



PONDICHERY UNIVERSITY
(A Central University) (www.pondiuni.edu.in)
Kalapet, R.V. Nagar, Puducherry – 605 014

TENDER INVITING NOTICE

For and on behalf of Pondicherry University, the Registrar(i/c), Pondicherry University invites sealed tenders from the reputed firms for supply of the following :

Sl. No.	Name of the Item	Tender Doc. Fee	EMD
1	Instant Reader with Assistive Technology for the Visually Challenged	₹ 100/-	₹ 5,000/-
2	Single Sheet Braille Embosser		

The tender forms and other details may be downloaded from the website www.pondiuni.edu.in. **The last date and time for receipt of tenders is 20/02/2017 at 3.00 pm.**

REGISTRAR(i/c)

Tender Document
PONDICHERRY UNIVERSITY
(A Central University)

(R.V.NAGAR, KALAPET, PUDUCHERRY – 605 014)

SCHEDULE OF TERMS & CONDITIONS

Sub: Supply of Instant Reader with Assistive Technology and Single Sheet Braille Embosser – Reg.

—o—

Schedule of Requirements

Sealed tenders are invited for Supply of Instant Reader with Assistive Technology for the Visually Challenged and Single Sheet Braille Embosser to Ananda Rangapillai Library, Pondicherry University, as per the technical details and specifications given below: -

Specifications/Features of Equipments	Qty.
<u>1. Instant Reader with Assistive Technology for the Visually Challenged</u>	2
<u>Specifications/Features:</u> The Instant Reader should : <ol style="list-style-type: none">a. have high resolution document camerab. scan A3 size or higherc. have multiple zoom levels (atleast 50% to 500%)d. have embedded screen reading softwaree. have embedded OCR software to capture text from the image file (both Print/Electronic)f. automatically read captured text aloudg. support function keys to support different functionalities/actionsh. support multiple languagesi. support large, bold and high contrast fontsj. have base/mat to support positioning of documentsk. capture from different type/size of documentsl. save the contents to various file formats like PDF, Word, Excel, PowerPoint, MP3, RTF, etc.m. support Windows 7.0 or aboven. Warranty :Minimum 2 (Three) Years On-site comprehensive warranty.	
<u>2. Single Sheet Braille Embosser</u>	1
<u>Specifications/Features:</u> The Single Sheet Braille Embosser should : <ol style="list-style-type: none">a. support single & double sided Braille printingb. handle A3 size paperc. support user defined paper sized. support horizontal embossinge. support vertical embossingf. automatic magazine style formattingg. have connectivity ports Network, USB 2.0 and Headphone or moreh. support Index-direct-Braille (Tamil and Hindi Languages in UNICODE and English or more) embossingi. Support Windows 7.0 or abovej. Warranty :Minimum 2 (Three) Years On-site comprehensive warranty	

Eligibility Criteria

(The bidder must have the requisite domain expertise with regard to supply of the items they are quoting.)

- 1) The item quoted should be from reputed firms. The brand name of the item should also be quoted.
- 2) The bidder must have an experience of minimum 3 years in the field (Proof to be attached).
- 3) The rates should be quoted strictly as per the specifications defined in the tender document.
- 4) **The items quoted by the bidder should carry two year(s) warranty as mentioned in the specifications. In addition the bidder should also quote the percentage of comprehensive AMC charges for additional two years.**
- 5) The rate quoted should be valid for atleast 90 days from the date of closing of tender.
- 6) The bidders should submit **Earnest Money Deposit of ₹ 5,000/-** in the form of Demand Draft in favour of the Finance Officer, Pondicherry University, Payable at Pondicherry. If EMD is exempted, kindly mention the same along with proof for exemption.
- 7) The bidder details (Annexure-I) and declaration on part of bidder (Annexure – II) about the bidder and, terms and conditions of the tender should be submitted.
- 8) **Necessary documents/certificates/brochures/leaflets in support of the eligibility criteria should be attached with the bid.**
- 9) **Demand Drafts for the i) Tender Document Fee & ii) EMD should be placed in a separate cover along with the bid.**

GENERAL TERMS AND CONDITIONS

I. General Information: -

1. Last date and time of receipt of the Tenders: 20/02/2017, 3.00 PM
2. Date & Time of opening of Tender: 20/02/2017, 3.30 PM
3. In the event of the date specified for bid receipt and opening being declared as a Closed holiday for purchaser's office, the due date for submission of bids and Opening of bids will be the following working day at the appointed times.
4. Tender Document fee and EMD rates: -
Tender Document Fee: ₹ 100/-
E.M.D. : ₹ 5,000/-
(Demand Draft in favour of the Finance Officer, Pondicherry University Payable at Puducherry)
5. The Demand Drafts drawn in favour of "The Finance Officer", Pondicherry University payable at Puducherry for Tender Document Fee and EMD should be submitted in a separate cover super-scribing **Bank Demand Draft** and which should be enclosed with the bid.
6. The Photo Copies of the Bank Instruments on payment of Tender Document Fee and EMD should be attached with the bidding cover.
7. **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 any bid under the grounds of specification compliance, technologically advanced quality, proven performance track record, brand reputation, service backup support, additional warranty, offer of additional / special features, Compatibility with the existing System, Training, etc.**
8. The tender should be addressed to the Registrar(i/c), Pondicherry University.
The examples for super-scribing the envelope of tender is given below: -

Tender submitted for Supply of Equipments for Visually Challenged Lab to Ananda Rangapillai Library

To

The Registrar(i/c),
Pondicherry University,
R.V. Nagar, Kalapet,
Puducherry – 605 014.

From

Supplier's Address

In case of local delivery, all tenders are to be dropped in the tender box placed at the Information Facilitation Counter, Bharat Ratna Dr.B.R.Ambedkar Administrative Block, Pondicherry University, R.V. Nagar, Kalapet, Puducherry – 605 014 (or) in the Purchase & Stores Section. Those who submit their tenders by post shall send the same before the prescribed deadline to the Registrar(i/c), Pondicherry University, R.V. Nagar, Kalapet, Puducherry – 605 014.

The tenders sent through fax / e-mail will not be accepted.

II. Common Conditions (Import or Indigenous Equipments)

1. Purchase of Tender Document:

The Tender document can be either downloaded from the University website www.pondiuni.edu.in or procured from the Information Facilitation Counter, Dr.Ambedkar Administrative Block, 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 tender document fee, in the form of a Demand Draft.

2. Price Schedule

The rates should be quoted for a single unit and also for the total quantity required by the University.

The prices quoted shall remain firm until the items are supplied to the Ananda Rangapillai Library, Pondicherry University.

Specifications of the consumable items given in these documents are the minimum requirement. The bidder may offer items with higher specifications. However, no price advantage for such specifications shall be given.

The quantity shown against each item is approximate and may vary as per demand of the department at the time of placing order.

Evaluation and Comparison of Bids:- Bids will be evaluated on the basis of single item.

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. The items quoted by the bidder should be FOR destination basis and should include taxes, handling charges, freight, etc.

4. 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 dt. 23.07.96 respectively, in respect of

- a. Scientific and technical instruments, apparatus, equipment 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, micro-chips etc.
- d. Prototypes.

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

5. Warranty:

The items covered under this tender, when purchase, shall be warranted for the quality, workmanship, trouble free operation and performance for a period of **at least 24 months from the date of supply of the items into operation** at the Pondicherry University. 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.

(A signed Bidder's Warranty as per Annexure – IV has to be submitted along with the Bid Document)

6. The validity of the each quotation should be at least 90 days from closing date of the bid.
7. The offers will not be considered if received after the bid closing date and time.
8. The offers received through telex / tele-fax / e-mail will not be accepted by the University under any circumstances.
9. The University shall not be responsible for any delay / loss or non-receipt of tenders by post / courier service.
10. No unsolicited correspondence shall be entertained after the submission of the offer.
11. 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.
12. Additional terms and conditions will be incorporated in the purchase order, if needed, to safe guard the interests of the University.
13. Tender is not transferable.
14. 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.

15. Power to reject the offer:

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.

16. No Agency commission will be paid to any authorized agent in India.
17. All the terms and conditions for the supply, testing and acceptance, payment terms etc. will be as those mentioned herein and no change in the terms and conditions by the bidders will be acceptable.
18. Liquidated damages: Timely supply of the ordered items 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.

19. For any clarification with respect to technical specifications, please contact the University Librarian as per the details given below: -

S. No.	Name of the Department	Name of the Head	Contact Numbers
1.	Ananda Rangapillai Library	Dr. R. Samyuktha	0413-2655213 0413-2654205

20. Payment of EMD:

The Tender 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** separately. *The amount is refundable after one month from the date of closing date of Tender for non-successful bidder and two months from the date of satisfactory installation and testing for successful bidder. The Small Scale units are exempted from payment of EMD provided they should enclose proof of their exemption Certificate issued by the competent authority.*

21. Payments terms:

Out of total contract/ purchase price, 90% of the amount will be paid on supply of the items and satisfactory installation and testing. Balance of 10% of the amount shall be retained as Security Deposit, towards satisfactory performance, and which may be released on submission of a **performance bond supported by a Bank Guarantee** (format enclosed in Annexure – III) **(obtained from Nationalized Bank of India) for the 10% of the total contract/ purchase value, for the duration of the Warranty period.**

REGISTRAR(i/c)

Date: 03/02/2017

Tender for Supply of Instant Reader and Braille Embosser.**DETAILS OF BIDDER**

S. No.	Required Details	
1.	Name of the Bidder	
2.	Address of the Bidder	
3.	Contact No.	
4.	Fax No.	
5.	Mobile No.	
6.	Email	
7.	Name of Authorized Signatory	
8.	Sales Tax/ CST No.	
9.	Income Tax No. / PAN/ GIR No.	
10.	Year of Establishment	
11.	Name and address of Banker	
12.	Name and Address of the library where Instant Reader and Braille Embosser were supplied with contact person details of the firm	Use Separate Sheet if necessary.
13.	EMD Details Amount DD No and Date Name of the Bank	
14.	Tender Document Fee Details (if bid document is downloaded) Amount D.D No. and Date Name of the Bank	
15.	Whether OEM or authorized distributor. In case of distributor please attach authorization certificate.	
16.	Whether all items quoted are certified by ISO or its authorized agencies?	
17.	Brand of the hardware quoted	
19.	Item(s) quoted in the Tender	

Signature of the Tendered
with stamp and date

DECLARATION

1. I, _____
Son/Daughter of Shri _____
Proprietor/Partner/Director/ Authorized Signatory of
_____competent to sign this declaration and execute
this tender document;

2. I have carefully read and understood all the terms and conditions of the tender and hereby convey my acceptance of the same.

3. The information / documents furnished along with above declaration are true and authentic to the best of my knowledge and belief. I/we, am / are well aware of the fact that furnishing of any vague / false information / fabricated document would lead to rejection of my tender at any stage besides liabilities towards prosecution under appropriate law.

Signature of authorized person

Full Name: _____

Company's Seal: _____

N.B.: The above declaration, duly signed and sealed by the authorized signatory of the agency in token of their acceptance, should be enclosed with the Bid.

BANK GUARANTEE

Pondicherry University
 Bharat Ratana Dr. B R Ambedkar Administrative Building
 R Venkataraman Nagar
 Puducherry 605 014

This guarantee made this _____ day of _____ 2017 by _____ Bank having its Registered Office at _____ and one of its branches at _____ (hereinafter referred to as “the Guarantor” which expression shall, unless it be repugnant to the subject, meaning or context thereof, be deemed to mean and include its successors and assigns) in favour of the Pondicherry University, Puducherry 605 014 represented by its Registrar, having his office at R. Venkataraman Nagar, Kalapet hereinafter referred to as the “University” which expression shall include his successors in office for an amount not exceeding Rs. _____ (Rupees _____ only) at the request of M/s. _____ (more fully described hereunder)

2. Whereas the University has placed Work Order No: PU/ _____ dated _____ for _____

_____ with M/s. _____ having its office at _____ and hereinafter referred to as the “Contractor” which expression shall include their successors and assigns.

3. And whereas the Contractor has accepted and agreed to execute the work as per the work order as per undertaking / agreement dated _____ within the time stipulated and in the manner specified therein.

4. And whereas the University has called upon the Contractor to furnish Bank Guarantee for the sum of Rs. _____ (Rupees _____ only) for fulfillment of the said work as specified in the work order and as agreed to by the Contractor.

5. And whereas the Contractor has requested the Guarantor herein to furnish an irrevocable and unconditional Bank Guarantee in favour of the University for an amount of Rs. _____ as guarantee towards execution of the work as agreed to by the contractor to the University.

6. Now, therefore, we _____ Bank, the Guarantor herein, do hereby irrevocably and unconditionally Guarantee the payment to the University the sum not exceeding Rs. _____ (Rupees _____ only) in the event of any breach, failure, neglect or inability on the part of the Contractor in the execution of the said work, on demand without reference of the matter to the Contractor and without any prior consent of the Contractor, at all times throughout the period of execution of the work, without demur, cavil or argument or delay.

7. The Guarantor agrees and undertakes that the decision of the University as to whether the contractor has committed any breach of the obligation with respect to the work to be executed, and the quantum of amount therefore payable by the Contractor to the University in that regard, shall be final, binding and conclusive as against the Guarantor and the Guarantor shall make payment accordingly, on demand by the University.

8. The Guarantor further agrees and undertakes to pay to the University the amount demanded by the University irrespective of and notwithstanding any dispute raised by the Contractor in any suit or proceeding before any judicial forum relating to the Contracted work and the Guarantor's liability under this Guarantee shall be absolute and unequivocal.

9. This Guarantee is issued subject to the condition that the liability of this Guarantor under this guarantee is limited to the maximum of Rs. _____ (Rupees only) _____ and the guarantee shall remain in full force up to _____ and cannot be invoked otherwise than by a written demand or claim by the University for the payment of the said amount by the Guarantor on or before _____ or any extended date as decided by the University.

10. This University shall have the fullest liberty without our consent and without affecting in any manner our obligations hereunder to vary any of the terms and conditions of the contracted work or to extend time for performance of the work by the Contractor. Any change to the contracted work shall not in any way release the Bank (Guarantor) from liability under this Guarantee and we waive notice of any such change. The University shall have full liberty to forbear or enforce any of the terms and conditions of the contracted work.

11. This Guarantee shall not be affected by any legal limitation, disability or other circumstances relating to the Contractor or the Guarantor.

12. This Guarantee shall be valid for the period upto _____ and shall extend further and beyond _____ for such period as determined by the University.

13. The Guarantor undertakes not to revoke this guarantee except with the previous consent of the University in writing.

14. Notwithstanding anything contained herein:

- Our liability under this guarantee shall be limited to Rs. _____ (Rupees _____ only)
- This guarantee shall be valid upto _____ and for such further period as determined by the University for fulfillment of the contract.
- We are liable to pay the guaranteed amount or any part thereof under this Bank Guarantee only and only if you serve upon us a written claim or demand on or before _____ or such extended period / date.

In witness whereof, this Guarantee has been executed by _____ for an on behalf of the Bank (Guarantor) on the day, month and year first above written.

SIGNATURE AND SEAL
NAME OF THE BANK (GUARANTOR)
ADDRESS:

BIDDER’S WARRANTY

The Registrar, Pondicherry University, Puducherry invited Bid Document for supply of the item(s) namely, _____ at _____, Pondicherry University, Puducherry

AND M/s. _____

Thereinafter referred to as “The Bidder” having carefully studied all the bid documents, Specifications, etc. accompanying the tender for supply of the above mentioned Equipment and desirous to submit the bids as per the Tender Document advertised vide Notification No. _____ / _____ dated _____.

DO HEREBY WARRANTY THAT

1. The bidder is familiar with all the requirements of the bid documents.
2. The bidder has investigated the site and satisfied, he regarding the character and scope of the work and local conditions that may affect the supply or its Performance.
3. The bidder is satisfied that the supply can be performed and completed as required in the contract.
4. The bidder accepts all risk directly or indirectly connected with the performance of the contract.
5. The bidder has had no collusion with other contractors, with any of the men of Pondicherry University, Puducherry, or with any other person in preparation of the bid.
6. The bidder has not been influenced by any statement or promise of the Officials of Pondicherry University, Puducherry but only by the bid documents.
7. The bidder is financially solvent.
8. The bidder is experienced and competent to perform the contract to the satisfaction of the Co-ordinator, Central Instrumentation Facility, Pondicherry University, Puducherry.
9. The statements submitted with the bid are true.
10. The contractor is familiar with all general and special laws, acts, ordinances, rules and regulations of the Municipal, District, State and Central Government that may affect the work, its performance or personnel employed therein.
11. All the terms & conditions of the Supply Order will bind the bidder once his quote is accepted and supply order issued.

Signature of the Bidder