NOTICE INVITING TENDER

Supply and Installation of Desktop, Windows 11 and Microsoft Office 2021

Sealed Tenders in Single Stage two Envelope bid system are invited Supply and Installation of Desktop, Windows 11 and Microsoft Office 2021 at The Institution of Engineers (India), 8 Gokhale Road Kolkata-700020. The tender document may be downloaded from the website of the Institution (www.ieindia.org) also.

The sealed tenders are to be submitted in prescribed format duly stamped and signed and dated on each page of Tender Document as compliance of the eligibility criteria and as their unconditional acceptance to the terms & condition prescribed by the Institution. Details/supporting documents wherever applicable, if attached with the tender should be duly authenticated by the vendor/s. No over-writings shall be accepted unless authenticated with full signature of the vendor/s.

The tender shall be in two parts viz. Technical Bid - (Envelope - ‘A’) and Financial Bid (Envelope ‘B’) (Envelope ‘A’ and ‘B’ with the content shall be clearly marked on the top of the respective envelopes). Technical Bid - (Envelope – ‘A’) shall comprise of compliance documents against Qualification Requirement, and other documents in support of technical capability. The Technical bid should not contain any financial indication, violation of which will invite disqualification. Financial bid shall comprise of quoted price only in the format provided with the tender document in Envelope – ‘B’. Both Envelope – A & B shall be put in a third envelope, sealed and submitted within the prescribed date & time and with signature of the tenderer over it.

The sealed tender duly superscribed, “Supply and Installation of Desktop, Windows 11 and Microsoft Office 2021” with Tender No. should be addressed to Director (Administration), and to be dropped at the tender box of this office within time and date i.e., upto 4.00 PM on 14.08.2023.

Tenders received after the stipulated date and time shall not be entertained. The Institution reserves the right to reject the tender in part or full without giving any reason and any correspondence.

Director (Administration)

Telephone : 4010 6299, +91 33-2233 8311 / 14 / 15 / 16 Web : http://www.ieindia.org
TECHNICAL PART (ENVELOPE - A)

Pre-Qualification Criteria:

The Eligible bidder should satisfy the below mentioned criteria and should submit valid documentary evidence for the below mentioned points:

1. The bidder should be a company registered under the Companies Act, 1956 and submit the following:
   a. Copy of Certificate of Incorporation
   b. Copy of Memorandum & Articles of Association

2. The bidder should submit the following:
   a. Self certified copies of the audited balance sheet and profit & loss statement for the last 3 completed financial years
   b. Copy of PAN Card
   c. Copy of GST registration certificate

3. The Bidder must be a ISO 9001 Certified company

4. The Bidder should be authorized partner / service provider of Desktop manufacturer

5. The Bidder should be authorized partner / service provider Microsoft

6. The bidder must be in services of Desktop and Software support services for at least five years

7. The bidder should have executed (during last 3 years) at least three work order pertaining to the supply & installation of Desktop and Windows OS / Microsoft Office in Government / Autonomous bodies / PSU. The

8. The Company should possess a minimum experience of undertaking similar work contracts worth Rs. 5.00 Lakh (in a single order) within the past three years, specifically within Government/Autonomous bodies/PSUs.

9. Bidder has to give declaration in their letter head as per Annexure-I

10. Bidder has to submit their clientele.

11. Bidder should be submit the Tender Specific Authorization Letter from the respective OEM

12. The bidder has to ensure 3 years post installation onsite support

13. Bidder must ensure Single point of contact for troubleshooting or a helpdesk team will function as a single point of contact for all sorts of problem for this system.

Signature of Tenderer with date and Seal
General Terms and Conditions:

1. The language of the documentation & details in the Bids must be in English.

2. All bids to be submitted in single stage two envelope in separate covers.
   i) Technical Bid: Envelope A should be superscribed Tender No and Name of Job and word "TECHNICAL BID" along with earnest money in envelope A
   ii) Financial Bid: Envelope should be superscribed Tender No and Name of Job and word "FINANCIAL BID" containing rate quoted by the party duly signed by authorized representative.

3. These two bids to be placed in separately large envelope superscribed with Tender No and Name of Job

4. Three years onsite warranty to be provided for the desktops and software support services

5. IEI reserves the right to reject any or all the quotations without assigning any reason whatsoever.

6. Vendor shall not subcontract the hardware maintenance jobs to any outside agency including their franchisee

7. Rates quoted should be valid for six months

8. Work to be completed within 45 days of issuance of the work order

9. Earnest Money Deposit: Rs 10000/- (Rs Ten thousand) only by way of demand draft in favour of The Institution of Engineers (India) payable at Kolkata, to submitted along with Technical Bid in envelope A. Envelope A not containing earnest money shall be rejected and Financial Bid shall not be considered further.

10. Security Deposit: 10% of the total order value (adjusting from the Earnest Money Deposit) shall be retained as security deposit during performance guarantee period which is three years. However, same shall be released after expiry of warranty period without any interest if no outstanding complain is on record on performance of the system. Penalty against non-performance shall be realized from the security deposit.

11. Standard LD clause for delay in supply/completion of job 2% per week subject to max 10%

12. Payment: After completing the work successfully, a Security Deposit of 10% of the work value will be deducted to ensure performance. The EMD submitted along with the tender document will be adjusted accordingly.

13. Contact: For any clarification please contact Deputy Director, IT Section at 033-40106242 or mail at dd_sa@ieindia.org

14. Jurisdiction: Any dispute arising out of this agreement will be subject to the jurisdiction of Court at Kolkata only

Signature of Tenderer with date and Seal
## Technical Specification & Quantity

### 1. DESKTOP : 15 NOS

<table>
<thead>
<tr>
<th>Make and Model</th>
<th>HP/Dell</th>
</tr>
</thead>
<tbody>
<tr>
<td>Cabinet</td>
<td>Tower with 500 watt SMPS With 2 mtr. Power cable</td>
</tr>
<tr>
<td>Processor</td>
<td>Intel® Core™ i5-12500 (up to 4.6 GHz with Intel® Turbo Boost Technology, 18 MB L3 cache, 6 cores, 12 threads)</td>
</tr>
<tr>
<td>Motherboard</td>
<td>Intel Chipset compatible with Intel® Core™ i5-12500 Processor</td>
</tr>
</tbody>
</table>
| Ports and Connectors| Front: 1no. Headphone/microphone combo, 6 nos. 3.0 USB ports  
Rear: 1 no. VGA Port, 1 no. HDMI port, 1 line in, 1 line out, 1 no. RJ 45, minimum 2 nos. USB ports |
| Communications      | LAN: integrated 10/100/1000 GBE LAN, WLAN: Realtek 802.11 a/b/g/n/ac (2X2) Wi-Fi and Bluetooth 5 M.2 Combo |
| Expansion Slots     | Minimum 3 nos. PCI/PCIE Slots |
| RAM                 | 8 GB DDR4-2933 MHz RAM (1 x 8 GB) DIMM |
| Memory Slots        | Minimum 2 DIMM |
| SSD                 | 256 GB PCIe® NVMe™ M.2 SSD |
| HDD                 | 1 TB 7200 RPM SATA-6G 3.5in |
| Optical Drive       | Slim DVD writer |
| Keyboard            | Wired USB |
| Mouse               | Wired USB Optical |
| Monitor             | 21.5 inch monitor support 1920 x1080 resolution with HDMI port, VGA Port and 2 mtr. Power cable |
| Energy Star Certified | ENERGY STAR Certified |
| Warranty            | 3 Year onsite warranty |

### 2. WINDOWS: 22 NOS

Windows GGWA - Windows 11 Pro [Academic] - Legalization Get Genuine (CSPP license) (i.e. both base GGWA + Win 2011 Pro)

### 3. MS OFFICE DESKTOP EDITION: 52 NOS

MS Office 2021 Standard [Academic] (DG7GMGF0D7FZ) (CSPP license)

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Signature of Tenderer with date and Seal
Scope of Work:

1. The vendor has to supply & install the hardware / software in the premises of the Institution of Engineers (India), HQ

2. The vendor has to provide three years onsite comprehensive support.

3. In case of any need for replacement of PC or its parts during the warranty period shall be the responsibility of the vendor and vendor has to arrange for necessary replacement without any additional cost including the transport charges

4. Any fault in the UTM will need to be resolved by the vendor within 6 working hours of fault booking.

5. In case any Desktop is taken to the service centre for repair or whatsoever and standby PC of equivalent capacity to be provided by the vendor and it has to be returned back within 15 working days. In failure to do so then penalty will be charged @ Rs 500/- per day to the Vendor.

6. Vendor has to ensure troubleshooting of the device during the warranty period which includes both hardware & software supplied.

7. The vendor has to ensure the updation of hardware firmware / software related patches/ updates as and when required

8. The vendor must ensure Single point of contact for troubleshooting or a helpdesk team will function as a single point of contact for all sorts of problem for this system.

9. Vendor has to mention the Escalation procedure and matrix for customer complaints

10. The vendor has to provide onsite support, when required.

Signature of Tenderer with date and Seal
## Financial Part (Envelope - B)

<table>
<thead>
<tr>
<th>Sl No</th>
<th>Description of Item</th>
<th>Quantity</th>
<th>Rate</th>
<th>Tax</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Desktop (as per specification)</td>
<td></td>
<td>15</td>
<td></td>
<td></td>
</tr>
<tr>
<td>2</td>
<td>Windows GGWA - Windows 11 Pro [Academic] - Legalization Get Genuine (CSPP license)</td>
<td></td>
<td>22</td>
<td></td>
<td></td>
</tr>
<tr>
<td>3</td>
<td>MS Office 2021 Standard [Academic] (CSPP license)</td>
<td></td>
<td>52</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Total

Signature of Tenderer with date and Seal
DECLARATION ON ACCEPTANCE OF TERMS AND CONDITIONS
(TO BE GIVEN ON A LETTER HEAD OF THE COMPANY/ FIRM)

Ref: T-1801

To,

Director (Administration)
The Institution of Engineers (India)
8, Gokhale Road
Kolkata - 700020

Sub: Acceptance of Terms & Conditions and Declaration on the Compatibility and Completeness of Hardware and Software against your Tender No. T-1801

Dear Sir,

We have carefully read and understood all the eligible criteria, terms & conditions, technical specification and scope of work of the Tender document and hereby confirm that we satisfy the qualification requirement and convey our un-conditional acceptance to the terms and conditions of the same. Also duly stamped, dated and signed by us on each page of the tender document is enclosed as proof our eligibility criteria and the terms and condition mentioned in the Tender Document.

Furthermore, we also confirm that the hardware and software specifications mentioned in the tender document are entirely compatible and comprehensive; hence there is no need of any supplementary /additional licenses to install them independently.

Thanking you,
Yours sincerely,

Name.............................................

Designation..................................

Date .............................................

Company Stamp/ Seal..........................

[Signature]