

BID DOCUMENT

AIU/Purchase/2021/
February 12, 2021

Notice Inviting Tender

Subject: Sealed quotations are invited for the purchase of Branded Laptops/Monitors/Scanners for the Association of Indian Universities, (AIU).

The Detailed specifications and terms & conditions for supply are given in Annexure I, II, III & Annexure IV. The Technical Specifications are also available on our website <http://www.aiu.ac.in>. Complete quotation documents along with the demand draft of **Rs.25,000/-** (Rupees Twenty Five Thousand only) as Earnest Money favoring the “Association of Indian Universities, New Delhi” be submitted to the Secretary General, AIU, latest by **01 March 2021, 5.30 P.M.**, which will be retained by this Association till contract remains in force. No interest would be paid on the earnest money.

Association of Indian Universities exercises sole right in accepting/ rejecting any bid without assigning any reason.

(Kuldeep Dagar)
Deputy Secretary (Admn.)

Encl. - as above

Proforma for Submitting the Quotation

1. Name of the firm:

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2. Address of the firm:

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3. Phone Number (With Code):

4. Proprietor's name:

5. Address of Proprietor:

6. Proprietor's Phone No.:

7. Details of the firm:

(a) Date from which the firm is operating:

(b) Turnover of the firm during: FY 2018-19(Rs.).....
FY 2019–20(Rs.).....

(Please attach documentary evidence)

(c) PAN No.: (d) TIN No.:

(e) GST No: (f) DD No dated.....

8. **Earnest Money:** An amount of Rs.25,000/- (Rupees Twenty Five Thousand only) as Earnest Money (refundable) to be paid in shape of a Bank D/D in favor of “Association of Indian Universities, New Delhi”.

Technical Terms and Conditions

1. **Authorization:** The bidder should be an authorized dealer/reseller of the Equipment/Original Equipment Manufacturer (OEM).
2. Full details of being the manufacture or sole distributor or reseller of the items with documentary evidence/authorization letter should be given.
3. Annual turnover of the firms for the last two preceding financial years should be of minimum value 20 Lacs. The details are to be furnished in the prescribed proforma.
4. Company's/firm's profile, legal registrations etc should be submitted with the Quotation documents.
5. Certificates/documents showing the satisfactory performance of the orders and subsequent sales service status.
6. Along with the quotation documents list of Clients with value of orders more than 10 lacs executed may please be submitted.
7. No Blacklist certificate- A certificate is to be given by the firm along with bid stating the firm has not been blacklist by any Govt /Autonomous organization in last five years.

General Terms and Conditions of the Quotation

1. All the Items in the Quotation document are independent and will be considered separately. Bidder may quote for one or all the items. **Detailed specifications, catalogue/literature of all the items quoted should be supplied along with the technical bid.**
2. **Warranty:** All items should be with onsite comprehensive warranty for minimum period of 36 months or negotiable for all parts after satisfactory installation. The supplier should maintain and repair the system at AIU site during the warranty period free of cost.
3. **Replacement:** Replacement guarantee and warrantee as applicable should be clearly mentioned in quotation.
4. **Delivery Schedule:** The supply period shall commence from the date of issue of confirm supply order and completion period may be strictly 3 weeks for Branded Laptops/Monitors/Scanners.
5. If the specification of item supplied by the successful bidder are not be found as per given tender specification than consignment may be refused at the discretion of the AIU. The earnest money deposited would also be forfeited.
6. In case ordered specification/model is not available higher version shall be supplied without increase in cost.
7. **Payment:** 90% payment of the cost of equipment will be made on receipt and balance 10% payment will be released on satisfactory installation of new equipment.
8. **Penalty:** For the delayed supplies, liquidated damages@ 0.5% per week on entire cost of the order will be levied to the maximum of 10%. Incomplete or defective supply or non-commissioning/ Demonstration of the equipment shall be viewed seriously.
9. **Price:** The rates should be quoted in Indian rupees. Only unit prices are to be quoted both in digits and in words. In case of a discrepancy between the two, the quoted in words will be taken as valid.
10. **Taxes : The unit rates should be quoted exclusive of all taxes, duties, levies, freight, insurance etc., which may be given separately indicating the nature of taxes charged.** Rates are to be strictly quoted in Quotation Proforma given therein only else it will be considered as invalid. Rates for additional/optional features should be quoted separately. The conditions affecting the rate may be quoted in the proforma only.
11. The quantities included in the Quotation can be increased or decreased at the discretion of the Secretary General.
12. The supplier shall be liable to install all the Laptops/Monitors/Scanners and provide certification to the effect that all are working as per their standards.
13. **Items offered in the quotation can be re-ordered at the same rate within a period of six months.**

14. The firms/company black listed at any stage by any Govt/ Private Company need not apply.
15. All pages of the Quotation document are to be signed separately and stamped by the Quotationing firm.
16. Secretary General, AIU, reserves the right to accept or reject any or all quotation (s) without assigning any reason.
17. The lowest rate quoted will not be claimed as claim of taking the order.
18. Secretary General, AIU reserves the right to alter/modify any or all conditions of this Quotation notice.
19. Quotation should be addressed to the Secretary General, AIU.
20. All disputes are subject to Jurisdiction of Delhi Courts.
21. The sealed envelope containing quotation should be superscribed as **“Quotation for Laptops/Monitors/Scanners”** and addressed to “The Secretary General, Association of Indian Universities” at AIU House, 16, Comrade Indrajit Gupta Marg, New Delhi-110002.

Certified that the information in the proforma is true. I/We agree to the contents of terms & condition of the quotation.

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Seal and Signature of the Proprietor/Authorized Representative

Technical Specifications

Sl. No.	Item	Specifications	Qty	Make	Warranty
1	Laptop	Intel® Core™ I5 (Latest Generation), 8 GB DDR4 RAM, 500 GB or higher HDD, License Windows 10 Professional Preloaded With MS Office 2019 Professional, Screen Size 15.6 inch Anitivirus Subscription (3 years)	06 Nos.	HP/Dell	03 Years Onsite
2	Laptop	Intel® Core™ I7 (Latest Generation), 16 GB DDR4 RAM, 500 GB or higher SSD, License Windows 10 Professional Preloaded With MS Office Professional 2019, UHD+/UHD/FHD display with Touch Screen Size 14 inch Light Weight. Anitivirus Subscription (3 years)	01 Nos.	HP/Dell	03 Years Onsite
3	Monitor	27 Inches LED Backlight, Full HD Resolutions (1920x1080 or More), IPS Panel, Aspect Ratio: 16:9 Rich Color Support (16.7 M) & Good Brightness HDMI, USB Ports Buy back Price for Acer 19.5 inch HD LED Backlit TN Panel Monitor (V206HQL) may also be mentioned, as we are planning to replace these one with 27" Monitors.	06 Nos	Brand: Samsung/ HP/LG	03 Years Onsite
4	Scanner	Sheet-Feeder/ Flat bed Type With ADF Tray capacity 50 sheets minimum Resolution 600 pixels per inch (ppi) Paper-handling Two-sided scanning: Two-sided documents scan in a single pass	03 Nos	Brand: HP/Brother/ Epson	03 Years Onsite