

Tender No.: P-73(2016-17)

CENTRAL UNIVERSITY OF PUNJAB

Established vide Act No. 25 (2009) of Parliament

Tender No.: P-73(2016-17)



Tender Notice for Purchase of Laptop-03 Nos.

(Two Bid System)

Release Date : March 20, 2017

Last Date : April 10, 2017; 3:00P.M.

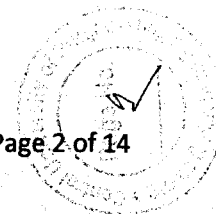
City Campus, Mansa Road, Bathinda- 151001,
E-mail: registrar@cup.ac.in, Tel: 0164-2864155,

Central University of Punjab, Bathinda

Central University of Punjab invites sealed tenders from Reputed Manufacturers (OEM)/Authorized Dealers for supply of *Laptop-03 Nos.*

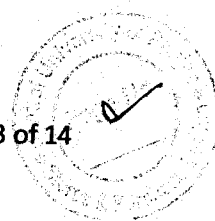
Tender Notice Number	:	P-73(2016-17)
Release Date of the Tender	:	March 20, 2017
Last date for the submission of Tender	:	April 10, 2017; 3:00P.M.
Opening date of Tender	:	April 10, 2017: 4:00P.M. (In case tender opening day declared holiday for any reason the tender will be opened on next working day at same time.)
Name and Address of the University	:	Registrar, Central University of Punjab, City Campus, Mansa Road, Bathinda – 151001, Punjab, India.
Tel.	:	0164-2864155
E-Mail Address	:	registrar@cup.ac.in
Tender Fee (Non-Refundable)	:	Rs. 100/- drawn in favour of Central University of Punjab, Bathinda in the shape of Demand Draft only.
Earnest Money Deposit (EMD)	:	Rs. 4,000/- drawn in favour of Central University of Punjab, Bathinda in the shape of Demand Draft only.

Note: Offers without Tender Fee & EMD shall not be entertained. The bidders registered with NSIC are exempted from submission of Tender Fee & EMD.



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GUIDELINES FOR PREPARATION OF TENDER

- 1 Blank Tender Forms for the items along with details can be downloaded from www.cup.ac.in or www.cup.edu.in. The non-refundable tender fee must be accompanied with tender.
- 2 If bidder wants to bid more than one model. Separate tender complete in all respects should be submit for the different model.
- 3 Tender fee along with Earnest Money Deposit (EMD) and all other necessary documents should be submitted for the tender. The main envelop should super- scribe: "**Tender for Laptop-03 Nos.Last date of submission April 10, 2017; 3:00P.M.**".
- 4 The proposals shall be submitted in two parts, viz. **Technical bid and Financial bid** in two separate sealed envelopes (with respective marking super-scribed in bold).
- 5 The first envelope (envelope 1) marked "**Technical bid**" should include the technical specifications. The first envelope should not contain any cost information whatsoever and place all relevant documents for the eligibility and technical compliance.
- 6 The second envelope (envelope 2) marked "**Financial bid**" should contain the detailed price offer in prescribed format.
- 7 Both the sealed envelopes Technical bid and financial bid should be placed in a bigger sealed cover. The top of cover must also contain Name and Address of the tenderer, telephone and other contact details for further correspondence.
- 8 Financial bid and Technical compliance sheet for each instrument should be strictly as per tender format, and signed on each page.
- 9 Blank Tender Forms for the above items along with details can be downloaded from www.cup.ac.in or www.cup.edu.in. The non-refundable tender fee must be accompanied with tender.
- 10 Tenders must accompany a copy of the "**General Financial Terms and Conditions**" section of this document, signed and stamped on each page indicating that they agree to these.
- 11 Last date of submission of tender along with requisite fee, EMD and all documents is **April 10, 2017**.
- 12 The DD for tender fee, EMD or any other must be drawn in favour of Central University of Punjab, Bathinda.
- 13 The Tenders/Quotations will be opened at the University campus as per given schedule if the Tender opening day happens to be official Holiday then the tenders will be opened on the next working day, in the presence of bidders whosoever may wish to be present.

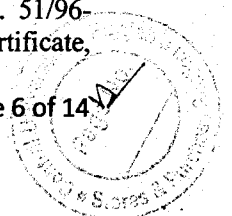
- 14 The tenders received late, without tender fee, without earnest money, without required documents or incomplete in any respect / Misleading will out rightly be rejected. Electronic submission of documents (by facsimile, email and so on) is not acceptable.
- 15 If the supplier/firm is manufacturer/authorized dealer/sole distributor of any item, the certificate to this effect should be attached.
- 16 Apart from all these terms and conditions, specific terms as specified for each instrument must also be complied.
- 17 The tender competing in technical evaluation will only be considered for financial evaluations. The price envelops of others will not be considered. At second stage, financial bids of only technically acceptable offers should be opened for further evaluation and ranking before awarding the contract.
- 18 The financial proposal shall be opened in the presence of the tenderers or their representative who choose to attend. The prior information in this regard will be given to the qualified tenderers.
- 19 The printed literature and catalogue/brochure giving full technical details should be included with the technical bid to verify the specifications quoted in the tender.
- 20 If bidder shall not put the documents in two different envelopes as directed above, the same shall be liable to forfeit the EMD for this tender.



Annexure-B

GENERAL FINANCIAL TERMS AND OTHER CONDITIONS

1. **Prices:** Quoted prices should be firm and FOR Central University of Punjab (CUPB), City Campus, Mansa Road, Bathinda and complete break up of all 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 and nothing extra will be paid. **Special Discount/ Rebates, whichever applicable to an educational Institution, may also be specifically indicated.**
2. **Payment terms:** 100% payment will be made through RTGS/by cheque after delivery, installation and demonstration of goods in good condition and satisfactory inspection report of the Indenter.
3. **Parts of Equipment:** Where the equipment is composed of several subunits/components, the rate should be quoted for each subunit/ component. The University reserves the right to increase or decrease the number of subunits/ components and number of equipment according to its requirements. The rates in ambiguous terms will render the bids liable to rejection. The words "Not quoting" should be clearly written against any item of equipment for which the tenderer is not quoting.
4. **Taxes:** All kinds of Statutory Taxes will be paid by the purchaser on the basis of supportive Documentary Evidence.
5. **Validity:** Tenders/Quotations should be valid for three months from the last date of its submission.
6. **Opening of Tenders:** Tenders complete in all respect will only be considered. Tenders/Quotations will be opened at the University campus as per given schedule, if the Tender opening day happens to be official Holiday then the tenders will be opened on the next working day, in the presence of bidders whosoever may wish to be present.
7. **Incomplete or Misleading Tenders / Quotations:** Tenders/Quotations duly sealed and sent only by post/courier will be considered. Tenders/Quotations received late or incomplete in any respect/ misleading without earnest money& without required documents will out rightly be rejected. No responsibility with regard to postal delays due to any reason whatsoever will be accepted.
8. **Right to reject:** The CUPB reserves right to accept/reject any or all the Tenders/Quotation sat any time without assigning any reason.
9. **Delivery Schedule:** Delivery schedule should be clearly mentioned in the Tenders/Quotations. In case of imported item, the supplier their Indian agent will be responsible for delivery of the material from the place of discharge of material to final point.
10. **Installations:** Installations and Training of the equipment under purchase, if any, will be of free of cost.
11. **Penalty for non/late delivery of material:** If the supplier fails to deliver the material/equipment within the stipulated delivery period of the Supply/Purchase order/contract the same is liable to pay penalty charges at 0.5% of the cost of undelivered goods/ services per week, not exceeding maximum limit of 10% of the cost of complete unit of undelivered equipment/material so delayed.
12. **Custom Duty & Excise 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 requested to get the consignments cleared on behalf of the University. The admissible Custom Duty will be reimbursed to the Supplier on production of documentary evidence of payment of Custom Duty and also satisfactory installation report from the Indenter. The equipment should not be taken to warehouse/ Go-down and should come straight from the nearest Airport to the University. In case of inspection by the Custom, legible seal of Custom Officials should be present along the tearing of consignment.

13. **Security Deposit:**

a. Firm/bidder/Supplier is required to submit security deposit @10% of ordered value in the shape of FDR/PBG favouring **Central University of Punjab, Bathinda** within 30 days from the date of acceptance of Purchase Order. Failure to submission of security deposit in the stipulated time will lead to forfeiture of EMD.

b. On faithful execution of the Supply/Work order/contract on all respects, including warranty period, the security deposit of the contractors/supplier shall be released.

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 penalty/damages for delay in delivery provisions under Negligence & default clause including suspension of business dealings with the university for a specific period.

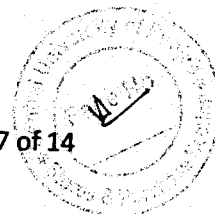
14. **Warranty/ Guarantee:** Bidders are required to submit warranty/ Guarantee certificate as per given Performa at Annexure-E.

15. **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.

16. **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 Supplier 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.

17. Conditional bids shall not be considered.

18. The CUPB reserves the right to increase or decrease the quantity of the tender items.



TECHNICAL SPECIFICATIONS AND COMPLIANCE SHEET FOR Laptop-03 Nos.

Specification of Laptop no. 1

Laptop – Professional series
Screen size – 14”HD
Processor – I7 6th generation or better
RAM – 12 GB GTX 950M or better, expandable up to 32 GB
Hard Disk – 1 TB 5400 rpm or better
Keyboard - Spill resistant, backlit island KBD
Windows 10 professional
6 Cell LI-ion battery
Other features: HD CAM, BT/FPR/802.11 bgn/VGA/Mini DP/USB port
Accessories – bag, mouse (cord less)
Warranty 3 Years
Light weight

Specification of Laptop. 2

Laptop – Professional series
Screen size – 14”HD
Processor - i5 6th generation or better
RAM – 8GB DDR3 or better, expandable up to 16 GB
Hard Disk – 1 TB+5400RPM or 500GB + 8GB+7200 RPM or better
Keyboard - Spill resistant
Windows 10 professional
6 Cell LI-ion battery
Other features: HD CAM, BT/FPR/802.11 bgn/VGA/Mini DP/USB port
Accessories – bag, mouse (cord less)
Warranty 3 Years
Light weight

Specification of Laptop. 3

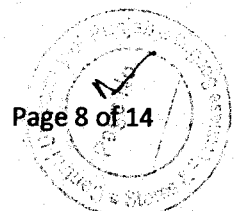
Laptop – Professional series
Screen size – 15.6”HD
Processor - i5 6th generation or better
RAM – 8GB DDR4 or better, expandable up to 16 GB
Hard Disk – 1 TB+5400RPM or 500GB + 8GB+7200 RPM or better
Keyboard - Spill resistant
Windows 10 professional
6 Cell LI-ion battery
Other features: HD CAM, BT/FPR/802.11 bgn/VGA/Mini DP/USB port
Accessories – bag, mouse (cord less)
Warranty 3 Years
Light weight

(Following detail is required to submit by bidder about quoted item in respect to above technical specifications)

Name of the Equipment _____
Name of the Manufacturer _____
Make of the Equipment _____
Model Number _____
County of Origin _____

Place:
Date:

Signature of Authorized Person
Designation
Seal



Annexure-D

FORMAT FOR THE SUBMISSION OF RATES – PRICE BID

(To be submitted on the letterhead of the company/firm and put it in Envelope 2)

Item Price:

Name of the Item _____

Name of the Manufacturer _____

Make of the Item _____

Sl. No.	Particulars	Rate/Unit
1	Cost of the item (FOR Central University of Punjab, Bathinda).	
2	(___ % of VAT/TAXES)	
3	Total (1+2)	

Note: Taxes and other levies, if any are to be clearly specified in the bid.

This is certified that the rates quoted above are not more than the rates charged from any other Institution/Department/Organization.

Place:**Signature of Authorized Person****Date:****Designation****Seal**

CERTIFICATE OF WARRANTY

- a) I/We certify that the warranty shall be for a period of 36 months starting from the date of satisfactory installation, commissioning and handing over of the equipment and of the works conducted therewith covered under the supply order in working order. During the warranty period, I/we shall provide free "after sale service" and the replacement of any part(s) of the equipment or rectification of defects of work of the equipment will be free of cost. The replacement of the parts shall be arranged by us, at our own cost and responsibility. We undertake that the above warranty shall begin only from the date of satisfactory and faultless functioning of the equipment for 60 days at CENTRAL UNIVERSITY OF PUNJAB, Bathinda premises. The benefit of change in dates of the warranty period shall be in the interest of the University.
- b) During the warranty period, we shall provide at least 3 preventive maintenance visits.
- c) All complaints will be attended by us within 2 weeks of receipt of the complaint in our office.
- d) In case the replacement /repair of defective material is not carried out within 02 weeks of intimation of defects, then we shall pay interest @ 12 per cent per annum on the value of each complete operational unit of equipment beginning from the date of becoming defective up to date of its re-commissioning after replacement/repair.
- e) We certify that the equipment being/quoted is the latest model and that spares for the equipment will be available for a period of at least 10 years and we also guarantee that we will keep the organization informed of any update of the equipment over a period of 5 years.
- f) We guarantee that in case we fail to carry out the maintenance within the stipulated period, CENTRAL UNIVERSITY OF PUNJAB, Bathinda reserves the right to get the maintenance work carried out at our risk, cost and responsibility after informing us. All the expenses including excess payment for repairs/maintenance shall be adjusted against the Performance Bank Guarantee. In case the expenses exceed the amount of Performance Bank Guarantee, the same shall be recoverable from us with/without interest.
- g) We shall try to repair the equipment at CENTRAL UNIVERSITY OF PUNJAB, Bathinda premises itself. However, the equipment will be taken to our site on our own expenses in case it is not possible to repair the same at CENTRAL UNIVERSITY OF PUNJAB, Bathinda. We shall take the entire responsibility for the safe custody and transportation of the equipment taken out for repairs till the equipment is rehabilitated to the CENTRAL UNIVERSITY OF PUNJAB, Bathinda after repair Any loss of equipment or its accessories under our charge on account of theft, fire or any other reasons shall be at our sole risk and responsibility which will be compensated to CENTRAL UNIVERSITY OF PUNJAB, Bathinda for such losses at the FOR value for the damaged/lost equipment/part, including accessories.
- h) We undertake to perform calibration after every major repair/breakdown/taking the equipment for repair out of CENTRAL UNIVERSITY OF PUNJAB, Bathinda premises.
- i) In case of extended warrantee, we undertake to carry out annual calibration of the equipment.
- j) We guarantee that we will supply spare parts if and when required on agreed basis for an agreed price. The agreed basis could be an agreed discount on the published catalogue price.

k) We guarantee to the effect that before going out of production of spare parts, we will give adequate advance notice to you so that you may undertake to procure the balance of the life time requirements of spare parts.

l) We guarantee the entire unit against defects of manufacture, workmanship and poor quality of components.

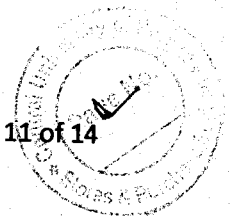
Place:

Signature of Authorized Person

Date:

Designation

Seal



APPLICATION FORM

To be Filled Completely and Signed

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:

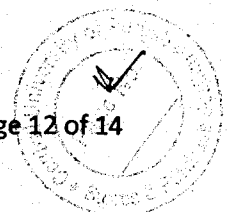
5. SWIFT Code:

6. PAN and TAN Number:

7. Manufacturing type (tick mark):
 - i. Imported
 - ii. Indigenous
 - iii. Both

8. Country(s) of origin:

9. Any other relevant information:



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 quotations are truthful and binding on the firm.”

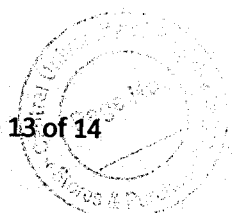
Place:

Signature of Authorized Person

Date:

Designation

Seal



CHECK LIST

(TO BE FILLED COMPLETELY & PLACED IN ENVELOPE-I)

Sr. No.	Points to be verified	Yes/ No
1	Technical specification compliance sheet	
2	EMD	
3	Tender Fee	
4	Photocopy of PAN and TAN card	
5	User list and certificates issued by clients	
6	Copy of income tax return certificate	
7	Warranty: 03 years	
8	All other certificates as asked for in tender document a) Certificate indicating country of manufacture b) Sales tax registration certificate c) Copy of "Eligibility Criteria and General Terms and Conditions" signed and stamped on each page	

Place:**Signature of Authorized Person****Date:****Designation****Seal**