

MAHATMA GANDHI UNIVERSITY
School of Chemical Sciences
Priyadarshini Hills P.O, Kottayam - 686 560 (Kerala), INDIA

No. SCS/1071/TENDER/17

Date: 17.01.2018

TENDER NOTICE

Ref: No.Ad BIV/1/215/UPC 2017-18 F.Y./2017 dtd.27.11.2017

Sealed competitive tenders are invited in two bid system for the supply of **Computers** having specifications as detailed below, so as to reach this office on or before 02.02.2018 at 4 pm. It should be addressed to “The Director, School of Chemical Sciences, Mahatma Gandhi University, Kottayam”. The price should include installation charges, freight charges, GST etc.

Sl.No.	Item	General Specification	Unit	EMD (Rs)	Tender fee (Rs)
1	Desktop Computer	Normal- Intel Core i5, 4 GB DDR 4 RAM, 1 TB HDD, 20” Monitor, USB Key Board and Optical Mouse, Windows 10 (Licensed), Antivirus, 3 Year Warranty, Acer	3		
2	Desktop Computer	Advanced-Processor: Intel Core i5 Processor, 2.8 GHz, 6MBCache Operating system: Windows 10 Professional with latest service pack System Recovery DVD: Genuine Windows 10 Professional - Recovery DVD I/O ports: Front-side Mic/Headset ports, Two Front -side and Two Back-, Left-, or Right-side USB Ports Memory speed: 1333MHz RAM Memory Total: 8GB Video adapter: Integrated Video Intel Audio adapter: Integrated Audio Intel Hard drive: 1TB DVD: DVD Recordable (with DVD Playback & Burner Software) for Win 7 Networking: Integrated Gigabit Ethernet Intel Keyboard: Full Size - US English Pointing device: Optical Mouse with Scroll Button Speakers: Internal speaker Software: Microsoft Office Professional 2010 (Academic License Only) Monitor: 22 inches wide Led monitor	1	1 % of total cost (Minimum ₹1500/-)	0.2% of the cost of tender rounded to the multiple of 100 (Minimum ₹400/- Maximum ₹1500/- Plus GST Applicable)

EMD should be attached along with tender in the form of demand draft drawn in favor of “The Director, School of Chemical Sciences, Mahatma Gandhi University, Kottayam”. A preliminary agreement in the prescribed form in stamp paper of ₹100/- should be also submitted along with tender documents. Tenders will be opened on 05.02.2018 at 2.30 pm at the office of The Director, SCS, Mahatma Gandhi University, Kottayam, Kerala. The undersigned reserves the right to reject any or all tenders without assigning any reason.

Sd/-

Prof. (Dr.) Beena Mathew

Professor & Director

School of Chemical Sciences

NOTE: (1) PLEASE SEE THE ANNEXURES I, ANNEXURE II AND ANNEXURE III ATTACHED BELOW

(2) ALL THE DOCUMENTS RELATED TO THE TENDER CAN BE DOWNLOADED FROM THE UNIVERSITY WEBSITE- www.mgu.ac.in, in the section “Quotation/tenders”

ANNEXURE I

General Terms and Conditions

1. The main envelop should be super scribed: “Tender for supply of *Computers*”. The application fee must be as **D.D. drawn in favor of The Director, School of Chemical Sciences.**
2. Tenders must accompany a copy of the “General Terms and Conditions, Annexure I, Annexure II and III” section of this document, signed and stamped on each page indicating that they agree to these.

Last date of submission of tender along with requisite fee, EMD and all documents is 02.02.2018, 4 pm. The DD/ Cheque for EMD or any other must be drawn in of favor of **The Director, School of Chemical Sciences, M. G. University, Kottayam, Kerala** payable at **SBI, Mahatma Gandhi University Campus Branch.**

3. All other charges including GST, Excise Duty and other levies payable by C.I.P should be clearly indicated. Otherwise it will be presumed that the rates quoted are inclusive of all these charges and will not be paid
4. The Excise Duty component (with percentage) should be indicated, as the University is exempted from the payment of Custom/Excise Duty. Exemption will be availed by providing Custom/Excise Duty Exemption Certificate with order.
5. The Delivery Schedule, Payment Terms & Warranty/Guarantee etc. must be clearly indicated in the technical bid. The charges for extended warranty and/or Annual Maintenance Contract after the expiry of offered warranty period should also be specified in the financial bid.
6. The manufacturers’ printed literature/catalogue/drawing/user’s list in respect of range of product being quoted should also be submitted with the offer.
7. Our Institute is registered with the Department of Scientific & Industrial Research (DSIR), so Excise duty exemption will be provided.

Other requirements for delivery and complete installation

1. Delivery at SCS, Mahatma Gandhi University, Kottayam.
2. All other requirements for satisfactory installation of *Computers*.
3. It will be the responsibility of the supplier to deliver the ordered materials at , School of Chemical Sciences Building, Mahatma Gandhi University, Kottayam.
4. All required materials for satisfactory installation are to be provided by the supplier at their own cost.

**ANNEXURE II:
TENDER FORM PART-I (TECHNICAL BID)**

PART-I (TECHNICAL BID) OF TENDER NO:

Dated:

Last date for receipt: at PM

Due date for opening Part –I (TECHNICAL BID): at PM

Tenderer's Offer No:

Date:

From,

M/s.

.....

To,

The Director
School Of Chemical Sciences
Mahatma Gandhi University,
Priyadarshini Hills P.O, Kottayam- 686 560,

Kerala, India.

Dear Sir,

I/We have gone through the tendering conditions pertaining to the Tender and General Terms and Conditions of Contract and other requirement for delivery and complete Installation and Special Conditions of Contract contained herein with this tender document. I/we hereby agree to supply the stores conforming to the tender specifications incorporated in ANNEXURE I of the tender document and also agree to abide by your General Conditions of all Contracts and Special Conditions of Contract contained in the ANNEXURE I of the Tender document.

You will be at liberty to accept any or more of the items of stores offered by us and I/we shall be bound to supply you the stores as may be specified in the Purchase Order/Contract.

I/We hereby agree to keep the price valid for your acceptance for a period of 30 days from the date of opening of Part-II (Financial bid) of the tender

Deviations to Technical specifications contained in ANNEXURE I of the tender documents are detailed in ANNEXURE-A to the tender form while deviations proposed to the General Special Conditions of Contract contained in ANNEXURE I are detailed in Annexure-B to this tender. Price applicable for the stores are indicated separately in a sealed envelope marked as financial bid of the tender.

I/We are also enclosing herewith all the leaflets catalogue etc. pertaining to the stores offered.

Yours faithfully

Stamp and Signature of the Tenderer

ANNEXURE III: TENDER FORM PART-II (FINANCIAL BID)

PART-II (FINANCIAL BID) OF TENDER NO:

Dated:

Last date for receipt: at PM

Due date for opening Part –II (FINANCIAL BID): at PM

Tenderer's Offer No:

Date:

From,

M/s.
.....
.....

To,

The Director
School Of Chemical Sciences
Mahatma Gandhi University,
Priyadarshini Hills P.O, Kottayam- 686 560,

Kerala, India.

Dear Sir,

In response to your invitation and as per your tendering and contracting conditions, the prices applicable for the scope of supply contained in ANNEXURE-I (TECHNICAL BID) of our tender are indicated in the format at annexure "A" to this tender.

We hereby agree to keep the price valid for your acceptance for a period of 30 days from the date of actual opening of Part-II (FINANCIAL BID) of the tender.

Yours faithfully,

Stamp and Signature of the Tenderer

AGREEMENT

Articles of agreement executed on this theday of
.....one thousand nine hundred and between
the Mahatma Gandhi university (hereinafter referred to as “the University”) of the one part and
Shri.

.....
..... (H.E name and address of tenderer)

(Herein after referred to as “the bounden” of the other part.

Whereas in response to the notification nodated
..... the bound on has submitted to the university a tender for
thespecified therein subject of the terms
and conditions contained in the said tender.

Whereas the bounden has also deposited with the university a sum of Rs
.....as earnest money for execution of an agreement undertaking the
due fulfillment of the contract in case his tender is accepted by the university.

Now these presents witness and it is hereby mutually agreed as following:-

1. In case the tender submitted by the bounden is accepted by the university and the contract foris awarded to the bounden. The bounden shall within..... of acceptance of his tender execute an agreement with the university incorporating all the terms and conditions under which the university accepts his tender.

2. in case the bounden fails to execute the agreement as aforesaid incorporating the terms and conditions governing the contract ,the university shall have power and authority to recover from the bounden any loss or damage caused to the university by such breach as may be determined by the university by appropriating the earnest money deposited by the bounden and if the earnest money is found to be inadequate the deficit amount may be recovered from the bounden and his properties movable and immovable in the manner hereinafter contained.

3. all sums found due to the university under or by virtue of this agreement shall be recoverable from the bounden and his properties movable and immovable under the provisions of the recovery act for the time being in force as though such sums are arrears of fund revenue and such other manner as the university may deem fit.

In witness there of Shri. (H.E.
name and designation) for and on behalf of the Registrar, Mahatma Gandhi University, Shri.

..... the bounden have hereunto set their hands the day and year
shown against their respective signatures.

Signed by Shri. (Date).....

In the presence of witnesses:

- 1
- 2

Signed by Shri. (Date).....

In the presence of witnesses:

- 1.
- 2.