



Kerala Startup Mission

G3B, Thejaswini, Technopark Campus
Thiruvananthapuram 695 581
Kerala

TENDER DOCUMENT

KSUM/T/OFFICE/WinLT/21-22/01 dt 10. 02. 2022

Goals of this Tender

Purchase of laptops for Kerala Startup Mission

Tender Issuing Authority

This tender is issued by the Kerala Startup Mission (KSUM) and selection of bidder through this tender shall be final and KSUM reserves the right to reject any or all the tender received without assigning any specific reason thereof.

Tender Initiator Details:

The Chief Executive Officer,
Kerala Startup Mission
G3B, Thejaswini, Technopark Campus,
Kariyavattom Trivandrum- 695581
Phone: 0471- 2700270
Email: ceo@startupmission.in
Website: www.startupmission.kerala.gov.in

Tentative Calendar of Events

SI No	Milestone	Date & Time
1	Release of Tender	10. 02. 2022
2	Last date for submission of Tender	16. 02. 2022
3	Technical Evaluation of the items	17. 02. 2022

KSUM

Kerala Startup Mission is the nodal agency designated by Government of Kerala for promoting innovation and entrepreneurship in the state. KSUM is headquartered in Technopark, Trivandrum and runs various schemes and programs for the same. As a part of promoting the startups and students working in emerging technologies, KSUM has set up Future Technologies Lab

Future Technologies Lab reached a stage to setup up an exclusive lab for extended reality as we are partnering with Unity to set up a Center of Excellence in extended reality.

Item required

ITEM NO	Type	Preferable brand	Preferred RAM	Preferred SSD	Processor	OS	Screen size	QTY
1	Laptop	DELL, LENOVO, HP or Equivalent - with 2 year warranty	8 GB DDR4	256 GB M.2 SSD	Core i3 10th gen	Windows 11 Home	15.6"	8

General Terms & Conditions

1. Eligibility Criteria:

- a) Should be a Firm/Company Incorporated in India.
- b) Bidder should have a fully functional service center with spares stock for attending the breakdown calls. Details of the service center must be provided.

2. Scope of Supply:

- a) The tenders shall be submitted as per the technical specifications as per **Annexure – I**
- b) Submission of the tender implies that these conditions of tender have been read by the tenderer and is aware of the scope of the supply and the quality of the material to be supplied. The final acceptance of the tender rests with the Chief Executive Officer, Kerala Startup Mission who reserves the right to accept or reject any or all tenders without assigning any reason thereof.

3. Submission of bids

The tender should be submitted in two parts as under.

I. Technical Bid

The technical bid shall comprise of the following:

1. Company registration details
2. Company profile
3. Work completion report
4. Copy of GST registration
5. Tender form
6. Annexure 1

II. Financial Bid

- a. BOQ as per the format as given in Annexure II and the rate shall be inclusive of all taxes and duties

Tender fee: The tender fee is ₹700 (Rupees Seven Thousand Only) (Non -refundable) (By DD in favour of Technopark Technology Business Incubator)

Earnest money deposit: The tenderer must pay earnest money along with the tender as given in the notice inviting tenders failing which the tender will be summarily rejected. Earnest Money deposit of ₹4700 (Rupees Four Thousand Seven Hundred Only) by DD in favour of Technopark Technology Business Incubator. No interest shall be paid by KSUM on the Earnest Money Deposited by the tenderer. The Earnest Money deposited by the successful tenderer will be retained towards the security deposit for the fulfillment of the contract. EMD of unsuccessful bidders will be returned without any interest, directly to their account.

- All details as mentioned in Technical Bid

4. Validity of Tender

- a) The tender shall be valid for a period of two year from the date of opening of the tender.
- b) Tenderer for any reason whatever, withdraws the tender after it is accepted or become unable or fails to execute the orders within stipulated delivery period, KSUM shall be at liberty to cancel the order forthwith and the EMD of the tender in such a case will be forfeited by the KSUM.
- c) No representation for the enhancement of the prices of the accepted tender or alteration of the terms and conditions will be entertained till supplies are completed.
- d) The purchase order for supply items will be released on requirement basis within a period of two year.
- e) The rate shall be valid for a period of 2 years from the date of initial purchase order. The required number of additional laptops may be supplied within one month of the subsequent purchase order.

5. Guarantee of Quality and Warranty of goods supplied:

- a. Guarantee/Warranty and Support and defects liability period-The supplier shall guarantee that all equipment are free from any defects due to the defective materials and poor workmanship, that the equipment are not less than the guaranteed values. The Guarantee shall be valid for the period mentioned against each item above after

successful testing and taking over. Any part found defective shall be replaced free of cost by the supplier.

6. Packing

- a. The supplier shall provide packing of the goods, as required to prevent their damages or deterioration during the transit to their final destination as indicated in the contract. The packing shall be sufficient to withstand, without limitation, rough handling during transit.
- b. The equipment shall be securely boxed, crated and protected from mechanical damage, moisture etc. suitable for both storage and transit according to the nature of the material and mode of transport.

7. Price

- a) The price shall be firm and shall include all applicable taxes and charges. Any variation in the duties, levies etc. during the period of supplies shall be charged to the tenderer account. The rates quoted shall be all inclusive, with the delivery, up to destination i.e. KSUM, Trivandrum.
- b) The Tenderer shall submit the copy of PAN Number, GST Number registration details along with the tender.

8. Delivery

- a. The successful tenderer shall complete supplies strictly within the accepted delivery period. Material ordered by the KSUM shall be delivered to destination securely packed as may be necessary.
- b. The Items shall have to be delivered and installed at KSUM Tvm Office to the satisfaction of the concerned Authority.

9. Payment

The payment will be made by KSUM by e-Transfer to the bank account as mentioned in the bank mandate. The tenderer shall submit the documents, which shall clearly indicate that the Proper Installation & successful Testing of Equipment are done.

10. Service Facility

In order to ensure proper and timely after sales service, contact details with addresses of service center nearest to all over Kerala shall be provided along with the bid.

11. Taxes

Suppliers shall be entirely responsible for all taxes, duties, license fees, octroi, road permits, etc., incurred until delivery of the contracted Goods to the Purchaser.

12. Termination for Default

The purchaser may, without prejudice to any other remedy for breach of contract, by written notice of default sent to the supplier, terminate the Contract in whole or part:

- a. If the supplier fails to deliver any or all of the Goods within the period(s) specified in the order, or within any extension thereof granted by the Purchaser; or
- b. If the Supplier fails to perform any other obligation(s) under the Contract.
- c. If the Supplier, in the judgment of the Purchaser has engaged in corrupt or fraudulent practices in competing for or in executing the Contract.

□ For the purpose of this Clause:

- a. "Corrupt practice" means the offering, giving, receiving or soliciting of anything of value to influence the action of a public official in the procurement process or in contract execution.
- b. "Fraudulent practice" means a misrepresentation of facts in order to influence a procurement process or the execution of a contract to the detriment of Borrower, and includes collusive practice among Tenderers (prior to or after bid submission) designed to establish bid prices at artificial non-competitive levels and to deprive the Borrower of the benefits of free and open competition".

In the event the Purchaser terminates the Contract in whole or in part, the Purchaser may procure, upon such terms and in such manner, as it deems appropriate, Goods or Services similar to those undelivered, and the Supplier shall be liable to the Purchaser for any excess costs for such Goods or Services. However, the Supplier shall continue the performance of the contract to the extent not terminated.

13. Claims:

- a. If the material supplied are found to be off size and shape different than those in the accepted offer and are of specifications lower than those stipulated in the accepted offer, KSUM shall have the right to totally reject the goods and/or to prefer a claim for compensation for the part of goods, which are rejected.
- b. The supplier shall reimburse to KSUM, the actual expenditure incurred, on such goods, within 15 (fifteen) days of its demand.
- c. The supplier shall be responsible for arranging the rejected goods to be removed at his/her cost from KSUM, Trivandrum premises.
- d. The supplier shall also compensate for losses, if any, sustained by KSUM due to defective packing and/or wrong marking of the goods.

- e. The rate shall be valid for a period of 2 years from the date of initial purchase order. The required number of additional laptops may be supplied within one month of the subsequent purchase order.
- f. KSUM reserves the right to cancel the tender at any point of time.

14. Performance Security:

The successful tenderer shall deposit an amount equal to 3% of the value of contract inclusive of E.M.D. within 7 days from the date of receipt of Purchase Order as DD payable at Technopark Technology Business Incubator, Trivandrum, from any Scheduled Bank or Nationalized Bank in favour of Chief Executive Officer, Kerala Start-Up Mission (KSUM) OR the selected tenderer shall deposit an amount equal to 3% of the value of contract towards security deposit as BG from a nationalized or scheduled bank and valid till the end of defects liability period of 12 months in favor of Chief Executive Officer, Kerala Start-Up Mission, G3B, Thejaswini, Technopark Campus, Trivandrum . Bank Guarantee shall be forwarded directly by bank to KSUM. EMD will be forfeited if security deposit is not remitted as mentioned above.

15. Invited rates of laptop as mentioned above along with the tender on condition that the price quoted will be valid for two years and on demand item will be supplied within a month. (In all tenders, there will be clause that KSUM will have the right to cancel the tender at any point of time and that should invariably be included in this tender)

We confirm with our acceptance to the Commercial & General Terms & Conditions Sl. No. 1 to 15 as given above.

Date:

Name, Signature and seal of tenderer



TENDER FORM

The Chief Executive Officer

Kerala Start-Up Mission (Formerly Technopark TBI),
G3B, Thejaswini,
Technopark Campus,
Trivandrum 695581

Dear Sir,

Sub: Bid form

Ref: Tender No.: KSUM/T/OFFICE/WinLT/21-22/01

1. Having examined the conditions of tender contract, the receipt of which is hereby duly acknowledged. I/we undersigned, offer to supply all hardware & software and execute all works in conformity with tender specifications referred above and also to the said terms & conditions from the sum shown in the commercial bid(s) attached herewith and made part of this bid.
2. I/We undertake, if our Bid is accepted to complete delivery & commissioning of all Items specified in the contract within 3 weeks calculated from the date of issue of your purchase order/LOI.
3. We understand that you are not bound to accept the lowest or any bid, you may receive.
4. I / We affirm that I / We have enclosed the acceptance of all terms and conditions and also all brochures detailing the technical specification of the items quoted by me/us.
5. I / We hereby confirm that all the items supplied are in proper working condition and tested successfully.
6. The tender document for the works mentioned above have been obtained by me from the URL: <http://etenders.kerala.gov.in/nicgep/app> , the official website of Govt of Kerala and I / we hereby certify that I / we have read the entire terms and conditions of the tender document, which shall form part of the contract agreement and I / we shall abide by the conditions / clauses contained therein.
7. My /our GST & PAN Numbers are as follows.
8. GST Registration Number.
9. PAN Number.
10. Dated thisday of..... 201.....
11. Signature of
12. In capacity of
13. Duly authorized to sign the bid for and on behalf of -----
14. Witness 1. -----
15. Signature
16. Witness 2. -----
17. Signature

**Annexure I
Compliance Sheet**

Technical Specification for Windows Laptop

SL NO	Item	Description	Qty	Compliance (Yes/No)	If No, Specify exact specification
1	Laptop	<ul style="list-style-type: none"> • Preferable Brand – DELL / LENOVO / HP or Equivalent - with 2 year warranty • Preferred RAM - 8 GB DDR4 • Preferred SSD - 256 GB M.2 SSD • Processor - Core i3 10th gen • OS - Windows 11 Home • Screen size – 15.6" 	8		

**Annexure II
Financial Bid submission format**

SL NO	Item	Description	Qty	Unit Price	Total Amount
1	Laptop	<ul style="list-style-type: none"> • Preferable Brand – DELL / LENOVO / HP or Equivalent - with 2 year warranty • Preferred RAM - 8 GB DDR4 • Preferred SSD - 256 GB M.2 SSD • Processor - Core i3 10th gen • OS - Windows 11 Home • Screen size – 15.6” 	8		
Grand Total					

The rate quoted to be inclusive of all taxes and duties