

**TENDER FOR THE SUPPLY OF DESTOP COMPUTERS, MONITOR, AUDIO HEADSET WITH  
MIC AND USB WEBCAM AT INDIAN MARITIME UNIVERSITY-NAVI MUMBAI CAMPUS**



**TENDER No: IMU-NMC/COMPUTERS/2020/67**  
**Issue Date: 6th July, 2020**

**TENDER ABSTRACT**

1	Title	Tender for the supply of 20 Nos. of Desktop Computers and other Peripherals in Clause 6 (6.1)
2	Notice Inviting Tender No.	Tender No.IMU-NMC/COMPUTERS/2020/67
3	Last date and time for issue & receipt of bids	<b>13:00 Hrs on 5<sup>th</sup> August, 2020</b> <b>14:00 Hrs on 5<sup>th</sup> August, 2020</b>
4	Date and time for opening of Technical bid	<b>15:00 Hrs on 5<sup>th</sup> August, 2020</b>
5	Date and time for opening of Financial bid:	To be intimated later (Intimation shall be made to Technically qualified bidders only.)
6	Period of contract (Work Completion period)	Two weeks for Delivery from the date receipt of work order.
7	Warranty/guarantee Services	1 year warranty/guarantee from the date of completion of Installation/Supply.
8	Estimated cost of the Tender	Rs.9.5 Lakhs (approximately).
9	Validity of tender offers	90 days from date of opening of Technical bid.
10	EMD Amount	Rs.10,000/- in the form of Demand Draft payable in favor of Indian Maritime University, Navi Mumbai Campus and payable at Mumbai/Navi Mumbai.
11	Security Deposit (for finalized bidder only )	10% of the contract value in the form of Demand Draft payable in favor of Indian Maritime University, Navi Mumbai Campus payable at Mumbai/Navi Mumbai.
12	Address for Submission of Tender	Deputy Registrar (Admin), IMU, Navi Mumbai Campus, (T S Chanakya) Karave, Nerul, Navi Mumbai-400 706

## 1. Invitation for Bids:

The Indian Maritime University, Navi Mumbai Campus (hereinafter referred to as the buyer or IMU-NMC) intends to invite bids for the supply of 20 Nos. of Desktop Computers and other Peripherals in Clause 6 (6.1). For this purpose, Sealed Tenders under Two bid system, are invited from reputed, experienced and technologically sound Supplier cum Service Providers/Companies/ Agencies having adequate infrastructure.

Type of Tender	<b>Two cover system</b> Cover-I-Technical Bid Cover-II- Price Bid
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## EMD and Tender Fees:

Sl.No.	Particulars	Supporting document
1	Tender documents can be downloaded at free of cost from <a href="http://www.imunavimumbai.ac.in">www.imunavimumbai.ac.in</a> or <a href="http://www.imu.edu.in">www.imu.edu.in</a>	Nil
2	Service Provider must submit EMD for Rs.10,000/- (Rupees Ten Thousand only).	Demand Draft from Nationalized / Scheduled Commercial bank.

## 2. Instructions to Bidders:

### 2.1. General Instructions:

2.1.1. Tender documents consisting of Technical & Financial Bids shall be submitted by the bidders in Two separate sealed envelopes:

- a) Cover – I (**Technical Bid**), should contain the covering letter, Notice Inviting Tender (NIT) signed on all pages. This cover should be sealed and superscribed as “**Technical Bid**”.
- b) Cover – II (**Price Bid**), should contain only Price Bid (Statement No. 3). This cover should be sealed and superscribed as “**Price Bid**”.
- c) **Covers 1 & 2 should be kept in a separate main cover and this cover should also be sealed, superscribed as “Tender for Supply of 20 Nos. Of Desktop Computers and other Peripherals in Clause 6 (6.1) at IMU-NMC”. The bids should reach latest by 14:00 hrs on 5th August, 2020.**

2.1.2. Sealed bids should be dropped in the Tender Box placed at Administrative Block, IMU-Navi Mumbai Campus, Karave, Nerul, Navi Mumbai-400 706 or sent by registered post in the address mentioned for communication below and to reach by

due date and time. Late tenders will not be accepted in any circumstances and no responsibility will be taken for any postal delay or non-receipt/non-delivery of the bid documents.

2.1.3. A bidder may modify or withdraw his bid after submission provided that the written notice of modification or withdrawal is received by this office prior to deadline prescribed for submission of bids. No bid shall be modified after the deadline for submission of bids and expiration of the period of bid validity specified. Withdrawal of a bid during this period will result in forfeiture of EMD.

2.1.4. **The bidders should submit all details, documents etc. as required in the tender document duly signed on each page. All the pages of tender document including the documents enclosed with it should be serially numbered. The total number of pages should be mentioned in the forwarding letter. In case bidder fails to do so, the offer will be considered as unsolicited bid and IMU-Navi Mumbai Campus will reject the bid without seeking any further clarification.**

2.1.5. The bidder shall submit the copy of the tender document, corrigendum and addenda thereto, if any, with each page signed and stamped to confirm the acceptance of the entire Terms and Conditions of the tender.

2.1.6. All communications with regard to this tender to be addressed to:

Deputy Registrar (Admin),  
IMU, Navi Mumbai Campus,  
(T S Chanakya)  
Karave, Nerul,  
Navi Mumbai-400 706  
Tel: 20876809  
e-mail: dradmin.navimumbai@imu.ac.in

2.1.7. IMU-Navi Mumbai Campus at its sole discretion reserves the right to extend last date of submission of tender and the same shall be updated in IMU- Navi Mumbai Campus website and all bidders are requested to visit the website regularly for latest updates.

2.1.8. IMU-Navi Mumbai Campus reserves the right to annul the bidding process at any time without any liability for such annulment, without assigning any reason there to.

2.1.9. IMU-Navi Mumbai Campus reserves the right to invite revised tenders with or without amendment at any stage without any liability for such invitation and without assigning any reason thereof.

- 2.1.10. IMU-Navi Mumbai Campus shall notify the successful bidder through e-mail or telephonically inform about sending a mail. IMU-Navi Mumbai Campus will send the purchase order by e-mail to the successful bidder. This purchase order letter shall indicate the details of good & services to be supplied by the bidder and the amount which IMU-Navi Mumbai Campus shall pay to the successful bidder in consideration of the execution of the contract by him.
- 2.1.11. Upon receipt of the Work Order by the Contractor, he shall execute an Agreement on Non-Judicial Stamp paper for value of Rs.100/- (Rupees Hundred only) within Seven (07) days from the date of receipt of Work Order.
- 2.1.12. Quoted rates must be valid for 90 days from the date of Opening of the Tender.
- 2.1.13. The bidder must comply with all the provisions of Rules/Regulations Statutory guidelines applicable and shall comply with all necessary registration, licenses, approvals and sanction under the applicable laws.
- 2.1.14. The bidder shall note that no alternative or counter or qualifying tender conditions by the bidder will be acceptable to IMU-Navi Mumbai Campus. Tenders containing any qualifying conditions in any form may be treated as non-responsive and will run the risk of rejection. In general, printed or another written terms & conditions shall not be accepted.
- 2.1.15. Bidder who submits more than one tender will be disqualified.
- 2.1.16. **Response to queries and issue of amendments:**
- 2.1.17. IMU-Navi Mumbai Campus decision is final and binding with regard to interpretation of terms used or other tender contents.
- 2.1.18. IMU-Navi Mumbai Campus may, for any reason, suo moto or in response to a clarification by a prospective bidder or bidder, modify the tender documents by amendments (through addenda / corrigenda etc.).
- 2.1.19. Any such amendments will be informed to all the participants on IMU-Navi Mumbai Campus website. All the bidders who had downloaded/received the Bid Document shall verify, whether any such amendments have been issued by IMU-NMC, before submitting their bid and shall take cognizance of and include such amendment(s) in their submission. In any case, the amendment(s), if any, shall be binding on the Bidder.
- 2.1.20. Any such corrigendum/addendum shall be deemed to be part or incorporated into this NIT.

- 2.1.21. In order to provide prospective bidders reasonable time for taking the Corrigendum/Modifications into account, IMU-NMC may, at its sole discretion, extend the last date for the receipt of Bids. However, no such request in this regard shall be binding on IMU-NMC.
- 2.1.22. It is the responsibility of the bidder to check the website of IMU-NMC from time to time for updates.
- 2.2. **Cost of Bidding.** The Bidders shall bear all costs, efforts or their time associated with the preparation and submission of their bids and the IMU-Navi Mumbai Campus will in no case be responsible or liable for those costs / efforts / time, regardless of the conduct or outcome of the tendering process or the cancellation, if any, of tender by IMU-Navi Mumbai Campus, due to any reason whatsoever and at any stage of the tender (IMU-Navi Mumbai Campus is not responsible, if there is a cancellation even after price bid opening).
- 2.3. **Completeness of Tender.** The Bidder is expected to examine all instructions, forms, terms, conditions and deliverables in the tender document. Failure to furnish all information required by the tender documents or submission of a tender offer not substantially responsive in every respect to the tender documents will be at the bidder's risk and may result in rejection of its tender offer. The tender offer is liable to be rejected outright without any intimation to the bidder if complete Information as called for in the tender document is not given therein, or if particulars asked for in the forms / pro-forma in the tender are not fully furnished.
- 2.4. **Deadline for Submission of Proposals.** Tenders must reach the IMU-Navi Mumbai Campus through speed post / courier or to be dropped in to the box placed in the Deputy Registrar (Admin) Office, IMU-Navi Mumbai Campus, prior to the last date & time for submission, specified in the abstract. IMU-Navi Mumbai Campus may, at its sole discretion extend the date and time for submission of tenders. Any updates with regard to such extension or any other communication intended for the bidders / prospective bidders will be made only through IMU's website stated above. Any tender received after the last date and time for submission of tenders prescribed will be rejected.
- 2.5. **Late Proposal:**
- Any proposal received by IMU-Navi Mumbai Campus after the deadline for submission of proposals prescribed by IMU-Navi Mumbai Campus, will be rejected and kept as an unopened Tender.
- 2.6. **Modification and withdrawal of bids:**
- 2.6.1. The bidder may be allowed to modify or to submit revised bid due to corrigendum, addendum, etc., issued by IMU-Navi Mumbai Campus, any time prior to the last

date prescribed for receipt of bids, by giving a written notice to the IMU-Navi Mumbai Campus.

2.6.2. The bidder's modification or withdrawal notice shall be prepared, sealed, marked and dispatched in a manner similar to the original Proposal.

2.6.3. Subsequent to the last date for receipt of bids, no modification of bids shall be allowed. No bid may be withdrawn in the interval between the deadline for submission of bids and expiration of the of bid validity period specified. Withdrawal of a bid during this period will result in Bidder's forfeiture of bid EMD.

**2.7. IMU's Right to accept and to reject any or all proposals:**

Notwithstanding anything else contained to contrary in this Tender Document, IMU-Navi Mumbai Campus reserves the right to annul the bidding process fully or partially or modifying the same and to reject any incomplete proposal or all the Proposals at any time prior to the award of work, without incurring any liabilities in this regard.

2.8. **Rejection of Bids.** The bids will be rejected on following grounds: \_

- a) If any one of the eligibility criteria as per the qualification criteria is not met
- b) EMD not submitted
- c) If tender terms and conditions are not met
- d) If bidder gives wrong information in the bid
- e) Canvassing in any form in connection with the bids
- f) If the bid is incomplete /partial bid/ conditional/unclear in any form
- g) Bids submitted after due date and time
- h) Bids are submitted through Telex/Fax/ e-mail (i.e. modes other than by way of speed post/ courier/ dropping in the box provided)
- i) Erasure and/or overwriting (if not countersigned by authorized person)
- j) Bids not signed by authorized signatory.
- k) If the Bid Documents including supporting Documents has not been serially numbered and properly Binded/Tagged.
- l) Any other technical lapses found out during examination of the documents.

2.9. **Bid validity.** Tenders shall remain valid for **90 days** from the last date for submission of tender.

**2.10. Bid Evaluation:**

2.10.1. Tenders will be opened at the IMU-Navi Mumbai Campus, Karave, Nerul, Navi Mumbai-400 706 at **15:00 Hrs on 5<sup>th</sup> August, 2020**. Any bidder who are willing to observe the tender opening, may, in person or through his authorized representative, be present at the venue and witness the tender opening. In case of authorized representative, bidder should send a letter of authorization containing the specimen signature of their representative who is deputed to be present at the time of opening of tender. Representatives without carrying the letter of

authorization and personal identity card (i.e, office identity card/voter card/any government id proof) will not be permitted to witness the opening of the tender. The maximum number of representatives that a bidder can depute to witness the opening of the tender will be limited to One.

- 2.10.2. The bidder or his authorized representative who are present shall sign a register evidencing their attendance. In the event of the specified date of tender opening being declared as a holiday for the IMU-NMC, the tender shall be opened at the specified time on the next working day.
- 2.10.3. The information furnished by the bidder in Cover - I in the prescribed format supplied by the IMU-NMC will form the basis for the evaluation. In exceptional cases IMU-NMC representative reserves the right to obtain the clarifications from any of the bidder without vitiating the tendering process. If, in the opinion of the IMU-NMC, information and documents supplied in support of the tender do not indicate/meeting the requirements of the tender specifications, the tender may be determined as non-responsive and may be rejected by the IMU-NMC.
- 2.10.4. The Opening date & time of Price Bids (Cover- II) of technically qualified bidders will be communicated to technically qualified bidders *only* and will be opened in the presence of the technically qualified bidders or their authorized representatives, if they choose to attend and present. The procedures and number of participants etc., for opening Cover - II will be the same as the procedures outlined in Clause (3.12.2) & (3.12.3).
- 2.10.5. The tender is for Supply of 20 Nos. of Desktop Computers and other Peripherals in Clause 6 (6.1). As provided in the price bid format, the prospective bidders have to quote the price for 20 Nos. of Desktop Computers and other Peripherals in Clause 6 (6.1) and the bidder who quoted the lowest (L-1) total in Row-5 Grand Total Column in price bid will be awarded the work subject fulfilment of Minimum Configuration as per 6.2 & 6.3.
- 2.10.6. In case of tie, contract will be awarded to the bidder who has carried out the similar work and achieved the maximum Turnover out of the same.
- 2.10.7. In case of any mathematical errors in price bid, the figures derived by the committee are final. In case of difference in the amount mentioned in figure and word, the lower of two will be considered.
- 2.10.8. The contract period shall be deemed to have been commenced from the date of issue of work order.
- 2.10.9. The tender document should bear the full signature of the tenderer or if the

tenderer is partnership firm, then tender should bear the full signature of all the partners or the signature of the person holding power of attorney on behalf of the such tenderer and in case the tenderer is a Pvt. Ltd. or Public Ltd., Co. by any competent/ authorized person duly authorized by an official not below the rank of Director or Chief Executive or the Board.

#### **2.11. Special Conditions.**

- 2.11.1. Successful bidder will nominate an Officer/Manager as single point of contact to IMU-NMC to promptly address the issues raised by this Office. The bidder should have active office at Mumbai/Navi Mumbai. The Active Office may be inspected by IMU Official at any stage of this tender and if found non-existence of the office the tender shall be rejected without any prejudice on the grounds of providing false information and suitable legal action can be initiated against the bidder.
- 2.11.2. The Bidder, whom the work is awarded, has to appoint a person as one point communication to deal with issues during Supply and Warranty Period and same shall be communicated to IMU-NMC within 7 days from the date of awarding of contract. Any further changes at times in this regard, have to be communicated to IMU-NMC.
- 2.11.3. In case of any change in relation to location/communication details of office, after awarding of work, the bidder has to ensure that the same shall be communicated to IMU-NMC within reasonable time.
- 2.11.4. The Bidder must be authorized dealer/retailer to sell and Service the desktop computers and other Peripherals in Clause 6(6.1) for the Brands what he is quoted in the Price Bid. Locally assembled PCs or local brand PCs would not be accepted.
- 2.11.5. The Bidder shall not submit more than one proposal/statement of price-bid for different Brands / same brand with different specifications which are meeting the minimum configuration as stated in 6.2.
- 2.11.6. The Price-bids which are not meeting Minimum Configuration and requirement of being reputed national/international registered brand as stated in 6.2 & 6.3 shall be rejected.
- 2.11.7. The Bidder whom the work is awarded has to install all the equipment and any software necessary for proper Operation of the system.

#### **3. Earnest Money Deposit:**

- 4.1. Tender should be accompanied by an Earnest Money Deposit (EMD) for the value of Rs.10,000/- (Rupees Ten Thousand Only) in the form of Demand draft from any Nationalized Bank / Scheduled Bank drawn in favour of "Indian Maritime University - Navi Mumbai Campus", payable at Navi Mumbai. No other form mode of deposit



towards Earnest Money shall be accepted. Tenders not accompanied by the Earnest Money Deposit in the manner prescribed by the IMU-Navi Mumbai Campus will be summarily rejected.

- 4.2. The EMD of all unsuccessful bidders would be refunded by IMU-Navi Mumbai Campus within 7 working days on selection of successful bidder. No interest will be allowed on the Earnest Money. The EMD of the successful bidder will be refunded only after the remittance of Security Deposit. Alternatively, the successful bidder shall when his tender is accepted, furnish Security Deposit as specified in the clause elsewhere after adjusting the amount deposited by him towards earnest money. The earnest money shall retain its character as earnest money deposit, till the successful bidder furnishes the Security Deposit in full with or without adjustment of EMD.
- 4.3. Where a person whose tender has been received by IMU-Navi Mumbai Campus intimates that he is withdrawing their tender before the validity period or makes any modification in the terms and conditions of the tender which are not acceptable to the IMU-Navi Mumbai Campus (or) fails to furnish the Security Deposit within the prescribed time, the IMU-Navi Mumbai Campus shall without prejudice to IMU-Navi Mumbai Campus any other right or remedy, be at liberty to forfeit the Earnest Money deposited by such person absolutely. In case successful bidder fails to enter into a contract/agreement within 07 days or the time specified by IMU-Navi Mumbai Campus from the date of receipt of Work Order, EMD amount shall be forfeited.

#### **4. Eligibility Criteria:**

The bidder should have mandatory qualification as per the following table. The proposal of the bidders who are fulfilling the mandatory qualification criteria shall be considered for Cover-II evaluation. The offer will be rejected if the bidder does not fulfil any one of the mandatory qualification criteria.

	<b>Eligibility Criteria</b>	<b>Mode of Proof</b>
5.1.	The bidder should be in the business of supplying and servicing desktop computers and other Peripherals in Clause 6 (6.1) nationally/internationally reputed brands for at least 3 years.	Certificate of Incorporation and Articles of Association of the participant in case of Company /Limited Liability Partnership Agreement in case of LLP/Work Order/Valid certificate to that effect. Proof of being authorized dealer of reputed brand being offered.
5.2.	The bidder should possess valid Trade License, PAN and GST/Sales Tax Registration Certificate and should have	Self-attested photo copy of said certificates.

	office at Mumbai/Navi Mumbai.	
5.3.	The Goods and Service Provider should have satisfactorily completed “Similar Supply/Service” involving values as listed below in any one year during the last 3 years, i.e., from 2016-17, 2017-18, 2018-19. a) One similar work of value at least Rs. 8 Lakhs (Rupees Eight Lakhs) [OR] b) Two similar works of value at least Rs.5 Lakhs each (Rupees Five Lakhs) [OR] c) Three similar works of value at least 4 Lakhs each (Rupees Four Lakhs)	Copy of Purchase Order/Work Order and Copy of Completion Certificate/Final Invoice /Letter indicating return of Security Deposit for providing satisfactory ‘Completion of Work’ should be furnished for each of the projects. In case of direct bid by OEMs of reputed national/internationally registered brands with registered trade mark and pan India presence this proof is not required. IMU retains the right to seek proof if considered necessary.
5.4.	The Bidder must have own/be an authorized dealer/retailer to sell desktop computers and other Peripherals in Clause 6(6.1) and provide AMC support for the brands what he is quoted in the Price Bid.	Relevant documents/ agreements duly attested by Bidder.
5.5.	Track record of references of earlier purchase or work orders completed for supply of Desktop Computers and other Peripherals by the supplier.	Data to be supported by relevant proofs like Work Order/ customer testimonial or any other formal document to denote proof of successful project completion
5.6.	The Service Provider should not have been debarred for last 3 years by any government Department.	Self-declaration to this effect.
5.7.	Maintenance Support during AMC	The supplier should have assured service support system by way of having own service centre or the OEM should have Service centre for whom the supplier is an authorized dealer

- 5.9. ‘Similar Work/Service’ means Supply of desktop computers as per the Tender with Government / Semi-Government/ Public Sector organizations/ National level educational institutes and Central Universities/ State Universities / Public Limited Companies. / Reputed UGC/ AICTE Recognized or private Sector Universities / Maritime training institutes and Port Organizations.
- 5.10. With regard to the various proof/supporting documents produced by the bidders for establishing that they meet the various eligibility conditions, it shall be IMU-Navi Mumbai Campus prerogative to decide whether the document produced is valid evidence or not and to call for additional proof, if required.
- 5.11. All documents submitted along with this tender for meeting eligibility criteria are to be duly signed by the authorized signatory. If required, IMU-Navi Mumbai Campus may insist for notarized copy or ask to produce originals to ascertain the veracity of the documents. IMU-Navi Mumbai Campus also reserves the right to ask more proof to

corroborate the eligibility declarations.

## **6. Scope of Work:**

### **6.1. List of Requirement under this Project:**

Sr. No.	Description Of Item	Quantity
1.	Desktop Computer with following specification: (a) Core i3 9 <sup>th</sup> Gen (9100) or later (b) 8 GB DDR4 (2133/2400 MHz or higher) (c) 256 GB SSD minimum (NVMe or sata) (d) Built-in Graphics (e) Built-in WiFi and Bluetooth (Wi-Fi 802.11b/g/n, Wi-Fi 802.11ac, NA, Wi-Fi 3165 802.11ac dual band 1x1 + Bluetooth 4.2, Wi-Fi 6 AX200 2x2 (Gig+) + Bluetooth 5.0 Or higher) (f) Wired Keyboard and Mouse (g) Pre installed Windows 10 Student edition (h) Pre Installed Office 2019 Student edition Lifetime Key (i) Small form factor enclosure. (j) Excluding Display Monitor of any kind	20
2.	23/24" LED back lit monitor full HD (1920X1080 pixel)	10
3.	Audio Headset with Mic (USB)	20
4.	USB Webcam (HD 720p/30fps, Widescreen HD Video Calling, HD Light Correction, Noise-Reducing Mic)	50

Brands such as Lenovo, HP, Asus, Dell etc and equivalent reputed brands are preferred.

### **6.2. Supply:**

- a.** The Contractor, in a timely manner, will arrange for and provide all equipment, supplies, related support services and personnel necessary to complete the work/project.
- b.** No second hand part, component and accessory should be used in the supplied machine (Desktop Computers).
- c.** All accessories (e.g. Power cable, Signal cable, Brackets and fixtures, casing) that may be necessary for proper use of the equipment will have to be included in the delivery.
- d.** Contractor shall have at all times during the performance of the work, a competent supervisor on the premises. Any instruction given to such supervisor shall be construed as having been given to the Contractor.

- e. Contractor shall be solely responsible for making available all requisite installation equipment, special aids, tools, tackles and testing equipment, appliances etc. for executing the work
- f. The successful Contractor shall have to train two persons of the Institute on site by the certified and trained engineers/personnel on the hardware products supplied.

**6.2.1. Delivery & Penalty for Delay:**

- a) **Delivery:** The Work of Delivery should be completed within Four weeks for Delivery from the Date of issue of work order.
- b) In case of delay in Delivery more than the specified/allowed time, or any inconvenience caused either in terms of delivery or quality of the above mentioned products, IMU-Navi Mumbai Campus reserves full rights to impose penalty. For delay in delivery for every week or part thereof, a penalty of 0.5% (point five percent) of the Purchase order amount, subject to maximum of 10% of the Purchase order amount will be deducted.

**6.3. Warranty:**

- a. All the hardware and software in Sr. No. 1 and Sr. No. 2 of Clause 6.1 should have Comprehensive **Three Year** onsite free warranty. For SI 3 & 4 the warranty should be **Six Months**.
- b. Contractor shall be fully responsible for the manufacturers' warranty in respect of proper design, quality and workmanship of all the equipment, accessories etc. covered by the tender.
- c. In case of any failure, the vendor shall ensure that the desktop computer is made operational to the full satisfaction of IMU-Navi Mumbai Campus.
- d. In the case of any break down/malfunctioning of hardware, hardware components, accessories, software, etc., the relevant defect is attended to and rectified within 24 hours of the receipt/notice of the complaint.
- e. The contractor shall provide necessary support by deputing engineers with adequate qualification and experience to troubleshoot and maintain the systems as and when required.
- f. The contractor should ensure that all the engineers are appropriately qualified and have necessary expertise to resolve the problems/provide solutions as required so that there is minimal disruption of the services to the users of IMU-Navi Mumbai Campus.

## 7. Security Deposit:

- 7.1. Within 07 working days of the successful Supplier/Service Provider's receipt of notification of award, the Supplier/Service Provider shall furnish a Security Deposit of 10% of work order value in the form of A/C Payee Demand Draft in favour of Indian Maritime University payable at Mumbai/Navi Mumbai. The EMD already paid can be adjusted against the Security Deposit.
- 7.2. The Security Deposit will be discharged by the IMU-NMC and returned to the Vendor without interest not later than 15 days following the date of completion of the Vendor's performance obligations including warranty period and submission of completion certificate.
- 7.3. The proceeds of the Security Deposit shall be payable to the IMU-NMC as compensation for any loss (es) resulting from the failure of the Vendor to meet out its obligations under the Contract. This shall be in addition to any other action/penalty taken by IMU-NMC for delays/default/failure on the part of the Vendor.

## 8. Payment Terms:

- 8.1. No advance payment will be made.
- 8.2. The successful Good and Service Provider should furnish the bill for supplying 20 Nos. Desktop Computers and other Peripherals in Clause 6(6.1) to the IMU-Navi Mumbai Campus, in Triplicate on completion of the work. The payment shall be made based on successful completion/installation of the work/project.

The Bills shall be submitted as follows:

Sr.No	Time to Raise Bill	Submission of Bill
1	After successful Delivery of 20 Nos. Desktop Computers and other Peripherals in Clause 6(6.1)	Bill shall be submitted along with Installation and trial report for the cost. The bill must clearly mention each line item separately indicating quantity, unit price and total cost. GST and any other applicable tax needs to be shown separately

- 8.3. Payment shall be made within 10 working days from the date of submission of bill along with satisfactory completion certificate and trial report of the committee formed by the institute to verify system performance.

- 8.4. In the event of unsatisfactory performance or non-performance of any of the steps/activities not attributable to IMU-Navi Mumbai Campus or to Force Majeure causes, IMU-Navi Mumbai Campus shall have the right to withhold the corresponding payment for these steps/activities either fully or partly after giving a 7-day notice to the Vendor to show cause against the same, and to take such other legal action to make good the losses caused by the Vendor to IMU-Navi Mumbai Campus. Penalty (Liquidated Damage) shall be decided by IMU-Navi Mumbai Campus without any ceiling but not more than awarded value. IMU-Navi Mumbai Campus shall also have the right to terminate the contract altogether (upon which the Security Deposit paid by the Vendor shall stand forfeited) and to entrust the remaining work at the discretion of IMU-Navi Mumbai Campus.
9. **TAXES AND DUTIES.** The Tax Invoice raised by the supplier must be in compliance of relevant GST acts, rules & notifications. The rate and amount of CGST, SGST, IGST and GST (Compensation to state) cess, related to supply of goods, shall be shown separately in tax invoice for each item of supply.
10. **Anti-Profiteering Rules of GST.** The Service Provider should strictly adhere with the Anti-Profiteering Rules of GST.
11. **Confidentiality.** The Supplier/Service Provider and their personnel shall not, either during implementation or after completion of the project, disclose any proprietary or confidential information or data relating to IMU-Navi Mumbai Campus Office Documents without the prior consent of the IMU-Navi Mumbai Campus. IMU-Navi Mumbai Campus reciprocally agrees to do likewise regarding any proprietary or confidential information or data relating to the Service Provider which may come into the possession or custody of IMU-Navi Mumbai Campus in the course of the project.
12. **Execution of Contract.** The successful Service Provider has to enter in to an agreement with IMU-Navi Mumbai Campus incorporating all clauses of the Tender document and any other as may be agreed to by both the parties on a Non-Judicial Stamp Paper of Rs.100/-.
- 13. Termination Clause:**
- 13.1. In the event of the breach of any of the provisions of contract by the supplier, IMU shall have the right to terminate the tender summarily, at any stage.
- 13.2. In the event of IMU terminating the contract for breach by the supplier of any of the provisions thereof, the supplier shall be liable for any loss suffered by IMU-Navi Mumbai Campus up to the time of the termination of the contract.
- 14. Force Majeure:**

- 14.1. The Vendor shall not be liable for forfeiture of its performance security, liquidated damages or termination for default, if and to the extent that, it's delay in performance or other failure to perform its obligations under the Contract is the result of an event of Force Majeure.
- 14.2. For purposes of this Clause, "Force Majeure" means an event beyond the control of the Vendor and not involving the Vendor's fault or negligence and not foreseeable. Such events may include, but are not limited to, acts of the Purchaser either in its sovereign or contractual capacity, wars or revolutions, fires, floods, epidemics, quarantine restrictions and freight embargoes.
- 14.3. If a Force Majeure situation arises, the Vendor shall promptly notify the IMU-Navi Mumbai Campus in writing of such conditions and the cause thereof. Unless otherwise directed by the IMU-Navi Mumbai Campus in writing, the Vendor shall continue to perform its obligations under the Contract as far as is reasonably practical, and shall all reasonable alternative means for performance not prevented by the Force Majeure event.

**15. Indemnity:**

The selected Goods and Service Provider shall indemnify IMU-Navi Mumbai Campus from and against any costs, loss, damages, expense, claims including those from third parties or liabilities of any kind how-so-ever suffered including patent, copyright, trademark and trade secret, arising or incurred inter-alia during and after the Contract period out of:

- 15.1. Negligence or wrongful act or omission by the Selected Goods and Service Provider or its team or any Agency/ Third Party in connection with or incidental to this Contract; or
- 15.2. Any breach of any of the terms the Selected Service Provider's Proposal as agreed, the Tender and this contract by the Selected Service Provider, its Team or any Agency/ Third Party.
- 15.3. Service Provider (the "Indemnifying Party") undertakes to indemnify the client (the "Indemnified Party") from and against all losses, claims for damages including losses, claims for damages on account of bodily injury, death or damage to any of his personnel while working in the campus.

**16. Arbitration & Jurisdiction.** In the event of disputes, differences, claims and questions arising between the parties hereto arising out of this Agreement or anyway relating hereto or any term, condition or provision herein mentioned or the construction or interpretation thereof or otherwise in relation hereto, the parties shall first endeavour to resolve such differences, disputes, claims or questions by mutual discussion and

failing such settlement, the same shall be referred for arbitration by a sole Arbitrator appointed by the Director, IMU-Navi Mumbai Campus. Such arbitration shall be held in accordance with the provisions of the Arbitration and Conciliation Act 1996 or re-enactment thereof for the time being in force and shall be held in Mumbai/Navi Mumbai. In case the Arbitration award is not acceptable to either of the parties, they may approach courts having jurisdiction at Mumbai/Navi Mumbai only.

17. **Applicable Law.** The Contract shall be interpreted in accordance with the laws of the Union of India and all disputes shall be subject to place of jurisdiction of Mumbai/Navi Mumbai Courts only.

**Deputy Registrar (Admin.)**



**Statement No.1**  
**Covering Letter to accompany Technical Bid**

*[On the Letter head of the Service Provider and to be put in a separate sealed cover along with*

*Statement no. 2 (Technical Bid) and DD for EMD of Rs. \_\_\_\_\_ ]*

Reference: IMU's Tender Notification for supply of 20 Nos. of Desktop Computers and other Peripherals in Clause 6 (6.1) of IMU-NMC vide Tender No.

\_\_\_\_\_

From

**Name & Address of the Service Provider**

To

Deputy Registrar (Admin),  
IMU, Navi Mumbai Campus,  
(T S Chanakya)  
Karave, Nerul,  
Navi Mumbai-400 706

Sir,

We are a -----  
-----  
-----.

[Introduce your company and its activities with particular reference to your experience in Supply for Desktop Computers and other Peripherals in Clause 6 (6.1). Also furnish particulars of your registration with various statutory Tax authorities. *Not more than 200 words*].

- 2) We hereby submit our Bid for Supply of 20 Desktop Computers and other Peripherals in Clause 6 (6.1). Rates will be valid for a period of 90 days from the date of Opening of the Bids.
- 3) We have enclosed a Demand Draft bearing No. \_\_\_\_\_ dated \_\_\_\_\_ for Rs. \_\_\_\_\_ towards Earnest Money Deposit (EMD) in the name of the Indian Maritime University, payable at Mumbai/Navi Mumbai.

- 4) We have read and understood and hereby agree to all the terms and conditions stipulated by IMU-Navi Mumbai Campus in this tender including the Deliverables under the Project, the Time Line for delivery, Payment Terms including Warranty etc.
- 5) We certify that all the particulars furnished in our Bid are true and correct and based on documentary evidence. We understand that if any of the particulars is found to be false or misleading, IMU-Navi Mumbai Campus has the right to summarily reject our bid at any stage.
- 6) In the event of our being awarded the work, and understanding the urgency involved, we undertake to remit the Security Deposit along with acceptance of the purchase order within 07 days from the date of issue of the Purchase Order, failing which the Purchase Order may be cancelled and the EMD forfeited.
- 7) Our Price Bid is inclusive of all duties and charges if any and exclusive of GST and the price quoted shall be valid till the execution of the entire contract.
- 8) We shall work closely with IMU-Navi Mumbai Campus and keep IMU-Navi Mumbai Campus posted at every stage about the progress made, and handover the entire data to IMU-Navi Mumbai Campus on conclusion of the project.
- 9) We shall render all assistance to IMU-Navi Mumbai Campus to make the projects a success including provision of Training to any person designated by the Deputy Registrar (Admin), IMU-Navi Mumbai Campus or any other designated officer in IMU-Navi Mumbai Campus premises to handle operation and first line trouble shooting of Desktop Computers.

Yours faithfully,

Date:

*Signature with Seal of Authorized Signatory*

Place:

**Statement No.2 -TECHNICAL BID: Qualifying Criteria**

<b>Sl.No.</b>	<b>Qualification Criteria</b>	<b>Yes/ No</b>	<b>Mode of Proof</b>	<b>Page number at which document is placed</b>
5.1	The bidder should be in the business of supply/Maintenance of desktop computers at least for three years (As on last date of Tender submission)			
5.2	The bidder should possess valid Trade License, PAN and GST/Sales Tax Registration Certificate and should have office at Mumbai/Navi Mumbai.			
5.3	The bidder should submit the Income Tax return for last three previous years ending 31 <sup>st</sup> March 2019.			
5.4	Average Annual Turnover of the bidder shall be Rs.20 Lakhs (Rupees Twenty Lakhs) or more during the last 3 years out of his desktop computer dealing business.			
5.5	The Service Provider should have satisfactorily completed "Similar Supply/Service" involving values as listed below in any one year during the last 3 years, i.e., from 2016-17, 2017-18, 2018-19. d) One similar work of value at least Rs. 8 Lakhs (Rupees Eight Lakhs) [OR] e) Two similar works of value at least Rs.5 Lakhs each (Rupees Five Lakhs) [OR] f) Three similar works of value at least 4 Lakhs each (Rupees Four Lakhs)			
5.6	The Bidder must have own/be an authorized dealer/retailer to sell and service the desktop computer for the brands what he is quoted in the Price Bid.			
5.7	Track record of references of earlier purchase or work orders completed for supply of desktop computers by the supplier.			
5.8	The Service Provider should not have been debarred by any governmental organization for last 3 years.			

**Note:** Only details of Projects that have been fully implemented should be entered; not of those that are still under execution.

**Declaration**

I / We certify that all the particulars furnished above are true and correct and based on documentary evidence, and that I /we understand that if any of the above particulars is found to be false or misleading, our bid is liable to be summarily rejected at any stage and my /our company is liable to be blacklisted/debarred by IMU for at least 3 years.

Date:

Place:

*Signature with Seal of Authorized Signatory*

**TECHNICAL SPECIFICATIONS OF EQUIPMENT PROPOSED TO BE SUPPLIED**

Sr. No.	Description of the Items with Minimum Specifications	Brand Name/Company Name/Make
1.	Desktop Computer with following specification: 1. Core i3 9 <sup>th</sup> Gen (9100) 2. 8 GB DDR4 (2133/2400 MHz) 3. 256 GB SSD (NVMe or sata) 4. Built-in Graphics 5. Built-in WiFi and Bluetooth (Wi-Fi 802.11b/g/n, Wi-Fi 802.11ac, NA, Wi-Fi 3165 802.11ac dual band 1x1 + Bluetooth 4.2, Wi-Fi 6 AX200 2x2 (Gig+) + Bluetooth 5.0 Or higher) 6. Wired Keyboard and Mouse 7. Windows 10 Home edition 8. Office 2019 Lifetime Key 9. Small form factor enclosure. 10. Excluding Display Monitor of any kind	
2.	24" LED back lit monitor full HD (1920X1080 pixel)	
3.	Audio Headset with Mic (USB)	
4.	USB Webcam (HD 720p/30fps, Widescreen HD Video Calling, HD Light Correction, Noise-Reducing Mic)	

### Statement No.3 Price Bid

[On the Letter head of the Service Provider and to be put in a separate sealed cover]

Reference: IMU's Tender Notification for Supply of 20 Nos. Desktop Computers and other Peripherals in Clause 6(6.1) of IMU-NMC vide Tender No.

From

**Name & Address of the Service Provider**

To

Deputy Registrar (Admin),  
IMU, Navi Mumbai Campus,  
(T S Chanakya)  
Karave, Nerul,  
Navi Mumbai-400 706.

Dear Sir,

We hereby submit our Price Bid in for providing Supply of 20 Nos. of Desktop Computers and other Peripherals in Clause 6 (6.1) with 3 years warranty.

I.

Sr.No.	Description Of Item	Requirement of Equipments	Rate per Unit (inclusive of all taxes & exclusive of GST) in Rs	Total Cost (inclusive of all taxes & exclusive of GST) (in Rs.
1	Desktop Computer with following specification: 1. i3 9 <sup>th</sup> Gen (9100) 2. 8 GB DDR4 (2133/2400 MHz) 3. 256 GB SSD (NVMe or sata) 4. Built-in Graphics 5. Built-in WiFi and Bluetooth (Wi-Fi 802.11b/g/n, Wi-Fi 802.11ac, NA, Wi-Fi 3165 802.11ac dual band 1x1 + Bluetooth 4.2, Wi-Fi 6 AX200			

	2x2 (Gig+) + Bluetooth 5.0 Or higher) 6. Wired Keyboard and Mouse 7. Windows 10 Home edition 8. Office 2019 Lifetime Key 9. Small form factor enclosure. 10. Excluding Display Monitor of any kind			
2.	24" LED back lit monitor full HD (1920X1080 pixel)			
3.	Audio Headset with Mic (USB)			
4.	USB Webcam (HD 720p/30fps, Widescreen HD Video Calling, HD Light Correction, Noise- Reducing Mic)			
5	<b>Grand Total</b>			

- II. The Supplier should mention the Specification & Configuration of Desktop computers and other Peripherals to be supplied for which Rates Quoted in the above table (i.e) including Warranty period. The Configurations of Desktop Computers should meet the configuration mentioned at 6.2 or higher to that:

The Rates quoted above are **inclusive of all duties, delivery charges and other charges if any and exclusive of GST** and will remain the same till the completion of the Contract.

Date:

Place:

*Signature with Seal of Authorized Signatory*