

TENDER DOCUMENT FOR PURCHASE OF BRANDED ALL IN ONE DESKTOP COMPUTER SYSTEM

NIT NO.	:	07/2012
DESIGNATION AND ADDRESS OF ADVERTISER	:	Registrar, Chanakya National Law University Nyaya Nagar, Mithapur, Patna-1, Bihar Phone No.-0612-2352316 E-Mail : registrarcnlu@gmail.com
PLACE OF ISSUE OF TENDER DOCUMENTS	:	Administrative Block, Chanakya National Law University, Nyaya Nagar, Mithapur, Patna-1, Bihar
SALE OF QUOTATION PAPER	:	From 29/09/2012 to 09/10/2012 on all working Days upto 2 pm.
COST OF TENDER DOCUMENT	:	Rs. 1000/-
EMD	:	2% of tender value (quoted rate)
LAST DATE OF RECEIPT OF TENDER PAPER	:	09/10/2012 up to 3:00 pm
PREBID MEETING	:	06/10/2012 at 10:30 am at Registrar's Chamber
DATE & TIME OF		
1. OPENING OF TECHNICAL BID	:	09/10/2012 at 3:15 pm
2. OPENING OF FINANCIAL BID	:	09/10/2012 at 4:30 pm
3. VENUE	:	Registrar's Chamber at CNLU Campus.

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SECTION – I

1. Invitation for Bids.

- 1.1 The Chanakya National Law University, Patna proposes to procure Branded All in one Desktop Computer from OEM's. Hence looking for authorised vendors who have minimum 5 years of experience and who have executed a single supply order of computer system for at least 3 lakhs in last three years. Certificate to the effect should be submitted in the envelop of technical bid.
- 1.2 Tenderers are advised to study all technical and commercial 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 tenderer'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 Registrar, Chanakya National Law University, Patna not later than the date and time laid down, at his address given as above.
- 1.4 This tender document is not transferable.
- 1.5 The categories of items and quantity indicated in the Tender Document are tentative. The Chanakya National Law University, Patna reserves the right to increase or decrease the quantity or delete some or all of the items depending on the needs of the Department/University without assigning any reasons.
- 1.6 The tenderer should indicate specifically the Basic Price, Taxes/Excise duty, other duties (if any), and levies chargeable quantitatively against the all in one desktop computer system. No additional information will be entertained after due date. The Chanakya National Law University, Patna may reject tenders if they do not carry such information separately and specifically quantitatively without citing any specific reason no queries will be entertained in this regard.
- 1.7 The bids should indicate clearly that the rates are F.O.R. Chanakya National Law University, Patna.
- 1.8 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.
- 1.9 The tenderer should clearly indicate the delivery period.
- 1.10 The tenderer should clearly indicate the availability of service and maintenance facilities at Patna for the items quoted.
- 1.11 The above mentioned details particularly the Sales Taxes/excise duty, any other duty, if not quoted properly, it cannot be entertained later on.
- 1.12 Prices to be quoted in Indian Currency only.
- 1.13 The Chanakya National Law University, Patna reserves the right to reject any or all tenders without assigning any reason whatsoever.
- 1.14 Tenderers are advised to be present in the meeting of Pre Bid, Technical Bid, & Financial Bid.
- 1.15 **No advance payment or payment against Performa invoice will be made. Payment will be made after receipt, inspection, installation/testing of the equipment supplied.**
- 1.16 All damaged or unapproved goods shall be returned at the Tenderer risk and cost and the incidental expenditure thereupon shall be recovered from the concerned party.
- 1.17 Printed conditions of the firm sent along with the quotation, if any, shall not be binding on us.
- 1.18 Packing list must be put in all packages.

- 1.19 On acceptance of tender, the date of delivery should be strictly adhered to otherwise, the Chanakya National Law University, Patna reserves the right not to accept the delivery in full or in part. Chanakya National Law University, Patna specifically and in case the order is not executed within the stipulated period, the department will be at liberty to make purchases through other sources, and to forfeit the earnest money of the Tenderer.
- 1.20 Payment of bill will be made through by crossed account payee Cheque on receipt of the articles in good condition and its installation.

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) Commercial bid (in duplicate) in one cover.
- 1.2 Tenderer should submit sealed quotation for All in One Desktop Computer System. Tenderer must mention the NIT number on the cover of envelop.
- 1.3 Copy of Commercial Bid of the Tender should be covered in a separate sealed cover super scribing the wordings "Commercial Bid". Each copy should be marked as "Original Copy" and "First Copy". Both should be put in a single sealed cover super scribing the wordings "Commercial Bid". Commercial Bid should only indicate prices (Preferably item wise).
- 1.4 All the two documents viz. Technical Bid Cover and Commercial Bid Cover prepared as above are to be kept in a single sealed cover super scribed with "Branded All in One Desktops Computer Sysytem".
- 1.5 The cover thus prepared should also indicate clearly the name and address of the tenderer to enable the Bid to be returned unopened in case it is declared "late".
- 1.6 Tenderer should attach OEM's certification for validity of genuine dealership, copy of sale tax registration and PAN Card in the name of firm.
- 1.7 Bid document should be signed by authorized signatory of firm or by proprietor himself/herself. Certificate of authorization should also be attached.
- 1.8 Copy of Technical Bid of the Tender should be covered in a separate sealed cover super scribing the wordings "Technical Bid". Copy should be marked as "Original Copy" and "First Copy". Both should be put in a single sealed cover super scribing the wordings "Technical Bid".

2. Clarification of Tender Document.

A prospective tenderer requiring any clarification of the Tender Document may get clarification in the Pre Bid meeting..

3. Amendment of Tender Document.

- 3.1 The client may for any reason, whether at its own initiative or in response to a clarification requested by a prospective tenderer in prebid meeting modify the Tender Document by an amendment.
- 3.2 The amendment will be notified through official website of Chanakya National Law University for all the prospective tenders.
- 3.3 In order to afford prospective Tenderers reasonable time in which to take the amendment into account in preparing their bids, the Client may, at its discretion, extend the last date for the receipt of the Bids.

4. Language of Bids.

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

5. Documents comprising the Bids.

5.1 The Bids prepared by the Tenderers shall comprise of following components: -

- a) Technical Bid shall consist of the following: -
 - (i) Technical Bid furnished as per the format for technical bid.
- b) Commercial Bid consisting of the following: -
 - (i) Bid prices duly filled, signed and complete as per the format.
 - (ii) Maximum educational discount as could be offered should be mentioned.

SECTION - III

1. Technical Specifications of Required items.

A : For Branded All in One Desktop Computer Systems. Quantity-35 (subject to variation)

Processor	:	Intel core i3 2120 3.3 Ghz, 1333 Mhz Speed
Memory	:	4 GB DDR 3,
Hard Disk Drive	:	500 GB SATA
Optical Drive	:	DVD R/W Drive
Graphics	:	Integrated
LAN	:	10/100/1000 on board integrated
Wifi	:	Integrated 802.11.BGN_1X1
Ports	:	5 USB port, 5 in one card reader
Web Camera	:	Integrated
Bluetooth	:	Integrated
Keyboard	:	Wireless or Wired Multimedia Internet Ready Keyboard of same brand
Mouse	:	Wireless or Wired Scrolling Mouse of same brand with Mouse pad.
Audio	:	Integrated
Monitor	:	20" LED
OS	:	DOS preloaded
Speakers	:	Integrated
Warranty	:	3 years onsite.

SECTION - IV

1. TERMS AND CONDITIONS

1. The company should adhere with all seriousness to the time schedule provided by the Chanakya National Law University, Patna

2. The products asked for should be genuine hardware and necessary software of very high standard and of reputed company with authorized service provider at Patna. Mutual trust and nature of services provided should motivate the service provider to give more than what is asked for in the agreement.
3. All the rates will be F.O.R. at Chanakya National Law University, Patna
4. The Company shall be liable to indemnify the Chanakya National Law University, Patna in all respects and meet and pay off the litigation expenses and all the liabilities including damages, sums etc. arising out of and 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 within warranty period.
6. There is no provision for making advance payment to the Company as per Chanakya National Law University, Patna rules. However, the running bills for the jobs completed can be submitted by the company and will be cleared for payment within reasonable period.
7. Attach a copy of the profile of the company of quoted items.
8. Dispute if any, will be subject to Patna jurisdiction.
9. The supply of items and its installation should be done in Eight days from the date of work order. In case of work is not completed within compliance period a 10% will be imposed on the pending supply of work as penalty.
10. Tenderer should accompany 2% of tender value (quoted rate) as EMD in the shape of Bank Draft payable at Patna in the name of Registrar, Chanakya National Law University, Patna. The demand draft of EMD should be attached in Technical Bid Envelope. The EMD amount will be forfeited if the tenderer fails to execute the work within the time limit. The EMD amount is refundable after successful completion of the work.
11. Cost of document is Rs. 1000/- in the shape of Bank Draft payable at Patna in the name of Registrar, Chanakya National Law University, Patna and to be submitted along with technical bid.

2. QUOTATION FORMAT

To
The Registrar
Chanakya National Law University
Nyaya Nagar, Mithapur, Patna-800001

Sub: Your NIT Number 07/2012 for supply & Installation of branded All In One Computer System.

With reference to above we quote our rate as follows:

<u>Specification</u>		<u>Available in Quoted Brand write Yes or No</u>	<u>Name of Brand with Model Name or Model No</u>	<u>Unit Rate</u>
Processor	: Intel core i3 2120 3.3 Ghz, 1333 Mhz Speed			
Memory	: 4 GB DDR 3,			
Hard Disk Drive	: 500 GB SATA			
Optical Drive	: DVD R/W Drive			
Graphics	: Integrated			
LAN	: 10/100/1000 on board integrated			
Wifi	: Integrated 802.11.BGN_1X1			
Ports	: 5 USB port, 5 in one card reader			
Web Camera	: Integrated			
Bluetooth	: Integrated			
Keyboard	: Wireless or Wired Multimedia Internet Ready Keyboard of same brand			
Mouse	: Wireless or Wired optical Scrolling mouse of same brand with Mouse pad.			
Audio	: Integrated			
Monitor	: 20" LED			
OS	: DOS preloaded			
Speakers	: Integrated			
Warranty	: 3 years onsite.			

Place & Date :

Signature of Tenderer :

Name and Address of Tenderer :

Mobile No. & E-Mail Address of Tenderer :