

Cable : CHEST

VALLABHBHAI PATEL CHEST INSTITUTE  
University of Delhi, P.O. Box No.2101  
Delhi-110007

Enquiry No : VPCI/PUR/4/P/17-18/ 910

Dated: 5/7/17

DU/CPPP

Sub: Procurement of Computers

Dear Sirs,

You are requested to offer your lowest quotation for the following equipment/materials as per the terms and conditions given below and overleaf in Two Bid System:-

Sl.No	Description of Stores	Approx.Qnty. Reqd.
01	<b>Computers</b> <u>Detailed Specification Enclosed</u> <u>Make: HP/ Lenovo/ Dell/ IBM</u>	02
02	<u>UPS – 800 VA</u> <u>Make : Microtek / APC</u> <u>Warranty - 03 years on both</u> <u>Earnest Money Deposit (EMD) of Rs 2,500/- only in the favour of "THE DIRECTOR, VPCI"</u> <u>(Please read Special Note on checklist carefully for EMD submission).</u> <u>Note: Following Certificates must be attached with the quotation</u> <ol style="list-style-type: none"><li>1. The Firms are required to quote for only one model out of above mentioned brands with brochure. Quoting for more than one brand / model will be liable for rejection.</li><li>2. Authorization / Distributorship Certificate from principal co. should be provided with the quotation.</li><li>3. Annexure I &amp; II dully filled in must be submitted with the quotation.</li></ol>	02

  
Joint Registrar

Last date of receiving quotation is 24/7/17 up to 1.00 p.m. The tender will be opened at 2.30 p.m. on the same working day.  
**Please submit your signed bids in two envelopes superscribing (a) EMD DD or EMD Exemption Certificate (b) Technical Bid + Financial Bid in separate envelopes which are kept in a bigger envelope in a sealed cover superscribing the Tender Enquiry number and due date, failing which the quotation is liable to be rejected.**

**TERMS AND CONDITIONS**

1. (a) Price quoted for the material/equipment shall be firm and valid for 90 days from the date of opening.  
(b) The material/equipment offered shall conform to relevant Indian/International standards.
2. Delivery shall be essentially:
  - (a) At VPCI Stores for local offers.
  - (b) FOR, Delhi Railway Station for outstation offers (for outstation offers approximate freight by Road/Railways by passenger/Goods Train shall be indicated if the offer is not F.O.R., Delhi)

3. Rate offered must be for metric system of unit lengths or volume or weight.
4. The quotation shall be complete in all respects and the firms shall give the brand name offered by item in the quotation. Wherever application, technical literature may please be enclosed alongwith tender.
5. VPCI reserves the right to increase the quantity mentioned in this enquiry and VPCI reserves the right to split this tender and place order on one or more tenderers and the right to reject partly or completely any tender without assigning any reasons thereof.
6. VPCI is exempted from payment of Excise Duty/ Custom Duty (only applicable custom duty i.e. 9.3% is payable) as per DSIR guidelines. Excise Duty Exemption/ Custom Duty Exemption Certificates as per the requirement of the tenderers can be issued by the VPCI.
7. No claim of Octroi Duty is admissible since VPCI is exempted from Octroi Duty. No surcharge will be allowed by VPCI
8. No claim of insurance is admissible. Supply shall be effected either at Transporter's risk or railway or supplier's risk.
9. Payments will be made within 30 days of receipt of material in good working condition at site, i.e. at VPCI Store and after submission of all necessary documents required for payments.
10. The certificates obtained from any authorized testing agency from manufacturer shall be submitted free of cost wherever required by us.
11. Material/equipments shall be guaranteed for the minimum period of **03 years** for satisfactory performance, workmanship and for the quality of material/equipment supplied by the firm from the date of delivery.
12. Quotation received after DUE DATE will not be considered. VPCI shall not be responsible for delays in postal transit.
13. If the Rate Contract is entered into with DGS&D for the above equipment/material then the rate contract price ONLY shall be quoted. The full details of the Rate Contract, its validity, etc. shall be furnished.
14. All taxes/duties should be clearly mentioned in the tender.
15. **ELECTRICALS:** All electrical equipment should be suitable for operation on 230v, 50 cycles, single phase AC and must be tropicalised for Indian Conditions.
16. **AFTER SALES SERVICE:** The offer shall clearly state full details of the service after sales facility available for the equipment. The details shall include & qualification of service personal stationed at the service centre, response time in case emergency, availability of spares, etc. The offer shall also give the amount and other terms & conditions for annual service contract of the equipments after the expiry of the guarantee/warranty period.
17. **PACKING:**
  - (a). The equipments shall be packed suitably for despatch direct to VPCI at Supplier's expenses and tenderer shall be responsible for any damage during transit.
  - (b). External damages or shortages that are prime facia the results of rough handling in transit or due to defective packing will be intimated within a fortnight of the receipt of materials/equipments.
  - (c). Internal damages or shortage of integral parts which cannot ordinarily be detected on superficial visual examination due to bad handling in transit or defective packing would be intimated within two months from the date of receipt of the articles. In either case, the damaged or defective materials/equipment shall be replaced by the supplier free of cost.
18. **LOSS OR DAMAGE:** If during the period of supply it is found that the goods already supplied are defective in materials or workmanship or do not conform to the specification or unsuitable for the purpose for which they are purchased, then it will be open to the purchaser either to reject the goods and repudiate the purchase or the purchaser may suffer on that account or require the seller for replacement of goods at free of cost.
19. **TEST CERTIFICATES:** Test shall be carried out as per relevant standards before despatch by the supplier at his expense and test certificates shall be submitted for approval of the VPCI, Delhi.
20. The offer shall include a list of addresses of users of similar equipment with other references.
21. **TELEGRAPHIC OFFERS:** Telegraphic offers are not accepted.
22. **JURISDICTION FOR DISPUTES:** In all disputes the decision of the Director, VPCI, Delhi shall be final, conclusive and binding on the supplier/tenderer. All disputes shall be subject to the jurisdiction of the courts in the city of Delhi, India.
23. **DEVIATIONS:** Deviations if any from the specifications given which provide for improvement in the functioning of the equipment will be accepted. Such deviations and their advantages shall be clearly brought out in the tender.
24. **GENERAL INSTRUCTIONS:** (a) Tender will be opened before such of the tenderers who are present at the time of opening at the schedule time and place as give in the enquiry. (b) No subsequent correspondence regarding price will be entertained once the tender is opened. (c) Tenders received without any technical details and with general remarks like "ENTIRELY AS PER SPECIFICATION OR EQUIPMENT CONFORM TO YOUR SPECIFICATION are liable for rejection. (d) **Tender must be dropped in Tender Box at R&D Section, Administrative Block, 3<sup>rd</sup> Floor, Multi storey Building, VPCI, Delhi.**

## CHECKLIST

### Checklist for Bid Submission

The following check-list must be on your letter head and kept in a bigger envelope separately:

Sl. No.	Description	Yes / No
1.	Have you submitted / ensured <b>EMD or EMD Exemption Certificate in a separate closed envelope superscribing EMD / EMD Exemption Certificate</b> ?	
2.	Have you submitted / ensured your technical bid + financial bid (Single Bid) as per tender specifications along with brochure / pamphlets of the quoted model <b>in a separate sealed envelope superscribing Technical Bid + Financial Bid (Single Bid), Tender Enquiry No., Due date and time</b> ?	
3.	Have you kept two separate envelopes i.e. (a) EMD or EMD Exemption Certificate (b) Technical Bid + Financial Bid (Single Bid) in a bigger sealed envelope superscribing the Tender Enquiry No., Due date and time ?	
4.	Have you quoted a single model and make ?	
5.	Have you submitted / ensured Annexure I i.e. Company Profile on your letter head duly signed and stamped along with all documents required as per company profile ?	
6.	Have you submitted / ensured Annexure II i.e. Certificate from your side stating that your firm was not blacklisted on your letter head duly signed and stamped ?	
7.	Have you quoted the warranty as per our tender requirement ?	
8.	Have you read <b>Special Note</b> & all the <b>Terms &amp; Conditions</b> of the enquiry letter and whether the same are accepted to you ?	


**Note:** Participating firms are requested to ensure compliance of above point nos. 1 to 8, failing which bid will be summarily rejected.

**Special Note:** I/we hereby certified that I/we have submitted our signed bid in a three envelopes (1+2) superscribing (a) EMD DD or EMD Exemption Certificate (b) Technical Bid + Financial Bid in separate envelopes which are kept in a bigger envelope in a sealed cover superscribing the Tender Enquiry number and due date.

**Signature of Bidder and Company Seal**

**Computers:**

1. Processor: Intel Core i7 (4<sup>th</sup> generation) or higher version
2. RAM: 16 GB
3. TFT/LCD Display Size: 21 inches or more
4. HDD Capacity: 2 TB
5. Operating System: Windows 8 or higher version
6. MS Office (latest) with backup media
7. USB Ports: Minimum Four (two or more on front side & two or more on back side)
8. Keyboard
9. Optical Mouse with Mouse Pad
10. Wi-Fi
11. LAN
12. Bluetooth
13. DVD / RW drive
14. Full multimedia with speakers
15. Suitable UPS
16. Warranty: minimum 3 years -

  
संयुक्ता कुलसचिव / Joint Registrar  
वी.पी. चैस्ट संस्थान / V.P. Chest Institute  
दिल्ली विश्वविद्यालय, दिल्ली-110007  
University of Delhi, Delhi-110007

**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 address of the Company, if any	
6	Year of registration of the Company	
7	Sales Tax Number (Proof enclosed)	
8	Services Tax No. (Proof enclosed)	
9	PAN No. (Proof enclosed)	
10	Tin No. (Proof enclosed)	
11	Vat No. (Proof enclosed)	
12	ISO/ISI No. (Proof enclosed)	
13	Are you manufacturer or authorized dealers?	

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

(Signature)

Date : (Name & Designation).....

Place: (Company Seal)

[Note: The format may be printed on the letter head of the firm and attached with the Technical Bid with page numbering]

**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 Director  
Vallabhbhai Patel Chest Institute,  
University of Delhi,  
Delhi – 110 007

Subject: - .....

Dear Sir,

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.

Yours faithfully,

(Signature)

(Name & Designation).....

(Company Seal)

Date:

Place: