

Notice Inviting Tender



Management Development Institute -Gurgaon

Tender Ref. No.: MDIG/CC/2024-25/desktop-NAB/11

Tender Date: 23.08.24

Sub: Invitation of sealed quotations from reputed manufacturers or their authorized dealers for SITC of Desktops

Tender Schedule: -

Bid System	Two Bid System Financial Bid to be submitted in separate sealed envelope. Rest of the documents along with EMD to be submitted in separate sealed envelope as Technical Bid Both sealed envelopes of Technical and Financial Bid should be first sealed separately and then be placed in a single sealed bigger envelop superscribed "Bid for SITC of Desktops)"
Last Date of Bid Submission	17.09.24 12:30 PM
Online Pre-bid meeting	03.09.24 12:00 Noon Register for the Online Pre-Bid meeting by expressing intent to join online meeting by sending email to ittender@mdi.ac.in latest by 02.09.24 3:00 PM. Online meeting link will be shared with all those who register.
For any correction after Pre-bid meeting, the Addendum will be communicated on or after	On or after 03.09.24
Bid should be addressed to	Senior Systems Analyst Computer Centre Management Development Institute Mehrauli Road, Sukhrali Gurgaon - 122 007, Haryana (INDIA)
EMD	EMD of Rs. 3,00,000/- (Three Lakhs) through Demand Draft from any scheduled bank in favor of Management Development Institute Society payable at Gurugram, Haryana.

The Complete Tender details and any updates on the Tender will be available on the MDI Website at the link: <https://mdi.ac.in/infrastructure/tenders.html>

For any clarifications, write to Email- ittender@mdi.ac.in

The notice inviting bid along with instructions to bidders, Scope of Work, eligibility criteria, system of award of contract, etc. form part of the bid document containing 26 pages in all.

Sd/- For MDI-Gurgaon
(Senior Systems Analyst)

Checklist & Index for your bid

To help you prepare the best application possible, all items below need to be considered and ticked off. This will also assist us with assessment of your application.

During bid Submission, please keep this page after the cover page.

Checklist and Index of the required documents in the Order indicated Below S.No. 1 to 10 would be part of Technical bid (sealed in separate envelope earmarked 'Technical Bid'). S.No.11 would be part of Financial bid (sealed in separate envelope earmarked 'Financial Bid')

S. No.	Document to be Attached	Whether Submitted	Mention Page Number
1.	Format-1 with all relevant documentary proof in the same serial order as given in format-1	Yes <input type="checkbox"/> / No <input type="checkbox"/>	
2.	Format-2 with all relevant documentary proof in the same serial order as given in format-1	Yes <input type="checkbox"/> / No <input type="checkbox"/>	
3.	Format-3 with all relevant documentary proof in the same serial order as given in format-1	Yes <input type="checkbox"/> / No <input type="checkbox"/>	
4.	Format-4 with all relevant documentary proof in the same serial order as given in format-1	Yes <input type="checkbox"/> / No <input type="checkbox"/>	
5.	The tender document with all addendums (if any) signed & stamped in each page.	Yes <input type="checkbox"/> / No <input type="checkbox"/>	
6.	Copy of GST / PAN No.	Yes <input type="checkbox"/> / No <input type="checkbox"/>	
7.	Affidavit as per format in Format-5	Yes <input type="checkbox"/> / No <input type="checkbox"/>	
8.	Whether agree to the scope of work including the specifications of items given in Section E.	Yes <input type="checkbox"/> / No <input type="checkbox"/>	
9.	Warranty Declaration on company letter head	Yes <input type="checkbox"/> / No <input type="checkbox"/>	
10.	Valid MAF from OEM for desktop products and model quoted (Mention OEMs)	Yes <input type="checkbox"/> / No <input type="checkbox"/>	
11.	Financial Bid (Format-6) (To be submitted in separate sealed envelope)	Yes <input type="checkbox"/> / No <input type="checkbox"/>	

Section A

General Terms and Conditions: -

1. The bidders are requested to read the tender document carefully and ensure compliance with all specifications/instructions herein. Non-compliance with specifications/instructions in this document may disqualify the bidders from the bid process.
2. All documentation is required to be in English. Corrections/overwriting, if unavoidable, should be signed separately. Tender papers must be signed on all the pages by the tenderer.
3. The bid (including Financial Bid) should be valid for at least 180 Days from the date of submission of the bid. Institute will not entertain any request in respect of escalation of price due to any reason whatsoever.
4. All items are required to be quoted in INR for delivery and installation at MDI Gurgaon premises. All prices shall be fixed and shall not be subject to escalation of any description. The rates must be quoted as per the Financial bid format provided in Tender. (Format-6)
5. The Bid must be strictly as per tender specifications/conditions. If not, deviations must be spelt out specifically. In the absence of this, the bid may be rejected. Deviation on lower side of specifications will not be considered. No deviations in terms & conditions of the tender document will be accepted in any case.
6. Incomplete bids or receiving the bid after closing date and time are liable to be ignored and rejected.
7. The Institute will not be responsible for non-receipt of tender quotations within the specified date and time due to any reason including postal delay or holidays.
8. Please ensure that Tender document must be signed and stamped on all pages as a token of acceptance of all the terms and conditions. Bidder shall sign all pages of the bid document including all enclosures etc forwarded with the bid.
9. The bidder must quote for all the items as mentioned in the Section E. The bidder not quoting all the items of Section E will be summarily rejected.
10. Institute may seek any clarification on the bid and ask for documentary submissions as proof of the claims by bidder. The decision in this regard shall be taken by the concerned committee and this decision shall be binding on the bidder.
11. No quotations would be accepted by E-mail and only hard copies will be accepted.
12. The tender documents are non-transferable and should be submitted in the exclusive name of the party to whom we will actually provide the Purchase order.
13. **Sub-contract is not allowed.** The selected bidder(s) should not assign or sublet the work order or any part of it to any other agency in any form. Any such eventuality shall result in termination of purchase order and forfeiture of EMD of the bidder.
14. The bid should be submitted on company letter head and should be submitted duly signed by the authorized person.
15. Tender once submitted shall not be returned to the tenderer in future.
16. The bidders will have to arrange for all the testing equipment and tools required for installation, testing, maintenance etc.
17. The Institute will have the right to reject the components/equipment supplied if it does not comply with the specifications at any point of installation/ inspection and also, if they are not conforming to the specifications and other conditions.
18. The Institute reserves the right not to disclose names and rates of successful bidder.
19. The bidder must give clause-by-clause compliance of the scope, technical specifications of the items, and terms & conditions mentioned in the tender document.

20. Conditional bid/ offer shall not be accepted on any ground and shall be rejected summarily.
21. Institute shall have the right to inspect or to test the items to confirm their conformity to the ordered specifications. The supplier shall provide all reasonable facilities and assistance to the concerned Institute official at no charge to MDI Gurgaon. In case any inspected or tested goods fail to conform to the specifications, Institute may reject them and supplier shall replace the rejected goods with the goods in conformity with the specification required free of cost to MDI Gurgaon. Any delay due to above shall attract relevant penalty clauses of the tender.
22. For any other query relating to the tender, the bidders may write to- ittender@mdi.ac.in
23. Each bid must be submitted with Earnest Money Deposit of RS. 3,00,000 (Rupees Three Lakhs) in the form of Demand Draft/ Pay Order in the name of "Management Development Institute Society".
24. EMD is liable to be forfeited and bid is liable to be rejected, if the bidder withdraw or amends, impairs or derogates from the tender in any respect within the period of validity of the tender.
25. The earnest money of all the unsuccessful bidders will be returned after placement of order on the selected vendor. EMD submitted will be returned as it is. In case of EMD in the form of DD/Pay order, No interest will be payable by MDI Gurgaon on the Earnest Money Deposit.
26. MDI may, at its discretion, extend the date for submission and/or opening of the bid.
27. If work is awarded and service not commenced by the vendor within scheduled time as mentioned in this tender document, then EMD amount may be forfeited or liquidated damages may be enforced or both forfeiture of EMD and liquidated damages may be enforced which will be discretion of competent authority of MDI-Gurgaon.
28. Only those vendors should quote who can satisfy the scope of work and other requirements of MDI as stated in Section E.
29. Tenderers should note that the work is to be executed under the existing site conditions while quoting their rates, terms and conditions. The tenderers may visit the site to get fully acquainted with the site conditions. No compensation/claims in regard to site conditions /constraints /rules and regulations etc shall be entertained.
30. The delivery of items and SITC of the whole system should be completed within 8-10 weeks from day of the commencement of the work.

31. Delivery, Installation, Commissioning:

The item delivery and project installation & commissioning should be completed in all respects within 8-10 weeks from the receipt of purchase order. The project will end only when all aspects of the project are working satisfactorily as per MDI-Gurgaon expectation and all warranty related work commenced.

32. Liquidated Damages: -

In the event of failure to comply with the stipulated time schedule for completion of the project due to fault of vendor, MDI-Gurgaon will have the right to recover from the contractor towards Liquidated Damages for delay, to the extent of 2% of the cost of unfinished portion of work per week or part thereof subject to a maximum of 10% of the total contract value.

33. Termination of contract-

- a. If performance of the vendor is not satisfactory in executing the project or the intermittent problems come up after and within warranty period, then same will be informed in writing by MDI as warning letter and if inspite of issue of warning letter the performance does not improve to the satisfactorily level as per expectation of MDI within a fortnight then second warning letter will be issued.
- b. If after issue of second warning letter also performance doesn't satisfy MDI expectation, then Institute reserves the right to terminate the work order prematurely by giving one-month

- notice in writing without assigning any further reason whatsoever.
- c. After the contract comes null and void the amount deemed payable to the vendor (if any) will sine die without any further payment. No further claim from the vendor will be entertained.
 - d. After the contract comes to an end the vendor will withdraw their service/equipment from MDI-G premise within a month.
 - e. The purchase order / empanelment can be terminated by giving one month written notice to the bidder, without any compensation to the bidder, if the bidder becomes bankrupt or otherwise insolvent.
 - f. Decision of competent authority of MDI regarding determining the performance will be final.

34. Care of Work

From the commencement to the completion of the works, the bidder should ensure to take full responsibility for the care thereof and of all temporary works and in case any damages loss or injury happens to the works or to any part thereof or to any temporary works due to lack of precaution or negligence on the part of Bidder, the loss shall be made good at its own cost.

35. Damage to Person and Property

The bidder shall, indemnify and keep indemnified the Institute against all losses and claims for injuries or damage to any person or property arising out of or in consequence of the installation and maintenance of the works by them and against all claims demands, proceedings, damages, loss, charges and excesses whatsoever in respect of or in relation thereof.

36. Schedule Chart

At the outset of the works, the bidder will submit a Time schedule chart bringing out completion of various activities in the project for approval of Tenderer. Thereafter, the bidder will submit weekly implementation progress for the assigned project. While getting the project executed, apart from adherence to time schedule the bidder shall strictly adhere to quality norms applicable. In case of delay of the project and/or non-adherence to the norms as set in the tender, suitable penalty clauses as per tender will be attracted. The Project team (Senior Technical persons and Project Manager) as mentioned in the technical document matrix should be available on MDI Gurgaon Campus during the Installation, Commissioning and testing phase for at least 20 hours spread across 3 days per work week. Critical date for project completion (SITC and handing over): 31.03.2025

37. Format of Price Schedule and related terms:

- a. **Price must be quoted in Indian Rupees.** Prices should be quoted as per the enclosed format both in figures and words. **The rates offered should be inclusive of all proposed work and comprehensive in nature.**
- b. The charges quoted shall be kept firm throughout the pendency of contract of this work and no price escalation shall be entertained.
- c. Any additional service required for successful completion of this project and not quoted in the financial bid by the tenderer then same shall have to be provided by contractor at no extra cost if the work is awarded to the tenderer.

38. Payment Terms:

- a. **70 percent of payment** of total Purchase Order value after successful supply of items required for project and generation of the invoice for the same.

- b. **25 percent of payment** of total Purchase Order value after generation of invoice post successful delivery, installation & commissioning of the project, handing over of warranty related papers of hardware and initiation of warranty period if vendor performed satisfactorily.
- c. **Rest 05 percent of Purchase Order Value** will be retained as security deposit. The amount will be refunded after the initial warranty & service period of five years is over, only if the project is executed satisfactorily as well as service under standard warranty service period of three years are conducted satisfactorily as per MDI expectation. If contract with vendor during execution of project or during warranty period is terminated prematurely by vendor or service rendered was not satisfactory as per MDI expectations, then security deposit amount will be forfeited.
- d. EMD of successful bidder would be released at the time of 1st payment without any interest.

39. Cancellation of Tender

This tender document is not an offer and is issued with no commitment. The Institute is not bound to select bid(s) and it reserves the right without assigning any reason to

- a. accept or reject any bid
- b. cancel the bidding process or any bid wholly or partly
- c. withdraw this notice inviting tender and or vary any part thereof at any stage.
- d. modify/relax any of the terms & conditions of the tender by declaring / publishing such amendments on the website of MDI Gurgaon (mdi.ac.in).
- e. issue another tender for identical or similar items
- f. abandon the procurement process.

40. Any dispute/ difference arising out or relating to this Tender:

- a. Matters regarding any dispute shall be referred for arbitration to any officer appointed by the Director of Management Development Institute Gurgaon, whose decision shall be binding and final. Even after arbitration if any questions, disputes and/or differences arises under and out of, or in connection with the contract, if concluded, shall be referred to the High Court of Haryana or any other court in the district of Gurugram (Haryana).
- b. MDI further reserves the right to disqualify any bidder, should it be so necessary at any stage. Institute reserves the right to reject any or all the tenders, wholly or partly without assigning any reason thereof and shall not be bound to accept the lowest tender. Institute reserves the right for distributing the work among several vendors.

41. Warranty

- a. **Onsite warranty** will comprise of back-to-back support from the successful bidder(s). The successful bidder(s) shall furnish the documents from OEM confirming back-to-back support at the time of acceptance of PO. In case the documents are not submitted, the EMD submitted by the bidder to shall be forfeited.
- b. Onsite Warranty services shall be provided at MDI Gurgaon.
- c. Warranty shall include free maintenance of the whole equipment supplied including free replacement of parts free software upgrades/updates/renewals. Also, the warranty shall cover all type of subscription charges/ license cost associated with any supplied item. The defects, if any shall be attended to on immediate basis but in no case any defect should prolong for more than 24 hours.
- d. The comprehensive warranty shall be for a minimum period of five years from the date of acceptance of the equipment by MDI Gurgaon.

- e. The bids received without quotes for onsite warranty and support would be out rightly rejected.

42. Penalty Clause

If work is awarded and items not delivered by the vendor within scheduled time as mentioned in this tender document, then EMD amount may be forfeited or liquidated damages may be enforced or both forfeiture of EMD and liquidated damages may be enforced which will be discretion of competent authority of MDI-Gurgaon.

43. Delivery Period:

- a. The successful bidder(s) have to complete the delivery (installation, commissioning, testing & acceptance of the ordered items (including active & passive equipment) as per the scope of work within 6-8 weeks from the date of respective purchase orders.
- b. The items will be delivered at MDI Gurgaon. No separate charges shall be paid toward transportation, freight, cartage, delivery etc. All expenses involved in shipping and delivering the items to MDI Gurgaon will be borne by the bidder.

44. The bidders are expected to examine all instructions, forms, terms& conditions, other details in the tender document carefully. Failure to furnish complete information as asked in the tender document or submission of a proposal not substantially responsive to the tender documents in every respect will be at the Bidder's risk and may result in rejection of the proposal.

45. Indemnity

- a. The selected bidder shall indemnify the Institute against all third-party claims of infringement of patent, trademark/copyright or industrial design rights arising from the use of the supplied items and related services or any part thereof.
- b. Institute stand indemnified from any claims that the bidder's manpower may opt to have towards the discharge of their duties in the fulfillment of the purchase orders.
- c. Institute also stand indemnified from any compensation arising out of accidental loss of life or injury sustained by the bidder's manpower while discharging their duty towards fulfillment of the purchase orders.
- d. The bidder shall solely responsible for any damage, loss or injury which may occur to any property or to any person by or arising out the execution of the works or temporary works otherwise than due to the matters referred to in this tender hereinbefore.
- e. The bidder would ensure for observance of all labor and other laws applicable in the matter and shall indemnify and keep indemnified the Institute against the effect of nonobservance of any such laws.

46. Force Majeure:

- a. Force Majeure is herein defined as any cause, which is beyond the control of the selected Bidder or the Institute as the case may be which they could not foresee or with a reasonable amount of diligence could not have foreseen and which substantially affect the performance of the Contract, such as:
- b. Natural phenomena, including but not limited to floods, droughts, earthquakes, epidemics; Acts of any Government, including but not limited to war, declared or undeclared, priorities, quarantines, embargoes; Terrorist attacks, public unrest in work area Restriction, Freight Embargo; provided either party shall within ten (10) days from the occurrence of such a cause

notify the other in writing of such causes. The Bidder or the Institute shall not be liable for delay in performing his/her obligations resulting from any Force Majeure cause as referred to and/or defined above.

47. Rates quoted by the bidder shall be final and no negotiation will be held. However, it would be subject to the discretion of the Competent Authority of MDI Gurgaon.
48. If selected bidder fails to accept order, his/her bid will be treated as cancelled and EMD would be forfeited.
49. Any conditions mentioned in their tender bids by the bidders which are not in conformity to the conditions set forth in the tender will not be accepted by the Institute. All the terms and conditions for the supply, testing and acceptance, payment terms penalty etc. will be as those mentioned herein and no change in the terms and conditions set by the bidders will be acceptable.
50. Institute reserves the right to modify and amend any of the above-stipulated condition/criterion depending upon Project priorities vis-a-vis urgent commitments.
51. Keeping in view the existing Digital Infrastructure that would be integrated with Digital Infrastructure of new buildings, MDI Gurgaon reserves the right and has evolved a super-set of technically qualified accepted systems and subsystem, items of their brands and models for the entire range of systems detailed in the Section E of this tender, so as to take care of the integration with existing infrastructure and 5-year service delivery related aspects of entire AV infrastructure.
52. The bidder should not assign its contractual obligations either in whole or in part of the work order to any other agency in any form. Any such eventuality may result in termination of contract and forfeiture of EMD of such bidder.
53. Laws of the Republic of India are applicable to this tender.
54. This Tender document is not transferrable. Bidders are advised to study the tender document carefully. Submission of bid shall be deemed to have been done after careful study and examination of the tender document with full understanding of its implications. The response to this tender should be full and complete in all respects. Incomplete or partial bids shall be rejected. Bidders shall bear all costs associated with the preparation and submission of the bid, including cost of presentation and demonstration for the purposes of clarification of the bid, if so desired by Institute. Institute shall in no event be responsible or liable for those costs, regardless of the conduct or outcome of the bidding process.
- 55. Buy back of old hardware devices**
 - a. Tenderers should note that the old hardware devices under buy back are being offered on AS-IS-WHERE-IS basis while quoting the buyback rates.
 - b. The bidders are advised to visit MDI Campus to inspect state of old hardware devices. Please contact Shri Pranav Kumar (Phone 0124-4560281) for inspection of old hardware devices. No compensation/claims at a later stage shall be entertained.
 - c. Quantity of buy-back may vary. The discretion to utilize buy back remain with MDI.
 - d. Refer Section E for brief details of items under buy back.

56. Responses to Pre-Submission queries & issue of Addendum-

- a. After publication of NIT in tender page of MDI website, MDI will begin accepting written

questions from the applicants for pre-bid meeting. MDI will endeavor to provide timely response to all queries. However, MDI makes no representation or warranty as to the completeness or accuracy of any response made in good faith, nor does MDI undertake to answer all the queries that have been posed by the applicants. For any clarifications, write to Email- ittender@mdi.ac.in .

- b. A Prebid meeting will be held on the date and time indicated in the tender document. Bidders are requested to attend a Prebid meeting for clarification on the Tenders' technical specifications and commercial conditions. Participation in such a Prebid meeting is not mandatory. If a bidder does not participate or submit any query, then no subsequent representations from them regarding the Technical/ commercial specifications/ conditions shall be entertained.
 - c. At any time prior to the last date for receipt of tender, MDI may, for any reason, whether at its own initiative or in response to a clarification requested by a prospective applicant, modify the NIT document by an addendum.
 - d. The addendum (if any) shall be posted online at <https://mdi.ac.in/infrastructure/tenders.html>.
 - e. Any such addendum shall be deemed to be incorporated into this NIT.
 - f. In order to provide prospective applicants reasonable time for taking the addendum into account, MDI may, at its discretion, extend the last date for the receipt of bids which shall again be notified online through MDI portal www.mdi.ac.in
57. **Definition of Similar Work/ Project:** Supply, installation Testing and Commissioning of desktops/laptops executed in last five years.

Declaration: -

I/We do hereby confirm that I/We have the necessary authority and approval to submit this bid for SITC of Desktops *for New Academic Block* as per the terms & conditions mentioned above and also, hereby, agree and accepts the terms & conditions mentioned under General terms and conditions.

Signature of the bidder signatory
Full Name of bidder signatory
Full name of the bidder company

Stamp
Date:
Place:

Section – B

Bid Rejection Criteria, Minimum Qualification Criteria and Other specific requirements from OEMs

A. Bid Rejection Criteria:

1. The bidder should submit authorization from the OEM to bid against this tender specifically without which bid shall be rejected.
2. Bids without EMD would be rejected.
3. Bids not received within the specified due date and time are liable to be rejected.
4. Bids without Profile and declaration on company's letterhead would be rejected.
5. Bidder should have average turnover of Rs. 3 Crore in the last three financial years. (FY 2020-21, 2021-22, 2022-23) The Bidder has to be profitable and should not have incurred loss in any of the last 3 consecutive Financial Years. (FY 2020-21, 2021-22, 2022-23). Bidders are required to submit attested audited copies of bidders' annual report for the mentioned years along with Certificate from practicing CA on his letter head confirming the turnover, profitability, positive net worth for the last 3 consecutive Financial Years (FY 2020-21, 2021-22, 2022-23)
6. Bidder should have experience of successfully executing similar works in the last five years.
7. The bidder should not have been barred/ blacklisted by any Central/ State Government departments/ Organizations/ PSUs/ University/ Institute. Declaration On Non-Judicial Stamp Paper of Rs. 10/- as per format given in Format-5
8. Not submitting copy of GST & PAN registration certificate.
9. If financial bid is submitted along with technical bid and not submitted separately in sealed envelope.
10. If warranty declaration in company letter head not submitted.
11. The bidder should quote for all the items mentioned in the tender, failing which, their bid will be rejected.
12. The bidder should have an office in Delhi NCR manned with their own qualified support staff/Engineer with their Customer Support Number (Details to be provided)
13. The Bidders are requested to furnish documents to establish their eligibility for each of the clauses. Relevant portions, in the documents submitted in pursuance of eligibility criterion mentioned in the tender, may be highlighted. If the tender is not accompanied by all the documents mentioned, the same would be rejected.
14. Upon verification, evaluation / assessment, if in case any information including all documents furnished by the Bidder is found to be false / incorrect, their bid shall be summarily rejected, their EMD shall be forfeited and no correspondence on the same shall be entertained
15. Not having minimum qualification criteria mentioned in the Tender.

B. Minimum Qualification Criteria:

Following will be the minimum pre-qualification criteria. Each eligible bidder should possess all the following pre-qualification criteria. Responses not meeting the minimum pre-qualification criteria will be rejected and will not be evaluated.

S. No.	Pre-qualification Criteria	Supporting Compliance document
1.	The applicant shall be a firm/ company registered under the Indian Companies Act, 2013 with their registered office in India for at least last five years and who have their registered offices in India and (office in National Capital Region of Delhi will be preferred)	Copy of Certificate of incorporation or any other relevant documents attested by Company Secretary/ Authorized Signatory, brief company profile with copy of GST & PAN.
2.	The firm should be in the business of providing similar works for at least 05 years as on 31.03.2021.	(Copy of purchase Order Submitted as proof as per Bid Rejection Criteria Clause e.
3.	The Bidder has to be profitable and should not have incurred loss in any of the last 3 consecutive Financial Years (FY 2020-21, 2021-22, 2022-23)	Attach certificate from CA or any other relevant certificate.
4.	The Bidder should have an average annual turnover of Rupees 3 Crore in the last 3 consecutive Financial Years (FY 2020-21, 2021-22, 2022-23).	submit attested audited copies of bidders' annual report for the mentioned years alongwith Certificate from practicing CA on his letter head confirming the turnover, profitability, positive networth for the last 3 consecutive Financial Years (FY 2019-20, 2021-22, 2022-23) Practicing CA certified document with name of CA registration number, signature and stamp or any other relevant certificate.
5.	Bidder should have experience of successfully executing similar works in the last five years and must enclose relevant copies of scope of work, deliverables, time period of execution, project value and work completion certificate from client for at least one similar project of value not less than Rs. 03 Crores or two similar projects of value not less than Rs. 02 Crores or three projects of value not less than Rs. 01 crores. (Copy of purchase Order Submitted as proof)	Copy of Work Order / Contract along with Completion Certificate to be attached as proof.

6.	Names & addresses of prestigious clients (at least three) along with their contact details (telephone number/E-mail) of the contact persons of the clients of recent past if available.	1. 2. 3.
7.	The bidder should have ISO 9001:2008 or equivalent, ISO 27001 or equivalent certifications. Attach relevant documentary proof.	Attach Certificate
8.	The firm should not be blacklisted by any Central Govt. / State Govt. / PSU/Govt. Bodies/ IITs & IIMs/Reputed Educational Institutes in India.	Affidavit on Non-Judicial Stamp Paper as per format in Format-5 to be submitted
9.	Warranty and Support All products should be quoted with at least 5-year warranty. The Vendor shall provide comprehensive Support for all the equipment's listed in the document for a period of 5 years	Declaration in this regard to be submitted in company letterhead.
10.	Undertaking to be submitted that <ul style="list-style-type: none"> • The products being quoted would not be declared end-of-sale for the next 1 year from the last date of bid submission of this tender document. • The support including spares, patches, upgrades/ updates for the quoted items shall be available for the next 5 years from the date of successful installation, testing and commissioning of the system • All devices has a life-time of at least 5 years as per the industry practices adopted 	Submit undertaking on letter head signed by authorized signatory
11.	Bidder should give following unconditional compliance & undertaking for all equipment/ services/ software that would be procured and installed. <i>"All the equipment & devices will be properly configured. There will not be any vulnerability left in the equipment"</i> .	Submit undertaking on letter head signed by authorized signatory

C. Other specific requirements from OEMs

1. All replacements should be directly done by OEM. OEM should submit the advanced replacement methodology (h/w will be replaced in advance)
2. All products should be quoted with at least 5-year warranty with next day business support.
3. OEM should have a dedicated call-center number to log the calls and should submit escalation matrix on their letterhead.

Section C

Evaluation Procedure and Selection of Bidder

A. Evaluation Procedure and Selection

- The evaluation process of the tender proposed to be adopted by the Institute is indicative only and to provide the Bidders an idea of the evaluation process that the Institute may adopt. However, the Institute reserves the right to modify the evaluation process at any time during the Tender process, without assigning any reason, whatsoever, and without any requirement of intimating the Bidders of any such change.
- When deemed necessary, during the evaluation process, the Institute may seek clarifications on any aspect from any or all the Bidders. However, that would not entitle the Bidder to change or cause any change in the substance of the tender submitted or price quoted.
- Bidders will be technically qualified based on Information/documents provided by the Bidder on the basis of eligibility criteria of the tender. The bids conforming to the eligibility criteria and the products quoted by them meeting the specifications given in the Tender will only be considered for further evaluation.
- In their own interest the bidders are advised to ensure that the goods/equipment quoted by them should conform to all tendered technical parameters/ specifications and are functional. Goods/Equipment quoted and not meeting complete tender specifications will not be considered for evaluation.
- For the evaluation purpose, Institute reserves the right to visit at a short notice to any similarly implemented site as claimed by the bidder.
- MDI decision will be final for the evaluation of Technical Bids and is binding on all bidders.

B. Procedure for Evaluation of Responsive Technical Bids and awarding Technical Score:

- Bidders will be technically qualified based on Information/documents provided by the Bidder.

C. Tentative Parameters for Technical Evaluation:

S.No.	Description	
1.	EMD of Rs. 3,00,000	Mandatory
2.	MAF Authorization from the OEM	Mandatory
3.	Average Turnover of Rs. 3 Crores in the last three financial years. (FY 2020-21, 2021-22, 2022-23)	
4.	profitable and should not have incurred loss in any of the last 3 consecutive Financial Years. (FY 2020-21, 2021-22, 2022-23).	
5.	Experience of executing similar	Mandatory

	works	
6.	Office in Delhi NCR with their own qualified support staff/Engineer with their Customer Support Number	Mandatory
7.	The bidder should have ISO 9001:2008 or equivalent, ISO 27001 or equivalent certifications	Mandatory
8.	All products should be quoted with at least 5-year warranty with next day business support	Mandatory
9.	Submission of Format-5 Non-Judicial Stamp Paper (Rs. 10/-)	Mandatory
10.	Tender specific MAF from the OEM (whose products) quoted by the vendor	Mandatory
11.	Profile of Company & number of years in Business Max Score: 10	2 marks for each year in operation for every year beyond minimum requirement of 5 years of operation in similar lines
12.	Turnover Max Score: 10	03 Crores: 5 Marks 3-5 Crores: 7 Marks >5 Crores: 10 Marks
13.	No. of similar works Executed (including all devices as per specifications in Section E) supplied & Installed in any Institute/ University/ PSU/ Government/ Corporate Max Score: 30	10 marks for each project with value of Rs. 3 Crores or more 07 marks for each project with Value in the range Rs. 2 Crores - Rs 3 Crores 05 marks for each project with Value in the range Rs. 01 Crores – Rs 2 Crores 03 marks for each project with Value in the range Rs. 50 Lakh Crores – Rs 01 Crores
14.	Total Technical Score: 50	
Points in S. No. 1 and 2 would be given only on the basis of documents submitted as part of technical bids. The Purchase Order and Completion certificate must be attached to score Points in these categories.		

- Minimum Technical Score required for opening of Financial Bid: **35 Points Out of total 50 points.**
- MDI decision will be final for the evaluation of Technical Bids and binding on all bidders.
- The qualified bidder would be identified after considering both the Technical Bid and the presentation.

The Financial Bids of only the technically qualified Bidders scoring 35 Points Out of total 50 points and above would be opened.

D. Procedure for Selecting the bidder

The work shall be awarded to the L1 bidder from among the technically qualified bids.

E. System of award of contract:

- a. The vendor who satisfies the qualification criteria and offering lowest rate (As per Financial bid format provided in Format-5) would be selected.
- b. Also, during commercial evaluation of the price bid, Institute reserves the right to correct any of the arithmetical and/or tax rate errors in the bidders' price bid subject to the condition that in no circumstances Institute will be liable to pay any higher value against the Grand Total Value quoted by the L1 bidder. Unit rates will be taken as the base for making arithmetical corrections. The lower of the Grand Total Value or arithmetically corrected value would be considered.
- c. In exceptional situation, the committee may negotiate price with the qualified bidder quoting the lowest price before awarding the contract.

Section D

Formats

FORMAT – 1

(To be submitted on Letter Head)

S. No	Organizational Contact Details	
1.	Name of Organization	
2.	Year of establishment	
3.	Number of employees	
4.	Main areas of business	
5.	Type of Organization Firm/ Company/ registered under the Indian Companies Act, 2013	
6.	Whether the firm has been blacklisted by any Central Govt. / State Govt./PSU/ Govt. Bodies / Autonomous bodies/ IITs & IIMs/Reputed Educational Institutes in India. If yes, details to be provided. If No, attach Undertaking in regards to not being blacklisted.	
7.	Address of registered office with telephone no. & E-mail	
8.	Address of offices - in National Capital Region of Delhi if any	
9.	Authorized Contact Person with telephone no. & E-mail ID	
10.	Annual turnover in each of the last 3 consecutive Financial Years (FY 2020-21, 2021-22, 2022-23).	
11.	Profit earned in the last 3 consecutive Financial Years (FY 2020-21, 2021-22, 2022- 23)	
12.	Experience of executing similar works in last five years (Attach work order copy and completion certificate)	Project Value: Rs. 03 Crore 1. Project Value: Rs. 02 Crore to Rs. 03 Crore 1. 2. Project Value: Rs. 01 Crore to Rs. 02 Crore 1. 2. 3.
13.	Names & addresses of prestigious clients (at least three) along with their contact details (telephone number/E-mail) of the	1. 2. 3.

	contact persons of the clients of recent past.	
14.	Whether ISO 9001:2008 or equivalent, ISO 27001 or equivalent certifications. Attach relevant documentary proof.	Yes <input type="checkbox"/> / No <input type="checkbox"/>
15.	Agree to Warranty & Support All products should be quoted with at least 5-year warranty from OEM with next day business support.	Yes <input type="checkbox"/> / No <input type="checkbox"/>
16.	Undertaking 1 submitted on letter head signed by authorized signatory <ul style="list-style-type: none"> • The products being quoted would not be declared end-of-sale for the next 1 year from the last date of bid submission of this tender document. • The support including spares, patches, upgrades/ updates for the quoted items shall be available for the next 5 years from the date of successful installation, testing and commissioning of the system • All devices has a life-time of at least 5 years 	Yes <input type="checkbox"/> / No <input type="checkbox"/>
17.	Undertaking 2 submitted on letter head signed by authorized signatory Following unconditional compliance & undertaking for all equipment/ services/ software that would be procured and installed. <i>"All the equipment & devices will be properly configured. There will not be any vulnerability left in the equipment"</i> .	Yes <input type="checkbox"/> / No <input type="checkbox"/>
18.	OEM Authorization (tender specific MAF from OEM whose products are quoted)	Yes <input type="checkbox"/> / No <input type="checkbox"/>
19.	OEM Specific requirements documentation submitted as indicated in the Bid Rejection Criteria and Minimum Qualification Criteria	Yes <input type="checkbox"/> / No <input type="checkbox"/>
20.	Agree to Scope of Work, technical specifications as per Section E (To be submitted on letter head signed and stamped)	Yes <input type="checkbox"/> / No <input type="checkbox"/>
21.	Agree to Payment Terms <ol style="list-style-type: none"> a. 70 percent of payment of total Purchase Order value after successful supply of items required for project and generation of the invoice for the same. b. 25 percent of payment of total 	Yes <input type="checkbox"/> / No <input type="checkbox"/>

	<p>Purchase Order value after generation of invoice post successful delivery, installation & commissioning of the project, handing over of warranty related papers of hardware and initiation of warranty period if vendor performed satisfactorily.</p> <p>c. Rest 05 percent of Purchase Order Value will be retained as security deposit. The amount will be refunded after the initial warranty & service period of three years is over, only if the project is executed satisfactorily as well as service under standard warranty service period of three years are conducted satisfactorily as per MDI expectation. If contract with vendor during execution of project or during warranty period is terminated prematurely by vendor or service rendered was not satisfactory as per MDI expectations, then security deposit amount will be forfeited.</p>	
22.	Delivery period (please mention)	_____ Weeks
23.	Installation period (please mention)	_____ Weeks

Enclose: -

1. All documentary proofs for all the above points and place them in same serial order in the technical bid.

Signature of the bidder signatory
 Full Name of bidder signatory
 Full name of the bidder company

Stamp
 Date:
 Place:

Note: This is to be furnished on the letter head of the bidder.

FORMAT – 2

(To be submitted on Letter Head)

Experience of implementing similar works within last 5 years

Add a row for Each Client

Minimum three required

S .No.	Client Name (Higher Education Institute / University/ Govt. / PSU/ Others)	Size of the Project (No. of desktops/ laptops – in the same order)	Value of the Project	meter of Fiber Optical Cable installed	Client Contact No.	Client Email ID	Work Order Copy / Completion Certificate Attached
							Yes <input type="checkbox"/> / No <input type="checkbox"/>
							Yes <input type="checkbox"/> / No <input type="checkbox"/>
							Yes <input type="checkbox"/> / No <input type="checkbox"/>
							Yes <input type="checkbox"/> / No <input type="checkbox"/>
							Yes <input type="checkbox"/> / No <input type="checkbox"/>

Encl: Documentary Proof to be attached

Signature of the bidder signatory

Full Name of bidder signatory

Full name of the bidder company

Stamp

Date:

Place:

FORMAT – 3

(Certificate from Practicing CA on his letterhead)

Financial Strength of the Organization				
S. No	Financial Year	Whether profitable (Yes/NO)	Annual net profit (in Lakhs of Rs.)	Overall annual turnover (in Lakhs of Rs.)
1	2020-21			
2	2021-22			
3	2022-23			
Note: Please enclose annual report				

Signature of the bidder signatory
Full Name of bidder signatory
Full name of the bidder company

Stamp
Date:
Place:

Encl: as above

Format-4

(To be submitted on Letter Head)

Details of technical and administrative personnel who would be point of contact for MDI Gurgaon

S. No.	Name	Designation	Contact Details (Email & Mobile)	Capacity in which employee would be involved in the work

Signature of the bidder signatory
Full Name of bidder signatory
Full name of the bidder company

Stamp
Date:
Place:

Format-5

(DECLARATION ON NON-JUDICIAL STAMP PAPER OF RS. 10/-)

I/we _____ Partner(s)/legal Attorney/ Proprietor(s)/ Accredited Representative(s) of M/s _____ solemnly declare that:

2. I/we are submitting tender for ----- against Tender Notice No. _____ dated _____.

3. All information furnished by me/us in respect of fulfillment of eligibility criteria and information given in this tender is complete, correct and true. All documents/credentials submitted along with this tender are genuine, true and valid.

4. My/our bid shall remain valid for a period of 180 days from the last date fixed for the bid submission in accordance with the Bidding Documents and shall be binding upon us and maybe accepted at any time before the expiry of the period.

5. The Price-Bid submitted by me/us is "WITHOUT ANY CONDITION".

6. If any information or document submitted is found to be false/incorrect, MDI may cancel my/our Tender and can take any action as deemed fit including termination of the contract, for forfeiture of all dues including blacklisting of my/our firm and all partners of the firm etc.

7. I/we also declare that the Government of India or any other Government body has not issued any show-cause notice or declared us ineligible or blacklisted us on charges of engaging in corrupt, fraudulent, collusive or coercive practices or any failure/lapses of serious nature.

8. I/We understand that MDI Gurgaon decision will be final for the evaluation and rejection of Bids.

9. I/We have gone through all terms & conditions of the tender documents before submitting the same and accept the same along with the technical specification and all other conditions mentioned in the documents; including the condition that MDI is not bound to accept the lowest bid.

Signature of the bidder signatory
Full Name of bidder signatory
Full name of the bidder company

Stamp
Date:
Place:

Section E

Scope of Work, Schedule of Requirement and BoM

Supply, Installation, Testing and Commissioning of desktops as per detailed specifications given below:

Technical Specifications for 142 No. of Desktops with MS Windows 11 Prof. OS

*Attach technical data sheet of all the products quoted

* Attach compliance to the specifications on OEM letter head

S.No.	Detailed Specification* * Attach Product Sheet with Detailed Specifications	Product Make and Model quoted	Compliance	Deviations (If any). *Attach separate Sheets
1.	<p>Desktop with Monitor – 110 Nos. (Dell/ HP/ Lenovo)</p> <p>Intel 14th gen core i5 processor 14500 vPro (24MB cache, 14 cores, 20 threads up to 5.0 Ghz Turbo, 65w), Commercial Class Intel Q670 Chipset , PCIe bus upto Gen3, 16gb: 1x16gb DDR5 RAM with 5600 MT/s or better and expandability up to 64GB, AMD Radeon RX6300 2GB GDDR6 full height display port graphic card, M.2 512gb SSD + 1TB 3.5 inch 7200 RPM HDD, Keyboard & Mouse, Intel® AX211 WI-FI 6E 2x2 Bluetooth, Ethernet port 10/100/1000 Mbps, 3usb 3.2 Gen, 4usb 2.0 with at least 2 smart power on ports, OEM based Artificial Intelligence based tool to improve the user experience with app performance optimization, network connectivity optimization & privacy optimization, Universal audio port, 1 display port, 1 HDMI port, 2 full height Gen3 PCIe x1 slot and One full height Gen3 PCIe x16 slot, Recyclable packaging, Chasis 14.6 liters, in-built dust filter, Discreet TPM 2.0, chassis Intrusion switch/Intrusion Sensor with chassis physical security cable lock slot, Windows 11 pro pre-installed from factory, 2 DIMM slots or more, minimum 2 x M.2 slots , pro support Onsite warranty 5 years, System Serial Number, OEM Name, SSD/HDD, RAM and Processor Information to be available into the BIOS (CMOS), Standard full size USB keyboard and Standard USB Optical scroll mouse of same OEM with logo embossed no sticker, Windows Certification ,Mouse Pad Windows 11pro (Pre installed), Warranty: 5 years + 5 years ADP 24x7 Pro Support</p>		Yes <input type="checkbox"/> / No <input type="checkbox"/>	
2	<p>Desktop without Monitor – 32 Nos. (Dell/ HP/ Lenovo)</p> <p>Supply, Installation, Testing and commissioning of desktops Intel 14th gen core i5 processor 14500 vPro (24MB cache, 14 cores, 20 threads up to 5.0 Ghz Turbo, 65w), Commercial Class Intel Q670 Chipset , PCIe bus upto Gen3, 16gb:</p>		Yes <input type="checkbox"/> / No <input type="checkbox"/>	

	<p>1x16gb DDR5 RAM with 5600 MT/s or better and expandability up to 64GB, AMD Radeon RX6300 2GB GDDR6 full height display port graphic card, M.2 512gb SSD + 1TB 3.5 inch 7200 RPM HDD, Keyboard & Mouse, Intel® AX211 WI-FI 6E 2x2 Bluetooth, Ethernet port 10/100/1000 Mbps, 3usb 3.2 Gen, 4usb 2.0 with at least 2 smart power on ports, OEM based Artificial Intelligence based tool to improve the user experience with app performance optimization, network connectivity optimization & privacy optimization, Universal audio port, 1 display port, 1 HDMI port, 2 full height Gen3 PCIe1 slot and One full height Gen3 PCIe x16 slot, Recyclable packaging, Chasis 14.6 liters, in-built dust filter, Discreet TPM 2.0, chassis Intrusion switch/Intrusion Sensor with chassis physical security cable lock slot, Windows 11 pro pre-installed from factory, 2 DIMM slots or more, minimum 2 x M.2 slots , pro support Onsite warranty 5 years, System Serial Number, OEM Name, SSD/HDD, RAM and Processor Information to be available into the BIOS (CMOS), Standard full size USB keyboard and Standard USB Optical scroll mouse of same OEM with logo embossed no sticker, Windows Certification ,Mouse Pad Windows 11pro (Pre installed), Warranty: 5 years + 5 years ADP 24x7 Pro Support</p>			
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Details of hardware offered under buyback on AS-IS WHERE-IS basis

S. No.	Device	Qty.	Compliance for buyback.
1.	Printer	01	Yes <input type="checkbox"/> / No <input type="checkbox"/>
2.	Server HDD	01	Yes <input type="checkbox"/> / No <input type="checkbox"/>
3.	HDD	01	Yes <input type="checkbox"/> / No <input type="checkbox"/>

Signature of the bidder signatory
Full Name of bidder signatory
Full name of the bidder company

Stamp
Date:
Place:

Format-6

Financial Bid

A. Quote for SITC of new desktops for MDI Gurgaon Campus

S. No.	Description of Item & Specification (Model no if any)	Qty*	Make/ Model	Unit Price in Rs.	GST (%)	Total Price excluding GST in Rs.	Total Price including GST in Rs.
1.	Desktop with Monitor as per specifications in Section E Warranty: 5 years +5 years ADP 24x7 Pro Support	110					
2.	Desktop without Monitor as per specifications in Section E Warranty: 5 years +5 years ADP 24x7 Pro Support	32					
	Grand Total						

Total Amount in Figures: Rs. _____

Total Amount in Words: Rupees _____

Delivery period in Weeks: _____

Installation period in weeks: _____

B. Quote for Buyback#

S. No.	Device	Qty.	Unit Price in Rs.	GST	Total Price Excl. GST	Total Price Incl. GST
1.	Printer	01				
2.	Server HDD	01				
3.	HDD	01				
	Grand Total					

Note:

*Quantity of new purchase may increase/decrease/ may be zero at the time of placing order.

#Refer tender terms for buyback devices

- The Scope and specifications given in Section-E must be agreed. The bid with deviations

would be rejected.

- Quotation Validity Period: - 180 days from the last date of Submission of quotation/tender.
- In case of discrepancy in the amount quoted in figure and words, the amount mentioned, which results in lowest payable by MDI will be taken into consideration.
- 5-year warranty from OEM with next day business support.
- Price quoted should be inclusive of freight, cartage, delivery and installation at MDI Gurgaon Campus. Nothing extra will be paid.
- #MDI may place the order for the whole/ some of the items indicated above. Quantity of each item may vary (increase/ decrease) at the time of placing the order. Decision of competent authority of MDI in this regard shall be final and acceptable to the bidder.
- **Not delivering items within the period indicated above would attract penalty**
- **Financial bid not in the format-6 (as above) would be summarily rejected.**
- **All items must be quoted. Not quoting for one or more of the above items would lead to rejection of the bid.**
- **Payment terms not in conformity of the tender terms would lead to rejection of the bid.**

Signature of the bidder signatory

Full Name of bidder signatory

Full name of the bidder company

Stamp

Date:

Place:

(To be submitted on company letter head)