



**Tender No.
GERMI/PRWDIC/2016/005**

**GUJARAT ENERGY RESEARCH & MANAGEMENT
INSTITUTE (GERMI)**

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**GUJARAT ENERGY RESEARCH AND MANAGEMENT INSTITUTE INVITES
BIDS FROM SUPPLIERS FOR PURCHASE OF NEW LAPTOPS AND
DESKTOPS**



**Date of Issue:
1st March, 2016**

**Last date for submission of bids:
15th March, 2016**

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1. INTRODUCTION

1.1 Background of the GERMI

- 1.1.1 Gujarat Energy Research & Management Institute (hereinafter referred to as “GERMI”), is promoted by Gujarat State Petroleum Corporation Ltd. (GSPC), a fully integrated energy company.
- 1.1.2 GERMI is a centre of excellence in industry learning and has been set up to develop human resource assets to cater to the petroleum and allied energy sectors, improve knowledge base of policy makers and technologists and provide a competitive edge to leaders to compete in the global arena. GERMI has already established Pandit Deendayal Petroleum University (PDPU) which is actively pursuing initiatives in the areas of education and research in alternative energy resources.
- 1.1.3 GERMI plans to develop a World-Class Research Centre with all the high-tech state-of-the-art facilities. The research centre is currently at a very nascent stage and needs a long way to go. To begin this journey, it's very essential to be updated with technology and thus, Bids are invited for procurement of Laptops and Desktops for its Data Interpretation Centre working under Petroleum Research Wing as per the minimum desired specifications mentioned in the Bid.

1.2 List of items to be purchased

- 1.2.1 Bids are invited from authorized distributors/ Agents/ suppliers in India for the following:
- Laptops: Quantity – 01 No.
 - Normal Desktops: Quantity – 02 No.
 - Programming Desktops: Quantity – 02 No.

1.3 Submission of bids

- 1.3.1 Last date for submission of bids is 15th Mach, 2016 before 1500 Hrs.
- 1.3.2 Envelop should be properly sealed and should be submitted to GERMI, clearly mentioning on the top of it **“Bids for supply of laptops and desktops for DIC, tender no. GERMI/PRWDIC/2016/005”**.
- 1.3.3 Bids should be submitted to:

The Director
Gujarat Energy Research and Management Institute,
1st Floor, Energy Building, Pandit Deendayal Petroleum University Campus,
Raisan Village, Gandhinagar, Gujarat – 382007, India
Phone: +91 79 23275364
Fax: +91 79 23275380

Any queries related to the procurement may be addressed to Mr. Bhavyajit Hada, on bhavyajit@germi.res.in.

1.4 Earnest Money Deposit

- 1.4.1 Suppliers quoting their prices for laptops and desktops will be required to submit a Demand Draft along with their bids as Earnest Money Deposit.
- 1.4.2 The Demand Draft should be on the name of Gujarat Energy Research and Management Institute, payable at Gandhinagar.
- 1.4.3 Following are the amounts of EMD to be submitted along with the bid:
 - Amount of EMD for those who are bidding only for 01 Laptop and 02 Normal Desktops: 2,200.00
 - Amount of EMD for those who are bidding only for 02 Programming Desktops: Rs. 2,500.00
 - Amount of EMD for those who are bidding for all the three things: Rs. 4,700.00
- 1.4.4 EMD of all the bidders shall be returned once the successful selected bidders accepts the purchase order unconditionally.

1.5 Opening and Evaluation of Bids

- 1.5.1 The bids shall be opened on the last date of submission i.e. on **15.03.2016 at 1530 Hrs.**
- 1.5.2 All the bidders shall be requested to be present in the bid opening meeting. Absence of bidders shall mean that they have given their consent to open the bids in their absence.
- 1.5.3 Our representative from IT Department shall roughly check the specifications and if everything is as per the Tender requirement, prices of different quotations received shall be declared.
- 1.5.4 If the specifications provided by supplier matched our requirement, the supplier with lowest price shall be considered as L1 supplier.

1.6 Negotiation and Award of Contract:

- 1.6.1 Director GERMI reserves the right to call the bidders for negotiation before award of contract and it could be financial or technical negotiation, based on the bids received.
- 1.6.2 Director GERMI reserves the right to select the final successful bidder. However, GERMI may or may not be liable to select the L1 bidder only as the successful bidder.
- 1.6.3 The contract shall be then awarded to the successful bidder and a purchase order shall be issued immediately after completing the internal process.

1.7 Schedule of fiscal aspects

- 1.7.1 Date of commencement or order: Immediately upon issuance of Purchase Order.
- 1.7.2 Period of completion: 45 (Forty Five) days or less from the date of issue of Purchase Order.
- 1.7.3 Liquidated damages: 0.5 % of the Purchase Order value per week of delay to a maximum of 5.0% of Purchase Order value.
- 1.7.4 Terms of payment: 100% after supply and installation of the items.

2. TECHNICAL SPECIFICATIONS

2.1 Minimum Desired Specifications

2.1.1 Given below are the minimum desired specifications for all the items which are to be purchased. Supplier should at least fulfill these specifications. Anything above these specifications is invited.

	Normal Desktops	Programming Desktops	Normal Laptops
Qty	02	02	01
Processor	i5	i7	i5/i7
Memory	8GB	16 GB	16 GB
Hard disk	1 TB SATA	1 TB SAS	1 TB SATA
Graphic Card	1 GB integrated Graphic	Nvidia Graphic Card with GPU Cuda, Compatible with greater than 3.0, 2 GB RAM and dual monitor system	Nvidia Graphic Card with GPU Cuda Compatible with greater than 3.0, 2 GB RAM
Ethernet	1 GBPS	1/10 GBPS	1/10 GBPS
DVD Slot	DVD	DVD	DVD
Screen	22 Inch	27 Inch	15.6
Operating System	Windows 8	Window8 and Linux Dual OS	Window8 and Linux Dual OS
Others	<ul style="list-style-type: none"> • 3 Years NBD onsite service warranty • 1 year license Quick Heal Total Security Anti-Virus 	<ul style="list-style-type: none"> • 3 Years NBD onsite service warranty • 1 year license Quick Heal Total Security Anti-Virus 	<ul style="list-style-type: none"> • 3 Years NBD onsite service warranty • 1 year license Quick Heal Total Security Anti-Virus • Laptop Carry bag

3. ELIGIBILITY AND OTHER TERMS AND CONDITIONS

3.1 Eligible Suppliers

3.1.1 The Supplier should be selling agent/ authorized distributor/ authorized dealer/ authorized supply house.

3.2 Experience

3.2.1 The Supplier should have minimum 5 years of experience in supplying the required items in India or worldwide.

3.3 General terms:

3.3.1 GERMI reserves the right to reject the bids or part of it, without assigning any reason thereof.

3.3.2 The supply shall be carried out strictly in accordance with the specifications or as directed by GERMI.

3.3.3 The time allowed for delivery shall be **45 (Forty Five) days or less**, which shall be reckoned from the date of issue of Purchase Order.

3.3.4 The Bids should be valid for **at least 40 days**.

3.3.5 Income tax and other statutory dues shall be deducted from the Supplier's bill as per Govt. of India rules.

3.3.6 Time allowed for completion of work shall be strictly followed; otherwise the Supplier shall be liable to pay compensation at the rate of 0.5 % of the contract value of the job undone per week of delay on the part of the Supplier subject to a maximum of 5% of the total contract value.

3.3.7 All or any Claim(s), dispute(s) or difference(s) arising out of or in with connection with this agreement shall be subject to the jurisdiction of the Courts at Gandhinagar only.

3.4 Warranty/Guarantee

3.4.1 The Supplier should transfer the original warranty received from the manufacturer to GERMI.

3.4.2 The Supplier must ensure that the items supplied under the contract are new, unused and of most recent or current models and incorporate all recent improvements.

3.5 Terms of Payment

3.5.1 The normal terms of payment are 100% of the payable amount shall be paid within 30 days time after receipt of invoice and acceptance of the items in good condition and its satisfactory installation.

3.5.2 Subject to any deduction which GERMI may be authorized to make, the Supplier shall be entitled to payment as follows:

a) All payments shall be made in Indian Rupees.

b) The Supplier shall submit the bill / invoice for the work executed showing separately VAT, Service Taxes and any other statutory levies in the bill / invoice.

3.5.3 The terms of payment shall be as stipulated in main body of the purchase order.

- 3.5.4 Purchases should normally be made on firm prices and statutory variation on account of change in customs duty, excise duty, could not be allowed to Suppliers.

4. PRICE FORMAT

4.1 The Supplier shall have to provide Financial Bid as per the format given below for purchase of New Laptops:

(To be submitted on Company's Letter Head)

Supplier's Name: _____

Quotation no: _____ Validity of Quotation: _____

Date: _____

Sr. No.	Item Description	Qty	Unit price (In Rs.)	Total price (Unit price x Qty)
1.	Laptops - - - <i>(Please provide the detailed minimum specification mentioned in the tender)</i>			
2.	Normal Desktops - - -			
3.	Programming Desktops - - -			
TOTAL PRICE OF ALL THE ITEMS				
4.	Duties, taxes (please elaborate on applicable taxes and duties including excise separately here), transportation cost, insurance etc.			
TOTAL PURCHASE PRICE (1 + 2 + 3)				
Total Price in Words: _____				

Notes:

- Supplier must furnish prices of each items and components separately.
- Total Purchase Price should be inclusive of all direct and indirect costs till installation at GERMI premise including duties, levies, insurance, freight, installation charges etc. GERMI shall not make any payment over and above Total Purchase Price.
- Sales tax should be quoted without Form 'C'. GERMI will not issue Form 'C' to the Supplier.