



RAJIV GANDHI INSTITUTE OF PETROLEUM TECHNOLOGY

[An Institute of National Importance established under an Act of Parliament]

Mubarakpur, Mukhetia, Bahadurpur Post: Harbanshganj, Jais, Amethi Pin Code- 229 304

Website: www.rgipt.ac.in

E-Procurement of 28 No.'s of Laptop

Type of Tender	E-TENDER (OPEN)
E-Tender No.	RGIPT/JAIS/E-OPN/IT/2020-2021/01
Item Description	Procurement of 28 No.'s Laptop
Tender Type	Two-Part Bid System: Tender should be submitted on the schedule to tender. (i) Techno-Commercial Bid and (ii) Financial Bid The Financial bid will be opened only of those firms, who will be found technically qualified after evaluation of their technical bids.
Earnest Money Deposit (EMD)	Rs.84400/- (Rupees Eighty Four Thousand Four Hundred only) – Through online mode only.
Mode of Submission	Online Mode
E-Tender Date	25 th August 2020
Pre Bid Meeting	02 th September 2020
Last date of submission of E-Tender	14 th September 2020 at 3 PM
Date & Time of Opening of Techno- Commercial bid	14 th September 2020 at 4 PM
Date & Time of Opening of Financial Bid	Will be announced later
Place of Opening of E-Tender	Conference Room, 2nd Floor, Administrative Building, Rajiv Gandhi Institute of Petroleum Technology, Jais, Amethi, UP
E-Tender Processing Fee (ITI Limited)	Rs.3000/- + (Applicable GST @18%) through e-payment Gateway available on https://rgipt.euniwizarde.com
Bid Address to	The Director Rajiv Gandhi Institute of Petroleum Technology, Mubarakpur, Mukhetia, Bahadurpur POST: Harbanshganj, Jais, Amethi – 229304
Chairman Purchase Committee	Name: Dr. Susham Biswas Department: CCIS Email: susham@rgipt.ac.in Contact Nos.0535 270 4527, 8318994302/9919556965

Tenders can be downloaded from www.rgipt.ac.in and <https://rgipt.euniwizarde.com/>

E Tendering Helpdesk Number: 011-49606060/9205898228/9650970101/8210817180

E Tendering Helpdesk email ID: ewizardhelpdesk@gmail.com, ewizardhelpdesk89@gmail.com

Dated:

Online Tenders from reputed System Integrator for procurement of **28 No.'s of Laptop** are invited by the Rajiv Gandhi Institute of Petroleum Technology, Amethi- 229 304 in **Two-Part Bid System** as per specifications mentioned below:

ITEM PARTICULARS

Technical Specification

Enquiry No: - RGIPT/JAIS/E-OPN/IT/2020-21/01 Date:

Technical Specification of 28 No.'s of Laptop

Sl. No.	Features	Qualifying Minimum Requirements
1	Processor	9 th or 10 th Generation Intel® Core™i7 up to 4.9 GHz with Intel® Turbo Boost Technology, 8 MB L3 cache, 6 core or better
2	Chipset	Intel® Chipset
3	RAM	16GB DDR4 2666 Mhz Memory or better
4	HDD	512GB PCIe (NVMe) TLC Solid State Drive or better
5	Graphics Card	Dedicated GFX -NVIDIA Quadro 4 GB GDDR5 or Higher
6	Display	Integrated 14 FHD AG LED UWVA 250 nits or Better
7	Input devices	Dual Point Back Light Premium Keyboard with Spill Resistant ,Click pad to manage most commonly used functions with a single keystroke and Collaboration function
8	Audio	Audio by Bose , Harman, Bang & Olufsen & dual stereo speakers or Better
9	Communications	Intel® Wi-Fi 6 AX201 (2x2) and Bluetooth® 5 combo
10	Ports	2 x USB 3.1 with one charging port 2 x USB Type-C Thunderbolt 1 x HDMI 2.0 1 x Headphone/Microphone Combo 1 x Active Smart Card Reader 1 x Nano security lock slot
11	Power	Long Life 3-cell 53 Wh Li-ion polymer Battery with fast charge & 65 W Slim Smart AC adapter
12	Operating System	Windows® 10 Pro 64 OS with Restore media All drivers required for proper integration of components should be supplied by the vendor. All latest drivers should be available to download from vendor's website.
13	Security	Integrated Fingerprint reader and Lock slot & Trusted Platform Module (TPM) 2.0. Software requires to protect PC from malware that lurks on malicious websites or hides in common files, isolates key applications in their own virtual containers—trapping any malware and deleting it as soon as you close the application.
14	Certification and Additional Software	1. The system should be certified by leading ISV's for running their applications. The hardware vendor should supply an automatic system performance tuning software, which ensures optimum performance tuning for leading CAD/CAM/CAE software on Windows. 2. The tuning software should have modules for resource monitoring over a long period of time, and should be capable of showing GPU utilization (GPU, Graphics memory and Codec activity) in Windows. 3. A complete Offline Diagnostics and Asset Discovery software suite should be supplied along with the system.
16	Vendor Status	The OEM should be a reputed concern, having global presence in multiple countries. Vendor should have ISO certifications.
17	Warranty	Three years parts and labor warranty

18	Regulatory and Environmental Compliance	ENERGY STAR & EPEAT registered
19	BIOS	BIOS of the Workstation to have tool for Enhanced security features like self-healing, regular checks.
20	Weight	Not more than 1.5 Kg with Graphic Card Installed

Essential: Instruction Manual (Hard Copy) and complete installation at RGIPT, Jais site. All the technical compliance must be supported by manufacture's printed manual.

Warranty: Comprehensive warranty of minimum 3 years by the OEM.

Place:

Date:

Signature and seal of the Manufacturer/ Bidder

Technical Specifications Compliance Statement of "28 No. of Laptop" should be submitted as per format given in Annexure – I (On the Company's Letter Head)

Terms & Conditions

1. Tender filling up and submission

- a. Tender offer must refer to the letter/Notice inviting the Tender.
- b. Bids must be submitted online against above mentioned tender.
- c. The prices can be quoted in Indian Rupees, both in figures and in words and the same will be considered for price comparison. Where there is a difference between the two, the rates given in words will be taken as authentic. Should there be any discrepancy between unit rate and amount; the unit rate will be considered as the correct one.
- d. The rates quoted should include freight charges up to Jais, Amethi clearly mentioning the percentage/rate of GST and the rates quoted should be valid for at- least 60 days from the date of opening of the Financial Bid. The rates must be quoted both in figures and words and overwriting should be avoided. However all cuttings/corrections must be duly authenticated.
- e. The bid submitted must not contain any ambiguity. Any such ambiguity in the quote submitted shall make it liable for rejection.
- f. The tender document is not transferable.
- g. No amendment to the bid in any form by the bidder will be permitted after opening of the tender. No conditional offers shall be accepted.
- h. Submission of bid will bind the bidder to the acceptance of all conditions specified in the tender document.
- i. Canvassing in any form is for bidden and will be a criterion for disqualification.

2. EMD (Earnest Money Deposit):

The EMD should pay only in online mode on <https://rgipt.euniwizarde.com> of Rs.84400/- (Rupees Eighty Four Thousand Four Hundred only) – Through online mode only). No interest shall be paid on earnest money deposited.

- a) The EMD of the unsuccessful bidders will be returned after final 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 will be forfeited if the bidder withdraws his offer before finalization of the tender.
- c) The EMD of successful bidder will be returned after the submission of Performance Security.
- d) The firms registered with MSME & 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 submitted online for claiming exemption).

3. Performance Security:

The successful bidder will provide “Performance Security” for an amount of 10% of the contract value in the form of valid Account payee Demand Draft/ FDR from a scheduled bank favoring “Rajiv Gandhi Institute of Petroleum Technology” payable at RGIPT, Jais, Amethi Campus Branch. Performance security should remain valid at least for a period of 180 days beyond the date of completion of all contractual obligations of supplier (Total Period of FDR/Demand Draft – Warranty Period plus 180 days). Thereafter the security will be returned, provided there is no defect in the equipment supplied.

4. Evaluation Criteria:

The order will be awarded to the vendor, who fulfills all the technical specifications & conditions mentioned in the tender document for Technical Bid and whose rate is L1 in grand total in Financial Bid. Evaluation of Lowest bid will be calculated on the total price of all items tendered for basic equipment along with accessories, packing & forwarding, Installation & Commissioning, GST and other charges etc. as mentioned in the tender (Bidder must submit the technical bid & financial bid separately). The Financial bid will be opened only of those firms, who will be found technically qualified after evaluation of their technical bids.

Note: A marking system will be used to evaluate the bids. The bid that receives more than the threshold mark fixed by the Purchase Committee will be considered for opening of Price Bid.

All the vendors who have submitted their bid will need to present their proposed audio visual system

on a given date. Where bidders will need to indicate proposed system's specification, quality criteria, plan for SITC, experience and detailed ability to meet the requirements of RGIPT.

5. **Bid Validity:** The bid must be valid for 180 days from the date of opening of Technical Bid.
6. **Payment terms:**
 - a) In Indian Currency Payment terms - 100% payment will be released against successful supply of equipment at site i.e. Rajiv Gandhi Institute of Petroleum Technology, Jais, Amethi & after installation & commissioning of the item and subject to submission of original Bill/ Invoice as certified by the Indenter.
7. **Part Shipment not allowed:** Part Shipment will NOT be allowed.
8. **Bank Charges:** All the bank charges within India will be borne by the Institute and outside India will be borne by the Supplier.
9. **Site Preparation:** The supplier shall inform to the Institute about the site preparation, if any, needed for the installation of equipment, immediately after the receipt of the purchase order. The supplier must provide complete details regarding space and all the other infrastructural requirements needed for the equipment, which the Institute should arrange before the arrival of the equipment to ensure its timely installation and smooth operation thereafter. The supplier shall visit the Institute and see the site where the equipment is to be installed and may offer his advice and render assistance to the Institute in the preparation of the site and other pre-installation requirements.
10. **Resolution of Disputes:** The dispute resolution mechanism to be applied pursuant shall be as follows:
 - i. In case of Dispute or difference arising between the Purchaser and a domestic supplier relating to any matter arising out of or connected with this agreement, such disputes or difference shall be settled in accordance with the Indian Arbitration & Conciliation Act, 1996, the rules there under and any statutory modifications or re-enactments thereof shall apply to the arbitration proceedings. The dispute shall be referred to the Director, Rajiv Gandhi Institute of Petroleum Technology, Jais, Amethi and if he is unable or unwilling to act, to the sole arbitration of some other person appointed by him willing to act as such Arbitrator. The award of the arbitrator so appointed shall be final, conclusive and binding on all parties to this order.
 - ii. In the case of a dispute between the purchaser and a Foreign Supplier, the dispute shall be settled by arbitration in accordance with provision of sub-clause (a) above. But if this is not acceptable to the supplier then the dispute shall be settled in accordance with provisions of UNCITRAL (United Nations Commission on International Trade Law) Arbitration Rules
The venue of the arbitration shall be the place from where the order is issued.
11. **Printed Conditions of the Company – Not Acceptable to the Institute:** RGIPT does not accept the printed conditions of any Tenderer. It will be ignored without any reference; hence tenderers should withdraw such printed conditions if they have any. RGIPT shall accept only unconditional tender.
12. **Technical Deviations – Sole discretion of RGIPT for consideration:** If technical deviations furnished by the Tenderer are not agreeable to RGIPT, the offers may be ignored. However it will be solely at discretion of RGIPT to consider the technical deviations OR not for considering the Tenderer. No correspondences of the Tenderer will be entertained in this matter.
13. **Price Validity:** The price quoted by the bidder shall remain valid till the supply is completed. During the tenure of the supply period, no price increase will be considered, except for change in statutory levies imposed by Centre Govt. / state Govt. or Local authorities.
14. **Warranty:** As specified in the Technical Specification.
15. **Delivery:** The timely delivery of “**28 No.'s of Laptop**” is the essence of contract. The supply should

be completed with the specified delivery. Delivery shall be completed within maximum 4 weeks from the placement of purchase order.

16. Bid Acceptance and Rejection:

- a. RGIPT reserves the right to reject the bid without assigning any reason what so ever.
- b. RGIPT does not bind itself to accept the lowest or any quotation and reserves the right to reject any or all without assigning any reason.

17. **Late Receipt of Bids:** No bids will accepted or considered after the due date and time.

18. **Liquidity Damage Clause:** In case of any damages and delay in supply of material, liquidated damages at the rate of 0.5% of the order value per day of delay or part thereof, subject to a maximum of 5% of the order value shall be recovered from the vendor's bill/invoice.

19. **Withdrawal of Tender:** The Institute reserves the right to withdraw the tender at any stage of tendering process with the approval of the Competent Authority.

20. **Replacements of Goods Broken, Damaged or Short:** If whole or part of the goods/ equipment supplied against the order is found defective/ non-functional or without specification the supplier will have to replace the defective goods/equipment to make equipment operational within a reasonable time (not exceeding two months from the date of intimation to the supplier or the Indian Agent), failure to which the supplier will have to refund the full cost of the equipment including freight, Insurance etc.

21. A quotation submitted with false information will not only be rejected but the vendor may also be debarred for participation in future tendering processes.

22. Authorized representative may choose to be present at the time of opening of quotation at their own cost.

23. **Only one PRICE BID should be submitted for the above Item. A bidder who submits more than one PRICE BID, shall be disqualified and considered non-responsive.**

Chairman Purchase Committee

Terms & Conditions must be fulfilled for Eligibility in the tender

Sl. No.	Description
	The EMD of Rs.84400/- (Rupees Eighty Four Thousand Four Hundred only) is to be paid only through online mode on https://rgipt.eunivizarde.com . If the EMD is not paid, then the bid will be automatically rejected.
1	Technical Specification Compliance Statement -(On the letter head of the Company) – Annexure -1
2	Manufacturer's Authorization Form – In defined format OR Self Declaration of Manufacturing Unit – Annexure - 2
3	Price Reasonability Certificate – In defined format (On the letter head of the Company)- Annexure - 3
4	Declaration Certificate (Acceptance of terms & conditions of the tender) – In defined format (On the letter head of the Company) - Annexure – 4 and Declaration Sheet as per Annexure - 4A.
5	As on date of submission of the proposal, the Bidder is neither blacklisted by Central Government/ State Government or Instrumentalities thereof nor is any criminal case against the Bidder/ its Partners/ Directors/ Agents pending before any court of law. Non-Blacklisting Certificate on Rs. 100.00 non-Judicial Stamp Paper – In defined format - Annexure - 5
6	Copy of Firm Registration
7	Copy of PAN Card & GST No.
8	Bidder must have ISO 9001 : 2015 Certification
9	Bidder/OEM must have its support center in India. Details for the same must be given along with bid document.
10	Satisfactory delivery of similar goods/items of value not less than 80% of estimated contract value in less than 3 years. At least three work order of Laptop/ Desktop/ Workstation should be executed in reputed Institutes/Organization. Necessary documents must be accompanied along with the bid.
11	Bidder's annual turnover must be at least Rs.30.00 Lakh during each of the last 3 Financial years. Last three years CA certified turnover certificate.
12	Bidder should enclose the copies of last 3 years Audited Annual Accounts (Balance Sheet and Profit & Loss A/c) duly authenticated by Chartered Accountant
13	Last 3 year Income Tax Return (ITR)
14	Bidder or his OEM must have presence in India from last 5 years in the same business. Proof of the same must be enclosed with the technical bid.
15	Bidder must submit the MAF from the OEM's and support commitment from OEM for the Warranty period with tender specific reference number
16	Bidder/OEM must provide full onsite warranty of supplied item for the period of 3 years
17	In the absence of any of the aforesaid documents, the bids may be rejected at the discretion of RGIPT, Jais (UP).



RAJIV GANDHI INSTITUTE OF PETROLEUM TECHNOLOGY

CHECKLIST FOR SUBMISSION OF DOCUMENTS FOR TECHNO-COMMERICAL BID

Part -1

MOST IMPORTANT: PLEASE DON'T ADD OR UPLOAD ANY ANNEXURE OF PRICE BID IN TECHNO-COMMERICAL BID DOCUMENTS, OTHERWISE YOUR BID WILL BE REJECTED.

Checklist for submission of documents for Techno-Commercial Bid

Sl. No.	Description	Uploaded/ Not Uploaded
	The EMD of Rs.84400/- (Rupees Eighty Four Thousand Four Hundred only) is to be paid only through online mode on https://rgipt.euniwizarde.com . If the EMD is not paid, then the bid will be automatically rejected.	
1	Technical Specification Compliance Statement -(On the letter head of the Company) – Annexure -1	
2	Manufacturer's Authorization Form – In defined format OR Self Declaration of Manufacturing Unit – Annexure - 2	
3	Price Reasonability Certificate – In defined format (On the letter head of the Company)- Annexure - 3	
4	Declaration Certificate (Acceptance of terms & conditions of the tender) – In defined format (On the letter head of the Company) - Annexure – 4 and Declaration Sheet as per Annexure - 4A .	
5	As on date of submission of the proposal, the Bidder is neither blacklisted by Central Government/ State Government or Instrumentalities thereof nor is any criminal case against the Bidder/ its Partners/ Directors/ Agents pending before any court of law. Non-Blacklisting Certificate on Rs. 100.00 non-Judicial Stamp Paper – In defined format - Annexure - 5	
6	Copy of Firm Registration	
7	Copy of PAN Card & GST No.	
8	Bidder must have ISO 9001 : 2015 Certification	
9	Bidder/OEM must have its support center in India. Details for the same must be given along with bid document.	
10	Satisfactory delivery of similar goods/items of value not less than 80% of estimated contract value in less than 3 years. At least three work order of Laptop/ Desktop/ Workstation should be executed in reputed Institutes/Organization. Necessary documents must be accompanied along with the bid.	
11	Bidder's annual turnover must be at least Rs.30.00 lakh during each of the last 3 Financial years. Last three years CA certified turnover certificate.	
12	Bidder should enclose the copies of last 3 years Audited Annual Accounts (Balance Sheet and Profit & Loss A/c) duly authenticated by Chartered Accountant	
13	Last 3 year Income Tax Return (ITR)	
14	Bidder or his OEM must have presence in India from last 5 years in the same business. Proof of the same must be enclosed with the technical bid.	
15	Bidder must submit the MAF from the OEM's and support commitment from OEM for the Warranty period with tender specific reference number	
16	Bidder/OEM must provide full onsite warranty of supplied item for the period of 3 years	
17	In the absence of any of the aforesaid documents, the bids may be rejected at the discretion of RGIPT, Jais (UP).	

Place:

Date:

Signature and seal of the Manufacturer/ Bidder

Technical Compliance Statement for 28 No. Laptop

(ON THE LETTER HEAD OF THE COMPANY)

Sl. No.	Parts	Specification	Comply (or) Not Comply
1.			

Please mention the brand and model no. & name of the equipment:

Place:

Date:

Signature and seal of the Manufacturer/Bidder

**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 - 229304

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)

OR

SELF DECLARATION OF MANUFACTURING UNIT

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

It is certified that the rates quoted against Tender No.
datedfor the items vide our bid 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, 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:
Person

.....

Signature of the Authorized

Full Name:

Company Seal:

DECLARATION SHEET

We, _____ hereby certify that all the information and data furnished by our organization with regard to this tender specification are true and complete to the best of our knowledge. I have gone through the specification, conditions and stipulations in details and agree to comply with the requirements and intent of specification.

This is certified that our organization has been authorized (Copy attached) by the OEM to participate in Tender. We further certified that our organization meets all the conditions of eligibility criteria laid down in this tender document. Moreover, OEM has agreed to support on regular basis with technology / product updates and extend support for the warranty.

The prices quoted in the financial bids are subsidized due to academic discount given to RGIPT, Jais, Amethi.

We, further specifically certify that our organization has not been Black-Listed/ De Listed or put to any Holiday by any Institutional Agency/ Govt. Department/ Public Sector Undertaking in the last three years.	
1. Phone	
2. Fax	
3. E-mail	
4. Contact Person Name	
5. Mobile Number	
6. TIN Number	
7. PAN Number	
8. (In case of on-line payment of Tender Fees) UTR No. (For Tender Fee)	
9. (In case of on-line payment of EMD) UTR No. (For EMD)	
10. Kindly provide bank details of the bidder in the following format: a) Name of the Bank	
b) Account Number	
c) Kindly attach scanned copy of one Cheque book page to enable us to return the EMD to unsuccessful bidder	

(Signature of the Tenderer)

Name:

Seal of the Company

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, 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, Amethi 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 Central Government Department/ State Government 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.

List of Govt. Organization/Department/Institutes

List of Government Organization/Department/Institutes for whom the Bidder has undertaken such work during last three years (must be supported with work orders)		
Name of the Organization	Name of Contact Person	Contact No.

(Signature of the Tenderer)

Name:

Seal of the Company



RAJIV GANDHI INSTITUTE OF PETROLEUM TECHNOLOGY

CHECKLIST FOR SUBMISSION OF DOCUMENTS FOR FINANCIAL BID

The Company can bid in Indian Currency In the given format

The bidder may add rows as per requirement to include the prices of all components/ parts, warranties, installation etc. whichever applicable.

FINANCIAL BID – 28 No.'s Laptop

A. Financial Bid in Indian Currency:

I. Name of the Bidder/Tenderer:

Name & Model No of offered goods:

Tender No.:

Sl. No.	Details	Total Amount (In INR)
1	Basic Cost of Laptop defined in Technical Specifications Statement of the Tender	
2	Add: Installation & Commissioning Charges, if any	
3	Add: GST (Taxes)	
Total Price (Sum of Sl. No 1 to 3) F.O.R RGIPT, Jais, Amethi Price		

Note: The Institute will provide GST Exemption Certificate.

- I. Total Bid price in Indian Currency (Equipment Cost with accessories):
- In words:

Grand Total =

In words:

THE BIDDER MAY ADD ROWS AS PER REQUIREMENT TO INCLUDE THE PRICES OF ALL COMPONENTS/ PARTS, WARRANTIES, INSTALLATION ETC. WHICHEVER APPLICABLE.

- a) Indian Agents Name & Address
- b) The cost of optional items shall be indicated separately
- c) In case the price quoted in Foreign Currency (Other than INR), for the purpose of comparison the Exchange Rate prevailing on the date of opening of Financial Bid will be considered.

Date

Signature of the Tenderer

Place

Stamp

The bidders are required to submit soft copies of their bids electronically on the e-tender Portal, using valid class 3 Digital Signature Certificates. The instructions given below are meant to assist the bidders in registering on the e-tender Portal, prepare their bids in accordance with the requirements and submitting their bids online on the e-tender Portal.

More information useful for submitting online bids on the e-tender Portal may be obtained at:

<https://rgipt.euniwizarde.com>.

REGISTRATION

1. Bidders are required enroll on the e-Procurement Portal (URL: <https://rgipt.euniwizarde.com>) with clicking on the link "Online bidder Registration" on the e-tender Portal by paying the Registration fee of Rs.2360/- Per vendor/per year.
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 bidder.
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.
5. Only one 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 on portal <https://rgipt.euniwizarde.com>**

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 SMS / 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 Colored 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, 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 RGIPT, Jais.
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. Bidder should prepare the EMD as per the instructions specified in the tender document.
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. All the documents being submitted by the bidders would be encrypted using PKI encryption techniques to ensure the secrecy of the data. The data entered cannot be viewed by unauthorized persons until the time of bid opening. Data storage encryption of sensitive fields is done. Any bid document that is uploaded to the server is subjected to symmetric encryption using a system generated symmetric key. Further this key is subjected to asymmetric encryption using buyers/bid opener public keys. Overall, the uploaded tender documents become readable only after the tender opening by the authorized bid openers.
8. The uploaded tender documents become readable only after the tender opening by the authorized bid openers.
9. Upon the successful and timely submission of bid click “Complete” (i.e. after Clicking “Submit” in the portal), 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.
10. 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.

ASSISTANCE TO BIDDERS

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 24x7 Helpdesk Support. **The contact number for the helpdesk is “011-49606060/7398741154/9205898228/9650970101” and E Tendering Helpdesk email ID: ewizardhelpdesk@gmail.com**