

BID DOCUMENT

AIU/Comp/2018/
January 01, 2019

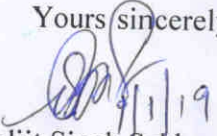
Dear Sir,

Sealed quotations are invited for the purchase of Branded PCs/ UPS/ Microsoft Office Licenses for the Association of Indian Universities, (AIU).

The detailed specifications and terms & conditions for supply are given in Annexure I, II, III & Annexure IV. The Technical Specifications are also available on our website <http://www.aiu.ac.in>. Complete quotation documents along with the demand draft of ₹10,000/- (Rupees Ten Thousand only) as Earnest Money in favoring the "Association of Indian Universities, New Delhi" be submitted to the Secretary General, AIU, latest by **January 15, 2019**, which will be retained by this Association till contract remains in force. No interest would be paid on the earnest money.

Thanking You,

Yours sincerely


(Dr. Baljit Singh Sekhon)
Joint Secretary (F)

Encl. - as above

Proforma for Submitting the Quotation

1. Name of the firm:

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2. Address of the firm:

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3. Phone Number (With Code):

4. Proprietor's name:

5. Address of Proprietor:

6. Proprietor's Phone No.:

7. Details of the firm:

(a) Date from which the firm is operating:

(b) Turnover of the firm during: FY 2016-17 (Rs.).....
FY 2017-18 (Rs.).....

(Please attach documentary evidence)

(c) PAN No.: (d) TIN No.:

(e) Service Tax Registration No.(if any) :

8. **Earnest Money:** An amount of Rs. 10,000/- (Rupees Ten Thousand only) as Earnest Money (refundable) to be paid in shape of a Bank D/D in favor of “Association of Indian Universities, New Delhi”.

Technical Terms and Conditions

1. **Authorization:** The bidder should be an authorized dealer/reseller of the Equipment/Original Equipment Manufacturer (OEM). Preference will be given to the Manufacturer/Sole Distribution.
2. Full details of being the manufacture or sole distributor or reseller of the items with documentary evidence/authorization letter should be given.
3. Annual turnover for the last two preceding financial years in the prescribed proforma along with list of valued orders of ₹10 lakh and above.
4. Company's/firm's profile, legal registrations etc should be submitted with the Quotation documents.
5. Certificates/documents showing the satisfactory performance of the orders and subsequent sales service status.
6. Along with the quotation documents list of Clients with value of orders more than 10 lacs executed may please be submitted.
7. The Bidder should submit MAF (Manufacturer Authorization Form) along with the tender document.
8. No Blacklist certificate- A certificate is to be given by the firm along with bid stating the firm has not been blacklist by any Govt /Autonomous organization in last five years.

General Terms and Conditions of the Quotation

1. All the Items in the Quotation document are independent and will be considered separately. Bidder may quote for one or all the items. **Detailed specifications, catalogue/literature of all the items quoted should be supplied along with the technical bid.**
2. **Warranty:** All items should be with onsite comprehensive warranty for minimum period of 36 months or negotiable for all parts after satisfactory installation. The supplier should maintain and repair the system during the warranty period free of cost.
3. **Replacement:** Replacement guarantee and warrantee as applicable should be clearly mentioned in quotation.
4. **Delivery Schedule:** The supply period shall commence from the date of issue of confirm supply order and completion period may be strictly 3 weeks for Branded computers/ UPSs.
5. If the specification of item supplied by the successful bidder are not be found as per given tender specification than consignment maybe refused at the discretion of the AIU. The earnest money deposited would also be forfeited.
6. In case ordered specification/model is not available higher version shall be supplied without increase in cost.
7. **Payment:** 90% payment of the cost of equipment will be made on receipt and balance 10% payment will be released on satisfactory installation of new equipment.
8. **Penalty:** For the delayed supplies, liquidated damages@ 0.5% per week on entire cost of the order will be levied to the maximum of 10%. Incomplete or defective supply or non-commissioning/ Demonstration of the equipment shall be viewed seriously.
9. **Price:** The rates should be quoted in Indian rupees. Only unit prices are to be quoted both in digits and in words. In case of a discrepancy between the two, the quoted in words will be taken as valid.
10. **Taxes : The unit rates should be quoted exclusive of all taxes, duties, levies, freight, insurance etc., which may be given separately indicating the nature of taxes charged.** Rates are to be strictly quoted in Quotation Proforma given therein only else it will be considered as invalid. Rates for additional/optional features should be quoted separately. The conditions affecting the rate may be quoted in the proforma only.
11. The quantities included in the Quotation can be increased or decreased at the discretion of the Secretary General.
12. The supplier shall be liable to install all the PCs and provide certification to the effect that all are working as per their standards.
13. Items offered in the quotation can be re-ordered at the same rate within a period of six months.

14. The firms/company's black listed at any stage need not apply.
15. All pages of the Quotation document are to be signed separately and stamped by the Quotationing firm.
16. Secretary General, AIU, reserves the right to accept or reject any or all quotation (s) without assigning any reason.
17. The lowest rate quoted will not be claimed as claim of taking the order.
18. Secretary General, AIU reserves the right to alter/modify any or all conditions of this Quotation notice.
19. Quotation should be addressed to the Secretary General, AIU.
20. All disputes are subject to Jurisdiction of Delhi Courts.

Certified that the information in the proforma is true. I/We agree to the contents of terms & condition of the quotation.

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Seal and Signature of the Proprietor/Authorized Representative

Technical Specifications

Sl. No.	Item	Specifications	Qty	Make	Warranty
1.	Desktop	<p>Processor: Intel® Core™ I3- (7th Generation, 3.90 GHz or Higher, 4 MB cache or Higher, 2 cores) Memory: 4 GB DDR4 RAM or Higher, HDD 1 TB (7200 rpm), Optical: SATA SuperMulti DVD writer Slots: 2 PCI, 1 PC1ex16, 1 PCIex1 Ports: 6 USB 3.0, 1 RJ-45, 1 VGA, Audio In/out, Mic, Graphics: Integrated Intel Graphics Media Accelerator LAN: LAN Integrated 10/100/1000 Mbps Audio: Integrated 5.1 Channel HD Audio OS : MS Windows® 10 Professional Preloaded Monitor: 18.5” TFT Standard USB Keyboard, Three Button optical Scroll , Mouse Heavy Duty Cabinet</p> <p>With Antivirus(03 year license)</p>	13	HP/ IBM/ Acer/ Lenovo	03 Years Onsite (Negotiable)
2	Desktop	<p>Processor: Intel® Core™ I7- (7th Generation, 4 GHz or Higher, 8 MB cache or Higher, 4 cores) Memory: 4 GB DDR4 RAM or Higher, HDD 1 TB (7200 rpm), Optical: SATA SuperMulti DVD writer</p> <p>Slots: 2 PCI, 1 PC1ex16, 1 PCIex1 Ports: 6 USB 3.0, 1 RJ-45, 1 VGA, Audio In/out, Mic, Graphics: Integrated Intel Graphics Media Accelerator LAN: LAN Integrated 10/100/1000 Mbps Audio: Integrated 5.1 Channel HD Audio OS : MS Windows® 10 Professional Preloaded Monitor: 18.5” TFT, Standard USB Keyboard, Three Button optical Scroll , Mouse Heavy Duty Cabinet</p> <p>With Antivirus(03 year license)</p>	02	HP/ IBM/ Acer/Lenovo	03 Years Onsite (Negotiable)
3	OFFICE Licenses	Microsoft Office 2016 Licenses (Home & Business)	15	Microsoft	
4	<u>UPS</u>	800 VA	17	Microtek / APC	03 Years Onsite