

**INDIAN INSTITUTE OF TROPICAL METEOROLOGY**  
**Pashan, Pune – 411 008**  
(An autonomous Institute under the Ministry of Earth Sciences, Govt. of India)

**TENDER NOTICE**

<b>INDIAN INSTITUTE OF TROPICAL METEOROLOGY</b> <b>PASHAN, PUNE-411008</b>	
<b>(PS/Tender/08/2012)</b>	<b>TENDER NOTICE (RATE CONTRACT)</b>
<p>Director, Indian Institute of Tropical Meteorology (An autonomous Institute under the Ministry of Earth Science, Govt. of India), Dr.Homi Bhabha Road, Pashan, Pune- 411 008 (India) invites sealed tenders (Part-I – Technical Bid, Part-II – Financial Bid) in separate sealed covers from Manufacturers / Suppliers and their accredited selling agents for the supply &amp; installation of <b>“Branded Desktop &amp; Laptops” on rate contract basis.</b></p> <p>Tender documents with details can be obtained from Purchase &amp; Stores Section of the Institute or can be download from Institute’s website.</p> <p><b>Last date of receipt of Tender at IITM, Pune : 13<sup>th</sup> February 2013 at 12:00 hrs.</b> <b>Opening of Tenders (Technical bids only) : 13<sup>th</sup> February 2013 at 15:00 hrs.</b></p> <p>The Institute reserves the right to reject any or all tenders without assigning any reason thereof. For tender documents and further details please visit Government’s Central Procurement Portal (CPP) <a href="http://www.eprocure.gov.in">http://www.eprocure.gov.in</a> as well as this Institute’s Website: <a href="http://www.tropmet.res.in">http://www.tropmet.res.in</a></p> <p style="text-align: right;"><b>Senior Technical Officer-II, for Director</b> <b>Email :vipin@tropmet.res.in</b></p>	

**INDIAN INSTITUTE OF TROPICAL METEOROLOGY  
Pashan, Pune – 411 008**

**TENDER DOCUMENTS**

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## INSTRUCTION TO BIDDERS FOR SUBMISSION OF TENDER FOR RATE CONTRACT (Tender Information)

1	Tender Notice No.	PS/Tender/08/2012
2	Cost of the Tender Documents	Rs.500.00 (Rs. Five Hundred only)
3	Last date and time for submission of tender	13 <sup>th</sup> February, 2013 (Up to 12:00 Hrs)
4	Date and time for opening of Tender (Envelope-A : Technical Bid only)	13 <sup>th</sup> February, 2013 (15:00 Hrs)
5	Venue of Opening of Technical Bid	Conference Hall of IITM, Pune (Venue is subject to change as decided by Purchase Section of this Institute)
6	Date & Time for opening Tender (Envelope-B : Financial Bid)	Will be intimated to those who qualify in the Technical Bid
7	Earnest Money Deposit (Interest free refundable)	Rs.60,000.00 (Rs. Sixty Thousand only) in the form of Demand Draft / Banker's Cheque or Bank Guarantee from Nationalized Bank)
8	Address for all correspondence	Director, Indian Institute of Tropical Meteorology, Dr. Homi Bhabha Road, Pashan, Pune – 411 008 (Maharashtra) India
9	Authorized Persons for communication / any clarifications	1. For Technical Clarifications : Mr. S.M.D. Jeelani, Scientist-D Contact No. : (020) 25904213 e-mail : <a href="mailto:jeelani@tropmet.res.in">jeelani@tropmet.res.in</a>  2. For General & Commercial Terms & Conditions Clarifications : Mr. V.R. Mali, Sci. Officer Gr.-I Contact No. : (020) 25904483 / 210 e-mail : <a href="mailto:vipin@tropmet.res.in">vipin@tropmet.res.in</a>

### 1. TENDER SUBMISSION

#### 1.1 Contents of Tender Document

Part-II Technical Bid (The technical bid should be filled and submitted in original)

Part-III Commercial Bid (The commercial bid should be filled and submitted in original)

#### 1.2 Preparation of Tender Cover

1.2.1 The Technical Bid as prescribed should be filled in original and should be sealed in a separate cover. The Technical Bid should be superscribed as Envelope-A -- Technical Bid – Tender for Branded Desktop and Laptops on Rate Contract Basis, Tender No. PS/Tender/08/2012.

1.2.2 The Commercial Bid as prescribed should be filled in original and should be sealed in a separate cover. The Commercial Bid should be superscribed as Envelope-B -- Commercial Bid – Tender for Branded Desktop and Laptops on Rate Contract Basis,

Tender No. PS/ Tender/08/2012. The bid should be unconditional and only in the form given in the tender document.

1.2.3 Both the Technical Bid and Commercial Bid should then be put in a single outer cover, sealed and superscribed as Bid Documents – Tender for Branded Desktop and Laptops on Rate Contract Basis, Tender No. PS/Tender/08/2012.

1.2.4 The bidder should clearly write “From Address” on the tender covers, otherwise the tender is liable for rejection.

1.2.5 The bidder should superscribe on the top of the tender covers, otherwise the tender is liable for rejection.

### **1.3. Mode of Submission**

1.3.1 The tenders shall be sent by registered post / speed post / ordinary post/ by courier or to submit in dak section at this Institute on or before the due date and time prescribed.

1.3.2 The bidders are requested to post the tender sufficiently in advance to ensure that the tender reaches this office in time.

1.3.3 The tenders received by post or otherwise after the specified date and time will not be considered.

### **1.4. Earnest Money Deposit (EMD)**

1.4.1 Each tender should be accompanied by an EMD of **Rs.60,000.00 (Rs. Sixty Thousand only)** by way of crossed Demand Draft or Banker’s Cheque or irrevocable bank guarantee from Nationalized Bank for six month validity in favour of “Director, India Institute of Tropical Meteorology”, payable at Pune. Any tender submitted without EMD in the approved form will be summarily rejected.

1.4.2 The EMD of the unsuccessful Bidders will be returned after the finalisation of the tender within a reasonable time, in consistent with the rules and regulations in this behalf.

1.4.3 The EMD of successful bidder will be carried over as part of the Security Deposit payable by the bidder.

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(V. R. Mali)  
Senior Technical Officer-II  
for Director

INDIAN INSTITUTE OF TROPICAL METEOROLOGY PUNE 411 008

GENERAL TERMS & CONDITIONS

ENQUIRY NO: **PS/128/83/2012**

Tender Notice No. **PS/Tender/08/2012**

- 1) This tender is not transferable.
- 2) The initial rate contract is for 6 months only which will be extended by this Institute, if desired which is purely depend upon market condition at that time & mutual agreement between the contact parties.
- 3) If a request is made to IITM for Tender Documents a sum of **Rs.500/- (Rs. Five 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**. Otherwise tender will not be considered.

Tender documents are also available on Institute's website, bidder can download the same. However, tender fees as mentioned above required to pay along with technical bid.

- 4) 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.
- 5) Cost of the items should be mentioned clearly in the Financial Bid / Commercial Offer (Part-II) only.
- 6) The tender must be valid for a period of at least 180 days from the date of opening.
- 7) 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.
- 8) 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).
- 9) Tender must clearly indicate the features offered unit price, VAT / CST, 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.
- 10) 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 **one week** after the delivery at the respective sites.
- 11) As this Institute is exempted from payment of Custom Duty and Excise Duty, exemption certificate will be issued on request, if applicable and as per Govt. rules.

- 12) The equipments must carry on-site warranty for **Three Years** from the date of installation of tower & completion of acceptance test. Warranty period will stand extended for a period of total downtime of the equipments.

Any computer system that is reported to be down should be either fully repaired by 5.00 pm on the same day in case of reporting of the defect in the forenoon and should be repaired by 12.00 noon next day in case of reporting of the defect in the afternoon. All other items should be repaired within 24 hours. In case of vendor failing above standards, a standby arrangement should be provided till the machine is repaired (of equivalent or higher configuration). Public Holidays as declared at the respective centres are excluded for the above downtime calculation. The Vendor will provide on-site service of the equipment (except spares) once every 3 months during the warranty period. In case vendor fails to meet the above standards of maintenance, there will be a penalty for Rs.100/- (Rs. One Hundred only) per day delay.

- 13) The **payment terms** shall be as follows:

- i) No advance payment can be paid.
  - ii) Where the purchase order value up to Rs.1,00,000/- (Rs. One Lac only) – 100% payment on bill submission basis against delivery in good condition & after satisfactory installation, successful completion of acceptance test. No need to furnish Bank Guarantee.
  - iii) Where the purchase order value exceeds Rs.1,00,000/- (Rs. One Lac only) but less than Rs.3,00,000.00 (Rs. Three Lacs only) – 95% payment on bill submission basis against delivery in good condition & after satisfactory installation, successful completion of acceptance test. Balance payment will be released on submission of Bank Guarantee from Nationalized Bank for the equivalent amount of 5% order value & which must be valid up to the expiry of warranty period.
  - iv) Where the purchase order value exceeds Rs.3,00,000/- (Rs. Three Lacs only) – 90% payment on bill submission basis against delivery in good condition & after satisfactory installation, successful completion of acceptance test. Balance payment will be released on submission of Bank Guarantee from Nationalized Bank for the equivalent amount of 10% order value & which must be valid up to the expiry of warranty period.
  - v) If the supplier is not submitted required amount Bank Guarantee, their payment will be with-held by this Institute till the expiry of warranty period & will be released on request of supplier, after the expiry of warrant period & satisfactory services provided during warranty period.
- 14) 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.
- 15) Discount offered should be mentioned clearly in the financial / commercial bid only.
- 16) Octroi Duty payment if any, the same may please be shown separately.
- 17) 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.
- 18) Vendor should arrange appropriate training to the users free of charge, **if required.**

- 19) Indicate the names of the Indian reputed Organizations where you have supplied the similar equipment and may attach the satisfactory performance report from user Organization.
- 20) The vendor should have supplied and deployed similar kind of Installation in govt. Institutes like IITM (research and educational). Completion certificate for the same should be enclosed.
- 21) 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.
- 22) 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.
- 23) The Tenderers / bidders are requested to quote for Educational Institutional Price for equipment, since we are eligible for the same.
- 24) 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.
- 25) 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.
- 26) 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.
- 27) 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
- 28) 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.
- 29) Goods should not be dispatched until the Vendor receives a firm order.

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

**31) Earnest Money Deposit:**

a) The Earnest Money Deposit of **Rs.60,000/- (Rs. Sixty 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 **forty five days** 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.

**32) Performance Security Deposit :**

Successful bidder is required to furnish a '**Performance Security Deposit**' amounting **Rs.1,50,000.00** (Rs. One Lac Fifty Thousand only) in the form of Demand Draft / Bank Guarantee (from any Nationalized Bank only) in favour of 'Director, IITM, Pune'. Performance Security should remain valid for a period of sixty days beyond the date of completion of contract period.

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

34) Conditional Offers will not be considered.

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

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

37) 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.

**38) Liquidated Damages :**

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.

**39) Force Majeure :**

Neither the Department nor the Agency shall be liable to the other for any delay or failure in the performance of their respective obligations due to causes, contingencies beyond their reasonable control such as:

- a) Natural phenomena including but not limited to earthquakes, floods and epidemics.
- b) Acts of any Government authority, domestic or foreign, including but not limited to war declared or undeclared.
- c) Accidents or disruptions including but not limited to fire and explosions.

40) 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.

41) The Vendor Should give prompt support valid for three years with 48 hours response time and max next day resolution.

42) The vendor needs to have a full fledged office, PoC or testing centre to showcase and test the functionality of the ordered equipments at the installation site as stated at specifications parts of above.

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

**Note :** *Technical compliance sheet may please be given in Technical Bid & cost of the item may please be mentioned in Commercial Bid only.*

(V. R. Mali)  
Senior Technical Officer-II  
for Director  
**Contact No. :** (020) 25904483 / 210  
**e-mail :** vipin@tropmet.res.in

## SUPPLY OF BRANDED DESKTOP AND LAPTOPS ON RATE CONTRACT BASIS

**TECHNICAL BID (Envelope-A) [Part – I]**  
(Attach additional sheet if required)

Tender Notice No: PS/Tender/08/2012

### 1. Details of Bidder

1	Name of the organization	
2	Nature of the Organisation Govt. / Public / Private / Partnership / Proprietorship / LLP	
3	Office address	
	Contact person with Phone / Mobile No.	
	PAN No.	
	CST Regn. No.	
	VAT Regn. No.	
	Service Tax Registration No.	
	Phone No.	
	Fax No.	
	E-Mail address	
4	Banker's name and address	
	a)	b)
5	Functioning of the company for the last three years – Enclose any of the documents mentioned below :	
	a) Audit Report	
	b) Partnership Agreement	
	c) Certificate of incorporation	
6	Give details of the turnover in previous three consecutive years – Enclose Audited Balance Sheet or Auditors certificate	
	a) 2009-2010	
	b) 2010-2011	
	c) 2011-2012	
7	Financial Creditworthiness:	
	a) Creditworthy certificate from Bank / Financial Institutions	
	b) Bank credit facilities	
8	IT Clearance Certificate	
9	Sales Tax Clearance Certificate	
10	Service Tax Clearance Certificate	
11	OEM's Authorization Certificate	
12	ISO 9000 Certification	

**2. Details of the Branches :**

(The bidder shall furnish their branch offices in Maharashtra)

District	Address of the branch	No. of employees	Qualifications / Experience

**3. Experience of the bidder :**

[The bidder may furnish the details of election related projects/activities undertaken in the last 3 years and proof thereof] (Please attach additional sheet(s) wherever necessary)

No.	Description	
1	Year of Commencement and duration	
2	IT/ IT enabled activities taken up in the last 3 years and completed or ongoing (with details of organizations for which activities undertaken, value and preferably references from client organisations)	
3	Activities relating to electoral administration or related activities, particularly capture of digital images, scanning of photos, printing of rolls etc. taken up in the last 3 years and completed or ongoing (with details of organizations for which activities undertaken, value and preferably references from client organisations)	
	Copy of the work order / purchase order and satisfactory completion certificate to be enclosed	

**4. No. of personnel currently deployed in various projects**

1	No. of permanent employees currently working	
2	No. of computer professionals currently working	
3	Name & brief CVs of senior managers & professionals who will be dedicated to the project (covered by this tender	

**5. EMD Payment particulars :**

- i) Name & details of the payment instrument (DD / Banker's Cheque / Bank Guarantee) :
- ii) Other Particulars :

**Note : The tenders without required EMD in the Technical Bid are liable for rejection.**

**Authorized seal & signature of the bidder**

**Technical Specifications for Branded Desktop (Personal Computers)**

Sl. No.	Component	Required Specifications	Bidder's Offer	Whether confirming to the spec. or not (Yes/No)
	<b>Make &amp; Model No.</b>	<b>DELL / HP / LENOVO / ACER / or equivalent</b>	<b>Bidder must specify Make &amp; exact Model No., failing which bid will not be considered</b>	
1	Processor	Intel® Core™ i5-3470 Processor (6M Cache, up to 3.60 Hz) or latest/better		
2	Operating System	Dual Boot mode with Windows® 7 Professional 64 bit (English) and free Linux (Like fedora, Ubuntu , RHEL Desktop (System should be certified for Windows and Linux).		
3	Chipset	Intel® H61 Express chipset equivalent or better		
4	Memory	Min 8GB (2x4GB) DDR3 1333MHz or better/more		
5	Hard Disk	1 TB SATA 7.2K RPM or better		
6	Optical Drive	16X DVD+/-RW Drive or better		
7	Video & Graphics	Intel® HD Graphics 2500, Integrated Intel(R) HD Graphics 2500/4000 latest/better		
8	Monitor	19" wide screen LED back light or better		
9	K/B & Mouse	USB optical mouse & USB English Keyboard		
10	Sound	Integrated High definition Audio		
11	Ports	Minimum 6 USB ports, Gigabit Ethernet Port, VGA, HDMI, Indian Power cord port..etc		
12	Warranty	Three years comprehensive onsite service & support		

**Note :** Medias may be asked on case to case basis, paper licenses are preferred and Windows OS should be preloaded, linux can be installed and configured onsite by the vendor.

**Authorized seal & signature of the bidder**

**Technical Specifications for Laptops**

Sl. No.	Component	Required Specifications	Bidder's Offer	Whether confirming to the spec. or not (Yes/No)
	<b>Make &amp; Model No.</b>	<b>DELL / SONY/ HP / LENOVO / ACER / or equivalent</b>	<b>Bidder must specify Make &amp; exact Model No., failing which bid will not be considered Make : Model No. :</b>	
1	Processor	3rd Generation Intel® Core™ i5-3210M processor (3M Cache, 3.1 GHz) or better		
2	Memory	4 GB DDR3 RAM upgradable to 8 GB or higher		
3	Hard Drive	500GB, 7200RPM or better SATA Hard Drive		
5	Screen	14.0"HD LED 1366x768		
6	Connectivity	Wireless connectivity, Bluetooth, Internal 10/100/100 fast Ethernet		
7	Ports	USB 3.0 Min 3 ports, VGA, Audio (headphone and Microphone), RJ 45, eSATA, Firewire 1394, Memory card reader, HDMI ..etc		
8	Optical Drive	DVD RW latest speed		
9	Battery / Power	Lithium ion battery with 6 hours hours backup		
10	Operating System	Preloaded Windows 7 Professional (64bit) and certified for Linux		
11	Other Accessories	Charger kit, carry case.		
12	Warranty	Three years comprehensive onsite service & support		

**Authorized seal & signature of the bidder**

## SUPPLY OF BRANDED DESKTOP AND LAPTOPS ON RATE CONTRACT BASIS

Tender No. PS/Tender/08/2012

### Deviations from Technical Specifications or Terms and Conditions of the Tender

Deviations from Technical Specifications or Terms and Conditions of the Tender S.No.	Tender Document Clause	Technical Specification or terms and conditions in the Tender document	Deviation offered	Reasons and whether deviation adds to the operational efficiency in case of the systems

**Note:**

- i. Above information in detail should be furnished separately for each of the items offered.
- ii. The information should also be furnished in case of deviations from any of the terms and conditions of the tender document.
- iii. If any deviations from the technical specifications are warranted, reasons for such variations should be specified.
- iv. Whether such variations add to improvement of the overall performance of the systems, if any, should be specifically mentioned and supported by relevant technical documentation as required above.

Authorized Seal & Signature of the bidder  
(Name & Designation)

**Manufacturer's Authorisation Form (MAF)**

No. \_\_\_\_\_ dated \_\_\_\_\_

To,  
The Director,  
Indian Institute of Tropical Meteorology,  
Dr. Homi Bhabha Road,  
Pashan,  
Pune – 411 008  
Maharashtra, India.

Dear Sir,

**Supply and Installation of Computer Systems (Branded Desktop and Laptops) at Indian Institute of Tropical Meteorology, Pune - Rate Contract 2012-13** We

\_\_\_\_\_ who are established and reputable manufactures of \_\_\_\_\_ having factories at \_\_\_\_\_ and \_\_\_\_\_ do hereby authorise M/s \_\_\_\_\_ (Name and address of Vendor /Dealer) to offer their quotation, negotiate and conclude the contract with you against the above invitation for tender offer.

We hereby extend our full guarantee and warranty as per terms and conditions of the tender and the contract for the equipment and services offered against this invitation for tender offer by the above firm.

Yours faithfully,

Authorised Signatories  
(Name & Designation)

Date :

for and on behalf of M/s \_\_\_\_\_

(Name of manufactures)

- Note:** 1. This letter of authority should be on the letterhead of the manufacturing concern and should be signed by a competent person of the manufacturer.  
2. This letter is to be submitted along with Technical Bid, failing which bid submitted by bidder will liable to reject.

(On company's letterhead)

Date :

**Warranty Compliance Statement**

To,  
The Director,  
Indian Institute of Tropical Meteorology,  
Dr. Homi Bhabha Road,  
Pashan,  
Pune – 411 008  
Maharashtra, India.

**Sub. :** Supply & Installation of Computer Systems (Branded Desktop & Laptops) at Indian Institute of Tropical Meteorology, Pune – Rate Contract 2012-13

Dear Sir,

This bears reference to our quotation Ref. ....

Dated .....

2. We warrant that everything to be supplied by us shall be brand new, free from all defects and faults in material, workmanship and manufacture and shall be of the highest grade and quality and consistent with the established standards for materials specification, drawing or samples if nay, and shall operate properly. We shall be fully responsible for its efficient operation.
3. For the preventive and corrective maintenance support offered to you, both during the warranty and post warranty period we shall ensure that the downtime shall be as prescribed in the clause 12 of the terms & conditions in the tender document. In case we fail to meet the above standards of maintenance, there will be a penalty for Rs.100/- per day may be deducted from the Performance Guarantee.
4. Further, during the downtime, we shall provide at our cost, hardware and system software so as to keep the system working.

Yours faithfully,

Authorized Signatory  
(Name & Designation)

## SUPPLY OF BRANDED DESKTOP AND LAPTOPS ON RATE CONTRACT BASIS

FINANCIAL / COMMERCIAL BID (Envelope-B)

Tender Notice No: PS/Tender/08/2012

Approximate average consumption of quantity in a year:

(A) Desktop : 50 Nos.

(B) Laptop : 20 Nos.

Sl. No.		Details of the items	
		Desktop	Laptop
		(Make & Model No.)	(Make & Model No.)
		(Rate per unit in Rs.)	(Rate per unit in Rs.)
1	Basic Cost		
	Excise Duty (If applicable)		
	Customs Duty (if applicable)		
	VAT / CST		
	Freight Charge / Transportation Charges		
	Octroi Duty (if applicable)		
	Any other taxes / levies etc.		
	<b>Total</b>		

### Special commercial Terms & Conditions:-

1. Prices quoted should be F.O.R. free delivery at IITM, Pune – 411 008 (Maharashtra) India.
2. Payment will be made through RTGS / NEFT etc. for this purpose, necessary bank details will be provided by the supplier.
3. This Institute may conduct a mid-term review to take view on price reduction or specification up gradation.

#### 4. **Costs & Currency**

**The offer must be made in Indian Rupees Figures and Words, including the following:**

Cost of the equipment is inclusive of all taxes, Statutory levies, charges for onsite installations **including Sales Tax, VAT & Octroi / Entry Tax.**

**Bidders are required to quote price for 3 years on-site comprehensive warranty** covering all parts & labour. This period will start from the date of installation and successful acceptance of all the goods by this Institute.

Insurance to cover equipment up to installation & successful acceptance of the equipment at this Institute's premises. In addition to this, the selected vendor whoever is supplying items to the Institute should insure the articles by an IRDA approved insurance company for the period up to rate contract with every purchase order placed by this Institute. The insurance premium will at vendor account.

5. Vendors shall supply upgraded versions at the same cost during the validity of the Rate Contract.
6. **Signing of Contract**  
The successful bidder(s) shall be required to enter into a contract with this Institute, within 7 days of the award of the tender or within such extended period as may be specified. The Rate Contract to be valid up to next six month from the date of award of contract, extendable at the discretion of the institute. Rates to be reviewed Quarterly or on announcement of change in duties by Government, whichever is earlier.
7. **Delivery & Installation Period**  
This Institute would like to have the following time schedule for completion of the activities from the date of placement of orders. Delay in delivery and installation may invite penalties for the vendors. Delivery: Within 4 weeks & Installation and operationalisation: Within 1 week.
8. **Order Cancellation :-**  
IITM, Pune reserves the right to cancel the order in the event of one or more of the following circumstances:
  - i. Delay in delivery and installation beyond a period of 6 weeks from the date of purchase order.
  - ii. Serious discrepancy in hardware noticed during the pre-dispatch inspection, if any.
  - iii. Breach by the tenders of any of the terms and conditions of the tender, if the Vendor goes into liquidation voluntarily or otherwise.

In addition to the cancellation of purchase order, this Institute reserves the right to forfeit the Security Deposit submitted by the Vendor and delisting the vendor.

**Authorized seal & signature of the bidder**

## Check list of Bid Documents

[The checklist will help the bidders to enclose all the relevant documents while submitting the tender.] (Please tick the appropriate box / Column)

1	Tender Documents Fees	Yes	No.
2	Earnest Money Deposit (EMD)	Yes	No.
3	Income Tax Clearance Certificate or Last three financial years IT returns copies	Yes	No.
4	PAN No.	Yes	No.
5	Sales Tax Clearance Certificates or VAT / CST Tin ID Certificates	Yes	No.
6	Bid validity period specified	Yes	No.
7	Guarantee / Warranty period specified	Yes	No.
8	Price reasonable certificate	Yes	No.
9	Regd. Certificate of Imported items registered with Finance Ministry	Yes	No.

### 1.5.1 *Technical Bid*

- (a) The technical bid should be filled and signed with seal in the prescribed format only.
- (b) The required EMD should be enclosed.
- (c) The latest Sales Tax clearance certificate should be enclosed.
- (d) The bidder should enclose proof of existence in business for three years like Certificate of incorporation, Audited Balance sheet, any Partnership deed etc.
- (e) The bidder should enclose proof of turnover by way of Audited Balance sheet, Auditor's certificate etc.
- (f) The bidder should enclose proof of financial resources like letter of credit worthiness from Bank and Bank facilities available.
- (g) The bidder should enclose proof of successful completion of supply work of Desktop and Laptops for any Government / PSU / Local Body).
- (h) The bidder should enclose documentary proof including Electricity bills for existence of Branch/ Regional office in Pune for at least the two years.
- (i) Price Reasonable Certificate : Please quote best minimum price. A certificate regarding the quoted rated must be given by bidders to this effect that they have neither quoted nor sold / supplied the same item to any other customer on lesser rates than those offered to this Institute.

### 1.5.2 *Commercial Bid*

The commercial bid should be filled and signed with seal in the prescribed formats only.

**SUPPLY OF BRANDED DESKTOP AND LAPTOPS ON RATE CONTRACT BASIS**

Tender No. PS/Tender/08/2012

Date of Opening of Technical Bids: 13.02.2013 (1500hrs)

**DECLARATION**

From

M/s... ..  
.....  
.....

To  
The Director,  
Indian Institute of Tropical Meteorology,  
Dr. Homi Bhabha Road,  
Pashan,  
Pune – 411 008

Dear Sir,

I/We have read and understood the contents of the Tender and agree to abide by the terms and conditions of this Tender. I/We am/are aware that the Price bid is liable to be rejected if it contains any other conditions.

2. I/We also confirm that in the event of my/our tender being accepted, I/we hereby undertake to furnish Performance Security, as applicable, in the form of Demand Draft / Bank Guarantee.

3. I/We agree to adhere with the schedule of implementation and deliver the items as specified in the tender.

4. I/We further undertake that none of the Proprietor/Partners/Directors of the firm / company was or is Proprietor or Partner or Director of any firm with whom the Government have blacklisted/banned / suspended business dealing. I/We further undertake to report to the Director, of your Institute immediately after we are informed but in any case not later than 15 days, if any firm in which Proprietor /Partners/Directors are Proprietor or Partner or Director of such a firm which is blacklisted/banned/suspended in future during the currency of the Contract with you.

5. I/We declare that the information furnished in the tender is true to the best of my/our knowledge. If any false/fictitious information is found I/We agree to the rejection of the bids and consequence action.

Yours faithfully,

**(Signature of the Tender)**

**Name:**

**Designation with Seal of the Firm**

**Date :**

**Note : This declaration is to be made on letter of the firm / company of the bidder.**

**SUPPLY OF BRANDED DESKTOP AND LAPTOPS ON RATE CONTRACT BASIS**

Tender No. PS/TENDER/08/2012

Date of Opening of Technical Bids: 13.02.2013 (1500hrs)

**LETTER OF AUTHORIZATION FOR ATTENDING THE BID OPENING**

Sub. : Authorization for attending the technical bid opening on \_\_\_\_\_ of the tender for procurement of the Branded Desktop and Laptops.

Following person is here by authorized to attend the bid opening for the tender mentioned above on behalf of M/s. \_\_\_\_\_ (name of the bidder).

Name \_\_\_\_\_ specimen signature \_\_\_\_\_

Alternate representative

Name \_\_\_\_\_ specimen signature \_\_\_\_\_

Signature of the bidder

Or

Officer authorized to sign the bid documents on behalf of the bidder

- N.B.**
- 1. Permission will be denied incase the photocopy of the duly filled in form is not brought at the time of opening.**
  - 2. For the purpose of attending to the financial bid opening, another copy of letter in the format as prescribed above may be submitted along with commercial bid.**

## BID SECURITY FORM

Whereas 1 (hereinafter called "the Bidder") has submitted its bid dated (*date of submission of bid*) for the supply of \_\_\_\_\_ (*name and/or description of the goods*)(hereinafter called "the Bid").

KNOW ALL PEOPLE by these presents that WE \_\_\_\_\_ (*name of bank*) of (*name of the country*), having our registered office at (*address of bank*)(hereinafter called "the Bank"), are bound unto (*name of Purchaser*) (hereinafter called "the Purchaser") in the sum of \_\_\_\_\_ for which payment well and truly to be made to the said Purchaser, the Bank binds itself, its successors, and assigns by these presents. Sealed with the Common Seal of the said Bank this \_\_\_ day of 20\_\_\_ THE CONDITIONS of this obligation are:

1. If the Bidder withdraws it's bid during the period of bid validity specified by the Bidder on the Bid Form; or
2. If the Bidder, having been notified of the acceptance of it's bid by the Purchaser during the period of bid validity:
  - a) fails or refuses to execute the Contract Form if required; or
  - b) fails or refuses to furnish the performance security, in accordance with the Instruction to Bidders.

We undertake to pay the Purchaser up to the above amount upon receipt of its first written demand, Without the Purchaser having to substantiate its demand, provided that in its demand the Purchaser will note that the amount claimed by it is due to it owing to the occurrence of one or both of the two conditions, specifying the occurred condition or conditions.

This guarantee shall remain in force up to forty five days beyond the period of the bid validity, and any demand in respect thereof should reach the Bank not later than the above date.

(Signature of the Bank)  
Name of Bidder.

**Specimen copy of Performance Security Deposit**

B.G. No.  
Date :  
Amount :  
Valid till :  
Claim Period up to :

To  
The Director  
Indian Institute of Tropical Meteorology  
Pune – 411 008

WHEREAS.....  
Name and address of the supplier) (hereinafter called “the supplier”) has undertaken, in pursuance of contract No.....dated.....  
to supply (description of goods and services) (herein after called ‘the contract’).

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 commercial recognized by you for the sum specified therein as security for compliance with its obligations in accordance with 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 undertake to pay you, 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 debit 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 guarantee shall be valid unit the .....day of .....20

(Signature of the authorized officer of the Bank)

-----  
Name and designation of the Officer  
-----  
-----

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

## SUPPLY OF DESKTOP AND LAPTOP TO IITM ON RATE CONTRACT BASIS

### SPECIMEN AGREEMENT

To be executed at the time of entering into agreement before placing order. Each page of this form shall be signed by the bidder for acknowledging that he/she has seen the terms and conditions of the agreement.

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#### Agreement.

The agreement is made on this \_\_\_\_\_ day of \_\_\_\_\_ 2013 between M/s. \_\_\_\_\_

herein referred to as the contractor carrying on business under the name and style of M/s. \_\_\_\_\_ of the one part.

**Director**, acting through the **Indian Institute of Tropical Meteorology, Pune** herein after referred to as the other part whereas the said contractor has agreed with the **Director, Indian Institute of Tropical Meteorology, Pune**, for supply of required Items in conformity with the requirements & specifications.

Now this indenture witnesseth that in consideration of the promise, it is mutually agreed and declared between parties hereto as follows.

1. The contractor agrees to undertake to supply **the Branded Desktop and Laptops i.e.** ..... as per the requirement as agreed to in their bid letter no. \_\_\_\_\_ dated \_\_\_\_\_ at the rates quoted by him/them. The prices are inclusive of all the levies taxes like sales tax and excise duty freighted.

2. The supply of **Branded Desktop and Laptops i.e.** ..... which are not in conformity with the requirements/ specifications are liable to be rejected.

3. This contract shall be effective from \_\_\_\_\_ to \_\_\_\_\_. The Tender is valid for a period of six month from the date of signing of/ opening of the tender. The contract may be extended with the same terms and conditions and rates for three more months with the consent of both the parties. The contractor shall execute the Purchase Orders (POs) placed by the concerned Officer with great promptness and satisfaction to the Institute. The contractor shall agree that the penalty @ one percent (1%) of the P.Os shall be imposed for each week of delay in delivery with reference to the delivery period given if he fails to deliver the same within the specified period mentioned in purchase order to maximum extent of 10% and penalty of 20% of P.Os shall be imposed for any substandard (inferior quality) / incomplete supply along with cancellation of purchase order.

4. The security deposit paid by the contractor for due and faithful performance of the contract by the contractor of all and several covenants herein contained of his part to be observed with full power. **Director** on behalf of the **Indian Institute of Tropical Meteorology, Pune** will be entitled to appropriate the said sum to any damage, penalties and other sums which the contractor may be required to pay in case the contractor fails to perform /fulfill or to keep and observe all or any of the said conditions of the agreement on his part herein after contained.

5. The security deposit shall be released after two months after successful completion of the work & at the end of the contract period including the extended period, if any.

6. That all disputes, differences and questions arising out of or in any way touching or concerning this agreement or subject matter thereof or the representative rights, duties or liability of the parties shall be referred to the sole arbitration of the Director, Indian Institute of Tropical Meteorology, Pune or any person nominated by him .The arbitration shall be in accordance with the Arbitration and Conciliation Act, 1996. The arbitrator shall be entitled to extend the time of arbitration proceedings with consent of the parties. No part of the agreement shall be suspended on the ground of pending arbitration proceedings.

7. The Security Deposit is liable to be forfeited to the Director, Indian Institute of Tropical Meteorology, Pune without any prejudice to any other rights and remedies of this institute in case the contractor fails to undertake the contract work, as per the purchase orders / work orders and as per the terms and conditions given in tender schedule during the currency of the contract including the extended period if any.

8. That the tender schedule, instructions to the bidders and terms and conditions, etc shall also form part of the agreement.

That the contractor acknowledges that he has fully acquainted him with all the terms and conditions and he shall not plead ignorance of the same. In witness whereof, the contractor has set his hand and the Director, Indian Institute of Tropical Meteorology, Pune has caused for and on his behalf to set his hand, the day and the year first above written.

Signature of the authorized official of the  
Company/Firm

Signature of the authorized official of the  
Indian Institute of Tropical Meteorology,

Signature:  
Name :  
Address :

Signature:  
Name :  
Address :

**WITNESSES**

- 1.
- 2.

- 1.
- 2.