

INDRAPRASTHA COLLEGE FOR WOMEN
UNIVERSITY OF DELHI
31, SHAM NATH MARG
DELHI-110054

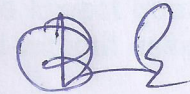
No. IPC/Tender/2017/185/09

Date: 18th September 2017

NOTICE INVITING TENDER

Sealed tender in two bid system (technical and financial) are invited from reputed firms/manufacturer/supplier for the following NIT as per details given here under.

1.	Name of Item	Supply of Computer Systems as per attached specification
3.	Availability of Tender Document	Available on College Website
4.	Cost of Tender Document	Rs. 500.00 (Non Refundable) to be submitted along with the tender document in the form of DD/Pay Order in favour of Principal, Indraprastha College for Women.
5.	Estimate Amount	Rs. 10,00,000/-
6.	EMD 2% of estimated amount	Rs. 20,000/- to be submitted along with the tender document in the form of DD/Bankers Cheque in favour of Principal, Indraprastha College for Women.
7.	Last date of submission of tender	06.10.2017 upto 4:00 pm in the office of the Principal, Indraprastha College for Women, 31, Sham Nath Marg, Delhi-110054.
8.	Period of Completion	Thirty days from the date of award of supply order



(Dr. Babli Moitra Saraf)
Principal

TERMS & CONDITIONS

1. No consideration will be given to the quotation received after the stipulated time and no request for extension will be allowed/entertained for submission of the quotations. Any quotation received by fax/e-mail will not be accepted and shall be out rightly rejected.
2. The registered name and address of the manufacturer/ firm/ agency along with telephone, fax, e-mail number, if any, should be furnished.
3. An amount of **Rs. 20,000/-** as EMD amount is to be deposited in the form of DD/Pay Order favouring "Principal, Indraprastha College for Women" payable at Delhi along with the quotation documents. The Earnest Money of unsuccessful quotationer will be refunded after the award of supply order to successful quotationer.
4. On opening of Bid, if it is found that EMD is not enclosed, then the Tender offer will be summarily rejected; unless any category of Tenderer specially exempted by the Government from the payment of EMD.
5. The Quotationer should furnish a copy of PAN No., Tin No, Sales Tax No., Service Tax No. as applicable.
6. Each page of the terms and conditions/ tender document should be duly stamped, signed and dated by the agency while submitting their offer.
7. Any cutting/over writing etc. in the tender must be signed by the person who is signing the tender. The rates and units shall not be overwritten. The financial part in the bid shall always be both in figures and words. In case of discrepancy in words or figures, the amount written in word will be treated as final.
8. Tenders received in open covers/letters/fax/telegram/email will not be considered.
9. Completed quotations in all respects placed in a SEALED COVER superscribed '**QUOTATION FOR SUPPLY OF COMPUTER SYSTEM**' should be submitted to the Principal, Indraprastha College for Women, 31, Sham Nath Marg, Delhi-110054.
10. Indraprastha College for Women does not bind itself to accept the lowest quotation and reserves the right to reject any or all other quotations received without assigning any reasons thereof.
11. The quotation shall remain valid and open for acceptance for a period of 60 days from the date of receipt of completed quotation.
12. The component of taxes, if any should be indicated separately and clearly in the quotations.

Name & Signature of the
Authorized Signatory of the Firm
(with Seal of the Agency affixed)

13. Interest for delayed payment, if any, shall not be payable for any reasons whatsoever.
14. The tax at source & other deductions, if any as per the statutory requirements shall be deducted as per the Government of India's norms as applicable from time to time.
15. The College reserves the right to award the contract to one or more tenderer depending upon L-I rates quoted in the tender.
16. The College reserves the rights to accept or reject any or part of the items found inferior in quality of workmanship or/and the quality of materials/goods.
17. Delay in delivery will not be permissible on any ground. If the ordered items are not delivered within a reasonable time a penalty of 1 % of the order value per day shall be imposed.
18. Illustrated pamphlets containing all the technical Details, Specification of the tendered items should be attached along with the tender. Failure to send detailed pamphlet, brochure, and drawing may result in the rejection of tender.
19. The Tenderer should provide warranty/guarantee and Free Service for a period of minimum one year from the date of installation/ supply. Undertaking to this effect shall be furnished.
20. Quantity can be increased or decreased as per the requirements.
21. In the event of any dispute, the legal matter shall be subjected to the jurisdiction of Delhi Court only.
22. The firms participating in the tender must have PAN No. GST registration (Readable copy of documents also should be attached).
23. PAN No. on the name other than the firm will not be accepted. Copy of the Income Tax Return for the last three years.
24. The firm should not have been black listed from any Govt. Departments/ Autonomous Body/ PSUs organization. (A certificate in this regard will be enclosed with the tender).
25. The participating firms are required to enclose the required documents as per the details given in the Company Profile Format for consideration and evaluation of their bids.
26. It is cautioned that any firm which discloses its rates in the technical bid will be summarily rejected.

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COMPANY PROFILE

Details filled in this form must be accompanied by sufficient documentary evidence, in order to verify the correctness of the information.

S.No.	ITEM	DETAILS
1.	Name of the Company	
2.	Status of the Company (Prop./Pvt./Public/Govt.)	
3.	Mailing Address	
4.	Telephone and Fax Numbers	
5.	Email ID and Website of the Company, if any	
6.	Years of Registration of the Company	
7.	GST No. (Proof enclosed)	
8.	PAN No. (Proof enclosed)	
9.	Income Tax Return for the last three years (2014-15, 2015-16 & 2016-17)	
10.	Proof of three annual contracts of Rs. 20.00 lakhs each or single order for Rs. 50.00 lakhs for supply of computers with Govt. Departments/ Autonomous/ PSUs/ etc. for last three years.	
11.	Details of EMD	
12.	Catalogue of Computer System	

I/we agree to abide by all the terms and conditions mentioned in the tender and further undertake that details of company profile given above with proof are correct & true.

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Certificate from the bidder on their letterhead stating that the company has not been blacklisted by any Government Organization, Non-Government or Public Sector Organization.

To

The Principal
Indraprastha College for Women
University of Delhi
31, Sham Nath Marg
Delhi-110054.

Dear Madam

This is to certified that M/s..... has not been blacklisted and no criminal case is pending in any Government Organization, Non-Government or Public Sector Organization before submission of the bid document.

Name & Signature of the
Authorized Signatory of the Firm
(with Seal of the Agency affixed)

SPECIFICATION FOR COMPUTER SYSTEM (20 Nos.)

- i) i5 processor
- ii) 7th Generation
- iii) 8 GB RAM
- iv) 1 TB (7200 rpm) Hard Drive
- v) Microsoft Windows 10
- vi) Monitor 19/20"
- vii) Multimedia Keyboard
- viii) Multimedia Mouse