

Date: October 27, 2018

Dear Sir,

Subject: Invitation of Sealed quotations for supply of New Desktops & Buy Back of Old Desktops

Sealed Quotations are invited **supply of New Desktops & Buy Back of Old Desktops** as per the scope of work and on the terms and conditions mentioned in the enclosed document.

Sealed Quotations for **supply of New Desktops & Buy Back of Old Desktops** Should be submitted in two sealed envelopes duly super scribed as:

- Technical Quotation for **supply of New Desktops & Buy Back of Old Desktops**
- Financial Quotation for **supply of New Desktops & Buy Back of Old Desktops**
- EMD in a separate envelope of Rs.1,00,000 (Rupees One Lacks) in form of Bank Demand Draft drawn in favor of the Management Development Institute Payable at Gurgaon.
- Both the quotations should be submitted in the separate sealed envelopes.
- While submitting, the bid document must be signed and stamped as a token of acceptance of all terms and conditions.

1. No quotations would be accepted by e-mail and only hard copies will be considered.
2. Please write Subject line and Tender Reference on the Top of the envelope.
3. **All pages of this tender should be signed and stamped.**

The quotations should be submitted in the sealed covers super scribed as addressed to: -

Senior Systems Analyst
Computer Centre
MANAGEMENT DEVELOPMENT INSTITUTE
Mehrauli Road, Sukhrali
Gurgaon - 122 007, Haryana (INDIA)

For any Query Kindly contact:

Mr. D.K. Ahuja
Tel: 0124-4560327,

Terms & Conditions:

1. Kindly provide Profile of your Firm/Company .
2. Technical and Financial bid should be submitted on company letter head and should be submitted duly signed by the authorized person. **Kindly submit the Technical and Financial bid in the prescribed Format.**
3. **Payment Terms:** - 80% (eighty percent) of the total bill value of items supplied will be paid within 1 month of delivery of items and receiving of bills.
Remaining 20% of within 1 month of satisfactory commissioning of all the items and delivery of warranty documents.
4. EMD of Rs.1,00,000/- in form of bank demand draft/EMD with 6 months' validity. If contract is awarded and not executed by the vendor, then EMD amount will be forfeited. It will be released at the time of first payment.
5. In case the full quantity of Equipments is not supplied within the stipulated date, penalty shall be imposed Rs.1000/- per day of delay subject to a maximum of Rs.20,000/- (Rs. Twenty thousand only), which will be deducted from Its Payment.
6. The quoted price shall be valid for at least 6 months. Institute will not entertain any request in respect of escalation of price due to any reason whatsoever.
7. Financial Bids of only those firms will be opened, whose Technical Bids are found compliant/suitable after Technical evaluation is done by the MDI.
8. The Equipments will be supplied and installed at MDI Campus, Gurugram , nothing extra shall be paid towards the cartage, packing, forwarding, octori etc.
9. In case any item is found to be defective /substandard, the same shall be rejected. Institute shall not make any payment for such items and shall be removed from the site immediately.
10. MDI reserve the right to accept or reject any or all the quotations without assigning any reason whatsoever.
11. Institute reserves the right to terminate the contract by giving one-month notice in writing without assigning any reason whatsoever.
12. Sub-contract of project and services is not allowed.
13. The quantity of buy-back of old equipments may vary. The old equipments will be provided as **on where is basis**. The discretion to utilize the buyback remain with MDI.
14. Vendor may inspect old equipments at MDI Campus. Kindly contact undersigned.
15. MDI reserve the right to accept or reject any or all the quotations without assigning any reason whatsoever.

Date:

(Signature)
Name of Vendor

Important Dates: -

Submission of any query by e-mail, The e-mail id is : ittender@mdi.ac.in.	October 31, 2018
Pre bid meeting	November 1, 2018 at 3.00 p.m.
Any correction after Pre-bid meeting, then Addendum will be communicated on or after November 02, 2018	On or after November 2, 2018
Last Date for Submission of Technical & Financial Bids	On or before November 19, 2018 , 3.00 p.m.

Date:

(Signature)
Name of Vendor

Technical Bid Part - A
Sealed Quotation for supply of New Desktops & buy back of old Desktops

S. No.	Description	Company Response	Remarks												
1	<ul style="list-style-type: none"> • Profile of your firm/company • Year of establishment • Number of employees • Annual revenues for the last 3 Years. Attach CA Certificate of Last 3 years. Kindly Attach separate sheet on company letter head.	<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="text-align: left;">Year</th> <th style="text-align: center;">1</th> <th style="text-align: center;">2</th> <th style="text-align: center;">3</th> </tr> </thead> <tbody> <tr> <td style="text-align: left;">Revenue</td> <td></td> <td></td> <td></td> </tr> <tr> <td></td> <td></td> <td></td> <td></td> </tr> </tbody> </table>	Year	1	2	3	Revenue								
Year	1	2	3												
Revenue															
1 A	Annual Turnover more than 5 Crores.	Yes <input type="checkbox"/> / No <input type="checkbox"/>													
2	Names & addresses of prestigious clients (at least Three) and at least one in large size academic institution along with the telephone numbers of the contact persons of the clients where you have Provided Desktops. Please provide photo copies of Purchase Orders.														
3	Authorized partner of HP /Dell / Lenovo (Attached valid OEM Certificate)	Yes <input type="checkbox"/> / No <input type="checkbox"/>													
4	Contact details of the authorized person of the company. 1. Name : 2. Office Tel No.: 3. Mobile no.: 4. Official E-mail id:	Yes <input type="checkbox"/> / No <input type="checkbox"/>													
5	HP/Dell/Lenovo HP Desktop 280 G3 Dell OptiPlex 3050 / Lenovo 7th Gen and above Core i5 7500 & higher model , 1TB HDD, 16 GB Ram, 18.5" TFT ,Integrated Ethernet LAN 10/100/1000, DVD writer,HDMI ,VGA and USB Port,DOS small front factor. With installation Warranty 3 years Comprehensive onsite warranty.	Yes <input type="checkbox"/> / No <input type="checkbox"/> Kindly mention the Make of Desktop and model. (Attached the Data Sheet)													
5 A	WINHOME 10 SNGL OLP NL Acdmc Legalization Get Genuine. For item no. 5), With installation for item no. 5	Yes <input type="checkbox"/> / No <input type="checkbox"/>													

6	EMD of Rs.1,00,000/ in the favor of MDI Gurgaon	Yes <input type="checkbox"/> / No <input type="checkbox"/>	
7	Payment Terms: - 80% (eighty percent) of the total bill value of items supplied will be paid within 1 month of delivery of items and receiving of bills. Remaining 20% of within 1 month of satisfactory commissioning of all the items and delivery of warranty documents.	Yes <input type="checkbox"/> / No <input type="checkbox"/>	
8	Buy back of old equipments is mandatory . AS is where is basis	Yes <input type="checkbox"/> / No <input type="checkbox"/>	
9	The highest quoted price of Buy-back equipments will be taken.	Yes <input type="checkbox"/> / No <input type="checkbox"/>	

Date:

(Signature)
Name of Vendor

Buy-Back of Old Desktops as is where basis is:

S.No.	Description	Qty.	Company Response
1	Old IBM/HP/ PIV, Dual Core, Core 2 Duo Desktops with Old CRT Monitor (nos.17), Old TFT 15',17' (113Nos.) As is where basis is .	130	Yes <input type="checkbox"/> / No <input type="checkbox"/>
	Total	130	

S No.	Description	Company Response
1.	Delivery	Immediate (Kindly mention the period)

Date :

(Signature)
Name of Vendor

Financial Bid Part - B

Sealed Quotation for Desktops

Format of Financial Bid for supply of New Desktops & buy back of old Desktops

S. No.	Description	Qty	Unit Price	Amount in INR
1	HP/Dell/Lenovo HP Desktop 280 G1 Dell OptiPlex 3050 / Lenovo 7th Gen and above Core i5 7500 & higher model , 1TB HDD, 16 GB Ram, 18.5" TFT, Integrated Ethernet LAN 10/100/1000, DVD writer, HDMI, VGA and USB Porto's small front factor. With installation Warranty 3 years Comprehensive onsite warranty.	100		
1 A	WINHOME 10 SNGL OLP NL Acdmc Legalization GetGenuine. For item no. 1) With installation on item no. 1	100		
2	Total			
3	Taxes			
4	Grand Total (Inclusive of Taxes)			

Buy-Back of Old Desktops as is where is basis:

S.No.	Description	Qty.	Unit Price	Amount in INR
1	Old IBM/HP/ PIV, Dual Core, Core 2 Duo Desktops with Old CRT Monitor (nos.17), Old TFT 15',17' (113Nos.) As is where basis is .	130		
	Total	130		

**Note :Buy back of old equipments as is where is basis is mandatory .
The highest quoted price of Buy-back equipments will be taken.**

Date :

(Signature)
Name of Vendor