

# Pondicherry University

## Department of Physics

### Tender Document

The Department of Physics, Pondicherry University invites sealed tenders under **two-bid system** for the supply of **Laptop** under **Overhead charge** of Science and Engineering Research Board (SERB) project of **Prof. Ramaswamy Murugan, Professor, Department of Physics**. The technical specification for the Laptop is given below. All tenders should be sent to the address given below. The last date and time for the submission of tender is **24th January 2020, 03:00 PM**.

### Name of the Instrument and Technical specifications

Sl. No	Parameter	Specification
1.	Processor	Intel core i5 8 <sup>th</sup> Generation or above
2.	Memory	8GB DDR4 or above (expandable up to 16GB)
3.	Storage	i. SSD: 256GB (or above) PCIe NVMe ii. HDD: 1TB 5400rpm SATA
4.	Display	14-inch FHD (1920*1080)
5.	Network	Integrated 10/10/1000GbE LAN
6.	Wireless	802.11a/b/g/ac (2*2) Wi-Fi Bluetooth 5
7.	Graphics	Dedicated graphics card for smooth performance
8.	I/O ports	i. USB 3.1 (including both type A and C) ii. HDMI iii. 3.5mm audio port iv. Power port v. SD card reader
9.	Operating system	Pre-installed windows 10 home 64bit with life time
10.	Additional features	Pre-installed Microsoft office for student's latest version with life time
11.	Additional things to be provided	i. 65W AC power adapter ii. Carrying case iii. Wireless mouse with pad
12.	Optional	i. Laptop cooling pad with height adjustment ii. Norton Antivirus with three years license
iii.	Warranty	2 year and above

### TERMS AND CONDITIONS

#### I. General Information:

- a) **Last date and time of receipt of the Quotations: 24.01.2020, 03:00 PM.**
- b) **Date and Time of Opening of the Quotations: 24.01.2020, 04:00 PM.**
- c) **Quotation / Tender Document fee Rs. 500/- is mandatory for all bidders.**
- d) **EMD rates: Rs. 1,500/- of the quoted price.**
- e) **Two bid systems have to be strictly followed. (one for Technical bid and another for commercial bid and each bid should be submitted in separate sealed covers)**
- f) Quoting merely the lowest price does not confer any right to any bidder for award of supply order. The University's Purchase Committee, reserves the right to select the any bid under the grounds of specification compliance, technologically advanced quality,

proven performance track record, brand reputation, compatibility with the existing System, etc.

- g) The Quotation / Tender document fee and EMD should be submitted along with your quotations.
- h) The quotation must be submitted along with the stipulated quotation document fee and EMD in the sealed cover, super-scribing "Quotation for". The name and address of the bidder should also be mentioned at the "From address" space.
- i) The quotations should be addressed and posted to the following address by speed, registered post or by courier. **Prof. Ramaswamy Murugan, Principal Investigator (SERB Project), Department of Physics, Pondicherry University, Puducherry – 605 014.**
- j) **Quotations will not be accepted through fax / e-mail.**
- k)

*The examples for super-scribing the envelope of the tender is given below:*

*Tender Submitted under Double bid system for the Department of Physics*

*Name of the Consumable item: **Laptop***

*To*

**Prof. Ramaswamy Murugan**  
**Principal Investigator (SERB)**  
**Department of Physics**  
**Pondicherry University**  
**Puducherry – 605 014.**

*From*

*Supplier's Address*

## **II. Common Conditions (Import or Indigenous)**

### **1. Purchase of Quotation Document:**

The Quotation / Tender document can be downloaded from the University website [www.pondiuni.edu.in](http://www.pondiuni.edu.in) or procured from the Pondicherry University on payment of fee as specified above, by means of a D.D, drawn in favor of **The Finance Officer, Pondicherry University, payable at Puducherry**. The downloaded application should be accompanied with the quotation document fee, in the form of a Demand Draft.

### **2. Price Schedule**

The rates should be quoted for a single unit. The price should include the **delivery, installation, training charges**, etc. at the Department of Physics, Pondicherry University. The prices quoted shall remain firm until the items are supplied to the Department of Physics, Pondicherry University.

### **3. Quoting the Core price & Tax, Duties, Discount etc.**

The taxes/ duties/ discounts, if applicable, are to be explicitly and separately shown in the bid.

### **4. Eligibility:**

The firm must have the requisite domain expertise with regard to supply, installation and post-sale service of the items they are quoting. The firm should have been in existence for at least six years as on the date of this quotation and must have executed at least three orders for this kind of equipment during the last three years.

### **5. Duty Exemption:**

The University has been granted the benefit of exemption from the payment of the Central Excise Duty and Customs Duty by the Department of Scientific and Industrial Research (DSIR), India, vide their Notification No.10/97 dt. 01-03-1997 and 51/96 dated 23.07.96 respectively, in respect of

- a) Scientific and technical instruments, apparatus, equipment, Software including computers.
- b) Accessories and spare parts of goods specified in (a) above and consumables.

c) Computer software, compact disks, CD ROM, Recording magnetic tapes, microfilms, microchips etc.

d) Prototypes.

Customs duties at Indian port, if any, will be to the account of the University.

**6. Technical Specifications:**

i. **Warranty:** The instrument covered under the purchase order, when installed, shall be warranted for the quality, workmanship, trouble free operation and performance for a period of at least 24 months (**preferably 3 years**) from the date of putting the system into operation at the Department of Physics, Pondicherry University, or at least 24 months from the date of receipt of the last lot of the consignment in India.

ii. If any item covered under warranty fails, the same shall be replaced free of cost including all the applicable charges including shipping cost both ways.

iii. Complete technical specifications of the equipment including manufacturers of parts and accessories, Operating system to be included in Technical bid.

iv. The necessary service support should be provided by Bidder during the agreement period.

v. The training should be provided by the supplying companies for a minimum period of four days from the date of installation with an expert.

vi. Technical post sale support by email and telephone will be provided during the period.

vii. Operating Manual should be provided in English.

viii. A clear statement regarding availability of after-sales service and availability of spare-parts for the next 3 to 6 years should be included.

ix. The equipment must operate at 230V/ 50 Hz single phase and / or equivalent three phase electrical power.

x. If the bidder is an authorized representative in India, they are requested to inform their technical ability to take care of the problems in the system, if developed later within the warranty and outside the warranty period. The responsibility of the Indian agent must be clearly specified.

xi. The bidder from abroad shall obtain, if required, export permission from the appropriate authorities in his country or the country of origin for items to be shipped to India in case of items to be imported. The University shall provide necessary information if required for this purpose.

xii. **The validity of each quotation should be at least THREE MONTHS from the closing date.**

xiii. The offers will not be considered if received after the bid closing date and time.

xiv. The offers received through telex/ telefax/ e-mail will not be accepted by the University under any circumstances.

xv. The University shall not be responsible for any delay/ loss or non-receipt of quotations by post / courier service.

xvi. No unsolicited correspondence shall be entertained after submission of the offer.

xvii. If an order is placed with the firm, the purchase shall be governed by an agreement as per the University rules in force at the time.

xviii. Additional terms and conditions will be incorporated in the purchase order, if needed, to safe guard the interests of the University.

xix. Quotation is not transferable.

xx. In case of any dispute in respect of the quotation, all legal matters shall be instituted within the jurisdiction of the place where the purchaser ordinarily resides.

xxi. In case of purchase of total solution from one particular firm or different firms, the respective supplier/ suppliers as the case may be. Should take responsibility for integration of their equipment's to be supplied for the intended purpose.

### ***7. Power to reject the offer:***

i. Pondicherry University reserves the right to accept / reject any offer in full or in part or accept any offer other than the lowest offer without assigning any reason thereof. Any offer containing incorrect and incomplete information shall be liable for rejection.

ii. No agency commission will be paid to any authorized agent in India.

iii. Liquidated damages: Timely supply of the ordered items, installation, commissioning (wherever is applicable) and training etc. is the essence of the contract. In case of failure to supply within the time specified in the Purchase order, a penalty / LD of 0.5% of the total value per week or a part thereof shall be levied subject to a maximum of 7.5 % in respect of items which are not supplied. The decision of Pondicherry University shall be final in this regard.

iv. Bidder(s) must be authorized business partners of Global / National service providers of the respective equipment.

v. The bidders must enclose authorization letter from the respective global / national service providers of the above said equipment's particularly mentioning an undertaking that in case of default by the bidder, they (Global Service Provider) shall take over all the responsibilities of the bidder.

vi. The bidder should not be involved in any bankruptcy filing for protection from it.

### **III. Specific Conditions for Imported Equipment's**

#### ***1. Payment of EMD:***

The quotation be accompanied by EMD as stated above, by means of Demand Draft, drawn in favor of The Finance Officer, Pondicherry University, payable at Puducherry. The small scale units are exempted from the payment of EMD provided they enclose the proof of their exemption certificate issued by the competent authority.

#### ***2. Payment terms:***

Normally a payment 90% will be released after the installation and training. However, 100% payment will be released if the supplier provides Bank Guarantee towards performance security for the 10% of the total cost of the equipment to cover the warranty period. Bank charges in India shall be borne by the purchaser and outside India shall be borne by the contractor / supplier. The offer must be in English. The rates should be indicated both in figures and words against item specified in the given table. It is preferable that the price be quoted in US dollars or in major foreign currencies.

For any clarification with respect to technical specifications, please contact the respective Department PI as per the details given below: -

S. No	Name of the PI/Department	Contact Details
1	Prof. Ramaswamy Murugan / Department of Physics	moranamurugan.phy@pondiuni.edu.in +91 9486521397

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