

NIT (Notice inviting Tender)

NIT :	IIHT Salem
Announcement Date :	06.02.2017
Description :	<u>Purchase of server computer for Examination management system software and Photocopier machine</u>
Title :	Tender For Quotation (Limited Tender Enquiry)
Stage:	Two Stage
Region:	Salem Tamilnadu
Estimated cost :	Rs: 5.00 Lakhs
EMD :	Rs. 10,000/-
Tender Closing Date and Time:	21/02/2017, 02:00PM
Tender Opening Date and Time :	21/02/2017, 03:00 PM
NIT Hosted by :	iiht.tnslm@nic.in

The offer is to be submitted online only. Manual /postal/fax/email offer will not be accepted. For participating e-tender enrollment in www.tenderwizard.com/IIHT is mandatory. Tender processing fee is mandatory for all suppliers and no exemption is allowed under any circumstances. Tender processing fee should be paid by online payment during submission and no other payments will be accepted. For further assistance, please e-mail: iihthelpdesk@gmail.com or contact: 080 40482000 or 8098469169, 9962676264, 9894191904.

NOTICE INVITING TENDER (NIT)
TENDER DOCUMENT
(No IIHT/UG/23/2016)

Subject: Tender for **Purchase of server computer for Examination management system software and Photocopier machine**

Section I

INFORMATION AND INSTRUCTIONS FOR SUPPLIERS FOR e-TENDERING
FORMING PART OF NIT AND TO BE POSTED ON WEBSITE

(Applicable for inviting open bids)

The Director, Indian Institute of Handloom technology Salem on behalf of president of India invites online rate bids from approved and eligible Suppliers for supplying the following server computer.

NIT NO:	No IIHT/UG/23/2016
Date :	06.02.2017
Description :	<u>Purchase of server computer for Examination management system software and Photocopier machine</u>
Stage:	Two stage, Technical bid and price Bid
Place:	IIHT, Foulkes Compound, Thillai Nagar, Salem Tamilnadu- 636001
Estimated cost :	Rs.5.00 Lakhs
Earnest Money Deposit :	Rs. 10,000/-
Pre bid Meeting Date and Time	11:00 AM, 17/02/2017
Last Date and Time for submission of hard copies of EMD by all bidders	11:00 AM, 21/02/2017
Last Date and Time for online submission of bid, scanned EMD, copy of receipt for deposition of original EMD and other documents	02:00 PM, 21/02/2017
Time and date of opening of technical bid	03:00 PM, 21/02/2017
Time and date of opening of online Financial bid	05:00 PM, 21/02/2017
NIT Hosted by :	iiht.tnslm@nic.in
Last date & time of submission of hard copies of Registration Certificates, Affidavit, Undertaking and other Documents to Office by the Lowest Tenderer Only	To be submitted during office hours within 7 days from the date of opening of Financial Bid. In case the last day happens to be closed holiday, these documents shall be submitted on the next working day

1. The intending bidder must read the terms and conditions carefully. The bidder should only submit the bid if the bidder considers eligible and in possession of all the documents required.

2. Information and Instructions for bidders posted on website shall form part of bid document.

3. The bid document consisting of specifications and requirements of various activities to be supplied and the set of terms and conditions of the tender to be compiled with and other necessary documents can be seen and downloaded from website www.tenderwizard.com/IIHT or www.handlooms.nic.in at free of cost.

4. But the bid can only be submitted after deposition of original EMD in the office of IIHT Salem within the period of bid submission. (EMD receipt document shall only be issued from IIHT Salem after receipt of same) and uploading the mandatory scanned documents such as Demand Draft/Pay Order/Bankers Cheque/Deposit at Call receipt / Fixed deposit receipts and Bank Guarantee of any schedule bank towards EMD in favour of The Director, IIHT Salem as mentioned in NIT.

- **e-Tender Processing Fee Rs.1725/- is applicable and** shall be payable to M/s. KEONICS through their e-gateway by credit /debit card, internet banking or RTGS/NEFT facility.

5. The EMD can be paid in the form of Demand Draft or Pay Order or Banker's Cheque or Fixed Deposit Receipts **drawn in favour of THE DIRECTOR, IIHT SALEM shall be scanned and uploaded to the e-Tendering website within the period of bid.** The original EMD should be deposited in the office of The Director, IIHT Salem, within the period of bid submission. After receipt of EMD, the office of The Director, IIHT Salem will issue a receipt of deposition of Earnest Money to the bidder in a prescribed format.

The receipt shall also be uploaded in the e-tendering website by the intending bidder upto the specified bid submission date and time.

A part of earnest money is acceptable in the form of bank guarantee also. In such case, **minimum 50%** of earnest money shall have to be deposited in shape prescribed above, and balance may be deposited in form of Bank Guarantee of any scheduled bank **having validity for six months or more from the last date of receipt of bids** which is to be scanned and uploaded by the intending bidders. The intending bidder has to fill all the details such as Banker's name, Demand Draft/ Fixed deposit Receipt/ Pay Order/ Banker's Cheque/ Bank Guarantee number, amount and date.

6. Those Tenderer who have not registered on the website mentioned above, are required to get registered before submitting tender document. If needed they can be imparted training on online bidding process as per details available on the website. The intending bidder must have valid class-III digital signature to submit the bid.

7. Contractor must ensure to quote rate of each item. The column meant for quoting rate in figures appears in pink colour and at the moment rate is entered, it turns sky blue.

8. Tenders with any condition including that of conditional rebates shall be rejected forthwith. Rates of such tenders shall neither be read out, nor entered in tender opening register at the time of opening of financial bid.

9. The rates of each item must be quoted in words as well as in figures. The bidder has to work out the total amount as well in words and figures both.

10. The department reserves the right to reject any prospective application without assigning any reason and to restrict the list of qualified contractors to any number deemed suitable by it, if too many bids are received satisfying the laid down criterion.

11. The NIT approving authority at the time of issue of NIT shall also fill and upload the following prescribed format of receipt of deposition of original EMD along with NIT:

<p>Receipt of deposition of original EMD (Receipt No..... Date.....)</p> <p>1. Name of Work: 2. NIT No: 3. Estimated Cost: 4. Amount of Earnest Money Deposit 5. Last date of submission of bid:</p> <p>1. Name of Tenderer: _____# 2. Form of EMD: _____# 3. Amount of Earnest Money Deposit: _____# 4. Date of submission of EMD: _____#</p> <p>Signature, Name and Designation of EMD receiving officer along with Office stamp. (# To be filled by EMD receiving officer of IIHT Salem)</p>
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List of Documents to be scanned and uploaded within the period of bid submission

- a. Certificate of Registration.
- b. Copy of the Registration for service Tax.
- c. Copy of the TIN/PAN Card issued by the Income Tax Department.
- d. IT return copy from the FY 2014 – 2015 and FY 2015-2016
- e. Work order for previous three year.
- f. Technical Details of the Goods/Services offered.
- g. Schedule of Delivery.
- h. Performance certificate
- i. Demand Draft/Pay order or Banker's cheque /Deposit at call Receipt /bank Guarantee of any Scheduled Bank against EMD
- j. Certificates of Registration for sales Tax/VAT
- k. An undertaking that "The Certified copy of all the scanned and uploaded documents as specified in the NIT shall be deposited by me / us with The Director, IIHT Salem calling the bid in case I / We become the lowest bidder within a week of the opening of financial bid otherwise department may reject the bid and also take action to withdraw my / our enlistment / debar me / us from tendering.
- l. Copy of receipt for deposition for Original EMD issued from The Director, IIHT Salem.

Section – II

Eligibility Condition for the Tenderers

1. The Tenderer should be an established, reputed, reliable authorized agent. A certificate to this effect shall be enclosed with the tender without which the tender shall be summarily rejected.

2. Annual turnover of the tenderer should not be less than **Rs 20 Lakhs** for each of the last two financial years. i.e. FY 2014-15 and FY 2015-2016. A certificate to this effect duly certified by the Chartered Accountant must be enclosed. IT return for the above period shall be enclosed.

3. The Tenderer should have valid CST/VAT registration with Sales Tax authorities, Payment of Service Tax, VAT and any other tax as Applicable for the last two years (A certificate to this effect must be enclosed)

4. The Tenderer should have TIN/PAN number issued by the Income Tax Department, Commercial Tax Department.

5. Tenderers should have minimum three years of experience in the field of supply of electronic items to the Govt/ PSUs / Societies / reputed and large Pvt. Organizations. Work order for last three years along with certificate for successful commission of work must be enclosed with the tender.

Section –III

Instructions to the Tenderer to fill the Tender.

1. Tender should be valid for 180 days from the opening of financial bids.
2. Each page of the tender shall be **signed by the authorized person** of the firm. A letter of authorization by the firm shall be uploaded along with with the tender.
3. The tender document consisting of specifications of various types of items to be supplied and the set of terms and conditions of the tender to be complied with and other necessary documents except Standard General Conditions
4. After submission of the bid the Tenderer can re-submit revised bid any number of times but before last date and time of submission of tender as notified.
5. While submitting the revised bid, Tenderer can revise the rate of any items for more than one time (he need not re-enter rate of all the items) but before last date and time of submission of tender as notified.
6. The EMD can be paid in the form of Demand Draft or Pay order or Banker's Cheque or Deposit at Call Receipt or Fixed Deposit Receipt (drawn in favour of The Director, IIHT Salem) shall be scanned and uploaded to the e-tendering website within the period of bid submission. The original EMD should be deposited with The Director, IIHT Salem within the period of bid submission. The EMD receiving officer at IIHT Salem shall issue a receipt of deposition of earnest money deposit to the bidder in a prescribed format.
7. The receipt shall also be uploaded in the e-tendering website by the intending bidder upto the specified bid submission date and time. A part of earnest money is acceptable in the form of bank guarantee also. In such case, minimum 50% of earnest money, whichever is less, shall have to be deposited in shape prescribed above, and the balance may be deposited in shape of Bank Guarantee of any schedule bank having validity for six months or more from the last date of receipt of bids which is to be scanned and uploaded by the intending bidders. Copy of Enlistment Order and certificate of work experience other documents as specified in the notice shall be scanned and uploaded in the e-Tendering website within the period of bid submission. However, certified copy of all the scanned and uploaded documents as specified in press notice shall have to be physically submitted by the lowest bidder only, within a week in the office of tender opening authority. Online bid documents submitted by intending bidders shall be opened only of those bidders, whose Original Earnest Money Deposit uploaded are found in order. Interested bidders, who wish to participate in the bid has also to make following payments with in the period of tender submission: (i) **e-Tender Processing Fee Rs 1725 is applicable and** shall be payable to M/s. KEONICS through their e-gateway by credit /debit card, internet banking or RTGS/NEFT facility. The bid submitted shall be opened at or after 03:00 PM on 28/02/2017

The bid submitted shall become invalid and e-Tender processing fee shall not be refunded if:

1. The bidders are found ineligible.
2. The bidder who has not deposited Original EMD with the Director, IIHT Salem.
3. The bidder who has not uploaded all the documents (including service tax registration / VAT registration / Sales Tax registration) as stipulated in the Tender document.
4. Any discrepancy is noticed between the documents as uploaded at the time of submission of bid and hard copies as submitted physically in the office of tender opening authority.

8. The Tenderer whose tender is accepted will be required to furnish performance guarantee of 5% (Five percent) of the tendered amount within one week. This guarantee shall be in the form of cash (in case guarantee amount is less than Rs.10,000/-) or Deposit at call receipt of any scheduled bank/Bankers cheque of any scheduled bank /Demand Draft of any scheduled bank/Pay order of any scheduled bank (in case guarantee amount is less than Rs.1,00,000/-) or Government Securities or Fixed Deposit Receipts or Guarantee Bonds of any Scheduled Bank in accordance with the prescribed form. In case the tenderer fails to deposit the said performance guarantee within the period or the extended period if any, the Earnest Money deposited by the bidder shall be forfeited automatically without any notice to the tenderer. **The earnest money deposited along with tender shall be returned after receiving the aforesaid performance guarantee.** The competent authority on behalf of the president of India does not bind him to accept the lowest or any other tender and reserves him itself the authority to reject any or all the tenders received without the assigning any reason. All tenders in which any of the prescribed condition is not fulfilled or any condition including that of conditional rebate put forth by the tenderer shall be summarily rejected.

10. Canvassing whether directly or indirectly, in connection with tenders is strictly prohibited and the tenders submitted by the bidder who resort to canvassing will be liable to rejection.

11. The competent authority on behalf of President of India reserves to himself the right of accepting the whole or any part of the tender and the tenderer shall be bound to perform the same at the rate quoted.

13. The tender for the supply shall remain open for acceptance for a period of **Thirty (30) days** from the date of opening of tenders. If any tenderer withdraws his tender before the said period or issue of letter of acceptance, whichever is earlier, or makes any modifications in the terms and conditions of the tender which are not acceptable to the department, then the Government shall without prejudice to any other right or remedy, be at liberty to forfeit 50% of the said earnest money as

aforesaid. Further the tenderer shall not be allowed to participate in the retendering process of the work.

14. This notice inviting Tender shall form a part of the contract document. The successful tenderer, on acceptance of his tender by the Accepting Authority shall within 15 days from the stipulated date of start of the work, sign the contract consisting of:-

a) The Notice Inviting Tender, all the documents including additional conditions, specifications and drawings, if any, forming part of the tender as uploaded at the time of invitation of tender and the rates quoted online at the time of submission of bid and acceptance thereof together with any correspondence leading thereto.

b) Standard specifications are as mentioned.

15. Conditional bid will be treated as non-responsive and will be rejected without consideration.

Financial Bids:

1. Rates for each category of items should be indicated separately in the financial bid. The rates must be quoted on comprehensive basis i.e., inclusive of all taxes, VAT, installation charges, training, service charges etc.

2. Rates quoted in the financial bid shall be treated as final rates and no escalation of rates shall be entertained.

3. Rates shall be valid for one year from the date of opening of the tender.

Section – IV

Bid Evaluation and Award Criteria

1. The bid evaluation shall be done on the basis of lowest rate on individual category of items.

2. The Indian Institute of Handloom Technology, Salem hereinafter refer to as Purchaser, shall determine the lowest price and accordingly determine the L1 Bidder based on the GFR.

3. The purchase order will be awarded to the successful Tenderer (s) whose bid has been determined to be substantially responsive and has been determined as the lowest bid on the basis of rates and quality.

5. The Purchaser shall not have any binding to accept the lowest or any bid and reserves the right to accept any bid, wholly or in part.

6. The Purchaser shall reserve the right at the time of award of supply order to increase or decrease the quantity of goods and services specified in the

Schedule of Requirements without any change in price or other terms and conditions. The purchaser shall also reserve the right to split the award of contract.

Section V

Terms and conditions and scope of work of the tender:

1. The firm should be in a position to **Supply server computer for Examination management system software and Photocopier machine** as mentioned in the tender document. Similarly Commissioning/ Installation/ Training etc, should also be completed within five working days of the supply of the items/software /service or as per the instructions of the Director, I.I.H.T., Salem.

2. The supplied products shall be new, having incorporated all recent improvements in design and highly secure unless provided otherwise in the supply order.

3. The Successful tenderer is responsible for installation and demonstration. The installed software should be highly dynamic and flexible enough to adopt the future requirements.

4. The Tenderer shall also arrange to provide user training to Operating staff, senior executives or such other persons nominated by the Purchaser for training.

5. The tenderer can quote their lowest price for both **server computer for Examination management system software and Photocopier machine or any one item also.**

6. Server computer with monitor made of “Genuine Parts” only be accepted and that made of “Counterfeit Parts” will not be accepted. So, the tenderer shall also mention the name of original equipment manufacturer (OEM), which is to be supplied.

SECTION - VI

Requirements of server computer for Examination management system software and Photocopier machine

1. Server computer with monitor

Intel Xeon Octacore v3 processor single processor / 24 GB memory/ 3* 600 GB SAS HDD/RAID 5 Controller / RPS/DVD-RW/ 3 years warranty. Should be supplied with “Factory Sealed Boxes” and OEM seal and Genuine Operating System

Storage with minimum of 1 TB space for backup storage

Microsoft windows 2012 R2 std Edition

Microsoft SQL Server 2012 R2 Edition

Microsoft VSPRO 2015

Crystal reports XI

McAfee server antivirus protection for 3 years

Insurance coverage for 3 years

Monitor 40 inch LED, keyboard and mouse with OEM sealed pack

2. Photocopier machine

Duplexing with copying speed of 35 pages per minute with higher RAM 1024 MB and 2x550 Sheets tray capacity. Perform everyday office tasks, including advanced printing, scanning, copying, with preset shortcuts. Monitor user activity, energy consumption remotely. Connect from anywhere with location- free mobile free printing simplify workflow and perform more tasks without increasing footprint size. Complete more types of jobs with flexible media handling Minimize operating costs with energy-saving efficiency.

Technology- With separate Drum and Toner

Paper Size - A3/ A4

Minimum Speed per Minute in A4 Size-35 CPM

Hard Disk – 320 GB

Memory (RAM) -1024 MB

Duplexing Feature availability

Network feature Availability

Document feeder- ADF

Tray capacity- 500 Number

Yield (No. of copies.) M/c- 1800000 numbers

Yield (No. of copies.) Drum and Toner- 120000 and 24000 Number

Photocopier machine should be supplied with “Factory Sealed Boxes” and OEM seal.

Tender inviting Authority