

26/07/2024

Tender Document

Hiring of Laptops

TENDER NOTICE

**Tender No. – No. PW1/TN/2161/01/2024/ IKM
'Tender for Laptops on Rental Basis'**

Information Kerala Mission (IKM), an autonomous Institution under the Local Self Government Department, Govt of Kerala, invites sealed tender for hiring Laptops for K-SMART Software development team. The tender is valid for one year from 02/08/2024 The tender document may be downloaded from the website www.ikm.gov.in.

Item/Service	Last date / time of submission of Tender form	Date/ time of opening technical bid
Hiring of Laptops	02/08/2024 03.00 PM	02/08/2024 04.00 PM

Interested agencies may submit their sealed tenders in two bid systems. i. e. Technical bid and Financial bid as per terms and conditions of the tender documents. The filled tender form of each item should reach to the office of Information Kerala Mission, Public Office Complex, Public Office P O, Opp. Museum, Thiruvananthapuram, Kerala, Pin 695033 Ph: 0471 2773100, Email: mail.ikm@kerala.gov.in , www.ikm.gov.in up to the above date clearly super scribed "Tender for Laptops on rental basis"



Dr. Santhosh Babu IAS (Rtd)
Principal Secretary/
Chief Mission Director & Executive Director (i/c)

TENDER DOCUMENT

Highlights of the Tender

1	Requirement	Laptops with Genuine Windows Requirement of laptops will be for different periods of time and the same is to be supplied in IKM Head Quarters at Public Office, Trivandrum on demand.
2	Specification	The details of requirement along with technical parameters to be submitted with Technical Bid. Technical bid is included page no. 6 & 7
3	Financial Bid	The details for Financial requirements are on page no. 8 & 9 of this tender
4	Last date of Submission of tender	02/08/ 2024 up to 03.00 PM
5	Date of opening of Technical Bid	02/08/2024 2024 at 04.00 PM
6	Availability of Tender	From 26/07/2024 to 02/08/2024 (till 00.03pm)
7	Address for Tender inquiry & Delivery	Executive Director, Information Kerala Mission, Public Office Complex, Public Office P O, Opp. Museum, Thiruvananthapuram, Kerala, Pin 695033 Ph: 0471 2773100, Email: mail.ikm@kerala.gov.in , www.ikm.gov.in

Instructions to Tenderer

1. Tender documents can be downloaded from IKM website www.ikm.gov.in or may be collected from the office of Information Kerala Mission, Public Office Complex, Public Office, Opp. Museum, Thiruvananthapuram w.e.f. 26/07/2024 to 02/08/2024 between 10.30 am to 03.00 pm.
2. The **quantity of Laptops** initially required is 5 in numbers. Requirement may vary on monthly basis as subject to recruitment.
3. Tender shall be duly, properly, and exhaustively filled in places wherever required in page no. 6-9. All pages of the tender should be **signed with company stamp by the Authorized Signatory of Tenderer.**
4. Any cutting/over writing etc. in the tender must be signed by the person who is signing the tender. The rates and units shall not be overwritten. **The financial figures in financial bid shall always be both in figures and words. In case of any discrepancy in figures and words, the amount written in words shall be considered.**
5. **The tenderer shall submit duly filled tender in the prescribed format in a sealed envelope by 02/08/2024 up to 03.00 pm** at the office of Executive Director,

Information Kerala Mission, Public Office Complex, Public Office, Opp. Museum, Thiruvananthapuram, Kerala, Pin 695033. The sealed envelop should be super-scribed as "Tender for Laptops on rental basis" The sealed envelop should contain two sealed envelopes inside it as described below.

a) Envelope-1 shall contain Technical Bid completed in all respects including

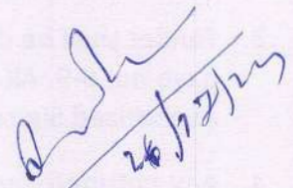
- Annexure-I (Page no. 6-7) duly filled up
- Copies of PAN, TIN/ Service Tax/ VAT registration
- Duly signed & stamped all pages of this tender

The Envelope shall be sealed and superscribed as '**Technical Bid for Laptops on Rental basis**'.

b) Envelope-2 shall contain Financial Bid with Price Offer filled in prescribed format in Annex. II at page no. 8-9. The sealed envelope shall be superscribed as '**Financial Bid for Laptops on Rental Basis**'.

6. The tender received within the stipulated date and time will be opened at the office of Executive Director, Information Kerala Mission, Public Office Complex, Public Office, Opp. Museum, Thiruvananthapuram, Kerala, in the presence of available tenders, on **02/08/2024 at 04.00 pm**. The Tenderer or their authorized representative (One person only) may be present at the time of opening of the tender.
7. The Tenderer shall seek clarifications if any before submitting the tender.
8. Tenderer shall take into account all costs including installation etc. for supplying of Laptops at site i.e. Executive Director, Information Kerala Mission, Public Office Complex, Public Office, Opp. Museum, Thiruvananthapuram, Kerala before quoting the rates. In this regard no claim for any extra payment for any reason shall be entertained.
9. All the communication with respect to the tender shall be addressed to:

**Executive Director
Information Kerala Mission
Public Office Complex, Public Office P O,
Opp. Museum, Thiruvananthapuram, Kerala.
Pin. 695033**



**Dr. Santhosh Babu I A S (Rtd)
Principal Secretary/
Chief Mission Director & Executive Director (i/c)**

Terms and conditions

Submission of the duly signed tender implies that these conditions of tender have been read by the Tenderer and is aware of the scope of the supply i.e. Laptops with genuine windows to be supplied on rental basis. The final acceptance of the tender rests with the Executive Director, Information Kerala Mission, who reserves the right to accept or reject any or all tenders at any stage of this tender process without assigning any reason, therefore.

1. The laptops shall be in compliance to the specifications mentioned in Technical Bid on page no. 6 of the tender.
2. The **Windows Operating System software preloaded in all the systems shall be licensed** and a document supporting the license & validity shall be submitted with delivery of Laptops.
3. The delivery period of the first supplies should be within **5 days** from the date of confirmed order from IKM.
4. The Period for renting the laptops shall be based on the requirement as the period of usage may vary from time to time.
5. The exact quantity of Laptops will be informed through the supply order. For any subsequent supplies, supply order shall be placed separately. The supplier shall have to supply the quantity of Laptops whatever demanded by the institution. The additional quantity shall have to be supplied within 5 days of the demand raised through Supply Order.
6. The successful bidder shall be responsible for the smooth functioning of each system supplied. Any complaint shall be addressed within two working days of reporting. In case, resolving the complaint takes longer than two days, supplier shall replace with another Laptop on third working day.
7. **Validity** period of the tender shall be minimum **30 days** from the date of opening of this tender.
8. All the pages of this tender shall be signed with date by the Authorized Signatory of tenderer with their company stamp & submit along with Technical Bid.
9. The price quoted shall be final & firm, however any variation in the taxes, duties, levies etc. during the period of supply shall be paid by the supplier. No representation for the enhancement of the rental charges of the accepted tender or alteration of the terms and conditions will be entertained during the period of contract till **01/08/2025**

10. Payment on monthly basis will be released at the end of every month subject to satisfactory performance. The supplier shall submit a tax invoice on monthly basis for the release of payment.
11. The tenders received after the stipulated date and time, or tender received with conditions will not be accepted. **Tenders not submitted in the prescribed form or incomplete in any form are liable to be rejected.** Tenders which propose any alterations in the conditions specified will be rejected.
12. Executive Director, Information Kerala Mission reserves the right to reject any bid/ tender wholly or partly at any stage of tendering without assigning any reason.
13. In case the services are not found satisfactory, or any complaint is not attended within two working days, Executive Director, Information Kerala Mission reserves the right to terminate the services with immediate effect.
14. In case the Supplier wishes to withdraw its services, it shall give a notice period of minimum 30 days.
15. This tender does not have any binding on Information Kerala Mission for acceptance of the Tender.
16. If the usage is less than a month proportionate rate only will be counted for payment.

**Sign of Authorized Signatory
with Company Seal**

TECHNICAL BID
FORMAT & REQUIREMENTS

1. Tender Ref. No:
2. Name of Tenderer:
3. Complete office address of Tenderer.....
4. PAN Number of Tenderer (copy to be enclosed).....
5. TIN / VAT/ Service Tax registration number of Tenderer (copy to be enclosed).....
6. Contact details of authorized person of tenderer who have signed the tender.
 - a. Name.....
 - b. Designation.....
 - c. Phone(office).....
 - d. Phone(Mobile).....
 - e. E mail.....
7. **Delivery period** after receipt of first order from IKM for **05** number of Laptops(no. of days) (maximum 5 days) Thereafter delivery period against each subsequent supply order (no. of days) (maximum 3 days)
8. **Validity of tender** from the date of opening of Bid 30 days (no. of days) (minimum 30 days)

9. Technical Details of Laptops required on Rental basis

S.N.	Configuration of Laptops	Quantity Required (Approx.)	Acceptance for Supplies By Bidder Specify Yes/ No
1	<u>Type1</u> - Intel core i5 or later CPU - 8 GB RAM - 512 GB SSD - Window 11 Pro OS	Based on requirement	
2	<u>Type2</u> - Intel core i5 or later CPU - 16 GB RAM - 512 GB SSD - Window 11 Pro OS		

- Note :-
1. Presently the total number of Laptops required in the institution with above said configurations is tentatively 40. However, the requirement may vary on monthly basis.
 2. The Bidder may quote for higher specifications, but the price competitiveness shall be given due consideration while analyzing the commercial bid.

Documents to be enclosed with the technical bid are as under:

- a. Duly signed & stamped Tender documents (all pages from 1 to 9) as a mark of your acceptance. Page no. 6-9 should be duly filled wherever required.
- b. Copies of PAN, TIN / Service Tax/ VAT registration duly Signed & Stamped.

**Signature of the Tenderer
With stamp**

FINANCIAL BID

FORMAT & REQUIREMENTS FOR TENDER

1. Tender Ref. No.:
2. Name of the Tenderer:
3. The offer with rates in rupees for the schedule of requirements of items on rental basis, as elaborated under, to be submitted. Adhering to the format given below is a Pre-requisite for considering your quotations:

S.N.	Configuration of 40 number of Laptops	Rental Charges per Laptops per month (Including Tax) (in rupees)
1	<u>Type1</u> - Intel core i5 or later CPU - 8 GB RAM - 512 GB SSD - Window 11 Pro OS	
2	<u>Type2</u> - Intel core i5 or later CPU - 16 GB RAM - 512 GB SSD - Window 11 Pro OS	
3	Total Price per Laptops per Month	

- Note :
1. The rate quoted shall be in accounting units (A/U) and should be inclusive of basic rental charges & all other costs (as applicable). The IKM will not issue any form toward rebate / exclusion of GST
 - 2 The Bidder may quote for higher specification but the price competitiveness shall be given due consideration while analyzing the commercial bid.

- 3 Successful bidder shall be selected on the basis of cost competitive offer in the lines of our requirements.
- 4 The validity of the tender is 30 days from date of opening of bid.
- 5 The rate quoted here shall not be enhanced till 01/08/2025, however the taxes shall be paid as applicable at that time.

It is hereby confirmed that we shall abide by all the terms & conditions as specified in Page no. 4 & 5 of this tender.

**Signature of the Tenderer
With stamp**

*****END OF TENDER DOCUMENT*****