

FORM NO.-

**KAVI KULGURU KALIDAS SANSKRIT
UNIVERSITY, RAMTEK DIST. NAGPUR**



Tender Documents

For

DESKTOP COMPUTERS

Tender Form Cost Rs. 500/- (Rupees Five Hundred Only)

Press Note



कविकुलगुरु कालिदास संस्कृत विश्वविद्यालयः, (महाराष्ट्रम्)

रामटेक कार्यालय – प्रशासकीय भवन, मौदा रोड, रामटेक – 441106, जि.नागपूर

नागपूर कार्यालय – महाराष्ट्र गांधी स्मारक निधी संस्था, कस्तुरबा भवन, बजाज नगर, नागपूर

Ramtek: Ph. 07114-256476, Fax 255549

Nagpur: Ph. 0712-2248094

No. KKSU/2010/Admn./1071

Date: 24.08.2010

TENDER NOTICE

Sealed Tenders/Quotations are invited from manufacturers, authorised dealers and suppliers those who have registered under Shop Act, and Central Sales Tax / VAT for the supply & installation of Desktop Computers-10 Nos.

The tender documents containing all detailed specification of the equipments and terms and conditions are available on our web site www.sanskrituni.net. Vendors can purchase/download and submit with Demand Draft of any Nationalized/Scheduled bank of tender document's fees Rs. 500/-(Non refundable). Tender documents will be issued at the Ramtek Office of University from date 30.08.2010 to 13.09.2010 between 10.30 am to 5.00 pm on working days. Last date of submission of Tender documents is 13.09.2010 at 01.00 pm in Ramtek Office.

Sd/-
Registrar,
K.K.Sanskrit University,
Ramtek



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NOTICE FOR INVITATION OF TENDER

1. The University invites sealed quotations for Supply & installation of Desktop Computers from authorised dealers & suppliers those who have registered under Shop Act & Central Sales Tax /VAT
2. The terms and conditions, which are governing the contract made on behalf of the University, are also enclosed.
3. The tenderers is requested to read the enclosed instructions, terms and conditions carefully before quoting the rates in quotations/tender form and comply with the same.
4. The tenderer should satisfy & comply all the terms & conditions and instructions, which are mentioned in the tender notice and in this tender document.
5. The University reserves the right to delete any item or items or to increase or to decrease the quantity of any item or items from the tender form.
6. The right to accept or reject any / or all the quotations from any or all parties without assigning any reason is reserved.

**Registrar,
K.K.Sanskrit University,
Ramtek**



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INSTRUCTIONS TO TENDERERS

1. The tenderer should submit Tenders/Quotations in sealed envelop super scribing the Tender Notice No. KKSU/2010/Admn./---- Date 17.08.2010. We are giving here with the Tender Documents & Tender Form with specifications for **Desktop Computers-10 Nos.** Your quoted Material/Equipments/Instruments should be strictly as per our specifications, and should be given with detailed specifications in writing along with catalogue on our Tender Form.
2. Tenders/Quotations received late will not consider and postal delay will not be entertained.
3. The Tenders/Quotations in two bid system in sealed covers should reach Nagpur Office of our University on or before date **13.09.2010 at 01.00** noon.
4. Sealed covers should be super scribed as "**QUOTATION FOR DESKTOP COMPUTERS**". The technical bid will be opened on date **14.09.2010 at 03.00** pm and verified the required documents, after that all qualified bidder's commercial bids will be opened on same day.
5. All the terms and conditions are enclosed herewith.
6. The Tenders/Quotations should be strictly as per the GR of Maharashtra Govt. dated 30.03.1994 for two Bid system.

Procedure for submission of quotations/tender -

Tenderer should note that they will have to submit two separate sealed envelops as below:

a) Envelope No. 1 (Technical Tender Envelope/Technical Bid) : The first envelope should be clearly marked as "**Envelope No. 1**" for "**Desktop Computers**" shall be consisting of the following documents.

- i) Demand Draft of any nationalized/scheduled bank for amount Rs. 3000/- in favor of "Registrar, K.K.Sanskrit University, Ramtek" Payable at Nagpur as "Earnest Money Deposit (EMD)". EMD amount will be refundable after 90 days / or after completion of validity of the quotation without interest from the date of opening of the quotations.
- ii) The attested copies of the Registrations under Shop Act and Central Sales Tax/VAT.
- iii) Sales Tax / VAT clearance certificate (attested copy).
- iv) Authorised dealer certificate from original manufacturer is required.
- v) Attested copy of PAN card.

b) ENVELOPE No. 2 (Commercial Bid/Envelope for Rates) : The second envelope clearly marked as "**ENVELOPE No. 2**" for commercial Bid / Quotations for **DESKTOP COMPUTERS** shall contain only the "**Quotation for Desktop**

- Computers".** It should be contain only the tender form/quotation for the required material along with terms and conditions if any.
7. The offer submitted without the earnest money deposit (EMD) shall not be considered.
 8. The tenderer should quote the rates on quotation and Tender Form duly signed with date and seal of firm. He should not quote the rates anywhere directly or indirectly in Envelope No. 1 (Technical bid)
 9. Tenderer must follow all instructions, terms and conditions. If he fails to follow any of the conditions, and instruction, his / her Tender / Quotation are liable for rejection.
 10. Tenderer, whose rates are found to be lowest & as per our specifications, will be informed about the same. He will have to deposit 5% amount of total quantity as Security Deposit (SD)
 11. If the Tenderer is manufacturer or authorised dealer and the item is the PROPRIETARY item then they should furnished the "PROPRIETARY ITEM CERTIFICATE" along with the technical bid.

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Ramtek



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नागपूर कार्यालय – महाराष्ट्र गांधी स्मारक निधी संस्था, कस्तुरबा भवन, बजाज नगर, नागपूर

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TERMS & CONDITIONS

1. The rates should be quoted as F.O.R. destination at our Ramtek & Nagpur Offices.
2. The rates quoted should be inclusive of all Taxes, Octroi, other charges and delivery at the various Departments/Sections/Offices of the University.
3. The Freight, Packing, Forwarding and Insurance Charges must be inclusive.
4. All offers must be in Indian rupees only.
5. The Earnest Money Deposit (EMD) as mentioned in the Tender form should be remitted by Demand Draft drawn in favor of Registrar, K.K.Sanskrit University, Ramtek payable at Nagpur, drawn on any Nationalized/Scheduled Bank. The Demand Draft should enclose with the Tender form. Please note that neither exemption will be granted from payment of EMD, nor EMD will carry any interest.
6. The delivery period should be maximum 15 days after dispatch of purchase order. No extension shall be given for supply. In such case penalty for delay in proportion to the cost of equipment (*usually at the rate of 1 % for first seven days, 2% for next seven days*) shall be charged. In case of delay of more than 15 days, order shall be automatically cancelled.
7. The instructions manual for each equipment/components/machinery/material should be supplied separately with each item/s supplied.
8. The tenderer shall be fully responsible for the manufacture's warranty for all spares parts against any defects arising from design, material, manufacturing defect, workmanship or any act or omission of the manufacturer or any defect that may develop under normal use of supplied spare during the warranty period.
9. Supplier's Technical/Engineer on free of cost must carry out the demonstration and installation at our Ramtek/Nagpur site.
10. The University reserves the right to accept any/all quotations, reject any / all quotations and to order any of the item/s in any quantity without assigning any reason.
11. The University reserves the right with itself to delete any item/s from tender.
12. Technical brochure is detail for each item must accompany the tender.
13. The items will be checked at the University and acceptance is subject to the approval of the University.
14. If the supply of goods/equipments/material or any part there of is rejected by the University, the supplier will have to bear all expense incurred in the matter including all charges for return and replacement of the items. The rejected material/stationery, goods, equipments/parts of equipments should be got it back by supplier on their own cost.
15. Payment Conditions : 100% payments will be released after receipt of material in good condition and satisfactory installation and satisfactory report submitted by purchase committee or sample committee of the University.
16. Two years replacement on site (Ramtek/Napur) warranty without any repairing.

17. If any damages in transit, that should be replaced by the supplier of their own cost.
18. The gate pass of excise duty must be supplied in duplicate.
19. Cancellation of purchase order : University reserves the right to cancel the purchase orders on following grounds.
 - a) If supplier fails to follow the terms & conditions and instructions as mentioned in the tender documents or conditions mentioned in purchase orders.
 - b) If supplier found defaulter.
20. The University is not bound to accept the lowest tender, and reserves the right to accept any Tender or to reject any or all Tenders without assigning any reasons whatsoever
21. Security Deposit : The successful tenderer is required to Deposit 5% of purchase order cost towards the Security Deposit within a period of 3 days after receipt of purchase order. The Security Deposit will not carry any interest.
22. If the Security Deposit is not deposited within a stipulated period, it will be presumed that successful tenderer is not interested in supply and therefore his EMD will be forfeited.
23. The amount of Security Deposit will be refundable to the tenderer after completion of guarantee period.
24. All the replacement of equipments/parts shall also be guaranteed for a period of 24 month from the date of installation and demonstration.
25. If any short supply is found at the time of verification/inspection of material/checking of material on its receipt, the supplier will have to supply the material within 15 days. Non-compliance of the order will compel University to recover the cost from balance payment.
26. Repeat order : if necessary any equipments/parts are required in additional number, the repeat order will be placed on previous purchase order. The supplier should have to supply the equipment/parts as per the previous rates.
27. The original receipt of Earnest Money Deposit & Security Deposit should be preserved by the tenderer and should be produced while claiming the refund of deposit.
28. The tenderer should supply materials as per the configuration & brand mentioned in tender form.
29. Training : If we required training facility to our representative/staffs the supplier should have to provide training facility on free of cost.
30. **Disputes** : If any disputes or differences, questions what so ever arises the same subject to Nagpur Jurisdiction.

Sd/-
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TENDER FORM

Tender for supply and installation of **DESKTOP COMPUTERS-10 NOs.**

1. Name of the Tenderer with full address:

2. Earnest Money Deposit (EMD) Rs.:

Remitted by

Demand Draft No.: _____

Dated : _____

Drawn on Bank: _____

Dated : _____

Sr.No.	Particulars	Make & Model No.	Qty.	Rate
01	MOTHERBOARD (ATI RADEON 740G)	ECS ELITE	01	
02	ATHLON IIX2 DUAL-CORE PROCESSOR (2.7 GHz)	AMD	01	
03	2 GB DDR2 RAM	CORSAIR	01	
04	500 GB HDD (16MB SATA/R)	WESTERN DIGITAL	01	
05	DVD WRITER	LG	01	
06	ATX CABINET WITH SMPS	ePRO	01	
07	KEYBOARD/MOUSE	MICROSOFT	01	
08	16" TFT	ACER	01	
Total Amount:				

I hereby agree to abide by the terms & conditions of this tender enclosed herewith and dully signed by me.

Place :

Signature of the Tenderer with Rubber Stamp.

Date :

Name of the Firm: