

BID DOCUMENT

Open Competitive Bid (OCB)

For

**Procurement of 1000 Laptops on buyback mode
for each of the three campuses of
Rajiv Gandhi University of Knowledge
Technologies**

Proprietary & Confidential



**RAJIV GANDHI UNIVERSITY OF KNOWLEDGE
TECHNOLOGIES**

Ground Floor, Vindhya C4 Building,

IIIT-H Campus, Gachibowli

HYDERABAD- 500 032

Phone: 040-23001830

Proprietary & Confidential

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News paper advertisement

Short Tender Notice

RAJIV GANDHI UNIVERSITY OF KNOWLEDGE TECHNOLOGIES



**Ground Floor, Vindhya C4 building, IIIT- H Campus,
Gachibowli, HYDERABAD- 500 032**

Sealed Tenders are hereby invited from reputed **manufacturer/ authorized representative of a manufacture/whole sale dealer** for supply of 1000 Notebook Computers on buy back basis at each of the three RGUKT campuses located at Basar in Adilabad dist, Nuzvid in Krishna dist and R.K. Valley in YSR dist.

The last date for submission of Tender document along with EMD is 23-12-2011/ 04:00 PM.

Interested parties may collect the Tender documents from RGUKT office during the working hours from 17 -12-2011 to 23-12-2011 till 01.00PM against payment of Rs. 5,000/- (non refundable), through D.D. payable to REGISTRAR, RGUKT, Hyderabad. For further details visit our website www.rgukt.in.

Date: 17.12.2011

Sd/-Registrar

Section A

Short Tender Call notice

Procurement of Notebook Computers on buy Back mode

Time schedule of various tender related events

| | |
|---|------------------------------------|
| Bid calling date | 17.12.2011 |
| Bid Document fee | Rs. 5000/- |
| Last date for bid purchase | 23-12-2011 upto 01:00 P.M. |
| Bid closing date/time | 23 -12-2011 at 4:00 P.M. |
| Pre-qualification & Technical Bid opening date/time | 23-12-2011 at 4:30 P.M. |
| Price Bid opening date/time | 24-12-2011 at 4.00 P.M |
| Contact person | Registrar, RGUKT |
| Reference No | RGUKT/ Tender/Laptops/P1/019 /2011 |

A. The solution, service or material required:

A.1. Supply and commissioning of Notebook computers on buyback basis for three constituent institutions IITs under Rajiv Gandhi University of Knowledge Technologies (RGUKT), AP.

| Schedule-I | Qty |
|----------------------------------|------------|
| D.1.1. NB01 – Notebook computers | 3000Nos. |

A.2. Scope of incidental services:

1. Furnishing of a detailed operations and maintenance manual for each appropriate unit of the supplied goods.
2. Comprehensive warranty period services three years for Laptop including battery and for 8 GB USB Pen drive and I-Ball 630 MV or Equivalent warranty is three years in Schedule-I.
3. Comprehensive warranty period services Five years for Laptop including battery and for 8 GB USB Pen drive need to be quoted separately.

A.3. Qualifications of the Facility Management Personnel:

The Site Engineers should have experience in Unix/Linux and Ms Windows Server. The bidder should submit a statement of the personnel whom he would be deploying for FMS clearly mentioning their qualification, designation and previous experience in the similar field.

100% of the staff proposed of the tender must be the staff of the organization. The bidder has to indicate the proposed persons name and designation in the bidder's organization.

Bidders submitting their bids with complaining to this termed is treated as non responsive at technical stage.

A.4 Minimum Qualifications & Experience Required:

| Sl.no. | Position | Educational Qualifications | Experience | Experience in years |
|---------------|-----------------|---|--|----------------------------|
| 1 | Site Engineer | BCA/ Dip in ECE/Dip in CS (or) BSc/BCom/BA with Dip.in CS | Installation & configuration of Administration of Unix/Linux and MS Windows Server Troubleshooting of Computer hardware (including Laptops) Installation of Software products. | 2 years |

A.5. Delivery and Installation period

- a) Bidder shall deliver, install and commission the goods/services within Eight weeks from the date of contract signing. The delivery locations are IIIT at Basar in Adilabad District, Nuzvid in Krishna District and R.K, Valley in Kadapa District, A.P.
- b) The institutions shall provide a room to bidder for maintenance spare laptops at each of the three institutions at Basar, Nuzvid and R.K.Valley.

A.6. Warranty

- Onsite warranty for 3 years comprehensive for Laptops including battery and for 8 GB USB pen drive and I-Ball 630 MV or equivalent warranty ins one year in Schedule-I plus additional two years AMC.
- Onsite warranty for 5 years comprehensive for Laptops and for 8 GB USB pen drive need to be quoted separately.
- AMC for 4th, 5th & 6th years need to be quoted separately.
- During warranty period the bidders should conduct preventive maintenance once in every quarter besides attending the regular calls. During the warranty period the bidder has to provide one on-site engineer at each of the IIITs during the working hours for six days a week to attend any complaint in the laptops.
- Additional 2 years comprehensive warranty for the headphones needs to be quoted separately.

Section B

B.1 Pre-Qualification criteria:

1. The bidder should be a manufacturer/authorized representative of a manufacture/whole sale dealer and should be in business of manufacture and or supply and maintenance of the offered items for a minimum period of two years in AP as on bid calling date.
2. A. For Schedule I:- Minimum One service center at each District Headquarters (Adilabad, Krishna and Kadapa) with at least **five service engineers** each center as on bid calling date.
3. The bidder should have minimum annual turnover for the items/product mentioned (irrespective of brand/model anywhere in India) and for the brand offered, during 2009-10 & 2010-11 as follows:

| Schedule | Item name | Financial year | Total sales (no.s) | Brand offered sales (nos) |
|------------|--------------------|----------------|-----------------------|------------------------------|
| Schedule-I | Notebook computers | 2009-10 | 6000 | 3000 |
| | | 2010-11 | 6000 | 3000 |

4. The bidder should furnish the information on major past supplies under the relevant product /services and satisfactory performance for the **financial years** of 2009-10 and 2010-11.

Note: Relevant documents in support of above should be furnished.

5. The bidder or the Bidder's group company or the manufacturer should not have been blacklisted by any State Government / Central Government / PSU for any reason in the last three financial years as on bid calling date. A letter of undertaking on the letter heads of the Bidder/ Manufacturer should be submitted separately stating that they have not been blacklisted by any State Government / Central Government / PSU for any reason in the last three years and should be signed by an Officer competent and having the power of attorney (with Company stamp) to bind the bidding Firm / Manufacturer(s). The letter of undertaking should be submitted in Pre-qualification Bid.
6. Vendor should submit purchase order copies of Single installation of 1000 no's of laptops for Intel or AMD platform respectively of the same make quoted by the vendor that they intend to supply. Proof to this extent should be submitted by authentic purchase orders and installation & service report from the organization where the Laptops are installed.

Section C**C1. Statement of important limits/ values related to bid**

| Item | Description |
|---|--|
| EMD Schedule-I | Rs. 10.00 Lakhs |
| Bid Validity Period | 90 days from the date of opening of bid |
| EMD Validity Period | 45 days beyond bid validity period |
| Maintenance Period | 3,years warranty,5 years warranty , 3 years maintance after 3 years warranty(i.e., AMC for 4 th , 5 th and 6 th year need to be quoted separately), |
| Variation in quantities | +/- 100% |
| Period for furnishing Performance security | Within 7 days from date of receipt of notification of award |
| Performance security value for schedule | 10% of contract value for Schedule-I in favor of the Registrar Rajiv Gandhi University of Knowledge Technologies, Hyderabad, A.P from nationalized bank only. |
| Performance security validity period | 60 days beyond warranty period for Schedule-I |
| Period for signing contract | Within 10 days from date of receipt of notification of award. |
| Warranty period | 36 months from the date of successful installation of all goods of schedule-I |
| Up time % | 97% calculated over 3 calendar months period. For the purpose of up time calculation, day will be counted of 12 hours duration -8:00 AM to 8:00 PM on all days. |
| Payment terms | Cumulative payment |
| On acceptance & successful installation | 60% of contract value |
| After performance evaluation | Balance 40% of the contract value |
| LD for late deliveries | 1% of the late delivered or deemed late delivered goods for one week or part there of 1.5% for 2 weeks or part there of 2% for 3 weeks or part thereof and so on maximum of 10%. If delay continues beyond the limit, contract is liable for cancellation. |
| Maximum LD for late deliveries | 10% of value of late delivered of deemed late delivered goods |
| Penalty for failure to maintain during warranty or AMC | For every 1% reduction in up time from 97%, penalty will be 0.3% of equipment cost, which is down or deemed down as the case may be. |
| Options for the required equipment | If the bidder wants to give option, he may submit it as separate bids along with separate EMD. This will be able to restore the non functional Laptops within 60 minutes . |
| Conditional bids | Not acceptable and liable for rejection. |
| Laptops evaluation | The vendor has to submit one sample laptop along with accessories of the type which they intend to supply against the tender for technical evaluation, performance tests carrying and compliance to the specifications at the time of submission of the bid. The vendor who fails to submit the sample laptop, their bid will not be accepted. |
| Placing work order | <ul style="list-style-type: none"> ➤ RGUKT will place order on identified successful bidder. ➤ All the payments shall be made directly by RGUKT to the successful bidder as per the terms and conditions of RFP. ➤ Payment for site engineer shall be made by RGUKT to the successful bidder at the end of each quarter. ➤ If decided RGUKT can split the order basing on the quoted price and service |

| | |
|--|--|
| | track record. The decision of RGUKT is final in this regard. |
|--|--|

Section –D**D Technical specification : (All components must be OEM –Make only)****Schedule –I****D.1.1.NB-01-Notebook Computers – 3000 Nos**

| RGUKT Technical Specifications | | |
|---------------------------------------|----------------------------|---|
| Item | | Description |
| Processor | Make | Intel Core i3-370 (3M Cache, 2.4 GHz) or Equivalent or higher is preferable |
| | Technology | - |
| | Wattage | 35 w |
| | Cache | 3 MB |
| Memory | Capacity | 2GB or higher |
| | Technology | DDR3 |
| Hard Drive | Capacity | 320 GB or higher |
| | Interface | SATA |
| | Speed | 5400 RPM or higher |
| Display | Size | 14 '' LED Backlit with brightness (200 nits) or higher |
| | Resolution | 1366 x768 or higher |
| | Technology | HD , WLED |
| Chipset | Make & Model | ATI / INTEL |
| | Graphics | Onboard graphics supporting Microsoft Direct X 10or higher |
| Wireless Network Card | Technology | 802.11 b/g/draft N |
| Network Card | Technology | Gigabit Ethernet |
| | Speed | 10/100 /1000 |
| Battery Power | Backup | 6 - cell battery or battery giving 3 hours or higher |
| Miscellaneous | USB 2.0 | 3 or more |
| | Microphone | Built- in Stereo |
| | Webcam | Built -in 1.3 Megapixel or better |
| | Headset | i Ball 630 MV or equivalent |
| | Keyboard | Standard spill resistant keyboard |
| | Touchpad | Standard touchpad with scroll zone |
| | Mass Storage Device | USB 8GB Pen drive |
| | Carry Bag | Student Backpack |
| Warranty | | Comprehensive including battery |
| Software Compatibility | | 1. Windows 7 |
| | | 2. Ubuntu 10.04 LTS or higher with relevant device drivers |

Note:- Prices need to be quoted separately per item per Laptop.

Buyback Laptops Technical Specifications:-

| | |
|--------------------------------------|---|
| Processor | Acer Extensa 4620 laptop with 5550 CPU (1.83 Ghz), |
| Operating System | Free Dos |
| Chipset | Intel GM965 |
| Memory | 1 GB RAM |
| Hard Drive | 80 GB |
| Removable Media | 24 x DVD/CDRW |
| Display | 14.1" wide bright view TFT Screen Bright View |
| Graphics | Intel GMA X 3100 |
| Communication | Built in wireless LAN Card (802.11b/g Wi-Fi) |
| Ethernet | 10/100/1000 Mbps LAN |
| Slots, Ports & Connectors | 2 USB ports, Stereo microphone in, stereo head phone/ Line - out, Inbuilt Speakers, AC Adapter, RJ-45 Ethernet, Internal Bluetooth, Mini-card slots |
| Input Devices | Full- sized keyboard Touchpad with scroll zone |
| Software | Default software/ Drivers CD compatible to various operating systems like windows, Linux etc |

Note:- 1. The bidder should quote prices for buyback Laptops in Form F4 & F5.

- 2. L1 will be arrived by taking the difference between the price quoted for new laptop and price quoted for the buyback laptop.**

Section E

E.1 Bidding procedure – Separate bid for each schedule:

E.1. Offers should be made in **three** parts namely, “**Pre-qualification bid**”, “**Technical bid**” and “**Financial bid**” and in the format given in bid document. Each offer should be placed separately.

- 1) EMD details should be given in the “Pre-qualification bid”.
- 2) Tenders will be accepted only from those who have paid the tender document fee.
- 3) All correspondence should be with RGUKT contact person.
- 4) A complete set of bidding documents may be purchased by interested bidders from the RGUKT contact person upon payment of the bid document price which is non-refundable. Payment of bid document price should be by demand draft / cashier’s cheque or certified cheque drawn in favor of “Registrar , Rajiv Gandhi University of Knowledge Technologies “ and payable at Hyderabad (India).

E.2. Pre-qualification bid:

It shall include the following information about the firm and/or its proposal.

1. General information on the bidder’s company in Form P-1
2. Turn over details in relevant field in Form P-2A for Schedule-I
3. Turn over details of the product (Brand) offered in Form P-2B for Schedule-I
4. List of major customers in support of turnover in Form P-3
5. Details of service centers in AP in Form P-4
6. Certificates like ISO, Microsoft etc. in Form P-5 (Bidder’s format)
7. Manufacturer’s authorization to participate in bidding process apart from such other documents like authorization certificate for dealing in the products for which bid is submitted. (However this will not apply to Manufacturers) in Form P-6 (Bidder’s format)

E.3. Technical Bid:

1. Deviation(s) to technical specification if any in Form T-1
2. Check list in Form T-2
3. Detailed technical documentation, reference to various industry standards to which the products / services included in vendor’s offer conform, and literature concerning the proposed solution in Form T-3 (Bidder’s format)
4. Other information, if any required in the bid document in Form T-4 (Bidder’s format)
5. As per Section A.4 details of proposed site engineers to be deployed should be furnished.

E.4. Financial bid:

- a. The financial bid should provide cost calculations for 3 years warranty corresponding to unit price of each item of the schedule-I in Form F-1.
- b. Cost details of 5years warranty in Form F-2, AMC details in Form F-3 , Buyback Laptops cost details in Form F-4 and F-5, cost of headphones in Form F-6 , cost details of proposed On-site engineers in Form F-7, Spare parts cost is Form F-8.

Section F

Bid evaluation procedure:

Bids would be evaluated for each schedule separately. Bidders should offer prices for all the items of Schedules and for the full quantity of an item of Schedule failing which such bid will not be considered. Technical bid documentation should be in the prescribed format. If a vendor has any comment to offer about the procedural aspects of this tender, it should be intimated to RGUKT and get clarification before submitting bid. Nothing will be entertained in this regard after the bid clarifying date. In case the schedule or procedure of tender processing is revised, the same shall be communicated by e-mail/Fax to all vendors who have paid the tender document fee.

F.1. Opening of bids.

Immediately after the closing time, the RGUKT contact person shall open the pre-qualification bid, and list them for further evaluation. The Technical bids of only those bidders who qualify in the pre-qualification stage. The Financial bids of only those bidders will be opened who qualify in the Technical bid evaluation stage.

F.2. Pre-qualification bid documentation:

The Pre-qualification bid documentation shall be evaluated in two sub-steps. Firstly, the documentation furnished by the vendor shall be examined prima facie to see if the technical skill base and financial capacity and other vendor attributes claimed therein are consistent with the needs of this project. In the second step, RGUKT may ask vendor(s) for additional information, visit to vendors site and/or arrange discussions with their professional, technical faculties to verify claims made in Pre-qualification bid documentation.

F.3. Technical bid documentation

Technical bid documentation shall be evaluated in two sub-steps. Firstly, the documentation furnished by the vendor shall be examined prima facie to see if the Product/ services offered, technical skill base and financial capacity and other vendor attributes claimed therein are consistent with the needs of this project. In the second step, RGUKT may ask vendor(s) for additional information, visit to vendors site and/or arrange discussions with their professional, technical faculties to verify claims made in technical bid documentation.

F.4. Award Criterion

Final choice of firm to execute the project shall be made of the basis of conformity to technical specifications, appropriateness of the product offered, capability of bidder to execute and service the project and appropriateness of financial offer from the point of view of cost-effectiveness over the entire maintenance period for the product/services.

L1 will be arrived by taking the difference between the price quoted for new laptop and price quoted for the buyback laptop

NOTE

A complete set of bidding documents may be purchased by interested bidders from the RGUKT contact person upon payment of the bid document price which is non-refundable. Payment of bid document price should be by demand draft / cashier's cheque or certified cheque drawn in favor of "Registrar , Rajiv Gandhi University of Knowledge Technologies " and payable at Hyderabad (India).