IITM Pravartak Technologies Foundation
IITM Research Park, Tarmani, Chennai – 600113.
Contact Number: +9144 69000004/02
Email id: tender@iitmpravartak.net

The Chief Executive Officer Date: 17.08.2026

Tender ref: PTF/DT/26-27/004/ CSLP **Due Date:** 24.08.2026 @ 5 PM

Tentative Technical Bid Opening: 25.08.2026 @ 12 PM

Dear Sir/Madam,

On behalf of the IITM Pravartak Technologies Foundation, offers are invited for the project of **"Procurement of MacBook Laptop – 30 Qty and Windows Laptop - 30 Qty"** conforming to the specifications given in **Technical Specification document – Annexure – III**

Note: -
This tender is **issued by our organization**. The tender process, evaluation, and award of the contract will be carried out solely by our organization as per our internal terms and conditions.

Instructions to the Bidder

I. **Prices:** - The offer/bid should be exclusive of taxes and duties. The percentage of tax and duties should be clearly indicated separately. IITM Pravartak is eligible for concessional custom duty. Relevant certificates will be issued wherever necessary.

II. **Submission of the Tender: -** The tender shall be sent to the address mentioned below, either by post or by courier (duly sealed and super scribed on the envelope with the Vendor Email ID, Contact Number, tender reference No and due date & time) so as to reach our office before the due date and time specified in our schedule. The offer/bid can also be dropped in the tender box on or before the due date and time specified in the schedule.

The tender box is kept in the office of the:
IITM Pravartak Technologies Foundation,
B5, B Block, 5th Floor,
IITM Research Park, Taramani,
Kanagam Road, Chennai – 600113.

III. **Late offer: -** The offers received after the due date and time will not be considered. IITM Pravartak, shall not be responsible for the late receipt of Tender on account of Postal, Courier or any other delay.

IV. **Opening of the tender: -** The offer/bids will be opened by a committee duly constituted for this purpose. The technical bids will be opened first and examined by a technical committee which will decide the bids' suitability per our specifications and requirements. Bidders will be intimated for the opening procedure of the technical bids. And only the Technically qualified bidder will be called for Financial Bid Opening.

V. Prices: - The offer/bid should be exclusive of taxes and duties. The percentage of taxes and duties should be clearly indicated separately. IITM Pravartak is eligible for concessional custom duty. Relevant certificates will be issued wherever necessary.

VI. **Terms of Delivery**: -

The tenderer should indicate clearly the time required for delivery of the item (subject to the approval of the Purchase Committee-IITM Pravartak). In case there is any deviation in the delivery schedule, a liquidated damages clause will be enforced or penalty for the delayed supply period will be levied.

In the event of delay or non-supply of materials/execution of Contract beyond the date of delivery/completion of job. The penalty will be levied at 1% per week of delay subject to a max of 10% of the value of purchase order and if the delay is more than accepted time frame by IITM Pravartak, the PO will be cancelled and liquidated damages will be enforced.

The Installation/Commissioning should be completed as specified in our important conditions.

VII. **IITM Pravartak** reserves the full right to accept / reject any tender at any stage without assigning any reason.

Yours sincerely,
The Chief Executive Officer
IITM Pravartak Technologies Foundation,
IIT Madras Research Park
Chennai – 600 113.

SCHEDULE

Important Conditions of the tender

1. The offers / bids should be submitted under two bid system (i.e.) Technical bid and financial bid. The Technical bid should consist of all technical details / specifications only. The Financial bid should indicate an item-wise price for each item, and it should contain all Commercial Terms and Conditions including Taxes, transportation, packing & forwarding, installation, guarantee, payment terms, pricing terms etc. The Technical bid and financial bid should be put in separate covers and sealed. Both the sealed covers should be put in a bigger cover. The Tender for "**Procurement of MacBooks Laptop – 30 Qty and Windows Laptops - 30 Qty**" should be written on the left side of the Outer bigger cover and sealed.

   ****Note: Supplier contact details (Email, contact person, Phone number) to be specified clearly in the outer bigger cover for the purpose of sending communication regarding the Technical Bid opening.**

2. For the same tender, either the OEM or the authorized dealer/service provider can only quote. But both of them cannot quote separately for the same tender.

3. The offers/bids should be sent only for solutions/products that are available in the market and supplied to a number of customers.

4. The original catalogue/Datasheet (not any photocopy) of the quoted solutions/product duly signed by the OEM/Bidder must accompany the quotation in the technical bid.

5. Compliance or Confirmation report with reference to the specifications and other terms & conditions should also be obtained from the OEM/Bidder.

6. **Validity:** The validity of the Quotation should not be less than 120 days from the due date of tender.

7. **EMD:** Rs. 1,68,000/- (Rupees One lakh sixty-eight thousand two hundred and nine Only) must be paid by means of bank transfer. Bank Account Details are given below. Proof of remittance must be enclosed along with technical bids; otherwise, the bid will be rejected due to non-enclosure of EMD. This Earnest Money will be returned to the unsuccessful tenderers after the finalization of the tenders. EMD will not carry any interest. EMD will not be waived under any circumstances. However, EMD is exempted for Micro and Small Enterprises (MSE) as defined in the MSE Procurement Policy issued by the Department of Micro, Small and Medium Enterprises (MSME) and Startups as recognized by the Department of Industrial Policy & Promotion (DIPP). **(MSE/MSME/DIPP PROOF should be enclosed in the cover containing technical bid).**

   ****Note: Any offer not accompanied by the EMD shall be rejected summarily as non-responsive.**

Account Name	IITM PRAVARTAK TECHNOLOGIES FOUNDATION
Account No	168001000711
IFSC CODE	ICIC0001680

Bank Name	ICICI
Branch Name	Adyar, Chennai
MICR No.	600229054
Account Type	Savings Account

8. **Performance Security:** The successful bidder should remit Performance Security for an amount of 5% of the value of the contract/supply. The Performance Security may be furnished in the form of an Account Payee DD, FD Receipt in the name of "IITM PRAVARTAK TECHNOLOGIES FOUNDATION" from any scheduled commercial bank or Bank Guarantee from any scheduled commercial bank in India. The performance security should be furnished within 14 days (about 2 weeks) from the date of the purchase order.

9. **Delivery Delay**: - In case there is any deviation in the delivery schedule, a liquidated damages clause will be enforced or a penalty for the delayed supply period will be levied.

   In the event of **delay or non-supply of materials/execution of Contract** beyond the date of delivery/completion of job. The penalty will be levied @1% per week of delay subject to a max of 10% of the value of purchase order and if the delay is more than accepted time frame by IITM Pravartak, the PO will be cancelled and liquidated damages will be enforced.

10. **Risk Purchase Clause**: - In the event of failure of supply of the item/equipment within the stipulated delivery schedule, the purchaser has all the right to purchase the item/equipment from other sources on the total risk of the supplier under risk purchase clause.

11. **On-site Installation**: - The equipment or machinery must be installed or commissioned by the successful bidder within the number of days (as prescribed by PI) from the date of receipt of the item at the site of IITM Pravartak or location specified in PO.

12. **Warranty**: - All machinery/equipment/software should have 3 Years warranty. Any extended warranty offered for the same must be mentioned separately.
    **** Note: PO which involves installation, warranty/guarantee shall be applicable from date of installation.**

13. **Acceptance and Rejection**: - IITM Pravartak has the right to accept the whole or any part of the Tender or portion of the quantity offered or reject it in full without assigning any reason.

14. **Do not quote optional items or additional items unless otherwise mentioned in the Tender documents / Specifications.**

15. **Debarment from Bidding**: In case of breach of Terms & Conditions, Bidder may be suspended from being eligible for bidding in any contract with IITM Pravartak for up to 2 Years [as per Rule 151(iii) of GFR] from the date of Tender.

16. **Disputes and Jurisdiction**:

Settlement of Disputes: Any dispute, controversy or claim arising out of or in connection with this PO including any question regarding its existence, validity, breach or termination, shall in the first instance be attempted to be resolved amicably by both the Parties. If attempts for such an amicable resolution fail or no decision is reached within 30 days whichever is earlier, then such disputes shall be settled by arbitration in accordance with the Arbitration and Conciliation Act, 1996. Unless the Parties agree on a sole arbitrator, within 30 days from the receipt of a written request by one Party from the other Party to so agree, the arbitral panel shall comprise three arbitrators. In that event, the supplier will nominate one arbitrator, and the Project Coordinator of IITM Pravartak shall nominate the arbitrator. The Chief Executive Officer will nominate the Presiding Arbitrator of the arbitral tribunal. The arbitration proceeding shall be carried out in English language. The cost of arbitration and fees of the arbitrator(s) shall be shared equally by the Parties. The seat of arbitration shall be at IITM Pravartak Technologies Foundation, Chennai.

a. **The Applicable Law:** The Purchase Order shall be construed, interpreted, and governed by the Laws of India. The court at Chennai shall have exclusive jurisdiction subject to the arbitration clause.
b. Any legal disputes arising out of any breach of contact pertaining to this tender shall be settled in the court of competent jurisdiction located within the city of Chennai in Tamil Nadu.

17. All Amendments, time extension, clarifications etc., will be uploaded on the website only and will not be published in newspapers. Bidders should regularly visit the above website to keep themselves updated. No extension of the bid due date/ time shall be considered on account of delay in receipt of any document by mail.

18. Defects Liability Period:

Defects Liability Period - 6 months from date of inauguration/ handover of the Service up to the successful completion of the site, during which the Bidder shall undertake the responsibilities, and have the liability for the installations.

19. Payment Terms:

100% Payment after delivery

20. Eligibility Criteria:

As per the Government of India Norms Preference shall be given to, “Class - I Local Suppliers” and “Class - II Local Suppliers” participated in this tender. However, in case of no participation or technically qualified Class I, Class II Supplier, the tender will be processed with the “Non-Local suppliers” who participated in this tender.

Bidder should confirm their acceptance that they comply with the provisions with report to “Guidelines for eligibility of a bidder from a country which shares a land border with India as detailed at Annexure-IV. The bidder should submit Certificate for “Bidder from/ Not from Country sharing Land border with India & Registration of Bidder with Competent Authority” as per Order of DoE F.No.6/18/2019-PPD dated 23.07.2020 as mentioned.

21. Evaluation of Bids:

Bid evaluation will take place in two stages.

Stage I: Technical Bid evaluation

1. Bidder Pre-qualification Criteria-I & II will be evaluated first and those bidders who have complied with these criteria alone be evaluated for the technical Specification evaluation.
2. In the 2nd stage, the technical specification offered by the bidders will be evaluated by the technical committee for compliance. Bidders who qualify for the technical specification will be

called for presentation. The proposed technical specification offered by the bidder should be equivalent or higher to the specifications mentioned in the technical bid.

3. All bidders who have fully complied with Bidder Pre-qualification Criteria I, II and technical evaluation and Technical Presentation will only be considered for opening of financial bid.

Stage II: Financial Bid Evaluation

The financial bid evaluation will be based on the price quoted by the bidder (BoQ). The tender will be awarded to the overall L1 bidder for the total work (Comprising all items).

22. **Award of Contract:** Selection of Successful bidder and Award of Order - Evaluation and Award of contract will be done as per GOI MOCI Order No. 45021/2/2017-PP (BE II) Dt.16th September 2020 & P- 45021/102/2019-BE-II-Part (1) (E-50310) Dt.4th March 2021 and any subsequent modifications/Amendments, and latest orders if any with preference to Make in India. In case of No Local content present, the tender will be processed with the "non-local suppliers" participated in this tender.

If the Price bid of the technically qualified/L1 bidder is substantially below our estimate for the contract (Abnormally Low), IITM Pravartak may require the bidder to produce detailed price analyses to demonstrate the internal consistency of those prices. Following the assessment of the price analysis, if the committee determines that achieving the desired quality of work is not feasible with such a significantly lower quotation, the committee, with the approval of the Competent Authority, retains the discretion and right to reject the price offer. In such instances, the second lowest bidder will be invited for negotiation.

23. **Preference to "class 1 Local Suppliers":** preference will be given to "class 1 local suppliers" (subject to class -I local supplier's quoted price falling within the margin of purchase preference) as per public procurement (preference to make in India) order 2017 .O.M No P-45021/2/2017 – pp(BE - 11) dt 04/06/2020 subject to the conditions that the "class 1 Local Supplier" should agree to supply goods / provide service at L1 rate and furnish a certificate with the technical bid document that the goods/service provided by them consists local content equal to or more than 50%.(certificate from Chartered Accountant in case value of contract exceeds Rs 10 crore).
    - 'Class - I local supplier' means a supplier or service provider whose goods, services or works offered for procurement consist of local content equal to or more than 50% as defined under the above said order.
    - 'Class - II local supplier' means a supplier or service provider whose goods, services or works offered for procurement consist of local content equal to 20% but less than 50% as defined under the above said order.
    - 'Non – local supplier' means a supplier or service provider whose goods, services or works offered for procurement consist of local content less than 20% as defined under the above said order.
    - 'Margin of purchase preference': The margin of purchase preference shall be 20%. The Definition of the margin of purchase preference is defined in the govt. of India Order No: P-45021/12/2017-PP (BE-II) Dt.4th June 2020) Order 2017. As per the Government of India

Order – “Margin of Purchase Preference” means the maximum extent to which the price quoted by a “Class-I local supplier” may be above the L1 for the purpose of purchase preference.

****Note: Local content percentage to be calculated in accordance with the definition provided at clause 2 of revised public procurement preference to Make in India Policy vide GoI Order no. P-45021/2/2017-PP (B.E.-II) dated 15.06.2017 (subsequently revised vide orders dated 28.05.2018, 29.05.2019and 04.06.2020) MOCI order No. 45021/2/2017-PP (BE II) Dt.16th September 2020 & P-45021/102/2019-BE-II-Part (1) (E-50310) Dt.4th March 2021**

Acknowledgement: It is hereby acknowledged that the tenderer has gone through all the conditions mentioned above and agrees to abide by them.

SIGNATURE OF BIDDERS
ALONG WITH SEAL OF THE
COMPANY WITH DATE

Annexure I

FORMAT FOR AFFIDAVIT OF SELF-CERTIFICATION UNDER PREFERENCE TO MAKE IN INDIA.

Tender bidding Number:

Name of the item / Service: Date:

I/We______________________S/o, D/o, W/o, _____________________________________ Resident of

____

Hereby solemnly affirm and declare as under:

That I will agree to abide by the terms and conditions of the Public Procurement (Preference to Make in India) Policy vide GoI Order no. P-45021/2/2017-PP (B.E.-II) dated 15.06.2017 (subsequently revised vide orders dated 28.05.2018, 29.05.2019and 04.06.2020) MOCI order No. 45021/2/2017-PP (BE II) Dt.16th September 2020 & P- 45021/102/2019-BE-II-Part (1) (E-50310) Dt.4th March 2021 and any subsequent modifications/Amendments, if any and

That the local content for all inputs which constitute the said item/service/work has been verified by me, and I am responsible for the correctness of the claims made therein.

Tick (✔) and Fill the Appropriate Category	
☐	I/We____________________[name of the supplier] hereby confirm in respect of quoted items thatLocal Content is equal to or more than 50% and come under **"Class-I Local Supplier"** category.
☐	I/We____________________[name of the supplier] hereby confirm in respect of quoted items that Local Content is equal to or more than 20% but less than 50% and come under **"Class-II Local Supplier"** category.
☐	I/We ___________ [name of the manufacturer] hereby confirm in respect of quoted items that Local Content is less than 20% come under **'Non – Local Supplier'** category.

- The details of the location (s) at which the local value addition is made and the proportionate value of local content in percentage.

Address _____________ ______ __ Percentage of Local content: ______%
____

For and on behalf of .... Name of firm/entity)

Authorized signatory (To be duly authorized by the Board of Directors)
<Insert Name, Designation and Contact No.>

[Note: In case of procurement for a value more than Rs. 10 Crores, the bidders shall provide this certificate from statutory auditor or cost auditor of the company (in the case of companies) or from a practicing cost accountant or practicing chartered accountant (in respect of suppliers other than companies) giving the percentage of local content.]

This letter should be on the letterhead of the quoting firm and should be signed by a competent authority. Non-submission of this will lead to Disqualification of bids.

ANNEXURE – II

(To be given on the letter head of the bidder)

No.______________________ Dated: ________________

CERTIFICATE

(Bidders from India)

I have read the clause regarding restrictions on procurement from a bidder of a country which shares a land border with India and hereby certify that I am not from such a country.

OR *(whichever is applicable)*

(Bidders from Country which shares a land border with India)

I have read the clause regarding restrictions on procurement from a bidder of a country which shares a land border with India and hereby certify that I from ___________________ (Name of Country) and has been registered with the Competent Authority. I also certify that I fulfil all the requirements in this regard and is eligible to be considered. *(Copy/ evidence of valid registration by the Competent Authority is to be attached)*

Place:
Date:

Signature of the Tenderer
Name & Address of the
Tenderer with Office Stamp

ANNEXURE-III

Bidders who fulfil the following requirements shall be eligible to apply. Quotes from Joint Ventures are not acceptable.

Pre-Qualification Criteria: I				
S.NO	**PRE-QUALIFICATION CRITERIA - I**	**Compliance (Yes/No)**	**Reference to Page No.**	**Remarks, If any**
1.	The bidder shall not be from a country sharing land border with India and if the bidder is from a country sharing land border with India the bidder should have been registered with the competent authority as per orders of DIPP OM No. F. No. 6/18/2019-PPD dated 23rd July 2020, and MoCI Order No. P-45021/112/2020-PP (BE II) (E-43780) dated 24th August 2020. Declaration of Land border to be submitted as per **Annexure II**			
2.	Only 'Class-I local suppliers' and ‘Class-II local suppliers’, as defined under DIPP, MoCI Order No. P45021/2/2017- PP (BE II) dated 16th September 2020 and other subsequent orders issued therein, shall be eligible to bid in this tender. Declaration for Class-I / Class-II local suppliers should be submitted in the prescribed. proforma format as per **Annexure I** ** Bidder should also Mandatorily submit the local content confirmation from OEM as a supporting document.			
3.	The bidder nor any of its partners has been blacklisted/debarred by any Central/State Government Department/Organization and educational institutes in the last 3 years. A self-declaration format is given in **Annexure V** to be submitted along with the Technical Bid.			
4.	The Bidder, in case of authorized agent should submit the OEM authorization certification with reference to this tender as per **Annexure IV**			
5.	The EMD submission as explained in the tender schedule is sl. No. 7.			
6.	The bidder must submit the Integrity Pact document in accordance with the **Annexure - VII**			
Pre-Qualification Criteria: II				
1.	The Bidder should have an aggregate annual turnover of a minimum of Rs.80 Lakhs. during each of the last 3 years ending 31 –03 –2026. This should be certified by a chartered accountant. The necessary final account statement should be attached.			

2.	The bidder should have experience in supplying systems to State or Central Govt organization in the last 5 years. Minimum 5 P.O or Invoice copies to be submitted along with the technical bid for qualifying. IITM Pravartak reserves rights to verify the claim and incase of adverse feedback the bidder would be Technically disqualified.			
3.	The bidder should have service support in Chennai and need to submit facility location details. The bidder should submit a declaration that the support will be provided throughout the year as and when required.			

1. **Technical specification: (Windows Laptops)**

Sl. No.	Specifications	Compliance (Yes/No)	Reference Page No	Remarks If any
1	**Processor** Intel Core i5 120U			
2	**Operating System** Windows 11 Pro			
3	**Memory** 8 GB (DDR5)			
4	**Display** 14 Inch			
5	**Storage** 512 GB SSD			
6	**Warranty** 3 Years			
7	**Additional** Wireless Mouse & Laptop Bag			

2. **Technical specification: (MACBOOK)**

Sl. No.	Specifications	Compliance (Yes/No)	Reference Page No	Remarks If any
1	**Processor** Apple M5 Chip with 10 core CPU			
2	**Operating System** 14-inch MACBOOK			
3	**Memory** 16 GB			
4	**Display** 14 Inch			
5	**Storage** 1 TB SSD			
6	**Warranty** 1 Years			
7	**Color** Silver			
8	**Additional** 2 years warranty pack for Apple Mac Book			

Signature of the Tenderer
Name & Address of the
Tenderer with Office Stamp

ANNEXURE-IV

OEM CERTIFICATION FORM

(In Original Letter Head of OEM)

Tender No: .... Dated: ....

We are Original Equipment Manufacturers (OEM) of... (Name of the company) Ms... (Name of the vendor) is one of our Distributors/Dealers/Resellers/Partners (tick one) for the .... and is participating in the above-mentioned tender by offering our product model..(Name of the product with model number).

.... is authorized to bid, sell and provide service support warranty for our product.
As mentioned above.

Name and signature of the
Authorized signatory of OEM
along with
seal of the company with Date

Annexure V

NON-BLACKLISTING DECLARATION

Date: XXXX

Subject: Non-Blacklisting declaration in connection with tender RFF No: XXXXXX for procurement of “XXXXXXXXXXXXXXXXXXXXXXXXXXX”

This is to notify you that our Firm/Company/Organization <*provide Name of the Firm/Company/Organization*> intends to submit a proposal in response to the invitation for procurement of “XXXXXXXXXXXXXXXXXXXXXXXXXXX” In accordance with the above we declare that:

a. We are not involved in any major litigation that may have an impact of affecting or compromising the delivery of services as required under this assignment.

b. We are not blacklisted by any Central/ State Government/ agency of Central/ State Government of India or any other country in the world/ Public Sector Undertaking/ any Regulatory Authorities in India or any other country in the world for any kind of fraudulent activities in last 3 years.

Place:
Date:

Signature of the Tenderer
Name & Address of the
Tenderer with Office Stamp

Annexure - VI

TENDER CHECKLIST – Mandatory to fill in and upload in the portal along with specification Document.

1	Completed and **Signed Form Tender**. The Form of Tender document shall be signed by a person legally authorized.	
2	Completed Technical Compliance Statement	
3	OEM/Bidder Undertaking of similar contracts completed/Product supplied	
4	Manufacturer Authorization Form from OEM is mandatory if Indian agent/Indian office of OEM is participating in this tender on behalf of OEM. (Ref. tender document pg.no. 2, Point no.2) (Annexure IV)	
5	EMD Submitted (If applicable)	
6	Land border certification (Annexure II)	
7	Non-Blacklisting Declaration (Annexure V)	
8	Acceptance of General Terms & Conditions under Technical Specification	

The above documents should be provided for a contractor's bid to be valid. Bidders are asked to supply and tick off the required information. Failure to provide any of the stated documents may result in the bid being considered non-compliant and rejected.

Signature of the Bidder

FINANCIAL BID (PROFORMA) - BILL OF QUANTITIES (BOQ)

Item Name:

Bidder should mandatorily submit a Price BOQ.

Total Amount Rupees in words ____

Note: -

1. Technical Bid Should NOT Contain Price Bid/Financial Bid details (or) Indication. If the price Details are indicated, mentioned inside the technical bid, then bid will be disqualified and neither the Technical Bid nor the Price Bid/Financial Bid will be considered.
2. Unquoted offer to be enclosed with technical bid (if applicable) in detail mentioning Model number, Description of the goods / service if any, for the supply with terms and conditions in conformity with the Tender requirement.
3. I/We, the bidder, accept all the terms and conditions as per tender including all technical & commercial conditions.

I/We, the bidder, accept all the terms and conditions as per tender, including all technical & commercial conditions.

Place:
Date:

Signature of the Tenderer
Name & Address of the
Tenderer with Office Stamp