



Central University of Orissa
(Established under the Central Universities Act, 2009)
Landiguda, Koraput. Odisha Pin.: 764 021.
Phone:06852-288235/238 Fax.06852-288225

Ref.:CUO/IT/CM/2015-/02

Dt.08/03/2018

LIMITED TENDER NOTICE

Sealed quotations are invited from the manufacturers / their distributors / dealers for Annual Maintenance Contract of Computers at Central University of Orissa, Koraput. The sealed quotations are to be submitted on or before 28/03/2018 by 15.00Hrs. as per the prescribed terms and conditions.

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

Sd/-
Joint Registrar

TERMS & CONDITIONS:

I. ESSENTIAL QUALIFICATION:

The tenderers shall fulfill the following eligibility criteria, failing which their quotations will be summarily rejected:

- a. The tenderer must possess valid License, Registration etc. issued by the Competent Authority as applicable.
- b. If the tenderer is the authorized dealer / sole distributor of the items, the Certificate to this effect should be attached.
- c. The tenderers must have satisfactorily completed:
 - i. One work Order of Rs.7.00 Lakhs or more
 - ii. Two work orders of Rs.3.50 lakhs each or more or
 - iii. Three work orders of Rs.2.50 Lakh or more issued by any Govt. / Autonomous/ PSU Organization (Central or State) for maintenance of same or similar item during the last 03 Financial Years (i.e. 2014-15, 2015-16 and 2016-17).

Note: (i) The work in progress and work which is not satisfactorily completed will not be considered; (ii) work executed in any private organization will not be considered.

- d. The total turnover of the tenderer shall not be less than Rs.70.00 lakhs (Rupees seventy lakhs) during the last 03 Financial Years (2014-15, 2015-16 and 2016-17).
- e. The tenderer must deposit Earnest Money (EMD) of Rs.35,000/- (Rupees thirty five thousand only) along with their tender in the form of Demand Draft drawn in favour of Central University of Orissa payable at Koraput.
- f. The tenderer must deposit the cost of tender document of Rs.500.00 (Rupees Five hundred only) in the form of demand draft drawn in favour of Central University of Orissa payable at Koraput. The cost of the tender document is non-refundable.
- g. The tenderer must possess his own Bank Account, PAN, and G. S.T No.

II. DOCUMENTS TO BE ENCLOSED

The tenderer shall submit copies of the following documents along with the tender, failing which their quotation will be summarily rejected:

1. Copy of registration / license issued by the Competent Authority.
2. Work Completion Certificate issued by the authority with reference to Sl.No.C above consisting of the following details:
 - i. Details of AMC for Computers
 - ii. Work Order No. & Date
 - iii. Value of work Order
 - iv. Date of commencement of AMC
 - v. Date of completion of AMC
 - vi. Quantity under AMC
 - vii. Whether work of AMC completed or not
3. Copy of income tax returns and / or annual accounts of the last 03 Financial Years.
4. Copies of Bank Account, PAN, and Goods Service Tax Registration Certificate.
5. Demand Draft of Rs.35,000/- (Rupees thirty five thousand only) drawn in favour of Central University of Orissa payable at Koraput towards value of EMD.
6. Demand Draft of Rs.500.00 (Rupees Five hundred only) towards cost of tender document drawn in favour of Central University of Orissa payable at Koraput which is not refundable.
7. Certificate of dealership / distributorship as applicable.

III. INSTRUCTIONS TO THE BIDDER:

1. **Bid Opening Date and Time:** The tenderers may send their quotations by speed post or registered post or in person only addressed to the Jt. Registrar, Central University of Orissa, Landiguda, Koraput, Odisha – 764 021, so as to reach the University on or before 28/03/2018 by 15.00Hrs. super-scribed as "Tender for the work of AMC of Computers Ref. No.....date....." The bids will be opened at 15.30 hrs on the same day in the presence of representatives of the bidders if any.
2. The rates and specifications quoted by the tenderers shall be strictly as per the Proforma attached as Annexure -02 otherwise their quote will be liable for rejection.
3. The bids sent through normal post or courier or Fax or e-mail shall not be considered.
4. All the documents submitted by the tenderers shall be serially numbered.

5. Central University of Orissa, Koraput reserves the rights to accept / reject any offer in full or in part without assigning any reason thereof.
6. The blank bid documents may be downloaded from the University Website www.cuo.ac.in
7. Tenders / Bids must be valid for 120 days from the date of opening of tender.
8. The quantity required may vary as per the requirement of the University.
9. **Maintenance Period:** The Computers will be under AMC for a period of one year. The tenderer shall attend the complaints if any within 48hrs / two working days after lodging complaint. Also the tenderers are required to undertake periodical maintenance of all computers and peripherals under AMC atleast once in every month and obtain a certificate from the concerned authorities of the University.
10. **Penalty:** If the bidder fails to perform the services by the specified date, penalty at the rate of 1% per week of the total Contract Value subject to the maximum of 10% will be deducted.
11. **Payment:** Your payment for AMC will be released in three equal installments after completion of every Quarter.
12. **Settlement of Disputes:** In the event of any dispute or differences between the Central University of Orissa and the bidder, arising out of non-maintenance properly, shall be referred to the Vice-Chancellor, Central University of Orissa, Koraput who may decide the matter himself or may appoint Arbitrator 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 Orissa only.
13. **Return of EMD:** The EMD of the unsuccessful bidders / tenderers will be returned within 15 days after finalization of the tender and issue of work Order to the successful tenderer. The EMD of the successful tenderer will be returned on submission of Security Deposit of the required value.
14. The bidder / tenderer shall undertake the repair and maintenance of Computers without any defect whatsoever to the satisfaction of the university. Any deviation in repair and maintenance of computers from the accepted terms and conditions is liable to be rejected and the tenderer need to repair on free of cost in the specified form to the satisfaction of the University.

Sd/-
Joint Registrar

BIDDERS' PROFILE

1. Name of the Tenderer/ Bidder / quotationer :
2. Full Address of the tenderer / bidder / quotationer :
3. Contact details of tenderer / bidder / quotationer :
 - a. Telephone No.
 - b. Mobile No.
 - c. Fax No.
 - d. E-mail id
4. Details of Earnest Money Deposit :
 - a. Value of DD
 - b. D.D. No. & Date
 - c. Issuing Bank
5. Details of cost of tender document :
 - a. Value of D.D.
 - b. D.D. No. & date
 - c. Issuing Bank
6. List of Documents enclosed :

Sl. No.	Details of document			Whether photocopies of the documents enclosed (please √tick)
1.	License / Registration No.			Yes / No
2.	Dealership Distributorship Certificate No.			Yes / No
3.	Details of AMC Orders, Completion Certificate (Name of the organization, value, work completion date)			Yes / No
4.	Income Tax Return	2014-15	Rs.	Yes / No
		2015-16	Rs.	
		2016-17	Rs.	

5.	Audited Balance Sheet & Profit and Loss Account Annual turnover during last 03 Financial Years	2014-15	Rs.	Yes / No
		2015-16	Rs.	
		2016-17	Rs.	
6.	Bank Account No. Bank Name & Branch			Yes / No
7.	PAN No.			Yes / No
8.	GST Reg. No.			Yes / No

7. Validity period of the Bid / Quotation :

8. Additional information, if any proposed to be furnished by the tenderer / quotationer:

Certified that all the terms and conditions of tender document are accepted.

Date :

Authorized Signatory

Place :

Full name :

Designation:

Seal:

BILL OF QUANTITIES

Name of the work: **"Annual Maintenance Contract" of Computers at
Central University of Orissa, Koraput**

No.	Description of Items	Unit	Qty	Rate (Rs.)		
				1Yr	3Yrs	5Yrs
1.	Computer Make: HP	Nos.	71			
	Computer Make: HCL	Nos.	20			

The agencies are required to quote their rates for 01yr, 03yr, and 5yr separately as per the above table.

The detailed configuration of computers to be included under AMC is attached as Annexure-03.

1. Validity period of the bid :
2. Delivery Period :
3. Warranty Period :
4. Installation Period :

Note: Quote with special conditions having additional financial implications on the University will not be entertained.

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

Date :

Signature of authorized person

Place :

Full name :

Designation:

Seal:

Annexure-03

Computers of Make HP which are our of warranty to be included under AMC are as follows:

Sl. No.	CPU No.	Configuration	Year of Purchase
1.	SGH038PGKR	HP Z200 Workstation 2 GB RAM/Xeon Processor/500GB HDD	2010
2.	SGH038PGKT		
3.	SGH038PGKQ		
4.	SGH038PGKN		
5.	SGH038PGKP		
6.	SGH038PGKS		
		Total Computers	06
7.	INA051R05B	HP PRO 3090MT 2 GB RAM/Core2Duo Processor/500GB HDD	2011
8.	INA051R2PK		
9.	INA052RHCG		
10.	INA051R053		
11.	INA051R2PP		
12.	INA052RHFF		
13.	INA051R303		
14.	INA051R2FB		
15.	INA052RHV1		
16.	INA051R2JN		
17.	INA051R342		
18.	INA052RHV4		
19.	INA051R2J2		
20.	INA051R37R		
21.	INA052RHZG		
22.	INA051R2K8		
23.	INA051R38X		
		Total Computers	17
24.	INA215T0GB	HP 8200- Elite Micortower 2 GB RAM/Core i5 Processor/500GB HDD	2012
25.	INA215T13M		
26.	INA215T1RR		
27.	INA215T1V6		
28.	INA215T2B5		
29.	INA215T0HM		
30.	INA215TOF2		
31.	INA215T2BN		
32.	INA215T19J		
33.	INA215SGQB		
34.	INA234ZFV1		
35.	INA234ZFTT		
36.	INA234ZFSY		
37.	INA234ZFWM		
38.	INA234ZFV9		
39.	INA234ZFVQ		
40.	INA234ZFTV		
41.	INA234ZFVG		
42.	INA234ZFVJ		
43.	INA234ZFWL		

		Total Computer	20
44.	INA327SS2H	4 GB RAM/Core i5 Processor/500GB HDD	2013
45.	INA327SS23		
46.	INA327SS1S		
47.	INA327SS2N		
48.	INA327SS0N		
49.	INA327SS1X		
50.	INA327SSX2		
51.	INA327SS0W		
52.	INA327SSY2		
53.	INA327SS2C		
		Total Computer	10
54.	INA214SCXT	HP Probook 4430s Laptop 2GB RAM/ Core i5 Processor/ 500 GB HDD	2012
55.	INA214SCY8		
56.	INA214SCXW		
57.	INA214SCZC		
58.	INA214SCY3		
59.	INA214SCYQ		
60.	INA214SCZ0		
61.	INA214SCRO		
62.	INA214SCY5		
63.	INA214SD4X		
64.	INA214SCZ1		
65.	INA214SCZ4		
66.	INA214SCYD		
67.	INA214SCY1		
68.	INA214SCYT		
69.	INA214SCY9		
70.	INA214SCYL		
71.	INA214SCZ3		
		Total Computer	18

**Computers of Make HCL which are our of warranty to be included under
AMC are as follows:**

Sl. No.	CPU No.	Configuration	Year of Purchase
1.	C09311217635	HCL INFINITY PROBL 1280	04/10/2010
2.	C09311217641	CONFIG- CORE 2 DUO E7500, 2.93GHZ	
3.	C09311219976	2 GB DDR 2 RAM, 160/320/500 GB HARD DISK	
		Total Computers	03
4.	3130AA348395	HCL INFINITY PROBL 1280 CONFIG- CORE 2 DUO E7500, 2.93GHZ 2 GB DDR 2 RAM, 160/320/500 GB HARD DISK	06/04/2010
5.	3130AA348398		
6.	3130AA3483410		
7.	3130AA348411		
8.	3130AA348415		
		Total Computers	05
9.	4103AA383372	HCL INFINITY PROBL 1280 AND 1300 CONFIG- CORE 2 DUO E7500, 2.93GHZ 2 GB DDR 2 RAM, 160/320/500 GB HARD DISK	11/05/2010
10.	4103AA384991		
11.	4103AA384990		
12.	4103AA381097		
13.	4103AA381102		
14.	4103AA381095		
15.	4103AA383361		
16.	4103AA383370		
17.	4103AA381090		
18.	4103AA381091		
		Total Computers	10

19.	4103AA379997	HCL INFINITY PROBL 1300 CONFIG- CORE 2 DUO E7500, 3 GHZ 4 GB DDR 2 RAM, 160/320/500 GB HARD DISK	11/05/2010
20.	4103AA379998		
		Total Computers	02