



Dr. A. Pandu
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Inviting Quotation for One Laptop and One Multipurpose Printer

Sealed quotations under single bid systems are invited for the purchase of the **One Laptop and One Multipurpose Printer** for the cost not exceeding Rs. 1, 00,000 under UGC MRP Project. The quotations duly signed and sealed should be submitted to **Dr. A.Pandu, Assistant Professor of Commerce & Principal Investigator for UGC- MRP, Department of Commerce, Pondicherry University Community College, Lawspet, Puducherry-605008.**

The Quotation/Limited Tender should be sent by post (normal/speed/Registered/courier) only. The Price quoted should include all the costs such as delivery, installation, testing etc. and also inclusive of all taxes. Warranty terms should be explicitly specified in your quotation. The technical specifications are given below. **Last date for receiving quotation/Limited tender is 23/11/2016**

Name of the required item:

1. Laptop Computer (HP): 1 Nos.

- Intel Core i7 6500 processor GHz 6th Gen, DDR4 8GB RAM, 1TB HDD, 4GB Graphic, Windows 10 Pro, Display 15.6” HD, webcam, Backbag, USB Mouse, Minimum three year warranty rest standard specifications.

Technical Specifications:

- Processor : Intel Core i7 6500 GHz 6th Gen
- Memory : At least 8GB RAM
- Hard Drive : 2 TB HDD
- CD/DVD drive : Dual Layer DVD +/- RW drive
- Display : 15.6 HD
- Graphic card : 4GB Graphic
- Ports : At least 3 USB 3.0 ports
- Ethernet : 10/100/100 Mbps (Gigabit) Ethernet
- Operating system: Windows 10 Pro
- Warranty : Minimum three years warranty

2. Printer (1No) – HP LaserJet pro MFP M226dn

- Print quality black (best) : Upto 1200 x 1200 dpi
- Duty cycle (monthly, A4) : Upto 30,000 pages
- Display : 2- line LCD (text)
- Processor speed : 600 MHz
- Memory, standard : 256 MB

- Paper handling input, standard : 250-sheet input tray, 10-sheet priority tray, 35-sheet Automatic Document Feeder(ADF)
- Paper handling output, standard : 100-sheet output bin
- Duplex printing : Automatic(standard)
- Media sizes supported : A4; A5; B5 (JIS); C5; DL; 16k; Envelopes
- Connectivity standard : Hi-speed USB 2.0 port (host/device); built-in Fast Ethernet 10/100 Base-TX network port; Phone line port(in/out)
- Warranty : Three years onsite warranty

TERMS AND CONDITIONS

1. General Information:

a) Last date and time of receipt of the Limited Tender 23/11/2016

b) Quotation/Limited Tender document Fee: Rs.500/-

c) EMD rates: 2.5% of the quoted price

d) Quoting merely the lowest price does not confer any right to any bidder for award of supply order. The Pondicherry University community college's Purchase Committee, reserves the right to select the equipment any bid under the grounds of specification compliance, technologically advanced quality, proven performance track record, brand reputation, service backup support & training, offer of additional/Special features, compatibility with the existing system, etc.

e) The Quotation/Limited Tender Document Fee and EMD should be submitted along with your quotations

f) The Tender must be submitted along with the stipulated EMD fee in the **sealed cover, superscripting "Tender for one Laptop and Printer"**. The name and address of the bidder also be mentioned at the "From Address" Space.

g) The Tender should be addressed and posted to the following address by speed, registered post or by courier.

Dr.A.Pandu, Assistant Professor of Commerce, Department of Commerce, Pondicherry University Community College, Lawspet, Puducherry-605008.

h) Limited Tenders will not be accepted through fax/e-mail.

II. Common Conditions (Import or Indigenous)

1. Price Schedule

The price should include the Delivery charges, Installation, training charges, etc. at Pondicherry University Community College. The prices quoted shall remain firm until the Equipment is supplied to, Pondicherry University Community College.

2. Quoting the core price & Tax Duties, Discount etc.

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

3. 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 tender and must have executed atleast three orders of this kind of equipment during this period.**

4. Technical Specifications

i) Warranty

- I. The Equipment 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 36 months (preferably 3 years) from the date of putting the system into operation at Pondicherry University Community college.
- 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 the operating system to be included in the 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.
- VI. Operating Manual should be provided in English
- VII. A Recent customer list (within last five years) with the contact details including email address is to be submitted with technical bids/ bids as the case may be.
- VIII. If the Equipment is proprietary a product, a proprietary product certificate should be enclosed.
- IX. The Equipment must operate at 230 V / 50 Hz single phase and/ or equivalent three phase electrical power**
- X. **The Validity of the quotation should be atleast for THREE MONTHS from the closing date.**
- XI. The offers will not be considered of received after the bid closing date and time.
- XII. The offers received through telex/ telefax/ e-mail will not be accepted under any circumstances.
- XIII. The Project Investigator shall not be responsible for any delay/ loss or non – receipt of the tender by post/ courier service.
- XIV. No unsolicited correspondence shall be entertained after the submission of the offer.
- XV. If an order is placed with the firm, the purchase shall be governed by an agreement as per the University rules in force at time.
- XVI. Additional terms and conditions will be incorporated in the purchase order if needed, to safeguard the interests of the University.
- XVII. Tender is not transferable
- XVIII. In case of any dispute in respect of the Tender, all legal matters shall be instituted within the jurisdiction of the place where the purchaser ordinarily resides.

5. Power to reject the offer:

- I. Pondicherry University Community College 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 (whichever 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 Community College's Purchase Committee shall be final in this regard.
- IV. The Bidder should not be involved in any Bankruptcy filing for protection from it.

III. Specific conditions for Imported Equipments

1. Payment of EMD

The Quotation/ Limited tender must be accompanied by EMD as stated above, by means of a Demand Draft, drawn in favor of **The Finance Officer, Pondicherry University, payable at Puducherry.**

The small scale units are exempted from payment of EMD provided they enclose the proof of their exemption certificate issued by the competent authority.

2. Payments terms:

Normally a payment 90% will be released after the installation & 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 furnace 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 againsts item specified in the given table. It is preferable that the price be quoted in US Dollars or in major foreign countries.

Annexure-I

Sl.No	Equipment Name	Quantity
1.	Laptop Computers	1 No
2.	HP- Multipurpose printer (HP LaserJet Pro MFP M226dn)	1 No

Dr. A. Pandu
15/11/16

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