



Indian Institute of Technology Hyderabad

Kandi- 502 285, Sangareddy, Telangana State, India

Phone: 040 2301 6042: Fax: 040 2301 6032

Email: pur_rd@iith.ac.in

Tender No. IITH/CSE/SRIJITH/2018/T119

Date: 18th Mar 2019

To

Last date & time for submission of offer: **08.04.2019 at 03:00 pm**

Date & Time of Tender Opening 08.04.2019 at 03:30 pm

Dear Sirs,

On behalf of the Indian Institute of Technology Hyderabad, Tenders are invited for supply of **“Workstations-40 Nos and Monitors-20 Nos”** conforming to the specification given in Annexure.

I) 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