

**NOTICE INVITING TENDERS**  
**(NATIONAL COMPETITIVE BIDDING)**  
**SHIVAJI COLLEGE, UNIVERSITY OF DELHI**  
**RING ROAD, RAJA GARDEN**  
**NEW DELHI -110027**

Online bids are invited on single stage two bid system for Supply, Installation, Testing & Commissioning of Desktop Computers for the new academic block at the College campus. **MANUAL BIDS SHALL NOT BE ACCEPTED.**

2. **Document Download:** Tender documents may be downloaded from Shivaji College, University of Delhi web site - <http://www.shivajicollege.ac.in/tender.php> and CPPP site - <https://eprocure.gov.in/eprocure/app> as per the schedule as given in CRITICAL DATE SHEET as under.

**CRITICAL DATE SHEET**

<b>Published Date</b>	<b>As mentioned in CPP portal</b>
<b>Bid Document Download / Sale Start Date</b>	
<b>Pre-bid meeting Date</b>	
<b>Bid Submission Start Date</b>	
<b>Bid Submission End Date</b>	
<b>Bid Opening Date</b>	

**3. Bid Submission:**

**Bids shall be submitted online only at CPPP website: <https://eprocure.gov.in/eprocure/app>.**

Tenderer/Contractor are advised to follow “Instructions to Bidder for Online Bid Submission” provided in the Annexure “I” for online submission of bids.

Bid documents may be scanned with 100 dpi with black and white option which helps in reducing size of the scanned document.

4. Not more than one tender shall be submitted by one bidder or bidders having business relationship. Under no circumstances will father and his son(s) or other close relations who have business relationship with one another (i.e. when one or more partner(s)/director(s) are common) be allowed to tender for the same contract as separate competitor. A breach of this condition will render the tenders of both parties liable to

rejection. Not more than one tender shall be submitted by any licensee / trust or societies / trusts having kinship relationships.

5. Tenderer who has downloaded the tender from the Shivaji College, University of Delhi website <http://www.shivajicollege.ac.in/tender.php> and Central Public Procurement Portal (CPPP) website <https://eprocure.gov.in/eprocure/app>, <https://eprocure.gov.in/epublish/app>, **shall not tamper/modify the tender form including downloaded financial Bid template in any manner.** In case if the same is found to be tempered/ modified in any manner, tender will be completely rejected and EMD would be forfeited and tenderer is liable to be banned from doing business with Shivaji College.

6. Intending tenderers are **advised to visit again** Shivaji College website <http://www.shivajicollege.ac.in/> and **CPPP** website <https://eprocure.gov.in/eprocure/app> **regularly till closing date of submission** of tender for any corrigendum / addendum/ amendment.

7. Applicant/ bidder must provide non-refundable demand draft of Rs. 3,000/- (Rupees Three thousand only) with their application/downloaded tenders as the cost of tender forms/ documents in favour of **Principal, Shivaji College, payable at New Delhi,** issued by any Nationalized/ Scheduled Bank having validity for three months.

All applicable bank charges are to be borne by the applicant and the applicant shall have no claim what so ever on this account on Government. In case of re-tendering, the firms, which have submitted the Demand Draft (DD) in earlier calls will require to submit DD along with their tender/application in subsequent calls also. Tender not accompanied with the cost of tender documents is liable to be rejected. However, public sector undertaking / Govt undertaking firms are exempted from the payment towards cost of tender documents.

*Micro and Small enterprises (MSEs) Units registered with NSIC under their Single Point Registration Scheme for the goods/services at NSIC are exempted from furnishing the Tender fee. They should furnish with the Bid (offline) a Notarized copy of the valid registration certificate issued by NSIC in their favors, for the goods/services covered under this Tender document.*

***No other bidders are exempted from furnishing Bid Security/ EMD as mentioned.***

### **EMD Payment:**

**Earnest Money Deposit of Rs. 1,00,000** is to be deposited through Demand Draft in favour of Principal, Shivaji College, payable at New Delhi. Bidders are required to submit the details of EMD (bearing no interest) payment at the time of Bid Preparation.

8. The **Hard Copy of original instruments** in respect of cost of tender document, earnest money, Undertakings , affidavit, audited Balance Sheet and Income Tax return for last three years must be delivered to the **Principal, Shivaji College, Ring Road, Raja Garden, New Delhi – 110027** on or before bid opening date/time as mentioned

**in critical date sheet.** Tenderer shall likely to be liable for legal action for non-submission of original payment instrument like DD etc., against the submitted bid. The Demand Draft attached/submitted for tender fee shall be non-refundable.

9. The bidders should have the **MINIMUM TURNOVER TWO CRORE (from similar nature of receipts)** in each of the last three financial years. The certificate from Chartered Accountant along with relevant proof for supporting the same shall be submitted.

**OR**

The Bidder should have experience **AT LEAST TWO ORDER NOT LESS THAN AMOUNT OF ₹ 30 LACS AFTER 01.01.2016** each in the Government Departments/ Corporates/ Societies / institution. *(Certified copy of award letter downloaded from e-procurement site with customer satisfaction report for the same shall be submitted)*

**OR**

The Bidder should have experience **AT LEAST THREE YEARS OF SUPPLY OF SIMILAR ORDERS AFTER 01.01.2016** *(according to participation in tender)* in the Government Departments/ Corporates/ Societies / institution. *(Certified copy award letter with customer satisfaction report for the same shall be submitted)*

**AND**

Audited Balance Sheet and Income tax return for the last three years.

10. Bids will be opened as per date/time as mentioned in the **Tender Critical Date Sheet**. After online opening of Technical-Bid, the results of their qualification as well Financial-Bid opening will be intimated later.

11. The bidder at its discretion participates for all or any of items mentioned in technical specifications (**Annexure- II**). The Bidder shall install the Computer Desktop as per college authority directions.

12. The college with sufficient justification at its discretion to relax any of the condition/s mentioned in tender document and/or increase any criteria to short list the bidders during scrutiny of tender

13. The payment will be made (after keeping 10% as security) only after successful supply or/and installation of Computer Desktops subject to satisfactory report of committee.

14. **Security Amount (Performance Guarantee):** The College will retain 10% of bill amount for the period of six months from the date of supply of Computer Desktops.
15. The quantities mentioned in BOQ are expected quantities of Computer Desktops based on yearly demand. The college reserves the right to order the quantity as and when required or not to order any of items during the contract period.
16. **Penalty:** - In case of non-compliance of any terms & conditions of the agreement, the College reserves the right to impose penalty as deemed fit or/and forfeit security amount.
17. The **quoted amount** must be inclusive of basic price, installation charges, cartage, fitting charges, put-in charges, placement charges or any other charges/cost by whatever name called. *(GST will be extra as per applicable rate).*
18. **The bidder shall provide at least five years warranty of Computer Desktops supplied from date of installation from OEM and warranty status should be verified from OEM website.**
19. The bid will be valid for the one year from the date of award of contract. Bidder will not be allowed to change bid amount during the contract period under any circumstances
20. The College reserves the right to cancel the tender at any stage without assigning any reason thereof.

  
**PRINCIPAL**

## **SUBMISSION OF TENDER**

**The tender shall be submitted online in two part, viz., technical bid and financial bid.**

All the pages of tender being submitted must be signed and sequentially numbered by the bidder irrespective of nature of content of the documents before uploading.

The offers submitted by Telegram/Fax/email shall not be considered. No correspondence will be entertained in this matter.

### **TECHNICAL BID**

The following documents are to be furnished by the bidder along with **Technical Bid** as per the tender document:

- 1) Signed and Scanned Copy of Tender fee, EMD, GST certificate, PAN No. ISO Certificate etc.
- 2) Signed and Scanned Copy of Incorporation certificate shall be submitted. (partnership deed in case of partnership firm, Memorandum and Article of Association in case of limited company, ownership certificate in case of sole of proprietary firm and Power of Attorney in favour of authorized signatory in case the firm is not a proprietary firm, Registration certificate /Trade license certificate/ Enlistment certificate / Incorporation certificate in any Govt. deptt. / Statutory body / PSU).
- 3) Signed and scanned copy of supporting documents as mentioned at point 9 of Tender Document (Page No. 3).
- 4) Signed and scanned copy of Tender Acceptance Letter. (**Annexure -I**) and technical specifications (**Annexure –II**).
- 5) Signed and scanned copy of undertaking duly attested by Notary on a non-judicial stamp paper of value of Rs.100/- (Rupees One Hundred Only) regarding tender specific authorisation from original equipment manufacturer (OEM) in the favour of Shivaji College and all technical specifications to be followed for manufacture of Computer Desktops supply to the college.
- 6) Signed and scanned copy of affidavit duly attested by Notary on a non-judicial stamp paper of value of Rs.100/- (Rupees One Hundred Only) regarding five years warrantee period for the Computer Desktops to be supplied to the college.

**Note: -** *In case of non-submission of any of above mentioned documents, then the bid will be rejected at the initial stage.*

## **FINANCIAL BID**

- (a) Financial Bid undertaking
- (b) Schedule of price bid in the form of BOQ\_XXXX .xls

## **FINANCIAL BID UNDERTAKING**

From:  
(Full name and address of the Bidder)

To,  
The Principal  
Shivaji College, University of Delhi  
Ring Road, Raja Garden  
New Delhi -110027

Dear Sir/Madam,

1. I submit the Price Bid for Tender for Supply, Installation, Testing & Commissioning of Desktop Computers and related activities as envisaged in the Bid document.
2. I have thoroughly examined and understood all the terms and conditions as contained in the Bid document, and agree to abide by them.
3. I offer to work at the rates as indicated in the BOQ, inclusive of basic price, installation charges, cartage, fitting charges, put-in charges, placement charges or any other charges/cost by whatever name called.

Yours Faithfully,

Signature of authorized Representative:

### **Schedule of financial Bid in the form of BOQ XXXX .xls**

The below mentioned Financial Proposal/Commercial bid format is provided as BoQ\_XXXX.xls along with this tender document at <https://eprocure.gov.in/eprocure/app>. Bidders are advised to download this BoQ\_XXXX.xls as it is and quote their offer/rates in the permitted column and upload the same in the commercial bid. **Bidder shall not tamper/modify downloaded financial Bid template in any manner.** In case, the same is found to be tampered/modified in any manner, tender will be completely rejected and EMD would be forfeited and tenderer is liable to be banned from doing business with the college.

Sl. No.	Item Description	Quantity	Units
1	2	4	5
1	Computer Desktops - Details in Annexure -II		
1.01	Computer Desktops	90	Nos

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

**The Principal,  
Shivaji College, University of Delhi  
Raja Garden, Ring Road  
New Delhi - 110027**

**Sub: Acceptance in respect of Terms & Conditions of Tender Document of  
“Supply, Installation, Testing & Commissioning of Desktop Computers”**

**Ref: NIT NO- .....Dt. ....**

**Sir,**

- i. I/We have downloaded the tender document(s) for the above mentioned ‘Tender/Work’ from the web site <http://eprocure.gov.in/eprocure/app> .
- ii. I/We hereby certify that I/We have read all the terms and conditions of tender document (including all annexure(s), schedule(s), drawing(s), etc.), which shall form part of the contract and I/We shall abide hereby all terms & conditions contained therein.
- iii. The Corrigendum(s) issued from time to time by your department/ organization too has also been taken into consideration, while submitting this acceptance letter.
- iv. I/We hereby unconditionally accept all the terms and Conditions of above mentioned tender document and corrigendum(s) as applicable.
- v. In case, any provisions of this tender are found violated, then your department/ organization shall without prejudice to any other right or remedy be at liberty to reject my bid including the forfeiture of earnest money deposit.
- vi. I/We confirm that our bid shall be valid up to one year from the date of award latter.



- vii. I/We confirm that our bid as indicated in the BOQ is inclusive of basic price, installation charges, cartage, fitting charges, put-in charges, placement charges or any other charges/cost by whatever name called.
- viii. I/We hereby certify that all the statements made and information supplied in the enclosed Annexures and additional data etc. furnished herewith are true and correct.
- ix. I/We hereby certify that all technical specifications would be maintained during the contract period.
- x. I/We understand that you are not bound to accept the highest or any bid you may receive.
- xi. I/We understand that in case it is found that Computer Desktops do not fulfill any of technical specification(s) then the college will not be liable to pay for the same.
- xii. I/We certify that comply with the eligibility requirements are as per tender documents.
- xiii. I / We do hereby declare that our Firm does not any relative in your institution.
- xiv. I / We do hereby declare that our Firm has not been blacklisted/ debarred by any Govt. Department/Public sector undertaking and no criminal legal suit pending or contemplated against us

**Seal and Sign of Agency**

## **Annexure -II**

### **TECHNICAL SPECIFICATIONS**

<b>Computer Desktop</b>		
<b>Parameter</b>	<b>Description</b>	<b>Acceptable Make</b>
Type	Desktop	<b>Dell, HP, Lenovo</b>
Processor	Minimum Intel Core i7-, 8 <sup>th</sup> Gen or latest Generation, processor speed min 3.2 Ghz or better.	
Chipset	Intel® Q370 Chipset or better	
Memory	16GBx1 DDR4 upgradable up to 64 GB or above	
Graphics	Integrated Intel®Graphics	
HDD	1 TB or higher SATA HDD	
Keyboard & Mouse	Standard Keyboard and optical Mouse	
Display	Min 19.5" with 1600X900 resolution or better with min.1 VGA, 1 HDMI (or Bigger Screen Size)	
Operating System	factory Preloaded Windows 10 Professional	
Ports	1 RJ-45 & other ports as per model and must have extra atleast 2 USB ports on front panel of CPU.	
Certifications	EPEAT for the system, TCO for display	
Warranty	five years onsite warranty –NBD	
Power Supply	Max 180 W or better with power efficiency	

**Note: Bid Specific MAF form OEM is mandatory**