

Request for Proposal (RFP)
For Procurement of Mini Laptops and Accessories for The
“Longitudinal Ageing Study in India” (LASI)
Main Wave 1 & 2 (2015-2019)

Bid Document



(स्थापना / Established in 1956)
बेहतर भविष्य के लिए क्षमता निर्माण
Capacity Building for a Better Future

International Institute for Population Sciences (IIPS)
(Deemed University)
Deonar, Mumbai-400088
Tel/Fax: 91-22-42372401

Key Events and Dates for Procurement of Mini Laptop and Accessories

1	Tender Inviting Authority	International Institute for Population Sciences, Govandi Station Road, Deonar, Mumbai-400 088
2	Job Requirement	Procurement Mini Laptops and Accessories
3	Any query on Bid Document	Working days (Monday to Friday) between 3.00 to 5.00 PM up to 3 rd June, 2016.
4	Announcement of Bids for LASI Main wave 1 and 2 Field	12 th May , 2016
5	Last date for submission of bid	3 rd June, 2016 by 05.00 pm.
6	Opening of bids – prequalification check	6 th June, 2016 at 2.30 pm.
7	Opening of bids, technical evaluation and financial evaluation	To be announced through IIPS website (June 2016)
8	Announcement of selected Organization / vendor	To be announced through IIPS website (June 2016)
9	Submission of Performance Security, Signing of Contract and submission of bank guarantee	To be announced through IIPS website (June 2016)

Checklist of eligibility for opening of bid

SLN.	Items	Tick
1	Certificate of Registration/License	
2	PAN Card	
3	Earnest Money Deposit * (EMD) (Refundable) Rs. 1,50,000/-	
4	Processing fees - (Not Refundable) Rs.2,000/-	

***Should be paid through Demand Drafts drawn in favour of “Director, IIPS” payable at Mumbai.**

*EMD is not required to be submitted by Organizations who are registered with the Central Purchase Organization, National Small Industries Corporation (NSIC) or the concerned Ministry or Department

INTRODUCTION

A. Purpose of Request for Proposal (RFP)

The purpose of this Proposal is to procure the Mini laptop and Accessories for CAPI to implement the Main wave 1 & 2 of the Longitudinal Ageing Study in India (LASI) project during 2015-19.

B. Background

The Longitudinal Ageing Study in India (LASI) is a multidisciplinary, internationally harmonized panel study designed to be nationally representative of India's population aged 45 and older. Fieldwork for a four-state pilot study funded by the National Institute on Ageing (NIA, USA) was successfully implemented in late 2010. LASI full wave aims to collect information conceptually comparable to that gathered by the Health and Retirement Study (HRS) in USA and its sister surveys in Asia, Europe, and elsewhere. It also the collection (biomarkers) of physical measures of health and dried blood spot (DBS) specimens.

LASI will be a national landmark in scientific research that will allow a better understanding of India's adult health problems and population ageing processes and will inform the design of appropriate evidence-based policies for adults and older people in India. Building on the success of the LASI pilot survey and implement the first two waves of a large-scale, national and state representative panel survey on the health, economic status, and social behaviors of older people in India, with sufficient statistical power to test hypotheses in subpopulations of interest. LASI data will advance scientific knowledge and inform policymakers in India and elsewhere. Our public, internationally harmonized data will allow for cross-national comparative research studies on ageing.

The full-scale, national LASI survey will be fielded in 2015 with self-representing samples of 30 states and 6 union territories and in four metropolitan cities of India. The survey instrument will be based on the pilot survey instrument, which was carefully designed to collect information compatible with other Longitudinal Ageing Surveys, but that would also be appropriate to key contextual characteristics of India. The target sample for LASI is non-institutionalized Indian residents aged 45 and older and their spouses (irrespective of age).

LASI wave 1 of survey data will be collected through face-to-face interviews using Computer Assisted Personal Interview (CAPI) in 2015. We will then develop and test a longitudinal survey instrument and methods that would be appropriate for later waves, based on a sample from those sampled in the LASI pilot survey in four states of Karnataka, Kerala, Rajasthan and Punjab. Drawing on the knowledge gained from Wave 1 and the longitudinal methods study, we will implement Wave 2 in 2017. Descriptive analyses of the data will be performed, providing insights for scientific

researchers and policymakers in India, and the cleaned data will be publicly available soon after the completion of fieldwork. Through comparative studies, LASI will enrich scientific insights and policy development in countries besides India. In particular, LASI will lay the foundation for comprehensive health, economic and social policy focused on those 45 and older. LASI will provide new research opportunities in India and in about 30 other countries that host comparable longitudinal ageing and health surveys—in Asia, Europe, and the United States.

C. Specific Objectives and Scope of LASI

The long-term goals of LASI full are to explore the social, economic, and health experiences of middle and older age people throughout India as they grow older. Investigating the relationships between health, economic position, social participation, and support as people age is one of the most important research agenda facing the country. More needs to be known about individual experiences as people plan for, move into, and live during retirement. The Longitudinal Ageing Study in India (LASI) will directly facilitate increased scientific investigation of the economic, social, and health and biological determinants and consequences of population ageing in India.

Equally important is the fact that the population as a whole is ageing in India and life expectancy is increasing. Addressing the policy issues that arise when providing support (whether medical, social or economic) for an ageing population is of increasing urgency to governments, policy makers, and researchers. Moreover, this study also seeks to understand how greater life expectancy is associated with good health, adequate economic resources and, ultimately, a good quality of life for Indians.

The main goals of LASI are:

- To develop and implement a nationally representative, longitudinal survey of adult health and ageing in India
- To provide a foundation in India for innovative, rigorous, multidisciplinary studies of ageing that will inform policy and advance scientific knowledge
- To provide data, that will have strong foundation for national and state-level policy making for adult and older adult of the country and will aid policy makers and researchers around the world in examining how policies and programs affect population behaviors, health outcomes, and the resulting influences on society
- To provide data that are internationally harmonized with the Longitudinal Ageing studies around the world to enable cross-national comparative studies that will advance understanding of how different institutions, cultures, and policies influence ageing.
- To provide de-identified data to the research community in a timely manner

ELIGIBILITY CRITERIA FOR TECHNICAL EVALUATION

The eligibility criteria for the Bidder to qualify for the technical evaluation have been provided in the table below:

Sl. No.	Pre-Qualification Criteria	Proof/Documents
1	I. Name and address of the Organization, II. Year of establishment III. Whether Organization is registered in INDIA under Society Registration Act, 1860 or Companies Act 1956 or is an autonomous body or a Partnership firm or proprietorship etc. or institutions affiliated to universities, and details there of e.g., name(s) of partners, Managing Directors, Chief Executive etc.	Copy of Certificate of Incorporation / Registration / MoU as applicable
2	The Vender/ Organization should have a valid PAN, TAN and VAT in India.	Copy valid PAN, TAN and VAT card
3	The Vender/ Organization bidding for Mini Laptops and Accessories should not have been blacklisted by Autonomous organization/Institution or Central/ State Government departments / Undertakings of Govt. of India or Court of Law anywhere in country.	No Conviction certificate duly signed.
4	The Vender should not have worked for any Tobacco Company in the last one decade.	An affidavit on non-judicial stamp paper of Rs. 100/-

Submission of Bids

The bidder shall submit in a sealed envelope three (3) copies of all the bid documents. All copies of the bids (One Original and Two Duplicates) must consist of the following:

- a. Eligibility criteria as per the criteria given in this document along with the requisite Earnest Money Deposit (EMD) (Refundable) of Rs. 1,50,000/- in a separate envelope.
- b. Technical proposal with specification and configuration, superscribing on the top right hand side of the cover envelope as Technical Bid and the Mini Laptops & Accessories for which the technical bid is being submitted.
- c. Financial proposal superscribing on the top right hand side of the cover as Financial Bid and the Mini Laptops & Accessories for which the financial bid is being submitted.
- d. For each of the bid application, a non-refundable processing fee of Rs. 2,000/- by DD in favor of Director, IIPS payable at Mumbai should be submitted with Bid document.
- e. For each of the Bid application, the envelopes containing the Technical and Financial Proposals are to be enclosed in separate envelope, clearly superscribing the original/duplicate copy, contents of the envelope of the enclosed proposals.
- f. All the pages of the Financial Proposal shall be duly signed by the authorized signatory of the bidder in ink before submission. Corrections, if any, shall be countersigned.

g. Failure to provide and/or comply with the required information, instructions, etc. incorporated in these Bid documents may result in rejection of its tender.

GENERAL TERMS AND CONDITIONS

1. **Language of tender:** The proposal, along with all the correspondence and documents exchanged by the bidder and IIPS, shall be written in the English language.
2. The prices once finalized will remain unaltered during the contract period.
3. **Amendments to the tender:** IIPS reserves rights to amend any of the tender conditions or a part thereof before the last date for the receipt of the tender, if necessary. Amendments, if any, would be placed on the Institute's website (www.iipsindia.org). The decision of extending the due date and time for the submission of tender documents on the account of amendments will be at the sole discretion of IIPS.
4. Cost of travel and stay of the officials for attending pre-bid meeting/technical or financial bid opening will be borne by the bidder. The bidder shall bear all cost and expenditure incurred and/ or to be incurred by it in connection with its bidding processing including preparation, mailing and submission of its bid document and for subsequent processing the same. The IIPS will, in no case be responsible or liable for any such cost, expenditure etc. regardless of the conduct or outcome of the tendering process.
5. IIPS reserves the right to cancel the request for proposal (RFP) at any stage without giving any notice or assigning any reason. The Decision of the Director, IIPS in this regard shall be final.
6. IIPS reserves the right to choose, accept or reject any or all request /offers, in full or part, reduce or increase the quantity, spilt the order, criteria of requirement at any stage without giving any notice or assigning any reason. The decision of the Director, IIPS in this regard shall be final.
7. **Earnest Money Deposit (Refundable):** The bidders should furnish an Earnest Money Deposit (EMD) of Rs.1,50,000/- for bid submitted by the bidding by means of Demand Draft/ Banker Cheque drawn on any Nationalized Bank / Scheduled Bank payable in favor of the "Director IIPS". The Demand Draft/Banker Cheque for the earnest money shall be put in the envelope for the eligibility criteria as the Technical and Financial Bid would be opened only in respect of those bidders who qualify according to the prequalification criteria. Cheque, Cash payment, Money Order, Fixed deposit etc. will not be accepted as EMD.

The Tenders received without the Earnest Money Deposit will be summarily rejected. The Earnest Money Deposit will be refunded after the completion of the selection process as per the GFR 157. The amount remitted towards Earnest Money Deposit is liable to be forfeited in case the bidder retracts its offer after submission of the tender or after the acceptance of the offer by IIPS or fails to sign the contract or to remit the Security Deposit. No interest will be payable by the IIPS on the Earnest Money Deposited/remitted. . *EMD is not required to be submitted by Organization who are registered with the Central Purchase Organization, National Small Industries Corporation (NSIC) or the concerned Ministry or Department

8. Each Bidder has to provide non-refundable processing fees of 2,000/-. Non-Refundable processing fees should be paid for each bid by means of Demand Draft/Banker Cheque drawn on any Nationalized Bank / Scheduled Bank in favour of the “**Director IIPS**” payable at Mumbai. The Demand Draft/Banker Cheque for the processing fees shall be put in the envelope for the eligibility criteria as the Technical and Financial Bid would be opened only in respect of those bidders who qualify according to the prequalification criteria.
9. **Price Bid:** There should be clear specification of cost with the following bifurcation:
- a) Cost of Product (Excluding Tax)
 - b) Various Taxes (Clearing specified the percentage of tax)
 - c) Total cost of Product (Including Tax)
10. **Scrutiny and Evaluation of tender :-**
- a) Tenders will be evaluated on the basis of the terms & conditions already incorporated in the bid document, based on which tenders have been received and the terms, conditions etc. mentioned by the bidder in their tenders.
 - b) The IIPS will examine the Tenders to determine whether they are complete, whether any computational errors have been made, whether to require sureties have been furnished, whether the documents have been properly signed & stamped and whether the tenders are generally in order.
 - c) The tenders will be scrutinized to determine whether they are complete and meet the essential and important requirements, conditions etc. as prescribed in the bid document. The tenders, which do not meet the basic requirements, are liable to be treated as non – responsive and will be rejected.
 - d) The following are some of the important aspects, for which a tender shall be declared non – responsive during the evaluation and will be ignored:
 - i) Tender is unsigned.
 - ii) Poor/ unsatisfactory past performance.
 - iii) Required EMD (amount, validity etc.)
 - iv) Tenderers who stand deregistered/ banned / blacklisted by IIPS
 - v) Tenderer is not eligible as per eligibility criteria.
11. The technical bid and financial bid should be sealed by the bidder in separate covers duly superscribed and both these sealed covers are to be put in a bigger cover which also should be sealed and duly superscribed.
12. The technical bids are to be opened by the BID committee at the first instance and evaluated by a competent committee or authority. At the second stage financial bids of only the technically acceptable offers should be opened for further evaluation and ranking before awarding the contract.

13. The evaluation committee reserves the right whether financial bid should be opened or not. Also the Bid committee reserves the right to modify the eligibility criteria for the consideration and evaluation or go for rebidding
14. For the final selection, the weightage for technical (actual score in %) and financial proposal (actual score in %) will be 60 and 40 percent respectively.
15. Minor Infirmary/Irregularity/Non-Conformity: If during the evaluation, the purchaser find any minor informality and/or irregularity and/or non- conformity in a tender, the purchaser will convey its observation on such 'minor' issues to the tenderer by registered/speed post/courier/e-mail/fax/telephone etc. asking the tenderer to respond by a specified date. If the tenderer does not reply by the specified date or gives evasive reply without clarifying the point at issue in clear terms, that tender will be liable to be ignored.
16. **Discrepancies in Price:**
 - 16.1. If, in the price structure quoted by a tenderer, there is discrepancy between the unit price and the total price (which is obtained by multiplying the unit price by the quantity), the unit price shall prevail and the total price corrected accordingly, unless the purchaser feels that the tenderer has made a mistake in placing the decimal point in the unit price, in which case the total price as quoted shall prevail over the unit price and the unit price corrected accordingly.
 - 16.2. If there is an error in a total price, which has been worked out through addition and/or subtraction of subtotals, the subtotals shall prevail and the total corrected; and
 - 16.3. If there is a discrepancy between the amount expressed in words and figures, the amount in words shall prevail, subject to sub clause 16.1 and 16.2 above.
 - 16.4. If, as per the judgment of the purchaser, there is any such arithmetical discrepancy in a tender, the same will be suitably conveyed to the tenderer by registered / speed post/courier/ e- mail. If the tenderer does not agree to the observation of the purchaser, the tender is liable to be ignored.
17. No proposal shall be accepted unless it is properly sealed and signed. The documents should be sent by speed post/registered post/courier or hand delivered. IIPS will not be responsible for any postal delay.
18. If the envelope is found to be open, not sealed and not marked as instructed above, IIPS will not be responsible for misplacement or premature opening of the proposal submitted. Any proposal opened prematurely due to this causes shall be rejected. Failure to provide and/or comply with the required information, instruction, etc. incorporated these bid documents may result in rejection.
19. The bidder is advised to attach any additional information that is considered necessary to establish its capabilities. No further information will be entertained after submission of Bid application unless it is required by IIPS. The IIPS, however, reserves the right to call for additional information and clarification on information and documents submitted by the bidders.

20. Bid proposals must be received by IIPS, at the address specified not later than the date and time specified in the Invitation of request for proposal (RFP). In case the specified date for the submission of proposal is a declared holiday at the IIPS, the same will be received on next working day with the same specified time. Proposals received after the due date and time specified will automatically be rejected.
21. Opening of tender: Sealed bid documents received up to 3rd June, 2016 till 5.00 PM will be taken up for opening. Tenders received after specified date and time will not be accepted. IIPS reserves the right to disqualify any of the tenders in case it is not satisfied with the documents furnished or otherwise, without assigning any reasons thereof.
22. Any efforts by an agency to influence the IIPS personnel or representative on matters relating to proposals under study in the process of examination, clarification, evaluation and comparison of proposal and in decision concerning award of contract, shall result in the rejection of the Agency's proposal and also lead to blacklisting of the organization.
23. Failing to execute the Contract with in the prescribed period may result in termination of the Contract and award of the same to other agency/agencies at the risk and cost of the bidder.
24. Liquidated damages @ 0.5% per fortnight subject to a maximum of 5% value of order may be imposed in case of late delivery. Mini laptop and accessories should be delivered within the period specified in supply order placed by IIPS, Mumbai.
25. The bidder should specify the minimum period required for arranging shipment/supply from the date of receipt of firm supply order contract. Further extension of time will not be provided for supply, than the minimum time indicated in the tender by the supplier after firm supply orders are placed by IIPS, Mumbai.
26. The successful bidder should furnish a bank guarantee to the extent of 10% of the total FOB/CIF value as the case may be, valid until the completion of the warranty period of the equipment.
27. The bids shall be accepted only from the manufacturers or their sole selling agents. In case the latter intends to submit their offer, a copy of their agreement with the principal manufactures appointing them as sole selling agent is to be enclosed with the bid.
28. IIPS reserves the right to choose, accept or reject any or all request /offers, in full or part, reduce or increase the quantity, spilt the order, criteria of requirement at any stage without giving any notice or assigning any reason. The decision of the Director, IIPS in this regard shall be final.
29. The bids shall be accepted only from the manufacturers or their sole selling agents. In case the latter intends to submit their offer, a copy of their agreement with the principal manufactures appointing them as sole selling agent is to be enclosed with the bid.
30. The rates should be quoted separately for each article according to the unit asked for together with manufacturer's name, license number, name of the brand/make. No tender for the supply of article "at the current market rate" will be accepted and no tender in which the rate quoted in for the unit other than the one asked for will be considered. The rate should be quoted only for the brand/make whichever is specified.
31. No person making a tender shall be allowed at any time on any account whatsoever,

any claim for revision or modification of the rates quoted by them. No clerical error, typographical error will be considered after the opening of the tender. Conditions such “subject to the availability of stocks, supplies will be made and when received from the principals” etc., will not be considered under any circumstances.

32. Each tender must contain not only quote for the rates for the main item of the bid but also the rates for spare parts / accessories that are compulsorily supplied with the main equipment. No part is to be made optional, all parts should be quoted. The aggregate value of the entire tender with all parts required should be mentioned failing which, the tender is liable to be rejected. The Director reserves the right of ordering /not ordering / altering any of the quoted parts. The rates quoted should be inclusive of transportation, delivery of the equipment at the Institute premises, installation and commissioning.
33. The successful bidder should enter into an agreement with the Director of the Institute (stamp duty to be paid by the of tenderers) within 15 days on receipt of the intimation about the acceptance of their rates of the item tendered by them to take effect that the equipment in question will be supplied in good working condition and that necessary repairs if any will be carried out by the supplier of the unit with the required spare parts free of cost during the guarantee period and after the guarantee period, at reasonable charges when called for and give an undertaking to the effect that the equipment will not be idle for want of repairs, spare parts etc.
34. The loss to IIPS, Mumbai, if any incurred on account of the purchase rendered necessary elsewhere by failure, neglect or refusal on the part of the bidder to supply according to the terms of agreement will be recovered from them. If any of the equipments supplied by the bidder have been partially or wholly used and they are subsequently found to be bad in order, unsound, inferior in quality or description not in accordance with the samples or otherwise faulty or unfit for use, the wholesome of the contract price or price of such articles, equipments or things will be recovered from the tenderer. The bidder will not be entitled for any payment whatsoever, for such articles for infringements of the stipulation of the conditions or for justifiable reasons, the contract may be terminated by the Director and the tenderer shall be liable for losses sustained by the IIPS on the consequences of the termination which may be recovered from the EMD/Bank guarantee or from their invoices which become due to them. In the event of such amount being insufficient, the balance will be recovered from the bidder.
35. All bidders should forward a declaration in the enclosed format, which should form a part of bid documents. Bid received without this declaration will not be considered.
36. The bidders should quote their rates for 3 years towards regular servicing/ maintenance duly mentioning the number of visits per annum after the guarantee/ warranty period (during the period of warranty servicing/ maintenance/ replacement of defective part is to be done free of cost/s) is over.
37. Necessary training/instructions on operation of the system should be given by the installation engineer to IIPS technical staff at the tenderer’s cost after completion of the installation.

- 38. Arbitration:** All Arbitration proceeding shall be conducted in accordance with procedure of the Arbitration and Conciliation Act 1996, of India. The decision of the arbitrator shall be final and binding on both parties. The place of all arbitrations pre and post bidding stages and during as well as end of survey shall be Mumbai only. Resolution of disputes:-
- 37.1** If dispute or difference of any kind shall arise between the IIPS and the Organization/vender in connection with or relating to the contract, the parties shall make every effort to resolve the same amicably by mutual consultations.
- 37.2** If the parties fail to resolve their dispute or difference by such mutual consultation within 30 days of its occurrence then, either the IIPS or the Organization/vender may give notice to the other party of its intention to commence arbitration.
- 37.3** If arbitration did not materialize, then any legal dispute will be subject to jurisdiction of Mumbai court.
- 39.** All bidders will have to submit at least one sample of Mini Laptop and accessories for verification and approval by the technical evaluation committee.
- 40.** Failure to submit samples within the prescribed timeline will result in disqualification of the agency.(At the Time of Opening of Technical Bid)
- 41.** Along with the samples, each vendor will have to submit a declaration that if finally selected, They will supply the same quality of the product (model with same technical specifications) for the entire procurement. Failure to do so will lead to disqualification of the agency supplying the allocated items.
- 42.** The price charged for the Mini laptop and accessories under the contract by the bidder shall in no event exceed the lowest prices at which the bidder sells the Mini laptop and accessories of identical description to any persons/ Organization including the purchaser or any department of the central government or any department of state government or any statutory undertaking the of central or state government as the case may be during the period till performance of all supply orders placed during the currency of the contract is completed.
- 43.** If at any time, during the said period the period the bidder reduces the sale prices, sells or offer, To sell such services to any person / organization including the Buyer or any Dept, of central government or any department of the state government or any statutory undertaking of the central or state government as the case may be at a price lower than the price chargeable under the contract, the bidder shall forthwith notify such reduction or sale or offer of sale to the IIPS and the price payable under the contract for such reduction of sale or offer of the sale shall stand correspondingly reduced.
- 44.** Hard copy of the Prequalification (eligibility criteria), Technical and Financial proposals should be sent in three separate envelopes by the bidder duly superscripted and these sealed envelope are to be put in a bigger envelop which should also be sealed and duly superscripted, marked as:

BID FOR MINILAPTOP AND ACCESSORIES FOR LASI Main wave I and II,

The Director,

International Institute for Population Sciences, POST BOX NO.-8307,

Govandi Station Road, Deonar, Mumbai-400 088 Tel-Fax: 91+22+42372401

The last date for submission of complete bid with all supporting documents by hand, by post or by courier) is 3rd June, 2016 by 05.00 pm. Any proposal received after the prescribed date and time will not be entertained. IIPS will not be responsible for any loss or postal delay.

45. Force Majeure

45.1 Where the performance by the bidder of their obligations under this contract is delayed, hindered or prevented by an event or events beyond the reasonable control of the bidder and against which an experienced bidder could not reasonably have been expected to take precautions, the bidder shall promptly notify IIPS in writing, specifying the nature of the force majeure event and stating the anticipated delay in the performance of this contract.

45.2 From the date of receipt of notice given in accordance with Clause 45.1, IIPS may, at its sole discretion, either suspend this Contract for up to a period of 6 months ("the Suspension Period") or terminate this Contract forthwith.

45.3 If by the end of the Suspension Period the parties have not agreed on a further period of suspension or re-instatement of the Contract, this Contract shall terminate automatically.

* For purposes of this clause, Force Majeure means an event beyond the control of the bidder and not involving the bidder's fault or negligence and which is not foreseeable and not brought about at the instance of , the party(bidder) claiming to be affected by such event and which has caused the non - performance or delay in performance. Such events may include, but are not restricted to, wars or revolutions, hostility, acts of public enemy, civil commotion, sabotage, fires, floods, explosions, epidemics, quarantine restrictions, strikes excluding by its employees, lockouts excluding by its management, and freight embargoes.

46. Suspension or Termination without Default of the bidders

46.1 IIPS may, at its sole discretion, suspend or terminate this Contract, in whole or part anytime during the currency of contract, for its (IIPS) convenience, by so notifying the bidder in written notice and giving the reason(s) for such suspension or termination. The notice shall specify that the termination is for convenience of the Institute and date with effect from which such termination will become effective.

46.2 Where this Contract has been suspended or terminated pursuant to Clause 46.1, the bidder shall:

46.3 Take such steps as are necessary to terminate the provision of the contract, (including

suspending or terminating any Sub-contracts) in a cost-effective, timely and orderly manner; and

46.4 Provide to IIPS, not more than 30 days after IIPS notifies the bidder of the suspension or termination of this Contract an account in writing, stating:

46.5 Any costs, if any, due before the date of suspension or termination;

46.6 Any costs to be expended after the date of suspension or termination which the bidder necessarily incurred in the proper performance of this Contract and which cannot reasonably be expected to avoid or recover.

46.7 Subject to IIPS approval, IIPS shall pay such amount to the bidder normally within 30 days after receipt from the bidder of an Invoice in respect of the amount due.

47. Termination with Default of the bidders

47.1 IIPS may notify the bidder of the suspension or termination of this Contract where the services or any part of them are not provided to the satisfaction of IIPS giving the reasons for such dissatisfaction and, in the case of suspension, the action required by the bidder to remedy that dissatisfaction and the time within which it must be completed.

47.2 Where this Contract is suspended under Clause 47.1 and the bidder subsequently fails to remedy the dissatisfaction; IIPS may terminate the Contract forthwith.

47.3 IIPS may, without prejudice to its other rights, including but not limited to the right to claim for costs and losses incurred, terminate this Contract forthwith where:

- a) The bidder or any member of the bidder's personnel, either directly or through their servants or agents, breaches any of their obligations under this Contract; or
- b) The bidder or any member of the bidder's personnel has committed an offence under any of the prevailing laws applicable to the project; or
- c) The bidder is an individual or a partnership and at any time:
 1. Becomes bankrupt; or
 2. Is the subject of a receiving order or administration order; or
 3. Makes any composition or arrangement with or for the benefit of the bidder's Creditors; or
 4. Makes any conveyance or assignment for the benefit of the bidder's creditors; or
- d) The bidder is a company and:
 - I. An order is made or a resolution is passed for the winding up of the bidder; or
 - II. A receiver or administrator is applied in respect of the whole or any part of the understanding of the bidder.
 - III. The bidder is a partnership or a company and there is a Change in Control.
 - IV. "Change in Control" means that the person(s) (including corporate bodies) directly or indirectly in Control of the bidder at the time this Contract is entered into cease to be in Control. "Control" means the power of a person to secure

that the affairs of the bidders are conducted in accordance with the wishes of that person.

47.4 Where this Contract is terminated in accordance with this Clause 47.3, the bidder shall without prejudice to IIPS other remedies, take any steps necessary to terminate the provision of the Services in a timely and orderly manner but shall not be entitled to any further payment in relation to this Contract.

47.5 Where this Contract is terminated pursuant to Clause 47.3 the bidder shall pay IIPS within 10 days of notification such amount, as IIPS shall have determined as the amount of any loss to IIPS resulting from such termination together with the amount or value of any gift, consideration or commission concerned.

48. Assignment

Bidder shall not unilaterally transfer or assign or sublet any part of this contract wholly or partially or otherwise the conduct of said proposal to any other person, firm or company or any other institution/ Organization.

49. Corruption, Commission, Discounts and Fraud

Bidder warrants and represents to IIPS that neither the bidder nor any of the bidder's personal:

- I. shall try to bribe for their own benefit in connection with this contract
- II. shall attempt or commit any fraud, deception, Financial or procedural wrong doing in relation to the performance by the bidder of its obligations under the contract and shall immediately notify IIPS of any circumstances giving rise to a suspicion that such wrongful activity may occur or has occurred

***Note:**

Notwithstanding anything stated above, the Institute reserves the right to assess the Bidder's capability and capacity to perform the contract satisfactorily before deciding on award of contract, should circumstances warrant such an assessment in the overall interest of the purchaser.

EVALUATION OF PROPOSALS

An evaluation committee would examine both the technical and financial bids based on the details provided in the Invitation for proposal for those agencies who are short listed as per the eligibility criteria for technical evaluation.

Scrutiny and Evaluation of tender:-

1. Tenders will be evaluated on the basis of the terms & conditions already incorporated in the bid document, based on which tenders have been received and the terms, conditions etc. mentioned by the bidder in their tenders.
2. The IIPS will examine the Tenders to determine whether they are complete, whether any computational errors have been made, whether to require sureties have been furnished, whether the documents have been properly signed & stamped and whether the tenders are generally in order.
3. The tenders will be scrutinized to determine whether they are complete and meet the essential and important requirements, conditions, configuration and specification etc. as prescribed in the bid document. The tenders, which do not meet the basic requirements, are liable to be treated as non – responsive and will be rejected.
4. The technical bids are to be opened by the BID committee at the first instance and evaluated by a competent committee or authority. At the second stage financial bids of only the technically acceptable offers should be opened for further evaluation and ranking before awarding the contract.
5. For the final selection, the weightage for technical (actual score in %) and financial proposal (actual score in %) will be 60 and 40 percent respectively.
6. The following are some of the important aspects, for which a tender shall be declared non – responsive during the evaluation and will be ignored:
 - i. Tender is unsigned.
 - ii. Tender validity is shorter than the required period.
 - iii. Poor/ unsatisfactory past performance.
 - iv. FA is not eligible as per eligibility criteria



INTERNATIONAL INSTITUTE FOR POPULATION SCIENCES

(Deemed University)

An Autonomous Organization of Ministry of Health & Family Welfare, Govt. of India,
Govandi Station Road, Deonar, Mumbai- 400088.

Tel- fax: 022-42372401

Website: www.iipsindia.org

E-mail: iipslasi@gmail.com

TECHNICAL BID (PART-A)

TENDER NO.IIPS/LASI/MINI LAPTOP & ACCESSORIES/2016

TO BE FILLED IN BY THE AGENCY APPLYING FOR TENDER FOR SUPPLY “MINI LAPTOP AND ACCESSORIES” AT IIPS, MUMBAI

1. Status of Contractor Including partners :
2. Bio-Data of key top Official (please attach) :
3. Details of any Tie-ups if any (please attach) :
4. Experience in automated Data-management :
5. Copy of IT clearance of last
Three assessment years (Please attach) :
6. Financial Status of Bidder and/or
his Associates Including Annual Report
of past 3 years with ROC (Registration
of Companies) receipts duly authenticated
by Chartered Accountant. :
7. Name of Contractor’s three largest clients, :
to whom Contractor provides
similar services and average amount of
monthly of bills to such clients.
8. Name and address of Contractor’s bankers :
and provide a Solvency Certificate from
the Bank for a minimum amount of Rs.
50.00 Lakhs.
9. Income Tax Permanent Account No. :
10. Details of EMD / Bank Draft No. :
11. Partnership related letter from recommended Company :

Signature of the Contractor or his/her
Authorized Signatory with Seal of the Agency / Firm

Date:

- To be put in a separate sealed cover / envelope super scribing the wordings "TECHNICAL BID", Notice inviting Tender No. and Name of the Tenderer. All technical documents like literature, catalogues, etc. are to be put in the same envelope. Price bid of agency / firms who technically qualify only will be opened for further consideration.

FINANCIAL BID

Detailed Technical Specifications and other terms & conditions for **Supply for Mini Laptop and Accessories**

1. Mini Laptop (Technical Configuration)

No. of Units: 360 only

Display	10.1" display to 12.00" display
Operating System	Ubuntu 14.04.4 LTS
Processor	Intel Processor with minimum 1MB cache , 1.5GHz minimum Dual core
Storage	Minimum 250GB HDD drive or 64GB SSD storage
Wi-Fi	Yes
VGA/HDMI/Mini HDMI Port	Yes
Audio	Yes
Memory	4GB RAM
Webcam	Standard webcam
USB Port and SD card slot	minimum 2 USB Ports and 1 SD card slot
Keyboard	Full keyboard
Battery life (hrs.)	Polymer Battery pack, 8 hrs or more (Actual Performance) - Longer hrs. will be given higher weightage in Technical Evaluation
Weight	1.5 Kg or less (including Battery) - Lesser weight will be given higher weightage in Technical Evaluation
Warranty	3 Years
Pouch	shock-proof cover- pouch
charger	Yes (2 or 3 pin - Indian plug)

Note : IIPS team will take care of installation of operating system in the received material. Bid will be disqualified if mini laptop mentioned by bidder is not compatible with Ubuntu operating system.

Additional Accessories (Specifications):

2. Car Charger for Mini Laptop

No. of Units: 70 only

Car Charger	Compatible with any car battery (including 1 year warranty and interface should be – 3 pin Indian plug socket + 1 USB port)
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(Need to mentioned power input -output rang, available ports – a detailed specification)

3. Laptop power bank

No. of Units: 110 only

(Which can charge single laptop at least 2 times from 0% to 100% level, also need to mentioned total battery size (i.e. total mAh) in the bid document and its compatibility with quoted model)

Rate

1. Mini Laptop (cost for 1 No.) (including 3 years warranty) ₹ _____
Total cost for 360 Nos. Mini Laptop ₹ _____

2. Charger (cost for 1 No.) ₹ _____
Total Cost for 70 nos. Chargers ₹ _____

3. Laptop Power Bank (cost for 1 No.) Total Cost for 110 nos. ₹ _____
₹ _____

4. Octroi / additional Local Taxes ₹ _____
Which are not included in the cost above ₹ _____

(Tenderer's Signature)



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FINANCIAL BID (PART- B)

FILL THE FORM AS PER THE TECHNICAL SPECIFICATION OF THE PRODUCT DETAIL GIVEN ABOVE AND ENCLOSE ALONG WITH THE QUOTATION IN A SEPARATE ENVELOPE

Sr. No.	Laptop
1.	Name and address of the Tender
2.	Name and address of your principal employer
3.	Name of the equipment and model quoted
4.	FOB value of the equipment (Basic equipment)
5.	Value of the spares and accessories
6.	Optional spares and accessories value, if any
7.	Freight and insurance charges
8.	CIF value of the basic equipment
9.	Validity of the quotation
10.	Delivery period
11.	Guarantee/Warranty period
12.	Installation
13.	Training
14.	Whether after sales and service is available in Mumbai? If so, quote
15.	What is the Agency commission payable?
16.	Details of EMD submitted
17.	Enclose users list
18.	Any other information
19.	AMC cost per year after warranty period
20.	Any other charges
21.	Price should include all taxes applicable but should be separately mentioned

DECLARATION

I declare that I will abide by all the conditions set forth in the Tender Notification no..... dated.....issued by the Director, IIPS, Mumbai calling for tenders for supply of "Mini Laptops and Accessories" equipment with all the essential accessories/spares.

(Tenderer's Seal and Signature)
