



INVITATION LETTER

Package Code: TEQIP-III/2019/JK/gcej/193

Current Date: 30-May-2019

Package Name: TEQIP-III/JK/GCEJ/Desktop Computers

Method: Shopping Goods

To,

Sub: INVITATION LETTER FOR TEQIP-III/JK/GCEJ/Desktop Computers

Dear Sir,

1. You are invited to submit your most competitive quotation for the following goods with item wise detailed specifications given at Annexure I,

Sr. No	Item Name	Specifications	Quantity	Place of Delivery	Installation Requirement (if any)
1	Desktop i5 Windows	(For detailed specifications refer Annexure-I)	100	GCET, CHAK BHALWAL, JAMMU-181122 (J&K)	YES

2. Government of India has received a credit from the International Development Association (IDA) towards the cost of the **Technical Education Quality Improvement Programme [TEQIP]-Phase III** Project and intends to apply part of the proceeds of this credit to eligible payments under the contract for which this invitation for quotations is issued.

3. **Quotation**

- 3.1 The contract shall be for the full quantity as described above.
- 3.2 Corrections, if any, shall be made by crossing out, initialling, dating and re writing.
- 3.3 All duties and other levies payable by the supplier under the contract shall be included in the unit Price.
- 3.4 Applicable taxes shall be quoted separately for all items.
- 3.5 The prices quoted by the bidder shall be fixed for the duration of the contract and shall not be subject to adjustment on any account.
- 3.6 The Prices should be quoted in Indian Rupees only.



4. Each bidder shall submit only one quotation.
5. Quotation shall remain valid for a period not less than **55** days after the last date of quotation submission.
6. Evaluation of Quotations: The Purchaser will evaluate and compare the quotations determined to be Substantially responsive i.e. which
 - 6.1 are properly signed; and
 - 6.2 Confirm to the terms and conditions, and specifications.
7. The Quotations would be evaluated for all items together.
8. Award of contract The Purchaser will award the contract to the bidder whose quotation has been determined to be substantially responsive and who has offered the lowest evaluated quotation price.
 - 8.1 Notwithstanding the above, the Purchaser reserves the right to accept or reject any quotations and to cancel the bidding process and reject all quotations at any time prior to the award of Contract.
 - 8.2 The bidder whose bid is accepted will be notified of the award of contract by the Purchaser prior to expiration of the quotation validity period. The terms of the accepted offer shall be Incorporated in the purchase order.
9. Payment shall be made in Indian Rupees as follows:

Supply, Installation and Inspection - 100% of total cost
10. **Other Terms and Conditions are mentioned in the detailed Tender Document.**
11. Training Clause (if any) **YES**
12. Testing/Installation Clause (if any) **YES**
13. Information brochures/ Product catalogue, if any must be accompanied with the quotation clearly indicating the model quoted for.
14. Sealed quotation to be submitted/ delivered at the address mentioned below, **Government College of Engineering and Technology, Chak Bhalwal, Jammu**
15. We look forward to receiving your quotation and thank you for your interest in this project.



Handwritten Signature
PRINCIPAL
Jovt. College of Engg. & Tech
Jammu.

**Tender Document
for
Supply of Desktop at GCET Jammu**

Tender Enquiry No: TEQIP-III/2019/JK/gcej/193

Dated: 30-05-2019

**Govt. College of Engineering & Technology,
ChakBhalwal, Jammu - 181 122 J&K, India
Email: gcet_jammu1994@rediffmail.com**

Notice Inviting Quotation (under Shopping)

Sub: Notice Inviting Tender for Procurement of Desktop

Govt. College of Engineering & Technology, Jammu invites tenders from reputed Manufacturers/ Authorized Dealers /Bidder for procurement of Desktop at GCET Jammu located at ChakBhalwal, Jammu, J& K

All interested vendors are requested to send their bid for supply of the above item as per detailed technical specification given and price bid as per the Price Bid format. The Important information related to tender are as follows:

1. TENDER SCHEDULE

Date of Issue/Publishing	30/05/2019
Document Download/ Start Date	30/05/2019
Document Download/Sale End Date	28/06/2019
Last Date and Time for receipt of queries	28/06/2019
Date and Time of Opening of Technical Bids	will be informed later
Date of Opening of Commercial Bids	01/07/2019
Performance Security	10% of the order value
Warranty	5 Years
No. of Covers (1/2/3/4)	02
Bid Validity days	55 days (From last date of opening of tender)
Address for Communication	TEQIP Coordinator, Govt. College of Engineering & Technology, Jammu-18112
Email	po.teqipgcet@gmail.com



2. Instructions to Bidders

2.1 Bid Preparation

- a) Bidder should take into account any corrigendum published on the tender document before submitting their bids.
- b) Please go through the tender advertisement and the tender document carefully to understand the documents required to be submitted as part of the bid.
- c) Please note the number of covers in which the bid documents have to be submitted, the number of documents - including the names and content of each of the document that need to be sub-mitted. Any deviations from these may lead to rejection of the bid.

2.2 Bid Submissions:

1. Hard copy / Supporting documents

Hard copy of following supporting documents forming part of Techno-Commercial bids shall be submitted offline (i.e. physically) in separate sealed envelope bearing on the top the reference of the Tender specification to "Principal, GCET Jammu- 181122 on or before the due date & time of submission as per NIT.

These envelope(s) shall not contain anything else. This part of bid should not contain any "Price information".

- i) All Documents establishing conformity to the Eligibility Criteria.
- ii) ECS Form.
- iii) Copy of PAN.
- iv) Details of Past Experience.
- v) Bid Performa.

2.3 Assistance to Bidders

Any queries relating to the tender document and the terms and conditions contained therein should be addressed to the Tender Inviting Authority for a tender or the relevant contact person indicated in the tender.

3. Invitation for Tender Offers for Procurement of Desktop

Govt. College of Engineering & Technology, Jammu invites Bids (Technical bid and Commercial bid) from eligible and experienced OEM (Original Equipment Manufacturer) OR OEM Authorized Dealer for Procurement of Desktop Computers.



3.1. TECHNICAL SPECIFICATION:

The detailed technical specifications for Procurement of Desktop Computer is given below.

Item	Specifications
Processor Make	Intel
Processor Generation	8 th
Processor Name	Intel Core i5-8500 or higher (6 Cores/clock. freq. upto 4.1 GHz or more)
Chipset	Q 370
Graphics Type	Integrated
Graphics	Intel HD and 2 GB Nvidia Graphic Card
Operating System (Pre-loaded)	Win 10 Pro
Hard Disk Drive	1 TB
RAM Type	DDR4
RAM Speed	2666 MHz or higher
RAM Size	8 GB
RAM expandability	64 GB
Network Connectivity	10/100/1000
Wireless Connectivity	Wireless and Bluetooth
Expansion Slots PCIe (x1/x4/x16)	Minimum 4 or higher
Monitor Size	19.5"
Monitor Resolution	1600 x 900
Monitor Certification	TCO
Keyboard	Standard
Mouse	Optical
Internal Speakers	Yes
Power Supply	250 W or higher
Energy Star for the given Model	Yes
ROHS Compliance	Yes
Cabinet	Mini Tower
Cabinet Volume	Not more than 17 litre
Chassis	Tool Less Chassis with Chassis Intrusion Switch
Warranty	i) 5 years onsite warranty with next business day support services; Department will keep the faulty HDD for data security; ii) OEM Ink Sign MAF required; OEM should be out of Top 3 IDC brand from last 2 quarter; iii) Trusted Platform 2.0 enabled, TCO, ROHS, ENERGY STAR certificate required.



4. TERMS & CONDITIONS

- 4.1 Due date:** The tender has to be submitted offline (physically) on or before the due date. The offers received after the due date and time will not be considered.
- 4.2 Preparation of Bids:** The offer/bid should be submitted in two bid systems (i.e.) Technical bid and financial bid. The technical bid should consist of all technical details along with commercial terms and conditions. Financial bid should indicate item wise price for the items mentioned in the technical bid. Financial Bids to be submitted in PDF format.
- 4.3 Opening of the tender:** The technical bid will be opened by a committee duly constituted for this purpose. Only one representative will be allowed to participate in the tender opening. The technical bid will be opened first and it will be examined by a technical committee (as per specification and requirement). The financial offer/bid will be opened only for the offer/bid which technically meets all requirements as per the specification, and will be opened subsequently for further evaluation.
- 4.4 Acceptance/ Rejection of bids:** The Institute reserves the right to reject any bid not fulfilling the eligibility criteria.
- 4.5 Eligibility Criteria:**
- (i) Tenderer should be the manufacturer / authorized dealer. Letter of Authorization from original equipment manufacturer (OEM) specific to the tender should be enclosed.
 - (ii) An undertaking from the OEM is required stating that they would facilitate the tenderer on a regular basis with technology/product updates and extend support for the warranty as well. (Ref. Annexure-II)
 - (iii) OEM should be Nationally/Internationally reputed Company.
 - (iv) Non-compliance of tender terms, non-submission of required documents, lack of clarity of the specifications, contradiction between tenderer specification and supporting documents etc. may lead to rejection of the bid.
 - (v) In the tender, either the Indian agent on behalf of the Principal/OEM or Principal/OEM itself can bid but both cannot bid simultaneously for the same item/product in the same tender.
 - (vi) If an agent submits bid on behalf of the Principal/OEM, the same agent shall not submit a bid on behalf of another Principal/OEM in the same tender for the same item/product.
- 4.6 Performance Security:** The supplier shall require to submit the performance security in the form of irrevocable bank guarantee issued by any Nationalized /Commercial bank for an amount which is stated at the “Schedule” of the tender document within 15 days from the date of receipt of the purchase order/LC and should be kept valid for a period of 60 days beyond the date of completion of warranty period.



4.7 Delivery and Documents:

Delivery of the goods should be made within a maximum of 06 to 08 weeks from the date of placement of purchase order.

- (i) 2 Copies of the Supplier invoice showing contract number, goods' description, quantity, unit price, total amount;
- (ii) Manufacturer's/Supplier's warranty certificate;
- (iii) Inspection Certificate issued by the nominated inspection agency, if any
- (iv) Supplier's factory inspection report; and

4.8 Liquidated Damages (L.D):

If a supplier fails to execute the order in time as per the terms and conditions stipulated therein, it will be open to the purchaser to recover liquidated damages for delay in delivery and installation from the supplier at the rate 0.5% of the value of the order per week subject to a maximum of 10% of the total order value. The L.D charges can be increased in case of gross violation of the Purchase Order terms as decided by the Principal of the Institute.

4.9 Prices: The price should be quoted in net per unit (after breakup) and must include all packing and delivery charges. The offer/bid should be exclusive of taxes and duties, which will be paid by the purchaser as applicable. However, the percentage of taxes & duties shall be clearly indicated.

4.10 Applicable Law: The place of jurisdiction would be Jammu (J&K)

4.11 Transfer and Subletting: The supplier shall not sublet, transfer, assign or otherwise part with the acceptance to the tender or any part thereof, either directly or indirectly, without the prior written permission of the Purchaser.

4.12 Installation & Demonstration

The supplier is required to do the installation and demonstration of the equipment within two weeks of the arrival of materials at GCET Jammu, site of installation, otherwise the penalty clause will be the same as per the supply of materials.

In case of any damage to equipment and supplies during the carriage of supplies from the origin of equipment to the installation site, the supplier has to replace it with new equipment/supplies immediately at his own risk. Supplier will settle his claim with the insurance company as per his convenience. GCET Jammu will not be liable to any type of losses in any form.



4.13 Warranty:

(i) Warranty period shall be (as stated at "Schedule "of this tender) from date of installation of Goods and acceptance at GCET Jammu. The Supplier shall, in addition, comply with the performance and/or consumption guarantees specified under the contract. If for reasons attributable to the Supplier, these guarantees are not attained in whole or in part, the Supplier shall at its discretion make such changes, modifications, and/or additions to the Goods or any part thereof as may be necessary in order to attain the contractual guarantees specified in the Contract at its own cost and expense and to carry out further performance tests. The warranty should be comprehensive on site.

(ii)The Purchaser shall promptly notify the Supplier in writing of any claims arising under this warranty. Upon receipt of such notice, the Supplier shall arrange to repair or replace the defective goods or parts free of cost in GCET Jammu. The Supplier shall take over the replaced parts/goods at the time of their replacement. No claim whatsoever shall lie on the Purchaser for the replaced parts/goods thereafter.

(iii) The warranty period should be clearly mentioned. The comprehensive warranty will commence from the date of the satisfactory installation/commissioning of the equipment against the defect of any manufacturing, workmanship and poor quality of the components.

4.14 Taxes

Suppliers shall be entirely responsible for all taxes, duties, license fees, octroi, road permits, etc., incurred until delivery of the contracted Goods to the Purchaser. However, GST in respect of the transaction between the Purchaser and the Supplier shall be payable extra, if so stipulated in the order.

4.15 Payment:

For Indigenous supplies, 100% payment shall be made by the Purchaser against delivery, inspection, successful installation, commissioning and acceptance of the equipment at GCET Jammu in good condition and to the entire satisfaction of the Purchaser and on production of unconditional performance bank guarantee.

4.16 User list: Brochure detailing technical specifications and performance, list of industrial and educational establishments where the items enquired have been supplied must be provided. (Ref. Annexure-III)

4.17 Training of Personnel: The supplier shall be required to undertake to provide the technical training to the personnel involved in the use of the equipment at the Institute premises, immediately after completing the installation of the equipment.

4.18 Compliance certificate: This certificate must be provided indicating conformity to the technical specifications. (Annexure-I)



4.19 Comparison of Bids

1. Only the short-listed bids from the technical evaluation shall be considered for commercial comparison.
2. For comparison of prices, the prices quoted by the bidder for all the items taken together, as per Price Bid shall be considered.
3. The bids shall be evaluated on the basis of the total prices including all taxes and duties.

4.20 Award of Contract

GCET Jammu shall award the contract to the eligible bidder whose technical bid has been accepted and determined as the lowest evaluated commercial bid based on the Grand Total calculated of all items + taxes etc. of the Price Bids. However, GCET Jammu reserves the right and has sole discretion to reject the lowest evaluated bid.

If more than one bidder happens to quote the same lowest price, GCET Jammu reserves the right to decide the criteria and further process for awarding the contract, decision of GCET Jammu shall be final for awarding the contract.



ANNEXURE-I

COMPLIANCE SHEET

Item	Specifications	Compliance (Yes / No)
Processor Make	Intel	
Processor Generation	8 th	
Processor Name	Intel Core i5-8500 or higher (6 Cores/clock. freq. upto 4.1 GHz or more)	
Chipset	Q 370	
Graphics Type	Integrated	
Graphics	Intel HD and 2 GB Nvidia Graphic Card	
Operating System (Pre-loaded)	Win 10 Pro	
Hard Disk Drive	1 TB	
RAM Type	DDR4	
RAM Speed	2666 MHz or higher	
RAM Size	8 GB	
RAM expandability	64 GB	
Network Connectivity	10/100/1000	
Wireless Connectivity	Wireless and Bluetooth	
Expansion Slots PCIe (x1/x4/x16)	Minimum 4 or higher	
Monitor Size	19.5"	
Monitor Resolution	1600 x 900	
Monitor Certification	TCO	
Keyboard	Standard	
Mouse	Optical	
Internal Speakers	Yes	
Power Supply	250 W or higher	
Energy Star for the given Model	Yes	
ROHS Compliance	Yes	
Cabinet	Mini Tower	
Cabinet Volume	Not more than 17 litre	
Chassis	Tool Less Chassis with Chassis Intrusion Switch	
Warranty	i) 5 years onsite warranty with next business day support services; Department will keep the faulty HDD for data security; ii) OEM Ink Sign MAF required; OEM should be out of Top 3 IDC brand from last 2 quarter; iii) Trusted Platform 2.0 enabled, TCO, ROHS, ENERGY STAR certificate required.	



**<< Organization Letter Head >>
DECLARATION SHEET**

We, _____ hereby certify that all the information and data furnished by our organization with regard to these tender specifications are true and complete to the best of our knowledge. I have gone through the specifications, conditions and stipulations in details and agree to comply with the requirements and intent of specification.

This is certified that our organization has been authorized (Copy attached) by the OEM to participate in Tender. We further certify that our organization meets all the conditions of eligibility criteria laid down in this tender document. Moreover, OEM has agreed to support on regular basis with technology / product updates and extend support for the warranty.

We, further specifically certify that our organization has not been Black Listed/De Listed or put to any Holiday by any Institutional Agency/ Govt. Department/ Public Sector Undertaking in the last three years.

The prices quoted in the financial bids are subsidized due to academic discount given to GCET Jammu.

**NAME & ADDRESS OF
THE Vendor/ Manufacturer / Agent**

Phone

Fax

E-mail

Contact Person Name

Mobile Number

GSTIN Number

PAN Number

(Signature of the Tenderer)

Name:

Seal of the Company



ANNEXURE-III

LIST OF GOVT. ORGANIZATION/DEPARTMENT.

List of Government Organizations for whom the Tenderer has undertaken such work during last three years (must be supported with work orders)		
Name of the organization No.	Name of Contact Person	Contact

Name of application specialist / Service Engineer who have the technical competency to handle and support the quoted product during the warranty period.		
Name of the organization No.	Name of Contact Person	Contact

Signature of Tenderer

Name: _____

Designation: _____

Organization Name: _____

Contact No.: _____



ANNEXURE-IV

FORMAT FOR PERFORMANCE BANK GUARANTEE

(To be typed on Non-judicial stamp paper of the value of Indian Rupees of One Hundred) (To Be Established Through any of the National Banks (Whether Situated at Jammu or Outstation) with a Clause to Enforce the same on their Local Branch at Jammu or any Scheduled Bank (other than Nationalised Bank) situated at Jammu. Bonds Issued by Co-Operative Banks are not accepted.)

To,

**Principal,
Govt. College of Engineering & Technology,
ChakBhalwal, Jammu-181 122
India**

LETTER OF GUARANTEE

WHEREAS Government College of Engineering & Technology, Jammu (Buyer) have invited Tenders vide Tender No. dt..... for purchase of and whereas the said tender document requires that any eligible successful tenderer (seller) wishing to supply the equipment /machinery etc. in response thereto shall establish an irrevocable Performance Guarantee Bond in favor of “Principal, Government College of Engineering & Technology, Jammu” in the form of Bank Guarantee for Rs and valid till five years from the date of issue of Performance Bank Guarantee may be submitted within 21 (Twenty-One) days from the date of acceptance as a successful tenderer.

NOW THIS BANK HEREBY GUARANTEES that in the event of the said tenderer (seller) failing to abide by any of the conditions referred in tender document / purchase order / performance of the equipment / machinery, etc. this bank shall pay to Government College of Engineering & Technology, Jammu on demand and without protest or demur Rs (Rupees.....).

This bank further agrees that the decision of Government College of Engineering & Technology, Jammu (Buyer) as to whether the said Tenderer (Seller) has committed a breach of any of the conditions referred in tender document / purchase order shall be final and binding.

We, (name of the bank & branch) hereby further agree that the guarantee herein contained shall not be affected by any change in the constitution

of the Tenderer (Seller) and/ or Government College of Engineering & Technology, Jammu (Buyer).

Notwithstanding anything contained herein:

- Our liability under this Bank Guarantee shall not exceed Rs. **(Indian Rupees only).**
1.
This Bank Guarantee shall be valid up
 2. to(date) and
 3. We are liable to pay the guaranteed amount or any part thereof under this bank guarantee only and only if Institute serve upon us a written claim or demand on or before(date).

This Bank further agrees that the claims if any, against this Bank Guarantee shall be enforceable at our branch office at situated at (Address of local branch).

Yours truly,

Signature and seal of the guarantor:

Name of Bank:

Address:

Date:

Instruction to Bank: Bank should note that on expiry of Guarantee Period, the Original Guarantee will not be returned to the Bank. Bank is requested to take appropriate necessary action on or after expiry of bond period.



MANDATE FORM FOR ELECTRONIC FUND TRANSFER/RTGS TRANSFER

Date: / /

The Principal,
Govt. College of Engineering & Technology,
Jammu.

Sub: Authorization for release of payment / dues from Indian Institute of Technology Jammu through Electronic Fund Transfer/RTGS Transfer.

1. **Name of the Party/Firm/Company/Institute:**
2. **Address of the Party:**
City _____
Pin Code _____
E-Mail ID _____
Mob No: _____
Permanent Account Number _____

3. **Particulars of Bank**

Bank Name	Branch Name	
Branch Place	Branch City	
PIN Code	Branch Code	
MICR No (9 Digit number appearing on the MICR Bank of the Cheque supplied by the Bank, Please attach a Xerox copy of a cheque of your bank for ensuring accuracy of the bank name , branch name and code number)		
IFS Code:(11 digit alphanumeric code)		
Account Type	Savings	Current
		Cash Credit

**Account
Number:**

DECLARATION

I hereby declare that the particulars given above are correct and complete. If any transaction delayed and not effected for reasons of incomplete or incorrect information I shall not hold Principal, Government College of Engineering & Technology, Jammu responsible. I also undertake to advise any change in the particulars of my account to

facilitate updating of records for purpose of credit of amount through NEFT/RTGS Transfer. Place: _____ Date: _____

Signature & Seal of the Authorized Signatory of the Party

Certified that particulars furnished above are correct as per our records

Bankers Stamp:

Date: _____

Signature of the Authorized Official from the Bank

N.B: Please fill in the information in CAPITAL LETTERS, computer typed; please TICK wherever it is applicable.



ANNEXURE- VI

MANUFACTURERS' AUTHORIZATION FORM

[The Tenderer shall require the Manufacturer to fill in this Form in accordance with the instructions indicated. This letter of authorization should be on the letterhead of the Manufacturer and should be signed by a person with the proper authority to sign documents that are binding on the Manufacturer. Date: [insert date (as day, month and year) of Bid Submission]

Tender No.: [insert number from Invitation for Bids]

To: [insert complete name and address of Purchaser]

WHEREAS

We [insert complete name of Manufacturer], who are official manufacturers of [insert type of goods manufactured], having factories at [insert full address of Manufacturer's factories], do hereby authorize [insert complete name of Tenderer] to submit a bid the purpose of which is to provide the following Goods, manufactured by us [insert name and or brief description of the Goods], and to subsequently negotiate and sign the Contract.

We hereby extend our full guarantee and warranty as mentioned in the terms and conditions of the tender document, with respect to the Goods offered by the above firm.

Signed: [insert signature(s) of authorized representative(s) of the Manufacturer]

Name: [insert complete name(s) of authorized representative(s) of the Manufacturer]

Title: [insert title]

Duly authorized to sign this Authorization on behalf of: [insert complete name of Tenderer]

Dated on _____ day of _____, _____ [insert date of signing]



BID SUBMISSION

The bids (complete in all respect) must be sent in two Envelops as explained below:

Envelope – 1 (Following documents to be provided)

Sl. No.	Documents	Content
1.	Technical Bid	Compliance Sheet as per Annexure – I
2.		Organization Declaration Sheet as per Annexure – II
3.		List of organizations/ clients where the same products have been supplied (in last two years) along with their contact number(s). (Annexure-III)
4.		Mandate Form for Electronic Fund Transfer/RTGS Transfer (Annexure-V)
5.		Manufacturers' authorization form (Annexure VI)
6.		Technical supporting documents in support of all claims made at Annexure-I
Envelope – 2		
Sl. No.	Documents	Content
1.	Financial Bid	Price bid



PRICE BID
(For Indigenous suppliers on Company's Letter Head)

Reference/Tender No.: -

Date: / /

S.NO	Item	Description	Qty	Unit Price	Discount %	Ex-cise/ Cus- tom Duty %	CST/VAT	Octroi %	Other charges if any please specify details	Total Price
1	Desktop with Key-board & Mouse									
2	Monitor									
Grand Total										

1. Delivery Mode: - Delivery at Institute, at site only.
2. Total price bids in the above column should be inclusive of all taxes and levies transport, loading, unloading etc. Delivery Period:daysValidity of the bid 90 days from the date of submission of quotation/tender.
3. Terms of payment: Payment within 30 days from the date submission of bill Acceptance Certificate to concerned department/section/S&P section.

Signature.....
Name.....
Business Address.....
.....
Affix Rubber Stamp.....
Place:
Date:

Note: - Price Bid should be submitted in given format only. For additional information/extra items above format may be typed and used.