



Central University of Orissa

(Established under the Central Universities Act, 2009)

Landiguda, Koraput. Odisha Pin.: 764 020.

Phone:06852-288209/238 Fax.06852-288225

Ref.:CUO/Admn./Comp.&Accs./06

Dt.14/12/2016

NOTICE INVITING TENDER

Sealed tenders are invited for supply, installation and commissioning of Desktop Computers (Make: HP/DELL/LENOVO/ACER or Equivalent) from Manufacturers / Authorised Dealers. The sealed quotations are to be submitted on or before 18/01/2017 by 15.00Hrs. as per the terms and conditions prescribed. For further details please log on to our website: www.cuo.ac.in.

Sd/-
Vice-Chancellor



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TENDER SCHEDULE

Ser.	Description	Schedule
1.	Name of the work	supply, installation and commissioning of Desktop Computers of HP/DELL/LENOVO/ ACER or Equivalent make
2.	Estimated value of the tender	Rs.50.00 Lakhs
3.	Earnest money deposit (EMD)	Rs.1.00 Lakhs
4.	Cost of tender document	Rs.500.00
5.	Last date & time for submission of tender	18/01/2017 by 1500 hrs
6.	Tender opening date & time	18/01/2017 by 1530 hrs
7.	No. of computers to be procured (may vary)	71

For further details please log on to our website: www.cuo.ac.in.

Sd/-
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(Reference NIT Ref.: CUO/Admn./Comp.&Accs./06 Dt.14/12/2016)

Sealed tenders are invited for Supply, Installation and Commissioning of **"Desktop Computers" (Make - HP/DELL/LENOVO/ACER or Equivalent)"** as per details and specifications shown in **Annexure-02**

TERMS & CONDITIONS

I. COMPULSORY ELIGIBILITY CRITERIA

The tenderers must fulfil the following eligibility criteria failing which their offer will be summarily rejected:-

1. The tenderer must possess required valid licenses, Registration etc. issued by the Competent Authority as per law.
2. If the tenderer is the authorized dealer/sole distributor of Desktop Computers, the Certificate to this effect should be attached (not applicable for the manufacturer of the product).
3. The tenderer must have completed satisfactorily during the last 03 financial years (2013-14, 2014-15 and 2015-16) and the Current Financial Year at least:-
 - (a) One supply order of Rs.20.00 Lakh or more
 - or**
 - (b) Two supply orders of Rs. 15.00 lakh each or more
 - or**
 - (c) Three supply orders of Rs.10.00 Lakhs each or more issued by any Govt./Autonomous/PSU Organisation (Central or State) for supplying the same or similar item.

[N.B.: (i) the supply in progress irrespective of any value against any supply order not satisfactorily completed/executed shall not be considered; (ii) Supply in any private organization shall not be considered.]

4. The tenderer must have the total turnover of at least 300% of the estimated value i.e. Rs.1.5 crore or more during the last 03 financial years (2013-14, 2014-15 and 2015-16) and the Current Financial Year combined
5. The tenderer must deposit earnest money of Rs.1,00,000/- (Rupees One Lakh only) along with their tender in the form of Demand Draft favouring **Central University of Orissa** payable at **Koraput**.
6. The tenderer must have its own bank account, PAN, TAN, TIN, VAT and Service Tax No.

II. DOCUMENTS TO BE ENCLOSED

The tenderer must submit the following documents (self attested) along with the tender failing which their offer will be summarily rejected:-

Documentary proof of the registration/license etc. issued by the Competent Authority:-

- (a) Satisfactory completion certificate issued by the concerned Govt./Autonomous/PSU Organization (Central or State) under the signature of the appropriate authority as regards Sl.No.3 above. The certificate must contain (i) Full name (with description) of items supplied (ii) Supply order No. (iii) Supply order date (iv) Quantity supplied (v) Value of the complete supplies made (vi) Commencement of date of supply (vii) Completion of date of supply (viii) Whether the supply was made satisfactorily or not.
- (b) Copy of income tax return and/or annual accounts of the last 03 Financial Years.
- (c) Photocopies of bank account, PAN, TIN, TAN, VAT and Service Tax Registration Certificate.
- (d) Original demand draft of Rs.1,00,000/- (Rupees One Lakh only) pertaining to earnest money in the form of account payee demand draft in favour of **Central University of Orissa** payable at **Koraput** only.
- (e) Original demand draft of Rs.500.00 (Rupees Five hundred only) being the cost of tender document in the form of account payee demand draft in favour of **Central University of Orissa** payable at **Koraput** only
- (f) Certificate of dealership/distributorship as applicable.

III. SUBMISSION OF BIDS

1. **Submission of Bids:** The tenderer shall submit separately **two** bids: **Technical Bid and Financial Bid.**

- (a) Technical Bid: The technical bid should be submitted on the letterhead of the tenderer addressed to the Dy. Registrar (Administration), Central University of Orissa, Koraput, containing the information detailed at **Annexure-01 & 02.**
- (b) Financial Bid: The financial bid should be submitted on the letterhead of the tenderer addressed to the Dy. Registrar (Administration), Central University of Orissa, Koraput, strictly in the format at **Annexure-03.**
- (c) Mode of Submission.
 - (i) "Technical Bid" & "Financial Bid" **must** be placed in separate sealed envelopes clearly marked as **"Technical Bid" & "Financial Bid"**. The Technical Bid envelope must also contain two separate demand drafts pertaining to Earnest Money and tender documents cost.
 - (ii) Both the Technical Bid and Financial Bid envelopes must be enclosed in one bigger envelope duly sealed and super-scribed as "Tender for Desktop Computers vide NIT No....." .
 - (iii) Tenders/bids submitted through Fax and e-mail will not be considered at all.

2. **Bid Opening:** Technical bids shall be opened first. Subsequently, financial bids of only those tenderers whose technical bids have been found suitable in accordance with the extant procedure, tender terms and conditions shall be opened by the University.

3. **Tender Documents Availability & Cost:** The tenderer/bidder may download the tender document from the University Website (i.e. www.cuo.ac.in). The tenderer are required to enclose along with their Technical Bid a demand draft of Rs.500.00 (Rupees Five hundred only) as the cost of the tender document (non-refundable).

IV. OTHER ESSENTIAL TENDER TERMS & CONDITIONS

1. **Validity of Bids:** Tender/Bids must be valid for 120 days from the tender opening date.

2. **Tendered Quantity and Variation:** The required quantity of Desktop Computers is 71 (Seventy One) Nos. and may vary (+/-30%) as per the requirement of the University during the contractual period. The supplier will be paid @97% of the accepted rate, if the quantity variation is more than 10% of the advertised quantity.

3. **Delivery Period.** The successful tenderer must be able to supply and install the goods within 25 days from the date of issue of Supply Order. Delayed supply will attract the levy of penalty/liquidated damages.

4. **Penalty:** If the supplier fails to deliver and place any or all the Equipment or perform the service by the specified date, penalty at the rate of 1% per week of the total order value subject to the maximum of 10% of total order value will be deducted.

5. **Payment.** 'Advance Payment' is not allowed in any case. 100% payment will be released after completion of the supply, successful installation and commissioning of Computers.

6. **Performance Security Deposit.** The successful tenderer shall deposit within 07 days of issue of supply order @5% of the total value of the supply order or Rs.2,00,000/- (Rupees Two Lakhs only) whichever is less, as performance security deposit with the University in the form of Bank Guarantee in the prescribed form as mentioned at **Annexure-4** issued by Nationalised banks with validity upto 02 months after warranty period. The performance security deposit shall remain with the University till the completion of warranty period.

7. **Tender Opening:** Tender Box shall be sealed at 1500 hrs on 18/01/2017. The tender box shall be opened as below:-

Bid	Date	Time	Place	Remarks
Technical bid	18/01/2017	1530 hrs	CUO, Landiguda	Bidders may also witness the opening
Financial bid	To be advised to the successful tenderers of Technical Bids			

Financial bids of only those tenderers whose technical bids have been found suitable in accordance with the extant procedure, tender terms and conditions shall be opened by the University.

8. **Installation & Warranty Declaration:** Suppliers must give the comprehensive onsite warranty of at-least 03 years from the date of successful installation of goods against any manufacturing defects. In the installation report the model number of instrument and all spares parts/accessories numbers should be in the line of purchase order. It must be written in the warranty declaration that "everything to be supplied by us hereunder shall be free from all defects and faults in material, workmanship and shall be of the highest quality and material of

the type ordered, shall be in full conformity with the specification and shall be complete enough to carry out the experiments, as specified in the tender document. If any item covered under warranty fails, the same shall be replaced free of cost including all the applicable charges (shipping cost both ways)". **Installation must be done within stipulated time period from the date of delivery of the item/equipment as specified in the purchase order.**

9. **Settlement of Disputes.** In the event of any dispute or difference(s) between the Central University of Orissa and the vendor(s) arising out of non-supply of material or supplies not found according to the specifications or any other cause whatsoever relating to the supply or purchase order before or after the supply has been executed, shall be referred to the Vice-Chancellor, Central University of Orissa, Koraput who may decide the matter himself or may appoint arbitrator(s) under the Arbitration and Conciliation Act 1996. The decision of the arbitrator shall be final and binding on both the parties. All disputes shall be subject to Jurisdiction of courts at Koraput only.

10. **Return of EMD to unsuccessful tenderers.** The unsuccessful tenderers shall be returned of their EMD demand draft within 15 days after finalization of the tender and issue of supply order in favour of successful tenderer. However, the EMD of the successful tenderer shall be retained by the University till the performance security deposit of the full amount is deposited by him in the form of Bank Guarantee.

11. **Condition of goods.** The supplier must supply the goods in good condition without any defect whatsoever to the satisfaction of the university. Any deviation in the material and the specifications from the accepted terms is liable to be rejected and the suppliers need to supply all the goods in the specified form to the satisfaction / specifications specified in the Letter of Award and demonstrate at the their own cost.

12. **Dispatch of tender bids by the tenderer.**

(i) The tenderers may drop in person their sealed envelopes containing their technical and financial bids in the tender box to be kept in the office of the Registrar, Central University of Orissa upto 1500 hrs of 18/01/2017.

(ii) The tenderers may also send their bids by speed post or registered post only addressed to the Dy. Registrar (Administration), Central University of Orissa, Landiguda, Koraput – 764 020, Odisha so as to reach the University before 1500 hrs of 18/01/2017. Such bids received though post shall be entered in the Tender Receipt Register by the purchase section duly endorsed by the Deputy Registrar (Administration) and shall be dropped by him in the tender box immediately after recording the same in the Tender Receipt Register.

(iii) The bids sent through normal post or courier shall not be considered.

13. Central University of Orissa, Koraput reserves the rights to accept/reject any offer in full or in part without assigning any reason thereof.

Sd/-
Vice-Chancellor

TECHNICAL BID PARTICULARS

1. Name of the Tenderer :
2. Full Address of the tenderer :
3. Contact details of tenderer :
 (a) Telephone No.
 (b) Mobile No.,
 (c) Fax No.,
 (d) E-mail id
4. Details of Earnest Money Deposit (Rs.1,00,000/-) :
 (DD must be placed in the Technical Bid envelope)
 (a) D.D. No.
 (b) D.D. date
 (c) DD amount
 (d) Issuing Bank
5. Details of cost of tender document deposited (Rs.500/-):
 (DD must be placed in the Technical Bid envelope)
 (a) D.D. No.
 (b) D.D. date
 (c) DD amount
 (d) Issuing Bank
6. List of Documents enclosed:

Sl.No.	Name of the document	Information to be filled in this column		Whether photocopies of the documents enclosed (pl. tick)
1.	License/Registration (Number)			Yes / No
2.	Dealership/Distributorship Certificate (Number)			Yes / No
3.	Supply order completion certificate (Name of the organization, value, supply completion date)			Yes / No
4.	Income Tax Return (Annual Income during last 03 Financial Years)	2013-14	Rs.	Yes / No
		2014-15	Rs.	
		2015-16	Rs.	

5.	Audited Balance Sheet & Profit and Loss Account Annual turnover during last 03 Financial Years	2013-14	Rs.	Yes / No
		2014-15	Rs.	
		2015-16	Rs.	
6.	Bank Account (Bank Name, Branch & Account No.)			Yes / No
7.	PAN (Number)			Yes / No
8.	TIN (Number)			Yes / No
9.	TAN (Number)			Yes / No
10.	VAT (Number)			Yes / No
11.	Service Tax (Number)			Yes / No

7. Detailed specifications of the goods (computer) proposed to be supplied by the tenderer (The tenderer must submit the same in the enclosed format only (at Annexure-02)

8. Validity period of the Bid:

9. Additional information, if any proposed to be furnished by the tenderer.

Certificate: Certified that we accept all the terms and conditions of the tender documents.

Date :
Place :

Signature of authorised person
Full name :
Designation:
Seal:

DETAILS OF TECHNICAL SPECIFICATIONS OF THE TENDERED ITEMS

Name of the work: **Supply, Installation and Commissioning of Desktop Computers (Make - HP/DELL/LENOVO/ ACER or Equivalent)**

Quantity Required: **71 Nos.**

Technical Specification:

Items	Minimum Specifications required by the University (N.B.: Tenderer's specification can also be higher than that required by University)	Specifications proposed to be supplied by the tenderer (N.B.: Tenderer's specifications may be higher than those required by University strictly within the required brand name)
Processors	Intel ® 4 th generation Core i7	
Motherboard	Intel Q87 Express Chipset, up to 4 DIMM Slots	
RAM	8GB DDR3, supports up to 32 GB	
Graphics	NVIDIA 2 GB DDR5	
HDD	SATA 1TB, supports up to 2 TB	
Monitor	21.5" Full HD (1080p) LED Monitor	
Networking	10/100/1000 Gbe Port, supports wireless 802.11n card	
I/O Ports	2 x USB 3.0, 4 x USB 2.0, 1xRJ45, 1 Serial, 1 VGA, 2 Display Port, 2 Line-in Stereo/Microphone, 2 Line-out Headphone	
Removable Media	Supports Optical disk drive	
Power Supply	External 300W	
Warranty	3 years On-site Comprehensive Warranty	
OS	Windows 10 Professional (OEM) 64-bit	
Chassis	Tower based	
Keyboard/Mouse	USB based	

Date :
Place :

Signature of authorised person
Full name & designation:
Seal:

To,
The Dy. Registrar (Administration)
Central University of Orissa
Landiguda, Koraput
Odisha – 764 020

FINANCIAL BID

1. Name of the Item :
2. Quantity required : 71
3. Quantity proposed to be supplied:
4. Rates quoted by the tenderer in the following table:

Sl.No.	Make (Brand)	Model	Total Unit Rate (TUR) inclusive of basic cost, freight, taxes, duties etc.	Total Amount (Quantity x TUR) (Rs.)
01.				

(Total Amount in Words Rupees)

5. Break-up of Total Unit Rate (TUR):

Sl.No.	Component	Amount	Remarks
1.	Basic cost		
2.	Freight		
3.	Insurance		
4.	Excise duty		
5.	Customs duty		
6.	Sales tax/VAT		
7.	Discount, if any		
8.	Any other		
TOTAL(Rs.)			

6. Validity period of the bid:
7. Delivery Period:
8. Warranty Period:
9. Installation Period:

N.B.: Offer with Special condition having additional financial implication for the University shall not be entertained.

Certificate: Certified that we accept all the terms and conditions of the tender documents.

Date :
person
Place :

Signature of authorised

Full name :
Designation:
Seal:

DETAILS OF TECHNICAL SPECIFICATIONS OF THE TENDERED ITEMS

Name of the work: Supply, Installation and Commissioning of Desktop Computers (Make - HP/DELL/LENOVO/ ACER or Equivalent)

Quantity Required: 71 Nos. (Seventy one only)

Technical Specification:

Items	Minimum Specifications required by the University
Processors	Intel ® 4 th generation Core i7
Motherboard	Intel Q87 Express Chipset, up to 4 DIMM Slots
RAM	8GB DDR3, supports up to 32 GB
Graphics	NVIDIA 2 GB DDR5
HDD	SATA 1TB, supports up to 2 TB
Monitor	21.5" Full HD (1080p) LED Monitor
Networking	10/100/1000 Gbe Port, supports wireless 802.11n card
I/O Ports	2 x USB 3.0, 4 x USB 2.0, 1xRJ45, 1 Serial, 1 VGA, 2 Display Port, 2 Line-in Stereo/Microphone, 2 Line-out Headphone
Removable Media	Supports Optical disk drive
Power Supply	External 300W
Warranty	3 years On-site Comprehensive Warranty
OS	Windows 10 Professional (OEM) 64-bit
Chassis	Tower based
Keyboard/Mouse	USB based

Form of Performance Guarantee / Bank Guarantee Bond

(to be submitted in the non-judicial stamp paper of Rs.100/- to be purchased in the name of the issuing bank)

In consideration of the Central University of Orissa, Koraput (hereinafter called "University") having offered to accept the terms and conditions of the proposed agreement between Central University of Orissa, Koraput and having its registered office at (hereinafter called "the said Supplier") for the Supply of Nos. of Desktop Computers of Make (hereinafter called "the said agreement") vide University Supply Order No. dated having agreed to production of an irrevocable Bank Guarantee for **Rs..... (Rupees only)** as a security/guarantee from the Supplier for compliance of his obligations in accordance with the terms and conditions in the said agreement.

1. We, _____ (hereinafter referred to as "the Bank") hereby undertake to pay to the University an amount not exceeding Rs..... (Rupees only) on demand by the University.

2. We, _____ (indicate the name of the Bank) do hereby undertake to pay the amounts due and payable under this guarantee without any demure, merely on a demand from the University stating that the amount claimed as required to meet the recoveries due or likely to be due from the said Supplier. Any such demand made on the bank shall be conclusive as regards the amount due and payable by the bank under this Guarantee. However, our liability under this guarantee shall be restricted to an amount not exceeding **Rs...../- (Rupees only)**.

3. We, the said bank further undertake to pay the University any money so demanded notwithstanding any dispute or disputes raised by the supplier in any suit or proceeding pending before any court or Tribunal relating thereto, our liability under this present being absolute and unequivocal. The payment so made by us under this bond shall be a valid discharge of our liability for payment there-under and the Supplier shall have no claim against us for making such payment.

4. We, _____ (indicate the name of the Bank) further agree that the guarantee herein contained shall remain in full force and effect during the period that would be taken for the performance of the said agreement and that it shall continue to be enforceable till all the dues of the University under or by virtue of the said agreement have been fully paid and its claims satisfied or discharged or till Registrar on behalf of the University certified that the terms and conditions of the said agreement have been fully and properly carried out by the said Supplier and accordingly discharges this guarantee.

5. We, _____ (indicate the name of the Bank) further agree with the University that the University shall have the fullest liberty without our consent and without affecting in any manner our obligation hereunder to vary any of the terms and conditions of the said agreement or to extend time of performance by the said Supplier from time to time or to postpone for any time or from time to time any of the powers exercisable by the University against the said Supplier and to forbear or enforce any of the terms and conditions relating to the said agreement and we shall not be relieved from our liability by reason of any such variation, or extension being granted to the said Supplier or for any forbearance, act of omission on the part of the University or any indulgence by the University to the said Supplier or by any such matter or thing whatsoever which under the law relating to sureties would, but for this provision, have effect of so relieving us.

6. This guarantee will not be discharged due to the change in the constitution of the Bank or the Supplier.

7. We, _____ (indicate the name of the Bank) lastly undertake not to revoke this guarantee except with the previous consent of the University in writing.

8. This guarantee shall be valid up to unless extended on demand by the University. Notwithstanding anything mentioned above, our liability against this guarantee is restricted to Rs..... (Rupeesonly) and unless a claim in writing is lodged with us within six months of the date of expiry or the extended date of expiry of this guarantee all our liabilities under this guarantee shall stand discharged.

9. Dated the _____ day of _____ for _____(indicate the name of the Bank).