



GOVT. GIRLS POLYTECHNIC BILASPUR C.G.

Main Road Koni, Bilaspur, Chhattisgarh, Pincode 495009

Phone/Fax: 07752-260258, 260366

Website: www.ggpbilaspur.ac.in

Email: principal.ggpb71@gmail.com

TENDER NO. : GGPB/ CSE/IT /2019/...983..

23/11/19

Tender Bid- Document

For

“Purchase of Desktop Computers for CSE/IT Department”

At

Govt. Girls Polytechnic, Bilaspur



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Sealed tenders are invited in two covers (Technical bid & Financial bid) from reputed firms for Purchase of Desktop Computers for Computer Science & Engineering and Information Technology Department. The terms & conditions are available on the website www.ggpbilaspur.ac.in. Interested parties may download the Tender form (along with terms & conditions) from the website or obtain the same from Store Section of Government Girls Polytechnic, Koni, Bilaspur by paying Rs/-1000 either in cash or by Demand Draft in favor of “Principal, Government Girls Polytechnic, Bilaspur”. The demand Draft shall be prepared from a nationalized bank and shall be payable at Bilaspur.

Name of Department	Approximate Value of Work(in Rupees)	EMD
CSE/IT	2340000/-	70,200/-

IMPORTANT DATES

Starting Date for sale of Tender Document : 27/11/2019
Last Date for sale of Tender Document : 06/01/2020
Last date for submission of Sealed Tender : 07/01/2020 (Up to 03:00 pm)
Date of opening received Tender : 07/01/2020 (04:00 pm)


Principal

Government Girls Polytechnic
Bilaspur (C.G.)

GENERAL GUIDELINES FOR THE BIDDERS

1. Please go through the enclosed "bid document" carefully for other bidding instructions.

2. IMPORTANT NOTE: Being a Two-Part Tender (technical and financial bid), fax quotations will not be accepted. Please ensure your offers are received on or before tender due date and time. Bidder/Tenderer are requested to download the tender documents from our website (www.ggpbilaspur.ac.in) and please submit the Demand Draft of Rs. 1000/- towards Tender fee not refundable (in favor of "Principal Government Girls Polytechnic Bilaspur", Demand Draft should not be dated prior to the date of advertisement. Separate request letter and separate Demand Draft shall be sent for each tender document.) in a separate cover along with a covering letter duly marked on the cover "Tender fee in respect of Tender No". please note carefully that;

- Quotations received without tender fee will not be considered.**
- (a) In the tender, either the Indian agent on behalf of the Principal/OEM or Principal/OEM itself can bid but both cannot bid simultaneously for the same item/product in the same tender. In the event of simultaneous bidding by both Principal/OEM and Indian agent; the bid submitted by the Indian agent will not be considered.**
(b) If an agent submits bid on behalf of the Principal/OEM, the same agent shall not submit a bid on behalf of another Principal/OEM in the same tender for same item/product. In the event, an agent submits the bids on behalf of more than one Principal/OEM for the same item in same tender, then all such bids will not be considered.
- No request for extension of the due tender date will be considered.
- In the event any date indicated above is declared as holiday, the next working day at Institute shall be considered as the due date for receiving & opening of tenders.
- The bids shall be opened on date and time as mentioned above. The bidders may send their authorized representatives to attend the bid opening, if they so desire.
- Bids received after the deadline of receipt indicated above, shall not be taken in to consideration.

3. The bid should remain valid for a period of **180 days** from the date of opening. In case your offer has a different validity period that should be clearly mentioned in the quotation. Validity period may also be extended without change in bid prices, if required on mutually agreed basis only.

4. The bids may be submitted to the store section of Government Girls Polytechnic Koni, Bilaspur in normal working day that is Monday to Saturday except holidays (from 10:30 AM to 5 PM). Please do not hand over the quotation to any person by hand.

Speed post/Registered Post and Other Courier Services is not acceptable.

5. Amendment of Bidding Documents

- o Corrigendum, if issued any for the tender, shall form part of the Tender Document. Corrigendum will be posted on Government Girls Polytechnic Koni Bilaspur website (www.ggpbilaspur.ac.in). Bidders/Tenderers are requested to visit GGP BILASPUR website regularly and note the corrigendum

/ amendments to the tender without fail and submit the offer accordingly. GGP BILASPUR will not be responsible for ignorance of corrigendum.

- o At any time prior to the deadline for submission of bids, the Institute may, for any reason, whether at its own initiative or in response to a clarification requested by a prospective Bidder/Tenderer, modify the bidding documents by amendment. The same would also be hosted on the website of the Institute and all prospective bidders/tenderer are expected to surf the website before submitting their bids to take cognizance of the amendments. Bidder/Tenderer who has submitted bids before publishing the amendment may revise their bid incorporating the amendments before the last date of tender.
- o In order to allow prospective Bidder/Tenderer's reasonable time in which to take the amendment into account in preparing their bids, the Institute, at its discretion, may extend the deadline for the submission of bids and host the changes on the website of the Institute.

6. Bid Security (BS)/(Earnest Money/ EMD)

- o The Bidder/Tenderer shall furnish, as part of its bid, a bid security (BS) of **3% of gross bid value(70,200/-)** has to be submitted as Bid Security (Earnest money Deposit/ EMD).
- o The bid security shall be in one of the following forms at the Bidder/Tenderers' option:
 - (a) A Banker's cheque or demand draft in favour of the **“Principal Government Girls Polytechnic Bilaspur.**
 - (b) FDR in favour of **“Principal Government Girls Polytechnic Bilaspur**
- o The bid security should be submitted in its original form. Copies shall not be accepted.
- o Any bid without EMD or bid not secured in accordance with above will be rejected by the Institute as non- responsive.
- o The bid security of unsuccessful Bidder/Tenderer will be discharged /returned as promptly as possible but not later than 30 days after the expiration of the period of bid validity or placement of order whichever is later.
- o The successful Bidder/Tenderer's bid security will be discharged upon the Bidder/Tenderer furnishing the performance security.

7. The bid security may be forfeited if a Bidder/Tenderer withdraws or amends or impairs its bid during the period of bid validity specified by the Bidder/Tenderer on the Bid Form.

8. Sealing and Marking of Bids: In a two bid system All Bidders/Tenderers are requested to follow carefully the following instructions before preparing their offer.

Part I: Technical Bid

- o This part should contain detailed specifications of the items quoted by you along with technical literature and leaflets/brochures.

- A compliance statement showing the compliance of the item quoted by you with that of item tendered by us should be prepared and enclosed to this.
- Any other information called for in the tender related technical and commercial specifications can also come in this part.
- Prices should NOT be indicated in this cover.
- The commercial terms applicable for the items quoted by you should be indicated in this part.
- If any compliance statement is called for the commercial terms/contractual terms and conditions, the same is to be attached in this part.
- **Prices should NOT be indicated in this part. However a copy of the financial bid (without prices) must be enclosed in this part to enable to understand whether all the items required to be quoted by you have been quoted in the financial bid.**
- The Commercial terms such as delivery terms, delivery period, payment terms, Warranty, validity of the offer, installation & commissioning, duties and taxes etc., shall come into this.
- The bidder should have completed at least one similar work not less than rupees 18.72 Lacs, or two similar work not less than 11.7 Lacs, or three similar work not less than 9.36 Lacs.
- The Tenderer/ bidder need to submit the following certificates along with the Tender Documents to confirm their eligibility in this part :
 - a) **Proof of establishment of Firms/shop/business/ manufacturing unit etc. and Dealership certificate from the principals etc.**
 - b) **Proof of registration with central/ state government organization.**
 - c) **Photocopies of purchase orders received from central/ state govt. organization to the firm and duly issued completion certificate of the work.**
 - d) **Goods & Service Tax registration certificate should be enclosed**
 - e) **The bidder should enclosed proof of turnover by way of Audited Balance Sheet/Auditor's certificate, if required.**
 - f) **The bidder should submit photocopy of PAN card issued on the name of the bidder's firm.**
 - g) **Income Tax return clearance certificate of past three years.**
 - h) **ISO/BIS certificate for the firm/product.**
 - i) **The bidder should submit leaflets/brochures of all the equipments mentioned in the tender document.**

Part II: Financial Bid

The prices applicable for the items, item-wise in response to the tender shall come into this part in the prescribed format only. **Bid will be rejected if rates are not quoted in the prescribed format.**

- Tenderer shall indicate very clearly item-wise prices with reference to their technical offer.
- Financial Bid prepared as above shall be enveloped and marked as follows:

The Technical envelope (Part I) and Financial cover (Part II) prepared as above along with 'Tender fee' which should be inserted in another envelope and marked as tender fee:

All envelop should be addressed to Principal Government girls polytechnic, Bilaspur and top of all envelop should be super scribed with (Tender No/ Department and due date of opening.). Part I: TECHNICAL BID with EMD, Part II: FINANCIAL BID should also be mentioned on respective envelop.

9. The bidders should quote their offer/rates in clear terms without ambiguity.

10. The rates should be quoted both in figures and words and legibly written without any over-writings. In case of any correction, the same must be attested by the bidder with full signature. However, no over-writing is permissible. Manufacturer's price-list, where applicable, should be submitted along with the bid.

11. In case of any discrepancy between the rates in figures and that in words, the rate in words will be accepted as correct.

12. Each bidder shall submit only one bid. A bidder, who submits more than one bid, shall be disqualified and considered non-responsive.

13. The bidder has to sign in full at all pages of the bidding document.

14. Bid Prices

- (i) The Bidder/Tenderer shall indicate unit prices in the prescribed format only,
- (ii) Prices indicated on the price-schedule form shall be entered separately in the following manner-
The price of the goods quoted should be FOR Government girls polytechnic Bilaspur inclusive of all taxes(GST, Custom etc), charges for inland transportation, insurance and other local services required for delivering the goods at the desired destination as specified in the price schedule form, installation, commissioning, training charges etc.

15. The payment shall be released only after satisfactory and successful commissioning and installation of the equipments at the designated site/institute and on submission of bill by the firm.

16. Conditional discount, if any, offered by the bidder shall not be considered at the time of evaluation.

17. Responsiveness of Bids

- Prior to the detailed evaluation, the Institute will determine the substantial responsiveness of each bid to the bidding documents. For purposes of this clause, a substantive responsive bid is one, which confirms to all terms and condition of the bidding documents without material deviations, reservations or omissions. A material deviation, reservation or omission is one that-
 - (a) affects in any substantial way the scope, quality, or performance of the Goods and Related Services specified in the Contract; or
 - (b) limits in any substantial way, inconsistent with the Bidding Documents, the Institute's rights or the Bidder/Tenderer's obligations under the Contract; or

- (c) if rectified, would unfairly affect the competitive position of other bidders/tenderers presenting substantially responsive bids.
- The Institutes' determination of a bid's responsiveness is to be based on the contents of the bid itself without recourse to extrinsic evidence.
- If a bid is not substantially responsive, it will be rejected by the Institute and will not subsequently be made responsive by the Bidder/Tenderer by correction of the material deviation, reservation or omission.

18. Evaluation and comparison of bids

- (i) The Purchaser shall evaluate each bid that has been determined, up to this stage of the evaluation, to be substantially responsive.
- (ii) To evaluate a Bid, the Purchaser shall only use all the factors, methodologies and criteria defined below. No other criteria or methodology shall be permitted.
- (iii) The bids shall be evaluated on the following basis which shall be arrived as under:

Goods price will be calculated FOR GGP BILASPUR. Lowest bid (L1) will be deciding by the price of the goods quoted should be FOR GGP BILASPUR inclusive of all taxes(GST & Custom Duty, etc), charges for inland transportation, installation, commissioning, training charges, insurance and other local services required if any for delivering the goods at the desired destination as specified in the price schedule Price Bid format.

19. Clearance and delivery

On arrival of shipment/consignment, the supplier is required to arrange custom clearance and transportation of the consignment up to GGP BILASPUR premises. The Tenderer/ bidder will do all types of clearance work and **formalities to deliver/provide the equipment at the site of installation. The expenses incurred will be reimbursed on actual basis not exceeding the quoted amount.** Please note that the State of Chhattisgarh may charge entry tax on all goods entering the State. This may be included in your quotation as a separate item. Entry Tax will be reimbursed on production of proof of payment.

20. The Institute reserves right to conduct pre-dispatch inspection of goods and the vender must facilitate it at GGP BILASPUR's cost for pre-dispatch inspection.

21. **Warranty Period:** The warranty period should be minimum **1 year** with spares or as mentioned in technical specifications (whichever is higher) from the date of installation with satisfactory performance as per specifications. For standard items which carry warranty of more than two year, standard warranty shall be applicable.

22. **Terms of Payment:** The method and conditions of payment to be made to the Supplier under this Contract shall be as follows:

- **Payment for Goods and Services:**
Payment for Goods and Services supplied shall be as follows: 100% payment will be made in account payee cheque or Draft/ online Transfer using RTGS to the Supplier normally within thirty (30) days after the successful installation and commissioning of equipment's subject to submission of performance security, if any.

23. Performance Security (PS): The successful bidder has to furnish “**Performance Security of 10% of the ordered value**”, in the form of Account Payee Demand Draft, / Fixed deposit and/or unconditional Bank guarantee en-cashable on demand from the Principal, Government Girls Polytechnic Bilaspur, from a nationalized Bank with validity period of sixty (60) days beyond the date of completion of all contractual obligations of supplier including guarantee/ warranty obligations. The Performance Security is to be furnished in favor of the Principal, Government Girls Polytechnic, Bilaspur, within ten days of intimation, failing which his bid security will be forfeited.

The performance security will be discharged by the Purchaser and returned to the Supplier not later than 60 days following the date of completion of the Supplier's performance obligations, including any warranty obligations.

24. Delivery period: Delivery should be made within 45 days from the date of order of placement of goods offered.

25. Non delivery beyond delivery period: If the Tenderer fails to execute the order within the delivery period as mentioned above the order will be cancelled and EMD will be forfeited by the institute.

26. Installation time: The Company must install the equipment within a period of 15 days from the date of delivery of the equipment at GGP BILASPUR failing which order will be cancelled and EMD will be forfeited. However, necessary requirement for installation of goods/equipment will be provided by institute.

27. Copy Right: The copyright in all drawings, documents, and other materials containing data and information furnished to the Purchaser by the Supplier herein shall remain vested in the Supplier, or, if they are furnished to the Purchaser directly or through the Supplier by any third party, including suppliers of materials, the copyright in such materials shall remain vested in such third party.

28. Right to use Defective Goods: If after delivery, acceptance, installation and within the guarantee and warranty period, the operation or use of the goods proves to be unsatisfactory, the Purchaser shall have the right to continue to operate or use such goods until rectifications of defects, errors or omissions by repair or by partial or complete replacement is made without interfering with the Purchaser's operation.

29. Site preparation and installation: The Purchaser is solely responsible for the construction of the equipment sites in compliance with the technical and environmental specifications defined by the Supplier. The Purchaser will designate the installation sites before the scheduled installation date to allow the Supplier to perform a site inspection to verify the appropriateness of the sites before the installation of the Equipment, if required. The supplier shall inform the purchaser about the site preparation, if any, needed for installation, of the goods at the purchaser's site immediately after notification of Award / Purchase Order / Agreement.

30. The institute reserves the rights to increase/decrease the quantity of the equipments to be supplied.

31. Defective Equipment:



- (i) If any of the equipment supplied by the Tenderer is found to be substandard, refurbished, or not in accordance with the description /specification or otherwise faulty, the institute will have the right to reject the equipment or its part. The prices of such equipment shall be refunded by the Tenderer with 18% interest if such payments for such equipment have already been made to him.
- (ii) and the incidental expenses incurred thereon shall be recovered from the supplier. Defective part in equipment, if found before installation and/or during warranty period, shall be replaced within 45 days on receipt of the intimation from this office at the cost and risk of supplier including all other charges.
- (iii) Any equipment/hardware/software breakdown must be attended within 48 hours during the warranty period at free of cost.

32.All the disputes with regard to the contract of purchase of equipments etc. is subjected to Bilaspur Chhattisgarh jurisdiction only.

33.Bidder has to sign all the pages of this tender and enclose it with the bid.

34. All provisions of Chhattisgarh store purchase rules 2002, with all amendments up to the date of publication of this tender, shall be applicable.



List of Annexure

1. Acceptance of tender terms & conditions--Annexure-1
2. List of Equipments – Annexure 2
3. Technical Specification of equipments/goods – Annexure 3
4. Technical Compliance of the bidder with reference to the ‘Specification of Equipments’--Annexure 4
5. Price Schedule for goods being offered from India – Annexure 5
6. Deviation statement form - Annexure 6
7. Bidder information & check list – Annexure 7
8. Declaration Regarding Blacklisting / Debarring For Taking Part in Tender– Annexure 8



Annexure 1

Acceptance of terms & conditions of tender(Must be on Letter Head)

Date:

To,

The Principal,

Government Girls Polytechnic Bilaspur,

Bilaspur-495009(Chhattisgarh)

Subject: Acceptance of Terms & conditions of Tender.

Tender ref. No.:

Dated

Dear Sir,

1. I/We have downloaded/obtained the tender document(s) for the above mentioned Tender enquiry no. from the website www.ggpbilaspur.ac.in
2. I/We hereby certify that I/we have read entire terms & conditions of the tender documents from Page 01 to 18 (including all documents like annexure, schedules etc.) which form part of the tender document and I/we shall be abide by the terms & conditions/clauses contained therein.
3. The corrigendum(s) issued from time to time by GGP Bilaspur to 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 totality/entirely.
5. In case any provisions of this tender are found violated, GGP Bilaspur shall be at liberty to reject this tender/bid including the forfeiture of the full said earnest money deposit absolutely and we shall not have any claim/right against GGP Bilaspur in satisfaction of this condition.
6. I/We confirm that we or our proprietor/Director/Partner have not been blacklisted or debarred or declared ineligible for corrupt/fraudulent practices either indefinitely or for a particular period of time by any Government or other agency. I/we further declare that no criminal case is registered on pending against the firm/company or its owner/partners/directors anywhere in India. Also there are no contractual restrictions or legal disqualifications or other obligations which prohibit the applicant from entering into tender process.

(Seal & Signature of the bidder)

Annexure 2

List of Equipment to be Procured Under Tender

S.No.	Name of Equipments	Qty.
1.	Desktop Computer	36



Annexure 3

Technical Specification of equipments/goods:-

S.N.	Specification	Details
1	Processor	Intel Core i5 (latest generation)
2	RAM	4GB DDR4 Number of RAM slots: at least 2.
3	hard disk	1TB
4	Optical drive	DVD+/-RW
5	Wireless(Wi-fi) and Bluetooth	Yes
6	Internal speaker	Yes
7	Mouse	Optical wired mouse
8	Keyboard	Standard wired keyboard
8	OS	Windows 10 professional, 64 bit, English
10	Monitor	Screen size (cm): 45.5- 47.5 Aspect Ratio: 16:9 Technology: LED backlit Resolution: 1920 x 1080 (Full HD) Antiglare coating: Yes Viewing Angle(Horizontal:Vertical)(Degree):178:178 VGA Port: Yes HDMI port: Yes Power supply-230V AC , 50Hz



Annexure 4

Technical Compliance of the bidder with reference to the 'Specification of Equipments

S.No.	Name of equipments along with model number	Specifications given in the Tender	Technical specifications bidder wants to supply as per Brochure/Leaflet	Any deviation from specifications, if any	Remarks
1					
2					
3					

Signature

(Name & Stamp of the Firm/Tenderer)



Annexure 5

Price Schedule for goods being offered

S.No.	Name of equipment along with model number	Specifications given in the Tender	Price of the equipment excluding GST	GST equipment wise	Cost of the equipment including all taxes & charges	Remarks
1						
2						
3						

Signature

(Name & Stamp of the Firm/Tenderer)



Annexure-6

DEVIATION STATEMENT FORM

The following are the particulars of deviations from the requirements of the tender specifications:

CLAUSE	DEVIATION	REMARKS (INCLUDING JUSTIFICATION)



Annexure-7

(Please put this annexure at the top of the tender document)

Bidder's information & Check list

1. Name of the Firm:

2. Type of the firm: (Proprietorship, Pvt Ltd, Public Ltd, Partnership etc.)

3. Address of the firm:

4. Contact detail: Phone No.:

MobNo. : Fax No.

E mail:

5. Name of the authorised signatory:

6. EMD detail : Instrument No.

Date :

Amount: Issuing Bank name & branch detail:

7. Bank details of the firm:

Account No.:

IFSC

Code: Name of the Bank:

Branch:

Check List(Please enclose the copy of the following & tick as per applicability)

- 1. Proof of registration of the firm:**
- 2. Authorization certificate of dealership:**
- 3. PAN card in Firm's name:**
- 4. GST Registration Certificate:**
- 5. Proof of registration with any central governmentt organization.**
- 6. Purchase orders issued by any central government organization.**
- 7. Bank details of the firm in letter head of the organisation.**

Seal & Signature of Bidder



UNDERTAKING

1. I, the undersigned certify that I have gone through the terms and conditions mentioned in the bidding document and undertake to comply with them.
2. The rates quoted by me are valid and it is certified that the rates quoted are the lowest rates as quoted in any other institution of India.
3. I/We give the rights to the "**Principal, Government Girls Polytechnic Bilaspur**" to forfeit the Earnest Money/Performance Security Deposit by me/us in case of breach of conditions of tender documents.
4. I hereby undertake to provide Desktop Computer for CSE/IT department as per the provisions in the tender document.

Date:

Place:

Designation

(Office seal of the Bidder)



Annexure-8

Declaration Regarding Blacklisting / Debarring For Taking Part in Tender

(To be executed & attested by Public Notary / Executive Magistrate on Rs.10/- non judicial Stamp paper by the Bidder.

I / We ----- (Bidder) hereby declare that the firm / agency namely M/s.-----has not been blacklisted or debarred in the past by Central/ State Government or any organization from taking part in Govt .tenders.

(Or)

I / We _____ (Bidder) hereby declare that the firm / agency namely M/s. _____ was blacklisted or debarred by Central/ State Government or any Organization from taking part in Government tenders for a period of -----years wef _-----to -----
The period is over on ----- and now the firm/company is entitled to take part in Government tenders.

In case the above information found false I/We are fully aware that the tender / contract will be rejected / cancelled by Principal Govt.Girls Polytechnic Bilaspur and EMD / performance security shall be forfeited.

In addition to the above, Principal Government Girls Polytechnic Bilaspur, will not be responsible to pay the bills for any completed / partially completed work.

DEPONENT

Name:

Address:

Attested:

(Public Notary / Executive Magistrate)

