

Tender

for

**Purchase of Computers, Data
Projectors with Screen, Copier, and
Printer/Copier/Scanner (All-in-one)**

Date:25/02/2019

Porbandar



Dr. Virambhai Rajabhai Godhaniya

College of Arts, Commerce, Home Science and
Information Technology for Girls

Managed by Shri Maldevji Odedra Smarak Trust

M.G. Road, Opp. Khijdi Plot, Porbandar - 360575 (Gujarat) Ph. (0286) 2247709 Principal : 2246866

TENDER NOTICE

Tenders for supply of Computers, Data Projectors with Screen, Copier, and Printer/Copier/Scanner (All-in-one) are hereby invited from the vendors by Dr. Virambhai Rajabhai Godhaniya College of Arts, Commerce, Home Science and IT for Girls, Porbandar (for brevity herein after referred as "the College") through the e-tendering process using the website www.nprocure.com. The tender documents can be downloaded from the College Website:

<http://drvrginstitute.org/procurement.php>

The tenders have to be submitted as per Terms & Conditions mentioned at **Annexure-'A'**. Format of Technical Bid mentioned at **Annexure-'B'**, format of financial bid mentioned at **Annexure-'C'** and detailed specification, estimated quantity are mentioned at "Annexure - D".

The tender document containing "Technical bid" and "financial bid", complete in all respect should be uploaded on www.nprocure.com on or before 11/03/2019 which will be opened in the presence of the tenderers or their representatives who may like to be present at that time as per the schedule mentioned in the tender document.

Failure to furnish all information required as mentioned in the tender documents or submission of a proposal not substantially responsive to the tender documents in every respect will be at the vendor's risk and may result in rejection of the proposal and forfeiture of the bid. The tender fees shall not be refunded even if the bid is not submitted.

The vendors are required to get registered with www.nprocure.com. The vendor must have valid digital signature to submit the bid. The interested vendors fulfilling the terms & conditions should quote their minimum rates along with earnest money deposit as mentioned in the tender document.

Dr. Virambhai Rajabhai Godhaniya College of Arts, Commerce, Home Science and IT for Girls, Porbandar reserves the right to reject all or any of the tenders without assigning any reason thereof. The Tender which is conditional/ incomplete/ belated/ without earnest money, processing fees, tender fees will not be entertained.

The Principal

Dr. Virambhai Rajabhai Godhaniya
College of Arts, Commerce, Home
Science and IT for Girls, Porbandar



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TENDER DOCUMENT

1. No. **VRG/Tender/18-19/001** Date: 25/02/2019
2. Name and Address of the party Dr. Virambhai Rajabhai Godhaniya College of Arts,
Commerce, Home Science and IT for Girls,
Porbandar
Opp. Khijdi Plot, Porbandar
Gujarat - 360575
3. Tender Document for **Purchase of Computers, Data Projectors with
Screen, Copier, and Printer/Copier/Scanner
(All-in-one)**
4. Earnest money Rs. 57,000/-
5. Tender Fee Rs. 1,000/-
6. Security Deposit 5% of Accepted Tender Value.
7. Last date for submission of tender. 11/03/2019 at 16.00 Hours
8. Technical Bid to be opened on 12/03/2019 at 11.00 Hours
9. Financial Bid to be opened on 12/03/2019 at 12.00 Hours
10. Last date for submission of written Queries for clarifications 09/03/2019 13.00 Hours
11. Contact Person for queries Shree Bharatbhai Visana
Principal

Note:

All the Pre Bid Queries would be accepted in written form (and a copy through email also) only at below address:

The Principal, Dr. Virambhai Rajabhai Godhaniya
College of Arts, Commerce, Home Science and IT for
Girls, Opp. Khijdi Plot, Porbandar, Gujarat - 360575
e-Mail: bvisana@rediffmail.com



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ANNEXURE- 'A' - (TERMS AND CONDITIONS)

1	Tender documents should be downloaded from website http://drvrginstitute.org/procurement.php as per the dates mentioned in the Tender
2	The vendor should use the electronic mode of tendering using the website www.nprocure.com to submit his best possible quotes for the items given therein.
3	Late submission will not be entertained and will not be permitted by the e-Tendering System.
4	Last minute submission should be avoided. As such the college will not be responsible for any failures in submission of bids.
5	Incomplete or conditional bids will be summarily rejected.
6	The vendors are expected to examine all instructions, forms, terms and other information in the tender documents.
7	Tender shall be uploaded separately through the e-Tendering System under Two Bid System viz Technical bid & Financial bid, as per the prescribed formats only. Failure to comply with these requirements may result in the bid being rejected.
8	The tender fees shall not be refunded even if the bid is not submitted.
9	The tender should be uploaded by 11/03/2019 at 18.00 hours , along the scanned copy of Demand Drafts of EMD and Tender Fees. The tenders without the mentioned Demand Drafts will not be entertained.
10	The Technical Bid as per Annexure -B to be submitted physically in hard copy and the Financial bid as per and Annexure-C to be strictly uploaded to the e-tendering website mentioned.
11	If any vendor does not qualify in technical evaluation, the Commercial Proposal of the vendor shall not be opened.
12	The price should not be mentioned in the Technical bid in any form or manner. In case the prices are mentioned in the technical bid, the offer will be liable for rejection.
13	The technical bid and financial bid will be opened on same date.
14	The financial bid will be opened in respect of only those vendors whose documents are found in order and whose items qualify technically. The price comparisons in deciding lowest quotation for the complete value of all the items shall be made only over the rates quoted inclusive of all taxes and comprehensive on-site warranty support as required. The lowest evaluated valid quotation will be selected.



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15	Technical Documents to be scanned and uploaded to the e-tendering website.
16	The vendor shall submit Demand draft of a Scheduled bank in favour of The Principal, Dr. Virambhai Rajabhai Godhaniya College of Arts, Commerce, Home Science and IT for Girls, Porbandar for period of three months over and above Warranty period equal to 5% of the total cost of hardware. The college shall be at liberty to use the security deposit in case the vendor fails to provide warranty of supplied hardware during warranty period or any other defaults in the execution of the order.
17	The successful vendor shall supply the prescribed hardware within 8 days from the issue of supply letter/order.
18	The EMD of successful vendor will be converted into security till the complete supply is made and will be refunded without any interest. The EMD of unsuccessful vendors will be returned after completion of tender process.
19	The payment will be released after 30 days on installation of complete supply of material based on duly certified installation reports (from College Incharge of IT department) after installations are done.
20	If the tenders opening day happens to be holiday, the same will be accepted and opened on the next working day.
21	The make / brand of the quoted hardware must be mentioned.
22	The person signing the tender form (or any other document forming part of the contract) on behalf of another, shall be deemed to warranty that he has the authority to sign such documents and if, on inquiry it appears that the person so signing had no authority to do so, the purchaser, may without prejudice to other civil and criminal remedies against the contract, holds the signatory liable for all costs and damages and forfeiture of the earnest money.
23	The attempt on the part of the vendor, to negotiate directly or indirectly, with the authority to whom the tender is being submitted or with the tender accepting authority, before the finalization of tenders, will make vendor liable for exclusion from the consideration of his/her tender.
24	The college reserves the right to reject all or any tender without assigning any reason.
25	The approximate quantity to be purchased along with minimum hardware configuration/ specifications required have been mentioned at Annexure "D". However, the college reserves the right to modify the quantity as per requirements.
26	The warranty shall cover the following as minimum requirement: * If any parts needs to be replaced, then the same shall be done within 48 Hrs including data transfer and completion of complaints in totality. * In case of failure of operating System the same shall be reinstalled.



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27	Hard Copy of the Technical bid only along with the demand drafts mentioned at point 1 of the Annexure – B has to be submitted at the college before 11/03/2019 16.00 hours. No Hard Copy of Financial Bid is to be submitted. Financial bid has to be strictly uploaded on the www.nprocure.com . Any bid received with the Hard Copy of Financial Bid will be rejected.
28	<p>Penalty</p> <p>User of the Desktop, Printers, copier, all-in-one, Projector with screen and all other supplied peripherals may make a complaint about the Printers, copier, all-in-one, Projector with screen and all other supplied peripherals / accessories and software /service through letter, fax email, phone SMS or any other means as the user thinks fit or convenient to the service center of vendor. Vendor shall provide contact numbers/ e-mail IDs clearly on stickers to be displayed on the Printers, copier, all-in-one, Projector with screen and all other supplied peripherals and other peripherals. It is desirable that Vendor shall have local support centre.</p> <p>On receiving complaint the Vendor shall respond/ repair/ resolve or provide required services within 48 hours.</p> <p>Public holidays shall be excluded from above down time calculation</p> <p>Penalty shall be applicable if the call is not responded within 8 hours. If any parts need to be replaced, then the same shall be done within 24 hours including data transfer and completion of complaints in totality.</p> <p>In case Vendor fails to maintain the above standard of maintenance penalty shall be imposed upon Vendor 1% of the Value of the Printers, copier, all-in-one, Projector with screen or any other supplied peripherals per day after resolution period subject to a maximum of 10 % of total contract cost including taxes.</p> <p>In case the equipment is not repaired/ replaced within 48 hours the penalty shall be charged at 3 times as the penalty mentioned above.</p>
29	Any dispute, arising out of this contract will be under the jurisdiction of Courts in Porbandar.



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30	<p>SECURITY DEPOSIT</p> <p>* The vendor whose hardware is being supplied shall deposit an amount equivalent to 5% of the total value of their accepted tender as security deposit in the form of demand draft drawn on any Nationalized/Scheduled Bank in favor of The Principal, Dr. Virambhai Rajabhai Godhaniya College of Arts, Commerce, Home Science and IT for Girls, Porbandar , payable at Porbandar, within 10 days from the date of supply order. The Security deposit will be returned on successful supply and completion of the warranty period to the satisfaction of Dr. Virambhai Rajabhai Godhaniya College of Arts, Commerce, Home Science and IT for Girls, Porbandar. If, the vendor fails to supply the goods as per the Purchase Order within the defined time - frame, the E.M.D furnished/Security Deposit shall be forfeited and the order will be cancelled. Agreement will be signed only on fulfillment of the above conditions by the vendor. However, Dr. Virambhai Rajabhai Godhaniya College of Arts, Commerce, Home Science and IT for Girls, Porbandar, may at its discretion, sign the agreement even in the absence of the vendor providing the Security Deposit but in such a case, 5% of the amount payable to the vendor shall be deducted and withheld from the payment(s) due to the vendor until such time as the vendor provides the Security Deposit.</p> <p>* If the successful vendor fails to sign the contract or after signing the contract fails to perform any contractual obligations, his EMD / Security Deposit mentioned above will be forfeited in favor of The Principal, Dr. Virambhai Rajabhai Godhaniya College of Arts, Commerce, Home Science and IT for Girls, Porbandar and order shall be treated as cancelled. Further, Dr. Virambhai Rajabhai Godhaniya College of Arts, Commerce, Home Science and IT for Girls, Porbandar, reserves the right to cancel the contract or take any such action as it deems fit.</p> <p>* Failure to supply as per schedule will be construed as failure to perform contractual obligation and the action as contemplated above will be initiated.</p>
31	<p>Exemption for Micro and Small Enterprises:</p> <p>Micro and Small enterprise which are manufacturer of tender item may get an exempted from payment of Tender fee and EMD. If the tenderer is manufacturer in State of Gujarat and has obtained registration as manufacturer under category of small or micro enterprise under Part-II of M.S.M.E. and registered under CSPO/NSIC/DGSND then subject to production of the registration certificates, the tenderer is exempted from payment of tender fee and EMD.</p>



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SCOPE OF WORK

- 1. Supply of Computers, Data Projectors with Screen, Copier, and Printer/Copier/Scanner (All-in-one):** The vendor has to supply the Computers, Data Projectors with Screen, Copier, and Printer/Copier/Scanner at Dr. Virambhai Rajabhai Godhaniya College of Arts, Commerce, Home Science and IT for Girls, Opp. Khijdi Plot, Porbandar, Gujarat - 360575 after finalizing the tender.
- 2. Installation of Computers, Data Projectors with Screen, Copier, and Printer/Copier/Scanner (All-in-one):** The vendor has to deliver the Computers, Data Projectors with Screen, Copier, and Printer/Copier/Scanner (All-in-one) as per the locations provided by the college after finalizing the tender and ensure installation of the same along with related drivers.
- 3. Ensure working condition:** The vendor must ensure that all the Computers, Data Projectors with Screen, Copier, and Printer/Copier/Scanner (All-in-one) provided must be in working condition at all times.
- 4. Maintenance of Computers, Data Projectors with Screen, Copier, and Printer/Copier/Scanner (All-in-one):** The vendor has to maintain all the Computers, Data Projectors with Screen, Copier, and Printer/Copier/Scanner (All-in-one) supplied. Requisite technical support engineers have to be stationed in Porbandar to meet the required uptime. All calls for faults and repairs of the Printers have to be attended and resolved immediately as per uptime requirements mentioned at clause 28 (Annexure-A) of this document.
- 5. Replacement of Parts :** The vendor has to ensure rectification of the faulty Computers, Data Projectors with Screen, Copier, and Printer/Copier/Scanner (All-in-one) and other peripherals or providing replacement for the same as per uptime requirements mentioned at clause 28 (Annexure-A) of this document.
- 6. Warranty :** The successful vendor shall extend onsite warranty for the peripherals as mentioned at "Annexure -D".



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ANNEXURE 'B' (TECHNICAL BID FORMAT)

The technical bid should contain the following documents which must be attached with the technical bid:-

1. The vendor should submit the tender payments in the e-Payment mode towards Cost of the Tender Document, EMD & Tender Processing Fee: To be paid through Demand Drafts in favour of The Principal, Dr. Virambhai Rajabhai Godhaniya College of Arts, Commerce, Home Science and IT for Girls, Porbandar payable at Porbandar and upload the scanned copy of the Demand Drafts along with the bid. The following amount have to be paid:
 - a. Rs. 57,000/- (Rupees Fifty Seven Thousand only) towards Earnest Money Deposit (EMD).
 - b. Rs. 1000/- (Rupees One Thousand only) towards Cost of tender processing fee.

All the Demand Drafts towards the same has to be scanned and uploaded to the e-tendering website within the period of tender application submission. All the Demand Drafts along with the Hard Copy of the Technical Bid Only (Hard copy of the Financial Bid is not to be submitted. Financial bid to be uploaded only to the website mentioned) shall be placed in single envelope superscripted as "Technical Bid towards Tender No. **VRG/Tender/18-19/001** for Purchase of Computers, Data Projectors with Screen, Copier, and Printer/Copier/Scanner (All-in-one)" and the due date of opening of the bid mentioned and to be deposited in the office of the Principal, Dr. Virambhai Rajabhai Godhaniya College of Arts, Commerce, Home Science and IT for Girls, Porbandar on or before the tender submission date.

2. The person signing the tender shall be deemed that he has the authority to sign the tender on behalf of the said company. Letter of Authority to be attached.



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3. Proof of Income Tax (Past 3 year's IT return – all pages with computation of Total Income), (Self attested copies to be attached.)
4. The product profile of the company along with last 3 years' turnover, not less than Rs. 20 Lacs per year. Audited/CA Certified Balance Sheet and Profit and Loss account (amount in Rupees) for last three years should be submitted.
5. The vendor shall be Original Equipment Manufacturer (OEM) of Desktop computers and peripherals or the Authorised System Integrator/ Partners / Dealer of OEM. In case the vendor is offering Desktop computers and peripherals from more than one OEM, he shall be authorised System Integrator/Channel Partner/Dealer for the Desktop computers and peripherals offered by him. Proof of the above shall be submitted in the form of authorization of dealership/SI/Partnership issued by the respective OEM.
6. The vendor should have a local presence, fully functional service/ support centre in Porbandar with minimum three qualified support staff to provide quality service support. Undertaking mentioning office address and No of Employees with qualification to be enclosed.
7. Vendors should have executed at least one order towards supply of Hardware of value of Rs. 10 Lac or above in the last 3 years. The company has to provide proof of satisfactory completion and Purchase Order.
8. The company/firm should be in existence and should have been in operation for a period of at least 3 years. The company/firm has to produce Certificate of Incorporation/Registration with Shops and Establishments/ Sales Tax Registration for the last 3 Years.
9. PAN No. of the company/firm, GST TIN No.: Self attested copies to be attached.
10. The bidder should not have any of their contracts terminated or blacklisted in the last three years by any State or Central Government / PSU/ BFSI/ Private Sector. (Affidavit duly notarized to be submitted).



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ANNEXURE-'C'- (FINANCIAL BID FORMAT)

QUOTATIONS FOR PURCHASE OF COMPUTER HARDWARE AND OTHER PERIPHERALS

S.No.	Item	Make/Brand (Mandatorily)	Qty	Rates per unit inclusive of all taxes	Amount
1	Desktop Computers Onsite Warranty:3 years	DELL/HP/LENO VO/IBM	33		
2.	Data Projectors Onsite Warranty:3 years	EPSON/BENQ	14		
2A.	Data Projectors Screen	Not Applicable	14		
3.	Copier Onsite Warranty:3 years	HP/CANNON/S AMSUNG	1		
4	Printer/Copier/Scanner (All-in-one): Onsite Warranty:3 years	HP/CANNON/SA MSUNG	5		
				Total amount (Rs):	

Total amount in words (Rs):

Financial Terms and Conditions:

1	The vendors must use only the format provided in the e-tender website for submitting the financials. Any other formats/ forms will not be accepted and such tenders will be rejected.
2	The vendor must provide the Commercial Proposal strictly in e-tender mode only. <u>Hardcopies of the Commercial proposals are not to be submitted.</u>
3	The rates should be quoted in figures as well as in words, on the form attached at Annexure-'C' and duly signed and stamped by the authorized person.
4	Rates mentioned above are inclusive of all taxes, F.O.R. destination and installation charges and all other charges. No charges of whatsoever nature would be paid additional to the cost mentioned above.
5	The College reserves the right to alter the quantity of the computers and peripherals.



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ANNEXURE-'D' - (SPECIFICATIONS AND CONFIGURATIONS)

SN	Item	Specification/ Configuration	Approx. Quantity
1	Desktop Computers	PROCESSOR: Intel Core i3 8 th Generation 3.9 GH Processor CHIPSET: B 360 RAM: 4GB DDR4 HDD: 1 TB KEY BOARD +MOUSE: Wired WI-FI: YES GRAPHICS: Integrated DISPLAY: 19.5" LED WARRANTY 3 Year Onsite Warranty	33
2	Data Projectors with Screen	Projector: Projection System: 3 LCD Technology Light Output: 3300 Lumen. Resolution: XGA, 1024 x 768, 4:3 Interfaces: USB 2.0 Type A, USB 2.0 Type B, VGA in, HDMI in, Composite in, Cinch audio in WARRANTY 3 Year Onsite Warranty Projector Screen: 5 x 7feet Spring Action	14
3	Copier	Copier Size: A3 size Copier Speed: Min. 21 ppm Printer type: Laser Function: Print, Scan and Copy with Network and Duplex. Control Panel: 4 line LCD. Duplex ADF Scanning: Yes WARRANTY 3 Year Onsite Warranty	1
4	Printer/Copier/Scanner (All-in-one)	Laser All-in-one Printer with Network and Duplex WARRANTY 3 Year Onsite Warranty	5