
	हिमाचल प्रदेश केन्द्रीय विश्वविद्यालय (केन्द्रीय विश्वविद्यालय अधिनियम 2009 के अधीन स्थापित)	
	निविदा सं. 03 / 2015 / हि.प्र.के.वि. / एनआईटी	दिनांक : 03.03.2015
टेंडर आमंत्रण सूचना		
एतद्वारा लैपटॉप की आपूर्ति हेतु मोहरबंद टेंडर आमंत्रित किए जाते हैं। निबंधन एवं शर्तों आदि सहित टेंडर फॉर्म को वेबसाइट www.cuhimachal.ac.in से डाउनलोड किया जा सकता है।		
इच्छुक / पात्रता रखने वाली एवं विख्यात पार्टियों द्वारा निर्धारित फॉर्मेट में टेंडरों / प्रस्तावों के साथ प्रोसेसिंग शुल्क के रूप में 500/- रुपये और बयाना जमा राशि के रूप में 40,000/- रुपये (अलग - अलग) 25 मार्च, 2015 (अपराह्न 03.00 बजे) तक जमा करायी जाए। टेंडरों को टेंडर दस्तावेज में इंगित तिथि, स्थान और समय पर खोला जाएगा।		
विल्ट अधिकारी		
कैंप कार्यालय, धर्मशाला, जिला कांगड़ा, हिमाचल प्रदेश - 176215 ईमेल : brdhirman1955@gmail.com, दूरभाष सं. 01892-229573, फैक्स सं. 01892-229331		

	Central University of Himachal Pradesh (Established under Central Universities Act 2009)	
	Tender No. 03/2015/CUHP/NIT	Dated: 03.03.2015
Notice Inviting Tender		
Sealed Tenders are hereby invited for SUPPLY OF LAPTOPS . Tender form along with Terms & Conditions etc. can be downloaded from the website www.cuhimachal.ac.in .		
Interested/eligible & reputed parties may submit their tenders/proposals in the prescribed format along with Demand Draft amounting to Rs.500/- as processing fee and EMD of Rs.40,000/- (separately) latest by 25.03.2015 (03.00 PM) . The tenders/proposals shall be opened on the date, place and time mentioned in the tender document.		
FINANCE OFFICER		
Camp Office, Dharamshala, District Kangra, Himachal Pradesh – 176215 E-mail : brdhirman1955@gmail.com, Phone No. 01892-229573, Fax No. 01892-229331		

हिमाचल प्रदेश केन्द्रीय विश्वविद्यालय
Central University of Himachal Pradesh

PO Box: 21, Dharamshala, District Kangra, Himachal Pradesh – 176215
Phone No.01892-229330, 229573, FAX No.01892-229331,
website: www.cuhimachal.ac.in

**TENDER DOCUMENT
FOR
SUPPLY OF LAPTOPS
FOR
CENTRAL UNIVERSITY OF HIMACHAL PRADESH**



REFERENCE NO.	: 03/ 2015/CUHP/NIT
DATE OF ISSUE OF TENDER	:03.03.2015
LAST DATE FOR RECEIPT OF TENDER DOCUMENT	: 25.03.2015 (3.00P.M.)
TIME AND DATE FOR OPENING OF THE TENDER.	: 25.03.2015 (4.00 P.M.)
PLACE OF OPENING OF THE TENDER	: Camp Office, Central University of Himachal Pradesh, Dharamshala District: Kangra (HP)-176215.
ADDRESS FOR COMMUNICATION	: The Finance Officer, Camp Office, Central University of Himachal Pradesh, Dharamshala District: Kangra (HP)-176215.

**SIGNATURE OF THE QUOTEE
WITH SEAL**



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**NOTICE INVITING TENDER FOR SUPPLY OF LAPTOPS
FOR
CENTRAL UNIVERSITY OF HIMACHAL PRADESH
DHARAMSHALA, DISTRICT KANGRA (HP)**

The sealed tenders / proposals are hereby invited from reputed Manufacturers or their authorized Agents / Dealers/Suppliers for **Supply of Laptops--36 Numbers (Approximately)** as per specifications given below, required for Central University of Himachal Pradesh. The interested and eligible parties may send their Tenders/proposals keeping in view the specifications with a non-refundable processing fees of **Rs.500/- (Rupees Five hundred only)** in shape of Bank Demand Draft in favour of Finance Officer and Earnest Money of **Rs.40,000/- (Rupees Forty thousand only)** in the shape of Bank draft or F.D.R duly pledged in the name of **Finance Officer, Central University of Himachal Pradesh, Dharamshala or a Bank Guarantee (Annexure-III)**, for equal amount furnished on prescribed Performa, from any commercial bank.

The tenders received without processing fee and EMD will be rejected straight way.

SPECIFICATIONS:

Processor:	Intel Core i5 (or higher) 4th Gen (or higher), 1.7 GHz (or higher) with Turbo boost up to 2.7GHz (or higher), Cache 3MB (or higher).
Memory:	4GB DDR3 (or higher) Expandable at least up to 16GB, with available unused slot.
HDD Storage:	500GB (or higher) with RPM speed of 5400 (or higher).
Platform:	Dual boot support for all laptops: Windows 8.1 (64 Bit) + Ubuntu 14.04.1 LTS (64 Bit).
Display:	14 inch, FHD LED Multi-touch (slim) Display with resolution of at least 1920 ×1080 pixels (or better).
Graphics:	Dedicated graphics card with at least 2 GB DDR3 memories (or higher).
Inputs:	Good Quality webcam, Touchpad, Backlit Keyboard, Touch screen.
Communication:	RJ 45 LAN (OR RJ 45 LAN to USB connector cable), Wireless LAN IEEE 802.11b/g/n (or better), Bluetooth v4.0 (or better).
Power Supply:	The battery should be 4 cells (or higher) having with fast charging adapter of 65W (or more).
Ports/Slots:	At least three USB slots with at least 1 of them being USB 3.0, at least one HDMI port, Headphone out, at least one SD card reader.
Accessories:	Carry bag, Head/earphones with mic, wireless mouse.
Other:	It will be preferred to have a display that can be flipped to the angle of 300° or greater.
Warranty:	Onsite warranty should be provided by vender for one year or more.
Accessories:	Carry bag, Head/earphones with mic, wireless mouse.
Other:	It will be preferred to have a display that can be flipped to the angle of 300° or greater.

Note:

- (i) The Processing fee and EMD should not be mixed i.e. Demand Draft for Processing fee and Demand Draft /FDR/Bank Guarantee for EMD should be prepared separately.
- (ii) The quantity is tentative and the University reserves the right to increase or decrease the quantity of the Laptops.

The tender should be addressed to **The Finance Officer**, Camp Office, Central University of Himachal Pradesh, PO Box 21, Dharamshala, District – Kangra, H.P – 176215 and should clearly mention “**Tender for Supply of Laptops to CUHP**.” The envelope should also indicate the name and address of the Bidder to enable the bid to be returned unopened in case it is declared late. If the envelope is not sealed and marked as required, the University will bear no responsibility for the bids misplaced or premature opening. All Tenders/proposals should be written in both figures and words.

Firms / Dealers interested to participate can view the complete set of tender documents including specifications of the instruments on University Website: www.cuhimachal.ac.in

Any subsequent amendment/modification/corrigendum, if any, will be uploaded only on the website.

The bidders are requested to read the tender document carefully and ensure compliance with all specifications/instructions herein. Non-compliance with specifications/instructions in this document may disqualify the bidders from the tender exercise.

The Central University of Himachal Pradesh, reserves the right to select the item (in single or multiple units) or to reject any quotation wholly or partly without assigning any reason.

The Tenders complete in all respects must be submitted in sealed envelopes which must be either delivered by hand or sent by registered mail, speed post or courier to **The Finance Officer**, Central University of Himachal Pradesh, on the below given address, super-scribing on the envelop “**Supply of Laptops**” so as to reach not later than **3:00 P. M. on 25.03.2015**. The University in no case will be held responsible for late delivery or loss of the documents so mailed. All the documents received after this specified date and time shall not be considered. The postal address is:

**The Finance Officer,
Central University of Himachal Pradesh,
Camp Office, Dharamshala
Kangra District, Himachal Pradesh-176215. (India).**

The Tenders/ Bids will be opened in the Camp office, Central University of Himachal Pradesh, Dharamshala District, Kangra (HP)-176215 on **25.03.2015** at **04:00 PM** in the presence of the tenderers or their authorized representatives with valid ID proof that they represent the respective firm. The bidders or their authorized representatives may also be present during the opening of the Bid, if they desire so, at their own expenses.

In exceptional situation, a committee nominated for this purpose may negotiate price with the qualified bidder quoting the lowest price before awarding the contract.

Clarification:

In case, any tenderer/bidder requires any clarification regarding the tender document, they may contact **Shri B.R.Dhiman, Finance Officer**, Central University of Himachal Pradesh. (Contact No.0 94180-30724), email address is brdhiman1955@gmail.com

DETAILED TERMS AND CONDITION

1. All rates quoted should be F.O.R destination and should be net i.e. including packing weighing, insurance and forwarding charges. The sales tax will however be extra in case quoted by the supplier.
2. Sample wherever required shall be submitted by the Firms duly signed/stamped/tagged indicating specifications, make/brand so as to reach this office by the date and time fixed for opening of tender. Samples should be sent against pre-paid RRs/G.T.R.S. ‘To-pay consignments’ will not be entertained and sample will remain undelivered with railway authorities and transport companies at the risk of the Firm.
3. In case where full specifications are not incorporated or where specifications are such that the supplier cannot quote for, the supplier’s own specifications should be stated in full for the articles quoted for. Any illustrative literature available, duly stamped and signed, should also accompany.
4. In all cases the country of manufacturers/particulars of manufacturer and unit of measurement etc., must prominently be stated. The unit should usually be the one stated in the inquiry.

5. All containers, packing cases, bags etc. will be deemed to be non-returnable unless specifically stated otherwise in the tender.
6. All supplies should be made within a fortnight of supply order or **by the date stated in the order whichever is earlier**. In case it is brought to the notice of the undersigned that the supply has not been made within the prescribed period, the tender will be cancelled and earnest money will be forfeited. The University shall then be at liberty to make the purchase from any other source at supplier's risk and the University shall be free to blacklist the firm/suppliers.
7. No price increase will be allowed during the currency of the contract and rates approved shall remain in force during the currency of the rate contract.
8. The quantity of supply can be increased or decreased at the discretion of the University.
9. The authorized dealers/suppliers once notified by the manufacturer/proprietors shall not be allowed to be changed in between the period of contract.
10. The inspection of goods will be carried out by the consignee at the destination and rejected goods will have to be removed by the party at its own cost within 10 days of dispatch of advice from the indenting office failing which the goods will be at supplier's risk which may be disposed of by the University by public auction, if so considered.
11. The rejected goods will have to be replaced within 15 days of the dispatch by the Indenting Officer's registered notice intimating that the goods have been rejected, failing which the Indenting Officer will be entitled to make purchases at the risk and cost of the Contractor/Firms without any further reference to them.
12. If the supplier claims that the goods supplied by him/them are strictly according to the approved samples/specifications, he may file an appeal to the Vice-Chancellor of the University within five days of the receipt of the Registered Notice from the Indenting Officer/Consignee. Where such appeals have been filed, the Indenting Officer /Consignee will hold the goods with him till the final decision of the Vice-Chancellor.
13. **All quotations/Tenders should be accompanied with an earnest money amounting to Rs.40,000/-Rupees Forty thousand only) in the shape of Account Payee Bank Draft or F.D.R duly pledged in the name of Central University of Himachal Pradesh, Dharamshala or a Bank Guarantee for equal amount furnished on prescribed Performa, from any commercial bank (Annexure- III).** The EMD shall be returned in case the offer of bid is not accepted by the University.
14. The supply must be completed satisfactorily within the stipulated period failing which the Indenting Officer concerned will have the right to purchase or allow to purchase the goods at supplier's risk, provided that where goods are not supplied according to the specifications and on account of urgency of the demand, the Indenting Officer decides to retain the inferior goods, the supplier will be entitled to receive payment not at the contract rate but at the rate fixed by the University with due regard to the quality of the material supplied.
15. The University reserves the right to accept quotations in part or whole.
16. **The University reserves the right to enter into parallel contract with two or more firms and to enter into negotiation with the concerned firm and to accept or reject any tender without assigning any reason, if so required.**
17. The rates and units shall not be over written, amount shall be both in figures and words. All corrections must be signed in full by the Firm.
18. In case of goods controlled by the Government, the quotations must be sent subject to the control rates and the other conditions and supplier will be paid at the controlled rate or on the rate offered by the supplier whichever is lower.
19. Any dispute arising out of the deal shall be subject to the decision of the Vice-Chancellor of the University whose decision shall be final. Settlement of all disputes will be made within the jurisdiction of Central University of Himachal Pradesh at Dharamshala.
20. **The University reserves the right to accept or reject any/all the tender without assigning any reason.**
21.
 - i. A tenderer shall have the right to be heard in case it is felt that proper procurement process is not being followed or his/her tender has been rejected wrongly.
 - ii. The tenderer may send written representation which may be examined by the Finance Officer or an Officer to be designated by the Vice Chancellor.
 - iii. The tenderer could make such representation within one month from the date of placement of contract and the said representation shall be decided /replied within one month from the date of its receipt.
22. The signature on the tender/quotations and samples etc. sent therewith will be deemed to be the authorized signature of the Firm.
23. The tenders received after due date or without the earnest money and processing fee or without samples wherever required shall stand cancelled.
24. In case, it is agreed by the University and is incorporated as a conditions of the contract, to accept supply through bank, the bank charges accruing thereon, shall be borne by the supplier. No request and or payment above 75% through bank shall normally be accepted. However, in special circumstances depending upon the merit of the case and or credibility of the tender, the payment up-to 90% through bank will be considered at the time of purchase of the material.
25. Any term/condition given by the supplier/firm, in contravention to the terms contained in the tender shall not be acceptable and shall be treated as null and void.

26. In the event of tender, being accepted, the quotations will be converted into a contract which will be governed by these terms and conditions.
27. The above conditions will be enforced unless written order of the Controlling Officer/Competent authority is obtained relaxing any specific condition in any particular instance.
28. The tender not strictly in accordance with the above conditions are liable to be rejected.
29. The tender shall be on the prescribed tender Form. The rates should be quoted against each item in the tender form. The special terms, if any, should be added on a separate sheet with tender.
30. The successful Firms will have to execute an agreement on the non-judicial paper of the value of Rs. 100.00 duly signed and stamped.
31. On acceptance of the tender, the Firm/Tenderer shall furnish Performance Security amounting to **Rs. 1, 00,000/- (Rupees One Lakh only)** in the shape of Account Payee Bank Draft or Fixed Deposit Receipt (FDR) duly pledged in the name of the University or Bank Guarantee for equal amount on the prescribed proforma, to Central University of Himachal Pradesh. This performance security must be deposited within 5 days of the award of the contract and the same shall be in addition to the BD/EMD already deposit, which will be converted into performance security deposit on award of the contract. No interest will be paid on the performance security amount.
32. TDS and other taxes as applicable will be deducted from contractor's bill as per Govt. Instructions from time to time.
33. All supplies should be made within a fortnight of supply order or **by the date stated in the order whichever is earlier**. In case it is brought to the notice of the undersigned that the supply has not been made within the prescribed period a penalty @ 0.5% of the delivered price of the delayed goods for each week, with maximum limit of 10% would be deducted from the bill or the tender will be cancelled and Performance Security will be forfeited. The University shall then be at liberty to make the purchase from any other source at supplier's risk and the University shall be free to blacklist the firm/suppliers.
34. Billing for the supply of the equipment should be done directly in the favour of CUHP to avail the benefits of exemption of Custom Duty/ Excise Duty, if the equipment is imported item or any excise duty is payable on sale of said equipment within India by the sole manufacture/ Dealer of said equipment.
35. **Along-with the bid, the current photocopies of the Income Tax, Sales Tax and Professional Tax clearance certificates have to be submitted.**

FINANCE OFFICER

READ AND ACCEPTED

Signature of Quotee(s) with seal and Date



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Central University of Himachal Pradesh

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Phone No.01892-229330, 229573, FAX No.01892-229331,
website: www.cuhimachal.ac.in

GENERAL DECLARATION FORM FOR SUPPLIERS

1. Name and status of the Company :
MANUFACTURER:

EXCLUSIVE AGENT:

AUTHORISED DEALER:
2. Full address and Telephone / Fax no. :
3. Certificate showing the status of the Supplier (Exclusive Agent/Dealer):
4. Income Tax and Sales Tax clearance certificate for last 3 years:
5. List of current users in and around in Himachal Pradesh:
6. Details of after sales service: Warranty period:

I / We hereby certify that my / our firm has not been disqualified by any office / Dept. of Central Government / State Governments, Undertakings of Government of India/ State Governments / Government of Himachal Pradesh at any time.

Note: Please attach Proof wherever Possible.

Date:
Place:

Signature of Authorized Person
Designation
Seal of Authentication



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Performa For Financial Bid For Supply of Laptops.

1. Name of the Organization/Firm.....

PAN/TIN No.

Sr. No.	Name of Article & Specifications/Configuration of the laptop as per specifications given below.	Make/Brand of the laptop	Rate Per unit	Remarks
1.	2.	3.	4.	5.

SPECIFICATIONS/CONFIGERATION:

Processor:	Intel Core i5 (or higher) 4th Gen (or higher), 1.7 GHz (or higher) with Turbo boost up to 2.7GHz (or higher), Cache 3MB (or higher).
Memory:	4GB DDR3 (or higher) Expandable at least up to 16GB, with available unused slot.
HDD Storage:	500GB (or higher) with RPM speed of 5400 (or higher).
Platform:	Dual boot support for all laptops: Windows 8.1 (64 Bit) + Ubuntu 14.04.1 LTS (64 Bit).
Display:	14 inch, FHD LED Multi-touch (slim) Display with resolution of at least 1920 ×1080 pixels (or better).
Graphics:	Dedicated graphics card with at least 2 GB DDR3 memories (or higher).
Inputs:	Good Quality webcam, Touchpad, Backlit Keyboard, Touch screen.
Communication:	RJ 45 LAN (OR RJ 45 LAN to USB connector cable), Wireless LAN IEEE 802.11b/g/n (or better), Bluetooth v4.0 (or better).
Power Supply:	The battery should be 4 cells (or higher) having with fast charging adapter of 65W (or more).
Ports/Slots:	At least three USB slots with at least 1 of them being USB 3.0, at least one HDMI port, Headphone out, at least one SD card reader.
Accessories:	Carry bag, Head/earphones with mic, wireless mouse.
Other:	It will be preferred to have a display that can be flipped to the angle of 300° or greater.
Warranty:	Onsite warranty should be provided by vender for one year or more.
Accessories:	Carry bag, Head/earphones with mic, wireless mouse.
Other:	It will be preferred to have a display that can be flipped to the angle of 300° or greater.

The Financial bid being submitted has the approval of the..... (Name of the Agency) and I have been authorised to submit it.

Place:

Date:

Signature.....

Name.....

Designation.....

Note: The rates quoted should be F.O.R destination and should be net i.e. including packing charges, weighing, insurance and forwarding charges.



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MODEL BANK GUARANTEE FORMAT FOR FURNISHING BID SECURITY (EMD)

Whereas..... (hereinafter called the “tenderer”) has submitted their offer dated for the supply of (hereinafter called the “tender”) against the Purchaser’s tender enquiry No..... KNOW ALL MEN by these presents that WE.....of.....having our registered office at.....are bound up to the Central University Of Himachal Pradesh (herein after called the “University”) in the sum offor which payment will and truly to be made to the said university, the Bank binds itself, its successors and assign by these presents. Sealed with the Common Seal of the said Bank thisday of20.....

THE CONDITIONS OF THIS OBLIGATION ARE:

- (1) If the tenderer withdraw or amends, impairs or derogates from the tender in any respect within the period of this tender.
- (2) If the tenderer having been notified of the acceptance of his tender by the University during the Period of its validity.
 - a) If the tenderer fails to furnish the performance security for the due performance of the contract.
 - b) Fails or refuses to accept/execute the contract.

We undertake to pay the University up to the above amount upon receipt of its first written Demand, without the university having to substantiate its demand, provided that in its demand the University will note that the amount claimed by it is due to it owing the occurrence of one or both the two conditions, specifying the occurred condition or conditions. This guarantee will remain in force up to and including 45 days after the period of tender validity and any demand in respect thereof should reach the bank not later than the above date.

(Signature of the authorized officer of the bank)

.....
.....

Seal, name and address of the Bank and address of the Branch.