

Ref: No. 16011/10/14 - Pur

Date: 12.01.2015

To
Interested firm

Sub: **Tender for supply, installation, testing & commissioning of HP/Dell/ Lenevo make Computer Workstations (without Monitor). at SRFTI**

Dear Sirs,

Satyajit Ray Film & Television Institute (SRFTI) invites **Tender for supply, installation, testing & commissioning of HP/Dell/ Lenevo make Computer Workstation (without Monitor) at SRFTI**. The tender should be submitted in the enclosed form, furnishing the details of information as sought for therein.

Interested firms/bidders may download the tender document from the website of the Institute (www.srfti.gov.in/www.srfti.ac.in) & the tender should reach the office latest **by 14-00 Hrs on 30.01.2015** in a sealed envelope addressed to the Sr. Manager (M&R), Purchase Section, Satyajit Ray Film & Television Institute, E.M. Bypass Road, Kolkata-700 094.

SRFTI reserves the right to accept or reject any or all the tenders without assigning any reason

Thanking you,

Yours faithfully,

(Santanu Basu Mullick)
Sr. Manager (M&R)

ATYAJIT RAY FILM & TELEVISION INSTITUTE
E. M. Bypass Road
Panchasayar
Kolkata - 700 094

TENDER NOTIFICATON

TENDER NO: 16011/10/14 - Pur

Subject: Tender for supply, installation, testing & commissioning of HP/Dell/ Lenevo make Computer Workstation (without Monitor). at SRFTI.

Sealed tenders in prescribed forms (in two parts) are invited for **supply, installation, testing & commissioning of HP/Dell/Lenevo make Computer Workstation (without Monitor). at SRFTI.**

i)	Earnest Money	Rs. 25000/-
ii)	Security Deposit	5% of the Total Quoted Value
iii)	Pre-bid meeting	At 15-00 hours on 21.01.2015 at the Conference Room, SRFTI Animation Building.
iv)	Last date of submission of Tender	Upto 14-00 hours on 30.01.2015
v)	Date & time of opening of techno-Commercial Bid	Tentatively at 14-30 hours on 30.01.2015
vi)	Opening of Price Bid of the techno commercially qualified tenderers.	Tentatively on 03.02.2015

The tender will be liable to be rejected if all requisite information are not furnished and all columns are not properly filled up and duly signed by the tenderer.

SRFTI reserves the right to reject any or all the tenders fully or partly without assigning any reason thereof.

Director

**SATYAJIT RAY FILM & TELEVISION INSTITUTE
E. M. Bypass Road
Panchasayar
Kolkata - 700 094**

GENERAL INSTRUCTION TO TENDERERS

To
M/S
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Dear Sirs,

Tender No: 16011/10/14-Pur

SUBJECT: Tender for supply, installation, testing & commissioning of HP/Dell /Lenevo make Computer Workstation (without Monitor) at SRFTI.

Sealed tenders in prescribed forms (in two parts) are invited from experienced firms for **supply, installation, testing & commissioning of HP/Dell /Lenevo make Computer Workstation (without Monitor) at SRFTI.**

“Special Conditions of Contract” etc. are enclosed.

1. Earnest Money Deposit (EMD)

Each tenderer shall have to deposit a sum of **Rs. 25,000/-** in Banker’s cheque/Draft from any schedule Bank, drawn in favour of ‘Satyajit Ray Film & Television Institute’, payable at ‘Kolkata’, as Earnest Money Deposit. The EMD should be submitted along with the techno-commercial part of the tender without which no tender will be accepted.

2. Refund of EMD & Submission Security Deposit (SD)

a. The amount of Earnest Money will be refunded to the unsuccessful tenderer(s) without interest, through A/C payee cheque /ECS, after finalization of the tender and against surrender of the original Money Receipt (MR) towards EMD.

In case of successful tenderer, the EMD amount will be refunded after deposition of the Security Deposit (SD) which is 5% of the total quoted value within 10 days from the date of issue of intimation in this respect.

In case the successful tenderer fails to deposit the amount of the Security Deposit within the stipulated date i.e within 10 days from the date of issue of “intimation Letter”, then the EMD amount, as applicable, deposited by the firm, will be liable to be forfeited.

b. Third party draft will not be accepted.

3. Retention of SD

The Security Deposit (SD) will be retained by Satyajit Ray Film & Television Institute (SRFTI) without interest, for a period of 1 year from the date of satisfactory commissioning of the Workstation. In the event of the supplier failing to execute the supply / installation / commissioning without sufficient reason acceptable to SRFTI, the security deposit will be forfeited along with cancellation of the Work Order.

4. Refund of Security Deposit

After expiry of one year from the date of taking over the entire installation and on completion of all obligations by the supplier, the Security Deposit without interest will be refunded to the supplier subject to the following conditions:-

- a) After deducting the amount from the Security Deposit, which may fall due towards any claim for loss or for whatsoever reasons felt necessary by SRFTI;
- b) The supplier shall have to apply for the refund of Security Deposit along with original Money Receipt issued against Security Deposit;
- c) Before releasing the Security Deposit, the supplier shall also have to submit a certificate to the effect that they have no claim(s) against SRFTI under this contract. If any Bill(s) for the job done under this contract is / are left pending at the time of releasing the Security Deposit, the contractor may furnish the certificate in the following format:

"I/We hereby certify that there are no claims against SRFTI under contract No
for the jobexcept to the extent of the claims preferred by me/us as per under-noted bills already submitted to you."

5. Validity period

The tender shall remain valid for acceptance for a period of 03 (three) months from the date of opening of the price part of the tender. If any tenderer withdraws his tender before the aforesaid period, the Earnest Money Deposit will be liable to be forfeited. However, the tenderer's consent may be sought for an extension of the period of validity of tender beyond the aforesaid 03 (three) months and the tenderer will have the liberty to refuse such request without forfeiting his EMD.

6. Documents for Techno –Commercial Bid.

The tenderer shall submit self attested copies of the following documents along with the Techno-Commercial part of the tender.

- a) Letter of application as per Schedule "A".
- b) Proof of experience in the supply, installation, testing and commissioning in at least two (02) reputed Organizations/Academic Institutions either in the scope of one project or different project.
- c) The tenderer should have a fully equipped maintenance set –up / service centre in Kolkata and the details/proof of the same are to be provided.
- d) A detailed client list based in Kolkata indicating the name, address, contact person, phone No. are to be furnished by the tenderer.
- e) Earnest Money Deposit in the form of Bank Draft / Banker's Cheque in favour of SRFTI, Kolkata.
- f) Valid & relevant Trade License.
- g) Partnership deed (duly attested) in case the tenderer is a partnership firm,

OR

Certified copy of Memorandum of Association in case the tenderer is a company,
OR
Statement indicating the firm is a proprietorship one.

- h) Valid Sales Tax Clearance certificate/ VAT Registration No.
- i) General information as per schedule “B”
- j) A separate forwarding letter of acceptance of SRFTI’s Terms & Conditions.
- k) Signed & stamped copies of SRFTI’s Tender Documents (i.e. each page of the tender document needs to be signed & stamped by the tenderer) including cancelled, Blank Rate Schedule i.e. without any price.
- l) Filled in Schedule “C” regarding warranty clause.
- m) The details of time schedule for the completion of the job as per Schedule “D”.
- n) Duly signed copy (as a token of acceptance) of the minutes of the Pre-bid meeting, if made available in the website, will have to be submitted.
- o) Tender specific MAF (Authorization letter from OEM) for the Computer Workstation.
- p) The bidder shall be either an Original Equipment Manufacturer (OEM) /Authorized distributor / dealers / reputed organizations/Authorized System Integrator in India. Self declaration to be submitted.
- q) The tenderer should have their own office present in Kolkata for five years. Photocopy of valid proof to be submitted.

Tenderers may please note that non-submission of any of the aforesaid documents/non-fulfillment of any of the aforesaid criteria might lead to techno-commercial disqualification of their offers. The tenderer shall be required to produce documents as mentioned from (b), (f),(g),(h) in original, as and when called for by SRFTI.

7. Manner of submission of tender

The tender must be submitted in sealed covers superscribed “**Tender for supply, installation, testing & commissioning of HP/Dell/Lenevo make Computer Workstation (without Monitor), at SRFTI**” and put in the Tender Box bearing the same superscription kept for the purpose in the office of the under-mentioned by **14.00 hours on 30.01.2015**. The manner of submission of tenders shall be as detailed below:

- i) The tender must be submitted in two parts, all under separate sealed covers duly superscribed “**Techno-commercial Bid**” & “**Price Bid**” and all the sealed covers should be kept within the main sealed cover superscribed “**Tender for supply, installation, testing & commissioning of HP/Dell/Lenevo Computer Workstation (without Monitor), at SRFTI**”
- ii) The sealed cover superscribed “**Techno-commercial Bid**” should contain the documents as mentioned at clause No. 6 above.
- iii) The sealed cover super scribed “**Price Bid**” should contain only the Rate Schedule duly filled in.
- iv) Tenderer(s) shall have submit their offer in the Specific Tender Box located at the Purchase Dept.
Upto 14-00 hours on 30.01.2015

8. Evaluation criteria of the price bids:

- i) Tenders will be evaluated on the basis of the total cost of the contract of **supply, installation, testing & commissioning of HP/Dell/Lenevo make Computer Workstation (without Monitor), at SRFTI**
- ii) The lowest tenderer will be the firm for which the total financial implication of SRFTI as per the aforesaid criteria would be the lowest.

The successful Tenderer will be notified through letter of intimation from the Institute, asking the successful tenderer to deposit the required security deposit which would be followed by issuance of "Work Order" that their offer has been accepted and the basis on which the same has been accepted.

9. Rates to be fully inclusive of all expenditure:

The successful contractor must have cleared all duties/taxes and otherwise complied with all rules and regulations of the Central and the State Governments, Statutory bodies, local authorities etc. SRFTI shall not be liable to pay any money to the contractor at all in way of operation of this contract except for the total amount quoted and all other charges/costs should be borne by the contractor. However, in case of variation in taxes like VAT, ST, Octroi etc. in between the date of submission of tender and the original date of completion of the period of contract or extended period thereof not attributable to the contractor, the same would be considered at actual.

10. Terms of payment:

Full payment on completion of supply, Installation, testing & commissioning subject to furnishing certificate to this effect by HOD / AP, Animation Dept & Sr. Manager (IT) within one month from the date of submission of bill complete in all respect

11. Not bound to accept lowest tender

SRFTI is not bound to accept the lowest tender(s) in part or in full.

12. Dispute:

In the event of any dispute, question or difference arising during the contractual period or during any other time, as to any matter connected with or arising out of the contract, the decision of the Director, SRFTI shall be final and binding upon all parties.

13. Cancellation of Work Order

The Work Order / Contract may be cancelled / terminated anytime within the currency period of the contract by SRFTI at its sole discretion for any of the following factors, after giving 7 days Notice, and for such cancellation, SRFTI will under no circumstance be subject to any liability:-

- a) If the supplier fails to carry out the work as per desired specification and/or fails to commission the system within the stipulated period without any valid reason acceptable to Director, SRFTI.
- b) Breach of any terms and conditions of the Tender Document
- c) Any unlawful act of the contractor(s) on any third party on behalf of the contractor entailing any damage / loss to the property / material of SRFTI or any inconvenience to SRFTI .

The decision of Director, SRFTI to this effect shall be final.

14. Pre-bid Meeting

All Tenderers are advised to attend the Pre-bid meeting in order to make themselves fully aware of the work conditions. In the event of non-attendance of the Pre-bid meeting by the Tenderers, it would, however, be presumed that the tenderer has fully considered all factors, risks &

contingencies which will have direct & indirect impact on his expenses & profit from the work and no correspondence from the tenderer / supplier in this regard would be entertained. The 'Record Note of discussion' of the Pre-bid meeting, if circulated, would also be made available in the website of SRFTI, Kolkata.

15. Escalation

During the entire period of contract (warranty period plus AMC period) or the extended period thereafter, as the case may be, the supplier shall not be entitled to receive any escalation for any increase in the price of labour, materials, spares or any other items.

16. Deviation

It is impressed upon the tenderer that the instant tender should be based on the conditions and specifications stipulated in the tender documents and that the tenderer shall not stipulate his own terms and conditions in deviation thereof, as apart from the likelihood of vitiating the tender. Such deviations will lead to non-uniformity of tender and make evaluation of tenders difficult and accordingly, will render such tender liable to rejection/cancellation. However, if the tenderer feels that deviation is unavoidable, he should enumerate the same clause-wise along with justification separately and submit the same within the stipulated time to the Director, SRFTI. The issues raised would be discussed in the Pre-bid meeting. The decision of the Tender Committee on the proposed deviation will, however, be binding on the tenderers and SRFTI.

17. Warranty period

The free on-site warranty period shall be for **03 years** from the date of taking over the entire installation by SRFTI, after successful commissioning of the entire system by the successful bidder. Free warranty shall include free replacement of all spares/components/PCBs. The tenderer should furnish warranty as given in schedule "C" along with Techno- Commercial offer.

Special conditions of contract

Scope of Work

The scope of work includes supply, installation, testing & commissioning of HP/Dell/Lenevo make Computer Workstations.

Sl No.	Description	Qty
01.	<p><u>Computer Workstation (Without Monitor)</u> <u>Make – HP / Dell / Lenevo</u> Processor: Intel Core i5 – 4590 3.3 GHz (up to 3.7 GHz) 6 MB 84W Intel HD Graphics 4600 4C CPU</p> <p>Chipset: Intel C226 Chipset or better</p> <p>RAM: 8 GB (2 *4 GB) 16000 MHz DDR3 non – ECC Unbuffered RAM. 4DIMM Slots, up to 32 GB ECC / non – ECC 1600 MHz memory support</p> <p>Graphics Card: NVIDIA Quadro K 2000 2 GB DL – DVI (i) + DP + DP 1st Graphics Card. Application should be provided along with the Workstation to Monitor graphics card utilization</p> <p>Audio: High Defination Integrated Realtek Audio and integrated speaker</p> <p>Hard Drive & Controller: 1 TB 7200 RPM SATA 1st Hard Drive: Integrated SATA Controller: RAID 0, 1 support</p> <p>Optical Drive: No</p> <p>Input Devices: USB Keyboard, USB Optical Mouse</p> <p>Network: Integrated Intel PCIe GbE Controller</p> <p>Bays & Storage: Hybrid Storage with Intel SRT Configuration to Give near SSD performance or better. Minimum 1 internal 3.5 inch bay, 1 internal 2.5 inch bay, 1 External Optical Drive Bay, 1 External 5.25 inch Bay</p> <p>Slots: Min 4 PCIe slots, half height or full height, at least one should be PCIe G3 x 16.</p> <p>Ports: Front : Minimum 2 USB 3.0, 2 USB 2.0, 1 Headphone, and 1 Microphone; Rear : Minimum 1 DVI-I Single Link and 2 DisplayPort (DP 1.2) outputs from Intel HD graphics; 2 USB 3.0 ports, 2 USB 2.0 ports, RJ-45(to Integrated GBE), 1 Audio Line-in, and 1 Audio Line-out; 1 Microphone. :</p> <p>Power Supply: 300W - 450W WATTS 92% Efficient Continuous Power Supply. Full ranging input and Active Power Factor Correction - Surge tolerance upto 2000V- EPEAT Gold Certified</p> <p>Warranty: 3 years onsite parts and labour warranty for system</p> <p>Operating System: DOS, Support Windows 7 64 bit Professional/Academic version</p> <p>Other Accessories: Cables for connecting dell monitor (Model No: U2412M) to Nvidia Quadro K2000 Graphics Card.</p>	12 Sets

2. Force Majeure:-

In the event of the contractor or SRFTI being prevented from fulfilling its obligation in part or in full arising out of this contract due to any Force Majeure event like acts of God(flood, earthquake etc) or war, civil commotion, strike, etc the effected party shall forthwith but in no case later than 24 hours from the commencement of such event, intimate the other party as to the commencement of such event and continue to intimate after every seven days during continuance of such event. The effected party shall, upon cessation of such event, promptly inform the other party and shall commence its obligation in part or in full arising out of this contract, which was kept suspended due to such event of "Force Majeure".

3. Completion Time:-

Delivery must be completed in full within 45 (Forty five) days of the placement of the formal order.

4. Acceptance of System

Full payment on completion of supply, Installation, testing & commissioning subject to furnishing certificate to this effect by HOD / AP, Animation Dept & Sr. Manager (IT) within one month from the date of submission of bill complete in all respect

Schedule- A

Tender No: **16011/10/14 - Pur**

Tender for supply, installation, testing & commissioning of HP/Dell / Lenevo make Computer Workstations.
at SRFTI.

LETTER OF APPLICATION

Registered Business Name: _____

Registered Business Address: _____

Telephone: _____

FAX: _____

To:

Director

Satyajit Ray Film & Television Institute

E.M. Bye Pass Road

Kolkata 700 094

Sir,

We hereby request to be qualified with Satyajit Ray Film & Television Institute (SRFTI) as a Tenderer for Tender for supply, installation, testing & commissioning of HP/Dell/Lenevo make Computer Workstation (without Monitor).

, Tender No 16011/10/14 - Pur

We authorize SRFTI or its authorized representatives to conduct any investigations to verify the statements, documents and information submitted along with the tender and to verify the financial and technical aspects of this application. For this purpose, we hereby authorize (any public official, engineer, bank, depository, manufacturer, distributor. etc.) or any other person or firm to furnish pertinent information deemed necessary and requested by SRFTI to verify statements and information provided in this application or regarding our competence and standing.

1. The name and position of persons who may be contacted for further information, if required, are as follows:

Name: _____

Designation: _____

Telephone: _____

E-mail id: _____

2. We declare that the statements made and the information provided in the duly completed tender documents and in the application herein are complete, true and correct in every detail. On verification at any time in the future if it is found that information furnished in the tender documents and in this application and statements made therein are not true, incomplete or incorrect, we hereby authorize SRFTI to reject our tender along with this application..

3. I/We understand that Satyajit Ray Film & Television Institute reserves the right to reject any application for tender without assigning any reason thereof.

Yours faithfully,

Seal of firm making (Authorized representative of applicant/the application principal tenderer)

Date:

Encls:

Schedule- B

Tender No. 16011/10/14 - Pur

Tender for supply, installation, testing & commissioning of HP/Dell/Lenevo make Computer Workstations (without Monitor) . at SRFTI.

GENERAL INFORMATION

Company Name: _____
Head Office Address: _____

FAX No. : _____ Telephone No. _____

Regional Office Address: _____

FAX No. : _____ Telephone No. _____

Local Office Address: _____

FAX No. : _____ Telephone No. _____

Country and Year Incorporated *

Main Lines of Business:
1. _____ since _____
2. _____ since _____
3. _____ since _____

Organization chart showing structure of company including names and position of Directors, General Managers and other key Personnel and total number of qualified key technical personnel in Company's current employment for execution of this project is enclosed.

Schedule- C

Tender No: 16011/10/14 - Pur

Tender for supply, installation, testing & commissioning of HP/Dell/Lenevo make Computer Workstations, at SRFTI.

WARRANTY

I/We certify that the warranty shall be given for a period of three years starting from the date of satisfactory installation, commissioning and handing over of the equipment conducted under the Work Order During the warranty period, I/we shall provide the “after sale service” and the replacement of defective / or any part(s) of the equipment or rectification of defects of work of the equipment will be free of cost.

The replacement of the parts shall be arranged by us, at our own cost and responsibility. We undertake that the above warranty shall begin only from the date of handing over the entire installation for satisfactory and faultless functioning of the equipment for one year continuously at Institute premises. The benefit of change in dates of the warranty period shall be in the interest of SRFTI.

Uptime Guarantee: During the warranty period, we will be responsible to maintain the equipment including all the accessories in satisfactory faultless working conditions. All complaints will be attended by us within 4 hours from the receipt of the complaint and the system would be made operational within 24 hours.

We shall try to repair the equipment at Institute premises. However, in case it is not possible to repair the equipment at Institute premises, we will take out the equipment to our site on our own expenses with proper substitution arrangement of the equipment. We shall take the entire responsibility for the safe custody and transportation of the equipment taken out for repair still the equipment is rehabilitated to the Institute after repair. If any loss of equipment occurred during our custody, we will compensate to Institute for such losses.

Signature of Witness

Signature of Tenderer

NAME AND ADDRESS

NAME AND ADDRESS

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Tel / Fax No. _____
Date _____

Tel / Fax No. _____
Date _____

Schedule- D

Tender No: 16011/10/14- Pur

Tender for implementation supply, installation, testing & commissioning of HP/Dell/Lenevo make Computer Workstation. at SRFTI.

Time Schedule

Period required for delivery of all items at site from the date of placing order _____ days.

Period required for installation, commissioning the system from the date of delivery at site _____ days.

Signature of Tenderer _____

Price Bid

SATYAJIT RAY FILM & TELEVISION INSTITUTE
(An Academic Institute under Ministry of I& B, Govt. of India)

Tender No:16011/10/14 - Pur

Tender for supply, installation, testing & commissioning of HP/Dell/ Lenevo make Computer Workstations (without Monitor). at SRFTI
To be submitted at tender box, SRFTI, Kolkata

1.	Name of the Firm/Agency		
2.	Address of the Firm/Agency	Tel:	Fax:
		E-Mail:	

Price Bid for supply, installation, testing & commissioning of HP/Dell/ Lenevo make Computer Workstations (without Monitor)

SL No	Item/Specification	Make/Model /Part No	Qty.	Unit Rate (in Rs.)	Total Cost Including all Taxes & Charges (in Rs.)
1	<p><u>Computer Workstation (Without Monitor)</u> <u>Make – HP / Dell / Lenevo</u> Processor: Intel Core i5 – 4590 3.3 GHz (up to 3.7 GHz) 6 MB 84W Intel HD Graphics 4600 4C CPU</p> <p>Chipset: Intel C226 Chipset or better</p> <p>RAM: 8 GB (2 *4 GB) 16000 MHz DDR3 non – ECC Unbuffered RAM. 4DIMM Slots, up to 32 GB ECC / non – ECC 1600 MHz memory support</p> <p>Graphics Card: NVIDIA Quadro K 2000 2 GB DL – DVI (i) + DP + DP 1st Graphics Card. Application should be provided along with the Workstation to Monitor graphics card utilization</p> <p>Audio: High Defination Integrated Realtek Audio and integrated speaker</p> <p>Hard Drive & Controller: 1 TB 7200 RPM SATA 1st Hard Drive: Integrated SATA Controller: RAID 0, 1 support</p> <p>Optical Drive: No</p> <p>Input Devices: USB Keyboard, USB Optical Mouse</p> <p>Network: Integrated Intel PCIe GbE Controller</p> <p>Bays & Storage: Hybrid Storage with Intel SRT Configuration to Give near SSD performance or better. Minimum 1 internal 3.5 inch bay, 1 internal 2.5 inch bay, 1</p>		12 sets		

	<p>From pre – page:</p> <p>External Optical Drive Bay, 1 External 5.25 inch Bay</p> <p>Slots: Min 4 PCIe slots, half height or full height, at least one should be PCIe G3 x 16.</p> <p>Ports: Front : Minimum 2 USB 3.0, 2 USB 2.0, 1 Headphone, and 1 Microphone; Rear : Minimum 1 DVI-I Single Link and 2 DisplayPort (DP 1.2) outputs from Intel HD graphics; 2 USB 3.0 ports, 2 USB 2.0 ports, RJ-45(to Integrated GBE), 1 Audio Line-in, and 1 Audio Line-out; 1 Microphone.</p> <p>Power Supply: (300W - 450W WATTS 92% Efficient Continuous Power Supply :Full ranging input and Active Power Factor Correction - Surge tolerance upto 2000V - EPEAT Gold Certified)</p> <p>Warranty: 3 years onsite parts and labour warranty for system</p> <p>Operating System: DOS, Support Windows 7 64 bit Professional/Academic version</p> <p>Other Accessories: Cables for connecting dell monitor (Model No: U2412M) to Nvidia Quadro K2000 Graphics Card.</p>				
	<p>Total -</p>				

C. Grand Total including all Taxes & Charges

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[in words.....]