

TENDER No. **IHM/Tender/desktops/Mumbai/2023 - 24 Dated: 25th May 2023**

TENDER FOR

**SUPPLY OF DESKTOPS FOR OFFICE USE WITH
MICROSOFT OFFICE 2019, Preloaded Windows Pro
2011 and any other software's preinstalled.**

**THROUGH MANUAL MODE BOTH TECHNICAL AND
FINANCIAL BID**

Tender Amount: Rs. 2000000/-

E.M.D: Rs. 200000/-

Tender Fees: 200

**NAME OF WORK: SUPPLY OF DESKTOP COMPUTER WITH
MICROSOFT OFFICE, Windows Professional 2011 and any other
SOFTWARES PREINSTALLED.**

Tenders are invited by Institute of Hotel Management and Catering Technology, Dadar West – 400028 from the reputed firms in two stage bidding procedure for “**Supply of Desktop Computers with Microsoft Office/ All Software’s Preinstalled.**”

Minimum Eligibility Criteria for the suppliers:

- (i) The Bidder must have their Head office/Branch office in Mumbai and must conform to norms of the Government pertaining to registration and taxation.
- (ii) The Bidder must have infrastructure for providing services for maintenance of computers so as to provide it during warranty period
- (iii) The bidder must be authorized by the OEM whose product is quoted for this tender enquiry. The Authorization of the OEM shall be furnished in original in the Proforma enclosed in the tender document given.
- (v) Bidder must have minimum seven years’ experience of supply of Desktop computers to Government Departments/PSUs/Autonomous organizations and should not have been blacklisted by any of them.
- (vi)The bidder must not be blacklisted by any Government Departments/PSUs/Autonomous organization. An Undertaking duly attested by Executive Magistrate/ notary public shall be furnished.
- (vii) The Bidder shall be capable to execute the order and must have experience of supplying the computers to Government Departments/PSUs/Autonomous organizations in similar quantity. **In this regard, copies of atleast two Purchase orders of Rs.15 Lakhs or above each for supply of Computers Hardware issued by Government Departments/PSUs/Autonomous organization during last preceding three financial years(2016-17, 2017-18 and 2018-19) with proof of the supply shall be furnished.**
- (viii) Bidder must have minimum turnover of Rs.2 Crore during any three years **during last four preceding financial years (2016-17, 2017-18, and 2018-19)**. The Bidder should submit in this regard copy of Balance Sheet/Profit & Loss Account statement duly certified by the Chartered Accountant.
- (ix) The Bidder shall also fulfill the other eligibility criteria as mentioned in Annexure – V of this Tender Document.

Tender Schedule:-

Estimated Cost	20,00,000
Earnest Money Deposit in the form of DD of Commercial Banks	2,00,000
Tender Fee	200/-
Date of tender document available to parties to download	25 TH may 2023 at 9.00 am
Closing date of tender for submission of Techno Commercial Bid & Price Bid (last date of selling)	12 th June ,2023 at 19.00 pm
Date & time of opening of Part-I (i.e. Techno-Commercial Bid)	13 th June ,2023 at 11.00 pm
Date & time of opening of Part-I (i.e. Price Bid)	15 th June ,2023 at 11.30pm
Completion period	Within 10 days from the date of purchase order
Validity of Tender	1 YEAR
Validity of Bids	180 days

Note:

- 1. There will be submission of the technical and financial document offline mode i.e. in Hard copy**
- 2. EMD only of Commercial bank needs to be submitted either through speed post or by hand.**

INSTRUCTIONS FOR THE TENDERERS

INSTRUCTIONS FOR THE TENDERERS SUBMITTING THROUGH MANUAL MODE

1. The Tenderers intending to participate in this Tender are required to download the tender from the institute website <https://www.ihmctan.edu>.
2. The downloaded tenders need to be filled, the technical bid and financial bid have to be enclosed in separate envelopes and both the bids have to be enclosed in master envelope superscribed with tender No and date.
3. **Submit EMD Rs. 200000/-** in the form of Demand draft/ Bankers cheque drawn from any Commercial Bank in favor of **Institute of Hotel Management, Catering Technology and Applied Nutrition, Mumbai** payable at **Mumbai through speed post or by hand delivery at the cash counter at IHM, Mumbai. For successful bidder the EMD will be retained as Security Deposit and will be returned after the completion of contract period.**
4. Tenderer which qualifies the Technical bid will only be considered for opening of Financial Bid, rest of the financial bid will be rejected. **Institute of Hotel Management, Catering Technology and Applied Nutrition** reserve the right to reject any or all the Tenders received without assigning any reason(s) thereof
5. Security Deposit will be 10% of quoted value of contract to be deposited after the contract is awarded in the form Of DD/Bankers Cheque.

TENDER NOTICE

Sealed tenders are invited for the supply of the desktop .The tender is subject to the following terms and conditions:

1. Each tenderer will have to pay Earnest Money Deposit in DD. DD SHOULD BE SUBMITTED in HARD COPY OR BYHAND AT THE CASH COUNTER at IHM, MUMBAI. EARNEST MONEY Deposit will be forfeited in case after the acceptance of tender, the tenderer does not furnish the requisite security deposit and execute the agreement.
2. The competent authority reserves the right to reject any or all the tenders without assigning any reasons whatsoever and no representation shall be entertained on this account.
3. All rates will be inclusive of taxes and delivery charges. All items will be supplied at the Institute premises.
4. Each tender will be accepted subject to the existing tax laws prevalent in the State of Maharashtra and must state his registration number of taxes.
5. The tenders will be opened at 13th June ,2023 at 11.00 pm
6. Detailed tender from our website www.ihmctan.edu. **Tender forms can be downloaded from the website, but filled manually.**
7. **The Financial bids as well as the Technical bids** needs to be submitted in separate envelopes, and both envelopes in master envelope superscribed with Tender No and tender date.
8. No request for escalation of rates shall be entertained after submission of Tender.
9. The actual quantity may vary from the quantity specified in the tender Enquiry.

Scope of work:-

IHM requires the Desktops for giving lectures and other miscellaneous activity of the faculty. The nature of the work requires immediate action. Therefore, the infrastructure for providing support services including computers are required to be kept in excellent condition and the defects need to be repaired immediately in case of malfunctioning. Considering the above scope of work, the bidder shall have to supply computers and provide warranty/maintenance services of high quality. The specification of the required item and quantity are mentioned hereinafter.

Quantity:-

15 Desktop Computers are proposed to be procured by the IHM Mumbai. In case of additional requirement, a repeat order on the same terms & conditions may be issued by the IHM Mumbai.

Specifications:-

- (i) The specification of Desktop Computer is given at **Annexure-I**.
- (ii) All the Software's shall be pre-installed.
- (iii) Bidder may quote Desktop Computers of the Configuration/specifications as given in **Annexure-I**.
- (iv) Quotations are invited from Dealer/ OEM Manufactures of the following Brands Like MI/Asus/Microsoft/Lenovo/Samsung only.

Certifications:-

The product quoted shall have following certifications:-

- (i) BIS Mark
- (ii) EPAT for over 85% energy efficiency.
- (iii) The OEM should figure in Gartner's /IDC (International Data Cooperation) Reports for Desktop Computers.
- (iv) OEM should be authorized to sell pre-installed Windows 2019 and MS Office, 2019 by Microsoft Corporation. The authorization of Microsoft Corporation shall be furnished by the bidder in **Part-B of Technical Bid**.
- (v) ISO 9001:2008 of OEM

(vi) ISO 14001 Certification of OEM.

Quality of Goods & Standard:-

- (i) The goods to be supplied shall be of highest workmanship and quality, unused and shall be free from manufacturing defect. In case of manufacturing defect, the goods shall be replaced with a new one in seven working days.
- (ii) The goods shall have original packing of manufacturer.
- (iii) The first party after the supply of items, shall furnish a certificate from OEM to the effect that the goods supplied are as per specifications and standards given in the tender document and the bid document.
- (iv) The breach of the terms of the clause may result in forfeiture of Performance Security Deposit and blacklisting of suppliers for doing business with IHM Mumbai.

Warranty & Complaint Redressal:-

- (i) The product quoted shall have 5 years onsite warranty of OEM with no additional cost.
- (ii) The warranty period shall commence after lapse of 90 days from the date of receipt of items in this IHM Mumbai.
- (iii) The warranty shall include items supplied, all specifications, parts & software's included in the item or supplied with it.
- (iv) The complaint during warranty period shall be resolved within 6 hours of lodging the same. The duration of complaint shall be **on the basis of call to resolve basis**. Complaints lodged upto 3 pm shall be resolved the same day. During inter-session period complaints lodged upto 1 pm shall be resolved the same day and complaints lodged thereafter, shall be resolved by 2 pm the next working day. Besides, 24x7 online support to all the hardware and software items of the tender enquiry shall also be provided. The complaint shall be redressed by Level-1 Engineer.
- (v) The Engineer while making visit for complaint redressal shall carry original equipment spare parts and repair the computer immediately. No excuse like lodging the complaint or request for supply of spare parts to the OEM shall be entertained. OEM spares only will be acceptable.
- (vi) The OEM shall make available direct & hassle free facility including dedicated telephone nos. for lodging the complaint. The OEM/bidder shall also make available the facility of Technical Account Manager (TAM) and furnish monthly report of the complaints lodged and action taken thereon.
- (vii) The complaint shall be attended upto 4 p.m. on working days of week i.e. from Monday to Friday. Further, in special circumstances the complaint shall also be resolved on holidays.
- (viii) In case of replacement of Hard Disk, the defective Hard Disk, for security reasons, will not be returned to the OEM/Bidder.

(ix) The bidder shall ensure that the terms & conditions of warranty and complaint redressal are honoured by their OEM. In case of default of the OEM, the penalty may be imposed on the bidder at the discretion of Ihm Mumbai. In case of delay in complaint redressal, a penalty not exceeding Rs.500 per day per computer may be imposed on the bidder at the discretion of IHM Mumbai. The penalty, if not paid, may be recovered from the Performance Security Deposit furnished or from any other dues payable by IHM Mumbai.

Technical Bid:-

The Technical Bid shall comprise of two parts viz., Part - A and Part - B. Part - A of Technical Bid shall consist of documents pertaining to eligibility criteria as mentioned in **TECHNICAL BID** of this Tender Document and other documents required to be furnished in accordance with this Tender document. In Part-B of Technical Bid, the specifications & model etc. quoted shall be furnished in the Proforma given at **Annexure- V** of this tender document.

Financial Bid:-

The Financial Bid shall be quoted in the Proforma given at **Annexure VI**. In the Proforma given at **Annexure -VI**, rate of the Desktop Computers shall be quoted. In this regard, the following points may also be noted:-

- (i) In the Financial Bid only prices/rate(s) and applicable taxes shall be quoted.
- (ii) The rate(s)/prices shall be quoted in Indian Rupees only (in words as well as in figures).
- (iii) The Financial Bid shall have break-up of price and applicable taxes as mentioned therein.
- (iv) The price shall be inclusive of packing/cartage etc.
- (v) The Bidder shall quote only one rate for each item.
- (vi) The rate quoted shall be final and no revision shall be allowed.

Bid Validity:-

- (i) The Bid shall remain valid for a period of 120 days from the last date of submission of Bid.
- (ii) The rate quoted must be valid for **SIX months** from the date of opening of Financial Bid and bidder shall be bound to supply, install & commission the additional requirement on the same rate and Terms & Conditions.

Bid Security/Earnest Money Deposit (EMD)

- (i) An Earnest Money of **Rs.2 Lakhs** in the form of Account Payee Demand Draft /Banker's Cheque/ in favour of "Institute of Hotel Management ", payable at Mumbai must be furnished to the cashier. Earnest Money will not be accepted in the form of Money Order/Cash. The Bid Security shall remain valid for a period of 45 days from the last date of **Bid Validity Period**.

- (ii) A Bid received without Earnest Money or with Earnest Money of lesser value will be outrightly rejected.
- (iii) The EMD may be forfeited in the following cases:-
 - (a) If a Bidder withdraws his/her bid during the period of Bid validity;
 - Or (b) In the case of finally selected Bidder, if the Bidder fails: -
 - (i) To furnish contract performance security in accordance with Tender; Or
 - (ii) If at any stage of the Tender process, the information or declaration furnished is found false; Or
 - (iii) If the Bidder fails to execute a contract as per terms and conditions of Tender Notice.
 - (iv) Bid securities of the unsuccessful bidders shall be returned to them on expiry of the bid validity or before the 30 th day after the award of the contract whichever is earlier. **The EMD of finally selected Bidder will be discharged upon his/her signing the agreement for supply, installation, commissioning, warranty support etc. of goods which are subject matter of this tender and furnishing the Performance Security Deposit (PSD) before placing purchase order.**

Technical Evaluation Process:-

Technical Bids will be examined and evaluated a duly constituted Technical Evaluation Committee (TEC) respectively.

The TEC may require the bidder to furnish clarifications on the items quoted and documents furnished. The TEC may also require the bidder to show the sample and do such other things which are necessary & expedient for proper technical evaluation. The TEC shall shortlist the bidders on the basis of technical parameters.

Determination of Lowest Bidder and award of contract:-

(a) Determination of Lowest Bidder (L-1)

The Criteria for evaluation of Lowest Bidder shall be as under:

- (i) Lowest Bidder (L-1) will be the one whose quoted rate for Desktop Computer is lowest.
- (ii) IHM also reserves the right to not to accept lowest bid if the price quoted is found to be unreasonable and not consistent with market price.

(b) Award of contract

After selection of Lowest Evaluated Bidder, contract for supply & installation of the items required along with services shall be awarded to the successful Lowest Evaluated Bidder. Such Lowest Evaluated Bidder shall have to execute an Agreement for the above purpose with IHM Mumbai within a period of 15 days of the issue of letter of acceptance on a stamp

paper of Rs. 100/- (to be paid by Bidder). **The Agreement shall include Terms & Conditions mentioned in this Tender Document.**

Price

- (i) The price quoted shall be reasonable and consistent with the specifications and quality of the items & services to be supplied.
- (ii) If the price falls due to reduction in cost or lowering of applicable taxes or otherwise between the date of submission of tender and date of supply of last installment of required goods, the benefit of reduced price shall be extended to IHM Mumbai.
- (iii) The price charged for the stores supplied under the tender by the bidder shall in no event exceed the lowest price at which the bidder sells the stores or offer to sell stores of identical description to any other person(s)/organization(s) in India including the purchaser or any department of the Central Government or any statutory bodies of the Central or a State Government or any autonomous organization of the Government, as the case may be, during the period of twelve months from the date of submission of bid.
- (iv) If during the period as mentioned at sub clause (iii) above, the bidder sells the goods, which is subject matter of this tender, below the price charged to IHM Mumbai then the benefit of such lower price shall also be extended to IHM Mumbai. If the bidder fails to do so, the difference of above prices shall be deducted from the Performance Security Deposit.

Fair Competition

- (i) The bidder shall not do any act which deprives IHM Mumbai of the benefit of fair competition among the bidders.
- (ii) The bidder shall not indulge on his own or in association with OEM or any person or firm or company or an organization in any unfair and restrictive trade practice including formation of cartel and collusive bidding.
- (iii) The bidder shall not, by unlawful means, influence or try to influence the decision making process of IHM Mumbai to his/her advantage or to the advantage of any other bidder in whom he/she is interested.
- (iv) The violation of terms and conditions of this clause may result in forfeiture of EMD or PSD and may also be liable for blacklisting for doing business with IHM Mumbai besides other legal action that may be taken by IHM Mumbai.

Performance Security Deposit (PSD)

Before signing of agreement for procurement and installation of Desktop Computers & Services of Engineer and placing of Purchase Order, the successful Bidder shall have to furnish a Performance Security amounting to **10%** of total value of the contract (L1 price) in the form of Account Payee Demand Draft, Bankers Cheque from a Commercial Bank/Nationalized Bank in an acceptable form safeguarding the purchasers interest in all

respects in favour of “Institute of hotel management Mumbai” payable at Mumbai. The Performance Security will remain valid for a period of **sixty days** beyond the date of completion of all contractual obligation of the supplier including warranty obligation. The Bid Security shall be returned to the successful bidder on receipt of Performance Security.

Delivery and Installation

- (i) The delivery of goods which is subject matter of present tender enquiry shall be delivered within 4-5 weeks of the signing of the agreement for the supply of the same.
- (ii) The goods shall be delivered free on board at premises of the Purchaser in good condition on working days during office hours. If the goods are brought after the above time, the receipt of delivery may be refused.
- (iii) The Purchaser shall have right to inspect the goods at the time of delivery by itself or by any agency nominated by it. The bidder shall extend all reasonable facilities for the inspection/testing of the goods at the premises of either purchaser or bidder/OEM at the discretion of the purchaser. If, it is found that the delivery is not as per terms of this agreement, the purchaser may refuse to take delivery of the same and shall be at liberty to take action as per this agreement.
- (iv) In case of delayed delivery upto 15 days, a penalty of an amount equal to 1% of the total value of the order will be imposed. Thereafter, a penalty at the rate of 2% of the value of the items upto 30 days will be imposed. Further, in case of delay of more than 30 days, the penalty shall exceed to 5% of total value of work/purchase order. Besides, the Agreement may be cancelled if the delay exceeds 30 days. The penalty shall be imposed at the discretion of the purchaser *i.e.* IHM Mumbai. The penalty, if not paid, shall be recovered from payment due to the bidder or PSD furnished.
- (v) Installation, Testing & Commissioning of items supplied shall be completed by the bidder within 30 days from the date of supply. In case of delay in installation, completion & commissioning, a penalty at the rate of 1% per month of the total value of order or the actual cost of billing or part thereof as the case may be shall be imposed by the purchaser at its discretion and if not paid shall be recovered from payment due to the bidder including PSD furnished.
- (vi) In the event of failure to supply whole or part of the work order or failure to complete the work as per terms of agreement, IHM MUMBAI is free to order the whole or part of the store/work to the L-2 or any other source at the risk and cost of L-1. In the event of nonsupply by the L-1, the performance security or earnest money so deposited by the bidder shall be forfeited and other legal action may also be initiated. Further, the bidder will be blacklisted from participating in any tender with IHM Mumbai.
- (vii) The bidder shall have to install all the Desktop Computers which is subject matter of this tender enquiry. The installation works shall include migration of existing data store of old Desktop computers onto above Desktop computers. The bidder shall also have to assist

in loading of application software developed for reporting service. No payment shall be given for above installation and migration of existing data

Force Majeure

If at any time during the continuance of this Tender, the performance in whole or in part by either party of any obligation under this Tender shall be prevented or delayed by the reasons of any war, hostility, acts of the public enemy, epidemics, civil commotion, sabotage, fires, floods, explosion, quarantine restrictions, strikes, lockouts or act of God (hereinafter referred to as such acts) provided notice of happening of such event is given by one party to the other within 21 days from the date of occurrence thereof, neither party shall be by reasons of such event, be entitled to terminate this Tender nor shall either party have any claim for damages against the other in respect of such non-performance or the delay in performance, and deliveries and installation under the Tender shall be resumed as soon as practicable after such event has come to an end or ceased to exist, and the decision of the Competent Authority as to whether the deliveries have been so resumed or not, shall be final and conclusive, provided further that if the performance in whole or part of any obligation under this Tender is prevented or delayed by reason of any such event for a period exceeding 60 days, either party may at its option terminate the Tender provided also that the purchaser shall be at liberty to take over from the Bidder at a price to be fixed by Competent Authority, which shall be final, all unused, undamaged and accepted material, bought out components and stores in course or manufacture in the possession of the contractor at the time of such termination or such portion thereof as the purchaser may deem fit excepting such materials, bought out components and stores as the Bidder may with the concurrence of the purchaser elect to retain.

Other General Terms and Conditions

(i) The individual signing the Tender Document or any other document forming part of the Tender on behalf of Proprietor/Company/Firm shall produce an authenticated copy of the resolution passed by the Company, or Power of Attorney duly executed in his favour stating that he has the authority to bind the Proprietor/Company/Firm in all matters pertaining to the Tender including the arbitration clauses and entering into Agreement. In case any person signs the Agreement on behalf of any Partnership Firm, he will produce the partnership deed to prove his authority to sign the tender document and agreement. A letter of authority shall also be furnished in Part-A of technical bid in the format given at

Annexure - VII

(ii) The Bidder shall indemnify the IHM Mumbai against all damages/charges and expenses on account of the negligence of the Bidder/his servants or damages to the property of any member of the public or any person or in executing the work or otherwise.

- (iii) The decision of IHM Mumbai arrived during the various stages of the evaluation of the Bids will be final & binding on all bidders. Any representation towards these shall not be entertained by IHM Mumbai.
- (iv) In case, the bidder is found in-breach of any condition(s) of Tender or Supply Order, at any stage during the course of supply/installation/commissioning or warranty period, the legal action as per laws shall be taken.
- (v) Any additional condition other than mentioned in Tender Document will not be binding on IHM Mumbai.
- (vi) No deviations from terms and conditions of Tender will be accepted. Any violation thereof will lead to the rejection of the Bid.
- (vii) Upon verification, evaluation/assessment, if in case any information furnished by the bidder is found to be false/incorrect, their total Bid shall be summarily rejected and no correspondence on the same shall be entertained.
- (viii) IHM Mumbai will not be responsible for any misinterpretation or wrong assumption by the bidder, while responding to this Tender.
- (ix) Execution of the work and Entry/Exit of the worker/Engineers of the Bidder/OEM shall be subject to security norms of IHM Mumbai.
- (x) The IHM Mumbai reserves the rights to terminate the Tender without assigning any reason thereof at any stage.

Payment:-

- (i) Detailed Invoice showing GST, Registration Nos. etc. along with delivery challan shall TIN/PAN be submitted to IHM Mumbai for payment?
- (ii) Payment will be made only after installation of supplied items to the satisfaction purchaser.
- (iii) No advance payment will be made.
- (iv) All bills shall be raised in Indian Rupees and payments shall also be made in Indian Rupees.

Dispute Redressal:-

- (i) All disputes, differences and questions arising out of the Tender shall be referred to the sole Arbitrator appointed by the IHM MUMBAI. All disputes shall be subject to jurisdiction of courts of MUMBAI only.
- (ii) The terms and conditions of this Tender Notice or Contract to be concluded with the successful Bidder shall be interpreted in accordance with Indian laws.

FOR WIRE TRANSFER (RTGS/NEFT)

Name of the beneficiary:

INSTITUTE OF HOTEL MANAGEMENT, CATERING TECHNOLOGY & AN

Name of the bank: STATE BANK OF INDIA

Branch: SHIVAJI PARK BRANCH

Bank IFS Code: SBIN0001429

Account No. 10419537220

Type of Account: Current Account

Annexure-I

Open Tender Enquiry for Procurement of Desktop Computers Advertisement		
No:-		
SL. No	Description	Specifications
1	Processor	Intel(R) core i7 10th Generation, Quad Core 3.4 GHz-or above
2	Operating System	Microsoft(R) Windows(R) 11 Professional,
3	Chipset and motherboard	Intel(R) 1165G7 Processor, 3.4 GHz Base Speed, Up to 5.4 GHz Max Turbo Speed, 8cores, (400 or 500)series Headphones & Line in facility) Jack in 3.5 mm
4	Chassis	CPU + MONITOR
5	Cache	8 MB
6	Memory	16GB, DDR4, 2400 MHz with expandability upto 32 GB
5	Hard Drive	256 SSD
6	Video	Integrated Intel Iris Xe Graphics
7	Sound	Minimum 2 Watt in-built speaker
8	Monitor	Minimum 21.5"
9	Keyboard	Standard US Keyboard)
10	Mouse	wired
11	Network Card	
12	Software	Pre-installed MS Office Professional 2019, and any other preinstalled software
13	Resolution	1920X1080 HD
14	Wireless Connectivity	Integrated wireless b/g/n, Integrated Bluetooth version 5.2
15	Expansion Port	With USB 2.0 , USB 3.0, 10/100/1000 Ethernet card, VGA /HDMI/Mini Display Port, 3 in one card reader, Microphone I Headphone In & other standard features

TECHNICAL BID IN - ANNEXURE-A

SR.	Particulars	
1	Name of the Firm	
2	Address of the Firm	
3	Name of the Banker	
4	Contact No. & Email id (if any) (a) Telephone Nos. (With STD Code) (b) FAX No. _____ (c) Mobile No. _____ (d) E-mail _____ (e) Website _____	
5	Name of Proprietor/Partner/Authorized Signatory	
6	In case of MSME Firm (upload the Registration certificate)/NSIC Certificate	
7	Status of the Firm -please state whether Registered, Co-operative society, Public Ltd company, Copy of Registration Certificate (in case of Registered Firm/Company)	
8	Previous Experience in the same trade with names of Hotels/Institutions served (Copy of work order/Purchase order to be uploaded)	
9	Copies of ITR for the last three consecutive financial Years i.e. 2016-17.2017-18, 2018-19.	
10	Income Tax permanent Account No.(PAN) (Copy to be uploaded).	
11	EMD Fee of Rs.200,000/- (DD/Bankers Cheque)	

12	RTGS/NEGT Details- Account Name (For refund of EMD)-	Account Name- Bank Name- Account Number- IFSC Code-
13	GST registration No. (if applicable Copy to be uploaded) Copy of Sales Tax/VAT/TIN Registration Certificate/GST/Service Tax registration certificate.	
14	The bidder must furnish copies of Balance Sheet/Profit and Loss Account showing annual turnover of Rs.2 Crore and above duly certified by Chartered Accountant for any three years during last four preceding financial years i.e. 2016-17, 2017-18, 2018-19. The figure of annual turnover should be highlighted.	
15	If the person quoting the bid and signing the tender document is not authorized signatory of the bidder then an authorization in the format given in Annexure - VII must be attached in the tender document.	
16	The bidder must attach copies of at least two Purchase orders of Rs.15 Lakhs or above each for supply of Computers Hardware issued by Government Departments/PSUs/Autonomous organization during last preceding three financial years i.e. 2016-17, 2017-18, 2018-19 with proof of the supply.	
17	An Undertaking regarding non-blacklisting of the bidder by any Government Departments/PSUs/Autonomous organization duly attested by Executive Magistrate/Notary Public must be furnished by the bidder in the tender document in the format given in Annexure IV . Bids without above undertaking may not be considered.	

18	The Bidder must submit details of his/her own/OEM Service Centre in Mumbai Region in the format given in Annexure-II.	
19	Under MSME ACT exempted from payment of EMD and tender for fee- if yes, please Enclose a copy of relevant certificate.	

(Signature of the tenderer & designation of the signatory status and office seal.)

Annexure – B:

Name of the Firm of the Tenderer

Names of all the partners of the Firm, if any.....

.....

Address of the tenderer: Shop/Office

.....

Telephone No., Fax No.

E-Mail Address:

State if the tenderer owns a factory/workshop anywhere. If so, give full details: How long is the tenderer in this business of Supplies? Years

State if the tenderer is at present supplying to any of the Hotels, Hostels, Hospitals, Clubs, etc.

And give particulars and attach copies were necessary.

1.

2.....

3.....

4.....

5.....

State details of Registration No. of Goods and Service Tax and enclose latest Income Tax Clearance Certificate.

.....

.....

Signature of the Tenderer Seal of the tenderer

Annexure-II

Open Tender Enquiry for Procurement of Desktop Computers Advertisement No.				
Support Infrastructure of OEM/Bidder S.No.	Name of State/Region	Contact Details [Such as Name, Addresses, Phones, email addresses, website etc.]	Own/OEM Service Centre	Technical manpower details

Annexure -III

Open Tender Enquiry for Procurement of Desktop Computers

To

Principal

IHM MUMBAI

Sub: Authorization of OEM for supply, installation and commissioning of Desktop Computers and warranty support.

Sir,

I/We _____ (OEM) having my/our registered office _____ (address of the OEM) am/are an established manufacturer of _____ (name of quoted items). I/we _____ (name of OEM) authorize _____ (Name of the Bidder) to supply, install and provide warranty support on our quoted product for above mentioned Tender. I/we certify that above authorized partner meet the Tender eligibility requirement of this Tender defined for OEM's authorized partners. I/we have also **entered into an agreement with our authorized partner** that they will supply and install the computers mentioned in the above tender enquiry and raise the bill on behalf of us. The warranty support shall be provided by us/our Authorized Partner.

2. Our full support is extended in all respects for supply, onsite warranty and maintenance of our products. I assure that the warranty support shall be provided as per terms and conditions of above tender enquiry.

3. In case of default in execution of this tender by our authorized bidder/partner viz. ----- (name of the authorized bidder/partner), the --- ----- (OEM) shall own responsibilities for successful execution of contract/warranty/maintenance/service support through oneself/itself/yourself or through another authorized partner.

For _____ (name of OEM)

(Signature of Authorized signatory)

Name & Designation: _____

Note: This letter of authority should be on the letterhead of the manufacturer and should be signed by legal head or Marketing Head or CS of OEM or any other Authorized Signatory. This may be enclosed with the Bid. Any modification done to the above format will not be acceptable.

Annexure-IV

Open Tender Enquiry for Procurement of Desktop Computers

UNDERTAKING IN THE FORM OF AFFIDIAVIT DULY ATTESTED BY EXECUTIVE MAGISTRATE/NOTARY PUBLIC

I/We undertake that: -

(i) The undersigned certifies that I/We have gone through the terms and conditions of the above Tender notice including services during warranty, complaint redressal and maintenance therefore and undertake to comply with the same. The rates quoted by myself/our self are valid for six months from the last date of opening of Financial Bid.

(ii) I/We _____ do hereby solemnly affirm and declare that the My/Our firm/ Company/ Business entity is not blacklisted by any Government Department/ Autonomous Organization etc. or prosecuted by any court of law.

(iii) I/ We also confirm that in the event of my/our Tender being accepted, I/We hereby undertake to executive a contract and to furnish Performance Security in the form of Demand Draft/Fixed Deposit Receipt from a Commercial Bank in favour of Institute of Hotel Management payable at Mumbai

Dated: Signature of Bidder/Authorized Signatory

(Rubber Seal)

Annexure V

Open Tender Enquiry for Procurement of desktop Computers Advertisement No.

Proforma for quoting Part-B of Technical Bid

(1) Specification:-

Sl. no.	Description	Specification required	Specification with quoted Make Model	Deviation, and in any	Whether deviation is on higher side or lower side to the required specification (Write higher/lower).
1	Processor	Intel(R) core i7 10th Generation, Quad Core 3.4 GHz-or above			
2	Operating System	Microsoft(R) Windows(R) 11 Professional,			
3	Chipset and motherboard	Intel(R) 1165G7 Processor, 3.4 GHz Base Speed, Up to 5.4 GHz Max Turbo Speed, 8cores, (400 or 500)series Headphones & Line in facility) Jack in 3.5 mm			
4	Chassis	CPU + MONITOR			
5	Cache	8 MB			
6	Memory	16GB, DDR4, 2400 MHz with expandability upto 32 GB			
5	Hard Drive	256 SSD			
6	Video	Integrated Intel Iris Xe Graphics			

7	Sound	Minimum 2 Watt in-built speaker			
8	Monitor	Minimum 21.5"			
9	Keyboard	Standard US Keyboard)			
10	Mouse	wired			
11	Network Card	Integrated Intel(R)PRO 10/1000 Ethernet			
12	Software	Pre-installed MS Office Professional 2019, and any other preinstalled software			
13	Resolution	1920X1080 HD			
14	Wireless Connectivity	Integrated wireless b/g/n, Integrated Bluetooth version 5.2			
15	Expansion Port	With USB 2.0 , USB 3.0, 10/100/1000 Ethernet card, VGA /HDMI/Mini Display Port, 3 in one card reader, Microphone I Headphone In & other standard features			

A Bidder may quote higher specifications.

The bidder/firm may also ensure that:-

1. Bidder should be an ISO: 9001:2008 or latest certified Company/Firm. A copy of such certification shall be attached in the tender document.
2. The bidder should ensure that the OEM- manufacturing the quoted product must be an ISO: 9001:2008 and ISO 14001 or latest certified OEM. A copy of such certification of OEM shall be attached.
3. Authorization of the OEM(s) in original for the products quoted in the format given in **Annexure - III** in the tender document is attached.
4. Authorization of Microsoft Corporation to sell pre-installed windows 10 Professional & MS Office Professional 2019 software's are attached.

Annexure-VI

Open Tender Enquiry for Procurement of Desktop Computers

Proforma for quoting financial Bid

S. No	Item	Make and Model No.	Unit Price (In Rs.)	GST per Unit (in Rs.)	Total Unit Price (in Rs.)	Qty	Total Price (In Rs.)

Annexure- VII

Open Tender Enquiry for Procurement of Desktop Computers

To

Principal

IHM Mumbai

Sub: Authorization of bidder for quoting the Bids.

Shri/Smt./Ms..... has authorized by..... (Name of the Bidder) to quote the bid and sign the tender document for the above tender enquiry on behalf of..... (Name of the Bidder) and to represent..... (Name of the Bidder) in respect of above tender. (Name of the Bidder) shall be responsible for all acts and omissions of the above representatives in respect of this tender. The specimen signature of the representatives is given below.

Specimen Signature of bidder

Or

Authorized Signatory (With Seal)

Signature of bidder

Or Authorized Signatory

(With Seal)

* To be furnished if the bid is quoted and signed by a person who is not the authorized signatory.