

**ETHIRAJ INVITES TENDER FROM REPUTED FIRMS FOR THE  
“Supply & Installation of Laptops and Desktop Workstations”**

**INSTRUCTIONS TO TENDERERS**

Sealed Tenders are invited from reputed vendors for the **“Supply & Installation of Laptops and Desktop Workstations ”** addressed to The Principal, Ethiraj College for Women, Chennai - 600008 on or before 26-03-2021, 3:00 PM.

All Tenders in the prescribed form at **Annexure-1, together with other enclosures, in sealed envelopes**, should be placed in the Tender Box at the College premises before the time and date fixed for the receipt of tenders as set out above. The sealed enveloped should be superscribed “Tender for laptops and workstations”.

Tenders received after the stipulated time and date or those that do not satisfy the tender requirements shall be rejected. All laptops and workstations should strictly comply with the specifications laid down in **Annexures 2 and 3** below.

**1. TENDERS ELIGIBILITY & QUALIFICATION**

The Tenderer shall provide satisfactory evidence acceptable to the College as follows:

- Audited financial statements for the past 3 years ( 3 years up to 31 March 2020) to show that it has adequate financial standing.
- Average total turnover of the tenderer for last 3 financial years must be at least 50 Lakhs.
- Bidders must submit copies of GST, PAN, company registration documents.
- The bidders should provide details of at least 5 of its customers in Chennai
- The bidders should clearly mention the country of manufacture of laptops and workstations
- The Tenderer Should be Original Equipment Manufacturers (OEM) / Authorised Dealer (AUD)/Distributor of OEM and also Tenderer should submit valid documents with respect to the Authorization or Distribution from the OEM.

**2. VALIDITY OF TENDER**

The offer shall be kept valid for acceptance for a minimum period of 120 days from 26 March 2021. Whilst the tender for laptops is floated for an initial quantity of 64, the College reserves the right to order additional quantities (not exceeding 64) at the same price, terms and conditions.

**3. ETHICAL STANDARDS:**

Bidders, Suppliers, Contractors and their subcontractors and Consultants should observe the highest standard of ethics during the procurement and execution of this contract.

#### **4. AWARD OF CONTRACT**

The College has the right to accept any tender and to reject any or all tenders without assigning any reason.

#### **5. NOTIFICATION OF AWARD:**

The College will notify all the tenderers of the result of their bids on or before 30 March 2021.

#### **6. GENERAL**

The tenderers must ensure that the conditions laid down for submission of Tenders detailed in this document are completely and correctly fulfilled. Tenders, which are not complete in all respects as stipulated above, shall be summarily rejected.

#### **7. PAYMENT TERMS**

No advance will be paid. 50% of the invoice value will be paid within 7-15 days from date of delivery and verification of materials at the College premises. 30% will be released within 7 days from the date of Successful installation, testing and acceptance of the machines and other Warranty related documents. The balance 20% will be released within 30 days from the date of Final acceptance.

#### **8. DELIVERY PERIOD**

The Tenderer should clearly mention the Delivery Timeline and Installation Timeline of the Products. Delivery of the Goods shall be made by the Tenderer in accordance with the agreed terms mentioned in tender. The Tenderer should take responsibility of the Goods till it reaches the delivery destination and successful completion of Installation.

#### **9. Product and Warranties**

The Model proposed should strictly comply to the Technical specifications given in the Annexure 2 and 3 and it should be supported for a minimum period of 3 years including warranty period. The Models proposed/ marked for withdrawal/End of Life from the market and the models under quality testing should not be offered/quoted in the Tender.

The WARRANTY of the Hardware 3 years comprehensive onsite warranty with Accidental damage Protection, and the warranty terms should be clearly mentioned in the Invoice and the warranty period will start from Date of Acceptance. The Warranty should be BACK TO BACK from OEM. The warranty should cover the complete components including Battery, SMPS, Display etc, and any deviations should be clearly mentioned in the Tender

The warranty would be on-site and comprehensive in nature and back to back support from the OEM. The Tenderer warrant all the hardware and software including battery for laptops against defects arising out of faulty design, materials etc. for a period of Three years from the date of acceptance of the hardware. The vendor will provide support for Operating Systems and other pre-installed software components during the warranty period of the hardware on which these software & operating system will be installed. Defective hardware shall be replaced by the Tenderer at his own cost, including the cost of transport.

**Tender for the “Supply & Installation of Laptops and workstations”**

**Annexure-1**

<b>PRICE BID</b>						
<b>Name of Work: “Supply &amp; Installation of Laptops”</b>						
<b>(Name of the Vendor) :</b>						
<b>Sl. No.</b>	<b>Make &amp; Model</b>	<b>Description</b>	<b>Qty</b>	<b>Price in INR</b>	<b>GST Value</b>	<b>Total Amount in INR</b>
<b>Rupees in Words :</b>						
<b>AMOUNTS QUOTED SHOULD BE INCLUSIVE OF ALL TAXES AND ALL OTHER COSTS AND CHARGES</b>						
<b>We confirm that the products offered strictly comply with the specifications set out in Annexure 2 &amp; 3. The amounts quoted are firm and final and will be valid for 120 days from 26 March 2021.</b>						
<b>Authorized signatory</b>		<b>Date</b>		<b>Company seal</b>		

## **Annexure 2**

### **Detailed Specifications for laptops**

**Laptops: Qty – 64 ( may be increased upto 128 before the bid validity date of 120 days solely at the discretion of the College)**

#### **Laptop Specification**

- Processor : Intel® Core™ i3 11th Generation 2.0 GHz and above
- RAM : 16GB RAM SO-DIMM DDR4
- OS : Windows 10 Pro 64
- Display Type : 35.56cms (14.0) FHD (1920x1080) Anti-glare
- Hard Drive : 512 GB SSD
- Warranty : 3 Years Onsite
- Speaker : Stereo, Dolby® Audio
- AC Adapter : 65W and above with Rapid Charging
- Graphics : Integrated Intel® UHD Graphics
- Ports : 1xUSB 2.0, 2xUSB 3.1 Gen 1, 1xUSB 3.1 Type-C Gen 1,  
HDMI 1.4b, RJ45, Headphone / mic combo
- Wireless : Intel Wi-Fi 6 AX201 (2x2 AX) & Bluetooth® 5.1
- Weight : Less than 1.7 Kg
- Battery : 3 cell, 45Wh, Upto 12 hours
- Camera : 720p HD with Shutter
- Fingerprint Reader : Yes
- Keyboard : English (India)
- Carry Bag : Yes

**Certification:** Energy Star 5.0, EPEAT registered certificate in India and ISO 9001:2008 certificate for OEM

## Annexure 3

### Technical Specifications for Desktop Workstations : 60 Nos. -

- **Processor:** Intel Core i5- 10<sup>th</sup> Gen series 10500 (6-Core, 12MB Cache, 3.1GHz to 4.5GHz, 65W)
- **Chipset:** Intel Q470 Chipset
- **Main Memory:** 32GB DDR4 RAM or Higher
- **Hard Disk** – 1TB 7200 RPM 2.5 Inch HDD
- **SSD** – M.2 256 GB SSD
- **Display:** 23 inch LCD Monitor Full HD with multiple ports include VGA & HDMI or higher, OEM Supplied Monitors along with Desktop Workstation
- **Graphics Card:** Nvidia RTX/Quadro- Min 4GB – Optional Price for 8GB Card Nvidia RTX Card
- **Connectivity:** 1 RJ-45 port 10/100/1000 Mbps (rear) , 1 USB 2.0 port (front) , 1 USB 2.0 port with PowerShare (front), 1 USB 3.2 Gen 1 Type-A port (front) , 1 USB 3.2 Gen 2 Type-C port (front) , 4 USB 3.2 Gen 1 Type-A ports (rear), 2 USB 2.0 ports with Smart Power On (rear), 1 Universal Audio Jack (front), 1 Line-out re-tasking Line-in audio port (rear) , 2 DisplayPort 1.4 ports (rear) , 1 Serial /PS2 slot (optional), 2 PS/2 ports (optional), 1 Optional 3rd Video Port (VGA/DP/HDMI/USB Type-C)
- **Optical Drive :** 8x DVD-ROM 9.5mm ODD (Tower and Small Form Factor)
- **Audio:** High Definition Audio standard support, Build-in stereo speakers, Build-in Microphone.
- **Slots :** 1 SD 4.0 card slot (optional) , 1 full-height Gen 3 PCIe x16 slot , 1 full-height Gen 3 PCIe x4 slot openend, 2 full-height PCIe x1 slots , 1 M.2 2230 slot for Wi-Fi and Bluetooth card, 1 M.2 2230 slot for SSD , 1 M.2 2280 slot for SSD/Intel Optane , 4 SATA slots for 3.5-inch HDD, 2.5-inch HDD/SSD
- **Key Board & Mouse :** OEM Must Provide Wired Keyboard & Mouse
- **Warranty:** 3 years comprehensive onsite warranty (including batteries)

**Operating System** – The Laptop must be supplied with Win10 Pro – Operating System in-built

**Certification:** Energy Star 5.0,EPEAT registered certificate in India and ISO 9001:2008 certificate for OEM