



Ref. No. KU/.../697.../2018..

Date 25/08/18.....

Tender Notice

Kolhan University, Chaibasa, Jharkhand invites open tender from eligible and interested manufacturer / authorized dealer for supply, installation and commissioning of Desktop, Laptop and Xerox Machines for Kolhan University, Chaibasa.

Complete Set of tender documents may be seen and downloaded from Kolhan University website www.kolhanuniversity.ac.in. Last date of submission of tender papers is 14.09.2018 up to 1:00 P.M.

By order of the Vice-Chancellor

Sd/-

Registrar

Kolhan University, Chaibasa

Copy to :

1. The Advertisement Manager of Prabhat Khabar, Hindustan and Telegraph for publication in next issue with in the limit of 7000/.(GST included)
2. Asstt. to VC/PVC/FA/FO for information to VC/PVC/FA/FO


(Dr. S.N. Singh)

Registrar

Kolhan University, Chaibasa



Tender No. KU/R/697/18

Dated .25/08/18....

OPEN TENDER NOTIFICATION

For Supply, Installation & Commissioning of Desktops,
Laptops, Xerox Machines

IN KOLHAN UNIVERSITY, CHAIBASA, JHARKHAND- 833 202

TENDER NOTICE

Kolhan University, Chaibasa, Jharkhand invites open tender in the form of sealed Technical & Commercial Bids for supply, installation and commissioning of Desktop, Laptop & Xerox Machine as per the attached specification. And will be installed at Kolhan University, Chaibasa, Jharkhand. The Tenderer has to quote the price of all the items along with the installation and commissioning costs in the financial bid.

Complete set of Bid Documents may be downloaded from Kolhan University website www.kolhanuniversity.ac.in.

Interested and eligible Bidders are required to submit the Technical and Commercial Bids in two separate sealed envelopes. The Technical and Commercial Bids should be accompanied by a bid security as specified in this Bid Document. The EMD in the form of Demand Draft / BG of INR Rs . 1,00,000 / - drawn in favour of Registrar, Kolhan University, Chaibasa, Jharkhand payable at Chaibasa should be enclosed in the same envelope containing the Technical Bid. The Technical and Commercial Bids mentioning the name and address of the bidder, tender enquiry number, due date of submission of tender must be delivered to the Office of Registrar, Kolhan University, Chaibasa, Jharkhand on or before 14.09.2018 (up to 1:00 P.M.).

The envelope containing the Technical Bid and the Bid Security will be opened at the office of Registrar, Kolhan University, Chaibasa, Jharkhand, on specified Date & time in the presence of Bidders or their authorized representatives. In the event of the date specified for bid receipt and opening, being declared as a holiday, the due date for submission and opening of bids will be the following working day at the appointed times.

Schedule of various activities with regard to this invitation of bids are listed as below:

- | | |
|---|--|
| 1. Last date & Time for submission of Bids | Date 14.09.2018 Time up to 1:00 P.M. |
| 2. Date & Time of opening of bids | Date 14.09.2018 Time 2:00 P.M. |
| 3. Address for communication, Place of submission of bids | Registrar, Kolhan University, Chaibasa, Jharkhand, Pin- 833 202. |

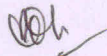


GENERAL TERMS AND CONDITIONS:-

1. **Cost of Tender Document** : The cost of Tender Document is Rs. 10,000/- in the form of D.D. drawn in favour of "The Registrar, Kolhan University, Chaibasa payable at Chaibasa.
2. **Two Bid System** : The original copy of tender (duly signed) should be sent to the Office in a sealed cover in a double envelop. The tenderer must place the two sealed envelopes clearly marked 'TECHNICAL BID' and 'FINANCIAL BID' by indicating the Draft number, date & amount of EMD on the envelope of 'TECHNICAL BID' failing which the tender will not be opened. Financial Bid to indicate a warning "*DO NOT OPEN WITH THE TECHNICAL BID*". The outer cover should be superscribed **Tender for "FOR Supply, Installation & Commissioning of Desktops, Laptops, Xerox Machine and I.P. Communication in Kolhan University, Chaibasa "**.
3. **Downloads** : Tender Document with full details can be downloaded from university website: www.kolhanuniversity.ac.in from 27.08.2018 participation in the tender will be subject to remittance of the prescribed **Cost of tender document & EMD** along with the **Technical Bid**.
4. **EMD** : EMD of Rs. 1,00,000/- in the form of crossed Demand Draft/ Bank Guarantee drawn from any commercial bank IN FAVOUR OF "The Registrar, Kolhan University, Chaibasa" payable at Chaibasa should be enclosed with the tender (technical bid) of each quoted by the bidder(s). The Unsuccessful Bidder's EMD will be returned soon after the finalisation of Tender, where as the Successful Bidder's **EMD** will be returned subject to furnishing of the required **Performance Security**. No interest will be paid on EMD for the period of retention in the university. Tenders without EMD would be rejected.
5. **Security Deposit** : The successful bidder has to furnish an amount equivalent to **ten (10) per cent** of the order expected value as **Performance Security Deposit** which will be refunded/ returned only after satisfactory completion of the contractual obligation including warranty. The Security Deposit should be in the form of Demand Draft, Fixed Deposit Receipt or Bank Guarantee from any commercial bank and on which no interest will be paid.
6. **Warranty** : The supply of goods should be of tender warranty for one year including all parts in this schedule from the date of supply and acceptance by the concerned authority However, the manufacturer's guarantee if any which exceeds, should be extended accordingly. After Warranty period Annual Maintenance Charge (AMC) should be quoted for 01 additional year on yearly renewable basis.
7. **Important Dates** :

1	Start date of downloading the Tender Document	27.08.2018	04:00 P.M.
2	Last date and time for submission of Tenders	14.09.2018	01:00 P.M.
3	Date and Time for opening of Technical Bids	14.09.2018	02:00 P.M.

8. **Due Date** : Tenders received after due date and time will not be considered. University will not be responsible for postal delays.
9. **Payment** : No advance payment is permissible. Payment would be made after successful completion of work and duly certified by the officer of the university designated for the purpose.
10. **Place of Delivery** : Kolhan University, Chaibasa, Jharkhand as per instruction of the University.
11. **Liquidate Damage** : In case, the firm fails to supply the material as specified in the purchase order, a sum of equivalent to **0.5%** of the contract price per week or part thereof off (delay until actual implementation or performance) shall be deducted from the bill up to a maximum deduction of **10%** of the contract price. Once the maximum is reached, Kolhan University may consider termination of the contract.



12. **Bank details for e-payment** : The bank details may be furnished alongwith tender for making e-payment to the successful bidder.
13. **Period of Validity** : The rates quoted shall be valid for a minimum period of 180 days beyond the date of opening of tenders.
14. **Evaluation** : The Technical Bids are to be opened by the university Committee in the first instance and will be evaluated technically by the Committee. At the second stage Financial Bids will be opened only for the technically qualified tenders for further evaluation before awarding the contract.
15. **Rejection of tenders** : Tenders not complying with the above conditions are liable to be rejected.
16. **Acceptance of tender and Jurisdiction** : Vice-Chancellor, Kolhan University, Chaibasa reserves the right to accept or reject any of the tenders either in part or in full without assigning any reason thereof. Decision of the V.C. will be final and legally binding. All disputes will be subject to Chaibasa Jurisdiction only.

Eligibility Criteria to Bidders

The Bidding is open to all qualified Bidder who fully meet the following qualifying requirements:-

1. The bidder should be an OEM (Original Equipment Manufacturer) or their Authorized partner. In case of authorized partner, a letter of authorization from original manufacturer must be furnished. (Submit self-attested documents)
2. The bidder should have executed orders for supply of similar Electronic goods/ IT enabled Items in Govt. (State/ Central), PSUs during last 03 (three) years. (Submit self- attested document)
3. The bidder should have an average annual turnover of not less than 1 (one) crore in the last three financial years and must submit an attested photocopy of the audited balance sheet & ITR of last 03 (three) years as a proof of annual turnover stated.
4. The Bidder should have Jharkhand GST registration. The Latest Jharkhand GST Certificate should be submitted. (submit self- attested documents)
5. Bidder should have local office & service support in Jharkhand & ISO Certification is desirable. (submit self- attested documents)
6. Bidder must submit a copy of PAN Card.
7. Bidder must not have been blacklisted by any PSU's/Central or State Government /Court of Law. (submit Affidavit)
8. The manufacturer must have the experience and expertise in undertaking major projects of installing the similar brand software with government organizations with multiple locations in India.
9. The Tender must quote all items of requirement list & must have capability of executing entire work on Turnkey basis.



Instruction to Bidders

- 1) The Supply, Installation and Commissioning of Desktop, Laptop & Xerox Machines will be done at, Kolhan University, Chaibasa, Jharkhand.
- 2) The bidders will have to quote the price of all the items along with their installation charges in the financial bid and the cumulative price shall be taken into consideration.
- 3) The Supply, Installation and Commissioning schedule shall be within 30 days from the date of issuing of work order at the location as mentioned in the tender and should be tested by the OEM personnel individually.
- 4) In case of any discrepancy between rates mentioned in figures and words, the offer in word shall prevail. If there is any discrepancy between the unit price and the total, the unit price shall prevail and the total price shall be corrected.
- 5) The bidder whose tender is accepted has to supply the items within the stipulated Period as mentioned. After successful installation the technical support will be provided by bidder company's/Authorized partner as and when required for duration of 12 (twelve) months.
- 6) Kolhan University, Chaibasa, Jharkhand may forfeit the EMD / BG amount deposited if the bidder fails to supply all the items in stipulated period as mentioned above.
- 7) The EMD / BG amount of unsuccessful Bidders will be refunded/ returned without interest after completion of tender formalities.
- 8) The price bid shall be evaluated on L1 basis as well as on Turnkey basis also.
- 9) No representation for change of rate once accepted will be considered.
- 10) If the items supplied by the accepted bidder are not as per the specified model and specification Kolhan University, Chaibasa, Jharkhand reserves the right to reject them.
- 11) The tender should be submitted in two cover system i.e. A: Technical Bid along with and EMD/ BG and B: Price Bid. There should be proper indication of the contents on each envelope.
- 12) The Bidders shall seal the envelope No. 1 Technical envelope and envelope No. 2 Commercial envelope in separate inner envelopes, duly marking the envelopes as "envelop No.1, Technical Envelope" and "envelope No.2 Commercial Envelope". He shall



then place these two envelopes in an outer envelope. Both the inner envelopes and the outer envelope should be addressed to: Registrar, Kolhan University, Chaibasa, Dist- West Singhbhum, Jharkhand, Pin- 833 202.

- 13) Any bid received by the Tendering Authority after the deadline for submission of bids prescribed by the Tendering Authority, will be rejected and / or returned unopened to the Bidder.
- 14) The Tendering Authority will award the work to the Successful bidder bid whose bid has been determined as the lowest evaluated bid provided further that the bidder is technically eligible.
- 15) Bidders are strictly advised to submit the Details of full specifications along with warranty period with technical bid.
- 16) 100% of the total price of the supplied items will be payable after submission of bill along with successful installation, satisfactory performance and physical verification certificates duly signed by concerned at location.
- 17) The supplier will have to assume onsite support of the supplied items.
- 18) During the onsite warranty period of 01 (One) year the bidder shall have to rectify/change free of cost any hardware/software defect.
- 19) Bidder shall make available all the hardware/software needed to operationalize of all supplied items.
- 20) Bidder shall also be responsible for the onsite maintenance free of cost for one year & AMC on expiry of term at the mentioned rate (The Bidder must specifically mention the AMC charges for the period of additional 04(four) years in the Bid).
- 21) All legal disputes are subject to the jurisdiction of Chaibasa courts only.



Technical Bid Form
(Enclosed with Technical Bid)

Bid: Technical Proposal Sheet (Enclosed with Technical Bid)

Bidders Proposal Reference No. and Date:
Bidders Name and Address:
Person to be contacted:
Designation:
Telephone No(s) Telex No.:
Fax No.:

To,

Registrar, Kolhan University, Chaibasa, Jharkhand

Subject: Submission of Technical Proposal for Supply, Installation & commissioning of Desktop, Laptop & Xerox Machine.

Sir,

1. We, the undersigned Bidders, having read and examined in detail the Specifications and all the bidding documents as specified in the Bidding documents
2. **PRICE AND VALIDITY**
All the prices mentioned in our proposal are in accordance with the terms as specified in bidding documents. All the prices and other terms and conditions of this proposal are valid for a period of 180 calendar days from the date of opening of the Bids. We are an Indian firm and do hereby confirm that our Bid prices include all taxes including Income Tax and Professional Tax. We have studied the Clause relating to Service Tax and hereby declare that if any Income Tax, Surcharge on Income Tax, Professional Tax and other Corporate Tax is altered under law, we shall pay the same.
3. **UNIT RATES**
We have indicated in the relevant schedules enclosed the unit rates and in case of any discrepancy in the unit price & the total price, the unit price shall prevail and the total price shall be corrected.
4. **EMD / BG**
We have enclosed a Demand Draft in favour of Registrar, Kolhan University, Chaibasa, Jharkhand Payable at Chaibasa for a sum of Rs. /- This EMD is liable to be forfeited in accordance with the provisions of Bid documents.

We declare that all Services/Works shall be performed strictly in accordance with the Scope of Work.

5. **BID PRICING :**

We further declare that the prices stated in our proposal are in accordance with the instructions to Bidders included in bidding documents.

6. **BID PRICE :**

We declare that our bid prices are for the entire scope of the work as specified in the technical specification and bid documents. These prices are indicated in Annexure 2 attached with our proposal as part of the Commercial Bid. We hereby declare that our proposal is made in good faith, without collusion or fraud and the information contained in the proposal is true and correct to the best of our knowledge and belief.

Format for Technical Proposal

S1. No.	Item Name as per requirement list	Item Name quoted by bidder	Compliance	Remarks
1	<p><u>Desktop Computer (20 Sets)</u> All in one Branded desktop with following specifications : Latest generation Intel Core i5 processor RAM 8 GB DDR IV HDD – 1TB Monitor – 20” / 21” LED Ports – LAN, HDMI, USB Wi-Fi Keyboard and Mouse OS – Genuine Windows 10 (With MS Office 2016 with certificate) DVD drive UPS – With dual Battery system (for more Backup) Printer – Leserjet Printer All in one. Anti Virus -</p>			
2	<p><u>Laptop (40 Sets)</u> Branded laptop with following specifications: Latest generation Intel Core i7 processor RAM 8 GB DDR IV HDD – 1TB Screen – 17” / 19” LED Ports – LAN, HDMI, USB Bluetooth – Standard Wi-Fi Mouse OS – Genuine Windows 10 (With MS Office 2016 with certificate) DVD drive Battery – Maximum Hours Accessories – Adaptor, Battery, Laptop Bag Anti Virus -</p>			

3	Xerox (10 Nos.) Speed – 23 PPM, A4 Paper Size – A3 Resolution – 600 DPI Scan Technology – D-CIS Scan Speed – 30 IPM Scan Resolution 600 Standard Connectivity – High Speed USB 2.0 Network Capabilities – Built in Ethernet 10/100 Base TX Network Memory – 128 MB Processor Speed 600 MHz Duty cycle – 50000 pages			
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Thanking you,

Yours faithfully,

(Signature) Printed Name and Designation:

Seal:

Date:

Place:

Business Address :

[Handwritten Signature]

Bid Price Form
(Enclosed with Commercial Bid)

Bid: Commercial Proposal Sheet (Enclosed with Commercial Bid)

Prices for Supply, Installation and Commissioning of Kolhan University, Chaibasa, Jharkhand, in the manner as specified in Specifications and Bidding documents.

Bidders Proposal Reference No. and Date:
Bidders Name and Address:
Person to be contacted:
Designation:
Telephone No(s) Telex No.:
Fax No.:

To
Registrar, Kolhan University, Chaibasa, Jharkhand

Subject: Commercial Bid Proposal for Supply, Installation & commissioning of Desktop, Laptop & Xerox Machine.

Sir,

Format for Commercial / Financial Proposal

Sl. No.	Item Name as per requirement list	Item Name quoted by bidder	Compliance	Cost Per Unit (Rs.)	Quantity	Total Cost (Rs.)
1						
2						
3						
4						
5						
Total Amount						Rs.
Total Amount in words:						

Total amount in Rupees 1) In figure

2) In Words..... Prices are inclusive of taxes & duties

and all other costs. Date..... Signature of Bidder with seal.