SRI VENKATESWARA COLLEGE

Delhi University, Benito Jaurez Marg, Delhi -110021.

Tender notice inviting quotation for purchase of Desktop Computers

Sri Venkateswara College invites sealed quotations from reputed companies/ supply agencies for procurement of computer system (Branded) for its state level. The interested company/supplier/agency may submit their technical and financial bid documents in prescribed format in separate sealed cover. Details of specification of computer system & estimated quantities are as follows:-

S.No.	Name of Item	Specification	Quantity
01	Computer Desktop		15

Technical and Financial Documents sealed in separate covers and marked with Technical and Financial must be delivered to the **Principal** on or before **26 December, 2016.**

14/12/16

ICT CONVENOR

A.O.

वीरेन्द्र कुमार
प्रशासनिक अधिकारी
श्री वेंकटेश्वर कॉलेज
(दिल्ली विश्वविद्यालय)
धौला कुंआ, नई दिल्ली-110021

PRINCIPAL

Checklist for bidders/ applicants

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

S.NO.	Documents to be submitted	Documents Submitted	
1.	All pages of this BID 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 be signed by authorized signatory.	**Y/N**	**Page no of document**
2.	Statement indicating experience of supplying such items and working with government Ministries/ Department/PSUs		
3.	Attested copy of VAT/CST/Service TAX registration Number, if applicable		
4.	Attested Copy of PAN/Number		
5.	Attested Copy of return for last month/Quarter as the case may be submitted towards Central and State Tax/VAT if applicable.		
6.	Attested Copies of IT returns for the last three years filed by the agency.		
7.	Attested copy Audited Accounts for details of turn over for the year 2012-13, 2013-14, 2015-16.		
8.	Bank Account No. of the firm with IFS code and Bank Branch Name		
9.	Financial Bid (Separate envelop)		
10.	Any other Specify:……		

Signature of the Bidder

SRI VENKATESWARA COLLEGE

Delhi University, Benito Jaurez Marg delhi- 110021.

Sealed tenders are invited from reputed companies/ supply agencies for procurement of Desktop Computer (Branded) for its state level. The interested company / Supplier/ Agency may submit their technical and financial bid documents in prescribed format in separate sealed cover. Details of Specification of Computer & estimated quantities are as follows:

S.No	Item Name	Specification		Quantity
01	**Desktop computer**	**DELL, Intel Core i5 Based Desktop 6th Generation**		**15**
		CPU	Intel Core i5-3470 or higher	
		Chipset	Intel 77 or better on OEM Mother board	
		Memory	4 GB 1066 MHZ DDR 3 RAM with 8 GB expandability.	
		Hard Disk	1 TB SATA HDD or Higher	
		Monitor	21 inch or larger TFT/LED Digital Color Monitor.	
		Keyboard	110 keys multimedia keyboard	
		Mouse	Optical Mouse with USB Interface	
		Bays	03 Nos. or above	
		Ports	6 USB ports (with at least 2 in front) , audio ports for microphone and headphone in front.	
		Cabinet	Mini tower	
		Optical Drive	8x or better DVD Writer	
		Network Facility	10/100/1000 on board integrated Network port with remote booting facility remote system installation, remote wakeup facility.	
		Operating System	Windows 8.1 or 10 professional preloaded.	
		Warrantee	Comprehensive onsite warranty 3 Years	

Delivery Place:

Bidder will supply and deliver the materials at ICT department, First Floor, Sri Venkateswara College, Delhi University, and Delhi-110021.

Qualification and conditions:

a) Bidder should have experience of supplying such items and will have to furnish details of previous supplies.
b) Bidder shall provide all relevant documents and records such as Income Tax Return/ PAN/ Agencies/ VAT certificate and any other taxes (whichever applicable).

Bid Price:

a) The contract shall be for a period of One year.
b) The rates quoted by the bidder shall be fixed for the duration of the contract and shall not be subjected to adjustment of any account.
c) All duties, Taxes, and other levies including the transportation expenses are payable by the supplier/agencies/company under the contract or work order and shall include in total price mentioned separately.
d) Each bidder shall submit only one quotation in the format supplied with IFQ. Bidder submitting more than one quotation for the same package will not be entertained. All the columns are requisite information's must be filled in the supplied format.

Submission of Quotations /Bid:

a) Each bidder should submit sealed quotations (in two separate part i.e. Technical (Part -1 and Financial (Part -2) in separate envelopes.
b) The following documents will form the technical part of the bid (Photo copy duly self-attested to be compulsorily enclosed)
    1. Establishment Registration certificate.
    2. Current Return of Income tax.
    3. Commercial Tax Clearance Certificate.
    4. Certification of authorization of the company.
    5. Details of work experience.
c) The financial Bid (Part-2) of the bid shall consist of only Rate/Price in Performa supplied with the IFQ on the company's firm letter pad. All the column and requisite information must be filled in the prescribed format. Bidder must quote the item wise.
d) Award of contract/ work order on the basis of lowest evaluated price for which the bidder must quote the rate per item.

Performance Security:

a) 5% of the total bid/Contract value will have to be deposited as performance security in form of Bank Guarantee /Demand Draft in favor of Principal, Sri Venkateswara College, payable at Delhi. By the lowest evaluated responsive bidder before the award of work.
   The performance security will be refunded only after the expiry of the contract as specified in the bid document/agreement.
b) The performance security deposit shall be forfeited in case any terms and conditions of the contract/ agreement etc. infringed or the bidder fails to complete the supply in time.

Validity Quotation:

Quotation shall remain valid for a period only for 90 days after the dead line date specified for submission.

Evaluation of Quotations:

The purchaser will evaluate and compare quotations determined to be substantially responsive i.e.:

a) Are properly signed and
b) Confirm to terms, conditions, specifications and qualifications conditions.

Award of Contract:

The purchaser will award the contract/ work order to the bidder whose quotations has been determined to be substantially responsive and who has offered the lowest evaluated quoted price.

a) Not with-standing the above, the purchaser reserves the right to accept or reject any quotations and to cancel the bidding process and reject all quotations at any time prior to the award of the contract without any notice whatsoever.
b) The bidder whose bid is accepted will be notified of the award of contract by the purchaser. The terms of the accepted offer shall be incorporated in supply order. The validity period may be extended by the purchaser by another 15 day in exceptional cases only with prior permission with the purchaser.

Other Terms and Conditions:

a) Sri Venkateswara college reserves the right to Proponed/Postponed/Cancelled the bid, the bidder will have to abide with the decision.
b) Payment shall be made after the supply and submission of bills which will be subject to satisfactory supply (certificate by the committee constituted for the purpose). Personal in charge of the purchaser will certify the quality and quantity of the items supplied/ work done as per specifications and recommend accordingly the extent of payment.
c) No preference will be given to any bidder of class of bidders, either for the price or for other terms and conditions.
d) Quotation may be submitted on printed letter head of the bidder in the prescribed format supplied with IFQ.
e) Successful bidder will have to enter into agreement with Sri Venkateswara College for timely execution of the purchase order.
f) No payment will be made for any damage of goods supplied.
g) Liquidated damages provisions for damages shall be included in conditions of the contract when delays in delivery of goods, completion of work or failure of the goods or works to meet performance requirements would result I extra cost, or loss of revenue or loss of other benefits to the implementing agency.

You are requested to send your offer during working hours on or before **5PM** of the **26.12.2016** in the prescribed format (enclosed herewith) In sealed envelopes in form of Technical- (Part-1) and Financial (Part -2) bids/ quotations to the **Principal , Sri Venkateswara College Delhi University, Benito Jaurez Marg, Delhi-110021**.

SRI VENKATESWARA COLLEGE

Performa for Technical Bid (Part 1)

S.No.	Particulars	To be filled by the tenderer
1.	Name of the agency	
2.	Date of establishment of the agency	
3.	Detailed office address of the agency with office Telephone number, and mobile number and name of the contact person	
4.	Whether the firm Is registered under company act, partnership or proprietorship.(copies to be enclosed)	
5.	PAN/TAN Number copy enclosed.	
6.	Sales tax / VAT Registration Number (Copy to be enclosed).	
7.	Attested copy of return of last month/quarter as the case may be submitted.	
8.	Attested copies of IT returns of last three years.	
9.	Whether firm is blacklisted by any government department or any criminal case is registered against the firm or its owners/partners anywhere in India.	
10.	Experience in dealing with Govt. Departments attaches copies of supply orders placed on the agency.	
11.	Whether bid document of all pages of the terms and conditions duly signed, in token of acceptance of the same is attached.	
12.	Whether agency profile is attached?	

Place: Signature of the Bidder

Date: Office Seal

Format of Financial Bid

Part -2

Name of the firm:……

Quotation for Purchase of Computer System

S.No	Name of Item	Specification and Feature	Brand	Quantity	Rate per Unit (Including VAT)	Amount
01	Computer Desktop			15		
		Total				
(Total Amount in rupees……only)						

1. We agree to supply the above mentioned items in accordance with technical specification for a total contract price of …… (in word rupees…….)
   Including taxes, transportation etc. within five days of the issue of supply order.
2. We also confirm that the normal commercial warrantee/guarantee shall apply to the supplied items.
3. We also agree and abide with the terms and conditions stipulated in the bid document.

(Signature of Bidder with Seal)
Name:
Designation:
Address:
Contact No:
Date: