



Guru Ghasidas Vishwavidyalaya, Koni, Bilaspur – 495009 (C.G.)

(A Central University established by the Central Universities Act, 2009 No. 25 of 2009)

Website: www.ggu.ac.in Phone: 07752- 260381 FAX: 07752-260154, 260148

Limited Tender Enquiry

For purchase of softwares and equipments

Department : Journalism & Mass Communication

Enquiry No: 1293/Store/JMC/2014

Date: 08/02/2014

Important Dates

Event	Date	Time
Pre-bid Conference	----	---
Last Date of submission of quotation	26/02/2014	3.00PM
Quotation Opening Technical bid	26/02/2014	4.00PM
Quotation Opening Price bid	Will be communicated to successful bidder	

To
All Registered vendor of GGV, Bilaspur
DGS & D/NSIC/Kendriya Bhandar

Dear Sir,

We intend to purchase the commodities specified below and invite quotations (in two bid system) in accordance with the terms and conditions detailed in the bid document. If you are interested, kindly send your offer with prices and complete terms within the time mentioned above.

Please send your quotation only by Registered/Speed Post to:

The Head,
Department of Journalism & Mass communication
University Teaching Department
Guru Ghasidas Vishwavidyalaya, Koni
BILASPUR – 495009, Chhattisgarh, INDIA

-sd-

Registrar (Acting)

Note: This Enquiry contains total of seven pages including this page.

Encl :

- (1) Schedule of requirement, specifications, dates etc.
- (2) Bid document containing detail terms and conditions.
- (3) Format/Proforma for technical bid A
- (4) Format for price bid -Annexure B

1. Schedule of requirements

A. List of Software required:

Sl. No.	Specification Description of Goods/Service	Qty/License	Make/Brand
1	Office 2013 Professional		Microsoft Corp.
2	Apple Final Cut Pro (FCP)	05	Apple
3	Avid Suites	05	Avid Tech., Germany
4	Nuendo	05	Steinberg Media Technologies, GmbH
5	Page Marker 7	15	Adobe Systems
6	Adobe Premier Pro	15	Adobe Systems
7	Corel Draw	15	Corel Corporation
8	Quark Express	15	Quark Software Inc
9	Adobe Photoshop 7.0	15	Adobe Systems

B. List of Equipments required :

Sl. No.	Specification Description of Goods/Service	Qty	Make/Brand
1	Sony NEX VG30EG with other Accessories (Tripod, Mike, Boom Rods, Carry Bag, Light, Cable etc. with extra Battery with charger)	02	Sony
2	Sony MXP-290-8 Channel Audio Mixer	01	Sony
3	HP Laser jet 5200N Printer (A3 size)	01	HP
4	HP Scan jet 8270 Document Flatted Scanner	01	HP
5	Lapel Mike(o4), Charger Cable and other accessories	04	-----
6	Nikon D 7100	01	Nikon
7	Nikon Lens 550300mm	01	Nikon
8	27-inch iMac Intel Core i5/i7 27-inch (Diagonal) LED-backlit display with IPS technology; 2560x1440 resolution with support for millions of colors	03	Apple (India)
9	Online 10 KVA UPS with isolation transformer Suitable for single phase AC input and Single phase AC Output with Battery Rack of two hours backup	01	APC
10	Laptop with multimedia latest Configuration i7 Detailed specification attached in last page	01	Dell/HP/HCL/SONY
11	External Hard Disc 1TB Configuration	04	Seagate

2. Quotations shall be submitted separately for items mentioned under A and B above by registered firms/vendor of GGV, Bilaspur (C.G)/DGS & D/ NSIC/Kendriya Bhandar only.

3. Format of Quotation : It is two part bid ; please give all technical specifications one envelop super scribed with " Technical bid" and price bid in separate envelope superscribed with "price bid" and both the envelopes should be placed in one big envelop.

4. The bid envelope should be super-scribed with

Bid for _____ vide Enquiry No. _____ dated _____

5. Warranty of at least one years must be provided.

6. Excise Duty: The University is exempted from Excise Duty. Please state applicable excise duty as a separate item.

7. VAT/CST: The University is not authorized to give C or D form. CST or VAT should be charge according to applicable rates.

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

GURU GHASIDAS VISHWAVIDYALAYA, BILASPUR – 495009 CHHATTISGARH

BID DOCUMENT

1. Instructions to the bidders
 - 1.1 Sealed bids are invited on behalf of the Registrar, GURU GHASIDAS VISHWAVIDYALAYA, BILASPUR – 495009, Chhattisgarh, from the intending bidders for supply of the goods/stores/ equipments/soft wares for the University as detailed in the enquiry letter.
 - 1.2 The bidders should quote their offer/rates in clear terms without ambiguity.
 - 1.3 The rates should be quoted both in figures and words and legibly written without any over-writings. In case of any correction, the same must be attested by the bidder with full signature. However, no over-writing is permissible. Manufacturer's price-list, where applicable, should be submitted along with the bid.
 - 1.4 In case of any discrepancy between the rates in figures and that in words, the rate in words will be accepted as correct.
 - 1.5 The last date for receipt of the bid is marked in the enquiry. In case the above date is declared a holiday for GGV, Bilaspur, and the bids will be received up to the appointed time on the next working day.
 - 1.6 There may be a pre-bid conference in the office of the Department as per schedule given under at the top of the document. GGV, Bilaspur for clarifying issues and clearing doubts, if any, about the specification and other allied technical details of the plant, equipment and machinery projected in the bidding document. The prospecting bidders may attend this pre-bid conference at the appointed date, time and place. In case the said date is declared a holiday for the GGV, Bilaspur, the pre-bid conference shall be held at the appointed time and place on the next working day.
 - 1.7 The bids may be sent by registered or speed post only, so as to reach the concerned department before the last date of receipt. The name of the Department is mentioned in the Enquiry.
 - 1.8 The bidder may modify his bids before the last date appointed for receipt of the bids by sending an amendment to the bid. No bid shall be modified after the deadline for receipt of the bids.
 - 1.9 Bids received after the deadline of receipt indicated in para 1.5 above, shall not be taken into consideration.
 - 1.10 Each bidder shall submit only one bid. A bidder, who submits more than one bid, shall be disqualified and considered non-responsive.
 - 1.11 The bids shall be opened in the Departmental office at the date and time given on the top of the document. The bidders may send their authorized representatives to attend the bid opening, if they so desire. In the event of the above bid opening date being declared holiday for the GGV, Bilaspur, the bids will be opened at the appointed time and place on the next working day.
 - 1.12 The bidder has to sign in full at all pages of the bidding document.
2. Conditions of the bid
 - 2.1 The rates quoted should preferably be net, inclusive of all taxes and duties, packing, forwarding, freight, loading, unloading, Insurance and all other incidental charges. In case these charges are quoted extra in addition to the quoted rates, the amount thereof or advalorem rate must be specified.
 - 2.2 Duties and Taxes are to be quoted separately. Advalorem rates thereof should be clearly indicated with reference to the relevant Acts and Rules.

It may be noted that the University is exempted from paying Excise Duty vide Government Notification No. 10/97 dated 01.03.1997 [Registration No.: TU/V/RG-CDE(710)/2010, dated 19.01.2011]. The University is not authorized to issue C or D forms. CST and VAT may be charged at applicable rates.
 - 2.3 The goods are required to be delivered at the indenting Department of GGV, Bilaspur, and must be dispatched within 30 days from the date of placement of the supply of order under the risk and arrangement of the bidder and offers with delivery beyond the above period shall be treated as unresponsive. In case the delivery time is higher, the same must be mentioned clearly in the quotation.
 - 2.4 Offer validity period : The offer should hold good for a period of 180 days from the closing date of the tender. Any offer falling short of the validity period is liable for rejection. This may be extended for further 180 days by mutual consent.
 - 2.5 Validity of licenses: Software's licensing price or policy (if any) shall be clearly mentioned. (a) All licenses should be perpetual. (b) All the accessories shall be from the same OEM.
 - 2.6 Conditional discount, if any, offered by the bidder shall not be considered at the time of evaluation.
 - 2.7 The goods offered should strictly conform to the specification and technical details mentioned in para 4 below.

- 2.8 The University may like to conduct pre-dispatch inspection of goods, where applicable.
- 2.9 The successful bidder with quoted price as approved by university shall be considered for issue of purchase order only when the bidder fulfill all the terms and conditions laid down in tender document & shall submit security deposit @3% of total estimated amount in form of demand draft/BG in favor of "The Registrar, Guru Ghasidas Vishwavidyalaya, Bilaspur" payable at Bilaspur (Chhattisgarh). The security deposit will be returned back without any interest to bidder on successful execution of the purchase order/work order.
- 2.10 Period of guarantee/warranty, where applicable, should be specified in the bid.
- 2.11 The successful bidder has to furnish "Performance Security" for an amount specified in the enquiry, in the form of Account Payee Demand Draft, Fixed Deposit Receipts and/or unconditional Bank guarantee en-cashable on demand from the Registrar, GGV, Bilaspur, from a Commercial Bank with validity period of sixty days beyond the date of completion of all contractual obligations of supplier including guarantee/ warranty obligations. The Performance Security is to be furnished in favor of the Registrar, GGVV, Bilaspur, Chhattisgarh within twenty one days of intimation.
Alternatively, fixed percentage of the cost of the stores as stated in the enquiry may be retained by the University in its Maintenance Fund towards performance security, which will be released six months after the completion of warranty period.
- 2.12 If the successful bidder, on receipt of the supply order, fails to execute the order within the stipulated period, in full or part, it will be open to the Registrar, GGV, Bilaspur to recover liquidated damage from the firm at the rate of 1 percent of the value of undelivered goods per month or part thereof, subject to a maximum of 5 percent of the value of undelivered goods. Alternatively, it will also be opened to the Registrar, to arrange procurement of the required goods from any other source at the risk and expenses of the bidder.
- 2.13 Installation and Commissioning: Free of cost at University. The OEM must ensure timely installation of the complete unit with necessary support to the indenters, as per details and lists to be made available by the Stores Section or the indenting Departments/Centers/Schools..
- 2.14 The bidder has to furnish up to date VAT and Income Tax Clearance Certificate along with the bid.
- 2.15 Payment (100 percent) after VAT deduction as per rule will be made by NEFT/RTGS, normally within 30 days from the date of receipt of the goods in good condition or receipt of the bill, commissioning of the equipment, where applicable, whichever is later/latest.
- 2.16 In the event of any dispute arising out of the bid or from the resultant contract, the decision of the HVC/Registrar, GGV, Bilaspur Chhattisgarh shall be final.
- 2.17 The bid document/resultant contract will be interpreted under Indian Laws.
- 2.18 **Please note** LC will not be opened unless and until Letter of acknowledgement in original is received at GGV Bilaspur, directly from the principal (Even in case of firms having subsidiary office in India). The Indian agents are therefore advised to submit quotation after consultation with their respective principals). Authorized Distributors/Vendors must submit appropriate authorization certificate and letter from their OEMs, for participation in the said tender.
- 2.19 The following information must be clearly written in the Price Bid for RTGS / FUND TRANSFER:
(a) Name of the Firm with complete postal address
(b) Name of the Bank with Branch where the Account exist
(c) IFSC CODE
(d) ACCOUNT No
(e) PAN No
(f) VAT/TIN No (Required from the vendors belongs to Chhattisgarh)
- 2.20 University is also ready to purchase the goods on "High Sea Sale Basis" agreement. In this, the university will provide all assistance to supplier and supplier will Import the goods on behalf of university and payment will be done in Rupees against delivery like Indigenous purchase.
- 2.21 The rates should be mentioned in figures as well as in words. Erasing / overwriting should be avoided/duly attested by the tenderer. Taxes, however, should be indicated separately. In case, nothing is mentioned, it will be assumed that all taxes are included in the rates quoted.
- 2.23 FORCE MAJEURE : Force Majeure will be accepted on adequate proof thereof.
- 2.24 The service engineer /mechanic/labour shall provide the service from 10.00 AM to 5.00PM on all working days when required by the university. Please note that university remains closed on Saturday and Sunday .
- 2.25 No commitment to accept lowest or any bid: University shall be under no obligation to accept the lowest or any other offer received in response to this tender notice and shall be entitled to reject any or all offers including those received late or incomplete offers without assigning any reason what so ever. University will not be obliged to meet and have discussion with any vendor, and or to listen to any representations
- 2.26 The university reserves the right to accept or reject any quotation without any reason thereof.
- 2.27 The tenderers are requested to visit the university website www.ggu.ac.in for any information/updates/corrigendum.
- 2.28 The university has all the rights reserved to relax any of the above conditions in favor of the university.

FORMAT TO BE FILLED BY THE MANUFACTURERS / AGENTS (ON BEHALF OF THEIR FOREIGN PRINCIPLES) OR THEIR AUTHORIZED COUNTRY DISTRIBUTORS/ REPRESENTING DEALERS/ REGIONAL AGENCIES, SUBMITTING TENDER .

S.N	Particulars required in technical bid	Details	Enclosure No.
1.	Name of the Tenderer		
2.	Status of the Tenderer (attach documents, if registered company/partnership/proprietorship)		
3	Whether OEM/representing foreign principle (attach copy of certificate/authorization)		
4	Details of key top official/authorized official (attach details)		
5	Details of tie-ups for supply/services, if any (attach details, agreements, escalation matrix)		
6	Income Tax and Service Tax returns of previous three assessment year (attach certified copy)		
7	Financial status of bidder and/or his associates including Annual Report & Balance Sheet/Statement of Account of past three years with Registration of Companies (ROC) receipts duly authenticated by Chartered Accountant		
8	Minimum two copies Purchase orders of similar items executed in Govt/PSU/Central institutes/university, if any (attach certified copies)		
9	Name of the vendor's three largest clients, to whom similar products and services were extended & amount of transaction/annual bills to such clients, If any		
10	Attested copy of PAN card, Service Tax, CST/VAT registration papers (attach certified copies)		
11	Copy of technical specifications and literature/manuals/product literature, for which the prices have been quoted.		
12	Copy of mandatory test reports, national testing/reliability and endurance test reports etc., certified or conducted at the manufacturing site, granted by the bureaus/quality control departments/national testing laboratories. If any		
13	Signed copy of the tender document, with company seal, agreeing to the terms & conditions and declaration.		

Certified that all above information are correct to the best of my/our information, knowledge and belief.

Dated:

Signature & seal of the Authorized person
of OEM/Vendor

NOTE: This is to be submitted in a separate sealed envelope super scribing "TECHNICAL BID", Limited Tender No.date and name of the bidder. All technical documents like literature, catalogues etc., are to be put in the same envelope. Price bid of that company/firm only will be opened which do technically qualify, for further consideration. Attach all relevant documents in the same serial order as above, properly indexed, duly signed and sealed.

Price bid format (To be submitted on separate envelop) (Annexure-B)
(To be submitted on letter head of firm under signatures of the authorised agency)

To,
The Registrar, GGV Bilaspur (C.G) – 495 009

Sir,

We have examined the tender for supply of Software/equipments with the features/specification described at schedule of requirement. Our rates for the items according to your specification and terms are as under:-

For Indigenous Items, If quoted

Item No.	Item with description	Qty	Make/model	Amount per unit (Rs)	Educational discount (%)	Tax (if any)	Other charges (if any)	Total (Rs)

For Foreign Items, If quoted

Item No.	Item with description	Qty	Make/model	Amount per unit	Educational discount (%)	Tax (if any)	Other charges (if any)	Total unit price CIF/CIP Kolkata/Delhi/Bilaspur

(The rates quoted should be valid for a period of six months from the date of acceptance of the rates.)

We have carefully read the terms and conditions and agree to abide by these in letter and spirit.

Place & Date .

Signature of the Authorised Signatory
Name and seal of the bidder

Note: This is to be submitted in a separate sealed envelope super scribing "Price Bid", limited Tender No.dated and name of the bidder.

Detailed specification of laptop (Item no. 10 in B)

Processor	Mobile Intel i-7 4 th generation (latest)
Memory	4GB, 1600Mhz, PC3-12800 memory module
Hard Disk Drive	1 TB 7200 rpm Serial ATA HDD or higher ; 3D Drive Guard / shock Proof
Display	14"/15" diagonal LED-backlit HD anti-glare
Resolution	1366 x 768 maximum resolution
Graphics	Integrated: Intel® HD Graphics 4600
Wireless Connectivity	Integrated wireless Intel 802.11 b/g/n, Integrated Blue tooth.
Webcam	720P HD Webcam
DVD Rewriter	Integrated 8X DVD Writer and Integrated stereo speaker.
Input Devices	Full—sized, spill—resistant keyboard, touchpad with scroll zone and gestures support, power button, 2 launch buttons (Wireless on/off and speaker mute), Function Keys
Ports & Connector	2 USB 3.0 ports, 2 USB 2.0 ports, 1 HDMI 1.4a, 12 1 VGA, 1 stereo microphone input, 1 headphone/line out, 1 RJ—45 (Ethernet), 1 power connector
Operating System	Windows 8 Professional 64 Bit preloaded
Power Supply	230V, 50 Hz AC Supply with rechargeable Battery Pack Comprising of LI-ION battery Suitable for approx. 4hrs.
Expansion Slots	Multi Media Reader Slot supporting SD, SDHC, SDXC, Memory Stick, MSXC
Preloaded Softwares	Recovery Manager; Support Assistant; Quicklaunch Buttons Software; Web browser; Power Assistant; Connection Manager; Wireless Assistant; ArcSoft Total Media Suite; Microsoft® Office Starter: reduced-functionality Word and Excel only, with advertising, no PowerPoint or Outlook. Buy Office 2010 to use the full-featured software; WinZip Basic; Evernote; Adobe® Flash; Skype-ready, 22 PDF Complete Corporate Edition.
Security	Standard: Client Security, Microsoft Security Essentials Win 7)/ Microsoft Denfender (Win 8), BIOS Protection, Security Lock slot. Drive Encryption, Fingerprint Reader.
Warranty	12 months with accidental damage protection.
Certification	EPEAT Gold Certified.
Carry Case	To be Provided with leather carry case.

