENDERS

1.1.1 All tenders in response to this invitation shall be submitted in Three Parts as under in the separate sealed envelopes. On top of the envelopes containing respective part, it will be clearly indicated in bold letters:-

- (i) EMD Draft (**Envelope -One**)
- (ii) Part-I (Techno-Commercial Bid) (**Envelope- Two**)
- (iii) Part-II (Financial Bid) (**Envelope-Three**)

1.1.2 **A. PART-I (TECHNO-COMMERCIAL BID)** This part of the tender shall include/contain all technical details, technical specifications, drawings and also the commercial terms and conditions of contract for the supplies to be made and the services to be rendered **EXCLUDING ANY PRICE DETAILS THEREOF.**

B. PART-II (FINANCIAL BID) This part should contain only the prices of the stores offered for supply and the charges for the services to be rendered.

1.1.3 **Part-I (Techno-Commercial)** should contain/include only technical specifications, technical details, literature, reference to earlier supplies of similar equipment without enclosing the purchase order copies, drawings, quantity, time required for submission and approval of drawings, manufacturing and delivery schedule, inspection/testing procedure itemized list of spares and quantity (without price) recommended by the tenderer for purchase term of price mode and terms of payment, mode of dispatch, the quantum/percentage of statutory levies payable by the Purchaser as extra and all related commercial terms and conditions for the supplies and for the services like erection and commissioning to be rendered by the tenderers. The tenderer shall take special care **NOT TO MIX UP** the price of the stores in this part of the tender.

1.1.4 **Part-II(Financial)** shall include/contain only price, price break-up, freight/safe delivery charges, charges for training of the Purchaser's engineers wherever applicable, lumpsum charges for erection and commissioning work as is envisaged in the Purchaser's tender document, testing charges, third party inspection charges etc. This part of the tender i.e. Part-II (Price) shall be enclosed separately in the sealed envelope.

1.2 TECHNICAL CLARIFICATIONS

1.2.1 After opening the Part-I (Techno-Commercial) of the tender, if it becomes necessary for the technical authorities/user department to seek clarification from the tenderers, the same will be sought for from the tenderers by the Technical authorities/user department, in such an event, the tenderer shall-

- (i) Furnish all technical information/clarification to the concerned technical authority directly in the sealed envelope to reach on or before the due date, and time fixed by the technical authorities in an ordinary envelope indicating the Purchaser's tender reference. If the technical clarification/details sought for by the technical authorities from the tenderers do not reach them on or before the

due date and time fixed for its receipt, such tenders will be liable for rejection at the discretion of purchaser.

- (ii) Have an option to modify the price based on the technical clarifications or discussion the tenderers had with the user department. In case they wish to make any revision in the price, they should communicate such a revision in price in sealed cover within due date.

1.3 **OPENING OF TENDERS**

1.3.1 **Part-I (Techno-Commercial)** of the tender will be opened at the first stage on the due date and time indicated for opening in the tender notice. While the **Part-II (Financial)** will be opened at the second stage on the date and time as intimated after scrutiny of **Part-I (Techno- Commercial)**.

1.3.2 While all the tenderers who submit tenders within the due date and time specified for its receipt will be permitted to participate in the opening of **Part-I (Techno-Commercial)** of the tender on the due date and time indicated in the tender inquiry, the opening of the **Part-II (Financial)** of the tender can be attended to only by such of those tenderers whose tenders are found to be technically suitable/acceptable to the Purchaser and to whom intimation thereof is given by the Purchaser by email, etc.

1.3.3 The tenders whose **Techno-Commercial Part (Part-I)** are found suitable/acceptable to the Purchaser, will be given advance intimation by the Purchaser to enable such tenderers to depute their representative to participate in the opening of the **Part-II (Financial)** of the tender. The technically unqualified tenderers will neither be given any intimation about the due date and time for opening **Part-II (Financial)** of the tender nor will they be permitted to participate in the opening of the same. **Part-II (Price) of the technically disqualified tenderers will not be opened.**

Note:-

1. **EMD Draft (Envelope-One), Part-I (Techno-Commercial) (Envelope-Two) and Part-II (Financial)(Envelope-Three)** should be submitted in separate sealed covers, super scribed with the Purchaser's tender number and the Part number say **EMD Draft (Envelope-One), Part-I (Techno-Commercial) (Envelope-Two) and Part-II (Financial)(Envelope-Three)**.
2. **All the Part envelopes will be sealed in a cover envelope super scribed with the tender number and date and time of submission and opening of tender.**

Tenders not submitted in the manner specified above will be summarily rejected.

INSTRUCTIONS TO BIDDERS (ITB)

1.	Who can participate in the tender	OEM or Authorized Distributors/ Partners/ Dealers of reputed brand (HP, DELL, Lenovo only) having authorization to supply the product.
	Minimum Turnover for Eligibility	Minimum Annual Turnover should be Rs. 1.00 Crore for the eligibility.
	Experience	Bidder must have minimum 03 years' experience in the Business.
2.	Important Note	<p>Being a Two-Part Tender (techno-commercial and financial bid), fax quotations will not be accepted. Please ensure your offers are received on or before tender due date and time. Bidder/ Tenderer are requested to download the tender documents from our website (www.rgipt.ac.in) and government website (www.tenders.gov.in).</p> <ul style="list-style-type: none"> ▪ No request for extension of the due tender date will be considered. ▪ In the event any date indicated above is declared as holiday, the next working day at Institute shall be considered as the due date for receiving & opening of tenders. ▪ Bids received after the deadline of receipt indicated above, shall not be taken in to consideration.
3.	Sign & Signature on all the pages of tender document as token of acceptance	<p><u>All pages of the tender document shall be invariably signed by the authorized Personnel and Company's rubber stamp affixed.</u> Photocopies of all certificates shall be self-attested by the authorized personnel. There shall be no corrections or overwriting in the tender document. Corrections, if any, should be made clearly and countersigned.</p> <p>The Financial figures in commercial bid shall always be both in figures and words. In case of any discrepancy in figures and words, the amount written in words shall be considered.</p>
	Financial Documents	The tenderer shall submit the copy of PAN; TIN, VAT registration along with the Techno-Commercial Bid of the tender document.
4.	Tender in Two-Part Bid System	<p>The bids under Two Bid System will consist of <u>two parts</u> as following details -</p> <ol style="list-style-type: none"> a) Techno-Commercial Bid (Part-I) consisting of all technical details along with commercial terms & conditions b) Financial Bid (Part-II) indicating item-wise price of the equipment
5.	F.O.R Price (Jais, Amethi)	<u>The prices must be net per unit, for delivery upto RGIPT, Jais, Amethi.</u> Sales Tax/ Central Sales Tax/ Octroi duty, if leviable and intended to be claimed from the purchaser, must be specifically mentioned alongwith the price quoted, failing which no such claim will be admitted on any ground and at any stage.

6.	Excise Duty/ Custom Duty	The Rajiv Gandhi Institute of Petroleum Technology have Excise Duty/Custom duty exemption certificate (DSIR Certificate). (Renewal of DSIR Certificate under process)
7.	VAT/CST	The Institute is not authorized to give C or D form. CST or VAT should be charged according to applicable rates.
8.	Earnest Money Deposit (EMD)	<ol style="list-style-type: none"> 1. The Techno-commercial Bids must accompany a crossed Demand Draft of Rs. 31180.00 (Rupees Thirty One thousand one hundred eighty only) drawn on any Nationalized bank and in favor of "Rajiv Gandhi Institute of Petroleum Technology" payable at Raebareli for earnest money. No interest shall be paid on earnest money deposited. <ol style="list-style-type: none"> a) The EMD of the unsuccessful bidders will be returned after finally award of the Job to a successful bidder/ acceptance of the tender and within reasonable time not exceeding six months from the date of opening of Tender. The EMD will carry no interest. b) The EMD of successful bidder will be returned after submission of Performance Security. c) <u>The EMD will be forfeited if the bidder withdraws his offer before finalization of the tender.</u> 2. The EMD should be submitted in its original form. Copies shall not be accepted. 3. The firms registered with DGS&D & NSIC, if any, are exempted from payment of EMD provided such registration includes the item they are offering which are manufactured by them and not for selling products manufactured by other companies. (Latest Copy must be enclosed for registration).
9.	Performance Security	<ol style="list-style-type: none"> a) The successful bidder shall submit a Performance Security @ 10% of the cost of the equipment within <u>30 calendar days</u> of the placement of Purchase order. b) <u>The Performance Security shall be in the form of Demand Draft/ FDR, from any of the Nationalized Bank, drawn in favour of "Rajiv Gandhi Institute of Petroleum technology" payable at Raebareli.</u> c) Performance Security should remain valid at least for a period of 180 days (Total period – One and half year) beyond the date of completion of all contractual obligations of supplier. Thereafter the security will be returned, provided there is no defect in the equipment supplied. d) No interest will be payable by the purchaser on the Performance Security deposited. e) In case supplier fails to deliver the items within stipulated period or failed to provide satisfactory after sale service within the warranty period, the Performance Security submitted by the firm is liable to be forfeited.
10.	Sealing and	a) Earnest Money Deposit (EMD) should be sealed in a separate envelope (ENVELOPE-ONE) duly super scribed as

	<p>Marking of Bids</p>	<p>EMD fee for Open Tender No. RGIPT/RBL/ITEquipment-Desktop/2016-17/01.</p> <p>b) The Techno-Commercial Bid (Part-I) should be sealed in a separate envelope (ENVELOPE-TWO) duly super scribed as Techno-Commercial Bid for Open Tender No. RGIPT/RBL/ITEquipment-Desktop/2016-17/01.</p> <p>c) The Financial Bid (Part-I) should be sealed in a separate envelope (ENVELOPE-THREE) duly super scribed as financial Bid for Open Tender No. RGIPT/RBL/ITEquipment-Desktop/2016-17/01.</p> <p>d) These <u>THREE</u> separate sealed envelopes are to be put in a bigger envelope (ENVELOPE-FOUR), which should also be sealed.</p> <p>Each of these <u>FOUR</u> envelopes MUST be super-scribed with following details</p> <table border="1" data-bbox="692 616 1433 824"> <tr> <td>Open</td> <td>Tender</td> </tr> <tr> <td>No. _____</td> <td>_____</td> </tr> <tr> <td>Due</td> <td>Date-_____ and Time _____</td> </tr> <tr> <td colspan="2">Name & Complete address of the Firm/ Bidder at the bottom of the envelope</td> </tr> </table> <p>e) The following documents, each bearing signature (in ink) and seal of bidder, should to be enclosed with Financial Bid (Part-II) in ENVELOPE-THREE -</p> <ol style="list-style-type: none"> 1. Financial Bid (Part-II) - Price Schedule Form 2. The bidders are requested to enclose only requisite and relevant data, which has been asked for. 3. The bidders are not allowed to make addition and alteration in the tender document, any additions and alteration in the tender document, any additions and alterations shall be at bidder's risk. Conditional/ modified tender are liable to be rejected. 	Open	Tender	No. _____	_____	Due	Date-_____ and Time _____	Name & Complete address of the Firm/ Bidder at the bottom of the envelope	
Open	Tender									
No. _____	_____									
Due	Date-_____ and Time _____									
Name & Complete address of the Firm/ Bidder at the bottom of the envelope										
<p>11.</p>	<p>Bid Prices</p>	<ol style="list-style-type: none"> 1. The Bidder/Tenderer shall indicate <u>prices in the prescribed format only</u>, 2. Prices indicated on the price-schedule form shall be entered separately in the following manner: <i>The price of the goods quoted should be <u>FOR RGIPT, Jais, Amethi</u> inclusive of all taxes</i> (Excise duty, VAT/ST, etc), charges for inland transportation, insurance and other local services required for delivering the goods at the desired destination as specified in the price schedule form, installation, commissioning, training charges etc , if any. (Financial Format - A) 3. Prices quoted by the Bidder/Tenderer shall be fixed during the Bidder/Tenderer's performance of the Contract and not subject to variation on any account. 								

12.	Responsiveness of Bids	<p>Prior to the detailed evaluation, the Institute will determine the substantial responsiveness of each bid to the bidding documents. For purposes of this clause, a substantive responsive bid is one, which conforms to all terms and condition of the bidding documents without material deviations, reservations or omissions. A material deviation, reservation or omission is one that:</p> <ul style="list-style-type: none"> i) affects in any substantial way the scope, quality, or performance of the Goods and Related Services specified in the Contract; or ii) limits in any substantial way, inconsistent with the Bidding Documents, the Institute's rights or the Bidder/ Tenderer's obligations under the Contract; or iii) if rectified, would unfairly affect the competitive position of other bidders/tenderers presenting substantially responsive bids. <p>The Institutes' determination of a bid's responsiveness is to be based on the contents of the bid itself without recourse to extrinsic evidence.</p> <p>If a bid is not substantially responsive, it will be rejected by the Institute and will not subsequently be made responsive by the Bidder/Tenderer by correction of the material deviation, reservation or omission.</p>
13.	Evaluation & Comparison of Bids	<p>The Purchaser shall evaluate each bid that has been determined, up to this stage of the evaluation, to be substantially responsive.</p> <p>To evaluate a Bid, the Purchaser shall only use all the factors, methodologies and criteria defined below.</p> <p>The bids shall be evaluated on the following basis which shall be arrived as under:</p> <p>Goods price will be calculated FOR RGIPT, Jais, Amethi. Lowest bid (L1) will be deciding by the price of the goods quoted should be FOR RGIPT, Jais, Amethi inclusive of all taxes (Excise duty, VAT/ST, etc), charges for inland transportation, installation, commissioning, training charges, insurance and other local services required if any for delivering the goods at the desired destination as specified in the price schedule Price Bid format.</p>
14.	Clearance and delivery	<p>On arrival of shipment/consignment, the supplier is required to arrange custom clearance and transportation of the consignment up to RGIPT, Jais, Amethi premises. The Tenderer/ bidder will do all types of clearance work and formalities to deliver/provide the equipment at the site of installation. The expenses incurred</p>

		will be reimbursed on actual basis not exceeding the quoted amount. Institute will provide all types of documentary support including Customs Duty exemption certificate. The custom duty, custom clearance charges, transportation charges etc. will be reimbursed in Indian Rupees on subject of submission of documentary proof. This may be included in your quotation as a separate item. Principals will themselves have to procure any requisite permission from the Govt. of country of origin of equipment.
15.	Warranty Period	The warranty period should be 3 years with spares as mentioned in the Technical Specifications from the date of installation with satisfactory performance as per specifications.
16.	Delivery Period	Delivery should be made within 4-6 weeks from the date of order of placement of goods.
17.	Delayed delivery	Maximum one month extension in delivery period may be given on the receipt of written request of the successful vendor. Request for extension in delivery period should be made before the last date of supply as mentioned in Purchase Order. <u>Non delivery beyond extended period:</u> If the Tenderer fails to execute the order within the delivery period as mentioned above the order will be cancelled and EMD will be forfeited by the institute.
18.	Installation time	The Company must install the <u>equipment within a period of one month from the date of delivery of the equipment</u> at RGIPT, Jais Amethi failing which order will be cancelled and EMD will be forfeited. However, necessary requirement for installation of goods/equipment will be provided by institute.

We confirm with our acceptance to the Instruction to the Bidders at Sl.No. 1 to 18 as stated above.

Signature of the Bidder with seal

TERMS & CONDITIONS

Submission of the duly signed tender implies that these conditions of tender have been read by the bidder and is aware of the scope of the supply and the quality of the material to be supplied. The final acceptance of the tender rests with the IT, Head & Technical Committee of IT Department of Rajiv Gandhi Institute of Petroleum Technology, Jais, Amethi, who reserves the right to accept or reject any or all tenders without assigning any reason thereof.

- a) No representation for the enhancement of the prices of the accepted tender or alteration of the terms and conditions will be entertained at any stage.
- b) The delivery period of the supplies should be within 4-6 weeks from the date of confirmed order of RGIPT. In case tenderer fails to supply within the accepted period, then liquidated clause will be applicable.
- c) The supplier shall provide packing of the goods, as is required to prevent their damages or deterioration during the transit to their final destination i.e IT Department, 3rd Floor, Administrative Block, Rajiv Gandhi Institute of Petroleum Technology, Mubarakpur, Mukhtia, Bahadurpur, POST: Harbanshganj, Jais, Amethi - 229304.
- d) The computer shall have to be operationalized without any extra cost and to the satisfaction of the IT, Head, Rajiv Gandhi Institute of Petroleum Technology, Jais, Amethi.
- e) 90% Payment will be made against successful installation for which the bidder shall submit bills in duplicate (Original + Copy) giving the reference number of the supply order along with the delivery note. Balance 10% will be released after 60 days subject to satisfactory services.
- f) While submitting the tender, if any of the prescribed conditions are not fulfilled or are incomplete in any form, the tender is liable to be rejected.
- g) The EMD will be refunded to the unsuccessful bidders after the orders are placed on the successful bidder. In case of successful bidder, the EMD will be returned after the receipt of the performance security. No interest on EMD will be paid.
- h) The EMD will be forfeited in following cases:
 - i) If the bidder fails to accept the order based on his offer within the prescribed time.
 - ii) If the bidder fails to supply the Desktop Computer with specifications in compliance to specifications given in technical bid.

- iii) If the bidder delays supplies beyond a reasonable time resulting in disruption of RGIPT IT Department work.

- j) If the computer supplied are found to be different than those in the accepted offer are of specifications lower than those stipulated in the accepted offer, RGIPT shall have right to totally reject the Desktop Computers and claim for compensation. The supplier shall be responsible for arranging the rejected Desktop Computers to be removed at his cost from RGIPT premises.

- k) In the event of any dispute the legal matter shall be subjected to the jurisdiction of Raebareli Court only.

We confirm with our acceptance to the Terms & Conditions stated from (a) to (k) above.

Signature of the Bidder with seal

RAJIV GANDHI INSTITUTE OF PETROLEUM TECHNOLOGY

JAIS, AMETHI

OPEN TENDER FOR PROCUREMENT OF 20 Nos. DESKTOP COMPUTER

**Open Tender No. RGIPT/RBL/ITEquipment-Desktop/2016-17/01
DATED: 21.11.2016 (Monday)**

i)	Last date of receipt of tender	15.12.2016 (Thursday)	03.30 pm
ii)	Opening of Techno-Commercial Bids	15.12.2016 (Thursday)	04.30 pm
iii)	Opening of Financial Bid	At later date	

TECHNO-COMMERCIAL BID PART - I

TECHNO-COMMERCIAL BID (PART-I)

Techno-Commercial Bid (Part-I) will be the compilation of following documents, along with required supporting documents.

Sl. No	Documents
1.	Cover letter by bidder (On the Letter Head of the Bidder)
2.	Format - A: Bid Proposal Sheet (On the Letter Head of the Bidder)
3.	Annexure-1: Bidders Statement (On the Letter Head of the Bidder)
4.	Annexure-2: Technical Compliance Statement of bidder with reference 20 Nos. Desktop Computer (On the Letter Head of the Bidder)
5.	Annexure-3 : BILL OF MATERIAL (BOM)
6.	Annexure-4 : DEVIATION STATEMENT
7.	Annexure-5 : MANUFACTURERS' AUTHORIZATION FORM (MAF)
8.	Annexure-6 : PRICE REASONABLE CERTIFICATE (On the Letter Head of the Bidder)
9.	Annexure-7 : DECLARATION (On the Letter Head of the Bidder)
10.	Annexure-8 : NON-BLACKLISTING DECLARATION (On Rs.100.00 Non-Judicial Stamp Paper - Duly notarized)
11.	Copy of Firms Registration
12.	Copy of Firms Registration for <i>VAT/CST</i>
13.	Copy of the PAN no. of the Firm
14.	Copy of the TIN no. of the Firm
15.	Copy of the Service Tax Registration No. of the Firm
16.	Supporting Document showing Annual Turnover for the last 3 years certified by the Chartered Accountant - Audited Annual Accounts for last 3 years
17.	List and Details of supplying similar equipments, supplied to reputed Indian organizations, especially Central Universities / IITs/NITs/IITs/IISERs etc., during preceding THREE years, as on date of signing the bid. (Purchase Orders Copies must be enclosed)
18.	Signed & sealed tender document - As a token of Acceptance of Terms & Conditions

[NOTE: The Techno-Commercial Bid (Part-I) must be submitted in an organized and structured manner. None of the documents/brochures/ leaflets etc. should be submitted in loose form.]

- **All the above mention documents should be signed and stamped by authorized person.**
- **The Financial documents is required only from the Non- Registered Vendors of RGIPT (Like Copy of PAN, TIN, Non-Blacklisting Declaration etc.). Registered Vendors of RGIPT are exempted from submission of financial documents.**

BID PROPOSAL SHEET
(ON THE LETTER HEAD OF THE COMPANY)

To
The Director
Rajiv Gandhi Institute of Petroleum Technology
Mubarakpur Mukhtia, Bahadurpur
Post: Harbanshganj, Jais, Amethi
Pin Code- 229 304

Subject: Supply and Installation of “20 Nos. Desktop Computer” at RGIPT, Jais, Amethi.

Dear Sir,

We, the undersigned Tenderers, having read and examined in detail the specifications and scope of the work as specified in this document in respect of Supply and Installation of “20 Nos. Desktop Computer” at RGIPT, Jais, Amethi do hereby propose to supply the required products and services.

Tender No.				
EMD submitted			YES / NO (Please strike off whatever is not applicable)	
Amount	Mode	Date of Issue	Name of Bank	Valid up to

1. **PRICE AND VALIDITY:** All the prices mentioned in our proposal are in accordance with the terms as specified in bidding documents. All prices quoted by us for the products and services shall remain valid respectively for a period of **120 days** from the last date of submission of bids.
2. **DEVIATIONS:** We declare that all the services shall be performed strictly in accordance with the Technical specifications mentioned in the Tender document. No Technical deviation will be acceptable and any technical deviation is liable to the rejection of tender.
3. **BID PRICING:** We further declare that the prices stated in our proposal are in accordance with your Terms & Conditions in the bidding document. We further understand that the quantities as specified in this Tender may increase or decrease at the time of Award of Purchase Order as per the requirements of RGIPT, Jais, Amethi.
4. **QUALIFYING DATA:** We confirm that we satisfy the qualifying criteria and have attached the requisite documents as documentary proofs. In case you require any further information/documentary proof in this regard during evaluation of our bid, we agree to furnish the same in time to your satisfaction.
5. **CONTRACT PERFORMANCE SECURITY:** We hereby declare that in case the contract is awarded to us, we shall submit the **Performance Security in the form of Account Payee Demand Draft or FDR** in favour of Rajiv Gandhi Institute of Petroleum Technology payable at Raebareli for the amount of 10% of the total order value.
6. **PAYMENT TERMS:** We hereby declare that in case the contract is awarded to us, we agree with payment terms specified in the tender documents.

7. **CERTIFICATE AND DECLARATION:**

- a) I/We certify that no addition/modification/alteration has been made in the Original Tender Document. If at any stage addition /modification /alteration is noticed in the Original Document, I/We will abide by the terms and conditions contained in the original tender document, failing which RGIPT, Jais, Amethi reserves the right to reject the tender and/or cancel the contract.
- b) It has been certified that all information provided in tender form is true and correct to the best of my knowledge and belief. We hereby declare that our proposal is made in good faith, without collusion or fraud. No forged /tampered document(s) are produced with tender form for gaining unlawful advantage. We understand that RGIPT, Jais, Amethi is authorized to make enquiry to establish the facts claimed and obtained confidential reports from clients.
- c) In case it is established that any information provided by us is false / misleading or in the circumstances where it is found that we have made any wrong claims, we are liable for forfeiture of EMD and/or any penal action and other damages including withdrawal of all work /purchase orders being executed by us. Further RGIPT is also authorized to blacklist our firm/company/agency and debar us in participating in any tender/bid in future.
- d) I/We assure the Institute that neither I/We, nor any of my /our workers, will do any act which is improper/ illegal during the execution in case the tender is awarded to us.
- e) I/We assure the Institute that I/We will NOT be outsourcing any work specified in the tender document, to any other firm.
- f) Neither I/We, nor anybody on my/our behalf will indulge in any corrupt activities /practices in my /our dealing with the Institute.
- g) Our Firm/Company/Agency is not been blacklisted or banned by any Govt. Department, PSU, University, Autonomous Institute or any other Govt. Organization.
- h) I/We certify that, I have understood all the terms & conditions, and scope of work, as indicated in of the tender document, and hereby accept all the same completely.
- i) I/We, further certify that I/We, possess all the statutory /non-statutory registrations, permissions, approvals, etc., from the Competent Authority for providing the requisite services,
- j) We understand that you are not bound to accept the lowest or any bid you may receive.
- k) I/We hereby declare that this tender on acceptance communicated by you shall constitute a valid and binding contract between us.

Signature and Seal of the Manufacturer/Bidder

**BIDDER'S STATEMENT
(ON THE LETTER HEAD OF THE COMPANY)**

(Note: Tenderer should submit documents in support of minimum eligibility criteria alongwith the tender. No document in support of minimum eligibility criteria will be accepted/ entertained after opening of tender. A list of all documents submitted alongwith the acceptance should be provided.)

1.	Name & Address of the Bidder		
2.	Website of Firm		
3.	Place & Year of the Firm's Incorporation		
4.	Registration No. (Copy to be enclosed)		
5.	Constitution of the firm (Pvt. Ltd., Public, Proprietary, Partnership)		
6.	Name of the Chief Executive of the firm		
7.	Permanent Account No. (Income Tax) (Attach Attested Copy)		
8.	Tax Identification No. (TIN) (Attach Attested Copy)		
9.	Service Tax Registration No. (Attach Attested Copy)		
10.	Annual Turnover for the last 3 Years (Please attach the Audited Balance Sheet)		
	2013-14 (Rs. in Lakhs)	2014-15 (Rs. in Lakhs)	2015-16 (Rs. in Lakhs)
	Rs.....	Rs.....	Rs.....
11.	Classification of Bidder		
	(i) Manufacturer		
	(ii) Authorized Agent		
12.	Name and address of the contact person to whom all reference shall be made regarding this enquiry		
	(i) Name		
	(ii) Address		
	(iii) Telephone No.		
	(iv) Fax No.		
	(v) Mobile No.		
	(vi) E-mail		
13.	If Manufacturer - Pl. attach the certificate of Registration If Authorized Dealer - Pl. attach relevant certificate		
14.	The Firm should not have been Black listed or banned by any Govt. Department, Government Organizations, IITs, NITs, IISERs, IIITs etc. A notarized certificate to this fact should be enclosed with Techno-Commercial Bid as per Annexure - 9 .		
15.	Are you an ISO Certified manufacturer? If so, please attach a copy of the certificate.		
16.	Delivery Period - Please specify the minimum time required to supply the item/ material from the date of receipt of the Purchase Order.		
17.	Give details of the major clients - Educational Institutes/ Universities, Government Departments, Research Organizations, to whom item/ material of same type have been supplied by the bidder during the last three years in the following format. (Purchase Order Copies must be enclosed)		

Sl.No.	Name & Address of the client with details - Name of the contact person, telephone no., Fax no., Email Id	Name & quantity of the items sold	Purchase Order No. & Date	Amount
1				
2				
3				
4				
5				
(If the space provided is insufficient, a separate sheet may be attached)				
18.	Additional Information, if any (Attach Separate Sheet, If required)			

Signature and Seal of the
Manufacturer/Bidder

Technical Specification Compliance Statement

S. No.	Feature	Specifications (Brand - HP, Dell, Lenovo)	Specify Yes/ No
1	Processor	Intel® 4 th Generation core i3-4170 Processor CPU with minimum clock speed of 3.2 GHz, 4MB Cache or better	
2	Motherboard	OEM Motherboard with OEM logo embossed (No Sticker)	
3	Memory	4 GB DDR3 RAM (4x1) expandable to 32GB;	
4	Hard Disk Drive & Controller	500GB , 7200 RPM	
5	Optical Drive	Super Multi DVD Writer	
6	Ethernet /Communication	Integrated Gigabit (10/100/1000 NIC) LAN	
7	Keyboard/Mouse	Basic USB (Same make as PC)	
8	Operating System	Free Dos	
9	Monitor	19.5" TFT Monitor (Same Make as desktop)	
10	Support / Warranty	Drivers should be available for download from OEM site for at least 3 years from the date of purchase order, 3/3/3 Year Warranty	
11	Market Credibility	The OEM vendor should be of positive net worth for the last three years	

Signature and Seal of the
Manufacturer/Bidder
with seal

BILL OF MATERIAL (BOM)
(ON THE LETTER HEAD OF THE COMPANY)

Name of IT Equipment: 20 Nos. Computer Desktop

S. No	Item	Unit	Qty	Compliance (Yes/No)
1		Nos.		
2		Nos.		
3		Nos.		
4		Nos.		
5		Nos.		
6				

(A.) Warranty Details for Equipment and accessories:

(B.) Period of Delivery for Equipment and accessories:

Signature and Seal of the
Manufacturer/Bidder
with seal

DEVIATION STATEMENT
(ON THE LETTER HEAD OF THE COMPANY)

The following are the particulars of deviations from the requirements of the tender specifications:

CLAUSE	DEVIATION	REMARKS (including justification)

[**NOTE:** Where there is no deviation, the statement should be returned duly signed with an endorsement indicating "No Deviations".]

Place:

Date:

Signature and seal of the
Manufacturer/Bidder with
seal

**MANUFACTURERS' AUTHORIZATION FORM (MAF)
(ON THE LETTER HEAD OF THE COMPANY)**

[NOTE: The Bidder shall require the Manufacturer to fill in this Form in accordance with the instructions indicated. This letter of authorization should be **on the letterhead of the Manufacturer** and should be signed by a person with the proper authority to sign documents that are binding on the Manufacturer. It should be included by the Bidder in its bid]

No. Dated

Date: [insert date (as day, month and year) of Bid Submission]

Tender No.: [insert number from Invitation for Bids]

To,
Director
Rajiv Gandhi Institute of Petroleum Technology
Mubarakpur Mukhtia, Bahadurpur
Post: Harbanshganj, Jais, Amethi
Pin Code- 229 304

WHEREAS

We [insert complete name of Manufacturer], who are official manufacturers of [insert type of goods manufactured], having factories at [insert full address of Manufacturers factories], do hereby authorize [insert complete name of Bidder] to submit a bid the purpose of which is to provide the following Goods, manufactured by us [insert name and or brief description of the Goods], and to subsequently negotiate and sign the Contract.

We hereby extend our full guarantee and warranty in accordance with the General Conditions of Contract, with respect to the Goods offered by the above firm.

Signed: [insert signature(s) of authorized representative(s) of the Manufacturer]

Name: [insert complete name(s) of authorized representative(s) of the Manufacturer]

Title/Designation: [insert title]

Duly authorized to sign this Authorization on behalf of: [insert complete name of Bidder]

Dated on _____ day of _____, _____ [insert date of signing]

Yours faithfully,

(Name of manufacturers)

**PRICE REASONABILITY CERTIFICATE
(ON THE LETTER HEAD OF THE COMPANY)**

It is certified that the rates quoted against Tender No. dated
.....for the items vide our Quotation No.
.....datedare exclusively for supply to
ACADEMIC and RESEARCH Institutions and are not more than as charged to other Govt. /PSU
"s for similar supplies made in recent past. If they have been approved by the Director, RGIPT
and if at any stage it has been found that the quoted rates are higher than the rates applicable
to supply to Government then in such condition RGIPT, Jais, Amethi will have the right to cancel
the approved rates and to take legal action against the tenderer.

Yours faithfully,

(Name of manufacturers)

(Signature with date) (Name and designation)

Duly authorized to sign tender for and on behalf of

DECLARATION (ACCEPTANCE OF TERMS & CONDITIONS)
(ON THE LETTER HEAD OF THE COMPANY)

1. I, _____ Son/ Daughter of Shri _____ Proprietor/
Partner/CEO/MD/Director/Authorized Signatory of M/s _____ am
competent to sign 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.

Date: -----
Place: -----

Signature of the Authorized Person

Full Name: -----
Company Seal: -----

NON-BLACKLISTING DECLARATION

It has been certified that all information provided in tender form is true and correct to the best of my knowledge and belief. No forged / tampered document(s) are produced with tender form for gaining unlawful advantage. We understand that RGIPT, Jais, Amethi is authorized to make enquiry to establish the facts claimed and obtain confidential reports from clients.

In case it is established that any information provided by us is false / misleading or in the circumstances where it is found that we have made any wrong claims, we are liable for forfeiture of EMD and or any penal action and other damages including withdrawal of all work / purchase orders being executed by us. **Further RGIPT is also authorized to blacklist our firm/company/agency and debar us in participating in any tender/bid in future.**

I / We assure the Institute that neither I / We nor any of my / our workers will do any act/s which is improper / illegal during the execution in case the tender is awarded to us.

Neither I / We nor anybody on my/ our behalf will indulge in any corrupt activities / practices in my / our dealing with the Institute.

Our Firm/ Company/ Agency is not been blacklisted or banned by any Govt. Department, PSU, University, Autonomous Institute or Any other Govt. Organization.

Date

Signature of the Tenderer

Place

Stamp

Note: This certificate should be executed on duly notarized `100/- Non Judicial Stamp Paper.

RAJIV GANDHI INSTITUTE OF PETROLEUM TECHNOLOGY

Jais, Amethi

OPEN TENDER FOR PROCUREMENT OF 20 NOS. DESKTOP COMPUTER

**Open Tender No. RGIPT/RBL/ITEquipment-Desktop/2016-17/01
DATED: 21.11.2016 (Monday)**

i)	Last date of receipt of tender	15.12.2016 (Thursday)	03.30 pm
ii)	Opening of Techno-Commercial Bids	15.12.2016 (Thursday)	04.30 pm
iii)	Opening of Financial Bid	At later date	

FINANCIAL BID PART - II

FINANCIAL BID – 20 Nos. Desktop Computer
 (To be submitted in a separate sealed envelope)
(ON THE LETTER HEAD OF THE COMPANY)

FORMAT & REQUIREMENT

1. Tender Reference No.....
2. Name of the Bidder/ Company.....
3. The offer with rates for the schedule of requirements of items, as elaborated under, to be submitted. Adhering to the format given below is a Pre-requisite for considering your bid.
4. **Quantity required: 20 Nos. (Quantity may Increase/ Decrease)**

Description	Quantity Required	Rate quoted per Unit	Total Amount
Supply & Installation of Desktop Computers	20		
Duties & Taxes			
a) VAT @..... Any other tax/ Charge (indicate name with rate)			
b)			
Total in Figures			
Total in Words			

5. The rate quoted shall be in accounting units (A/U) and should be inclusive of basic price & all other cost including cartage, insurance, taxes & duties (as applicable). The price competitiveness shall be given due consideration while analyzing the Financial Bid. The RGIPT will not issue any form toward rebate/ exclusion of Sales Tax/ VAT.

It is hereby confirmed that we shall abide all the terms & conditions as specified in the tender and further agreed for the penalty to be imposed, in case of delayed supplies from our end as specified in "Terms & Conditions" of this tender.

Signature of the Bidder with seal

Date:.....