

IIM Lucknow Enterprise Incubation Centre

Plot no. B-1, Sector -62 Institutional Area, Noida-201307, U.P

TENDER NO.IIMLEIC/IT/003/2021-22

Tender Notice

NOTICE INVITING TENDER from reputed Manufacturer/Distributor/Dealer for the supply of Desktop & Laptop for IIMLEIC Noida Campus.

IMPORTANT DATES	
Last date and time for submission of tender	14/03/22 at 1400 hrs
Venue for opening of Technical and Financial bids	IIMLEIC, B-1,Sector-62 Noida-201301 (U.P.)

Please go through the complete tender document. Bids complete in all respects should reach the IIMLEIC on or before the due date & time. Bids received after the due date and time is liable to be rejected .

IIM Lucknow Enterprise Incubation Centre reserves the right to accept or reject any or all tenders received at its absolute discretion without assigning any reason whatsoever.

IMPORTANT INSTRUCTIONS FOR BIDDERS

1. IIM Lucknow Enterprise Incubation Centre is a not for profit organization and is established with an objective to nurture high-performance start-ups, especially in the fields of Big Data Analytics, Artificial Intelligence, Block chain Technology, Industrial IoT, Digital Healthcare, Cloud Services, Virtual Reality, and 3D Printing invites offers in prescribed BOQ from reputed vendors with the specifications in prescribed Performa.
2. IIMLEIC invites the quotations in two bid system for procuring Desktop & Laptop.
3. IIMLEIC invites offers in prescribed BOQ from reputed Dealer/Distributor/Manufacturer for Desktop & Laptop with the specifications in enclosed Performa.
4. The technical specification of Desktop & Laptop are to be complied with by the bidder, as detailed in the BOQ.

5. Tenderer who has downloaded the tender from site shall not tamper/modify the tender document including downloaded price bid (BOQ) template in any manner. In case, if the same is found to be tampered/modified in any manner, tender will be completely rejected.
6. **Amendments to Bidding Documents:** At any time before the deadline for submission of Bids, the purchaser may, for any reason deemed fit by it, can modify the Bidding Documents by issuing suitable amendment(s) to it. Prospective bidders are advised to check the same before submission of bids.
7. All pages of the Bid should be stamped, signed, page numbered and indexed.
8. All Payment will be made electronically through NEFT/RTGS and therefore the firm is requested to submit the bank details while raising the bill(s) (Name of Firm, Name of Bank, Account Number, Name of Branch and code & IFSC Code) and against the bill in duplicate along with delivery challan.
9. A Bidder, who does not fulfil any of the above requirements and/or gives evasive information/reply against any such requirement, shall be liable to be ignored and rejected.
10. It is the responsibility of Bidder to go through the Bidding Document to ensure furnishing of all required documents in addition to above.
11. IIMLEIC reserves the right to reject any of the offers without assigning any reasons thereof.
12. The bidders shall quote only those products in the bid, which are not obsolete in the market and has at least residual market life i.e. the product shall not be declared end-of-life by the OEM before this period.
13. The items supplied by the firm should be of the best quality and a strict view will be taken if it is found defective at any stage during or after the delivery. In case of such lapses, IIMEIC reserves the right of taking any action including termination of the contract without assigning any reasons whatsoever. IIMLEIC also reserves the right of imposing financial penalties for any losses caused to the IIMLEIC.

14. Validity of Bid:

The Bid shall remain valid for acceptance for a period of 07days (Seven days) after the date of Bid opening as prescribed in the Bid Document. Any Bid valid for a shorter period shall be treated as unresponsive and rejected.

15. DELIVERY:

1. Supply of Desktop and Laptop will have to be completed within 10 days.
2. The delivery schedule should strictly adhere. If the tenderer fails to complete the supply within the time stipulated, the order for the same will be cancel

16. DISQUALIFICATION The proposal is liable to be disqualified in the following cases:

1. Proposal not submitted in accordance with this Tender document.
2. During the validity of the period or its extended period, if any, the bidder increases his quoted prices.
3. The proposal is received in incomplete form.
4. The proposal is received after the due date and time.
5. The proposal is not accompanied by all requisite documents.
6. Information submitted in the tender proposal is found to be misrepresented, incorrect or false, accidentally, unwittingly, or otherwise, at any time during the processing of the contract (no matter at what stage) or during the tenure of the contract including the extension period if any.

7. If the quotation is sent by not superscribing inquiry no. and date.

Obligation of IIMLEIC

1. Payment will be paid within 10 days of the supply of items on satisfactory report.
2. **Penalty Clause:** If the firm is unable to supply the material within the stipulated time Rs.500/- will be charged per day and maximum 10% of purchase order value.

To, Head Operations
IIMLEIC
B-1, Sector- 62, Noida– 201307 (U.P.)

Technical bid cum Eligibility Criteria

The Bidder must submit

1. Company Profile
2. List of Clients
3. Complete Address of the Company
4. Turnover of the firm of Previous Year
5. The firm should have an office in the NCR region
6. The firms should have GSTIN & PAN allotted
7. The Bidding Firm should possess the experience of successfully handling the supply IT Equipments Educational Institutes / Training Institutes or reputed organization(s) for last 02 years. (Certificates to be enclosed along with bid).
8. The details regarding the provision of support during the warranty
9. The Firms needs to submit valid proof of above all cited conditions.
10. The firms should have authorized dealer or OEM of the product listed in the tender.

Only those bidders, whose technical bids are complete in all respects, will be considered for evaluation. Financial Bids of only those bidders will be opened whose technical bids qualify.

TECHNICAL BID

Sl	Description	Remarks
1	GST No. of the Firm	
2	Name of Tendering Company/ Firm (Attach certificate of Registration)	
3	Name of Partners of Firm/ Directors of company	
4	Full Address of Reg. Office	
5	E-mail Address	
6	Contact No.	
7	PAN No. (attach attested copy)	

Annual Turnover

Financial Year	Amount (Rs. In Lakhs)	Remarks, if any
2018-19		
2019-20		
2020-21		

Certified that all above information's are correct to the best of my/ our information, knowledge and belief.

Dated
Place

**Name & Signature
with Seal of the Bidder**

DECLARATION

• I, Son/ Daughter of
Shri.....
Proprietor/ Partner/ Director/ Authorized Signatory of M/sam
competent to sign this declaration and execute this tender document.

- I have carefully read and understood all terms and conditions of the tender and at this moment convey my acceptance of the same.
- The information/documents furnished along with the above application are true and authentic to the best of my knowledge and belief.
- I/ We am/ are well aware of the fact that furnishing of any false information/fabricated documents would lead to rejection of my tender at any stage beside liabilities towards prosecution under the appropriate law.

Signature of the Authorized Person

Date:

Full Name.....

Place:

Company Seal.....

FINANCIAL BID

Bill of Quantity (BOQ)

S.No.	Description of Item	Qty	Rate	GST @..... per unit	Total Cost per unit
01	Desktop All in One 10 th Generation Intel Core™ i5 processor, 512 SSD, 8GB Ram DD4, Screen Size: 23.5”	10			
02	Laptop 11th Generation Intel Core™ i5 processor, DDR 4 512 GB PCIe® NVMe™ M.2 SSD (Expandable), Screen Size-35.56 cm (14) 8GB Ram DD4 (Expandable up 32GB).	3			

Any other Charges (if any):

Note:

- Rate should be quoted per piece and GST should be mentioned explicitly.
- Equipment should be mentioned specification & brands.

(Authorized Signature with Seal)