



# Indian Institute of Information Technology Sri City, Chittoor

(An Institute of National Importance under an Act of Parliament)

630 Gnan Marg, Sri City, Chittoor District - 517 646, Andhra Pradesh, India e-mail: [it.procurement@iiits.in](mailto:it.procurement@iiits.in), [www.iiits.ac.in](http://www.iiits.ac.in)

**No: IIITSRICITY/ITPROC/2021/010, Dt.21.07.2021**

## NOTICE INVITING TENDER/QUOTATION

**Sub:** Quotation for Supply of “Apple iMac with Retina 4k Display”- Reg.

**Indian Institute of Information Technology Sri City, Chittoor** invites online bids (e-tender) in Single Bid (Technical + Financial) System for supplying of **Apple iMac with Retina 4k Display** to IIIT Sri City, Chittoor from eligible bidders as per the details given below

Annexure - A

| S.No | Description   | Qty |
|------|---|-----|
| 1    | Apple 21.5-inch iMac with Retina 4K display:3.6GHz quad-core 8 <sup>th</sup> -Generation Intel Core i3 processor , 256GB(Part No:MHK23HN/A(HSN No:8471) | 1   |

The Tender Document can be downloaded from <https://mhrd.euniwizarde.com> OR Institute website <https://iiits.ac.in>

The bid is to be submitted online only through the E-procurement portal of <https://mhrd.euniwizarde.com> up to the last date and time of submission of tender.

### Schedule of Dates

| Sr.No | Particulars                                   | Date       | Time     |
|-------|---|------------|----------|
| 1     | Date of Online Publication/Download of Tender | 21/07/2021 | 07:00 PM |
| 2     | Bid Submission Start Date                     | 21/07/2021 | 07:10 PM |
| 3     | Bid Submission Close Date                     | 05/08/2021 | 11:00 AM |
| 4     | Opening of Bids                               | 05/08/2021 | 11:10 AM |

No manual bids will be accepted. All quotation should be submitted online through E-procurement portal of <https://mhrd.euniwizarde.com>

## **Instructions to Bidders:**

Ministry of Education, Govt of India had implemented e-tendering system solution through the ITI limited (a government of India enterprise) and mandated to adopt the e-wizard system and the accordingly the tender documents are published in <https://mhrd.euniwizarde.com>. The tender notification is also available in the IIT Sri City Chittoor website ([www.iiits.ac.in](http://www.iiits.ac.in)) The bidders are required to submit soft copies of their bids electronically on using valid Digital Signature Certificates. Below mentioned instructions are meant to guide the bidders for registration on the Ewizad Portal, prepare their bids in accordance with the requirements and submitting their bids online on the Ewizad Portal. Formore information, bidders may visit the Ewizad Portal <https://mhrd.euniwizarde.com>.

## **Instructions for Online Bid Submission:**

The bidders are required to submit soft copies of their bids electronically on the e-tender Portal, using valid Digital Signature Certificates. The instructions given below are meant to assist the bidders in registering on the e-Procurement Portal, prepare their bids in accordance with the requirements and submitting their bids online on the e-Procurement Portal. More information useful for submitting online bids on the e-tender Portal may be obtained at: <https://mhrd.euniwizarde.com>.

## **Registration:**

- a. Bidders are required to enroll on the e-Procurement Portal (URL: <https://mhrd.euniwizarde.com>.) with clicking on the link “Bidderenrollment” on the e- Procurement Portal.
- b. As part of the enrolment process, the bidders will be required to choose a unique user name and assign a password for their accounts.
- c. 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 with the bidder.
- d. Upon enrolment, the bidders will be required to register their valid Digital Signature Certificate (Only Class III Certificates with signing + encryption key usage) issued by any Certifying Authority recognized by CCA India (e.g. Sify / TCS / nCode / eMudhraetc.), with their profile.
- e. 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 DSC“s to others which may lead to misuse.
- f. Bidder then logs in to the site through the secured log-in by entering their userID/password and the password of the DSC / e-Token.
- g. 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 011-49606060, 23710092, 23710091, [helpdeskeuniwizarde@gmail.com](mailto:helpdeskeuniwizarde@gmail.com)  
Mobile: +91-8448288987/88/89,  
e-Mail:[eprochelpdesk.01@gmail.com](mailto:eprochelpdesk.01@gmail.com)/[eprochelpdesk.02@gmail.com](mailto:eprochelpdesk.02@gmail.com)

### **Searching for Tender Documents:**

- a. There are various search options built in the e-Procurement Portal, to facilitate bidders to search active tenders by several parameters. These parameters could include Tender ID, Item/work id, Title, Date, etc
- b. Once the bidders have selected the tenders they are interested in, the bidder can pay the processing fees (NOT REFUNDABLE) by net-banking / Debit / Credit card and then download the required documents / tender schedules, Bid documents etc. Once tender fee is paid, it will be moved to the respective “requested” Tab. This would enable the e- tender Portal to intimate the bidders through e-mail in case there is any corrigendum issued to the tender document.

### **Preparation of Bids:**

- a. Bidder should take into account any corrigendum published on the tender document before submitting their bids and no separate intimation will be provided to the vendors.
- b. Please go through the tender advertisement and the tender document carefully to understand the documents required to be submitted as part of the bid. 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 need to be submitted. Any deviations from these may lead to rejection of the bid.
- c. Bidder, in advance, should get ready the bid documents to be submitted as indicated in the tender document / schedule in PDF formats. Bid Original documents may be scanned with 100 dpi with Colored option which helps in reducing size of the scanned document.
- d. To avoid the time and effort required in uploading the same set of standard documents which are required to be submitted as a part of every bid, a provision of uploading such standard documents (e.g. PAN card copy, annual reports, auditor certificates etc.) has been provided to the bidders. Bidders can use “My Documents” available to them to upload such documents.
- e. These documents may be directly submitted from the “My Documents” area while submitting a bid and need not be uploaded again and again. This will lead to a reduction in the time required for bid submission process.

### **Submission of Bids:**

- a. Bidder should log into the website well in advance for the submission of the bid so that it gets uploaded well in time i.e. on or before the bid submission time. Bidder will be responsible for any delay due to other issues.
- b. The bidder has to digitally sign and upload the required bid documents one by one as indicated in the tender document.
- c. Bidder has to select the payment option as “DD/e-Payment(Net Banking-Debit card- Credit card etc)/EMD-exemption” to pay the EMD as applicable and enter details as the instructions.
- d. Bidder should prepare the EMD as per the instructions specified in the tender document & submit EMD online.
- e. Bidders are requested to note that they should necessarily submit their financial bids in the format provided and no other format is acceptable. If the price bid has been given as a standard BOQ format with the tender document, then the same is to be downloaded and to be filled by all the bidders. Bidders are required to download the BOQ file, open it and complete the unprotected cells with their respective financial quotes and other details (such as name of the bidder). No other cells should be changed. Once the details have been completed, the bidder should save it and submit it online, without changing the filename. If the BOQ file is found to be modified by the bidder, the bid will be rejected.
- f. 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, opening of bids etc. The bidders should follow this time during bid submission.

Signature of the Tenderer with seal

- g. All the documents being submitted by the bidders would be encrypted using PKI encryption techniques to ensure the secrecy of the data. The data entered cannot be viewed by unauthorized persons until the time of bid opening. Data storage encryption of sensitive fields is done. Any bid document that is uploaded to the server is subjected to symmetric encryption using a system generated symmetric key. Further this key is subjected to asymmetric encryption using buyers/bid opener public keys. Overall, the uploaded tender documents become readable only after the tender opening by the authorized bid openers.
- h. The uploaded tender documents become readable only after the tender opening by the authorized bid openers.
- i. Upon the successful and timely submission of bid click “Complete“(i.e. after Clicking “Submit” in the portal), the portal will give a successful Tender submission acknowledgement & a bid summary will be displayed with the unique id and date & time of submission of the bid with all other relevant details.
- j. The tender summary has to be printed and kept as an acknowledgement of the submission of the tender. This acknowledgement may be used as an entry pass for any bid opening meetings

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## TERMS & CONDITIONS:

1. **Availability of Tender Documents:** The tender documents will be available at IIIT Sri City Chittoor website [www.iiits.ac.in](http://www.iiits.ac.in) and <https://mhrd.euniwizarde.com/>
2. Method/Manner for Submission of Bids: <https://mhrd.euniwizarde.com/>
3. We are interested in the material available from Ready Stock / Within 1 week
4. The quotation may be submitted only if you are able to complete the supply and installation within the time limit.
5. The complete offer should be typed in the letterhead of the tenderer. The offer should be signed & stamped by the Company's authorized signatory.
6. Please write the detailed specifications as the product brochures.
7. Rates quoted in the tender should be inclusive of GST, and should be **valid for 90 days**. Breakdown details of packing, forwarding, freight and insurance charges in percentages should be shown separately. The goods should be insured in our favor against all risks from Warehouse to warehouse.
8. The rate of GST should be clearly indicated wherever chargeable. However, the concessional rate of Central Sales Tax admissible to research institutes on purchase of scientific equipment from certain States is applicable to this Institute.
9. The Delivery period should clearly have to be indicated and strictly adhered to in the event of an order is placed against your offer. Late delivery will attract liquidated damages @1 % per week subject to a maximum of 10% of the total value of supply order.
10. Payment for the supply will be made by RTGS/NEFT through State Bank of India, Sri City branch within 30days from the date of receipt and acceptance of material and your bill in triplicate original signed. In case of Equipment/Instruments the Payment will be initiated only after the receipt of a certificate/report about successful demonstration/installation from the department/officer concerned. **No Payment in Advance will be done.**
11. The Offer should be submitted strictly as per the terms and conditions failing which the offer will be liable for rejection. In the event of the tenderer remaining silent on any terms & conditions of the NIT, it will be presumed that the tenderer(s) have accepted such terms and conditions in the event of any order/contract on them.
12. No deviation of the terms and conditions is acceptable. Terms and conditions which are in deviation of the tender terms are liable for rejection without making back reference to the tenderer.
13. Conditional tenders will not be accepted.
14. Minimum **validity of the quotation must be 90 days** from the date of opening of the quotation/tenders.
15. The price of items should be quoted in Indian rupees.
16. All the firms should submit their CST/ST/GST/LST/PAN along with the quotation/tender. Failing which quotations may not be considered valid. Further, this institution does not issue any Concessional form, so the CST/ST/GST applicable as per actual rates must be mentioned in the offer. In case CST/ST/GST is not mentioned, the rates shall be treated as inclusive of all taxes.
17. All the equipment must be compatible with Indian electrical standards and codes.
18. Bidder must provide letters from respective OEMs that the offered products are certified and compatible and support will be available with spare parts and accessories for a minimum of 3 years from the date of installation .
19. Institute reserves the right to alter the quantity of the components and no reason will be necessary to be provided by the Institute for the same.
20. Bidder should be a Registered company/firm in India and existing for the past Five years in India.
21. The Bidder must provide business day support during business hours (9 am to 5 pm) in the warranty period.
22. The OEM must have an authorized customer service center in India/Southern India for fast resolution of issues.
23. **Availability of Tender Documents:** The tender documents will be available at IIIT Sri City Chittoor website [www.iiits.ac.in](http://www.iiits.ac.in) and <https://mhrd.euniwizarde.com/>
24. **Method/Manner for Submission of Bids:** <https://mhrd.euniwizarde.com/>

25. Neither IIIT Sri City Chittoor nor E-wizard shall be responsible for non-accessibility of e-Procurement portal due to technical glitches or internet connectivity issues at Tenderers end.
26. Tenders and supporting documents should be uploaded through the e- Wizard portal. Hard copy of the tender documents will not be accepted.
- 27. Issue of Tender Document:**
- a. The Tender documents can be downloaded from institute website [www.iiits.ac.in](http://www.iiits.ac.in) and <https://mhrd.euniwizarde.com/>
  - b. Any change that will be made in the Tender document by the Competent Authority after issue of the Tender can be checked from <https://mhrd.euniwizarde.com> in the form of Corrigendum/Addendum for incorporating the same in the Bid document before submitting the Bid. The prospective bidders are requested to visit our website from time to time. No separate notification in this regard will be made in the newspaper.
  - c. No alterations and additions anywhere in the Bid Document are permitted. If any of these are found, the Bid may be summarily rejected.
  - d. The Bidder shall bear all costs associated with the preparation and submission of its Bid.
28. **Language of Bid/Contract:** The language of the Bid shall be in English and all correspondence, etc. shall conform to the English language.
29. Intended Bidders will be allowed to seek clarification, if any, during the office hours only of IIIT Sri City Chittoor.
30. In case of any ambiguity in the interpretation of any of the clauses in Tender Document interpretation of the clauses by the IIIT Sri City Chittoor shall be final and binding on all parties.
31. **Notice to form part of order:** Tender Notice and these instructions shall form part of the contract
32. The tender(s) should enclose the list of similar item(s) if supplied to IIIT Sri City Chittoor for the past three years with complete address, telephone /Fax No. and the contact person to whom they have supplied and installed similar item(s)with their tenders along with the prices finally paid. The tender(s) can also provide the information if supplied the similar item to any Centrally Funded Technical Institution.
33. **Warranty & Maintenance contract:** The supplier shall warranty equipment, system components for a minimum period of **one year** following satisfactory installation and commissioning. The defects, if any, during the guarantee/warranty period are to be rectified free of charge by arranging free replacement wherever necessary. Any expenditure including government levies on account of the replacement are to be borne by the supplier/agent. The supplier shall offer an annual test & maintenance agreement for three years, consisting of the following: Regularly and systematically examine, test and adjust all system components. Submit test reports that certify all components have been tested and the system is in proper working order and functions in accordance with this specification.
34. **Spares & service Support:** The instrument supplied shall be of latest technology and model, so that you would support with onsite service and spares. b) Complete system pre-installation requirements.
35. **Installation & Testing:** The installation shall be completed within a week from the date of intimation regarding the arrival of the equipment in the institute. A Penalty equivalent to 1% of the value of the goods will be levied for every week's delay in installation. The installed system shall be performance tested at our premises in accordance with the manufacturer's/supplier's recommendation/specifications. Tests shall demonstrate the proper operation of the instrument and all components.
36. **Commissioning & Training:** The supplier shall perform on site installation, commissioning & startup of all system components in order to provide a fully functional system. The supplier shall train onsite institute's personnel on the operation and maintenance of the system framework. The supplier shall perform system check-out /start-up and /or training functions free of cost.
- 37. The Director, IIIT Sri City Chittoor reserves the right to reject or accept or withdraw the tender in full or part and to increase or decrease the quantity without assigning reason thereof.**
38. The quotations are liable to be rejected if any of the above conditions are not complied with. The quotations should be complete in all respects duly signed wherever required. Incomplete and unsigned offers will not be considered. Quotations that are unclear leave room for interpretation will be considered non-responsive and will not be evaluated.
39. **ARBITRATION:** a) Unless otherwise specified, in all cases of disputes which cannot be settled by mutual negotiations, the disputes or differences shall finally be settled and binding on both parties by arbitration in conformity with the rules of Indian Arbitration Act, 1940. All disputes or differences

whatsoever arising between the parties out of relating to the construction, meaning and operation or effect of the general terms and conditions including the Purchase Order or the breach thereof shall be settled by Arbitration Act, 1940 and the award made in pursuance thereof shall be binding on the parties. b) Performance of the purchase order shall continue during arbitration and any subsequent proceedings. c) The Jurisdiction and Venue of arbitration shall be Chittoor. The Arbitrator will be the Director, IIT Sri City Chittoor.

40. **RISK PURCHASE:** If you fail to deliver the ordered material within the maximum delivery period stipulated in the purchase order, we may procure the same items in such a manner as it deemed appropriate for us. And, if we happen to incur any additional cost in the process of our procurement of similar materials you are liable to pay the same.
41. **FORCE MAJURE:** If the performance of the obligation of either party is rendered commercially impossible by any of the events herein-after mentioned, the same party shall notice 15 days from the date of such an event in writing to the other party. i) Government regulation; (ii) Legislation; (iii) Natural disasters; (iv) Strikes; (v) Lockout; (vi) Act of God.
42. Any bidders from a country sharing a land border with India will be eligible to bid in the tender only if the bidder is registered with the department for promotion of industry and internal trade (DPIIT). Details of requirement of Registration and Certificate by bidder is enclosed as Annexure-II & III
43. All future amendments/corrigendum will be published on IIT Sri City website ([www.iiits.ac.in](http://www.iiits.ac.in)). Hence, Interested vendors are requested to regularly visit our website for any such updates.

Registrar I/c.

**ANNEXURE – B FORMAT OF COMPLIANCE STATEMENT OF SPECIFICATIONS**

| 1      | 2   | 3                                    | 4                                | 5   | 6  |
|--------|---|--------------------------------------|----------------------------------|---|--|
| S. No. | Name of specifications/part/ Accessories of tender enquiry<br><br>As per Annexure A of the Tender Document. | Specifications of quoted Model/ Item | Compliance Whether “YES” Or “NO” | Deviation, if any, to be indicated in unambiguous terms | Whether the compliance / deviation is clearly mentioned in technical leaflet/ literature |
| 1      |   |                                      |                                  |   |  |
| 2      |   |                                      |                                  |   |  |
| 3      |   |                                      |                                  |   |  |

Signature of the Tenderer with seal



CERTIFICATE  
ON COMPANY LETTERHEAD

CERTIFICATE BY BIDDER- DPIIT REGISTRATION

“ I have read the clause regarding restrictions on procurement from a bidder of a country which shares a land border with India; I certify that this bidder is not from such a country or, / if from such a county, has been registered with the Competent Authority (copy of the Registration Certificate enclosed) . I hereby certify that his bidder fulfills all requirements in this regard and is eligible to be considered.

Signature with Date and Stamp  
Of the Bidder

BIDDER INFORMATION FORM

Company Name : \_\_\_\_\_

Registration Number : \_\_\_\_\_

Registered Address : \_\_\_\_\_

\_\_\_\_\_

Name of Partners /Director: \_\_\_\_\_

\_\_\_\_\_

City : \_\_\_\_\_

Postal Code : \_\_\_\_\_

Company's Establishment Year : \_\_\_\_\_

Company's Nature of Business : \_\_\_\_\_

- Company's Legal Status (tick on appropriate option )
- 1) Limited Company
  - 2) Undertaking
  - 3) Joint Venture
  - 4) Partnership
  - 5) Others ( In case of Others please specify)

- Company Category
- 1) Micro Unit as per MSME
  - 2) Small Unit as per MSME
  - 3) Medium Unit as per MSME
  - 4) Ancillary Unit
  - 5) SSI
  - 6) Others ( In case of Others please specify)

**CONTACT DETAILS**

Contact Name : \_\_\_\_\_

Email Id : \_\_\_\_\_

Designation : \_\_\_\_\_

Phone No : (\_\_\_\_\_) \_\_\_\_\_

Mobile No : \_\_\_\_\_

**BANK DETAILS**

Name of Beneficiary : \_\_\_\_\_

A/c. No. CC/CD/SB/OD :

Name of Bank : \_\_\_\_\_

IFSC NO. (Bank) : \_\_\_\_\_

Branch Address and Branch Code: \_\_\_\_\_

**Other Details**

Vendor's PAN No. \_\_\_\_\_  
(Attach GST Registration Certificate)

Vendor's GST \_\_\_\_\_  
(Attach GST Registration Certificate)

Apple Dealer Registration Certification \_\_\_\_\_

Signature of the Tenderer with seal

| ANNEXURE-E - FINANCIAL BID<br>(Should be submitted through ONLINE mode only)   |                             |                  |                    |          |              |     |              |                   |
|--|-----------------------------|------------------|--------------------|----------|--------------|-----|--------------|-------------------|
| Tender No.   | IIITSRICITY/ITPROC/2021/010 |                  |                    |          |              |     |              |                   |
| Name of the Bidder   |                             |                  |                    |          |              |     |              |                   |
| Name of the Equipment and Scope  | Qty.                        | Unit Price (INR) | Total Amount (INR) | Discount |              | GST |              | Grand Total (INR) |
|  |                             |                  |                    | %        | Amount (INR) | %   | Amount (INR) |                   |
| Apple 21.5-inch iMac with Retina 4K display:3.6GHz quad-core 8th-Generation Intel Core i3 processor , 256GB(Part No:MHK23HN/A(HSN No:8471) | 1                           |                  |                    |          |              |     |              |                   |

Note:

1. Break up for the Prices, if applicable, shall be submitted in appropriate format.
2. The quote should include STANDARD WARRANTY as per Tender document from the date of commissioning/installation of the equipment.
3. Quotes not indicating the STANDARD WARRANTY, as per the above requirement shall be REJECTED outright.
4. Rates quoted shall be exclusive of taxes and duties.
5. Price quoted for equipment must include all costs associated with packing, transportation, Insurance, delivery of equipment, loading and unloading, Clearance Charges, on DOOR DELIVERY basis to the IIT Sri City Chittoor, 630, Gnan marg, Sri City, Chittoor District, Andhra pradesh including its installation, commissioning, integration, testing and validation.
6. Maximum educational discount as could be offered should be mentioned.
7. Do not quote the optional items or additional items unless otherwise mentioned in the Tender document / specifications.

Signature of the Tenderer with seal