

**DEPARTMENT OF PLANT MOLECULAR BIOLOGY**  
**UNIVERSITY OF DELHI SOUTH CAMPUS**  
**NEW DELHI-110021**

**NOTICE INVITING QUOTATION (E-PROCURE MODE)**

Department of Plant Molecular Biology, University of Delhi South Campus invites tenders under **Two Bids System (Technical and Financial)** from reputed & eligible agencies through e-procurement for the supply of **Laptop(Qty. = 1), Desktop (Qty. = 6) and Software ‘Adobe Creative Cloud All Apps’ that supports the latest version of Mac OS (Teacher/student version), One license for 1 year** as listed below:

<b>1. Item: Laptop(Qty. = 1) with following features</b>	<b>Yes/No</b>
13.3-inch (diagonal) LED-backlit display with IPS technology; 2560x1600 native resolution	
2.3GHz quad core 10th generation Intel Core i7, Turbo Boost up to 4.1GHz, with 8MB shared L3 cache	
Storage 1TB SSD	
RAM 32 GB	
Color: Grey	
Four Thunderbolt 3 (USB-C) ports with support for: Charging, DisplayPort, Thunderbolt (up to 40 Gbps), USB 3.1 Gen 2 (up to 10 Gbps)	
3.5mm headphone jack	
<b>Full-sized backlit keyboard with:</b> 64 (US) or 65 (ISO) keys including four arrow keys, Touch Bar with integrated Touch ID sensor, Ambient light sensor, Force Touch trackpad for precise cursor control and pressure-sensing capabilities; enables Force clicks, accelerators, pressure-sensitive drawing and Multi-Touch gestures.	
802.11ac WiFi wireless networking, IEEE 802.11a/b/g/n compatible	
Bluetooth 5.0 wireless technology	
720p HD camera	
Operating System: MAC OS X ( <b>latest Version: 10.11.6 or later</b> )	
Pre-loaded ‘Microsoft office’ perpetual license.	
Single multi-Adapter for USB-C to HDMI, USB 3.1, Gigabit Ethernet port, SD card.	
Compatible leather sleeve	
Additional warranty upto 5yrs (may include combination of manufacture and	

dealerwarranty)	
Delivery period: Within 2 months from the date of the order	

<b>2. Item: Desktop (Qty. = 6)</b> Separate CPU and monitor configuration with following features		Yes/No
<b>CPU configuration:</b>		
	3.2 GHz 6-core Intel Core i7, 32 GB RAM, 1TB SSD Storage	
	Color = Grey	
	Wireless keyboard and mouse (same vendor as the CPU)	
	Webcam: Full HD (up to 1920 x 1080), USB interface, autofocus upto 10 cm close,360 degree swivel.	
	Ports: USB-C, HDMI, USB, Ethernet,	
	Connectivity = HDMI, 802.11ac Wi-Fi, Bluetooth 5.0 wireless technology, USB, Gigabit Ethernet, USB-C, 3.5 mm audio jack	
	Operating system: MAC OS (latest Version: 10.11.6 or later)	
	Software: Pre-loaded 'Microsoft office' perpetual license.	
	Warranty – 5 years (May include manufacturer and vendor side warranty)	
	Delivery period: Within 2 months from the date of the order.	
<b>Monitor configuration:</b>		
	Display size ~ 21-22 inches, Resolution (Full HD: 1920x1080 at 60 hz) Contrast ratio; 1000:1 (minimum), Color support: ~16 million, Response time 5-8 ms	
	Display Position Adjustments: Height, pivot (rotation), swivel, tilt	
	USB-C cable for connection to the CPU	
	Input ports: HDMI, USB-C, DisplayPort	
	Warranty – 5 years (May include manufacturer and vendor side warranty)	
	Delivery period: Within 2 months from the date of the order	

<b>3. Item: Software(Qty. = 1)</b> with following features	Yes/No
Software 'Adobe Creative Cloud All Apps' that supports the latest version of Mac OS (Teacher/student version), One license for 1 year.	

Notes:

- (i) All details regarding the subject tender are available on our websites [www.du.ac.in](http://www.du.ac.in) and <https://eprocure.gov.in/eprocure/app>. Bidders are therefore, requested to visit our websites regularly to keep themselves updated.
- (ii) **Manual/hardcopy bids shall not be accepted.**
- (iii) For submission of E-Bids, bidders are required to get themselves registered with <http://eprocure.gov.in/eprocure/app>. Tenders should be submitted before the end date and time of bid submission. Failing which offer will be liable for rejection. Papers related to company details (Copies of TIN No., PAN No, Sales Tax & Income Tax registration, etc) and product details (Printed product specification sheet and other brochure/ leaflets, etc) may also be uploaded by bidders along with bids.

### Eligibility Criteria

- Bidder should be Manufacturer/ Authorized Partner/ Reseller of the manufacturer and a Letter of Authorization from manufacturer for the same and specific to the tender should also be enclosed. The bidder should also be the Authorized Service Provider.
- Bidder should be financially sound to execute the order.
- **The Bidder shall provide the Registration number of the firm along with the GST No. and the PAN Number issued by the concerned authorities.**
- **The bidder should enclose similar orders provided to various reputed Government Institutes/Research labs/ICAR/CSIR institutes throughout India in the last 5 years.**
- Separate technical and price bid should be uploaded.
- Technical Bid must contain a **Technical Compliance sheet**. Technical compliance sheet must have the page number of a published catalogue/operating manual/ manufacture website as proof for compliance with the instrument and accessories for each technical points. Relevant copies of catalogue/operating manual/ manufacture website pages that have been listed as proof should be attached.
- **All vendors are requested to attach original technical literature/ catalogue in support of the mentioned specifications & highlight the above features. The same features should be available in the company website.**
- Price Bids should contain the prices, terms of delivery, sales, payment terms etc.
- **The bidder must not be blacklisted by Delhi University. A Certificate or undertaking to this effect must be submitted.**
- **Payment will be made by RTGS after installation of instrument.**
- **The University authorities reserve the right to reject any or all quotation without assigning any reason.**
- Demonstration of the equipment will be required if needed.

- University of Delhi shall be under no obligation to accept the lowest or any other offer received in response to this tender notice and shall be entitled to reject any or all offers. University of Delhi will not be obliged to meet and have discussions with any vendor, and or to listen to any representations.
- Installation and commissioning to be completed up to the satisfaction level of the technical purchase committee followed by training and handling by the bidders Price quotation

#### **No Commitment to Accept Lowest or Any Tender**

**Financial Quotations** should contain price of the equipment, accessories, discount if any, packaging and forwarding charges, Air Freight and insurance charges, custom duty and clearance as well as transportation charges to the site of delivery/installation. **The price quoted should be F.O.R. destination (Dr.Saurabh Raghuvanshi, Principal Investigator, Dept. of Plant Molecular Biology, UDSC). IGDY/CDEC will be provided , if needed.**

- **Payment will be made against successful installation.**

### Confirm the Attachment:

S. No.	Documents	Whether Attached Yes/No, <b>Write Page No.</b>
1	Have you attached technical specifications	
2	Whether the firm is in existence for FIVE years or more in the trade in Central/State Govt./Autonomous bodies. If yes necessary documents should be attached.	
3	Have you attached a copy of Service Tax Registration Certificate, VAT, Registration Certificate and PAN Certificate	
4	Have you attached a copy of the tender acceptance letter	
5	Have you attached compliance sheet	
6	List of users of the equipment being provided by the company Declaration: I hereby certify that the information furnished above are full and correct to the best of our knowledge. We understand that in case any deviation is found in the above statement at any stage, the company will be black-listed and will not have any deal with the Organizations in future.	

Authorized Signature with Seal of Company

**TENDER ACCEPTANCE LETTER**

(To be given on Company Letter Head)

**To**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Sub: Acceptance of Terms & Condition of Tender.**

**Tender Reference No:** \_\_\_\_\_

**Name of Tender / Work:** \_\_\_\_\_

Dear Sir,

1. I/We have downloaded/obtained the tender document(s) for the above mentioned 'Tender/Work' from the web site (\$ namely: As per your advertisement, given in the above mentioned website (s).
2. I/We hereby certify that I/we have read the entire terms and- conditions of the tender documents from Page No. (including all documents like annexure(s), schedule(s), etc.), which form part of the contract agreement and I/we shall abide hereby by the terms / conditions/ clauses contained therein.
3. The corrigendum(s) issued from time to time by your department/organization too have also been taken into consideration, while submitting this acceptance letter.
4. I/We hereby unconditionally accept the tender conditions of above mentioned tender document(s)/corrigendum(s) in its totality/entirely.
5. I/We do hereby declare that our firm has not been blacklisted /debarred by any Govt. Department/Public Sector undertaking.
6. I/We certify that all information furnished by the our Firm is true & correct and in the event that the information is found to be incorrect/untrue or found violated, then your department/ organization shall without giving any notice or reason therefore or summarily reject the bid or terminate the contract, without prejudice to any other rights or remedy including the forfeiture of the full said earnest money deposit absolutely.

Yours faithfully,

(Signature of the Bidder, with Official Seal)

## **INSTRUCTIONS FOR ONLINE BID SUBMISSION:**

The bidders are required to submit soft copies of their bids electronically on the CPP Portal, using valid Digital Signature Certificates. The instructions given below are meant to assist the bidders in registering on the CPP Portal, prepare their bids in accordance with the requirements and submitting their bids online on the CPP Portal.

More information useful for submitting online bids on the CPP Portal may be obtained at: <https://eprocure.gov.in/eprocure/app>.

### **REGISTRATION**

- 1) Bidders are required to enroll on the e-Procurement module of the Central Public Procurement Portal (URL: <https://eprocure.gov.in/eprocure/app>) by clicking on the link “**Online bidder Enrollment**” on the CPP Portal which is free of charge.
- 2) As part of the enrolment process, the bidders will be required to choose a unique username and assign a password for their accounts.
- 3) Bidders are advised to register their valid email address and mobile numbers as part of the registration process. These would be used for any communication from the CPP Portal.
- 4) Upon enrolment, the bidders will be required to register their valid Digital Signature Certificate (Class II or Class III Certificates with signing key usage) issued by any Certifying Authority recognized by CCA India (e.g. Sify / nCode / eMudhra etc.), with their profile.
- 5) Only one valid DSC should be registered by a bidder. Please note that the bidders are responsible to ensure that they do not lend their DSC's to others which may lead to misuse.
- 6) Bidder then logs in to the site through the secured log-in by entering their user ID / password and the password of the DSC / e-Token.

### **SEARCHING FOR TENDER DOCUMENTS**

- 1) There are various search options built in the CPP Portal, to facilitate bidders to search active tenders by several parameters. These parameters could include Tender ID, Organization Name, Location, Date, Value, etc. There is also an option of advanced search for tenders, wherein the bidders may combine a number of search parameters such as Organization

Name, Form of Contract, Location, Date, Other keywords etc. to search for a tender published on the CPP Portal.

- 2) Once the bidders have selected the tenders they are interested in, they may download the required documents / tender schedules. These tenders can be moved to the respective 'My Tenders' folder. This would enable the CPP Portal to intimate the bidders through SMS / e-mail in case there is any corrigendum issued to the tender document.
- 3) The bidder should make a note of the unique Tender ID assigned to each tender, in case they want to obtain any clarification / help from the Helpdesk.

## PREPARATION OF BIDS

1. Bidder should take into account any corrigendum published on the tender document before submitting their bids.
2. Please go through the tender advertisement and the tender document carefully to understand the documents required to be submitted as part of the bid. Please note the number of covers in which the bid documents have to be submitted, the number of documents - including the names and content of each of the document that need to be submitted. Any deviations from these may lead to rejection of the bid.
3. Bidder, in advance, should get ready the bid documents to be submitted as indicated in the tender document / schedule and generally, they can be in PDF / XLS / RAR /DWF formats. Bid documents may be scanned with 100 dpi with black and white option.
4. To avoid the time and effort required in uploading the same set of standard documents which are required to be submitted as a part of every bid, a provision of uploading such standard documents (e.g. PAN card copy, annual reports, auditor certificates etc.) has been provided to the bidders.
5. Bidders can use "My Space" area available to them to upload such documents. These documents may be directly submitted from the "My Space" area while submitting a bid, and need not be uploaded again and again. This will lead to a reduction in the time required for bid submission process.

## SUBMISSION OF BIDS

1. Bidder should log into the site well in advance for bid submission so that he/she upload the bid in time i.e. on or before the bid submission time. Bidder will be responsible for any delay due to other issues.
2. The bidder has to digitally sign and upload the required bid documents one by one as indicated in the tender document.
3. **Format for filling the financial bid is provided as Annexure -I.** Bidders are requested to use the provided template only for filling the financial bids.
4. The server time (which is displayed on the bidders' dashboard) will be considered as the standard time for referencing the deadlines for submission of the bids by the bidders, opening of bids etc. The bidders should follow this time during bid submission.
5. All the documents being submitted by the bidders would be encrypted using PKI encryption techniques to ensure the secrecy of the data. The data entered cannot be viewed



by unauthorized persons until the time of bid opening. The confidentiality of the bids is maintained using the secured Socket Layer 128-bit encryption technology. Data storage encryption of sensitive fields is done.

6. The uploaded tender documents become readable only after the tender opening by the authorized bid openers.
7. Upon the successful and timely submission of bids, the portal will give a successful bid submission message & a bid summary will be displayed with the bid no. and the date & time of submission of the bid with all other relevant details.
8. Kindly add scanned PDF of all relevant documents in a single PDF file of compliance sheet.

**Dr.Saurabh Raghuvanshi**

**Principal Investigator**

## ANNEXURE-I

<<ORGANIZATION LETTERHEAD>>

### FINANCIAL BID

S. No.	Description of Goods	Quantity	Price (in INR)	GST (5%) against DSIR certificate	Total Price till Destination (including installation)
1.	<b>Laptop</b>	ONE			
2.	<b>Desktop</b>	SIX			
3.	<b>Software ‘Adobe Creative Cloud All Apps’ that supports the latest version of Mac OS (Teacher/student version), One license for 1 year.</b>	ONE			

#### INSTRUCTIONS FOR FILLING THE PRICE BID:

1. Bidders can fill “Not Applicable” in the cells, wherever required.
2. Bidders quoting in INR should note that Delhi University can supply GST exemption certificates. The vendors should therefore quote accordingly. **Note: “ 5% GST is applicable for University of Delhi as per the DSIR registration No. TU/V/RG-CDE (14)/2016 dated 16-03-2018, which is in accordance with Govt. Notification No. 47/2017-Integrated tax (Rate) dt. 14-11-2017, and Notfn. No. 45/2017-Central Tax (Rate) dt. 14.11.2017, and Notfn. No. 45/2017-Union Territory Tax (Rate) dt.14-11-2017.”**