

Tender (Proposal/Bid Document)
For the purchase of Desktop/Laptops and Other Products at
Central University of Haryana,
Mahendergarh, Haryana



Under Two Bid System (Technical and Financial)

No. CUH/E&GA/02/2022

Central University of Haryana
Mahendergarh, Haryana-123031

No: CUH/E&GA/02/2022

dated: 24/02/2022

SHORT TERM TENDER NOTICE INVITING BIDS

The Central University of Haryana intends to procure, install and commission items /Apparatus /system, as per the specifications given herein, in this tender document, at Central University of Haryana.

Therefore, Central University of Haryana (CUH) invites techno-financial proposals for these items from reputed firms having expertise and experience in the relevant field. The interested party /firm/OEM desirous of supplying and installing and integrating the said system may kindly send the offer on the name of the **Registrar, Central University of Haryana**, at the following address:

Deputy Registrar (E & GA)
Administrative Building,
Central University of Haryana
Jant Pali Villages
Mahendergarh-123031
Haryana

The tender should be in two bid system (Technical & Financial bids). The Financial bid shall be opened only of responsive technical bids.

Complete tender details are available on our website: www.cuh.ac.in or may be obtained in person from the undersigned.

Last Date for submission of Tender: **16/03/2020** up to 12 Noon

Date of opening Technical Bid: **16/03/2022** at 4PM

Registrar
Central University of Haryana

Check List for submission of documents:

Sl No	Description	Yes /No	Page No	Remarks if any
1	Whether Tender Fee paid?			
2	Whether EMD / Tender Fees attached?			
3	If EMD exempted, Valid Exemption Certificate attached?			
4	Whether Firm Registration attached?			
5	Whether GSTIN certificate attached			
6	Whether PAN attached?			
7	Whether affidavit duly attested by the Oath Commissioner/ Executive Magistrate regarding non-black listing of supplier attached?			
8	Whether tender document along with all Annexures (1 to 8) duly signed & stamped by the authorized signatory attached?			
9	Whether copy of Turnover and ITR attached?			
10	Whether orders executed in last three years attached?			
11	Whether technical specifications of the quoted equipment attached?			
12	Whether catalogue of the equipment attached?			
13	In case of authorized agent/distributor whether certificate/ authorization letter for the same issued by the manufacturer attached?			
14	Whether list of Institutes/ Organizations where the quoted model of equipment supplied by the tenderer in India is attached?			
15	In case of foreign suppliers quoting directly, whether, the name of Indian agent mentioned?			
16	Whether past performance certificate from reputed Client such as IIT/NIT/Institutes of National Importance/Central or state government has been attached			
17	NABL certification /BIS certification			
18	ISO and /or any other relevant certification			
19	Any other certification or Manufacturing licence			
20	Whether a Certificate of supplying spare parts for 5 years after warranty attached?			

21	Whether Self-certificate that the firm has never been debarred or indicted in corruption case(s) attached?			
22	Whether certificate that no complaint of poor performance have been received by the firm from suppliers attached?			
23	Whether drawing and calibration attached? Wherever necessary			
24	Have you been declared poor performer by any of the Govt; institution? Give undertaking			
25	Any other General information			

1. Instructions to bidder

Submission, Receipt, and Opening of Proposals

- a) The bidder shall read the instructions, technical specifications and the bid documents carefully before filing and submission of bidding documents.
- b) The bidder shall sign on each page of the bidding documents and assign serial number in integer value starting from one and submit the proposal/bid strictly as per the instructions.
- c) The original Technical and Financial Proposals/bids shall be prepared and submitted in separate sealed envelopes and both the envelopes should be kept in third envelope.
- d) The envelope should be super subscribed ***“Tender for Computers, Laptop & Other Products at Central University of Haryana - 02”***. The proposal/bid shall be sent in sealed envelope so as to reach at the address mentioned on invitation to bid letter, on or before the due date and time, as specified in the tender notification or as per the corrigendum if issued any.
- e) Bids received late will not be accepted and the CUH will not be responsible for any delay due to whatever reasons.
- f) **Bid Processing Fee:** Each bidder shall pay the bid processing fee for Rs. 1000 +18% GST = Rs. 1180 in the form of *DD drawn in favour of Central University of Haryana, Payable at Mahendergarh*, Haryana.
- g) **Earnest Money Deposit (EMD):** Each bidder shall pay EMD@ 2% of the quoting value in the form of *Demand Draft drawn in favour of “Registrar Central University of Haryana, payable at Mahendergarh*.
- h) Valid NSIC and MSE Certificates will be accepted for relaxation of EMD and tender fee. Presently EMD/Tender Fee exemptions and price preference are applicable to only Micro and Small Industries. In view of the above, if the vendor will claim for EMD/Tender Fee exemptions, the vendor should meet all the criterias for Micro and Small Industries. The vendor must have to submit the supporting documents like NSIC registration certificate, MSE registration certificate issued by competent government bodies to become eligible for the tender fee/EMD exemptions. The certificates of the vendor (NSIC/MSE) shall cover the items tendered to get EMD/Tender Fee exemptions. NSIC certificate shall be valid as on due date/extended due date of the tender. This is not applicable for non NSIC unit. Note – In case the bid is submitted as an Indian arm of a foreign bidder and the eligibility criteria conditions were met through foreign company, then the EMD exemption cannot be claimed under the MSME status of India arm/subsidiary. Thus a bidder who solely on its own, fulfills each eligibility criteria condition as per the tender terms and conditions and who are having MSE

status, can claim EMD exemption/tender fee.

- i) **Technical Bid format:** The bidder shall confirm that the product quoted (by the bidder) shall be in conformance with the conditions/criteria as specified herein.
- j) **Financial Bid Format:** Bidders shall quote items with inclusive prices (i.e. price inclusive of taxes and all other expenses) for delivery and installation.
- k) Successful Bidder has to provide irrecoverable Performance Bank Guarantee to the tune of 10% of the order value for the warranty period in the form of *Demand Draft/FDR/Banker's cheque drawn in favour of "Registrar Central University of Haryana, payable at Mahendergarh*. The paying document of the performance Bank Guarantee should be valid till 60 days after the end of warranty/Guarantee period.
- l) **Payment Schedule.** 100% payment will be released on delivery, satisfactory installation, and integration and commissioning of said system as applicable to the procurement after deduction of taxes as applicable or as per the university norms.
- m) **Delivery Schedule:** The equipment(s)/good(s) are required to be supplied within 15 days (or mutually agreed time- period) on issue of the Purchase Order by the university. In case successful tenderer fails to complete the order in part or whole in the stipulated period of 15 days (or mutually agreed time-period) of a penalty @ 1% of the order value will be imposed per week subject to maximum penalty of 10% the order value. In case the delay is more than six weeks (after the expiry of the stipulated period) the purchase order may be cancelled and the EMD will be forfeited.
- n) **Validity of quotation:** The quotation should be valid for 12 months (365 days) after the date of the opening of the bids.
- o) All the equipment's should have an onsite warranty for minimum three years. The warranty shall take effect from the date of successful installation of machine/item and handing over of the system to the user department satisfaction.
- p) The maintenance services, including spares parts shall be free of cost during the warranty/guarantee period.
- q) The supplier shall provide assurance to give spare parts of the items/Goods at least for 10 years' time from the date of commissioning.
- r) The University reserves the right to place order or not to place order to finally selected vendor(s), depending upon the availability of the funds with the university at that point in time.

2. General Conditions of the contract

- a) The Manufacturer/Bidder should not be associated or have been associated in the past, directly or indirectly, with a firm or any of its affiliates which have been engaged by the purchaser to provide consulting services for the preparation of the design, specification, and other documents to be used for the procurement of the goods to be required under this invitation of tender.
- b) Manufacturer/Bidder shall not be under any declaration of ineligibility for corrupt and fraudulent practices issued by any State Government/Government of India (GOI)/Union territory. The Manufacturer/Bidder should not be a defaulter of any financial institute or Bank and their assets should have never been put on auction for recovery of debts.
- c) The Manufacturer /Bidder should be in the business in India for more than 3 years as on 31-12-2021. This should be supported by the certificate of registration issued under the companies act by a competent authority.
- d) The Manufacturer/Bidder who deal with machines/equipments for the laboratories should have executed/implemented work/purchase order for any Central Universities/IIT/NIT/IISc/IIIT/Research Organization/ Institute of National importance/ State Government institute should furnish the details as per Performa given in **Annexure-1**.
- e) Bidder should be having at least two orders minimum of Rs. 25 Lakhs or a single order of Rs. 45 Lakhs in last three years for similar items being supplied to any Central

Universities/IIT/NIT/IISc/IIT/Research Organization/ Institute of National importance/ State Government. The bidder should furnish the information supported by Purchase order or Work done certificates from the concerned department(s) OR Institution.

- f) The Manufacturer /Bidder should have the cumulative turnover of Rs. 3 Cr in last three financial year towards supply of machines/equipments for the relevant laboratories taken together or for individual items. They should furnish the details as per performa given in **Annexure-2**. This should be supported by audited balance sheet of the company for that particular year.
- g) The Manufacturer/Bidder should submit catalogue with complete Technical details with Make and Model for technical evaluation purpose. Bids without Catalogue or with incomplete information are liable to be rejected.
- h) There should be no complaint against the Manufacturer/Bidder for poor performance of the equipment's supplied by any institute or customer. The self-certified certificate to be attached with bid in this regard on firms letter head.
- i) The Manufacturer / Bidder should submit copy of ITR of last three years.
- j) Installation, Demonstration and Testing of equipment is to be done by the supply firm in the presence of subject expert.
- k) Original catalog (not a photocopy) of the quoted model duly signed by the principals must accompany the quotation. The model quoted should be highlighted in the catalog enclosed with the quotation. Merely copying the specifications in the quotation without any proof shall not make the parties eligible for consideration of the quotation.
- l) The CUH is reserves not to place the order for one or any of the item quoted in this tender even after finalization of tender without assigning any reason for not doing so.
- m) The Bidder should have Authorization certificate from Manufacturer for this tender with tender No. mentioned in it for Software License and other equipments, if required.
- n) The Manufacturer / Bidder should be ready for demonstration of the product quoted on short notice as per the tendered specifications.
- o) The Manufacturer / Bidder may quote any or all the products/items as per the Tender.
- p) CUH is the final authority to judge the tender and has every power - to accept or reject the same without assigning any reasons.
- q) Technically qualified bidders should demonstrate the machine/item functionality during the installation and training.
- r) The bidder should undertake to provide after sale-service whenever needed by the purchaser.
- s) CUH reserves the rights to accept/reject any offer in full or in part or accept any offer other than the lowest offer without assigning any reason thereof. Any offer containing incorrect and incomplete information shall be liable for rejection.
- t) Any effort by a supplier to influence CUH's tender evaluation, tender comparison or contract/order award decisions may result in the rejection of the supplier's tender and forfeiture of the supplier's EMD.
- u) After opening of bids, information relating to the examination, clarification, evaluation and comparisons of bids and recommendations concerning the award of contract shall not be disclosed to bidders or other persons not officially concerned with such process.
- v) Technical bid should include the details as per performa given in **Annexure-2**
- w) Financial bid should include the details as per performa given in- **Annexure-5**
- x) Acceptance letter by bidder -**Annexure -6**
- y) Warranty certificate-**Annexure- 7**
- z) Undertaking of support from OEM –**Annexure 8**

3. Special conditions of the tender

(To be returned by Tenderer along with the Tender duly signed)

- a) **GENERAL:** Tenderer, who are Indian Agents of OEMs, should furnish a clear declaration as follows: We declare that I am/we are Accredited Agents of the suppliers aboard.

DGS&D enlistment certificate needs to be attached (applicable only for the Indian Agents)

- b) **DEVIATION FROM SPECIFICATIONS:** It is in the interest of the tenderer to study the specifications in the tender schedule thoroughly before quoting so that, if the tenderer makes any deviations, the same are prominently brought out in the body of the tender. If you need to add any optional items your system in order to meet our specifications, you are requested to quote for the total including the option required to suit our requirements. Otherwise, your tender will not be considered at all.
- c) The bidder shall submit the following :
- i. Complete address of the dealing person along with all the details such as mobile no, e-mail id, and correspondence address.
Address of the OEM's Banker and their swift code.
Name and designation of the person whose name the purchase order to be placed.
 - i. Bidder shall also give the certificate that the goods for which bidding is done in this tender are of good quality and produced as per the industry specifications and best workmanship.
 - ii. Jurisdiction –All the question, dispute, or differences arising under or out of or in connection with this contract, the Jurisdiction will be Narnaul (Mahendergarh). Acceptance to this affect shall be signed by the bidder at the time of bidding.
 - iii. The bidder shall provide the Acknowledgement that they have gone through the whole tender documents and have thoroughly understood all the conditions, provisions, specifications and we abide by all the conditions and have understood that violation or concealment any information essential will be liable for penal action from the university and may even result in cancellation of bid and/or forfeiting of EMD.
 - iv. The bidder shall give the certificate that they will supply the spare parts as an when required by the university during the warranty, AMC and post AMC period for at least seven years after the warranty is over.

4. Schedule of requirement

Within 15 days of placing of purchase order by the university or the period as decided mutually by the CUH and supplier.

5. Specifications of machines/items are

Desktop Computers: 45 Sets

SPECIFICATIONS

Processor: Intel Core i7, 10th or 11th generation
RAM: 8 GB
256 GB SSD + 1TB HDD
Operating system: Window 10
Warranty: 1 year onsite
Monitor: 22 inches or above
Keyboard
Mouse

Laptop Computers: 31 Sets

SPECIFICATIONS

Processor: Intel Core i7, 10th or 11th generation or more
RAM: 8 GB
512 GB SSD
Operating system: Windows 10 or above
Warranty: 1 years onsite
Monitor: 14.3 inches
Webcam
HDMI port
3 USB atleast

Printers : 58 No.

LaserJet Printer, Image Copier, Scanner (3 in 1) including Both side Printing

XP Pen : 07 No.

Mini Semigraphics 17 * 11 Cm² or above, Android Support

UPS : 07 No.

650 Watts, Single Battery

Projector:02 No.

HDMI and WLAN 4000 Lumins

Projector Screen: 02 No.

8 * 6 feet² or above

Paper Shredder: 03 No.

10 Papers/ CD/ Credit Card Micro-cut Shredder with 12 sheet capacity and 27L Bin

Photocopier : 01 No.

Black and White print only, Laser Prints, Speed: more than 20 Pages/Minute, Facility to print from computer (USB Connectivity), Atleast 2 trays, Upto A3 Printing

Microwave oven: 03

20 Ltr Including Convection, Touch Menu

Webcam: 18 No.
HD Build, Built in Microphone, 3 Mega Image Resolution, USB Interface

4. Special conditions of the tender

(To be returned by Tenderer along with the Tender duly signed)

1. **GENERAL:** Tenderer, who are Indian Agents of OEMs, should furnish a clear declaration as follows: We declare that I am/we are Accredited Agents of the suppliers aboard. DGS&D enlistment certificate needs to be attached (applicable only for the Indian Agents)
2. **DEVIATION FROM SPECIFICATIONS:** It is in the interest of the tenderer to study the specifications in the tender schedule thoroughly before quoting so that, if the tenderer makes any deviations, the same are prominently brought out in the body of the tender. If you need to add any optional items to your system in order to meet our specifications, you are requested to quote for the total including the option required to suit our requirements
2. Otherwise, your tender will not be considered at all.
3. **TENDERERS SHALL SUBMIT ALONG WITH THEIR TENDER:**
 - i. Complete address of the dealing person along with all the details such as e mail, telephone no, Fax etc. Address of the OEM's Banker and their swift code.
 - ii. Port of shipment and Country of origin is to be provided for each item.
 - iii. Purchase order to be placed on: Should be mentioned in the quotation with full address
4. **GUARANTEE:** The tenderer has to declare that the goods sold to the buyer under this contract shall be of the best quality and workmanship and shall be strictly in accordance with the specifications.
5. **JURISDICTION:** All questions, disputes, or differences arising under, out of or in connection with the contract, if concluded, shall be subject to the exclusive jurisdiction at the place from which the acceptance of Tender is issued i.e. Jurisdiction of Mahendergarh, Haryana. Acceptance to this effect is also necessary at the time of opening of Technical Bid.
6. **Acknowledgement:** It is hereby acknowledged that we have gone through the tender documents and all the points listed in the various paras outlined in this documents and we abide to agree by them under the penalty of permanent disqualification under the penalty Tender participation and for related penal actions for non-abidance of permanent disqualification for Tender participation and for related penal action.
7. Interested vendors must be able to supply adequate spares and consumable during three years of comprehensive warranty. Vendor should also ensure trouble free service and performance for another seven years beyond three years Comprehensive warranty and AMC period.
8. **Schedule of requirement**
Within 15 days of placing of purchase order by the university or the period as decided mutually by the CUH and supplier.

9. Anenexure(1-8)

Annexure 1

PROFORMA FOR PAST PERFORMANCE

Tender No.....Date of Opening..... Timehours

Sl No	Orders placed by (Full address of Purchaser)	Order No. and Date	Description and Quantity of ordered items	Value of Order in Rs	Date of completion of delivery as per contract/actual	Remarks if any
1	2	3	4	5	6	7

Authorized signatory

Name of the Firm:

Signature and Seal of the Tenderer:

Annexure-2

The bidder should fill in the below format to be submitted in Technical Bid

S. No	Brief Description of Equipment's	Quantity to be Supplied	Delivery and installation period in days from date of issue of purchase order	Warranty in years	AMC ins years

Authorized signatory

Name of the Firm:

Signature and Seal of the Tenderer:

Annexure-3
Evaluation of the Tenders

1.
 - a) Central University of Haryana, Mahendergarh shall first evaluate the technical bids. The commercial bids of only those bidders who happened to be responsive/qualified in the technical bids, will be opened.
 - b) Decision of the University in the evaluation of the Technical bids shall be final.
2. **Financial bid evaluation**
The financial quotes submitted by technically responsive/qualified bidders will be opened. Then Contract will be awarded to the successful Bidder whose Bid has been determined to be substantially responsive and has been determined as the Best Value Bid. The bidding will be done based on lowest price quoted item wise.
3. **Bid submission timelines:** The timelines for bid-submission etc., will be as it is given in the Tender Schedule published.
4. University reserves the right to cancel any or all tenders partially or fully, without assigning any reasons.

Annexure-4

Terms & Conditions

PAYMENT SCHEDULE

Payment: 100% payment will be released on delivery and satisfactory installation and commissioning of goods after deduction of taxes as applicable.

DELIVERY SCHEDULE:

The equipment(s)/good(s) are required to be supplied within 15 days (or mutually agreed time-period) on issue of the Purchase Order by the university. In case successful tenderer fails to complete the order in part or whole in the stipulated period of 15 days (or mutually agreed time-period) of a penalty @ 1% of the order value will be imposed per day subject to maximum penalty of 10% the order value. In case the delay is more than four weeks (after the expiry of the stipulated period) the purchase order may be cancelled and the EMD will be forfeited.

VALIDITY OF QUOTATION:

The quotation should be valid for 12 months (365 days) after the date of the opening of the bids.

GARANTEE/WARRANTY

All the equipments should have an onsite warranty for minimum three years. The warranty shall take effect from the date of successful installation of machine/item and handing over of the system to the user Dept. to its satisfaction.

The maintenance services, including spares parts shall be free of cost during the warranty/ guarantee period.

The supplier shall provide assurance to give spare parts of the items/Goods at least for 10 years' time from the date of commissioning.

Annexure 5:

Name of Firm:

Registration no:

PAN No:

GST no:

FINANCIAL BID/PRICE BID

S.No.	Description	Rate	Quantity	Amount in Rs including GST
1				

Total

Total in words:

Terms and conditions if any:

Note : The rates should be quoted item wise separately.

Annexure - 5

**TENDER ACCEPTANCE LETTER
(To be given on Company Letter Head)**

Date:

To,

Sub: Acceptance of Terms & Conditions of Tender.

Tender Reference No: _____ Name of Tender / Work: -

_____ Dear Sir,

1. I/ We have downloaded / obtained the tender document(s) for the above mentioned 'Tender/Work' from the web site(s) namely:

_____ as per your advertisement, given in the above mentioned website(s).

2. I / We hereby certify that I / we have read the entire terms and conditions of the tender documents (including all documents like annexure(s), schedule(s), etc .), which form part of the contract agreement and I / we shall abide hereby by the terms / conditions / clauses contained therein.

3. The corrigendum(s) issued from time to time by your department/ organisations too have also been taken into consideration, while submitting this acceptance letter.

4. I / We hereby unconditionally accept the tender conditions of above mentioned tender document(s) / corrigendum(s) in its totality / entirety. 5.

I / We do hereby declare that our Firm has not been blacklisted/ debarred by any Govt. Department/Public sector undertaking/Govt. Autonomous organisations.

6. I / We certify that all information furnished by the our Firm is true & correct and in the event that the information is found to be incorrect/untrue or found violated, then your department/ organisation shall without giving any notice or reason therefore can summarily reject the bid or terminate the contract, without prejudice to any other rights or remedy including the forfeiture of the full said earnest money deposit absolutely.

Yours faithfully,

(Signature of the Bidder, with Official Seal)

Annexure-7

Warranty Declaration
{Submitted on Letterhead of bidder/supplier}

The warranty declaration states that “everything to be supplied by us hereunder shall be free from all defects and faults in material, workmanship and shall be of the highest quality and material of the type ordered, shall be in full conformity with the specification and shall be complete enough to carry out the experiments, as specified in the tender document.”

Sign of authorised person of bidder: - _____

Date: - _____

Name of the authorised Person of bidder:-__

Annexure-8
Undertaking
{Submitted on Letterhead of Original Equipment Manufacturer (OEM)}

An undertaking from the Original Equipment Manufacturer (OEM) is required and stating that they would facilitate the bidder on a regular basis with technology/product updates and extends support for the warranty as well.

Sign of authorized person (OEM):-

_____ Date: -

Name of the authorised Person (OEM):- ____