

# Institute of Insurance and Risk Management

Financial District, Gachibowli, Hyderabad – 500 032

## Tender for Supply of Laptops

No. IIRM / Tenders / 2022-23 / 001

Dt. 24<sup>th</sup> June 2022

Tenders (Technical bids and Commercial Bids) are invited for the supply of Laptops (150 nos.) as per the following specifications:

<b>Make</b>	Acer / Dell / HP / Lenovo
<b>Processor</b>	Intel 11 gen Core i3 with 3.0 Ghz or above
<b>RAM</b>	8 GDB DDR4
<b>Hard Disk</b>	512 GB SSD
<b>Networking</b>	Gigabith Ethernet Adaptor Wirelss LAN with 802.11 a/b/g/n
<b>USB Ports</b>	Minimum 2 Nos.
<b>Display Port</b>	HDMI
<b>Audio</b>	Integrated Speakers Integrated Audio In & out
<b>Connectivity</b>	Bluetooth 4.0 or above
<b>Display</b>	14" HD with a built-in webcam / 15.6" HD with a built-in webcam
<b>Warranty</b>	2 Years of onsite warranty
<b>Operating System</b>	Microsoft Windows 11 SL
<b>Application S/w</b>	Ms-Office 2021 Home / Student Edition

Vendors must submit the technical bids, commercial bids in different sealed covers and strictly as per the terms specified in Annexure\* provided for the purpose. Bids submitted otherwise will not be accepted. The vendor should also furnish the details of the authorized representative viz., name, contact number, e-mail id and address for communication. Authorised signature of the vendor should duly sign each page of the offer.

### **Submission of Bid / Tender Document:**

The technical bid and commercial bid with the relevant information / document / acceptance of all terms and conditions strictly along with EMD as described in the tender document to be submitted to **The Managing Director, Institute of Insurance Risk Management, Financial District, Gachibowli, Hyderabad – 500 032.**

The bid with relevant brochures must be submitted (hard copy) along with all enclosures latest by 5.30 p.m. on or before **14<sup>th</sup> July 2022**. Please ensure that all the documents are attached while submitting the tender and it must be sent to **The Managing Director, Institute of Insurance and Risk Management, Financial District, Gachibowli, Hyderabad – 500 032.**

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### Annexure

#### Technical Conditions

1. Only Original Equipment Manufactures (OEM) with local operations in India is qualified to offer against the requirements.
2. The annual turnover of the bidder should not have been less than Rs 5 Crores (globally) in the preceding financial year for the items listed in the Annexure
3. The bidders should have executed comparable projects for Government/Public Sector organizations/Research Organizations/National Laboratories/Academic Institutions.
4. The bidder should have experience in supply, integration, commissioning for at least three reputed organizations (within India) out of which preferably at least one should be a government/research related organization. The amount should be of order Rs. 50 lakh each in the last two years for the items listed in Annexure.
5. The bidder should have been in existence for at least 3 years and should have executed projects on latest technologies.
6. Specifications are subject to change without notice.
7. Annual Report and Audited Balance sheet for the last 3 years should be supplied.

#### General Conditions

8. The Bid Document should be submitted with a Detailed Profile Description of the OEM as a part of the Technical Bid, details of reference sites including details of similar supplied, contact details and other supporting literatures.
9. The proposals are to be submitted as Technical and Indicative Price bids in different sealed covers through e-tendering portal and the hard copy to be sent to The Managing Director, IIRM by superscripting as “**Tender Document for Supply of Laptops**”.
10. Offer must be in English. The rates should be indicated in both words and figures. Bidders are required to quote the rates against all/part items as detailed in the **Tender**. Also please note that no other mode of quoting is acceptable to IIRM. Rates shall be firm throughout the entire period of the contract.
11. Offers must be valid for the minimum period of 60 days from bid closing date.
12. Offer or modifications to offer received after the bid closing date/time shall not be considered. No unsolicited correspondence after submission of the offer shall be taken cognizance of.
13. The rates quoted should be Inclusive of all taxes only.
14. Reference of GST/CST registration should invariably be indicated on the top of the quotation.
15. **Earnest Money Deposit (EMD): Rs 2.0 Lakh (Rupees Two Lakh Only)** to be submitted as EMD through DD/Bank pay order/Bankers Cheque drawn in favour of “**Institute of**

**Insurance and Risk Management**” payable at Hyderabad. Foreign Firms may give draft in equivalent US Dollars. EMD is to be enclosed with the Technical Bid.

16. **Delivery Period:** 1 Calendar month from the date of Purchase Order.
17. **Liquidated damage:** Timely completion of the work is the essence of the contract. In case of failure of successful bidder to complete the work within the time specified in the letter of intent/contract, liquidated damage @ 0.5% of the total contract value per week or part thereof will be levied subject to a maximum of 7.5% - in respect of which default in completion takes place. Thereafter, IIRM reserves the right to take appropriate action as deemed fit.
18. Bidders should forward all relevant literatures, like work orders, completion certificates, Auditors Report etc., in order to scrutinize their offer.
19. The bidder should obtain the requisite approvals for imports, export clearance from exporting countries etc.
20. **Acceptance/Rejection of offer:** IIRM reserves the right to accept/reject any offer in full or in part or accept any offer other than the lowest offer without assigning any reason thereof. Any offer containing incorrect statement and incomplete information shall be liable for rejection.
21. The Institute reserves the right to cancel the tender at any stage without assigning any reason.
22. The price bids shall contain only rates quoted and all other documents required for technical assessment are placed in technical Bid only.
23. **Arbitration:** All disputes or differences whatsoever arising between the parties out of or relating to meaning and operation or effect of the contract or the breach thereof shall be settled by arbitration in accordance with the Rules of Arbitration of the Indian Council of Arbitration and the award made in pursuance thereof shall be binding on the parties. The venue of arbitration shall be Hyderabad. Appointment of Arbitrator will be done by the Managing Director of IIRM whose decision will be final and binding.

### **Specific Conditions**

24. The scope for future up-gradation of the proposed system should be clearly indicated by the system supplier.
25. **Warranty:** Comprehensive onsite warranty for 2 years including Instrumental Warranty.
26. Equipment supplied should conform to original factory standards and should be certified by the manufacturer.
27. Down time penalty clause would be negotiated and enforced.
28. **Payment terms:** 90% of the payment shall be made on successful delivery and on acceptance by IIRM and remaining 10% of the payment shall be made after TWO years or on submission of bank guarantee for equivalent amount valid for TWO years. The Bank Guarantee should be obtained from Nationalised / Scheduled Banks as per the proforma provided by the Institute.
29. Bidder should submit authorization letter from Manufacturer to participate in the bidding process.
30. Price should be valid for 60 days from the release of Purchase Order for further order if required.