#### RCC Institute of Information Technology

Canal South Road, Beliaghata

Kolkata-700015

# BID DOCUMENT

FOR

SUPPLY, INSTALLATION & COMMISSIONING

OF

Digital Workstation

Under

 AICTE SPDP SCHEME for SC/ST STUDENTS

AT

,

RCC Institute of Information Technology, Kolkata

## I\_N\_D\_E\_X

|  |  |  |
| --- | --- | --- |
| **Sl. No.** | **Contents** | **Page No.** |
|  |  |  |
| 1. | Bid Notice | **3** |
| 2 | Issue letter | **4** |
| 3 | Techno-Commercial Part | **6** |
|  | a) Instruction to the Bidders | **6 & 7** |
|  | b) Declaration by the Bidder | **8** |
|  | c) Special Conditions of the Contract | **9** |
|  | d) Annexure | **13 to 14** |
| 4. | Price Part | **15** |
|  | a) Schedule of Rates | **15** |

## RCC INSTITUTE OF INFORMATION TECHNOLOGY

#### BID NOTICE

Sealed bids are invited from reputed manufacturers, authorized dealers / distributors for supply, installation and commissioning of **6** **(Six)** Nos. Digital Work Stations.

**BID Reference No. and date : RCCIIT/21-22/CAP(AICTE-SPDP)/02,**

 **Dtd. 09.11.2021**

**Date of Commencement of sale of : 09.11.2021 Time: 11.00 A.M – 4:00**

**Bidding Document P.M (Except holiday)**

**Last date for Sale of Bidding Document :26.11.2021Time: 12:00Noon extended till 7.12.2021**

**Last date and time for Receipt of Bids : 26.11.2021 Time: 2:00 P.M extended till 7.12.2021**

**Date and Time of Opening of Bids : 07.12.2021 Time: 4:00 P.M**

**Place of Opening of Bids : Office of the Finance Officer**

 **RCC Institute of Information Technology,**

 **2nd Floor, Administrative Building**

 **Canal South Road, Beliaghata,**

 **Kolkata-700015**

**Address for Communication : Mr. Pradip Kr. Das, Dy. Registrar (O)**

 **RCC Institute of Information Technology**

 **Canal South Road, Beliaghata,**

 **Kolkata – 700015**

Bid Document with detail specifications and Terms & Conditions of the procurement can be purchased from the office of The Finance Officer, RCC Institute of Information Technology (Tel: 033-2323-2463/6290821300, ) Canal South Road, Beliaghata, Kolkata-700015 on submission of application along with copy of the valid trade license, valid Professional Tax Payment Certificate and dealership/ distributorship certificate (as applicable) of reputed company/companies upon payment of a non-refundable fee of **Rs 500/- (Rs Five Hundred only)** in the form of Cash/P.O in favour of **“RCCIIT-SPDP-AICTE”** payable at Kolkata.

Price of bidding document has to be paid by the bidder separately as mentioned above, along with the downloaded bidding document copy.

##### RCC Institute of Information Technology

Canal South Road, Beliaghata

Kolkata-700015

# ISSUE LETTER

OF

# BID DOCUMENT

FOR

SUPPLY, INSTALLATION & COMMISSIONING

OF

Digital Workstations

Under

 AICTE SPDP SCHEME for SC/ST STUDENTS

AT

RCC Institute of Information Technology, Kolkata

Numbers of pages as shown in the Index Sheet are contained herein.

This set of Bid Document is issued to:

Name of Bidder

 …………………………………………………………………………

Address of Bidder

 ………………………………………………………………………… …………………………………………………………………………

Date of Issue………………………..

Finance Officer

 RCC Institute of Information Technology

Canal South Road, Beliaghata

 Kolkata - 700015

##### RCC Institute of Information Technology

Canal South Road, Beliaghata

Kolkata-700015

# BID DOCUMENT

FOR

SUPPLY, INSTALLATION & COMMISSIONING

OF

Digital Workstations

Under

 AICTE SPDP SCHEME for SC/ST STUDENTS

AT

RCC Institute of Information Technology, Kolkata

**[Techno-Commercial Part]**

###### **INSTRUCTION TO BIDDERS**

1. This quotation is for establishing the rates only. Order shall be placed as per AICTE-SPDP Scheme requirement.
2. The bidder may quote for all the items in the ‘Schedule of Rates’. Against item quoted in the ‘Schedule of Rates’ rates must be mentioned in figures as well as in words.
3. The bidder shall submit their Techno-Commercial Bid and Price-Bid in two separate sealed covers.
4. The separate sealed covers should indicate whether the contents are “Techno-Commercial Bid” or “Price Bid” and each cover should be duly superscribed with the bid number and title of the work.
5. The tender should be submitted at the office of the Finance Officer, RCC Institute of Information Technology at Canal South Road, Beliaghata, Kolkata -700015 not later than **2.00 PM of** **26.11.2021** after which time and date no offer shall be accepted. Offers may also be sent by registered post so that it reaches this office by the above mentioned time and date. Bid received after the due date and time will not be considered.

1. The sealed envelopes containing “Techno-Commercial Bid” of the tender shall be opened **4.00 PM on 26.11.2021** at the office of the Finance Officer, RCC Institute of Information Technology at Canal South Road, Beliaghata, Kolkata-700015 and any bidder or his authorized representative who wishes to be present at the time of the opening of the “Techno-Commercial Bid” may do so.
2. **The “Techno-Commercial Bid” shall contain only the Techno-Commercial Part of this bid document duly filled in and signed & stamped in all pages without price part. Covering letter and documents as mentioned at Clause 13 of the Instructions to Bidders should be submitted duly signed & stamped with the “Techno-Commercial Bid”.**
3. The “Price Bid” shall contain ‘Schedule of Rates’ duly filled in and signed. It is to be noted that the sealed envelope containing ‘Price Bid’ shall contain price only and no conditions whatsoever. **Any condition imposed in ‘Price Bid’ shall make the bid liable for outright rejection.**
4. The bidder shall mention the name of the brands of equipments, proposed to be supplied to RCC Institute of Information Technology.
5. The bidder shall be deemed to have carefully examined and fully understood the Instruction to Bidders, the Special Conditions of the Contract, Institute’s General Conditions of Contract, Scope of Work etc.
6. The bid including Price Bid shall be valid for acceptance for a period of six months from the date of opening of the “Techno-Commercial Bid”.
7. The bidder shall submit copies of the following documents along with Techno-Commercial Bid.
8. Valid Trade License and Professional Tax Payment Certificateof the concern.
9. Copies of Audited Financial Statements (Trading, Profit & Loss Accounts and Balance Sheet) for last two years.
10. Income Tax Assessment Order/Acknowledgement of Income Tax Return for last two years.
11. Valid GST Registration Certificate along with receipt copies of last quarter return submitted.
12. Evidence that the bidder has successfully executed a single supply order of similar nature of items worth **not less than Rs. 4,50,000/- (Rupees Four lacs fifty thousand only)**  during last two years. Satisfactory Completion Certificate from the client concerned is desirable.
13. Valid Dealership / Distributorship certificate (as applicable) of reputed Company.
14. Literature / Brochure / Manuals in respect of said equipment offered and its website link.
15. Item specifications with make and model (without price) to be indicated in the format of the price bid (to be submitted along with the techno-commercial offer) [unpriced Bill of Quantities].
16. The bidder may be required to produce the relevant documents as mentioned at **(a) to (h) of Clause 12** above in original as and when required by RCC Institute of Information Technology.
17. RCC Institute of Information Technology reserves the right to accept or reject any bid either in part or in full without assigning any reason whatsoever. Any incomplete bid is liable to be rejected.
18. All bids must be accompanied by a Bid security as mentioned in the bid document (special conditions of contract) delivered to the above office at the date and time indicated above.
19. In the event of the date specified for bid receipt and opening being declared as a closed holiday for purchaser’s office, the due date for submission of bids and opening of bids will be the following working day at the appointed times.

### DECLARATION BY THE BIDDER

1. I /We have carefully examined and fully understood the Instruction to Bidders, the Special Condition of the Contract, Institute’s General Conditions of Contract, Scope of Work etc. and all other related documents and clauses in connection with this letter. I/We accept all the terms & conditions of the contract as mentioned in the Techno-Commercial Part of the bid.
2. I/We have signed all the pages of the Techno-Commercial Part of this bid document and have submitted the same with the Techno-Commercial Part of my/our offer.
3. I/We have signed all the pages of the Price Part of this bid document and have submitted the Price Part separately following all necessary guidelines given in this bid document.
4. I/We have submitted copies of the required documents as mentioned at Clause 12 of the “Instructions to Bidders”.
5. My/our Office address is
6. My/our Telephone No. is

Date: ………………………………

 Signature of the Tenderer

 With office seal

### SPECIAL CONDITIONS OF THE CONTRACT

1. **Scope of work:**

 Requirement is for supply, installation & commissioning of Digital Workstations as per specification given in ANNEXURE, to RCC Institute of Information Technology at Canal South Road, Beliaghata, Kolkata-700015.

The said equipment supplied should be able to work successfully in the existing environment throughout the warranty period.

1. **Validity of Offer:**

Bids submitted by the Bidders shall remain valid for a minimum period of 6 (Six) months from the date of opening of the Techno-Commercial Part of the bid.

1. **Taxes:**

The rates quoted must be excluding of GST. GST, as applicable, should be quoted separately, No other taxes will be paid as extra.

1. **Site Condition:**

Bidders should note that the work is to be executed under the existing site conditions. They may visit the site to get fully acquainted with the site conditions etc.

1. **Payment:**

Payment will be made within **30 days** from the date of execution of the order in totality [i.e. after successful delivery, installation and commissioning of the ordered items]or from the date of submission of the bills, whichever is later in Rupee currency either through on-line payment or by Account Payee cheque.

1. **Bid Security:**

**6.1** Bidder shall furnish, as part of its bid, a bid security in the amount as specified below

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Brief Description** | **Unit Price** | **Quantity** | **Delivery Schedule** | **Bid Security in Rupees** |
| Details as per our Technical Specification  | Without GST |  | Within 30 days from the receipt of the order | 3% of the total quoted amount |
| Digital Workstations |  | 6 pc |  |  |

**6.2** The bid security is required to protect the Purchaser against the risk of Bidder’s conduct which would warrant the security’s forfeiture.

**6.3** The bid security shall be denominated in Indian Rupees and shall be in the form of P.O/ D.D drawn in favour of **RCCIIT-SPDP-AICTE, payable at Kolkata.**

**6.4** Any bid not secured in accordance with Bid- Security will be rejected by the Purchaser as non-responsive.

**6.5** Unsuccessful bid securities will be returned as promptly as possible but not later than 30 days after the expiration of the period of bid validity prescribed by the Purchaser.

**6.6** The successful Bidder’s bid security will be discharged upon the Bidder signing the Contract and after furnishing the performance security.

**6.7** The bid security may be forfeited:

 **(a)** if a Bidder, withdraws its bid during the period of bid validity specified by the

 Bidder

 **(b)** in case of a successful Bidder, if the Bidder fails:

 **(i).** to sign the Contract in accordance with Special Conditions of the Contract

 **Clause 12.**

 **(ii) t**o furnish performance security in accordance with Special Conditions of the

 Contract **Clause 7.**

**7. Performance Security Deposit:**

**7.1** The successful bidder shall be required to maintain Non-Interest bearing Performance Security Deposit @5% of the total order value (excluding GST). The documents/instruments relating to such deposit is to be submitted by way of **Demand Draft /Pay-order payable at Kolkata in favour of RCCIIT-SPDP-AICTE** at the time of receiving valid order from our end. Such security money may invite a scope of forfeiture provided the purchaser fined any major deviation from the part of the Bidder.

**7.2** The Performance Security Deposit shall be held by the Finance Officer, RCC Institute of Information Technology as security for due performance of the supplied and installed Equipment. The Security Money shall be refunded after the successful completion of the warranty period subject to recovery of damages and/ or losses incurred, if any, by RCC Institute of Information Technology due to default on the part of the bidder.

**8. Delivery:**

As the ordered equipment are required strictly as per the time schedule, the bidder should supply within 30 (thirty) days from the receipt of the order.

All aspects of safe delivery shall be the exclusive responsibility of the successful bidder. RCC Institute of Information Technology reserves the right to reject any item, if found unsuitable and/ or not conforming to the approved specifications. The rejected items, if any, shall have to be taken back and replaced by good quality equipment forthwith at the cost of the successful bidder. No payment will be made for the rejected items. During installation at site, if any item is found to be defective or broken, it will be replaced with new ones by the successful tenderer at their cost and risk within 15 days.

1. **Compensation:**
	1. In the event of contractor failing to execute the contract within the stipulated time frame or such extension thereof as may be allowed by the RCC Institute of Information Technology in writing, the contractor shall be required to pay as compensation @**1/2**% of the total value of the order for delay in supply of every week or part thereof, provided the entire amount of compensation to be paid under the provisions of this clause shall not exceed 10% of the total order value.
	2. RCC Institute of Information Technology may without prejudice to any other method of recovery, deduct the amount for such damages from any amount which is due or which may become due to the contractor. The payment or deduction for such damages shall not relieve the contractor from the obligation to complete the supply, installation and commissioning of the ordered equipments or from any order of his obligations or liabilities under the contract.
2. **Termination of Contract:**
	1. If the bidder fails to carry out either fully or partly the order as per the specification and/or fails to supply/install/commission any or all of the ordered equipment within the stipulated period without any reason acceptable to the RCC Institute of Information Technology, RCC Institute of Information Technology may terminate the contract after giving 7 days notice in writing and this decision shall be final and binding on the contractor.
	2. Upon termination of the contract for the reason indicated in clause 9.1 the RCC Institute of Information Technology shall be entitled to get the work done at the total risk and expense of the contractor through an independent agency and to recover from the contractor in addition to any other amount, compensation or damages that the Institute is entitled to in terms of other relevant clauses in the contract.
3. **Warranty:**
	1. The tenderer must provide an on-site comprehensive (including spares & labour) warranty for a minimum period of **12 months** from the date of successful installation & commissioning of the ordered equipment as well as for all related accessories supplied by him/them.
	2. The successful tenderer shall make good at his own expenses defects due to faulty design, material and workmanship of the equipment supplied by him /them which may develop under proper use during a period of **12 months** from the date of successful installation & commissioning of the equipment supplied. If any difference of opinion arises on any of the provisions of this clause, the decision of the Finance Officer, RCC Institute of Information Technology shall be final and binding on the successful bidder.
	3. In default, the Finance Officer, RCC Institute of Information Technology will be at liberty to get the repair/ replacement of faulty equipment done by a third party at his discretion and the bidder will be required to reimburse the amount spent for this purpose.
4. **Maintenance:**
	1. **The successful bidder shall have to attend & rectify the supplied equipment within 24 hours from the date & time of lodging the complaint. The bidder must clearly mention the facilities available for maintenance of the equipment quoted by him in the Techno-Commercial proposal.**
	2. **If the successful bidder fails to attend and rectify the defect within the stipulated time frame, the bidder shall be required to pay penalty** @**Rs.100/- per equipment per day or part thereof.**
5. **Contract Agreement:**

The selected bidder will have to sign a contract agreement withRCC Institute of Information Technology which shall have to be executed as part of the award of the work to the successful Bidder.

**ANNEXURE**

**SPECIFICATION AND DESCRIPTION OF DIGITAL WORKSTATION (6 nos):**

|  |  |  |
| --- | --- | --- |
|  **Item** | **Specification** | **Offered spec & compliance** |
| **PROCESSOR** |  CPU Core i5/ AMD Ryzen 5 Processor or above (must supports both 32bit and 64 bit OS and application) |  |
| **MOTHER BOARD** | Compatible with processor or better OEM mother board with ODM’s name must be printed on it **(No sticker)** |  |
| **RAM** | 8GB DDR4 (**2X4GB**) (expandable up to 16GB or more)with at least [4 DIMM Socket] |  |
| **HARD DISK DRIVE** | 1TB 7200RPM SATA with or better  |  |
| **LAN CARD** | 10/100/1000 Mbps Ethernet or better |  |
| **COL. MONITOR** | 18.5/19" LED by the same OEM  |  |
| **SMPS** | 300 Watt or less **Preferred with Normal 24/20+4 pin connector and with Standard size SMPS (W 15 cm, H  8.5 cm,D 14 cm).Specify SMPS Dimension and connector details.** |  |
| **KEYBOARD** | Same OEM Standard USB Keyboard |  |
| **MOUSE** | Same OEM Standard USB Optical Scroll |  |
| **Cabinet** | **Standard ATX or Micro Tower Only** . Please specify dimensions in MM (H x W x D) and weight |  |
| **MISC.** | 1. At least 4 USB ports (at least 2 in front with 1 nos USB3.0) 2**USB 3.0 in rear**, 1 VGA port, , 1 Audio port(Mic in, Line in and line out)
 |  |
| 1. One PCI Express x1 bus add-in card connector, at least 4 Serial ATA interfaces
 |  |
| **BIOS Diagnostics, OEM provided or third party tool for permanent deletion of files/folders or complete hard drive data removal** |  |
| **OPERATING SYSTEM support** |  **Windows 10** Unix, Linux/ fedora and Ubuntu etc  |  |
| **Power Cable** | Required power cable for connectingPC and monitor with 6 Amp Indian type plug Only |  |
| **OEM Pre-Installed Operating System** | **Windows 10** |  |
| **WARRANTY** | 3-year (3-3-3) onsite warranty and service includes 3 years of parts, labor and on-site repair. |  |
| **Others** | Must support dual booting with windows 10,Linux, Unix, Fedora, Ubuntu etc. Must have compatible drivers. Drivers of all operating system  |  |
| **Certification** | For OEM: ISO 9001 and 14001. For quoted model : UL/FCC EPEAT silver/Gold, Energy Star 6 desirable |  |
| **Headset** | Good quality Headset with standard jack compatible with desktop |  |

**Quotation must be submitted in the above mentioned format only**

##### RCC Institute of Information Technology

Canal South Road, Beliaghata

Kolkata-700015

# TENDER DOCUMENT

FOR

SUPPLY, INSTALLATION & COMMISSIONING

OF

Digital Workstations

Under

 AICTE SPDP SCHEME for SC/ST STUDENTS

AT

RCC Institute of Information Technology, Kolkata

**[Price Part]**

##### RCC Institute of Information Technology

Canal South Road, Beliaghata

Kolkata-700015

SCHEDULE OF RATES

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Sl. No.** | Item | Unit Rate (Rs.) | GST (Rs.) | Total (Rs.) |
|  1.  | Digital Workstation (As per specification indicated in ANNEXURE) |  |  |  |
|  | GRAND TOTAL |  |  |  |

**Total Rs. in Words: - ( )**

Date: (Signature & Office Seal of the Tenderer)