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Sainik School, Kazhakootam
Sainik School PO
Thiruvananthapuram- 695585

Tender No: 1001/ EQPT/SST/Q/2020/01

Date : 05 Oct 2020

NOTICE INVITING TENDER

The Principal, Sainik School Kazhakootam, Thiruvananthapuram, Kerala invites tenders/bids under two bid system (Technical Bid & Financial Bid both in separate sealed envelopes) in sealed envelope for supply of Desktop Computers as per the specifications, terms and conditions given in this tender. The tender documents can be downloaded from the website www.sainikschooltvm.nic.in

SCHEDULE OF REQUIREMENT

Particulars	Qty	Delivery period
Desk top computers	09	30 days

Details	Information
Bidding system	Two bid system : Technical bid and financial bid (Separate sealed)
Tender floating date	06 Oct 2020
Tender closing date and time	20 Oct 2020
Technical bid opening date and time	21 Oct at 2020 at 1100 hrs
Financial Bid Opening (Date and time (Tentative))	24 Oct 2020 at 1100 hrs (Tentative) shall be announced at the time of technical bid opening
Tender Form Fee	Rs. 500/- (Rupees five hundred only) by Demand Draft drawn on any scheduled bank in favour of "The Principal, Sainik School Kazhakottam, payable at Kazhakootam/ Thiruvananthapuram
EMD (Earnest Money Deposit)	Rs. 10,000/- (Rupees ten thousand only) by Demand Draft drawn on any scheduled bank in favour of "The Principal, Sainik School Kazhakottam, payable at Kazhakootam/ Thiruvananthapuram
Address for communication	The Principal, Sainik School Kazhakootam, Thiruvananthapuram, Kerala – 695 585.
Tender submission	Tender may be deposited in the tender box or submitted in the Administrative Block at Main Office.
Number of pages in the tender document	15

Sd/-
Admin Officer

Note Carefully: The Bidders are required to read carefully and understand all the terms and conditions, specifications, formats, instructions, etc. given in the Tender/Bid document with full understanding of its implications. Failure to furnish all information required for submission of a bid or bids not substantially responsive in every respect may result in outright rejection. The Bidder is required to give confirmation of their acceptance of all the terms and conditions mentioned in the Tender/Bid document. Failure to do so may result in rejection of Tender/Bid submitted by the Bidder.

GENERAL TERMS & CONDITIONS

1. **Scope of works:** Supply of “Desktop Computers as per Specification” for Sanik School Kazhakootam, Thiruvananthapuram, Kerala. Suppliers with track record of supply of Computers and accessories may bid for the same. The trade license submitted by the bidder must clearly mention the trade in which the bidder operates. Here, computer and its accessories trade license are necessary.
2. **Format for submission of bid:** The bid shall be submitted only in the forms and formats attached with this bid document and every page of the bid document should be signed and stamped by authorized person. The bid should be forwarded by the bidders under their original memo/letter head inter alia furnishing all the required details like GST number, PAN, Bank details etc. and complete contact details (Postal address, email, fax, contact numbers) of their office. All bidding documents including technical and financial bids must be in English. One signed copy of the tender document, with bidding firm seal, agreeing to the terms & conditions and declaration etc. must also form part of the submitted bid.
3. **Two Bid system:** The bidding process shall consist of two bid system. The bid must be submitted in two parts comprising:

Part-I: Technical Bid [Annexure-A] & Part-II: Financial/Commercial/Price Bid (all have same meaning) [Annexure-D].

The Part-I (Technical bid) should contain the EMD, compliance/non-compliance of detailed technical specifications as per the BID/TENDER document along with other desired information/certificate, eligibility documents etc.

The Part-II(Financial Bid) shall only contain the price offered in the Bid format provided with document along with other desired information/certificate, etc, if any.

Both the Bids should be properly placed in two separate sealed envelopes and marked accordingly (**must super-scribed TECHNICAL BID or FINANCIAL BID** on the top of each respective envelope) for their proper identification. These should again be sealed in a third bigger envelope super-scribing, "Bid for supply of Desktop Computers". The Part-I (Technical bid) will be opened on the date of tender opening and the Part-II (Financial Bid) after evaluation of Part-I. The Part-II (Financial Bid) of only technically qualified bidders shall be opened, as decided by the Tender Evaluation Committee. The decision of the Tender Evaluation Committee shall be final and binding on all the bidders.

4. **Enclosures:** The bidder must attach the suitable supporting documents. The Technical and Financial bids will be submitted in the specific formats enclosed with this tender document in separate sealed envelopes. All the enclosures attached with the bid shall also be signed and stamped. Please ensure following:

(a) Technical bid must comprise of following:

- (i) A clause by clause compliance on Terms and Conditions of the tender and the Technical Specifications, etc.
- (ii) Duly filled, signed and stamped Technical Bid (Bidder Profile) on the letter head of the bidder [Annexure-A].
- (iii) Duly filled, signed and stamped Technical Specification Compliance Statement (Technical Criterion) on the letter head of the bidder [Annexure-B].
- (iv) Duly filled, signed and stamped undertaking on the letter head of the bidder [Annexure-C].
- (v) All the certificates and declarations required under the Specific Conditions of this TENDER/BID document.
- (vi) The bidder must submit/supply records and satisfactory supply certificate of completing similar item to Government/Public undertakings/Organizations of National Importance.
- (vii) Income Tax Returns and Annual report/audited annual accounts showing the turnover of the bidder.
- (viii) EMD and Tender form fee in the form of Demand Draft must be enclosed with the Technical Bid.

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(ix) Trade License/Certificate of registration (as applicable) of the agency with the government in the required business/field will be enclosed with technical offer.

(x) The GST registration number and photocopy of certificate.

(xi) The PAN number of proprietor/firm/company with photocopy of the PAN card. Seal & Signature of the Bidder

(xii) OEM certificate or authorized dealership certificate for the brand of computer quoted in the tender.

(xiii) The enclosed formats in original should be used for the Bids. All sheets submitted must be signed by the authorized signatory of the company and duly affixed with firm's stamp. Additional sheets, duly authenticated may be attached to elucidate specific issue, if any. Noncompliance of any of the above may result in rejection of the bid summarily and no query in this regard shall be entertained.

- (b) **Financial Bid/Price Bid:** Financial bid will comprise of duly filled, signed and stamped Financial Bid in the format given at **Annexure-D**. Financial Bid/Price Bid only and must be placed in separate envelope duly sealed and signed. This envelop must be super-scribed with **"Financial Bid for supply of Desktop Computers"**.

5. **Bid Security:** The Bid Security (i.e. Earnest Money Deposit, EMD) of Rs.10,000/- (Rupees ten thousand Only) in the form of Demand Draft from any Scheduled bank drawn in favor of "The Principal, Sainik School Kazhakootam " payable at Kazhakootam/Trivandrum, must accompany with Technical Bid. No interest shall be paid on the submitted EMD. Offer without EMD will be rejected summarily except in case of exempted bidders holding valid MSE/NSIC license exempting such bidders from furnishing of EMD.

The Bid Security of unsuccessful bidders shall be refunded after finalization of bid/award of contract to successful bidder. EMD of the unsuccessful Bidders will be returned to them at the earliest after expiry of the final bid validity and latest on or before the 30th day after the award of the contract.

No interest shall be payable to any bidder on the EMD with the school. The EMD of the technically disqualified bidders may be returned in original (i.e. the Demand Draft submitted along with bid).

The Bid Security/ EMD shall be forfeited,

- (i) if a Bidder withdraws its bid during the period of bid validity; or(ii) if a Bidder makes any statement or submits any information which turns out to be false, incorrect and / or misleading at any time and / or conceals or suppresses material information: or (iii) in case of successful Bidder, if the Bidder fails to execute the order or withdraws the offer or uses means to secure the order which is prohibited as per the terms and conditions in this document. The decision of the Sainik School Kazhakootam, Trivandrum authorities shall be final and binding on the bidder(s)

6. **Bid Disqualification**: The proposal is liable to be disqualified in the following cases. However, the decision of the Sainik School, Kazhakootam, Trivandrum shall be final and binding on all the bidders.

- a) Proposal not submitted in accordance with instructions provided in this document.
- b) Proposal is received in incomplete form.
- c) Proposal is received after due date and time.
- d) Proposal is not accompanied by all requisite supporting documents mentioned in the tender document.
- e) The Financial Bid/Price Bid is placed in the same envelope as the Technical Bid.
- f) If bid is not accomplished with EMD and the Tender form fee as per the clause given in this bid document.
- g) Canvassing by the Bidder in any form, unsolicited letter and post-tender correction will invoke summarily rejection of the bid and may result in forfeiture of EMD.
- h) Conditional tenders/Bids will be summarily rejected.
- i) Any false/misleading/ incorrect information/document.

7. **Clarification regarding contents of the Bids**: During evaluation and comparison of bids, the Buyer (Sainik School Kazhakootam, Trivandrum) may, at its discretion, ask the bidder for clarification of his bid. The request for clarification will be given in writing (post/fax/email) and no change in prices or substance of the bid will be sought, offered or permitted.

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The clarification must be provided within the time stipulated by the Sainik School Kazhakootam else the bid submitted may be rejected. No post-bid clarification on the initiative/request of the bidder will be entertained.

8. **Withdrawal of Bid Submitted:** Bidders unwilling to participate in the bidding process after submitting the bid must ensure that intimation to this effect must reached the “Principal, Sainik School Kazhakootam, Trivandrum” before the due date and time of the opening of the Bids, failing which the defaulting Bidder may be delisted and will result in forfeiture of EMD.

9. **Right to Accept/ Reject Bids:** The Principal, Sainik School Kazhakootam, Trivandrum reserves the right not to accept any bid and to annul the tender/bid process and reject all bids at any stage, without thereby incurring any liability or assigning any reason to the affected Bidders or any obligation to inform the affected Bidders on the grounds for such action.

10. **Termination of Purchase Order:** The Sainik School Kazhakootam may, without prejudice to any other remedy for breach of agreement, may terminate the purchase order/agreement in whole or in part, by written notice of default sent to the Bidder, and the EMD shall stand forfeited if: (a) The Bidder fails to deliver any or all of the obligations within the time period(s) specified in the purchase order/work order/contract/agreement, or any extension thereof granted by the school . (b) The Bidder fails to perform any other obligation(s) under the purchase order/work order/agreement and fails to rectify it within the notice period for the rectification of the same. (c) Information/document submitted in technical proposal is found to be misrepresented, incorrect or false accidentally/unwittingly or otherwise at any time during the processing of the bid/contract (no matter at what stage) or during the tenure of the contract including the extension period if any. This may also invite any action (legal/debarring future participation in the bids) against the defaulter as deemed fit by the school. (d) The loss incurred due to termination of the order and additional cost incurred in completion of the supply by any other firm, selected by the Sainik School Kazhakootam shall be recovered from the defaulted firm/party.

11. **Bid Evaluation Criteria:** The broad guidelines for evaluation of Bids will be as follows:

(a) Only those Bids will be evaluated which are found to be fulfilling all the eligibility and qualifying requirements of the Bid/TENDER document, both technically and financially.

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(b) In respect of Two-Bid system, the technical Bids Submitted by the Bidders will be evaluated by the Buyer's Tender Evaluation Committee (TEC) with reference to the eligibility criteria and technical specifications of the goods as mentioned in the BID/TENDER document. The Technical compliance of each Bid will be determined on the basis of the parameters and specifications specified in the BID/TENDER document. The Financial bids of only those Bidders will be opened whose Technical Bids shall qualify the technical evaluation.

(c) The Bidders are required to spell out the rates of GST, etc. in unambiguous terms; otherwise their offers will be loaded with the maximum rates of duties and taxes for the purpose of comparison of prices.

(d) If there is a discrepancy between the unit price and the total price that is determined by multiplying the unit price and quantity, the unit price will prevail and the total price will be corrected by the Sainik School Kazhakootam Committee. If there is a discrepancy between words and figures, the amount in words will prevail for calculation of price and comparison of bids.

(e) The Principal, Sainik School Kazhakootam reserves the right to modify in exceptional case any of the stipulated terms and conditions on merit / genuine and justifying grounds if it is in the larger interest of the school. The final acceptance of the tenders rests entirely with the Sainik School Kazhakootam, Trivandrum who does not bind himself to accept the lowest tender. The lowest price may not be the sole criteria for deciding the successful bidder, the school is free to take other factors in deciding the successful bidder for award of purchase order/ work order/contract/agreement in the interest of the Sainik School Kazhakootam. The Sainik School Kazhakootam, Trivandrum committee reserves all rights in this regard. No query or complaints in this regard shall be entertained. The selection will be made purely on the basis of committee's recommendation, genuineness of the firm and based on the technical specification of various products as per printed catalogues & also on the basis of experience, performance, promptness of delivery and requirement of the Sainik School Kazhakootam.

12. **Placement of Order:** The Purchase/Work Order will be placed on successful completion of the process to the successful bidder called the "SUPPLIER". Once the order is placed, it will be the firm/vendor's responsibility to supply the goods and complete the work awarded to the satisfaction of the Sainik School Kazhakootam.

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It shall be the sole responsibility of the firm/vendor (Successful Bidder) to make the project functional in all respect. **Any additional cost incurred on account of this, for which the firm/vendor has not bid/quoted at the time of submission of the bid offer, will be borne by the firm/vendor.**

13 **Jurisdiction of Courts:** All legal matters are subject to Hon'ble High court of Kerala only.

Specific Terms & Conditions

1. The firm must have the relevant trade license as mentioned in this tender document and copy must be enclosed with the bid documents. License should be valid for FY 2020- 2021.
2. The bidder must either be an Original Equipment Manufacturer (OEM) or an authorized dealer/ licensed Sole distributor of the item offered in the bid. The certificate of OEM/ Dealership/Authorized Agent should be enclosed with the bid.
3. Bidder should have valid GST registration for the current financial year. Only invoices/Bills with serial numbers and printed with GSTIN number shall be accepted.
4. The bidder must submit a self-certified declaration that the bidding firm/manufacturer or the consortium has not been blacklisted from participating in the Tendering process of any Central Government Organization.
5. Bid or order may be cancelled or delivered Computers may be not be accepted fully or partially at any time if it is found that Goods differs or deviates from the mentioned and accepted specification in the bid. The decision of the committee constituted by the Principal, Sainik School Kazhakootam, Trivandrum for this purpose shall be final and binding on the supplier(s). Any action under this clause shall make the EMD/security deposit liable to be forfeited.
8. Packing, forwarding, insurance, freight, loading, unloading charges should be inclusive in the price. For any damage/loss during transit, supplier shall be solely responsible and damaged/lost Computers must be replaced by supplier at their own cost.
9. **Validity:** Bids shall remain valid for 180 days from date of the Tender closing Date.
10. All the terms and conditions mentioned herein must be strictly adhered to by all the bidders/firms/suppliers. Conditional tenders shall not be accepted on any ground and shall be rejected straightway.

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11. The information/orders/notices, etc. communicated through E-mail/Fax provided by the firms/suppliers shall be treated authentic means of communication for all purposes. Providing the correct contact details (Telephone/mobile Nos., official E-mail IDs, address, etc.) shall be the sole responsibility of the bidders/firms/suppliers. No reason for non-receipt or non-acceptance of the information/orders, etc. through E-mail shall be entertained by the school. The school may not send the above through formal postal services, if firms/suppliers so wishes may collect the Hard copy form the concern office of the Sainik School Kazhakootam. It is mandatory to sign all important documents/orders/notices, etc. to be considered valid.

12. **Delivery Period:** **Total delivery period for the Computers shall be 30 days from date of issue of Purchase Order.** The Institute reserves the right to extend the delivery time on the request with valid reason. Liquidity damage as per the tender document shall be levied in case of failure to abide by the delivery period. If supplier fails to deliver the Goods within the delivery period, Principal, Sainik School Kazhakootam may cancel full order or parts of the order and EMD will not be returned to the bidder. Principal, Sainik School Kazhakootam also reserves the right to place the order for the GOODS to any other bidder/firm/supplier in case of failure of the successful bidder.

13. **Place of Delivery:** The Principal Sainik School Kazhakootam, Thiruvananthapuram, Kerala – 695 585. The consignee for the contract is Quartermaster of the Sainik School Kazhakootam.

14. **Advance Payments:** No advance payment(s) will be made.

15. **Inspection Authority:** The Inspection will be carried out by a Technical Committee appointed by the Principal, Sainik School Kazhakootam for this purpose. The mode of Inspection will be Technical Committee Inspection/or as defined by the school . The committee may suggest the seller with respect to above quality clause for compliance.

THE DETAILED TECHNICAL SPECIFICATION FOR DESKTOP COMPUTERS

Desktop set (CPU + Monitor+ Keyboard+ Mouse)

Unit -1	Processor	Core i3 9100 (3.6 GH2 or higher)
	Form factor	Tower / All in one
	Chipset	Intel® Q Series Commercial chipset(3.6 HG 2 or higher)
	Motherboard	OEM Motherboard with OEM logo embossed on the motherboard
	Memory	Memory 8 GB DDR4 RAM expandable to 64GB using DIMM slots; RAM Speed 2666 MHz
	Hard Disk Drive	1TB HDD, 7200 RPM SATA
	Slots	1 no PCI Expansion Slot; 1 no PCIe1 Expansion Slot; 1 no PCIe4 Expansion Slot; 1 no PCIe16 Expansion Slot; 2 nos M.2 Expansion Slot Graphics Integrated
	Graphics,	Integrated / UHD 630
	Communications	LAN: in-build Intel® Gigabit 10/100/1000 on board Integrated Port WLAN: in-build Wi-Fi; 802.11ac ; Bluetooth 4.2
	Ports and Connectors	USB 2.0 ports (4 nos) ; USB 3.0/3.1, Gen 1 Ports (2 nos); USB 3.1, Gen 2 Ports (4 nos); USB Type C (1 no); 1 VGA; 2 Display Port;
	Operating System	Windows 10 Home single language -64 Certificate of FCC, CE, RoHS, UL, EPEAT, Energy star, TCO for quoted Desktop
	Information Accessibility	Product details, specifications and brochure to be available in public domain
	Support Drivers	should be available for download from OEM site for at least 3 years from the date of purchase order
	Others Power Supply	Capacity (Watt): 400 Minimum Power Efficiency Range (%): 90-94 ROHS Compliance: Yes BEE / Energy Star for the given Model: Yes Certificate: ISO 9001, 14001, 20001,27001 for OEM
<u>Unit - 2</u>	Keyboard & Mouse	PS/2 or USB Keyboard (Same make as PC) PS/2 or USB 2 Button Scroll Optical Mouse (Same make as PC)
Unit 3	Monitor	23.8-inch or higher IPS Panel. Resolution: 1920x1080
Warranty for all Units		3 Years Comprehensive Warranty for Parts, Labour and On-site service (3-3-3) from OEM/Partner

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Part-I: Format for Submission of Technical Bid (Bidder Profile)

(To be sealed in a separate envelope as per directions)

Sl No	Particulars	Fill-in Details	Ref No/ remarks if any
01	Name and address of the Firm/Agency		
02	Whether the firm is Proprietary/Partnership Firm/Private Ltd./Public Ltd./ Others.		
03	Name of Proprietor/Partner of the firm/ Agency		
04	Name & contact detail of Authorized representative: (Designation, Address, Mobile No., E-mail ID)		
05	Month and Year of Establishment of Firm		
06	Number of years of experience in this field		
07	Registration Number of the Firm		
08	Valid GSTIN Number with Registration type		
09	PAN number of the firm or Proprietor		
10	Trade License related to Computer business (should be valid for financial year 2020-2021)		
11	Showroom/Outlet Address		
12	OEM/Authorized Dealership (Brand) (Original Equipment Manufacturer)		
13	Detail of Demand Draft submitted for EMD and Tender form fee of Rs.DD No. Date:		
14	Relevant documents as in the Tender Document *All fields are mandatory to fill with the copy of duly signed and stamped proof. These above points together constitute eligibility criteria		

The following is the Model quoted against the below mentioned specification

SI No	Items	Make and model No.	Technical compliance (Write Yes or No)	Detailed technical specification (write attached or not attached)	OEM or Authorised dealership (/write attached or not attached)
1					
2					

Unit		Details specification	Compliance (Write Yes or No)	Remarks (If any)
Unit -1	Processor	Core i3 9100 (3.6 GH2 or higher)		
	Form factor	Tower /All in one		
	Chipset	Intel® Q Series Commercial chipset(3.6 HG 2 or higher)		
	Motherboard	OEM Motherboard with OEM logo embossed on the motherboard		
	Memory	Memory 8 GB DDR4 RAM expandable to 64GB using DIMM slots; RAM Speed 2666 MHz		
	Hard Disk Drive	1TB HDD, 7200 RPM SATA		
	Optical Drive	In-build DVD Reader/Writer		
	Slots	1 no PCI Expansion Slot; 1 no PCIe1 Expansion Slot; 1 no PCIe4 Expansion Slot; 1 no PCIe16 Expansion Slot; 2 nos M.2 Expansion Slot Graphics Integrated		
	Graphics,	Integrated		
	Communications	LAN: in-build Intel® Gigabit 10/100/1000 on board Integrated Port WLAN: in-build Wi-Fi; 802.11ac ; Bluetooth 4.2		
	Ports and Connectors	USB 2.0 ports (4 nos) ; USB 3.0/3.1, Gen 1 Ports (2 nos); USB 3.1, Gen 2 Ports (4 nos); USB Type C (1 no); 1 VGA; 2 Display Port;		
	Operating System	Windows 10 Professional, Certificate of FCC, CE, RoHS, UL,		

		EPEAT, Energy star, TCO for quoted Desktop		
	Information Accessibility	Product details, specifications and brochure to be available in public domain		
	Support Drivers	should be available for download from OEM site for at least 3 years from the date of purchase order		
	Others Power Supply	Capacity (Watt): 400 Minimum Power Efficiency Range (%): 90-94 ROHS Compliance: Yes BEE / Energy Star for the given Model: Yes Certificate: ISO 9001, 14001, 20001,27001 for OEM		
<u>Unit - 2</u>	Keyboard & Mouse	PS/2 or USB Keyboard (Same make as PC) PS/2 or USB 2 Button Scroll Optical Mouse (Same make as PC)		
Unit 3	Monitor	23.8-inch or higher IPS Panel. Resolution: 1920x1080		
Warranty for all Units		3 Years Comprehensive Warranty for Parts, Labour and On-site service (3-3-3) from OEM/Partner		

Undertaking
(On the letter head of the bidder)

The Principal
Sainik School Kazhakootam
Sainik School P O, Thiruvananthapuram
Kerala- 695 585

Sub.: Undertaking for Tender No:Date:

Dear Sir, This is to undertake that I/We, owner(s) of M/s, of carefully read all the terms and conditions, specifications etc. of this Tender document and I/We fully understood all of them and I/We are fully aware of their implications. We undertake that if I/We were given the Purchase Order (PO), will abide by all the terms and conditions of the Tender document and provide all the goods/items to the satisfaction of the Sainik School Kazhakootam authorities. I further undertake that after understanding all and their implications all the pages of this tender document are signed and stamped by the authorized person of the firm. The documents and information furnished by me/firm is correct in all respect and if anything found incorrect, I shall be liable for the action as per the terms and conditions given in this tender document.

Signed by

(Name)

Authorized Signatory of M/s

Official Stamp

Date:

Place:

Seal & Signature of the Bidder

PART-II: Financial Bid

(To be sealed in a separate envelope duly signed)

SI No	Name of items	Unit Price (₹)	GST (@ %)	Total Unit Price in Rs. (#)	Qty	Grand Total (₹) inclusive all taxes
	Desktop computer, Windows 10 Home 64 bit, MS Office				09	

TotalAmount(figure):

(Inwords):

Total unit quoted price should be inclusive all charges (taxes, transportation, etc.). NO extra charges will be paid.

Bank Account Details

for Direct Payment To be submitted by bidder

SI No	Particulars	Details
1	Firm (Beneficiary) Name	
2	Please enclose a cancelled cheque	
3	Complete Bank Account No. of the Firm [beneficiary]	
4	Bank Name & Address	
5	IFSC Code No.	
6	Mobile No.& Email ID for information	

We undertake that all information provided above is correct and The Principal, Sainik School Kazhakootam, Trivandrum will not be responsible in case of any error on the part of firm.

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