

KERALA STATE AIDS CONTROL SOCIETY  
REDCROSS ROAD,  
THIRUVANANTHAPURAM – 695035

TENDER DOCUMENT  
FOR  
DESKTOP COMPUTER

Date of publishing the Tender : 08.02.2023

Date of Submission : Up to 12 noon on 23/02/2023

Date of Opening : 3 p.m. on 25/02/2023

## KERALA STATE AIDS CONTROL SOCIETY

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Tender No. : 2385/2022/PS/KSACS

Tender documents for the work of : Installation and supply of Desktop  
Computer

Issued to M/s./Shri.

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To be returned on or before :

(To be filled by Tenderer)

Name of tenderer (In full) :

Address :

Phone No :

Details of EMD remitted : Rs.1100 /-

Name of the Bank & Branch :

Demand Draft No. and date :

Amount :

Tender submitted on :

Signature of Tenderer

Date:

Note: The tenderer should sign in all pages of the tender documents including Specification.

Scaled competitive Tenders are invited by the undersigned from the Agencies for the supply of Desktop Computer to KSACS. The specifications of the item mentioned in **Annexure I**

**1. Quoted Price**

- a. All duties, taxes, other levies, labour charges, installation charges & transportation charges payable by the bidder should be included in the item rate.
- b. The rate quoted for item will be fixed for the duration of the contract and shall not be subject to adjustments.
- c. Rates for partial quantity of an item is not acceptable;
- d. Corrections, if any, shall be made by crossing out, initialing, dating and rewriting.
- e. Telex and Faesimile or email tender are not acceptable.

**2. Each bidder must submit only one tender.**

**3. Validity of tender**

The tender shall remain valid for a period not less than 15 days after the deadline fixed for submission of tender or otherwise decided by the Project Director, Kerala State AIDS Control Society, Thiruvananthapuram - 35

**4. Place & completion time**

The work has to be completed within 10 days from the date of Work order as per the locations .

**5. Special conditions**

0.5% of the total amount quoted for each item will be deducted for each weeks delay, for the corresponding item, after the specified date.

**6. Evaluation of tender**

KSACS will evaluate and compare the tender determined to be substantially responsive ie: which

- a. are properly signed and
- b. conform to the terms and conditions and specifications
- c. the quotation would be evaluated for each work separately.
- d. The bidder who has quoted for the partial quantity of any one or more item(s) would be treated as non-responsive.

**7. Award of contract**

- a. KSACS will award the contract to the bidder whose tender has been determined to be substantially responsive and who has offered the lowest price.

- b. KSACS reserves the right at the time of awarding contract to increase or decrease the quantities, or award the work partly or jointly.

- c. KSACS prior to the expiration of the tender validity period will notify the bidder whose tender is accepted of the award of contract. **The terms of the accepted offer shall be incorporated in the Work order.**
- d. Payment will be made only after submitting the invoice in triplicate with necessary stock entry and installation report duly signed by the Officer in Charge or based on other valid documents as per existing Rules and Regulations.
- e. Notwithstanding the above, KSACS reserves the right to accept or reject and to cancel the bidding process and reject all tender at any time prior to the award of the contract, without detailing any specified reasons whatsoever.

The financial bid should be submitted in the format given as **Annexure II**

8. All decisions of the Project Director will be final and binding to all in every respect.

**9. Preparing of Sealed Tender:**

You are requested to submit the sealed Tender super scribed on the envelope as **“Tender for the supply and installation of DESKTOP COMPUTER”**

We look forward to receiving your Tender and thank you for interest in this Project.

Yours faithfully



**Dr. Sreelatha R  
Project Director**

Annexure I**Specification of Desktop Computer**

Sl.No.	Item	Quantity	Place of delivery
1	<b>Desktop</b> <ul style="list-style-type: none"> <li>• Monitor 22"inch</li> <li>• Intel Core i7 12<sup>th</sup> Gen</li> <li>• DDR4 8GB UPTO 32 GB NVME.2 240GB</li> <li>• 1TB HDD</li> <li>• Windows 11 Pro 64 Bit</li> <li>• Pre loaded office 365/MS Office 2021</li> </ul>	1 No.	Kerala State AIDS Control Society Thiruvananthapuram

\* Amount should be inclusive of all duties, taxes, other levies, labour charges, installation charges & transportation charges

Annexure IIFormat of financial bid

Sl. No.	Item Description	Numbers	Unit rate	Amount (Rs.)* Inclusive of all taxes
A	<b>Desktop (HP/Dell)</b> <ul style="list-style-type: none"> <li>• Monitor 22"inch</li> <li>• Intel Core i7 12th Gen</li> <li>• DDR4 8GB UPTO 32 GB NVME.2 240GB</li> <li>• 1TB HDD</li> <li>• Windows 11 Pro 64 Bit</li> <li>• Pre loaded office 365/MS Office 2021</li> <li>• 3yrs onsite Warranty</li> </ul>	1		
<b>Net amount</b>				