



Pondicherry University
Department of Sociology

Silver Jubilee Campus
Puducherry 605014
Ph: (O) 0413 – 2654496
(R) 0413 – 2655051

Dr.C. Aruna
Associate Professor

Mobile: +91 9486747787
E-mail: aruna.chinnappan@gmail.com

Tender for Project Equipment

Sealed quotations are invited for the purchase of equipment (Laptop - 1 no. & printer - 1 no.) under the ICSSR sponsored Minor Research Project (Ref: F. No. 02/267/2017-18/RP/Minor dated 10.01.2018) sanctioned to **Dr. C. Aruna** (Project Director), Pondicherry University, Puducherry-605014.

The quotation 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 **23.08.2018**.

Name of the required items:


S.No.	Items	Required nos.
1	Laptop: HP Notebook – Intel Core i3/1 TB 5400 rpm SATA/15.6 inches/ 4 GB memory; 1 TB HDD storage/ Intel HD / Windows 10	1 no.
2	HP- Deskjet printer / Print, Copy, Scan	1 no.

Schedule of Terms & Conditions

- 1) The bidders should quote unit-wise price for the above said items inclusive of applicable taxes, freight, etc.
- 2) The price quoted by the bidder is inclusive of delivery and installation of the equipments.
- 3) The items should be covered under 3 years onsite comprehensive warranty. If any item covered under warranty fails, the same shall be replaced free of cost including all the applicable charges including transportation cost (both ways).
- 4) The quotation must reach **Dr. C. Aruna, Associate Professor, Dept. Sociology, Pondicherry University, Puducherry-605014** **on or before 3.00 PM on 23.08.2018**, and they will be opened on the same day at 3.30 P.M. The offers will not be considered if received after the bid closing date and time.
- 5) **Quotation / Tender Document fee Rs. 500/-**
- 6) **EMD rates: 2.5% of the quoted price.**
- 7) The quotation must be submitted along with the stipulated quotation document fee and EMD in the sealed cover, super-scribing **“Instrument for ICSSR Minor Research Project (02/267/2017-18/RP/Minor)”**. The name and address of the bidder should also be mentioned at the from address space.
- 8) The Quotation / Tender document can be downloaded from the University website 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 Demand Draft.
- 9) The Quotation must be accompanied by EMD as stated above, by means of a Demand Draft, drawn in favour of **The Finance Officer, Pondicherry University, payable at Puducherry**.
- 10) The validity of each quotation should be at least 180 days from closing date of the bid.
- 11) The quotation should be sent by Post (Normal/ Speed/ Registered/ Courier) only. The offers received through telex/ tele-fax/ e-mail will not be accepted by the University under any circumstances.

- 12) The University shall not be responsible for any delay / loss or non-receipt of tenders by post /courier service.
- 13) No unsolicited correspondence shall be entertained after the submission of the offer.
- 14) Tender is not transferable.
- 15) All electric and electronic must be original and operate at 230V/50 Hz single phase and / or equivalent three phase electrical power.
- 16) **The firm must have the requisite domain expertise with regard to supply, installation and post- sale service of the items they are quoting.**
- 17) Please give the recent customers list (within last five years) with contact details including email address.
- 18) If you have an authorised representative/ dealer you are requested to furnish technical ability to take care of the problems in the system, if developed later within the warranty and outside the warranty period.
- 19) 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.
- 20) In case of any dispute in respect of the tender, all legal matters shall be instituted within the jurisdiction of the place where the item is installed.
- 21) Timely supply of the ordered items, installation, commissioning (wherever 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.**
- 22) The successful bidders should supply the items, etc., **within a week** after receipt of the Firm supply orders.
- 23) Complete technical specifications including process flow, to be included with the quotation. Manufacturers of various major parts/equipment must be mentioned explicitly, Literature, user manual if any are to be attached with the quotation.
- 24) Additional terms and conditions will be incorporated in the purchase order, if needed, to safeguard the interests of the University.
- 25) Quoting merely the lowest price doesn't confer any right to any bidder for award of supply order. The University's Purchase Committee, reserves the right to select any bid under the grounds of proven performance track record, brand reputation, service backup support, additional warranty, offer of additional / special features, compatibility, etc.
- 26) The University reserves the right to reject any bids with unbranded/sub- standard brand/ un-certified brands of products even if they are found to be lowest.
- 27) 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 equipments to be supplied for the intended purpose.

Date: 02.08.2018


Dr. C. Aruna
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