

TENDER DOCUMENT FOR PURCHASE OF DESKTOP COMPUTER

TENDER NOTICE NO. : MGAHV/PC/ /2010

DUE DATE : June 03, 2010 at 4.00 p.m.

DATE OF TIME OF OPENING : June 04, 2010 at 10.00 a.m.

NAME AND ADDRESS OF TENDERER : **Department of Store & Purchase,
Mahatma Gandhi Antarrashtriya
Hindi Vishwavidyalaya,
Gandhi Hill,
Wardha-442001. (Maharashtra)**

TELEPHONE NUMBER : 7152 - 255686

FAX NUMBER : 7152 - 230903, 242812

Web Site : www.hindivishwa.org

E-MAIL ADDRESS OF THE TENDERER : hindiuni_wda@sancharnet.in

TENDER PURCHASE DETAILS :

Rs. 500/- (If the Tender Downloaded from internet) Demand Draft No. _____
_____ date _____ in favor of Finance Officer,
Mahatma Gandhi Antarrashtriya Hindi Vishwavidyalaya, Wardha.

EARNEST MONEY DETAILS :

Rs 40,000/- By Demand Draft No. _____ dated _____.

Name of Bank :

In favour of Finance Officer, Mahatma Gandhi Antarrashtriya Hindi Vishwavidyalaya,
Wardha.

Returnable to unsuccessful bidder without any interest there on within 02 month from the date of opening of the tender. EMD of the successful bidder will be adjusted against security deposit and refunded after expiry of warranty period without any interest EMD to be deposited in the form of DD/FDR only. Bank Guarantee will not be accepted.

**Department of Store & Purchase
Mahatma Gandhi Antarrashtriya Hindi
Vishwavidyalaya, Wardha**

[PHONE Nos. 7152 - 255686]
(E-mail : info@hindivishwa.org)
[Website : www.hindivishwa.org]

**TENDER DOCUMENT FOR PURCHASE OF
DESKTOPS COMPUTER**



LAST DATE FOR RECEIPT OF TENDER : June 03, 2010 at 4.00 p.m.

DATE & TIME OF OPENING : June 04, 2010 at 10.00 a.m.

PRICE Rs. 500/-

Tender Document for Purchase of Desktop Computer by Mahatma Gandhi Antarrashtriya Hindi Vishwavidyalaya, Wardha

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SECTION – I

1. Invitation for Bids.

- 1.1 The university proposes to procure 50-60 Branded Desktop Computer from OEM's Mahatma Gandhi Antarrashtriya Hindi Vishwavidyalaya, Wardha is looking for Authorised vendors who have experience in supplying of above type of hardwares/software.
- 1.2 Tenderers are advised to study all technical and commercial aspects, instructions, forms, terms and specifications carefully in the tender document. Failure to furnish all information required in the Tender Document or submission of a bid not substantially responsive to the Tender document in every respect will be at the tenderer's risk and may result in the rejection of the bid.
- 1.3 Sealed offers prepared in accordance with the procedure enumerated in Clause 1 of Section II should be submitted to The Stores and Purchase Officer, Mahatma Gandhi Antarrashtriya Hindi Vishwavidyalaya, Wardha not later than the date and time laid down, at his address given in the schedule for invitation to Tender under Clause 1.26 of Section I.
- 1.4 All bids must be accompanied by a bid security of Rs. 40,000/- in the form of Bank Draft /FDR drawn from a Nationalised Bank in favour of the Finance Officer, Mahatma Gandhi Antarrashtriya Hindi Vishwavidyalaya, Wardha.
- 1.5 This tender document is not transferable.
- 1.6 The categories of items and quantity indicated in the Tender Document are tentative. The Mahatma Gandhi Antarrashtriya Hindi Vishwavidyalaya, Wardha reserves the right to increase or decrease the quantity or delete some or all of the items depending on the needs of the Department/University without assigning any reasons.
- 1.7 The tenderer should indicate specifically the Basic Price, Taxes/Excise duty, other duties (if any), and levies chargeable quantitatively against each item. No additional information will be entertained after due date. The Mahatma Gandhi Antarrashtriya Hindi Vishwavidyalaya, Wardha may reject tenders if they do not carry such information separately and specifically quantitatively without citing any specific reason no queries will be entertained in this regard.
- 1.8 The bids should indicate clearly that the rates are F.O.R. Store and Purchase Department, Mahatma Gandhi Antarrashtriya Hindi Vishwavidyalaya, Wardha.
- 1.9 The tender should be submitted in Two cover system i.e. a and b. There should be proper indication of the contents on each envelope as indicated in clause 1.1 of section II.
- 1.10 A photocopy of the receipt of Earnest Money. The draft must be in a separate sealed envelope indicating the amount, tender Notice Number and due date and enclosed with the bid.
- 1.11 The tenderer should clearly indicate the delivery period and validity period of tender.
- 1.12 The tenderer should clearly indicate the availability of service and maintenance facilities at Wardha for the items quoted.

- 1.13 The above mentioned details particularly the Sales Taxes/excise duty, any other duty, if not quoted properly, the bid can be cancelled.
- 1.14 The tenderers are required to quote for each item separately in terms of basic price and all other charges. Prices to be quoted in Indian Currency only.
- 1.15 The Tender should be submitted along with refundable Earnest Money of Rs.40,000/- in the shape of Term FDR/DD valid for a period of 6 months in favour of The Finance Officer, Mahatma Gandhi Antarrashtriya Hindi Vishwavidyalaya, Wardha Tenders not accompanied by Earnest Money or incomplete in any respect will be rejected outright.
- 1.16 The Tender must be submitted along with the copies of :
*Manufacturers license or authority from the manufacturer
*Latest Income Tax Clearance Certificate
- 1.17 The Mahatma Gandhi Antarrashtriya Hindi Vishwavidyalaya, Wardha reserves the right to reject any or all tenders without assigning any reason whatsoever.
- 1.18 The tenders will be opened on the date and time indicated in the presence of tenderers if any present on the occasion. If the date of opening is declared to be a holiday the tenders will be opened on the next working day.
- 1.19 No advance payment or payment against Performa invoice will be made. Payment will be made after receipt, inspection, installation/testing of the equipment supplied.**
- 1.20 All damaged or unapproved goods shall be returned at the Tenderer risk and cost and the incidental expenditure thereupon shall be recovered from the concerned party.
- 1.21 Printed conditions of the firm sent along with the quotation, if any, shall not be binding on us.
- 1.22 Packing list must be put in all packages.
- 1.23 On acceptance of tender, the date of delivery should be strictly adhered to otherwise, the Mahatma Gandhi Antarrashtriya Hindi Vishwavidyalaya, Wardha reserves the right not to accept the delivery in full or in part. The Mahatma Gandhi Antarrashtriya Hindi Vishwavidyalaya, Wardha specifically and in case the order is not executed within the stipulated period, the department will be at liberty to make purchases through other sources, and to forfeit the earnest money of the Tenderer.
- 1.24 No claim on account of payment of octroi etc. within the limits of the Municipal Corporation, Wardha shall be accepted.
- 1.25 Payment of bill will be made through by crossed account payee Cheque drawn on the Bank of India, Finance Officer, Mahatma Gandhi Antarrashtriya Hindi Vishwavidyalaya, Wardha on receipt of the articles in good condition. The decision to purchase each item is taken independent of other items quoted by the firm. It is not binding on the department to purchase all the items quoted by any particular firm.

1.26 Schedule for Invitation to Tender.

a) Address at which tender is to be submitted:

Store and Purchase Department,
Mahatma Gandhi Antarrashtriya Hindi Vishwavidyalaya, Wardha
Email: www.hindivishwa.org
Phone: 7152 - 255686

b) Latest time and date for receipt of Tender: June 03, 2010 at 4.00 p.m.

c) Place, Time and Date of opening of Technical bids:

Place: Department of Store & purchase Mahatma Gandhi Antarrashtriya Hindi Vishwavidyalaya, Wardha.

Time & Date : 10.00 a.m. on 04 June, 2010

d) Date till which the tender is valid:

90 days from the opening of technical bid.
Installation of PCs will be within 4 to 6 weeks
after the allotment of tender.

e) Mahatma Gandhi Antarrashtriya Hindi Vishwavidyalaya, Wardha shall not be responsible for any postal delay about non-receipt/non-delivery of the documents.

SECTION – II

1. Procedure for submission of Bids.

- 1.1 It is proposed to have a Two Cover System for this tender
 - a) Technical Bid (in duplicate) in one cover.
 - b) Commercial bid (in duplicate) in one cover.
- 1.2 Each copy of Technical Bid of the Tender should be covered in a separate sealed cover super scribing the wordings “Technical Bid”. Each copy should be marked as “Original Copy” and “First Copy”. Both should be put in a single sealed cover super scribing the wordings “Technical Bid”.
- 1.3 Each copy of Commercial Bid of the Tender should be covered in a separate sealed cover super scribing the wordings “Commercial Bid”. Each copy should be marked as “Original Copy” and “First Copy”. Both should be put in a single sealed cover super scribing the wordings “Commercial Bid”. Commercial Bid should only indicate prices (Preferably item-wise).
- 1.4 All the two documents viz. Technical Bid Cover and Commercial Bid Cover prepared as above are to be kept in a single sealed cover super scribed with “Desktops Computer Tender”
- 1.5 The cover thus prepared should also indicate clearly the name and address of the tenderer to enable the Bid to be returned unopened in case it is declared “late”.
- 1.6 The Earnest Money is paid by Demand Draft, the draft must be in a separate sealed envelope indicating the amount, tender Notice Number and due date and enclosed with the bid.

2. Cost of Tender.

The tenderer shall bear all costs associated with the preparation and submission of its Bid, including the cost of presentation for the purpose of clarification of the bid, if so desired by the client and the client will in no case be responsible or liable for those costs, regardless of the conduct or outcome of the Tendering Process.

3. Clarification of Tender Document.

A prospective tenderer requiring any clarification of the Tender Document may notify the client in writing at the Client’s mailing address indicated in Clause 1.26 of Section I. The Client will respond in writing to any request for clarification of the Tender Document, received not later than 07 working days prior to the last date for the receipt of bids prescribed by the Client. In case of any further clarification on any of the points in the tender, if required, a meeting can be held.

4. Amendment of Tender Document.

4.1 At any time prior to the last date for receipt of bids, the client may for any reason, whether at its own initiative or in response to a clarification requested by a prospective Tenderer, modify the Tender Document by an amendment.

4.2 The amendment will be notified in writing or by telex or E-mail to all prospective Tenders who have received the Tender Documents and will be binding on them.

4.3 In order to afford prospective Tenderers reasonable time in which to take the amendment into account in preparing their bids, the Client may, at its discretion, extend the last date for the receipt of the Bids.

5. Language of Bids.

The bids prepared by the Tenderer and all correspondence and documents relating to the bids exchanged by the Tenderer and the Client, shall be written in Hindi/English language, provided that any printed literature furnished by the Tenderer may be written in another language so long as accompanied by an Hindi/English translation in which case, for purposes of interpretation of the bid, the Hindi/English translation shall govern.

6. Documents comprising the Bids.

6.1 The Bids prepared by the Tenderers shall comprise of following components: -

a) Technical Bid shall consist of the following: -

- (i) Technical Bid furnished as per the format for technical bid.
- (ii) Technical literature for each product/service, covering full technical specifications.

b) Commercial Bid consisting of the following: -

- (i) Bid prices duly filled, signed and complete as per the format.
- (ii) Maximum educational discount as could be offered should be mentioned.

SECTION - III

1. Technical Specifications of Requirements for Desktop Computer.

Processor	: Intel core 2 Duo E8400@3.0 Ghz, 6 MB L2, 1333 MHz FSB
Motherboard	: Intel G31 Express Chipset
Memory	: 2 GB DDR 2, 800 MHz Ram Expandable upto 4 GB
Hard Disk Drive	: 320 GB 7200 rpm SATA HDD
Optical Drive	: Internal 22x DVD R/W Drive
Graphics	: Integrated Intel® Graphics Media Accelerator 3100 Support upto 256 MB video memory through DVM T
Network Controller	: 10/100/1000 on board integrated network part with remote booting facility remote systems installation remote wakeup
Bays	: 5 Nos. (2 Nos 5.25 inches for optical media drivers and 3 Nos 3.5 inches for hard disk drivers)
Ports	: 6 USB (with 2 in front) 1 Serial port, 1 Parallel port, 1 PS-2 Keyboard and 1 PS-2 Mouse port, 1 line in, 1 line out, 1 Mic in
Expansion Slots	: 2 PCI, 1 PCI Express x 1 and 1 PCI Express 16
Keyboard	: Multimedia Internet Ready Keyboard
Mouse	: Optical Scrolling mouse with Mouse pad.
Audio	: Integrated 6 Channel high definition audio subsystem
Cabinet	: Mini Tower/MATX Cabinet
Monitor	: 18.5 wide LCD/TFT monitor
Compliance	: DMZ 2.0, PCI & ACPI, AOHS
OS Certification	: MS windows, Linux, ZSO 900L & ZSO 14001 OS - MS windows 7 professional preloaded with recovery CD media/with GGS
Speakers	: 1.5 RMS Watts speakers
Antivirus	: Suitable for PC with 3 years subscription

2. PERFORMA TO BE FILLED IN BY THE FIRM.

Specifications/Certifications of Desktops	Mark

3. Financial Bid

The Financial Bid may be submitted in the following Format. (Cost for each item may be mentioned separately).

PERFORMA FOR RATES TO BE FILLED IN BY THE FIRM.

ITEMS	RUPEES
Desktops Computer	

SECTION - IV

TERMS AND CONDITIONS

- 1 The company should adhere with all seriousness to the time schedule provided by the Mahatma Gandhi Antarrashtriya Hindi Vishwavidyalaya University, Wardha
- 2 The products asked for should be of very high standard and of reputed company with authorized service provider at Wardha/Nagpur. Mutual trust and nature of services provided should motivate the service provider to give more than what is asked for in the agreement.
- 3 All the rates will be F.O.R. at Mahatma Gandhi Antarrashtriya Hindi Vishwavidyalaya University, Wardha
- 4 The Company shall be liable to indemnify the Mahatma Gandhi Antarrashtriya Hindi Vishwavidyalaya University, Wardha in all respects and meet and pay off the litigation expenses and all the liabilities including damages, sums etc. arising out of and as a consequence of the negligence, deficiencies, mistakes, lapses, delays etc. in the execution of the various jobs and the services provided.
- 5 The company should ensure quick back up response in case of equipment failure which should be replaced if needed within 24 hours of the distress call.
- 6 There is no provision for making advance payment to the Company as per Mahatma Gandhi Antarrashtriya Hindi Vishwavidyalaya University, Wardha rules. However, the running bills for the jobs completed can be submitted by the company and will be cleared for payment within reasonable period.
- 7 Send a copy of the profile of the company along with the costumers satisfaction report.
- 8 Dispute if any, will be subject to Wardha jurisdiction.

