

## REQUEST FOR PROPOSAL



Army Institute of Management  
Plot No : III-B/11 , Action Area III , New  
Town, Rajarhat,  
Kolkata – 700 153  
E- mail : aim\_kol@rediffmail.com  
Website : www.aim.ac.in

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0037/3/Gen/AIM/IT/23-24

17 July 2023

### REQUEST FOR PROPOSAL FOR SUPPLY OF 40 NOS DESKTOP COMPUTERS

1. Quotation is invited under two bid systems for supply of 40 Nos Desktop Pcs for IT / Language Lab of Army Institute of Management, new campus at Rajarhat , as per specifications / details attached. The L1 vendor will supply the PCs and install original OS and MS Office application onsite, Original Software will be provided by AIMK. Interested vendors are requested to submit their bids physically. Ink signed Physical copy of both technical and commercial bids shall be placed in two separate sealed covers. Both these covers should be placed in a larger envelope. "**PROPOSAL FOR SUPPLY OF 40 NOS DESKTOP COMPUTERS**" should be clearly written on top of the envelope. The details of your Point of Contact (Mob number) be entered on the bottom left corner of the envelope.

2. **Tender Fees.** – Nil.

3. This RFP is divided into five Parts as follows:

(a) **Part I.** Contains General Information and Instructions for the Bidders about the RFP such as the time, place of submission and opening of tenders, validity period of tenders, etc.

(b) **Part II.** Contains essential details of the items required, such as the Schedule of Requirements (SOR), Technical Specifications, Delivery Period, Mode of Delivery and Consignee details.

(c) **Part III.** Contains Standard Conditions of RFP, which will form part of the Contract with the successful Bidder.

(d) **Part IV.** Contain Special Conditions applicable to this RFP and which will also form part of the contract with the successful Bidder.

(e) **PART V.** Evaluation criteria & price bid issues

7. **Placement of Order.** The purchase order will be place on successful conclusion of negotiations (if required) with L1 firm.

8. This RFP is being issued with no financial commitment and the Buyer reserves the right to change or vary and part thereof at any stage. Buyer also reserves the right to withdraw the RFP, should it become necessary at any stage.

Yours faithfully,

Col MKR Varma (Retd)  
Registrar & HoA  
For Presiding Officer

## **PART I – GENERAL INFORMATION**

### **1. Process of Procurement.**

- (a) Quotation is invited for supply of 40 Nos Desktop Pcs for IT / Language Lab of Army Institute of Management of, new campus at Rajarhat as per specifications / details attached.
- (b) **Pre-Bid Meeting.** Pre-Bid Meeting will be held on 27 July 2023 at 1100 hrs to provide opportunity to bidders to seek clarifications, if any, on the RFP. Thereafter the clarifications if any will be amended / published as corrigendum to RFP to enable the bidders to submit their bids.

**Note.** No conditional bids will be accepted.

### **3. Last date of bids is 10: 55 hrs on 9<sup>th</sup> Aug 2023**

**4. Location of the Tender Boxes.** Tender Box marked “TENDER BOX” is kept in Reception Area at AIM Kolkata, Rajarhat campus.

5. Bids shall be submitted as a Hard copy as per the following format:-

- (a) Technical Bid **(Format at Appendix A).**
- (b) Commercial Bid **(Format at Appendix B).**

**6. Time & Date for Opening of Bids.** Technical Bids will be opened at **1100h on 10<sup>th</sup> Aug 2023.** If due to any exigency, the due date for opening of the Bids is declared a closed holiday, the Bids will be opened on the next working day at the same time or on any other day/time, as intimated by Registrar, Army Institute of Management, Kolkata.

**7. Place of Opening of the Bids.** Bids would be opened in the Conference Room of Army Institute of Management, New Town, Action area III, Rajarhat, Kolkata. The bidders may depute their representatives, duly authorized in writing, to attend the opening of Bids on the due date and time. Important commercial / technical clauses of the RFP will be read out in the presence of the representatives of the bidders if required. The bid opening will not be postponed even if no representative of any firm is present during opening of bids. Cutting/alteration in Bids will not be accepted and Director, Army Institute of Management, Kolkata has absolute right to reject the bid without assigning reasons whatsoever it may be.

**8. Modification and Withdrawal of Bids.** A bidder may modify or withdraw his bid after submission, provided that the written notice of modification or withdrawal is received by Army Institute of Management, Kolkata prior to deadline. No bid shall be modified after the opening of bids, with respect of bid prices. No bid may be withdrawn in the interval between the deadline for submission of bids and expiration of the period of bid validity specified. Withdrawal of a bid during the period will result in Bidder's forfeiture of bid security.

### **9. Opening of Bids (Technical and Commercial)**

- (a) First, the evaluation of technical Bid will be carried out.
- (b) No post-bid clarification on the initiative of the bidder will be entertained.
- (c) The Commercial Bids as per Appendix B of only those Bidders whose Technical bids meet all the stipulated Technical requirements, shall be considered.

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10. **Clarification Regarding Contents of the Bids during Evaluation.** During evaluation and comparison of bids, BOO, detailed by HQ EC at his discretion, may ask the bidder for clarification of his bid. The request for clarification will be given in writing and no change in prices or substance of the bid will be sought, offered or permitted. No post-bid clarification on the initiative of the bidder will be entertained.

11. **Rejection of Bids.** Canvassing by the Bidder in any form, unsolicited letter and post tender correction may invoke summary rejection with forfeiture of EMD. Conditional tenders will be rejected.

16. **Validity of Bids.** The Bids should remain valid till 90 **days** for acceptance of the Competent Authority from the last date of submission of the Bids and no request for any variation in quoted rates and withdrawal of tender on any ground by successful bidder (s) shall entertained.

17. **Earnest Money Deposit/Bid Security.** Bidders are also required to submit Earnest Money Deposit (EMD)/Bid security for an amount of Rs.50000/- . The EMD be remitted either in the form of Account payee Demand Draft or Bankers Cheque, Bank Guarantee, or FDR from any of the public sector bank or a private sector bank authorized to conduct government business as per clause 4.7.4 of DPM-2009. In case the EMD is remitted in form of Account payee Demand Draft or Bankers Cheque, Bank Guarantee, it shall be payable at the **HDFC Bank, Infospace SEZ Branch, IFSC: HDFC0004804, Account No.: 50100333740322.** EMD is to remain valid for a period of 45 days beyond the final bid validity period. EMD of the unsuccessful bidder (s) will be returned to them at the earliest after expiry of the final bid validity and latest on or before 30th day after the award of the contract. The EMD of the successful bidder (s) would be returned, without any interest whatsoever, after the receipt of Performance Security from him as called for in the supply order/work order/contract. EMD is not required to be submitted by those Bidders who are registered with the Central Purchase Organization (e.g. DGS&D), National Small Industries Corporation (NSIC) or any Department of MoD or MoD itself. This exemption is also applicable to StartUp registered with Department for Promotion of Industry and Internal Trade (DPIIT). In case exemption from EMD is applicable, proof of exemption certificate shall be enclosed. The EMD will be forfeited if any of the bidders withdraws or amends impairs or derogates from the tender in any respect within the validity period of their tender. Format attached **Appendix 'D'** of this RFP.

18. The EMD is liable for forfeit in the following events:-

- (a) Withdrawal of offer during the validity period of the offer.
- (b) Non acceptance of orders when placed by Competent Authority.
- (c) Non adherence to the orders within the stipulated time after acceptance of orders.
- (d) Any unilateral revision made by the bidder during the validity period of the offer.
- (e) In case the physical hard copy of the bid is not submitted or amended by the L1 bidder and is not matching with the bid documents submitted online.

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**PART II – ESSENTIAL DETAILS OF ITEMS/SERVICES**

**1. Technical details.**

**(a) Nomenclature and Quantity of Hardware Requirement**

S/N	Desktop Computers With Following Specification	Qty	UOM
1.	<p><b><u>Processor : (Intel)</u></b> Intel Core I5 11 Gen Processor or higher (11400) LGA 1200,Max Turbo Frequency 4.40Ghz,Processor Base Frequency 2.60Ghz, 12MB Intel Smart Cache</p> <p><b><u>Motherboard : (Gigabyte/Asus/MSI)</u></b> Above processor compatible Main/Mother board with 1 x HDMI and 1 xVGA port , Minimum 2 x USB 3 and 4 x USB2.0 ports,dual channel DDR 4 RAM slot, GbE LAN port, Minimum 2 x SATA 6GB/s</p> <p><b><u>RAM : (Zion/Transcend/Crossair/Crucial)</u></b> DDR 4 8GB, Minimum 3200Mhz</p> <p><b><u>SSD : (Seagate/WD/Transcend)</u></b> 256GB , 6GB/s SATA 2.5Inch , 300-600Mbps</p> <p><b><u>Micro ATX Tower Cabinet</u></b> : (Iball/Circle) Minimum 1x USB 3.0 and 2 x USB 2.0 port in front of Cabinet , Cabinet Fan, Front panel Audio with Mic, Minimum 450watt SMPS.</p> <p><b><u>Key Board and Mouse : (Logitech/Iball)</u></b> USB Keyboard &amp; USB Optical Mouse</p> <p><b><u>Monitor : (AOC/LG/Dell)</u></b> 19 inch HDMI</p> <p><b><u>Note</u></b> : All quoted items should be only from the mentioned brand. Service center for all Equipments should be available in Kolkata. (Service Centers address should be mentioned for all quoted items.)</p>	40	Nos

1.	<b>Warranty and Support</b>	<p>1. 3 years onsite hardware replacement warranty for all items.</p> <p>2. Replacement with New Product Only, No refurbished/repaired Products.</p>
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2. **Delivery Period.** Delivery & Installation (Original OS and MS Office application will be provided by AIMK) period for the supply of items would be 15 days from the effective date of PO / SO . Please note that Supply order can be cancelled unilaterally by the buyer in case the items are not received within the contracted delivery period. Extension of contracted delivery period will be at the sole discretion of the buyer.

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### PART III – STANDARD CONDITIONS OF RFP

**The Bidder is required to give confirmation of their acceptance of the Standard Conditions of the Request for Proposal mentioned below which will automatically be considered as part of the Contract concluded with the successful Bidder (i.e. Seller in the Contract) as selected by the Buyer, Failure to do so may result in rejection for the Bid submitted by the Bidder**

1. **Penalty for use of Undue influence.** The Seller undertakes that he has not given, offered or promised to give, directly or indirectly, any gift, consideration, reward, commission, fees, brokerage or inducement to any person in service of the Buyer or otherwise in procuring the Contracts or forbearing to do or for having done or forborne to do any act in relation to the obtaining or execution of the present Contract or any other Contract. Any breach of the aforesaid undertaking by the Seller or any one employed by him or acting on his behalf (whether with or without the knowledge of the Seller) or the commission of any offers by the Seller or anyone employed by him or acting on his behalf, as defined in Chapter IX of the Indian Penal Code, 1860 or the Prevention of Corruption Act, 1986 or any other Act enacted for the prevention of corruption shall entitle the Buyer to cancel the contract and all or any other contracts with the Seller and recover from the Seller the amount of any loss arising from such cancellation. A decision of the Buyer or his nominee to the effect that a breach of the undertaking had been committed shall be final and binding on the Seller. Giving or offering of any bribe or inducement or any attempt at any such act on behalf of the Seller towards any officer/employee of the Buyer or to any other person in a position to influence any officer/employee of the Buyer for showing any favour in relation to this or any other contract, shall render the Seller to such liability/ penalty as the Buyer may deem proper , including but not limited to termination of the contract, imposition of penal damages, forfeiture of the Bank Guarantee and refund of the amounts paid by the Buyer.
2. **Liquidated Damages (LD).** if the vendor fails to complete in full, all deliveries of all items and within the stipulated period, the vendor shall pay to the customer Liquidated Damages at the rate of zero point five percent (0.5%) of the total value of supply order of the delayed / undelivered items for every week of delay or part week, subject to the maximum value of the liquidated damages being not higher than ten percent (10%) of the value of delayed/undelivered items.
3. **Termination of Contract.** The Buyer shall have the right to terminate the Supply order/ Contract in part or in full in any of the following cases:-
  - (a) The delivery of the services is erratic, the manpower provided do not work or yield desired result of work, indulge in unauthorized congregation, theft, damaging of Army/ Govt property and any other unauthorized activity which is impediment to smooth functioning or a security or a fire hazard.
  - (b) The Seller is declared bankrupt or becomes insolvent.
  - (b) The delivery of services is not upto the required standard and the manpower provided do not have sufficient proof of their character and antecedents.

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#### **PART-IV SPECIAL CONDITION OF RFP**

**The Bidder is required to give confirmation of their acceptance of Special Conditions of the RFP mentioned below which will automatically be considered as part of the Contract concluded with the successful Bidder (i.e. Seller in the Contract) as selected by the Buyer, Failure to do so may result in rejection of Bid submitted by the Bidder**

1. **Performance Bank Guarantee (PBG)/ Security Deposit.** The vendor shall furnish Performance Security Deposit equal to five percent (5%) of the total value of the contract in the form of account payee demand draft or Bank Guarantee within seven days of the receipt of supply order. In case of non-adherence to the delivery schedule for all deliverables of the items i.e. Due Date liquidated damages will be deducted from this amount. Performance Security Deposit will be valid for a period of Six (06) months beyond the date of supply of the desktop PCs. The format of PBG is provided at Form DPM 15 , Page 376 of DPM 2009 (attached as **Appendix 'F'** to RFP).

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## PART V

### EVALUATION CRITERIA & PRICE BID ISSUES

Both Technical & Commercial bids shall be evaluated by the BOO detailed by HQ EC , Fort William, Kolkata. Only those Bids will be evaluated which are found to be fulfilling all the eligibility and qualifying requirements of the RFP both technically and commercially.

1. **Two - Bid System.** The bids will be submitted as Technical and Commercial Bids through physically in two sealed covers which will further be placed in a large cover. Details are as under:-

- (a) **Technical Bid (Format given at Appendix A) :Cover-1.**

- (i) **Documents to be Submitted Physically.** Cover-I will contain the Technical Bids along with following documents which will be submitted physically in a sealed envelope (in Cover-I) in the Tender Box placed at Reception of AIMK for acceptance of bid. :-

- (aa) Copy of Trade Licence
- (ab) Copy PAN No.
- (ac) GST Registration Certificate.
- (ad) EMD (Rs. 50,000/-). Certificate of registration from relevant agency in case seeking exemption from EMD.
- (ae) Tender Condition Acceptance Certificate. The bidder shall certify for acceptance of all the tender conditions of the online RFP and furnish a certificate as per **Appendix C** to be submitted otherwise the bid will be technically rejected

- (b) **Commercial Bid (Format given in Appendix 'B'): Cover-2**

- (i) Commercial Bid in the form of 'BoQ' (Bill of Quantities) shall be submitted in hard copy form duly ink signed by the authorized representative of the bidder as per the specified format. Bidders are required to offer their quotes accordingly.
- (ii) The lowest Bid will be decided upon the lowest price quoted by the particular Bidder as per Commercial bid in the form of BoQ (Bill of Quantities).
- (iii) The lowest acceptable Bid will be considered further for placement of contract/ supply order after complete clarification and price negotiations as decided by the Buyer. The buyer will have the right to award contracts to different Bidders for being lowest in particular items. The buyer also reserves the right to do so of quantity, if it is convinced that lowest bidder is not in a position to supply full quantity in stipulated time.
- (iv) The Bidders are required to spell out the rates of Customs duty, Excise duty, VAT, Service Tax etc in unambiguous terms. Stipulations like, excise duty was presently not applicable but the same will be charged if it becomes livable later on, will not be accepted.

2. **Payment Terms.** 50% of the Supply order/contract amount shall be released after receipt of Desktop Computers at AIM new premises at Rajharhat along with the inspection note and other documents, 50% will be released after successful installation and handover. It will be mandatory for the Bidders to indicate their bank account numbers and other relevant e-payment details so that payments could be made through ECS/NEFT mechanism.

3. **Advance Payments.** Advance payment(s) of not more than 15% of Supply order/contract value can be made to the successful bidder/vendor subject to the contractor/vendor furnishing Bank Guarantee for the value for which Advance Payment has been made. Format for Advance Bank Guarantee is provided at Form DPM 16, Page 378 of DPM 2009. **(Format attached as Appendix E to RFP)**

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4. **Risk & Expense Clause.**

(a) Should the services/items or any month thereof not be delivered within the Due Date as mentioned in the Supply order, or if lesser delivery is made in respect of the items or any installment thereof, AIM Kolkata shall after employing the services from other sources at the risk and cost of the service provider ask the service provider to make up the deficit within 24 hrs or at the earliest. The breach, be at liberty, without prejudice to the right to recover Liquidated Damages as a remedy for breach of contract, to declare the contract as cancelled either wholly or to the extent of such default.

(b) Should the services provided thereof not perform in accordance with the specification /parameters provided by the SELLER as per Supply Order, AIM Kolkata shall be at liberty, without prejudice to any other remedies to cancel the contract wholly or to the extent of such default.

(c) In case the services are not restored or supplied in full Numbers within the time stipulated , AIM shall having given the right of first refusal to SELLER be at liberty to purchase, manufacture, or procure from any other source as he thinks fit, other items of the same or similar description to make good:-

(i) Such default.

(ii) In the event of the contract being wholly determined the balance of the items remaining to be delivered there under.

(iii) Any excess of the purchase price, cost of manufacturer, or value of any items procured from any other supplier as the case may be, over the contract price appropriate to such default or balance shall be recoverable from the SELLER.

5. **Force Majeure Clause.**

(a) Neither party shall bear responsibility for the complete or partial non-performance of any of its obligations (except for failure to pay any sum which has become due on account of receipt of goods under the provisions of the present contract). If the non-performance results from such Force majeure circumstances as Flood, Fire, Earth Quake and other acts of God as well as War, Military operation, blockade, Acts or Actions of State Authorities or any other circumstances beyond the parties control that have arisen after the conclusion of the present contract.

(b) In such circumstances the time stipulated for the performance of an obligation under the present contract is extended correspondingly for the period of time of action of these circumstances and their consequences.

(c) The party for which it becomes impossible to meet obligations under this contract due to Force Majeure conditions, is to notify in written form the other party of the beginning and cessation of the above circumstances immediately, but in any case not later than 10 (Ten) days from the moment of their beginning.

(d) Certificate of a Chamber of Commerce and Industry or other competent authority or organization of the respective country shall be sufficient proof of commencement and cessation of the above circumstances.

(e) If the impossibility of complete or partial performance of an obligation lasts for more than 06 (six) months, either party hereto reserves the right to terminate the contract totally or partially upon giving prior written notice of 30 (thirty) days to the other party of the intention to terminate without any liability other than reimbursement on the terms provided in the agreement for the goods received.

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(f) **Indemnity.** The contractor shall indemnify the customer against all claims for death or injury caused to any person, whether workman or not, while engaged in any process connected with the contractor's work or for dues of any kind whatsoever, and the customer shall not be bound to defend any claim brought under the Workmen's Compensation Act, 1923 or Payment of Wages Act 1936, or any other statutory Act or Law in force from time to time and applicable to the said work unless the contractor first deposits with the customer a sum sufficient to cover any liability which customer may have to incur in relation to such proceedings.

6. **Quality.** The quality of the items delivered according to the present Contract shall correspond to the technical specifications enumerated as per RFP and shall also include therein modification to the items suggested by AIM Kolkata. Such modifications will be mutually agreed to. The seller confirms that the items to be supplied under the contract shall be new i.e. not outside the contents of the Contract for the year 2023-24. The bidder will ensure the availability of the material for the contract period. The seller should also be committed to provide items with correct specifications in case the offered item becomes obsolete or newer version is available without any change in the terms & conditions and prices quoted.

8. **Quality Assurance.** The services will be as per the services required by the buyer and as spelt out in the RFP. Contract and the rules and regulations governing the instant Contract and should be conforming to 100%, at the time of delivery.

9. **Inspection Authority.** The inspection will be carried out by board of officers on behalf of AIMK

10. **Claims.** The following Claims clause will form part of the contract placed on successful Bidder:-

(a) The claims may be presented either:-

(i) On quantity of the items, where the quantity does not correspond to the quantity shown in the Packing list/Insufficiency in packing.

(ii) On quality of the items, where quality does not correspond to the quality mentioned in the contract.

(b) The quantity claims for deficiency of quantity shall be presented on completion of opening board of officers and acceptance of goods. The quantity claim shall be submitted to the seller as per Form DPM-22 (Available in MoD website and can be given on request).

(c) The quality claim for defects or deficiencies in quality noticed during the inspection by Board of Officers shall be presented on completion of inspection and acceptance of goods. Quality claims shall be presented for defects or deficiencies in quality noticed during warranty period earliest but not later than 45 days after expiry of the guarantee period. The quality claims shall be submitted to the seller as per Form DPM-23 (Available in MoD website and can be given on request).

(d) The description and quantity of the items are to be furnished to the seller along with concrete reasons for making the claims. Copies of all the justifying documents shall be enclosed to the presented claim. The seller will settle the claims within 15 days from the date of the receipt of the claim at the seller's office, subject to acceptance of the claim by the seller. In case no response is received during this period the claim will be deemed to have been accepted.

(e) The Seller shall collect the defective or rejected goods from the location nominated by AIM Kolkata deliver the replaced goods at the same location under Seller's arrangement.

(f) Claims may also be settled by reduction of cost of goods under claim from bonds submitted by the seller or payment of claim amount by seller through demand

draft drawn on an Indian Bank, in favour of Principal Controller/Controller of Defence Accounts concerned.

(g) The quality claims will be raised solely by AIM Kolkata and without any certification/countersignature by the Seller's representative stationed in India.

11. **Warranty.** The seller shall guarantee the good supplied to conform to the quality specified for the period as specified in specifications as mentioned in Part II of the RFP from date of delivery. If during the aforesaid period the quality deteriorates or is not giving satisfactory performance, the decision of the buyer in that behalf shall be final and binding on the seller and the buyer shall be entitled to call upon the seller to replace the goods supplied, or the said portion of it as is found to be defective by the buyer within a reasonable period, but not later than two weeks from the day the complaint is lodged, otherwise the seller shall pay to the buyer such compensation as may arise from the reason of breach of the warranty therein contained.

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**TECHNICAL BID**

Dear Sir,

Refer your Tender Enquiry No \_\_\_\_\_ dated \_\_\_\_ 2023, We hereby submit our technical bid in response to the Tender Enquiry.

**PART-I**

**APPLICATION/TECHNICAL/PERSONAL DETAILS**

1. Detail of Bidder(s) : \_\_\_\_\_
2. Father's Name/Husband's Name /Name of Partners \_\_\_\_\_
3. Address: \_\_\_\_\_ (Attach Proof of Address)
4. Contact Nos (a) \_\_\_\_\_ (b) \_\_\_\_\_ (c) \_\_\_\_\_
5. PAN Number \_\_\_\_\_ TAN /TIN Number \_\_\_\_\_ (Attach Photocopies)
6. Bank \_\_\_\_\_ Account No \_\_\_\_\_  
(Attach legible photocopy of first page of Bank Pass Book with photograph duly attested)
7. Date of Birth \_\_\_\_\_ (Attach proof).
8. Earnest Money Deposit (EMD) – **Rs** \_\_\_\_\_/- (Rupees \_\_\_\_\_ only) in form of FDRs (made from any of the public sector banks or a private sector bank authorized to conduct government business as per Form DPM-13 (available in MoD website and can be provided on request) valid for six months pledged in favour of Director, Army Institute of Management Kolkata and duly discharged by signing on reverse of FDR. FDR No \_\_\_\_\_ date \_\_\_\_\_.
9. **Documents to be attached.**
  - (a) Copy of trade license.
  - (b) PAN No .
  - (c) GST Registration Certificate.
  - (d) EMD (Rs. 50,000/-)
  - (e) Tender Condition Acceptance Certificate. The bidder shall certify for acceptance of all the tender conditions of the RFP and furnish a certificate as per **Appendix C**.
  - (f) Ink signed copy of RFP
  - (g) Technical Compliance Sheet (indicated at page no 13) along with supporting documents.
  - (h) Technical Data Sheet of all quoted major items.

**Note : The above document including Bank Draft will be submitted in an envelope of 12"x9" dimensions and super scribed as Personal/ Technical details and marked Part I Declaration**

I, the above named deponent solemnly affirm and declare that all the particulars stated by me in this application are true and correct. I have not concealed any fact or information. If any information furnished herein is found fraudulent, incorrect or untrue, I understand that I will be liable to criminal prosecution and agree to forego my Earnest Money Deposit. I shall also bear all the expenses imposed on me as penalty by the department to which this application is being processed.

Station : Deponent

Dated : 2023

**Verification**

Verified that the contents of my above affidavit are true and correct to the best of my knowledge and belief and as per information derived from my personal and official record maintained by agency. No part of it is false and nothing material has been concealed therein.

Station : Deponent

Dated : 2023

**Note:**

1. The bidder need to provide original brochure/ documents/ certificate from the OEM/ Distributer that the paper offered (Make/ Model) is conforming to specified Standards.
2. Mention Make & model of the product in an unambiguous terms, failing to provide will result in rejection of the bid.

**Company Seal  
Authorized Signatory**

**SPECIFICATIONS OF PERIPHERALS OF DESKTOP COMPUTERS .**

(Bidders are required to fill up the required details and furnish clause by clause compliance of specifications bringing out clearly the deviations from specifications, if any.)

S/N	Desktop Computers With Following Specification	Compliance
1.	<p><b><u>Processor : (Intel)</u></b> Intel Core I5 11 Gen Processor or higher (11400) LGA 1200,Max Turbo Frequency 4.40Ghz,Processor Base Frequency 2.60Ghz, 12MB Intel Smart Cache</p> <p><b><u>Motherboard : (Gigabyte/Asus/MSI)</u></b> Above processor compatible Main/Mother board with 1 x HDMI and 1 xVGA port , Minimum 2 x USB 3 and 4 x USB2.0 ports,dual channel DDR 4 RAM slot, GbE LAN port, Minimum 2 x SATA 6GB/s</p> <p><b><u>RAM : (Zion/Transcend/Crossair/Crucial)</u></b> DDR 4 8GB, Minimum 3200Mhz</p> <p><b><u>SSD : (Seagate/WD/Transcend)</u></b> 256GB , 6GB/s SATA 2.5Inch , 300-600Mbps</p> <p><b><u>Micro ATX Tower Cabinet</u></b> : (Iball/Circle) Minimum 1x USB 3.0 and 2 x USB 2.0 port in front of Cabinet , Cabinet Fan, Front panel Audio with Mic, Minimum 450watt SMPS.</p> <p><b><u>Key Board and Mouse : (Logitech/Iball)</u></b> USB Keyboard &amp; USB Optical Mouse</p> <p><b><u>Monitor : (AOC/LG/Dell)</u></b> 19 inch HDMI</p> <p><b><u>Note</u></b> : All quoted items should be only from the mentioned brand. Service center for all Equipments should be available in Kolkata. (Service Centers address should be mentioned for all quoted items.)</p>	Yes/No

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**PRICE BID FORMAT**

<b><u>S No</u></b>	<b><u>Item/Services</u></b>	<b><u>Brand &amp; Model</u></b>	<b><u>UOM</u></b>	<b><u>Qty</u></b>	<b><u>Unit Price</u></b>	<b><u>Total Price</u></b>	<b><u>Remarks</u></b>
1.	<p><b><u>Processor : (Intel)</u></b> Intel Core I5 11 Gen Processor or higher (11400) LGA 1200,Max Turbo Frequency 4.40Ghz,Processor Base Frequency 2.60Ghz, 12MB Intel Smart Cache</p> <p><b><u>Motherboard :</u></b> <b><u>(Gigabyte/Asus/MSI)</u></b> Above processor compatible Main/Mother board with 1 x HDMI and 1 xVGA port , Minimum 2 x USB 3 and 4 x USB2.0 ports,dual channel DDR 4 RAM slot, GbE LAN port, Minimum 2 x SATA 6GB/s</p> <p><b><u>RAM :</u></b> <b><u>(Zion/Transcend/Crossair/Crucial)</u></b> DDR 4 8GB, Minimum 3200Mhz</p> <p><b><u>SSD : (Seagate/WD/Transcend)</u></b> 256GB , 6GB/s SATA 2.5Inch , 300-600Mbps</p> <p><b><u>Micro ATX Tower Cabinet :</u></b> (Iball/Circle) Minimum 1x USB 3.0 and 2 x USB 2.0 port in front of Cabinet , Cabinet Fan, Front panel Audio with Mic, Minimum 450watt SMPS.</p> <p><b><u>Key Board and Mouse :</u></b> <b><u>(Logitech/Iball)</u></b> USB Keyboard &amp; USB Optical Mouse</p> <p><b><u>Monitor : (AOC/LG/Dell)</u></b> 19 inch HDMI</p>		Nos	40			
Total of basic Price							
GST							
<b>Grand Total</b>							
<b>GRAND TOTAL IN WORDS</b>							

**Company Seal  
Authorized Signatory**

**TENDER CONDITIONS ACCEPTANCE LETTER**

(To be given on Company Letter Head)

To

\_\_\_\_\_

\_\_\_\_\_

**SUB: ACCEPTANCE OF TERMS & CONDITONS OF TENDER**

Tender Reference No : \_\_\_\_\_

Name of Tender/ Work : \_\_\_\_\_.

Dear Sir,

1. I/We have downloaded/obtained the tender documents(s) for the above mentioned Tender/Work' from the web sites) namely \_\_\_\_\_ as per your advertisement, given in the above mentioned website(s).

2. I/We hereby certify that I / We have read entire items and conditions of the tender documents from Page No. \_\_\_\_\_ to \_\_\_\_\_ (including all documents like annexure(s), schedule(s), etc) which form part of the contract agreement and I/we shall abide hereby the terms / conditions/ clauses contained therein.

3. The corrigendum(s) issued from time to time by your department/ organizations too have also been taken into consideration, while submitting this acceptance letter.

4. I/We hereby unconditionally accept the tender conditions of above mentioned tender document(s) / corrigendum(s) in its totality / entirety.

5. In case any provisions of this tender are found violated, your department/ organization shall be at liberty to reject this tender/ bid including the forfeiture of the full said Earnest Money Deposit absolutely and we shall not have any claim/right against deptt in satisfaction of this condition.

Your Faithfully  
(Signature of the Bidder, with Official Seal)

**EMD BANK GUARANTEE FORMAT**

Whereas.....(Here in after called the "Bidder") has submitted their offer dated.....for the supply of.....(Here in after called the "Bid") against the Buyer's Request for proposal No.....KNOW ALL MEN by these presents that WE.....of .....having our registered office at .....are bound unto.....(Hereinafter called the "Buyer) in the sum of .....for which payment will and truly to be made to the said Buyer, the Bank binds itself, its successors and assigns by these presents. Sealed with the Common Seal of the said Bank this..... Day of .....20.....

The conditions of obligations are :-

1. If the Bidder withdraws or amends, impairs or derogates from the Bid in any respect within the period of validity of this tender.
2. If the Bidder having been notified of the acceptance of his tender by the Buyer during the period of its validity.
  - (a) If the Bidder fails to furnish the Performance Security for the due performance of the contract.
  - (b) Fails or refuses to accept/execute the contract.

We undertake to pay the Buyer up to the above amount upon receipt of its first written demand, without the Buyer having to substantiate its demand, provided that in its demand the Buyer will note that the amount claimed by its is due to it owing to the occurrence of one or both the two conditions, specifying the occurred condition or conditions. This guarantee will remain in force upto and including 45 days after the period of tender validity and any demand in respect thereof should reach the Bank not later than the above date.

.....  
(Signature of the authorized officer of the Bank)  
(Name and designation of the officer)

Seal, name & address of the Bank and address of the Branch



**FORMAT FOR BANK GUARANTEE FOR ADVANCE PAYMENT**

From : Bank \_\_\_\_\_  
To The Director AIMK,

With reference to contract No. \_\_\_\_\_ dated \_\_\_\_\_ concluded between the President of India, hereinafter referred to as 'the Purchaser' and M/s \_\_\_\_\_ hereinafter referred to as the "the contractor" for the development and supply of \_\_\_\_\_ as detailed in the above contract which contract is hereinafter referred to as "the Said Contract" and in consideration of the Purchaser having agreed to make an advance payment in accordance with the terms of the Said Contract to the said contractor, we the \_\_\_\_\_ bank, hereinafter call 'the Bank' hereby irrevocably undertake and guarantee to you that if the Said Contractor would fail to develop and supply the stores in accordance with the terms of the Said Contract for any reason whatsoever or fail to perform the Said Contract in any respect or should whole or part of the said on account payments at any time become repayable to you for any reason whatsoever, we shall, on demand and without demur pay to you all and any sum upto a maximum of Rs. \_\_\_\_\_ (Rupees \_\_\_\_\_ only) paid as advance to the Said Contractor in accordance with the provisions contained in Clause \_\_\_\_\_ of the Said Contract.

2. We further agree that the Purchaser shall be the sole judge as to whether the contractor has failed to develop and deliver the stores in accordance with the terms of the Said Contract or has failed to perform the said contract in any respect or the whole or part of the advance payment made to Contractor has become repayable to the Purchaser and to the extent and monetary consequences thereof by the Purchaser.

3. We further hereby undertake to pay the amount due and payable under this Guarantee without any demur merely on a demand from the Purchaser stating the amount claimed. Any such demand made on the Bank shall be conclusive and binding upon us as regards the amounts due and payable by us under this Guarantee and without demur. However, our liability under this Guarantee shall be restricted to an amount not exceeding Rs \_\_\_\_\_ (Rupees \_\_\_\_\_ only).

4. We further agree that the Guarantee herein contained shall remain in full force and effect for a period of 12 months from the date the last advance payment was made or for a period of 90 days from the date on which final delivery of the stores after development was made and accepted by the Purchaser whichever falls later unless the Purchaser in his sole discretion discharges the Guarantee earlier.

5. We further agree that any change in the constitution of the Bank or the constitution of the contractor shall not discharge our liability hereunder.

6. We further agree that the Purchaser shall have the fullest liberty without affecting in any way our obligations hereunder with or without our consent or knowledge to vary any of the terms and conditions of the Said Contract or to extend the time of development/delivery from time to time or to postpone for any time or from time to time any of the powers exercisable by the Purchaser against the contractor and either to forbear or enforce any of the terms and conditions relating to the Said Contract and we shall not be relieved from our liability by reason of any such variation or any indulgence or for bearance shown or any act or omission on the Purchaser or by any such matter or thing whatsoever which under the law relating to sureties would but for this provision have the effect of so relieving us.

7. We lastly undertake not to revoke the Guarantee during the currency of the above said contract except with the prior consent of the Purchaser in writing.

Yours faithfully,

.....

(Signature of the authorized officer of the Bank)  
(Name and designation of the officer)

Seal, name & address of the Bank and address of the Branch

**Appendix F**

**PERFORMANCE BANK GUARANTEE FORMAT**

From:  
Bank \_\_\_\_\_

To,

To The Director AIMK,

Dear Sir,

Whereas you have entered into a contract No. \_\_\_\_\_ dated \_\_\_\_\_ (hereinafter referred to as the said Contract) with M/s \_\_\_\_\_, hereinafter referred to as the "seller" for supply of goods as per Part-II of the said contract to the said seller and whereas the Seller has undertaken to produce a bank guarantee for (\_5\_) of total Contract value amounting to \_\_\_\_\_ to secure its obligations to the President of India.

1. We the \_\_\_\_\_ bank hereby expressly, irrevocably and unreservedly undertake and guarantee as principal obligors on behalf of the seller that, in the event that the Director AIMK declares to us that the goods have not been performed according to the Contractual obligations under the aforementioned contract, we will pay you, on demand and without demur, all and any sum up to a maximum of \_\_\_\_\_ Rupees \_\_\_\_\_ only. Your written demand shall be conclusive evidence to us that such repayment is due under the term of the said contract. We undertake to effect payment upon receipt of such written demand.

2. We shall not be discharged or released from this undertaking and guarantee by any arrangement, variations made between you and the Seller, indulgence to the Seller by you, or by any alterations in the obligations of the Seller or by any forbearance whether as to payment, time performance or otherwise.

3. In no case shall the amount of this guarantee be increased.

4. This guarantee shall remain valid for 06 months from the date of completion of work or until all the services, obligations, and documentation have been supplied according to the contractual obligations under the said contract.

5. Unless a demand or claim under this guarantee is made on us in writing or on before the aforesaid expiry date as provided in the above referred contract or unless this guarantee is extended by us, all your rights under this guarantee shall be forfeited and we shall be discharged from the liabilities hereunder.

6. This guarantee shall be continuing guarantee and shall not be discharged by and change in the constitution of the Bank or in the constitution of M/s \_\_\_\_\_

(Signature of the authorized officer of the Bank)  
(Name and designation of the officer)

Seal, name & address of the Bank and address of the Branch