



Shaheed Udham Singh

PANJAB UNIVERSITY CONSTITUENT COLLEGE

VILL: MOHAN KE HITHAR, GURU HAR SAHAI, DISTT. FEROZEPUR

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No.80/T/SUSPUCC

Dated:24/11/2018

N.I.Q. FOR PURCHASING LAPTOP

Sealed quotations are invited by the College in two bid system i.e. Technical Bid and Financial Bid for the purchase **Laptop** with the following specifications:

Specifications	Qty	Due Date of receiving Tender	Tender Opening Date
Processor: 8th Generation Intel® Core™ i7	3	17.12.18 (Monday) by 5:00 PM	18.12.18 (Tuesday) 10 am – 12 pm
Operating System: Windows 10 Pro (64bit) English			
Display: 15.6-inch FHD (1920 x 1080) IPS or heigher			
Memory: 8GB, DDR4, 2400MHz			
Hard Drive: Dual drives with 1TB HDD + 128GB SSD			
Ports & Slots: SD Card Reader, USB, RJ45 Ethernet , HDMI, Headphone, DVD Writer			
Wireless: Bluetooth, Wi-fi			
Video Card: graphic card with 4GB graphics memory			
Preferred brands: HP, DELL and SONY or equivalent			

Terms and Conditions for two Bid system

ENVELOPE - A (TECHNICAL BID)

The contents of **Envelop – A** should include following items:

1. **Covering Letter** indicating the list of enclosures.
2. **Name and detailed specifications of the quoted item with Price Blanked.**
3. Please send the quotation by the Registered Post along with manufacturer/distributor's certificate.
4. Service facility: Supplier should mention their details of service set up in Guru HarSahai and Ferozepur District, Punjab. All the pages of the Technical Bid shall be numbered and signed.

ENVELOPE-B (Financial BID)

The contents of **Envelope-B** should include following items:

1. Name and detailed specifications of the quoted item with Price indicated
2. Other important points w.r.t. Financial bid are
 - (a) **All pages in the financial bid shall be numbered and signed.**
 - (b) **The rates and units shall not be overwritten.** The quotation offer should be typed or written in ink. Offers in pencil will be rejected.
 - (c) **GST** to be charged should be mentioned specifically otherwise the amount mentioned in the bid will be treated as inclusive of tax

ENVELOPE-C (if the total amount including tax exceeds Rupees 1 lac.)

Earnest money 2% of quoted value if the total amount including tax exceeds Rupee 1Lac.

EARNEST MONEY TO BE PAID IN THE SHAPE OF DEMAND DRAFT from any scheduled bank in favour of "**The Principal, Panjab University Constituent College, Guru HarSahai, Distt Ferozepur**". EMD of unsuccessful bidders will be refunded without any interest immediately after finalization of the quotations. Earnest Money in any other form will not be accepted.

The technical bid, financial bid and EMD should be sealed by the bidder in separate cover duly super scribed A/B/C and all three sealed covers are to be put in a bigger cover which should also be sealed and duly super scribed as "**Quotation for Personal computers**".

GENERAL TERMS & CONDITIONS

1. **If there is any special concession/discount to be given for the Educational Institutions it must be mentioned clearly in the quotation.**
2. The delivery and installation will be at Shaheed Udham Singh Panjab University Constituent College, Guru HarSahai, Distt. Ferozepur.
3. **Delivery schedule: Within one week** after placement of supply order, failing which the supply order shall be deemed cancelled unless waived off by The Principal of Shaheed Udham Singh Panjab University Constituent College, Guru HarSahai.
4. **Please quote only for the items available in Ready Stock.**
5. Rate are F.O.R at Shaheed Udham Singh Panjab University Constituent College, Guru HarSahai, Distt Ferozepur.
6. Payment will be made through cheque only.
7. Credit period of minimum two months, no advance payment will be given.
8. The Principal, Shaheed Udham Singh Panjab University Constituent College, Guru HarSahai, Distt Ferozepur has the right to accept or reject any or all the quotations without assigning any reason(s) thereof.
9. The material found defective or damaged in transit will have to be replaced by the firm at its own cost.
10. Bidder must have a working office/Service Centre in Chandigarh or Punjab and have to submit the proof thereof.

11. Vendor should be authorized dealer of the Company and the certificate for the same should be attached failing which the tender will be summarily rejected.
12. The price of all the articles should be inclusive of the delivery charges and no separate payment will be made.
13. No correspondence regarding acceptance/rejection of a quotation will be entertained.
14. Warranty/guarantee period and service after sale should be mentioned clearly.
15. The vendor/agency should give an undertaking in the form of affidavit that it has not been black listed by any Government/Autonomous/ PSU type organizations, etc.
16. The Quantity may be increased or Decreased as per requirement.
17. The quotation in sealed envelopes be addressed to **The Principal, Shaheed Udham SinghPanjab University Constituent College, Guru HarSahai, Distt Ferozepur** which must reach the office by due date failing which it is will not be accepted.
18. The Vender must mentioned name, complete address, Phone No of his/her firm and items for which tender submitted failing which the same shall be rejected. Always use separate envelope for different tenders.

Sd/-
Principal