



**Institute of Economic Growth,  
University of Delhi Enclave, North Campus,  
Delhi-110007**

**Notice Inviting Tender**

**Dated:- 16-10-2024**

**Last Date of Submission: 28-10-2024**

**1. INTRODUCTION:**

Institute of Economic Growth invites sealed quotation is invited for the Supply of a Desktop Computers with Monitor 20nos. from reputed manufacturers/ authorized dealers / Channel partners.

**2. SCOPE OF TENDER:**

A. Purchase of Desktop Computer with Monitor (20 Nos).

Item No.	Particulars	Qty.
1.	Supply of a Desktop Computer with Monitor (as per technical specification attached at Sr. No. 8)	20 Nos.

**3. CRITERIA FOR BIDDER QUALIFICATION:**

The bidder should be either an Original Equipment Manufacturer (OEM) OR Authorized Distributer/Dealer/Channel partners of OEM and should submit proof of supplying such item in any private, Public or government department.

**4. TECHNICAL SPECIFICATIONS:**

Item No.	Item Description
1	Technical specification attached at Sr. No. 8

**5. GENERAL INSTRUCTIONS**

- i. The bidding document (consisting of specifications, the schedule of quantities of various types of items to be executed, the set of terms and conditions of the contract and other documents, Corrigendum, and Clarifications to Pre-bid queries can be downloaded from the websites: <https://www.iegindia.org>, if any shall be published only on this website. The institute shall not be responsible for any delay/difficulties/inaccessibility of

downloading facility for any reason whatsoever.

- ii. All costs, charges & expenses that may be incurred in connection with the preparation of tender and Contract Agreement shall be borne by the bidder and the Institute accepts no liability whatsoever therefore.
- iii. Exemption to IEG against any tax/ duty/ fee/ surcharge/ charge/ cost, if any, found applicable or sought later from IEG after the award shall be passed on to IEG by the vendor without dispute.
- iv. IEG reserves the right to reject any or all of the bids without assigning any reason.
- v. Bid Validity: Bid shall remain valid for 45 days from the date of submission.
- vi. Firm Price: Bidder's quoted Rates/Prices for executing the activities under the Contract shall remain firm till the completion of the supply of the Desktop Computer with Monitor.
- vii. If any information furnished by the bidder is found false / fabricated, then his bid will be rejected and treated as cancelled. Even if such manipulation is detected at any stage after the signing of the contract, it would lead to the termination of the contract besides the forfeit of the Earnest Money Deposit and liabilities towards prosecution. In such cases, the bidder will be debarred from participation in the future tendering process in IEG for the next 05 (Five) years.
- viii. **Earnest Money Deposit (EMD)** of the requisite amount and that in prescribed mode or proof of payment thereof shall be enclosed with the Bid as explained in Para 6.4 The Bidder must submit "UNDERTAKING BY THE BIDDER (ANNEXURE-I)" in the tender document.
- ix. **Performance Security/Guarantee Deposit:** To ensure the due performance of the contract, **Performance Security @ 5% of the value of the contract** is to be deposited by the successful bidder. Performance Security should be for an amount of five percent of the value of the contract as specified in the bid documents. Performance Security may be furnished in the form of an Account Payee Demand Draft from a Commercial bank. Performance Security should remain valid for a period of 1 year beyond the date of completion of all contractual obligations of the bidder including warranty obligations.
- x. **Refund / Conversion of Earnest Money Deposit:** The Earnest Money received shall be refunded to the unsuccessful bidders without any interest upon executing the Contract Agreement by the successful bidder. The Earnest Money Deposit of the successful bidder shall be returned on receipt of the Performance Security Deposit.

- xi. **Forfeiture of Earnest Money Deposit:** Earnest Money Deposit will be forfeited in any of the following cases:
- (i) The bidder withdraws/modifies his tender during the period of Bid Validity.
  - (ii) The bidder, in case of a tie between the lowest bids, refuses to submit a revised offer.
  - (iii) The bidder does not accept the correction of arithmetical errors in his tender.
  - (iv) The bidder fails to deposit Performance Guarantee and required information within the stipulated time period before the award of the purchase order.

## 6. SUBMISSION OF TENDER

- 6.1** The sealed tenders shall be received at the Tender Box near the Reception of the Institute **up to 15:00 hrs on 28<sup>th</sup> October 2024 (Closing Date & Time for Receipt of bids)** or Corrigenda otherwise. It must be addressed to **“The Director, Institute of Economic Growth, University of Delhi Enclave, North Campus, Delhi-110007”**.
- 6.2** Tenders received after the due date and time shall not be considered.
- 6.3** Tenders shall be submitted in a sealed Master envelope (all 03 Envelopes in a single envelope) superscribed **“Procurement of Desktop Computer with Monitor”** with the **File No: IEG/CU/Comp./02/2024-25**, containing three separate sealed envelopes, each clearly super scribed as **“Tender Fee and EMD”**, **“Technical Bid”** and **“Financial Bid”** respectively, in the following manner:
- 6.4 Envelope-1 (Tender FEE & EMD)** will consist of:
- (i). **Tender Fee for ₹ 5,00/- (Non-refundable)**, in the Demand Draft / Pay order in favour of “Institute of Economic Growth”, payable at Delhi. Cheque/ Money Order/Cash shall not be accepted. The Tender Fee & EMD deposit shall not attract any interest.
  - (ii). **Earnest Money Deposit** of Rs. 20,000/- in the Demand Draft / Pay order in favour of **“Institute of Economic Growth”**, payable at Delhi. Cheque/ Money Order/Cash shall not be accepted. The Tender Fee & EMD deposit shall not attract any Interest.
  - (iii). The Bidders registered with MSME/NSIC will be granted exemption from payment of EMD as per Rule. Bidder has to enclosed the MSME/NSIC registration Certificate.
- 6.5** Tender without payment of Earnest Money Deposit would be summarily rejected.
- 6.6 Envelope-2 (Technical Bid)** will consist of:
- (i). Covering letter of the offer signed by the firm’s authorized signatory (with Make/Model along with Part no).

- (ii). Documents establishing the identity and authenticity of the bidder/ bidding firm.
- (iii). Self-certified copies of all the documents in support of the eligibility of the bidder.
- (iv). Duly filled **Annexure I and II** signed by the bidder or his/her authorized signatory and stamped.
- (v). Manufacturer's Authorization Form (MAF) from OEM shall be furnished in the format prescribed in **Annexure-III**.

**6.7 Envelope-3 (Financial Bid)** will consist of the complete tender document, each page duly signed and stamped by the bidder as acceptance of the conditions, Declaration by Bidder, and **Financial Bid (Annexure IV)** all duly filled-in, signed by the bidder or his/her authorized signatory and stamped.


## **7. EVALUATION OF BIDS AND AWARD OF WORK**

- i. The Bid of the bidder will be opened on the specified date and time of opening at IEG in the physical/virtual presence of willing bidders or their authorized representatives as per the decision of IEG.
- ii. Date, time and place of opening of the Financial Bid will be informed after the evaluation of the Technical Bid to the Technically Qualified Bidders as per the decision of IEG.
- iii. Bids shall, first, be checked for payment of **Tender Fee and Earnest Money Deposit**. Only those bids found to have duly paid/ submitted Tender Fee and Earnest Money Deposit shall be considered for evaluation.
- iv. IEG retains the right to revert back to individual bidders with further clarifications/queries on the Technical Bid. The bidder has to respond to the queries within the specified time mentioned on their company letter head.
- v. On the date & time specified for the opening of Financial Bid or the Revised Financial Bids as the case may be, the bid will be opened on the specified date and time.
- vi. **Evaluation of Financial Bids:** The Financial Bid should contain the complete bid document with duly filled-in Schedule of Financial Quote. Financial Bids opened as above will be checked for arithmetical errors.
- vii. The successful bidder shall be issued a **Letter of Acceptance (LOA)** of the bid, and be required to furnish a **Performance Guarantee @ 5% of the value of the contract** as per General Conditions of Supply of the Desktop Computer with Monitor.

## 8. Technical Specifications

S. No.	Description	Specification
1.	<b>Processor</b>	13th Generation Intel® Core™ i7 processor (Intel® Core™ i7-13700 (up to 5.2 GHz with Intel® Turbo Boost Technology, 30 MB L3 cache, 16 cores, 24 threads) or higher
2.	<b>Operating System</b>	Pre-loaded Windows 11 Professional
3.	<b>Memory</b>	16 GB DDR4-3200 MHz RAM (1 x 16 GB) or higher
4.	<b>Graphics</b>	Intel UHD Graphics 770
5.	<b>Hard Drive</b>	1TB PCIe® NVMe™ M.2 SSD
6.	<b>I/O Port</b>	<b>Front</b> Ports: 2 USB Type-A, 10Gbps signaling rate; 2 USB Type-A 5Gbps signaling rate; 1 headphone/microphone combo <b>Rear</b> Ports: 4 USB 2.0 Type-A; 1 audio-in; 1 audio-out; 1 microphone; 1 RJ-45
7.	<b>Video connectors:</b>	1 HDMI 2.1;1 DisplayPort™
8.	<b>Keyboard</b>	USB
9.	<b>Mouse</b>	USB
10.	<b>Monitor</b>	(27 Inches) FHD (1920 x 1080 @ 75 Hz) same company as Desktop
11.	<b>Warranty</b>	3 years

**\*Preferably HP/Dell/Lenovo make**

  
16/10/2024  
Parag Kamal Sharma  
Programmer, IEG

## UNDERTAKING BY THE BIDDER

### UNDERTAKING

I / We have read and examined the Tender document including terms & conditions, specifications, bill of quantities, general rules & directions, General Conditions of Contract, Special Conditions of Contract and all relevant other documents, publications and rules referred to in the Conditions of Contract and all other contents in the tender documents for the work.

I / We, hereby tender for execution of the work specified for the Institute of Economic Growth, Delhi within the time specified and in accordance in all respects with the specifications and instructions in writing.

We agree to keep the tender open for 60 days from the last date of its submission and not to make any modifications in its terms and conditions. A sum of Rs. \_\_\_\_\_ has been deposited in form of demand draft/Pay Order of a scheduled bank as earnest money. If I / we, fail to furnish the prescribed performance guarantee within prescribed period, I / we agree that the said Director, Institute of Economic Growth, University of Delhi Enclave, North Campus, Delhi-110007 or his authorized officer shall without prejudice to any other right or remedy, be at liberty to forfeit the said earnest money absolutely. Further, if I / we fail to commence work as specified, I / we agree that the Director, Institute of Economic Growth, University of Delhi Enclave, North Campus, Delhi shall without prejudice to any other right or remedy available in law, be at liberty to forfeit the said earnest money and/or the performance guarantee absolutely, otherwise the said earnest money shall be retained by him towards security deposit to execute all the works referred to in the tender documents upon the terms and conditions contained or referred to therein.

Further, I / We agree that in case of forfeiture of earnest money or both Earnest Money & Performance Guarantee as aforesaid, I / We shall be debarred for participation in the re-tendering process of the work.

I / We hereby declare that I / We shall treat the tender documents and other records connected with the work as secret / confidential documents and shall not communicate information derived there-from to any person other than a person to whom I / We am / are authorized to communicate the same or use the information in any manner prejudicial to the safety of the State.

**Dated**

**Witness**

**Address**

**Occupation**

**Seal & Signature of Vendor  
With Postal Address**

## ANNEXURE-II

**DETAILS TO BE FILLED BY BIDDER**

Sl. No.	Particulars			Details
1.	Name of the Bidder			
2.	Address of the Bidder			
3.	Status of the Company (Public Ltd/ Pvt. Ltd)/Registered Partnership Firm			
4.	Details of Incorporation of the Company CIN or LLP			
	Details of Registered Partnership Firm			
5.	Details of Commencement of Business			
6.	Goods and Services Tax Registration Number (GSTIN)			
7.	Permanent Account Number (PAN)			
8.	Name & Designation of the authorized person to whom all references shall be made regarding this tender			
9.	Mobile Number of the Authorized person			
10.	Telephone No			
11.	e-Mail of the contact person:			
12.	Financial Details (as per audited Balance Sheets) (in Cr)			
13.	Year	2023-24	2022-23	2021-22
	Net Worth			
14.	Turn Over			

Seal &amp; Signature of Vendor

**MANUFACTURER'S AUTHORIZATION FORM**

To  
Director,  
Institute of Economic Growth,  
University of Delhi Enclave,  
Delhi-110007

Subject: Authorization letter for tender number Ref. \_\_\_\_\_ Dated \_\_\_\_\_

Dear Sir,

This is with reference to above subject of Procurement of \_\_\_\_\_ for your department. We would like to authorize M/s. \_\_\_\_\_ who is a business associate/partner of <OEM> in India to participate in the above tender, and execute the same if awarded.

We hereby extend our full support as per terms and conditions of the tender and the contract for the services offered against this invitation for tender offer by the M/s \_\_\_\_\_.

We hereby commit to the tender terms and conditions and will not withdraw our commitments during the process and or during the period of contract.

Your faithfully,

For "Company Name"

"Name of the person"

"Designation"

**Seal & Signature of Vendor**



**ANNEXURE-IV**

**Format for Technical Bid for 20 Desktop Computer with Monitor**

Sl.No	Desktop	Net Price per Unit	GST	Total Price per Unit	No. of Units	Total Price for 20 Units in Rs
1	2	3	4	3+4=5	6	5x6 = 7

**Price** should be inclusive of all the costs such as Transportation, Taxes & Duties, Theft and Accidental Insurance, supply and installation etc

I, \_\_\_\_\_(Name and designation) authorized representative of  
M/s \_\_\_\_\_ agree to all the terms and  
conditions specified in the tender notification.

**Date:**  
**Place:**

**Seal & Signature of Vendor**