

TENDER NOTICE

Tender for supply of Desktop Computers and Printers is hereby invited from the vendors for Vaish Technical Institute, Rohtak (VTI Rohtak) through tendering process. The tender documents can be downloaded from website of the Institute viz. www.vtirohtak.edu.in

The tenders have to be submitted as per Terms & Conditions mentioned at Annexure-‘A’, format of Technical Bid mentioned at Annexure-‘B’ and format of Financial Bid mentioned at Annexure-‘C’. The detailed specifications and estimated quantities are mentioned in scope of work section.

The tender document containing “Technical Bid” and “Financial Bid”, complete in all respects should be submitted in sealed envelope by hand on or before dated 16/01/2023 up to 3:00 PM. The envelopes containing tender documents will be opened in the Principal Office, VTI Rohtak as per the schedule mentioned in the tender document.

Failure to furnish all information required as mentioned in the tender documents or submission of a proposal not substantially responsive to the tender documents in every respect will be at the vendor’s risk and may result in rejection of the proposal and forfeiture of the bid.

VTI Rohtak reserves the right to reject all or any of the bid/tender without assigning any reason thereof. The bid which is conditional/ incomplete/ belated/ without earnest money will not be entertained.

VTI Rohtak Tender No:01/2023 Dated:03/01/2023

TENDER DOCUMENT

1. Name and Address of the party : Vaish Technical Institute
Behind Railway Station Rohtak-124001
2. Tender Document for : Purchase of Desktop Computers & Printers
3. Earnest Money Deposited (EMD) : Rs. 20000/- (DD In favour of Principal, Vaish Technical Institute
Rohtak)
4. Last Date & Time for submission : 16/01/2023 up to 3:00 PM
5. Technical bid to be opened on : 17/01/2023 at 2:00 PM
6. Financial bid to be opened on : 17/01/2023 at 2:00 PM
7. Place of submission of Tender : O/o Principal, Vaish Technical Institute
Behind Railway Station Rohtak-124001

VTI Rohtak Tender No:01/2023 Dated:03/01/2023

ANNEXURE-'A' – (TERMS AND CONDITIONS)

1. Tender documents should be downloaded from website www.vtirohtak.edu.in as per the dates mentioned in the tender
2. Late submission will not be entertained.
3. Last minute submission should be avoided. As such VTI Rohtak shall not be responsible for any failures in submission of bids.
4. The vendors are expected to examine all instructions, forms, terms and other information in the tender documents.
5. Tender shall be submitted under Two Bid System viz. Technical Bid & Financial Bid, as per the prescribed formats only. Failure to comply with these requirements may result in the bid being rejected.
6. Incomplete or conditional bids will be summarily rejected.
7. If any vendor does not qualify in Technical Bid evaluation, then the Financial Proposal of the vendor shall not be opened.
8. The price should not be mentioned in the Technical bid in any form or manner. In case the prices are mentioned in the technical bid, the offer will be liable for rejection.
9. The Technical Bid and Financial Bid will be opened on same time and date.
10. The Financial Bid will be opened in respect of only those vendors whose documents in Technical Bid are found in order and whose items qualify technically. The price comparison in deciding lowest quotation for the complete value of all the items shall be made only over the rates quoted inclusive of all taxes and comprehensive on-site warranty support as required. The lowest evaluated valid quotation will be selected.
11. The vendor shall submit bank guarantee equal to 5% of the total cost of hardware. VTI Rohtak shall be at liberty to enforce such bank guarantee in case the vendor fails to provide warranty of supplied hardware during warranty period.
12. The successful vendor shall supply the prescribed hardware within 15 days from the date of issue of supply order.
13. The EMD of successful vendor will be converted into security till the complete supply is made and will be refunded without any interest. The EMD of unsuccessful vendors will be returned after completion of tender process.
14. The payment will be released after installation of complete supply of material based on duly certified installation reports after installations are done.

15. If the tenders opening day happens to be holiday, the same will be accepted and opened on the next working day.

16. The make / brand of the quoted hardware must be mentioned.

17. The warranty shall cover the following:

- I. If any parts needs to be replaced, then the same shall be done within 48 Hrs including data transfer and completion of complaints in totality.
- II. In case of failure of operating System, the same shall be reinstalled.

SCOPE OF WORK

- 1. Supply of Desktops and Printers:** The vendor has to deliver the Desktops and Printers as per the location provided by VTI Rohtak after finalizing the tender and ensure installation of the same along with related drivers.
- 2. Replacement of Parts:** The vendor has to ensure rectification of the faulty Desktops and Printers providing replacement for the same as per requirements.
- 3.** At present, 10 nos. Desktops and 03 nos. of Printers are required. The quantity may be increased/decreased as per requirement.
- 4.** The Vender should supply additional quantity as required by VTI Rohtak in near future. Rates should be valid for 1 months from the date of submission of tender.

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ANNEXURE 'B' (TECHNICAL BID FORMAT)

S. No.	Particulars	Details
1	Name Of Agency	
2	Detail about the Agency	
	Address:	
	Phone No.:	
	Email ID:	
	Website:	
	Contact Person:	
	Mobile No:	
3	Status of Applicant (proprietorship/partnership firm/Pvt. Ltd.Co./Public Ltd Co.)	
4	Copy of registration certificate to be attached	
5	Certified copy of the turnover of Agency	
6	PAN No. (copy will be attached)	
7	GST No. (copy will be attached)	
8	Detail of EMD attached	

Signature & Seal of the Bidder

Date :

DECLARATION

1. I/ We have read the instructions appended to the proforma and I/we understand that if any false information is detected at a later date, any contract made between ourselves and VTI Rohtak on the basis of the information given by me/us can be treated as invalid by the VTI Rohtak and I/we will be solely responsible for the consequences.
2. I/We agree that the decision of Principal, VTI Rohtak in selection of successful bidders will be final and binding to me/us.
3. All the information furnished by me/us here in above is correct to the best of my/our knowledge and belief.
4. I/We agree that I/We have no objection if enquiries are made about the work listed by me/us here in above and/or in the accompanying sheets.

Place:

Date:

Signature:

Name & Designation

& seal of the company:

The technical bid should contain the following documents which must be attached with the technical bid:-

1. The vendor should submit the payment of Rs. 20000/- towards Earnest Money Deposit (EMD) by DD mode in favour of Principal, Vaish Technical Institute Rohtak.
2. The person signing the tender shall be deemed that he has the authority to sign the tender on behalf of the said company. Letter of Authority is to be attached.
3. Proof of Income Tax, GST Registration number (As applicable): Self attested copies to be attached.
4. The vendor shall be Original Equipment Manufacturer (OEM) or Authorised System Integrator/ Partners / Dealer of OEM. In case the vendor is offering Desktop computers from more than one OEM, he shall be authorised System Integrator/Channel Partner/Dealer for the Desktop computers and peripherals offered by him.
5. The vendor should have fully functional service/ support centre in Rohtak.
6. The company/firm should be in existence and should have been in operation for a period of at least 3 years. The company/firm has to produce Certificate of Incorporation/Registration.
7. The bidder should not have any of their contracts terminated or blacklisted in the last three years by any State or Central Government / PSU/ BFSI/ Private Sector.
(Self attested certificate to be submitted)

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On Company Letter Head

ANNEXURE-“C” (Financial Bid Format)

FINANCIAL OFFER FOR SUPPLY OF COMPUTER DESKTOP & LAPTOP'S

S. No.	Item	Specification/Configuration	Rate (Per System)
1	Desktop Computers	Make:- HP, DELL Inspiron & Vostro PROCESSOR: Intel Core i3 12 th Gen RAM: 8GB HDD: 512 SSD Integrated Graphics Card DVD/CD ROM Drive USB port 6+(out of which at least two are USB 3.0+) HDMI Port Network Gigabit Ethernet and WIFI Audio Port (Front: 1Mic, 1 Speaker out rear 1 Line in,1 Line out) Monitor 20” or more USB Keyboard USB Optical Mouse OS: Windows 11 Home Single Language MS Office Antivirus On-site Warranty 3 yrs	
2	Printer	HP Laserjet 126NW	

Financial Terms and Conditions:

1 The vendor must provide the Proposal strictly in Hardcopies.

2 The rates should be quoted in figures as well as in words, on the form attached at Annexure-‘C’ and duly signed and stamped by the authorized person.

3 Rates mentioned above are inclusive of all taxes, F.O.R. destination and Installation charges and all other charges. No charges of whatsoever nature would be paid additional to the cost mentioned above.

4 VTI Rohtak reserves the right to alter the quantity of the computers and peripherals.

Authorized Signatory

Seal & Sign