



**Tender No. IITH/S&P/PhD Students /2018/T109**

**Date: 05<sup>th</sup> Mar 2019**

To

Dear Sirs,

On behalf of the Indian Institute of Technology Hyderabad, Tenders are invited from OEMs supply of “**Laptop - Qty - 79 Nos**” conforming to the specification given in Annexure I

**I Instruction to the Bidder**

**1. Consideration of Indian Agent -** It may be noted that

If OEM is nominating the Authorized Agents to bid for this tender, only one Authorized Agent to be nominated. The Authorization Certificate should clearly indicate that the Agent is authorized to bid for the tender no - IITH/S&P/PhD Students /2018/T109

Either the Authorized Agent on behalf of the Principal/OEM or Principal /OEM itself can bid, but both cannot bid simultaneously.

If an Agent submits the bid on behalf of the Principal/OEM, the same agent shall not submit a bid on behalf of another Principal/OEM.

**2. 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.

**3. 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.