

# PANJAB UNIVERSITY, CHANDIGARH

Tender No. PUL/01/2017



Tender Notice for Purchase of Servers, Computers etc.

(Two Bid System)

Release Date	4 <sup>th</sup> March, 2017
Last Date	14 <sup>th</sup> March, 2017

A.C. Joshi Library, Panjab University,

Sector-14, Chandigarh

E-mail. [librarian@pu.ac.in](mailto:librarian@pu.ac.in), Tel. 0172-2548159

**Tender No. PUL/01/2017**

Panjab University, Chandigarh invites sealed tenders from Reputed Manufacturers (OEM)/ Authorised Dealers for supply of **Server, Computers, etc.**

Tender Notice Number	:	PUL/01/2017
Release Date of Tender	:	4 <sup>th</sup> March, 2017
Last date for the submission of Tender	:	14 <sup>th</sup> March, 2017; 3.00 p.m.
Place of submission of tender	:	Librarian, A.C. Joshi Library Panjab University, Chandigarh
Opening date of Tender	:	14 <sup>th</sup> March, 2017; 4.00 p.m.
Name and Address of the University	:	Registrar, Panjab University Sector-14, Chandigarh-160014
Telephone	:	0172-2548159
E-Mail Address	:	librarian@pu.ac.in
Tender Fee (Non-Refundable)	:	Rs. 2000/- drawn in favour of Registrar Panjab University, Chandigarh in the shape of demand draft only.
Earnest Money Deposit (EMD) (Refundable)	:	Rs. 28,000/- drawn in favour Registrar Panjab University, Chandigarh in the shape of demand draft only.

**Note:** Offers without Tender Fee & EMD shall not be entertained.

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## GUIDELINES FOR PREPARATION OF TENDER

1. Tender document can be downloaded from <http://tenders.puchd.ac.in> The non-refundable tender fee must be accompanied with tender.
2. Tender fee along with Earnest Money Deposit (EMD) and all other necessary documents should be submitted for the tender. The main envelop should super-scribe: **“Tender for Servers, Computers, etc. last Date of submission 14<sup>th</sup> March, 2017”**.
3. The proposals shall be submitted in two parts, viz. **Technical bid and Financial bid** in two separate sealed envelope (with respective marking super-scribe in bold).
4. The first envelope (envelope 1) marked **“Technical bid”** should include the technical specifications. The first envelope should not contain any cost information whatsoever and place all relevant documents for the eligibility and technical compliance.
5. The second envelope (envelope 2) marked **“Financial bid”** should contain the detailed price offer in prescribed format.
6. Both the sealed envelopes Technical bid and financial bid should be placed in a bigger sealed cover. The top of cover must also contain Name and Address of the tenderer, telephone and other contact details for further correspondence.
7. Financial bid and Technical compliance sheet for each instrument should be strictly as per tender format, and signed on each page.
8. Tenders must accompany a copy of the **“General Financial Terms and Conditions”** section of this document, signed and stamped on each page indicating that they agree to these.
9. Last date of submission of tender along with requisite fee, EMD all document is **14<sup>th</sup> March, 2017**.
10. The DD for tender fee, EMD or any other must be drawn in favour of Registrar, Panjab University, Chandigarh.
11. The Tenders/ Quotations will be opened at the University campus as per given schedule if the Tender opening day happens to be official Holiday then the tenders will be opened on the next working day, in the presence of bidders whosoever may wish to be present.
12. The tenders received late, without tender fee, without earnest money, without required documents or incomplete in any respect / Misleading will out rightly be rejected. Electronic submission of documents (by facsimile, e-mail and so on) is not acceptable.
13. If the supplier/ firm is manufacturer/ authorized dealer/ sole distributor of any item, the certificate to this effect should be attached.

14. OEM authorization certificate specific for this tender be submitted.
15. **Availability of Spares/ Consumables:** The tenderer must give certificate duly signed and stamped by manufacturer for the availability of spares/ consumables and servicing of instrument for at least 5 years. Supplier should give an undertaking that spares parts will be supplied within the specified periods as and when ordered.
16. Apart from all these terms and conditions, specific terms as specified for each instrument must also be complied.
17. The tender competing in technical evaluation will only be considered for financial evaluations. The price envelopes of others will not be considered. At second stage, financial bids of only technically acceptable offers should be opened for further evaluation and ranking before awarding the contract.
18. The financial proposal shall be opened in the presence of the tenderers or their representative who choose to attend. The prior information in this regard will be given to the qualified tenderers.
19. The printed literature and catalogue/ brochure giving full technical details should be included with the technical bid to verify the specifications quoted in the tender.
20. If bidder shall not put the documents in two different envelopes as directed above, the same shall be liable to forfeit the EMD for this tender.

## GENERAL FINANCIAL TERMS AND CONDITIONS

1. **Prices:** Quoted prices should be firm and FOR Panjab University, Sector-14, Chandigarh and complete break up of all taxes and duties payable by the University should be clearly defined otherwise it will be presumed that the rates quoted are inclusive of all these charges and nothing extra will be paid. Prices should be quoted in Indian Rupees. **Special Discount/ Rebates, whichever applicable to an educational Institution, may also be specifically indicated.**
2. **Payment terms:** 100% payment will be made through cheque after delivery, installation and demonstration of goods in good condition and satisfactory inspection report of the Indenter.
3. **Parts of Equipment:** Where the equipment is composed of several subunits/ components, the rate should be quoted for each subunit/ component. The University reserves the right to increase or decrease the number of subunits/ components and number of equipment according to its requirements. The rates in ambiguous terms will render the bids liable to rejection. The words "Not quoting" should be clearly written against any item of equipment for which the tenderer is not quoting.
4. **Taxes:** All kinds of Statutory Taxes will be paid by the purchaser on the basis of supportive Documentary Evidence.
5. **Experience:** The firms must have at least 3 years experience in supplying and providing servicing of Servers and Computers, etc. in University and other Govt. Departments
6. **Turnover:** At least must have 1 crore turnover annually.
7. **Validity:** Tenders/ Quotations should be valid for three months from the last date of its submission.
8. **Opening of Tenders:** Tenders complete in all respect will only be considered. Tenders/Quotations will be opened at the A.C. Joshi Library, Panjab University, Chandigarh as per given schedule, if the Tender opening day happens to be official Holiday then the tenders will be opened on the next working day, in the presence of bidders whosoever may wish to be present.
9. **Incomplete or Misleading Tenders/ Quotations:** Tenders/ Quotations received late or incomplete in any respect/ misleading without earnest money & without required documents will out rightly be rejected. No responsibility with regard to postal delays due to any reason whatsoever will be accepted.
10. **Right to reject:** The Panjab University, Chandigarh reserves right to accept/ reject any or all the Tenders/ Quotations at any time without assigning any reason.

11. **Delivery Schedule:** Delivery schedule should be clearly mentioned in the Tenders/ Quotations. In case of imported item, the supplier their Indian agent will be responsible for delivery of the material from the place of discharge of material to final point.

12. **Installations:** Installations and Training of the equipment under purchase, if any, will be of free of cost.

13. **Penalty for non/late delivery of material:** If the supplier fails to deliver the material/ equipment within the stipulated delivery period of the Supply/ Purchase order/ contract the same is liable to pay penalty charges at 0.5% of the cost of undelivered goods/ services per week, not exceeding maximum limit of 10% of the cost of complete unit of undelivered equipment/ material so delayed.

14. **Custom Duty & Excise Duty Exemption:** The University being a public funded and non-commercial research institution is exempted from paying Custom Duties vide notification no. 51/96-custom and the provision of the said notification will apply. University will provide DSIR certificate Custom Duty Exemption Certificate (CDEC), road permit and other necessary certificates. Since the University does not have any Clearing Agent, the Supplier is requested to get the consignments cleared on behalf of the University. The admissible Custom Duty will be reimbursed to the Supplier on production of documentary evidence of payment of custom Duty and also satisfactory installation report from the Indenter. The equipment should not be taken to warehouse/ Go-down and should come straight from the nearest Airport to the University. In case of inspection by the Custom, legible seal of Custom Officials should be present along the tearing of consignment.

15. **Security Deposit:**

- a. Firm/ bidder/ Supplier is required to submit security deposit @10% of ordered value in the shape of FDR/ PBG (Performance Bank Guarantee) favouring Registrar, Panjab University, Chandigarh within 30 days from the date of acceptance of Purchase Order. Failure to submission of security deposit in the stipulated time will lead to forfeiture of EMD.
- b. On faithful execution of the Supply/ Work order/ contract on all respects, including warranty period, the security deposit of the contractors/ supplier shall be released.
- c. In the event of default on your part in faithful execution of Supply/ Work order/ contract, the security deposit shall be forfeited by an order of the Registrar of the University. The forfeiture of security deposit shall be without prejudice to any other right arising or accruing to the University under relevant provisions of the Supply/ Work Order/ contract like penalty/ damages for delay in delivery provisions under Negligence & default clause including suspension of business dealings with the University for a specific period.

16. **Warranty/ Guarantee:** Bidders are required to submit warranty/ Guarantee certificate as per given Performa at Annexure-E.

17. **Local Office:** The firms applying to tender must have office in Tri-city of Chandigarh.
18. **Civil Suit Jurisdiction:** All legal proceedings in connection with this Supply/ Purchase order/ Contract shall be subjected to the territorial jurisdiction of the local Civil Courts, as per Indian Laws, at Chandigarh only.
19. **Cancellation:** The University reserves the right to cancel the Supply/ purchase order as a whole or in part at any time or in the event of default on the part of the Supplier prior to the receipt of information regarding taking in hand of the manufacturer of material against the supply/ Purchase order/ dispatch of material to the consignee.
20. Conditional bids shall not be considered.
21. The Panjab University, Chandigarh reserves the right to increase or decrease the quantity of the tender items.



**TECHNNICAL SPECIFICIATIONS AND COMPLIANCE SHEET FOR**

**1. SERVER: Dell /HP/etc. = One**

Intel Xeon 6 Core E5-2603 v4 1.7 Ghz, 16 GB DDR4 2400 MHz RAM,

2 x 600 GB SAS 10K rpm Hot Swap Hard Disk, 3 x 1.2 TB SAS 10K rpm SAS Hot Swap HDD, Dual Hot Plug Power Supply, Dual Gigabit Ethernet, USB Keyboard, Optical Scroll Mouse, 18.5ö Wide TFT, Raid 5 Card with 1 GB Cache,

OS certification: WINDOWS; LINUX

**5 years warranty onsite**

WinSvrSTDCore 2016 SNGL OLP 2Lic NL Acdmc Core Lic

SQLSvrStd 2016 SNGL OLP NL Acdmc

**(Following details is required to submit by bidder about quoted item in respect to above technical specifications)**

Name of the Equipment \_\_\_\_\_

Name of the manufacturer \_\_\_\_\_

Make of the Equipment \_\_\_\_\_

Model Number \_\_\_\_\_

County of Origin \_\_\_\_\_

**Place:**

**Signature of Authorized Person**

**Date**

**Designation**

**Seal**

**TECHNNICAL SPECIFICIATIONS AND COMPLIANCE SHEET FOR**

**2. SERVER: Dell /HP/etc. = (1) One**

Intel Xeon 6 Core E5-2603 v4 1.7 Ghz, 16 GB DDR4 2400 MHz RAM,

2 x 1.2 TB SAS 10K rpm SAS Hot Swap HDD, Dual Hot Plug Power Supply, Dual Gigabit Ethernet, USB Keyboard, Optical Scroll Mouse, 18.5ö Wide TFT, Raid 5 Card with 1 GB Cache,

OS certification: WINDOWS; LINUX

**5 years warranty onsite**

WinSvrSTDCore 2016 SNGL OLP 2Lic NL Acdmc Core Lic

SQLSvrStd 2016 SNGL OLP NL Acdmc

**(Following details is required to submit by bidder about quoted item in respect to above technical specifications)**

Name of the Equipment \_\_\_\_\_

Name of the manufacturer \_\_\_\_\_

Make of the Equipment \_\_\_\_\_

Model Number \_\_\_\_\_

County of Origin \_\_\_\_\_

**Place:**

**Signature of Authorized Person**

**Date**

**Designation**

**Seal**

**TECHNNICAL SPECIFICIATIONS AND COMPLIANCE SHEET FOR**

**3. Desktop: Dell /HP/etc. = (10 or more)**

Intel Core i3 6ö Generation, 8 GB DDR4 RAM, 500 GB SATA HDD, DVD-RW,

USB Keyboard, Optical Scroll Mouse, Gigabit Ethernet, 18.5ö Wide TFT

Windows 10 Home 64 Bit

**Warranty 3 years onsite**

**(Following details is required to submit by bidder about quoted item in respect to above technical specifications)**

Name of the Equipment \_\_\_\_\_

Name of the manufacturer \_\_\_\_\_

Make of the Equipment \_\_\_\_\_

Model Number \_\_\_\_\_

County of Origin \_\_\_\_\_

**Place:**

**Signature of Authorized Person**

**Date**

**Designation**

**Seal**

**TECHNNICAL SPECIFICIATIONS AND COMPLIANCE SHEET FOR**

**4. Laptop: Dell /HP/etc. = (1) One**

Intel Core i5 5200U, 4 GB DDR4 RAM, 500 GB SATA HDD

15.6ö Anti Glare Display, HD Camera, Integrated Graphics, Bluetooth,

Wifi, Gigabit Ethernet

Windows 10 Home 64 Bit

**Warranty 3 years onsite with Accidental Damage**

**(Following details is required to submit by bidder about quoted item in respect to above technical specifications)**

Name of the Equipment \_\_\_\_\_

Name of the manufacturer \_\_\_\_\_

Make of the Equipment \_\_\_\_\_

Model Number \_\_\_\_\_

County of Origin \_\_\_\_\_

**Place:**

**Signature of Authorized Person**

**Date**

**Designation**

**Seal**

**TECHNNICAL SPECIFICIATIONS AND COMPLIANCE SHEET FOR**

**5. PRINTER: HP LaserJet Enterprise M403dn = (4) Four**

38 ppm, 1200x1200 dpi, duty Cycle 80,000 Pages, 128 MB RAM, Duplex Printing,  
connectivity: USB 2.0, Ethernet, ePrint

**Warranty 1 years onsite**

**(Following details is required to submit by bidder about quoted item in respect to above technical specifications)**

Name of the Equipment \_\_\_\_\_  
Name of the manufacturer \_\_\_\_\_  
Make of the Equipment \_\_\_\_\_  
Model Number \_\_\_\_\_  
County of Origin \_\_\_\_\_

**Place:**

**Signature of Authorized Person**

**Date**

**Designation**

**Seal**

**TECHNNICAL SPECIFICIATIONS AND COMPLIANCE SHEET FOR**

**6. Scanner: HP ScanJet Pro 2500 f1 Flatbed = (1) One**

Up to 600 dpi (color and mono, ADF), Up to 1200 dpi (color and mono, flatbed)

Paper size 216 x 297 mm, HI Speed USB 2.0, One pass duplex scanning, OCR

**Warranty 1 years onsite**

**(Following details is required to submit by bidder about quoted item in respect to above technical specifications)**

Name of the Equipment \_\_\_\_\_

Name of the manufacturer \_\_\_\_\_

Make of the Equipment \_\_\_\_\_

Model Number \_\_\_\_\_

County of Origin \_\_\_\_\_

**Place:**

**Signature of Authorized Person**

**Date**

**Designation**

**Seal**

**Annexure-D**

**FORMAT FOR THE SUBMISSION OF RATES – PRICE BID**

(To be submitted on the letter head of the company/ firm and put it in Envelope 2)

**Item Price:**

Name of the Item \_\_\_\_\_

Name of the Manufacturer \_\_\_\_\_

Make of the Item \_\_\_\_\_

Sr.No.	Particulars	Quantity	Price
1.	Cost of the item No. 1 (SERVER: Dell /HP/etc)	1	
2.	(_____ % of VAT/TAXES)		
3.	Total (1+2)		

**Note:** Taxes and other levies, if any are to be clearly specified in the bid.

This is certified that the rates quoted above are not more than the rates charged from any other Institution/ Department/ Organization.

**Place:**

**Signature of Authorized Person**

**Date**

**Designation**

**Seal**

## FORMAT FOR THE SUBMISSION OF RATES – PRICE BID

(To be submitted on the letter head of the company/ firm and put it in Envelope 2)

**Item Price:**

Name of the Item \_\_\_\_\_

Name of the Manufacturer \_\_\_\_\_

Make of the Item \_\_\_\_\_

Sr.No.	Particulars	Quantity	Price
1.	Cost of the item No. 2 (SERVER: Dell /HP/etc)	1	
2.	( _____ % of VAT/TAXES)		
3.	Total (1+2)		

**Note:** Taxes and other levies, if any are to be clearly specified in the bid.

This is certified that the rates quoted above are not more than the rates charged from any other Institution/ Department/ Organization.

**Place:**

**Signature of Authorized Person**

**Date**

**Designation**

**Seal**



## FORMAT FOR THE SUBMISSION OF RATES – PRICE BID

(To be submitted on the letter head of the company/ firm and put it in Envelope 2)

**Item Price:**

Name of the Item \_\_\_\_\_

Name of the Manufacturer \_\_\_\_\_

Make of the Item \_\_\_\_\_

Sr.No.	Particulars	Quantity	Price
1.	Cost of the item No. 3 ( <b>Desktop: Dell /HP/etc.</b> )	1	
2.	(_____ % of VAT/TAXES)		
3.	Total (1+2)		

**Note:** Taxes and other levies, if any are to be clearly specified in the bid.

This is certified that the rates quoted above are not more than the rates charged from any other Institution/ Department/ Organization.

**Place:**

**Signature of Authorized Person**

**Date**

**Designation**

**Seal**

## FORMAT FOR THE SUBMISSION OF RATES – PRICE BID

(To be submitted on the letter head of the company/ firm and put it in Envelope 2)

**Item Price:**

Name of the Item \_\_\_\_\_

Name of the Manufacturer \_\_\_\_\_

Make of the Item \_\_\_\_\_

Sr.No.	Particulars	Quantity	Price
1.	Cost of the item No. 4 ( <b>Laptop: Dell /HP/etc.-1</b> )	1	
2.	(_____ % of VAT/TAXES)		
3.	Total (1+2)		

**Note:** Taxes and other levies, if any are to be clearly specified in the bid.

This is certified that the rates quoted above are not more than the rates charged from any other Institution/ Department/ Organization.

**Place:**

**Signature of Authorized Person**

**Date**

**Designation**

**Seal**

## FORMAT FOR THE SUBMISSION OF RATES – PRICE BID

(To be submitted on the letter head of the company/ firm and put it in Envelope 2)

**Item Price:**

Name of the Item \_\_\_\_\_

Name of the Manufacturer \_\_\_\_\_

Make of the Item \_\_\_\_\_

Sr.No.	Particulars	Quantity	Price
1.	Cost of the item No. 5 ( <b>PRINTER: HP LaserJet Enterprise M403dn-4</b> )	4	
2.	(_____ % of VAT/TAXES)		
3.	Total (1+2)		

**Note:** Taxes and other levies, if any are to be clearly specified in the bid.

This is certified that the rates quoted above are not more than the rates charged from any other Institution/ Department/ Organization.

**Place:**

**Signature of Authorized Person**

**Date**

**Designation**

**Seal**

## FORMAT FOR THE SUBMISSION OF RATES – PRICE BID

(To be submitted on the letter head of the company/ firm and put it in Envelope 2)

**Item Price:**

Name of the Item \_\_\_\_\_

Name of the Manufacturer \_\_\_\_\_

Make of the Item \_\_\_\_\_

Sr.No.	Particulars	Quantity	Price
1.	Cost of the item No. 6 (SCANNER: HP ScanJet Pro 2500 f1 Flatbed)	1	
2.	(_____ % of VAT/TAXES)		
3.	Total (1+2)		

**Note:** Taxes and other levies, if any are to be clearly specified in the bid.

This is certified that the rates quoted above are not more than the rates charged from any other Institution/ Department/ Organization.

**Place:**

**Signature of Authorized Person**

**Date**

**Designation**

**Seal**

**Annexure-E**

**CERTIFICATE OF WARRANTY**

- a) I/We certify that the warranty shall be for a period ranging from 12 months to 60 months as per technical specifications given in Annexure-C from the date of satisfactory installation, commissioning and handing over of the equipment and of the works conducted therewith covered under the supply order in working order. During the warranty period, I/we shall provide free after sale service and the replacement of any part(s) of the equipment or rectification of defects of work of the equipment will be free of cost. The replacement of the parts shall be arranged by us, at our own cost and responsibility. We undertake that the above warranty shall begin only from the date of satisfactory and faultless functioning of the equipment for 60 days at PANJAB UNIVERSITY, CHANDIGARH premises. The benefit of change in dates of the warranty period shall be in the interest of the University.
- b) During the warranty period, we shall provide at least 2 (two) preventive maintenance annually.
- c) All complaints will be attended by us within 24 hours of receipt of the complaint in our office.
- d) We certify that the equipment being/ quoted is the latest model and that spares for the equipment will be available for a period of at least 8 years and we also guarantee that we will keep the organization informed of any update of the equipment over a period of 5 years.
- e) We guarantee that in case we fail to carry out the maintenance within the stipulated period, PANJAB UNIVERSITY, CHANDIGARH, reserves the right to get the maintenance work carried out at our risk, cost and responsibility after informing us. All the expenses including excess payment for repairs/ maintenance shall be adjusted against the Performance Bank Guarantee. In case the expenses exceed the amount of Performance Bank Guarantee, the same shall be recoverable from us with/without interest.
- f) We shall try to repair the equipment at PANJAB UNIVERSITY, CHANDIGARH premises itself. However, the equipment will be taken to our site at our own expenses in case it is not possible to repair the same at PANJAB UNIVERSITY, CHANDIGARH. We shall take the entire responsibility for the safe custody and transportation of the equipment taken

out for repairs till the equipment is rehabilitated to the PANJAB UNIVERSITY, CHANDIGARH, after repair Any loss of equipment or its accessories under our charge on account of theft, fire or any other reasons shall be at our sole risk and responsibility which will be compensated to PANJAB UNIVERSITY, CHANDIGARH for such losses at the FOR value for the damaged/ lost equipment/part, including accessories.

g) We undertake to perform calibration after every major repair/ breakdown/taking the equipment for repair out of PANJAB UNIVERSITY, CHANDIGARH premises.

h) In case of extended warrantee, we undertake to carry out annual calibration of the equipment.

i) We guarantee that we will supply spare parts if and when required on agreed basis for an agreed price. The agreed basis could be an agreed discount on the published catalogue price.

j) We guarantee to the effect that before going out of production of spare parts, we will give adequate advance notice to you so that you may undertake to procure the balance of the life time requirements of spare parts.

l) We guarantee the entire unit against defects of manufacture, workmanship and poor quality of components.

**Place:**

**Signature of Authorized Person**

**Date**

**Designation**

**Seal**

**APPLICATION FORM**

1. Contact details of the head office of proposing firm:
  - a. Name
  - b. Address
  - c. Tel. No.
  - d. Fax ó
  - e. E-mail.
  - f. Web site (If any)
2. Name and full address of local office of firm within tri-city of Chandigarh
  - a. Name
  - b. Address
  - c. Tel. No.
  - d. Fax ó
  - e. E-mail.
  - f. Web site (If any)
3. Name and Full address of manufacturer:
  - a. Name
  - b. Address
  - c. Tel. No.
  - d. Fax ó
  - e. E-mail.
  - f. Web site (If any)
4. Name of advising bank and account number:
5. SWIFT Code:
6. PAN and TAN Number:
7. Manufacturing type (tick mark):
  - i. Imported
  - ii. Indigeous
  - iii. Both
8. Country(s) of origin
9. Any other relevant information:

**DECLARATION BY SUPPLIER**

It is certified that I/we have carefully read and understood the entire general, special as well as specific terms and conditions of these documents and agree to abide by all of these. All the information and commitments provided with the quotations are truthful and binding on the firm.

**Place:**

**Signature of Authorized Person**

**Date**

**Designation**

**Seal**



**CHECK LIST**

(TO BE FILLED COMPLETELY &amp; PLACED IN ENVELOPE-I)

<b>Sr.No.</b>	<b>Points to be verified</b>	<b>Yes/No</b>
1.	Technical specification compliance sheet	
2.	EMD	
3.	Tender Fee	
4.	Photocopy of PAN and TAN card	
5.	User list and certificates issued by clients	
6.	Copy of Income Tax return certificate	
7.	All other certificates as asked for in tender document a) Spare part availability certificate b) Certificate indicating country of manufacturer c) VAT registration certificate d) Copy of Eligibility Criteria and General Terms and Conditions signed and stamped on each page	

**Place:****Signature of Authorized Person****Date****Designation****Seal**