



**Tender No.
GERMI/ITD/2015/004**

**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 September, 2015**

**Last date for submission of bids:
15th September, 2015**

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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, Bids are invited for procurement of Laptops and Desktops for the staff of GERMI as per the minimum desired specification given in this document.

1.2 List of items to be purchased against buy back of old items

- 1.2.1 Bids are invited from authorized distributors/ Agents/ suppliers in India for the following:
- Laptops: Quantity – 10 No.s
 - Desktops: Quantity – 10 No.s

1.3 Submission of bids

- 1.3.1 Last date for submission of bids is 15th September, 2015 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 “**Bids for procurement of laptops and desktops, tender no. GERMI/ITD/2015/004**”.
- 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
Email: madhu.c@germi.org

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

1.4 Earnest Deposit Money

- 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 Deposit Money.
- 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 bid:
- Amount of EMD for those who are bidding for 10 Laptops is Rs. 5,000.00
 - Amount of EMD for those who are bidding for 10 Desktops is Rs. 5,000.00
- 1.4.4 EMD of all the bidders shall be returned once the successful selected bidders accepts the purchase order unconditionally.

1.5 Opening of Bids

- 1.5.1 The bids shall be opened on the last date of submission i.e. on **15.09.2015 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.

1.6 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. 100 marks shall be given to the bidder for providing minimum specification. However, bidders can quote any higher specification too, along with some additional offers.
- 1.6.3 The bidders offering higher specification will be given additional marks as given in the table below:

Sr. No.	Item	Additional Marks
	For Desktop	
1.	<u>Processor</u>	
1.1	i.3 (4 th Generation)	+ 10
1.2	i.3 (5 th Generation)	+ 20
1.3	i.5 (3 rd Generation)	+ 30
1.4	i.5 (4 th Generation)	+ 40
1.5	i.5 (5 th Generation)	+ 50
2.	<u>Hard Disk</u>	
2.1	1 TB HDD	+ 10
3.	<u>Anti Virus</u>	
3.1	3 years	+ 10
	For Laptop	
1	<u>Processor</u>	
1.1	i.5 (4 th Generation)	+ 10

1.2	i.5 (5 th Generation)	+ 20
2	<u>Hard Disk</u>	
2.1	1 TB	+ 10
3.	<u>Antivirus</u>	
3.1	3 years	+ 10
4.	<u>Additional Offers</u>	
4.1	Mouse with laptop	+ 10
4.2	Key Board with Laptop	+ 10

Note: Kindly mention processor with core, generation and clock speed for better evaluation.

- 1.6.4 Bids shall be evaluated as the ratio of Total Price Offered versus Total Marks which shall be called as Net Evaluated Value.
- 1.6.5 The Bidder with the lowest Net Evaluated Value shall be considered as L1 bidder.

1.7 Negotiation and Award of Contract:

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

1.8 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. Anything above these specifications is invited.

I. Technical Specification for Laptop

- Intel(R) Core(TM) i5 Processor (3rd Generation)
- Min. 4GB / DDR3 Memory (Support upto 8 GB)
- Onboard HD Graphics card
- 500 GB SATA Hard Disk
- 14"/15.6" anti glare LED Screen
- In-built Webcam and Speaker
- LAN 100/1000 mbps speed and WiFi supporting
- 8X DVD+/-RW Drive
- Windows 8.1 Professional 64 bit OS with Windows 8 Media
- 3 Years NBD onsite service warranty
- PCI Slot
- 1 year license Quick Heal Anti-Virus
- Laptop Carry Bag

Preferable Brands: Dell and Lenovo

II. Technical Specification for Desktop

- Intel(R) Core(TM) i3 Processor (3rd Generation)
- Min. 4GB / DDR3 Memory (Support upto 8GB)
- Onboard HD Graphics card
- 500 GB SATA Hard Disk
- In-built Speaker
- LAN 100/1000 mbps speed
- 8X DVD+/-RW Drive
- Windows 8.1 Professional 64 bit OS with Windows 8 Media
- 3 Years NBD onsite service warranty
- PCI slot
- 1 years license Quick Heal Anti-Virus
- 19" inch wide LED Screen

Preferable Brands: Dell and Lenovo

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 entire bid can be divided into two parts separately one for laptops and one for desktops.
- 3.3.3 The supply shall be carried out strictly in accordance with the specifications or as directed by GERMI.
- 3.3.4 The time allowed for delivery shall be **20 (twenty) days or less**, which shall be reckoned from the date of issue of Purchase Order.
- 3.3.5 The Bids should be valid for **at least 40 days**.
- 3.3.6 Income tax and other statutory dues shall be deducted from the Supplier's bill as per Govt. of India rules.
- 3.3.7 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.
- 3.3.8 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.
- 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 as per the format given below for purchase of New Laptops:

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, which also satisfies the items you are offering)</i> <i>(Please also provide detailed additional specification which your 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.
- Sales tax should be quoted without Form 'C'. GERMI will not issue Form 'C' to the Supplier.

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

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.	Desktops - - - <i>(Please provide the detailed minimum specification mentioned in the tender, which also satisfies the items you are offering)</i> <i>(Please also provide detailed additional specification which your 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.
- Sales tax should be quoted without Form 'C'. GERMI will not issue Form 'C' to the Supplier.