

INSTITUTE OF MATHEMATICS AND APPLICATIONS
(Established by the Govt. of Odisha)
ANDHARUA, BHUABNESWAR, ODISHA, 751029
www.iomaorissa.ac.in

Supply and installation of Desktop Computers and Peripherals

Notice No: IMA/11/284/2018
Closing Date: 21-05-2018

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**Institute of Mathematics and Applications, Andharua, Bhubaneswar,
Odisha, PIN: 751029**

Supply and installation of Desktop Computers and Peripherals

PART - 1
TERMS & CONDITIONS

1. Sealed tenders are invited for supply and installation of Desktop Computers and Peripherals in the Institute of Mathematics and Applications, Bhubaneswar. The quotation call document consists of the following two parts.

Part-1: "TERMS & CONDITIONS" & "TECHNICAL BID" of the tender.

Part-2: "FINANCIAL BID" of the tender.

2. The bidder must attach at least 03 Purchase Order copy for Supply & Installation of above equipment's during the last 01 financial year in State Government or Govt. of India Department(s) /Reputed Organisation(s) (in Nos. and Value). Please attach a list of clients.

The bidder should be authorised dealer/channel partner of OEM. Necessary certificate of current date should be attached with the bid. In absence of authorisation certificate, bid will not be considered.

3. The bids submitted by the vendors should be valid for a minimum period of 90 days from the date of the opening of tender and the prices should be valid till execution of purchase agreement.
4. The sealed envelope containing "**The Bid**" on prescribed tender document should reach, "**The Director, Institute of Mathematics and Applications, Andharua, Bhubaneswar, Odisha, 751029.**" on or before **Date 21-05-2018 up to 3:00 p.m.** otherwise the quotation will not be accepted.
5. The supply and installation of the desktop systems and peripherals shall be made by the vendor within 2 -4 weeks from the date of issue of the purchase order.
6. All the items to be supplied should be new, of good quality and standard and as per the technical specifications mentioned in technical bid document.
7. The vendor will provide operational manuals, OEM documents for peripherals, set of diagnostics to test all the sub-systems etc. along with the systems.
8. The installation of desktop systems and peripherals will be at the Institute of Mathematics and Applications, Bhubaneswar.
9. The prices quoted in the technical/financial bid should be inclusive of power cables, interface cables, packing, forwarding, freight up to Institute of Mathematics and Applications, Bhubaneswar, transit insurance and installation charges at sites. All taxes if applicable should be quoted separately at the appropriate columns provided for them in the technical/financial bid.
10. In case, taxes are reduced or increased subsequently by the Government at the time of placement of the purchase order or delivery, then the same will be adjusted by either party on production of requisite proof.
11. Payment for the items to be supplied by the vendor against the purchase order shall be made by INSTITUTE OF MATHEMATICS AND APPLICATIONS, BHUBANESWAR as follows:-
 - 100% payment will be made after successful installation.

- The farms/vendors who are not agreeing to above payment terms, are requested not to submit their quotations otherwise their quotations will be rejected.
12. The equipments will carry three years on site comprehensive OEM warranty. Warranty period will start from the date of successful installation of all the items at site.
 13. Parties should specify the make and model of each Item along with all other details.
 14. The quotation must be submitted on the prescribed format issued by the INSTITUTE OF MATHEMATICS AND APPLICATIONS, BHUBANESWAR. Any other technical details required to supplement the information quoted in the prescribed document may please be attached separately. The information asked in the document should be given at the place provided for it in the document. The quotations in which information is not given at the place provided for it or not in the similar format given in the document may be rejected.
 15. Printed conditions of the vendor submitted with the tender will not be binding on INSTITUTE OF MATHEMATICS AND APPLICATIONS, BHUBANESWAR.
 16. The documents containing bids shall be free from cutting and erasures. However, alterations, if any, in the tender should be attested properly by the bidder, failing which the tender is liable to be rejected.
 17. The quotations submitted by telex/telegrams/fax/email will not be considered. No further correspondence will be entertained on this matter.
 18. INSTITUTE OF MATHEMATICS AND APPLICATIONS, BHUBANESWAR will not be responsible for any delay in obtaining the document by the vendor from INSTITUTE OF MATHEMATICS AND APPLICATIONS, BHUBANESWAR or submission of the completed document to INSTITUTE OF MATHEMATICS AND APPLICATIONS, BHUBANESWAR.
 19. The registration number of the firm along with the GST No. allotted by the competent authorities and I.T. registration number (P.A.N.) along with the place of registration should be given along with the technical bid.
 20. Quotations, not conforming to any or all the above terms and conditions will be rejected.
 21. Incomplete quotations are liable to be rejected.
 22. INSTITUTE OF MATHEMATICS AND APPLICATIONS, BHUBANESWAR reserves the right to increase/decrease the specified quantities of any item(s) given in the tender.
 23. INSTITUTE OF MATHEMATICS AND APPLICATIONS, BHUBANESWAR reserves the right to reject any or all the quotation calls without assigning any reason whatsoever. INSTITUTE OF MATHEMATICS AND APPLICATIONS, BHUBANESWAR would not be under any obligation to give any clarifications to those vendors whose quotations have been rejected. The decision of Director, INSTITUTE OF MATHEMATICS AND APPLICATIONS, BHUBANESWAR is final and binding in case of any dispute arising out of this contract between both the parties.

-Sd-
Director,
INSTITUTE OF MATHEMATICS AND APPLICATIONS, BHUBANESWAR

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TECHNICAL SPECIFICATION

Sl. No.	Items	Specifications
01	Desktop Computer	Processor - Core i7 Processor or (latest), 23" (or higher) Full HD IPS LED (1920 x 1080 or higher) with HDMI out, USB 3.0, - windows 10 on 64 bit or latest, Dedicated Graphic memory- 2GB, Hard Disk drive - 1TB, System memory – 4 GB DDR3, Preferred Brand – HP/ Dell/ Lenovo.
02	Desktop Computers (All-in-One)	Processor - 4th Gen (or higher) Core i7 Processor or (latest), Operating System - windows 8.1/10 or latest, Graphics -Dedicated Graphic memory- 2GB Dedicated Graphic processor- NVIDIA GeForce GT 820A, Storage - Hard disk drive - 1TB, System memory - 4GB DDR3. Preferred Brand – HP/ Dell /Lenovo.
03	Entry level Laser Printers(Duplexing and Wireless Connectivity)	Mono Laserjet printer, 1200x1200 dpi or better, 2000 pages monthly pages volume. Duplexing, wired/Wireless connectivity Preferred Brand: Entry level printer of HP/Canon
04	Laser Printer Multi-Function (Scan/Copy/Print)	Mono Multifunction, Laserjet, scan, copy, print and fax, 600x600 dpi or better, 2000 pages monthly pages volume. Preferred Brand: HP/Canon
05	Entry Level Scanner	Preferably Cannon LIDE 120 or equivalent

Note: - Parties must mention make & model no. of the equipment offered by them, with detailed specification (on separate sheet). Otherwise their quotations will not be accepted.

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**Part- II
FINANCIAL BID**

Sl. No.	Items	Make/Model/Specification and warranty	Unit price, all taxes, freight, insurance and Entry Tax (Delivered at IMA, Bhubaneswar or pick up charges installation service and warranty charges in INR)
01	Dektop Computer		
02	Desktop Computers (All-in-One)		
03	Entry level Laser Printers (Duplexing and Wireless Connectivity)		
04	Laser Printer All-in-one (Scan/Copy/Print)		
05	Entry level Scanner		

Note: Item 1 & 2 should carry three year onsite full comprehensive free warranty. In case the vender/farm provides warranty less than 03 years then he has to give justification for lesser period of warranty. Without justification his tender is liable to be rejected.

Signature:

Date:

Name:

Address:

Designation:

On behalf of: (Company Seal)

E-mail:

DECLARATION BY THE VENDOR

It is hereby declared that I/We the undersigned, have read and examined all the terms and conditions etc. of the tender document for which I/We have signed and submitted the tender under proper lawful Power of Attorney. It is also certified that all the terms and conditions of the tender document are fully acceptable to me/us and I/We will abide by the conditions from serial no. 1 to 23. This is also certified that I/We/our principal manufacturing firm have no objection in signing the purchase contract if the opportunity for the supply of the items against this tender is given to me/us.

Signature:

Date:

Name:

Address:

Designation:

On behalf of: (Company Seal)

E-mail:

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CHECK LIST

Your bid should accompany with following documents. Please enclose the required document and put (√) mark in the check list where ever applicable.

Sl. No.	Description of Documents	Enclosure
1.	Acceptance of Declaration by the Vendor enclosed with Financial bid	Yes / No
2.	At least 03 Purchase Order copy for Supply & Installation of above equipments during the last 01 financial years in State Government or Govt. of India Department(s) /Reputed Organisation(s) (in Nos. and Value). Please attach a list of clients.	Yes / No
3.	GST Registration no. with Place	Yes / No
4.	Income Tax Registration no. with place	Yes / No
5.	Detailed technical description of the item	Yes / No
6.	Detailed filled Financial Bid	Yes / No
7.	Authorisation letter in letter head duly signed by the authorised signatory for allowing your representative to attend the tender Opening meeting.	Yes / No

Signature of the Authorised Signatory with Date
(with Company Seal)