

BID DOCUMENT
E-Procurement
Open Competitive Bid (OCB)

For

Procurement of 350 Desktop Computers for IIIT-RK Valley, RGUKT-AP

Proprietary & Confidential



**IIIT RKValley, RGUKT-AP, VEMPALLI (M),
KADAPA Dist. Andhra Pradesh-516330.**

Proprietary & Confidential

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News paper advertisement

E-Procurement Tender Notice



RAJIV GANDHI UNIVERSITY OF KNOWLEDGE TECHNOLOGIES
IIIT-RKValley, VEMPALLI(M), Kadapa(Dist.), A.P –516330

Tender Notice

Online tenders are hereby invited from reputed manufacturers/ authorized Wholesale Dealers of the Manufacturer for supply of 350 Desktop Computers to IIIT – RKValley.

Interested bidders can download and submit the bids online from 19/11/2018, 02.00pm to 13/12/2018 up to 05:00PM through <https://tender.apecurement.gov.in> (AP Portal). For further details please visit our website: www.rgukt.in or <https://tender.apecurement.gov.in> (Andhra Pradesh Portal)

Date.18.11.2018

Sd/-

Administrative Officer (i/c), IIIT-RKV

Section- A

Tender Call Notice

Procurement of Desktop Computers

Time schedule of various tender related events

Bid calling date	19/11/2018
Bid Document fee (Non refundable)	Rs.50,000/-(By way of DD from any Nationalized Bank / Scheduled Bank in favor of Director, IIIT-RKValley payable at SBI, Idupulapaya) (Non refundable)
Bid Documents Downloading Start date	19/11/2018 at 02:00 PM.
Pre-Bid Meeting Date	28/11/2018 at 11.00 AM
Bid Document Downloading End Date	10/12/2018 till 05.00 PM
Last date for uploading of online documents	11/12/2018 at 05:30 PM.
Last date for Hard Copies submission of EMD, Document Fee, Pre-qualification documents and other necessary documents. (scanned copies), Sample Desktop computer	13/12/2018 at 05:00 PM
Pre-Qualification Date/Time	14/12/2018 at 11:00 AM.
Technical Bid Opening date/time	15/12/2018 , 16/12/2018& 17/12/2018 Fore Noon at 11:00 AM
Price Bid opening date/time	17/12/2018 at 3:00 PM
Contact person	Administrative Officer, IIIT RKValley
Reference No	IIIT-RKValley/RGUKT-AP/eProc/Desktops/T01/2018

CLARIFICATIONS:

- i. Queries if any can be clarified in the Pre-Bid meeting which is scheduled on 28/11/2018 at Conference Room, Guest House IIIT-RK Valley. The bidders are requested to submit the queries in following format on official letter head of the company, on the date of Pre-bid Meeting.

S.No.	Page No. (Tender Ref.)	Clause (Tender Ref.)	Description (Tender Ref.)	Query

- ii. The addendum/corrigendum if any shall be published on RGUKT-AP website i.e. www.rgukt.in www.rguktrkv.ac.in as well as on e-procurement platform <https://tender.ap PROCUREMENT.GOV.IN>.
- iii. The Bidders are requested to submit the bids after issue of clarifications duly considering the changes made if any. Bidders are totally responsible for incorporating / complying the changes / amendments made by IIIT RKValley, RGUKT-AP.

A. 1. The Description / Details of Materials Required:

Supply and Commissioning of Desktop Computers to the IIIT RKValley, Rajiv Gandhi University of Knowledge Technologies (RGUKT)

Schedule-A	Qty	Institute Name	Delivery Address
Desktop Computers	350	IIIT –RKValley	The Director, IIIT-RKValley, Rajiv Knowledge Valley (Idupulapaya) Village, Vempalli (Mandal), Kadapa District, Andhra Pradesh –516330.

A. 2. Scope of Incidental Services:

1. Furnishing of a detailed operations, device drivers DVD/CD and Maintenance Manual for each Appropriate unit of the Supplied goods
2. 3 Years Comprehensive Warranty.
3. AMC for 4th and 5th year Comprehensive Warranty.(Optional)

A. 3. Qualifications of the Facility Management Personnel (FMS):

The Site Engineer should have experience in troubleshooting of computer hardware, Unix/Linux and MS Windows Server. The bidder should submit a statement of the personnel whom he would be deploying for FMS clearly mentioning their qualification, designation and previous experience in the similar field along with their appointment letter.100% of the staff proposed of the tender must be the staff of the organization. The bidder has to indicate the proposed person's name and designation in the bidder's organization. Bidders submitting bids without complying to this term is treated as non-responsive at technical stage.

A. 4. Minimum Qualifications & Experience Required:

Sl.No	Position	Educational Qualifications	Experience	Experience in years
1	Site Engineer	BCA/ Dip in ECE/Dip in CS (or) B.Sc /B.Com/BA with Dip. in CS or any equivalent course	Installation & configuration of Administration of Unix/Linux and MS Windows Server / Desktop Troubleshooting of Computer hardware (including Desktop Computers) Installation of Software products.	2 years

A. 5. Delivery and Installation Period:

- a) Bidder shall Deliver, Install and Commission the Goods/Services within Six-Eight weeks from the date of receipt of LoA (Letter of Acceptance).The delivery details are is as follows:-

Qty	Institute Name	Delivery Address
350	IIT- RKValley	The Director, IIT-RKValley, Rajiv Knowledge Valley (Idupulapaya) Village, Vempalli (Mandal), Kadapa District, Andhra Pradesh – 516330.

- b) The institution shall provide a room to bidder for maintenance & spare parts for Desktop Computers in it's premises.
- c) The delivery and installation of the Desktop Computers is completely the responsibility of the bidder.

A. 6. Warranty:

- a. First 3 years comprehensive warranty.
- b. AMC for 4th and 5th year comprehensive warranty on Desktop computers need to be quoted separately.
- c. During warranty period the bidders should conduct preventive maintenance once in every quarter besides attending the regular calls. The bidder should get preventive maintenance certificate from concerned authority in IIT R.K.Valley.
- d. During the warranty period the bidder has to provide one dedicated on-site engineer for RK Valley campus during the working hours for six days a week to attend any complaint in the Desktop Computers.
- e. Though the bidder quoted for the AMC for 4th and 5th year comprehensive warranty on Desktop computers, IIT R.K.Valley reserves the right to go for open tender.

Note: The dates stipulated above are firm and under no circumstances they will be relaxed unless extended by an official notification or happened to be Public Holidays. For the assistance in the online submission issues, the bidder may contact the help desk of M/s. VUPADHI (<https://tender.apereprocurement.gov.in>)attheire- mail address: contact@vupadhi.com,Phone:+9140-39999700,39999701.

Section -B
Pre-Qualification Criteria

1. The bidder should be a OEM Manufacturer/Authorized whole sale dealer of a manufacturer and should be in business of manufacture and/or supply and maintenance of the offered items for a minimum period of Three years in Andhra Pradesh/ Telangana as on bid calling date. Form 26-AS must be produced as proof for ensuring three years experience in supply of similar desktop computers.
2. The Bidder should be an OEM or authorized Dealer of the OEM whose product is being quoted. In case of the authorized Dealer separate authorization letter from the OEM (As per Annexure-III) is mandatory to quote in the tender. The Authorization Certificate shall be furnished on the letter head of the manufacturing concern/OEM and should be signed by a person on behalf of the manufacturer/OEM, who is competent to authorize the agent/dealer/distributor. Copy to be furnished.
3. The bidder's representative/ officer vested (explicitly, implicitly, or through conduct) with the powers to commit the authorizing organization to a binding agreement. Also called signing officer/ authority having the Power of Attorney (PoA) from the competent authority of the respective Bidding firm.
4. The bidder should have Minimum One service center at Andhra Pradesh (Proof: Registration certificate with said address) and at least one service engineers on roll (with latest TRRN) as on bid calling date.
5. The bidder / OEM should have minimum annual supply for the items/product mentioned (irrespective of brand/model anywhere in India), during 2015-16,2016-17&2017-18 as follows:

Schedule	Item name	Financial year	Total sales (No.s)
	Desktop Computers (With Similar Configuration)	2015-16	175
		2016-17	175
		2017-18	175

Note: Bidders with average annual sales of 175 similar desktops for the past three financial Years will also be eligible.

6. The bidder/OEM should furnish the information on major past supplies under the relevant product/ Services and satisfactory performance for any of the past three financial. Relevant documents in Support of above should be furnished.

7. The bidder or the Bidder's group company or the manufacturer should not have been blacklisted by any State Government/Central Government/PSU for any reason in the last three financial years as on bid calling date. A letter of undertaking on the letterheads of the Bidder/Manufacturer as per 'Annexure-v' should be submitted separately stating that they have not been black listed by any State Government/Central Government/PSU for any reason in the last three years and should be signed by an Officer competent and having the power of attorney (with Company stamp) to bind the bidding Firm/Manufacturer(s).
8. Bidder/OEM should submit purchase order copies of Single installation of 175 no's of similar configuration Desktop Computers supplied by the bidder in last three years. Proof to this extent should be submitted by authentic purchase orders and installation & service report from the organization where the Desktop Computers are installed. Form 26-AS documents will be referred for the respective purchase orders.
9. Copy of the ISO certification. Self-attested copies to be attached.
10. The bidder should have an average annual financial turnover of Rs.1.50 Crore or above during last three financial years (2017-18, 2016-17 & 2015-16). The bidder shall submit copies of Income Tax returns and respective Form 26-AS statements. The bidder must have a minimum average product turnover of Rs.1.50 Crore as per the Form P2.
11. The bidder shall submit copies of latest Income Tax returns for the past three (3) financial years i.e., 2017-18, 2016-17 & 2015-16
12. PAN No. of the company/Firm, TIN No (If applicable): self-attested copies to be attached
13. Proof of Income Tax, Sales Tax, Service Tax and GST Registration Number (As applicable); Self attested copies to be attached.
14. Certificate of Incorporation/Registration; Self attested copies to be attached.
15. Bidder should quote for business commercial model desktop computers only.

Section- C

C1.Statement of Important Limits/Values Related to Bid

S. No	Item	Description
1	EMD	Rs. 5,00,000/-(in the form of DD/BG from Nationalized Bank/Scheduled Bank drawn in favor of The Director, IIIT RKValley, RGUKT-AP”, payable at SBI, Idupulapaya, IFSC Code : SBIN0021280)
2	Bid Validity Period	180 days from the date of opening of bid
3	EMD Validity Period	180 days beyond bid validity period
4	Maintenance Period	First 3 years comprehensive warranty. AMC for 4 th and 5 th year comprehensive warranty on Desktop
5	Variation in Quantities	± 15%
6	Period for furnishing Performance Security	Within 7 days from date of receipt of notification of award
7	Performance security value for Schedule	10% of contract value for Schedule in favor of “The Director, IIIT RKValley RGUKT-AP”, from any Scheduled / Nationalized banks only.
8	Performance security validity period	120days beyond warranty period for Schedule.
9	Period for signing Contract	Within 7 days from date of receipt of notification of award.
10	Warranty period	As per point A.6
11	Up time %	<ul style="list-style-type: none"> • Every complaint during comprehensive warranty must be resolved within 4 hours • 97% of obtained will be calculated over 3 calendar months period. For the purpose of up time calculation, day will be counted of 12 hours duration - 8:00 AM to 8:00 PM on all days.
12	Payment terms	<ul style="list-style-type: none"> • 25% against delivery and receipt of the material in good condition and 65% after installation with the satisfactory working/performance evaluation certification from the concerned authority and remaining 10% payment after 30 days of the installation • Payment will be made at concerned Institute level as per norms.
13	LD for late deliveries	1% of the late delivered or deemed late delivered goods for one week or part there of 2% for 2 weeks or part there of 3% for 3 weeks or part thereof and so on maximum of 10%. If delay continues beyond the limit, contract is liable for cancellation.
14	Maximum LD for late deliveries	10% of value of late delivered of deemed late delivered goods

15	Penalty for failure to maintain during warranty or AMC	For every 1% reduction in up time from 97%, penalty will be 0.3% of equipment cost, which is down or deemed down as the case may be.
16	Conditional bids	Not acceptable and liable for rejection.
17	Desktop Computers evaluation	The vendor has to submit one sample desktop along with accessories of the type which they intend to supply against the tender for technical evaluation, performance tests carrying and compliance to the specifications at the time of submission of the bid. The vendor who fails to submit the sample desktop, their bid will not be accepted.
18	Placing work order	<input type="checkbox"/> IIIT RKValley, RGUKT-AP will place order on identified successful bidder. <input type="checkbox"/> All the payments shall be made at the concerned Institute (IIIT-RKValley) to the successful bidder as per the terms and conditions and after submission of the installation, laptop evaluation satisfactory certificate concerned Institute. <input type="checkbox"/> If decided IIIT RKValley, RGUKT-AP can split the order basing on the quoted price and service track record. The decision of Authorities of IIIT RKValley, RGUKT-AP is final in this regard.
20	Eligibility Criteria	As per Section 'B'
21	Transaction Fee	Transaction fee: All the participating bidders who submit the bids have to pay an amount @ 0.03% of the final bid value online with a cap of Rs.10,000/-for quoted value of purchase upto Rs.50 crores and Rs.25000/- if the purchase value is above Rs.50 crores & service tax applicable @ 15.00%as levied by Govt. of India on transaction fee through online in favor of MD, APTS. The amount payable to APTS is non refundable. Corpus Fund: Successful bidder has to pay an amount of 0.04% on quoted value through demand draft in favor of Managing Director, APTS, Hyderabad towards corpus fund at the time of concluding agreement
22	Transaction Fee Payable to	The Managing Director, A.P. Technology Services Ltd., Hyderabad
23	Bid submission	On Line. Bidders are totally responsible for incorporating/complying the changes/amendments made by IIIT RKValley, RGUKT-AP.
24	Procedure for Bid Submission	<p>Bids shall be submitted online on https://tender.apecurement.gov.in platform</p> <ol style="list-style-type: none"> 1. The participating bidders in the tender should register themselves free of cost on e-procurement platform in the website https://tender.apecurement.gov.in 2. Bidders can log-in to e-procurement platform in secure mode only by signing with the Digital certificates. 3. The bidders who are desirous of participating in e-procurement shall submit their technical bids, price bids as per the standard formats available in the e-tender document. 4. The bidders should scan and upload the respective documents in Pre-Qualification and Technical bid documentation as detailed at

		<p>Section E & G of the RFP including EMD. The bidders shall sign on all the statements, documents certificates uploaded by them, owning responsibility for their correctness/authenticity.</p> <p>5. The rates should be quoted in online only. No physical submission of price bids will be accepted.</p>
25	Other conditions	<p>After uploading the documents, the copies of the uploaded technical bid documents, sample Desktop along with all accessories for evaluation and original Demand Drafts in respect of Bid Security and Bid document fee are to be submitted by the bidder to the “The Administrative Officer, IIIT RK Valley, Vempalli (M), Kadapa (Dist),A.P.-516330”, by 05:00 PM on 13/12/2018. Failure to furnish any of the uploaded documents, certificates, will entitled in rejection of the bid. The IIIT RK Valley, RGUKT-AP shall not hold any risk on account of postal delay. Similarly, if any of the certificates, documents, etc., furnished by the Bidder are found to be false /fabricated/bogus, the bidder will be disqualified, blacklisted, action will be initiated as deemed fit and the Bid Security will be forfeited.</p> <p>IIIT RK Valley, RGUKT-AP will not hold any risk and responsibility regulating non-visibility of the scanned and uploaded documents.</p> <p>The Documents that are uploaded online will only be considered for Bid Evaluation. No Tender will be accepted in physical form and in case, it has been submitted in the physical form only, it shall be rejected out rightly</p> <p>Important Notice to Contractors, Suppliers and Department users (i) In the endeavor to bring total automation of processes in e-Procurement, the Govt. has issued orders vide G.O. Ms. No. 13 dated. 5.7.2006 permitting integration of electronic Payment Gateway of ICICI/HDFC/Axis Banks with e-Procurement platform, which provides a facility to participating suppliers / contractors to electronically pay the transaction fee online using their credit cards.</p> <p>The IIIT RK Valley, RGUKT-AP reserves the right to reject/cancel all or any of the tenders without assigning any reason there off.</p> <p>The tender which is conditional/incomplete/ belated/ without earnest money/without document fee will not be entertained</p>

Section –D

D Technical Specification:

(All components must be OEM –Make only)

Desktop Computers

CONFIGURATION-1(320 No's)

Processor	Intel Core i7-8700 or Higher
ChipSet	SOC
Operating System	Windows 10 Professional
MS Office	Latest Version of Microsoft® Office
Security Software	McAfee(R) Multi Device Security 15 month subscription
Monitor	54.61 cm (21.5) diagonal Full HD display
Memory	8 GB, DDR4, 2400MHz or Higher
Graphics	Discrete Graphics(2GB or higher)
Memory Slots	2 DIMMS or Higher
Hard Drive	1 TB 7200 RPM SATA 6Gb/s or Higher
Keyboard & Mouse	OEM make Keyboard and Mouse
Ports	1 USB 2.0
	3 USB 3.1
	1 Universal Audio Jack
	1 RJ-45 10/100/1000 Ethernet
	1 DC power
	2 HDMI
Networking and Wireless	802.11ac + Bluetooth 4.1, Dual Band 2.4&5Ghz, or Higher
Power	45 Watt AC Adaptor
	65 Watt AC Adaptor
Regulatory	Energy Star 6.1 (available in select configurations),TPM 2.0 security
Warranty	3 Yrs onsite comprehensive Warranty

CONFIGURATION-2(30 No's)

Processor	Intel Core i7-8th Gen or Higher
ChipSet	SOC
Operating System	Windows 10 Professional
MS Office	Latest Version of Microsoft® Office
Security Software	McAfee(R) Multi Device Security 15 month subscription
Monitor	54.61 cm (21.5) diagonal Full HD display
Memory	16 GB, DDR4, 2400MHz or Higher
Graphics	Discrete Graphics(2GB or higher)
Memory Slots	2 DIMMS or Higher
Hard Drive	1 TB 7200 RPM SATA 6Gb/s or Higher
Keyboard & Mouse	OEM make Keyboard and Mouse
Ports	1 USB 2.0
	3 USB 3.1
	1 Universal Audio Jack
	1 RJ-45 10/100/1000 Ethernet
	1 DC power
	2 HDMI
Networking and Wireless	802.11ac + Bluetooth 4.1, Dual Band 2.4&5Ghz, or Higher
Power	45 Watt AC Adaptor
	65 Watt AC Adaptor
Regulatory	Energy Star 6.1 (available in select configurations),TPM 2.0 security
Warranty	3 Yrs onsite comprehensive Warranty

Section -E

E.1 Bidding Procedure:

Offers should be made in three parts namely, “Pre-qualification bid”, “Technical bid” and “Financial bid” and in the format given in bid document. Each offer should be placed separately.

1. EMD details should be given in the “Pre-qualification bid”.
2. Tenders will be accepted only from those who have paid the tender document fee.
3. All correspondence should be with the “The Administrative Officer, IIIT RK Valley, Vempalli (M), Kadapa(Dist), A.P.-516330”. Complete set of bidding documents can be downloaded from the RGUKT-AP website (i.e. www.rgukt.in / www.rguktrkv.ac.in) or from e-procurement platform (<https://tender.approcurement.gov.in>) and bidder has to submit the prescribed bid document price which is non-refundable in the form of Demand Draft drawn in favor of “The Director, IIIT- RK Valley, RGUKT-AP“ and payable at SBI, Idupulapaya along with hard copy of the bid.

Pre-Qualification Bid:

It shall include the following information about the firm and/or its proposal.

- i. General information on the bidder’s company in Form P-1.
- ii. Turnover details in relevant field in FormP-2 for Schedule-I, must be supported by corresponding Form 26AS.
- iii. List of major customers in support of turnover in FormP-3 (Form 26AS is must).
- iv. Details of service centers in AP
- v. Certificates like ISO, Microsoft etc.
- vi. Manufacturer’s authorization to participate in bidding process apart from such other documents like Authorization certificate for dealing in the products for which bid is submitted. (However this will not apply to Manufacturers).
- vii. Power of Attorney, Certificate of Incorporation/Registration.
- viii. Proof of Income Tax, Sales Tax, Service Tax and GST Registration Number.
- ix. PAN No. of the company/Firm, TIN No.
- x. Purchase order copies of Single installation of 175no’s of similar configuration Desktop Computers

Technical Bid:

1. Deviation(s) to technical specification if any in specification conformity form (FormT-1)
2. Detailed technical documentation, reference to various industry standards to which the products/services included in bidder’s offer conform, and literature concerning the proposed solution.
3. Other information, if any required in the bid document.
4. As per Section A.4 details of proposed site engineers to be deployed should be furnished.

Financial Bid:

1. The financial bid should provide cost calculations including 3 years onsite comprehensive warranty corresponding to unit price of each item in FormF-1.
2. Cost details of AMC details in Form F-3, Spare parts cost is FormF-4.

Section- F

Bid Evaluation Procedure:

Bidders should offer prices for all the items of Schedules and for the full quantity of an item of Schedule failing which such bid will not be considered. Technical bid documentation should be in the prescribed format. If a bidder has any comment to offer about the procedural aspects of this tender, it should be intimated to the “The Administrative Officer, IIIT RKValley, Vempalli Mandalam, Kadap (Dist),A.P.- 516330”and get clarification before submitting bid. Nothing will be entertained in this regard after the bid clarifying date. In case the schedule or procedure of tender processing is revised, the same shall be communicated putting corrigendum at AP e-Procurement and www.rguktrkv.ac.in / www.rgukt.in to all vendors who have paid the tender document fee.

Opening of Bids.

The Administrative Officer, IIIT RKValley, RGUKT-AP shall open the pre-qualification bid, and list them for further evaluation. The Technical bids of only those bidders who qualify in the pre-qualification stage will be evaluated in Technical stage .The Financial bids of only those bidders will be opened who qualify in the Technical bid evaluation stage.

Pre-Qualification Bid Documentation:

The Pre-qualification bid documentation shall be evaluated in two sub-steps. Firstly, the documentation furnished by the vendor shall be examined prima facie to see if the technical skill base and financial capacity and other vendor attributes claimed therein are consistent with the needs of this project.

Technical Bid Documentation

Technical bid documentation shall be evaluated in two sub-steps. Firstly, the documentation furnished by the vendor shall be examined prima facie to see if the Product/ services offered, technical skill base and financial capacity and other vendor attributes claimed therein are consistent with the needs of this project. In the second step, IIIT RKValley, RGUKT-AP visit to bidder’s site and/or arrange discussions with their professional, technical faculties to verify claims made in technical bid documentation.

Financial Bid

Award Criterion

Final choice of firm to execute the project shall be made on the basis of conformity to technical specifications, appropriateness of the product offered, capability of bidder to execute and service the project and appropriateness of financial offer from the point of view of cost-effectiveness over the entire maintenance period for the product/services. The L1 will be identified purely basing on the Form-F1. In case of a tie in deciding the L1 bidder, the Spare part cost mentioned in form-F4 will be considered to break the tie and identify the L1 bidder.

Section- G

General Instructions to Bidders:

Definitions:

1. Tender call or invitation for bids means the detailed notification seeking a set of solution(s), service(s), material(s) or any combination of them.
2. Specification means the functional and technical specifications or statement of work, as the case maybe.
3. Firm means a company, authority, co-operative or any other organization incorporated under appropriate statute as is applicable in the country of incorporation.
4. Bidder means any firm offering the solution(S), service(S) and/or materials required in the tender call. The word vendor when used in the pre award period shall be synonymous with bidder and when used after award of the contract shall mean the successful bidder with whom IIIT RKValley, RGUKT-AP signs the contract for rendering of goods and services.
5. Pre-qualification and Technical bid means that part of the bid that provides information to facilitate assessment by IIIT RKValley, RGUKT-AP, professional, technical and financial standing of the bidder, conformity to specifications etc.
6. Financial Bid means that part of the bid, that provide price schedule, total project costs etc.
7. Three part Bid means the pre-qualification bid, technical and financial bids submitted to IIIT RKValley, RGUKT-AP
8. Two part Bid means the Technical bid and financial bids are submitted to IIIT RK Valley, RGUKT- AP.
9. Composite bid means abiding which the technical and financial parts are combined in to one but their evaluation is sequential.
10. Goods and services mean the solution(s), service(s), material(s) or a combination of them in the context of the tender call and specifications.
11. The word goods when used singly shall mean the hardware, firmware component of the goods and services.
12. Maintenance period means period mentioned in bid document for maintaining the systems beyond warranty period.
13. LD means Liquidated Damages

General Eligibility:

1. This invitation for bids is open to all firms both from within and outside India, who are eligible to do business in India under relevant Indian laws as is in force at the time of bidding subject to meeting the pre qualification criterion.
2. Bidders marked/considered by IIIT RKValley, RGUKT-AP, to be ineligible to participate for non- satisfactory past performance, corrupt, fraudulent or any other unethical business practices shall not be eligible.
3. Breach of general or specific instructions for bidding, general and special conditions of contract with IIIT RKValley, RGUKT-AP or any of its user organizations may make a firm ineligible to participate in bidding process.

Bid Forms:

1. Wherever a specific form is prescribed in the bid document, the bidder shall use the form to provide relevant information, if the form does not provide space for any required information, space at the end of the form or additional sheets shall be used to convey the said information.
2. For all other cases the bidder shall design a form to hold the required information.

Cost of Bidding:

1. The bidder shall bear all costs associated with the preparation and submission of its bid, and IIIT RK Valley, RGUKT-AP will in no case be responsible for those costs, regard less of the conductor outcome of the bidding process.
2. Bidder is expected to examine all instructions, forms, terms, and specifications in the bidding documents. Failure to furnish all information required by the bidding documents or to submit a bid not substantially responsive to the bidding documents in every respect will be at the bidder's risk and may resulting the rejection of its bid.

Clarification of Bidding Documents:

1. A prospective vendor requiring any clarification of the bidding documents may notify the Administrative Officer, IIIT- RK Valley, RGUKT, Andhra Pradesh, through mail in a specified format mentioned in Section A. IIIT RKValley, RGUKT-AP response (including an explanation of the query but without identifies the source of inquiry) will be uploaded on the www.rgukt.in // www.rguktrkv.ac.in and [e-procurement](http://www.e-procurement) platform.

2. The concerned person will respond to any request for clarification of bidding documents which were received not later than bid clarification date mentioned in the notice prior to deadline for submission of bids prescribed in the tender notice. No clarification from any bidder shall be entertained after the close of date i.e pre-bid meeting date and time for seeking clarification mentioned in tender call notice. It is further clarified that IIIT RKValley, RGUKT-AP shall not entertain any correspondence regarding delay or non-receipt of clarification from IIITRKValley, RGUKT-AP.

Amendment of Bidding Documents:

1. At any time prior to the deadline for submission of bids, IIIT RKValley, RGUKT-AP, for any reason, whether at its own initiative or in response to a clarification requested by a prospective bidder, may modify the bidding documents by amendment.
2. The amendments if any shall be uploaded on www.rgukt.in / www.rguktrkv.ac.in and AP e-procurement platform, and such modification will be binding on all bidders.
3. In order to allow prospective bidders reasonable time in which to take the amendment into account in preparing their bids, the IIIT RKValley, RGUKT-AP, at its discretion, may extend the deadline for the submission of bids.

Period of Validity of Bids:

1. Bids shall remain valid for the days or duration specified in the bid document, after the date of bid opening prescribed by IIIT RKValley, RGUKT-AP. A bid valid for a shorter period shall be rejected as non-responsive.
2. In exceptional circumstances, the IIIT RKValley, RGUKT-AP may solicit the bidders' consent to an extension of the period of validity. The request and the responses there to shall be made in writing. The bid security shall also be suitably extended. A bidder granting the request will not be permitted to modify its bid.

Submission of Bids:

The bidders shall submit all the bids i.e. pre-qualification, technical and commercial to IIIT RK Valley, RGUKT-AP through AP e-procurement website and hard copies of the documents are to be submitted by the date and time mentioned in tender call notice.

Deadline for submission of Bids:

1. Bids must be submitted to IIIT RKValley, RGUKT-AP no later than the bid submission date and time specified in the tender call notice.
2. The IIIT RKValley, RGUKT-AP may, at its discretion, extend this deadline for the submission of bids by amending the tender call, in which case all rights and obligations of the IIIT RKValley, RGUKT-AP and bidders previously subject to the deadline will thereafter be subject to the deadline as extended.
3. The hard copies of the documents are to be submitted at "Administrative Officer, IIIT RKValley, Vempalli (M) ,Kadapa(D),A.P.-516330" by 05:00 PM on 13/12/2018.

Late Bids:

Any bid not received by the Administrative Officer, IIIT RKValley, Vempalli (M) ,Kadapa(D),A.P.-516330" by 05:00 PM on 13/12/2018 05:00PM by the deadline for submission of bids will be rejected and returned unopened to the bidder.

Modification and Withdrawal of Bids:

1. No bid can be modified subsequent to the deadline for submission of bids.
2. No bid can be withdrawn in the interval between the deadline for submission of bids and the expiration of the period of bid validity. Withdrawal of a bid during this interval will result in the forfeiture of its bid security (EMD).

General Business Information:

The bidder shall furnish general business information to facilitate assessment of its professional, technical and commercial capacity and reputation.

Bid Security i.e. Earnest Money Deposit (EMD):

1. The bidder shall furnish, as part of its bid, abide security for the amount specified in the tender call notice.
2. The bid security is required by IIIT RK Valley, RGUKT-AP to:
 - a. Assure bidder's continued till award of contract and
 - b. Conduct in accordance with bid conditions during the bid evaluation process.
3. The bid security shall be in Indian rupees and shall be in a form of DD, issued by a reputable bank scheduled in India and having at least one branch office in Kadapa, Andhra Pradesh.
4. Unsuccessful bidder's bid security will be discharged or returned as promptly as possible, but not

later than thirty (45) days after the expiration of the period of bid validity prescribed by IIIT RK Valley, RGUKT-AP.

5. The successful bidder's bid security will be discharged upon the bidder signing the contract, and furnishing the performance security.
6. The bid security may be forfeited:
 - a) If a bidder withdraws its bid during the period of bid validity or
 - b) In the case of a successful bidder, if the bidder fails:
 1. To sign the contract in time; (or)
 2. to furnish performance security

Preparation of Pre-Qualification Bid:

It shall contain of the following parts:

1. General information on the bidder's company in Form P-1
2. Turn over details in relevant field in Form P-2 for Schedule-I
3. List of major customers in support of turnover in Form P-3
4. Details of service centers in AP in Form P-4
5. Certificates like ISO, Microsoft etc
6. Manufacturer's authorization to participate in bidding process apart from such other documents like authorization certificate for dealing in the products for which bid is submitted. (However this will not apply to Manufacturers)
7. Power of Attorney, Certificate of Incorporation/Registration,
8. Proof of Income Tax, Sales Tax, Service Tax and GST Registration Number
9. PAN No. of the company/Firm, TIN No
10. Purchase order copies of Single installation of 175 no's of similar configuration Desktop Computers.
11. Any other relevant information

Preparation of Technical Bid

It shall consist of the following parts.

1. Technical documentation-confirmation to technical specification etc.
2. Plan for field demonstration if required in tender call
3. Detailed technical documentation, reference to various industry standards to which the goods and services included in vendor's offer conform, and other literature concerning the proposed solution, In particular, the vendors should identify areas in which their solution conforms to open standards and areas that are proprietary in nature. Justification about proprietary components in terms of functionality and performance should be given.
4. A Statement about appropriateness of the product design and solution plan for operating conditions in India, including physical, infrastructure and human factors.
5. In the case of a bidder offering to supply goods under the contract which the bidder did not manufacture or otherwise produce, the bidder has been duly authorized by the good's manufacture or produces to supply the goods in India.
6. A Statement of the serviceable life of goods and services offered by the firm. Available sources of maintenance and technical support during the serviceable life. Available sources of spare parts. Special tools, etc. Necessary for the proper and continuing functioning of the goods and services, for the serviceable life.
7. The supplied Desktop along with the bid document will be evaluated for bench mark Testings such as X,Y,Zetc.
 - Clock speed
 - RAM
 - CPU Utilization
 - Read/Write operations on hard disk etc.

Preparation of Financial Bid:

Overview of Financial bid

1. The financial bid should provide cost calculation corresponding to each component of the project.
2. Bid Prices
 - a. The Bidder shall indicate the unit price and the total price of the Desktop Computers Configuration-1 and Configuration-2 quote the separately
 - b. The Bidder shall separately quote the AMC for 4th & 5th year for configuration 1& configuration 2
 - c. The bidder shall indicate Basic Prices and taxes, duties etc. (if required) in the form prescribed.

d. Bidder's separation of price components will be solely for the purpose of facilitating the comparison of bids by IIIT RKValley, RGUKT-AP and will not in any way limit the purchaser's right to contract on any of the terms offered.

3. Bid Currency:

Prices shall be quoted in Indian rupees

Section -H
Standard procedure for opening and evaluation of bids

H1 : Outline of Bid Opening Procedure:

1. The bid opening and evaluation process will be sequential in nature. Means that bidder must qualify a particular stage to be eligible for next stage. Immediately after the closing time, the AO, IIIT RKValley, RGUKT-AP authorized person shall open the Pre-qualification bids and list them for further evaluation. The Technical bids of only those bidders who qualify in the pre-qualification bid will be opened at the date that will be informed by IIIT RKValley, RGUKT-AP. After evaluation of technical bids, the financial bids of only those bidders who qualify in technical evaluation will be opened.
2. The Standard procedure, described here will stand appropriately modified, in view of special procedures of bid evaluation as mentioned in tender call or elsewhere in this bid document decided by IIIT RKValley, RGUKT-AP during the course of evaluation to meet any specific situation or need arising from time to time.

H2 : General Guidelines for Bid Opening and Evaluation:

Bids will be in three parts (Pre-qualification, technical and financial) as indicated in the tender call. For three part bids there will be three bid opening events. Following guidelines will generally be followed by IIIT RKValley, RGUKT-AP officers at each such event.

1. Opening of Bids
 - a. Bids will be opened at the schedule time and date.
2. Preliminary examination of Bids:
 - a. Preliminary scrutiny will be made to determine whether they are complete, whether any computational errors have been made, whether required sureties have been furnished, whether the documents have been properly signed, and whether the bids are generally in order.
 - b. Arithmetical errors will be rectified on the following basis. If there is a discrepancy between the unit price and the total price that is obtained by multiplying the unit price and quantity, the unit price shall prevail and the total price shall be corrected. If the vendor does not accept the correction of the errors, its bid will be rejected and its bid security may be forfeited. If

there is a discrepancy between words and figures the amount in words will prevail.

- c. IIIT RKValley, RGUKT-AP may waive any minor informality, non conformity or irregularity in a bid which does not constitute a material deviation, provided such waiver does not prejudice or affect the relative ranking of any bidder.
- d. Prior to the detailed evaluation, IIIT RKValley, RGUKT-AP will determine the substantial responsiveness of each bid to the bidding documents. For purposes of these clauses, a substantially responsive bid is one which conforms to all the terms and conditions of the bidding documents without material deviations.
- e. If a bid is not substantially responsive, it will be rejected by the IIIT RK Valley, RGUKT-AP and may not subsequently be made responsive by the bidder by correction of the nonconformity.

3. Clarification of bids

During evaluation of the bids, IIIT RKValley, RGUKT-AP may, at its discretion, ask the bidder for clarification of its bid.

4. Evaluation of Pre- qualification bids

The documentation furnished by the vendor will be examined prima facie to see if the technical skill Base and financial capacity and other vendor attributed claimed there in are consistent with the needs of this project.

5. Evaluation of technical bids and Desktop Computers:

Technical bid documentation shall be evaluated in two sub-steps

- a. Firstly, the documentation furnished by the vendor will be examined prima facie to see if the technical skill base and financial capacity and other vendor attributed claimed there in are consistent with the needs of this project.
- b. In the second step, IIIT RKValley, RGUKT-AP may visit to vendors site and/or arrange discussions with their professional, technical faculties to verify claims made in technical bid documentation
- c. The Vendor must supply sample Desktop with accessories
 - 1) The quoted Desktop should be of Commercial or Corporate series.
 - 2) Desktop, while submitting the bid document for technical evaluation, performance tests carrying and compliance to the specifications
- d. Benchmark tests: The Institute will follow its own bench mark test for evaluation of the

Desktop Computers.

- e. Desktop Computers that fail to qualify in the bench mark test will not be allowed to participate in the commercial bid.

6. Field Demonstration

IIIT RKValley, RGUKT-AP will identify a part or segment of the proposed project site. The concerned bidder, on demand should be able to demonstrate functional requirements as described in the specifications.

7. Evaluation of Financial Bids

Financial bids of those vendors who satisfy all phases of the pre-qualification and technical bid and evaluation of Desktop Computers corresponding to chosen technical bid choices will only be opened. All other financial bids will be ignored. IIIT RKValley, RGUKT-AP will assess the nature of financial offers and may pursue any or all of the options mentioned under financial bid IIIT RKValley, RGUKT-AP may at its discretion discuss with vendor (s) available at this stage to clarify contents of financial offer.

8. General Evaluation of Bids

Evaluation of financial bids will be excluded and not to be taken into account any offer not asked for or not relevant to the present requirement so funder.

H3 : Performance and productivity of the equipment

Bidders shall state the guaranteed performance or efficiency in response to the specifications.

H4 : Contacting IIIT RK Valley, RGUKT-AP

1. Bidder shall not approach IIIT RKValley, RGUKT-AP officers outside of office hours and/or outside IIIT RKValley, RGUKT-AP office premises, from the time of the tender call notice to the time the contract is awarded.
2. Any effort made by a bidder to influence IIIT RKValley, RGUKT-AP officers in the decisions on bid evaluation, bid comparison or contract award may result in rejection of the bidder's offer and bidder may also be marked as ineligible for future bids, If the bidder wishes to bring additional information to the notice of the IIIT RKValley, RGUKT-AP, it should do so in writing.

H5 : IIIT RK Valley, RGUKT-AP right to vary quantities at time of award

IIIT RKValley, RGUKT-AP reserves the right at the time of award to increase or decrease the quantity, as indicated in tender call, from the quantity of goods and services originally specified in the specification without any change in unit price or other terms and conditions

H.6 : IIIT RKValley, RGUKT-AP right to accept any bid and to reject any or all bids

- a. Director, IIIT RKValley, RGUKT-AP reserves the right to accept or reject any bid, and to annul the bidding process and reject all bids at any time prior to award of contract, without thereby incurring any liability to the affected bidder(s) or any obligation to inform the affected bidder(s) on the grounds for such decision.
- b. Director, IIIT RK Valley, RGUKT-AP reserves the right to accept or reject any / or all the tenders without assigning any reasons whatsoever. The Director, IIIT RKValley, RGUKT-AP also reserves the right to cancel the selection process for award of the contract at any time. The decision of the Director, IIIT RKValley, RGUKT-AP is final and binding.

Notification of award

1. Prior to expiration of the period of bid validity, IIIT RKValley, RGUKT-AP will notify the successful bidder in writing, that its bid has been accepted.
2. Upon the successful bidder's furnishing of performance security, IIIT RKValley, RGUKT-AP will promptly notify each unsuccessful bidder and will discharge its bid security.

Signing of contract

1. At the same time as the IIIT RKValley, RGUKT-AP notifies the successful bidder that its bid has been accepted, the IIIT RKValley, RGUKT-AP will send the bidder the Contract form provided in the bidding documents, incorporating all agreements between the parties.
2. On receipt of the Contract Form, the successful bidder shall sign with date the contract form and return it to the IIIT RKValley, RGUKT-AP.

Performance Security

1. On receipt of notification of award from the IIIT RKValley, RGUKT-AP, the successful bidder shall furnish the performance security in accordance with the conditions of contract, in the performance security form provided in the bidding documents or in another form acceptable to the IIIT RK Valley, RGUKT-AP.

2. Failure of the successful bidder to sign the contract, proposed in this document and as may be modified, elaborated or amended through the award letter, shall constitute sufficient grounds for the annulment of the award and forfeiture of the bid security, in which event the IIIT RKValley, RGUKT-AP may make the award to another bidder or call for new bids.

Corrupt, fraudulent and unethical practices

1. “Corrupt practice” means the offering, giving, receiving or soliciting of anything of value to influence the action of a public official in the process of contract execution.
2. “Fraudulent practice” means an is representation of facts in order to influence the procurement Process or the execution of contract to detriment of the purchaser, and includes collusive practice among Bidders (prior to or after bid submission) designed to establish bid process at artificial non-competitive levels and to deprive the Purchases or the benefits of free and open competition:
3. “Unethical practice” means any activity on the part of bidder, which try to circumvent tender process in any way. Unsolicited offering of discounts, reduction in financial bid amount, upward revision of quality of goods etc after opening of first bid will be treated as unethical practice.
4. IIIT RKValley, RGUKT-AP will reject the proposal for award, forfeit the EMD amount and also may debar the bidder for future tenders in IIIT RKValley, RGUKT-AP, if it is determined that the bidder has engaged in corrupt, fraudulent or unethical practices in competing for, or executing a contract.

Section-I

1. General Conditions of Proposed Contract (GCC)

Definitions:

In this contract, the following terms shall be interpreted as indicated. Terms defined in general instruction to bidders section shall have the same meaning

- a) "Contract" means the agreement entered into between the IIIT RKValley, RGUKT-AP and the vendor, as recorded in the contract form signed by the parties, including all attachments and appendices there to and all documents incorporated by reference therein
- b) "Contract price" means the price payable to the vendor under the contract for the full and proper performance of its contractual obligations;
- c) "Incidental services" means those services ancillary to the supply of the goods and services, such as transportation and insurance and any other incidental services, such as installation, commissioning, provision of technical assistance, training and other such obligations of the vendor covered under the contract;
- d) "GCC" means the general conditions of contract contained in this section.
- e) "SCC" means the special conditions of contract if any.
- f) "RGUKT" means the Rajiv Gandhi University of Knowledge Technologies, AP.
- g) "Purchaser/User" means ultimate recipient of goods and services
- h) "Vendor or Bidder" means the individual or firm supplying the goods and services under this contract.
- i) "Project site", where applicable, means the place(s) where goods/services are to be made available to user.
- j) "LD" means Liquidated Damages
- k) "Day" means calendar day
- l) "Uptime" means the time periods where specified services with specified technical and service standards are available to user(s)
- m) "Down time" means the time period when specified services with specified technical and service standards are not available to user(s)

2. Application

These general conditions shall apply to the extent that they are not superseded by provisions of other parts of the contract.

3. Standards

The goods supplied under this contract shall conform to the standards mentioned in the specifications, and when no applicable standard is mentioned, the authoritative standards appropriate to the goods' country of origin shall apply. Such standard shall be the latest issued by the concerned institution

4. Use of documents and information

1. The vendor shall not, without prior written consent from IIIT RKValley, RGUKT-AP, disclose/share/use the bid document, contract, or any provision thereof, or any specification, plan drawing, pattern, sample or information furnished by or on behalf of the IIIT RK Valley, RGUKT- AP in connection therewith, to any person other than a person employed by the vendor in the performance of the contract. Disclosure to any such employed person shall be made in confidence and shall extend only, so far as may be necessary for purposes of such performance.
2. The Vendor shall not, without Page 27 of 54 of IIIT RKValley, RGUKT-AP, make use of any document or information made available of the project, except for purposes of Performing the Contract.
3. All project related document (including this bid document) issued by IIIT RKValley, RGUKT- AP, other than the contract itself, shall remain the property of the RGUKT-AP and shall be returned (in all copies) to the IIIT RKValley, RGUKT-AP on completion of the Vendor's performance under the contract if so required by the IIIT RK Valley, RGUKT-AP.

5. User license and patent rights

1. The Vendor shall provide licenses for all software products, whether developed by it or acquired from others. In the event of any claim asserted by a third party for software piracy, the vendor shall act expeditiously to extinguish such claim. If the vendor fails to comply and the IIIT RKValley, RGUKT-AP is required to pay compensation to a third party resulting from such software piracy, the vendor shall be responsible to a compensation including all expenses, court costs and lawyer fees. The IIIT RK Valley, RGUKT-AP will give notice to the vendor of such claim, if it is made, without delay.
2. The vendor shall indemnify the purchases against all third party claims of infringement of patent, trademark or industrial design rights arising from use of the goods, software package or any part thereof.

6. Performance Security

1. On receipt of notification of award, the vendor shall furnish performance security to IIIT RKValley, RGUKT-AP in accordance with bid document requirement.
2. The performance security shall be payable to the Director, IIIT RKValley, RGUKT-AP as compensation for any loss resulting from the supplier's failure to complete its obligations under the contract.
3. The performance security shall be denominated in Indian rupees or in a freely convertible currency acceptable to IIIT RK Valley, RGUKT-AP and shall be in one of the following forms:
 - a) A bank guarantee, issued by a reputed nationalized bank located in India with at least one branch office in Vijayawada/Andhra Pradesh, in the form provided in the bidding document or another form acceptable to the IIIT RKValley, RGUKT-AP; or
 - b) A cashier's cheque or banker's certified cheque or crossed demand draft or pay order drawn in favor of the Director, IIIT RKValley, RGUKT-AP.
4. The performance security will be discharged by the IIIT RKValley, RGUKT-AP and returned to the vendor not later than thirty (45) days following the date of completion of all formalities under the contract and if activities, post warranty, by the vendor is envisaged, following receipt of a performance guarantee for annual maintenance as per bid document.
5. In the event of any contract amendment, the vendor shall, within 15 days of receipt of such amendment, furnish the amendment to the performance security, rendering the same valid for the duration of the contract.

7. Manuals and drawings

- i. Before the goods and services are taken over by the user, the vendor shall supply operation and maintenance manuals, (together with drawings of the goods and services where applicable).
- ii. The vendor shall provide complete technical documentation of hardware, firmware, all subsystems, operating systems, compiler, system software and the other software.
- iii. The manuals and drawings wherever applicable shall be in English or Telugu.
- iv. At least one set of the manuals should be supplied at installation site.
- v. Unless and otherwise agreed, the goods and services shall not be considered to be completed for the purpose of taking over until such manuals and drawings have been supplied to the user.

8. Inspection and acceptance tests

1. Inspection and tests prior to shipment of Goods and at final acceptance are as follows:

- a) Inspection of the goods shall be carried out to check whether the goods are in conformity with the specifications mentioned in the bid document. Following broad test procedure will generally be followed for inspection and testing of hard ware and firm wares. The vendor will dispatch the goods to the ultimate consignee after internal inspection testing along with the supplier's inspection report, manufacturer's warranty certificate. The IIIT RKValley, RGUKT-AP or concerned Institute will test the equipment after completion of the installation and commissioning at the site of the installation. (If site preparation is not included in the tender call or specification, the vendor should furnish all details of the site requirement to the IIIT RKValley, RGUKT-AP sufficiently in advance so as to get the works completed before receipt of the equipment.)
- b) The Inspections and tests, at the discretion of, IIIT RKValley, RGUKT-AP, may be conducted on the premises of the vendor or its subcontractor(s), at point of delivery, and / or at the good's final destination. If conducted on the premises of the vendor or its subcontractor(s), all reasonable facilities and assistance, including access to drawings and production data, shall be furnished to the inspections at no charge to the IIIT RK Valley, RGUKT-AP.
- c) Should any inspected or tested goods fail to conform to the specifications the IIIT RKValley, RGUKT-AP may reject the goods, and the vendor shall either replace the rejected goods or make alterations necessary to meet specifications requirements free of cost to the IIIT RKValley, RGUKT-AP/user.
- d) IIIT RKValley, RGUKT-AP has right to inspect, test and, where necessary reject the goods after the goods' arrival at user's site shall in no way be limited or waived by reason of the goods having previously been inspected, tested and passed by the IIIT RKValley, RGUKT-AP or its representative prior to the goods shipment from the country of origin.
- e) Nothing in this clause shall in any way release the vendor from any warranty or other obligations under this contract.
- f) The acceptance test will be conducted by the IIIT RKValley, RGUKT-AP, their consultant or any other person nominated by the IIIT RKValley, RGUKT-AP, at its option. There shall not be any additional charges for carrying out acceptance tests. Any reduction in functional requirements and performance specifications shall be ground for failure. Any malfunction, partial or complete failure of any part of hardware, firmware or excessive heating of hardware enclosures, motors attached to printers, drivers etc. or bugs in the software shall be grounds for failure of acceptance test. All the software should be complete and no missing modules/sections will be allowed. The vendor shall maintain necessary log in respect of the results of the tests to establish to the entire

satisfaction of the IIIT RKValley, RGUKT-AP, the successful completion of the test specified. And average uptake efficiency of 97% for the duration of test period (7 days) shall be considered as satisfactory.

- g) In the event of the hardware and software failing to pass the acceptance test, a period not exceeding one week will be given to rectify the defects and clear the acceptance test, failing which the IIIT RKValley, RGUKT-AP reserves the rights to get the Equipment replaced by the vendor at no extra cost to the IIIT RKValley, RGUKT-AP/user.

9. Acceptance Certificates

On successful completion of acceptability test, receipt of deliverables etc, and after IIIT RKValley, RGUKT-AP and Concerned Institutes are satisfied with the working of the system, the acceptance certificate signed by the vendor and the representative of the concerned Institute of IIIT RKValley, RGUKT-AP will be issued. The date on which such certificate is signed shall be deemed to be the date of successful commissioning of the systems.

10. Packing

- i. The vendor shall provide such packing of the goods as is required to prevent their damage or deterioration during transit to their final destination. The packing shall be sufficient to withstand, without limitation, rough handling during transit and exposure to extreme temperature and precipitation during transit and open storage. Packing case size and weights shall take into consideration, where appropriate, the remoteness of the goods' final destination and the absence of heavy handling facilities at all points in transit.
- ii. The packing, marking and documentation within and outside the packages shall comply strictly with such special requirements as shall be expressly provided for in the contract, including additional requirements, if any, specified in SCC, and in any subsequent instructions ordered by the IIIT RK Valley, RGUKT-AP.

11. Delivery and documents

1. Delivery of the goods/services shall be made by the vendor in accordance with the terms specified in schedule of requirements. The details of shipping and/or other documents to be furnished and submitted by the vendor are specified below.
2. For Goods supplied from abroad:
 - a. Within 24 hours of shipment, the vendor shall notify the IIIT RKValley, RGUKT-AP and the Insurance Company by cable or telex or fax full details of the shipment including contract number, description of goods, quantity, the vessel, the bill of landing number and date, port of loading, date of shipment, port of discharge, etc. The vendor shall mail the following documents to the IIIT RKValley, RGUKT-AP, with a copy to the Insurance Company.
 - b. Four copies of supplier's invoice showing goods description, quantity, unit price and total amount;
 - c. 4 copies of packing list identifying contents of each package;
 - d. Insurance Certificate; Manufacturer's/Supplier's warranty certificate;
 - e. Inspection certificate, issued by the nominated inspection agency and the Supplier's factory inspection report; and
 - f. Certificate of origin.

The above documents shall be received by the IIIT RKValley, RGUKT-AP at least one week before arrival of Goods at the port or place of arrival and, if not received, the vendor will be responsible for any consequent expenses.

12. For Goods from with in India:

Upon delivery of the goods to the user, the vendor shall notify the IIIT RK Valley, RGUKT-AP and mail the following documents to the IIIT RK Valley, RGUKT-AP:

- a) Four copies of the vendor invoice showing goods description, quantity, unit price total amount;
- b) Delivery note, or acknowledgment of receipt of goods from the user;
- c) Manufacturer's or Supplier's warranty certificate;
- d) Inspection Certificate issued by the nominated inspection agency, and the Supplier's factory inspection report.
- e) Certificate of Origin;
- f) Insurance Policy;
- g) Excise gate pass Octroi receipts wherever applicable duly sealed indicating payments made; and
- h) Any of the documents evidencing payment of statutory taxes

The above documents shall be received by the IIIT RK Valley, RGUKT-AP before arrival of the Goods (except deliver note and where it is handed over to the user with all documents) and if not received, the vendor will be responsible for any consequent expenses.

13. Insurance

- i. It is suggested that the goods supplied under the contract shall be fully insured in an freely convertible currency against loss or damage incidental to manufacture or acquisition, transportation, storage and delivery up to user site.
- ii. The insurance should be for replacement value from "Warehouse to warehouse (final destination)" on "All Risks" valid up to 3 months till completion of delivery, installation and commissioning.

14. Transportation

Transport of the goods to the project site(s) shall be arranged by the vendor at his cost.

15. Hardware Installation

The vendor is responsible for all unpacking, assemblies, wiring, installations, cabling between computer units and connecting to power supplies. The vendor will test all hardware operations and accomplish all adjustments necessary for successful and continuous operation of the computer hardware at all installation sites.

16. Incidental services

The vendor may be required to provide any or all the following services, including additional services:

- a. Performance or supervision or maintenance and/or repair of the supplied goods and services for a period of time agreed by the parties, provided that this service shall not relieve the vendor of any warranty obligations under this Contract and
- b. Training of IIIT R.K. Valley, RGUKT-AP and concerned Institute and/or its user organization personnel, at the vendor's site and/ or on-site, in assembly, start-up, operation, maintenance and/or repair of the supplied goods and services.

Prices changed by the vendor for the preceding incidental services, if any, should be indicated separately (if required), and same will be mutually negotiated separately.

17. Spare Parts

- a. The Vendors may be required to provide any or all of the following materials. Notifications and information pertaining to spare parts manufactured or distributed by the Vendor.
- b. Such spare parts as the IIIT RKValley, RGUKT-AP and concerned Institute may elect to purchase from the Vendor, provided that this election shall not relieve the Vendor of any warranty obligations under the contract
- c. In the event of termination of production of the spare parts, an advance notification to the IIIT RKValley, RGUKT-AP and Concerned Institute of the pending termination, in sufficient time to permit the IIIT RKValley, RGUKT-AP to procure needed requirements.
- d. The Vendor shall ensure availability of spares in stock at his nearest service centre for immediate delivery such spare parts as: (a) are necessary for a minimum of 3years of operation after installation at the purchaser's sites (b) are necessary to comply with specifications.

18. Warranty

1. The Vendor warrants that the goods and services supplied under the contract are new, unused, of the most recent or current models, and that they incorporate all recent improvements in design and materials unless provided otherwise in the contract. The Vendor further warrants that all goods and services supplied under this contract shall have no defect arising from design, materials or workman ship or from any actor omission of the Vendor that may develop under normal use of the supplied goods in the conditions prevailing in the country of final destination.
2. The warranty period shall be as stated in bid document. The vendor shall, in addition, comply with the performance guarantees specified under the contract. If, for reasons attributable to the Vendor, these guarantees are not attained in whole or in part, the vendor shall, makes such changes, modifications, and/or additions to the goods or any part there for as may be necessary in order to attain the contractual guarantees specified in the contract at its own cost and expenses and to carry out further performance tests.
3. The equipment supplied should achieve required uptime.
4. IIIT RK Valley, RGUKT-AP user shall promptly notify the Vendor, within the period specified in GCC and with all reasonable speed, repair or replace the defective goods and services or parts thereof, without costs to the user.
5. If the Vendor, having been notified, fails to remedy the defects(s) within a reasonable period, the IIIT RK Valley, RGUKT-AP /user may proceed to takes such remedial action as may be necessary, at the vendor's risk and expense and without prejudice to any other rights which the IIIT RK Valley, RGUKT-AP/user may have against the Vendor under the contract.

19. Maintenance Service

1. Free maintenance services including spares shall be provided by the vendor during the period of warranty. User, at its discretion may ask the vendor to provide maintenance services after Warranty period, i.e., annual maintenance and repairs of the system at the rates indicated by bidder in its proposal and on being asked so, the vendor shall provide the same. The cost of annual maintenance and repairs cost (after warranty period), which will include cost of spares replaced, shall be paid in equal quarterly installments at the end of each quarter.
2. The vendor will accomplish preventive and break down maintenance activities to ensuring that all hardware, and firm ware execute without defector interruption for at least required uptime.

3. In case uptime is less than the stipulated up time, penalty as indicated in the bid document shall be imposed on the vendor.
4. The amount of penalty if any, will be recovered at source from the performance guarantee during the warranty or from annual maintenance charges payable as the case may be.

20. Payment

1. The vendor's request(s) for payment shall be made to the concerned Institute level in writing, accompanied by an invoice describing, as appropriate, the goods/service delivered/performed.
2. Payments shall be made promptly by the concerned Institute but in no case later than (60) days after submission of a valid invoice or claim by the vendor.
3. The currency of payment will be Indian rupees.
4. Payment shall be made as indicated in Bid document.
 - a. The annual maintenance and repair cost as per separate agreement if any, shall be paid in equal quarterly installments at the end of each quarter as per the rates quoted and agreed.
5. Payment will be made through cheque /RTGS Transfer.

21. Prices

Prices charged by the Vendor for goods delivered and services performed under the contract shall not vary from the prices quoted by the Vendor in its bid, with the exception of any price adjustments authorized in special conditions of contract or in the request for bid validity extension, as the case may be.

22. Change Orders:

IIIT RKValley, RGUKT-AP, at any time, by written order given to the Vendor, make changes within the general scope of the Contract in any one or more of the following:

- a) Drawing, designs, or specifications, where Goods to be supplied under the Contract are to be specifically manufactured for the IIIT RKValley, RGUKT-AP and concerned Institutes;
- b) The method of shipment or packing;
- c) The place of delivery and/or the services to be provided by the Vendor.

If any such change causes an increase or decrease in the cost of, or the time required for, the Vendor's performance of any provisions under the contract, an equitable adjustments shall be made in the contract price or delivery schedule, or both, and the contract shall accordingly be amended. Any claims by the Vendor for adjustment under this clause must be asserted within thirty (30) days from the date of the Vendor's receipt of the change order.

23. Contract amendment

No variation in or modification of the terms of the Contract shall be made except by written amendment signed by the parties.

24. Assignment

The Vendor shall not assign, in whole or in part, its obligations to perform under this contract, except with the prior written consent from IIIT RKValley, RGUKT-AP.

25. Subcontracts

The Vendor shall notify the IIIT RKValley, RGUKT-AP in writing of all subcontracts awarded under the contract if not already specified in the bidder's proposal. Such notification, in the original bid or later, shall not relieve the Vendor from any liability or obligation under the contract subcontract shall be only for bought-out items and sub-assemblies.

26. Delays in the Supplier's Performance

1. Delivery of the Goods and performance of the services shall be made by the Vendor in accordance with the time schedule specified by the IIIT RKValley, RGUKT-AP in the specifications.
2. If at any time during performance of the contract, the vendor or its subcontractor(s) should encounter conditions impeding timely delivery of the goods and performance of services, the Vendor shall promptly notify the IIIT RKValley, RGUKT-AP in writing of the fact of the delay, its likely duration and its causes (s). As soon as practicable after receipt of the Vendor's notice, IIIT RKValley, RGUKT-AP shall evaluate the situation and may at its discretion extend the Vendor's time for performance, with or without liquidated damages.
3. A delay by the Vendor in the performance of his delivery obligations shall render the vendor liable to the imposition of appropriate liquidated damages, unless an extension of time is agreed upon by IIIT RKValley, RGUKT-AP without liquidated damages.

27. Liquidated damages(LD)

If the Vendor fails to deliver any or all of the goods or perform the services within the time periods (s) specified in the Contract, the IIIT RKValley, RGUKT-AP shall, without prejudice to its other remedies under the Contract deduct from the Contract Price as liquidated damages a sum equivalent to as per the terms indicated in the bid document until actual delivery or performance subject to maximum limit. Once the maximum is reached, the IIIT RKValley, RGUKT-AP may consider termination of the contract.

28. Termination for default

1. The IIIT RKValley, RGUKT-AP, without prejudice to any other remedy for breach of Contract, by written notice of default sent to the Vendor, may terminate the Contract in whole or in part: If the Vendor fails to deliver any or all of the Goods/Services within the time period(s) specified in the contract, or within any extension thereof granted by the IIIT RKValley, RGUKT-AP pursuant to Clause 25 of GCC.
 - a. If the Vendor fails to perform any other obligation (s) under the Contractor
 - b. If the Vendor, in the judgment of the IIIT RK Valley, RGUKT-AP has engaged in corrupt or fraudulent practices in competing for or in executing the Contract.
2. In the event the IIIT RKValley, RGUKT-AP terminated the contract in whole or in part, IIIT RKValley, RGUKT-AP may procure, upon such terms and in such manner as it deems appropriate, goods or services similar to those undelivered, and the Vendor shall be liable to the IIIT RKValley, RGUKT-AP for any excess performance of the contract to the extent not terminated.

29. Force majeure

1. The Vendor shall not be liable for the forfeiture of its performance security, liquidated damages, or termination for default if and to the extent that its delay in performance or other failure to perform its obligations under the Contract is the result of an event for Force Majeure.
2. For purpose of this clause, "Force Majeure" means an event beyond the control of the Vendor and not involving the Supplier's fault or negligence and not foreseeable. Such events may include but are not restricted to, acts of the IIIT RKValley, RGUKT-AP in its sovereign capacity, wars or revolutions, fires, floods, epidemics, quarantine restrictions and freight embargoes.
3. If a Force Majeure situation arises, the Vendor shall promptly notify the IIIT RKValley, RGUKT- AP in writing of such condition and the cause thereof. Unless otherwise directed by the IIIT RKValley, RGUKT-AP in writing, the Vendor shall continue to perform its obligations under the Contract as far as is reasonably practical, and shall seek all reasonable alternative means for performance not prevented by the Force Majeure event.

30. Termination for insolvency

IIIT RKValley, RGUKT-AP may at any time terminate the contract by giving 30 days written notice to the Vendor if the Vendor becomes bankrupt or otherwise insolvent. In this event, termination will be without compensation to the Vendor, provided that such termination will not prejudice or affect any right of action or remedy which has accrued or will accrue thereafter to the IIIT RKValley, RGUKT-AP.

31. Termination for Convenience

1. IIIT RKValley, RGUKT-AP, may at any time by giving 30 days written notice to the Vendor, terminate the Contract, in whole or in part, for its convenience. The notice of termination shall specify that termination is for the IIIT RKValley, RGUKT-AP convenience, the extent to which performance of the Vendor under the Contract its terminated, and the date upon which such termination becomes effective.
2. The goods that are completed and ready for shipment within thirty (30) days after the vendor's receipt of notice of termination shall be accepted by the IIIT RKValley, RGUKT-AP at the contract terms and prices. Other remaining Goods, the IIIT RKValley, RGUKT-AP may elect to have any portion completed and delivered at the contract terms and prices at its discretion.

32. Resolution of disputes:

1. The IIIT RKValley, RGUKT-AP and the Vendor shall make every effort to resolve amicably by direct informal negotiation any disagreement or dispute arising between them under or in connection with contract.
2. If, after thirty (30) days from the commencement of such informal negotiations, the IIIT RKValley, RGUKT-AP and the Vendor have been unable to resolve amicably a contract dispute, either party may require that the dispute be referred for resolution to the formal mechanisms specified here in. These mechanisms may include, but are not restricted to, conciliation mediated by a third party.
3. The dispute resolution mechanism shall be as follows:
4. In case of a dispute or difference arising between the IIIT RKValley, RGUKT-AP and the Vendor relating to any matter arising out of or connected with this agreement, such disputes or difference shall be settled in accordance with the Arbitration and Conciliation Act, of India, 1996.

33. Governing Language

The Contract shall be written in English or Telugu. All correspondence and other documents pertaining to the contract which are changed by the parties shall be written in same languages.

34. Applicable law

The contract shall be interpreted in accordance with appropriate Indian laws.

35. Notices

1. Any notice given by one party to the other pursuant to this contract shall be sent to the other party in writing or by telex, email, cable or facsimile and confirmed in writing to the other party's address.
2. A notice shall be effective when delivered or tendered to other party whichever is earlier.

36. Taxes and duties

The Vendor shall be entirely responsible for all taxes, Duties, license fee Control, road permits etc. incurred until delivery of the contracted Goods/services at the site of the user or as per the terms of tender document if specifically mentioned.

37. Licensing Considerations

The software mentioned in the Schedules or Requirement will be used throughout Andhra Pradesh or user's sites even outside Andhra Pradesh.

38. Protection against damages–site conditions:

1. The system shall not be prone to damage during power failures and trip outs. The normal voltage and frequency conditions available at site are asunder
 - a. Voltage 230Volts.
 - b. Frequency 50Hz.
2. However, locations may suffer from low voltage conditions with voltage dropping to as low as 160 volts and high voltage conditions with voltage going as high as 220+20% volts. The relative humidity may range in between 5% to 95%.
3. The goods supplied under the contract should provide protection against damage under above conditions.

39. Fail-safe procedure

The vendor should indicate in detail fail-safe procedure (s) for the following:

1. Power failure
2. Voltage variation
3. Frequency variation

40. Training:

For each hardware and software component installed, the Vendor may be required to train the designated IIIT RKValley, RGUKT-AP and concerned Institute's persons and user personnel free of cost to enable them to effectively operate the total system. The training, if required, shall be given specified in the SCC at the locations specified. The training schedule will be agreed to by both parties during the performance of the Contract.

41. Site Preparation and Installation:

The Purchaser is solely responsible for the construction of the installation sites except where it is specifically required under bid document. The bidder will designate to perform a site inspection to verify the appropriateness of the sites before the installation of every hardware related them.

Bid Letter Form

From:

(Registered name and address of the bidder.)

To:

The Director,
IIIT RKValley, RGUKT-AP
Vempalli (M), Kadapa(D)
Andhra Pradesh-516330.

Sir,

Having examined the bidding documents and amendments there on, we the undersigned, offer To provide services/execute the works including supply, delivery installation of hardware, firmware and software as the case may be, in conformity with the terms and conditions of the bidding document and amendments thereon, for the following project in response to your tender call dated ON 19-11-2018 Project Title: "Procurement of 350 Desktop Computers for IIIT-RK Valley"

If our bid is accepted, we undertake to;

1. Provide services/execute the work according to the time schedule specified in the bid document.
2. Obtain the performance guarantee of a bank in accordance with bid requirements for the due performance of the contract, and
3. Agree to abide by the bid conditions, including modifications/amendments issued if any, which remain binding upon us during the entire bid validity period and bid may be accepted anytime before the expiration of that period.
4. We understand that you are not bound to accept the lowest or any bid you may receive, nor to give any reason for the rejection of any bid and that you will not defray any expenses incurred by us in bidding.

Place:

Date:

Bidder's Signature
and seal.

Contract form

Ref. No:- IIIT RKValley/RGUKT-AP/e-Proc/Desktop Computers/T01/2018

HIS AGREEMENT is made on ____ day of _ - BETWEEN

1.The Director, IIIT RK Valley, RGUKT-AP, Vempalli (M) , Kadapa Dist. ,Andhra Pradesh“(here in after "the IIIT RK Valley, RGUKT-AP")), one part and.....(Name of Vendor a company incorporated under the laws of India and having its registered office) at.....(City and Country of Vendor) (Hereinafter "the Vendor") of the other part:

WHERE As the purchaser invited bid for certain goods and ancillary services viz., Supply and Installation of _____ of supply at _____ and has accepted a bid by the Supplier for the supply of those all taxes and duties (hereinafter called as “the Contract Price”)

NOW THIS AGREEMENT WITNESSETH AS FOLLOWS:

In this Agreement words and expression shall have the same meanings as are respectively assigned to them in the conditions of bid document referred to.

1. Scope of the Work

Brief outline of the work: To Supply & Installation of _____ at subsequent clarifications.

2. Contract Documents

2.1 Contract Documents

The following documents shall constitute the contract between the User and the Supplier, and each shall be read and construed as an integral part of the contract:

- I. Tender document Ref No. _____ Dt. _____
- II. Amendments and Modifications issued, if any
- III. Pre-Bid Evaluation Resolutions.
- IV. Technical- Bid Evaluation Resolutions.
- V. Financial -Bid Evaluation Resolutions.
- VI. Letter Of Intent by Administrative Officer (i/c), IIIT-RK Valley.
- VII. This Contract Agreement has attached.

In the event of any ambiguity or conflict between the Contract Documents listed above, the order of precedence shall be the order in which the contract documents are listed in 2.1(Contract Documents) above, provided that Schedule of Amendments contained in Annexure-IV shall prevail over all provisions of the Contract Agreement and the other Appendices attached to the Contract Agreement and all the other Contract Documents listed in 2.1 above.

3. In consideration of the payments to be made by the Purchaser to the Supplier as hereinafter mentioned, the Supplier hereby covenant with the Purchaser to provide the Goods and Services and to remedy defects therein in conformity in all respects with the provisions of the contract.

4. The Purchaser hereby covenants to pay the Supplier in consideration of the provision the Goods and Services and the remedying of defects therein, the Contract price or such other sum as may become payable under the provisions of the Contract at the times and in the manner prescribed by the Contract.

5. Brief particulars of the goods and services which shall be supplied/provided by the Supplier are as under:

S.No	Solution, service, or material	QTY	Unit Price	Total Price
1.				
2.				
3.				

TOTALVALUE : _____
 DELIVARYSCHEDULE : _____
 WARANTY : _____

SUPPLIER RESPONSIBILITY : _____
 UPTIME% : _____
 EXITCLAUSE : _____
 PAYMENTTERMS : _____

IN WITNESS WHEREOF the Purchaser and the Supplier have caused this agreement to be duly executed by their duly authorized representatives the day and year above written.

For and behalf of the IIIT RKValley, RGUKT-AP

Signed:

In the capacity of Director, IIIT RKValley, RGUKT-AP

In the presence of _____

For and behalf of the Vendor

Signed: _____

In the capacity of _____, M/S. _____

In the presence of _____

Annexure				
Schedule				
Items	Configuration required	Qty	Unit Price	Total Price
	Grand Total			

Annexure-I

Ref. No: IIIT RKValley/RGUKT-AP/e-Proc/Desktops/T01/2018, dated.19.11.2018

Bid Security (EMD) form

(To be issued by any Scheduled Bank/ Nationalized in India and having at least one branch in Idupulapaya, Andhra Pradesh)

To

WHEREAS _____ (Name of bidder) (hereinafter called "the bidder " has submitted its RFP dated _____ (Date) for the execution of (Name of Contract)_____ (hereinafter called "the RFP") in favour of _____ hereinafter called the " Employer ";

KNOW ALL MEN by these presents that we, _____ Bank, a body corporate constituted under the Banking Companies (Acquisition & Transfer of Undertakings) Act, 1970 having its Head Office at _____ amongst others a branch at _____ (hereinafter called " the Bank" are bound unto the employer for the sum of Rs _____ (Rupees _____ only) for which payment well

and truly to be made to the said Employer, the Bank binds itself, its successors and assigns by these presents;

THE CONDITIONS of this obligation are:

- (a) If the bidder withdraws its RFP during the period of RFP validity specified in the RFP; or
- (b) If the bidder having been notified of the acceptance of his RFP by the Employer during the period of RFP validity;
 - (i) Fails or refuses to execute the Agreement, if required; or
 - (ii) Fails or refuses to furnish the performance security or security Deposit, in accordance with of Terms and Conditions of this RFP.

We undertake to pay to the Employer up to the above amount upon receipt of his first written demand without the Employer having to substantiate his demand, provided that in his demand the Employer will note that the amount claimed by him is due to him owing to the occurrence of one or both of the two conditions, specifying the occurred condition or conditions.

Not with standing anything contained herein,

- 1) our liability under this Bank guarantee shall not exceed Rs _____ (Rupees _____ only)
- 2) The bank Guarantee is valid upto _____ and
- 3) We are liable to pay the guaranteed amount or any part thereof under this Bank guarantee only and only if you serve upon us a written claim or demand on or before _____ (mention period of the Guarantee as found under clause (ii) above plus claim period)

Dated _____ day of _____ 20_____

SIGNATURE OF THE BANK

Ref.NO : IIIT RKValley/RGUKT-AP/e-Proc/Desktop/T01/2018,dated.19.11.2018

Performance Security Form

(To be issued by a bank scheduled in India and having at least one branch in Iduplulapaya/Kadapa)

BANK GUARANTEE FORMAT FOR SECURITY DEPOSIT

Guarantee No.....

Amount of Guarantee Rs.....

Guarantee cover from Dated :

To Dated:

Last Date for Lodgment of claim:

To:

.....
.....
.....
.....

In consideration of (hereinafter called "Beneficiary") having agreed to exempt Ltd., having its Registered Office situated at (hereinafter called the "the obligator(s)") from the demand of security deposit of Rs..... (Rupees only) under the terms and conditions of an agreement dated (hereinafter called the "said Agreement") for the due fulfillment by the said obligator of the terms and conditions contained in the said agreement, on production of the Bank Guarantee for Rs..... (Rupees only), at the request of the obligator _____ Bank, a body corporate constituted under the Banking Companies (Acquisition Transfer of undertakings) Act, 1970 having its Head Office at _____ amongst others a branch at (hereinafter referred to as "the Bank") has agreed to give following guarantee in favour of the beneficiary for an amount not exceeding Rs..... (Rupees only) against any loss or damage caused to or suffered or would be caused to or suffered by reason of any breach by the said Obligator(s) of any of the terms and conditions contained in the said agreement.

1. We, the Bank to hereby undertake to pay the amount payable under this guarantee without any demur merely on a demand from the beneficiary stating that the amount claimed is due by way of loss or damage caused to or would be caused to or suffered by reason or any breach of the terms and conditions contained in the said agreement or by reason of the obligator's failure to perform the said agreement. Any such demand in writing made on the Bank shall be conclusive as regards the amount due and payable by the Bank under the guarantee. However, our liability under this guarantee shall be restricted to an amount not exceeding Rs.....

2. We, the Bank further agree that the guarantee herein contained shall remain in full force and effect during the period that would be taken for the performance of the said agreement and that it shall continue to be enforceable till all the dues of the beneficiary under or by virtue of the said agreement have been fully paid and its claims satisfied or till the beneficiary certifies that the terms and conditions of the said agreement have been fully discharged this guarantee. Unless a demand for claim under this guarantee is made on us in writing on or before we shall be discharged from all liabilities under this guarantee thereafter.

3. We, the Bank further agree that the beneficiary shall have the fullest liberty, without consent and without effecting in any manner or obligations hereunder, to extend time of performance the said obligator(s) from time to time or to postpone for any time any of the powers exercisable by the beneficiary against the said obligator(s) and to forbear or enforce any of the terms and conditions relating to the said agreement and we shall not be relieved of our liability by reason of any extension being granted to the said obligator(s) for any forbearance, act or omission on the part of the beneficiary or any indulgence by the beneficiary to the said obligator(s) or by any such matter or thing whatsoever which under the law relating to sureties would not for this provision have effect of so relieving us.

4. We, the Bank lastly undertake not to revoke this guarantee during its currency except with the previous consent of the beneficiary in writing.
5. Notwithstanding anything contained herein:
 - (i) Our liability under this Bank Guarantee shall not exceed Rs.
 (Rupees only)
 - (ii) This Bank Guarantee is valid upto and
 - (iii) We are liable to pay the guaranteed amount or any part thereof under this Bank Guarantee only and only if you serve upon us a written claim or demand on or before
 (mention period of the guarantee as found under clause
 (ii) above plus claim period)

PLACE:

DATE :

SIGNATURE

Annexure III

FORMAT FOR MANUFACTURER'S AUTHORIZATION LETTER TO AGENT (ON LETTER HAND)

Ref. No.

Date:

To,

The Director
IIIT-RK Valley, RGUKT-AP
Vempalli (M) Kadapa(Dist)A.P-516330

Sub: Authorization Letter.

Dear Sir,

We, _____, who are established and reputed manufactures of _____, having factory at _____, hereby authorized M/s. _____ (name & address of Indian distributor/agent) to bid, negotiate and conclude the order with you for the above goods manufactured by us.

We shall remain responsible for the tender / contract/agreement negotiated by the said M/s. _____, jointly and severally.

We ensure that we would also support / facilitate the M/s _____ on regular basis with technology / product updates for up-gradation/maintains/repairing/servicing of the supplied goods manufactured by us, during the warranty period.

Incase duties of the Indian agent / distributor are changed or agent / distributor is changed it shall be obligatory on us to automatically transfer all the duties and obligations to the new Indian Agent failing which we will ipso-facto become liable for all acts of commission or omission on the part of new Indian Agent / distributor.

Yours faithfully,

(Name & Signature)

For and on behalf of M/s. _____(name of manufacturer)

Note: This letter of authorization should be on the letterhead of the manufacturing concern and should be signed by a person competent and having the power of attorney to bind the manufacturer. A copy of notarized power of attorney should also be furnished.

Annexure-IV
Amendments & Other Documents

S.no	Amendment No	Date	Amendment Description

Annexure-V

NON BLACKLISTING CERTIFICATE

(To be submitted on letterhead)

I/We hereby certify that the _____ (name of the company / firm) has not been blacklisted/ debarred by any Central / State Government/ Public Undertaking / Institute on any account for last three financial years.

I/We also certify that firm will provide outsourcing of manpower services as per the specification given by RGUKT-AP and also abide all the terms and conditions stipulated in the bid document.

I/We also certify that the information given in bid is true and correct in all aspects and in any case at a later date it is found that any details provided are false and incorrect, contract given to the concern firm or participation may be summarily terminated at any stage, the firm will be blacklisted and RGUKT-AP may imposed any action as per the rules.

Date:

Name:

Place:

Business Address:

Signature of Bidder:

Seal of the Bidder:

Form P-1

Pre-Bid evaluation form

Sl.No	Name of the Documents	Submitted proof of the Document	Page. No's
1	Name of the organization		
2	Registration Certificate		
3	Registered Office Address		
4	Contact Details Ph.No, E-mail, Fax .No.etc.		
5	Total No. of branch offices in Andhra Pradesh		
6	Total support engineers available		
7	Whether Manufacturer?	If yes provide relevant documents	
8	Whether authorized dealer/ Service Provider?	If Yes provide relevant documents	
9	Details of EMD furnished		
10	Non Blacking Certificate		
11	Details of purchase orders for 175 Desktop computers with similar computers		
12	ISO certificate		
13	Turnover certificate		
14	IT returns (2017-18,2016-17 &2015-16)		
15	PAN &TIN Number		
16	Sales Tax, Service Tax & GST Registration certificate		

Form P-2

Turn over details of Item/product with similar configurations in 2017-18& 2016-17,2015-16(Irrespective of brand/make)

S.No	Item Name	Nos. sold	Amount (Rs in Lakhs)

Note: Attach corresponding Form 26AS documents as a proof, without which form P2A is not valid

Form P-2B

Turn over details of Item/product in 2017-18& 2016-17, 2015-16(Brand offered)

FY	Item Name	Nos. sold	Amount (Rs in Lakhs)
2017-18			
2016-17			
2015-17			

Note: Attach corresponding Form 26AS documents as a proof, without which form P2B is not valid.

Form P-3

List of Major Customers

S.No	Customer address	Full	Year of supply	Item Name	Turnover Under FormP-2A(No.s.)	Turn over Under Form P-2B(No.s.)

Note: Attach corresponding Form 26AS documents as a proof, without which form P3 is not valid.

Form P-4

Details of Service Centers in Andhra Pradesh

Sl.No	Full Address of service center	Contact persons with phone No	No. of support Engineers

FORM T-1.

Specification Conformity Form

Sl No	Item	Specification Required		Proposed Specification for Configuration -1 Higher/Lower/Equal	Proposed Specification for Configuration-2 Higher/Lower/ Equal	Conformity Higher / Lower /Equal	AMC for 4 th & 5 th Year Yes/No
		Configuration 1	Configuration 2				
1	Processor	Intel Core i7-8700 or Higher	Processor Intel Core i7-8th Gen or Higher				
2	ChipSet	SOC	SOC				
3	Operating System	Windows 10 Professional	Windows 10 Professional				
4	MS Office	Latest Version of Microsoft® Office	Latest Version of Microsoft® Office				
5	Security Software	McAfee(R) Multi Device Security 15 month subscription	McAfee(R) Multi Device Security 15 month subscription				
6	Monitor	54.61 cm (21.5) diagonal Full HD display	54.61 cm (21.5) diagonal Full HD display				
7	Memory	8 GB, DDR4, 2400MHz or Higher	16 GB, DDR4, 2400MHz or Higher				
8	Graphics	Discrete Graphics(2GB or higher)	Discrete Graphics(2GB or higher)Graphics				
9	Memory Slots	2 DIMMS or Higher	Memory 2 DIMMS or Higher Slots				
10	Hard Drive	1 TB 7200 RPM SATA 6Gb/s or Higher	1 TB 7200 RPM SATA 6Gb/s or Higher				
11	Keyboard & Mouse	OEM make Keyboard and Mouse	OEM make Keyboard and Mouse				
12	Ports	1 USB 2.0	1 USB 2.0				
		3 USB 3.1	3 USB 3.1				
		1 Universal Audio Jack	1 Universal Audio Jack				
		1RJ-45 10/100/1000 Ethernet	1RJ-45 10/100/1000 Ethernet				
		1 DC power	1 DC power				
		2 HDMI	2 HDMI				
13	Networking and Wireless	802.11ac + Bluetooth 4.1, Dual Band 2.4&5Ghz, or Higher	802.11ac + Bluetooth 4.1, Dual Band 2.4&5Ghz, or Higher				
14	Power	45 Watt AC Adaptor	45 Watt AC Adaptor				
		65 Watt AC Adaptor	65 Watt AC Adaptor				
15	Regulatory	Energy Star 6.1 (available in select configurations),TPM 2.0 security	Energy Star 6.1 (available in select configurations),TPM 2.0 security				
16	Warranty	3 Yrs onsite comprehensive Warranty	3 Yrs onsite comprehensive Warranty				

Form T-2

Check List

Compliance /agreed/ enclosed / deviation statement

The following are the particulars of compliance/deviations from the requirements of the tender specifications.

Sl. No	Bid document reference	Remarks
1.	Delivery period	
2.	Form P-1	
3.	Form P-2	
4.	Form P-3	
5.	Form T-1	
6.	Pre-qualification criterion	
7.	Technical specification	
8.	Financial bid format	
9.	General instruction to bidder	
10.	Standard procedure for bid Evaluation	
11.	General condition of proposed contract(GCC)	

The specification and conditions furnished in the bidding document shall prevail over those of any other document forming a part of our bid, except only to the extent of deviations furnished in these statements

Place: Bidder signature and seal

Date:

Note: For every item appropriate remarks should be indicated like 'nodeviation', 'agreed', 'enclosed' etc. as the case may be.

Note: Bidder should quote all the columns in the financial bid otherwise the bid stands invalid.

FINANCIAL BID

Note: Bidder should quote all the columns in the financial bid otherwise the bid stands invalid.

Form – F1

	Particulars (with make & model for the following configuration)	Quantity(No's)	Unit Price without Taxes (INR)	Taxes & Duties, etc. on Unit Price	Total Unit Price(INR)	Total Price (Rs.)
A	B	C	D	E	F=D+E	G=F*C
1	Configuration -1 Intel i7-8700 (or) Higher (with three years onsite comprehensive warranty)	320				
2	Configuration -2 Intel i7-8700 (or) Higher (with three years onsite comprehensive warranty)	30				

Form-F2

Sl.No	Particulars	Qty	Total Price (Rs.) inclusive of all taxes and duties
1	Total Desktop price for Configuration 1	320	
2	Total Desktop price for configuration 2	30	
Total Amount for the supply of Configuration 1&2 desktops			

Form-F3

AMC Details	AMC%	Configuration 1	Configuration 2
1 AMC % for 4 th Year			
2 AMC % for 5 th Year			

Form- F4**Site Engineer Cost**

Sl.No	Staff Position	Quarterly Cost(Rs.)	Total cost for 3 Years period (Rs.)
1	One		

Form-F5**Cost details of Spare parts:**

Schedule No	Item details with make and model	Unit price	Unit price with taxes and Duties
1	2	3	4
Schedule 1	Mother Boards		
	Speakers		
	LCD / LED Screens		
	Key Board		
	Hard Disks		
	RAMs		
	Mouse		
	DVD RW		
	UPS		
	LCD/ LED Cables		

Note: 1. The bidders have to strictly follow the formats available online without any change in particulars & format Nos.

2. In case any changes made in particulars or formats, then same will not be considered for evaluation.