

“ Tender for the Purchase of Desktops/Laptops/Software/Printers/UPS”.

Nava Nalanda Mahavihara, Nalanda
(Deemed to be University)
Ministry of Culture, Govt. of India
Nalanda.
District: Nalanda
State: Bihar
Pin Code: 803111
Website: www.nnm.ac.in

PAPERS TO BE GIVEN AS TENDER DOCUMENT WITH EACH TENDER

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**NNM/purchase/Lap.-Des./Tender/
Dated: 06/03/2020.**

Subject: Tender Notice for purchase of Desktops /Laptops /Software and Printers/UPS.

Sealed Tenders are invited for the purchase of "**Desktops /Laptops /Software /Printers** " from reputed and experienced companies/ agencies/Firms for Nava Nalanda Mahavihara (Deemed to be University), Ministry of Culture, Government of India, Nalanda, District Nalanda, Bihar.

The tender documents in a sealed cover should be delivered on the following address by **1700 Hours on or before 20/03/2020:**

Registrar
Nava Nalanda Mahavihara, Nalanda
(Deemed to be University)
Ministry of Culture, Govt. of India
Nalanda.
District: Nalanda
State: Bihar
Pin Code: 803111
Telephone: 06112-281672.
Website: www.nnm.ac.in

The interested vendors fulfilling the terms and conditions stated may submit their tenders along with the earnest money as mentioned in the tender document in sealed cover duly subscribed as:

" Tender for the Purchase of Desktops /Laptops /Software /Printers/UPS ".

The CMD, Nava Nalanda Mahavihara, Nalanda (Deemed to be University), Ministry of Culture, Govt. of India, Nalanda., District: Nalanda, State: Bihar, Pin Code: 803111. Reserves the right to reject all or any of the tenders without assigning any reason thereof. The tender which is conditional/ incomplete/ belated/ without earnest money, will not be entertained.

Registrar

(Nava Nalanda Mahavihara, Nalanda)

TENDER DOCUMENT		
1.	NNM/purchase/Lap.-Des./Tender	Date :06/03/2020
2.	Name and Address of the party	
3.	Mobile Number	
4.	Tender Document for	Purchase of Desktops /Laptops /Software /Printers/UPS
5.	Earnest money	Rs. 50,000
6.	Last date for submission of tender	20/03/2020 up to 05.00 P.M
7.	To be opened on (Technical bid and financial bid)	23/03/2020 up to 06.00 P.M

The Nava Nalanda Mahavihara (Deemed to be University), Ministry of Culture, Government of India, Nalanda intends to purchase Desktops /Laptops /Software / Printers for its premises at Nalanda, Bihar for which sealed tenders are hereby invited from the well reputed vendors as per our Terms & Conditions mentioned at **Annexure-'A'**, Specifications/configurations mentioned at **Annexure-"B"**, format of technical bid mentioned at **Annexure-C**, format of financial bid mentioned at **Annexure-D & Check List at Annexure-'E'** respectively.

The Bidders shall have to furnish the offer in two separate envelopes, clearly mentioning Envelop No.1 "**Technical Bid for Tender for Purchase of Desktops /Laptops /Software/Printers/UPS** " and Envelop No.2 "**Financial Bid Tender for Purchase of Desktops /Laptops /Software/Printers** ". Both envelopes must indicate the description of the tender and then both should be placed together in one sealed cover, indicating "**Tender for Purchase of Desktops /Laptops /Software/ Printers/UPS** ". Tender must be sealed and bear the stamp of the firm/ company on the face of the envelop and outer sealed cover.

The technical bid and financial bid should be computerized not handwritten. The technical bid and financial bid will be opened on due date as mentioned in the tender document. The financial bid will be opened in respect of only those bidders whose documents are found in order and whose items qualify technically. The requirements of technical bid are as under:-

Technical Bid:

The technical bid envelop should contain the following documents which must be attached with the technical bid:-

1. The earnest money amounting to Rs. 50,000 (Fifty Thousand only) in the shape of Bank Draft from any nationalized bank in favour of **Nava Nalanda Mahavihara, Nalanda, payable at Nalanda**. Branch must be attached with the technical bid. No payment in cash will be accepted for the same.
2. The person signing the tender shall be deemed that he has the authority to sign the tender on behalf of the said company.
3. The latest income tax, VAT Clearance Certificate along with registration number must be attached.
4. The product profile of the company along with last 3 years' turnover, not less than Rs. 20.00 lacs duly certified must be attached together with the list of reputed firms/ offices to which the company is supplying the tendered items.
5. The price should not be mentioned in the Technical bid in any form or manner. In case the prices are mentioned in the technical bid, the offer will be liable for rejection.
6. Certificate from the manufacturer in case of distributor/dealer as being authorized as such

Financial Bid

1. The financial bid envelop should contain the net rates to be charged on the basis of per unit
2. The rates should be quoted in figures as well as in words, on the form attached at Annexure-'D' and duly signed and stamped by the authorized person.
3. The rates must be quoted inclusive of all taxes with installation and delivery at NNM, Nalanda.

Terms & Conditions:

The offer for supply of items is subject to the terms and conditions specified in Annexure-'A'.

Signature of the Tenderer
With Seal and date

ANNEXURE-'A'

Terms and Conductions:

Submit your tender in a sealed cover with all details including authorized dealership or distributors certificate issued by HP/Dell/Lenovo for Desktop/ Laptop and Printer supply, Microsoft for Software (Windows and Office) supply , Quick Heal Total Security for Anti- Virus supply, previous work done, PAN/TIN number, Sales Tax Registration Number etc.

All Desktops/ Laptops/ Printers/Software/Anti-Virus supply by only authorized distributors.

- a) Brand/make of material Desktops/Laptops/Printers should be HP/Dell/Lenovo.
- b) Describe separate sheet of all equipment/software (Desktop /Laptop / MS Windows /MS Office /Anti-Virus /Printer/UPS etc. and VAT details.)
- c) All software should be authorized/licensed version for our University.
- d) Payment will be release after successfully supply and installation basis. No advance will be paid.
- e) Quality control will be maintained by supplier. Defect in material will not be repaired instead complete item will be replaced by new item.
- f) All Hardware and Software should be genuine and latest version with onsite warranty.
- g) Bidders are required to accept "Buy back policy" of all Laptops, Desktops, CPU, UPS, Printers, Keyboards, Mouse etc. of NNM as and where it is.
- h) Before submit the forms, firms may check all the items.
- i) University reserves the rights to alter the specifications.
- j) University reserves the right to accept or reject any tender without assigning any reason.
- k) All document should be computerized will not accept handwritten/manually.
- l) Both envelops (Technical and Financial Bid) must indicate the description of the tender and then both should be placed together in one sealed cover
- m) Sealed tender should be marked as "**Tender for the Purchase of Desktops /Laptops /Software /Printers/UPS**".
- n) **Quantum of delivery will be communicated in Purchase order.**

**Signature of the Tenderer
With Seal and date**

ANNEXURE-'B'**Specification and Configuration of hardware and Software**

It is proposed to purchase Desktops/ Laptops/ Printers/Software (Windows and office)/Anti-Virus Details Configuration:

Sl. No	Item Description	Qty. Required
1	Desktop Brand: HP/Dell/Lenovo, Model Category: Desktop Configuration: Intel Core i5 (Latest Generation), Memory 8 GB, HDD: 01 TB, Screen (LED - HD) – 19 inch, Keyboard and mouse, Wi-Fi Dongle ,DVD RW Drive, Operating System Window 10 or latest, Microsoft Office 2019 or latest, Antivirus Software (Quick Heal Total Security – Latest Version).	Quantum of delivery will be communicated in Purchase order.
2	Desktop Brand: HP/Dell/Lenovo, Model Category: Desktop Configuration: Intel Core i3 (Latest Generation), Memory 4 GB, HDD: 01 TB, Screen (LED - HD) – 19 inch, Keyboard and mouse, Wi-Fi Dongle ,DVD RW Drive, Operating System Window 10 or latest, Microsoft Office 2019 or latest, Antivirus Software (Quick Heal Total Security – Latest Version).	Quantum of delivery will be communicated in Purchase order.
3	Desktop (All in One) Brand: HP/Dell/Lenovo, Model Category: All in One Configuration: Intel Core i5 (Latest Generation), Memory 8 GB, HDD: 01 TB, Screen (LED - HD) – 19/23 inch, Keyboard and mouse, DVD RW Drive, Operating System Window 10 or latest, Microsoft Office 2019 or latest, Antivirus Software (Quick Heal Total Security – Latest Version).	Quantum of delivery will be communicated in Purchase order.
4	Desktop (All in One) Brand: HP/Dell/Lenovo, Model Category: All in One Configuration: Intel Core i3 (Latest Generation), Memory 4 GB, HDD: 01 TB, Screen (LED - HD) – 19/23 inch, Keyboard and mouse, DVD RW Drive, Operating System Window 10 or latest, Microsoft Office 2019 or latest, Antivirus Software (Quick Heal Total Security – Latest Version).	Quantum of delivery will be communicated in Purchase order.
5	HP/Dell/Lenovo Laptop Brand: HP/Dell/Lenovo, Model Category: Notebook Configuration: Intel Core i5 (Latest Generation), Memory 8 GB, HDD: 01 TB, Screen Size – 15 inch, DVD RW Drive, Operating System Window 10 or latest, Microsoft Office 2019 or latest, Antivirus Software (Quick Heal Total Security – Latest Version), Carry bag.	Quantum of delivery will be communicated in Purchase order.
6	Printer Brand: HP/Canon, Model Category: LaserJet Configuration: Print, Scan, Copy, resolution: 1200 dpi (minimum), Auto duplex (Print and Scan), Black and White Print Quality.	Quantum of delivery will be communicated in Purchase order.

**Signature of the Tenderer
With Seal and date.**

ANNEXURE-'C'

QUOTATIONS FOR PURCHASE OF Desktops/ Laptops/ Printers/Software/Anti-Virus.

FORMAT OF TECHNICAL BID

Sl. No.	Item	Specification/Configuration	Model Name / Brand	Others
1.	Desktops (Desktop/All in One)			
2	Laptops			
3.	Software: 1. Operating System Window 10 or Latest Version. 2. Microsoft Office 2019 or Latest Version. 3. Antivirus Software (Quick Heal Total Security - Latest Version.			
4.	UPS			

Note:- Brand/make of material Desktops/Laptops/Printers should be **HP/Dell/Lenovo** and UPS branded. All document should be computerized will not accept handwritten/manually.

**Signature of the tenderer
With Seal and date.**

ANNEXURE-'D'

QUOTATIONS FOR PURCHASE OF Desktops/ Laptops/ Printers/Software/Anti-Virus.

FORMAT OF FINANCIAL BID

Sl. No.	Item	Model Name / Brand	Specification/Configuration	Rate per unit
1.	Desktops			
2	Laptops			
3.	Software: 1. Operating System Window 10 or Latest Version. 2. Microsoft Office 2019 or Latest Version. 3. Antivirus Software (Quick Heal Total Security - Latest Version.			
4.	UPS			

Note:- All document should be computerized will not accept handwritten/manually.

**Signature of the tenderer
With Seal and date.**

ANNEXURE-'E'

CHECK LIST OF COMMERCIAL TERMS AND CONDITIONS.

Sl. No.	Item	Item Vendor to Indicate (Please Strikeout the Not Applicable part)
1.	Whether EMD attached?	Yes/ No
2.	Whether Manufacturer/ authorized Distributor/ Stockiest for the tendered brand/ make? If so, attach the copy of certificate as Manufacturer/authorized Distributor/ Stockiest.	Yes/ No
3.	Whether income tax /VAT Clearance Certificate along with registration No. attached?	Yes/ No
4.	Whether agree to keep EMD as Security till the completion of supply of material.	Yes/ No
5.	Whether Time limit fixed for payment is acceptable?	Yes/ No
6.	Whether price quoted are inclusive of taxes, installation and F.O.R. destination?	Yes/ No
7.	Whether agree to submit performance security during warranty period, as required	Yes/ No
8.	Whether agree to supply material not more than the rates given to other Govt. Institutions?	Yes/ No
9.	Whether onsite warranty on the quoted item acceptable?	Yes/ No
10.	Whether jurisdiction of Court acceptable?	Yes/ No
11.	Whether selected bidder will be the single point of contact?	Yes/ No

Note:-

- (i) Check-list should be properly filled indicating deviation, if any, signed by authorized person with seal of company and returned along with offer.
- (ii) All documents submitted are to be self-attested duly stamped. A list of documents being submitted shall be prepared and enclosed with the order.
- (iii) Accept Terms and Conditions (**ANNEXURE-'A'**)
- (iv) If any, may be attached.

Date:

Signature & seal of the Vendor.