

Software Technology Parks of India

(Ministry of Electronics & IT, Govt. of India)

6Q3, Cyber Towers, HITEC City, Madhapur, Hyderabad – 500081,
Tel: +91-40-66415600/11, Fax: +91-40-23100501, URL: <https://hyderabad.stpi.in>

TENDER DOCUMENT

Tender Title : Supply and Installation of Laptops at STPI Hyderabad
Tender Ref.No : STPH/NIT/2021-22/04 dated 16/07/2021
Last date & Time : 06/08/2021 by 4.00 PM

1. Tender Notice

Software Technology Parks of India, Hyderabad invites limited tender for “**Supply and Installation of Laptops at STPI Hyderabad**” in two bid system as per the requirement, terms & conditions mentioned below.

Bid should be kept in one single cover comprise with two separate sealed covers mentioning the Technical Bid and Financial bid and super scribed as “**Supply and Installation of Laptops at STPI Hyderabad**” and addressed to “The Director, Software Technology Parks of India, 6Q3, Cyber Towers, HITEC city, Madhapur, Hyderabad-500 081 so as to reach this office on or before 06/08/2021 at 04:00PM

2. Scope

Supply and Installation of Laptops at STPI Hyderabad at Location: STPI, Dr. MCR HRD Institute Campus, Road No: 25, Jubilee Hills, Hyderabad-500033.

SNo.	Description	Qty	Specifications
I.	Laptop	5	Detailed Technical Specifications attached at Annexure-I

3. Schedule of events:

Date of Tender Notification	16/07/2021 at :10.00 AM
Details and instructions regarding the tender document	Copy of Tender document is available in CPP Portal (URL: https://eprocure.gov.in/epublish/) and STPI-Hyderabad website (URL: https://hyderabad.stpi.in). Corrigendum/addendum, if any, will be published only in these websites.
Last date & time for submission of Bids	06/08/2021 at 04:00 PM
Opening of Tender	06/08/2021 at 04:30 PM
Earnest Money Deposit (EMD)	Exempted
Contact person	Joint Director 040-66415600/5611

4. Eligibility Criteria

Eligibility
<ul style="list-style-type: none">• The bidder should be registered under The Indian Companies Act, 1956.
<ul style="list-style-type: none">• The bidder must provide copy of valid GST registration certificate.
<ul style="list-style-type: none">• The bidder shall be either an Original Equipment Manufacturer (OEM) or an authorized certified partner/Service Provider of an OEM.
<ul style="list-style-type: none">• The bidder must have a minimum turnover of 2.0 Lakhs in last three FY (2019-20, 2018-19 & 2017-18).
<ul style="list-style-type: none">• The bidder must declare that there is no lawsuit/blacklisted by any organization.
<ul style="list-style-type: none">• The bidder /OEM must have dedicated/toll Free Telephone No. for Service Support and must provide Escalation Matrix of Telephone Numbers for Service Support.

Note: The bidder must provide necessary supporting documents as proof in respect of the eligibility criteria mentioned above.

5. Documentation: After successful installation, the vendor must be handed over the following documents to STPI:

- a) Installation Report
- b) Product Manuals
- c) Warranty Certificates
- d) Supporting documents as proof in respect of the eligibility criteria mentioned in point.

6. Warranty Period support:

The bidder has to provide warranty period support, including hardware support for each category for a period mentioned in the Technical Specifications (Annexure-I) from the date of successful installation and acceptance by STPI Hyderabad. This warranty should cover both parts and support onsite.

7. General Terms & Conditions

Bid should be kept in a single cover comprised with two sealed covers mentioning the Technical Bid and Financial bid and super scribed as **“Supply and Installation of Laptops at STPI Hyderabad”** and submit to this office addressed to **“The Director, Software Technology Parks of India, 6Q3, Cyber Towers, HITEC city , Madhapur, Hyderabad-500 081** so as to reach this office on or before due date and time.

- a) The tender documents shall be treated as “confidential”
- b) Each page of the tender document should be signed and stamped by authorized signatory.
- c) Alterations, if any, in the quotation should be attested by the Authorized Signatory, failing which the tender is liable to be rejected.
- d) Rates of all items/services should be quoted, Rates should be quoted both in Figure & Words.
- e) Late submission will not be entertained
- f) Tender shall be submitted under Two Bid System viz Technical bid & Financial bid, as per the prescribed formats only. Failure to comply with these requirements may result in the bid being rejected.

- g) If any bidder does not qualify in technical evaluation, the financial Proposal of the bidder shall not be opened.
- h) The price should not be mentioned in the Technical bid in any form or manner. In case the prices are mentioned in the technical bid, the offer will be liable for rejection.
- i) The technical bid and financial bid will be opened on two different dates.
- j) STPI also reserves the right to modify/relax any of the terms & conditions of the tender.
- k) STPI will not be responsible for any postal losses or delays in submission of documents
- l) STPI reserves the right to accept any tender from among the tenders received or to reject any or all the tenders so received without assigning any reasons thereof.
- m) **CONDITIONAL/PARTIAL TENDER WILL NOT BE ACCEPTED AND WILL BE REJECTED OUTRIGHT.**
- n) If any of the conditions of Tender are not fulfilled, such Tender/Tenders will be summarily rejected outright and objections raised in this regard will not be entertained.
- o) STPI reserves the right to place order for additional quantity on repeat order basis on same terms & conditions of finalized order.
- p) Specification of Laptops will be as per enclosed Annexure-I

8. Procedure for Submission of Bids:

Technical Bid (Cover-1) : Bidders are requested to submit the bids as per the following:

- a) Bidder's details (filled & signed) as per Annexure-II
- b) Tender Acceptance letter (filled & signed) as per **Annexure -III**
- c) Declaration letter (filled & signed) as per **Annexure -IV**
- d) EMD exemption declaration letter **Annexure-V**
- e) **Malicious Code Certificate Annexure-VI**
- f) Technical compliance sheet (filled & signed) as per **Annexure-VII**

Commercial Bid (Cover-2) :

- a) **Bidders are requested to submit the Financial Bid (filled & signed) as per Annexure – VIII**

9. Award of Contract:

- Contract will be awarded on the basis of financial bid of the lowest acceptable responsive of Grand total amount of Annexure-VIII (Financial Bid) bidder who complies with all terms and conditions of the tender.
- In case of more than one vendor emerging as L1, STPI reserves the right to either seek revised financial bids only from those L1 bidders or cancel the tender.

10. Validity of Quotation:

The bid should be valid for 120 days from the last date for submission of bids.

11. Payment Terms:

Payment will be made after completion of supply, installation & submission of warranty certificate.

12. ePBG: Not Applicable/Exempted

13. Bid Security (EMD):

Bid security declaration should be submitted as per **Annexure-V**.

14. Liquidity Damages

Contracts are subjected to Liquidity Damages

- I. Deviation in any of the terms of the contract with due acceptance from STPI will not attract any liquidity damages.
- II. The following liquidity damages are levied if there is a delay in the delivery schedule defined in the Order:
 - a) Within one week from scheduled delivery - 2% of contract value
 - b) Within 8 – 15 days from scheduled delivery - 3% of contract value
 - c) Within 16 – 30 days from scheduled delivery- 5% of contract value
 - d) Beyond 30 days - Order will be cancelled.

15. Rejection of Bids

STPI-Hyderabad reserves the right to reject the bids in the following circumstances:

- ❖ Bid received after due date and time
- ❖ Not complying to any of the clauses of tender document.

16. Right to Cancel the Procurement/Contract

Director, STPI-Hyderabad reserves the right to cancel the procurement/ Services at any stage without any prior notice without assigning any reason thereof.

17. Cancellation of Order

STPI, Hyderabad reserves the right for cancellation of Order at any time if the products/ Services are found unsatisfactory. Also, if warranted, services from alternative supplier shall be taken at the cost and risk of the tenderer whose tender is accepted and order placed

18. Settlement of Disputes Clause

Any dispute or difference whatsoever arising between the tenderer and STPI shall be settled by arbitration in accordance with the provisions of the Arbitration and Conciliation Act, 1996. In such case the same shall be referred to the sole arbitration of Director, STPI, Hyderabad. The award of the arbitrator shall be final and binding on both the parties. The venue of the arbitration shall be at Hyderabad. The language of arbitration shall be in English. Legal issues, if any, will strictly be under jurisdiction courts in Hyderabad only

Signature:

Date:

Annexure-I

Laptop Technical Specifications

Laptop with the below mentioned specification to be supplied at

Software Technology Parks of India,
Dr. MCR HRD Institute, Road No:25,
Jubilee Hills, Hyderabad-500033.

Quantity-5Nos

S.No	Technical Specifications	Description
1.	Model	Enterprise Business Use
2.	PROCESSOR	Intel(R) 11th Generation Core(TM) i7 or higher processor
3.	CHIPSET	Intel Integrated Chipset
4.	RAM	8GB DDR4 RAM up to 32GB expandability
5.	DISPLAY	15.6 inch non touch LED FHD Backlit Antiglare 1920x1080 resolution
6.	GRAPHICS	Integrated Graphics Card.
7.	AUDIO	Two built-in stereo speakers with high definition audio support. Built-in microphone.
8.	BLUETOOTH	Bluetooth v5 or higher
9.	WEBCAM	Integrated HD Webcam or better
10.	Storage	1TB HDD
11.	Network Connectivity	10/100/1000 on board Integrated Gigabit Port
12.	WIRELESS DEVICE	Integrated Wireless 802.11 ax with 2x2MIMO technology supporting WiFi 6
13.	INTERFACES	Minimum 2 USB 3.0 ports, HDMI port, Type-C port
14.	KEYBOARD & TOUCH PAD DEVICE	Backlit Standard Keyboard with touch pad
15.	BATTERY BACKUP	Minimum 42Whr capacity battery with 6 hours or higher backup time
16.	WEIGHT and Dimensions	2kgs or lesser including battery
17.	OPERATING SYSTEM (OS)	Windows 10 Professional 64bit
18.	WARRANTY	3 year on-site warranty for Laptop & battery from OEM

Annexure-II**COMPANY DETAILS
(TO BE SUBMITTED ON YOUR LETTER HEAD)**

1	Company Name *	
2	Registration Number *	
3	Registered Address*	
4	Bidder type*	Indian Foreign
5	City*	
6	State*	
7	Postal Code*	
8	PAN/TAN Number*	
9	Company's Nature of Business*	
10	Company Legal status*	Limited company Undertaking Joint venture Partnership Others
11	Company Category*	Micro unit as per MSME, Small unit as per MSME, Medium unit as per MSME , Ancillary unit, Project affected person of this company SSI Others
Contact Information of person:		
12	Contact Name*	
13	Date of birth of person*	
14	Correspondence email*	
15	Phone*	
16	Mobile*	

Signature of the Tenderer

Annexure-III

Tender Acceptance Letter (To be given on Company Letter Head)

TO,

The Director
Software Technology Parks of India
Hyderabad

Sub: Acceptance of Terms & Conditions of Tender

Name of Tender/Work : _____

Tender Reference No. : _____

Sir,

1. The tender document mentioned above have been downloaded/obtained from the sites URL :

_____, as motioned in the documents. I/We hereby certify that I/We read the entire terms and conditions of the tender documents from Page No. _____ to _____ (including all documents like annexures, schedules, etc..), which form part of the contract agreement and I/We shall abide hereby the terms/conditions/clauses contained therein.

2. The corrigendum(s) issued from time to time by your department/ organisation too have also been taken into consideration, while submitting this acceptance letter.
3. I / We hereby unconditionally accept the tender conditions of above mentioned tender document(s) / corrigendum(s) in its totality / entirety.
4. In case any provisions of this tender are found violated, then the Department shall without prejudice to any other right or remedy be at liberty to reject the tender including the forfeiture of the full said earnest money absolutely.

Yours faithfully

(Signature of the Bidder with Official Seal)

Annexure - IV

DECLARATION

I hereby certify that the information furnished above is full and correct to the best of my/our knowledge. I understand that in case any deviation is found in the above statement at any stage, the supplier will be blacklisted and will not be permitted to have any dealing with the STPI-Hyderabad in future.

**Seal and Sign of Bidder
Name & Address:**

Bid Securing Declaration Form

Tender No: STPH/NIT/21-22/04 dated 16/07/2021

Date: _____

To,

The Director
Software Technology Parks of India
6Q3, Cyber Towers, HITEC City,
Hyderabad- 500081

I/We, the undersigned, declare that:

I/We understand that, according to your conditions, bids must be supported by a Bid Securing Declaration.

I/We accept that I/We may be disqualified from bidding for any contract with you for a period of one year from the date of notification if I am /We are in a breach of any obligation under the bid conditions, because I/We have withdrawn/modified/amended, impairs or derogates from the tender, my/our Bid during the period of bid validity specified in the form of Bid; or having been notified of the acceptance of our Bid by the purchaser during the period of bid validity (i) fail or reuse to execute the contract, if required, or (ii) fail or refuse to furnish the Performance Security, in accordance with the Instructions to Bidders.

I/We understand this Bid Securing Declaration shall cease to be valid if I am/we are not the successful Bidder, upon the earlier of (i) the receipt of your notification of the name of the successful Bidder; or (ii) thirty days after the expiration of the validity of my/our Bid.

Signed: (insert signature of person whose name and capacity are shown)
in the capacity of (insert legal capacity of person signing the Bid Securing Declaration)

Name: (insert complete name of person signing the Bid Securing Declaration)

Duly authorized to sign the bid for an on behalf of (insert complete name of Bidder)

Dated on _____ day of _____ (insert date of signing)
Corporate Seal (where appropriate)

(Note: In case of a Joint Venture, the Bid Securing Declaration must be in the name of all partners to the Joint Venture that submits the bid)

Malicious Code Certificate

The seller should provide following certificate in the bid:-

- a. This is to certify that the Hardware and the Software being offered, as part of the contract, does not contain Embedded Malicious code that would activate procedures to :-
 - I. Inhibit the desires and designed function of the equipment.
 - II. Cause physical damage to the user or equipment during the exploitation.
 - III. Tap information resident or transient in the equipment/network.
- b. The firm will be considered to be in breach of the procurement contract, in case physical damage, loss of information or infringements related to copyright and Intellectual Property Right (IPRs) are caused due to activation of any such malicious code in embedded software.

Annexure-VII

Technical Compliance

Bidder has to complete the below Compliance Sheet mentioning complied or not complied against every specifications.

General Compliance

S no	Description	Details	Remarks
1	Acceptance of General Terms & Conditions of the Tender		

Compliance sheet for Laptop

Description	STPI-Hyderabad Requirement	Compliance Yes/No	Remarks if Any
Model	Enterprise Business Use		
PROCESSOR	Intel(R) 11th Generation Core(TM) i7 or higher processor		
CHIPSET	Intel Integrated Chipset		
RAM	8GB DDR4 RAM up to 32GB expandability		
DISPLAY	15.6 inch non touch LED FHD Backlit Antiglare 1920x1080 resolution		
GRAPHICS	Integrated Graphics Card.		
AUDIO	Two built-in stereo speakers with high definition audio support. Built-in microphone.		
BLUETOOTH	Bluetooth v5 or higher		
WEBCAM	Integrated HD Webcam or better		
Storage	1TB HDD		
Network Connectivity	10/100/1000 on board Integrated Gigabit Port		
WIRELESS DEVICE	Integrated Wireless 802.11 ax with 2x2MIMO technology supporting WiFi 6		
INTERFACES	Minimum 2 USB 3.0 ports, HDMI port, Type-C port		
KEYBOARD & TOUCH PAD DEVICE	Backlit Standard Keyboard with touch pad		
BATTERY BACKUP	Minimum 42Whr capacity battery with 6 hours or higher backup time		
WEIGHT and Dimensions	2kgs or lesser including battery		
OPERATING SYSTEM (OS)	Windows 10 Professional 64bit		
WARRANTY	3 year on-site warranty for Laptop & battery from OEM		

(Signature of the Tenderer)
Name & Designation
Company Seal

Annexure-VIII

Commercial Bid as per the following format on Letter Head should be submitted

Financial Bid

S.No	Description	Qty	Rate in Rs	Taxes	Total Amount in Rs
1	Supply & Installation of Laptops as per specifications mentioned in Annexure-I	5			
Other charges, if any with break-up:					
Grand Total:					

Delivery Period:

(Signature of the Tenderer)
Name & Designation
Company Seal