



IIM
AMRITSAR

INDIAN INSTITUTE OF MANAGEMENT AMRITSAR

Punjab Institute of Technology, Inside Government Polytechnic Compound,
Chheharta, GT Road Amritsar- 143105, Phone: 0183-2820040

Ref No. S11804/5/20/174

Date: - 05-06-2019

Sub: - Notice inviting quotations for A.M.C of V.C. Equipment (Sony PCS-XG100) on the IIM Amritsar e-Tender portal.

Sir,

Quotations may be submitted on IIM Amritsar e-Tender portal superscribed as ***“Quotation for the AMC of Video Conferencing Equipment (Sony PCS-XG100)”*** addressed to the **Chairperson IT & Systems, IIM Amritsar** and upload on IIM Amritsar e-Tender portal by **03.00 PM.** on or before **11-06-2020** and ***quotation may be opened on the e-Tender portal on the same day i.e. 11-06-2020 at 3.30 PM.*** Quantity and specification of the items are mentioned in **Annexure I.**

1. Please mention this office Ref. No. and date on the ‘QUOTATION’ should be written in Block Letters On the top of the page.
2. AMC will cover a Year Onsite Service Maintenance of Video Conferencing Equipment (Sony PCS-XG100).
3. Any other charges, such as packing and forwarding, delivery charges, sales tax, etc. if any should be Mentioned clearly and separately.
4. Please clearly mention the period of response and solve the problem.
4. This office reserves the right not to accept the lowest quotation without assigning any reason for the rejection.
5. Bidders can suggest additional required Items in separate.
6. AMC will start first Preventive and Corrective Service and **payment will release quarterly.**
7. Please, mention what all would be covered in the AMC in your proposal.
8. The contract period for providing the AMC for VC equipment to Institute would be initially for one year and will be further extended, based on the requirement of the Institute on yearly basis, unless it will stand to cancel on expiry of the contract or written notice within 15 days.

Yours faithfully

Madhu Kh...
5/6/20
Chairperson IT & Systems

Special Instructions to the Contractors/Bidders for the e-submission of the bids online through this ePortal.

1. Bidder should do Online Enrolment / Registration in this Portal using the option Register Here to Enrol / Register available on the tender page. Then email (official email only) enrolment has to be done with the e-verification, after logging into the portal.
2. Bidder then logs into the portal giving user id/password chosen during enrolment /Registration.
3. The email that is registered should be used by the bidder and should not be misused by others.
4. The Bidders can update well in advance, the documents such as certificates, purchase order details / Authorization Certification, etc. and other document asked to submit in the tender document, under **Other Document** option along with bid documents in respective upload option during bid submission.
5. After downloading/getting the tender schedules, the Bidder should go through them carefully and then submit the documents as per the tender document, otherwise, the bid will be rejected.
6. The BOQ template must not be modified/replaced by the bidder and the same should be uploaded after filling the relevant columns, else the bidder is liable to be rejected for that tender. Bidders are allowed to Upload documents asked in tender only.
7. If there are any clarifications, this may be obtained online through the contact details given in the tender document. Bidder should consider of the corrigendum published before submitting the bids online.
8. Bidder, in advance, should prepare the bid documents to be submitted as indicated in the tender schedule and they should be in PDF/RAR formats. If there is more than one document, they can be clubbed together.
9. Bidder should submit the EMD /Tender fee through NEFT/RTGS in the account mentioned in the eportal and submit the details of payments during bid submission.
10. The bidder reads the terms and conditions and accepts the same to proceed further to submit the bids.
11. The bidder has to submit the tender document(s) online well in advance before the prescribed time to avoid any delay or problem during the bid submission process.
12. It is important to note that, **the bidder has to Click on the Submit Bid Button, to ensure that he/she completes the Bid Submission Process after preview and submit. Bids That are not submitted successfully are**

considered as Incomplete/Invalid bids and are not considered for evaluation purposes.

13. In case of Offline payments asked, the details of the Earnest Money Deposit (EMD) document submitted physically to the Department and the scanned copies furnished at the time of bid submission online should be the same otherwise the Tender will be summarily rejected.
14. The **Tender Inviting Authority (TIA)** will not be held responsible for any sort of delay or the difficulties faced during the submission of bids online by the bidders due to local issues.
15. The bidder may submit the bid documents online mode only, through this portal. Offline documents will not be handled through this system until asked for it.
16. Successful bid submission from the system means, the bids as uploaded by the bidder is received and stored in the system. The system does not certify its correctness.
17. The bidder should see that the bid documents submitted should be free from viruses and if the documents could not be opened, due to the virus, during tender opening, the bid is liable to be rejected.
18. The time that is displayed from the server clock at the top of the tender Portal, will be valid for all actions of requesting bid submission, bid opening, etc., in the e-Procurement portal. The Time followed in this portal is as per Indian Standard Time (IST) which is GMT+5:30. The bidders should adhere to this time during bid submission.
19. The data entered will not be viewable by unauthorized persons during bid submission and not viewable by anyone until the time of bid opening. Overall, the submitted bid documents become readable only after the tender opening by the authorized individual by the verification method.
20. The bidders are requested to submit the bids through the online ePortal to the TIA well before the bid submission end date and time (**as per Server System Clock**).

Annexure I

Sr. No.	Item Description	Brand	Quantity	Unit Price	Amount
1	Video Conferencing Equipment with PTZ Camera	SONY PCS-XG100	1 Nos		
2	Display	SONY KLV40R562C	1 Nos		
	GST @				
Total					

Madhu K
5/6/20
Chairperson IT & Systems