



**MAHATMA GANDHI UNIVERSITY**  
**KOTTAYAM**

**NOTICE INVITING TENDER**

Mahatma Gandhi University, Kottayam , Kerala invites e - tender(s) in 2-bid format for Supply, Installation & Commissioning of **Mini Personal Computer (Mini PC)** , at the University, as per the specifications given in the schedule attached with the tender as **Annexures – I & II** and terms and conditions mentioned herein after.

Date and time of the opening of the bid(s) will be as per the schedule attached.

In the event of the due date of receipt and/or opening of the tender being declared as a holiday for the University, then due date of receipt / opening of the tender will be the next working day at the same time. The tenderers are requested to read the tender document carefully and ensure compliance with all the instructions therein. Non-compliance of the instructions contained in this document may disqualify the tenderer from the tendering exercise.

Tender documents and tender schedule can be downloaded in A4 size plain paper free of cost from the web site [www.etenders.kerala.gov.in](http://www.etenders.kerala.gov.in). **Hard copy of filled up and signed tender documents along with other relevant documents shall also be sent to the Registrar, Mahatma Gandhi University, Kottayam Pin 686 560, by speed post/in person** on or before the date and time specified. The cover containing the documents should be super scribed with the name of project, tender number, and last date of submission of tender.

University reserves the right to revise or alter the specifications before acceptance of any tender and to accept or reject any or all tenders, without assigning any reason whatsoever

**I. Introduction**

Mahatma Gandhi University, Kottayam, Kerala intends to purchase and install **Mini Personal Computer (Mini PC)** at its main campus at Athirampuzha, Kottayam. The total PAC of the project is pegged at ₹ 1.24 Crores.

## Brief Description of the Project

1.	Name of work	<b>Supply and Installation of 620 numbers of Mini Personal Computers (Mini PC)</b>
2	Estimated amount	₹. 1.24 Cr
3	Earnest Money Deposit (EMD)	₹.1,24,000/-(Rupees One Lakh Twenty four Thousand only)
4	Tender submission fee	₹.18,600/-(Rupees Eighteen Thousand Six Hundred only) + GST
5	Date of completion of supply & installation of the systems	4 Weeks from the date of supply order
6	Mode of submission of bid	Online
7	Tender Documents	Can be downloaded from the website <a href="http://www.etenders.kerala.gov.in">www.etenders.kerala.gov.in</a>
8	Last date and time of submission of tender by online	<b>09.11.2017, 4PM</b>
9	Last date and time of submission of relevant documents by speed post/in person.	<b>10.11.2017, 2 PM</b>
10	Date and time of opening of tender	<b>13.11.2017, 2.30 PM</b>

### Documents to be submitted along with the bid through online and speed post/hand delivery.

Sl.No.	Through online	Through speed post/in person
1	Scanned copy of valid registration certificate	Copy of valid registration certificate attested by a gazetted Officer
2	Scanned copy of experience certificate	Copy of experience certificate
3	Scanned copy of duly filled e-payment form	Duly filled e-payment requisition
4.	Scanned copy of other certificates/documents required for tender acceptance	Copy of other certificates/documents required for tender acceptance
5.	Scanned Coy of duly filled preliminary Agreement in stamp paper of Rs.200/-	Preliminary Agreement in original.
6	Scanned copy of authorization certificate/ letter from OEM, if the bidder is a reseller.	Copy of authorization certificate/ letter from OEM, if the bidder is a reseller.

The bids will be opened at the date and time specified. Further details can be had from the office of the undersigned on all working days during working hours. The bidders are advised to submit their bid well in advance to avoid any kind of network issues.

Date and time of the opening of the financial bid(s) will be decided after the technical bid(s) have been evaluated by the University. The financial bid(s) of only those tenderer(s) will be opened, who qualifies the technical evaluation, on the specified date and time. The date, time & place of opening of the financial bid(s) will be intimated in due course of time.

## **II. Scope of the Work**

**Supply and installation of 580 numbers of Mini Personal Computer (Mini PC), as per specifications given in Annexure-1 and 40 numbers of Mini Personal Computer (Mini PC), as per specifications given in Annexure-II, at the Mahatma Gandhi University Campus, P D Hills, Kottayam (Actual numbers may vary at the time of placing supply order).**

## **III. Terms and Conditions for the Supply, Testing and Installation of Mini Personal Computer (Mini PC)**

1. The Bidder must be a registered and reputed firm in India and should be operating in India for the last 5 Years (Proof to be attached)
2. The bidder should have valid GST registration number (Proof to be attached)
3. The bidder should have valid PAN number(Proof to be attached)
4. The bidder should have a minimum average turnover of Rs.1 Crore for the last three Years (Proof to be attached)
5. The Bidder should have experience of at least 7 years in the field of Information Technology in India.( Proof to be attached)
6. Experience of having successfully completed implementation of IT projects in India, for Govt./PSU/Scheduled banks during the last 7 years ending on 31st March 2017. The value of such projects should belong to anyone of the following categories.
  - a) Two completed projects costing not less than Rs.50 Lakhs each
  - b) One completed project costing not less than Rs.1 Crores(Proof to be attached)
7. The Bidder should have Positive Net worth during last 3 years, ending 31st March 2017 (Proof to be attached)
8. The bidder shall have valid ISO 14001:2015 / 9001:2008 certificates(Proof to be attached)
9. The bidder should have an office in Kerala (preferably in Kottayam / Kochi / Thiruvananthapuram) having maintenance and service facility or they should give undertaking to open the same within 30 days from the date of work order, if awarded to them(Details to be furnished)
10. The bidder shall have call centre and CRM web site for after sales support and warranty Maintenance
11. The bidder should clearly mention the make and model of the items.
12. The bidder must attach the technical data sheet of the items being quoted in the tender.
13. The bidder should be an OEM of Desktop Computers, Laptops, Printers etc. or OEM authorized partner and the copy of the authorization letter should be attached along with the tender.
14. The tender bids should be valid for a minimum period of 90 days from the date of tender opening for placing the initial order. However, the prices should be valid for a period of at least one year from the date of placing the initial order
15. Only the Financial/Commercial Bids of the bidders shortlisted after the evaluation of Technical bids will be opened.
16. The Financial/Commercial Bids of shortlisted bidders will be opened in the presence of their representatives, if present, on a specified date and time to be intimated to the respective vendors, and the same will be evaluated by a duly constituted Financial/ Commercial Evaluation committee (FEC).
17. Any attempt by any bidder to bring pressure of any kind, may result in disqualifying the

- bidder for the present tender and the vendor may be liable to be debarred from bidding for MGU tenders in future for a period of three years
18. In the event the Vendor's company or the division concerned of the Company is taken over/bought by another company, all the obligations under the agreement with MGU, should be passed on to the new company for compliance, The agreement with MGU shall be included in the negotiation for the transfer of the company.
  19. If the name of the product is changed for describing substantially the same in a renamed form; then all techno financial benefits agreed with respect to the original product, shall be passed on to MGU and the obligations with MGU taken by the vendor with respect to the product with the old name shall be passed on to the product so renamed.
  20. Printed conditions mentioned in the tender bids will not be binding on MGU. All the terms and conditions for the supply, testing and acceptance, payment terms, penalty etc. will be as those mentioned herein and no change in the terms and conditions by the tenderers will be acceptable. Alterations, if any, in the tender bids should be attested properly by the tenderer, failing which, the tender will be rejected.
  - 21. The prices quoted in Indian rupees should be inclusive of supply and onsite installation of the product with three (03) years comprehensive on-site Warranty. In addition to the above, Annual Maintenance Contract (AMC) charges for a period of two (2) years for maintaining the equipment at the University site, after the expiry of the period of warranty/guarantee should be quoted separately.**
  22. In the case of bidder whose tender is accepted for placing the supply order, a Security Deposit equal to 5% (five percent) of the cost of the items to be supplied shall be submitted along with acceptance of purchase order. Earnest Money Deposit will be refunded on receipt of Security Deposit. Security Deposit will be in the form of Bank guarantee drawn in the name of "Registrar, Mahatma Gandhi University, Kottayam" valid for a period of thirty six months. Security deposit will have to be renewed for such further periods till satisfactory completion of supply has been done and satisfactory free warranty support has been provided by the vendor for all the systems supplied and installed, and there after the Security Deposit will be returned. If the bidder is not able to supply the ordered items completely within the specified period, the Security Deposit will be forfeited in full. No interest will be payable for the Earnest Money Deposit and the Security Deposit.
  23. The courts in Kerala alone will have the jurisdiction to try any matter, dispute or reference between parties arising out of this tender / contract. It is specifically agreed that no court outside and other than Kerala court shall have jurisdiction in the matter.

**Sd/-  
REGISTRAR**

## Annexure -I

### MINI PC - SPECIFICATIONS-I

**Total Numbers: 580 (Appx)**

Processor/Chipset	<b>Celeron J1800 or above</b>
Max TDP	10W
L2 Cache	1MB
Instruction Set	64-bit
Memory	4 GB
Memory Type	DDR3L-1066/1333 SDRAM, 4GB (Low Voltage 1.35V)
Storage controller	1* Serial SATA/1* Mini-SATA
Storage Disk	64 GB SSD
Operating System Supported	Windows 10/Windows 8/ Linux
Operating System	UBUNTU ( Latest version)
Audio	HD Audio CODEC
Network	10/100Mbps/1000Mbps BaseT LAN
	Wi-Fi with dual antenna
Video	Intel HD Graphics
	Should support VGA and HDMI with full screen HD playback
Ports	1* VGA,1* HDMI, 4*USB 2.0,1*USB 3.0, 1* RJ 45, 1*MIC,1*SPK
Monitor	18.5 "LED
Mount	Monitor Mountabl
Keyboard & Mouse	USB Keyboard and Mouse
Warranty	Comprehensive 3 Years on-site

## Annexure-II

### MINI PC - SPECIFICATIONS-II

**Total Numbers: 40 (Appx)**

Processor/Chipset	Core i3 Gen 6 ( 6100 U or above)
Max TDP	15W
Configurable TDP- Down	7.5W
Operating System Supported	Windows 10/Windows 8/Windows 7/ Linux
Storage Disk	64 GB SSD
Memory	4 GB DDR3L RAM
Memory Type	LPDDR3-1866/DDR3L-1600/DDR4-2133
Cache	3 MB
Graphics	Intel HD Graphics 520/4K Support
Operating System	UBUNTU ( Latest version)
Audio	Integrated
Network card	Gigabit Ethernet NIC
Ethernet	10/100Mbps/1000Mbps Base T LAN
Wi- Fi	Dual antenna,802.11.b/g/n
Display Port	1* VGA,1* HDMI
USB Port	4*USB 3.0, 2*USB 2.0
SATA Port	1* SATA 3.0, 6Gb/s
MINI PCIE	1*MSATA SSD,1*WiFi Module
Ethernet Port	RJ45 10/100/1000 Mbps Adaptive
Monitor	18.5 "LED
Keyboard & Mouse	USB Keyboard and Mouse
Warranty	Comprehensive 3 Years on-site

**Annexure-III**

**DECLARATION REGARDING BLACKLISTING/DEBARRING FOR TAKING PART IN TENDER.**

(To be executed &attested by Public Notary / Executive Magistrate on Rs.200/- non-judicial Stamp paper by the bidder)

I / We ..... Manufacture / Partner(s)/ Authorized Distributor /agent of M/S.....hereby declare that the firm/company namely M/s. .... has not been blacklisted or debarred in the past by Union / State Government or organization from taking part in Government tenders in India.

**Or**

I / We ..... Manufacture / Partner(s)/ Authorized Distributor / agent Of M/s..... hereby declare that the Firm/company namely M/s. .... /was blacklisted or debarred by Union / State Government or any Organization from taking part in Government tenders for a period of ..... years w.e.f. .... to ..... The period is over on ..... and now the firm/company is entitled to take part in Government tenders.

In case the above information is found false, I/we are fully aware that the tender/ contract will be rejected/cancelled by Registrar, Mahatma Gandhi University and the EMD/ Performance Security shall be forfeited.

In addition to the above, the Registrar, Mahatma Gandhi University will not be responsible to pay the bills for any completed /partially completed work.

DEPONENT

Name:

Address:

Attested:

(Public Notary / Executive Magistrate)

## **Annexure- IV**

### **CERTIFICATE OF GUARANTEE/WARRANTY (on letter head)**

I/ We certify that the guarantee / warranty shall be given for a period of Three (03) year, starting from the date of the satisfactory installation, commissioning and handing over of the equipment and the work completed under the contract. During the guarantee / warranty period, I / we shall provide the “after sale service” and the replacement of defective / or any part(s) of the equipment or rectification of defects of work of the equipment will be free of cost. The replacement of the parts shall be arranged by us, at our own cost and responsibility. We undertake that the above guarantee / warranty shall begin only from the date of handing over of the equipment. The benefit of change in dates of the guarantee / warranty period shall be in the interest of the user / your organization.

Uptime Guarantee: During the guarantee / warranty period, we will be responsible to maintain the equipment including all the accessories in the satisfactory faultless working conditions for a period 347 days (i.e. 95% uptime) in a block of 365 days.

All complaints send through the designated mail id will be attended to by us on the next day itself.

In case there is delay of attending the complaint from our side then the University can count the number of days in excess of the permissible response time in the downtime. The above said response time of attending to a complaint by us will not be counted in the downtime.

We shall pay a penalty equivalent to 0.5 % of the order value of the equipment for every week or part thereof delay in rectifying the defect.

No deduction or advantage of any kind on account of Sundays, half days or Public / Govt. holidays observed by the university shall be allowed from the total down time permissible as defined above. The right to accept the reason(s) for delay and consider reduction or waive off the penalty for the same shall be at the sole discretion of the Institute.

I / We shall try to repair the equipment at the university premises. However, in case it is not possible to repair the equipment at the university premises, we will take out the equipment to our site at our own expenses. We shall take the entire responsibility for the safe custody and transportation of the equipment taken out for repairs till the equipment is rehabilitated to the university after repair. If any loss of equipment occurred during our custody, we will restore it / compensate to university for such losses.

I / We guarantee that in case we fail to carry out the maintenance work within the stipulated period, the university reserves the right to get the maintenance work carried out at our risk, cost and responsibility after informing us. All the expenses including excess payment for repairs / maintenance shall be adjusted against the Performance Bank Guarantee. In case the expenses exceed the amount of the Performance Bank Guarantee, the same shall be recoverable from us with / without interest in accordance with the circumstances.

I / We undertake to perform calibration after every major repair / breakdown / taking the equipment out for repair from the university premises.

I / We guarantee that we will supply spare parts, if and when required on agreed basis for an agreed price. The agreed basis could be an agreed discount on the published catalogue price.

I / We guarantee to the effect that before going out of production of the spare parts, we will give the adequate advance notice to university so that university may undertake to procure the balance of the life time requirements of the spare parts.

Authorized signatory of the company with seal



**Annexure-V**

**BANK GUARANTEE FORM FOR PERFORMANCE SECURITY**

The Registrar,  
Mahatma Gandhi University  
Kottayam, Kerala

WHEREAS..... (Name and address of the Supplier) (Hereinafter called “the Supplier”) has undertaken, in pursuance of contract no..... dated ..... (Hereinafter called “the contract”) to supply

.....  
.....

AND WHEREAS it has been stipulated by you in the said contract that the Supplier shall furnish you with a bank guarantee by a scheduled /nationalized bank recognised by you for the sum specified therein as security for compliance with its obligations in accordance with and due performance of the contract;

AND WHEREAS we have agreed to give the Supplier such a bank guarantee;

NOW THEREFORE we hereby affirm that we are guarantors and responsible to you, on behalf of the Supplier, up to a total of ..... (amount of the guarantee in words and figures), and we hereby irrevocably and absolutely undertake to pay you immediately, upon your first written demand declaring the Supplier to be in default under the contract and without cavil or argument, any sum or sums within the limits of (amount of guarantee) as aforesaid, without your needing to prove or to show grounds or reasons for your demand or the sum specified therein.

We hereby waive the necessity of your demanding the said debt from the Supplier before presenting us with the demand.

We further agree that no change or addition to or other modification of the terms of the contract to be performed there under or of any of the contract documents which may be made between you and the Supplier shall in any way release us from any liability under this guarantee and we hereby waive notice of any such change, addition or modification.

The Bank guarantee shall be interpreted in accordance with the laws of India. The Guarantor Bank represents that this Bank Guarantee has been established in such form and with such content that is fully enforceable in accordance with its terms as against the Guarantor Bank in the manner provided herein.

The Bank Guarantee shall not be affected in any manner by reason of merger, amalgamation, restructuring or any other change in the constitution of the Guarantor Bank or the Supplier. The Bank further undertakes not to revoke this Guarantee during its currency except with the previous express

consent of the Buyer in writing.

The Bank declares that it has power to issue this Guarantee and discharge the obligations contemplated herein, the undersigned is duly authorized and has full power to execute this Guarantee for and on behalf of the Bank.

This guarantee shall be valid up to and including the .....day of .....,  
20.....

(Signature with date of the authorised officer of the Bank)

Name and designation of the officer

Seal, name & address of the Bank and address of the Branch

**Annexure-VI**

**(Format for preliminary agreement)**

**AGREEMENT**

Articles of agreement executed on this the ..... day of ..... between the Registrar, Mahatma Gandhi University (hereinafter referred to as “the University”) of the one part and Shri..... (H.E. name and address of the tenderer) (hereinafter referred to as “the bounden”) of the other part.

WHEREAS in response to the Notification No..... dated ..... the bounden has submitted to the University a tender for the ..... specification therein subject to the terms and conditions contained in the said tender;

WHEREAS the bounden has also deposited with the University a sum of ..... as earnest money for execution of an agreement undertaking the due fulfillment of the contract in case his tender is accepted by the Government.

NOW THESE PRESENTS WITNESS and it is hereby mutually agreed as follows:

1. In case the tender submitted by the bounden is accepted by the University and the contract for ..... is awarded to the bounden, the bounden shall within .....days of acceptance of his tender execute an agreement with the University incorporating all the terms and conditions under which the University t accepts his tender.

2. In case the bounden fails to execute the agreement as aforesaid incorporating the terms and conditions governing the contract, the University shall have power and authority to recover from the bounden any loss or damage caused to the University by such breach as may be determined by the University by appropriating the earnest money deposited by the bounden and if the earnest money is found to be inadequate the deficit amount may be recovered from the bounden and his properties movable and immovable in the manner hereinafter contained.

3. All sums found due to the University under or by virtue of this agreement shall be recoverable from the bounden and his properties movable and immovable under the provisions of the Revenue Recovery Act for the time being in force as though such sums are arrears of land revenue and in such other manner as the University may deem fit.

In witness whereof Shri..... (H.E. name and designation) for and on behalf of the Registrar, Mahatma Gandhi University and Shri..... Bounden have hereunto set their hands the day and year shown against their respective signatures.

Signed by Shri. .... (date) ..... In the presence of witnesses:

1. ....

2. ....

Signed by Shri. .... (date) ..... In the presence of witnesses: 1. ....

2. ....

**Annexure - VII**

**Format for Financial Bid**

(To be submitted on the letterhead of the company/ firm)

Ref. No.

Dated:

S. No.	Description	Qty.	Unit Rate (₹)	Amount (₹)
1.	Basic Price of Mini PC-I( <b>Celeron J1800 or above</b> )			
	Basic Price of Mini PC-II ( <b>Core i3 Gen 6 ( 6100 U or above)</b> )			
2.	Other charges (if any, specify in brief)			
3.	GST			
<b>Total</b>				
4.	AMC charges (After the expiry of warranty) Mini PC-I	Charges for 1st year		
		Charges for 2nd year		
5	AMC charges (After the expiry of warranty) Mini PC-II	Charges for 1st year		
		Charges for 2nd year		
<b>Total Cost</b>				

Note:

1. I/We have gone through the entire terms & conditions as stipulated in the tender enquiry document and confirm to accept and abide the same.
2. Price shall be inclusive of GST and must be quoted in Indian rupees. No other charges would be payable by the university.
3. AMC has to be for all parts including active and passive components. The charges for the service contract will be paid half-yearly in arrears for satisfactory service or as per the mutually agreed schedule

Authorized signatory of the company with seal



## Annexure-IX

### FORMAT OF THE LETTER SUBMITTING TENDER

Place:

Date:

To

The Registrar  
Mahatma Gandhi University  
Priyadarshini Hills P.O.  
Kottayam – 686 560

Sir,

Having examined the specifications, and their estimate relating to works/supply specified in the memorandum here in after set and affecting the tender, I/We, hereby offer to execute the supply and installation works specified in the said memorandum at the rates mentioned in the attached estimate and in accordance with the specifications in all respects, and instructions in writing referred to in the conditions of tender, special conditions and the estimate and conditions of contract with such materials as are provided for, by and in all other respects in accordance with such conditions so far as they may be applicable.

#### MEMORANDUM

- |                             |      |
|-----------------------------|------|
| 1. Description of the Works | :    |
| a. Estimated Cost           | : ₹. |
| b. Tender PAC               | : ₹. |
| c. Earnest Money Deposit    | : ₹. |
| d. Last date for completion | :    |

2. Should this tender be accepted, I/We hereby agree to abide by, fulfill the terms and provisions of the conditions of contract annexed here to so far they may be applicable or in default thereof to forfeit and pay to Mahatma Gandhi University the amount mentioned in said conditions.

3. I/We deposited a sum of Rs. .... as earnest money deposit. Should I/We fail to execute the contract when called upon to do so, I/We do hereby agree that this sum shall be forfeited by me/us to Mahatma Gandhi University.

Signature and address of Witnesses:

1.

2.

Yours faithfully,

Signature of the Tenderer

**Annexure-X**

**TENDERER'S EXPERIENCE**

Tenderer shall furnish here a list of similar jobs successfully executed by him to whom a reference may be made by owner in case he considers such reference is necessary.

Sl.No	Name & description of work	Value of work	Period of completion	Client	Persons(with address to reference may be made)

Certified that the above information is true and in case it is found not to be true at a later date, the University shall have the right to terminate the contract.

Signature:

Designation:

Company:

Seal of company

Date:

## Annexure-XI

### Form I

#### Compliance Sheet for technical bid

Sl.No	Requirement	Required	Provided	Page No. of enclosure
1.	Application/Tender		Y/N	
2	EMD		Y/N	
2.	Legal Entity	Copy of certificate of incorporation + copy of GST registration+ copy of Income tax paid	Y/N	
3.	Particulars of Bidders	(Form II)	Y/N	
4.	Sales Turn over	Audited B.S(3 yrs) or certificate from statutory auditor	Y/N	
5	Technical Capability	Completion certificates of similar projects	Y/N	
8.	Black listing	Certificate in the prescribed format	Y/N	
9	Preliminary agreement	Prescribed form	Y/N	



## Annexure-XII

### Form II

Sl.No	Information sought	Details furnished
1.	Name and address of the company	
2.	Whether Public Limited/Pvt. Limited etc.	
3.	Year of incorporation	
4.	Date of Registration	
5.	RoC Ref.No.	
6.	Details of company registration	
7.	GST registration No	
8.	PAN No	
9	Name, Address, E mail, Phone Nos. of contact person	

**Annexure-XIII**

**Form III**

**Letter of Proposal**

To

The Registrar

M.G University

Kottayam-686560

Sir,

Sub: Submission of Technical Bid for (Name of the Company)

I/We, the undersigned, offer to provide our proposal for **Mini Personal Computer(Mini PC)** requested by M G.University document dated..... I/We am/are hereby submitting our proposal including the technical bid and the financial bid sealed in separate envelope.

I/We hereby declare that all the information and statements made in this technical bid are true and accept that any of this representation contained in it may lead to our disqualification.

I/We undertake, if our proposal is accepted to initiate the implementation of the service requested and its completion within the time frame indicated in the request document.

I/We agree to abide by all the terms and conditions of the request after proposal and we would hold the terms of our bid valid for 90 days as required.

I/We understand you are not bound to accept any proposal you receive.

Yours sincerely

Authorised signature

Name and Title of signatory

Name of firm

Address

Place:

Date:

**Annexure-XIV**

**Form V**

Covering letter for Financial Proposal

To  
The Registrar  
M.G University  
Kottayam-686560

Sir,

Sub:

I/We, the undersigned, offer to provide **Thin Client Computer Systems with Custom OS Management Software** in accordance with your request dated..... and our proposal (Tech& Fin). Our attached F.P in for the percentage ..... which includes all taxes.

The offer in this bid is valid for ..... Days from the date of opening the bid.

I/We understand that the actual payment would be made as per the existing tax, rates during the time of payment.

I/We declare that the bid price is for the entire scope of the work requested for. We agree to furnish any other further information/documentary proof in this region before evaluation of our bid in case required by the University.

Yours sincerely

Authorised signature

Name and Title of signatory

Name of firm

Address

Place:

Date