

Invitation to Offer

| | | |
|--------------------|---|-------------------------------------|
| Suppliers Address: | Enquiry Ref. No. IIMN/2018-19/IT/011 | Date of Issue: 31/08/2018 |
| Ph.No.: | To reach us before: 11/09/2018; 3:00 PM | Offer Valid up to: 6 Months |
| Email id : | Date & time of opening of bid: 11/09/2018; 3:30 PM at IIMN | Issued by: IT Department IIM Nagpur |

We invite your Quotation for the item/s mentioned below. Please return this form, duly filled in all respects in a sealed envelope so as to reach us on the above address and before the date specified above. Submitting this quotation implies agreement to the terms and conditions mentioned in Appx. 'B'.

| Sr. no | Description of IT Item | Unit | Qty (A) | Rate/Unit (B) | GST/Taxes (C) | Transport/Installation Charges if any(D) | Total (A*B+C+D) |
|--------------------|---|------|---------|---------------|---------------|--|-----------------|
| 1 | Laptop HP Probook 430 G5 along with compatible HP USB-C Mini docking station or equivalent Laptop with compatible USB- C Mini docking station in dell. Technical Details and Product description as per Appx 'A' | Nos | 23 each | | | | |
| Grand Total | | | | | | | |

Total Price (in words) Rupees _____





INDIAN INSTITUTE OF MANAGEMENT, NAGPUR

IT Department, IIM Nagpur, VNIT campus,
South Ambazari Road, Nagpur – 440010
Ph.No. – 07127102344 Email: itoffice@iimnagpur.ac.in

Appx 'A'

Technical Specifications:

1)Product Description: Laptop HP Probook 430 G5 along with compatible HP USB-C Mini docking station or equivalent Laptop with compatible USB- C Mini docking station in dell

**Qty: 23 Nos each
Details:**

Kindly specify **Make & Model Quoted:** _____

Mention the specification satisfied by quoted model as an attached hard copy.

| Technical Specifications of Laptop | Specification required |
|--------------------------------------|---|
| Type | Business Model |
| Display | 13.3" diagonal HD display |
| Processor | Intel® Core™ i7-8550U with Intel® UHD graphics 620 (1.8 GHz base frequency, up to 4 GHz with Intel® Turbo Boost Technology, 8 MB cache, 4 cores |
| Graphics | Intel UHD |
| Operating System | Windows 10 Pro 64 |
| HDD | 1 TB HDD storage; 128 GB SSD storage |
| RAM | 16 GB DDR4-2400 SDRAM (1 x 16 GB) |
| Total Port | 1 AC power; 1 headphone/microphone combo jack; 1 RJ-45; 1 VGA; 1 HDMI 1.4b; 1 USB 3.1 Type-C™; 2 USB 3.1 Gen 1 (1 powered port) |
| Wireless Lan | Intel® Dual Band Wireless-AC 8265 802.11a/b/g/n/ac (2x2) Wi-Fi® and Bluetooth® 4.2 Combo |
| Ethernet Port | Realtek RTL8111HSH GbE |
| Speaker | Internal |
| Battery | HP Long Life 3-cell, 48 Wh Li-ion |
| On site Installation & Commissioning | Within one week after delivery |
| Warranty | 3 Year Onsite Warranty with 1 year ADP |



Technical Specification of Docking station: HDMI Port, VGA Port one each for display, Minimum 2 USB Port and C port to connect Laptop

Appx 'B'General Conditions and Instruction for Bidders

1. Bidder must be authorized enlisted supplier/distributor of designated brand. All items to be delivered at IIM-Nagpur campus at VNIT, Nagpur. [Pl. enclose current (not older than 06 months) valid authorization certificate of the OEM].
2. The bidder must be aware that if the specification of their offered model does not meet with minimum specifications required mentioned in Appx. A shall out rightly be rejected.
3. Tender fee is waived.
4. Earnest Money Deposit (EMD): Bidder shall submit EMD of Rs 58000/- in the form of Demand Draft / Fixed Deposit Receipt / Bank Guarantee in favor of "Director, IIM Nagpur" payable at Nagpur. The EMD to be submitted strictly in a separate envelope super scribed with Vendor / Firm's name & address & also on back side of DD with stamp. Bid received without EMD will be summarily rejected. Firms / Vendors registered with the NSIC or MSME or SSI are having exemption from submission of EMD. Firms / Vendors registration certificate in above respect will be essential to claim exemption.
5. Specification and Make: Bid should be given for the exact specification and make as shown in the tender enquiry against Sr. No. of the item / good. The bid which is not as per our tender enquiry will be treated as non responsive.
6. Service centre: Vendor shall provide the details of Service Centre in Nagpur or other region with name of contact person, their contact nos. & address.
7. Performance Guarantee: A performance guarantee of 10% of the total invoice value for good/s costing 10 Lacs & above, and valid for three year covering the entire warranty period will be required from the vendor executing the purchase order. In case of violation of any of the conditions of guarantee / warranty (for Three years), the aforesaid performance guarantee shall be invoked by IIM Nagpur. It will be return after three years and six month without any interest.
8. IIMN at its discretion, can cancel this 'Invitation to Offer' either in full or part without assigning any reason whatsoever.
9. **Delivery schedule:** All deliveries of items will be within **four weeks** on issue of purchase order with one-week grace period at the discretion of purchaser. Delivery shall be considered complete when full quantities of all items are in fully functional condition duly installed, tested and commissioned at designated delivery location(s). Late delivery (LD) is liable to be penalized at the rate of 1% of the total cost of purchase order per day s.j. to maximum 15%. Further delay beyond 15 days from the scheduled delivery date shall liable the order to be cancelled without further notice to the vendor.



10. Post Delivery / Installation Warranty & Support: a) The Vendor should have their office or authorized representative / dealer in India. They should mention in detail their support infrastructure by which minimum downtime will be ensured. b) The Vendor shall submit details of Service Centres / Factory and information on service support facilities that would be provided after warranty period. c) The Vendor will have to give undertaking that in case of any breakdown / damages during warranty period the goods / equipment will be restored back to its original status within 2 Weeks
11. Bill should be submitted in duplicate on complete execution of order duly certified by Institute's authorized representative in respect of complete installation and making all the units fully functional.
12. **Payment schedule:** Payments will be made on receipt of complete tax invoice and installation of items in fully serviceable condition to the entire satisfaction of the purchaser.
13. Please submit Bank account details along with the bill for payments be NEFT / RTGS or mention the same in the bill [Pl. enclose a cancelled cheque in the bidders name].
14. The bidder must quote PAN/ VAT No./ GST No. etc. on their quotation, without which the quotation will not be entertained. [Pl. enclose current valid copy of the documents].
15. Legible copy of all documentary evidence for all supporting documents wherever required should be submitted with the quotation duly stamped and signed by the bidder.
16. Director, IIM Nagpur reserves the right to accept or reject or cancel any or all enquires or bids/PO at any stage without assigning any reason thereof.
17. For any disputes, the place of jurisdiction shall be Nagpur, Maharashtra (India) only
18. The bidders must submit the hardcopy in a sealed envelope of all the pages of this 'Invitation to Offer' duly signed and stamped as a token of acceptance of the terms and condition of this offer without which the offer shall be rejected.





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**ANNEXURE – C
PARTICULARS OF BIDDER**

"Tender for Purchase of Laptop with compatible docking station at IIM Nagpur, VNIT Campus."

IIMN/2017-18/IT/011

dated 31.08.2018

1. Name of the bidder

(a) Trade Name (in Block letters)

(b) Status of the bidder

(Proprietorship/Partnership/LLP/Limited Co.)

(in Block letters)

(c) Name of Proprietor/Partners/CEO/Directors

(in Block letters)

2. Postal Address

3. Telephone No.

4. E-mail / Website address (if available)

5. Bank Draft No, date, Bank name and amount (if applicable)/MSME or NSIC Regn. No.

(a) Tender Fees

(b) EMD

(c) MSME/NSIC Regn. No. (if applicable)

(Enclose self-attested photocopy)

6. Name of the Banker, Branch Name & address

(in Block letters) (for e-payment purpose)





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7. PAN (Enclose self-attested photocopy) _____

8. VAT No. (if applicable) (Enclose self-attested photocopy) _____

9. Service Tax No. (if applicable) (Enclose self-attested photocopy) _____

10. Trade License/Business License/CIN (if applicable)
(Enclose self-attested photocopy) _____

11. Lab. Licence/EPF/ESIC Reg. No. (if applicable)
(Enclose self-attested photocopy) _____

12. Any other Relevant Information
(e.g. Number of Years of Experience in similar line of business / Turnover for last Financial year)

I/We hereby declare and affirm that I/we have read and understood the terms and conditions of this tender/quotation/NIT as stipulated in the tender notice No: IIMN/2017-18/IT/011 dated 31.08.2018. Accordingly, I/ we accept the terms and conditions and hereby offer the rates for **Purchase of Laptop with compatible docking station at IIM Nagpur, VNIT Campus.**

Date _____

Signature _____

Name of the BIDDER _____

Official seal of BIDDER _____

