



भारतीय सूचना प्रौद्योगिकी संस्थान गुवाहाटी  
INDIAN INSTITUTE OF INFORMATION TECHNOLOGY GUWAHATI

आमबारी, गोपीनाथ बोरदोलोई (जी.एन.बी.)मार्ग, गुवाहाटी-781001, भारत  
Ambari, Gopinath Bordoloi (G.N.B.) Road, Guwahati-781001, India

NIQ No:- IITG/S&P/NIQ/67/2017/3524

Date:- 28.06.2017

**Short Notice Inviting Quotation  
for supply & installation of Laptops  
Introduction**

Quotations are invited in Two Bid System for supply & installation **Laptops** as per details mentioned in the **ANNEXURE-I**, attached herewith. The quotation is due on or before **05-07-2017 by 1700 Hrs.**

Please note:

- i)** Tender document is divided into three parts i.e. (1) Instruction to Bidders, (2) Terms & Conditions, (3) Annexure I to III.
- ii)** There is no Tender fee and Tender document is to be downloaded from our official website i.e. [www.iiitg.ac.in](http://www.iiitg.ac.in)
- iii)** Duly filled, signed and sealed quotation along with the related documents as directed in the instruction, Annexure-II and Terms & Conditions is to be submitted.
- iv)** The bid documents are not transferable and the seal and signature of the authorized official of firms must appear on all the papers and envelopes submitted.
- v)** Corrigendum/ Addendum in regards to terms and condition and technical specification, if any, will be published/ intimated in the IITG website only at [www.iiitg.ac.in](http://www.iiitg.ac.in).

Kindly read both the Instructions and Terms & Conditions properly and see that instructions and terms are fully understood and complied. No correspondence shall be entertained in case your quotation is rejected on ground of not complying with our instructions, terms & conditions.

## INSTRUCTION TO BIDDERS

### A) Important date, time and place:

**(a) Last date & time of submission:** 05-07-2017, 1700 HRS

**(b) Date & time of opening of Technical Bid:** 05-07-2017, 1700 HRS

**(c) Place of opening quotations:** Conference Room, IIIT Guwahati

**(d) Late and delayed tender:** Late and delayed tender will not be accepted.

**(e) Unscheduled Holiday:** In case any unscheduled holiday occurs on the prescribed closing/opening date the next working day shall be the prescribed date of closing/opening.

### B) The address of the firm submitting the quotation and the Officer to whom the quotation is addressed must appear distinctly on sealed covers. Further, on sealed cover, the following are to be written:

<b>QUOTATION FOR SUPPLY &amp; INSTALLATION OF LAPTOPS</b>	
NIQ Ref. No. ....	
<b>LAST DATE OF SUBMISSION: 05-07-2017(1700 HRS)</b>	
To,	
Director	
IIIT Guwahati	
Assam Textile Institute Campus	
Ambari, GNB Road	
Guwahati 781 001, Assam,	
India.	
From: M/s _____	
Phone No. : _____	
Email ID : _____	

C)

01. Quotations will have to be submitted in TWO PARTS i.e. (a) Technical Bid (for all the quoted item) and (b) Price Bid (Separately for each and every item quoted) , in two separate properly sealed envelopes and both these covers will have to be again put in to a single sealed cover.

02. In the part relating to Technical Bid, the vendor must provide the followings:

- (a) Details of the technical features of the offered model vis-à-vis NIQ specification;
- (b) Up-to-date Authorized Dealership Certificate on the offered products in case of dealer/s;
- (c) List of reputed organizations/Institutions, where similar orders have been executed, if any (copies of the purchase/ work orders will have to be enclosed);
- (d) After Sales Service: The name & address of the nearest available authorized service centre to IIIT Guwahati, must be stated in the quotation.
- (e) Duly filled Compliance Certificate as per Annexure-II

03. **In the part relating to Price Bid, the vendor must provide the following:-**

The Quotes must be in INR (₹) as per format given in ANNEXURE-III. A bidder may offer multiple models from different OEMs. For each model offered, a separate price bid in a separate envelope must be submitted.

## TERMS & CONDITIONS

01. **Rates:** Rates quoted must be in INR (₹) and should be on **FOR IIIT Guwahati, on DOOR DELIVERY basis.**

*Note: Vague terms like “packing, forwarding, transportation etc. extra” without mentioning the specific amount will not be accepted. Such offers shall be treated as incomplete and rejected.* Bidders shall indicate their rates in clear/visible figures as well as in words and shall not alter/overwrite/make cutting in the quotation. In case of a mismatch, the rates written in words will prevail.

02. **Validity of Quotation:** Quoted rates must be valid for **30 days** from the last date of submission of quotation.

03. **Warranty:** The Laptops to be supplied must have 03 (three) years comprehensive onsite warranty.

04. **Literature a must:** All the quotations must be supported by the printed technical leaflet/literature and the specifications mentioned in the quotation must be reflected/supported by such printed technical leaflet/ literature. The model and specifications quoted should **invariably be highlighted** in the leaflet/literature for easy reference.

05. **After Sales Service:** Bidder shall have fully equipped and manned service centre in Guwahati (details to be provided) or provide details of how warranty service will be provided if it is by a third party. The third party must be authorised to provide service by the OEM and a letter from the third party that it is going to provide the warranty service will be required.

06. **Dealership Certificate:** Bidder shall be an OEM (Original Equipment Manufacturer) or an authorized Dealer / authorized partner of the OEM. The bidder shall furnish an authorization letter from the OEM

07. **Demonstration:-** Models offered may be required to be demonstrated either in the Institute office, or in the bidder’s premise in Guwahati. The Institute will see the demonstration of a model from any one of the bidders in case more than one bidder offers the same model.

08. **Earnest Money:** There will be no Earnest Money.

09. **Genuine Pricing:** Vendor is to ensure that quoted price is not more than the price offered to any other customer in India to whom this particular item has been sold, particularly to IIIT/Institutes and other Government Organization.

10. **Conditional tenders not acceptable:** All the terms and conditions mentioned herein must be strictly adhered to by all the vendors. Conditional tenders shall not be accepted on any ground and shall be rejected straightway. Printed conditions mentioned in the tender bids submitted by vendors will not be binding on IIITG.
11. **Goods and Service Tax:** All the bidders/tenders should ensure that they are GST compliant and their quoted tax structure /rates are as per GST Law.
12. **Excise Duty and Customs Duty Certificate:** Excise Duty and Customs Duty Exemption Certificate are not applicable.
13. **Delivery:**
  - a) **Time Limit:** Maximum within 15 (fifteen) days from the date of issue of purchase order.
  - b) **Safe Delivery:** All aspects of safe delivery shall be the exclusive responsibility of the vendor. At the destination site, the package will be opened only in the presence of IIIT user/representative and vendor's representative. The intact condition of the package and the seal/indicators for not being tampered with shall form the basis for certifying the receipt in good condition.
  - c) **Insurance:** The supplier is to establish 'All Risk Transit Insurance' coverage till door delivery at IIIT Guwahati.
  - d) **Part Delivery:** Part delivery is not allowed.
  - e) **Delay in delivery:** In case of delayed delivery, the Institute reserves the right to cancel the order and to not accept delivery in part or full.
14. **Payment:** Payment will be 90% on delivery and inspection, and 10% will be paid after acceptance (no later than 15 days from the date of delivery). Delivery has to be within 30 days of the order.
15. **Late and delayed tender:** Late and delayed tender will not be considered. In case any unscheduled holiday occurs on the prescribed closing/opening date the next working day shall be the prescribed date of closing/opening.
16. **Tender Evaluation Method:** The technical bid envelopes will be opened right after the time and last date of tender submission. These bids will be examined for compliance with the requirements of the tender. Bids that are substantially responsive to the tender will be shortlisted and the price bids of only the shortlisted bidders will be opened at a date and time to be notified later. The bidder with the lowest price among the opened tenders will be awarded the contract.
17. **Enquiry during the course of evaluation not allowed:** No enquiry shall be made by the bidder(s) during the course of evaluation of the tender till final decision is

conveyed to the successful bidder(s). However, the Purchase Committee or its authorized representative (IIIT Guwahati) can make any enquiry/seek clarification from the bidders. In such a situation, the agency shall extend full co-operation. The bidders may also be asked to arrange demonstration of the offered items, in a short period notice, as such the bidders have to be ready for the same.

**18. Acceptance of quotations:** Conditional discounts shall not be taken into account for price comparison. The acceptance of the quotation will rest solely with the Director, IIITG, who in the interest of the Institute is not bound to accept the lowest quotation and reserves the right to himself to reject or partially accept any or all the quotations received without assigning any reasons.

**19. Force Majeure:**

If the performance of the obligation of either party is rendered commercially impossible by any of the events hereafter mentioned that party shall be under no obligation to perform the agreement under order after giving notice of 15 days from the date of such an event in writing to the other party, and the events referred to are as follows:

- I) Any law, statute or ordinance, order action or regulations of the Government of India,
- II) Any kind of natural disaster, and
- III) Strikes acts of the Public enemy, war, insurrections, riots, lockouts, sabotage.

**20. Termination for default:** Default is said to have occurred:

- (a) If the equipment or any of its component is found having poor workmanship, faulty designs, poor performance and bad quality of materials used.
- (b) If the supplier fails to deliver any or all of the services within the time period(s) specified in the purchase order or any extension thereof granted by IIIT.
- (c) If the supplier fails to perform any other obligation(s) under the contract.
- (d) Under the above circumstances IIIT may terminate the contract / purchase order in whole or in part and forfeit the EMD as applicable. In addition to above, IIIT may at its discretion also take the following actions: IIIT may procure, upon such terms and in such manner, as it deems appropriate, goods similar to the undelivered items/products and the defaulting supplier shall be liable to compensate IIIT for any extra expenditure involved towards goods and services obtained.

**21. Applicable Law:**

(a) The contract shall be governed by the laws and procedures established by Govt. of India and subject to exclusive jurisdiction of Competent Court and Forum in Guwahati or India only.

(b) Any dispute arising out of this purchase shall be referred to the Director IIIT Guwahati, and if either of the parties hereto is dissatisfied with the decision, the dispute shall be referred to the decision of an Arbitrator, who should be acceptable to both the parties, to be appointed by the Director of the Institute. The decision of such Arbitrator shall be final and binding on both the parties.

**ANNEXURE -I**

**Specification details**

Sl. No.	Item Name and Technical Details	Qty.
1	<p><b>Name of Item:- Laptop</b></p> <p><b>Processor:</b> AMD Quad-core A6-6310 APU or better</p> <p><b>Memory:</b> 4 GB DDR3L 1600 Mhz</p> <p>Hard Drive: 500GB 5400 rpm SATA</p> <p>DVD: Tray-load DVD+/-RW</p> <p><b>Display:</b> 14"/15.6" WLED-backlit HD (1366 x 768 resolution)</p> <p><b>Multimedia:</b> Integrated stereo speakers, microphone, 0.3 MP webcam</p> <p><b>Network:</b> Integrated Gigabit Ethernet (10/100/1000 NIC), Integrated Wireless Integrated 802.11 b/g/n, Bluetooth v4.0</p> <p><b>Battery:</b> 4-cell (40 WHr) Li-Ion battery</p> <p><b>Ports:</b> USB 3.0- 1 , USB 2.0- 1, RJ-45 -1, Media Card Reader - One (1) ,VGA -1, HDMI -1, headphone - 1, Microphone separate or combo - 1 , Power connector -1</p> <p><b>Operating System:</b> Windows 10 Pro 64 Bit Academic English</p> <p><b>Warranty:</b> 3 yrs comprehensive onsite warranty</p>	30

Signature: .....

Name & Full Address M/s .....  
of Vendor:

Phone Nos.: .....

E-mail: .....

Official seal of the vendor

**ANNEXURE -II**

**COMPLIANCE CERTIFICATE**

**(A certificate of compliance to NIQ term to be enclosed in the Technical bid)**

<b>Sl. No.</b>	<b>NIQ Terms and Conditions</b>	<b>Yes / No</b>
01	<b>Rate</b> quoted as per instruction	
02	<b>Validity</b> of quoted rate for 60 days agreed	
03	<b>Payment</b> term agreed	
04	<b>Delivery terms</b> agreed	
05	<b>Warranty period</b> agreed	
06	<b>Dealership</b> / distributorship certificate (in case of dealers/agents) provided	
07	<b>After Sales Service</b> :address of after Sales Service nearest available authorized service centre to IIIT Guwahati to be provided	
08	<b>Applicable law</b> terms agreed	

Signature: .....

Name & Full Address M/s .....  
of Vendor:

Phone Nos.: .....

E-mail: .....

Official seal of the vendor



### ANNEXURE -III

Sl No	Name of Item	Price in ₹ (Per unit)	Taxes and other charges (Tax, insurance, freight, etc) (per Unit )	Total Price (door delivery) (per Unit)	Quantity	Total Price
		A	B	C=A+B	D	E=C*D
01	Laptop					

Name & Full Address    M/s .....

of Vendor: