



INDIAN MARITIME UNIVERSITY
(A Central University Govt. of India)
East Coast Road, Semmencherry,
Sholinganallur PO, Chennai - 600 119
Tel: (044) 2453 9020, Fax: 2453 0342

Tender Ref No.: IMU-HQ/R/71/93-C/1/2020-PUR

05.05.2021

NOTICE INVITING TENDER FOR SUPPLY OF TEN LAPTOPS

Sealed Tenders in Two bid system are invited from reputed and established Authorized Suppliers or Dealers / OEM for supply of Ten (10) Laptops with 3 years warranty to Indian Maritime University, Headquarters.

Bidders are advised to study the Tender Document (including all Sections, Annexures and Schedule etc.,) carefully. Submission of Tender shall deem to have been done after careful study and examination of the Tender Document with full understanding of its implications. The Tender Document can be downloaded at free of cost from CPP Portal of Govt. of India i.e. <http://eprocure.gov.in/eprocure/app> from **05.05.2021** onwards. The last date for receiving tender vide CPP portal is 03:00 PM (Server Time) on **26.05.2021**.

REGISTRAR

Indian Maritime University invites Online Bids through CPP e-procurement portal through Two Bid System "**from reputed and established Authorized Suppliers or Dealers / OEM for supply of Ten (10) Laptops with 3 years warranty to Indian Maritime University, Headquarters**".

1. Manual Bids shall not be accepted.
2. Earnest Money Deposit (EMD) & Security Deposit:

Brief Description of Item	Amount in INR
EMD for the Tender.	Nil
Security Deposit	3%

3. Bidder may also download the Bidding Documents from the CPP Portal of Govt. of India i.e. <http://eprocure.gov.in/eprocure/app>. Bidders shall ensure that their Bids, complete in all respect, should be uploaded Online in the CPP Portal before the closing date and time as indicated in Tender Abstract.
4. Bids shall be submitted online only at CPP website:
<http://eprocure.gov.in/eprocure/app>. Tenderers/ Bidders are advised to follow the general instructions for the e-submission of the Bids online through the Central Public Procurement Portal for e-Procurement at <http://eprocure.gov.in/eprocure/app>.
5. Tenderers who have downloaded the tender, **shall not tamper/modify the Tender form including the downloaded price bid template in any manner**. In case, if the same is found to be tempered/ modified in any manner, such tender will be completely rejected and EMD would be forfeited and tenderer is liable to be banned from doing business with Indian Maritime University.
6. Intending Tenderers are advised to keep visiting the Portals mentioned above for any Corrigendum / Addendum/ Amendment etc., issued if any.
7. For any queries with regard to terms and conditions of this tender, please write to purchase.hq@imu.ac.in (with a cc to dr.purchase@imu.ac.in) or can be contacted at 044-24539020 (IVR Ext:221) / 9840981612 during working hours.

INTRODUCTION

1. **About Indian Maritime University:**

Indian Maritime University is established as a Central University through an Act of Parliament (Act 22) in November, 2008 and headquartered at Semmencherry, Sholinganallur PO, Chennai-600119, is poised to play a key role in the development of trained human resource for the maritime sector.

2. **Requirement & Scope of Work:**

Indian Maritime University, Head Quarters (IMU-HQ) has requirement for Ten (10) Laptops. In this regard, sealed bids are invited from the authorised dealers / suppliers / OEM.

Description of Requirement	Quantity (in Nos)
Laptops (with 3 years warranty): Detailed specification of preferred model can be seen at Annexure-I	Ten (10)

3. **Terms & Conditions:**

3.1. The Bidder should be a well-established & reputed Authorised supplier or Dealer / OEM of the Equipment to be supplied.

The Bidder should enclose a statement regarding the same along with relevant supporting Documents. IMU-Hq on own discretion may verify the authenticity of documents submitted by the Bidders.

3.2. **Delivery Terms:**

3.2.1. The Offered Items for mentioned quantity should be readily available with the Bidder for immediate supply.

3.2.2. The Bidder should strictly adhere to delivery period within 15 days from the date of Purchase Order. Non-adherence of delivery terms may lead to cancellation of order / imposing penalty of Rs.100 per day per Laptop for the delay period but subject to maximum of 10% of Work Value. IMU's decision in this regard is final. No further correspondence shall be entertained in this regard.

3.2.3. **Quantity to be delivered:** The above quantity is tentative and IMU has the right to increase / decrease the quantity by 25% of above mentioned quantity without assigning any reason during the Bid validity period. The Bidder shall be deemed to abide by the same.

3.2.4. IMU-HQ may issue subsequent supplementary purchase orders within 12 months from the date of issue of First Purchase Order

for a consolidate quantity of not more than 25% of First Purchase Order quantity with same rates terms and conditions subject to mutual agreement.

3.3. Payment Terms:

- 3.3.1 No advance or part payment will be done.
- 3.3.2 Payment will be done through NEFT within 10 working days from the date of receipt of Invoice (along with duly filled Mandate form as given at Annexure-II) at Purchase Section of IMU-HQ subject to certification of successful delivery of the materials / completion of Job at IMU-HQ.
- 3.3.3 Scanned Copy Invoice should be mailed to dr.purchase@imu.ac.in & purchase.hq@imu.ac.in along with copy of duly filled Mandate form as given at Annexure-II.
- 3.3.4 The Tax Invoice raised by the supplier must be in compliance of relevant GST acts, rules & notifications made thereunder and should bear the IMU-HQ's GST Registration no. 33AAAAI2610K2Z3. 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. In case the bidder has opted for composition levy, the Bill of supply shall be raised by him in compliance of relevant GST Acts, rules & notifications made there-under.

3.4. Submission of Bids:

- 3.4.1 Bids can be submitted through online mode only before the due date through CPPP Portal.
- 3.4.2 The two covers will be as follows:
 - Cover-I (Eligibility)** :consists of
 - Statement-I: Declaration for Authorisation of Dealership or Supplier / OEM along with supporting documents.
 - Statement-II: Bidder should mention the product being offered for supply for which he is submitting price bid.
 - Statement-III: Bidder can submit completion certificates of similar supplier (i.e Only Laptops) with earlier orders from any Government or PSUs.
 - Cover-II (Price Bid)** : Template for Price Bid (Excel File can be downloaded along with bidding document from CPPP). The Price should be quoted inclusive of GST and all other taxes and charges.
- 3.4.3 It is IMU-HQ's prerogative for extension of the submission time.

- 3.4.4 The offered rates should be inclusive of delivery charges at IMU-HQ and any other charges but exclusive of applicable GST.
- 3.4.5 The Offered rates should be valid for 120 days from the end date for submission of quotation.
- 3.4.6 Bidders, who are willing to participate in submission Bid should be Authorized Dealer/Seller of models of brands being offered and has to submit the supporting document from OEM.
- 3.4.7 **Security Deposit:** - The Successful Bidder has to deposit an amount of 3% of Purchase Order value as security deposit to IMU-HQ in favour of Registrar, Indian Maritime University-HQ payable at Chennai within 7 days from the date of Purchase Order. The Security Deposit will be refunded to Vendor within 60 days from completion of Three years Warranty of the product without any interest / late fees subject to successful and satisfactory completion of services during the warranty period.

3.5. Evaluation of Bids:

- 3.5.1 IMU-HQ may award the order to the Vendor whose price is L-1 based on total cost inclusive of GST.
- 3.5.1 Bids will be evaluated after giving due preference as per guideline issued under Aatmanirbhar Bharat and all other relevant guideline issued by Govt of India for procurement of goods and services.
- 3.5.2 In case of Tie in rates among two or more bidders IMU-HQ will award the order to the Vendor who has more turnover from similar supplies to Government Bodies, other PSUs or Local bodies as per statement no-III or in any other manner which IMU thinks fit. IMU's decision in this regard is final and binding on the parties. No further correspondence shall be entertained in this regard.
- 3.5.3 IMU-HQ will issue purchase order to successful L-1 Bidder after getting approval of Competent Authority for the quantity mentioned in the bid which is subject variation of 25% increase / decrease.

3.6. 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 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, due to any reason whatsoever and at any stage of the tender (IMU is not responsible, if there is a

cancellation even after price bid opening).

3.7. Tender Validity:

- 3.7.1 Tenders shall remain valid for 120 days from the last date for submission of tender. A proposal valid for a shorter period may be rejected by IMU as being non-responsive. During the period of validity of Proposals, the terms and conditions mentioned shall not change and any such request may lead to denial of the award.
- 3.7.2 In exceptional circumstances, prior to the expiry of the original tender validity period, the IMU may request the bidder to extend the period of validity for a specified additional period. The request and the response thereof shall be made in writing through E-mail or Post.
- 3.7.3 Bidder agreeing to the request will not be required to nor permitted to modify his tender, but will be required to extend the validity of his tender for the period of extension. In case a bidder is not agreeing to the request of the IMU for extension of validity of the tender, then his tender will not be processed further and the portions of his tender which have not been opened will be returned to them unopened as the case may be.

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

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

Please read all the terms & conditions carefully before submitting the Bid.

Registrar (i/c)

(Cover-I)

Statement No-I

(Should be printed on letter head and duly signed by the Vendor)

To

The Registrar
INDIAN MARITIME UNIVERSITY-HQ
ECR Road, Semmencherry,
Shollinganallur Post,
Chennai-600119

Sub: Declaration for Authorisation of Dealer Ship or Supplier / OEM for supply of
Ten (10) Laptops -Reg

Ref: IMU's TENDER with ref.no: IMU-HQ/R/71/93-C/1/2020-PUR, Dt.
04-05-2021.

Statement of Declaration

I/We hereby declare that we have read and agreed for terms & conditions in the referred TENDER Documents (including all documents like annexure(s), schedule(s) etc.) and The corrigendum(s) issued from time to time by your department/ organisation too have also been taken into consideration which form part of the contract agreement. I / we shall abide hereby by the terms / conditions / clauses contained therein and also acknowledge that the materials offered by me will be delivered within the specified time as per TENDER once after placing the order.

I / We are authorised dealer / seller of and enclosed copy of in support of the same along with this quotation.

Documents attached (Please specify):

Signature with Seal
Designation:
Name & Contact No:

(Cover-I)

Statement No-II

(Should be printed on letter head and duly signed by the Vendor)

To

The Registrar
INDIAN MARITIME UNIVERSITY-HQ
ECR Road, Semmencherry, Shollinganallur Post,
Chennai-600119

Sub: Proposed model for supply of Ten (10) Laptops -Reg

Ref: IMU's TENDER with ref.no: IMU-HQ/R/71/93-C/1/2020-PUR, Dt.
04-05-2021.

I/We hereby declare that we have quoted our price bid for supply of following material and in case of awarding of the order, I / We are supply the below offered material within delivery time.

Quantity Required: Ten (10) Nos		
Specifications for Laptops		
S.No.	Parameters	Please specify the spec
1	Make	
2	Model	
3	Processor	
4	RAM	
5	Storage	
6	Display	
7	Camera	
8	Graphics	
9	Battery	
10	Keyboard	
11	Network Interface	
12	Wireless Connectivity	
13	Ports	
14	Operating System & Other software	
15	Certifications	
16	Carry case	
17	Construction	
18	Warranty	
19	Bluetooth	
20	Accessories	
21	Weight	

Signature with Seal

Designation:

Name & Contact No:

(Cover-I)

Statement No-III

(Should be printed on letter head and duly signed by the Vendor)

To

The Registrar
INDIAN MARITIME UNIVERSITY-HQ
ECR Road, Semmencherry,
Shollinganallur Post,
Chennai-600119

Sub: Similar supplies (supply of Laptops) already completed -Reg

Ref: IMU's TENDER with ref.no: IMU-HQ/R/71/93-C/1/2020-PUR,
Dt.04-05-2021.

Following similar supplies were made during the last three years for Government / PSUs or Local Bodies:

S.NO	Name of the Entity & WO Reference No & Date of Completion	Quantity (in Nos.)	WO amount

I/We hereby declare that we had completed above orders during the Last three years and enclosed relevant completion certificates in this regard along with this statement.

Signature with Seal
Designation:
Name & Contact No:

Annexure-I

Detailed Specification of Preferred Model:

Quantity Required: Ten Nos		
Specifications for Laptops		
S.No.	Parameters	
1	Make	-
2	Model	-
3	Processor	10th Generation Intel Core i7 – 10510U Processor (Min 1.8 GHz, 8MB Cache) or better
4	RAM	Min. 16 GB DDR4 RAM Exandable upto 32GB
5	Storage	1TB SSD
6	Display	Min. 14.0 Inch LED HD Blacklist Antiglare Display
7	Camera	720p HD Camera or better
8	Graphics	Intel UHD Graphics 128 or better
9	Battery	Integrated with Li-ion battery with battery capacity 45 (Watt Hour) minimum 13 hrs backup with present configuration
10	Keyboard	Spill Proof Keypad with touch pad with multi-touch gesture enabled
11	Network Interface	Integrated 10/100/1000 LAN
12	Wireless Connectivity	Integrated 802.11 ac Wi-Fi
13	Ports	HDMI, 1 x UBS 2.0 , 2 x USB 3.0 or better, Memory card reader/ adaptor, VGA Port(Optional) , RJ -45, Integrated 10/ 100/1000 LAN, Head phone/ microphone combo or Separate & other Standard features
14	Operating System & Other software	Windows 10 Proffessional 64 Bit Preloaded with media, Latest Microsoft Office Suit Professional Preloaded with Media
15	Certifications	ENERGY STAR, UL,CE,FCC ,BIS , RoHS compliance
16	Carry case	OEM Original Backpack or Carry case to be provided
17	Construction	Form factor Standard with chassis material of Aluminium and Hingesof metallic
18	Warranty	3 year onsite comprehensive full Support warranty including Battery & charger
19	Bluetooth	-
20	Accessories	-
21	Weight	-

MANDATE FORM

Annexure -II

(Account/s Information form)

ELECTRONIC CLEARING SERVICE (CREDIT CLEARING) / REAL TIME GROSS SETTLEMENT (RTGS)/ NATIONAL ELECTRONIC TRANSFER (NEFT) / INTRA BANK ACCOUNT TRANSFER FACILITY FOR RECEIVING PAYMENTS FROM INDIAN MARITIME UNIVERSITY (IMU).

A. DETAILS OF ACCOUNT HOLDER:

NAME OF ACCOUNT HOLDERER / FIRM
COMPLETE CONTACT ADDRESS
MOBILE NUMBER / PH NO
E.MAIL:

PAN :

B. BANK ACCOUNT DETAILS:

ACCOUNT NAME (Name appearing in your Cheque Book)
BRANCH NAME WITH COMPLETE ADDRESS,
TELEPHONE NO
BRANCH CODE

Note: Please attach a Cancelled Cheque along with the account information form.

COMPLETE BANK ACCOUNT NUMBER (Please note that the Bank Account must be in the name of the Firm as appeared in the bill. In case of other Beneficiaries (Non-vendor) the Account name must be in the name of Applicant)

IFSC CODE
TYPE OF ACCOUNT (SB/CURRENT/CASH CREDIT)
MICR CODE OF BANK

I hereby declare that the particulars given above are correct and complete. If the transaction is delayed or not effected at all for reasons of incomplete or incorrect information I would not hold the IMU responsible.

(.....)
Signature of Beneficiary
Date:

Mandatory for Vendors/suppliers/Contractors etc., Payment:

Certified that the particulars furnished above are correct as per our records.
(Bank's Stamp with Date & Place)

(.....)
Signature of Bank Manager