

Tender Cost: 1000/-

TENDER DOCUMENT FOR SUPPLY OF
155 (One Hundred & Fifty Five) No.s OF COMPUTERS
ON BUYBACK BASIS

Last Date of Submission (Due Date) - **26/07/2018** (upto 3.00 p.m.)



Department of Computer Science & Engineering,
School of Engineering Sciences & Technology (SEST),
Jamia Hamdard (Deemed to be University), New Delhi - 110062

Phone – 011-26059688

www.jamiahamdard.edu

**TENDER DOCUMENT FOR SUPPLY OF 155 (One Hundred & Fifty Five) No. OF COMPUTERS
ON BUY BACK BASIS**

S.N.	Bid Reference	JHCC/155 P.C. Purchase/2018 Date: 4.07.2018	
1.	Purpose	Purchase of 155 COMPUTERS on Buy Back Basis	
2.	Cost of Tender	Rs 1000/-	
3.	Opening Date of inviting Bids	05.07.2018	
4.	Last Date of Submission of Bids	26.07.2018	
5.	Date and time of opening of Technical Bids	26.07.2018	
6.	Date for inspection/verification of COMPUTERS Offered under buyback	09.07.18, 11.07.18, 13.07.18 and 16.07.18 within office hours as per mutual convenience.	
7.	Bid Validity	90 days from the last date of submission.	
8.	Address for submission of Bids	REGISTRAR, JAMIA HAMDARD, HAMDARD NAGAR, NEW DELHI 110062	
9.	Date and time of opening of commercial bids	Will be intimated in due course to technically shortlisted bidders only.	
10.	Contact Detail		
	Name	Designation	Phone
	Mr. S.S. Akhtar	Registrar	011-26059688
	Prof. M. Afshar Alam	HoD, Deptt. of CSE	09891971999
	Mr. Rakesh Kumar Verma	Finance Officer	011-26059888
	Mr. Mirza Rahil Beg	System Analyst	09999259784
			Fax 011-26059663

INTRODUCTION

In order to meet the hardware requirement in academic purpose in our computer lab for Department of Computer Science & Engineering, SEST and other department in Jamia Hamdard, New Delhi invites sealed bids for the supply, installation and commissioning of 155 No.s of COMPUTERS against buyback of existing 40 THIN CLIENT machines, 25 CRT based computer machines and 24 LCD based computer machines. The existing machines available for buy back are non-functional.

The Organization desirous to apply for the above tender work and meeting the eligibility criteria (Point No. 4,6,9,17) can purchase the Tender Document by paying Rs 1000/- (Rupees One Thousand only) in the form of Demand Draft in favour of “REGISTRAR, JAMIA HAMDARD”, payable at NEW DELHI. Copy of payment Receipt to be enclosed with the Technical Bid. Alternatively, the tender document may also be downloaded from our website www.jamiahamdard.edu. The cost of tender document if downloaded must be enclosed along with technical bid through a separate demand draft in favour of “REGISTRAR, JAMIA HAMDARD”, payable at New Delhi. Necessary documents mentioned in point no. (4, 6, 9, 11, 15, 17 and 44) should be submitted along with the technical bid.

Tender document is available from 05/07/2018 on our website.

Sealed Tenders, complete in all respects should reach Registrar, Jamia Hamdard, New Delhi -110062 latest by 3.00 p.m. on 26/07/2018. The Technical bid of the tender will be opened at 4:00 P.M on the same day in presence of bidder if any.

This tender notice shall be governed by following terms and conditions:

A. GENERAL

1. The Tender document is not transferable and its cost is not refundable under any circumstances.
2. The Tender response should be valid for 90 days from the last date of submission of bid.
3. The company should adhere with all seriousness to the time schedule provided by JAMIA HAMDARD, NEW DELHI.
4. Only Original Manufacturers / direct dealers having valid dealership license (from manufacturer) should submit tenders. Appropriate certification should be attached.
5. All Hardware, Software is to be delivered in the location mentioned in Pt-08 at the cost to be borne by the Bidder.
6. The Bidder should provide the client list along with respective addresses and phone no. Bidder has to arrange a visit to client site for verification of facts by officers of JAMIA HAMDARD, New Delhi, if required.
7. The bidders are required to send two separate envelopes for the above said item – as described below
 - a) Envelope 1 –
 1. Containing deposit of Earnest Money Deposit (EMD) in the form of Demand Draft (Detail in Point No. 40, Financial Section).
 2. Original Manufacturers / direct dealers Certificate (Detail in Point No. 4, General Section),
 3. Client List along with respective addresses and phone no. (Detail in Point No. 6, General Section),
 4. Self-declarations stating that they are not blacklisted (Detail in Point No. 9, General Section),
 5. Last 3 years’ experience certificate (Detail in Point No. 17, General Section),
 6. Cost of tender document (Detail in Point no- 38, Financial Section) and Technical Bid as prescribed in the Annexure-I (part-A & part-B) and Annexure-II (Part-A & Part-B).
 7. Documents as mentioned in Pt- 15 (General Section) and Pt- 44 (Financial Section)
 - b) Envelope 2 – Containing the Financial bid as prescribed in the Annexure-III (Part-A & Part-B).

Both the envelopes should be sealed and highlighted in bold letters as mentioned below:

Envelope-1: TECHNICAL BID FOR SUPPLY OF 155 COMPUTERS ON BUY BACK BASIS

Envelope-2: FINANCIAL BID FOR SUPPLY OF 155 COMPUTERS ON BUY BACK BASIS

Finally the above mentioned two envelopes should be enclosed in one bigger envelope highlighted as 'OFFER FOR SUPPLY OF COMPUTERS' along with tender no and due date. While opening the tenders, the envelopes containing technical bid shall be opened first and acceptance of the tender according to the specified clause will be ascertained. The technical bid should contain only technical details along with the particulars required in the tender document and should not contain any commercial terms and conditions other than mentioned by JAMIA HAMDARD, NEW DELHI. The financial bid should not contain anything other than as specified in Annexure – III.

Financial bid of only those bidders shall be opened which are found technically acceptable for further evaluation and ranking before awarding the contract.

NOTE:

- TENDERS SUBMITTED WITHOUT ABOVE TWO BID SYSTEM PROCEDURE WILL BE SUMMARILY REJECTED.
- OPERATING SYSTEM SHOULD BE LATEST ACADEMIC VERSION AS PROVIDED BY MICROSOFT UNDER MoU.
- QUOTE GST UNDER DSIR FOR ACADEMIC PURPOSE ONLY.

8. Sealed Tenders, complete in all respects should reach Registrar, Jamia Hamdard, New Delhi-110062.

latest by 3.00 p.m. on 26/07/2018. Tenders must be dropped in the tender box kept at Registrar Office, Jamia Hamdard, New Delhi-110062. The tenders received late including postal delays shall not be considered and no correspondence in this regard shall be entertained. Incomplete tenders or those without Earnest Money will be rejected. Tenders (Technical Bid only) will be opened at 4.00 p.m. on 26/07/2018 in the presence of the representatives of the bidders, if any, available at the time of opening of the Technical Bids. Financial Bids will be opened after evaluating the technical bids for which date will be fixed separately. Any further details required by the bidder(s) can be obtained with Registrar, JAMIA HAMDARD, New Delhi - 110062.

9. Bidders who are blacklisted or debarred from participating in any such tender in any Govt. Dept., Universities or Autonomous bodies are not allowed to participate in the tender. Bidders have to give self-declarations in this respect that they are not black listed as mentioned above and if under any circumstances the declarations are found false their bids will be out rightly rejected and EMD will be forfeited.
10. JAMIA HAMDARD, New Delhi, reserves the right to reject any or all tender(s) without assigning any reason at any stage. Any conditional tendering other than mentioned in this tender will be liable for rejection.
11. The Bidder(s) may mention the place with address from where support would be offered.
12. All disputes, differences, claims and demands arising under or pursuant to or touching the contract shall be referred to the sole arbitrator to be appointed by the Registrar, JAMIA HAMDARD, New Delhi.
13. In all matters and disputes arising hereunder, the appropriate Courts in Delhi alone shall have jurisdiction to entertain and try them under Indian Law.
14. Queries, if any, raised by JAMIA HAMDARD, New Delhi should be answered by the prescribed date. In case of no reply bid may be cancelled.
15. All pages of the Tender document must be signed and stamped and must be submitted with the Technical Bid. Any overwriting or use of white ink will not be accepted. All columns of the tender documents must be duly filled in and no column should be kept blank. JAMIA HAMDARD, New Delhi reserves the right to reject the EMD and tender submitted in case of incomplete tenders or in case where information

submitted/furnished is found incorrect. No tender will be accepted by fax, email, telex, or any other such means.

16. In case the space in the tender document is found insufficient, the bidders may attach separate sheets keeping the format intact. There should not be any deviation in terms and conditions as have been stipulated in the tender documents.
17. Bidder has to provide last 3 years experience certificate in supplying above type of items to reputed organizations.
18. If the last date of submission of bid happens to be a holiday, then the next working day will be the last date of submission of bid. Bids will be opened at the same time as mentioned earlier on the same day.
19. Bidder has to provide buyback offer price as per the format provided in Annexure-III (PART-B). The COMPUTERS under buyback will be sold by the JAMIA HAMDARD, New Delhi on "as is where is" basis and price of these COMPUTERS once reflected in the Financial Bid cannot be withdrawn by the bidder. The computers received on buy back option will have to be transported by the selected bidder at their cost within 7 (seven) days from the date of acceptance of work order. If not transported within time JAMIA HAMDARD, New Delhi will not be responsible for any kind of damage to the computers or any matter arising out of it whatsoever. Physical inspection of the computers under buyback option can be done at JAMIA HAMDARD, New Delhi as per scheduled date mentioned above (Within office hours) as per mutual convenience.

B. TECHNICAL

20. Product Brochure (for Product Category) is to be made available through public accessible website & the same should be submitted with the Tender Document (Technical Bid) as technical reference.
21. All the software packages being procured through this tender along with free software being provided by the bidder / manufacturer must be supplied in softcopy (may be in the form of CD's/ DVD's). Also the relevant manuals are to be supplied in Softcopy. Hardcopy of manuals / instructions, wherever available, must be supplied additionally. Price quote of Microsoft Windows should be academic version of Microsoft and MoU with Microsoft.
22. Bidder will be responsible for installation and configuration of all software items as per requirement of JAMIA HAMDARD, New Delhi. No additional cost shall be provided to bidder for such service. Networking will be done by the Hardware Bidder / or Bidder supplying both Software and Hardware.
23. JAMIA HAMDARD, New Delhi will conduct acceptance test(s) on the system(s) ordered. If the system(s) supplied fail in the test(s), the same may be rejected. Replacement of cards or devices may not be allowed.
24. After installation & configuration of the machine/s an acceptance test will be carried out. The acceptance test will consist of running the Systems for 8 hours daily for full seven working days.
25. All the system components should be compatible with Windows 7 or latest in x86 – 64 bit versions. Compatibility with the higher versions mentioned hereby may also be considered.
26. JAMIA HAMDARD, New Delhi reserves the right to reject all or any item, if supplied materials are found in defective condition or in broken package at the time of installation. The bidder must be able to successfully install the computers and make them functioning within 10 days of delivery.
27. Bidder(s) should specify in the technical bid, make and model no. along with exact specifications / configurations offered for each item in Annexure I (Part A & Part B) enclosed.
28. Any deviation from this specification / configuration may not be allowed during the actual supply. Order will be cancelled and EMD will be forfeited. Latest version of software is required to be supplied. Bidder(s) will also be required to enclose printed brochure of the products quoted along with the Technical Bid.

29. Bidder(s) will be responsible for comprehensive support at the time of installation without any additional charges.
30. Comprehensive warranty will cover replacement of all defective parts / equipment.
31. Bidder(s) should also give preventive support schedule for the systems. No additional charge for this will be payable during warranty period.
32. Bidder(s) should have satisfactory arrangement to receive complaints and provide support in JAMIA HAMDARD, New Delhi
33. The company should ensure quick response in case of equipment failure.
34. The Technical Specification must be as the format specified provided in Annexure-I (Both Part-A & Part-B).

C. FINANCIAL

35. Tender received without buyback rate is liable for rejection. The lowest (L1) bidder will be selected from the consolidated minimum total price quoted for the supply of 155 numbers of items as a whole diminished by price quoted for buyback of the articles.
36. Bidder has to quote in Annexure III for both the specifications provided in Annexure-I and Annexure-II.
37. JAMIA HAMDARD, New Delhi reserves the right to accept any tender or to reject any or all tenders at his/her sole discretion without assigning any reasons thereof. Registrar, JAMIA HAMDARD, New Delhi is not bound to accept the lowest bidder. No conditional tendering will be accepted.
38. Tender document can be purchased by paying 1000/- in the shape of Demand Draft in favour of “Registrar, JAMIA HAMDARD”, payable at New Delhi. Copy of Money Receipt to be enclosed with the Technical Bid. Alternatively, the tender document may also be downloaded from our website www.jamiahamdard.edu. The cost of tender document if downloaded must be enclosed along with technical bid through a separate demand draft in favour of “Registrar, JAMIA HAMDARD”, payable at New Delhi.
39. Bids are to be quoted in Indian Rupees only.
40. **An Earnest Money Deposit (EMD) of Rs. 2 Lakhs must be** deposited by the bidder in the form of Demand Draft in favour of “Registrar, JAMIA HAMDARD”, payable at New Delhi, which will be returned to all except the bidder(s) selected for supply within 30 days of placing the Purchase Order to the selected bidder. This amount will be returned to the selected bidder(s) after three months from the date of successful installation depending upon their performance.
41. Micro & Small Enterprises registered with NSIC will be exempted for EMD.

NO TENDER WITHOUT EARNEST MONEY DEPOSIT & COST OF THE TENDER WILL BE ENTERTAINED.

42. Discount, if any, should also be mentioned in the price bid. Total price of the goods should be clearly indicated. Excise Gate Pass, if applicable, to be prepared in the name of ‘Registrar, JAMIA HAMDARD, New Delhi’ which is to be delivered in duplicate with Delivery Challan. We will not issue any Form like C, F etc. or Road Challan.
43. The materials ordered must be delivered and installed within 4-6 weeks from the date of acceptance of the purchase order. Purchase Order must be accepted within 7 (seven) working days of issuance of purchase order. In case delivery is not completed within six weeks from the date of acceptance of the purchase order or Purchase Order is not accepted within 7 (seven) working days of issuance of purchase order, JAMIA HAMDARD, New Delhi may cancel the order and arrange to procure the said items from any other source at the risk and cost of the bidder and the EMD will be forfeited.

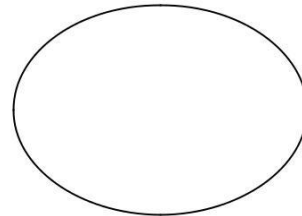
- 44. JAMIA HAMDARD, New Delhi will make 80% payment of ordered value within 2 weeks of complete & successful delivery and remaining 20% on successful installation and acceptance of the supplied items subject to compliance of point no. 24 & 26 within 2 weeks.
- 45. Copy of PAN, GST Registration No, Service Tax Registration No. as applicable must be submitted. Quotations will not be accepted by Fax, Email or any such electronic data transfer form.

Sd/-
Registrar,
JAMIA HAMDARD, New Delhi

ANNEXURE-I – Technical Bid (Part-A)

Detail of the Bidder: -

1	Name of The Bidder	
2	Address of the Bidder/Concern	
Sr. No.	Category	For items mentioned in Annexure – I (Part-B)
1	Make & Model	
2	Delivery Period (in days)*	
3	Validity of Quotation(in days)**	
4	Any Other remarks	
* Subject pt-42 of Financial section. ** Response quoted should be valid for minimum of 90 days from the last date of submission of bid.		



Signature of the Bidder with name and address

Seal of the Organization

ANNEXURE-I (A) – Technical Bid (Part-B)

Specification/Complied status: 130 No. of PC of Brands such as Dell, HP, Acer or Lenovo

S.No.	Item	Specification	Complied (Yes/No)
1.	Operating System	DOS Based	
2.	Processor	Intel® Core™ i5 8 th Generation (6MB Cache, up to 3.00 GHz) or better	
3.	Chipset	Intel Q Series or better	
4.	Memory	8 GB, DDR4, 2400 MHz	
5.	Hard Drive	1 TB 7200 rpm HDD or better	
6.	Motherboard	OEM Name Embossed on motherboard or better	
7.	Graphics	Intel Integrated or better	
8.	Monitor	19.5” LED, TFT or better & TCO 6.0	
9.	Keyboard	Standard USB Slim	
10.	Mouse	Enhanced Optical USB	
11.	Ports	4X USB 2.0, 4X USB 3.0, VGA/HDMI, Display Port, Standard Serial Port, RJ45 LAN, 3 Audio Jack or better	
12.	MS Office 2016		
13.	Power Cable & Power Supply	As per configuration	
14.	Warranty	3 years on site. All drivers should be on OEM website till warranty	
15.	EPEAT Certificate		

Signature of the Bidder with name and addressSeal of the Organization

ANNEXURE-I (B) – Technical Bid (Part-B)

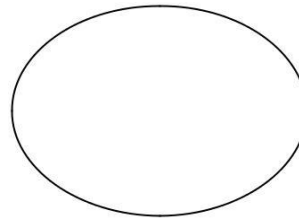
Specification/Complied status: 25 No. of PC of Brands such as Dell, HP, Acer or Lenovo

S.No.	Item	Specification	Complied (Yes/No)
1.	Operating System	DOS Based	
2.	Processor	Intel® Core™ i3 8 th Generation or better	
3.	Chipset	Intel Q Series or better	
4.	Memory	4 GB, DDR4, 2400 MHz	
5.	Hard Drive	1 TB 7200 rpm HDD or better	
6.	Motherboard	OEM Name Embossed on motherboard or better	
7.	Graphics	Intel Integrated or better	
8.	Monitor	19.5” LED, TFT or better & TCO 6.0	
9.	Keyboard	Standard USB Slim	
10.	Mouse	Enhanced Optical USB	
11.	Ports	4X USB 2.0, 4X USB 3.0, VGA/HDMI, Display Port, Standard Serial Port, RJ45 LAN, 3 Audio Jack or better	
12.	MS Office 2016		
13.	Power Cable & Power Supply	As per configuration	
14.	Warranty	3 years on site. All drivers should be on OEM website till warranty	
15.	EPEAT Certificate		

Signature of the Bidder with name and addressSeal of the Organization

Annexure-II – Part A**Detail of the Buyback offer: -**

1	Name of The Bidder offering Buy Back	
2	Address of the Bidder/Concern	
Sr. No.	Category	For items mentioned in Annexure – II (Part-B)
1	Validity of Buy Back offer (in days)*	
2	Any Other remarks	
*Response quoted should be valid for minimum of 90 days from the last date of submission of bid.		



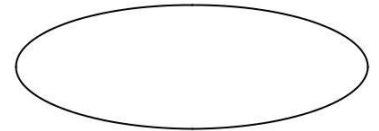
Signature of the Bidder with name and address

Seal of the Organization

Annexure-II – Part B**List of Computer Available for Buy Back**

<u>S.NO.</u>	<u>Type of Computer</u>	<u>Quantity</u>
1.	Thin Client Machines	40
2.	CRT based Machines	25
3.	LCD based Machines	24

We have inspected the above noted articles.



Signature of the Bidder with name and address

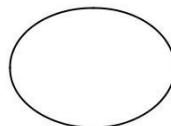
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Annexure-III (Part-A)**FINANCIAL BID**

1.	Name of the Bidder/Concern		
2.	Address of the Bidder/Concern		
Sr. No.	<u>Category</u>	Offer Price	
		For items mentioned in Annexure-I (A)	For items mentioned in Annexure-I (B)
1.	Price per unit of COMPUTERS for items		
2.	Taxes, Duties, Octroi & any other statutory levies or charges		
3.	Any other Charges		
4.	Discount/Off etc. if any		
5.	Total Price Per Unit of COMPUTERS for items		
6.	Combined Total Price in Rupees (In figures and in words) for items	130 x Price mentioned in Col. 5	25 x Price mentioned in Col. 5
7.	Grand Total Price (Addition of Combined Total Price of 130 Computers in Annexure – I(A) and 25 Computers in Annexure – I (B)) (A)		

- In cases where the supply involves both Sales tax and Service tax, the quotation should indicate separately the break-up of sales tax and service tax applicable to the respective components/service. It may be noted that dual taxation i.e. charging both sales tax and service tax to the same component or service (in respect of software etc) is not allowed. The prices quoted should be Academic/Educational prices wherever applicable.
- Rates should be quoted in words as well as in figures. In case of any variations rates quoted in words shall be taken into account

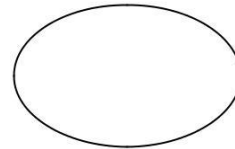
Signature of the Bidder with name and address



Seal of the Organization

Annexure-III (Part-B)		
FINANCIAL BID		
Sl. No.	Particulars	Price (in figures and words) (For items mentioned in Annexure-II)
1	THIN CLIENT MACHINES	
2	CRT BASED MACHINES	
3	LCD BASED MACHINES	
	Total (B)	
	Consolidated Total Price (A-B)	

- In cases where the supply involves both Sales tax and Service tax, the quotation should indicate separately the break-up of sales tax and service tax applicable to the respective components/service. It may be noted that dual taxation i.e. charging both sales tax and service tax to the same component or service (in respect of software etc) is not allowed. The prices quoted should be Academic/Educational prices wherever applicable.
- Rates should be quoted in words as well as in figures. In case of any variations rates quoted in words shall be taken into account



Signature of the Bidder with name and address

Seal of the Organization