



॥ सा विद्या या विमुक्तये ॥  
भारतीय प्रौद्योगिकी संस्थान धारवाड  
Indian Institute of Technology Dharwad

**INDIAN INSTITUTE OF TECHNOLOGY DHARWAD**  
**Off Pune Bengaluru Highway, Near High Court,**  
**Dharwad, Karnataka - 580011**

**TENDER FOR SUPPLY OF LAPTOPS AT INDIAN INSTITUTE OF TECHNOLOGY DHARWAD**

**NOTICE INVITING TENDER (NIT) / RFP**

Tender No.	IITDH/MMD/ACAD/2021-22/008	
Description	<b><u>TENDER FOR SUPPLY OF LAPTOPS AT INDIAN INSTITUTE OF TECHNOLOGY DHARWAD</u></b>	
Tender Date	24.05.2021	
Tender Category	Goods	
Tender Type	Open Tender	
No. of Covers	1	
<b>Covers Information / Submission of Bids</b>		
<b>Cover No.</b>	<b>Cover Type</b>	<b>Description</b>
1	Techno-Commercial	Schedule of Requirement and Compliances, Bidders Information, Previous Supply Orders etc. along with the Financial Bid
<b>Single Bid System: -</b> The single bid system will be followed for this tender. In this system bidder must submit their offer in sealed envelope as – <b>Bid for Laptops</b> The sealed cover is to be put in a bigger cover which should also be sealed and duly super-scribed with our Tender No. & Due Date and to be submitted to IIT Dharwad.		
<b>Note:</b> Contract/ Purchase Order will be awarded to the <b>lowest bidder (L<sub>1</sub>) identified.</b>		
Form of Contract	Buy	
Bid Validity (Days):	30 Days	
Period of Work/Delivery Period (Days)	15 Days	
Contract Type:	Open Tender	
Delivery Location:	IIT Dharwad, Karnataka, India	
Pin Code	580011	
Bid Submission Start Date	24.05.2021	
Bid Submission End Date & Time	31.05.2021 till 10:00 AM	
Place of Submission of Bid	The Assistant Registrar (MMD), IIT Dharwad Off Pune Bengaluru Highway, Near High Court, Dharwad, Karnataka- 580011, India	
Bid Opening Date & Time	31.05.2021 at 11:00 AM	
Bid Opening Place	The Assistant Registrar (MMD), IIT Dharwad Off Pune Bengaluru Highway, Near High Court, Dharwad, Karnataka- 580011, India	
Other Terms & Conditions	Warranty as per mentioned in technical specification	
Tender Inviting Authority:	The Assistant Registrar (MMD), on behalf of Director, IIT Dharwad Address: Off Pune Bengaluru Highway, Near High Court, Dharwad, Karnataka- 580011, India	
<b>It may kindly be noted by all the prospective bidders that the tender will be awarded to the lowest successful bidder (L-1).</b>		

Sd/-  
Assistant Registrar (MMD), IIT Dharwad  
(For and on behalf of Director, IIT Dharwad)



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**Section - I: Invitation of the Bids & Submission Procedure details**

1. Indian Institute of Technology Dharwad invites sealed tenders (under single bid system) from reputed suppliers/manufacturers OR authorized dealers for supply of laptops at Indian Institute of Technology Dharwad as per the Technical Specifications given in the schedule annexed to the tender.
2. The bidder should note that the technical specifications mentioned in **Section IV** form the core of the product. The offers must strictly be as per the specifications given. At the same time, it must be kept in mind that mere copying of our specifications in the quotation shall not make the technical bid eligible for consideration. A bid has to be supported with original catalogue of the quoted item duly signed by the principals and the same must be sent along with the bid. Non-compliance with above shall be treated as incomplete/ambiguous and the bid may be ignored without giving an opportunity to the bidder for further clarification/negotiation etc.
3. The bidder shall ensure that the bid submitted by him includes all accessories (as per annexures) for full execution of contract. The bidder shall not charge extra for additional items required to meet the operational requirement at the stage of installation and commissioning.
4. Quantity requirements of each item as per the specification enclosed at **Section IV**.

Sl. No.	Particulars of the item(s)	Requirement
(a)	<u>SUPPLY OF LAPTOPS AT INDIAN INSTITUTE OF TECHNOLOGY DHARWAD</u>	Individual item requirements as per <b><u>Section IV</u></b>

**Procedure for Bid submission**

5. Every page, containing the said procedure for submission of bid and other important conditions, are to be signed by the bidder (to be serially numbered & bounded) and to be submitted along with their Techno-commercial bid towards their acknowledgement that they have gone through all the contents in these pages and in the Annexure as well and they are agreeing to comply to all of the conditions mentioned there. Non adherence to this may lead to the disqualification of the bid without further notice.
6. Single bid system: The offers/bids are to be submitted under a single bid system, namely (i) Technical Bid and Commercial Bid in one cover. The Technical Bid must contain all the details as specified in the Annexures along with the terms and conditions whereas Commercial Bid must indicate the quantity & rate only.
7. The envelope after sealing must be kept in one bigger envelope and shall be addressed to:  
The Assistant Registrar (MMD), IIT Dharwad, Off Pune Bengaluru Highway, Next to High Court, Dharwad - 580011, Karnataka, KA, INDIA

The bigger envelope must be sealed and must bear the following identification on top: -

- a) Tender for 'SUPPLY OF LAPTOPS'
- b) Tender Number: \_\_\_\_\_ Date: \_\_\_\_\_ and
- c) Name and Address of the Bidder.

If the outer envelope is not sealed and not marked as above, the Institute will assume no responsibility for the misplacement or premature opening of Bid.

**8. Submission of tender :** The tender can be personally dropped in the tender box (kept near the IIT Dharwad building entrance outside MMD Section under supervision of a security guard) on all working days during working hours (except Saturday, Sunday & Holidays) before the date and time as specified in the Tender Notice and up to 10.00 AM on the last date of submission of tender. The tender can also be sent by registered post to The Assistant Registrar (MMD), Indian Institute of Technology Dharwad, Off Pune Bengaluru Highway, Next to High court, Dharwad - 580011, Karnataka, INDIA. Tender shall not be received after expiry of the time as specified in the tender notice. Late bids will not be accepted. However, in case the due date of tender submissions happens to be a holiday or office is closed due to any reason, then the tender submission date will automatically extend to the next working day (end submission time remains same). ***Those prospective vendors who are facing issues related to courier/postal services in their areas due to the lockdown scenario, are hereby intimated to send their bids via email to [armm@iitdh.ac.in](mailto:armm@iitdh.ac.in). Single Password Protected file (.pdf) (Technical Bid along with the Price Bid) can be submitted over e-mail. The corresponding passwords may be shared half an hour before the scheduled opening of bids. There is no chance for submission of revised bids for bids submitted once over email.***



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**9. TECHNICAL BID DOCUMENTS & ELIGIBILITY CRITERIA:**

Only those bidders fulfilling the following Eligibility Criteria (supported by documents) are expected to participate in the Tender **(all criteria to be mandatorily fulfilled for technical qualification)** :-

S. No.	Eligibility Criteria	Document required
a	Duly signed & stamped copy of the entire tender document.	The entire tender document to be duly signed & stamped by the bidder on each page.
b	PAN Card and GST certificate	Copy of PAN Card and GST certificate to be provided.
c	Income tax returns (ITRs) for last one financial year	Copy of Income tax returns for last one financial year (2020-21)
d	Proof of establishment of company/business for a period of more than 1 year.	The Bidder must be OEM/an authorised partner in the business of laptops for a period not less than 1 year (i.e. must be in this business from May 2020 or earlier). If the Bidder is an authorised partner then a Manufacturer's Authorization Form (MAF) must be submitted along with the bid.
e	Previous experience & copy of performance certificates along with Purchase Orders	Copy of at-least one purchase order of supply of laptops to IITs/IIM's/NITs/ IISc/ IISERs/ Central Universities/Laboratories or other reputed organisations
f	Proof that the bidder / Manufacturer had not been blacklisted or debarred anywhere in India or abroad by any organization.	A Certificate/Undertaking on the letter head of the Company to the effect that the bidder/ Manufacturer had not been blacklisted or debarred anywhere in India or abroad by any organization.
g	<b><u>Duly filled and completed Section-IV</u></b> <ul style="list-style-type: none"><li>Compliance for commercial terms of tender</li><li>Compliance for technical specifications of the equipment to be supplied</li><li>Bidders information &amp; Reasonability of prices</li></ul>	The following information on the letter head of the company / bidder: <ul style="list-style-type: none"><li>Compliance for commercial terms of tender</li><li>Compliance for technical specifications of the equipment to be supplied</li><li>Bidders information &amp; Reasonability of prices</li></ul>

10. The above mentioned basic eligibility conditions and additional clauses are broad guidelines for pre-qualification and the Director, IIT Dharwad hereby reserves the right to relax/ alter/ modify/ add any or all the conditions.

**11. Delivery terms (only DDP mode of shipment acceptable) :**

**Items should be door delivered at various locations. Delivery address will be different for all the laptops (addresses will be provided to the successful L-1 bidder at the time of award of contract).**

**The laptop must be ready to operate at the time of delivery (i.e., all software's must be loaded and checked properly by the supplier.)**

The bidder is requested to specify it clearly in Section-IV of this document. The supplier should arrange for entire process from origin of equipment to the successful delivery of laptops to addresses specified in list to be provided to L1 vendor (including charges for safe packing, Marking & labeling, loading charges, road/air freight, insurance of goods, unloading charges, transport & unloading at destination within the quoted price).

**12. Freight & Insurance :**

No freight and insurance charges will be provided and the materials are to be delivered at IIT Dharwad WALMI Campus, IIT Dharwad at the cost and risk of the supplier/Bidder within quoted price as per the delivery terms mentioned in the above paragraphs.

**13. Warranty declaration :**

- The Bidder/supplier must give a comprehensive on-site support and maintenance for a period specified in respect of the subject item (mentioned in Section-IV) from the date of commissioning and acceptance of the items.
- Any deviation in the equipment and the specification from the accepted terms and conditions may lead to rejection and non-acceptance of stores. In such case, the bidder/manufacturer is required to supply all the items in the specified form to the satisfaction/ specifications mentioned



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in the order and demonstrate at their own cost. The payments shall be made only after receiving the materials as per required specification and quality to the satisfaction of the competent authority of IIT Dharwad.

**14. Installation & Demonstration :**

- a. In case of any mishandling/damage to items and supplies during carriage from the origin of items to the installation site, the supplier has to replace it with new items/supplies immediately at his own risk of cost. Supplier will settle his claim with the insurance company as per his convenience. IIT Dharwad will not be liable for any type of losses in any form.

**15. Liquidated Damages :**

The equipment should be delivered/dispatched to destination and ready for use not later than the delivery period specified. If the supplier/Bidder fails to deliver any or all the stores or perform the service by the specified date, liquidated damages @0.5% per week or part thereof in respect of the value of the delayed stores will be deducted from the bill subject to a maximum of 10% value. Same terms are applicable for installation, training and demonstration clause mentioned above.

**16. Dispute and Jurisdiction:**

Any legal disputes arising out of any breach of contract pertaining to the whole process of this tender shall be settled in the court of competent jurisdiction in the district of Dharwad, Karnataka.

**17. Acknowledgement by the Bidder :**

It is hereby acknowledged that we have gone through all the schedules as well as the conditions mentioned above and we agree to abide by these.

Date:

Signature of the Bidder along with official seal.

Place:

CANVASSING OR OFFERING AN ADVANTAGE OR ANY OTHER INDUCEMENT BY ANY PERSON WITH A VIEW TO INFLUENCING ACCEPTANCE OF A BID WILL BE AN OFFENSE UNDER LAWS OF INDIA. SUCH ACTION WILL RESULT IN THE REJECTION OF BID, IN ADDITION TO OTHER PUNITIVE MEASURES.

Sd/-  
Assistant Registrar (MMD), IIT Dharwad  
(For and on behalf of Director, IIT Dharwad)



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**Section II: Instructions to Bidders**

1. Any bidder from a country which shares a land border with India will be eligible to bid in this tender only if the bidder is registered with the Competent Authority. (Refer to OM No. F.No.6/18/2019-PPD dt. 23/07/2020 of Ministry of Finance).
2. "Bidder" (including the term 'tenderer', 'consultant' or 'service provider' in certain contexts) means any person or firm or company, including any member of a consortium or joint venture (that is an association of several persons, or firms or companies), every artificial juridical person not falling in any of the descriptions of bidders stated hereinbefore, including any agency branch or office controlled by such person, participating in a procurement process.
3. "Bidder from a country which shares a land border with India" for the purpose of this Order means: -
  - a. An entity incorporated, established or registered in such a country; or
  - b. A subsidiary of an entity incorporated, established or registered in such a country; or
  - c. An entity substantially controlled through entities incorporated, established or registered in such a country; or
  - d. An entity whose beneficial owner is situated in such a country; or
  - e. An Indian (or other) agent of such an entity; or
  - f. A natural person who is a citizen of such a country; or
  - g. A consortium or joint venture where any member of the consortium or joint venture falls under any of the above
4. The beneficial owner for the purpose of (iii) above will be as under:
  - i. In case of a company or Limited Liability Partnership, the beneficial owner is the natural person(s), who, whether acting alone or together, or through one or more juridical person, has a controlling ownership interest or who exercises control through other means.

**Explanation-**

- a) "Controlling ownership interest" means ownership of or entitlement to more than twenty-five per cent. of shares or capital or profits of the company;
- b) "Control" shall include the right to appoint majority of the directors or to control the management or policy decisions including by virtue of their shareholding or management rights or share holders agreements or voting agreements;
- ii. In case of a partnership firm, the beneficial owner is the natural person(s) who, whether acting alone or together, or through one or more juridical person, has ownership of entitlement to more than fifteen percent of capital or profits of the partnership;
- iii. In case of an unincorporated association or body of individuals, the beneficial owner is the natural person(s), who, whether acting alone or together, or through one or more juridical person, has ownership of or entitlement to more than fifteen percent of the property or capital or profits of such association or body of individuals;
- iv. Where no natural person is identified under (1) or (2) or (3) above, the beneficial owner is the relevant natural person who holds the position of senior managing official;
- v. In case of a trust, the identification of beneficial owner(s) shall include identification of the author of the trust, the trustee, the beneficiaries with fifteen percent or more interest in the trust and any other natural person exercising ultimate effective control over the trust through a chain of control or ownership.

5. An Agent is a person employed to do any act for another, or to represent another in dealings with third person.

**6. Cost of Bidding :**

The Bidder shall bear all costs associated with the preparation and submission of its Bid and the Purchaser shall not be held responsible or liable for those costs incurred regardless of the conduct or outcome of the bidding process.



**7. Amendments to Tender Document :**

- a) At any time prior to the deadline for submission of bids, IIT Dharwad may, for any reason, whether on its own initiative or in response to the clarification sought by a prospective BIDDER may modify the bid document by issuing necessary corrigendum.
- b) All prospective BIDDERS who have downloaded the tender document are requested to visit IIT Dharwad website for any amendments / modifications and make a note of the same, which will be binding on them.

**8. Bid Opening Process :**

- a) In case of one bid system, technical & financial bid will be opened simultaneously in the presence of representatives of the bidders at IIT Dharwad.

**9. Supplementary offer /Modification of Original Bid :**

BIDDER desirous to modify their offer/terms may submit their revised / supplementary offer (s) strictly within the Tender Opening Date (TOD) by clearly stating to the extent of updation done to the original offer. The purchaser reserves the right to open the original offer along with the revised offer.

**10. Confidentiality :**

- a) Information relating to the evaluation of bids, and recommendation of Contract award, shall not be disclosed to Bidders or any other persons not officially concerned with such process until information on Contract award is communicated to all Bidders. On completion of Technical Evaluation by the Committee, Vendors whose offer do not meet with the users Technical Specification will be restricted to participate in commercial bid opening process. Information regarding the criteria for disqualification of the tender would be communicated to the bidder in writing (preferably through email provided in the bid).
- b) Any attempt by a Bidder to influence the Purchaser in the evaluation of the Bids or Contract award decisions may result in the rejection of its Bid.
- c) Notwithstanding, from the time of Bid opening to the time of Contract award, if any Bidder wishes to contact the Purchaser on any matter related to the bidding process, it must be done either through e-mail or in writing.

**11. Deviation, Reservations and Omissions :**

During the evaluation of Bids, the following definitions apply:

- a) "Deviation" is a departure from the requirement specified in the Tender Documents;
- b) "Reservation" is the setting of limiting conditions or withholding from complete acceptance of the requirements specified in the Tender Documents; and
- c) "Omission" is the failure to submit part or all of the information or documentation required in the Tender Documents.

**12. Correction of Arithmetical Errors :**

- a) Provided that the Bid is substantially responsive, the Purchaser shall correct arithmetical errors on the following basis:
  - i. if there is a discrepancy between the unit price and the line item total that is obtained by multiplying the unit price by the quantity, the unit price shall prevail and the line item total shall be corrected, unless in the opinion of the Purchaser there is an obvious misplacement of the decimal point in the unit price, in which case the line item total as quoted shall govern and the unit price shall be corrected;
  - ii. if there is an error in a total corresponding to the addition or subtraction of subtotals, the subtotals shall prevail and the total shall be corrected; and
  - iii. if there is a discrepancy between words and figures, the amount in words shall prevail, unless the amount expressed in words is related to an arithmetic error, in which case the amount in figures shall prevail subject to (a) and (b) above.
- b) Bidders shall be requested to accept correction of arithmetical errors. Failure to accept the correction in accordance with the same, shall result in the rejection of the Bid.



**13. Evaluation of Bid :**

- a) Technical bids will be evaluated for suitability as per documentary validation, eligibility criteria and technical specifications laid out in this tender document. The bids found suitable will be recommended by the Procurement committee and after approval of competent authority shall be deemed as technically suitable offers. The technically qualified bidders will be informed accordingly and commercial bids of such offers will be evaluated on a suitable designated time and date. Unopened commercial bids of the other bidders, who are not found technically suitable will be returned.
- b) IIT Dharwad will evaluate technical and commercial acceptable offers on landed **Net Price basis**.
- c) In case any BIDDER is silent on any clauses mentioned in this tender documents, IIT Dharwad shall construe that the BIDDER had accepted the clauses as per the invitation to tender no further claim will be entertained.
- d) No revision in the terms and conditions quoted in the offer will be entertained after the last date and time fixed for receipt of tenders.

**14. Price Bid (For Indigenous Supplies to be quoted in INR only):**

- i. Quoting of Price (s): **Price quoted should be in Indian Rupees only and for free delivery across multiple locations as per the list provided to L1 vendor by the institute.**
- ii. **PRICE BID must be submitted in enclosed Price Bid Format only (designed for indigenous/local supplies only).**
- iii. Prices should include all the taxes including concessional GST @18% and all other duties/levies.
- iv. If the price is not quoted in Price Bid Format provided in the tender document then, IIT Dharwad will reject the bid. The bidders are required to attach their blank price bid format in technical bid documents for this purpose (without indicating the price quoted).
- v. If the bidder wishes to give pricing details, it may be attached in separate sheet. It is requested not to quote optional or multiple items, otherwise your quote may be rejected. The bidders are requested to quote only one option satisfying the tender terms & not multiple options.

**15. Corrupt & Fraudulent Practices :**

IIT Dharwad requires that bidders, suppliers, contractors and consultants, if any, observe the highest standard of ethics during the procurement and execution of such contracts. In pursuit of this policy, the terms set forth below are defined as follows:

- a) “Corrupt practice “means the offering, giving, receiving, or soliciting, directly or indirectly, of anything of in kind/value to influence the action of a public official in the procurement process or in contract execution;
- b) “Fraudulent practice” means a misrepresentation or omission of facts in order to influence a procurement process or the execution of a contract;
- c) “Collusive practice” means a scheme or arrangement between two or more bidders, designed to establish bid prices at artificial, non- competitive levels; and
- d) “Coercive practice” means harming or threatening to harm, directly or indirectly, persons or their property to influence their participation in the procurement process or affect the execution of a contract;

IIT Dharwad will reject a proposal for award if it determines that the Bidder recommended for award has, directly or through an agent, engaged in corrupt, fraudulent, collusive or coercive practices in competing for the Contract in question.

**16. Cancellation of Tender :**

- a) Notwithstanding anything specified in this tender document, Purchaser/IIT Dharwad in his sole discretion, unconditionally and without assigning any reasons, reserves the rights:
  - i. To accept or reject lowest tender or any other tender or all the tenders.
  - ii. To accept any tender in full or in part.
  - iii. To reject the tender, offer not confirming to the tender terms.
  - iv. To cancel the tender at any stage during the evaluation & before award of work



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- b) Offer which deviates from the vital conditions (as illustrated below) of the tender shall be rejected:
- Non-submission of complete offers as mentioned in the tender document,
  - Receipt of offers after due date and time and or by email / fax (unless specified otherwise).
  - Receipt of offers in open condition.
  - Conditional Tenders and Unsigned Tenders will also be rejected.

**17. Delivery:**

The successful BIDDER should deliver the material as per tender document/purchase order. **The successful bidder should also emboss stickers of purchase order number on the material to be delivered at IIT Dharwad.**

Sd/-  
Assistant Registrar (MMD), IIT Dharwad  
(For and on behalf of Director, IIT Dharwad)





### **Section III: Conditions of Contract**

1. Award of Contract:
  - a) IIT Dharwad shall award the contract to the technically qualified eligible BIDDER whose bid has been determined as the lowest evaluated commercial bid under this tender subject.
  - b) If more than one BIDDER happens to quote the same lowest price, IIT Dharwad reserves the right to award the contract to more than one BIDDER or any BIDDER.
2. **Prices & Taxes applicable (Customs Duty / IGST / SGST / CGST):**
  - a) **For Indigenous Supplies (bids in INR) - The applicable rate of IGST shall be 18% in case of Inter-state purchase and shall be the same as 18% (CGST @9% & SGST @9%) in case of purchases within the state.** We shall provide the concessional GST certificate under this notification to enable you to deliver the goods as per the rates specified and to raise an invoice subsequently on this rate only. The supplier shall pay and bear all other liabilities, taxes and duties not specifically agreed by the Purchaser in the contract.
3. **Terms of Payment: (For Indigenous Supplies and quotes in INR):**
  - i. Payment within 30 days from the date of delivery and receipt of Acceptance Certificate of concerned Department / Section / Materials Management Division, IIT Dharwad.
  - ii. Payment shall be made by electronic fund transfer or such other mode offered by the Bank.
  - iii. IIT Dharwad does not pay advance payment to party. Any request of Advance payment will be summarily rejected.
4. Transfer and Subletting:

The seller shall not sublet, transfer, assign or otherwise part with the acceptance to the tender or any part thereof, either directly or indirectly, without the prior written permission of the Purchaser.
5. Force Majeure:

Force Majeure will be accepted on adequate proof thereof.
6. Specification and Samples:

The suppliers shall supply the stores in accordance with the specifications/ descriptions of stores given in the acceptance of tender. The Purchaser reserves the rights to alter the description of stores including drawings given in the acceptance of tender. In the event any such alteration result in any implication to the deliver and price, such implication shall be mutually agreed between the Purchaser and supplier. In case certified sample has been issued by the Purchaser and the Specifications / Drawings also exist in the acceptance of tender then the certified sample will govern the supply to the extent of material, workmanship and finished product.
7. Supervision of Commissioning:

Successful BIDDER shall depute concerned specialist, for supervision of commissioning of the machine to be carried out. The successful BIDDER shall make necessary arrangement at their own expenses for stay, transport and other expenses of their specialist during their stay in Dharwad which also includes imparting free of cost training to IIT Dharwad personnel.



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**8. Performance Guarantee (GFR 2017 Rule 171):**

- i. Performance Guarantee Bond is mandatory.
- ii. Successful tenderer/ bidder should submit performance guarantee on or before 15 days from the date of issue of order acknowledgement. The PBG to be furnished in the form of bank guarantee as per proforma, for an amount covering 3% of the purchase order value.
- iii. The Performance Guarantee should be established in favour of “The Registrar, IIT Dharwad”.
- iv. PBG to be established through any of the National Banks/Scheduled bank (whether situated at Dharwad or outstation) with a clause to enforce the same on their local branch or any scheduled bank (other than National bank). Bonds issued by co-operative banks will not be accepted.
- v. Performance Guarantee Bond shall be for the due and faithful performance of the contract and shall remain binding, notwithstanding such variations, alterations for extensions of time as may be made, given, conceded or agreed to between the successful tenderer and the purchaser under the terms & conditions of acceptance to the tender.
- vi. The successful tenderer is entirely responsible for due performance of the contract in letter and spirit and all other documents referred to in the acceptance of tenders.
- vii. The PBG must be valid upto two months after the warranty period. For successful suppliers, if PBG is not submitted within **15 days** from the date of Order Acknowledgement, then the Purchase Order may be cancelled.
- viii. **No interest shall be payable by the buyer to the Bidder on PBG.**



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**FORMAT FOR PERFORMANCE GUARANTEE BOND**

(To be typed on Non-judicial stamp paper of the value of One Hundred Indian National Rupees)

{TO BE ESTABLISHED THROUGH ANY OF THE NATIONALIZED BANKS/SCHEDULED BANKS WITH A CLAUSE TO ENFORCE THE SAME ON THEIR LOCAL BRANCH OR ANY SCHEDULED BANK (OTHER THAN NATIONALIZED BANK). BONDS ISSUED BY CO-OPERATIVE BANKS ARE NOT ACCEPTED}

To,  
The Assistant Registrar (MMD)  
Indian Institute of Technology Dharwad  
WALMI Campus, Dharwad – 580011

**LETTER OF GUARANTEE**

WHEREAS Indian Institute of Technology Dharwad (Buyer) have invited Tenders vide Tender No..... Dt. .... for purchase of ..... AND WHEREAS the said tender document requires that any eligible successful tenderer (seller) wishing to supply the equipment / machinery, etc. in response thereto shall establish an irrevocable Performance Guarantee Bond in favour of “**The Registrar, Indian Institute of Technology Dharwad**” in the form of Bank Guarantee for Rs. .... {**@3% (three percent) of the purchase value**} and valid till **one year or up to OEM warranty period whichever is later** from the date of issue of Performance Guarantee Bond is required be submitted within 15 (Fifteen) days from the date of Order Acknowledgment as a successful bidder.

NOW THIS BANK HEREBY GUARANTEES that in the event of the said tenderer (seller) failing to abide by any of the conditions referred in tender document / purchase order / performance of the equipment / machinery, etc. this Bank shall pay to Indian Institute of Technology Dharwad on demand and without protest or demur Rs ..... (Rupees.....).

This Bank further agrees that the decision of Indian Institute of Technology Dharwad (Buyer) as to whether the said Tenderer (Seller) has committed a breach of any of the conditions referred in tender document / purchase order shall be final and binding.

We, ..... (name of the Bank & branch) hereby further agree that the Guarantee herein contained shall not be affected by any change in the constitution of the Tenderer (Seller) and/ or Indian Institute of Technology Dharwad (Buyer).

**Notwithstanding anything contained herein:**

- i. Our liability under this Bank Guarantee shall not exceed Rs. ....(Indian Rupees ..... only).
- ii. This Bank Guarantee shall be valid up to .....(date) and
- iii. We are liable to pay the guaranteed amount or any part thereof under this bank guarantee only and only if IIT Dharwad serve upon us a written claim or demand on or before .....(date).

This Bank further agrees that the claims if any, against this Bank Guarantee shall be enforceable at our branch office at ..... situated at ..... (Address of local branch).

Yours sincerely,

Date:

Signature and seal of the guarantor:  
Name of Bank:

Address:

**Instruction to Bank: Bank should note that on expiry of Bond Period, the Original Bond will not be returned to the Bank. Bank is requested to take appropriate necessary action on or after expiry of bond period.**



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भारतीय प्रौद्योगिकी संस्थान धारवाड  
Indian Institute of Technology Dharwad

**INDIAN INSTITUTE OF TECHNOLOGY DHARWAD**  
**Off Pune Bengaluru Highway, Near High Court,**  
**Dharwad, Karnataka - 580011**

**FORMAT FOR BID SECURITY DECLARATION**

(To be typed on Firms letterhead)

I/We will not withdraw or modify the bid submitted by me/us during the period of validity or if awarded the contract and fail to sign the contract or to submit a performance security before the deadline defined in the tender document.

Yours sincerely,

Date:

**(Authorised signature & seal of the bidder)**

Address:



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**Section IV – Complete Schedule of Requirements and Compliance**

**This section has following compliance requirements:**

<b>i</b>	Compliance for commercial terms and conditions of tender
<b>ii</b>	Compliance for technical specifications of the equipment to be supplied
<b>iii</b>	Bidders information & Reasonability of prices

**i. Table of compliance for commercial terms & conditions of tender (to be filled by bidder)**

**(NO FIELD TO BE LEFT BLANK)**

S. No.	Terms and Conditions	IIT Dharwad tender requirements	Response by Bidder M/s
1	Nature of supply (to be specified)	Indigenous/Local supply	
2	Price Bid Format (to be specified) (Refer point 14 of Section-II)	Section- V (Local & INR)	
3	Price Bid Currency (to be specified)	Indigenous/Local then INR only	
4	Delivery terms (to be specified)	only DDP Mode Door Delivery (Refer point 11 of Section-I)	
5	Freight & Insurance	Confirm point 12 of Section-I	
6	Comprehensive On-site Warranty (as per technical specifications)	Confirm point 13 of Section-I	
7	Installation & Demo	Confirm point 14 of Section-I	
8	GST Rate (If Local supply in India)	Applicable rate @18% Confirm point 2 of Section-III	
9	Terms of Payment	Confirm point 3 of Section-III	
10	PBG	Confirm point 8 of Section-III	
11	Complete tender document copy	Signed & stamped copy required	
12	PAN	Copy of PAN required	
13	GST	Copy of GST certificate required	
14	ITRs (2020-21)	Last 1 financial year ITR required	
15	Proof of Business existence	For a period of more than 3 years required	
16	Previous Experience (Refer point 9-d of Section-I)	At-least one performance certificate with Purchase Order copy is required	
17	Blacklisting status	Certificate required to confirm the status	
18	Technical compliance for equipment	Please complete the table in point (ii) under Section-IV to establish the technical eligibility	
19	OEM Details	Please attach the OEM details	
20	Bidders Information	Please complete the table in point (iii) under Section-IV to ascertain all relevant details	
21	Reasonability of prices		



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**ii. Table of compliance for technical specifications of the equipment to be supplied**  
**(to be filled by bidder)**

**(i) Technical specifications of the LAPTOP**

Operating System		Windows 10 Home 64 Bit	Whether Complied Yes or No	Specification of the quoted product
Certification		The Laptop should be from OEM having ISO 9001 and ISO 14001 Certifications. The Laptop model should be Microsoft Certified for running cited OS. The supplier should have authorization for preloading cited OS on their machines. *Certificates for proving the same should be produced.		
Display Type & Screen Size		Preferably Full HD (1920 x 1080) Screen; Minimum 14" Size; Optional:- Backlit Anti-glare Display		
Processor	Model/Generation	2018 or Later		
	Cores/Threads	2/4 or Higher		
	Base Clock	Minimum 2.6 GHz, *It should be capable of further frequency boost		
	Boost Clock	Minimum 3.5GHz		
	Cache Memory	Minimum 4 MB		
	Instruction Set	64 Bit		
	Capabilities	Virtualization Technology		
Motherboard		The chipset should be suitable/compatible with consumer processor derivatives.		
Memory	RAM	8 GB DDR4 (1 x 8 GB), *Expandable up to Minimum 16GB		
	Hard Disk Drive	1x 1TB (5400 RPM) or Higher;		
	Optical Drive	DVD-RW (Optional)		
Connectivity		1 x 10/100/1000 on-board Integrated Gigabit Ethernet Card with RJ45 Jack, Dual Band Wireless-AC (Capable of 802.11a/b/g/n/ac) & Bluetooth 4.0 or higher;		
I/O Ports		Minimum 3 x USB Ports (Out of which at least two should be USB 3.0 Ports); 1 x SD Card Slot (Optional);		
Audio-Video Utilities (In-Built)		Internal/Integrated Stereo Speakers; 1 x 3.5mm Combo Jack for Headphone & Microphone; Web Camera with Minimum 720p HD; 1 x HDMI Port;		
Battery Description		40 WHr, Minimum 4 Lithium-Ion Cells (Preferably removable type); Average Battery Life: Minimum 4 To 6 Hrs		
Warranty		Minimum 1 year OEM Warranty for Main Unit; Minimum 6 months OEM Warranty for Battery, AC Power Charger and other included/related peripherals;		

We, M/s \_\_\_\_\_ comply with the above requirements.

(Authorised signature & seal of the bidder)



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**iii. Table for bidder information & reasonability of prices (to be filled by bidder)**

**Bidders Information**

1.	Name of the Bidder	
2.	Address of the Bidder	
3.	PAN No.	
4.	GST No.	
5.	State of GST Registration	
6.	E-mail (for the purpose of official communication)	
7.	Contact Person's Name & Designation	
8.	Mobile No.	
9.	Bank Details of the Bidder: a. Name of the A/c Holder b. Name of the Bank c. Branch name d. Account No. e. IFSC Code f. Any other detail	

(Authorised signature & seal of the bidder)



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**Reasonability of Prices**

(Please quote best minimum prices applicable for premier Educational and Research Institution of National Importance)

**Previous Supply Orders**

Name of the Firm \_\_\_\_\_

Order placed by (Full address of Purchaser)	Order No. and Date	Quantity	Value of Order	Date of completion of delivery as per contract	Remarks indicating reasons for late delivery, if any and justification for price difference of their supply order & that quoted for IIT Dharwad	Has the Equipment been installed satisfactorily (Attach a Certificate from the Purchaser/ Consigner)	Contact Person along with Telephone No., Fax No. and e- mail address.

(Authorised signature & seal of the bidder)





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**Section V - PRICE BID**

**for Indigenous / Local Supplies (to be quoted only in INR)**

S.no	Description of Item & Specification	Qty	HSN Code / SAC Code	Total Bid Price* (in INR & DDP Basis)
1.	<b><u>SUPPLY of LAPTOPS</u></b>	18 Nos.		
2.	Discount offered (if any), on base price quoted			
3.	Sub-Total			
4.	Total			
5.	IGST / CGST / SGST @18%			
6.	<b>GRAND TOTAL BID PRICE</b>			

\* Please refer clause 11 (Section-I), 14 (Section-II) & 2 (Section-III) before quoting the prices.

\* In case the bidder intends to provide the break-up of prices quoted, then a separate sheet to be attached.

(Authorised signature & seal of the bidder)

Note-1: Price Bid should be submitted in given format only.

Note-2: The quantities mentioned above are subject to upward and downward revision, depending on the requirement of IIT Dharwad in future.