

NOTICE INVITING TENDER (NIT)

Tenders are invited in Two -bid System for SUPPLY AND INSTALLATION OF THE IPBAX SYSTEM

Tender No.	IIMKPV/2018-19/OTE/01 Dt: 13/04/2018
DOWNLOAD/UPLOAD OF TENDER DOCUMENTS	Start date 13.04.2018 at 15:00 Hrs Close date 03.05.2018 at 15:00 Hrs
TENDER BID OPENING DATE	03.05.2018 at 15:15 Hrs
ESTIMATED COST	Rs.2005336/-. (Rs. Twenty Lakh Five Thousand Three Hundred Thirty Six Only) exclusive of GST.
NAME OF THE WORK	Supply, Commissioning of IPBAX System with 3 Year Onsite Warranty
LOCATION OF WORK	IIM Kashipur, Kundeshwari, Kashipur District- Udham Singh Nagar Uttarakhand 244713
VALIDITY OF TENDER	Six (6) months from date of tender opening
DURATION OF WORK	Supply & Installation: 60 days from the 15 th day of date of issue of LOI
LD charges	0.5 % per week of the total work order value for delay in supply & installation.
Mode of Submission	Through Registered Post: Address: To, Chief Administrative Officer Indian Institute of Management Kashipur Kundeshwari, Kashipur District- Udham Singh Nagar Uttarakhand 244713
EARNEST MONEY DEPOSIT	5 % (Rs.100000/- Rupees 1 Lakh Only) In form of DD in favour of “ Indian Institute of Management Kashipur, “Payable at Kashipur
TENDER FEES	1000/- (Non refundable) in form of DD in favour of “ Indian Institute of Management Kashipur, “Payable at Kashipur
Tender Documents	Tender documents -non-transferable
Tender issuing /Receiving Authority	Indian Institute of Management Kashipur Kundeshwari, Kashipur District- Udham Singh Nagar Uttarakhand 244713
Pre-bid Meeting	No Pre-bid meeting. Bidder can acquaint with the site & working conditions by visiting IIM Kashipur or email their queries to itdept@iimkashipur.ac.in No-reply to queries cannot be a reason for non-submission within deadline.

SCOPE OF WORK

- | | |
|----|---|
| 1. | Supply, testing, commissioning, integration and maintenance up to 3 years onsite warranty from date of commissioning of existing system as per technical specifications provided by IIM Kashipur . |
| 2. | Bidders/OEM are requested to survey the site to have an idea about the already layed network and cabling type, existing system and locations wise requirement details. The bidder has to integrate with the existing EPABX (Make: Avaya-IP500) installed at IIM Kashipur campus. The bidder has to provide all hardware, software and license, associated cards, etc., required for integration of EPABX's as mentioned above and the bidder has to include the commercial for this requirement in their offer. The bidder has to ensure that the proposed system will support at least 384 telephone connections (By means of submitting document from OEM). The bidder has to include the commercial for this requirement in their offer. |
| 3. | The proposed system should be state of art, fully IP (dual stack (IPv4/IPv6 compliant), Digital, ISDN, PRI and other features as per the latest ITU-T and CCITT standards. The bidder has to submit the date of release of quoted products and evidence of it. |
| 4. | The specifications given are minimum. Bidders can quote higher technical specifications. |
| 5. | OEM Product support for eight (8) years is desired. The bidder shall specifically indicate the product support availability / offered for at least 6 years from date of installation against this RFP & submit an undertaking in this regard. |
| 6. | The bidder shall be responsible for providing all materials, equipment, software and services specified or otherwise, which are required to fulfil the intent of ensuring operability, maintainability, completeness and reliability of the total work. Item wise bill of material/quantity indicated in price schedule is based on which work shall be executed. Any other equipment, material, component, accessories which are not specifically mentioned in indicative price bid and technical specification but necessary for satisfactory installation and trouble free operational and maintenance of the equipment / system adopting good engineering practice shall be in the scope. |
| 7. | The work shall also include all incidental job connected with the installation of equipment's |
| 8. | The Bidder/OEM will arrange the PRI connectivity for IIM Kashipur |

General Terms & Conditions

Indian Institute of Management Kashipur hereinafter is referred as “BUYER” and Tenderer is referred as “BIDDER”, hereby invites tenders from suppliers confirming specifications of tender documents.

1. The leaflets catalogue, etc. should be sent invariably so that a proper evaluation of the equipment offered is possible.
2. Please also mention the pre-installation requirements for the equipment like ambient temperature, humidity, weather specifications, power specifications, etc.. After installation of the system, full performance/demo should be demonstrated for satisfaction of the Institute.
3. The price bids of those firms will only be opened, who are found to be technically qualified after evaluation. The bids submitted without tender fees and/or EMD will be summarily rejected and no further communications in this regard will be entertained. The Institute reserves the right to cancel/reject any or all bids without assigning any reason thereof.

SUBMISSION OF OFFER:

1. The Quotation **MUST BE ENCLOSED IN A SEALED COVER** superscribing Tender Number / due date & should reach the undersigned on or before due date mentioned in the tender notice. If the quotation cover is not sealed, it will be rejected.
2. Before the deadline for submission of the bid, the Institute reserves the right to modify the bidding document and to extend or not to extend the date of submission. Such amendment/modification will be notified to bidders receiving the bidding document in writing or by cable/fax/ email and will also be hosted on the Institute website.
3. Conditional tenders will be summarily rejected.
4. A bidder may withdraw, substitute, or modify its bid after it has been submitted by sending a written notice signed by the authorized signatory before the date of submission of the bid. Any re-submission or modification in the bid should be submitted before the date & time of submission of bid as originally conveyed in the invitation of bid.
5. No bid may be withdrawn, substituted or modified in the interval between the deadline for submission of bids and the expiration of the period of bid validity specified by the Bidder on the Bid Form or any extension thereof.
6. The leaflets/catalogue and standard technical literature etc. of the technical features of the offered equipment must be submitted for proper evaluation.
7. **Warranty/Guarantee:** Three Years comprehensive onsite warranty/guaranty of the company, whichever is more from date of satisfactory installation and commissioning. Necessary certificate in this regard should be furnished by the selected firm/company/vendor.
8. **PRICE BID MUST BE SUBMITTED IN ENCLOSED PRICE BID FORMAT ONLY.**
9. Tender should be submitted **in the Tender Box in the Main Gate or can be submitted in the Dispatch Office.** No tender is to be handed over to our staff personally unless otherwise specified. In case due date happens to be holiday, the tender will be accepted and opened on the next working day.
10. Quoting of Price (s): **Price quoted should be in Indian Currency along with free delivery at Institute Campus at Kundeshwari, Kashipur, Distt US Nagar, Uttarakhand-244713.**
11. **Quantity:** The quantity shown in the tender can be increased or decreased to any extent depending upon the actual requirement.
12. Other Govt. Taxes:
 - (i) As and when applicable, Custom Duty (CD), Octroi Charges, other taxes, levies, etc., are to be indicated separately.

(ii) GST/Other Govt. Taxes: Excise Duty (ED), other taxes, levies, like Service Tax (ST), Education Cess, etc., are to be indicated separately. BIDDER should mention Central and State Sales Tax/GST Registration, PAN Number are to be necessarily indicated in the offer.

13. **Delivery:** The successful BIDDER should deliver the material as per tender document/purchase order. **The successful bidder should emboss stickers of Purchase Order number on the material.** The BIDDER will be penalized after stipulated time period @ 0.5% per week of tender value up to maximum 10%.
14. **Indian agent should submit the certificate from the Foreign Principal that they are the Authorized & Registered Indian Agent.** Otherwise submit dealership certificate of the offered product.
15. **Optional items, if any, should be quoted in separate sheet otherwise your quote will be rejected.**

SUPPLEMENTARY /MODIFIED OFFER: Tender submitted against Notice Inviting Tender shall not be returned in case the tender opening date is extended/postponed. BIDDER desirous to modify their offer/terms may submit their revised/ supplementary offer(s) within the extended Tender Opening Date (TOD) by clearly stating to the extent of updating done to the original offer. The Institute reserves the right to open the original offer along with the revised offer.

CANCELLATION OF TENDER: Notwithstanding anything specified in this tender document, Purchaser/Institute in his sole discretion, unconditionally and without assigning any reasons, reserves the rights:

- a) To accept OR reject lowest tender or any other tender or all the tenders.
- b) To accept any tender in full or in part.
- c) To reject the tender offer not confirming to the tenders terms.
- d) To give purchase preference to Public Sector Undertakings whenever applicable as per Govt. Policy/ Guidelines.

TERMS OF PAYMENT:

(a) Payment will be released within 45 days from the date of commissioning and & acceptance certificate of the concerned Department / Section.

(b) Payment shall be made by electronic fund transfer offered by the Bank.

Performance Security (PS): Performance Security shall be furnished in the form of Demand Draft (DD) or Bank Guarantee (BG) from a Scheduled Commercial Bank operating in India. In case of PS, it should be in the prescribed format as per **Annexure-I** in favour of IIM Kashipur, to be submitted along with order acknowledgement. The PS should be valid for a period of 90 days beyond the date of completion of installation, commissioning and all contractual obligation of the supplier including the free warranty period.

- (i) **Liquidated Damages (L.D):** (a) If a firm fails to execute the order in time as per the terms and conditions stipulated therein, it will be open to this Institute to recover liquidated damages for delay in delivery and Installation from the firm at the rate 0.5% of the value of the stores per week subject to a maximum of 10% of the total order value. The L.D charges can be increased in case of gross violation of the Purchase Order terms as decided by the Director of the Institute.
- (b) It will also be open to this Institute alternatively, to arrange procurement of the required stores from any other source at the risk and expense of the firm, which accepted the order but failed to execute the order according to stipulated agreed upon.

VALIDITY OF THE OFFER: 180 Days from the date of submission of offer.

EVALUATION OF OFFER:

1. The Institute will evaluate technical and commercially acceptable offers on landed net price basis.
2. Offer which deviates from the vital conditions (as illustrated below) of the tender shall be rejected:
 - (a) Non submission of complete offers.
 - (b) Receipt of offers after due date and time and or by email / fax (unless specified otherwise).
 - (c) Receipt of offers in open conditions.
3. In case any BIDDER is silent on any clauses mentioned in this tender document, The Institute shall construe that the BIDDER had accepted the clauses as per the invitation to tender.
4. No revision in the terms and conditions quoted in the offer will be entertained after the last date and time fixed for receipt of tenders.
5. In case of two bid system the date and time of Price Bid shall be intimated to technically qualifying bidders only.
6. The Purchaser shall correct arithmetical errors on the following basis:
 - (i) If there is a discrepancy between the unit price and the line item total that is obtained by multiplying the unit price by the quantity, the unit price shall prevail and the line item total shall be corrected, unless in the opinion of the Purchaser there is an obvious misplacement of the decimal point in the unit price, in which case the line item total as quoted shall govern and the unit price shall be corrected.
 - (ii) If there is an error in a total corresponding to the addition or subtraction of subtotals, the subtotals shall prevail and the total shall be corrected; and
 - (iii) If there is a discrepancy between words & figures, the amount in words shall prevail, unless the amount expressed in words is related to an arithmetic error, in which case the amount in figures shall prevail subject to (i) and (ii) above.
7. The Purchaser reserves the right at the time of contract award to increase or decrease the quantity of goods and services originally specified in the tender document without any change in unit price or other terms and conditions. Further, at the discretion of the purchaser, the quantities in the contract may be enhanced by 30% within the delivery period.
8. **REASONABILITY OF PRICES:**
 - (a) **The quoting party should give a certificate to the effect that** the quoted prices are the minimum and they have not quoted the same item on lesser rates than those being offered to the Institute to any other customer nor they will do so till the validity of offer or execution of the purchase order, whichever is later.
 - (b) Copies of **at least last three supply orders of the last 3 years** received from other customers along

with details of such supply orders preferably in India for the same item/model **must be submitted with the offer if they have any**, giving reasons of price difference of their supply order & those quoted to us, if any. Non-submission of such Purchase Order copies may lead to rejection of their bid.

(c) The party must give details of identical or similar equipment, if any, supplied to any IIM /IIT/NIT/University/CFTIs during last three years along with the final price paid and Performance Certificate from them.

(d) A client list along with the satisfactory installation certificate of similar equipment supplied to Govt./ Semi govt./ reputed private Institute must be submitted, without which their offer may not be considered for evaluation and rejected.

9. **ANNUAL MAINTENANCE CHARGES:** The party **must** mention in the quotation, the rate/amount of annual maintenance charges, if we opt for maintenance contract after expiry of the warranty period. This is mandatory to mention, wherever applicable. Non-submission of the same will lead to rejection of the bid. However, charges of AMC shall not have any impact on decision of Lowest Tender.

10.SPECIFICATION AND SAMPLE

The suppliers shall supply the stores in accordance with the specifications/ descriptions of stores given in the acceptance of tender. The Purchaser reserved the rights to alter the description of stores including drawings given in the acceptance of tender. In the event any such alteration results in any implication to the deliver and price, such implication shall be mutually agreed between the Purchaser and Supplier. In case certified sample has been issued by the Purchaser and the specifications / drawings also exist in the acceptance of tender then the certified sample will govern the supply to the extend of material, workmanship and finished.

11. **TRANSFER AND SUBLETTING:** The seller shall not sublet, transfer, assign or otherwise part with the acceptance to the tender or any part thereof, either directly or indirectly, without the prior written permission of the Purchaser.

FORCE MAJEURE: Force Majeure will be accepted on adequate proof thereof.

PACKING: The suppliers shall be responsible for the material being properly packed for the transport by Road/Air/Sea (as the case may be) so as to ensure there being free from lost or damage or arrival at destinations.

SUPERVISION OF ERECTION, COMMISSIONING & INSTALLATION: Successful

BIDDER shall depute concerned specialist, for supervision of erection & commissioning of the machine to be carried out as and when necessary. The successful BIDDER shall make necessary arrangement at their own expenses for stay, transport and other expenses of their specialist during their stay at Kashipur which also includes imparting training to the Institute personnel. The installation job must be completed within 30 days of delivery of the equipment/ machinery. L.D charges shall also be applicable to delay in installation also.

EARNEST MONEY DEPOSIT (EMD):

1. While submitting bid, the BIDDER shall deposit an amount mentioned in tender document as Earnest Money, with the Institute through the following instruments:
 - (i) A crossed Bank Draft in favour of “Indian Institute of Management Kashipur” shall be submitted separate sealed envelope along with the quotation.

- (ii) A confirmed Bank Guarantee by an Indian Nationalized Bank, promising payment of the guaranteed sum to the BUYER on demand within three working days without any demur whatsoever and without seeking any reasons whatsoever. The demand for payment by the Institute shall be treated as conclusive proof of payment.
2. The Earnest Money shall be valid up to a period of 180 days or the complete conclusion of the contractual obligations to the complete satisfaction of both the BIDDER and the BUYER, including warranty period, whichever is later.
 3. No interest shall be payable by the BUYER to the BIDDER on Earnest Money for the period of its currency.
 4. In case of successful BIDDER, EMD will be returned within 30 days from the date of submission of Performance Bank Guarantee.
 5. SSI/NSIC units are exempted for submitting EMD as per GOI order. Such firms are requested to submit the cost of tender which shall not be considered for exemption. SSI/ NSIC registration certificate in support of the claim to be attached to the bid mandatorily, failing which offer shall be rejected.
 6. EMD of a Tender will be forfeited, if the bidder withdraws or amends or modified in tender or impairs or derogates from the tender in any respect within the period of validity of its tender. Further, if the successful bidder fails to furnish the required Performance Security within the specified period and does not comply to PO terms and fails to deliver the stores, its EMD will be forfeited.

INSTALLATION & TRAINING: (i) Equipment to be delivered in test ready condition. Calibration of the equipment must be done at the time of Installation. Room planning including but not limited to civil and electrical work will be executed by the Principal. The Institute will provide the main power supply and necessary space only. The Principal must submit the **pre-installation** requirement along with the tender document.

(ii) The BIDDER shall submit training proposal for the operation and maintenance to the personnel of the Institute on the offered machine.

JURISDICTION: All Domestic and International disputes are subject to Kashipur Jurisdiction Only.

(Chief Administrative Officer)
IIM Kashipur

BILL OF QUANTITY (BOQ)

The bidder shall be responsible for providing all materials, equipment, software and services specified or otherwise, which are required to fulfil the intent of ensuring operability, maintainability, completeness and reliability of the total work. Item wise bill of material/quantity indicated in price schedule is based on which work shall be executed. Any other equipment, material, component, accessories which are not specifically mentioned in indicative price bid and technical specification but necessary for satisfactory installation and trouble free operational and maintenance of the equipment / system adopting good engineering practice shall be in the scope.

<u>Specification for IPBAX System with Accessories</u>		
S.No	Item Description	Qty.
1	Avaya IP Office 500 existing system up gradation from version R-(8.0) to latest release capable of 384 IP extension with onsite warranty from 2014 to March-2021. System Equipped with 04 Trunk lines 06 IP Extensions 62 Analogue Extensions Software and support charges System warranty should be uploaded to Avaya (OEM)	Up gradation & Warranty
2	PRI Card with 3 year onsite warranty compatible with Avaya IP Office 500 latest version	1
3	16 Port GSM Gateway (It should be with SIM Bank upto 64 Channels) with 3 year onsite warranty compatible with Avaya IP Office 500 latest version	1
4	160 SIP Extensions license	1
5	Advance SIP Phone with license: 6 SIP Line Registration 2-Ethernet Port 10/100/1000 Gigabit speed HD Voice ,POE enabled ,06 programmable line keys acoustic clarity technology providing full-duplex conversations acoustic echo cancellation and background noise suppression Handset and Headset mode Voicemail support Phone should be compatible with other IPBAX as well Phone warranty should be uploaded to (OEM) Preferred Brand-Avaya/Cisco/NEC Commissioning with 3 year onsite warranty	50
6	Basic SIP Phone with license: 2 SIP Line Registration 2-Ethernet Port 10/100 speed HD Voice POE enabled Acoustic fence technology Echo cancellation, background noise suppression Handset and Headset mode Voicemail support Phone should be compatible with other IPBAX as well Phone warranty should be uploaded to (OEM) Preferred Brand-Avaya/Cisco/NEC Commissioning with 3 year onsite warranty	110

ANNEXURE –

MANDATE FORM FOR ELECTRONIC FUND TRANSFER/RTGS TRANSFER

Date: / /

The Chief Administrative Officer
Indian Institute of Management Kashipur

Sub: Authorization for release of payment / dues from Indian Institute of Management Kashipur through Electronic Fund Transfer/RTGS Transfer.

Name of the Party/Firm/Company/Institute:

1. Address of the Party:

City _____ Pin Code _____
E-Mail ID _____ Mob No: _____
Permanent Account Number _____

2. Particulars of Bank

Bank Name		Branch Name	
Branch Place		Branch City	
PIN Code		Branch Code	
MICR No			
(9 Digit number appearing on the MICR Bank of the Cheque supplied by the Bank, Please attach a Xerox copy of a cheque of your bank for ensuring accuracy of the bank name , branch name and code number)			
IFS Code:(11 digit alphanumeric code)			
Account Type	Savings	Current	Cash Credit
Account Number:			

DECLARATION

I hereby declare that the particulars given above are correct and complete. If any transaction delayed and not effected for reasons of incomplete or incorrect information I shall not hold CAO, Indian Institute of Management Kashipur responsible. I also undertake to advise any change in the particulars of my account to facilitate updating of records for purpose of credit of amount through NEFT/RTGS Transfer.

Place: _____

Date: _____

Signature & Seal of the Authorized Signatory of the Party

Certified that particulars furnished above are correct as per our records

Bankers Stamp:

Date: _____

Signature of the Authorized Official from the Bank

N.B: Please fill in the information in CAPITAL LETTERS, computer typed; please TICK wherever it is applicable.

MANUFACTURERS' AUTHORIZATION FORM

[The Bidder shall require the Manufacturer to fill in this Form in accordance with the instructions indicated. This letter of authorization should be on the letterhead of the Manufacturer and should be signed by a person with the proper authority to sign documents that are binding on the Manufacturer.]

Date: *[insert date (as day, month and year) of Bid Submission]*

Tender No.: *[insert number from Invitation For Bids]*

To: *[insert complete name and address of Purchaser]*

WHEREAS

We *[insert complete name of Manufacturer]*, who are official manufacturers of *[insert type of goods manufactured]*, having factories at *[insert full address of Manufacturer's factories]*, do hereby authorize *[insert complete name of Bidder]* to submit a bid the purpose of which is to provide the following Goods, manufactured by us *[insert name and or brief description of the Goods]*, and to subsequently negotiate and sign the Contract.

We hereby extend our full guarantee and warranty in accordance with Clause 07 of the General Conditions of Contract, with respect to the Goods offered by the above firm.

Signed: *[insert signature(s) of authorized representative(s) of the Manufacturer]*

Name: *[insert complete name(s) of authorized representative(s) of the Manufacturer]*

Title: *[insert title]*

Duly authorized to sign this Authorization on behalf of: *[insert complete name of Bidder]*

Dated on _____ day of _____, _____ *[insert date of signing]*

PREVIOUS SUPPLY ORDERS FORMAT

Name of the Firm:

Order placed by { <i>Full address of Purchaser</i> }	Order No. and Date	Description and quantity of ordered equipment	Value of order	Date of completion of delivery as per contract	Date of actual completion of delivery	Remarks indicating reasons for late delivery, if any and justification for price difference of their supply order & those quoted to us.	Has the equipment been installed satisfactorily? (<i>Attach a certificate from the Purchaser/ Consigner</i>)	Contact person along with telephone No. Fax No. Email address

Signature and Seal of the Manufacturer/ bidder

Place:

Date:

ANNEXURE – II CREDENTIALS

1.	Bidder shall provide OEM authorization certification along with their offer.
2.	Bidder should submit OEM bank Solvency Certificate.
3.	The specifications mentioned in the tender documents are indicative only, any specifications equivalent to or better than the mentioned will be considered for further processing.
4.	Detailed technical write-up highlighting the features of the system offered, technical manuals & brochures of the item/equipment offered including details of all components of the system offered to include make, model, performance details, etc
5.	Installation, configuration, Integration including acceptance testing shall be completed within 04 weeks from the date of supply order
6.	All the User Manuals and Technical Manuals should be provided with the Equipment
7.	Vendor will provide onsite (IIM Kashipur Site) Comprehensive maintenance support during the entire warranty and subsequent post warranty service support period.
8.	A physical check of the technical specifications will also be carried out during the Acceptance Testing Procedure (ATP). If any discrepancy is found at the time, suitable legal action as deemed necessary will be taken which may include withholding of Performance Bank Guarantee, cancellation of the Supply Order and even black listing of the vendor.
9.	Vendor will provide Three Year (or more as provided by OEM/vendor) free on site comprehensive warranty for the complete equipment from the date of acceptance of Stores. During warranty, the vendor will repair/replace any part without any cost which becomes defective. During the warranty period, all warranty benefits received from the OEMs needs to be passed onto the institute. The institute may invoke the Bank guarantee in case the vendor fails to ensure rectification of defects within two weeks of the defect being intimated to the vendor.
10.	Preference will be given to the vendor that provides a comprehensive, cost-effective solution for current specifications, future capacity requirements, and ongoing service and support along with higher year of Support and maintenance

PRICE BID

Reference/Tender No.:-

Due Date:-

Sl. No	Description of item & specification	Qty In Units	Unit Price	Discount %	Excise/ Custom Duty %	GST	Octroi %	Other charges if any please specify details	Total Price
Grand Total									

- 1) **Make & Model** of all item :
- 2) **Delivery Mode:-** Delivery at IIM Kashipur, Kundeshwari, Dist-US Nagar, Kashipur, Uttarakhand-244713, at site only.
- 3) **Total price** is in the above column should be inclusive of all taxes and levies transport, loading, unloading etc.
- 4) **Delivery Period:**.....days
- 5) **Validity** of the bid -180 days from the date of submission of quotation/tender.
- 6) **Terms of payment:** Payment within 45 days from the date submission of bill Acceptance Certificate to concerned department/section/S&P section.

Signature:.....

Name

:.....

Business

Address:

Affix

Rubber Stamp:.....

Place:

Date:

Note:- Price Bid should be submitted in given format only. For additional information/extra items above format may be typed and used.