

TENDER DOCUMENT

Tender No: CEG/0015/2021/ dated 26-11-2021

Title – Supply & Installation of Desktop Computer



KERALA AGRICULTURAL UNIVERSITY
Directorate of Information Systems
KAU Main Campus, KAU P.O., Thrissur, Kerala, 680 656
Phone : +91-487-2438183
E-Mail : sm@kau.in
Website : <http://www.kau.in>

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Introduction

Kerala Agricultural University (Herein as referred to as KAU) invites bids from experienced Service provider/firm/Supplier/Contractor for “Supply and Installation of Desktop System excluding monitor” in its Vellanikkara campus as per the schedule of requirements given in the BOQ, meeting the technical specifications, subject to the terms and conditions mentioned below.

Important Informations

Bid Inviting Authority	Kerala Agricultural University
Tender Notification Reference	Tender No: CEG/0015/2021/ dated 26-11-2021 through Tender process
Contact Person	Systems Manager Directorate of Information Systems, KAU Headquarters, Vellanikkara. KAU –PO, Thrissur – 680656 Ph: 0487-2438183
Mode of Tender Submission	Tender should be submitted to the Contact Person Address through post/ by hand
Non-refundable Tender fee	Rs 500/- Payment to be remitted as separate DD in favour of Systems Manager, KAU, payable at SBI, KAU C Branch Vellanikkara Thrissur
Non-refundable Tender fee GST	Rs 60/- To be remitted in a separate DD drawn in favour of Comptroller, KAU, payable at SBI, KAU C Branch Vellanikkara Thrissur
Earnest Money Deposit (EMD) payable	EMD: Rs. 2,250/- Payment to be remitted as separate DD in favour of Systems Manager, KAU, payable at SBI KAU C Branch Vellanikkara, Thrissur
Security Deposit	Rs 4,500/- Payment to be remitted as separate DD in favour of Systems Manager, payable at SBI, KAU C Branch Vellanikkara Thrissur
GST Rate = 5%	KAU is eligible for reduced GST (For Research institution) rate of 5% for all items. So all quoted rates must be at GST=5%
Documents to be Submitted in the Tender	1. ANNEXURE-01: BIDDER INFORMATION LETTER 2. ANNEXURE-02: BID FORM 3. ANNEXURE-03: COMPLIANCE STATEMENT 4. ANNEXURE-04: BILL OF QUANTITIES 5. ANNEXURE-06: UNDERTAKING ON THE FINANCIAL BID 6. Certificate of Incorporation or Registration of the Firm 7. Copies of Tax Registration Certificates 8. Copy of the Permanent Account Number card 9. Agreement in Kerala Stamp Paper worth Rs.200/-
Last date & time for submitting the Bids	10-12-2021 at 17:00 pm
Opening of Financial Bids	13-12-2021 at 11:00 am

Scope of the Work

The scope of the work includes Supply & installation of Desktop computer as per the specification detailed in ANNEXURE-05: Detailed Technical Specification.

Terms & Conditions

1. General Conditions

- 1.1 KAU reserves the right to amend or cancel the tender in part or in full without prior notice at any point of time.
- 1.2 Offered rates and items should be available for a period of 180 days from the proposal due date (Proposal validity period). Validity of the quoted price should be clearly mentioned in the offer.
- 1.3 Exemptions claimed should be substantiated with a copy of the currently valid certificates issued from competent authorities.
- 1.4 Timely execution is the core of this project. Slippage if any, in execution, supply, Installation and Commissioning will lead to Penalty, cancellation of the Purchase Order and forfeiting of EMD.
- 1.5 The EMD/Security Deposits furnished will be forfeited in case the contract has not been fulfilled as per the terms and conditions mentioned in the tender notice and agreement.
- 1.6 The Vendor shall be responsible for the supply, installation, Commissioning and warranty of the items installed.
- 1.7 All back to back terms of the KAU from time to time will be applicable to the bidder.
- 1.8 Vendor has to accept all terms & conditions in full. Any deviation likely to lead for rejection of the bid.
- 1.9 All the rules and regulations applicable to Government tender & any special rules applicable to Kerala Agricultural University s will be applicable to this tender also.

2. Preparation of Bids (Document Comprising the bid)

- 2.1 The bid shall be prepared with the documents outlines below
 - 2.1.1 Bidder Information Letter in Bidder's Original Letter Head in the Format listed as ANNEXURE-01.
 - 2.1.2 Bid Form in the Format listed as ANNEXURE-02.
 - 2.1.3 Certificate of Incorporation or Registration of the Firm
 - 2.1.4 Copies of Tax Registration Certificates
 - 2.1.5 Copy of the Permanent Account Number card
 - 2.1.6 Compliance statement as shown in ANNEXURE-03 shall be submitted with compliance noted against each item in detailed technical specification shown in ANNEXURE-05
 - 2.1.7 Letter of undertaking as shown in ANNEXURE-06
 - 2.1.8 The tender should be accompanied by an Agreement in Kerala Stamp Paper worth Rs.200/- and format can be downloaded from the website <http://www.kau.in/tenders> under the menu **Tender related documents**.
 - 2.1.9 Financial Bid for the Schedule of Items quoted in the prescribed format (BOQ) in ANNEXURE-04

3 Technical Criteria

- 3.1 The Vendor shall provide / supply any other items required for the successful completion of the work free of cost, if not mentioned in the attached BOQ.
- 3.2 Supply of Unauthorized or Sub-Standard or Old materials detected at any date during or after warranty equipment/ materials shall be replaced forthwith by the Vendor at

his own cost. Any penalty or litigations arising out of such supplies shall be the responsibility of Vendor and any consequential damages shall be fully compensated by the Vendor.

- 3.3 No change of specification after the placement of Order shall be entertained unless the alternate model offered are equivalent or higher in specifications and approval of the competent authority (KAU) has been obtained in writing for such a change of model before the delivery of the product. Delivery of the alternate product without such an approval shall not be accepted and KAU shall not be responsible for any delay in delivery schedule on this account.
- 3.4 Compliance statement for the quoted products shall be submitted as shown in ANNEXURE-03.
- 3.5 The compliance statement submitted shall be duly supported by technical literature, equipment brochures & other related reports / documents from the OEM. The compliance statement not supported by the documentary evidence shall not be considered. Such bids shall be considered as nonresponsive and may result in rejection on technical grounds.
- 3.6 Bidder must not bid/supply any of the product that has been declared end of life and proof for the same must be attached outlining the date of launch and support life span.

4 Bid Submission

- 4.1 The bidder shall submit the tender documents along with BOQ through post or by hand to the contact person's address mentioned above.

5 Bid Prices

- 5.1 Prices in the Financial bid format shall be entered in the following manner:
The unit price, tax and amount in rupees shall be entered in the respective cell of the BOQ sheet.
- 5.2 The price quoted should be inclusive of all taxes, delivery, freight charges, insurance and all other charges.
- 5.3 The **GST rate applicable will be 5%** for all products as KAU is eligible for reduced GST rate for Research Institutions

6 Bid Evaluation

- 6.1 Evaluation of the Proposal will be done on the date mentioned
- 6.2 The decision of the Evaluation Committee in the evaluation of responses to the tender shall be final. No correspondence will be entertained outside the process of negotiation/ discussion with the Committee.
- 6.3 The Evaluation Committee may ask for meetings with the Bidders to seek clarifications on their proposals.
- 6.4 KAU reserves the right to reject any or all proposals on the basis of any deviations. Each of the responses shall be evaluated as per the criteria and requirements specified in this tender.

7 Right to Accept/Reject the Tenders

- 7.1 The undersigned reserves the authority to accept or reject any or all of the offers for any particular item without assigning any reason whatsoever.
- 7.2 Tenders not accompanied with prescribed information or incomplete in any respect, and/or not meeting prescribed conditions, shall be considered as non-responsive and are liable to be rejected.

- 7.3 The undersigned reserves the authority to accept or reject any bid or a part of the bid or to annul the bidding process and reject all bids, at any time prior to award of contract without assigning any reason whatsoever.
- 7.4 If the bidder gives wrong information in his tender, undersigned reserves the right to reject such tender at any stage or to cancel the contract.
- 7.5 The quantities mentioned in Annexure -04 is approximate and it may vary according to the customer requirements. KAU have the right to increase/decrease the quantity mentioned on demand and supplier is abide to supply the same. Billing will be done based on the actual quantities.
- 7.6 Complete deduction/ reduction/increase in number of any item listed, if necessary, at the time of purchase will be at the discretion of the undersigned.
- 7.7 If the procuring entity does not procure any subject matter of procurement specified in the bidding documents due to change in circumstances, the bidder shall not be entitled for any claim or compensation.
- 7.8 The decision of the undersigned in finalizing the tenders shall be final and binding.

8 Issue of Letter of Intent/Supply Order

- 8.1 The acceptance of the tender will be intimated to the successful bidder by e-mail, fax or by post.
- 8.2 The issue of Letter of Intent /Purchase order shall constitute the intention of KAU to enter into the contract with the bidder.
- 8.3 Purchase Order shall be released only after the receipt of customer (KAU) order.
- 8.4 The contractor shall execute an Agreement in Kerala stamp paper worth Rs.200/- with the KAU within a week of issuance of letter of Intent/ Purchase Order. The format can be downloaded from the website <http://www.kau.in/tenders> under the menu **Tender related documents**.
- 8.5 The contractor shall furnish Security Deposit an amount equivalent to 3% of the contract value in the form of Term Deposit /Bank Guarantee/ Demand Draft drawn in favour of the Systems Manager, Centre for e-governance, KAU Main Campus, Thrissur – 680656 payable at the State Bank of India, Vellanikkara (Branch Code: 70670),Thrissur. The format of the Bank Guarantee can be downloaded from the website <http://www.kau.in/tenders> under the menu **Tender related documents**. The validity of the BG shall be for a period of 36 months. The same shall be submitted along with the Agreement. 5% amount will be retained in KAU if the Contractor fails to submit BG or deposit in KAU

9 Supply/Work Completion

- 9.1 The successful bidder has to complete the supply / work within 21 days from the date of receipt of supply order
- 9.2 The item should be delivered and installed at the site.
- 9.3 In the event of failure to deliver the materials/complete the work as per the agreed delivery schedule, we should be entitled to recover damages. Also if the supplies are not within control, the buyer is entitled to cancel the order and make necessary alternative immediate arrangements.
- 9.4 Furthermore, if the delay exceeds acceptable limits after the scheduled date of supply, such suppliers will not be considered for the subsequent tenders.
- 9.5 The supplier shall agree to supply strictly as per the order terms in respect of quantity and quality and will be free from defects in material.
- 9.6 KAU reserves the right, not to receive material beyond the delivery date given in the order. Any replacement product should be new, provided that it has functionality equal to that of the product being replaced.

- 9.7 If the materials supplied are not as per the specification in the tender; it will be summarily rejected and may result in blacklisting of the Vendor.
- 9.8 The works under execution shall always be open to the Inspection and Supervision of the KAU authorities. KAU authorities decision shall be final and conclusive on all matters of drawings, specifications quality of workmanship and materials used on the work.
- 9.9 While carrying out the work, utmost care should be taken such that the existing infrastructure which is presently available at KAU is not disturbed.
- 9.10 On completion of the work, the Vendor shall remove all temporary structures, debris etc from the site premises and hand over the site at which he has worked in clean condition.
- 9.11 The Vendor shall carry out the work in compliance with the requirement of the end customer including routing of cable and fixing of equipment on the specified locations without affecting any of the existing infrastructure.
- 9.12 The Vendor shall carry out the work with utmost care and any damage to the infrastructure shall be made right immediately. In case of digging for laying of cables utmost care should be taken such that the water supply pipe lines, Drainage lines, power cables etc are not damaged. The trenches has to be refilled and resurfaced using bitumen or cement concrete before handing over the site. Bidder will be solely responsible for any complaints, damages etc occurring on the site during the period of work.
- 9.13 Bidder should rectify any faults as per the conditions mentioned in the tender on handing over site to the customer on free of cost.
- 9.14 In case of damage to any of the equipment on account of fault, intentional or unintentional on the part of Vendor, KAU reserves the right to recover the cost of such damage from the Vendor's bill.
- 9.15 All persons who work with electrical installation/ equipment shall be aware of the electrical hazards, use of protective devices and safe operational procedures.

10 Warranty Conditions

- 10.1 The Complete systems shall be guaranteed against all defects/bugs and for a satisfactory performance, as per all the listed features, for a period of Warranty mentioned against the item in ANNEXRUE-05 DETAILED TECHNICAL SPECIFICATION.
- 10.2 All items supplied should have OEM Warranty onsite and OEM shall ensure spares and services during this period.

11 Payment Conditions

- 11.1 100% will be paid after completion of delivery, installation and inspection of the material for quality & quantity and acceptance of material.
- 11.2 Payments will be made after the bills are duly verified and certified by KAU.

12 Contradiction & Clarifications

- 12.1 In case of any contradiction in or between the clauses above, the more stringent of the clauses shall prevail.
- 12.2 Any clarifications or information related to the conditions or specification can be had from the Systems Manager, Centre for e-governance, KAU Main Campus, Thrissur-680656 in the phone Number 0487-2438183 during office hours

Sd/-

Systems Manager

26-11-2021
Vellanikkara

ANNEXURE-01: BIDDER INFORMATION LETTER

BIDDER INFORMATION LETTER

(To be submitted in Letter Head)

To

Systems Manager,
Directorate of Information Systems,
Kerala Agricultural University,
Vellanikkara, Thrissur-680 656.

Sir,

Sub: - Tender for the Supply & Installation of Desktop Computer– Bidder
information letter

Ref: - Tender no CEG/0015/2021/ dated 26/11/2021

I / We have downloaded tender document from the website <http://kau.in> for the Tender and furnishing the following details for your information.

My / our full address for communication (with Telephone/ FAX Nos.)	My/our full address on which PO to be placed (with Telephone/ FAX Nos.)

Signature of Bidder
(Seal)

BID FORM

(To be submitted in Letter Head)

To

Systems Manager,
Directorate of Information Systems,
Kerala Agricultural University,
Vellanikkara, Thrissur-680 656.

Sir,

Sub: - Tender for the Supply & Installation of Desktop Computer – Bidder
Form

Ref: - Tender no CEG/0015/2021/ dated 26/11/2021

1. Having examined the conditions of tender contract, the receipt of which is hereby duly acknowledged, I / We, undersigned, offer to execute all works in conformity with tender specifications referred above and also to the said terms & conditions of contract for the sum shown in the commercial bid(s) attached herewith and made part of this bid.
2. I / We undertake, if our Bid is accepted, to complete supplies and installation within 21 days from the date of confirmed P.O.
3. I / We agree to abide by this Bid up to 1 year from the date of confirmed P.O. and it shall remain binding upon us and may be accepted at any time before the expiration of that period.
4. We understand that you are not bound to accept the lowest or any bid, you may receive.
5. I / We affirm that I / We have enclosed the acceptance of all terms and conditions and also all brochures detailing the technical specification of the items quoted by me/us.
6. The tender document for the works mentioned above have been obtained by me from the URL <http://kau.in> , the official website Government of Kerala Agricultural University and I / We hereby certify that I / We have read the entire terms and conditions of the tender document, which shall form part of the contract agreement and I / We shall abide by the conditions / clauses contained therein.
7. I / We hereby unconditionally accept the conditions of tender document in its entirety for the above supplies.

Dated thisday of..... 2020

Signature of

In capacity of

Duly authorized to sign the bid for and on behalf of -----

Witness 1. -----

Signature

Name & Address

Witness 2. -----

Signature

Name & Address

ANNEXURE-03: COMPLIANCE STATEMENT

COMPLIANCE STATEMENT

Sub: - Tender for the Supply & Installation of Desktop Computer – Compliance Statement

Ref: - Tender no CEG/0015/2021/ dated 26/11/2021

No.	Name & Model No. of product offered	Specification as per tender	Specification of the item offered	Variation	Cross reference to attached brochures /documents

Name & Address of Company

Signature of Bidder
(Seal)

ANNEXURE-04: BILL OF QUANTITIES

BILL OF QUANTITIES (BOQ)

Sub: - Tender for the Supply & Installation of Desktop Computer – Bill of Quantities

Ref: - Tender no CEG/0015/2021/ dated 26/11/2021

Item	Description	Quantity	Unit Price	GST 5%	Amount
Supply & Installation of Desktop Computer	Supply the Item (As per the Specification ANNEXURE-05)	1			

ANNEXURE-05: DETAILED TECHNICAL SPECIFICATION

DETAILED TECHNICAL SPECIFICATION

Sub: - Tender for the Supply & Installation of Desktop Computer – Detailed
Technical Specification

Ref: - Tender no CEG/0015/2021/ dated 26/11/2021

1	2	3		4
Sl. No	Item	Configuration.		Qty
1	New OptiPlex 7090 Small Form Factor Desktop PC excluding monitor and with wired soundbar speaker	Processor	11th Generation Intel® Core™ i5-11500 (6 Cores, 12MB Cache, 2.7GHz to 4.6GHz, 65W)	1
		Operating System	Windows 11 Pro, English	
		Memory	16GB ,2x8GB, DDR4	
		Storage	M.2 256GB PCIe NVMe	
		Additional Drive	Additional 3.5 inch 1TB 7200rpm Hard Disk Drive	
		Card Readers	Media Card Reader SD 4.0	
		Additional Video Ports	USB Type-C 3.2 Gen 2 Alt Mode port	
		Chassis	OptiPlex 7090 Small Form Factor with 200W (Bronze),	
		Graphics	Intel Integrated Graphics	
		Network	Integrated NIC	
		Wifi	Intel Wi-Fi 6 AX201, Dual-band 2x2 802.11ax with MU-MIMO + Bluetooth 5.1 with External Antenna	
		Keyboard & Mouse	Dell Pro Wireless Keyboard and Mouse - KM5221W - India	
		Warranty	36 Months	
Speaker	Wired Soundbar			

UNDERTAKING OF THE FINANCIAL BID

(To be submitted in Letter Head)

To

Systems Manager,
Directorate of Information Systems,
Kerala Agricultural University,
Vellanikkara, Thrissur-680 656.

Sir,

Sub: - Tender for the Supply & Installation of Desktop Computer – Undertaking
of the financial bid

Ref: - Tender no CEG/0015/2021/ dated 26/11/2021

With reference to the above tender, we hereby submit our undertaking for the Supply and Installation of items /equipments.

1. I/We read and agree to all points given in this undertaking.
2. I/We confirm that Mr./Ms is authorized personnel to sign the tender document on behalf of <Full name of Company>
3. Unit price quoted in the BOQ includes the basic price and all applicable taxes at prevailing rates.
4. L1 will be computed as the total price (number of units * unit price including all applicable taxes) as given in the BOQ.
5. Price details in pdf format with basic price, Service Tax, VAT and any other taxes (if applicable) shall be uploaded along with the financial bid in pdf format as an attachment. This should match with the price details given in the BOQ. In case if the tax component mentioned in price details is exceeding the prevailing rates, then KAU shall have the right to deduct the amount while making payment. In case if the tax component mentioned in the price details is less than the prevailing rates, then any additional liability towards tax shall be borne by the bidder without any additional price overheads to KAU.

Signature with seal:

Name and contact no: