



Tender No. IITH/CSE/VINEETHNB/2018/T311

Date: 08th Aug 2018

To

Last date & time for submission of offer: **29.08.2018 by 3.00 p.m.**
Date & Time of Tender Opening: 29.08.2018 at 3.30 p.m.

Dear Sirs,

On behalf of the Indian Institute of Technology Hyderabad, Tenders are invited for supply of “**Rack Mount Servers**” conforming to the specification given in Annexure.

D) Instruction to the Bidder

- (i) **Preparation Bids:** - The tenders should be submitted under two bid system (i.e.) Technical bid and Financial bid. Both Technical Bid and Financial Bid should be sealed and clearly superscribed with Technical Bid/Commercial Bid (as applicable) along with the Tender No. and Due Date. Both Technical and Commercial Bid must be sealed inside a big envelope and superscribed Tender No. and Due Date clearly. Tenderer’s name must be written on all the three envelopes. All pages of the both the bids must be signed by the Authorized signatory of the Tenderer. The Earnest Money Deposit (refer point 3 of Schedule of Invitation of this Tender) in original must be submitted along with the Technical Bid.
- (ii) **Bid Validity-** Bid should be valid for a period of 90 days from the due date of Tender submission. Bidder should clearly indicate validity of the bid.
- (iii) **Delivery of the tender:** - The tender shall be sent to “**Stores & Purchase Office, 2nd Floor, Academic Block A, I.I.T Hyderabad, Kandi, Sangareddy- 502 285, Telangana State, India**” either by Post/Courier/By Hand so as to reach our office before the due date and time specified in our Schedule. The Institute shall not be responsible for any Postal/Courier delay.
- (iv) **Opening of the tender:** - The offer/Bids will be opened by a committee constituted for this purpose. The Technical bids will be opened first and it will be examined and evaluated by a Technical committee and give its recommendation about qualification/disqualification of Technical Bid. The financial bids will be opened

only for the offer/bids of technically qualified bids. The bidders, if interested may participate on the tender opening Date and Time. The bidder should produce authorization letter from their company to participate the tender opening. Only one representative will be allowed to participate the tender opening.

- (v) **Prices:** - The price should be quoted in net per unit (after breakup) and must include all packing and delivery charges. The offer/bid should be exclusive of taxes and duties, which will be paid by the purchaser as applicable. However, the percentage of Taxes, Duties, Cesses etc. shall be clearly indicated.

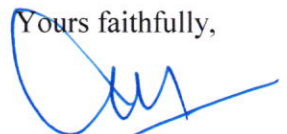
The price should be quoted without Customs Duty and Excise Duty, since I.I.T. Hyderabad is exempted from payment of Excise Duty (if applicable) and the Custom Duty will be paid at concessional rate against Customs Duty Exemption Certificate i.e. 5.15%. In case of import supply both FOB & CIF prices should be provided. However, for comparison purpose only CIF prices will be considered.

All Payment shall be made in accordance with the prevailing Taxation Rules/laws of Government.

- (vi) **Agency Commission:** - Agency commission if any will be paid to the Indian Agent in Rupees on receipt of the equipment and after satisfactory installation. Agency Commission will not be paid in foreign currency under any circumstances. The details should be explicitly shown in Tender even in case of Nil commission. The tenderer should indicate the percentage of agency commission to be paid to the Indian agent.

- (vii) **Terms of Delivery:** - The item should be supplied to our destination in case of local supply. In case of import supply, the item should be shipped only to Hyderabad Airport. The Installation/Commissioning should be completed as specified in our important conditions.

Yours faithfully,



(V. Venkat Rao)
Joint Registrar
IIT Hyderabad

For any technical query related to enquiry you may feel free to contact
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