



Guru Gobind Singh Indraprastha University
Sector 16C, Dwarka, New Delhi -110075
Website: <http://ipu.ac.in>
(PURCHASE BRANCH)

Phone No. 011-25302149
011-25302150
3rd November, 2011

F.11.2 (9)/IPU/PUR/Computer/USLLS/2011-12/
To,

NOTICE INVITING QUOTATION

You are requested to submit your offer in **sealed cover** for the Supply & Installation of Computer and other Peripherals under buy-back scheme

Name of Work	Supply & Installation of Computer & other Peripherals under Buy - Back Schemes
Last Date, Time and Venue for submission of tender	Latest by 17.11.2011 (Thursday) at 11:00 A.M. in the office of Addl. Dy. Registrar (Purchase), Library Block, GGSIP University, Sector 16C, Dwarka, New Delhi - 110075
Estimated cost of Work	6,40,000/- (Six Lacs Fourty Thousand Rupees only)
Earnest Money Deposit	Rs. 30,000/- (Thirty Thousand Rupees) in the form of DD in favour of Registrar, GGSIPU, Payable at Delhi
Opening of offers in presence of the authorized representatives of bidders, if any.	17.11.2011 (Thursday) at 11.30 AM

This enquiry has also been posted on **University website**. Please **superscribe the sealed envelope containing quotation with reference no. of the quotation and quotation for Computer & other Peripherals Items under buy-back Scheme. Detailed Specifications and quantity are as follows:**

A. Firms who fulfill the following requirements shall be eligible to apply:

Eligibility Criteria for Technical Bid

1.	Letter of Transmittal	Annexure – A
2.	Declaration by Bidder	Annexure – B
3.	Compliance to Bid Requirement	Annexure – C
4.	Organizational Structure: - Legal status of the company/ organization with legal proof along with copies of the original documents	Annexure – D
	Income Tax Registration (PAN No.), Service Tax Registration, Vat Registration/ TIN Number	Attach copies of the original documents
5.	Average financial turnover of Rs. 50 Lacs during the immediate last three consecutive financial years, duly audited, signed & stamped by a Chartered Accountant.	Annexure E
6.	The bidder should not have incurred losses in more than one year in the last 3 consecutive financial years, duly certified by Chartered Accountant, along with copies of audited profit and loss account of last three years	

7.	Warranty should be 36 months (on site and comprehensive) for all items from the date of satisfactory installation.	Attach Warranty Certificate
8.	An affidavit on Rs. 10/- (non-judicial stamp paper) declaring that the bidder/ organization has not been blacklisted/debarred by any of the government/ public sector agency in the last 3 years. A declaration of fair business practice by the Bidder.	Annexure – F
9.	Tenderer must produce latest OEMs Authorization Certificate with blue ink signature.	Attach copies of the original documents
10.	Tenderer should also have the authorization of full support of maintenance and spares as detailed in this tender document from OEMs	Attach copies of the original documents
11.	The Manufacturer/Authorized Dealer should have a authorized service centre in Delhi NCR only	Attach copy of proof
12.	Joint ventures shall not be accepted.	

B. Submission of bid in 2 (two) envelop system:-

Envelope –1:- Which consists of ‘**Technical Bid**’–‘Separate Envelope’

Envelope –2:- Which consists of **Financial/Commercial Bid**–‘Separate Envelope’

C. Documents for eligibility condition

(Necessary enclosures for **Envelope-1**, which consists of Technical Bid):

1. Earnest Money of Rs. 30,000/- (Rupees Thirty Thousand only) should be deposited alongwith the tender documents in separate envelope in the form of DD in favour of Registrar, GGSIPU, Payable at Delhi.
2. The formats/Annexure for the documents to be submitted, with Technical bid, are placed at **Annexure – A to Annexure F**).
3. Tin Number Certificate OR Registration with Department of VAT.
4. Should have minimum average annual financial turn over of Rs. 50 Lacs during the last three years ending March 2011 duly certified by **Chartered Accountant as per Annexure E**.
5. A certificate to be enclosed from the firm certifying guarantee period of 36 months on required Computers and other peripherals as per specification.
6. An affidavit on Rs. 10/- (non-judicial stamp paper) declaring that the bidder/ organization has not been blacklisted/debarred by any of the government/ public sector agency in the last 3 years. A declaration of fair business practice by the Bidder as per Annexure F.
7. Tenderer must produce latest OEMs Authorization Certificate with blue ink signature.
8. Tenderer should also have the authorization of full support of maintenance and spares as detailed in this tender document from OEMs.
9. The Manufacturer/Authorized Dealer should have a authorized service centre in Delhi NCR only.

- D. **Envelope –2** :- Which consists of duly filled **Financial/Commercial Bid** – ‘Separate Envelope’. No cutting and overwriting condition shall be permitted.

Table - 1

The detailed specification of New Computer requirement as under:

S. No.	Name of Items	Qty	Unit Cost In Rs.	Amount in Rs. (inclusive taxes)
1.	Desktop Computer, Make: Acer, Intel Core i5, 3.2GHz, 4-MB L3 Cache, 2 GB 1066MHz DDR3 RAM 2GB Expandability upto 8 GB, Sata HDD: 320 GB with DVD 8X Rewriter, 18.5 inch TFT Digital Colour Monitor, Optical Mouse, Keyboard, 6 USB Ports, Operating System: Windows 7 Professional	16		
Total Amount in Rs.				

Table - 2

The detailed specifications of Old Computer & UPS are as under for buy back (As-is-where-is-basis):

S. No.	Name of Items	Qty	Unit Cost In Rs.	Amount in Rs.
1.	Desktop Computer Make: IBM, Model: Thinkcentre, Processor: Pentium 4, RAM 256 - 512 MB, HDD – 40 GB, Monitor Make: IBM E74, Keyboard, Mouse and CD Rom	16		
2.	UPS, Make: UNILINE & KEPTRON, 1 KVA	24		
Total Amount in Rs.				

Net rates (Table 1 - Table 2) are Rs. _____, in words (_____)

Date and time of opening of **Envelope No. 2** i.e. Financial Bid shall be intimated after evaluation the Technical Bids of Eligible Agencies/Bidders:

LETTER OF TRANSMITTAL

From:

To

The Registrar
GGS IPU
Sector 16C, Dwarka,
Delhi

Sub: Submission of Tender Document for the work of **“Supply & Installation of Computer & other Peripherals under Buy – Back Schemes”**.

Sir,

Having examined the details given in Tender document for the above work, I/we hereby submit the relevant information:-

1. I/we hereby certify that all the statement made and information supplied in the enclosed annexures / forms accompanying statement are true and correct.
2. I/we have furnished all information and details necessary for eligibility and have no further pertinent information to Supply & Installation.
3. I/we also authorize the GGSIPU to approach individuals, employers, firms and corporation to verify our competence and general reputation.

Name & Signature(s) of Bidder(s) with seal

DECLARATION BY THE BIDDER

We _____ (Name of the Bidder) hereby represent that we have gone through and understood the Bidding Document (which in two parts) in Part-I (Commercial Section & Technical Section) and Part-II (Schedule of Quantities) and that our Bid has been prepared accordingly in compliance with the requirement stipulated in the said documents.

We are submitting a copy of Bidding Document marked “Original” as part of our Bid duly signed and stamped on each page in token of our acceptance. We undertake that Part-I and Part-II of the Bidding Document shall be deemed to form part of our bid and in the event of award of work to us, the same shall be considered for constitution of Contract Agreement. Further, we shall sign and stamp each page of this Part-I and Part-II as a token of Acceptance and as a part of the Contract in the event of award of Contract to us.

We further confirm that we have indicated prices in Schedule of Quantities and submitted in Price Bid in separately sealed envelope. We confirm that rate quoted by us includes price for all works/activities/supply etc. as mentioned in item description of the items in Schedule of Quantities.

SIGNATURE OF BIDDER : _____

NAME OF BIDDER : _____

COMPANY SEAL : _____

Note : This declaration should be signed by the Bidder’s representative who is signing the Bid.

COMPLIANCE TO BID REQUIREMENT

We hereby agree to fully comply with, abide by and accept without variation, deviation or reservation all technical, commercial and other conditions whatsoever of the Bidding Documents and Addendum to the Bidding Documents, if any, for subject work issued by GGSIPU.

We hereby further confirm that any terms and conditions if mentioned in our bid (Un-priced as well as Priced Part) shall not be recognized and shall be treated as null and void.

SIGNATURE OF BIDDER : _____
NAME OF BIDDER : _____
COMPANY SEAL : _____

ORGANISATION STRUCTURE

1. Name & Address of the Bidder :
2. Telephone No./Fax No./ e-mail :
3. Legal status of the Bidder (attach copies of original document defining the legal status)
 - a) An Individual
 - b) A proprietary firm
 - c) A firm in partnership
 - d) A limited company or Corporation
 - e) A Public Sector Undertaking
4. Particulars of registration with various Government Bodies (Attach attested Photo Copy)
Organization /Place of registration Registration No
5. PAN No. -----
6. Names and Titles of Directors & Officers with designation to be concerned with this work. :
7. Name & Designation of individuals authorized to act for the organization :
(Pl attach power of attorney in favour of authorized representative duly signed by authorized signatory)
8. Was the Bidder ever required to suspend work for a period of more than six months continuously after you commenced the construction? If so, give the name of the project and reasons of suspension of work. :
9. Has the Bidder, or any constituent partner in case of partnership firm, ever abandoned the awarded work before its completion? If so, give name of the project and reasons for abandonment. :
10. Has the Bidder, or any constituent partner in case of partnership firm, ever been debarred/ black listed for tendering in any organization at any time? If so, give details. :
11. Has the Bidder, or any constituent partner in case of partnership firm, ever been convicted by a court of law? If so, give details. :
13. Any other information considered necessary but not included above. :

(Stamp, Name & Signature of Bidder)

DETAILS OF ANNUAL TURNOVER

FINANCIAL DETAILS

Financial Years	Gross Annual Turnover on Supply & Installation of Computers and other Peripherals (In Lakhs)	Profit/Loss (In Lakhs)
2010-2011		
2009-2010		
2008-2009		

Audited balance sheet and profit & loss account for above three years to be submitted.

(Stamp, Name & Signature of Bidder)

DECLARATION FOR FAIR BUSINESS BY THE BIDDER

(Affidavit on Non-Judicial Stamp Paper of Rs.10/- duly attested by Notary / Magistrate)

This is to certify that We, M/s _____ in submission of this offer confirm that:-

- i) We have not made any misleading or false representation in the forms, statements and attachments in proof of the qualification requirements;
- ii) We do not have records of poor performance such as abandoning the work, not properly completing the contract, inordinate delays in completion, litigation history or financial failures etc.
- iii) Business has not been banned with us by any Central / State Government Department/ Public Sector Undertaking or Enterprise of Central / State Government.
- iv) We have submitted all the supporting documents and furnished the relevant details as per prescribed format.
- v) The information and documents submitted with the tender by us are correct and we are fully responsible for the correctness of the information and documents submitted by us.
- vi) We understood that in case of any statement/information/document furnished by us or to be furnished by us in connection with this offer is found to be incorrect or false, our EMD in full will be forfeited and business dealings will be banned.
- vii) We have not been punished / penalized by way of imprisonment in last three years.
- viii) We have not been blacklisted/debarred by any of the Government/Public Sector Agency in last three years.

SEAL, SIGNATURE & NAME OF THE BIDDER

Signing this document

Terms & Conditions:

1. The firm can see the material on any working days (before the closing date of this tender).
2. Net Rates (Table 1 – Table2) quoted should be in words as well as in figures and inclusive of all taxes.
3. The rate quoted should be inclusive of taxes as applicable indicating its percentage.
4. Rate quoted should be in words as well as in figures.
5. Rate should be quoted for the above stated specifications of Computers and other peripherals Items.
6. University reserves the right to accept or reject any or all the quotation without assigning any reason.
7. The offers submitted by the firms should be alongwith the brochures/catalogues of the all quoted items.
8. Terms of price shall be in Indian rupees (INR) inclusive of duties, packing, forwarding, transportation, assembly, installation at University Campus at Sector 16 C, Dwarka along with applicable taxes and levies.
9. Warranty should be 36 months (on site and comprehensive) for all items from the date of satisfactory installation.
10. The payment will be made against the delivery & satisfactory installation.
11. Offers received without EMD will be summarily rejected.
12. The EMD will be refunded to the Agencies those offers are not finally accepted.
13. In case the successful Firm fails to undertake work, the university will forfeit the EMD of the firm.
14. Delivery period will be 21 days from the award of the work order.
15. The firm will have to submit a Performance Security Deposit @ 10% of the Value in form of Demand Draft in favour of Registrar, GGSIP University, payable at Delhi after award the work.
16. After finalization of Agency and rates, the repeat order can be given on the same rates for the items on buy-back basis with the same specifications as well as terms & conditions for another one year.

[Pankaj Agrawal]
Addl. Dy. Registrar [Purchase]
3rd November, 2011

F.11.2 (9)/IPU/PUR/Computer/USLLS/2011-12/

Copy to :-

1. Prof. Suman Gupta, Dean, USLLS (Indenting Official)
2. Prof. C.S. Rai, Chairman UCITIM (Chairman)
3. Dr. Amit Prakash Singh, Associate Prof. USIT, Member
4. Sh. A.K. Verma, JR (GA), Member
5. Sh. Pankaj Agrawal, ADR (Purchase), Member
6. Sh. Narender Kumar, Finance Officer, Member
7. In charge, University Server Room with a request to upload the same on University Website.
8. P.S. to V.C.
9. P.S. to Registrar
10. P.S. to COF
11. Notice Board
12. Office copy

[Pankaj Agrawal]
Addl. Dy. Registrar [Purchase]