

Tender No: CC/2017/PC-hir



REQUEST FOR

&

INSTRUCTIONS

**HIRING OF PCs**

**INDIAN INSTITUTE OF MANAGEMENT**

**JOKA, DIAMOND HAR**

**KOLKATA 700**

**Indian Institute of Management Calcutta  
Joka, Diamond Harbour Road  
Kolkata 700 104**

**Sub:Tender for (i) Hiring of three hundred and seventy five (375) desktop Pcs with one resident engineer for three years**

Sealed tenders are invited for supply, installation, testing, commissioning and maintenance of Personal Computers (PCs) on hire with resident engineers' support for three years at IIMC at Joka Campus.

The scope of this tender encompasses supply of necessary resident engineers and necessary PCs,

**Tender Document Purchase Time:** 1<sup>st</sup> September 2017 to 21<sup>st</sup> September till 16:00 Hrs IST

**Pre-Bid Query Submission Deadline:** 7<sup>th</sup> September 2017 till 17:00 Hrs IST

**Pre-Bid Query to be Submitted to:** Computer Centre Office, IIM Calcutta

**Pre-Bid Conference Time:** 11<sup>th</sup> September 2017 at 15:00 Hrs IST

**Pre-Bid Conference Venue:** Computer Center Conference Room, IIM Calcutta

**Bid Submission Deadline:** 21<sup>th</sup> September 2017 till 16:00 Hrs IST

**FORMAT OF SUMMARY OF INVESTMENT**  
**Summary of Investment (Fill in Rupees)**  
**(including all taxes and other charges)**

1. Name of the Tenderer:	
2. Address of the Tenderer	
3. Name & Address of the person to whom all references shall be made regarding this tender Enquiry	
4. Total Cost of Hiring of 375 (Three hundred and Seventy five) PCs with one resident engineer for entire period of three years:	Rs. Rupees (in words)
5. Fax Number	
6. Landline Telephone Number	
7. Mobile Telephone Number	
8. Company URL	
9. Email:	
Signature	Designation
Date	
Company Seal	



# **Description, Minimum Specifications & Quantity required**

## **1. PC with Intel® Core™ i5 6<sup>th</sup> Generation Processor & 21.5'' color LED monitor: (Qty 375 Nos.)**

Processor: Intel® Core™ i5 6th Generation or above Processor, 6MB SmartCache, minimum Clock speed 2.70 GHz with maximum turbo speed 3.30 GHz or above. Motherboard(intel/Gigabyte) with on board Graphic, 10/100/1000 Ethernet and audio/video, HDMI, PCI Slot. RAM: 8 GB DDR-IV (2133 MHz) on one slot (Zion/Corsair Vengeance). HDD: 1 TB SATA Hard Disk (Seagate/Western Digital). SATA DVD Writer (LG/Samsung). Monitor: 21.5'' color LED (Samsung/LG/Dell), with HDMI. SMPS: Minimum 450 Watt with cabinet (Front 2 Nos. USB & Audio input/output port, Back: 4 Nos. of USB) (i-ball/Frontech). USB Multimedia Keyboard (Logitech/Microsoft). Mouse: Optical USB Mouse(Logitech/Microsoft). Necessary VGA/Powercords. HD Web Camø 1.3 Mega Pixel

# Techno-Commercial Compliance Sheet (to be submitted with techno-commercial bid)

Fill the blank columns with Yes or No in each of the following table. Provide supporting document and the page number for items of table 2.

**Table- 1**

Serial No	Item Description	Yes/No
1	Intel® Core™ i5 6th Generation or above Processor, 6MB SmartCache, minimum Clock speed 2.70 GHz.	
2	Motherboard(intel/Gigabyte) with on board Graphic	
3	Minimum RAM: 8 GB DDR-IV (2133 MHz) on one slot (Zion/Corsair Vengeance)	
4	Minimum HDD: 1 TB SATA Hard Disk (Seagate/Western Digital)	
5	SATA DVD Writer (LG/Samsung)	
6	Monitor: 21.5" color LED (Samsung/LG/Dell)	
7	SMPS: Minimum 450 Watt with cabinet (Front 2 Nos. USB & Audio input/output port, Back: 4 Nos. of USB) (i-ball/Frontech)	
8	Web Camera: 1.3 Mega Pixel (Logitech/I-Ball/Creative)	
9	Digital sound Stereo 400 Watt (Creative/i-Ball) with woofer	
10	Headphone with microphone with stereo effect (Logitech/i-ball/Frontech)	
11	10/100/1000 Ethernet port on board	
12	USB Multimedia Keyboard (Logitech/Microsoft)	
13	Optical USB Mouse(Logitech/Microsoft)	

**Table- 2**

<b>Serial No</b>	<b>Description</b>	<b>Yes/No</b>	<b>Supporting Document Supplied (YES/NO) if YES supply page no in the document</b>
1	Minimum turnover of the company in the financial year (2013-14) is 25 lac		
2	Minimum turnover of the company in the financial year (2014-15) is 25 lac		
3	Minimum turnover of the company in the financial year (2015-16) is 25 lac		
4	Has office & presence in Kolkata for last five years		
5	Preferably Hiring given with at least 25 pcs in single order for at least one year in last three years.		
6	Submitted EMD of (2% of quoted total hiring cost to institute) in separate sealed envelope)		
7	Has satisfactory service performance certificate from at least two government organizations with whom the compaafd11(e)1.p6coms4 476.76 .4 Tc tl)		



**Indian Institute of Management Calcutta  
Joka, Diamond Harbour Road  
Kolkata 700 104**

**Instructions to the Tenderers**

**DESCRIPTION OF THE WORK**

- (i) Supply on hire, installation, commissioning and seamless integration of 375 desktop PCs with institute LAN

**CONDITIONS OF TENDER**

**Penalty Clause:**

If the tenderer does not abide by the following terms & conditions, the Institute reserves the right to initiate appropriate action (including legal) as deemed necessary unless otherwise specified against any specific terms & conditions.

**Note:**

Terms & Conditions are subject to change prior to the placement of the final purchase order.

Since IIMC is a premier national institution in management education, quote academic/educational prices of software, ~~ware~~, equipment's and educational software wherever applicable.

**1. General**

- 1.1 Institute reserves the right to reject any or the tenders, wholly or partly without assigning any reason thereof and shall not be bound to accept the lowest tender. Institute reserves the right for distributing the work among several vendors.
- 1.2 Tender fee once paid is neither refundable nor adjustable for other tenders. The tender documents are non-transferable.
- 1.3 All documentation is required to be in English. Corrections/overwriting, if unavoidable, should be signed separately. Tender papers must be signed on all the pages by the tenderer.
- 1.4 Ambiguity must be avoided in filling tenders. All entries in the tender form must be typewritten or in ink. The quotation must be entered both in figures and in words. All pages of the techno-commercial bid should be numbered with a running serial number and signed with office stamp by the tenderer.
- 1.5 Tender date and due date must invariably be quoted on the top of the envelope to be submitted in sealed cover by Courier/Registered Post with A/D or by hand delivery. Tenders delivered by hand should be put into the Tender Box, available till 4.00 p.m. on all working days.

- 1.6 The Institute will not be responsible for non-receipt of tender quotations within the specified date and time due to any reason including postal delay or holidays.
- 1.7 Tender once submitted shall not be returned to the tenderer in future.
- 1.8 The Institute reserves the right not to disclose names and rates of successful tenderers.
- 1.9 Firms which are not able to quote must return the tender forms along with all enclosures, if any, by due date with the words "No quotation" written across the face of it.
- 1.10 An interest free earnest money of 2% of offer value quoted for, should be sent along with the Tender by way of A/C Payee Demand Draft drawn in favour of Indian Institute of Management Calcutta payable at any bank in Kolkata.
- 1.11 Payment of the earnest money is compulsory. In case a successful tenderer (on whom purchase order would be placed) Earnest Money will be retained as Security Deposit till end of contract period. On successful completion Earnest Money will be returned without interest. In case a successful tenderer (on whom purchase order would be placed) fails to execute the job within specified job completion schedule, the Institute shall NOT return the earnest money.
- 1.12 Unsuccessful tenderers will be refunded earnest money without interest, on

- (c) Information of sites (should necessarily include company name, number and type of equipment supplied and name of the contact person) where similar equipment have already been supplied by the tenderer.
- (d) Job execution Schedule: Schedule for execution of the job and the earliest possible dates for commencement and completion of supply on hire, installation and testing of the same (adherence to the schedule will be binding on the tenderer).
- (e) Homogeneity of Hardware: The tenderer will have to ensure that all equipment of similar configuration belong to a single homogeneous class.
- (f) No second hand part, component and accessory should be used in the supplied machine.
- (g) Supply of Accessories: All accessories (e.g. Power cable, Signal cable, Brackets and fixtures, casing) that may be necessary for proper use of the equipment will have to be included in the supply.
- (h) Employment of sub-contractors: Employment of sub-contractors for the purpose of carrying out any part of the job or warranty period maintenance of all or any part of the equipments is not acceptable.

**2. Income Tax PAN:**

**3. GST No.:**

**4. Validity of offer:**

- 4.1 Tenders submitted by tenderers shall remain valid for a minimum period of 3 (three) months from the date of opening of tenders. The tenderers shall not be entitled during the said period of three months, without consent in writing from IIMC, to revoke or cancel their tenders or to change the tenders given or any term thereof. In case of tenderers revoking or canceling their tenders or varying any terms in regard thereof without consent of IIMC in writing, the earnest money deposited by them with their offers, will be forfeited.
- 4.2 The institute may need to hire additional PCs of similar configuration from the successful vendor at the same hiring rate during the hiring period.

**5. Acquaintance with site:**

Tenderers should note that the work is to be executed under the existing site conditions while quoting their rates, terms and conditions. The tenderers may visit the site to get fully acquainted with the site conditions. No compensation/claims in regard to site conditions /constraints /rules and regulations etc shall be entertained.

## 6. Scope of the work:

- 6.1 Supply of Desktop PCs must be made as per the specification.
- 6.2 On-Site Engineers: Contractor should provide resident engineer for the entire period of hiring. The resident engineers will take care of on call support services of Hardware/OS/Drivers and Software for Peripherals/Office Software on the hired machine from the contractor.
- 6.3 Service of "Resident Engineer" for all hire PCs is required to be mentioned in the tender. The deployment of competent person by the service provider is subject to written clearance by the concern department.
- 6.4 Disk Partitioning/Image Loading: IIMC will provide binary images of OS - Win 7 /Win 8/Win 10/Linux, Ms-Office, Adobe Acrobat reader, Antivirus etc. which is to be loaded on-site by the contractor to every desktop machine hired from the contractor.
- 6.5 Data Transfer: The data from existing users' machines is to be transferred into the hiring machines of the contractor on one-to-one basis.
- 6.6 Change of users: There will be a bulk handover of hired machines periodically (usually after two/three years or at the end of contract period). During this handover, formatting and new loading of binary images and user data for each machine would be required in the same/other machine. This would be done by the contractor at no extra cost to the institute.
- 6.7 Cleaning of Computers: Contractor should clean all hired machines from them once in a month using vacuum cleaner and appropriate liquid chemicals.
- 6.8 Seamless Integration with Institute LAN: The machines will be connected to our institute LAN. Internet, Intranet, server applications (e.g. Matlab, SAS, SPSS etc) and some standalone applications will be used. Contractor should ensure seamless integration of LAN and other software in this regard.
- 6.9 Software Upgrade: The institute may need necessary software upgrade (i.e OS, driver or other application software) time to time in hired PCs. This would be done

- 7.2 Installation: The work shall be completed strictly within 4 weeks from the date of receipt of the purchase order. A joint programme of execution of the work will be prepared after the award of work. The contractor shall scrupulously adhere to these targets and program and deploy adequate personnel, requisite equipment etc. at site.

**8. Risk Purchase:**

In case of the supplier's failure to deliver, installation and satisfactory commissioning of equipment within the stipulated date, IIMC reserves the right to purchase the order items from other sources by fresh tendering and in that event additional cost incurred by IIMC for actual final executing the job if any, will be recovered from the supplier.

**9. Format of Price Schedule and related terms:**

- 9.1 Tenderer must quote in Rupees Unit Prices (hiring per month per machine) for individual items should be quoted as per the enclosed format both in figures and words. The rates offered should be all inclusive and comprehensive in nature.
- 9.2 The unit rates and all other charges quoted shall be kept firm throughout the pendency of contract of this work and no price escalation shall be entertained.
- 9.3 Price schedule should include all required items/services. A summary of the price schedule as per the enclosed format must be given.
- 9.4 Any additional items/services required for successful completion of this project and not mentioned in the price schedule by the tenderer shall have to be provided by contractor at no extra cost if the work is awarded to the tenderer.

**10.**

towards Liquidated Damages for delay, to the extent of 0.5% of the cost of unfinished

17.2 The contractor should comply with IIM Calcutta rules, safety and security procedures at all times.

17.3





All the bidders are requested to submit their queries for the tender as per Tender in hard copy in the following format at Computer Center, Indian Institute of Management Calcutta, Diamond Harbour Road, P.O Joka, Kolkata - 700104.

**PRE-BID QUERY FORMAT**

Sl. No.	Document Heading /Section No./ Page No	Clause	Query	IIMC's Clarification

Non-Participation in Pre-Bid Conference or query submission implies that the tenderers have understood the Tender Conditions thoroughly.

Only bidders who have purchased the tender document can attend the Pre-Bid Conference. Bidder can nominate a maximum of 2 (two) representatives with proper authorization & 'proof of tender document purchase' to attend the Pre-Bid Conference.

**24. Power Supply:**

Power supply shall be made available at suitable points only, within the work area.

**25. Force Majeure:**

Force Majeure is herein defined as any ~~use~~ <sup>event</sup> which is beyond the control of the selected Bidder or the Institute as the case may be which they could not foresee or with a reasonable amount of diligence could not have foreseen and which substantially affect the performance of the Contract, such as:

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**GENERAL CONDITIONS OF CONTRACT FOR SPPLY/PURCHASE**

**I. DEFINITIONS**

1. In the contract, the General and Special conditions governing it unless the context

v)

## II. PARTIES

The parties to the Contract are the Contractor and the Purchaser, named in the Schedule.

VI. DELIVERY

- (a) The Contractor shall, as may be required by the Purchaser delivery free of c.i.f at the place or places detailed in the Schedule to the order, the quantities or the stores detailed therein and the stores shall be delivered and installed not later than the dates specified in the schedule.
- (b)

VIII. EXTENSION OF TIME FOR DELIVERY AND INSTALLATION



### XIII. PACKING

- (a) The contractor shall pack at his own cost the stores sufficiently and properly for transit by rail/road, air and or sea as provided in the schedule so as to ensure their being free from loss or damage on arrival at their destination.
- (b) Unless otherwise provided in the Schedule, containers (including packing cases, boxes, tins, drums and wrappings) in which the stores are supplied by the contractor, shall be considered as non-returnable and their cost as having been included in the contract price.
- (c) If the schedule provides that the containers shall be returnable, they must be marked "returnable" and they will be returned to the contractor as per terms of the contract.
- (d) Each bale or package shall contain a pack note specifying the name and address of the contractor, the number and date of acceptance of tender or supply order and designation of the Purchase Officer or ~~officer~~ issuing the supply order, the description of the stores and the quantity contained in such bale or package.

### XIV. NOTIFICATION OF DELIVERY

Notification of delivery or despatch in regard to each and every instalment shall be made to the consignee and to the purchaser and any ~~other~~ authority specified in the acceptance of the



XVII. WARRANTY

- (a) Contractor shall warrant that everything to be furnished hereunder shall be free from all defects and faults in material, workmanship and manufacture and shall be of the highest grade and consistent with the listed and generally accepted standards for materials' of the type ordered and in full conformity with the contract specifications, drawings, or samples, if any and shall, if operable, operate properly.
- (b) The contractor shall, if required, replace or repair the goods or such portion thereof as is rejected by the purchaser free of cost at the ultimate destination or at the option of the purchaser the contractor shall pay to the purchaser value thereof at the contract price and such other expenditure and damage may arise by reason of the breach of the condition herein specified.
- (c) All replacements and repairs that the purchaser

XIX. LAWS GOVERNING THE CONTRACT

(a)