

INDIAN INSTITUTE OF TROPICAL METEOROLOGY PUNE 411 008

TERMS & CONDITIONS

ENQUIRY NO: **PS/128/21/2009**

Tender Notice No. **PS/Tender/04/2009**

- 1) The Tenderers are requested to give detailed sealed tender in their own forms in two Bids i.e.
Part – I Technical Bid.
Part - II Commercial Bid, both the bids addressed to the Director, Indian Institute of Tropical Meteorology, Dr. Homi Bhabha Road, NCL Post, Pashan, Pune – 411 008, INDIA.
- 2) This tender is not transferable.
- 3) If a request is made to IITM for Tender Documents a sum of **Rs.300 (Rs. Three Hundred only) (Non-refundable)** has to be paid in the form of Demand Draft drawn in favour of “The Director, Indian Institute of Tropical Meteorology, Pune” **preferably from Nationalized Bank**. In case the bidders download the Tender Documents from the website of the Institute, the document fee of Rs.300 (Rs. Three Hundred only) **is not required** to be enclosed while submitting the tender. Otherwise tender will not be considered.
- 4) Tenders addressed to the Director, Indian Institute of Tropical Meteorology, Pune 411008 are to be submitted for each item in duplicate in double cover, under two bids system. Superscribed with Tender No. **PS/128/21/2009** for purchase of **“Personal Computer” Qty - 50 Nos.** due on **9th September 2009**.
- 5) You have to submit two separate bids in two separate envelopes and you may keep both the bid envelopes in an envelope for sending to us.

One envelope will contain only the TECHNICAL SPECIFICATIONS of the indented equipment.

Another envelope will contain only the financial bid in which price and any other information, which has financial implications, will only be given.

The main envelope, which will contain both the bids, should be super scribed with our tender enquiry No.**PS/128/21/2009** due on **9th September 2009**.
- 6) Please indicate page nos. on your quotation ex. If the quotation is containing 25 Pages, please indicate as 1/25, 2/25, 3/25 -----25/25.
- 7) Cost of the items should be mentioned clearly in the Commercial Offer (Part-II) only.

- 8) Last date for the receipt of completed tender is up to 17:00 hrs. on **9th September 2009**. Tenders will be opened at 15:00 hrs. on **10th September 2009** in the presence of the representatives of the vendors present.
- 9) The tender must be valid for a period of at least **90** days from the date of opening.
- 10) The purpose of certain specific conditions is to get or procure best Equipment / service etc. for IITM. The opinion of Technical Committee shall be guiding factor for Technical short listing.
- 11) Supplier shall finally warrant that all the stores, equipment and components supplied under the SUPPLY ORDER shall be new and of the first Quality according to the specifications and shall be free from all the defects (even concealed fault, deficiency in the design material and workmanship).
- 12) Tender must clearly indicate the features offered unit price, VAT tax, transport, transit-insurance, installation charges. Institute cannot furnish any certificate for exemption or reduction in VAT tax or any other duty/tax. The vendor should mention the price of the equipment and the duties/taxes to be paid such as customs duty/excise duty/VAT taxes etc. separately.
- 13) The complete equipment including operational manuals should be supplied within stipulated period mentioned in the supply order and the vendor should install the equipment within **fifteen days** after the delivery of the equipment.
- 14) As this Institute is exempted from payment of Custom Duty and Excise Duty, exemption certificate will be issued on request.
- 15) The personal Computers must carry on-site warranty for **Three Years** from the date of taking over of the personal computers after the acceptance tests. Warranty period will stand extended for a period of total downtime of the Personal Computer system.
- 16) The vendor has to furnish a Bank Guarantee to the extent of 10% of the order value from a nationalized bank in the prescribed format valid for the entire period of warranty including extension if any.
- 17) No advance can be paid.
- 18) The **payment terms** shall be as follows:
 - i) 80% payment against delivery.
 - ii) 10% payment after satisfactory installation, and successful completion of acceptance tests and training.
 - iii) 10% payment after execution of Bank Guarantee from a Nationalized Bank and successful completion of acceptance test. The Bank Guarantee

will remain valid until the expiry of warranty period including the extensions if any.

- 19) The prices quoted should be firm and irrevocable and not subject to any change whatsoever, even due to increase in cost of raw material components and fluctuation in the foreign exchange rates and excise duty.
- 20) Vendor should arrange appropriate training to the users free of charge, **if required**.
- 21) Indicate the names of the Indian reputed Organizations where you have supplied the similar Personal Computer and may attach the satisfactory performance report of the Personal Computer from user Organization.
- 22) a) If you have supplied identical or similar equipment to other Institutes under Ministry of Earth Sciences and Ministry of Science & Technology, the details of such supplies for the preceding three years should be given together with the prices eventually or finally paid.

b) Based on the above information IITM will have its option to obtain details of the equipment, their performance, after sales services etc. for evaluation of the tender, directly from the concerned Labs. /Scientists etc.
- 23) The Institute is autonomous scientific research organization under the Ministry of Earth Sciences and is a recognized center for studies leading to M.Sc. and Ph.D. of the University of Pune and various other Universities. As such, all possible concessions / discounts / rebates applicable for educational Institutions may be given.
- 24) Any upgrade of OS and associated other software during the warranty period should be supplied free of charge.
- 25) The vendor should have appropriate facilities and trained personnel for supply, installation and warranty-maintenance of the equipment to be supplied. Detailed information in this regard may be furnished.
- 26) Kindly attach a copy of your latest DGS&D, New Delhi registration Certificate under the compulsory Scheme of Ministry of Finance regarding the registration of Indian Agent of foreign supplier wherever it is applicable.
- 27) The Tenderer is required to furnish the Permanent Account Number (PAN) Allotted by the Income Tax Department. If registered with the National Small Industries Corporation, the registration number, purpose of registration and the validity period of registration' etc. should also be provided in Technical Bid for Indian Agents.

28) Vendor should clearly mention the following:

- **Make and model of every item quoted.**
- Delivery period.
- Company profile with a list of those institutes/users should be attached where vendor has supplied the equipments in question in past.
- A letter of AUTHORISED REPRESENTATIVE from the Principal should invariably be attached with quotation
- A copy of latest Income Tax clearance Certificate from Income Tax Department (INDIA)

29) Discount offered should be mentioned clearly in the commercial bid only.

30) Octroi payment if any, the same may please be shown separately.

31) The Tenderers are requested to quote for Educational Institutional Price for Personal Computers and Software, since we are eligible for the same.

32) Acceptance tests to be prescribed later will be carried out after installation and the items will be taken over only after successful completion of the acceptance tests.

33) The Personal Computers are required to be installed at **IITM, Pune** and subsequently Training is to be provided to the concerned persons of the Institute, **if required.**

34) The Personal Computer will be networked by the vendor in the existing **LAN** of the Institute.

35) The item should be supplied with manuals and the manuals including technical / Electronic drawings / circuit diagrams should be complete in all respects to operate the system without any problem.

36) The Tenderer has to state in detail the Electrical Power/UPS requirements, floor Space, head room, foundation needed and also to state whether Air-conditioned environment is needed to house the system and to run the tests. i.e. pre-installation facilities required for installation may please be intimated in the technical bid. *

37) Goods should not be dispatched until the Vendor receives a firm order.

38) The Date and Time of opening for Part-II (Commercial Bid) will be intimated only to pre-qualified and technically acceptable Tenderers for the item at a later date.

39) **Earnest Money Deposit:**

- a) The Earnest Money Deposit of **Rs.40,000/- (Rs. Forty Thousand only)** must be paid / sent along with your technical bid in the form of a Demand Draft, Banker cheque or Bank Guarantee (**from a Nationalized Bank only**) drawn in

favour of The Director, Indian Institute of Tropical Meteorology, Pune payable at Pune, otherwise your technical & financial bids will not be considered at all. The Earnest Money of successful bidder will be returned only after installation, satisfactory demonstration and on acceptance of the equipment by the user Scientist / HOD as per the terms of our purchase order. If the successful bidder fails to fulfill the contractual obligations before the due date, he will forfeit the EMD.

The Earnest Money of the unsuccessful bidder whose technical bid has not been found suitable will be returned within **One Month** after receipt of Technical Committee recommendations.

- b) Those who are registered with Central Purchase Organization (e.g. DGS&D), National Small Industries Corporation or the concerned Ministry / Department need not to furnish EMD along with their bids.
- c) Though EMD has to be submitted by Demand Draft, Banker's Cheque or Bank Guarantee, we prefer to have Bank Guarantee for easy return to the bidders once a decision is taken by IITM. (Specimen of Bank Guarantee is enclosed at Annexure 'A').
- d) Tenders not accompanied with Demand Draft / Bank Guarantee towards "Earnest Money Deposit" will summarily be rejected.

40) Part and incomplete tenders are liable to be rejected.

41) Conditional Offers will not be considered.

42) The tenders must be clearly written or typed without any cancellations / corrections or overwriting.

43) Fax / E-mail / Telegraphic / Telex tenders will not be considered.

44) IITM will not be responsible:

- a) For delayed / late quotations submitted / sent by Post / Courier etc.
- b) For submission / delivery of quotations at wrong places other than the Office of Director, IITM, Pune – 411 008.

45) If the supplier fails to Supply and Install the system as per specifications mentioned in the order within the due date, the Supplier is liable to pay liquidated damages of one percent value of the Purchase Order awarded, per every week delay subject to a maximum of 10% for every week beyond the due date and such money will be deducted from any money due or which may become due to the supplier.

46) In case of any dispute regarding part-shipment, non-compliance of any feature etc., the Director, Indian Institute of Tropical Meteorology, Pune will be the final authority to decide the appropriate action and it will be binding on the vendor.

47) The quantity is likely to be increased by **50%** in future.

48) Last Date and Time for receipt of Tenders: **Upto 17:00 hrs. on 9th September 2009.**

49) Date and Time of opening of Tenders : **At 15:00 hrs. on 10th September 2009.**
(Part - I Technical Bid only).

50) Director reserves the right to reject any or all tenders without assigning any reason.

(S. R. Nirgude)
Senior Technical Officer-II
for Director
Email: nirgude@tropmet.res.in

Tel: **020-25904200 Ext.242**

INDIAN INSTITUTE OF TROPICAL METEOROLOGY
Pashan, Pune – 411 008

(Enclosure to Enquiry No. PS/128/21/2009/ dated 07.08.2009)

Specifications for Desktops (Branded only) :

PROCESSOR OPTIONS	:	Intel(R) Core(TM) 2 Duo Processor E8400 (3.0 GHz/1333FSB/6M L2 cache) or Higher with Intel vPro Technology.
MEMORY	:	Minimum 2GB (1 x 2GB) NECC Dual Channel DDR2 800MHz SDRAM Memory upgradable to 8GB with 4 DIMM slots or higher.
HARD DRIVES	:	Minimum 250 GB SATA Hard Drive 7200 RPM with 1 Additional internal 3.5" Storage bay for upgradation.
OPERATING SYSTEM	:	Dual Boot with Genuine Windows XP Professional and Red Hat Enterprise Linux 5
MONITOR	:	Minimum 17" Square LCD Monitor with HD resolution.
OPTICAL DRIVE	:	Minimum 16X DVD RW with Dual Layer Write Capabilities.
KEYBOARD	:	USB Keyboard
MOUSE	:	Optical USB Mouse
MOTHER BOARD	:	Integrated Intel(R) Q45 Express Chipset
NETWORK	:	Gigabit Ethernet LAN controller (10/100/1000)
GRAPHIC CARD	:	Integrated Intel(R) Graphics Media Accelerator 4500
SOUND	:	Integrated High Definition Audio
REMOTE MANAGEMENT OPTION	:	vPro
HARDWARE SUPPORT	:	3 Years Onsite Comprehensive Warranty (Min NBD)

(S. R. Nirgude)
Senior Technical Officer-II
for Director

