



icmr | **NIRRCH**
INDIAN COUNCIL OF
MEDICAL RESEARCH | NATIONAL INSTITUTE FOR RESEARCH
IN REPRODUCTIVE AND CHILD HEALTH



आई सी एम आर – राष्ट्रीय प्रजनन एवं
बाल स्वास्थ्य अनुसंधान संस्थान
स्वास्थ्य अनुसंधान विभाग, स्वास्थ्य और परिवार
कल्याण मंत्रालय, भारत सरकार

ICMR-National Institute for Research in
Reproductive and Child Health
Department of Health Research, Ministry of Health
and Family Welfare, Government of India

Invitation of Tender for Procurement of Desktop Computers

Name of Work:

Purchase of Desktop Computers for ICMR-NIRRCH, Parel, Mumbai- 12

Table of Contents

Eligibility Criteria	3
Schedule of Requirement	4
Specification/ Configuration	5
Terms and Conditions	6
Specific Conditions to the Contract	7
The Rights of The Director, ICMR-NIRRCH.....	8
Inspection and Penalty	8
Quality and Cost Based Selection Criteria (QCBS)	9
Criteria for QCBS.....	10
Annexure-I	11
Annexure-II.....	13
Annexure-III	14
Annexure-IV	15

Eligibility Criteria

- Bidder(s) participating in the tender must not have been blacklisted or de-registered by any Government Institution, Organization or any recognized firm during the last three years for supplying sub-standard computer products or any other items, or on any other grounds.
- Bidder(s) participating in the tender must not have been convicted by any court of law in matters related to supplying sub-standard computer products or other items, or on any other grounds.
- Bidder(s) are required to submit two separate affidavits or undertakings for the above, on non-judicial stamp paper of minimum ₹100, duly attested and stamped by a Notary.
- Bidder(s) are required to ensure that OEM/Reseller Service Centres are situated within a radius of 50 kilometres from ICMR-NIRRCH, Parel, Mumbai-12. A detailed list of Service Centres located near the Institute, along with an Escalation Matrix, must be submitted as part of the bid.

The technical evaluation will be conducted using the QCBS criteria, as specified in the tender document.

Schedule of Requirement

Schedule No.	Category of items	Quantity
<i>Schedule I</i>	Mid-Level Desktop Computers- (Admin Works)	22
<i>Schedule II</i>	High-End Desktop Computers- (Scientific Works)	28
	Total	50

Specification/ Configuration

Parameters		Preferred Specification	
		For Scientific Works	For Admin Works
Processor	Make	Intel	
	Generation	14th or Higher	
	Cores	10 or Higher	
	Description	Intel i7	Intel Core i5
	Processor Number	i7-14700, i7-14700F, i7-14700K, i7-14700KF, i7-14790F or Higher	i5-14400, i5-14400F, i5-14400T, i5-14500, i5-14500T, i5-14600, i5-14600T, i5-14600K or Higher
Motherboard		Intel Q, H, W, or Z Series	
Graphics		Dedicated 4 GB or more	Integrated (Preferably Intel 770 or higher)
OS		Windows 11 Professional	
RAM		DDR5- 16GB or Higher	
Storage	SSD	NVMe- 1TB or Higher	
Cabinet	Tower	13 Litre or Higher	
Monitor	LED Backlit	24" or Higher	
	Resolution	1920x1080 or Higher	
Warranty	On Site OEM Warranty	3 Years Warranty + 2 Years AMC	
Connectivity	Wi-Fi	Wi-Fi 6 or Higher	
	Bluetooth	Bluetooth V 5.2 or Higher	

Terms and Conditions

- The Expert Committee will evaluate bids submitted online by bidder(s) based on the documents outlined in the Annexure. (Please refer to detailed QCBS rules)
- Following the technical evaluation, vendors will be notified via email if any incomplete document submissions are identified. Vendors will be given two days to address and resolve the issue; otherwise, the technical bid will be deemed disqualified.
- Rejection of the Tender will be based on the following criteria:
 - Failure to pass the technical evaluation.
 - Submission of a bid of a conditional nature
 - Incomplete upload of required documents
 - Submission of incorrect or false information
 - Improper upload of documents in the GeM portal; such as uploading the same documents against multiple options, which will result in rejection.
 - Submission of documents via email after the expiration of the submission period following the first round of technical evaluation.
- Bidder(s) must submit only the necessary documentation related to this tender with a proper index, clearly highlighting the required technical specifications in the product documentation that matches the tender specs or as requested by the purchaser, with page numbers. Failure to comply will invalidate the bid and result in disqualification.
- Bidder(s) are required to submit an undertaking certificate regarding land border clause: "I/We have read the clause issued by Government of India regarding restrictions on procurement from a bidder of a country which shares a land border with India; I/We certify that the bidder is not from such a country or, if from such a country, have been registered with the Competent Authority"
- No changes to the offered rates will be permitted on any grounds during the entire contract period.

Specific Conditions to the Contract

- The bidder shall have to submit the detailed specifications along with pictures of the product quoted.
- The CPU, Monitor, Keyboard, Mouse and other peripherals must be of same OEM make and colour. The OEM logo/ trademark should be embossed on them. Stickers or watermarks will not be accepted.
- All peripherals, including the Monitor, Keyboard, Mouse, and others, must be of the same brand and TCO Certified.
- During installation, if minor additional hardware or software items are required to meet the operational requirements of the configuration but are not included in the OEM's original deliverables, the OEM shall supply such items at no extra cost to ensure the completeness of the configuration.
- The decision of The Director, ICMR-NIRRCH, Mumbai shall be final and binding
- All the disputes relating to this tender enquiry and contract shall be subject to the territorial jurisdiction of Courts at Mumbai only
- Any hardware issues must be attended to, resolved or rectified within 72 hours. The bidder shall coordinate with the OEM to arrange for a replacement, if required, within the stipulated timeframe and at no extra cost during the agreement period.
- Along with the technical bid, the OEM must submit a letter of commitment for 60 months (36 months of warranty and 24 months of comprehensive AMC) from the installation date, covering Hardware, Software, and Firmware support.
- In case of a merger or sale of the OEM's business, the above-stated warranty, AMC, and SLA shall apply to the new OEM. If the new OEM does not honour the warranty, AMC, and SLA, the Institute reserves the right to blacklist and take legal action against both the bidder and the OEM. The OEM must accept this clause in the commitment letter, and failure to do so may result in bid disqualification.
- Insurance: Unless otherwise instructed, the supplier shall make arrangements for insuring the goods against loss or damage incidental to manufacture or acquisition, transportation, storage and delivery in the following manner:
 - For goods supplied on a consignee site basis, the supplier shall be responsible for ensuring the arrival of the contracted stores in good condition at the destination. Transit risk shall be covered by the supplier, who must obtain valid insurance for three months after receipt of goods by the consignee.
 - If the equipment is not commissioned and handed over to the consignee within three months, the supplier shall extend the insurance at their own cost until the successful installation, testing, commissioning, and handing over of goods to the consignee. If the delay is due to the consignee's failure to provide the site, the supplier must still extend the insurance, but actual extension charges will be reimbursed.
 - The supplier shall bear the cost of insurance. The Insurance Certificate must cover 110% of the value and be in favor of ICMR-NIRRCH, Parel, covering all risks from the supplier/manufacturer's warehouse to the consignee's warehouse.

The Rights of The Director, ICMR-NIRRH

- The Director, ICMR-NIRRH, reserves the right to:
 - Acceptance of any tender, in whole or in part, or rejection of any or all tenders at any stage, without assigning any reason, if deemed necessary in the public interest.
 - Accept any offered rate under Price Bid other than the lowest offered rate in case of Competent Authority identifies any attempt of cartelization or monopolization by one or more tenderers
 - Verify all the original documents related to this tender at any point in time
 - Test any or all products supplied by the bidder(s) through any Government or Government-approved lab, if deemed necessary. The report of the Government or Government-approved laboratory shall be final and binding on the supplier.
 - Reject any or all tenders or cancel/withdraw the request for proposals without assigning any reason whatsoever. In such cases, no intending bidder shall have any claim arising from such action, if deemed necessary in the public interest.
 - Extend the delivery period subject to the imposition of a penalty or in extraordinary circumstances.

Inspection and Penalty

- A penalty, as per GeM policy, based on the ordered value, will be imposed for any delay in supply.
- Inspection of desktops will be conducted by a panel of experts comprising nominated members and the stores officers. Products will be accepted only after a thorough inspection and approval by the panel.
- During installation, if it is determined that minor additional hardware or software items are required to meet the operational requirements of the configuration but were not included in the OEM's original deliverables, the Bidder(s) shall provide such items at no extra cost to ensure the completeness of the configuration.
- The bidder must provide all necessary documents, including invoices, warranty certificates, and test reports, at the time of delivery for verification.

Quality and Cost Based Selection Criteria (QCBS)

- The Technical Evaluation will be conducted by an expert panel as nominated by The Director, ICMR-NIRRCH.
- The technical evaluation will involve a detailed review of the documents submitted via the GeM portal.
- If deemed necessary, any or all vendors may be contacted and maybe called for in-person clarification regarding technical bid.
- Subsequently, all vendors will be notified of the results via email, in accordance with the Quality and Cost-Based Selection Criteria given below.
- Following this communication, each unsuccessful bidder will be granted **two days** to address grievances.
- Only the qualified vendors from the technical round will be selected for Financial Round.
- After the grievance period, the results of the technical evaluation will be published on the GeM portal.
- Unsuccessful bidders intending to raise grievances are advised to do so prior to the publication of the technical evaluation results on the GeM portal.
- Grievances raised after the stipulated time period following the communication of the technical evaluation results will not be entertained, and the bid will be deemed unsuccessful.
- Grievances submitted on GeM citing non-submission of documents within the validity period after the publication of technical evaluation results will not be entertained.

Criteria for QCBS

Sl. No.	Criteria for Evaluation	Marks Allotted	Marking Criteria
1	Proper submission of tender	Out of 10	
2	OEM's experience in Desktop Computer Manufacturing	Out of 25	< 5 years: 10 5-10 years: 20 > 10 years: 25
3	Bidder's experience in supplying desktop computers/laptops to Central/State Government Departments, PSUs, or Autonomous Bodies during the last three financial years	Out of 25	<100 devices: 5 100-150 devices: 10 150-200 devices: 20 >200 devices: 25
4	OEM's ranking within the top 5 positions in the latest IDC report for desktop computers in India	Out of 20	
5	Possession of ISO certifications by the OEM/Bidder(s)	Out of 20	
Total		Out of 100	
<i>A minimum score of 75 marks will be required to qualify the technical round</i>			

Annexure-I

Format of Undertaking for Procurement of Computers

(To be submitted on Non-Judicial Stamp Paper of Minimum Rs. 100)

From,
Name of Bidder(s)/ Company
Address
Email ID
Phone:
Details of Contact Person:

To,
The Director,
ICMR-NIRRCH,
J.M Street, Parel
Mumbai-400012

Subject: Undertaking for Compliance with Terms and Conditions of Tender

Dear Sir/Madam,

I/We, _____, having registered office at _____ hereby solemnly affirm and declare as follows:

1. I/We, hereby declare that neither I/we nor our organization have been blacklisted or de-registered by any Government Institution, Organization, or any recognized entity in the last five years for supplying sub-standard computer products or any other items, or on any other grounds.
2. I/We, hereby declare that neither I/we nor our organization have been convicted by any court of law on matters related to supplying sub-standard computer products or any other items, or on any other grounds.
3. I/We have thoroughly read and understood the terms and conditions of the tender. I/We agree to abide by all the terms and conditions, including but not limited to:
 - a. Submission of necessary documentation with proper indexing.
 - b. Providing detailed specifications and pictures of the quoted products
 - c. Ensuring all peripherals (CPU, Monitor, Keyboard, Mouse, etc.) are of the same OEM make, colour, and embossed with the OEM logo/trademark.
4. I/We acknowledge that the decision of The Director, ICMR-NIRRCH, Mumbai, shall be final and binding
 - a. I/We accept that any incomplete document submission or false information may lead to immediate disqualification
 - b. I/We agree that grievances related to technical evaluation must be submitted within the stipulated time frame.

5. I/We undertake responsibility for resolving any hardware issues within 72 hours and coordinating with the OEM for replacements if required, at no extra cost during the agreement period.
6. I/We agree that all disputes related to this tender and contract shall be subject to the territorial jurisdiction of Courts at Mumbai only.

I/We solemnly affirm and declare that the information provided above is true and correct to the best of my/our knowledge and belief. I/We understand that any deviation or false information may result in rejection of the bid, debarment, blacklisting, or legal action.

Date:

Place: [Stamp of Bidder(s) or Firm]

Signature of the Bidder :

Name :

Designation :

Contact :

Verification:

The undertaking given above is true to my knowledge and belief and signed in presence of me on ----- day of -----month of the year -----

(Signature of Notary with full Name, date and stamp)

Annexure-II

MANDATE FORM

(On the letterhead of the firm)

Beneficiary's option to receive payment through e-payment

1. Beneficiary name
2. Beneficiary address
3. Beneficiary account no.
4. Account type
5. 9-digit code number of the bank & branch appearing on the MICR cheque issued by Bank
6. Bank name
7. Bank address telephone no.
8. IFSC code (Indian Financial Service Code)
9. Photocopy of cancelled cheque to confirm correctness of IFSC code and account no.

I, hereby, declare that the particulars given above are correct and complete. If the transaction is delayed or not effected at all for reason of incomplete or incorrect information given by me as above, I would not hold the user institution responsible.

Date:

Signature and Name of Beneficiary/customer
(Authorized Signatory)

Annexure-III

UNDERTAKING

(To be submitted on Non-Judicial Stamp Paper of Minimum Rs. 100)

To,
The Director,
ICMR-NIRRCH,
J.M Street, Parel
Mumbai-400012

I/We, the undersigned am/are authorized signatory/signatories of the firm M/s. -----
-----do hereby undertake that:

1. I/We, hereby declare that neither I/we nor our organization have been convicted by any court of law on matters related to supplying sub-standard computer products or any other items, or on any other grounds.
2. I/We, have read the clause issued by Government of India regarding restrictions on procurement from a bidder of a country which shares a land border with India; I/ We certify that the bidder is not from such a country or, if from such a country, have been registered with the Government of India.
3. The firm has not been blacklisted by any Central/ State Government Departments/ Autonomous Bodies or any other reputed organizations during the last three years.
4. There is no vigilance/CBI Case or court case pending against the firm.
5. I/We, hereby undertake to supply the products as per directions given in the tender document/ supply order within the stipulated period.
6. I/We, accept the rights reserved for subjugation of The Director, ICMR-NIRRCH and undertake hereby accept to adhere to terms and conditions given in the Additional Terms and Conditions in the contract

If above information is found incorrect/false at any time, the tender is liable to be rejected.

Yours faithfully,

(Signature of tenderer with stamp)
(Authorized Signatory)

Verification:

The undertaking given above is true to my knowledge and belief and signed in presence of me on ----- day of -----month of the year -----

(Signature of Notary with full Name, date and stamp)

Annexure-IV
CHECKLIST FOR REQUIRED DOCUMENTS

Sl. No.	Particulars of Document Required	Yes/No
1	Original Tender Document signed and stamped on all pages.	
2	Annexure I on non-judicial stamp paper of minimum Rs.100/-.	
3	Latest GST Registration Certificate.	
4	PAN card of Bidder/Proprietor.	
5	Name and addresses of bankers along with other documents for ECS purposes, as per Annexure-II (Mandate form).	
6	Audited financial statement (Balance Sheet and Profit and Loss Account Statement) duly signed by a registered Chartered Accountant for the last three consecutive financial years (i.e., 2021-22, 2022-23, and 2023-24).	
7	Annual Turnover Certificate for the last three years (i.e., 2021-22, 2022-23, and 2023-24) duly signed by a registered Chartered Accountant.	
8	Valid Registration under the Shops and Establishments Act.	
9	Experience certificate demonstrating at least three years of experience in supplying desktop computers/laptops to Central/State Government Departments, PSUs, or Autonomous Bodies	
10	A detailed List of Service Centres and the Escalation Matrix.	
11	Undertaking as per Annexure-III, on non-judicial stamp paper of minimum Rs.100/-.	
12	Valid ISO Certifications	