



**Tender No.
GERMI/RE4/2018/009**

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

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**GUJARAT ENERGY RESEARCH AND MANAGEMENT INSTITUTE INVITES
QUOTATIONS FROM AUTHORIZED DEALERS FOR PURCHASE OF NEW
LAPTOPS**



**Date of Issue:
26.03.2018**

**Last date for submission of bids:
09.04.2018**

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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) is 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, quotations are invited for procurement of Laptops for its research wings as per the minimum desired specification given in this document.

1.2 List of items to be purchased

- 1.2.1 Quotations are invited from authorized distributors/ Agents/ suppliers in India for the following:
 - Laptop: Quantity – 15 no.s

1.3 Submission of quotes

- 1.3.1 Last date for submission of bids is 9th April, 2018 before 1500 Hrs.
- 1.3.2 The envelop should be properly sealed and should be submitted to GERMI, clearly mentioning on the top of it **“Quotes for supply of tenders to GERMI, tender no. GERMI/RE4/2018/008”**.
- 1.3.3 Quotes should be submitted to:

The Director General
Gujarat Energy Research and Management Institute,
GERMI Building, Pandit Deendayal Petroleum University Campus,
Raisan Village, Gandhinagar, Gujarat – 382007, India
Phone: +91 79 23275775
Fax: +91 79 23275380
Email: madhu.c@germi.res.in

Any queries related to the procurement may be addressed to the above stated person through above contact details.

1.4 Earnest Money Deposit

- 1.4.1 Suppliers quoting their prices for laptop 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 Rs. 10,000.00 of EMD to be submitted along with the quote
- 1.4.4 EMD of all the bidders shall be returned once the successful selected bidder accepts the purchase order unconditionally.

1.5 Opening of Bids

- 1.5.1 The bids shall be opened on the last date of submission i.e. on **09.04.2018 at 1630 Hrs.**
- 1.5.2 All the bidders are 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.

1.6 Evaluation of Bids

- 1.6.1 Bids shall be evaluated for the specifications that the bidders have offered.
- 1.6.2 The minimum required specifications are mentioned in this Tender Document and the bidder should not offer anything below that.
- 1.6.3 The bidder with the lowest cost shall be selected as L1 bidder and if the price is found within our budget provision, PO shall be issued to L1 bidder. Otherwise both L1 and L2 bidder will be asked to negotiate further and give their discounted price, whoever will be L1 then will be issued a purchase order.

1.7 Negotiation and Award of Contract

- 1.7.1 Director General 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.
- 1.7.2 The contract shall be then awarded to the successful bidder and a purchase order shall be issued immediately after completing the internal process.

1.8 Schedule of fiscal aspects

- 1.8.1 Date of commencement or order: Immediately upon issuance of Purchase Order.
- 1.8.2 Period of completion: 20 (Twenty) days or less from the date of issue of Purchase Order.
- 1.8.3 Liquidated damages: 0.5 % of the Purchase Order value per week of delay to a maximum of 5.0% of Purchase Order value.
- 1.8.4 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.

I. Technical Specification for Laptop

<u>Processor:</u>	Intel I-5 processor (Min 5 th Generation)
<u>Memory:</u>	DDR 4 GB (Extend up to min 16 GB)
<u>Hard disk:</u>	Min 500 GB SATA
<u>Graphic card:</u>	Inbuilt Graphic card
<u>Operating system:</u>	Windows 10 Pro 64 bit with product key
<u>Screen Size:</u>	15.6 inch
<u>Other:</u>	DVD RW inbuilt
<u>LAN</u>	1 GBPS, Built-in Camera, Microphone and Speakers, HDMI, VGA port, min 3 USB Port
<u>Weight:</u>	Max 2.4 kg
<u>Prefer Brand:</u>	Dell, Lenovo, HP
<u>Warranty:</u>	1 +2 Years NBD extended warranty with original warranty certificate which should be updated on Dell website
<u>Antivirus:</u>	Quick heal Total Security 3 years

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 **20 (twenty) 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.

3.6 Maintenance during Warranty Period

- 3.6.1 **Complaints:** The Supplier shall agree to receive calls for any and all problems experienced in the operation of the system under this contract, attend to those within 48 hours of receiving the complaints and shall take steps to immediately correct any deficiencies. The supplier shall pick and drop the laptop from GERMI and at GERMI after completing the work.
- 3.6.2 **Repairs:** All items that require repairing shall be immediately serviced and repaired.
- 3.6.3 **Warranty replacement:** Replacement of parts, if required, during the warranty period shall be supplied *free of cost* by the Supplier.

4. PRICE FORMAT

4.1 The Supplier shall have to provide Financial Bid on its letter head as per the format given below for purchase of New Laptop:

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.	Laptop model - - - <i>(Please provide the detailed minimum specification mentioned in the tender, which also satisfies the items you are offering)</i>			
2.	Additional items/offers - - -			
TOTAL PRICE OF ALL THE ITEMS				
3.	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.
- It is also mandatory to enlist all taxes and duties as applicable on date of submission of the bid.