

**Mehr Chand Mahajan DAV College for Women
Sector 36-A, Chandigarh (U.T.)**

**Tender Document
for Purchase of Desktop Computers**

Tender Document for Purchase of Desktop Computers

AVAILABILITY OF TENDER	: 11th January, 2020
LATEST TIME AND DATE FOR RECEIPT OF TENDER	: 31st January, 2020 at 02.00 noon
DATE AND TIME OF OPENING TECHNICAL BID	: 3rd February, 2020 at 12.00 noon
DATE AND TIME OF OPENING FINACIAL BID	: 4th February, 2020 at 12.00 noon
APPROX COST	: Rs. 10 Lakhs
NAME AND ADDRESS	: Principal Mehr Chand Mahajan DAV College for Women Sector 36-A, Chandigarh (U.T.)
TELEPHONE NUMBER	0172 2603355
E-MAIL ADDRESS	: principal_mcmdavcollege@yahoo.com

EARNEST MONEY DETAILS:

1. **Rs. 20,000/-** by demand draft favoring “Principal MCM DAV College for Women” payable at Chandigarh.

Tender Document Fee:

1. The bidder shall enclose a DD for Rs. 2000/- (Rupee two thousand only) in favor of “Principal MCM DAV College for Women” ,Chandigarh towards Tender Document Fee.

Tender Document for purchase of desktop Computers

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SECTION – I

1. Invitation for Bids

- 1.1 Mehr Chand Mahajan DAV College for Women, Chandigarh proposes to procure 20 nos. desktops. Mehr Chand Mahajan DAV College for Women, Chandigarh is looking for vendors who have experience in supplying installation, commissioning of the above with necessary cabling of above type of hardware /software.
- 1.2 Bidders are advised to study all technical and financial aspects, instructions, forms, terms and specifications carefully in the tender document. Failure to furnish all information required in the tender document or submission of a bid not substantially responsive to the tender document in every respect will be at the bidder's risk and may result in the rejection of the bid.
- 1.3 Sealed offers prepared in accordance with the procedure enumerated in Clause 1 of Section II should be submitted to the Principal, Mehr Chand Mahajan DAV College for Women, Chandigarh.
- 1.4 All bids must be accompanied by a bid security of **Rs. 20,000/-** in the form of demand draft from any of the Nationalized/ Scheduled Bank in favour of **Principal MCM DAV College for Women, Chandigarh**. Bid security amount is refundable on completion of the bid process. Tenders not accompanied by earnest money or incomplete in any respect will be rejected out rightly.
- 1.5 This tender document is not transferable.
- 1.6 The categories of items and quantity indicated in the tender document are tentative. The Principal, Mehr Chand Mahajan DAV College for Women, Chandigarh reserves the right to increase or decrease the quantity depending on the needs of Mehr Chand Mahajan DAV College for Women, Chandigarh without assigning any reasons.
- 1.7 The bidders should indicate the price (in Indian Currency only) including all taxes and other charges. No additional information will be entertained after due date.
- 1.8 The bids should indicate that the rates are F.O.R Mehr Chand Mahajan DAV College for Women, Chandigarh.

- 1.9 The tender should be submitted in two cover system i.e. a and b. There should be proper indication of the contents on each envelope as indicated in clause 1.1 of Section II.
- 1.10 The tender should clearly indicate the availability of service and maintenance of facilities at the college campus in Chandigarh for the items quoted.
- 1.11 The tender must be submitted along with the copies of documents as specified in the tender document.
- 1.12 The Principal, Mehr Chand Mahajan DAV College for Women, Chandigarh, reserves the right to reject any or all tenders without assigning any reason whatsoever.
- 1.13 The tenders will be opened on the date and the time indicated, in the presence of bidders, if any, present on the occasion.
- 1.14 If the date of opening is declared to be a holiday, the tenders will be opened on the next working day.
- 1.15 Financial bid will be opened only if technical bid is approved by the undersigned.
- 1.16 No advance payment or payment against Performa invoice will be made. Payment will be made after receipt, inspection, installation and testing.
- 1.17 All damaged or unapproved goods shall be returned at the risk and cost of the bidder.
- 1.18 The offer/bid shall be unconditional.
- 1.19 Packing list must be put in all packages.

1.20 On acceptance of tender, the date of delivery should be strictly adhered to. In case of failure, the Principal, Mehr Chand Mahajan DAV College for Women, Chandigarh reserves the right not to accept the delivery in full or in part. In case the order is not executed within the stipulated period, the Principal will be at liberty to make purchase through other sources and to forfeit the earnest money of the bidder.

1.21 Payment of bill will be made through the cheque only after installation, verification and testing of items.

1.22 Schedule for Invitation to Tender-

a) Address at which the tender is to be submitted:

The Principal

**Mehr Chand Mahajan DAV College for Women
Sector 36-A, Chandigarh (U.T.)**

Email:

principal_mcmdavcollege@yahoo.com

Phone: 0172-2603355

b) Latest time and date for receipt of Tender: **31st January, 2020 at 02.00 noon**

c) Place, Time and Date of opening of bids:

Place : **Principal's Office**

Mehr Chand Mahajan DAV College for Women, Chandigarh

Time & Date (Technical): **3rd February, 2020 at 12.00 noon**

Time & Date (Financial): **4th February, 2020 at 12.00 noon**

d) Date till which the tender is valid:

180 days from the opening of technical bid.

Delivery of desktops should be done within 3 weeks after the allotment of tender. Installation of desktops should be completed by the vendor within 1 week of delivery.

e) The College shall not be responsible for any postal delay about non-receipt/non-delivery of the documents.

**Principal,
Mehr Chand Mahajan DAV College for Women**

SECTION – II

1. Procedure for submission of bids

- 1.1 It is proposed to have a two cover system for this tender
 - a) Technical Bid (in duplicate) in one cover.
 - b) Financial bid (in duplicate) in one cover.
- 1.2 Each copy of Technical Bid of the tender should be covered in a separate sealed cover super scribing the wordings “Technical Bid”. One copy should be marked as “Original Copy” and the other as “First Copy”. Both should be put in a single sealed cover super scribing the wordings “Technical Bid”.
- 1.3 Each copy of the Financial Bid of the tender should be covered in a separate sealed cover super scribing the wordings “Financial Bid”. One copy should be marked as “Original Copy” and the other as “First Copy”. Both should be put in a single sealed cover super scribing the wordings “Financial Bid”. Financial Bid should only indicate prices item-wise.
- 1.4 Both documents viz. Technical Bid cover and Financial Bid cover prepared as above are to be sent in a single sealed cover superscribed with “Desktop Computers Tender”.
- 1.5 The cover thus prepared should also indicate clearly the name and address of the bidder to enable the bid to be returned unopened in case it is declared “late”.
- 1.6 A photocopy of the receipt of the earnest money, must be enclosed along with the tender. In case the earnest money is paid by Demand Draft, the draft must be in a separate sealed envelope indicating the amount, tender notice number & date, and due date. Demand Draft envelope should be enclosed with the bid.

2. Cost of Tender

Tender Document Fee:

The bidder shall enclose a DD for Rs. 2000/- (Rupee two thousand only) drawn in favor of The Principal, Mehr Chand Mahajan (MCM DAV College for Women, Chandigarh towards Tender Document Fee.

3. Clarification of Tender Document

A prospective bidder requiring any clarification of the tender document may notify the Principal of the college in writing at the college's mailing address indicated in clause 1.22 of section I. The Principal of the college may respond in writing to any request for clarification of the tender document, received not later than 07 working days prior to the last date for the receipt of the bids prescribed by the client. In case of any further clarification on any of the points in the tender, if required, a meeting can be held. However, the Principal reserves the right not to respond to any query or provide any clarification, in its sole discretion, and nothing in this clause shall be construed, taken or read as compelling or requiring the college to respond to any query or to provide any clarification.

4. Amendment of Tender Document

- 4.1 At any time prior to the last date for receipt of bids, the client for any reason, whether at its own initiative or in response to a clarification requested by the prospective bidder, may modify the tender document by an amendment.
- 4.2 The amendment will be notified by publishing on college website or by E-mail to all prospective bidders who have received the tender document and will be binding on them to follow the amendment.
- 4.3 In order to give reasonable time to the prospective bidders, in which to take the amendment into the account in preparing their bids, the client at its own discretion may extend the last date for the receipt of the bids.

5. Language of Bids

The bids prepared by the bidder and all correspondence and documents relating to the bids exchanged by the bidder and the client, shall be written in English language, provided that any printed literature furnished by the bidder may be written in another so as long accompanied by an English translation in which case, for purposes of interpretation of the bid, the English translation shall govern.

6. Document Comprising the Bids

- 6.1 The bids prepared by the bidders shall comprise of the following components:-
 - a) **Technical Bid format** shall consist of the following:-

- i) Technical Bid furnished as per the format for technical (**Technical Bid format (Annexure-I of Section III)**)
 - ii) Technical literature for the item/service, covering full technical specifications
 - iii) Certificate of Incorporation/Registration
 - iv) PAN No. of the company/Firm, TIN No (As applicable): self attested copies to be attached
 - v) Proof of Income Tax, GST Number and other taxes (As applicable). Self attested copies to be attached.
 - vi) Proof of authorization of dealership/partnership issued by the respective OEM.
 - vii) Product profile of the company.
 - viii) Audited balance Sheet for the last 3 years.
- b) **Financial Bid format** consisting of the following:-
- i) Bid prices duly filled, signed and completed as per the format (**Financial Bid format (Annexure-II of Section III).**)

SECTION - III

Annexure I

Technical Bid Format

SNO	ITEM	SPECIFICATION	QTY.
1	COMPUTER DESKTOP	HP 280 G4 Model Commercial Desktop With Intel Core i-7 8 th Gen Processor 8GB DDR4 Ram, 1 TB Hard Disc 18.5 " LED Monitor, USB Keyboard & Mouse Windows 10 Professional Preloaded from OEM	20

Technical Terms and Conditions

- 1) The person signing the Tender shall be deemed that he has the authority to sign the Tender on behalf of the said company. Letter of authority to be attached.
- 2) Proof of Income Tax, GST Number and other taxes (As applicable). Self attested copies to be attached.
- 3) The Product profile of the company along with last 3 years turnover, not less than Rs 2 Crore per year. Audited balance Sheet for the last 3 years should be submitted.
- 4) The vendor shall be Original Equipment Manufacturer (OEM) or the authorized partners/dealers for Desktop Computers. Proof of the above shall be submitted in the
- 5) form authorization of dealership/partnership issued by the respective OEM.
- 6) The vendor should have a local presence fully functional service/support centre in Chandigarh with minimum 5 qualified support staff to provide quality service support.

- 7) The vendor should have successfully supplied and installed Hardware amounting to Rs 25 lakhs to at least one customer in Government Department or Public/Private Undertaking or other reputed organizations in last 3 Years. The company has to provide Proof of satisfactory completion and the Purchase Order.
- 8) The company/firm should be in existence and should have been in operation for a period of minimum 3 years.
- 9) PANNo. of the company/Firm, TINNo (As applicable): self attested copies to be attached.
- 10) The bidder should not have any of their contracts terminated or blacklisted in the last three years by any State or Central Government/PSU/Private Sector.

SECTION - III

Annexure II

Financial Bid Format

S. No	Item	Technical Configuration	Make/Brand Name. (Mandatory)	Quantity	Unit Price	Total Price
1	Computer Desktops	HP 280 G4 Model Commercial Desktop With Intel Core i-7 8 th Gen Processor 8GB DDR4 Ram, 1 TB Hard Disc 18.5 " LED Monitor, USB Keyboard & Mouse Windows 10 Professional Preloaded from OEM		20		
TOTAL AMOUNT						
Total Amount in words (Rupees _____)						

This offer/quote/bid is unconditional.

Financial Terms and conditions

1. We agree to supply the above mentioned items in accordance with technical specification including installation, taxes and transportation etc. within 21 days of the issue of supply order. No charges of whatsoever nature would be paid additional to the cost mentioned above.
2. We also confirm that the normal financial warrantee/guarantee shall apply to the supplied items.
3. We also agree and abide with the terms and conditions stipulated in the bid document.

Address:

ContactNo.:

Date:

(Signature of Bidder with Seal)

Name :

Designation:

SECTION – IV

TERMS AND CONDITIONS

1. The company should adhere with all seriousness to the time schedule provided by the Principal, Mehr Chand Mahajan DAV College for Women, Chandigarh.
2. The products asked for should be of very high standard and of reputed authorized service provider in Chandigarh. Mutual trust and nature of services provided should motivate the provider to give more than what is asked in the agreement.
3. All the rates will be F.O.R, Mehr Chand Mahajan DAV College for Women, Chandigarh.
4. The Company shall be liable to indemnify the college in all respects and meet and pay off the litigation expenses and all the liabilities including damages, sums etc. arising as a consequence of the negligence, deficiencies, mistakes, lapses, delays etc. in the execution of the various jobs and the services provided.
5. The company should ensure quick back up response in case of equipment failure which should be replaced if needed within 24 hours of the distress call.
6. There is no provision for making advance payment to the Company as per GFR rules. However, the running bill for the jobs completed can be submitted by the company and will be considered for payment within reasonable period.
7. The bidder should send a copy of the profile of the company along with the customer satisfaction report.
8. Offers should contain the details of warranty period and the cost of maintenance beyond the warranty period for all items.

CHECK LIST FOR BIDDERS / APPLICANTS

- The Bidder should ensure that all documents and papers submitted in this BID are fully authenticated by the authorized signatory under his signature with official seal wherever applicable.
- The following documents form part of the BID and should be submitted with BID:

Sr. No	Documents to be submitted	Y / N	Documents Submitted
1.	All pages of this BID document should be duly signed by the authorized signatory as a token of acceptance of all terms and conditions by the bidder. Any other document submitted by the bidder should also be signed by the authorized signatory.	Y / N	Page No. at which document attached
2.	Company profile with complete official address and experience of supplying such items & working with Govt. Ministries/ Departments/PSUs/College/Univ.		
3.	General Power of attorney in favour of the signatory signing the BID documents. It is not required in case of proprietary firm if the proprietor himself signs the documents.		
4.	Attested copy of Article or Memorandum of Association or partnership deed or proprietorship registration as the case may be.		
5.	Attested copy of GSTIN Registration number, if applicable.		
6.	Attested copy of PAN Number.		
7.	Attested copy of return for last month/quarter as the case may be submitted towards Income Tax, GST Number and other taxes (if applicable).		
8.	Details of turnover and audited balance Sheet for the last three years		
9.	Bid security/EMD of Rs.20,000/- to be submitted in the form of Demand Draft in favour of Principal, MCM DAV College for Women, Chandigarh.		
10.	Bank Account No. of the firm with IFS code & Bank Branch Name along with the cancelled cheque		
11.	Bid Form		
12.	Technical and Financial Bid duly filled		
13.	Authorization certificates from company		
14.	Customer Satisfaction report		

Signature of the Bidder