

Vivekananda Institute of Professional Studies
AU-Block, Outer Ring, Pitam Pura, New Delhi-110034

NOTICE FOR SUPPLY OF COMPUTER DESKTOP AGAINST BUY BACK

1. Date of Invitation of Quotation : 27th December, 2018
2. Last date of submission : 3:00 PM on 07th January, 2019.

Vivekananda Institute of Professional Studies invites sealed quotations from competent and reputed Dealers/Contractors for supply of Computer Desktop.

The quotation is required to be submitted in a sealed cover addressed to the Principal Director, VIPS, AU-Block, Outer Ring Road, Pitam Pura, New Delhi-110034, so as to reach the Institute on or before 3:00 PM on 7th January 2019, duly superscripting the quotation for supply of "Computer Desktop" on the top of sealed envelope. The tender box is available at the Reception, B-Block of the Institute where quotation/tender are to be dropped.

Terms & Conditions

- a) The invitation is open for competent & reputed manufacturers/ authorized distributors/ dealers for the supply of Computer Desktops.
- b) The supplier should have at least 03 years' experience in supplying Computers/laptops and its peripherals to a government/ PSU organization/ University/ Autonomous body etc.
- c) The firm should be located in Delhi NCR.
- d) The tentative quantities of items have been specified in the tender document and the purchases can be staggered depending upon the requirement.

Bid Security/Earnest Money Deposit (EMD)

- a) EMD of Rs.10,000/- (Rs. Ten thousand only) in the form of demand draft in favour of "Vivekananda Institute of Professional Studies , New Delhi" shall accompany the bid.
- b) A bid received without Bid security (EMD) shall be rejected as non-responsive at the bid opening stage and returned to the bidder unopened.
- c) The Bid security of the unsuccessful bidder will be discharged/ returned to them after finalization and award of the contract without any interest.
- d) The bid security may be forfeited:
 - (i) If a bidder withdraws his bid during the period of bid validity specified in the bid document;
 - (ii) In the case of successful bidder, if the bidder fails to sign the contract or furnish the Performance Security within the time specified in the document.

Performance Security Deposit (PSD)

- i.) PSD of Rs. 50,000/- will have to be made within 7 days of receipt of the communication of the selection of the bid.
- ii.) PSD shall be in the form of Demand Draft/Bank Guarantee payable to Vivekananda Institute of Professional Studies, New Delhi.

- iii.) The PSD should remain valid for a period of 60 days beyond the date of completion of all contractual obligations by the supplier including warranty obligation, if any.
- iv.) PSD will be released after all contractual obligations by the supplier are over. This can be withheld or forfeited in full or in part in case the supply order is not executed satisfactorily within the stipulated period.

Documents/ Certificates

The Tendering firms/ agencies are required to submit the photocopies of following documents, failing which their bids will be summarily/out-rightly rejected and will not be considered any further:

- i.) Registration certificate as per existing norms (indicating the legal status— company/ partnership firm/ proprietorship concern, etc.).
- ii.) Copy of CST/ GST/ TIN Registration Certificates.
- iii.) Copy of PAN Card.
- iv.) Copies of Income Tax Returns filed for last 3 financial years.
- v.) Proof of experience in supplying Computer/ laptop and its peripherals to at least one Department / Ministry of the Govt. of India/ Govt. of Delhi/ Public Sector Undertaking (PSU) Autonomous bodies/ University (a copy each of at least one order received during each of last 3 years has to be attached).
- vi.) Declaration regarding blacklisting or otherwise.

Mode of submission of Tenders and last date

The tender bids, complete in all respects, should be submitted in the prescribed form along with supporting documents in a sealed envelope addressed to the Principal Director on or before 7th January 2019.

Signing of the bids

- i.) The bid shall be typed or printed. All pages of the bid document shall be numbered consecutively and shall be signed and stamped by the bidder as a proof of having read the contents therein and in acceptance thereof.
- ii.) All entries in the bid form should be legible and filled clearly. If the space for furnishing information is not sufficient, separate sheet duly signed by the authorized signatory may be attached.
- iii.) The bid shall contain no interlineations, erasures or overwriting except as necessary to correct errors made by the bidder in which case corrections shall be signed by the person/persons signing the bid.

Period of validity of bids

The bid shall remain valid and open for acceptance for a period of 60 days from the date signing of contract agreement. A bid valid for a shorter period shall be rejected by the Institute as non-responsive.

Rejection of incomplete and conditional tenders

The incomplete and conditional tenders will be rejected. Quoting unrealistic rates will also be treated as disqualification.

No withdrawal after submission of bids

No bidders will be allowed to withdraw after submission of bids/ opening of the tender;

Settlement of disputes

All disputes, differences and questions arising out of or in any way touching or concerning this agreement or subject matter thereof or the representative rights, duties or liability of the parties shall be referred to the sole arbitrator appointed by Principal Director-VIPS.

Rates/ Prices

- i.) The rates should be quoted in Indian Rupees only in words as well as in figures. Excise duty, sales tax, GST as applicable should be quoted separately. If these levies are included in the price quoted without giving the break up details, such bids will summarily be rejected.
- ii.) Rates should be valid for at least 60 days. Rates valid for a shorter period shall be rejected as non-responsive. No claim for compensation or loss due to fluctuations or any other reasons/ causes will be entertained during the period of contract.
- iii.)
- iv.) Rates should be quoted for free delivery at the store of Vivekananda Institute of Professional Studies.

Penalty

- i.) It will be the responsibility of the Bidder to supply the item in accordance with supply order within stipulated time frame, otherwise, the Institute may impose penalty.
- ii.) If the Bidder/ firm stops the supply without completing it, the Institute may get the work completed from another firm and the bidder will have to reimburse the expenditure incurred.

Purchaser's Rights

- i.) VIPS reserves the right to accept/ reject any or all the bids in whole or in part and annul the bidding process without assigning any reason whatsoever and is not bound to accept the lowest tender.
- ii.) VIPS reserves the right to award the tender to more than one Bidder.
- iii.) VIPS reserves the right to relax/ withdraw any of the terms and conditions mentioned in the Tender Document so as to overcome any problem encountered during the selection of the bidders and also during the course of the execution of the contract.
- iv.) VIPS reserves the right to blacklist a bidder for a suitable period in case the bidder fails to honour its bids without sufficient grounds.
- v.) If a firm after award of the contract violates any of the terms & conditions, it shall be liable to be blacklisted and its EMD & PSD shall be forfeited.
- vi.) If the supplier is not able to supply the original items, appropriate action may be taken against the firm i.e. Imposition of penalty, cancellation of contract or forfeiture of EMD & PDS with the contract including blacklisting the firm.

Basis of awarding the contract

The contract shall ordinarily be awarded to the lowest evaluated bidder, whose bid has been found to be responsive and who is eligible and qualified to perform the contract satisfactorily as per the terms & conditions.

Delivery

In case, the firm fails to supply the required quantity within the specified period from the receipt of supply order, the material will be procured from other sources and the difference of cost, if any, will be recovered from Performance Security Deposit (PSD) or charging penalty by issuing notice. Necessary action for blacklisting the firm may also be taken.

Guarantee/ Warrantee

The guarantee/ warranty given on computer and its peripherals by the OEM (Original Equipment Manufacturer) will be run by the firm.

Mode of Payment

The Payment against Bill/ Invoice shall be released only after receipt of items and inspection and observance of satisfactory performance of the item. Payment will be made direct to the supplier through A/c payee cheque only/ECS. No request for other mode of payment will be entertained. No advance payment will be made in any case.

General / others

- i.) The bidders will be bound by the details furnished by him / her to the VIPS, while submitting the tender or at subsequent stage. In case, any of such documents furnished by him / her is found to be fictitious at any stage, it would be deemed to be a breach of terms of contract making him / her liable for legal action besides termination of contract.
- ii.) In no circumstances, the firm shall appoint any sub-contractor or sub-lease the contract. If it is found that the contractor has violated these conditions, the contract will be terminated forthwith without any notice and performance security will be forfeited.
- iii.) All taxes and levies will be paid by the bidder only. No other charges such as Octroi, packing, forwarding, freight insurance, loading and unloading, entry tax, demo, etc. will be allowed. All these are to be borne by the tenderer only.

Scope of work: Supply of “Computer Desktop” against buyback

	S. No.	Description Make: Hewlett Packard / Dell / Lenovo	Estimated Quantity required	Rate per piece	Taxes	Total
I	i)	Intel Ci5, 8 th Gen 8500 (or higher), 16GB DDR4, 1TB HDD, DVD Optical Drive with Windows 10 Professional, Keyboard, Mouse, Gigabit Ethernet, 4 GB of GPU VRAM with 20” TFT (or higher), 3 years onsite warranty.	08			
	ii)	Intel Ci5 8 th Gen 8500 (or higher), 8GB DDR4, 1TB HDD, No Optical with Windows 10 Professional, Keyboard, Mouse, Gigabit Ethernet, with 20” TFT (or higher), 3 years onsite warranty.	60			
	iii)	Intel Ci5 8 th Gen 8500 (or higher), 8GB DDR4, 1TB HDD, No Optical with Windows 10 Professional, Keyboard, Mouse, Gigabit Ethernet, with 20” TFT (or higher), 3 years onsite warranty with Headphones.	20			
	iv)	Intel Ci5 8 th Gen 8500 (or higher), 8GB DDR4, 1TB HDD, DVD Optical Drive with Windows 10 Professional, Keyboard, Mouse, Gigabit Ethernet, 3 years onsite warranty.	12			
	v)	APPLE IMAC Processor: 3.0 GHz quad-core Intel Core i5 (Turbo Boost up to 3.5 GHz), 8 GB of 2400MHz DDR4 on board memory, 1 TB (5400-rpm) hard drive, Software: Final Cut Pro 10	02			
II	Buy Back Rates: Old Desktops Model: Lenovo PC Specifications Processor: Pentium HT / Pentium Dual Core RAM: 1 GB HDD: 80 GB Optical Drive: Yes TFT: 14” Keyboard & Mouse: Yes	Estimated quantity available for Buy-Back 30				

The agency is required to visit the Institute in order to examine the old desktop for buyback purpose before submission of the bids on any working day between 10:00 AM to 4:00 PM) The agency is also required to submit its bids/quotation on their letterhead.

sd/-
Chief Operation Officer