



**MAHATMA GANDHI ANTARRASHTRIYA
HINDI VISHWAVIDYALAYA, WARDHA**

**TENDER FORM
FOR THE SUPPLY OF COMPUTER/PRINTER
AND PHOTOCOPIER**

Issued

To

TABLE OF CONTENTS

Section	Subject Page	No.
I.	Important events and deadlines	02
II.	Notice Inviting Tenders (NIT)	03
III.	Scope of the work	04
IV.	Requirements	05–06
V.	Preparation of bids	07
VI.	General terms and conditions	08–09

Annexure

A.	Requisite technical specifications	10
B.	Special Condition of Contract	11
C.	Requisite Bid Form	12

IMPORTANT EVENTS AND DEADLINES

DEADLINE FOR ISSUE OF TENDER DOCUMENT

Date : 05 December, 2008
Time : 03.00 p.m.

Deadline for submission of tender bids at the issuing office

Date : 05 December, 2008
Time : 03.00 p.m.

Time for opening of bids received

Date : 05 December, 2008
Time : 05.00 p.m.

Venue : Office of the Registrar, Mahatma Gandhi Antarrashtriya Hindi
Vishwavidyalaya, Wardha



MAHATMA GANDHI ANTARRASHTRIYA HINDI VISHWAVIDYALAYA, WARDHA
Post Box No.-16, Panchteela, Wardha - 442 001 (Maharashtra)
Phone: 07152-251661, 230901, Fax: 07152-230903

Notice Inviting Tender

Sealed tenders are invited from eligible, reputed, original equipment manufacturers (OEMs)/Authorized Distributors or Resellers for supply and Installation of 100 computers, 10 Printers and 02 Photocopier machines.

The cost of tender form is Rs.200/- (Rupees Two hundred only). The completed tenders along with EMD for Rs.1,00,000/- (Rupees One Lakh only) by D.D. in favour of the Finance Officer, MGAHV Payable at Wardha must reach to the Stores & Purchase Officer on or before 05 December, 2008.

Full details of notice inviting tenders may please be downloaded by visiting this University website : www.hindivishwa.org.

Registrar

SCOPE OF THE WORK

The tender is for the supply of Computers, Printers and Photocopier Machines. These Computers, Printers and Photocopier Machines are for the use of this University. Total number of Computers, Printers and Photocopier Machines required are : Computers– 100 Nos., Printers–10 Nos. and Photo Copier–02 Nos, Mahatma Gandhi Antarrashtriya Hindi Vishwavidyalaya intend to select single or different models of any particular or different make with rates by this tender process. MGAHVV can choose and take any of the approved models.

After testing verification and entries, the bills of the computers and Printers will be paid by the Mahatma Gandhi Antarrashtriya Hindi Vishwavidyalaya as per the Terms and Conditions, the firm will provide the after sales services and the warranty facilities accordingly. The Scope of work includes testing, supply and performance of warranty obligation.

REQUIREMENTS

1. Original Authorization Certificate from the principal Company should be attached and submitted with the tender offer.
2. Tender form will be issued only to the eligible firms or their authorized representative. To receive the tender document, the copy of authorization Certificate from the principal company (Who fulfills the condition as per the N.I.T.) should be attached with the request for issue tender form.
3. Only parties that have purchased the tender document are eligible to submit tender. The tender document is non-transferable. Tenders submitted by parties other than those purchasing the tender document, or submitting the tender in form other than the prescribed form sold as part of this tender document, would be ineligible to compete for award of the tendered work.
4. The office of the purchaser (hereinafter referred to as 'MGAHV' Wardha) reserves the right to reject in its discretion any or all tender(s) without assigning any reason.
5. Tenders would be opened in this office and the bidders or their authorized representatives may be present at the time of opening of the tenders. The number of authorized representatives that may be present for any bidder is limited to a maximum of two.
6. Tenders should be submitted in three Parts in three separate sealed covers indicating :
 - a. Part I : Earnest Money Deposit
 - b. Part II : Techno-commercial bid
 - c. Part III : Main cover enclosing Part I and Part II as above
7. Tenders received after due date and time would be ineligible to compete for award of the tendered work.
8. The payment made for purchase of tender document is non-refundable.
9. Tenders submitted telegraphically or by fax or by e-mail would be ineligible to compete for award of the tendered work.
10. The techno-commercial bid and the Earnest Money Deposit should be superscripted with the Tender Document Serial Number and addressed to ***Stores & Purchase Officer, Mahatma Gandhi Antarrashtriya Hindi Vishwavidyalaya, Wardha.*** Covers prepared should also indicate clearly on their face the name and address of the bidder to enable the bid to be returned unopened to the bidder in case it is received late.

11. The first cover should include Earnest Money Deposit of Rupees 1,00,000/- (Rs. One Lakh only). The Earnest Money Deposit should be offered in the form of call deposit of 90 days duration drawn in favour of ***The Finance Officer, Mahatma Gandhi Antarrashtriya Hindi Vishwavidyalaya, Wardha.*** The Earnest money deposit would be forfeited in favour of this office in the event of being discovered that the tender or any of the documents submitted with it are falsified, forged or intended to deceive this office. The Earnest Money Deposit would also be forfeited in favour of this office in the event of the bidder being awarded the work and failing to execute the agreement for the work awarded. No interest should be payable on the Earnest Money Deposit. Tenders without Earnest Money Deposit would be ineligible to compete for award of the tendered work.
12. Tenders submitted after the last date and time specified for submission of tenders would be ineligible to compete for award of the tendered work.
13. The bidder would bear all costs associated with the preparation and submission of tender, including costs of any presentation that may be made at the instance of this office for the purposes of clarification of the bid. This office would in no case be responsible for refund of, or be liable for, such costs.
14. The bidder is expected to carefully examine all instructions, forms, terms and specifications in the tender document. Failure to furnish complete information required by the tender document, or submission of bid not substantially in keeping with the tender document, may result in rendering the tender ineligible to compete for award of the tendered work.
15. The techno-commercial bid must be in line with specifications and conditions required for the tender. The bid should be valid for 100 days from the date of opening of bids. Any deviation from these may result in rendering the tender ineligible to compete for award of the tendered work.
16. Overwriting should be avoided. Overwriting, erasures and other changes should bear the dated initials of the person signing the tender.
17. For evaluation of the commercial bid, the amount indicated in words would be taken as the correct financial bid in case there is any discrepancy between the amounts indicated in figures and in words. Bidders are required to quote a fixed/firm commercial bid inclusive of all costs, taxes.
18. The University reserves full right to 'increase' or 'decrease' the no. of components without assigning any reason thereof.

PREPARATION OF BIDS

1. English/Hindi would be the language of tenders submitted, but numeric should be in English only.
2. The techno-commercial bid would be inclusive of all taxes, duties, surcharge(s) etc. Deductions of taxes at source would be made from payments made by this office to the successful bidder (hereinafter referred to as 'the contractor') as required by law.
3. If at any point of time either before or after the award of the tendered work this office is satisfied that the tender received included misleading or false representation the tender would be considered ineligible to compete for the award of the tendered work and, further, without prejudice to other construction and criminal liabilities that may lie against the bidder and any other concerned, the award of the tendered work (if awarded) may be treated as a nullity and payments due (if any) as well as the Earnest Money Deposit may be treated as forfeit in favour of this office.
4. Bidder should fill up and enclose with the bid income tax and commercial/sales tax clearance certificates issued by competent authorities for the last financial year for which the assessment exercise has been completed by the relevant tax authorities.
5. Bidder should submit earnest money deposit of Rupees One Lakh only in the form of a call deposit of 90 days duration drawn in favour of ***The Finance Officer, Mahatma Gandhi Antarrashtriya Hindi Vishwavidyalaya, Wardha***
6. The bidder should include duly signed statement of compliance with and/ or acceptance of specifications and terms and conditions mentioned in the tender document as per Annexure A attached with this document.

GENERAL TERMS AND CONDITIONS

1. DEFINITIONS

In this tender document, the following words and expressions, as well as their cognate expressions, would have the meanings assigned below, unless repugnant to or inconsistent with the context.

'Contract' would mean and include the Notice Inviting Tender, this tender document, the tender submitted by the bidder, the work order issued and/ or the agreement executed against the tender between the purchaser and the contractor, and the System Requirement Specification (SRS) report, 'Schedule for Deliverables and Performance Evaluation' as well as all documents including all schedules, annexure and drawings etc. attached to the contract as well as all sample(s) and pattern(s), if any;

'Purchaser' would mean the **Registrar, Mahatma Gandhi Antarrashtriya Hindi Vishwavidyalaya, Wardha**, whether acting directly, or through its assignee(s), representative(s), agent(s) or nominee(s);

'Contractor' would mean the party awarded the contract for the work tendered for and would include her/his successor(s);

'Specification(s)' would mean the specification(s) indicated in the contract and covers all documents including all schedules, annexure and drawings etc. attached to the contract as well as all sample(s) and pattern(s), if any;

'Month' would mean calendar month;

'Writing' would include any manuscript, other than electronic record, whether handwritten, typewritten or printed, as well as reproduction in any visible form, other than electronic, of such manuscript.

1. A prospective bidder requiring any clarification regarding the tender document may notify this office in writing at the address indicated at the cover of the tender document. The office would respond in writing to any request for clarification of the tender document provided that it is received not later than seven days prior to the last date prescribed for submission of tenders. However, the office shall not be responsible for any delays.

2. The delivery of all equipment/Software/Services shall be accepted only after inspection and approval of the equipment/Software/Services by this office. Inspection charges if any shall be borne by the contractor only and this office shall make no extra payment for this.
3. The 5% from total bill amount will be withheld as security deposit for warranty period. The EMD shall be returned to contractor after testing, installing and commissioning of equipments. Within two weeks of finalization of the contract. The EMD shall be returned to all other bidder.
4. All the equipments supplied against the contract shall be covered under a warranty period of at least three years. Any malfunction or defect shall be immediately rectified/replaced at the discretion of this office.
5. The Computers/Printers/Photocopy Machines and related hardware must meet the minimum technical specification, as mentioned in the technical specification sheet at Annexure A. The delivery period would be within 15 days of the award of work.
6. The contractor will have to distribute soft and hard copies of Users Manuals (If possible in Hindi) with suitable illustrations, which must be approved by this office.
7. The contractor would treat the details of the specifications and other documents as confidential and would not reproduce or otherwise disclose the contents to third parties without written authorization from this office. The contractor would also be responsible that her/his employees and agents observe this non-disclosure requirement as well. The contractor would, however, have the right to share the contents of this tender document and related document with her/his advisors and with financial institutions for purposes of preparing the tenders and for competing for the award of the tendered work, under condition that the contractor would continue to be responsible and liable for ensuring that her/his advisors and /or financial institutions treat this information in confidence.
8. Amendments/Corrigendum, if any, shall appear only in the website of the university.

Annexure–A

Minimum required Configuration for Computers

	REQUISITE TECHNICAL SPECIFICATIONS		
ITEM	SPECIFICATIONS	Numbers	Rate (Per unit)
Personal Computer	Intel Core 2 Duo Processor with at least 2.2 GHz or better, 2 MB L2 Cache and 800 MHz FSB, 945 Intel OEM Motherboard, 160 GB Ultra DMA HDD, 1 GB DDR-2 RAM, 1.44 MB FDD, Dual layer DVD Writer, 10 / 100 mbps fast Ethernet Card, 17" inch color LCD TFT Flat type Monitor, 110 Keys Keyboard, 2 Button Scroll Optical Mouse, Integrated Sound Card, UPS 0.5 KVA, 15 Minutes Back Up with warranty, Operating System Windows XP (Service Pack 2) Preloaded with Certificate of Authenticity, Antivirus Quick-Heal latest version (Updateable for 3 yrs)	100	
Printer	Printer Type–Laser, Monochrome 1200X1200 DPI resolution, 32 MB Memory,A4 Size, HP P2014 or other of same specification, Printer speed up to 23 ppm, HP Laserjet 3005 DN	10	
Photo Copier	Minimum copying/ printing speed (cpm): 25/25, paper size (original/ image: A3/A3, RAM(MB): 128, Hard disk: with 20GB HDD, Bye Pas: 50 sheets,; 25 to 400%	02	

The estimated value of the tendered work is about rupees forty lakh only

Note: Higher configuration will be preferred

Annexure–B

Special Condition of Contract

1. The material will be delivered free at the purchaser end including all freight and forwarding.
2. It will be the responsibility of the supplier for safe supply in full and good conditions at user's point and purchaser will not pay separately for transit insurance (if any required)
3. All the equipments supplied by the supplier should be embossed/permanent mark "**Mahatma Gandhi Antarrashtriya Hindi Vishwavidyalaya**" on the Commodity at suitable position & size as approved by this office, free of cost.
4. **Warranty terms** are 36 months for Computer through nearest local Service Center. The computers should be picked up from this Office by "Next working Day" and dropped back to the same place with in maximum 7 working days. Any component required to be replaced with in the warranty period will be totally new component and not reconditioned or repaired component.
5. **Payment terms:** Payment would be made after testing, installing and commissioning at this office. The 5% from total bill amount will be withheld as security deposit for warranty period.

Annexure–C

Requisite bid form

ITEM	MODELS/MAKE DETAILS	UNIT Per ITEM	PRICE (in Rupees)
Computer			
Printer			
Photo Copier			

I here by agree to the terms and conditions as mentioned in the tender document and have submitted the bid as per above.

SIGNATURE OF THE BIDDER

- *Specification/Configuration of different models be attached.*

