



राष्ट्रीय डिज़ाइन संस्थान हरियाणा National Institute of Design Haryana

## **TENDER DOCUMENT**

TENDER FOR THE PURCHASE OF  
**Laptops**

Tender No. NIDH/IT/TENDER/08/2019-20

**List of Annexures**

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**National Institute of Design Haryana (Kurukshetra)**
*(An Autonomous institute under DPIIT, Ministry of Commerce & Industry, Govt. of India)*

Tender No. NIDH/IT/TENDER/08/2019-20

Dated: 25.02.2020

<b>TENDER FOR THE SUPPLY, INSTALLATION &amp; COMMISSIONING OF LAPTOPS</b>
<b>LAST DATE FOR SUBMISSION: 12.03.2020 (within 05:00 PM)</b>
<b>To be submitted to: Deputy Registrar, National Institute of Design Haryana, Kurukshetra</b>

1.	Name of the Firm/Agency:	
2.	Address of the Firm/Agency:	
	Tel:	
	Email:	

Tender					
SN	Item/Specifications (as per attached Document)	Make & Model	TO BE FILLED BY THE FIRM/AGENCY (INDICATE BRAND / MODEL QUOTED FOR, UNLESS SPECIFIED)		
			Qty.	UNIT RATE In (Rs)	TOTAL RATE WITH ALL TAXES & CHARGES (In Rs.)
1	Non- Touch 15.6 inch Laptops		10		
<b>Grand Total</b>					

**Detailed Specifications of above items are as per Annexure - I**

**TERMS & CONDITIONS:**

1. Tenders must be submitted by bearer or sent by post so as to reach the office latest by 05:00 PM **on 12.03.2020** in a sealed envelope addressed to the Deputy Registrar, NATIONAL INSTITUTE OF DESIGN HARYANA, Transit campus at Govt. Polytechnic Building, Village Umri, Kurukshetra 136131 duly accompanied by following.
  - a) Forwarding letter on the Official letterhead of the firm/agency/company. **(Attached as Annexure II)**
  - b) Supporting technical documentation [Product brochures, leaflets, manuals etc. of the brand items for which rates are quoted.
2. Tender will have to be submitted only on the numbered "Tender Paper" issued by NID Haryana. Each page of the "Tender Paper" including annexures should be signed by the authorized signatory of the firm with company seal.
3. Bidder should be either an Original Equipment Manufacturer (OEM) or should be authorized distributor/ authorized dealer/ authorized sales & service agent of the Original manufacturer. OEM should provide BID Specific Authorization Letter. **(Attached as Annexure IV)**
4. **Authenticity :-OEM certification for preloaded windows licenses. This needs to be signed by OEM Director level/Regional Manager (Name to be mentioned in the certificate/ declaration letter).**
5. Bidder Annual Turnover should be minimum Rs. 02 Crores (INR) from last 3 consecutive years. Audited/Authenticated copy of balance sheet and Profit/Loss account for last 03 years to be attached.
  - c) And, should have a presence in the market from the past 4-5 years with experience in offering IT Hardware supply. Copy of Supply/Work Order for similar items in different years in reputed organization in India out of which 1 should be with PSU/govt. organisations as proof for Experience of 4-5 Years should be attached. **(Format attached as Annexure VI)**
6. Bidder should be a registered Company. (Copy of registration to be provided)
7. Tender should indicate the 'total rate for each item' which should be inclusive of all applicable Local Taxes, Octroi, Excise Duty, levies, transportation costs, insurance costs as well as all charges including installation charges on F.O.R, NID Haryana(Kurukshetra) Basis.

**8. Earnest Money Deposit:**

- a. Each tenderer shall have to deposit a sum of Rs 20,000/- (Rupees Twenty thousand only) in Banker's cheque / Draft from any Nationalized Bank, drawn in favour of 'National Institute of Design Kurukshetra', payable at Kurukshetra, as Earnest Money Deposit.
- b. The amount of Earnest Money will be refunded to the unsuccessful tenderer(s) without interest, through A/C payee cheque / Bank Transfer, after finalization of the tender and against surrender of the original Money Receipt (MR) towards EMD.
- c. In case of successful tenderer, the EMD amount will be kept as Performance Security and refunded without interest after completion of 01 Year from the date of successful delivery & installation.
- d. Non submission of EMD along with the tender will lead to rejection of the concerned tender.
- e. Third party draft will not be accepted.

**9. Minimum 03 Years warranty on both battery & Laptop with 1 Year Accidental Damage Protection.**

Bidder should provide Manufacturer's/Suppliers warranty Certificate.

10. Delivery and Installation must be completed in full **within 4-6 Weeks** of the placement of the formal order.
11. The products will be used for educational purposes. Any applicable academic institution discounts should be offered and stated clearly.
12. Installation of all supplied hardware shall be done by the bidder.
13. Director, NID Haryana reserves the right to accept or reject any offer and modify the total requirement at any stage without assigning any reason.
14. Any dispute arising out of the order of the purchase shall be subject to the exclusive jurisdiction of Court in Kurukshetra city only.
15. **Sealed envelope containing quotations should be super scribed with the words: "TENDER FOR THE SUPPLY OF LAPTOPS."**
16. Tendered rate should remain valid for at least 03 months from the last date fixed for submission of the tender. Institute reserves the right to reject part and incomplete Tender.
17. **Evaluation Criteria:** The quotation will be evaluated on the basis of total cost of the items of the quotation form (inclusive of all taxes and charges).

**TERMS OF PAYMENT:**

1. Full payment on completion of supply, Installation, & testing subject to furnishing certificate to this effect by Deputy Registrar, National Institute of Design Haryana **within (01) one month** from the date of submission of bill complete in all respect.
2. If the supplier fails to deliver any or all of the goods or complete the installation within the period specified in the purchase order, NID Haryana shall without prejudice to its other remedies, deduct as liquidated damage **0.5 percentage** of the price of the delayed goods for every week or part thereof while making the payment.

Certified that we are quoting the above rates after having gone through the specifications mentioned in Annexure – I of each item individually in addition to 'Terms & Conditions' & 'Terms of Payment' mentioned above, which are agreed by us.

Dated:
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**Signature of the authorized signatory with seal**

**Detailed Specifications****Non- Touch 15.6 inch Laptops = 10 Nos**

S. No	Parameter	Specifications
1	Display	Non- Touch 15.6 inch diagonal FHD (1920x1080 or higher), anti-glare display
2	Processor	8th generation Intel Core i7 - 8565U Processor or better, 4 Cores or more , 8 MB cache
3	Memory	16 GB DDR4 2400 MHz or higher , expandable upto 32GB
4	Storage	1 TB SSD Drive
5	optical drive	NA
6	Graphics type	2GB NVidia dedicated graphics card
7	Keyboard, Mouse (Additional)	Spill resistant, backlit Keyboard (English), Additional – Optical Wired Mouse (Same OEM make)
8	Operating System	Factory preloaded genuine Windows 10 Pro 64 bit, Recovery DVD(Optional)
9	Chipset	Intel/OEM
10	Wireless	Latest- Intel dual band wireless , Wi-Fi and Bluetooth combo
11	Ports	USB 3.1 ports , HDMI and RJ45 , USB type C ( optional), VGA (optional) , 1 headphone/microphone combo
12	Ethernet Connectivity	10/100/1000 gbe NIC
13	Audio	Integrated stereo speakers
14	Webcam	720p HD camera or better, and Microphone
15	Certification	Energy Star certified , EPEAT registered , TPM 2.0 enabled , MIL 810 Certified , TCO 5.0 certified
16	Bag Pack	YES
17	Expansion slots	SD card reader
18	Battery	Min. 42 Wh or better long life battery
19	Weight with battery	Maximum 2 Kg or less
20	Warranty	Min. 3 Years Warranty on both (battery and laptop) Min. 1 Year accidental damage protection

**Forwarding Letter**

(To be submitted on company's letter head)

To

The Deputy Registrar,  
National Institute of Design Haryana  
Transit campus at Govt. Polytechnic Building  
Village Umri, Kurukshetra - 136131

Dear Sir,

**Sub: Tender for Supply, Installation & Commissioning of Laptops**

This is in reference to your above mentioned tender for the procurement of Laptops. Having examined the tender document, the receipt of which is hereby duly acknowledged, we the undersigned, hereby submit our proposal along with necessary supporting documents.

Further, we agree to abide by all the terms and conditions as mentioned in the tender document. We have also noted that NID Haryana reserves the right to consider/ reject any or all applications without assigning any reason thereof.

Date: ...../...../2020

Authorised Signatory.

Name:

Designation:



## Annexure: III

**Technical Compliance Sheet**

S. No	Parameter	Specification	Compliance (Yes/No)
1	Display	Non- Touch 15.6 inch diagonal FHD (1920x1080 or higher), anti-glare display	
2	Processor	8th generation Intel Core i7 - 8565U Processor or better, 4 Cores or more , 8 MB cache	
3	Memory	16 GB DDR4 2400 MHz or higher , expandable upto 32GB	
4	Storage	1 TB SSD Drive	
5	optical drive	NA	
6	Graphics type	2GB NVidia dedicated graphics card	
7	Keyboard, Mouse(Additional)	Spill Resistant, backlit Keyboard (English), Additional – Optical Wired Mouse (Same OEM make)	
8	Operating System	Factory preloaded genuine Windows 10 Pro 64 bit, Recovery DVD(Optional)	
9	Chipset	Intel/OEM	
10	Wireless	Latest- Intel dual band wireless , Wi-Fi and Bluetooth combo	
11	Ports	USB 3.1 ports , HDMI and RJ45 , USB type C ( optional), VGA (optional) , 1 headphone/microphone combo	
12	Ethernet Connectivity	10/100/1000 gbe NIC	
13	Audio	Integrated stereo speakers	
14	Webcam	720p HD camera or better, and Microphone	
15	Certification	Energy Star certified , EPEAT registered , TPM 2.0 enabled , MIL 810 Certified , TCO 5.0 certified	
16	Bag Pack	YES	
17	Expansion slots	SD card reader	
18	Battery	Min. 42 Wh or better long life battery	
19	Weight with battery	Maximum 2 Kg or less	
20	Warranty	Min. 3 Years Warranty on both (battery and laptop) Min. 1 Year accidental damage protection	

**Annexure IV****Manufacturers Authorisation Form**

To,

The Deputy Registrar,  
National Institute of Design Haryana  
Transit campus at Govt. Polytechnic Building  
Village Umri, Kurukshetra - 136131

**Sub: Sub: Tender for Supply, Installation & Commissioning of Laptops**

Dear Sir,

We, \_\_\_\_\_, who are established and reputable manufacturers of \_\_\_\_\_, having factory/office at \_\_\_\_\_, hereby authorize M/s \_\_\_\_\_ **[Name and address of vendor/agents/distributors]** to submit a bid, negotiate and conclude the order with you for the above goods manufactured by us. against the above Tender No \_\_\_\_\_ dated \_\_\_\_\_.

We hereby extend our full guarantee and warranty as per the clauses of contract based on the terms and conditions of the Tender for the goods and services offered for supply by the above firm against the Tender.

Yours faithfully

**Name of the manufacturer**

**Note:** This letter of authority should be on the letterhead of the manufacturer and should be signed by a person competent and having the power of attorney to bind the manufacturer. It should be included by the bidder in its bid.

**Annexure: V**

**FORMAT FOR NON BLACKLISTING OF SUPPLIER**

I/ We \_\_\_\_\_Manufacturer/partner/Authorized Distributor/Agent  
(strike out which is not applicable) of (Supplier) \_\_\_\_\_ do hereby  
declare and solemnly affirm that the individual/firm/company is not black-listed  
by the Union/State Government/Autonomous body.

Deponent  
Address \_\_\_\_\_

I/ We hereby solemnly declare and affirm that the above declaration is true  
and correct to the best of my knowledge and belief. No part of it is false and  
nothing has been concealed.

Deponent  
Dated: \_\_\_\_\_

(Note: To be furnished on non-judicial stamp paper duly attested by the Oath Commissioner.)

