

**Bid Document/ बिड दस्तावेज़**

| Bid Details/बिड विवरण                                                                                                   |                                                                                                                                                                                                                                                                                                                                                                              |
|-------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Bid End Date/Time/बिड बंद होने की तारीख/समय                                                                             | 11-12-2023 13:00:00                                                                                                                                                                                                                                                                                                                                                          |
| Bid Opening Date/Time/बिड खुलने की तारीख/समय                                                                            | 11-12-2023 13:30:00                                                                                                                                                                                                                                                                                                                                                          |
| Bid Offer Validity (From End Date)/बिड पेशकश वैधता (बंद होने की तारीख से)                                               | 30 (Days)                                                                                                                                                                                                                                                                                                                                                                    |
| Ministry/State Name/मंत्रालय/राज्य का नाम                                                                               | Ministry Of Education                                                                                                                                                                                                                                                                                                                                                        |
| Department Name/विभाग का नाम                                                                                            | Department Of Higher Education                                                                                                                                                                                                                                                                                                                                               |
| Organisation Name/संगठन का नाम                                                                                          | University Grants Commission                                                                                                                                                                                                                                                                                                                                                 |
| Office Name/कार्यालय का नाम                                                                                             | Tata Institute Of Social Science Mumbai                                                                                                                                                                                                                                                                                                                                      |
| Total Quantity/कुल मात्रा                                                                                               | 5                                                                                                                                                                                                                                                                                                                                                                            |
| Item Category/मद केटेगरी                                                                                                | LAPTOP (Q3)                                                                                                                                                                                                                                                                                                                                                                  |
| Years of Past Experience Required for same/similar service/उन्हीं/समान सेवाओं के लिए अपेक्षित विगत अनुभव के वर्ष        | 3 Year (s)                                                                                                                                                                                                                                                                                                                                                                   |
| MSE Exemption for Years Of Experience/अनुभव के वर्षों से एमएसई छूट/ and Turnover/टर्नओवर के लिए एमएसई को छूट प्राप्त है | Yes                                                                                                                                                                                                                                                                                                                                                                          |
| Startup Exemption for Years of Experience and Turnover/ अनुभव के वर्षों से स्टार्टअप छूट                                | No                                                                                                                                                                                                                                                                                                                                                                           |
| Document required from seller/विक्रेता से मांगे गए दस्तावेज़                                                            | Experience Criteria,Past Performance,Bidder Turnover,OEM Authorization Certificate,Additional Doc 1 (Requested in ATC),Compliance of BoQ specification and supporting document<br>*In case any bidder is seeking exemption from Experience / Turnover Criteria, the supporting documents to prove his eligibility for exemption must be uploaded for evaluation by the buyer |
| Past Performance/विगत प्रदर्शन                                                                                          | 20 %                                                                                                                                                                                                                                                                                                                                                                         |
| Bid to RA enabled/बिड से रिवर्स नीलामी सक्रिय किया                                                                      | No                                                                                                                                                                                                                                                                                                                                                                           |
| RCM Applicable/लागू आरसीएम                                                                                              | Yes                                                                                                                                                                                                                                                                                                                                                                          |
| Type of Bid/बिड का प्रकार                                                                                               | Two Packet Bid                                                                                                                                                                                                                                                                                                                                                               |

**Bid Details/बिड विवरण**

|                                                                                                                                         |                             |
|-----------------------------------------------------------------------------------------------------------------------------------------|-----------------------------|
| <b>Time allowed for Technical Clarifications during technical evaluation/तकनीकी मूल्यांकन के दौरान तकनीकी स्पष्टीकरण हेतु अनुमत समय</b> | 2 Days                      |
| <b>Inspection Required (By Empanelled Inspection Authority / Agencies pre-registered with GeM)</b>                                      | No                          |
| <b>Evaluation Method/मूल्यांकन पद्धति</b>                                                                                               | Total value wise evaluation |

**EMD Detail/ईएमडी विवरण**

|                   |    |
|-------------------|----|
| Required/आवश्यकता | No |
|-------------------|----|

**ePBG Detail/ईपीबीजी विवरण**

|                   |    |
|-------------------|----|
| Required/आवश्यकता | No |
|-------------------|----|

**Splitting/विभाजन**

Bid splitting not applied/बोली विभाजन लागू नहीं किया गया.

**MSE Purchase Preference/एमएसई खरीद वरीयता**

|                                           |    |
|-------------------------------------------|----|
| MSE Purchase Preference/एमएसई खरीद वरीयता | No |
|-------------------------------------------|----|

**Details of the Competent Authority for MSE**

|                                                                  |                                                            |
|------------------------------------------------------------------|------------------------------------------------------------|
| Name of Competent Authority                                      | SANJAY KUMAR SHAH                                          |
| Designation of Competent Authority                               | DR P&A                                                     |
| Office / Department / Division of Competent Authority            | TISS                                                       |
| CA Approval Number                                               | 0541                                                       |
| Competent Authority Approval Date                                | 28-11-2023                                                 |
| Brief Description of the Approval Granted by Competent Authority | LAPTOP APPROVED BY HIGHER AUTHORITY AS ON DATED 28.11.2023 |

Competent Authority Approval for not opting Micro and Small Enterprises Preference : [View Document](#)

**MII Purchase Preference/एमआईआई खरीद वरीयता**

|                                            |    |
|--------------------------------------------|----|
| MII Purchase Preference/एमआईआई खरीद वरीयता | No |
|--------------------------------------------|----|

If the bidder is a Micro or Small Enterprise as per latest definitions under MSME rules, the bidder shall be exempted from the requirement of "Bidder Turnover" criteria and "Experience Criteria" subject to meeting of quality and technical specifications. If the bidder is OEM of the offered products, it would be exempted from the "OEM Average Turnover" criteria also subject to meeting of quality and technical specifications. In case any bidder is seeking exemption from Turnover / Experience Criteria, the supporting documents to prove his eligibility for exemption must be uploaded for evaluation by the buyer.

2. Experience Criteria: In respect of the filter applied for experience criteria, the Bidder or its OEM {themselves or through reseller(s)} should have regularly, manufactured and supplied same or similar Category Products to any Central / State Govt Organization / PSU / Public Listed Company for number of Financial years as indicated above in the bid document before the bid opening date. Copies of relevant contracts to be submitted along with bid in support of having supplied some quantity during each of the Financial year. In case of bunch bids, the category of primary product having highest value should meet this criterion.

3. Past Performance: The Bidder or its OEM {themselves or through re-seller(s)} should have supplied same or similar Category Products for 20% of bid quantity, in at least one of the last three Financial years before the bid opening date to any Central / State Govt Organization / PSU / Public Listed Company. Copies of relevant contracts (proving supply of cumulative order quantity in any one financial year) to be submitted along with bid in support of quantity supplied in the relevant Financial year. In case of bunch bids, the category related to primary product having highest bid value should meet this criterion.

### Section 9(3) Of GST/जीएसटी की धारा 9(3)।

Where ever RCM is applicable, sellers (Regular GST registered seller who opted out of FCM , unregistered seller, seller registered under composition scheme) will be forced to put Zero GST and GST cess in their bids. Buyer will have liability of paying the GST and GST cess to the government on the specified rate mentioned by them in this Bid.

### LAPTOP ( 5 pieces )

#### Technical Specifications/तकनीकी विशिष्टियाँ

|                                                           |                          |
|-----------------------------------------------------------|--------------------------|
| Buyer Specification<br>Document/क्रेता विशिष्टि दस्तावेज़ | <a href="#">Download</a> |
|-----------------------------------------------------------|--------------------------|

#### Input Tax Credit(ITC)/इनपुट कर क्रेडिट(आईटीसी) and/ तथा Reverse Charge(RCM)/रिवर्स प्रभार (आरसीएम) Details

| ITC on<br>GST/जीएसटी<br>पर इनपुट कर<br>क्रेडिट | ITC on GST<br>Cess/जीएसटी<br>उपकर कर क्रेडिट | RCM<br>Applicable/<br>लागू<br>आरसीएम | GST as per<br>RCM/रिवर्स प्रभार<br>के अनुसार जीएसटी | GST Cess 1 as per<br>RCM/रिवर्स प्रभार के<br>अनुसार जीएसटी उपकार 1 | GST<br>Cess 2<br>as per<br>RCM | Optional<br>RCM/वैकल्पिक<br>रिवर्स प्रभार |
|------------------------------------------------|----------------------------------------------|--------------------------------------|-----------------------------------------------------|--------------------------------------------------------------------|--------------------------------|-------------------------------------------|
| NA                                             | NA                                           | Yes                                  | 18%                                                 | 9%                                                                 | 9 (INR) -<br>Per Unit          | No                                        |

#### Consignees/Reporting Officer/परेषित/रिपोर्टिंग अधिकारी and/ तथा Quantity/मात्रा

| S.No./क्र. सं. | Consignee Reporting/Officer/ परेषिती/रिपोर्टिंग अधिकारी | Address/पता                                                     | Quantity/मात्रा | Delivery Days/डिलीवरी दिन |
|----------------|---------------------------------------------------------|-----------------------------------------------------------------|-----------------|---------------------------|
| 1              | Shekhar Radhakrishna Vengurlekar                        | 400088,TATA INSTITUTE OF SOCIAL SCIENCES V.N.PURAV MARG, DEONAR | 5               | 15                        |

## Buyer Added Bid Specific Terms and Conditions/क्रिता द्वारा जोड़ी गई बिड की विशेष शर्तें

### 1. Generic

**OPTION CLAUSE:** The Purchaser reserves the right to increase or decrease the quantity to be ordered up to 25 percent of bid quantity at the time of placement of contract. The purchaser also reserves the right to increase the ordered quantity by up to 25% of the contracted quantity during the currency of the contract at the contracted rates. Bidders are bound to accept the orders accordingly.

### 2. Generic

**Bidder financial standing:** The bidder should not be under liquidation, court receivership or similar proceedings, should not be bankrupt. Bidder to upload undertaking to this effect with bid.

### 3. Scope of Supply

Scope of supply (Bid price to include all cost components) : Supply Installation Testing and Commissioning of Goods

### 4. Warranty

Warranty period of the supplied products shall be 3 years from the date of final acceptance of goods or after completion of installation, commissioning & testing of goods (if included in the scope of supply), at consignee location. OEM Warranty certificates must be submitted by Successful Bidder at the time of delivery of Goods. The seller should guarantee the rectification of goods in case of any break down during the guarantee period. Seller should have well established Installation, Commissioning, Training, Troubleshooting and Maintenance Service group in INDIA for attending the after sales service. Details of Service Centres near consignee destinations are to be uploaded along with the bid.

### 5. Generic

Data Sheet of the product(s) offered in the bid, are to be uploaded along with the bid documents. Buyers can match and verify the Data Sheet with the product specifications offered. In case of any unexplained mismatch of technical parameters, the bid is liable for rejection.

### 6. Generic

**Manufacturer Authorization:** Wherever Authorised Distributors/service providers are submitting the bid, Authorisation Form /Certificate with OEM/Original Service Provider details such as name, designation, address, e-mail Id and Phone No. required to be furnished along with the bid

### 7. Buyer Added Bid Specific ATC

Buyer Added text based ATC clauses

**BIDDERS MUST HAVE A DESIGNATED OFFICE/SINGLE POINT OF CONTRACT IN MUMBAI REGION ADDRESS OF THE SAME MUST BE SUBMITTED WITH THE BID**

## Service & Support

Dedicated /toll Free Telephone No. for Service Support : BIDDER/OEM must have Dedicated/toll Free Telephone No. for Service Support.

## 9. Service & Support

Escalation Matrix For Service Support : Bidder/OEM must provide Escalation Matrix of Telephone Numbers for Service Support.

## Disclaimer/अस्वीकरण

The additional terms and conditions have been incorporated by the Buyer after approval of the Competent Authority in Buyer Organization, whereby Buyer organization is solely responsible for the impact of these clauses on the bidding process, its outcome, and consequences thereof including any eccentricity / restriction arising in the bidding process due to these ATCs and due to modification of technical specifications and / or terms and conditions governing the bid. Any clause(s) incorporated by the Buyer regarding following shall be treated as null and void and would not be considered as part of bid:-

1. Definition of Class I and Class II suppliers in the bid not in line with the extant Order / Office Memorandum issued by DPIIT in this regard.
2. Seeking EMD submission from bidder(s), including via Additional Terms & Conditions, in contravention to exemption provided to such sellers under GeM GTC.
3. Publishing Custom / BOQ bids for items for which regular GeM categories are available without any Category item bunched with it.
4. Creating BoQ bid for single item.
5. Mentioning specific Brand or Make or Model or Manufacturer or Dealer name.
6. Mandating submission of documents in physical form as a pre-requisite to qualify bidders.
7. Floating / creation of work contracts as Custom Bids in Services.
8. Seeking sample with bid or approval of samples during bid evaluation process.
9. Mandating foreign / international certifications even in case of existence of Indian Standards without specifying equivalent Indian Certification / standards.
10. Seeking experience from specific organization / department / institute only or from foreign / export experience.
11. Creating bid for items from irrelevant categories.
12. Incorporating any clause against the MSME policy and Preference to Make in India Policy.
13. Reference of conditions published on any external site or reference to external documents/clauses.
14. Asking for any Tender fee / Bid Participation fee / Auction fee in case of Bids / Forward Auction, as the case may be.

Further, if any seller has any objection/grievance against these additional clauses or otherwise on any aspect of this bid, they can raise their representation against the same by using the Representation window provided in the bid details field in Seller dashboard after logging in as a seller within 4 days of bid publication on GeM. Buyer is duty bound to reply to all such representations and would not be allowed to open bids if he fails to reply to such representations.

This Bid is also governed by the General Terms and Conditions/ यह बिड सामान्य शर्तों के अंतर्गत भी शासित है

In terms of GeM GTC clause 26 regarding Restrictions on procurement from a bidder of a country which shares a land border with India, any bidder from a country which shares a land border with India will be eligible to bid in this tender only if the bidder is registered with the Competent Authority. While participating in bid, Bidder has to undertake compliance of this and any false declaration and non-compliance of this would be a ground for immediate termination of the contract and further legal action

in accordance with the laws./जेम की सामान्य शर्तों के खंड 26 के संदर्भ में भारत के साथ भूमि सीमा साझा करने वाले देश के बिडर से खरीद पर प्रतिबंध के संबंध में भारत के साथ भूमि सीमा साझा करने वाले देश का कोई भी बिडर इस निविदा में बिड देने के लिए तभी पात्र होगा जब वह बिड देने वाला सक्षम प्राधिकारी के पास पंजीकृत हो। बिड में भाग लेते समय बिडर को इसका अनुपालन करना होगा और कोई भी गलत घोषणा किए जाने व इसका अनुपालन न करने पर अनुबंध को तत्काल समाप्त करने और कानून के अनुसार आगे की कानूनी कार्यवाई