

**DEPARTMENT OF GEOGRAPHY  
PANJAB UNIVERSITY, SECTOR-14, CHANDIGARH**



**E-TENDER DOCUMENT FOR THE PURCHASE OF  
COMPUTERS  
(UNDER THE UGC CAS – II)**

**Receipt of Depositing of Original EMD in the Office of Panjab University,  
Department of Geography, Chandigarh**

(Receipt No. \_\_\_\_\_ dated \_\_\_\_\_)

1.	Name of the Instrument	<b>Computers</b>
2.	NIT No.	
3.	Earnest money deposit	<b>25,000</b>
4.	Last date of submission of bid	<b>05.09.2018</b>
1.	Name of the Vender	
2.	Form of EMD	
3.	Amount of Earnest money deposit	
4.	Date of submission of EMD	

O/o Department of Geography,  
Panjab University  
Chandigarh

**DEPARTMENT OF GEOGRAPHY**  
**PANJAB UNIVERSITY, SECTOR-14, CHANDIGARH**

<b>Section</b>	<b>Description</b>	<b>Page No.</b>
<b>I</b>	<b>Invitation for E- Tender</b>	<b>4</b>
<b>II</b>	<b>Terms and Conditions of Contract</b>	<b>6</b>
<b>III</b>	<b>Schedule of Requirements (Technical Bid)</b>	<b>10</b>
<b>IV</b>	<b>Financial Bid</b>	<b>11</b>
<b>V</b>	<b>General Terms and Conditions</b>	<b>12</b>

## Section I: Invitation for E – TENDER For Purchase of Computers

1. The Department of Geography, Panjab University, Chandigarh invites e- tender from eligible bidders for supply of the goods as per Table – 1 with equivalent specifications at table-3 or higher/latest.
2. Interested eligible Bidders may obtain further information from Department of Geography, Panjab University, Chandigarh - 160014.
3. The bidding document can be downloadable from department website <http://www.geography.puchd.ac.in>.
4. The original EMD should be deposited in the department of Geography, Panjab University, Chandigarh upto **04.09.2018** before one day submission of the e-tender. Receipt to this will be issued on the prescribed proforma.
5. The receipt shall be uploaded to the e-tendering website by the intending bidder upto the specified bid submission date and time.
6. The proforma of receipt of deposition of original EMD be downloaded from the website [www.etenders.chd.nic.in](http://www.etenders.chd.nic.in) and submitted with EMD for issue.
7. Bids will be opened in the presence of Bidders' representatives who choose to attend on the specified date and time.

**TABLE – 1**

Sr. No.	Name of the Equipment	Quantity	EMD
1.	Computers	20	25,000/-

**TABLE – 2 (Time Schedule)**

I	Date of Publication	13.08.2018
	Downloading of e – tender document	13.08.2018
	<b>Date of Submission of E- quotation</b>	Start : 13.08.2018 Closing 05.09.2018
	Opening of Technical Bid (online)	6.09.2018 at 11.30 a.m.
	Opening of Financial Bid of only eligible technically qualified bidder as determined by the committee.	To be informed after checking eligibility of Bidders
	Place of opening of bids	Department of Geography, Panjab University, Chandigarh
	Address for communication	Chairperson, Department of Geography, Panjab University, Chandigarh.

### Important Notes :

	Bidders shall have to submit their bids on-line in Electronic Format with Digital Signatures.
	All terms and conditions, instructions to bidder regarding e-tender process etc. may kindly be seen from the Detailed Notice Inviting Tender (DNIT) available on

	Chandigarh Administration website ( <a href="http://etenders.chd.nic.in">http://etenders.chd.nic.in</a> ) or on the Department website ( <a href="http://www.geography.puchd.ac.in">www.geography.puchd.ac.in</a> )
	The undersigned reserves the rights to reject or accept any or all tenders without assigning any reasons.
	The bidder has to submit the original documents in physical form such as EMD, & affidavit of not being black listed on the date fixed for the same as above. The failure will entail summarily rejection of its tender.

Chairperson  
Department of Geography,  
Panjab University,  
Chandigarh.

## **Department of Geography, Panjab University, Chandigarh**

### **SECTION II**

#### **TERMS AND CONDITIONS OF CONTRACT**

1. Bidder are advised to study all technical and commercial aspects, instructions, forms, terms and specifications carefully in the tender document. Failure to furnish all information required in the tender document or submission of a bid not substantially responsive to the tender document in every respect will be at the bidders risk and may result in the rejection of the bid.
2. The bidder should indicate specifically the Basic Price, Taxes/Excise duty, other duties (if any) and levies chargeable. No additional information will be entertained after due date.
3. We have been exempted from paying Central Excise Duty, vide Govt. of India notification no. 10/97-Central Excise dated March 1, 1997 and is valid upto 31.08.2020.
4. The Bidders shall have to submit their Bids online in Electronic Format with Digital Signatures. For participation in the e-tender process, the Bidders need to register themselves on <http://etenders.chd.nic.in/nicgep>. On registration, they will be provided with a user ID and a system generated password enabling them to submit their Bids online using Digital System Certificates (DSC).
5. Bidder without digital signatures will not be accepted by the Electronic quotation System. No quotation will be accepted in physical form and in case, it has been submitted in the physical form only, it shall be rejected out rightly.
6. Bids will be opened online as per time schedule mentioned in e-tender notice (SECTION I Table 2).
7. Before submission of online bids, bidders must ensure that self-attested scanned copies of all the necessary documents as mentioned in SECTION III “Technical Bid” and SECTION IV “Financial Bid” of this tender document have been uploaded with the bid, failing which their bids may be out-rightly rejected and will not be considered.
8. It is mandatory for all the bidders to upload all the documents mentioned under quotation document.
9. Bidder is required to upload scanned copy of EMD as specified in the tender documents and send original along with other hard copies of desired documents to be sent in envelope.
10. The details of EMD and tender cost specified in the quotation documents should be the same as submitted online (scanned copies) otherwise tender will be rejected.
11. The conditional bids shall not be considered and may be rejected out rightly in very first instance.
12. The financial bids through e-tender of only those bidders shall be opened who will qualify in the technical bid criteria.
13. An affidavit as per specimen enclosed as Annexure – 2.2 of SECTION II should accompany the tender. The bidder who has been black-listed or his/her tender have ever been cancelled or any legal proceedings have ever been initiated/pending or any penalty has ever been levied on account of delay or non-completion of supply order by any State/UT/Central Government, his/her tender will be out rightly rejected. A scanned copy of affidavit shall be uploaded online and in physical form along with EMD.

- 14.** Downloading and submission of tender will be done by E-Tender process through the online website of Chandigarh Administration <http://etenders.chd.nic.in/nicgep>.
- 15. EARNEST MONEY DEPOSIT (EMD):** The Tender should be accompanied with Earnest Money as mentioned in the Table-1 of SECTION I to be paid in the shape of A/C payee demand draft/banker cheque from any Commercial Bank in favor of Chairperson, Department of Geography, Panjab University, Chandigarh which shall be valid for 90 days. Apart from submission of EMD in physical form, scanned copy of EMD duly attested and countersigned by the firms shall also be uploaded. The EMD of unsuccessful tenders will be refunded immediately after finalization/allotment of bid. No interest will be payable on the EMD.
- 16. TECHNICAL BID:** The bidder should submit scanned copy of documentary proof of his/her eligibility as mentioned in SECTION III “Technical Bid” of this tender document.
- 17. Financial Bid** will be opened of only those bidders who qualify in the technical bid criteria through e-tender process.
- 18. FINANCIAL BID:** The financial bid (SECTION IV) shall be quoted by the bidder through e-tender. The financial bid should contain rates only. The rates should be mentioned both in figures as well as in words. Any change in rate quoted by the bidder afterwards will entail forfeiture of earnest money deposit, cancellation of bids and blacklisting of the firm.
- 19.** Bid received through e-tender shall be opened online by the committee duly constituted by the authorities of Panjab University, as per schedule given in tender Notice in the office of Department of Geography, Panjab University, Chandigarh. In the event of date of opening of Bid being declared a holiday, the due date of opening of the Bid will be the next working day at the same hours.
- 20.** The bidder shall submit the hard copy of e-tender along with forwarding letter (Annexure - 2.1 of SECTION II) duly signed by the authorized signatory.
- 21.** The Chairperson, Department of Geography, Panjab University, Chandigarh reserves the right to accept or reject any or all tenders without assigning any reason.

**ANNEXTURE – 2.1**

**From**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Subject: Submission of tender for Purchase of**

Dear Sir,

With reference to your above-mentioned notice inviting tenders, I/We hereby offer to provide **Computers** for Department of Geography, Panjab University, Chandigarh. I/We shall supply the Equipment's truly and faithfully as set forth in the terms and conditions of the tender document. I/We shall be responsible for all complaints as regards to the quality of product and in case of any dispute; the decision of the Chairperson, Department of Geography, Panjab University, Chandigarh shall be final and binding on me/us.

A Demand Draft No. \_\_\_\_\_ Dated \_\_\_\_\_ drawn on \_\_\_\_\_ intended for the prescribed amount of Rs. \_\_\_\_\_ (Rupees \_\_\_\_\_ Only) in favor of Chairperson, Department of Geography, Panjab University, Chandigarh, payable at Chandigarh is enclosed as earnest money as desired. I/WE shall have no claim to the refund of earnest money/ performance security prescribed against this tender in the event of my/our non-compliance of the contract, provided such contract is implemented within the period of validity of my/our bid. I/We further understand that my/our earnest money shall stand forfeited in case of unsatisfactory supply of equipment's/service/violation of any term, or if I/We withdraw my/our bid at any stage during the period of validity. My/Our bid shall remain valid for a period of \_\_\_\_\_ days from the last date prescribed for submission of the tender against the above-mentioned notice. My/Our bid along with terms and conditions with relevant columns and annexure duly filled in under my/our attestation and with each page of the tender paper including the enclosed terms and conditions signed by me/us (in the capacity of sole owner/general or special attorney attached) is submitted for your favorable consideration. I/We have read the terms and conditions carefully and have signed the same in token of our absolute and unqualified acceptance.

Thanking you,

Place

Yours faithfully,

Signatures  
Date with stamp  
& Full Address



**ANNEXURE - 2.2**

(To be furnished on non-judicial stamp paper duly attested by the 1st Class Magistrate or Notary Public)

**AFFIDAVIT**

I/We/ M/s \_\_\_\_\_ are registered Company/Ltd Company etc. as per Registration Certificate No. \_\_\_\_\_ issued by \_\_\_\_\_ having registered office at \_\_\_\_\_ and manufacturing/supply base at \_\_\_\_\_

do hereby declare and solemnly affirm that I/We have not been Black-listed, nor mine/our quotations have ever been cancelled by any State/UT/Central Government or any partner or shareholder either directly or indirectly connected with or has any subsisting interest in the business of my/our firm nor any legal proceedings have ever been initiated/pending or any penalty has ever been levied due to delay of non-completion of work/service/supply order by any State/UT/Central Government or by any authority.

Place: \_\_\_\_\_  
Dated : \_\_\_\_\_

DEPONENT

**Verification**

I/We do hereby solemnly declare and affirm that the above declarations are true and correct to the best of my knowledge and beliefs. No part of it is false and nothing has been concealed therein.

Place: \_\_\_\_\_  
Dated : \_\_\_\_\_

DEPONENT

**DEPARTMENT OF GEOGRAPHY**  
**PANJAB UNIVERSITY, SECTOR-14, CHANDIGARH**  
**SECTION III**  
**“Technical Bid”**  
**SCHEDULE OF REQUIREMENTS**  
**TABLE 3**

S.No.	Feature	Configuration/Specification details	Quantity	EMD
1		<b>Computers</b>	20	25,000
	<b>Processor</b>	Intel® 7th Generation Core i7 :7700 Core CPU with minimum clock speed of 4.2 GHz, or better		
	<b>Chipset</b>	Intel B250 or higher chipset		
	<b>Motherboard</b>	OEM Motherboard		
	<b>Memory</b>	16 GB DDR4 RAM expandable to 32GB; Two DIMM slots		
	<b>Hard Disk Drive</b>	1TB HDD, 7200 RPM, SATA or higher with minimum 2 SATA connectors on motherboard		
	<b>Optical Drive</b>	SuperMulti DVD Writer		
	<b>Graphics</b>	2GB Dedicated		
	<b>Ethernet</b>	Integrated Intel Gigabit (10/100/1000 NIC) LAN		
	<b>Slots</b>	PCIe Slots		
	<b>Ports</b>	<b>Front I/O: Minimum 8 USB ports out of which minimum 2 x USB 3.0 ports on the front</b> 3.5mm headphone output and microphone jack <b>Rear I/O</b> (4) USB 3.0 Ports (1) VGA video port; (2) DisplayPort/DVI-D Port (1) RJ-45 network connector (1) RS-232 serial port.		
	<b>Form Factor</b>	<b>MT (Mini Tower Form Factor)</b>		
	<b>Keyboard/Mouse</b>	USB 104 keys keyboard (Same make as PC) USB 2 Button Optical Scroll Mouse (Same make as PC)		
	<b>Operating System</b>	Genuine Microsoft Windows 10 Pro		
	<b>Market Credibility</b>	The OEM vendor should be of positive net worth for the last three years		
	<b>Monitor</b>	23.8" or above TFT - Should be from same OEM with VGA/HDMI/DP Interface		
	<b>Wireless Bluetooth (optional)</b>	3.0, IEE 802.11 b/g/n Communication		
	<b>Compliance And Certification</b>	Energy Star ver 6 EPEAT,Certified for India Green Peace rating of 5 and above		

Offer will be accepted/uploaded in two covers under detailed containing:

**First Cover Titled** as “Technical Bid” should contain the self-attested scanned copies of following with consecutive:

1. Name of the firm/organization & address contact person name and telephone/mobile No./fax No./ on letter pad of the company/firm.
2. Earnest money deposit as mentioned in point 15 of SECTION II of this tender document.
3. Certificate of acceptance of terms & condition mentioned in Section – II of tender document.
4. Manufacturer authorization certificate.
5. Registration Certificate of the company issued by the competent authority.
6. Affidavit of not being Black listed (as per Annexure 2.2 of Section II).
7. Covering letter (as per Annexure 2.1 of Section II).

**NOTE : all the above mentioned documents should be duly in order and are essential to qualify at Technical Bid Stage.**

**DEPARTMENT OF GEOGRAPHY**  
**PANJAB UNIVERSITY, SECTOR-14, CHANDIGARH**

**SECTION IV**  
**“Financial Bid”**

**Second Cover Titled as “Financial Bid” Consist of**

Financial (Price) Bid for Purchase of **Computers** to be delivered by the bidder in the Department of Geography, Panjab University, Chandigarh, is to be submitted online in excel sheet provided.

**NOTES:**

1. Rate Should be F.O.R. Department
2. We have been exempted from paying Central Excise Duty, vide Govt. of India notification no. 10/97-Central Excise dated March 1, 1997 and is valid upto 31.08.2020.
3. The above mentioned equipment is used for the research purpose only. Therefore, the above mentioned equipment falls under GST @ 5% Vide Govt. of India Notification No-47/2017-intergrated Tax (Rate) dated 14-11-2017. You are requested to charge GST in compliance to the aforesaid notification.

**DEPARTMENT OF GEOGRAPHY**  
**PANJAB UNIVERSITY, SECTOR-14, CHANDIGARH**

**SECTION V**

**GENERAL TERMS AND CONDITIONS**

**1. Language of Bid**

The bid prepared by the Bidder, as well as all correspondence and documents relating to the bid exchanged by the Bidder and the department shall be written in English language. Supporting documents and printed literature furnished by the Bidder may be in another language provided they are accompanied by an accurate translation of the relevant passages in the English language in which case, for purposes of interpretation of the Bid, the translation shall govern.

**2. Period of Validity of Bids**

Bids shall remain valid for 90 days after the deadline for submission of bids prescribed by the department of Geography. A bid valid for a shorter period shall be rejected by the department as non-responsive.

**3. Opening of Bids by the Department**

The Department will open all bids, in the presence of Bidders' representatives who choose to attend, at 11.30 on 6.09.2018 and in following location:

Department of Geography,  
Panjab University,  
Chandigarh.

The Bidders' representatives who are present shall sign a register evidencing their attendance. In the event of date of opening of e-tender being declared a holiday, the due date of opening of the tender will be the next working day at the same hours and venue.

**4. Warranty**

The instrument shall be in warranty for a period of minimum two years.

**5. Documents comprising the Bids**

- Bid to be furnished as per the format for technical specifications.
- Technical literature for each product and indicate/numbered in the technical specifications as per our requirement.
- Please also indicate the DISCOUNT separately, if any

**6. Other Terms and Conditions**

- An EMD of equipment should be submitted in form A/c payee demand draft/banker cheque from any Commercial Bank valid for 90 days in favour of Chairperson, Department of Geography, Panjab University, Chandigarh. Tender without earnest money shall be considered unresponsive and rejected.
- Price quoted should be inclusive of Taxes/Levies as per Indian law except custom duty/excise duty.

- We have been exempted from paying Central Excise Duty, vide Govt. of India notification no. 10/97-Central Excise dated March 1, 1997 and is valid upto 31.08.2020.
- As per FDO circular No-2572-2771/FDO/F143 dated 27.9.2017, GST Deduction at source at the rate of 2%(CGST1%SGCT1%) or (IGST 2%) from the payments to be made or credited to the supplier or taxable goods or services or both, where the good value of such supply under a contract exceeds of Rs. 250,000/- with reference to the Memo No. ACIA/EA/2017/379) dated 20.9.2017 conveying the instructions of Government of India Ministry of Finance Department of Revenue Central Tax dated 15<sup>th</sup> September, 2017. These Instructions shall apply to the supplies made/to be made w.e.f. 18.09.2017.
- Detailed catalogue should be attached along with supply of equipment.
- All legal disputes will be subject to Chandigarh Jurisdiction and will be interpreted under Indian laws.
- The Chairperson, Department of Geography reserves to herself the right to reject any or all tenders without assigning any reasons.
- The firm who has been blacklisted by Centre/State Govt/UT/Boards/Corporations/any government authority are not eligible for the bidding.
- **All the rates will be FOR, Department of Geography, P.U., Chandigarh.**
- The bidder shall not be allowed to change, alter or modify the bids after expiry of the deadlines for the receipts of bids.
- The firm is entirely responsible for any damage or losses occurred to the material in the transit. The firm will lodge all complaints regarding the damage occurred in the transit and shall bear all expenses.
- ***A technical compliance chart of the quoted product mentioned technical specifications of quoted product verses asked specifications is compulsory. Attach the compliance chart with technical bid and your literature for each product SPECIFICALLY MARKED as per our requirement in the technical specifications.***
- Tender validity should be 90 days from the opening of bid.

Note: the above mentioned equipment is used for the research purpose only. Therefore, the above mentioned equipment falls under GST @ 5% Vide Govt. of India Notification No-47/2017-intergrated Tax (Rate) dated 14-11-2017. You are requested to charge GST in compliance to the aforesaid notification.

All the terms and Conditions of this e-tender document are acceptable to me/us.

Signature of Bidder

