

KERALA INDUSTRIAL INFRASTRUCTURE DEVELOPMENT CORPORATION (KINFRA)

(A statutory body of Govt of Kerala)

KINFRA HOUSE, TC 31/2312, Sasthamangalam, Thiruvananthapuram -695 010

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Notice Inviting Tender (NIT)

(KINFRA - 6)

Tender No	:	KINFRA/HO/COMP/2018-19
Name of Work	:	Supply and Installation of Computers and peripherals at KINFRA Park Offices at various locations & Head Office at Sasthamangalam, Thiruvananthapuram.
EMD	:	₹10,000/-
Period of Completion	:	2 Weeks
Bid Submission Fee	:	₹ 590/- (Inclusive of GST)



KERALA INDUSTRIAL INFRASTRUCTURE DEVELOPMENT CORPORATION
(A Statutory Body of Govt. of Kerala)

KINFRA HOUSE, TC NO.31/2312, SASTHAMANGALAM P.O,
THIRUVANANTHAPURAM

Tender No : **KINFRA/HO/COMP/2018-19**
Name of Work : **Supply and Installation of Computers and peripherals at KINFRA Park Offices at various locations & Head Office at Sasthamangalam, Thiruvananthapuram.**

Locality : **KINFRA Head Office, Sasthamangalam, Thiruvananthapuram.**

Last date of Submission : **21/08/2018 at 3:00PM**
Name of Bidder :
Address of Bidder :
.....
.....
.....
.....

Contact No: :

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Tender Notice



KERALA INDUSTRIAL INFRASTRUCTURE DEVELOPMENT CORPORATION (KINFRA), Thiruvananthapuram, Kerala

KINFRA invites item rate quotations from registered, competent, experienced, technically & financially sound contractors/firms for **Supply and Installation of Computers and Peripherals at KINFRA Park Offices at various locations & Head Office at Sasthamangalam, Thiruvananthapuram.**

The tender document can be downloaded from the KINFRA website www.kinfra.org.

Place: Thiruvananthapuram

Date: 08/08/2018

Sd/-

Managing Director

Information and Instructions to bidders (Forming part of Bid Document)

Managing Director, KINFRA invites **item rate** tenders in **two cover bid** system for the following work in the prescribed format, from competent and eligible firms, who fulfill the eligibility criteria prescribed.

NIT No	Name of work & Location	EMD	Period of completion	Last date of submission of Tender document, EMD, Tender fee & Other documents as specified in Tender Notice	Time & Date of opening of Technical bid	Tender Cost
1	2	3	4	5	6	7
KINFRA/HO/COMP/2018-19	Supply and Installation of Computers and peripherals at KINFRA Park Offices at various locations & Head Office at Sasthamangalam, Thiruvananthapuram.	₹10,000/-	2 Weeks	21/08/2018 at 3:00 pm	21/08/2018 at 4:00 pm	₹ 590/- (Inclusive of GST)

1. Eligibility Criteria

- a) Bidder should be a Company registered In India or Registered Partnership / proprietary firms. The company/firm should be in existence and should have been in operation **for a minimum period of 1 year**.
- b) The Product profile of the company along with last 1 year turnover, not less than **Rs 5 lakh**.
- c) The vendor should have executed a supply of similar nature hardware in the last 1 year in Government Department or Public/Private Undertaking or other reputed organizations with minimum order value of **Rs 1 lakh or above** (Enclose copy of work order)
- d) The bidder should not have any of their contracts terminated or blacklisted in the last two years by any State or Central Government/PSU/Private Sector.

2. Bidder should only submit the bid if he considers himself eligible and he is in possession of all the documents required. **Hardcopies of all relevant documents establishing the eligibility of the bidder should be submitted in the Technical Bid.**

3. Information and Instructions for bidders posted on website shall form part of bid document. Any addendum/Corrigendum will be published in KINFRA website.
4. The technical bid shall be opened first on the due date and time mentioned above.
5. The time and date of opening of Financial Bid of the tender shall be intimated only to the qualified and technically acceptable bidders at a later date.
6. The time allowed for carrying out the work will be **2 weeks** from the issue of Letter of Award.
7. **Technical Bid should include Earnest Money Deposit (EMD) amounting to Rs 10,000/- and Tender fee of Rs 590/- (Inclusive of GST) to be remitted through two separate Demand Drafts in favour of Managing Director, KINFRA, KINFRA house, 31/2312, Sasthamangalam, Thiruvananthapuram- 695010, Tel: 0471 2726585 , Email:mail@kinfra.org.**
8. The bid submitted shall be opened on **21/08/2018 at 4:00 PM.**
9. The bidder must submit the **Technical Bid and Financial Bid** in two separate 'sealed envelopes' (duly super-scribed "Technical Proposal" and "Financial Proposal" on the each envelope). Both these sealed covers should be enclosed in an outer cover and submitted to KINFRA. All covers must have the full address of the applicant.
10. The proposals should be submitted in the prescribed format. Deviation from the prescribed format will result in rejection of the bid.
11. **Compensation for Delay:** If the successful bidder fails to complete the supply / work within time fixed under the contract, the bidder shall pay KINFRA without prejudice to any other rights or remedy as may be available to the purchaser, an agreed compensation amount calculated @ 0.1% per week of total value of the contract subject to a maximum value equal to 10% of the total value of the contract.
12. ***The bid submitted is treated as invalid if:***
 - a) *The bidder is found ineligible.*
 - b) *The bidder does not submit the EMD, Tender fee, hard copies of all the required certificates, duly signed in a sealed cover, before the appointed date and time of opening of bid.*

13. The competent authority on behalf of Managing Director, KINFRA does not bind itself to accept the lowest or any other bid and reserves to itself the authority to reject any or all the bids received without the assignment of any reason. All bids in which any of the prescribed condition is not fulfilled or any condition including that of conditional rebate is put forth by the bidders shall be summarily rejected.
14. Canvassing whether directly or indirectly, in connection with bidders is strictly prohibited and the bids submitted by the Firms who resort to canvassing will be liable for rejection.
15. The competent authority on behalf of Managing Director, KINFRA reserves to himself the right of accepting the whole or any part of the bid and the bidders shall be bound to perform the same at the rate quoted.
16. The Firm shall not be permitted to bid for works if he/she is the near relative of an officer of KINFRA posted as Project Officer or Finance.
17. *The bid for the works shall remain open for acceptance for a period of One hundred twenty (120) days from the date of opening of technical bid.* If any bidders withdraws his bid *or letter of acceptance*, before the said period *whichever is earlier*, or makes any modifications in the terms and conditions of the bid which are not acceptable to KINFRA, then KINFRA shall, without prejudice to any other right or remedy, be at liberty to blacklist the firm from participating in the future projects of Government of Kerala.
18. Bidders furnishing false information / forged documents will be blacklisted.
19. The machine and accessories shall be supplied in packed condition. Defective, broken or unsealed machine and accessories will not be accepted.
20. Supplier shall be responsible for clearing the rejected goods from KINFRA premises at his cost.
21. All damaged or unapproved goods shall be returned at the risk and cost of the bidder and the incidental expenditure thereupon shall be recovered from the concerned party.
22. Warranty/guarantee terms of the product offered should be not less than **12 months**. If the product faces end of life cycle the supplier shall either replace or continue support till the end of entire warranty period. The repairing/ rectification/ replacement/ configuration required, if any, of the items under warranty must be done within respective site.
23. Warranty Certificate must be sent along with the materials as and when supplied.

24. Item supplied will be subjected to performance tests and in case the articles do not function, the suppliers are liable to replace the items free of cost at site. Cost of returning faulty goods will be to bidder's account.
25. Prompt after sales service must be rendered free within the guarantee/ Warrantee period.
26. If any equipment or part thereof is lost or rendered defective during transit, the supplier shall immediately arrange for the supply of the equipment or part thereof as the case may be.
27. Any condition for payment of advance shall not be acceptable to KINFRA. In case of any defects to the materials supplied by the bidder, it should be replaced prior to release of the payment.
28. **Warranty/ Support:** The items dispatched by the bidder shall carry minimum one year of replacement warranty from the date of acceptance of the items by KINFRA. Warranty shall include free maintenance including free replacement of parts. The defects, if any, shall be attended to on immediate basis by the vendor but in no case any defect should remain unattended for more than 48 hours. *The defects, if any, during the guarantee/ warranty period are to be rectified free of charge by arranging the replacement wherever necessary by the bidder.*
29. The **quoted rates** shall be inclusive of all taxes and also the bidder shall include charges like GST, freight, handling, loading, unloading, warranty for 1 year, insurance premiums and placement at the facility and installation shall remain firm throughout the contract period. No compensation will be paid in case of any upward revision in the statutory, taxes and levies or introduction of new taxes and levies.
30. **Payment:**
- 60% after successful supply.
 - 30% after Installation of hardware.
 - 10% after verification by KINFRA

Payments will be made after the bills are duly verified and certified by KINFRA.

List of Documents to be submitted within the period of bid submission:

Cover 1

- I. NIT
- II. Certificate of Registration for GST
- III. Copy of all documents establishing the eligibility of the bidder (***Refer Eligibility Criteria***)

Cover 2

- I. Item wise rate in the prescribed format (***Refer Financial bid format***)

All bidders shall submit signed copies of the NIT and the documentary evidences as the proof of eligibility criteria in hard copies also in sealed cover at the office of KINFRA House, Sasthamangalam on or before opening date and time of bid

DECLARATION

(To be submitted by the firms regarding near relatives working in KINFRA as per clause 16 of KINFRA-6)

“I s/o Shri.....Resident of.....
.....hereby certify that none of my relative(s) as
defined in clause 16 of KINFRA-6 is/are employed in concerned Department of KINFRA.

In case at any stage, it is found that the information given by me is false/incorrect, KINFRA shall have the absolute right to take any action as deemed fit without any prior information to me.”

Signature

DECLARATION

I/we hereby declare that I/we have not been Blacklisted/debarred by any Central/State Govt Depts/Central/State Govt PSUs, Autonomous and statutory bodies under State/Central Governments.

Signature

DECLARATION

I/We hereby declare that the details furnished are true and correct to the best of my knowledge and belief and I undertake to inform you of any changes therein, immediately. In case any of the information is found to be false or untrue or misleading or misrepresenting, I am aware that I may be held liable for the same.

Signature

DECLARATION

Sir,

I/we hereby tender to supply, under the conditions of tender document, the whole of the articles referred to and described in the attached specification and schedule, or any portion thereof as may be decided by KINFRA

, at the rates quoted against each item(inclusive of GST). The articles will be delivered within the time and at the places specified in the schedule.

I/we/am/are remitting/ have separately remitted the required amount of Rs.10,000/- vide DD No.....as Earnest Money Deposit and Rs. 590/- vide DD No.as Bid submission fee.

Yours faithfully,

(signature)

Address:

Date:

Additional Conditions

I. Technical Specifications

Sl No.	Item	Technical Configuration	Qty
1	Desktop (All in One)	1. Processor : 8th Generation Intel Core i5 2. Operating System: Windows 10 Home 3. Memory: 4 GB DDR4 4. Storage: DVD Writer &1 TB HDD 5. Audio: Integrated Stereo Speaker 6.Connectivity: Wi-Fi & Bluetooth 7.Display: 22" LED colour monitor 8.Wireless Keyboard and Optical mouse with mouse pad	12
2	Laptop: High end laptop	1. Processor : 7th Generation Intel Core i5 2. Operating System: Windows 10 Home 3. Display: 14" LED Backlit display 4. Memory: 4 GB DDR4 5. Storage: DVD Writer &1 TB HDD 6.Connectivity: Wi-fi & Bluetooth 7. Microsoft Office Professional 2016 (OLP License) 8.Carry case	12
3	Printer: (All in One) black and white	1. Functions- Print, fax, copy, scan (with ADF) 2. Print speed black : Normal : upto 8 ppm 3. Print Technology : Laser 4. Connectivity, standard : a. High speed USB 2.0 b. 1 Host USB c. 1 Gigabit Ethernet d. 1 wireless e. Easy-access USB 5. Paper handling : Duplex printing, Automatic (standard, Media sizes supported Letter, Legal, A4, Envelope)	1

4	Printer: (All in One) Colour	<ol style="list-style-type: none"> 1. Functions- Print, fax, copy, scan (with ADF) 2. Print speed colour : Normal : upto 5 ppm 3. Print Technology : Laser 4. Connectivity, standard : <ol style="list-style-type: none"> a. High speed USB 2.0 b. 1 Host USB c. 1 Gigabit Ethernet d. 1 wireless e. Easy-access USB 5. Paper handling : Duplex printing, Automatic (standard Media sizes supported Letter,Legal,A4,Envelope) 	2
5	Microsoft Office	Microsoft Office Professional 2016 Edition (OLP license)	12
6	Scanner	<ol style="list-style-type: none"> 1. Type: Desktop sheet fed scanner 2. Scanning Method : Automatic 3. Scanning Document size A4 width: 50.8 mm to 216 mm Length : 54 mm to 356 mm Loading Capacity : A4 size or smaller- 60 sheets 4. Scanning Side : Simplex and Duplex 5. Scanning Mode: Black and White, Error Diffusion, Advanced Text Enhancement, Advanced Text Enhancement II, 256-level Greyscale, 24 bit color 6. Scanning Resolution: Maximum Resolution - 600 dpi. 100 x 100 dpi/ 150 x 150 dpi/ 200 x 200 dpi/ 240 x 240 dpi/ 300 x 300 dpi/ 400 x 400 dpi/ 600 x 600 dpi 7. Scanning Speed : A4 / LTR, Portrait, 200dpi: Black and White: 45ppm (simplex) / 90ipm (duplex) Grayscale: 45ppm (simplex) / 90ipm (duplex) Colour: 30ppm (simplex) / 60ipm (duplex) 8. Interface : Hi-speed USB 2.0 	2

Preferred Makes:

1. Desktop - Dell/Lenovo/Sony/HP/Acer
2. Laptop - Dell/Lenovo/Sony/HP/Acer
3. Printer - Brother/Canon/ HP/ Kodak
4. Scanner - Canon/Kodak

II. Probable Locations of supply, installation and service of Hardwares

- Kinfra Head Office, Sasthamangalam
- KINFRA Parks/ Offices in Kerala (Multiple locations)

FINANCIAL BID FORMAT

The Financial Bid shall be submitted in the below mentioned format

Sl.no	Product	Unit Price (Excluding GST)	GST	Unit Price (Inclusive of GST)	Qty	Total Price (Inclusive of GST)
1	Desktop (All in One)					
2	Laptop: High end laptop					
3	Printer: (All in One) black and white					
4	Printer: (All in One) Colour					
5	Microsoft Office					
6	Scanner					
Total Price (Inclusive of GST)						

Other Instructions to Bidders

Important Dates

Last Date of submission	-	03:00PM on 21/08/2018
Technical Bid Opening	-	04:00PM on 21/08/2018

SUBMISSION PROCESS:

1. Bidder should submit the **item rate tenders in two cover bid system** (Technical Bid and Financial Bid).
2. **Technical Bid should include Earnest Money Deposit (EMD) amounting to Rs 10,000/- and Tender fee of Rs 590/- (Inclusive of GST) to be remitted through two separate Demand Drafts** in favour of Managing Director, KINFRA, KINFRA house, 31/2312, Sasthamangalam, Thiruvananthapuram- 695010, Tel: 0471 2726585 , Email:mail@kinfra.org. **Hardcopies of all relevant documents (as mentioned in the Eligibility Criteria) should be submitted in the Technical Bid.**
3. The bidder must submit the **Technical Bid and Financial Bid** in two separate 'sealed envelopes' (duly super-scribed "Technical Proposal" and "Financial Proposal" on the each envelope). Both these sealed covers should be enclosed in an outer cover and submitted to KINFRA. All covers must have the full address of the applicant.
4. The proposals should be submitted in the prescribed format. Deviation from the prescribed format will result in rejection of the bid.
5. The time and date of opening of **Financial Bid** of the tender shall be intimated only to the qualified and technically acceptable bidders at a later date.
