



महर्षि दयानन्द सरस्वती विश्वविद्यालय, अजमेर

क्रमांक: एफ-2()सा.प्र./मदसविवि/2018/ 15204.

दिनांक: 27.6.18

ई-निविदा सूचना संख्या: 12


महर्षि दयानन्द सरस्वती विश्वविद्यालय, अजमेर स्थित विश्वविद्यालय परिसर के शैक्षणिक विभागो हेतु बोनाफाईड डीलर्स से निर्धारित प्रपत्र में ई-टेन्डरिंग प्रक्रिया द्वारा डेस्कटॉप कम्प्यूटर, प्रिन्टर एवं लैपटॉप क्रय करने हेतु ऑन-लाईन निविदाएं निम्नानुसार आमंत्रित की जाती है।

Important Dates			
S.No.	Events	Date	Time
1.	Date of Issue of Notice Inviting Tender (NIT)	29.6.18	16:00 hrs
2.	Document Sale Start Date	30.6.18	10:00 hrs
3.	Document Sale End Date	16.7.18	14:00 hrs
4.	Seek Clarification Start Date	3.7.18	11:00 hrs
5.	Seek Clarification End Date	7.7.18	13:00 hrs
6.	Pre Bid Meeting Date	9.7.18	13:00 hrs
7.	Pre Bid Meeting Place: Registrar Office, Chankaya Bhawan, MDS University, Kayad Road, Ajmer		
8.	Bid Submission End Date	16.7.18	16:00 hrs
9.	Last Date & Time of Submission of Demand Draft of Earnest Money, Cost of Tender form and Processing fees and Hard Copy of Technical Bid alongwith Tender Document at MDS University.	17.7.18	12:00 hrs
10.	Technical Bid Opening Date	17.7.18	15:00 hrs
11.	Date & Time of Opening of Financial Bid	will be intimated to all the technically qualified bidders only	

क्रम संख्या	विवरण	
1.	ई-निविदा प्रपत्र का मूल्य	रुपये 1000.00
2.	कार्य की अनुमानित राशि	रुपये 42.25 लाख/-
3.	निविदा हेतु बयाना राशि	रुपये 84.500/- मात्र

निविदा सूचना एवं निविदा प्रपत्र एवं शर्तें विश्वविद्यालय की वेब साईट www.mdsuajmer.ac.in, एवं राज्य सरकार की वेब साईट sppp.rajasthan.gov.in एवं <http://eproc.rajasthan.gov.in> पर उपलब्ध होगा। बिना बयाना राशि अथवा विलम्ब से प्राप्त होने वाली निविदा या निर्धारित प्रपत्र के अलावा किसी अन्य प्रपत्र में प्राप्त निविदा पर विचार नहीं किया जावेगा। किसी भी निविदा अथवा उसके किसी भाग को बिना कारण बताये स्वीकृत या अस्वीकृत करने का अधिकार कुलसचिव, महर्षि दयानन्द सरस्वती विश्वविद्यालय, अजमेर को आरक्षित है।

sd/-
कुलसचिव



**E-Tender for supply of
Computer, Laptop, Printer & Accessories
Maharshi Dayanand Saraswati University, Ajmer**

NIT No. F.2()/MDSU/GAD/2018/ 15204

Dated : 27.6/18

Tender Inviting Authority (TIA) : Registrar, Maharshi Dayanand Saraswati
University, Ajmer Rajasthan
Tel. No: 0145-2787057
e-mail: registrar@mdsu@gmail.com

Project officer In charge : Registrar, Maharshi Dayanand Saraswati
University, Ajmer Rajasthan
Tel. No: 0145-2787057
e-mail: registrar@mdsu@gmail.com

Bidder information : Name of the Firm _____
Address : _____

Contact Person: _____
(Authorized Bid Signatory)
Tel. No: _____
Fax No: _____
Mobile No. _____
E-mail address : _____
website: _____

Mode of bid submission : Through eProcurement / eBidding system at
<https://eproc.rajasthan.gov.in>

Important Dates and information

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Important Information		
S.No.	Detail	Amount
1.	Tender Document Cost	Rs.:1000/-
2.	Estimated Tender Value (for one year)	Rs: 42.25 lacs
3.	Earnest Money (2% of Estimated Tender Value)	Rs.: 84,500/-
4.	Security Deposit Amount (5% of Estimated Tender Value)	Rs.: 2,11,250/-
5.	RISL Processing Fee (Non Refundable)	Rs.: 500/-

Letter of Invitation and bidding process

For the supply of Laboratory equipment in Maharshi Dayanand Saraswati University, Ajmer.

MDSU is issuing this Request for Proposal ("RFP") and the accompanying documents for inviting "bids" comprising Technical Proposal (or "Statement of Qualification") and Commercial Bid from eligible individual company/firm ("Bidder") as to select the firm for effective cleaning and maintenance of hygiene working conditions in the campus.

Two-stage selection procedure shall be adopted that will proceed as follows:

- The first stage proposal will consist of Technical Bid & second stage will be the Commercial Bid. Commercial Bids of only technically qualified Bidders based on evaluation of the Technical Bid shall be opened. A decision as to whether or not a Bidder will be technically qualified will be based on the Bidder's experience and reputation and scrutiny of documents submitted by the bidder in support thereof.
- Earnest Money Deposit will be as described later in this document.
- Each Bidder shall submit only one bid and bid must be delivered according to schedule.

Instructions to Bidder

1. Instruction to Bidders for online tendering (e-tendering)
 - i- The bidders who are interested in bidding can download bid documents from <https://eproc.rajasthan.gov.in>.
 - ii- Bidders who wish to participate in this e-bid will have to register on <http://eproc.rajasthan.gov.in> (bidders registered on eproc.rajasthan.gov.in before 30-09-2011 needs to register again). To participate in online tenders, Bidders will have to procure Digital Signature Certificate (type II or type III) as per Information Technology Act-2000 using which, they can sign their electronic bids. Bidders can procure the same from any CCA approved certifying agency, i.e. TCS, safecrypt, Ncode etc. or they may contact e-Procurement Cell, Department of IT & C, Government of Rajasthan for further assistance. Bidders who already have a valid Digital Certificate need not procure a new Digital Certificate.
Contact No. 0141-4022688(help desk 10 am to 6 pm on all working days.)
e-mail: eproc@rajasthan.gov.in
Address: e-Procurement Cell, RISL, Yojana Bhawan, Tilak Marg, C-Scheme, Jaipur
 - iii- Bidder shall submit their offer on-line in Electronic formats both for technical and financial proposal, however D.D.for Tender Fees, Processing Fees and bid earnest money should be submitted manually in the office of Tendering Authority before closing date & time of technical bids submission

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and scanned copy of D.D. should also be uploaded along with the online bid.

- iv- Before electronically submitting the bid, it should be ensured that all the bid papers including conditions of contract are digitally signed by the bidder.

2. Cost of Bidding

The Bidder shall bear all the cost incurred for preparing the proposal including expenses of travel and lodging that may be required including collecting information from the department and other communication required with the department regardless of the outcome of the bidding process.

3. The bidding comprises of two bid system i.e. Technical Bid and Financial Bid.

4. Packaging the Bid

The offer should be enclosed in a duly sealed envelope super scribed with bid reference number, work name, due date and bidder name. The envelope should contain one separate envelopes, the details of them are written below.

(i) Envelope-I – Technical Bid, Tender Document Fees, Earnest money and RISL Processing Fees. (Demand Draft of RISL processing fee should be in favour of "Managing Director, RISL" payable at Jaipur)

5. Number of copies of the bid

The Bidder is required to submit one copy of the Technical Bid through eproc.rajasthan.gov.in by uploading all required and relevant documents. In addition to this all these document should also be submitted in hard copy physically in sealed envelope, clearly marking envelope as "Technical Bid". In the event of any discrepancy between the hard copies and/or the softcopies uploaded, the information submitted in hard copy shall prevail.

6. Authentication of Bid

The original and all copies of the Bid Document shall be computer laser printouts and shall be signed by a person or persons duly authorized to bind the Bidder to the Contract. A duly stamped Power-of-Attorney accompanying the Bid Document shall support the letter of authorization. The person or persons signing the Bid Document shall initial all pages of the Bid Document.

7. Last date and time for receiving sealed offers

The sealed offers should reach by the speed post to the address mentioned in the "Important dates and Information".

8. Pre-bid Meeting (PBM)

MDSU, Ajmer shall make best efforts to respond to any request for clarification for the Bid Document to the prospective Bidders. Such requests are to be made in writing and are to be received by the office of Deputy Registrar (GAD) MDSU, Ajmer at least 5 working days before the Pre-Bid Meeting as per the date and time mentioned in the important dates and Information. The clarification shall be made in writing to the extent possible. The format for request for clarification is given below.

Bidder Name and Address			
Date:		Bid Reference No:	
Sr. No.	Section Reference Number (SRN) and Description from RFP	Clarification Sought	
	SRN	Description	
1	2	3	4

Queries not adhering to the format above or queries not received within the mentioned deadline shall not be taken up at the Pre Bid Meeting. MDSU, Ajmer shall not be responsible for any delay in receiving the clarification document including but not limited to any delays like postal delays.

9. Amendment of BID DOCUMENT

(i) Amendment of Bidding Document-- Any amendment issued shall be part of the Bidding Document and shall be communicated in writing to all Bidders who have obtained the Bidding Document directly from the Procuring Entity. It shall also be uploaded on the State Public Procurement Portal and the Procuring Entity's web site for prospective Bidders to download.

(ii) To give prospective Bidders reasonable time in which to take an amendment into account in preparing their Bids, the Procuring Entity may, at its discretion, extend the deadline for the submission of the Bids, under due intimation to the Bidders who have procured the Bidding Document from the Procuring Entity and also by uploading it on the State Public Procurement Portal and its official website.

10. Prices must not be indicated in the Technical Bid and must be quoted in the **Financial Bid only.**

11. Financial Bid

Financial Bid should only indicate price without any condition or qualification whatsoever, including GST. Financial Bid should contain the bill of quantity - BoQ (Exactly in the excel format given on the eproc portal) and should be submitted online. The financial offers should be complete in all respects and it should not contradict with the Technical Offer in any manner.

12. Bidders should express the price of their services in Indian currency only.

13. Validity of Bids

Bids shall remain valid for 3 months after the date of technical bid opening. A Bid valid for a shorter period shall be rejected as non-responsive.

14. The provisions of RTPP Act 2012 and Rules 2013 thereto shall be applicable for this procurement. Furthermore, in case of any inconsistency in any of the provisions of this bidding document with RTPP Act 2012 and Rules 2013 thereto, the later (RTPP act) shall prevail.




OFFICE OF THE REGISTRAR, MAHARSHI DAYANAND SARASWATI UNIVERSITY,
AJMER

NOTICE INVITING BID

e-Bid Number/Date

e-bids are invited for the supply of articles as mentioned below for the period from to

S. No.	Name of Equipment	Departments (and Number) where required	Estimated price (Rs. in lakhs)	Total requirement	Total cost (Rs. in lakhs)
1	Desktop computer	Computer Science Deptt	0.43	21	9.03
2	All-In-One Desktop Computer i5	Offices	0.56	23	12.88
3	All-in-one Desktop Computer	5 for Remote sensing, 2 for Economics, 1 each for Microbiology, Political Science and History	0.56	10	5.60
4	All-in-one Desktop Computer	1 each for Economics, Microbiology, Remote sensing	0.90	03	2.70
5	Laptop	1 each for ABBC, Ambedkar, Dayanand, Prithviraj, Sindhu	0.75	05	3.75
6	Laptop	For officers	0.60	08	4.80
7	Laser printer	2 for offices, 1 for Dept of Remote Sensing & Geoinformatics	0.32	03	00.96
8	Printer	15 for offices; 2 for Economics, 1 each for Political Science, History, Ambedkar SP, Dayanand SP, Prithviraj SP, Sindhu SP	0.11	23	2.53
Total					42.25





Technical specifications may be seen at Annexure I S.R. FORM-14

Important Notes to the Bidder:

- i. Bids without Bid Security will not be considered and will be rejected.
- ii. Bids are to be submitted on prescribed bid form which can be obtained on application from this office on payment of Rs..... in D.D. in the name of Registrar, MaharshiDayanandSaraswati University, Ajmer which will not be refunded. Bidder can download the Bid form from University portal / sppp.rajasthan.gov.in and can submit it but s/he has to mention the details of Bid Fee on the Outermost bid Envelop, in the absence of which bid will be rejected. Bids not submitted on prescribed form will be rejected. In case of e-bid Bid Fees, Processing Fees & Bid Security should be deposited as per schedule given in e-procurement notice.
- iii. Terms and conditions of bid are available in the office which may be seen/obtained by bidder before giving their bid.
- iv. Bidders should submit the Technical and Financial Bids in the Formats attached with the Bid Form.
- v. The bidders who are interested in bidding can download bid documents from <https://eproc.rajasthan.gov.in>.
- vi. Number of copies of the bid
The Bidder is required to submit one copy of the Technical Bid through eproc.rajasthan.gov.in by uploading all required and relevant documents. In addition to this all these document should also be submitted in hard copy physically in sealed envelope, clearly marking envelope as "Technical Bid". In the event of any discrepancy between the hard copies and/or the softcopies uploaded, the information submitted in hard copy shall prevail.

Bid should reach on or beforeat..... P.M.The bids will be opened by the Purchase Committee on at..... in the presence of intending bidders or their authorized representatives present on the day and time. Bids received after the prescribed time and date shall be rejected.
- vii. Procuring Entity is not bound to accept the lowest bid and may reject any bid or any part of the bid without assigning any reason thereof.
- viii. SSI Units shall furnish bid security 0.5% of the quantity offered for supply on the basis of registration and competency certificate issued by the director of industries or their representative. Cost of bid form will be applicable.
- ix. Bidder must ensure submission of the bid in the prescribed formats attached with the bid document.

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- x. Conditional bids will not be accepted.
 - xi. Bidder must give details of E Bid fee & Processing fee & Bid Security should be deposited as per the schedule provided in the e-procurement notice
 - xii. Bidder should quote the rate/Price only for what the Procuring Entity has demanded, otherwise the bid may be rejected.

REGISTRAR

SIGNATURE OF BIDDER
MDS University Ajmer

AS

S.R.FORM-15



OFFICE OF THE REGISTRAR, MAHARSHI DAYANAND SARASWATI UNIVERSITY, AJMER

BID FORM

I e-Bid for..... (Name of the articles for which the Bid is submitted)

II Name and the postal address of the firm submitting the Bid

Name

Address

Pin Code

Phone/Mobile No.

Bank Details : Name of Bank with Branch

Account No.

I.F.S.C. Code

PAN No.

III Addressed to: The Registrar, MaharshiDayanandSaraswati University, Ajmer.

IV Reference: e-Bid No. MDSUA//F- /201.....-1.... Dated

The e-bid Bid Fees, Processing Fees & Bid Security should be deposited as per schedule given in e-procurement notice.

Vide D.D. No./ Banker Cheque No..... date..... (Copy Enclosed)

V We agree to abide by all the conditions mentioned in Bid Notice Number No./Acctt/P-1/F- /201.....-1.... Dated issued by Procuring Entity and also

the further conditions of the said Bid Notice given in the attached sheets (all the pages of which have been signed by us in token of our acceptance of the terms mentioned therein).

- VI The rates for the items must be mentioned in "Financial Bid" only.
- VII Bidder shall submit their offer online in electronic formats both technical & financial proposal duly signed bid Documents along with. |Term & condition & all other required documents Hard copy Physically shall submit in sealed envelope, clearly marking envelope as Technical Bid.

**(Signature of Bidder)
with Seal**

OFFICE OF THE REGISTRAR
MAHARSHI DAYANAND SARASWATI UNIVERSITY, AJMER
TERMS & CONDITIONS OF OPEN BIDS

Note: Bidders should read these conditions carefully and comply strictly while sending their Bids.

1. Bids must be enclosed in a properly sealed envelope according to the directions given in the Bid notice.
2. "Bids By Bonafide Dealers": Bids shall be given only by bonafide dealers in the goods. They shall therefore, furnish a declaration in the SR Form 11.
3. (i) Any change in the constitution of the firm, etc. shall be notified forthwith by the contractor in writing to the Procuring Entity (PE) and such change shall not relieve any former member of the firm, etc., from any liability under the contract.
 (ii) No new partner/partners shall be accepted in the firm by the contractor in respect of the contract unless he/they agree to abide with all its terms conditions and deposits with the Procuring Entity a written agreement to this effect. The contractor's receipts for acknowledgment or that of any partner's subsequently accepted as above shall bind all of them and will be sufficient to discharge any of the purpose of the contract.

Selection of the Bidder

For the purpose of selection of the bidder, a two-stage bidding process will be followed. The response to the tender should be submitted their offer online in electronic formats in two parts viz. Technical Bid & Commercial Bid.

(a) Technical Bid

Technical bid should contain information regarding the business turnover, experience and other details of the firm to judge the suitability of the bidder. Bidder must provide the following documents:

- a) Detailed firm and company details, copy of registrations must be enclosed
- b) Signed and stamped compliance sheet of the technical specification of the offered Desk top/Lap Top/Printer with technical printed literature must be enclosed with the technical bid.
- c) A Declaration by the Bidder in the S R Form 11
- d) Clientele list (List of the institutes/organizations, where the similar order has been executed during the last three years) and work done list. Supporting documents (couple of orders without any alteration/modification, copies of installation report) must be enclosed
- e) Performance Certificates from clients
- f) GST declaration (Annexure F) & GST Clearance certificate.
- g) Self-attested photocopy of annual turnover of Rs. 80.00 Lakhs (Annexure G), during the last three years., IT registration No., Audited Balance Sheet, etc.
- h) Signed and sealed the Summary of Technical Bid and proofs therein (Annexure H)
- i) The bidder/OEM self-declaration stating that he/she is not banned/debarred or black listed by any Central/State Govt. of India/PSU/Organizations/Institutes in India or abroad in prescribed format (Annexure B)
- j) Separate DDs for Form fee, RISL fee and EMD amount and tender fee.
- k) The form of the "Terms and Conditions" duly filled in and signed by the authorized person (SR Form 16).
- l) Other items included as per annexure 'H'

It is only when the information about the company in technical bid is found satisfactory; the financial part will be opened.

(b) Financial Bid

- a) Financial bid should contain price of the material required to be supplied as per Price Schedule (Annexure N & O) as supplied by the University along with the Tender form, duly filled and signed by the authorized person.
- b) The rates quoted should be applicable to educational institutions and any cost advantage received in lieu in thereof should be passed on to the University.
- c) Prices shall not be subject to escalation of any nature
- d) Prices should be including all taxes like GST etc., FOR – MaharshiDayanandSaraswati University Ajmer.

While the above procedures lay down the overall guidelines, MaharshiDayanandSaraswati University Ajmer reserves the right to select the vendor based on other parameters at its discretion.

4. **GST Registration and Clearance Certificate:** No Dealer who is not registered under the Vat act prevalent in the State where his business is located shall participate in the Bid. The GST Registration Number should be quoted and a GST clearance Certificate from the Commercial Taxes Officer of the circle concerned shall be submitted without which the Bid is liable to rejection.
5. Bid forms shall be filled in the ink or typed. No Bid filled in pencil shall be considered. The Bidders shall sign the Bid form at each page and at the end in token of acceptance of all the terms and condition of the Bid.
6. Rate shall be written both in words and figures. There should not be errors and/or over writings. Correction if, any, by any means should be made clearly and initialed with dates. The rates should mention element of the Rajasthan state GST.
7. All rates quoted must be FOR-destination (MDS University, Ajmer) and should include all incidental charges, Octroi, GST etc.
Price Fall Clause: If at any time prior to delivery of the equipments/stores, the bidder/supplier reduces the sale price of such equipments/stores as covered under this tender enquiry, to any organization (including Central/State/Deemed university) at price lower than the price quoted under this contract, s/he shall forthwith reduce the price payable under this tender for the equipments/stores being supplied. After the date of coming into force of such reduction, the price of equipments/stores shall stand correspondingly reduced.
 - (i) **Comparison of Rates:** In comparing the rates tendered by firms outside Rajasthan and those in Rajasthan but not entitled to Price Preference under the rules, the element of Rajasthan Vat shall be excluded whereas that of Central Vat shall be included.
 - (ii) While comparing the rates in respect of firm within Rajasthan, the element of Rajasthan GST shall be included.
8. **Price Preference:** (i) Price preference will be given to the goods produced or manufactured by Industries of Rajasthan over goods produced or manufactured by Industries outside Rajasthan as per Purchase of Stores (Preference to Industries of Rajasthan) Rules, 1965.
9. **Validity:** Bid shall be valid for a period of 90 days from the date of opening of Bid. Validity can be extended with mutual consent.
10. The approved supplier shall be deemed to have carefully examined the conditions, specifications, size, make and drawings, etc, of the goods to be supplied. If he has any doubts *submitting the Bid* to the meaning of any portion of these conditions or the specification, drawing, etc., he should refer the same to the Procuring Entity and get clarifications before submitting the Bid.
11. The contractor shall not assign or sub-let his contract or any substantial part thereof to any other agency.
12. **Specifications:**
 - (i) All articles supplied shall strictly conform to the specifications, trade mark laid down in the Bid form and wherever articles have been required according to the ISI or other specifications, those articles should conform strictly to those specifications and should bear such marks (SR-14)


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- (ii) **Warranty/Guarantee Clause:** The Bidder would give guarantee that the goods/stores/articles would continue to conform to the description and quality as specified for a period of 03 year from the date of delivery of the said goods/stores/articles to be purchased and that not-with-standing the fact that the purchase may be inspected and/or approved for the said goods/stores/articles. **Performance security deposit shall be released only after the compliance of warranty period.** If during the aforesaid period of 03 year, the said goods/stores articles be discovered not to conform to the description and quality aforesaid or have determined (and the decision of the Procuring Entity in that behalf will be final and conclusive), the purchaser will be entitled to reject the said goods/stores/articles or such portion thereof as may be discovered not to conform to the said description and quality, on such rejection the goods/articles/stores will be at the seller's risk and all the provisions relating the rejection of goods etc., shall apply. The Bidders shall, if so called upon to do, replace the goods, etc., or such portion thereof as is rejected by the Procuring Entity, otherwise the Bidders shall pay such damage as may arise by reason of the breach of the conditions. Nothing herein contained shall prejudice any other right of the Procuring Entity in that behalf under this contract or otherwise.
- (iii) Guarantee will be given as mentioned in clause (ii) above and the Bidders shall during the guarantee period replace the parts if any and remove any manufacturing defect if found during the above period so as to make equipments operative. The Bidders shall also replace equipments in case it is found defective which cannot be put to operation due to manufacturing defect, etc.
- (iv) In case of equipment specified by the Procuring Entity the Bidders shall be responsible for carrying out annual maintenance and repairs on the terms and conditions as may be agreed. The Bidders shall also be responsible to ensure adequate regular supply of spare parts needed for a specific type of equipments whether under their annual maintenance and repairs rate contract or otherwise. The Bidder shall undertake the above guarantee and this undertaking should be enclosed by manufacturer (In case of Indian Manufacturer)/Indian Agent (in case of foreign Manufacturer). In case of change of model the bidder will give sufficient notice to the Procuring Entity who may like to purchase spare-parts from them to maintain the equipments in perfect condition.

13. Inspection:

- (a) The Procuring Entity or his duly authorized representative shall at all reasonable time have access to the suppliers premises and shall have the power at all reasonable time to inspect and examine the materials and workmanship of the goods/equipment/machineries during manufacturing process or afterwards as any may be decided.
- (b) The Bidders shall furnish complete address of the premises of his office, godown and workshop where inspection can be made together with name and address of the person who is to be contacted for the purpose. In case of those dealers who have newly entered in business, a letter of introduction from their bankers will be necessary. Bidder will have to give Demo of the items if demanded.


14. Rejection:

- (i) Articles not approved during inspection or testing shall be rejected and will have to be replaced by the Bidder on his/her own cost within the time fixed by the Procuring Entity.
- (ii) If however, due to exigencies of Government work, such replacement either in whole or in part, is not considered feasible, the Procuring Entity after giving an opportunity to the bidder of being heard shall for reasons to be recorded, deduct a suitable amount from the approved rates. The deduction so made shall be final.

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15. The rejected articles shall be removed by the Bidders within 15 days of intimation of rejection, after which Procuring Entity shall not be responsible for any loss/shortage or damage and shall have the right to dispose of such articles as s/he thinks fit, at the Bidders's risk and on his/her account.
 16. The Bidders shall be responsible for the proper packing so as to avoid damage under normal conditions of transport by sea, train and road or air and delivery of the material in good condition to the consignee at destination. In the event of any loss, damage, breakage or leakage or any shortage the Bidders shall be liable to make good such-loss and shortage found at the checking/inspection of the materials by consignee. No extra cost on such account shall be admissible.
 17. The contract for supply, can be repudiated at any time by the Procuring Entity, if the supplies are not made to his/her satisfaction after giving an opportunity to the Bidders of being heard and recording of the reasons for repudiation.
 18. Direct or indirect canvassing on the part of the Bidder or his/her representative will be a disqualification.
 19. (i) **Delivery Period:** The Bidders whose bid is accepted shall arrange supplies within a period of 30 Days from the date of supply order.
Delivery period can be reduced in view of the period of the research project.
 - (ii) **Extent of Quantity - Repeat Orders:** If the orders are placed in excess of the quantities shown in Bid notice; The Bidder shall be bound to meet the required supply. Repeat orders may also be placed on the rate and conditions given in the Bid provided that the repeat orders are up to 50% of the quantity originally purchased and the period is not more than one month from the date of expiry of last supply. If the Bidder fails to do so the Procuring Entity shall be free to arrange for the balance supply by limited Bid or otherwise and the extra cost incurred shall be recoverable from the Bidder.
 - (iii) If the Procuring Entity does not purchase any of the bid articles or purchases less than the quantity indicated in the Bid form, the Bidders shall not be entitled to claim any compensation.

20. Bid Security

- (a) Bid shall be accompanied by a Bid Security of Rs 84500/- (As specified in the Bid Notice) without which Bid will not be considered. The amount should be deposited in either of the following forms in favour of The Registrar, MaharshiDayanandSaraswati University, Ajmer.
 - (i) Bank Drafts/Banker Cheque of the scheduled Bank.
 - (b) **Refund of Bid Security:** The Bid Security of unsuccessful Bidders shall be refunded soon after the final acceptance of successful Bid and signing of agreement and submitting of performance security. No Intrest will be paid by University on bid security.
- (c) **Partial Exemption from Bid Security:** Firms which are registered with the Director of Industries, Rajasthan shall furnish the amount of Bid Security in respect of items for which they are registered as such, subject to their furnishing the registration certificate in original or a photostate copy or a copy thereof duly attested by any Gazetted Officer alongwith a competency Certificate from the Director of Industries, Rajasthan @ 1% of estimated value of Bid shown in NIB.



(d) In lieu of bid security, a bid securing declaration shall be taken from the Departments of the State Government and Undertakings, Corporations, Autonomous bodies, Registered Societies, Cooperative Societies which are owned or controlled or managed by the State Government and Government Undertakings of the Central Government.

21. **Forfeiture of Bid Security:** The Bid Security will be forfeited in the following cases -
- i. When Bidder withdraws or modifies its bid after opening of Bid.
 - ii. When the Bidder does not execute the agreement, if any, after placement of letter of acceptance/supply/ Work order within the specified time.
 - iii. When the Bidder does not deposit the performance security within specified period after the supply order is placed.
 - iv. When the bidder fails to commence the supply of the item as per the supply order within the prescribed time limit.
 - v. If the bidder breaches any provision of code of integrity prescribed for the bidder specified in the Act and Chapter VI of these rules.

22. (1) **Agreement and Security**

(i) Successful Bidders will have to execute an agreement on Non-Judicial stamp paper amounting Rs. 500/- in the S.R. form 17 within a period of 10 days from the date on which letter of acceptance or letter of intent is dispatched to the successful Bidder and deposit performance security equal to 5% of the value of the stores for which Bids are accepted within 10 days from the date of dispatch on which the acceptance of the Bid is communication to him/her. The period of executing agreement and depositing Performance security can be reduced in public interest.

(ii) The Bid Security deposited at the time of Bid submission may be adjusted towards performance security amount.

(iii) No interest will be paid by the department on-the performance security.

(iv) The forms of performance security shall be as below:

(a) Bank Draft/Bankers Cheque.

(B) The performance security money shall be refunded with one month of the final supply of the items as per the purchase order in case of one time purchase and two months in case delivery is staggered, after the expiry of contract on satisfactory completion of the same or after the expiry of the period of guarantee/warranty if any, **whichever is later** and after satisfaction that there are no dues outstanding against the Bidder in the event of forfeiture of performance security the Fixed Deposit shall be forfeited alongwith interest earned on such Fixed Deposit.

(2) (i) The amount of performance security shall be five percent, or as may be specified in the bidding documents, of the amount of supply order in case of procurement of goods and services and ten percent of the amount of work order in case of procurement of works. In case of Small Scale Industries of Rajasthan it shall be one percent of the amount of quantity ordered for the supply of goods and in case of sick industries, other than Small Scale Industries, whose cases are pending before the Board of Industrial and Financial Reconstruction (BIFR), it shall be two percent of the amount of supply order.

(ii) Central Government and Government of Rajasthan's Undertakings will be exempted from furnishing performance security but they have to furnish performance security declaration.

(3) **Forfeiture of performance Security Deposit:** Security amount in full or part may as forfeited in any of the following cases

- ✓
- (a) When any term and/or condition of the contract is breached.
 - (b) When the Bidder fails to make completely satisfactory supply.
 - (c) Notice of reasonable time will be given in case of forfeiture of performance security deposited. The decision of the Procuring Entity in this regard shall be final.
 - (4) The expenses of competing and stamping the agreement shall be paid by the Bidders and the department shall be furnished free of charge with one executed stamped counter part of the agreement.


- 23. (i) Goods must be sent freight paid through-Railways-or goods transport.
- (ii) R.R. should be sent under registered cover through bank only.
- (iii) Remittance charges on payment made shall be borne by the Bidders.

24. Insurance

- (i) The goods will be delivered at the destination stores in perfect condition. The supplier, if s/he so desires, may insure the valuable goods against loss by theft, destruction or damage by fire, flood, under exposure to whether or otherwise viz.(war, rebellion, riot, etc.). The insurance charges will be borne by the supplier and the University will not be required to pay such charges, if incurred.
- (ii) The articles may also be got insured at the cost of the purchaser, if so desired by the purchaser. In such cases, the insurance should invariably be with Life Insurance Corporation of India its subsidiaries.

25. Payments

- (i) Advance payment will not be made.
 - (ii) Unless otherwise agreed between the parties, payment for the delivery of the stores will be made on submission of bill in proper form by the Bidders to the procuring entity in accordance with G.F. & A.R. & RTPP Rule 2013 and all remittance charge will be borne by the Bidders.
 - (iii) Payment in case of those goods which need testing shall be made only when such tests have been carried out and test results received conforming to the prescribed specifications.
26. 1. (i) The time specified for delivery in the Bid form shall be deemed to be the essence of the contract and the successful Bidders shall arrange supplies within the period on receipt of the firm order from the Procuring Entity.
- (ii) **Liquidated Damages:** In case of extension in the delivery period, recovery shall be made in terms of certain percentage of the value of stores as per the following schedule:
- | | |
|--|------|
| (a) Delay upto one fourth period of the prescribed delivery period | 2½% |
| (b) Delay exceeding one fourth but not exceeding half of the prescribed period | 5% |
| (c) Delay exceeding half but not exceeding three fourth of the prescribed period | 7 ½% |
| (d) Delay exceeding three fourth of the prescribed period | 10% |
2. Fraction of a day in reckoning period of delay in supplies shall be eliminated if it is less than half day.
3. The maximum amount of liquidated damages shall be 10%.
4. If the supplier requires an extension of time in completion of contractual supply on account of occurrence of any hindrance, s/he shall apply in writing to the authority which has placed

- 
- the supply order for the same immediately on occurrence of the hindrance but not after the stipulated date for completion of supply.
5. Delivery period may be extended with or without liquidated damages if the delay in the supply or goods is on account of hindrances beyond the control of the Bidder.
27. Recoveries: Recoveries of liquidated damages, short supply, breakage, rejected articles shall ordinarily be made from the bills. Amount may also be withheld to the extent of short supply, breakage, rejected articles and in case of failure in satisfactory replacement by the supplier. The amount alongwith amount of liquidated damages shall be recovered from the bidder's dues and performance security deposits available with the department. In case recovery is not possible recourse will be taken under Rajasthan PDR Act or other law in force.
28. Bidders must make their own arrangements to obtain import license, if necessary.
29. If a Bidder imposes conditions which are in addition to or in conflict with the conditions mentioned herein, his/her Bid is liable to summary rejection. In any case none of such conditions will be deemed to have been accepted unless specifically, mentioned in the letter of acceptance of Bid issued by the procuring entity.
30. The procuring entity reserves the right to accept any Bid not necessarily the lowest, reject any Bid without assigning any reasons and accept Bid for all or any one or more of the articles for which Bid has been given or distribute items of stores to more than one firm/supplier.
31. The Bidders shall furnish the following documents at the time of execution of agreement :- (i) Attested copy of Partnership Deed in case of Partnership Firms. (ii) Registration Number and year of registration in case partnership firm is registered with the register of Firms. (iii) Address of residence and office, telephone numbers in case of Sole Proprietorship. (iv) Registration issued by the Registrar of Companies in case of a company.
32. If any dispute arises out of the contract with regard to the interpretation, meaning and breach of the terms of the contract, the matter shall be referred to by the Parties Registrar, MDS University, Ajmer who will appoint his senior most deputy as the Sole Arbitrator of the dispute who will to be related to this contract and whose decision shall be final.
33. All legal proceedings, if necessary arise to institute any of the parties (Government or Contractor) shall have to be lodged in courts situated in Ajmer and not elsewhere.
34. Complete literature alongwith the **catalogue and technical data** must be enclosed with the technical bid to facilitate the technical committee in selection of items.
35. Appeal - If any Bidder is aggrieved by any decision or action, or omission of the Procuring Entity, s/he may file an appeal to the appellate Authority (First Appellate Authority Registrar, MaharshiDayanandSaraswati university, Ajmer as per provision of Rajasthan Transparency in Public Procurement Rules 2013.
36. All terms and conditions will be applicable as per Bid Document/Agreement & RTPP Act 2012 and RTPP Rules 2013.
37. Contractor should enclose the Guarantee/ warranty card & Inspection report.

Special Terms and Conditions

1. Manufacturers or their authorised dealers and Bonafide dealers will be the eligible bidders. Proof or registration of manufacturing unit/authorised dealer/distributor/dealer must be attached.
2. The bidder firm should have executed at least 3 (three) similar supplies in an R & D institute/university/Government office (Enclose complete list)
3. The manufacturer must have a Local service station running in the city of Ajmer for more than two years.
4. A copy of ISO 9001 or higher certificate must be submitted alongwith technical bid.
5. All Desk Top/Laptop/Printer must be installed at the University Offices.

DECLARATION

I/We have read all of the above terms and conditions and I/We give my consent to agree with above terms and conditions. If any declaration, certificate and documents submitted alongwith bid is found false/wrong/incorrect the procuring entity may reject our bid and is free to take any action against me/us.

SIGNATURE OF BIDDER/BIDDERS

Compliance with the Code of Integrity and No Conflict of Interest

Any person participating in a procurement process shall -

- (a) not offer any bribe, reward or gift or any material benefit either directly or indirectly in exchange for an unfair advantage in procurement process or to otherwise influence the procurement process;
- (b) not misrepresent or omit that misleads or attempt to mislead so as to obtain a financial or other benefit or avoid an obligation;
- (c) not indulge in any collusion, Bid rigging or anti-competitive behavior to impair the transparency, fairness and progress of the procurement process;
- (d) not misuse any information shared between the procuring Entity and the Bidders with an intent to gain unfair advantage in the procurement process;
- (e) not indulge in any coercion including impairing or harming or threatening to do the same, directly or indirectly, to any party or to its property to influence the procurement process;
- (f) not obstruct any investigation or audit of a procurement process;
- (g) disclose conflict of interest, if any; and
- (h) disclose any previous transgressions with any Entity in India or any other country during the last three years or any debarment by any other procuring entity.

Conflict of interest:-

The Bidder participating in a bidding process must not have a Conflict of Interest.

- A Conflict of Interest is considered to be a situation in which a party has interests that could improperly influence that party's performance of official duties or responsibilities, contractual obligations, or compliance with applicable laws and regulations.
 - i. A Bidder may be considered to be in Conflict of Interest with one or more parties in a bidding process if, including but not limited to:
 - a. have controlling partners/shareholders in common; or
 - b. receive or have received any direct or indirect subsidy from any of them; or
 - c. have the same legal representative for purposes of the Bid; or
 - d. have a relationship with each other, directly or through common third parties, that puts them in a position to have access to information about or influence on the Bid of another Bidder, or influence the decisions of the Procuring Entity regarding the bidding process; or
 - e. the Bidder participates in more than one Bid in a bidding process. Participation by a Bidder in more than one Bid will result in the disqualification of all Bids in which the Bidder is involved. However, this does not limit the inclusion of the same subcontractor, not otherwise participating as a Bidder, in more than one Bid; or
 - f. the Bidder or any of its affiliates participated as a consultant in the preparation of the design or technical specifications of the Goods, Works or Services that are the subject of the Bid; or
 - g. Bidder or any of its affiliates has been hired (or is proposed to be hired) by the Procuring Entity as engineer-in-charge/consultant for the contract.

Signature of Bidder with Seal



Annexure-B

Declaration by the Bidder regarding Qualifications

In relation to my/our Bid submitted to for procurement of..... in response to the Notice Inviting Bids No Dated I/we hereby declare under Section 7 of Rajasthan Transparency in Public Procurement Act, 2012, & rules 2013 that:

1. I/we possess the necessary professional, technical, financial and managerial resources and competence required by the Bidding Document issued by the Procuring Entity;
2. I/we have fulfilled my/our obligation to pay such of the taxes payable to the Union and the State Government or any local authority as specified in the Bidding Document;
3. I/we are not insolvent, in receivership, bankrupt or being wound up, not have my/our affairs administered by a court or a judicial officer, not have my/our business activities suspended and not the subject of legal proceedings for any of the foregoing reasons;
4. I/we and our directors and officers have not been convicted of any criminal offence related to my/our professional conduct or the making of false statements or misrepresentations as to my/our qualifications to enter into a procurement contract within a period of three years preceding the commencement of this procurement process, or have not been otherwise disqualified pursuant to debarment proceedings;
5. I/we do not have a conflict of interest as specified in the Act, Rules and the Bidding Document, which materially affects fair competition;

Date:

Signature of bidder

Place:

Name:

Designation:

Address:



Annexure C

Grievance Redressal during Procurement Process

The designation and address of the First Appellate Authority is Registrar, MaharshiDayanandSaraswati University, Ajmer

The designation and address of the Second Appellate Authority is Vice-Chancellor, MaharshiDayanandSaraswati University, Ajmer

(1) Filing an appeal

If any Bidder or prospective bidder is aggrieved that any decision, action or omission of the Procuring Entity is in contravention to the provisions of the Act or the Rules or the Guidelines issued there under, s/he may file an appeal to the First Appellate Authority, as specified in the Bidding Document within a period of ten days from the date of such decision or action, omission, as the case may be, clearly giving the specific ground or grounds on which s/he feels aggrieved:

Provided that after the declaration of a Bidder as successful the appeal may be filed only by a Bidder who has participated in procurement proceedings,

Provided further that in case a Procuring Entity evaluates the Technical Bids before the opening of the Financial Bids, an appeal related to the matter of Financial Bids may be filed only by a Bidder whose Technical Bid is found to be acceptable.

- (2) The officer to whom an appeal is filed under para (1) shall deal with the appeal as expeditiously as possible and shall Endeavour to dispose it of within thirty days from the date of the appeal.
- (3) If the officer designated under para (1) fails to dispose of the appeal filed within the period specified in para (2), or if the Bidder or prospective bidder or the Procuring Entity is aggrieved by the order passed by the First Appellate Authority, the Bidder or prospective bidder or the Procuring Entity, as the case may be, may file a second appeal to Second Appellate Authority specified in the Bidding Document in this behalf within fifteen days from the expiry of the period specified in para (2) or of the date of receipt of the order passed by the First Appellate Authority, as the case may be.

(4) Appeal not to lie in certain cases

No appeal shall lie against any decision of the Procuring Entity relating to the following matters, namely:-

- (a) determination of need of procurement;
- (b) provisions limiting participation of Bidders in the Bid process;
- (c) the decision of whether or not to enter into negotiations;
- (d) cancellation of a procurement process;
- (e) applicability of the provisions of confidentiality.

(5) Form of Appeal

- a. An appeal under para (1) or (3) above shall be in the annexed Form along with as many copies as there are respondents in the appeal.
- b. Every appeal shall be accompanied by an order appealed against, if any, affidavit verifying the facts stated in the appeal and proof of payment of fee.
- c. Every appeal may be presented to First Appellate Authority or Second Appellate Authority, as the case may be, in person or through registered post or authorized representative.

(6) Fee for filing appeal

- (a) Fee for first appeal shall be rupees two thousand five hundred and for second appeal shall be rupees ten thousand, which shall be non-refundable.
- (b) The fee shall be paid in the form of bank demand draft or banker's cheque of a Scheduled Bank in India payable in the name of Appellate Authority concerned.

(7) Procedure for disposal of appeal

- (a) The First Appellate Authority or Second Appellate Authority, as the case may be, upon filing of appeal, shall issue notice accompanied by copy of appeal, affidavit and documents, if any, to the respondents and fix date of hearing.
- (b) On the date fixed for hearing, the First Appellate Authority or Second Appellate Authority, as the case may be, shall,
 - (i) hear all the parties to appeal present before him; and
 - (ii) Peruse or inspect documents, relevant records or copies thereof relating to the matter.
- (c) After hearing the parties, perusal or inspection of documents and relevant records or copies thereof relating to the matter, the Appellate Authority concerned shall pass an order in writing and provide the copy of order to the parties to appeal free of cost.
- (d) The order passed under sub-clause (c) above shall also be placed on the State Public Procurement Portal.

Signature of Bidder with Seal

Memorandum of Appeal under the Rajasthan Transparency in Public Procurement Act, 2012

Appeal No of

Before the (First/Second Appellate Authority)

1. Particulars of appellant:

(i) Name of the appellant:

(ii) Official address, if any:

(iii) Residential address:

2. Name and address of the respondent(s):

(i)

(ii)

(iii)

**3. Number and date of the order appealed against
and name and designation of the officer/authority
who passed the order (enclose copy), or a
statement of a decision, action or omission of
the Procuring Entity in contravention to the provisions
of the Act by which the appellant is aggrieved:**

**4. If the Appellant proposes to be represented
by a representative, the name and postal address
of the representative:**

5. Number of affidavits and documents enclosed with the appeal:

6. Grounds of appeal:

.....
..... (Supported by an
affidavit)

7.Prayer:

.....
.....

Place

Date

Appellant's Signature:

Additional Conditions of Contract**1. Correction of arithmetical errors**

Provided that a Financial Bid is substantially responsive, the procuring Entity will correct arithmetical errors during evaluation of Financial Bids on the following basis:

- i. If there is a discrepancy between the unit price and the total price that is obtained by multiplying the unit price and quantity, the unit price shall prevail and the total price shall be corrected, unless in the opinion of the Procuring Entity there is an obvious misplacement of the decimal point in the unit price, in which case the total price as quoted shall govern and the unit price shall be corrected;
- ii. If there is an error in a total corresponding to the addition or subtraction of subtotals, the subtotals shall prevail and the total shall be corrected; and
- iii. If there is a discrepancy between words and figures, the amount in words shall prevail, unless the amount expressed in words is related to an arithmetic error, in which case the amount in figures shall prevail subject to (i) and (ii) above.

If the Bidder that submitted the lowest evaluated Bid does not accept the correction of errors, its Bid shall be disqualified and its Bid Security shall be forfeited or its Bid Securing Declaration shall be executed.

2. Procuring Entity's Right to Vary Quantities

- (i) At the time of award of contract, the quantity of Goods, works or services originally specified in the Bidding Document may be increased or decreased by a specified percentage, but such increase or decrease shall not exceed twenty percent, of the quantity specified in the Bidding Document. It shall be without any change in the unit prices or other terms and conditions of the Bid and the conditions of contract.
- (ii) If the Procuring Entity does not procure any subject matter of procurement or procures less than the quantity specified in the Bidding Document due to change in circumstances, the Bidder shall not be entitled for any claim or compensation except otherwise provided in the Conditions of Contract.
- (iii) In case of procurement of Goods or services, additional quantity may be procured by placing a repeat order on the rates and conditions of the original order. However, the additional quantity shall not be more than 50% of the value of Goods of the original contract and shall be within one month from the date of expiry of last supply. If the Supplier fails to do so, the Procuring Entity shall be free to arrange for the balance supply by limited Bidding or otherwise and the extra cost incurred shall be recovered from the Supplier.

3. Dividing quantities among more than one Bidder at the time of award (In case of procurement of Goods)

As a general rule, all the quantities of the subject matter of procurement shall be procured from the Bidder, whose Bid is accepted. However, when it is considered that the quantity of the subject matter of procurement to be procured is very large and it may not be in the capacity of the Bidder, whose Bid is accepted, to deliver the entire quantity or when it is considered that the subject matter of procurement to be procured is of critical and vital nature, in such cases, the quantity may be divided between the Bidder, whose Bid is accepted and the second lowest Bidder or even more Bidders in that order, in a fair, transparent and equitable manner at the rates of the Bidder, whose Bid is accepted.

Signature of Bidder with Seal

Annexure:E

(On Firm's Letter Head)

Annual turnover statement

The Gross Annual Turnover of M/s
..... (Name of Firm) and address
.....for the past three
years are given below and certified that the statement is true and correct:-

S. No	Financial Years	Turnover in Lakhs (Rs)
1.	2015-16	
2.	2016-17	
3.	2017-18	

Date

Signature of the Bidder

Signature of Auditor /

Chartered Accountant with Seal

(Name & Address)

Tel No.

MobileNo.

Annexure F

Summary of Technical Bid and proofs therein

S. No.	Particulars	Details	Copy attached at page number
1	Information about the Bidder	Name of the Bidder	Not required
		Complete address	
		Telephone number	
2	Details of Demand Drafts	Tender Form fee	
		RISL fee	
		Earnest Money	
3	Attach proof(s) that the Firm/agency/company/dealer is registered with appropriate authority	Type of proof	
		Registration No.	
		Date	
		Type of proof	
		Registration No.	
		Date	
4	Any other Certifications/Licenses (Enclose proof) SSI certificate or manufacturing permit from manufacturer		
5	Proof of being in business for more than 3 years		
6	Attached signed and stamped compliance sheet of the technical specifications of the offered equipment with technical printed literature, brochure.		
7	Quality Assurance Certificate(s) (Please specify)	Certification title	
		Date of issue	
		Date till which valid	
		Certification title	
		Date of issue	
		Date till which valid	
		Certification title	
		Date of issue	
		Date till which valid	
8	Turn-over during last three financial year must be more than Rs.80.00 lakh/annum (Attach business Audited balance sheet)		

9	Copy of previous ITReturn (Preferably Return for last 3 years)			
10	TIN number of the firm with a self attested copy of the document			
11	PAN No. with a self attested copy of the document			
12	GST registration no.			
13	GST declaration			
14	Is there any substitution or modification of the original bid			
15	Clientele details	Attach Clientele list (List of the institutes/organizations, where similar order has been executed during the last three years) and work done list.		
		Attach supporting documents (couple of orders without any alteration/modification and copies of installation report)		
		Performance certificates from clients		
16	If the firm previously supplied these items to any government/private organization? If yes, attach the relevant proof.			
17	Price Charging certificate (Annexure M)			
18	Affidavit that the bidder has not quoted the price higher than previously supplied to any government institute in this financial year			
19	Non Black listing Certificate			
20	SR form 11 – a declaration by the bidder in the SR Form No. 11 for Bonafide dealer			
21	Whether Bid document, terms and conditions and all annexures are duly signed?		Yes/No	

Signature of Bidder with Seal

Bidder's qualifications are satisfactory for bidding in this tender (To be filled in by the Members of the purchase committee)	
--	--



DECLARATION BY BIDDERS

I/We declare that I am/we are bonafide manufacture/whole-sellers/sole distributor/Authorized dealer/sole selling marketing agent in the goods/stores/equipments for which I/we have submitted the bids.

If this declaration is found to be incorrect then without prejudice to any other action that may be taken, my/our bid security may be forfeited in full and the Bid, if any, to the extent accepted may be cancelled.

My/our GST registration no. is.....

My/our permanent income tax no. is.....

**Signature of the
Bidders**

**with designation &
Seal**

TECHNICAL SPECIFICATIONS

Technical Specifications: The bidder shall meet the respective minimum technical specifications for the item that is being bid for. Any additional features or specifications in excess of these minimum specifications will be appreciated. A set of desired additional features are mentioned along with the minimum technical specifications, wherever appropriate.

I/We the undersigned am/are ready to supply and install the desktop computer/laptop/printer along with all other accessories complete as mentioned below with accepting the terms and conditions which are enclosed with this order form and quote for the same.

The technical specifications for all the Desktop/Laptop/Printers being placed under this tender have been detailed in the following SR Form-14

Technical Compliance Sheet-1

Desktop computer
Number required: 21

S R Form 14

S. No	Technical Specification		Features available in equipment write (Yes/No)	Corresponding Page No. & Para No. of Catalogue/ Literature
1	Desktop computer	Processor Intel 6 th Generation Intel Core i5-6500 3.2 G6MB Cache or better; Chipset Intel H 110 Chipset or higher; Motherboard OEM; Memory 8 GB DDR4 RAM expandable to 32 GB; Two DIMM slots, Non ECC dual Channel upto 2133 MT/s DDR4 SDRAM; Hard Disk 500GB HDD, 72RPM; Optical drive Super Multi DVD Writer; Graphics: Integrated Graphics Card; Audio: High definition integrated audio with internal speaker; Ethernet integrated gigabit (10/100/1000 NIC) LAN; Slots Min 3 PCI/PCI express slot; Bays (2) 3.5" International drive bays (1) ODD bay; Ports: Rear I/O, (4) USB 2.0 ports, USB 3.0 ports (1), VGA video port; (1) Display port/DVI-D/HDMI port (1) RJ-45 network connector (1) RS 232 serial port (1) parallel port, 3.5 mm audio in/out jacks, PS/2 Keyboard and mouse ports, Front I/O, (2) USB 3.0 port, 3.5 mm headphone/microphone combo jack. Monitor: 19.5" or higher IPS panel LED backlit with TCO 7.0 and EPEAT certification. Form Factor MT (Micro Tower). Power supply 180W active PFC power supply with 85% efficiency, 15, keyboard mouse PS/2 104 keys keyboard (same make as PC), PS/2 2 Button scroll mouse (same make as PC). Operation System: Genuine Linux/Ubuntu, Diagnostic tool: BIOS diagnostics, Security: TPM 1.2 security chip, SATA port disablement (via BIOS), serial, parallel, USB enable/disable (via BIOS, optional USB port disable at factory (user configurable via BIOS)) removable media write/boot		

	control, power-on password (via BIOS), Administrator password (via BIOS), Setup password (via BIOS), support for chassis padlocks and cable lock devices. Compliance and certification: energy star ver 6 for the given form factor, EPEAT certified in India for the given form factor; System weight/volume weight should be less than 10 kg and Volume less than 25 L, Support 3 year warranty. Make: DELL, HCL, HP, LENOVO OR Equivalent.		
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Technical Compliance Sheet-2

ITEM NAME –All-In-One Desktop Computer i5
Number Required: 23

S. No.	Technical Specification	Features available in equipment write (Yes/No)	Corresponding Page No. & Para No. of Catalogue/ Literature
2	7 th generation Intel Core i5 CPU with 4 GB DDR4 RAM, 1 TB SATA HDD, Optical drive (DVD-RW/Blue ray) Wireless LAN & Bluetooth ports=LAN, HDMI, 4 or more USB, Integrated graphics card, Webcam, microphone, and built in speakers, Wireless keyboard and mouse, FHD screen size 21.0" or higher, Licensed Windows 10 Home, licensed antivirus software, 3 years warranty. Make: DELL, HCL, HP, LENOVO OR Equivalent.		

Technical Compliance Sheet-3

ITEM NAME- All-in-one Desktop Computer
Quantity required: 10

S. No.	Technical Specification	Features available in equipment write (Yes/No)	Corresponding Page No. & Para No. of Catalogue/ Literature
3	All-in-one. Intel Core i5-7200U CPU speed: 2.5 GHz (3.1 GHz - max turbo boost), CPU cores: 2, TDP: 15 W, or better; Integrated graphics: Intel HD Graphics or better; Memory : 4 GB or more, Speed: PC4-17000 MB/s, Type: DDR4-2133 or better, Display: Size: 54.61 cm (21.5 in) diagonal, resolution: 1920 x 1080; Webcam, Audio Codec: Realtek ALC3252 or equivalent, Audio jack presence detection and integrated speakers; Integrated blue tooth 4.0 and Wireless LAN 802.11/b/g/n with 2.4 GHz 1x1 technology; LAN: Technology: Realtek RTL8161GSH; Data transfer speeds: up to 10/100/1000 Mb/s, Transmission standards: 1000BASE-T Gigabit Ethernet; HDD: 1 TB, Interface: SATA, Rotational Speed: 7200 RPM; DVD Writer: Data transfer rates up to 3,600 KB/s (CD read/write), Data transfer rates up to 10,800 KB/s (DVD read/write); 3-in-1 Memory Card Reader: Secure Digital (SD); Secure Digital High Capacity (SDHC), SDXC, Keyboard & mouse: 104 keys keyboard (same make as PC), 2 Button scroll mouse (same make as PC), Windows 10 loaded, 3 year warranty Make: DELL, HCL, HP, LENOVO OR Equivalent.		

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Technical Compliance Sheet-4

ITEM NAME- Laptop

Number required: 3

S. No.	Technical Specification	Features available in equipment write (Yes/No)	Corresponding Page No. & Para No. of Catalogue/ Literature
4	Intel Core i7 7 th generation, 7500 processor, RAM 8 GB, DDR 4L 2133MHz memory or more, ≥ 1 TB SATA 5400 RPM HDD, Windows 10, MS Office 2016, 13.3" or more FHD LED 1920 x 1080 Pixels, wide viewing angles, anti glare touch display, Intel 620 graphics, AC 3160 WiFi, Full HD IR Camera, Backlight keyboard with carry bag. Warranty 3 year or more onsite warranty, Memory slot, 3 USB Ports HDMI, Media Card Support: SD card reader, jack for microphone and earphone, 2 speakers, blue tooth Make: DELL, HCL, HP, LENOVO OR Equivalent.		

Technical Compliance Sheet-5

ITEM NAME- Laptop

Number required: 5

S. No.	Technical Specification	Features available in equipment write (Yes/No)	Corresponding Page No. & Para No. of Catalogue/ Literature
5	Intel Core i7-7500U 7th Gen; > 4GB DDR3; 1TB ≥5400 rpm Serial ATA hard drive, ≥15-inch FHD (1920x1080) Anti Glare Display, 4GB AMD Graphics; Windows 10; MS Office 2016/H & S (Life time version); 2.7 GHz with Turbo Boost Upto 2.9 GHz, Ports: USB 2.0, USB 3.0, HDMI, Audio combo port, RJ 45 LAN port, SD card reader with Carry bag. Warranty 3 year or more onsite warranty Make: DELL, HCL, HP, LENOVO OR Equivalent.		

Technical Compliance Sheet-6

ITEM NAME- Laptop

Number required: 8

S. No.	Technical Specification	Features available in equipment write (Yes/No)	Corresponding Page No. & Para No. of Catalogue/ Literature
6	Intel Core i5 7 th generation CPU with 8GB DDR3 or higher RAM, 1 TB HDD, Optical drive (DVD-RW/blue ray), WiFi & Blue tooth, Ports=LAN, HDMI, 4 or more USB, 2 GB dedicated graphic card, Web cam, microphone and builtin speakers, FHD screen size 15.5" or higher, licensed Windows 10 Home, licensed antivirus software, 3 year onsite warranty Make: DELL, HCL, HP, LENOVO OR Equivalent.		

S

Technical Compliance Sheet-7

ITEM NAME- Laser printer

Number required: 3

S. No.	Technical Specification	Features available in equipment write (Yes/No)	Corresponding Page No. & Para No. of Catalogue/ Literature
7	Laserjet Multifunction printer (Black). Print-scan-copy. Print speed black-Normal upto 25ppm, Duty cycle (monthly A4), upto 30,000 pages, print technology-Laser, print resolution technologies 600dpi, fast res. 1200 dpi, print language-PCL5c, PCL6, PS, PCLm, PDF, LCD display, processor speed 600 MHZ, Connectivity standard hi-speed USB 2.0 or higher port, built in fast Ethernet, Memory 256 MB or more, automatic duplex printing, media size A4, Legal, Scanner type_ Flat bed and ADF, scan file format- JPEG, PDF, PNG etc., scan resolution 600/1200 dpi colour/mono, scan size-flatbad A4, ADF-Legal, scan speed upto 14ppm or more (black), support to windows. MAKE: HP, CANON,EPSON or Equivalent. 3 years warranty.		

Technical Compliance Sheet-8

ITEM NAME- Printer

Number required: 23

S. No.	Technical Specification	Features available in equipment write (Yes/No)	Corresponding Page No. & Para No. of Catalogue/ Literature
8	All in one colour ink tank printer A4 size, 5760 dpi or higher print resolution, 33 ppm (black) and 15 ppm (colour) print speed; ISO print speed: 10ipm (black), 5.0 ipm (colour), Wireless printing, low print cost MAKE: HP, CANON,EPSON or Equivalent. 3 years warranty.		

Signature of Bidder

With Seal



Annexure H

Price Charging Certificate

I/We hereby certify that the rates offered in financial bid are reasonable and justified and we are not marketing the items quoted by us at lower rates to other department on the conditions of the bid and contract.

Signature of Bidder

With Seal

For Desktop/LapTop/Printers only

Office of the Registrar, MaharshiDayanandSaraswati University, Ajmer

Bidder must enclose the following with Technical Bid in the prescribed format:

1. Duly signed Bid Document alongwith terms and conditions and Annexure A,B,C, & D
2. Technical Specifications Sheet alongwith all the Brochures, Literatures, Certificates etc., as demanded.
3. PAN Card Photocopy duly attested& TIN No
4. GST Registration
5. GST Clearance Certificate
6. Principal Manufacturer Authorization and Undertaking (as enclosed)
7. S.R. Form -11 (as enclosed)
8. Duly signed all certificates and reports as per Annexure H.

Following points to be noted while filling Financial Bid:

1. The Financial Bid should compulsorily be in enclosed sheet only. Any Financial information mentioned elsewhere or in different format shall be liable not be considered.
2. All rates quoted must be FOR Registrar, MaharshiDayanandSaraswati University, Ajmer
3. Rates quoted should include all expenditure upto Destination point including Freight, Insurance, Excise & GST etc. which should be shown separately.
4. Alterations, Corrections/Additions/Overwriting if any, in Financial Bid should be initialed, otherwise bid can be rejected.
5. For every Model, Financial Bid should be submitted separately.

I/We hereby agree to the above mentioned points.

Signature of Bidder with Seal

Format for Financial Bid (B O Q)

1. All financial bids must be in Indian Currency only.
2. The financial bid should compulsorily be in this sheet only. Financial information mentioned elsewhere in different form shall be liable not to be considered.
3. Alterations Corrections/Additions/Overwriting if any, in Financial Bid should be initialed, otherwise bid can be rejected

Name of the Item:

S. No.	Name of Equipment	Estimated price (Rs. in lakhs)	Total requirement	Rate per item Quoted Including GST & Other Taxes (FOR Store, MDS University, Ajmer	Total Amount Including GST & Other Taxes (FOR Store, MDS University, Ajmer
1	Desktop computer	0.43	21		
2	All-In-One Desktop Computer i5	0.56	23		
3	All-in-one Desktop Computer	0.56	10		
4	All-in-one Desktop Computer	0.90	03		
5	Laptop	0.75	05		
6	Laptop	0.60	08		
7	Laser printer	0.32	03		
8	Printer	0.11	23		

* The rates of consumables shall not be included/considered for determining the lowest bidder.

* All the Terms and Conditions are accepted by us and any counter contra condition if imposed, may not be considered.

REGISTRAR
MDS University Ajmer

SIGNATURE OF BIDDER
Full Address & Mob. No.

Item Wise BoQ

Tender Inviting Authority: Registrar Maharshi DAVanand Saraswati university Aimer
Name of Work: Purchase of Desktops,laptops and Printers
Contract No: < Enter the Contract No >

Name of the bidder/	fhdfg
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PRICE SCHEDULE : (DOMESTIC TENDERS - RATES ARE TO GIVEN IN RUPEES (INR) ONLY) (This BoQ template must not be modified/replaced by the bidder and the same should be uploaded after filling the relevant columns, else the bidder is liable to be rejected for this tender. Bidders are allowed to enter the Bidder Name and Values only)

Sl. No.	Item Description	Item Code / Make	Quantity	Units	Estimated Rate per item in Rs. P	RATE per item quoted by Bidder (including GST with all taxes & expenses. FOR MDS University Aimer) Rs. P	TOTAL AMOUNT with taxes & expenditure. FOR MDSU in Rs. P	TOTAL AMOUNT in Words	
1	Desktop computer : Processor Intel 6th Generation Intel Core i5-6500 3.2 GHz Cache or better. Chipset Intel H 110 Chipset or higher. Motherboard OEM. Memory 8 GB DDR4 RAM expandable to 32 GB. Two DIMM slots. Non ECC dual Channel upto 2133 MT/s DDR4 SDRAM. Hard Disk 500GB HDD. 72RPM. Optical drive Super Multi DVD Writer. Graphics: Integrated Graphics Card. Audio: High definition integrated audio with internal speaker. Ethernet integrated gigabit (10/100/1000 NIC). LAN: Slots Min 3 PCI/PCI express slot. Bays (2) 3.5" International drive bays (1) ODD bay. Ports: Rear I/O: (4) USB 2.0 ports. USB 3.0 ports (1). VGA video port. (1) Display port/DVI-D/HDMI port (1). RJ-45 network connector (1) RS 232 serial port (1) parallel port. 3.5 mm audio in/out jacks. PS/2 Keyboard and mouse ports. Front I/O: (2) USB 3.0 port. 3.5 mm headphone/microphone combo jack. Monitor: 19.5" or higher IPS panel LED backlight with TCO 7.0 and EPEAT certification. Form Factor MT (Micro Tower). Power supply 180W active PFC power supply with 85% efficiency. 15" keyboard mouse PS/2 104 keys keyboard (same make as PC), PS/2 2 Button scroll mouse (same make as PC). Operation System: Genuine Linux/Ubuntu. Diagnostic tool: BIOS diagnostics. Security: TPM 1.2 security chip. SATA port disablement (via BIOS), serial, parallel, USB enable/disable (via BIOS, optional USB port disable at factory (user configurable via BIOS)), removable media writeboot control, power-on password (via BIOS), Administrator password (via BIOS), Setup password (via BIOS), support for chassis padlocks and cable lock devices. Compliance and certification: energy star ver 6 for the given form factor. EPEAT certified in India for the given form factor. System weight/volume weight should be less than 10 kg and Volume less than 25 L. Support 3 year warranty from OEM. Make : Dell, HCL, Lenovo or equivalent.	item1	21.00	Nos	43000.00			0.00 INR Zero Only	
1	Desktops/laptops/Printers		3	3	4	5	6	7	8

warranty form

1.02	<p>All-in-One Desktop Computer i5 : 7th generation Intel Core i5 CPU with 4 GB DDR4 RAM, 1 TB SATA HDD, Optical drive (DVD-RW/Blue ray) Wireless LAN & Bluetooth ports=LAN, HDMI, 4 or more USB, Integrated graphics card, Webcam, microphone, and built in speakers, Wireless keyboard and mouse, FHD screen size 21.0" or higher, Licensed Windows 10 Home, licensed antivirus software, 3 years warranty Make : Dell, HCL, Lenovo or equivalent.</p>	item2	23.00	Nos	56000.00		0.00	INR Zero Only
1.03	<p>All-in-one Desktop Computer : All-in-one: Intel Core i5-7200U CPU speed: 2.5 GHz (3.1 GHz - max turbo boost), CPU cores: 2, TDP: 15 W, or better, Integrated graphics: Intel HD Graphics or better, Memory : 4 GB or more, Speed: PC4-17000 MB/s, Type: DDR4-2133 or better, Display: Size: 54.61 cm (21.5 in) diagonal, resolution: 1920 x 1080, Webcam, Audio Codec: Realtek AL C3252 or equivalent, Audio Jack presence detection and integrated speakers, Integrated bluetooth 4.0 and Wireless LAN 802.11/b/g/n with 2.4 GHz 1x1 technology, LAN: Technology: Realtek RTL8161GSH; Data transfer speeds: up to 10/100/1000 Mb/s, Transmission standards: 1000BASE-T Gigabit Ethernet; HDD: 1 TB, Interface: SATA, Rotational Speed: 7200 RPM; DVD Writer: Data transfer rates up to 3,600 KB/s (CD read/write), Data transfer rates up to 10,800 KB/s (DVD read/write), 3-in-1 Memory Card Reader: Secure Digital (SD); Secure Digital High Capacity (SDHC), SDXC, Keyboard & mouse: 104 keys keyboard (same make as PC), 2 Button scroll mouse (same make as PC), Windows 10 loaded, 3 year warranty Make : Dell, HCL, Lenovo or equivalent.</p>	item3	10.00	Nos	56000.00		0.00	INR Zero Only
1.04	<p>Laptop : Intel Core i7 7th generation, 7500 processor, RAM 8 GB, DDR 4L 2133MHz memory or more, > 1 TB SATA 5400 RPM HDD, Windows 10, MS Office 2016, 13.3" or more FHD LED 1920 x 1080 Pixels, wide viewing angles, anti glare touch display, Intel 620 graphics, AC 3160 WiFi, Full HD IR Camera, Backlight keyboard with carry bag, Warranty 1 year or more onsite warranty, Memory slot, 3 USB Ports HDMI, Media Card Support: SD card reader, jack for microphone and earphone, 2 speakers, blue tooth. Make : Dell, HCL, Lenovo or equivalent.</p>	item4	3.00	Nos	90000.00		0.00	INR Zero Only

3

<p>1.05</p> <p>Laptop : Intel Core i7-7500U 7th Gen. > 4GB DDR3; 1TB >5400 rpm Serial ATA hard drive, >15-inch FHD (1920x1080) Anti Glare Display, 4GB AMD Graphics, Windows 10; MS Office 2016/H & S (Life time version); 2.7 GHz with Turbo Boost Up to 2.9 GHz; Ports: USB 2.0, USB 3.0, HDMI, Audio combo port, RJ 45 LAN port, SD card reader with Carry bag; Warranty 3 year or more onsite warranty Make : Dell, HCL, Lenovo or equivalent.</p>	<p>item5</p>	<p>5.00</p>	<p>Nos</p>	<p>75000.00</p>		<p>0.00</p>	<p>INR Zero Only</p>
<p>1.06</p> <p>Laptop : Intel Core i5 7th generation CPU with 8GB DDR3 or higher RAM, 1 TB HDD, Optical drive (DVD-RW/blue ray), WiFi & Blue tooth, Ports=LAN, HDMI, 4 or more USB, 2 GB dedicated graphic card, Web cam, microphone and builtin speakers, FHD screen size 15.5" or higher, licensed Windows 10 Home, licensed antivirus software, 3 year onsite warranty Make : Dell, HCL, Lenovo or equivalent.</p>	<p>item6</p>	<p>8.00</p>	<p>Nos</p>	<p>60000.00</p>		<p>0.00</p>	<p>INR Zero Only</p>
<p>1.07</p> <p>Laser printer Laserjet Multifunction printer (Black), Print-scan-copy. Print speed black-Normal upto 25ppm, Duty cycle (monthly A4), upto 30,000 pages, print technology-Laser, print resolution technologies 600dpi, fast res. 1200 dpi, print language-PCL5c, PCL6, PS, PCLm, PDF, LCD display, processor speed 600 MHZ, Connectivity standard hi-speed USB 2.0 or higher port, built in fast Ethernet, Memory 256 MB or more, automatic duplex printing, media size A4, Legal, Scanner type_ Flat bed and ADF, scan file format- JPEG, PDF, PNG etc., scan resolution 600/1200 dpi colour/mono, scan size-flatbed A4, ADF-Legal, scan speed upto 14ppm or more (black), support to windows. 3 Year warranty Make : HP, Canon, Epson or equivalent.</p>	<p>item7</p>	<p>3.00</p>	<p>Nos</p>	<p>32000.00</p>		<p>0.00</p>	<p>INR Zero Only</p>
<p>1.08</p> <p>Printer All in one colour ink tank printer A4 size, 5760 dpi or higher print resolution, 33 ppm (black) and 15 ppm (colour) print speed, ISO print speed: 10ipm (black), 5.0 ipm (colour), Wireless printing, low print cost. 3 Year warranty Make : HP, Canon, Epson or equivalent.</p>	<p>item8</p>	<p>23.00</p>	<p>Nos</p>	<p>11000.00</p>		<p>0.00</p>	<p>INR Zero Only</p>
<p>Total in Figures</p>						<p>0.00</p>	<p>INR Zero Only</p>
<p>Quoted Rate in Words</p>						<p>INR Zero Only</p>	

**AGREEMENT
(See Rule 68)**

An agreement made this _____ day of _____ between

_____ (hereinafter called "**the approved supplier**", which expression shall, where the context so admits, be deemed to include his heirs successors, executors and administrators of the one part and the Government of the State of Rajasthan (herein after called "the Government" which expression shall, where the context so admits, be deemed to include his successors in office and assigns) of the other part.

2. Whereas the approved supplier has agreed with the Government to supply to the _____ of the State of Rajasthan at its Head Office as well as at branches offices throughout Rajasthan, all those articles set forth in the schedule appended hereto in the manner set forth in the conditions of the tender and contract appended herewith and at the rates set forth in column _____ of the said schedule.

3. And whereas the approved supplier has deposited a sum of Rs. _____ in _____.

(1) Cash/Bank Draft/Challan no./Banker Cheque No. _____ dated _____.

(2) Post Office Savings Bank Pass Book duly hypothecated to the Departmental authority.

(3) National Savings Certificates/Defence Savings Certificates, KisanVikasPatras, or any other script/instrument under National Saving Schemes for promotion of Small Savings, if the same can be pledged under the relevant rule. (The certificates being accepted at surrender value) as security for the due performance of the aforesaid agreement which has been formally transferred to the departmental authority.

4. Now these Presents witness:

(1) In consideration of the payment to be made by the Government through _____ at the rates set forth in the Schedule hereto appended the approved supplier will duly supply the said articles set forth in _____ and _____ thereof in the manner set forth in the conditions of the tender and contract.

(2) The conditions of the tender and contract for open tender enclosed to the tender notice No. _____ dated _____ and also appended to this agreement will be deemed to be taken as part of this agreement and are binding on the parties executing this agreement.

(3) Letters Nos. _____ received from tenderer and letters nos. _____ issued by the Government and appended to this agreement shall also form part of this agreement.

(4) (a) The Government do hereby agree that if the approved supplier shall duly supply the said articles in the manner aforesaid observe and keep the said terms and conditions, the Government will through _____ pay or cause to be paid to the approved supplier at the time and the manner set forth in the said conditions, the amount payable for each and every consignment.

(c) The mode of Payment will be as specified below:-

1. _____
2. _____
3. _____

✓

The delivery shall be effected and completed within the period noted below from the date of supply order:-

S. No.	Name of Equipment	Total requirement	Delivery Period
1	Desktop computer	21	
2	All-In-One Desktop Computer i5	23	
3	All-in-one Desktop Computer	10	
4	All-in-one Desktop Computer	03	
5	Laptop	05	
6	Laptop	08	
7	Laser printer	03	
8	Printer	23	

1. (1) (i) In case of extension in the delivery period with liquidated damages, the recovery shall be made on the basis of following percentages of value of stores which the tenderer has failed to supply:-

- (a) Delay upto one fourth period of 2½% the prescribed delivery period.
- (b) Delay exceeding one fourth but 5% not exceeding half of the prescribed delivery period.
- (c) Delay exceeding one fourth but 7½% not exceeding three fourth of the prescribed delivery period.
- (d) Delay exceeding three fourth of the 10% prescribed delivery period.

Note :(i) Fraction of a day in reckoning period of delay in supplies shall be eliminated if it is less than half a day.

- (ii) The maximum amount of agreed liquidated damages shall be 10%.
 - (iii) If the supplier requires an extension of time in completion of contractual supply on account of occurrence of any hindrances, he shall apply in writing to the authority which had placed the supply order, for the same immediately on occurrence of the hindrance but not after the stipulated date of completion of supply.
- (2) Delivery period may be extended with or without liquidated damages if the delay in the supply of goods is on account of hinderences beyond the control of the tenderer.

✓

- 5
1. All disputes arising out of this agreement and all questions relating to the interpretation of this agreement shall be decided by the Government and the decision of the Government shall be final.

In witness whereof the parties hereto have set their hands on the..... day of201.....

Signature of the Registrar

Signature of the approved supplier.

Date:

Witness No. 1 1. Witness

Witness No.2 2. Witness