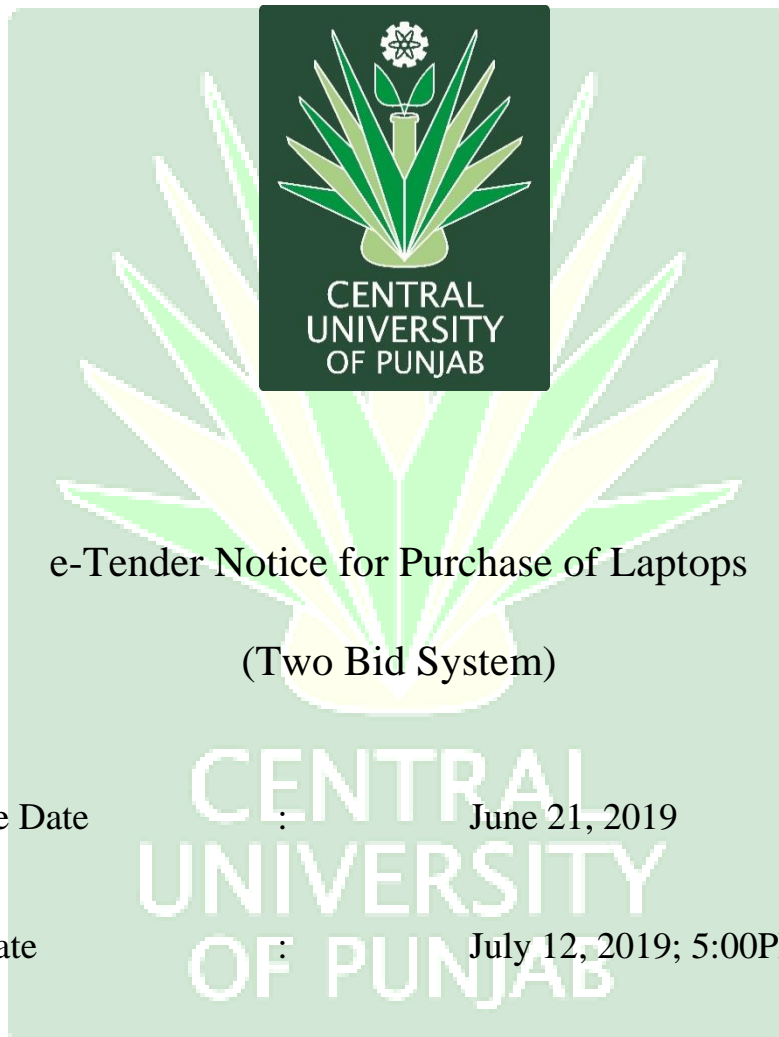


# CENTRAL UNIVERSITY OF PUNJAB

Established vide Act No. 25 (2009) of Parliament

Tender No.: P-12(2019-20)



Release Date : June 21, 2019

Last Date : July 12, 2019; 5:00PM

City Campus, Mansa Road, Bathinda- 151001,  
E-mail: [procurement@cup.edu.in](mailto:procurement@cup.edu.in) Tel: 0164-2864155,

## Central University of Punjab, Bathinda

Central University of Punjab invites online/e-tender from Original Equipment Manufacturers (OEM) /Authorized Dealers for supply of **Laptops**

**Tender Notice Number** : P-12(2019-20)

**Release Date of the Tender** : June 21, 2019

**Last date for the submission of Tender** : July 12, 2019; 5:00PM

**Opening date of Tender** : July 15, 2019; 3:00PM  
(In case tender opening day declared holiday for any reason the tender will be opened on next working day at same time.)

**Name and Address of the University** : Registrar,  
Central University of Punjab,  
City Campus, Mansa Road,  
Bathinda – 151001, Punjab,  
India.

**Telephone.** : 0164-2864155

**E-Mail Address** : [procurement@cup.edu.in](mailto:procurement@cup.edu.in),  
[registrar@cup.ac.in](mailto:registrar@cup.ac.in)

S. No.	Name of Instrument	Qty.	Tender Fee (Non-Refundable)	Earnest Money Deposit (EMD)
1	Laptops of Low configuration	02 Nos.	NIL	Rs. 7000/-
2.	Laptops of Medium configuration	02 Nos		
3.	Laptop of High Configuration	01 No.		

Tender fee/EMD should be submitted online as per bank details mentioned below:-

Account Name : CUPB Nodal Officer E Tendering  
Name of Bank : Canara Bank  
Account No. : 2089101018661  
IFSC Code : CNRB0002089

**Note:** Offers without Tender fee (if applicable) and EMD shall not be entertained. The bidders registered with NSIC/MSME are exempted from submission of EMD, only after providing proof of registration with NSIC/MSME (as the case may be). Without any proof no submission will be entertained.

## GUIDELINES FOR PREPARATION AND SUBMISSION OF TENDER

### 1. Procedure for preparation of tender:-

- a) Prepare the tender document in order of the checklist attached. The checklist should be on top of the technical bid. All other annexures must follow in the same order within each envelop as specified in checklist. If the tender is not as per format, the same may be rejected without any further communication.
- b) The tender fee (if applicable and mentioned specifically) and EMD/Bid Security shall be deposited through NEFT/RTGS or other online transfer modes to designated bank account of the ‘Central University of Punjab, Bathinda’.

### 2. Procedure for Submission of tender: Bids shall be submitted **online only**. University may request hard copy of supporting documents, if needed. University reserves the right to reject the bid if the requested documents are not submitted.

#### Online tender submission:

- a) Online bid should be submitted at CPPP website: <https://eprocure.gov.in/eprocure/app>.
- b) **The bidding process is online i.e. EMD, Technical Bid and Financial bid (3 envelope system) must be submitted online.** Bidders should be in possession of valid Digital Signature Certificate (DSC) of class III for online submission of bids. Prior to bidding DSC need to be registered on the website mentioned above.

### 3. Who can Bid-

- a) Either the indigenous agent authorised on behalf of the Principal/OEM or Principal/OEM itself can bid.
- b) If an agent submits bid on behalf of a Principal/OEM along with the Authorization Certificate *with specifically mentioned validity of authorization* for this specific tender from the Principal/OEM, the same agent shall not submit a bid on behalf of another Principal/OEM in the same tender for the same item (s)/product (s). All bids other than those from the Principal/OEM should be supported by an authority letter from Principal/OEM authorizing the supplier to tender on their behalf. In case of Principal/OEM, a certificate or a self-certified copy thereof to the effect that the bidder is manufacturer of the equipment must be accompanied with the technical bid.

## GENERAL TERMS AND CONDITIONS

1. Technical compliance sheet for each instrument should be strictly as per tender format and signed & stamped on each page and not just cut /copy paste and should provide brochure mentioning item(s) with detailed information.
2. The tenders received without earnest money, or misleading information or tender not submitted as per guidelines will be out-rightly rejected.
3. If the supplier/firm is manufacturer/authorized dealer/sole distributor of any item, the certificate to this effect should be attached along with other documents.
4. Apart from all these terms and conditions, specific terms as specified for each instrument must also be complied with.
5. The tenders qualifying in technical evaluation will only be considered for financial evaluations. The price bid of others (who are not successful in technical evaluation) will not be considered. Financial bids of only technically acceptable offers shall be opened for further evaluation and ranking for the purpose of awarding the contract.
6. Bidders are advised to visit this website regularly to keep themselves updated, for any changes/ modifications in the Tender Enquiry Document.
7. **Right to reject:** The CUPB reserves right to accept/reject any or all the Tenders at any time without assigning any reason.
8. **Delivery Schedule:** Supply and installation must be..... weeks from the date of Purchase Order or opening of FLC, unless specified otherwise.
9. **Site Preparation:** The supplier shall inform CENTRAL UNIVERSITY OF PUNJAB, Bathinda about the site preparation along with technical bid, if any, needed for the installation, must provide complete details regarding space and all infrastructural requirements needed for the equipment, which CENTRAL UNIVERSITY OF PUNJAB, Bathinda will arrange before the arrival of equipment to ensure its early installation and smooth operation thereafter. The supplier may offer his advice and render assistance to CENTRAL UNIVERSITY OF PUNJAB, Bathinda in the preparation of the site and other pre installation requirements.
10. **Civil Suit Jurisdiction:** All legal proceedings in connection with this Supply/Purchase order/Contract shall be subject to the territorial jurisdiction of the local Civil Courts, as per Indian Laws, at Bathinda only.
11. **Cancellation :** The University reserves the right to cancel the Supply/purchase order as a whole or in part at any time or in the event of default on the part of the Suppler prior to the receipt of information regarding taking in hand of the manufacture of material against the Supply/Purchase order/dispatch of material to the consignee.

**Place:**

**Signature of Authorized Person**

**Date:**

**Designation**

**Seal**

## FINANCIAL TERMS AND CONDITIONS

1. **Acceptance of Terms & Conditions:** Bidders must confirm the acceptance of all the terms and conditions of this tender. Any non-acceptance or deviations from the terms and conditions must be clearly mentioned. However, tenderers must note carefully that any conditional offer or any deviation from the terms and conditions of this tender enquiry may render the bids liable for rejection.
2. **Prices:** Quoted prices of respective item(s) (either imported or indigenous, as the case may be) should be firm and FOR Central University of Punjab (CUPB), City Campus, Mansa Road, Bathinda (unless specified otherwise by the university) and complete break up of all charges, taxes and duties payable by the university should be clearly defined, otherwise it will be presumed that the rates quoted are inclusive of all these charges/taxes/duties and nothing extra will be paid. Special Discount/ Rebates, whichever applicable to an educational Institution, may also be specifically indicated.
3. **Concessional GST:** Central University of Punjab is a Research Institute other than Hospital Registered under Department of Scientific and Industrial Research (DSIR), Govt. of India and is entitled to avail concessional rate of Goods and Service Tax (GST) in terms of Ministry of Finance notification 47/2017 – Integrated Tax Dated 14.11.2017. University is eligible for concessional GST@5%. University will provide a certificate in this regard to the supplier.
4. **Custom Duty Exemption:** The University being a public funded and non-commercial research institution is exempted from paying Custom Duties vide notification no. 51/96-custom and the provision of the said notification will apply. University will provide DSIR certificate, Custom Duty Exemption Certificate (CDEC), road permit and other necessary certificates. Since the University does not have any Clearing Agent, the Supplier is required to get the consignments cleared on behalf of the University. *The admissible duties, (if applicable and specifically asked extra in financial bid), will be reimbursed to the Supplier on production of documentary evidence of such payment made as per actual.* In case of direct supply by overseas Principal/OEM, the equipment should come straight from the nearest Port/Airport to the University and not be taken to any local warehouse/Godown. In case of inspection by the Customs, legible seal of Custom Officials should be present along the tearing of consignment.
5. **Payment will be made to the supplier through following modes.**

**a). Supplied by Indian Bidder:**

100% payment will be made through ILC/RTGS/by cheque after delivery, installation and demonstration of goods in good condition and satisfactory inspection report of the Indenter and on the submission of performance bank guarantee (PBG) valid for warranty period plus AMC period (wherever AMC is opted for by University along with purchase of equipment) + 6 months. In case of ILC, charges will be borne by the supplier and adjusted against the payment. In case bidder is not agreeable to bear ILC charges, the same shall be separately specified by the bidder, in which case, the applicable ILC charges will be loaded in bidder's price bid for the purpose of financial evaluation of bids.

**b). Supplied by overseas Principal/OEM:**

80% payment will be released through FLC after receipt of dispatch proof, 10% will be released after installation of equipment and 10% payment will be released after 3months of installation and satisfactory performance of the equipment. FLC equal to

80% of order value will only be opened. FLC charges both inside & outside India will be borne by the Principal or their Indian agent and adjusted against the final payment.

6. **Penalty for non/late delivery of material:** If the supplier fails to deliver and install the material/equipment within the stipulated delivery period of the Supply/Purchase order/contract, the same is liable to pay penalty charges @ 1% per week (or part thereof) of the cost of goods/ services, not exceeding maximum limit of 10% of the cost of complete unit of equipment/material so delayed to be installed.

7. **Security Deposit/PBG:**

- a. 02 PBG valid for Guarantee/Warranty period + 6 months, will be submitted by firm @5% each of the total equipment cost in the shape of FDR/PBG favouring **Central University of Punjab, Bathinda**. In case of non-compliance of performance/repair on complaint, PBG will be encashed by the University and deduct the amount accordingly as per Guarantee/Warranty clause. After deducting the penalty amount, the extra amount (if any) will be paid back after expiry of Guarantee/Warranty period. Failure to submission of security deposit/PBG within the stipulated time, will lead to forfeiture of EMD(if any).
- b. On faithful execution of the Supply/Work order/contract in all respects, including warranty period, the security deposit of the contractors/supplier shall be released after expiry of warranty period.
- c. In the event of default on your part in faithful execution of Supply/Work order/contract, the security deposit shall be forfeited by an order of the Registrar of the University. The forfeiture of security deposit shall be without prejudice to any other right arising or accruing to the university under relevant provisions of the Supply/Work Order/contract, like – recovery of penalty/damages for delay as per delivery provisions, under Negligence & default clause, including suspension of business dealings with the bidder which could extend for a specific period.

8. **Arbitration:**

- a. If, at any time, any question dispute or difference of whatsoever nature arise between the purchaser/University and the bidder/contractor/supplier, upon or in relation to or in connection with purchase order/contract, either party may forthwith give to the other notice in writing of the existence of such question dispute or difference and the same shall be referred to sole arbitration of a nominee of the purchaser/University, who shall give a reasoned/speaking awards. The award of the sole arbitrator shall be final and binding on the parties under the provisions of the Indian Arbitration Act-1996(Amended up to date) and of the rules, there under. Any statutory amendment, modification or re-enactment thereof for the time being in force, shall be deemed to apply and be incorporated in the contract/purchase order. The sole Arbitrator shall be any officer of the University whose name is approved by the Vice Chancellor. It will not be objectionable if the Sole arbitrator is an officer of the university and he has expressed his views on all or any of the matter in question of dispute or difference.
- b. Upon every or any such reference, the cost of and incidental to the reference and award respectively shall be in the discretion of the sole arbitrator so appointed who may determine the amount there of or direct the same to be fixed as between the solicitor and client or as between party and shall direct by whom & to whom and in what manner the same is to be borne and paid.
- c. The work under the contract shall, if reasonable possible continue/during the arbitration n proceedings and no payment due or payable by the purchaser/university shall be withheld on account of such proceedings.



9. **Validity:** Tenders should be valid for 6 months from the last/due date of tender submission.
10. **Indigenous items:** The items which can/are to be provided indigenously may be listed separately. Such items, along with those imported items which are supplied by authorised Indian agent of overseas Principal/OEM, should be quoted in INR only.
11. **Country of Origin:** Country of origin of the quoted item should be mentioned in the offer in case of Import item(s).

**Place:**

**Signature of Authorized Person**

**Date:**



**CHECK LIST****Document for Tender Fee/EMD - Envelope 1**

Sr. No.	Checklist	Yes/No
1	Tender Fee (If applicable),	
2	EMD (NSIC/MSME Certificate attached, if exempted).	

**Documents for Technical Bid -Envelope 2**

Sr. No.	Checklist on top of the technical bid	Yes/No
1.	Application Form <span style="float: right;">Annexure A</span>	
2.	Technical Specification of Low configuration Model <span style="float: right;">Annexure B</span>	
3.	Technical Specification of Medium configuration Model <span style="float: right;">Annexure C</span>	
4.	Technical Specification of High configuration Model <span style="float: right;">Annexure D</span>	
5.	Technical Specification Compliance Sheet <span style="float: right;">Annexure E</span>	
6.	Non Blacklisting of supplier <span style="float: right;">Annexure F</span>	
7.	Proforma For User List <span style="float: right;">Annexure G</span>	
8.	Declaration of Supplier <span style="float: right;">Annexure H</span>	
9.	Photocopy of PAN, GST and TAN card.	
10.	Copy of income tax return for last 2 years	
11.	The printed literature and catalogue/brochure giving full technical details should be provided/ included with the technical bid to verify the specifications quoted in the tender.	
12.	<b>Service Manual/Circuit Diagram:</b> It is specifically required that the bidders will supply all the operating & service manuals and circuit diagrams along-with the equipment.	
13.	Tenders must accompany a copy of the <b>“Financial Terms and Conditions”</b> section of this document, signed and stamped on each page indicating that they agree to these and mention that in future they will not-take any action against these terms and conditions.	

**Documents for Financial Bid**

1	Format of BOQ (Bill of Quantity) available on CPPP. This 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 this tender. Bidders are allowed to enter the Bidder Name and Values only. A. Financial comparison will be made including all charges to make FOR Central University of Punjab, Bathinda e.g. cost of equipment, transportation, insurance (if any), Custom clearance, percentage of custom duty after exemption of against DSIR Certificate (if specifically asked), CMC/AMC/Extended Warranty charges(if specifically asked to quote), GST etc., b. It is mandatory to accept all terms and conditions of tender document warranty as per tender and even FLC Charges both Inside and outside India, all other applicable charges will be mentioned in Column 11, c. It is mandatory to fill all column 7, 18.	<b>Only online on CPPP.</b>
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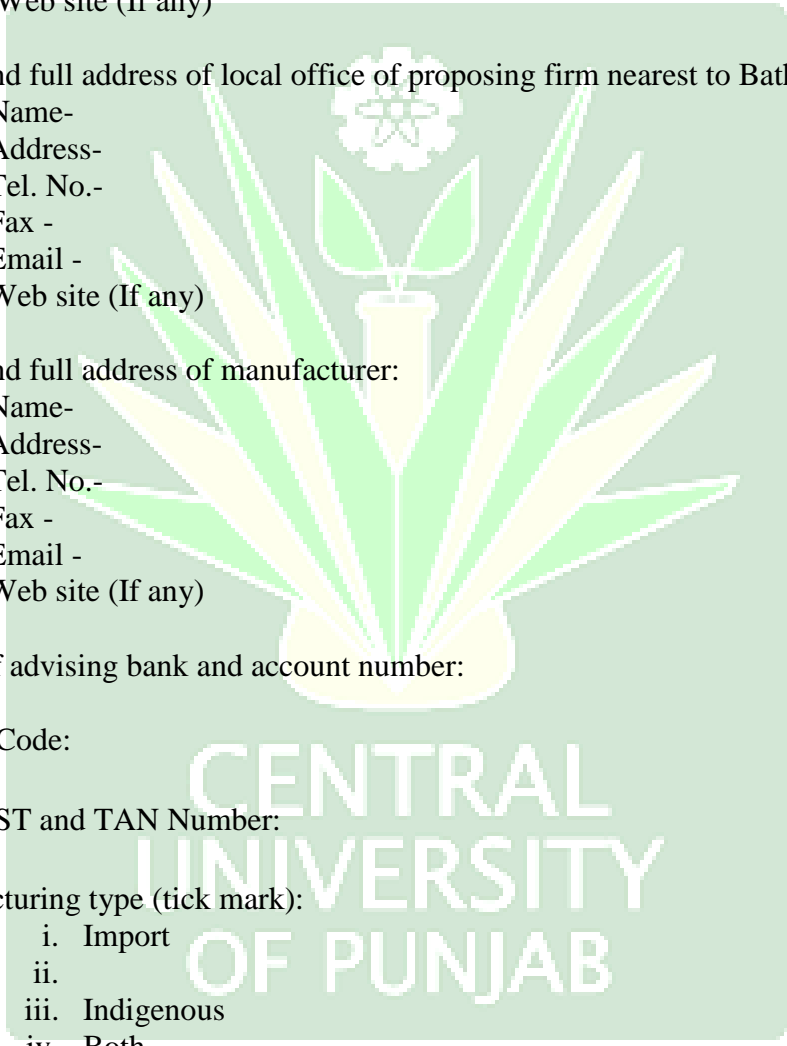
**Place:****Signature of Authorized Person****Date:****Designation****Seal**



**APPLICATION FORM**

To be Filled Completely and Signed (**should be on letterhead of bidder**)

1. Contact details of the head office of proposing firm:
  - a. Name-
  - b. Address-
  - c. Tel. No.-
  - d. Fax -
  - e. Email -
  - f. Web site (If any)
  
2. Name and full address of local office of proposing firm nearest to Bathinda:
  - a. Name-
  - b. Address-
  - c. Tel. No.-
  - d. Fax -
  - e. Email -
  - f. Web site (If any)
  
3. Name and full address of manufacturer:
  - a. Name-
  - b. Address-
  - c. Tel. No.-
  - d. Fax -
  - e. Email -
  - f. Web site (If any)
  
4. Name of advising bank and account number:
  
5. SWIFT Code:
  
6. PAN, GST and TAN Number:
  
7. Manufacturing type (tick mark):
  - i. Import
  - ii.
  - iii. Indigenous
  - iv. Both
  
8. Country(s) of origin:
  
9. Any other relevant information:



**TECHNICAL SPECIFICATIONS OF THE EQUIPMENT / ITEM(S) / MACHINE**

Name of the Equipment / Item(s) / Machine \_\_\_\_\_

Name of the Manufacturer \_\_\_\_\_

Make of the Equipment \_\_\_\_\_

Model Number \_\_\_\_\_

**SPECIFICATIONS of Low Configuration**

Sr. No.	Technical specifications	Qty.
1	Processor - Ryzen 5 2500U RAM - 8 GB, DDR4 HDD Capacity - 1 TB Processor Variant - AMD 2500U Clock Speed - 2 GHz with Turbo Boost Upto 3.6 GHz Memory Slots - 2 Slots RAM Frequency - 2400 MHz Cache - 4 MB RPM - 5400 Graphic Processor - Radeon™ Vega 8 Graphics Number of Cores - 4 OS Architecture - 64 bit, Windows 10 Home System Architecture - 64 bit USB Port - 2 x USB 3.0, 1 x USB 3.0 Type C, HDMI Port -1 x HDMI Port Multi Card Slot 4-in-1 Card Reader (SD, SDHC, SDXC, MMC) Screen Size - 39.62 cm (15.6 inch), Screen Resolution (1920 x 1080) Pixel Screen Type FULL HD LED Backlit Anti-glare Display Speakers Built-in Dual Speakers Wireless LAN WIFI 1x1 AC Bluetooth - v4.1 Ethernet - 100/1000 Mbps Weight - 2.2 kg Web Camera - HD 720P Webcam Keyboard - Island Style Keyboard Li-ion Battery Warranty Battery - 1 Year Onsite Warranty Warranty Service Type - Onsite Covered in Warranty Physical Damage Domestic Warranty - One year	2 Nos

**TECHNICAL SPECIFICATIONS OF THE EQUIPMENT / ITEM(S) / MACHINE**

Name of the Equipment / Item(s) / Machine \_\_\_\_\_  
 Name of the Manufacturer \_\_\_\_\_  
 Make of the Equipment \_\_\_\_\_  
 Model Number \_\_\_\_\_

**SPECIFICATIONS of Medium Configuration**

<b>Sr. No.</b>	<b>Technical specifications</b>	<b>Qty.</b>
1	Dedicated Graphic Memory Type - GDDR5, Memory Capacity - 4 GB Processor - AMD Ryzen 7-3750H Hard Disk- SSD 512 GB RAM - 8 GB, RAM Type - DDR4 Processor Variant - 3750H Clock Speed - 2.3 GHz with Turbo Boost Upto 4.0 GHz Memory Slots - 2 Slots Expandable Memory - Upto 32 GB RAM Frequency - 2400 MHz Cache - 6 MB Graphic Processor- GeForce GTX 1650 GDDR5 4GB VRAM Graphic Number of Cores - 4 Operating System OS Architecture 64 bit, Windows 10 Home System Architecture - 64 bit Port And Slot Features Mic In - Yes, RJ45 - Yes, USB Port, 1 x USB 2.0, 2 x USB 3.1, HDMI Port - 1 x HDMI Port (v2.0) Screen Size - (17.3 inch), Screen Resolution - 1920 x 1080 Pixel Screen Type Full HD LED Backlit IPS Anti-glare Display (with 60 Hz Refresh Rate) Speakers- Built-in Dual Speakers Sound Properties - 2 x 2 W Speakers Connectivity Features Wireless LAN IEEE 802.11ac Bluetooth - v5.0 Ethernet - 10/100/1000 Mbps Weight - 2.6 kg Web Camera - HD 720P Webcam Lock Port -Kensington Lock Slot Keyboard - Illuminated Chiclet RGB Keyboard Backlit Keyboard - Yes Pointer Device - Touchpad Li-Po Battery Power Supply -120-180 W AC Adapter Battery Cell - 4 cell Warranty Summary 1 Year Onsite Warranty Warranty Service Type - Onsite Covered in Warranty Manufacturing Defects Domestic Warranty - one Year	2

**TECHNICAL SPECIFICATIONS OF THE EQUIPMENT / ITEM(S) / MACHINE**

Name of the Equipment / Item(s) / Machine \_\_\_\_\_  
 Name of the Manufacturer \_\_\_\_\_  
 Make of the Equipment \_\_\_\_\_  
 Model Number \_\_\_\_\_

**SPECIFICATIONS of High Configuration**

Sr. No.	Technical specifications	Qty.
1	Processor Brand Intel Core i7 Processor Generation 8th Gen SSD 512 GB RAM 16 GB , DDR 4 Processor Variant 8550U Clock Speed 1.8 GHz with Turbo Boost Upto 4 GHz Expandable Memory Upto 16 GB RAM Frequency 2133 MHz Cache 8 MB Graphic Processor Intel Integrated UHD 620 Weight Less than 1.5 KG OS Architecture 64 bit Operating System Windows 10 Home System Architecture 64 bit Port And Slot Features HDMI Port 1 x HDMI Port (v2.0) Multi Card Slot 3-in-1 Card Reader (SD, SDHC, SDXC) Hardware Interface SATA Display And Audio Features Touchscreen Yes Screen Size 33.78 cm (13.3 inch), 1920 x 1080 Pixel Screen Type Full HD LED Backlit Anti-glare IPS Touch Display Speakers Built-in Speaker Internal Mic Built-in Microphone Keyboard Backlit Keyboard Wireless LAN IEEE 802.11ac, Bluetooth - V4.2 Bluetooth v4.2 Battery 3 cell, Li-ion Battery Warranty Warranty Summary 1 Year Limited Hardware Warranty, InHome Service After Remote Diagnosis Warranty Service Onsite Type Covered in Manufacturing Defects Warranty Domestic Warranty One year	01

**Terms and Conditions-**

1. **Delivery period:** It should be for .....weeks from date of Purchase order or opening of FLC (whichever is applicable).
2. **Validity:** Tenders should be valid for 6 months from the last/due date of tender submission.
3. **Prices:** Quoted prices of respective item(s) (either imported or indigenous, as the case may be) should be firm, inclusive of insurance and FOR Central University of Punjab (CUPB), City Campus, Mansa Road, Bathinda (unless specified otherwise by the university) and complete break up of all charges, taxes and duties payable by the university should be clearly defined, otherwise it will be presumed that the rates quoted are inclusive of all these charges/taxes/duties and nothing extra will be paid. **Special Discount/ Rebates, whichever applicable to an educational Institution, may also be specifically indicated. For Import equipment directly supplied by overseas Principal/OEM, prices must be quoted in foreign currency only.**

**Place:**

**Signature of Authorized Person**

**Date:**

**Designation**

**Seal**







**FORMAT FOR NON-BLACKLISTING OF SUPPLIER**

I/ We \_\_\_\_\_Manufacturer/Authorized Distributor/Agent (strike out which is not applicable) of (Supplier) \_\_\_\_\_ do hereby declare and solemnly affirm that our firm/company is never black-listed by the Union/State Government/Autonomous body.

Deponent

Address

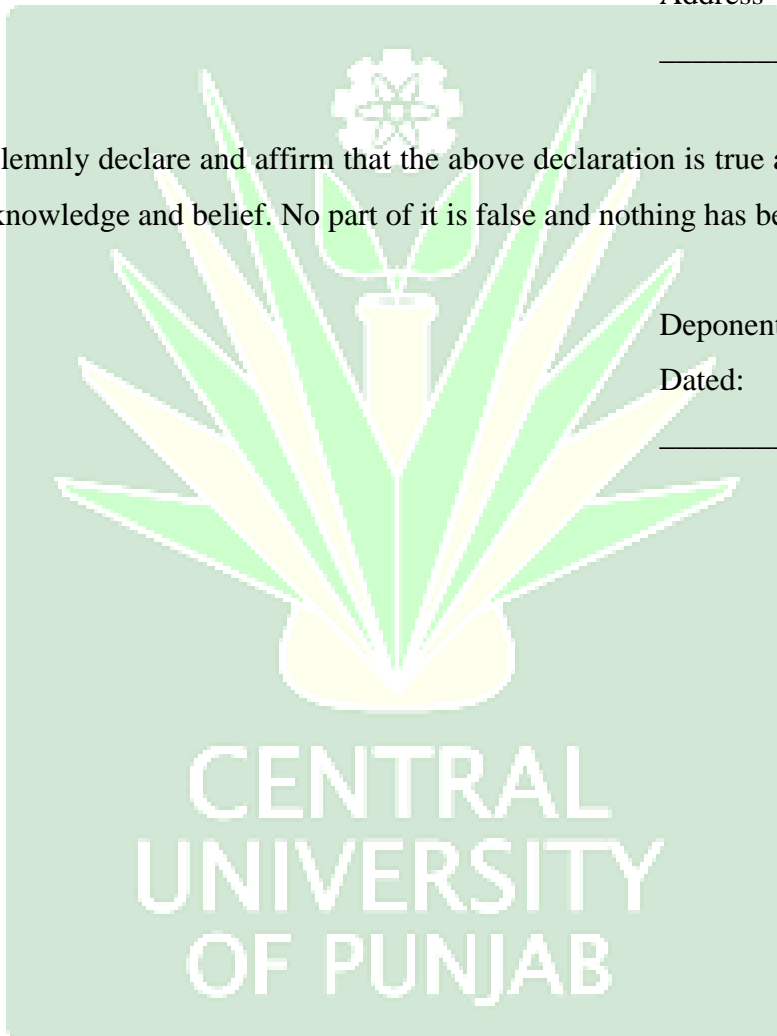
\_\_\_\_\_

I/ We hereby solemnly declare and affirm that the above declaration is true and correct to the best of my/our knowledge and belief. No part of it is false and nothing has been concealed.

Deponent

Dated:

\_\_\_\_\_





**DECLARATION BY SUPPLIER**

“It is certified that I/we have carefully read and understood the entire general, special as well as specific terms and conditions of these documents and agree to abide by all of these. All the information and commitments provided with the bids are truthful and binding on the firm.”

**Place:**

**Signature of Authorized Person**

**Date:**

**Designation**

**Seal**

