



INDIRA GANDHI NATIONAL OPEN UNIVERSITY
IGNOU Regional Centre Campus, Muttathara, Valiyathura PO
Thiruvananthapuram – 695 008

Phone: 2344113

Ref. No. IG/RCTVM/Comp.Maint/24

Dated: 29-02-2024

Sub : Quotation for ALL IN ONE PC

IGNOU invites quotation, in sealed envelope, from qualified and reputed providers All in One Computer Desktop.

Interested and experienced providers may submit their quotation by completing and signing the enclosed forms "Annexure II – Company Profile", "Annexure III -General information and terms & conditions" and "Annexure IV – Commercial Offer on or before 11th March, 2024 at 2.00 PM for ALL IN ONE PC as per specification mentioned below:

ALL IN ONE PC with i7 processor, Window 11 Pro (64 bit), 16GB RAM, 1000 GB HDD, 256 GB SSD, 23.8 inch Screen with inbuilt Microphone, speakers, Camara. The detailed specification is being enclosed (Annexure –I)

Make : HP, DELL

The condition mentioned in the accompanying documents may be clearly understood before submitting the bid.


M Rajesh
Senior Regional Director

Note: Quotation will be opened at 3.00 PM on 11th March, 2024

(112) 39

Product Item : High-End All-In-One Desktop Computer	
Technical Specification	
Technical Feature	Value
Processor Generation	12th or equivalent/higher
Graphic Type	Integrated
Processor Make	Intel/AMD
Number of Core Per Processor	8 or Above
On Site OEM Warranty (Year)	3 Year NBD Onsite Support
Operating System (Factory Pre-Loaded)	Windows 11 Pro (64 Bit)
RAM Size (GB)	16 or above
RAM Expandability Up to (Using DIMM Slots in GB)	Up to 64
Display Size (Inches)	23.8 or Higher
Display Type	Non-Touch
Display Resolution (PIXELS)	1920X1080 or Higher
Total HDD Capacity (GB)	1000@7200 rpm
Total SSD Capacity (GB)	256GB or higher 500 12 ✓
Panel Technology :	IPS
Availability of Webcam integrated with Display	TRUE
Processor Description	Intel Core i7 or higher
Processor Number	Any Value
Chipset Series	Intel B/Intel Q/ Intel Z/Intel X Series or Equivalent
Size Of Memory In Case Of Dedicated Graphic Card (GB)	Any Value
Processor Base Frequency (GHz)	2.1 or Above
Stand	Standard
Availability of Speakers integrated with Display :	TRUE
Number of Speakers available :	2
Resolution Of Webcam	FHD
Keyboard Connectivity	Wired
Mouse Connectivity	Wired
Wireless Connectivity	Wifi 6 , 802.11 b/g/n/ac or Above
Type of Ethernet Ports	10/100/1000 on Board integrated Gigabit port
Antivirus	yes
Recovery Image Media	YES

Additional Terms and Conditions

- 1 Motherboard, keyboard and mouse must be from same OEM as computer and have OEM logo/ trademark embossed on them (No sticker)
- 2 Built-in Pre-boot system hardware Diagnostics Utility must be available from OEM.
- 3 OEM must have online system for hardware diagnostics facility or BIOS based hardware diagnostics facility.
- 4 OEM must have facility to download updates of pre-installed softwares, device drivers, and firmwares on its website

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(Quotation for ALL IN ONE PC)

Details of Earnest Money Deposit Rs. 4000/- (Please attach the DD with this form)		DD No. :	Dated
		Bank:	
1	Name of the firm		
2	Address		
3	Whether Regd. /Pvt. Ltd. / Other		
4	Name of Proprietor / Partner / Managing Director		
5	Name of the authorised signatory		
6	Designation		
7	Telephone No.		
8	Email Id.		
9	Annual turn over of the Company	2020-21 2021-22 2022-23	
10	PAN No.		
11	Service Tax Registration No.		
12	Sales Tax / VAT No.		
13	Any other information		

I confirm that I have read the tender document and understood that in case of any of the statements furnished by the undersigned is found false OR if any of / all the terms and conditions of the tender are not complied with, the tender is liable for cancellation and the earnest money deposited shall be forfeited by IGNOU. I agree that the decision of IGNOU in this regard would be final and binding on me.

Dated:

(Signatruue)

Name :

Address :

(Office Seal)

**INDIRA GANDHI NATIONAL OPEN UNIVERSITY
IGNOU Regional Centre Campus, Muttathara, Valiyathura PO
Thiruvananthapuram – 695 008**

(Quotation for ALL IN ONE PC)

1. Introduction

The Indira Gandhi National Open University is a Central University established by an Act of Parliament with the mission to advance frontiers of knowledge and promote its dissemination through sustainable open and distance learning systems seamlessly accessible to all, including hitherto un-reached. The University carries out its functions through a chain of Study Centres established in reputed educational institutions.

2. Scope of work

- 2.1. The scope includes supplying All in One Desktop Computers along with 3 years NBD Onsite Support.
- 2.2. Motherboard, keyboard and mouse must be from same OEM as computer and have OEM logo/trademark embossed on them (No sticker).
- 2.3. Built-in Pre-boot system hardware Diagnostics Utility must be available from OEM.
- 2.4. OEM must have online system for hardware diagnostics facility or BIOS based hardware diagnostics facility.
- 2.5. OEM must have facility to download updates of pre-installed softwares, device drivers etc.
- 2.6. OEM must support recovery media creation through its website to re install the operating system when required and bring the computer back to its original factory condition as configured by the OEM OR Recovery media disk be given or stored in the partition of HDD only.
- 2.7. Data Sheet for the quoted model be available on Web Portal of the OEM.
- 2.8. Besides, Keyboard & Mouse from the same OEM that of AIO system where Keyboard should have Rupee symbol & Caps lock + Numeric lock Indicator. OEM logo or trademark embossed and not on sticker.
- 2.9. ISO/IEC 27001 – Physical and environmental security, ISO 9001 - quality management system (QMS), ISO 14001 – environmental management system (EMS), ISO/IEC 20000-1: 2018 – service management system (SMS).

Signature
Office Seal

3. Terms and conditions

- a. Quotation shall be submitted in official form only. The complete quotation should be submitted by the bidders duly signed by them on each page.
- b. No paper shall be detached from the tender document. No tender shall be considered unless all the pages of the tender document are duly filled in and signed by the tenderer.
- c. **Earnest Money Deposit** : The tender should be accompanied by an earnest money of Rs. 4,000/- (Rupees four thousands only) by way of a demand draft drawn in favour of IGNOU and payable at Trivandrum. **Please note that EMD will not be accepted by cheque, cash, money order or by bank guarantee.** No interest will be payable on EMD. The Earnest Money Deposit of the unsuccessful bidders shall be refunded after finalization of the bid.
- d. Quotations received without earnest money in the form of bank draft shall not be considered.
- e. Quotation should be valid for at least 90 days from the date of opening and the rates quoted shall be valid for the entire period of the contract. If any bidder withdraws during this period, the Earnest Money Deposit shall be forfeited.
- f. All amounts should be mentioned both in figure and in words. Corrections, if any, must be attested. Where there is a difference between amounts quoted in figures and in words, the amounts quoted in words shall prevail.
Government duties leviable, if any, should be quoted separately, failing which IGNOU shall have no liability to pay these charges, and the liability shall be that of the bidder.
- g. Late tenders will not be considered.
- h. In case of any difference / discrepancy between the rates quoted in figures and in words, the later shall prevail.
- i. Any over writing / fluiding / correction should be authenticated by the signature of the authority signing the bid.
- j. The vendor must furnish details of PAN No., Service Tax No., Sales Tax / VAT No./GST No. and attach photocopy of each of these documents along with Annexure II – Company Profile.

4. Submission of Offer

- 4.1 The tender document is divided into two parts viz. **“TECHNICAL BID”** and **“FINANCIAL BID”**.
- 4.2 **ANNEXURE II & III** of the tender document, along with the **demand draft towards EMD** and **other enclosures**, constitutes the **TECHNICAL BID**. This part completed in all respect, should be put in a sealed envelope superscribing **“Technical Bid”**.
- 4.3 **ANNEXURE IV** of the tender document form the **FINANCIAL BID**. The financial bid completed in all respect should be **detached** from the tender document and put in another sealed envelope superscribing **“Financial Bid”**.
- 4.4 Both the **“Technical Bid”** and **“Financial Bid”** should be put in a third sealed envelope superscribing **“Quotation for ALL IN ONE PC”**.
- 4.5 Tenders submitted without above two bid system procedure will be summarily rejected.

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4.6 **The tender, complete in all respect, should reach the Senior Regional Director, IGNOU Regional Centre Campus, Muttathara, Valiyathura PO, Thiruvavanthapuram – 695008 latest by 02.00 PM on 11-03-2024**

4.7 Tenders (Technical Bids only) will be opened on the same day at 03.00 PM, in the presence of bidders present, if any.

5. Evaluation of Offer

5.1 Bidders will be short listed by a duly constituted Tender Evaluation Committee (TEC) based on the information furnished in the Technical Bid. During this process, the TEC may visit the office of the bidders to ascertain the facilities available.

5.2 The Financial Bids shall be opened only for the technically short listed vendors as decided by the TEC. The technically qualified bidders will be informed formally by post / fax / phone / email about the date and time of opening of Financial Bids.

5.3 Any attempt by any bidder to bring pressure of any kind may disqualify the bidder for the present tender and the bidder may be debarred from bidding for any material / service in IGNOU in future.

5.4 IGNOU shall have no obligation to convey reason for rejection of any bid. It shall be open for IGNOU to reject even the lowest bidder in the interest of the University and no reason need be given therefore.

6. Local Conditions

It will be imperative on each tenderer to duly acquaint himself/herself of the local conditions and factors which would have an effect on the performance of the contract and cost. Bidders are advised to visit IGNOU on any working day between 10.30 AM to 04.00 PM. IGNOU shall not entertain any request for clarifications from the bidder regarding local conditions. No request for the enhancement in price shall be entertained after the bidder has accepted the offer.

7. Payment

The payment shall be released after installation of All in One PCs at the designated place of the IGNOU Regional Centre, Trivandrum.

Income tax as applicable will be deducted from the bills.

8. Indemnification

The Contractor shall indemnify, hold and save harmless, and defend, at its own expense, IGNOU, its officials, agents, servants and employees from and against all suits, claims, demands, and liability of any nature or kind, including their costs and expenses, arising out of acts or omissions of the Contractor, or the Contractor's employees, officers, agents or sub-contractors, in the performance of this Contract. This provision shall extend, inter alia, to claims and liability in the nature of workmen's compensation, products liability and liability arising out of the use of patented inventions or devices, copyrighted material or other intellectual property by the Contractor, its employees, officers, agents, servants or sub-contractors. The obligations under this Article do not lapse upon termination of this Contract.

9. Disputes

In case of any dispute, decision of the Senior Regional Director is final and binding to the party.

Signature
Office Seal



INDIRA GANDHI NATIONAL OPEN UNIVERSITY
(Quotation for ALL IN ONE PC)
(Financial Bid)

ANNEXURE-IV

1	Name of the firm	
2	Address	
7	Telephone No.	
8	Email Id.	

1) ALL IN ONE DESKTOP:

Sl. No.	Items	Make	Model (Model Description)*	Unit Cost (In Rs.)	Tax	Total Cost of one Unit	Quantity	Grand Total (In Rs.) (FXG)	Remarks
*	A	B	C	D	E	F	G	H	
1	Desktop Computer	HP	Model No.1 (.....)				2		
2	Desktop Computer	DELL	Model No.1 (.....)				2		
3	Desktop Computer	HCL	Model No.1 (.....)				2		
4	Desktop Computer	HP	Model No.2 (.....)				2		
5	Desktop Computer	DELL	Model No.2 (.....)				2		
6	Desktop Computer	HCL	Model No.2 (.....)				2		

*Please enclose Broacher for verifying specifications.

Dated:

(Signature)

Name :

Address :

(Office Seal)