



गुरु घासीदास विश्वविद्यालय, बिलासपुर (छ0ग0)

(A Central University established by the Central Universities Act, 2009 No. 25 of 2009
Website: www.ggu.ac.in Phone: 07752-260381, 260209 FAX: 07752-260154, 260148

Ref: Store/LTI/4079/2014

Date:09.10.2014

To,

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Subject: Limited tender enquiry

Sir,

Please submit your competitive rates for supply & installation of the following article as mentioned below in the prescribed proforma Annexure-I to the Assistant Registrar, Guru Ghasidas Vishwavidyalaya, Koni, Bilaspur – 495009 (C.G.) **on or before 29.10.2014 (3:00 p.m.)** through Speed post/Registered post/Courier. Received tenders will be opened on 29.10.2014, 04:00 p.m. at the above address in the presence of bidders or their representative. Tenders received after due date & time will not be considered:

Sl. No.	Item	Quantity
<u>1</u>	Single Side Smart Card Printer and its accessories Full Color Ribbon IPrints 250 Cards Single Sided, with one complementary cleaning kit Software if required	01
<u>2</u>	Double Side Smart Card Printer and its accessories Full Color Ribbon IPrints 250 Cards Single Sided, with one complementary cleaning kit Software if required	01

General terms & conditions of the supply

- The tenders have been invited under two bid system i.e. Technical Bid and Financial Bid. The interested agencies/firms are advised to submit two separate sealed envelopes superscribing "Technical Bid" and "Financial Bid". Both sealed envelopes should be kept in a third big sealed envelope superscribing "Tender **FOR SUPPLY/INSTALLATION OF SMART CARD PRINTERS**" "Ref: Store/LTI/4079/2014 Dated 09.10.2014".
- Envelope I (Technical Bid):** The tenderer must submit the following documents in Envelope-I (Technical Bid):
 - A covering letter giving all details of the firm
 - Detailed technical specifications and literature/manuals of the goods/services to be supplied.
 - Authorized partner/dealer/distributor certificate from the original manufacturer.
 - Credentials and list of organizations where the vendor supplied similar items in last 2 years.
 - Documentary proof in support of PAN , VAT/TIN No. and Service Tax No.

Envelope II (Price Bid):

The vendor must submit the Price Bid information mentioning all taxes/duties FOR University campus, Bilaspur in the prescribed proforma **Annexure-I**. The price should be quoted in words and in figures, without any errors, erasures or alterations. Unit price of each product and accessories should be quoted separately. Maximum educational discount for University as could be offered should also be mentioned.

3. **Make/Brand:** The bidder should mention the make/brand of the quoted article for which he is OEM/authorized distributor/stockist/dealer. The authorization certificate, technical brochure/leaflet etc. should be submitted along with the quotation.
4. The Cost of the equipment/instrument/article should be inclusive of all taxes and statutory levies. Labour / installation charges, packing, insurance, freight etc. should be mentioned separately (inclusive of all taxes liveable on them).
5. If the items are under DGS&D rate contract, the quoted price should not be more than the DGS &D rate.
6. **Discount, if any:** Special concession/discount applicable for Educational Institutions, if any, must be clearly mentioned at the time of submission of quotation.
7. No packing/forwarding charges will be paid extra.
8. University will not be responsible for any postal delay or non-receipt of the tender.
9. The article must be delivered without any extra cost at the University and will also have to be installed free of cost.
10. **Validity of rate:** The quoted rate should be valid for a minimum period of 90 days.
11. **Delivery period:** The article to be delivered & installed within 15 days from the issue of P.O.
12. **Liquidated Damages:** Any delay in supplying the article from the stipulated date of delivery, will attract LD. Liquidated Damage will be applicable at the rate of 0.5% per week and limited to 10% maximum. The authority reserves the right to cancel the purchase order when LD accumulates to 10%.
13. **Warranty:** One year comprehensive on-site warranty shall be applicable to the supplied goods for all manufacturing defects from the date of satisfactory installation, commissioning, demonstration and acceptance.
14. **Performance Security:** The successful bidder must submit Performance Security of 5% of the ordered value, on the goods/services supplied irrespective of the origin, before the release of payment by Demand Draft or Bankers Cheque or Bank Guarantee from any Nationalized Bank. Otherwise, the **same amount will be deducted** from the billed amount. On satisfactory completion of the warranty period of 1 year (12 months), **Performance Security** will be released free of any interest on demand.
15. **Payment:** 100% payment will be made after supply and installation of ordered quantity of article at our end in good condition. No advance payment request will be entertained.
16. **CST/VAT** will be paid extra, if applicable provided it is made clear in the quotation.
17. Unsealed quotations will be rejected and quotations must reach on or before the due date through Speed post/Registered post / courier only.
18. University reserves the right to accept or reject any quotation without assigning any reason thereof.
19. All disputes will be subject to Bilaspur jurisdiction only.


Assistant Registrar (Stores)

Annexure-I

Ref No.

Name of Firm-

Address

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Rate of Printer

Item Number	Description of article	Quantity	Unit Price	Tax, if any	Total prize

I declare that the rates will be valid for 90 days from the closing date of the tender. We hereby agree to the terms and conditions of the tender and will abide by the same.

Seal and Signature of Tenderer

