



**TENDER REF NO. KF-EDP-2018-19-004 dated 18.09.2018**

**Kalakshetra Foundation, an institution of National Importance and an autonomous body under Ministry of Culture, Govt. of India invites bids for supply and installation of Desktops Computer – 12 Nos at BTHS School & R & Library as per specification given in Annexure.**

1.	Bid Ref. No.	KF-EDP-2018-19-004 dt. 18.09.2018
2.	Bid Item Description	Desktop Computers – 12 Nos.
3.	Name and address of the Organization	THE DIRECTOR KALAKSHETRA FOUNDATION KALAKSHETRA ROAD TIRUVANMIYUR, CHENNAI 600041 TAMIL NADU, INDIA PH : 044-24524057, 24520836
4.	Contact Person details	S.Chittibabu EDP Programmer Cell : 9444466139 Phone : (044)-24524057, 24520836, 24521844 Email : <a href="mailto:edp@kalakshetra.in">edp@kalakshetra.in</a>
5.	Bid Starting Date	<b>19.09.2018 at 10.00 am</b>
6.	Pre-Bid Meeting Date	<b>27.09.2018 at 11.30 am</b>
7.	Bid Closing Date	<b>11.10.2018 at 05.00 pm</b>
8.	Bid Opening Date	<b>12.10.2018 at 03.00 pm</b>
9.	EMD Amount	Demand draft for Rs. 20,000/- in favour of "Kalakshetra Foundation" payable at Chennai.
10.	Bid validity in days	120 days from the date of bid.
11.	Mandatory Documents	Refer Terms and Conditions
12.	Place of Delivery & Installation	Same address given in S.No.2
13.	Delivery Time	<b>Within 3 weeks from the date of PO.</b>
14.	Payment mode	No advance payment will be made. <b>95% payment</b> will be made by NEFT transfer within 20 days on successful completion of installation of the desktops.
15.	Retention Amount	<b>5% of Total value</b> will be retained for one year from the date of installation.
16.	Mode of submission of bid	By Post / Courier / in person at the above address given in Sl.No.2

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## **TERMS AND CONDITIONS**

- a) The bid cover should be superscripted as "BID REF NO:- KF-EDP-2018-19-004 dated 18.09.2018".
- b) The bid should be inclusive of free delivery and installation of desktops at BTHS School, Kalakshetra Foundation, Chennai.
- c) Assembled or refurbished desktop computers are not allowed in the bids.
- d) All the pages of the bid should be duly signed, company seal of the bidder and serially numbered on submission, failing which the tender may not be considered as qualified bidder.
- e) KF reserves the rights to accept and/or reject the bid without assigning any reason.
- f) Bids received after the deadline for the submission will not be considered.
- g) Bids received through Email / Fax, etc and open offers shall not be accepted. In case the specified date for the bid submission & bid opening of offers being declared as a holiday for KF, the bid-closing & bid opening deadline shall stand extended to the next working day up to the same time.
- h) Un-sealed bids received are liable to be rejected and this will be on sole risk of bidders.
- i) The bidders should be complete in all respects & incomplete bids are liable to be rejected.
- j) KF reserves the right to revise or amend the specifications and other condition prior to the date notified or opening of bid.
- k) In case of any dispute, decision of Management of KF shall be final and binding on both the parties.
- l) The supply and installation of the items shall be executed without any loss / damage to the KF properties.
- m) In quoting their rates, the bidders are advised to take into account all factors of any fluctuations in the market rates, etc. No claims will be entertained on this account after acceptance of the tender or during the contract period.
- n) If required KF, reserves the right to divide / split the orders between more than one technically qualified bidders.
- o) Tender should be submitted in sealed cover along with the Earnest Money of INR 20,000/- (Rupees twenty thousands only). The EMD is to be furnished in the form of Account Payee Demand Draft/ Fixed Deposit Receipt /Banker's cheque/BG from any of the schedule bank/ Nationalised Bank drawn in favour of KALAKSHETRA FOUNDATION payable at Chennai. In case of entities exempted from EMD, certificate may be furnished. EMD in any other form will not be accepted as valid EMD. EMD submitted by other bidders will be returned within 15 days after the award of contract. No interest will be paid on the Earnest Money deposited with the Kalakshetra Foundation. Earnest Money deposit in

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respect of the successful tenderer will be retained with the Kalakshetra Foundation until entire work as per terms and conditions of the tender is completed. If the successful tenderer fails to execute the order strictly as per the terms and conditions of the tender, EMD shall be forfeited forthwith after cancellation of the concerned order.

**p) The bidder must provide the following.**

- 1) Authorization letter from the manufacturer / dealer / sub-dealer / distributor.**
- 2) Company Profile and along with list of customers.**
- 3) Copy of PAN Card**
- 4) Copy of GST Registration Certificate.**
- 5) Bank details for NEFT Payment.**

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## Annexure

S.No.	Item	Item Description	Qty (in Nos)
1.	<b>Desktop Computers</b> (Commercial)	<p>Minimum specification:</p> <p>Intel Core i3 -8<sup>th</sup> Generation, LED Monitor 19.5", 4 GB DDR4 RAM, 1 TB Hard Disk Drive</p> <p>Standard USB KBD (same make as PC) Standard USB with Mouse (same make as PC)</p> <p>Front: Input/Output Ports 2 USB 3.0, 01 microphone/ headset combo Jack (CTIA)/</p> <p>Back: 4 USB 2.0, 2 USB 3.0, 1 RJ-45 Network connection/1 audio line in; 1 audio line out; 1 VGA/1 HDMI Integrated 10/100/1000 M gigabit Ethernet Controller- Realtek RTL8111HSH-CG-GbE Ethernet</p> <p>DVD Writer</p> <p>Tower Cabinet</p> <p>Desktop components should be of same make as PC</p> <p>Windows 10 Pro 64 bit (pre-loaded)</p> <p>MS Office Standard 2016 Single Open License Program No Level Academic – 021-10539</p> <p>Warranty : comprehensive on-site for 3 years</p> <p>(OR) equivalent</p>	12 Nos. (Twelve)

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