

# Maharshi Dayanand Saraswati University, Ajmer

## Tender for Supply of Desktop Computers & Multi-function Laser Printer for Department of Computer Science

NIT No. DCS/MDSU/NIT/2020/ 232

Dated: 03/09/2020

### Tender Inviting Authority (TIA)

#### Registrar,

Maharshi Dayanand Saraswati University, Ajmer, Rajasthan

Tel. No:0145-2787057

Email: registrarmdsu@gmail.com

### Bidder Information

|                          |  |
|--------------------------|--|
| Name of the Firm         |  |
| Address                  |  |
| Contact Person           |  |
| Authorized Bid Signatory |  |
| Telephone No.            |  |
| Fax No.                  |  |
| Mobile No.               |  |
| Email address            |  |
| Website                  |  |

## Important Dates and Information

| S. No. | Purpose   | Date  | Time      |
|--------|---|---|-----------|
| 1.     | Date of Issue of Notice Inviting Tender                   | 07-September-2020   | 16:00 hrs |
| 2.     | Bid Download Started Date                                 | 08-September-2020   | 10:00 hrs |
| 3.     | Bid Download End Date                                     | 17-September-2020   | 14:00 hrs |
| 4.     | Bid Submission End Date                                   | 19-September-2020   | 16:00 hrs |
| 5.     | Physical Presentation of EMD/BID Fee/Hard copy of the Bid | 21-September-2020   | 12:00 hrs |
| 6.     | Technical Bid Opening Date                                | 21-September-2020   | 15:00 hrs |
| 7.     | Date & Time of Opening of Financial Bid                   | Will be intimated to all the technically qualified bidders only |           |

| Important Information |  |               |
|-----------------------|--|---------------|
| S.No.                 | Detail   | Amount        |
| 1.                    | Tender Document Cost                                   | Rs.500/-      |
| 2.                    | Estimated Tender Value (for one year)                  | Rs.9,70,000/- |
| 3.                    | Earnest Money (2% of Estimated Tender Value)           | Rs.19,400/-   |
| 4.                    | Security Deposit Amount (5% of Estimated Tender Value) | Rs.48,500/-   |



## BID DOCUMENT

|               |  |
|---------------|--|
| Bidder's Name |  |
| Address       |  |
| Telephone No. |  |
| Fax No.       |  |
| Mobile No.    |  |
| Email address |  |

|  |  |
|--|--|
| <b>1. Tender Fee details: (Demand draft / Banker's Cheque details)</b><br>Rs. 500 (Rs.Five Hundred only) in favour of Registrar, Maharshi Dayanand Saraswati University, Ajmer, payable at Ajmer |  |
| Number   |  |
| Dated  |  |
| Bank Name  |  |

|  |  |
|--|--|
| <b>2. EMD details:</b><br>Demand draft / Banker's Cheque in favour of Registrar, Maharshi Dayanand Saraswati University, Ajmer, payable at Ajmer |  |
| Number   |  |
| Dated  |  |
| Bank Name  |  |
| Amount in Figures  |  |
| Amount in Words  |  |



**3. Annual Turnover (Average of last 3 years) (Turn over should be in the above work only)**

| S. No. | Year    | Turnover in (Lakh) |
|--------|---------|--------------------|
| 1      | 2017-18 |                    |
| 2      | 2018-19 |                    |
| 3      | 2019-20 |                    |

**4. Experience of Supply (Attach list of supply of item(s) not less than the amount mentioned in the tendered document (estimated cost) in last two years made Govt/ Semi Govt.**

| S. No. | Year    |  |
|--------|---------|--|
| 1      | 2018-19 |  |
| 2      | 2019-20 |  |

**5. All Documents will be duly Self Attested.**





## **Guidelines for Notice Inviting Tender (NIT)**

- 1) The Registrar, Maharshi Dayanand Saraswati University, Ajmer invites tenders from reputed Supplier/Company/Firm/Manufacturer to Desktop Computers & Multi-function Laser Printer, who meet the minimum eligibility criteria as specified in this bidding document.
- 2) The complete bidding document has been published on the **sppp.raj.nic.in** & **www.mdsuajmer.ac.in**.
- 3) No contractual obligation whatsoever shall arise from the RFP/bidding process unless and until a formal contract is signed and executed between the procuring entity and the successful bidders.
- 4) Department disclaims any factual or other errors in this document (the onus is purely on the individual bidders to verify such information) and the information provided herein are intended only to help the bidders to prepare a logical bid-proposal.
- 5) The Provisions of "The Rajasthan Transparency in Public Procurement Act. 2012 & The Rajasthan Transparency in Public Procurement rules 2013" will also apply.

**Registrar**  
*MDS University*  
*Ajmer*





## CHAPTER-1

### SCHEDULE OF TENDER

|  |  |
|--|--|
| Notice Inviting Tender No. & Date  | NIT No: <b>DCS/MDSU/NIT/2020/232</b><br>Date: <b>03/09/2020</b>  |
| Name of the work   | Supply Desktop Computers & Multi-function Laser Printer  |
| Cost of the Tender Document (non-refundable)   | Rs. 500/- Demand Draft/ Banker's Cheque in favour of Registrar, Maharshi Dayanand Saraswati University, Ajmer        |
| Place of information about the work and Bid documents  | sppp.rajasthan.gov.in<br>www.mdsuajmer.ac.in   |
| Last date & time for submission of hardcopy of Tender Document including Tender Fee, EMD, Technical and Financial Bid and Other Related Documents. | <b>21-September-2020 12:00 PM</b><br>Registrar, MDS University, Ajmer  |
| Technical Bid Opening of Date, Time & Venue  | <b>21-September-2020 15:00 PM</b><br>Registrar, MDS University, Ajmer  |
| Bid Validity   | 90 days (As per RTPP Act/Rules)  |
| Earnest Money Deposit ( as mentioned in Chapter-2 on page no. 7)   | 2% of bid Value. Demand Draft/ Banker's Cheque in favour of Registrar, Maharshi Dayanand Saraswati University, Ajmer |

**Note:**

1. Bidders are advised to study the Tender Document, the Rajasthan Transparency in Public Proc. Act, 2012, and Rules 2013 carefully. Submission of Bid shall be deemed to have been done after careful study and examination of the Bid Document, Act & Rules with full understanding of its implication.
2. The procuring entity reserves the right to accept or reject any bid and to cancel the bidding Process and reject all bids without assigning any reason at any time prior to contract award without thereby incurring any liability to the bidders.
3. The University shall not be responsible for any delay in submission of the Bids/Documents.



## CHAPTER – 2

### NOTICE INVITING TENDER: TERMS

Office of The Registrar, MDS University, Ajmer.

Phone No.: 0145-2787057

Email Address: registrarmdsu@gmail.com

#### NOTE:

The Law relating to procurement "The Rajasthan Transparency in Public Procurement Act, 2012" and the "Rajasthan Public Procurement Rules, 2013" under the said act have come into force which are available on the website of State Public Procurement Portal [sppp.raj.nic.in](http://sppp.raj.nic.in) & [www.mdsuajmer.ac.in](http://www.mdsuajmer.ac.in). Therefore, the bidders are advised to acquaint themselves with the provisions of the Act and the Rules before participating in the bidding process. If, there is any discrepancy between the provisions of the Act and Rules and this Bidding document, the provisions of the law shall prevail.

NIT No: DCS/MDSU/NIT/2020/232

Date: 03/09/2020

- Two Stage unconditional online electronic E-bids are invited on behalf of the MDS University Ajmer for the procurement of Desktop Computers & Multi-function Laser Printer as listed below, from the Original Manufacturer/Authorised Dealers upto **21-September-2020 12:00 PM**

| Sr           | Name of Item(s)                                 | Quantity | Total Estimated Cost (in Rs.) | Amount of EMD (Rs) (Bid security) | Completion Period |
|--------------|---|----------|-------------------------------|-----------------------------------|-------------------|
| 1.           | Desktop Computer (Intel Core i5/9th Generation) | 20       | 9,50,000                      | 19,000                            | Contract Period   |
| 2.           | Multi Function Laser Printer (Mono)             | 1        | 20,000                        | 400                               | Contract Period   |
| Total amount |   |          | 9,70,000                      | 19,400                            |                   |

**Bid Validity period:** 90 days

- Bidding Document containing Instructions to Bidders, Bid Data Sheet, Evaluation and Qualification Criteria, Bidding forms, Procuring Entity's Requirements, General Conditions of Contract, Contract Data/ Special Conditions of Contract, Contract Forms, etc. can be seen at the website or obtained from the office of the Registrar, Maharshi Dayanand Saraswati University, Ajmer during office hours on working days up to one day before the date of opening of Bids, by paying a non-refundable price of Rs. 500/- (Rs. Five Hundred Only) in the form of banker's cheque, Demand Draft of a Scheduled Bank in India. Alternatively, these may be seen and downloaded from official website, [sppp.raj.nic.in](http://sppp.raj.nic.in) & [www.mdsuajmer.ac.in](http://www.mdsuajmer.ac.in). The price of Tender Document may be paid along with user charges/ processing fee, at the time of submission of the tender.
- Tender document prepared in accordance with the procedure enumerated in **"Instructions to Bidders"** should be submitted to the the Registrar, Maharshi Dayanand Saraswati University, Ajmer not later than the date and time, notified in **"Schedule of Tender"**



**Tender submitted after the specified date and time shall not be accepted.** The tender shall be opened at **15:00 PM** on **21-September-2020** in the office of the Registrar, Maharshi Dayanand Saraswati University, Ajmer by the procuring committee in the presence of the Bidders or their representatives who wish to be present.

4. **In case due date happens to be holiday, the Tender will be accepted and opened on the next working day. The timing will remain the same.**
5. The procuring Entity is not bound to accept the lowest Bid and may reject any or all Bids without assigning any reason thereof.
6. The Bidders shall have to submit a valid GST Registration Certificate and GST Payment Receipt from the concerned Commercial Taxes Officer and the 'PAN' issued by Income Tax Department.

**Registrar**  
Maharshi Dayanand Saraswati University,  
Ajmer

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## CHAPTER-3

### SCOPE OF THE WORK AND TECHNICAL SPECIFICATIONS

| Sr. | Work/Item   | Specification   |
|-----|---|---|
| 1   | <b>Desktop (9th Gen Core i5/ 8GB /1TB/DOS / integrated intel UHD graphic 630 or higher)</b> | <p><b>Desktop Computer :</b></p> <p>Processor Intel 9<sup>th</sup> Generation Core i5 9500</p> <p>Chipset Intel B365 chipset or higher</p> <p>Motherboard OEM Motherboard with OEM logo embossed on the motherboard (no sticker)</p> <p>Memory: 8GB DDR4 RAM expandable to 32GB; two DIMM slots; non-ECC dual-channel upto 2666 MT/s DDR4 SDRAM</p> <p>Hard Disk Drive &amp; controller: 1TB HDD, 7200 RPM, SATAIII 6 Gbps</p> <p>Optical Drive: 8x DVD writer</p> <p>Graphics: Integrated Intel UHD Graphics 630 or higher</p> <p>Audio: High Definition Integrated Audio</p> <p>Ethernet/Communication: Integrated Gigabit (10/100/1000 NIC) LAN</p> <p>Slots: Minimum 2 PCIe slots (atleast 1 PCI express x16) &amp; 2 M.2 slots &amp; one integrated SD card reader</p> <p>Bays: atleast (1) 3.5" drive bays &amp; (1) ODD bay</p> <p>Ports: Minimum 8 USB Ports (4 USB 3.1 Gen 1, 4 USB 2.0) of which atleast 2 USB ports in front 1 headphone / microphone combo; 1 Audio line in; 1 Audio line out; 1VGA video port; 1 HDMI; 1RJ-45 network connector; 1 RS-232 serial port</p> <p>Form factor: SFF (Small Form Factor), Volume no more than 8L</p> <p>Power supply: No more than 180W active PFC Power supply &amp; with minimum 90% efficiency</p> <p>Keyboard/Mouse: USB 104 keys keyboard (same make as PC)</p> <p>USB 2 button scroll mouse (same make as PC)</p> <p>Operating system: DOS</p> <p>Diagnostic Tool: Inbuilt pre-boot BIOS Diagnostics</p> <p>Security: TPM 2.0, SATA port disablement (via BIOS) serial, USB enable/disable (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</p> <p>Compliance and Certification: Energy Star ver 6 EPEAT Certified for India FCC, CE, Rohs, UL ISO 9001, 14001, 20001, 27001 for OEM Windows 10 Certificate</p> <p>Information accessibility: Product details, specification and brochure to be available in public domain</p> <p>Support: Drivers should be available for download from OEM site for at least 3 years from date of purchase order</p> <p>Market credibility: The OEM vendor should be of positive net worth for the last three years</p> <p>Monitor: 19.5" or higher panel LED backlit with minimum resolution of 1600x900 with VGA &amp; HDMI ports TCO 8.0 certified</p> <p>Antivirus: with 3 years subscription</p> <p>Warranty: 3 years onsite</p> |



|    |  |   |
|----|--|---|
| 2. | <b>Multi Function Laser Printer : Print Speed 20 PPM, RAM 128 MB, Scanning ability, WiFi ability</b> | <b>Multifunction Laser Printer:</b><br>Printing Mode: Monochrome Laser<br>Print Speed(A4): 20 PPM<br>Paper size: A4,Letter, Legal, Foolscap<br>Copy Features, Scan Features, WiFi ability, RAM 128 MB |
|----|--|---|





## CHAPTER 4

### CRITERIA FOR TECHNICAL EVALUATION AND QUALIFICATION

(The certified copies of certificates/information should be attached with the Technical Bid)

- 4.1 This Invitation for Bids is open to all Manufacturers/Authorized Dealers in response to this NIT
- 4.2 Copy of ISO-9001 or higher certificate must be submitted along with technical bid.
- 4.3 Detail of Bidder/Firm/Company.
- 4.4 Address and Contact Details.
- 4.5 DD/Banker's Cheque for Tender Fee
- 4.6 DD/Banker's Cheque for EMD
- 4.7 Registration Certificate of SSI Unit
- 4.8 Self-Declaration for unblemished record
- 4.9 GST Registration Certificate
- 4.10 GST Payment Receipt. GSTR 3 B
- 4.11 Central Excise Registration Certificate.
- 4.12 Copy of PAN Card
- 4.13 Copies of certificates of incorporation of the Firm/Registration of Partnership, Company, Proprietary Certificate etc.
- 4.14 Copies of Annual Turn Over
- 4.15 Audited Balance Sheets of (2017-2018, 2018-2019, 2019-2020) last three years duly signed by CA.
- 4.16 Supporting document of infrastructure, if any.
- 4.17 Certificate issued under Rajasthan shops and Establishment Act/Rules 2012.
- 4.18 The tender is for supply of Desktop Computers, Multi-function Laser Printer.
- 4.19 Documents showing expression of supporting the tendered item
- 4.20 Documents showing expression of supplying the tendered items in Govt/ Autonomous Bodies/PSU's (Supply order/Payment release orders not less than of tendered amount, mentioned in tender document) .





## **CHAPTER-5**

### **INSTRUCTIONS TO BIDDERS**

#### **5.1 GENERAL INSTRUCTIONS**

##### **5.1.1 Abbreviations & Definitions:**

The following definitions shall govern for the respective terms as hereinafter mentioned in this document:

- 5.1.1.1 **"Bidder"** means any Individual, Sole Proprietor, Partnership Firm, Pvt. Ltd. Company or Ltd Company who is participating in the Tender.
- 5.1.1.2 **"Tendering Authority"** means The Registrar, Maharshi Dayanand Saraswati University, Ajmer or any Officer or competent authority of Maharshi Dayanand Saraswati University, Ajmer who has been authorized to issue a work order under this contract
- 5.1.1.3 **"Firm/Company"** shall mean the successful bidder to whom the contract has been awarded and with whom the Tendering Authority signs the contract for rendering of goods and services.
- 5.1.1.4 **"Contract period"** means the agreement entered into between the Tendering Authority and the Firm/Company, as recorded in the document signed by the parties, including all the attachments and appendices there to, and all documents incorporated by reference therein.
- 5.1.1.5 **"The Goods"** means all the material/services, which the Firm/Company is required to supply to the Tendering Authority under the Contract.
- 5.1.1.6 **"Services"** means services ancillary to the Scope of Work hereinabove, transportation, any other incidental services and other obligations of the Firm/Company covered under the Contract.
- 5.1.1.7 **"The Contract Price"** means the price payable/receivable to the Successful Bidder under the Contract for the full and proper performance of its contractual obligations.
- 5.1.1.8 **"working/Business Day"** means a working day.
- 5.1.1.9 **"University"** means Maharshi Dayanand Saraswati University, Ajmer.
- 5.1.1.10 **"EMD"** means Earnest Money Deposit.
- 5.1.1.11 **"SD"** means Security Deposit.
- 5.1.2 The Bidder is expected to have read and examined all the instructions, forms, terms & conditions and specifications in the Tender Document with full understanding of its implications. Failure to furnish all information required in the Tender document or submission of bid not substantially responsive to the Tender Document in every respect will be at the Bidder's risk and may result in outright rejection of the bid.
- 5.1.3 Terms & conditions contained in GF&AR Part-II and Rajasthan Transparency in public procurement act, 2012 and the Rajasthan Transparency in public procurement rules, 2013 shall also apply.

#### **5.2 ELIGIBILITY CRITERIA**

- 5.2.1 Only those bidders who fulfill the eligibility criteria mentioned in Chapter-4 are eligible to RESPOND. Offers received from the bidders who do not fulfill all or any of the following eligibility criteria are liable to be rejected.
- 5.2.2 Compliance statement for the technical specifications should be provided by OEM on Letter head; deviation & remarks shall be mentioned clearly. Data sheet of the quoted products should be provided along with the bid.
- 5.2.3 An authorization letter from the OEM is required to be submitted on OEM letterhead addressing this tender, in case OEM is not participating directly.
- 5.2.4 Bidder should be registered with sales tax department and have presence in Rajasthan since minimum last 5 years.
- 5.2.5 The bidder must comply with all the above mentioned criteria. Non-compliance of any of the criteria will entail rejection of the offer summarily.
- 5.2.6 Photocopies of relevant documents/certificates should be submitted as proof in support of the claims made.
- 5.2.7 The tendering authority reserves the right to verify/evaluate the claims made by the Firm/Company independently.



### 5.3 COST OF TENDER DOCUMENT

The Bidder shall deposit Rs. 500/- (Rupees Five Hundred Only) being the cost of the tender document. It can be done by way of a Demand Draft/ Banker's Cheque favoring The Registrar, Maharshi Dayanand Saraswati University, Ajmer, payable at Ajmer. Tender document can be downloaded from the site [sppp.raj.nic.in](http://sppp.raj.nic.in) or [www.mdsuajmer.ac.in](http://www.mdsuajmer.ac.in)

It is an absolute must that the cost of tender document is paid as directed; otherwise the offer shall stand summarily rejected and no correspondence in this matter shall be entertained.

### 5.4 COST OF BIDDING

The Bidder shall bear all costs associated with the preparation and submission of its tender and the Tendering Authority shall in no case be responsible or liable for these costs, regardless of the conduct or outcome of the tendering process.

### 5.5 BIDDING DOCUMENT

**5.5.1 The Bidder is expected to examine all instructions, forms, terms and specifications in the bidding document.** Failure to furnish all information required by the bidding documents or submission of a bid not substantially responsive to the bidding documents in every respect shall be at the Bidder's risk and may result in rejection of the bid. The tender offer is liable to be rejected outright without any intimation to the Bidder if complete information as called for in the tender document is not given therein, or if particulars asked for in the Forms/Performa in the tender are not fully furnished.

**5.5.2** A Prospective Bidder requiring any clarification in the Tender document may notify the Tendering Authority in writing or by mail at the mailing address as indicated. The Tendering Authority will respond in writing or by mail to any request for clarification of the Tender Document received not later than 2 days prior to the last date for the receipt of bids prescribed. Written copies of the response (including an explanation of the query but without identifying the source of enquiry) may be sent to all prospective bidders who have received the Tender.

**5.5.3** SSI units are partially exempted from the payment of Earnest money on the basis of registrations and undertaking on stamp paper as per the rules of the Department of Industries and shall pay earnest money @ 0.5% of the estimated value of the tender.

### 5.6 AMENDMENT OF BIDDING DOCUMENT

**5.6.1** At any time prior to the deadline for submission of bids, the Tendering Authority may, for any reason, whether on its own initiative or in response to the clarification requested by a prospective bidder, modify, change, incorporate or delete criteria/ conditions in the bidding document.

**5.6.2** All prospective bidders who have received the bidding documents shall be notified of the amendment in writing and the same shall be binding on them.

**5.6.3** In order to allow prospective bidders reasonable time to take into consideration the amendments while preparing their bids the Tendering Authority, at its discretion, may extend the deadline for the submission of bids.

### 5.7 NON TRANSFERABLE BID

The tender document is not transferable.

### 5.8 REJECTION OF BIDS

The **University** reserves the right to accept / reject / release or relax any or all or part of the bids received on the due date without assigning any reason, whatsoever.

### 5.9 LANGUAGE OF BIDS

The bid prepared by the Bidder, as well as all correspondence and documents relating to the bid exchanged by the Bidder and the Tendering Authority shall be in Hindi or English. Wherever the correspondence is not in Hindi, English, requisite translation should be attached, and the English version shall prevail in case of dispute.

### 5.10 BID FORM

The Bidder shall complete the Bid Form as mentioned herein Format-1 to 7 wherever applicable.

### 5.11 BID CURRENCY

Prices shall be quoted in Indian Rupees only. The bidders are advised not to indicate any separate discount. Discount, if any, should be merged with the quoted prices.



## 5.12 EARNEST MONEY DEPOSIT (EMD)

- 5.12.1 Bidders are required to submit the Nationalized bank DD/Banker's Cheque only (without interest) of appropriate amount (2% of bid Value) valid for three months from the date of issue, as Earnest Money Deposit. This Demand Draft must be drawn in the name of The Registrar, Maharshi Dayanand Saraswati University, Ajmer payable at Ajmer. Offers made without Earnest Money Deposit shall be rejected. For SSI Units registered in Rajasthan partial exemption will be accorded as per The Rajasthan Transparency in Public Procurement Rules 2013.
- 5.12.2 The earnest money/ security deposit lying with Department/office in respect of other tenders awaiting approval or rejected or on account of contracts being completed will not be adjusted towards earnest money/ security money for the fresh tenders. The earnest money may however, be taken into consideration in case tenders are re-invited.
- 5.12.3 Unsuccessful Bidder's Earnest Money Deposit shall be discharged/ returned within 30 days after the expiration of the period of Tender Offer validity prescribed in this tender.
- 5.12.4 The successful Bidder's Earnest Money Deposit shall be discharged upon the Bidder executing the Contract Form and furnishing the Performance Security/Security Deposit.
- 5.12.5 The Earnest Money Deposit shall be forfeited and Bid shall be rejected:
- a) If a Bidder withdraws its Bid during the period of bid validity specified by the Bidder on the Bid form or
  - b) In case of a successful Bidder, if the Bidder fails:
    - i. To sign the contract form in accordance with the terms and conditions.
    - ii. To furnish performance security/security deposit as specified in this tender.
    - iii. To execute the agreement if any, within time.
    - iv. To execute the supply/work order, within time prescribed.

## 5.13 SUBMISSION OF BID

- 5.13.1 The Bid shall comprise of two packages containing three separate envelopes. Each envelope shall contain separately the
- a) Technical Bid
  - b) Commercial Bid
- 5.13.2 The envelop (a) shall be marked as "**COVERING LETTER, TENDER FEE AND EMD**" in bold and legible letters to avoid confusion.
- 5.13.3 All the documents regarding envelop (a) viz. Covering Letter and DD/BC of EMD & Tender Cost, Technical Bid and sealed as hereinafter directed are to be kept in a single sealed cover super-scribed with the words "**TENDER FOR of Desktop Computers, Multi-function Laser Printers**". Cover of envelope thus prepared should also indicate clearly the name and address of Bidder, to enable the Bid to be returned unopened in case it is received after the specified date and time.

### 5.13.4 TECHNICAL BID

- A. Technical BID shall contain the certified copies of following documents. Original copies shall be kept ready at the time of opening of the tender.

The list of documents to be submitted for Technical Offer is as follows

1. Details of Bidder/ Firm/ Company
2. Demand Draft/Banker's Cheque for EMD, Tender Fee
3. Tender offer form duly filled in.
4. Registration certificate of SSI in duly attested by any Gazetted Officer along with required Declaration, if applicable for Bidders claiming Partial Exemption (submitted to the office of Registrar, MDS University, Ajmer).
5. **Tender Form and Undertaking**
6. Self-Declaration for unblemished record (Notarized Affidavit)
7. **Registration Certificates**
  - i. GST Registration Certificate from concerned Government Department
  - ii. Central Excise Registration Certificate



- iii. Copy of the PAN Card.
- iv. Copies of Certificate of incorporation of the firm (e.g. Registration as partnership Firm, Proprietary concern, Company etc.)

**8. Financial & Infrastructure**

- a) Copies of its audited financial statements for past three years
  - b) Supporting documents of Technical Infrastructure.
- B.** The Technical Bid shall be complete in all respects and contain all information asked for, except prices. It shall not contain any price information. The Technical Bid shall indicate whether all services asked are quoted for and that all requirements therefore are also quoted for. No documents, brochures, etc. shall be submitted in loose form.
- C. Language of Proofs:** In case any of the Documents submitted is in a language other than Hindi or English, a certified copy of translation of the same in Hindi or English should be enclosed and the translation should also be certified by the professional who has otherwise certified the said proofs.
- D.** The envelope of the technical bid shall be marked as "**TECHNICAL BID**" in bold and legible letters to avoid confusion.

**5.13.5 COMMERCIAL BID**

**5.13.5.1** The Commercial bid shall be on fixed price basis, inclusive of all taxes. There should be no hidden charges. Price quotation accompanied by vague and conditional expressions such as "Subject to immediate acceptance", "Subject to confirmation" etc. shall be treated as being at variance & shall be liable for rejection.

**5.13.5.2** Commercial Bid shall be submitted in DECLARATION OF PRICE SCHEDULE (Format-7) only.

**5.13.5.3** The Commercial bid envelope shall be marked as "**COMMERCIAL BID**" in bold and legible letters to avoid confusion.

**5.13.6** All required attested documents must be submitted in Hindi or English Language. If documents are not in Hindi or English, they should be translated in Hindi or English and must be submitted along with the copy of original document.

**5.13.7** All above mentioned documents should be under the name & address of premises where quoted items are actually manufactured.

**5.13.8** Tender will be liable for outright rejection if-

- Any rates are disclosed in Technical Bid.
- Any discount / special offers are made in Technical Bid.

**5.13.9** Tender form shall be typed or filled in ink. Tender filled in with carbon pencil shall not be considered.

**5.13.10** The Bidder shall sign the tender form on each page and at the end of tender document in token of acceptance of all the term and conditions of the tender.

**5.14 SIGNING OF BIDS**

Any interlineations, erasures or overwriting shall be valid only if the person or persons signing the bid, attesting them.

**5.15 COMPLETENESS OF BIDS**

The bid shall be summarily rejected if all or any of the above mentioned documents are not submitted with technical bid.

**5.16 ERASURES OR ALTERATIONS**

Offers containing erasures or alterations shall not be considered. There should be no Handwritten Material, corrections or alterations in the offer. Technical details must be completely filled in. Filling up of the Technical Detail Form using terms such as "OK", "Accepted", "Noted", "As given in brochure/Manual" is not acceptable. The purchaser may treat offers not adhering to these guidelines as unacceptable.

**5.17 DEADLINE FOR SUBMISSION OF BIDS**

**5.17.1** For Submission of tender, bidder must complete the bid submission stage as per schedule of the tender. The bidders should ensure that their tender is correctly prepared and then submitted before the expiry of the scheduled date and time. In the event of the specified date for the submission of Bids being declared as a holiday to the Tendering Authority, the bids shall be received up to the appointed time on the next working day.

**5.17.2** The Tendering Authority may, at its discretion, extend this deadline for submission of



bids, in which case all rights and obligations of the Tendering Authority and Bidders subject to the deadline shall thereafter be subject to the deadline as extended.

**5.18 LATE BIDS**

No delay on account of any cause will be entertained.

**5.19 WITHDRAWAL OF BIDS**

**5.19.1** The Bidder may withdraw the Bid after the submission, provided that written notice of the withdrawal is received by the Tendering Authority prior to the deadline prescribed for submission of bids.

**5.19.2** No bid may be withdrawn in the interval between the deadline for submission of bids and the expiration of the period of the bid validity specified by the Bidder on the Bid Form. Withdrawal of a bid during this interval shall result in the Bidder's forfeiture of its bid security and the offer shall stand automatically rejected.

**5.20 PERIOD OF VALIDITY OF OFFER**

Bids shall be valid for acceptance for a period of 45 days from the date of opening of Technical Bid. In exceptional circumstances, the Tendering Authority may solicit the Bidder's consent to an extension of the period of validity. The request and the responses thereto shall be made in writing and shall be binding.

**5.21 EVALUATION COMMITTEE**

The Technical and Commercial Committee constituted by the The Registrar, Maharshi Dayanand Saraswati University, Ajmer shall evaluate the Tenders. The decision of the The Registrar, Maharshi Dayanand Saraswati University, Ajmer in the evaluation of the Technical and Commercial bids shall be final.

**5.22 OPENING OF BIDS**

**5.22.1** Immediately after the closing time and/or at any time and date specified thereafter, the Bid Opening Committee shall open the bids as per the schedule.

**5.22.2** The technical bids shall be opened and listed for further evaluation. The Bidder's names, bid modifications or withdrawals, the presence or the absence of requisite Earnest Money Deposit and such other details as the Tendering Authority, at his discretion, may consider appropriate, shall be announced at the time of opening.

**5.22.3** The commercial bids shall not be opened till the completion of evaluation of technical bids.

**5.22.4** Bids shall be opened either in the presence of bidders or its duly authorized representatives, whoever wish to be present.

**5.22.5** The bidder representatives who are present shall sign a register evidencing their attendance. Only one representative per applicant shall be permitted to be present at the time of opening the tender.

**5.22.6** The Tendering Authority may at its discretion discuss with the Bidder(s) to clarify contents of their commercial offer.

**5.22.7** The Tendering Authority shall negotiate with the lowest bidder so as to meet its expectation of a cost effective sustainable and economically promising solution. If the negotiation with lowest Bidder fails, the same shall be rejected and negotiation then shall be done with second lowest Bidder.

**5.22.8** The Tendering Authority reserves the right to open Commercial Bid even if one Bidder qualifies the Technical Bid or only one Bid is received in response to the Tender Notice. However in the case of one Bid the power to negotiate with the Bidder will be reserved with the Tendering Authority.

**5.23 CLARIFICATION OF BIDS**

During evaluation of bids, the Bid Opening Committee may, at its discretion, ask the Bidder for a clarification of its bid. The request for a clarification and the response shall be in writing and no change in prices or substance of the bid shall be sought, offered or permitted.

**5.24 SCRUTINY OF THE BID**

**5.24.1** Preliminary scrutiny shall be made to determine whether bids are complete, whether any computational errors have been made, whether required EMD has been furnished, whether the documents have been properly signed.

**5.24.2** Prior to the detailed evaluation, the Bid Opening Committee shall determine the substantial responsiveness of each bid. For purposes of these clauses, a substantially responsive bid is one, which conforms to all the terms and conditions of the bidding



documents without material deviations.

- 5.24.3** If a bid is not substantially responsive, it shall be rejected by the Tendering Authority and shall not subsequently be made responsive by the bidder by correction of the nonconformity. Technical bid shall be evaluated in the following sub-steps:-

**Firstly**, the documentation furnished by the Bidder shall be examined prima facie to see if the technical skill base and financial capacity and other Firm/Company attributes claimed therein are consistent with the needs of this project.

**In the second step**, the Tendering Authority may ask the bidders for additional information, visit the Bidders site and/or arrange discussions with their professional, technical faculties to verify claims made in technical bid document. If it is found that the documents submitted by the bidder are not compatible with the actual situation at site, or if the document supplied by the bidder are found to be fraudulent or misrepresenting the facts, it shall render the bidder ineligible for further participation in the tender process. The decision of the Tendering Authority in this regard shall be final and binding on the bidder and cannot be challenged.

**In the third step**, the Tendering Authority may ask the prospective bidders for the presentation regarding Technical Capability of the Bidders and understanding regarding the Project.

## **5.25 SELECTION PROCEDURE**

- 5.25.1** The Technical evaluation shall be done by a Committee, constituted by the The Registrar, Maharshi Dayanand Saraswati University, Ajmer.





**Declaration by the Bidder regarding Qualifications**

In relation to my/our Bid submitted to \_\_\_\_\_  
for procurement of \_\_\_\_\_ in  
response to their notice inviting Bids No. \_\_\_\_\_ Dated \_\_\_\_\_.  
I/We hereby declare under section 7 of Rajasthan Transparency in Public Procurement Act  
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 of 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 officers, not have my/our business activities suspended and not the subject of legal proceeding for any of the forgoing reasons;
4. I/We do not have, and our directors and officers not have been convicted of any criminal offence related to my/our professional conduct or the making of false statements or misrepresentations as to my/our qualification to into a procurement contract within a period of three years preceding the commencement of this procurement process, or not have 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  
Place:

Signature of bidder  
Name:  
Designation:  
Address





**BID COVERING LETTER**  
(To be printed on Letter head of the Bidder)

To  
The Registrar  
Maharshi Dayanand Saraswati University,  
Ajmer

Dear Sir,

Tender Reference No.: \_\_\_\_\_

**SUBJECT:** Tender document for participation in the tender process for Supply of Desktop Computers & Multi-function Laser Printer including all Annexure the receipt of which is hereby duly acknowledged, we, the undersigned, offer to work as Firm/Company as mentioned in the Scope of the work as required by the **Registrar, Maharshi Dayanand Saraswati University, Ajmer** in conformity with the said tender documents.

**1. TERMS AND CONDITIONS**

- a) I/We, the undersigned Bidder(s), having read and examined in detail the specifications and all bidding documents in respect of this tender do hereby propose to provide goods and services as specified in the bidding document.
- b) I/We, the undersigned Bidder(s), having submitted the qualifying data as required in this tender, do hereby bind ourselves to the conditions of this tender. In case any further information/documentary proof in this regard before evaluation of our bid is required, I/We agree to furnish the same on demand to your satisfaction.

**2. RATE AND VALIDITY**

- a) All the rates mentioned in our proposal are in accordance with the terms as specified in bidding documents. All the rates and other terms and conditions of this proposal are valid for a period of One year from the date of opening of the bid.
- b) I/We do hereby confirm that our bid rates include all taxes including Income Tax & Professional Tax.
- c) I/we have studied the Clauses relating to Indian Income Tax Act and hereby declare that if any Income Tax, surcharge on Income Tax and any other Corporate Tax is altered under the law, I/we shall pay the same.

**3. DEVIATIONS** We declare that all the services shall be performed strictly in accordance with the Technical specification, Time Schedule and other terms of the tender document except the deviation as mentioned in the Technical Deviation Performa Further, I/We agree that additional conditions, if any, found in the proposal documents, other than those stated in deviation Performa, shall not be given effect to.

**4. BID PRICING** I/We further declare that the rates stated in our proposal are in accordance with your terms and conditions in the bidding document.

**5. EARNEST MONEY** I/We have enclosed the earnest money as required. In case of default it is liable to be forfeited in accordance with the provisions of the tender document.

**6. BANK GUARANTEE** I/We shall submit a Bank Guarantee as required.

**7.** I/We hereby declare that my/our proposal is made in good faith, without collusion or fraud and the information contained in the proposal is true and correct to the best of my/our knowledge and belief and nothing has been concealed there from.

**8.** Until a formal contract is prepared and executed, this Bid offers, together with your written acceptance thereof and your notification of award shall constitute a binding contract between us.

**9.** We understand that you are not bound to accept the lowest or any offer you may receive.

**10.** We agree to the terms and conditions mentioned in the Tender Document.

Thanking you,

Yours faithfully,

(Signatures)

Date this: \_\_\_\_\_ day of \_\_\_\_\_

Place:

Name: \_\_\_\_\_

Designation: \_\_\_\_\_

Official Seal: \_\_\_\_\_



## BIDDER'S AUTHORISATION CERTIFICATE

To,  
The Registrar  
Maharshi Dayanand Saraswati University,  
Ajmer

<Bidder's Name> \_\_\_\_\_ <Designation> \_\_\_\_\_

\_\_\_\_\_ is hereby authorised to sign relevant documents on behalf of the Company in dealing with Tender of reference <Tender No./Date> \_\_\_\_\_.

He is also authorised to attend meetings and submit Technical and Commercial Information as may be required by you in the course of processing above said tender.

Thanking You,

Authorised Signatory

Name :

Seal :

The specimen signature of the authorized person is as :



Attested by the

Authorized Signatory



**SELF DECLARATION**  
**(Notarized Affidavit)**

Ref.:  
To,  
The Registrar  
Maharshi Dayanand Saraswati University,  
Ajmer

Date :

Dear Sir,

In response to the tender No. \_\_\_\_\_ Date \_\_\_\_\_ as Owner/Partner/Director  
of \_\_\_\_\_

1. I/We hereby declare that our Agency \_\_\_\_\_ is having unblemished past record and was not declared ineligible for corrupt and fraudulent practices either indefinitely or of a particular period of time.
2. I/We M/s. (Name of the Company) are not blacklisted in any Department of Government of Rajasthan/Government of India/by any University/Public Enterprises.
3. I/We further undertake that our partner M/s. (Name of Firm/Company) having office are also not blacklisted in any Department of Government of Rajasthan Government of India/ by any University/Public Enterprises.
4. I/We hereby declare that there are no pending cases against M/s. (Name & Address of Bidder) with Government of Rajasthan or any other court of law.
5. I/We hereby declare that Bidder's company or Director/Owner of the Company have not been declared by any Court or Competent Authorities in solvent or involved in any fraudulent mean (Economical & Criminal) as on 1st April, 2020.

Name of the Bidder:

Signature:

Seal of the Organization:

**NOTE :**

1. The Notarized Affidavit should be submitted before closing date fixed for Technical Bid Closing.
2. No change of any kind should be made in this format. In-adequate information or change in format could lead to disqualification of the bid.
3. Name, address and Telephone Number (Office, Residence, Mobile) of the contract person to whom all references shall be made regarding this tender:

Name :

Address :

Telephone Office :

Mobile No.

E-Mail :

Place :

Date :

Residence :

Fax No.

Signature :

Name :

**NOTE :**

- (1) In-adequate information could lead to disqualification of the bid.
- (2) All items should be supported by proper documents.
- (3) No change of any kind should be made in this format. In-adequate information or change in format could lead to disqualification of the bid.



## DECLARATION FOR PRICE SCHEDULE/ COMMERCIAL BID

Tender Ref. -----

Date -----

To,

The Registrar  
 Maharshi Dayanand Saraswati University,  
 Ajmer

**Subject : Supply of Desktop Computers & Multi-function Laser Printer.**

That we/ the undersigned agency is equipped with adequate hardware/ software and other facilities required for providing services and our establishment is open for inspection by the representative of University.

We hereby offer to provide service at the prices and rates mentioned in the commercial bid (as per commercial template.)

We do hereby undertake, that,

- i. In the event of acceptance of our bid, the services shall be provided as stipulated in the work order and the tender terms and conditions to the Bid and that we shall perform the entire incidental services.
- ii. The prices quoted are inclusive of all charges inclusive of traveling, hardware/manpower etc. for providing the desired services FOR.
- iii. We agree to abide by our offer a period of **one time** from the date fixed for opening of the tenders and we shall remain bound by a communication within that time.
- iv. We have carefully read and understood the terms and conditions of the tender and the conditions of the contract applicable to the tender and we do hereby undertake to provide the services as per these terms and conditions.
- v. We do hereby undertake, that until a formal contract is prepared and executed, this bid, together with your written acceptance thereof, the tender document and placement of letter of intent awarding the contract shall constitute a binding contract between us.

I/ We hereby, undertake that we shall not ask for any other charges than the charges specified above. We also confirm that we will make our own arrangements at our own cost for traveling, boarding lodging, communication etc, for successful implementation of the project at site.

Date:

Name &amp; Signature

Name of Agency

Full Address  
 Company Seal



## AGREEMENT FORM

Agreement made this \_\_\_\_\_ day \_\_\_\_\_ of two thousand \_\_\_\_\_ between \_\_\_\_\_ (hereinafter called the Firm/Company) of the one part and the Registrar, Maharshi Dayanand Saraswati University, Ajmer (hereinafter called the University) of the other part.

WHEREAS the Firm/Company has tendered for Supply of Desktop Computers, Multi-function Laser Printers to The Registrar, Maharshi Dayanand Saraswati University, Ajmer. (hereinafter called "The Tendering Authority") as per the terms and conditions mentioned in the tender document. Whereas such tender has been accepted and the Firm/Company has deposited with the Tendering Authority the sum of Rs. \_\_\_\_\_ (Rupees \_\_\_\_\_ only) as security for the fulfillment of the Agreement.

NOW IT IS HEREBY AGREED between the parties hereto as follows :

The Firm/Company has accepted the contract on the terms and conditions set out in the tender notice no. \_\_\_\_\_ dated \_\_\_\_\_ as well in the acceptance of tender no. \_\_\_\_\_ dated \_\_\_\_\_ which shall hold good during period of this agreement.

Upon breach by the Firm/Company of any of the conditions of the agreement the Tendering Authority may issue a notice in writing, determine and put an end to this agreement without prejudice to the right of the Maharshi Dayanand Saraswati University, Ajmer to claim damages for antecedent breaches thereof on the part of the Firm/Company and also to reasonable compensation for the loss occasioned by the failure of the Firm/Company to fulfil the agreement as certified in writing by the Tendering Authority which certificate shall be conclusive of the amount of such compensation payable by the Firm/Company to the University.

Upon the determination of this agreement whether by effluxion of time or otherwise the said deposit shall after the expiration of \_\_\_\_\_ months from the date of such determination be returned to the Firm/Company but without interest and after deducting there from any such due by the Firm/Company to the University under the terms and conditions of this agreement.

This agreement shall remain in force until the expiry of 12 months from the date of entering into the contract but the Tendering Authority may cancel the contract at any time upon giving one months notice in writing without compensating the Firm/Company.

In witness whereof the said \_\_\_\_\_ hath set his hand hereto and the Tendering Authority has on behalf of the Maharshi Dayanand Saraswati University affixed his hand and seal thereto the day and year first above written.

The Tendering Authority may give notices in connection with the contract. In consideration of the payments to be made by the Tendering Authority to the Bidder as hereinafter mentioned the Bidder hereby covenants with the Tendering Authority to provide the services and to remedy defects therein conformity in all respects with the provisions of the contract.

The Tendering Authority hereby covenants to pay the Bidder in consideration of the provision of the services and the remedying of defects therein, the contract price or such other sum as may become payable under the provisions of the contract at the times and in the manner prescribed by the contract.

If subject to circumstances beyond control (Force Majeure) the contract fails to deliver the services in accordance with the conditions mentioned in the tender, the Tendering Authority shall be entitled to obtain services from else other organization after giving due notice to the Bidder on the amount and at the risk of the Bidder without cancelling the contract in respect of the consignment not yet due for delivery, or to cancel the contract.

In the event of action to be taken, the Firm/Company shall be liable for any losses, which the Tendering Authority may sustain on that account. The recovery by way of penalty shall be made by deducting the amount from the bills be made good by a credit note within the stipulated period for the purpose.

The Registrar, Maharshi Dayanand Saraswati University, Ajmer

**FIRM/COMPANY**

on behalf of the Maharshi Dayanand Saraswati University, Ajmer

Witness : 1.

Witness: 2.



# PERFORMANCE SECURITY FORM

To,  
(Name of Indenter)

WHEREAS \_\_\_\_\_ (Name of Bidder) hereinafter called "the Bidder" has undertaken contract No. \_\_\_\_\_ dated, \_\_\_\_\_ 20\_\_\_\_ to render services hereinafter called the Contract"

AND WHEREAS it has been stipulated by you in the said Contract that the Bidder shall furnish you with a bank Guarantee by a Nationalised bank for the sum specified therein as security for compliance with the Bidder's performance obligation in accordance with the contract.

AND WHEREAS we have agreed to give the Bidder a guarantee :

THEREFORE WE hereby affirm that we are Guarantors and responsible to you, on behalf of the Bidder, up to a total of \_\_\_\_\_ (Amount of the guarantee in words and figure) and we undertake to pay you, upon your first written demand declaring the Bidder to be in default under the contract and without cavil or argument, any sum or sums within the limit of \_\_\_\_\_ as aforesaid, without your needing to prove or to show this grounds or reasons for your demand or the sum specified therein.

The guarantee is valid until the \_\_\_\_\_ day of \_\_\_\_\_ 20.

Signature and Seal of Guarantors

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

Date : \_\_\_\_\_

Address :



**TECHNICAL BID**(To be submitted in the envelop marked **Technical Bid**)

(All pages must be signed by the bidder with seal)

**I. Addressed to:****a. Name of the Tendering Authority**The Registrar,  
Maharshi Dayanand Saraswati University, Ajmer**b. Address**

Maharshi Dayanand Saraswati University,

**c. Telephone**

0145-2787057

**d. E-mail ID**

registrarmdsu@gmail.com

**e. Website**

www.mdsuajmer.ac.in

**II. NIT Reference:** \_\_\_\_\_**Dated:** \_\_\_\_\_**III. Other related details:-**

|     |  |                |                              |        |         |                         |
|-----|--|----------------|------------------------------|--------|---------|-------------------------|
| 1.  | Name of Bidder   |                |                              |        |         |                         |
| 2.  | Name & Designation of authorized Signatory   |                |                              |        |         |                         |
| 3.  | Registered Office Address  |                |                              |        |         |                         |
|     | Telephone Nos.   |                | Fax:                         |        |         |                         |
|     | Mobile   |                | Email:                       |        |         |                         |
| 4.  | Rajasthan Office (if any)  | Address        |                              |        |         |                         |
|     |  | Phone          |                              | Fax:   |         |                         |
|     |  | Contact Person |                              |        |         |                         |
| 5.  | Ajmer Office (if any)  | Address        |                              |        |         |                         |
|     |  | Phone          |                              | Fax:   |         |                         |
|     |  | Contact Person |                              |        |         |                         |
| 6.  | Year of Establishment  |                |                              |        |         |                         |
| 7.  | Nature of the Firm Company Firm  |                | Company                      |        | Firm    |                         |
|     | Put Tick (✓) mark  |                | Govt                         | Public | Private | Partnership/Proprietary |
| 8.  | No. of Years providing service   |                |                              |        |         |                         |
| 9.  | Whether registered with Industries Department (Enclose copy of permanent SSI Unit Certificate or Equivalent) |                |                              |        |         |                         |
| 10. | Self- Declaration of Unblammished Record enclosed (Y/N)  |                | Format-3 (page no. 21) _____ |        |         |                         |
| 11. | GST Registration No. (Enclose copy of certificate)   |                |                              |        |         |                         |
| 12. | GST Clearance certificate or GSTR 3B   |                |                              |        |         |                         |
| 13. | Pan No./TIN No. (Enclose copy of certificate)  |                |                              |        |         |                         |
| 14. | Whether firms is agreeable to the Terms & Conditions mentioned in the Tender.                                |                |                              |        |         |                         |
| 15. | Proofs of earlier work (Enclose copy of PO's/ payment release orders/ work completion certificate)           |                |                              |        |         |                         |



- IV. Following documents are attached towards the proof of earnest money deposited in favour of the Registrar, Maharshi Dayanand Saraswati University, Ajmer payable at Ajmer.

| S.No. | EMD Amount          |     | DD/Banker's Cheque No. with date | Name of the Bank |
|-------|---------------------|-----|----------------------------------|------------------|
| 1.    | Earnest Money       | Rs. |                                  |                  |
| 2.    | Cost of Tender Form | Rs. |                                  |                  |

- V. Annual Turnover during last three years (as stated in the eligibility criteria, attach proof):

| 2017-18 | 2018-19 | 2019-20 | Average Turnover (in Rs.) | Copy of Audited balance Sheet Enclosed (Y/N) |
|---------|---------|---------|---------------------------|--|
|         |         |         |                           |  |

- VII. Quality Assurance Certificate(s) for product/Services:

| S. No. | Name of Certificate | Year of certification | Whether certificate is valid as on date |
|--------|---------------------|-----------------------|---|
| 1.     |                     |                       |   |
| 2.     |                     |                       |   |
| 3.     |                     |                       |   |

- VII. List of users and installations in India: Details of Technical Infrastructure ( Separate List may be enclosed)

| S. No. | Name of Organisation / Autonomous/PSU's/ Academic Centres/University | Year of Supply | Make/ Model etc. | Duly signed copy of PO/ Payment details enclosed (Yes/No) |
|--------|--|----------------|------------------|---|
| 1.     |  |                |                  |   |
| 2.     |  |                |                  |   |
| 3.     |  |                |                  |   |
| 4.     |  |                |                  |   |
| 5.     |  |                |                  |   |
| 6.     |  |                |                  |   |
| 7.     |  |                |                  |   |

- VIII. Compliance Statement of Tender Specifications:

| S. No. | Tender item | Feature(s) available in equipment/item as per required specification mentioned in Chapter 3 | Deviation from specification | Corresponding page no. of datasheet/brochure in support of specification |
|--------|-------------|---|------------------------------|--|
| 1      |             |   |                              |  |
| 2      |             |   |                              |  |
| 3      |             |   |                              |  |
| 4      |             |   |                              |  |
| 5      |             |   |                              |  |

Name and Signature of Bidder with Seal

✓



**COMMERCIAL BID**

| <b>Tender Inviting Authority:</b>   | The Registrar, Maharshi Dayanand Saraswati University, Ajmer                                  |                        |  |                           |                           |                                   |
|---|---|------------------------|--|---------------------------|---------------------------|-----------------------------------|
| <b>Name of Work:</b>  | Supply of Desktop Computers & Multi-funciton Laser Printer.                                   |                        |  |                           |                           |                                   |
| <b>NIT. NO.</b>   | DCS/MDSU/NIT/2020/232   |                        |  |                           |                           | <b>Dated:</b> 03/09/2020          |
| <b>Bidder Name:</b>   |   |                        |  |                           |                           |                                   |
| <b>PRICE SCHEDULE</b>   |   |                        |  |                           |                           |                                   |
| <small>(This Commercial Bid must not be modified /replaced by the bidder and the same should be put in the separate envelope after filling the relevant columns, else the bidder is liable to be rejected for this tender. Bidders are allowed to enter the Bidder Name, Description of the quoted item and Respective Values only)</small> |   |                        |  |                           |                           |                                   |
| <b>S. No.</b>   | <b>Item Description<br/>(as per Chapter 3- Scope of Work and technical Specifications)</b>    | <b>Make/<br/>Model</b> | <b>Basic Rate Per Unit (Rs.)<br/>(excluding GST)</b> | <b>SGST Amount in Rs.</b> | <b>CGST Amount in Rs.</b> | <b>Total Rate Per Unit* (Rs.)</b> |
| 1   | 2   | 3                      | 4  | 5                         | 6                         | 7                                 |
| 1.  | Desktop (9th Gen Core i5/ 8GB/1TB/DOS/integrated intel UHD graphic 630 or higher)             |                        |  |                           |                           |                                   |
| 2.  | Multi Function Laser Printer : Print Speed 20 PPM, RAM 128 MB, Scanning ability, WiFi ability |                        |  |                           |                           |                                   |

Dated:

Signature of Firm/Company with Seal  
Name:  
Full Address:  
Mobile No.:

**Note:**

- 1- All the costs should be quoted in Indian Rupees and should be fixed on lump sum basis. No escalation of cost will be allowed under any circumstances.
- 2- Bidder must quote for every column of the price schedule. Do not write Zero, Nil, etc in any column.
- 3- **The rates are F.O.R. Maharshi Dayanand Saraswati University Ajmer.**
- 4- University shall not pay separately any specific statutory taxes/ service charges to any authority.
- 5- No hidden charges will be allowed, if any
- 6- Grand Total should be written both in words and figure.
- 7- Quoted rates must be inclusive of all charges by way of packing forwarding incidental of transit charges including transit insurance, octroi and any other levies or duties etc. and transportation of material up to the University. Rates are F.O.R.