Computer Center

Indian Institute of Management Bangalore

Indian Institute of Management Bangalore
Bannerghatta Road, Bangalore, India
Pin Code: 560 076.

RFP NO: IIMB/Staff Laptop /2122/009

Technical and Commercial tender for Procurement of HP/DELL/LENOVO Laptops

ACTIVITY SCHEDULE		
Sr. No	**Activity**	**Details**
1.	**TENDER SCHEDULE FOR THE TECHNICAL AND COMMERCIAL**	**RFP NO: IIMB/ IIMB/Staff Laptop /2122/009**
2.	**Date of Commencement of Tender documents**	17 September 2021
3.	**Estimated Cost for Tender**	Rs.84,00,000/-
4.	**Due date & time for submission of Technical and Commercial Bid**	27 September 2021, 16.00 Hrs https://mhrd.euniwizarde.com
5.	**Date & time of opening of Technical Bid**	27 September 2021, 16.05 Hrs. at https://mhrd.euniwizarde.com
6.	**Place of Submission the tender document**	At https://mhrd.euniwizarde.com
7.	**Contact Details**	**Mr. Dillip K Mohapatra**. Computer Center INDIAN INSTITUTE OF MANAGEMENT BANGALORE Bannerghatta Road, Bangalore - 560 076 Contact#: 080-2699-3785, 26585910, ccmanager@iimb.ernet.in **Mr. Jayaram Nair** Computer Centre Contact #: 080 2699 3820 Jayaram.nair@iimb.ac.in
****The schedule is subject to change. Notice in writing of any changes will be provided wherever feasible.*		

OVERVIEW

The Indian Institute of Management Bangalore (also known as IIMB) is a public business school located in Bangalore, Karnataka, India. Founded in 1973, it was the third IIM to be established, after IIM Calcutta and IIM Ahmedabad. It is consistently ranked as one of the best business schools in India and the Asia Pacific region. It offers a Doctoral and several Post Graduate programs, as well as a wide array of Executive training programs. The Post Graduate Program in Management (PGP), a two-year, full-time, residential MBA program, is IIMB's flagship. In addition to its main academic programs, IIMB is also engaged in facilitating research, offering consultancy services, conducting seminars and academic conferences and publishing journals. IIM Bangalore has decided to upgrade Audio video in classroom and auditorium.

IIM BANGALORE is looking for SUPPLY, INSTALLATION OF **Laptops with 3-year warranty details as provided in technical details** at IIM Bangalore for which this RFP is being issued.

PURPOSE

The purpose of this Request for Proposal (RFP) is to solicit proposals from qualified bidders for the procurement and installation of **Laptops with 3-year warranty** in accordance with specifications and requirements contained herein. This Request for Proposal (RFP) will require the bidder to provide all relevant information based on multiple configurations detailed within the RFP. Information and any supplementary information should be in both printed and digital format. Based upon the review and evaluation of proposals offered in response to this RFP, the successful bidder must Supply, Install, Test the hardware.

Notwithstanding any other provision herein, Bidder participation in this process is voluntary and at Bidder's sole discretion. Price will be a consideration but will not be the sole factor in Company's decision to award a contractual relationship. IIM BANGALORE reserves the right to accept or reject any or all bids from a specific or multiple Bidders for any reason at any time. Company also reserves the right at its sole discretion to select or reject any or all Bidder(s) in this process and will not be responsible for any direct or indirect costs incurred by the Bidders in this process.

INVITATION

The bidders desirous of taking up the project for supply of above product and service for IIM BANGALORE are invited to submit their technical and commercial proposal in response to this RFP. The criteria and the actual process of evaluation of the responses to this RFP and subsequent selection of the successful bidder will be entirely at Company's discretion. This RFP seeks proposal from Bidders who have the necessary experience, capability & expertise to provide IIM BANGALOR with required equipment with support services adhering to IIM BANGALORE's requirement outlined in this RFP. This RFP is not an offer by IIM Bangalore, but an invitation to receive responses from the Bidders. No contractual obligation whatsoever shall arise from the RFP process unless and until a formal contract is signed and executed by duly authorized official(s) of IIM Bangalore with a selected Bidder.

RFP TERMINOLOGY

Definitions – Throughout this RFP, unless inconsistent with the subject matter or context:

- Bidder/ Service Provider/ System Integrator / Original Equipment Manufacturer (OEM)
  An eligible entity/firm submitting a Proposal/Bid in response to this RFP.
- Supplier/ Contractor/ Vendor – Selected Bidder/System Integrator under this RFP.
- Company/ Purchaser/ IIM BANGALORE - Reference to the “IIM BANGALORE”, “Company” and “Purchaser” shall be determined in context and may mean without limitation “IIM Bangalore.
- Proposal/ Bid – the Bidder’s written reply or submission in response to this RFP
- RFP/Tender – the request for proposal (this document) in its entirety, inclusive of any
  Addenda that may be issued by IIM BANGALORE.
- Solution/ Services/ Work/ System – “Solution” or “Services” or “Work” or “System” or “means all services, scope of work and deliverable to be provided by a Bidder as described in the RFP and include services ancillary to delivery of equipment’s, such as installation, of equipment’s and configuring, and other obligation of the Supplier covered under the RFP.
- Equipment’s as specified within the technical requirement section of this RFP document.

SCHEDULES OF THE TENDER

- This tender comprises supply, Installation of **Laptops**, as per the specifications mentioned in technical details.

ELIGIBILITY CRITERIA

Bid is open to all Bidders who fulfill the eligibility criteria. The minimum eligibility criteria for selecting the vendors for the purpose stated above have been listed in this section. All bidders are requested to study the pre-qualification criteria listed below carefully and submit the bids only if they fully qualify for bidding for the relevant services.

Sl No.	Criteria	Documents required to be attached with Technical Bid to establish eligibility
1	The bidder must be a registered corporate in India registered under the Companies Act 1956 or a government Organization. The bidder should be operating in India for the last five years ending on 31st March 2021.	- Copy of Certificate of Incorporation
2	The bidder shall be a reputable Indian /Multinational Company be either an Original Equipment manufacturer or Authorized System Integrator(s) of the principle OEM, in India.	Service Tax Registration Certificate for the said services. - GST Registration Certificates - Copy of PAN Card Authorization letter
3	The bidder should have positive net-Worth as on 31/03/2021. The bidder should have net solvency of Rs.50 Lakhs on the date of issue of tender.	Copy of the audited balance sheet of the company (s) Certificate from the Chartered Accountant Certificate from Bank Manager of a nationalized/scheduled Bank clearly stating the net solvency.
4	The bidder should have an average annual turnover of at least Rs.50 Lakhs during last 3 financial years as on 31-03-2021	Copy of the audited Profit & Loss Statements for each of the last 3 financial years
5	The bidder should have successfully completed a similar Supply at least three (3) More than 25 lakhs each, in the last 3 years ending as on 31 March 2021	Work Completion Certificates and copies of client/purchase order, Work orders showing all the details to be given and should contain the following information - Name of organization, contact phone number and address
6	The bidder should have an **ISO 9001** certification	Copy of the valid certificates from authorized agencies
7	The bidder must not be blacklisted by a Central / State / Local Government Organization / Institution / PSU	Self-declaration, certified by the auditor
8	The bidder shall have at least one support office in Bengaluru.	Copy of the relevant trade license issued by State Govt. or competent local body mentioning the address. Copy of Service GST Registration PAN cards copy

This is to certify that we (Bidder's Company name) comply with the RFP eligibility criteria as mentioned above.

Date:

Place:

Signature:

Name:

Designation

Company:

Seal of the Company:

BID TERMS:

General

- IIM BANGALORE reserves the right to revise or alter the scope of the assignment before acceptance of any bid. However, in such an eventuality, the bidder may be given an opportunity to consider such changes and revise the offer, if found necessary.
- In case the products/ services offered deviates from the specifications of the products/ services as described in this RFP, the bidder should describe in what respect and to what extent the products/ services offered by him differs from our specifications even if the deviation is not very material.
- Bidder must quote rate per unit in the Form D. Bidder is also expected to provide a total cost wherever applicable. Offers not indicating item-wise rates, wherever applicable, are liable for disqualification/rejection.
- The price/rate quoted by the vendor cannot be altered or changed due to escalation on account of cost of material. The price/rate quoted should be exclusive of all taxes and the applicable taxes, levies, duties, insurance, transportation etc. should be explicitly mentioned by the bidder as separate line items.
- All the prices quoted by the bidder should be valid for a period of 90 days from the last date of bid submission.
- Bidders should ensure that they meet the eligibility criteria mentioned above for offering bids.
- All Responses by the bidders to this RFP should be binding on the bidder for a period of 90 days from the date of opening of bids.
- The Terms and Conditions for the assignment are described in Annexure II.

Submission of Proposal

- The Bidder shall submit its company profile as per Form A (Bidder’s particulars) of the RFP.
- The bidder shall furnish the details of past experiences of executing similar assignments to large clients in Form C (list of customers).
- The Bidder will have to submit the details of top 5 assignments based on value of order.
- IIM BANGALORE reserves the right to check with these customers about the credibility of the bidder and quality of service provided by the bidder.
- IIM BANGALORE reserves the right to adjust arithmetical or other errors in RFP, in the way it considers suitable/deem fit. Any adjustments so made by the IIM BANGALORE shall be stated to the bidder if IIM BANGALORE makes an offer to accept the bidder’s proposal.
- The Forms A, B, C, D (through https://mhrd.euniwizarde.com) of the RFP shall be compulsorily submitted along with the bids. Bids without these forms duly filled

and signed are liable for rejection.

- The bidder should submit the technical proposals through https://mhrd.euniwizarde.com. Technical Proposal should contain scope of work,
- The proposals in response to this RFP should be submitted on or before 27 September 2021 at https://mhrd.euniwizarde.com.
- Bids should be valid for 90 days from the last date of opening of bids.
- Bidders shall submit their offers strictly in accordance with the terms and conditions of RFP Document(s) as stated therein/herein. Any proposal, which stipulates conditions contrary to the conditions given in the RFP Document(s), is liable for rejection.
- Bidder shall (whether he submits the bid) always treat the details of the RFP Document(s) as confidential.
- IIM BANGALORE will not pay the Bidder any expenses, which may have been incurred in the preparation of the RFP Document(s) for submission.
- The Bidder shall have complied with all requirements of law for submitting the bid to this. RFP and for performance of the contract.
- IIM BANGALORE does not bind itself to accept the lowest or any bid to this RFP and reserves the right to reject all or any bid or cancel the RFP without assigning any reason whatsoever. IIM BANGALORE has the right to re-issue the RFP without the bidders having the right to object to such re-issue.
- In case the bidder desires to clarify any issue of the RFP before submitting the proposal, you may contact **Mr. Dillip. K. Mohapatra, Campus computer Manager, Computer Centre, Indian Institute of Management Bangalore; Phone-080 26993785; email :- ccmanager@iimb.ernet.in**

EVALUATION OF THE PROPOSALS

IIM BANGALORE will evaluate only those proposals, which meet the eligibility criteria as well as complete and responsive in all respects, for comparison and final selection. The evaluation criteria for selection shall be based on the requirements of IIM BANGALORE, quality and durability of proposed product based on market research, the delivery & installation schedule of the bidder, the experience of the bidders in similar projects and customer feedback on products and services of the bidder. Also, sufficient expertise and experience of the bidders during the last 3 years in carrying out similar assignments for other companies and the eligibility criteria as given in the RFP will be part of the evaluation criteria.

Selection Criteria

IIM BANGALORE will award the contract to the successful Bidder whose proposal has been determined to be substantially responsive and has been determined as the most competent bid as per the technical evaluation criteria of IIM BANGALORE, provided further that the bidder is determined to be qualified to perform the assignment satisfactorily. However, IIM BANGALORE shall not be bound to accept the lowest or any bid and in accordance with stated above, IIM BANGALORE reserves unequivocally the right to accept any bid, wholly or in part. The final selection of the bidder will be based on techno-commercial evaluation of the proposals of the eligible bidders.

Note:

- All above documents including this RFP document must be duly signed by Authorized Signatory with bidder's company seal and Initial as an acceptance. Company seal is mandatory on each page of RFP and all other required documents.
- Bids for each of the Products/Services should be submitted in the relevant Forms as given below.
- Please register at https://mhrd.euniwizarde.com

TECHNICAL PROPOSAL

FORM 'A'

BIDDER'S PARTICULARS

1	Name of the Company			
2	Registered Office Address			
3	Year of Incorporation			
4	In the business of computer hardware since (the year)			
5	Corporate Profile: Chairman Managing Director Directors Key Personnel involved in AMC/FMS			
6	Details for Correspondence: Contact Person's Name Designation Address & Telephone No/s, Fax No/s, E-mail ID			
7	Whether your company is registered under Municipal Act and or Karnataka Govt. Shops and Establishment (Give Regn. No.)			
8	Income tax no. (GIR/PAN) (Attach Photostat / true copy of latest Income Tax Clearance Certificate)			
9	Sales/service Tax Regn. No. and Date (Attach Photostat / true copy of latest Sales Tax Clearance Certificate)			
10	Financial Details (for last 3 years) *	2018-19	2019-20	2020-21
	a. Turnover (Rs. In lakhs)			
	b. Profit after Tax (Rs. In lakhs)			

11	Employee Profile: Technical: a) Service Engineers (L1 & L2) b) Sr. Technical Staff (L3 and above) Administrative:	
12	If the bidder is Authorized Partner/Dealer, mention the name of principal company (OEM) and the relationship, like, distributor, dealer, etc. *	
13	Level of relationship/partnership with OEM (Gold/Silver/Platinum/etc.)	
14	Brief particulars of facilities for support and maintenance of equipment .	
15	Details regarding technical support staff (No. of service engineers, qualifications, number of years of experience, etc.)	
16	Employee attrition rate for last 3 years	
17	No of locations outside Bangalore where bidder's engineers are present (no tie-ups)	
18	*i) had completed similar projects (nos..)* *ii) nos of customers currently being handled*	
19	Have you received ISO certification or any other certification	
20	Are you OEM / system builders? (Yes/No) – *Please Provide brief details.*	

* Please attach copies of certificates issued by the principal company in this regard

Note:
a) The bidder should attach the relevant documents related to financial details such as balance-sheet and Profit and loss statement etc.
b) Any Deviation from General Terms & Conditions, which the bidder wishes to furnish.

Date:

Place:

Signature:

Name:

Designation:

Company:

Seal of the Company:

TECHNICAL Details

FORM ‘B’

Scope of work:

- Supply and installation of **HP/Lenovo/Dell Laptops with 3 years warranty.**

Laptop Specification

Sl No	Description	Make/Model	Qty	Part No	Delivery Time
1	Intel Core i5-1135G7 Processor (4-cores, 2.40 GHz, up to 4.20 GHz, 8MB Cache)/8GB (1x8GB) DDR4 RAM / M.2 512GB PCIe NVMe SSD / Windows 10 Professional / Intel Wi-Fi 6 (2x2) and Bluetooth / Intel Integrated Graphics / 14" LED HD Screen / Backpack / 3 Year onsite warranty/Ports: Ethernet Port (RJ-45) / Nano Security Lock Slot / HDMI Port / MicroSD card reader / 3xSuperSpeed USB Type-A 5Gbps signaling rate port(1 charging, 1 powered port) / SuperSpeed USB Type-C® 10Gbps signaling rate (USB Power Delivery, DisplayPortTM 1.4) / Audio Combo Jack	HP ProBook 440 G8 Laptop/ThinkPad L14 Gen 2/Dell Latitude 5420	100		3 Months

IIM Bangalore have all the rights to split the Order based on Model/ Price / Delivery

Bidder must fill and upload the excel sheet in the portal

- IIM Bangalore should have all the rights to modify or change the equipment’s
- No advance payment terms or escalation in prices shall be entertained for supply
- Vendor details to be provided as per the attached from along with the bid
- The purchaser reserves the right to split the items on one or more than one of the eligible tenderers

PRODUCT DELIVERY, SUPPORT AND SERVICE

- Important information which the bidder is required to furnish in the proposal.
- Bidder should mention the warranty details in clear terms as per the requirements of IIM BANGALORE. The bidder should provide on-site comprehensive warranty on the same business day.
- The bidder should also mention the details of maintenance and support after expiry of warranty period. IIM BANGALORE expects that the delivery of all the equipment within a maximum time of 3 months from the date of confirmed Purchase Order. You are required to mention the delivery and installation schedule (from the date of confirmed purchase order) for the entire assignment.

Date:

Place:

Signature:

Name:

Designation

Company Name

Seal and Signature the company

FORM 'C'

LIST OF CORPORATE CUSTOMERS OF THE BIDDER

The bidder must provide the details as per the below format for similar pan-India branch rollout projects of at least three customers.

Sr. No.	Name of the Client, Contact person, Designation & Telephone No.	Date of the Assignment	Details of the assignment done for the client with Product Name, Model, etc.
1			
2			
3			
4			

Note: The list should include at least three corporate clients.

Date: Signature:

Place: Name:

Designation

Company:

Seal of the Company:

COMMERCIAL PROPOSAL

Please share the price for same, the commercial will be through e-Wizard Portal,

FORM 'D'

S. No.	Description of Items & Specifications	Quantity	Unit Price (tentative)	HSN/SAC Code	GST %	Total Bid Price
1	HP/LENOVO/DELL Laptops **Intel Core i5-1135G7 Processor (4-cores, 2.40 GHz, up to 4.20 GHz, 8MB Cache)/8GB (1x8GB) DDR4 RAM / M.2 512GB PCIe NVMe SSD / Windows 10 Professional / Intel Wi-Fi 6 (2x2) and Bluetooth / Intel Integrated Graphics / 14" LED HD Screen / Backpack / 3 Year onsite warranty/Ports: Ethernet Port (RJ-45) / Nano Security Lock Slot / HDMI Port / MicroSD card reader / 3xSuperSpeed USB Type-A 5Gbps signaling rate port(1 charging, 1 powered port) / SuperSpeed USB Type-C® 10Gbps signaling rate (USB Power Delivery, DisplayPortTM 1.4) / Audio Combo Jack**	100				

Commercial Tender submission will be through e-Wizard Portal

Date:

Place:

Signature:

Name:

Designation:

Company:

Seal of the Company:

Instruction to Bidders

1. The bidder should have minimum 3 years of working experience
2. The bidder should have a minimum turnover of Rs.50 Lakhs per annum during last three financial years.
3. The bidder should be a profit-making entity for the last 3 years
4. The quoted products should not be under end of sales or end of support in next five years from the date of submission
5. Should provide Authorization letter from OEM for the Products bidders are proposing
6. Quotation should be valid for 90 days from the date of opening of the tender.
7. Prices are required to be quoted according to the units indicated in the Bill of Quantities section. When quotations are given in terms of units other than those specified in the tender form relationship between the two sets of units must be furnished.
8. All available technical literature, catalogues, and other data in support of the specifications and details of the items should be furnished along with the offer.
9. Samples, if called for, should be submitted free of all charges by the tenderer and Purchaser shall not be responsible for any loss or damage thereof due to any reason whatsoever. In the event of non-acceptance of tender, the tenderer will have to remove the samples at his own expenses.
10. Specifications: Equipment's offered should strictly conform to our specifications. Deviation, if any, should be clearly indicated by the tenderer in their quotation. The tenderer should also indicate the Make/Type number of the equipment's offered and provide catalogues, technical literature and sample, whatever necessary along with the quotation. Test certificates wherever necessary should be forwarded along with supplies. Whenever options are called for in your specification, the tenderer, should address all such options, wherever specifically mentioned by us.
11. The Purchaser shall be under no obligation to accept the lowest or any tender and reserves the right to acceptance of the whole or part of the tender or portion of the quantity offered and tenderer shall supply the same at the rates quoted.
12. Corrections, if any, must be attested. All amounts shall be indicated both in words as well as in figures. Where there is difference between amount quoted in words and figures, amount quoted in words shall prevail.
13. Payment terms: 100% of the payment shall be released on successful delivery and installation.
14. The vendor will be liable for any hardware and software up-gradation for maintenance without any extra cost during warranty period.
15. The vendor should supply all required hardware, to meet the technical specifications
16. The authority of the person signing the tender, if called for, should be produced.
17. Note: Deliver at IIM Bangalore, campus

TERMS AND CONDITIONS (FORM "E")

ANNEXURE I

- Selected bidder shall supply the Equipment's, as required by IIM BANGALORE and as mentioned above in Form 'B' as per the rates agreed between the vendor and IIM BANGALORE.
- Delivery of the equipment at the IIM BANGALORE will be the responsibility of the vendor.
- Vendors need to submit a consolidated list of new assets along with following information in a single excel sheet (soft copy) to IIM BANGALORE during delivery

Sr. No.	Make & Model	Configuration	Prod Sr No.	Delivery Location	Delivery Challan No.

- The vendor will be responsible for:

.

- Post installation of equipment's, the engineer will require to handover the duly filled installation note to the authorized officer at IIM Bangalore

ANNEXURE II

All annexure and schedules shall form part of the general terms and conditions of the contract.

General

Service Window (Working hours) is considered to be between 8:00 A.M. to 6.00 P.M. from Monday to Saturday, on demand public holidays

The price/rate quoted by the vendor cannot be altered or changed due to escalation on account of variation in taxes, levies and cost of material. The price/rate quoted should be exclusive of all taxes. All applicable taxes should be mentioned as separate line items by the bidder.

All applicable taxes would be deducted at source at the applicable rate while making the payment.

Delivery Schedule

IIM BANGALORE expects that the delivery of all the items should be within 3 months from the date of confirmed Purchase Order.

Termination for Default

IIM BANGALORE may, without prejudice to any other remedy for breach of contract, by written notice of default sent to the Vendor, terminate the contract in whole or part: if the Vendor fails to deliver any or all of the systems within the period(s) specified in the Contract, or within any extension thereof granted by IIM BANGALORE pursuant to conditions of contract or if the Vendor fails to perform any other obligation(s) under the Contract. In the event IIM BANGALORE terminates the Contract in whole or in part, IIM BANGALORE may procure, upon such terms and in such manner, as it deems appropriate, systems or services like those undelivered and the Vendor shall be liable to IIM BANGALORE for any excess costs for such similar systems or services. However, the vendor shall continue the performance of the contract to the extent not terminated.

Force Majeure

Any failure or delay by bidder or company in performance of its obligation, to the extent due to any failure or delay caused by fire, flood, earthquake or similar elements of nature, or acts of God, war, terrorism, riots, civil disorders, rebellions or revolutions, acts of government authorities or other events beyond the reasonable control of non-performing Party, is not a default or a ground for termination.

If Force Majeure situation arises the Vendor shall promptly notify IIM BANGALORE in writing of such conditions and the cause thereof. Unless otherwise agreed by IIM BANGALORE 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.

Termination for Insolvency

IIM BANGALORE may at any time terminate the Contract by giving 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 occurred or will accrue thereafter to IIM BANGALORE.

Governing Law and Disputes (Applicable in case of successful bidder only)

All disputes or differences whatsoever arising between the parties out of or in connection with this contract or in discharge of any obligation arising out of the Contract (whether during the progress of work or after completion of such work and whether before or after the termination of this contract, abandonment or breach of this contract), shall be settled amicably. If however, the parties are not able to solve them amicably, either party (IIM BANGALORE or Vendor), give written notice to other party clearly setting out there in specific dispute(s) and/or difference(s) and shall be referred to a sole arbitrator mutually agreed upon, and the award made in pursuance thereof shall be binding on the parties. In the absence of consensus about the single arbitrator, the dispute may be referred to joint arbitrator; one to be nominated by each party and the said arbitrators shall nominate a presiding arbitrator, before commencing the arbitration proceedings. The arbitration shall be settled in accordance with the applicable Indian Laws. Any appeal will be subject to the exclusive jurisdiction of courts at Bangalore.

The Vendor shall continue work under the Contract during the arbitration proceedings unless otherwise directed by IIM BANGALORE or unless the matter is such that the work cannot possibly be continued until the decision of the arbitrator is obtained.
Arbitration proceeding shall be held at Bangalore, India, and the language of the arbitration proceedings and that of all documents and communications between the parties shall be in English.

Governing language

The contract and all correspondence/ communications and other documents pertaining to the Contract, shall be written in English.

Governing Law

The contract shall be interpreted in accordance with the laws of the Government of India.

Notices

Any notice given by one party to the other pursuant to this contract shall be sent to other party in writing and confirmed in writing to other Party’s address. To all notices, the following shall be the current address:

Dillip K Mohapatra.
Computer Center
INDIAN INSTITUTE OF MANAGEMENT BANGALORE
Bannerghatta Road, Bangalore - 560 076
Voice: 080-26993785, 26585910,

The notice shall be effective when delivered or on the notice's effective date whichever is later.

Taxes and Duties

The Vendor shall be entirely responsible for all taxes, duties, license fees, road permits, other taxes, etc., incurred until delivery of the contracted systems to IIM BANGALORE and therefore should be included in the commercial bid.

The quote prices and taxes, duties & statutory levies such as GST, Service Tax, VAT/Sales, CVD, Tax, Octroi, NMMC Cess etc. should be specified separately.

Note: If any taxes to be paid by IIM BANGALORE, same should be mentioned explicitly

Vendor's Obligation

The vendor is obliged to work closely with IIM BANGALORE's staff, act within its own authority and abide by directives issued by IIM BANGALORE from time to time.

The Vendor is responsible for managing the activities of its personnel and will hold itself responsible for any misdemeanors on the part of its personnel.

The Vendor will treat as confidential all data and information about IIM BANGALORE, obtained in the process of executing its responsibilities, in strict confidence and will not reveal such information to any other party

Terms of payment

The payment terms will be as follows:

100% of the payment shall be released on successful delivery and installation

.

The vendor should submit the original receipt of payment of Octroi, if any, along with the invoice for payment.

. Service Terms & Conditions

The vendor will be responsible for any mishap or accident during the delivery & installation of the items which may occur due to negligence on part of the vendor. The vendor shall pay and be responsible for payment of all taxes, duties, levies, fees, costs or charges in respect of the products/ services rendered to IIM BANGALORE as part of the assignment. The vendor shall indemnify and keep indemnified IIM BANGALORE against claims in respect of above taxes, levies, duties, fees, costs, charges etc. All of the aforesaid taxes, duties, levies, fees, cost and charges shall be to the vendor's account and IIM BANGALORE shall not be required to pay any additional or extra amount on account of variation of the above charges if any, till the completion of work as per the contract to the satisfaction of IIM BANGALORE and no extra claim on this account will be entertained in any case.

Terms & Conditions

1 Items included in the desired solution proposal must carry 3 years warranty.
2 Delivery of all the items should necessarily within 3 months from date of order, followed by installation.
3 Bidders are expected to substantiate their offers by providing all necessary datasheets and testimonials of existing installations. Bids with commercial for all the items will be selected for subsequent process.
4 No advance payment terms or escalation in prices shall be entertained for supply.
5 Vendor details to be provided as per the attached from along with the bid.

1.1 PROCEDURE FOR SUBMISSION OF E-TENDER

The bidders are required to submit soft copies of their bid electronically on the e-Wizard Portal using valid Digital Signature Certificates. Below mentioned instructions are meant to guide the bidders for registration on the e-Wizard Portal, prepare their bids in accordance with the requirements and submit their bids online on the e-Wizard

Portal. For more information bidders may visit the e-Wizard Portal https://mhrd.euniwizarde.com

1. REGISTRATION PROCESS ON ONLINE PORTAL

1. Bidders to enroll on the e-Procurement module of the portal https://mhrd.euniwizarde.com by clicking on the link "Bidder Enrolment" as per portal norms.
2. The bidders to choose a unique username and assign a password for their accounts. Bidders are advised to register their valid email address and mobile numbers as part of the registration process. These would be used for any communication from the e-Wizard Portal.
3. Bidders to register upon enrolment their valid Digital Signature Certificate (DSC: Class II or Class III Certificates with signing key usage) issued by any Certifying Authority recognized by CCA India with their profile.
4. Only one valid DSC should be registered by a bidder. Please note that the bidders are responsible to ensure that they do not lend their DSCs to others which may lead to misuse. Foreign bidders are advised to refer "DSC details for Foreign Bidders" for Digital Signature requirements on the portal.
5. Bidder then logs in to the site through the secured log-in by entering their user ID/password and the password of the DSC / e-Token.

2. TENDER DOCUMENTS SEARCH

1. Various built-in options are available in the e-Wizard Portal which is further synchronizing with CPP Portal to facilitate bidders to search active tenders by several parameters. These parameters include Tender ID, organization, location, date, value, etc.
2. There is also an option of advanced search for tenders, wherein the bidders may combine a number of search parameters such as organization name, a form of

contract, location, date, other keywords, etc. to search for a tender published on the Online Portal.

3. Once the bidders have selected the tenders they are interested in, they may download the required documents/tender schedules. These tenders can be moved to the respective 'My Tenders' folder. This would enable the Online Portal to intimate the bidders through SMS / e-mail in case there is any corrigendum issued to the tender document.
4. The bidder should make a note of the unique Tender ID assigned to each tender, in case they want to obtain any clarification/help from the Helpdesk.

3. BID PREPARATION

1. Bidder should take into account any corrigendum published on the tender document before submitting their bids.
2. Please go through the tender advertisement and the tender document carefully to understand the documents required to be submitted as part of the bid.
3. Please note the number of covers in which the bid documents have to be submitted, the number of documents - including the names and content of each of the document that needs to be submitted. Any deviations from these may lead to rejection of the bid.
4. Bidder, in advance, should get ready the bid documents to be submitted as indicated in the tender document/schedule and generally, they can be in PDF / XLS / PNG, etc. formats. Bid documents may be scanned with 100 dpi with black and white option.

4. BID SUBMISSION

1. Bidder to log into the site well in advance for bid submission so that he/she uploads the bid in time i.e. on or before the bid submission time. Bidder will be responsible for any delay due to other issues.
2. The bidder to digitally sign and upload the required bid documents one by one as indicated in the tender document.
3. Bidder to select the payment option as Online" to pay the tender fee/ EMD wherever applicable and enter details of the instrument.

4. A standard BoQ format has been provided with the tender document to be filled by all the bidders. Bidders to note that they should necessarily submit their financial bids in the prescribed format and no other format is acceptable.
5. The server time (which is displayed on the bidders' dashboard) will be considered as the standard time for referencing the deadlines for submission of the bids by the bidders, the opening of bids, etc. The bidders should follow this time during bid submission.
6. All the documents being submitted by the bidders would be encrypted using PKI encryption techniques to ensure the secrecy of the data, which cannot be viewed by unauthorized persons until the time of bid opening.
7. The uploaded tender documents become readable only after the tender opening by the authorized bid openers.
8. Upon the successful and timely submission of bids, the portal will give a successful bid submission message & a bid summary will be displayed with the bid no. and the date & time of submission of the bid with all other relevant details.
9. Kindly have all relevant documents in a single PDF file of compliance sheet.
10. **The off-line tender shall not be accepted and no request in this regard will be entertained whatsoever.**

5. AMENDMENT OF BID DOCUMENT

At any time prior to the deadline for submission of proposals, the institutions reserve the right to add/modify/delete any portion of this document by the issuance of a Corrigendum, which would be published on the website and will also be made available to the all the Bidder who has been issued the tender document. The Corrigendum shall be binding on all bidders and will form part of the bid documents.

6. ASSISTANCE TO BIDDERS

1. Any queries relating to the tender document and the terms and conditions contained therein should be addressed to the Tender Inviting Authority for a tender or the relevant contact person indicated in the tender.
2. Any queries relating to the process of online bid submission or queries relating to e-Wizard Portal, in general, may be directed to the 24x7 e-Wizard Helpdesk. The contact number for the helpdesk is

level 1	level 2	level 3
011-49606060, 23710092, 23710091	**Gagan +91 8448288987 – eprocurement (eprochelpdesk.01@gmail.com)** **Suriya +91 8448288994 (eprochelpdesk.06@gmail.com)**	**Vijay +91 8448288989 (eprochelpdesk.03@gmail.com)** **8448288992,8448288986, 8448288988,7903269552**

7. INSTRUCTIONS TO THE BIDDERS

1. **Process for Bid submission through MHRD portal is explained in Bidder Manual. Bidders are requested to download Bidder Manual from the home page of MHRD website (https://mhrd.euniwizarde.com). Steps are as follows (Home page Downloads Bidder Manuals).**
2. The tenders will be received online through portal https://mhrd.euniwizarde.com. In the Technical Bids, the bidders are required to upload all the documents in .pdf format.
3. Possession of Valid Class II/III Digital Signature Certificate (DSC) in the form of smart card/ e-Token in the company's name is a prerequisite for registration and participating in the bid submission activities through https://mhrd.euniwizarde.com. Digital Signature Certificates can be obtained from the authorized certifying agencies, details of which are available on the web site https://mhrd.euniwizarde.com.under the link `DSC help'.

Tenderers are advised to follow the instructions provided in the `Instructions to the Tenderers for the e-Submission of the bids online through the e-Wizard Portal for e-Procurement at https://mhrd.euniwizarde.com.

4. **The bidder has to "Request the tender" to MHRD portal before the "Date for Request tender document", to participate in bid submission.**
5. All entries in the tender should be entered in online Technical & Commercial Formats without any ambiguity.
6. Any order resulting from this e-tender shall be governed by the terms and conditions mentioned therein.
7. No deviation to the technical and commercial terms & conditions are allowed.
8. The tender inviting authority has the right to cancel this e-tender or extend the due date of receipt of the bid(s).

Document to be scanned and submitted by uploading in the Portal(https://mhrd.euniwizarde.com.):

a) The Bidder should possess a Licence certificate for manufacture /supply of the item.

b) List of Owner/partners of the firm and their contact numbers

c) The Bidder should possess Income-tax PAN Number.

d) The Bidder should possess a valid GST registration number.

e) Catalogue of the Product with detailed product specifications.

f) List of Service Centres

g) List of customers with contact details.

h) The average annual turnover should not be less than 30% of the estimated cost put to tender/Tender for the job work. The copy of the Balance sheet, Profit & Loss A/c., Trade or Manufacturing A/c for the last 3 years should be enclosed.

i) MAF (Manufacturer Authorization Form)

Agreeing all above, please attach the signed copy along with the bid.