

**SARDAR VALLABHBHAI NATIONAL INSTITUTE
OF TECHNOLOGY,
SURAT – 395 007**



TENDER DOCUMENT

FOR

**SUPPLY AND INSTALLATION OF DESKTOP
COMPUTERS
AT SVNIT, SURAT**



TENDER DOCUMENT FOR SUPPLY AND INSTALLATION OF DESKTOP COMPUTERS
AT SVNIT, SURAT

Tender reference no: SVNIT/CCC/PC/102/2017-18

Date: 24-07-2017

SECTION I : PREAMBLE

- The Sardar Vallabhbhai National Institute of Technology, Ichchhanath, Surat (SVNIT, Surat) invites sealed bids from the experience & competent supplier for Supply and Installation of Desktop Computers at SVNIT, Surat.
- Eligible bidders should provide Desktop as per technical specification and services expectations and restore functionality as defined in “**Schedule of Technical Requirements**” in this tender; at the terms and conditions specified in the section “**General Terms & Conditions**”; provided the bidder satisfies the pre-qualification requirements as listed out in “**Prequalification Requirements of the Bidder**” in the tender.
- The entire tender document comprises of various sections as listed below:
 1. Preamble (this page)
 2. Schedule of Tender
 3. Tender Form
 4. Prequalification Requirements of the Bidder
 5. Technical Requirements
 6. General Terms & Conditions
 7. Declaration
 8. Summary Sheet
- A complete set of bidding documents must be downloaded from the institute web-site <http://www.svnit.ac.in> .or. <http://www.svnit.edu.in>. Non-refundable tender fee as specified in the bid document by way of demand draft have to be remitted with the bid in favour of **Director, SVNIT-MHRD Fund**, payable at Surat with tender documents. Without the tender fees being remitted, the tender will not be considered.
- All bids must be accompanied by a **bid security (EMD)** as specified in the bid document and must be delivered to the above office latest by the date and time indicated.
- Bids will be opened in the presence of Bidders' representatives who may choose to attend on the specified date and time.
- In the event of the date specified for the bid receipt and opening, being declared as a closed holiday for SVNIT, the due date for submission of bids and opening of bids will be the following working day at the appointed times.
- **The bid from the bidder who was found in fraud activity with SVNIT or on the name of SVNIT will not be allowed for bidding. The bid from such bidder will not be accepted and will be straight away rejected. Also the bid submitted in consortium with such bidder will be rejected and if such information is found later then the order issued will be terminated immediately without any notice.**



SECTION II : SCHEDULE OF TENDER

1.	Last date for submission of Tender at SVNIT	14th August 2017 (before 5:00 pm)
2.	Date of Opening of Tender of Pre-qualification requirements:	12.30 p.m. on 16th August, 2017
3.	Date of opening of Techno-commercial offer	12.30 p.m. on 18th August 2017
4.	Place of opening of bids:	Virtual Class Room, First Floor, Central Computer Centre, SVNIT, Surat.
5.	Address for communication:	Director, S V National Institute of Technology, Ichchhanath, Surat – 395007
6.	Tender fee to be remitted with tender by only Demand Draft drawn in favour of “ Director, SVNIT-MHRD Fund, Surat ”.	Rs. 10,000/- (Rupees Ten Thousand only) DD No.: _____ & Date: _____ Name Of Bank: _____ Branch : _____
7.	EMD to be remitted with tender by only Demand Draft drawn in favour of “ Director, SVNIT, -MHRD Fund, Surat ”.	Rs. 2,50,000/- (Rupees Two lac Fifty Thousand only) D.D. No. _____ & Date : _____ Name of Bank: _____ Branch: _____

Note :

- **Demand Draft of EMD and Tender Fee must be separate otherwise tender will be rejected.**
- Tender offer must be sent by **Registered Post A.D./Speed Post/Hand delivery** only during office hours.
- **Price in Indian Rupees** at F.O.R SVNIT, Surat should be quoted for cases where the equipments are to be imported by the party on behalf of the institute.



SECTION III : TENDER FORM

FROM : _____

To,
The Director,
SVNIT,
Surat

Sub.: Tender for Supply and Installation of Desktop Computers at SVNIT, SURAT.

Sir,

With reference to above, we submit the following particulars of our Firm/Agency.

1. Name of the firm & address with direct :
phone numbers

2. Name of the proprietor/chief of the firm :
3. Registration number & date :
4. Date of Establishment :
5. Present strength of the firm
 - Any Certification Standards : _____
 - No. of Major Clients with execution of : _____
work orders involving similar scope and : _____
magnitude of work : _____
 - No. of sites handled : _____
6. Annual turnover in Rs. lacs :
(only in providing similar services)

AUTHORISED SIGNATURE WITH STAMP



SECTION IV : PRE-QUALIFICATION REQUIREMENTS OF THE BIDDER

Following are the specific pre-qualification requirements which should be satisfied by the bidder (henceforth referred to as the “bidder”) for being primarily considered for bidding for supply and installation of Desktop Computers at SVNIT, Surat, at the terms & conditions, mentioned in the appropriate section in this document:

Sr. No.	Details	Documentary Evidence Required to be attached	Compliance Yes/No	Corresponding Document as Proof in our Prequalification Requirements Document Set on PAGE NO
1.	The bidder must be OEM or MNC or Authorized Partner	For Authorized partner, copy of (MAF) authorization from OEM should be attached with this tender reference		
2.	The OEM or MNC bidder must have annual turnover should 500 Crore and for Authorized Partner must have annual turnover of 20 Crore or more in each of the last three financial years or cumulative of Rs. 60 Crores in last three years and net worth of the bidder must be positive	Copy of audited profit and loss account/balance sheet / annual report of the last three financial years along with CA Certificate		
3.	The bidder as Authorized Partner should have supplied, installed and commissioned satisfactorily minimum 500 desktop in one Purchase Order or 250 desktop at two different Purchase Order in last 3 years.	Copy of Purchase Order along with satisfactory completion certificate		
5.	The Bidder should have ISO 9001-2000, ISO 9002 and ISO 14001for OEM Manufacturer for offered desktop	Copy of Certificate		
6.	The bidder must have sufficient personnel to provide 24*7*365 customer support and : a. The bidder should have centralized trouble ticketing tool for call logging, monitoring and troubleshooting purpose. b. The bidder/OEM should have single Toll Free number for all the call logging and status update. c. The bidder should have well defined capabilities and procedures to track call resolution progress status and provide the updates to the customer. In addition, bidder should have well defined management and technical escalation procedures.	Self-certification with Toll Free number, escalation matrix, list of personnel with certification of OEM		



	d. The bidder should have well-equipped O & M centers staffed with experience personnel along with certification of OEM.			
7.	Solvency Certificate with current validity should be at least of Rs. 70 lakh from any Nationalized / Public Sector / Private Sector / Scheduled Bank	Certification from the bank		
8.	Bidder must have support office and presence in Surat, Gujarat for prompt service & support to SVNIT	Self certification with complete list of branch offices (for service) throughout the country and list of qualified people in Gujarat		
9.	The Bidder shall not be under a Declaration of Ineligibility for corrupt or fraudulent practices or blacklisted with any of the Central / State Government agencies.	Declaration in this regard by the authorized signatory of the Bidder		

If complying all of the above conditions and appearing to be qualifying to bid, the prospective bidder shall provide appropriate documents stating compliance of the above, **put them in a separate envelope along with a compliance statement** stating compliance to all the above requirements, superscribe it with **“Prequalification Requirements of the Bidder”** and enclose it in the main envelope along with the commercial bid (**which should be supplied in other separate envelope**).

Place:

Signature of the Bidder:

Date:

Name & Address of the Bidder with office Stamp



SECTION V : TECHNICAL REQUIREMENTS

Sr. No.	Feature	Specification	Compliance (Y/N)	Page No. of Support Data
1.	Processor	Intel® 7th Generation Core i7 7700, Quad Core CPU with minimum clock speed of 3.6 GHz with Max Turbo Frequency 4.2 GHz, 8MB Cache or better.		
2.	Chipset	Intel Q270 chipset or higher		
3.	Motherboard	OEM Motherboard with OEM logo embossed on the motherboard (No Sticker)		
4.	Memory	8 GB DDR4 RAM expandable to 64GB; Four DIMM slots; Non-ECC dual-channel upto 2400 MT/s DDR4 SDRAM		
5.	Hard Disk Drive	1TB HDD, 7200 RPM, SATA III 6 Gbps, SMART IV		
6.	Graphics	Integrated Graphics		
7.	Audio	High Definition Integrated Audio with Internal Speaker		
8.	Ethernet	Integrated Gigabit (10/100/1000 NIC) LAN		
9.	Slots	4 Full Height PCI/PCIe Slots (Minimum 1 x PCIe x16, 1 x PCIe x1, 1 x PCI required) and 2 x M.2 PCIe		
10.	Bays	Minimum 4 bays with at least 1 x 3.5" Drive bays , 1 x 2.5" drive bay & 1 x ODD bay		
11.	Ports	Front I/O 2 x USB 2.0 Ports, including 1 fast charging, 2 x USB 3.1 Ports 1 x USB Type C 1 x Universal Audio Jack Rear I/O 2 x USB 2.0 ports, 2 x USB 3.1 Ports with one smart power on 1 x VGA video port, 1 x Display Port/DVI-D Port/HDMI 1 x RJ-45 network connector 1 x RS-232 serial port 3.5 mm audio in/out jacks 1 x media card reader		



12.	Form Factor	Mini Tower with Volume not more than 16 Litre & Weight not more than 8 KG		
13.	Power Supply	Minimum 180 W or higher active PFC Power Supply with minimum 85 % efficiency		
14.	Keyboard/ Mouse	USB 104 keys keyboard (Same make as PC) USB 2 Button Scroll Mouse (Same make as PC)		
15.	Operating System	Genuine Microsoft Windows 10 Pro 64-bit, activated		
16.	Diagnostic Tool	Inbuilt Pre-Boot BIOS Diagnostics		
17.	Security	TPM 2.0 Security Chip SATA 0,1 port disablement (via BIOS) Serial, USB enable/disable (via BIOS) Solenoid Lock / Hood Sensor Support for chassis padlocks and cable lock devices Drive Lock Boot Sectors Protection Drive Protection System Power On Authentication		
18.	Compliance And Certification	Energy Star ver 6.1 EPEAT Certified for India for the quoted form factor and monitor RoHS, FCC, CE Certificate UL Certificate Green Peace rating of 5.5 and above ISO 9000, 14000, 27000 for OEM		
19.	Information Accessibility	Product details, specifications and brochure to be available in public domain		
20.	Support	Drivers should be available for download from OEM site for at least 3 years from the date of purchase order		
21.	Monitor	21.5" or higher LED backlit OEM TFT with 1920 x 1080 resolution, Energy Star compliance		
22.	Warranty	3 Years comprehensive, on site with back to back OEM support and 1 site engineer throughout warranty period		



SECTION VI : GENERAL TERMS & CONDITIONS

1. The bidder must comply all the pre-qualification conditions mentioned in the head “**PRE QUALIFICATION REQUIREMENTS OF THE BIDDER**”.
2. Tenders should be enclosed in a **sealed covers**, superscribed “**Tender For Supply and Installation of Desktop Computers at SVNIT, Surat**” addressed to the “Director, Sardar Vallabhbhai National Institute of Technology, Ichchhanath, Surat – 395 007.”
3. The main sealed cover should contain following within it, apart from the other required documents/items, the following at least **Three** envelopes viz.
 - a. A sealed Envelope superscribed as “**Prequalification Requirements of the Bidder**” containing compliance statement for all the pre-qualification requirements.
 - b. **A sealed envelope to contain the Demand Draft for EMD and Demand Draft for tender fees.**
 - c. A sealed Envelope superscribed as “**Techno-Commercial Statement**” – **Summary Sheet of Price of tender.**

It should very clearly be noted that **any bid without these three envelopes, enclosed in the main envelope, will be treated as an incomplete bid and is liable to be rejected.**

4. The tender documents without the earnest money deposit will be rejected. EMD shall not bear any interest and no claim shall be entertained against the DIRECTOR in respect of the same. EMD will be refunded on request by A/C Payee cheque only to the Bidder who does not qualify or receive the work order.
5. The tender documents with earnest money deposit previously for any other tender will not be considered and in such case tender will be rejected.
6. The tenders received after due date will be rejected.
7. The **envelope containing the commercial bid shall be opened only after** the appropriate satisfaction and verification of the pre-qualification & requirements, by the SVNIT tender committee.
8. The bidder shall explicitly express the compliance to all the above terms and conditions with the signature, along with official stamp, at the end of this tender document.
9. The Bidder is expected to examine all instructions, forms, terms, and specifications in the bidding documents. Failure to furnish all information required by the bidding documents or submission of a bid not substantially responsive to the bidding documents in every respect will be at the Bidder's risk and may result in rejection of its bid.
10. **In case of the authorized dealers quoting on behalf of manufacturers, a copy of certificate stating that the equipment being quoted by the bidder is on behalf of the concerned manufacturer and the manufacturer undertakes the responsibility to provide the after sales maintenance of the equipment must be enclosed without which bid will be rejected.**
11. The bidder should install the Computers and bring in to complete operation at a location of the purchaser's choice and to satisfaction without any charge.
12. **Consortium is not allowed in this Tender participation.**
13. The bidder shall arrange for repair/replace of the defective/worn out components of the equipment at this Institute premises during the guarantee period at purchaser's first instructions within stipulated Time. This will be carried out at the cost of prospective Supplier and no charges whatsoever will be paid including Transportation, Courier Charges or T.A. and D.A. of the Service Engineer for the same.



14. Supplier is not able to rectify the defect or make the alternate arrangement within stipulated time limit. Institute can get it rectified and the amount so spent will be deducted from security deposit plus 10 % of the expense made.
15. The bidder should clearly mention the after sales service facility/capability and provide the same during guarantee/warranty period.
16. In case the equipment/services are internationally certified for quality and bears the ISO 9001 certification, a copy of relevant certificate may be enclosed
17. The rates shall be quoted separately for each item, stating the specific model & part-code no etc, including the standard items to be supplied with the unit. The detailed specifications, physical dimensions, guarantee period, after sale services, etc should be clearly stated.
18. The rate for individual service/equipment should be quoted in Indian rupees for all Indigenous goods. In case of imported equipments/instrument the institute is exempted from the payment of Excise and Customs duty only against the DSIR certification. In case of foreign instruments, prospective Supplier should handle the custom clearance and transportation up to the destination i.e. SVNIT Surat.
19. The bid shall be finalized on the basis of the **Net Amount in rupees** (including cost of the Installation, Packing, Forwarding, Transportation & Trainings FOR SVNIT, Surat – **excluding Taxes** i.e. GST etc. if any) mentioned in the summary sheet.
20. However, since the bid shall be finalized on the basis of the **Net Amount** the bidders are STRONGLY required **to fill in the Net Amount of the solution in the SUMMARY SHEET** individually provided with this document – which shall become the basis for the financial comparison of the bid. Any bids without the summary sheet may be rejected.
21. The EMD amount shall be refunded later, on receipt of a written request from the bidder. The EMD amount will not carry any interest. Tenders not accompanied by earnest money will not be considered and will be summarily rejected. This institute is managed by an autonomous body and hence registration with the **State Government Store Purchase Department is not adequate**.
22. The successful bidder must submit a Service Level Agreement along with accepting the work order within 15 days of receipt of work order otherwise the work order is liable to be canceled without intimation. Service Level Agreement should be executed on Non-judicial stamp paper of Rs. 100/- (Cost of paper is to borne by contractor) on receipt of work-order. **The contract will commence only after duly signed Service Level Agreement is submitted to Central Computer Centre, SVNIT, Surat.**
23. The bidder must deposit a **Security Deposit** at a rate of **10%** of work order at the time of accepting the work order within 15 days of receipt of work order otherwise penalty of 2% of the work order will be charged for every week delay and delay of maximum 15 days will be allowed else order will be treated as cancelled without any notice and vender will be blacklisted. **The contract will commence only after Security Deposit and penalty if applicable is deposited.**
24. The Security Deposit shall be in the form of Bank guarantee and will remain **valid for the entire warranty period**. Failure on the part of the prospective Supplier to provide the services as per the terms and conditions in this document, shall constitute a breach of the terms and conditions of the contract and will entail forfeiture of the security deposit solely to the discretion of the Director, SVNIT.
25. Security deposit shall be released only after the satisfactory completion of work, due if any and faithful performance of the work and after receipt of application from contractor for the same. No interest will be paid on security deposit, in case of any default on the part of the contractor, the security deposit will be forfeited and the decision of SVNIT authorities in this regard will be treated as final and abiding to the contractor.



26. Failure of the successful bidder to comply with the above requirement shall constitute sufficient grounds for the annulment of the award and forfeiture of the bid security, in which event SVNIT may make the award to the next lowest evaluated bidder or call for new bids at the discretion of Director, SVNIT.
27. Arithmetical errors will be rectified on the following basis: If there is a discrepancy between the unit price and the total price that is obtained by multiplying the unit price and quantity, the unit price shall prevail and the total price shall be corrected. If there is a discrepancy between words and figures, the amount in words will prevail. If the prospective Supplier does not accept the correction of errors, its bid will be rejected and its bid security (EMD) may be forfeited.
- 28. No Bidder shall contact the SVNIT authorities on any matter relating to its bid, from the time of the bid opening to the time the Contract is awarded. If the bidder wishes to bring additional information to the notice of the SVNIT, should be done in writing.**
29. Any effort by a Bidder to influence the SVNIT and its decisions on bid evaluation, bid comparison or contract award may result in rejection of the Bidder's bid.
30. SVNIT being an Educational Technical Institute, the concession applicable in rates/Taxes under state/central govt. notification should be considered while quoting.
31. The institute **CANNOT issue 'C' or 'D' forms**. However, a certificate regarding the exclusive use of equipment/Instrument/services to be procured, for the purpose of teaching /research, can be issued if any concession in this regard be made available to the purchaser.
32. Bidders shall not be under a declaration of ineligibility for any corrupt and fraudulent practices prosecuted by the court of law.
33. The prospective Supplier should clearly state the delivery period and time period required for installation and commissioning of the equipment/services, from the date of receipt of firm order. In case, if prospective Supplier anticipates delivery of any or all items being delayed due to the reasons beyond his control, the prospective Supplier shall apply for suitable extension, stating the reason for the same and state his firm date of delivery. The purchaser, if feels suitable may extend the delivery date.
- 34. In case of delay of delivery of the unit beyond the stipulated / stated period, a penalty of 1% (One percent) of total value of the ordered equipment will be levied for each week of delay of part thereof.**
- 35. The bidder may offer the Tender on their letter heads giving full specifications and references to the serial number of the item and schedule. Bid must be written in ink, or typewritten, and correction, if any, should be attested. Pencilled quotations will not be accepted.**
36. Individuals signing the offers or documents connected with the contract must specifically state whether (s)he (they) is(are):
- Signing as sole proprietor
 - Whether signing for the firm, and
 - In the case of companies or firms registered under the India partnership Act, the capacity in which (s)he(they) is (are) signing i.e. Secretary , manager , partner etc. or their attorney by production of document empowering him to do so.
37. Tender forms and schedules are not transferable.
38. Acceptance to abide by the conditions stipulated by the Director, should be duly signed along with the offer. The absence of the acceptance of the conditions may result in the rejection of the offer.



39. The acceptance or rejection of the tender is left entirely to the discretion of the Director. The Director does not bind himself to accept the lowest or any tender and Director, reserves the right to split the tenders and place orders for the equipment covered by the lists on one or more tenders.
40. The Institute does not make payment in an advance against delivery/documents through Bank and hence, the prospective Supplier should specifically note that no advance payment will be made.
41. The Prospective supplier shall provide such packing of the Goods as is required to prevent their damage or deterioration during transit to final destination as indicated in the Contract (In case of material damage, supplier have to bare all expenses/responsibility before material reaches to the final destination). The packing shall be sufficient to withstand, without limitation, rough handling during transit and exposure to extreme temperatures, salt and precipitation during transit and open storage. Packing case size and weights shall take into consideration, where appropriate, the remoteness of the Goods' final destination and the absence of heavy handling facilities at all points in transit.
42. The tender should reach the SVNIT office on or before the last date and time specified earlier. Tenders received thereafter will not be considered, in any case. The schedule for opening of the Tenders also is mentioned in the Tender Form.
43. The packing, marking and documentation within and outside the packages shall comply strictly with such special requirements as shall be provided for in the Contract including additional requirements, if any, specified and in any subsequent instructions ordered by the SVNIT.
44. The Goods supplied under the Contract shall be fully insured by the bidder in Indian Rupees against loss or damage incidental to manufacture or acquisition, transportation, storage and delivery.
45. The Prospective Supplier's request(s) for payment shall be made to SVNIT in writing, accompanied by an invoice describing, as appropriate, the Goods delivered and the Services performed, and by documents, submitted. Also along with these documents, the **prospective Supplier shall have to obtain a satisfactory installation certificate from the Concern Department of SVNIT – only after which the bill may be processed.**
46. Payment shall be made in Indian Rupees.
47. If there is delay in installation beyond stipulated time duration due to lack on part of SVNIT, Director at its discretion may approve the part payment of the as per work completed but not exceeding 80% of the total cost.
48. Deviation in any terms and condition as mentioned in the tender document will not be entertained and tender will be rejected.
49. **The Director reserves the right to reject any or all the tenders without assigning any reasons thereof.**
50. **The bid from the vendor who has received the work order for providing such service to SVNIT and was unable to provide the service, will be rejected.**
51. **The bid from the bidder who was found in fraud activity with SVNIT or on the name of SVNIT will not be allowed for bidding. The bid from such bidder will not be accepted and will be straight away rejected. Also the bid submitted in consortium with such bidder will be rejected and if such information is found later then the work order issued will be terminated immediately without any notice.**
52. **All prospective bidders should keep looking at the institute website for information concerning the changes/amendments on the website.** No claim of any nature on any ground on inadequate information or knowledge or misunderstanding or otherwise in such respects will be admissible, later on.



53. The tender, as quoted once shall be considered final. No change, alterations and modifications shall be permitted at a later stage. Incomplete tenders will be rejected without assigning any reason.
54. **It is compulsory to attach all the mentioned and required documents at time of submission of tender. No additional attachment is permitted later on.**
55. **All documents along with tender form must be numbered.(1...n) and corresponding page number must be entered in the pre-qualify sheet, no further clarification will be entertained.**
56. The bidder should give performance warranty for the complete system for the **warranty period of 3 years as specified from the date of the successful and satisfactory installation.**
57. **Bidder must provide back-to-back OEM/Manufacturer support for 3 years onsite with parts.** OEM should provide warranty/support certificate for 3 years and specify undertaking for all quoted items on respective OEM letter-head along with MAF in favour of SVNIT.
58. The Prospective Supplier warrants that the Goods supplied under this Contract are new, unused, of the **most recent or current models** and they incorporate all recent improvements in design and materials unless provided otherwise in the Contract. The Prospective Supplier further warrants that all Goods supplied under this Contract shall have no defect arising from design, materials or workmanship (except when the design and/or material is required by the SVNIT's Specifications) or from any act or omission of the Prospective Supplier, that may develop under normal use of the supplied Goods in the conditions prevailing in the country of final destination.
59. Institute has right to insert any Card in the Desktop computer without any permission from the supplier and it will not affect the warranty of the Desktop computer.
60. Quoted model must be commercially Business Model, not from consumer series of the models.
61. **The bid from the vendor or its sister concern or group of company who has been black listed at any Government organization / Semi-Government Organization / public sector etc. will be rejected.**
62. Defective equipment should be replaced by next business day.
63. **The minimum validity period for the offer should be for 120 days.**
64. **Successful bidder should raise the bill of the items actually installed, quantity shown in the tender document are for mere guideline and show approximate quantity.**
65. **One Qualified Site Engineer is to be deputed at Central Computer Centre, SVNIT, Surat during the warranty Period of 3 years.**
66. **Generally working hours for service engineers will be 9.30 a.m. to 6.00 p.m. for Monday to Saturday with recess 1.00 p.m. to 1.30 p.m., and on Sunday & Holidays as per requirement and may change from time to time as decided by Prof. I/c Central Computer Centre.**
67. **In any case Engineer remain absent due to any reason, same should be substitute by same or higher qualification person, failing to which a penalty at the rate of Rs 1000.00 (Rupees One Thousand Only) per day per person will be levied. The penalty will be deducted from security deposited.**
68. In case of any dispute, the matter will be subjected to SURAT jurisdiction only.

DIRECTOR, SVNIT



SECTION VII : DECLARATION

Tender reference no: SVNIT/CCC/102 /2017-18

Date: 24-07-2017

I/We hereby declare I/We have read all the terms and conditions of the Tender stated in all the sections in this tender document and as may be modified/mutually agreed upon, are acceptable and binding to me/us.

I/We have also verified that the bidding document contains at least the following

- A sealed Envelope superscribed as **“Prequalification Requirements of the Bidder”** containing compliance statement for all the prequalification requirements.
- **A sealed envelope to contain the Demand Draft for EMD and the Demand Draft for tender fees.**
- A sealed Envelope superscribed as **“Techno-Commercial Statement”** to contain atleast the following:
 - The Tender document appropriately signed and stamped at all pages
 - General Terms & Conditions of Contract
 - Acceptance to all the Requirements;
 - **Summary Sheet in the format laid in this document**

I also understand that **my bid without these three envelopes, enclosed in the main envelope, super scribed as “Tender For Supply and Installation of Desktop Computers at SVNIT, Surat” will be treated as an incomplete bid and is liable to be rejected.**

Place:

Signature:

Date:

Name & Address of the Bidder with office Stamp with all contact details

**SECTION VIII : SUMMARY SHEET**

Tender reference no: SVNIT/CCC/102/2017-18

Date: 24-07-2017

Sr. No.	Description	Unit	Qty	Unit Rate (in Rs.)	Total Amount (in Rs.)
1	Desktop PC as per specification mentioned in Technical Specification	Nos.	400		
2.	Optical Drive Internal Super Multi DVD Writer (same make as PC) To be installed by the vender without any additional cost	Nos.	200		
3.	Graphic Card 2 GB Nvidia GT 730 To be installed by the vender without any additional cost	Nos.	200		
4.	Microsoft Office 2016 Professional Academic Edition To be installed and activated by the vender without any additional cost	Nos.	200		
Total Amount including Installation, Packing, Forwarding, Transportation (FOR SVNIT, Surat) in Rs.					
Rebate / Concession for Academic Institute in Rs.					
NET AMOUNT					
Rupees (in Words)					
				GST in Rs.	
				Gross Total Price in Rs.	

- Note : 1. Warranty should be 3 years from the date of successful installation
2. Validity of Quotation (minimum 120 days) :

I understand that any ambiguity in or incompletely filled SUMMARY SHEET will lead to rejection of offer without being cited any reasons.

**SIGN OF THE PARTY
WITH FULL ADDRESS STAMPED**