

**Veermata Jijabai Technological Institute**  
H R Mahajani Marg, Matunga, Mumbai – 400019

**TENDER DOCUMENT FOR PURCHASE AND INSTALLATION OF DESKTOP PC**  
(Tender No: VJTI/CE&IT/2014/Tender/01)

Tender document can be downloaded up to 14.03.2014 VJTI Website [www.vjti.ac.in](http://www.vjti.ac.in)

No editing/addition/deletion of matter (in tender document) is permitted. If such action is observed at any stage, such tenders are liable for rejection outright and decision of the Institute shall be final and binding for all the tenderers.

Director

**Veermata Jijabai Technological Institute**  
H R Mahajani Marg, Matunga, Mumbai – 400019

**TENDER DOCUMENT FOR PURCHASE AND INSTALLATION OF DESKTOP PC**  
(Tender No: VJTI/CS&IT/2014/Tender/01)

Issue of Tender Document	On all working days from 14.03.2014 to 24.03.2014, 12.00noon
Tender Document cost	*Demand Draft of Rs. Three Hundred only (Rs. 300/-) in favour of The Director, VJTI, payable at Mumbai to be submitted separately.
Earnest Money Deposit (EMD)	*Rs. Twenty Five Thousand only. (Rs. 25,000/-)
Last date & time for submission of Tenders. No Tender Document will be accepted after the date and time given above.  Tender to be submitted to inward section of VJTI.	At 4.00 PM 24.03.2014

\* Those who have submitted the tender cost DD & EMD, are exempted from the same.

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Checklist of the documents to be attached along with the Technical Bid.

Sr. No.	Name of the document	Whether enclosed (Yes/No)
1	EMD in the form of DD in favour of Director VJTI of Rs.25,000/- (Rs Twenty Five Thousand Only)	
2	List of clients/customers with complete name, address and contract number	
3	Documentary proof of experience in sale of Desktop PC.	
4	Audited Balance Sheet and Profit and Loss Account for 2010-11 and 2011-12	
5	Documentary proof of Sales Tax/VAT Registration	

## Chapter-1

### INVITATION OF THE BID

#### SCOPE OF THE WORK:

VJTI Invites sealed bids for supply and installation of Desktop PCs under the department grant of Department of Computer Engineering & Information Technology as per the specifications contained in Chapter-4 of this Tender Document. The tenderer should be a reputed manufacturer or authorized dealer/distributor. The Desktop PC will need to be supplied and installed at VJTI, Matunga, Mumbai-19

#### DETAILS OF THE BID

Issue of tender documents	On all working days from 14.03.2014 to 24.03.2014.
Last date and time of submission of bids	At 4.00 PM on 24.03.2014

#### BIDDING PROCEDURE

The prescribed tender document consisting of (i) **Technical Bid** and (ii) **Financial Bid**, sealed separately in two different envelopes, super-scribing “Technical Bid” and “Financial Bid”, as the case may be, and placed in a duly sealed big single envelop super-scribing “Bid for Desktop PC” may be submitted in inward section of VJTI at main building administrative office, Matunga, Mumbai-400019 before 4.00PM on 24.03.2014. The bids may be sent through post also so as to reach at the aforesaid address by 4.00 PM on 24.03.2014.

**‘Technical Bid’ and ‘Financial Bid’ has to be submitted separately; otherwise the bidder will be disqualified.**

In case an acknowledgement of receipt of tender is desired (applicable to Tenders sent THROUGH POST ONLY), it should be sent under Registered Post with an acknowledgement due cover, so as to reach VJTI, Matunga, Mumbai -400019 before 4.00 PM on 24.03.2014.

The Technical Bid shall be accompanied by a Demand draft for Rs. 25,000/- (Rs. Twenty Five Thousand only) drawn in favour of Director, VJTI payable at Mumbai towards Earnest Money Deposit. Technical Bids received without the demand draft or not fulfilling the prescribed conditions will be summarily rejected and decision of the Institute in this regard shall be final and binding. Only those bidders, whose technical bids are complete in all respects and satisfy all laid down terms and will be considered for financial bids.

***Note: Fax/Telex and incomplete offers will be rejected. VJTI reserves the right to accept or reject any or all bids at its absolute discretion without assigning any reason, whatsoever or any notice.***

## Chapter – 2

### INSTRUCTIONS TO BIDDERS

1. The Tender document can be obtained from Stores section and can also be directly downloaded from Institute's website [www.vjti.ac.in](http://www.vjti.ac.in). No editing, addition/deletion of matter is permitted. If such action is observed at any stage, such tenders are liable for outright rejection.
2. **Only enclosed formats as provided in original should be used.** All sheets need to be submitted after affixing seal of the Company and Signature of the authorized signatory. Additional sheets, duly authenticated, may be attached to elucidate specifications or clarify the specific issues.
3. The prescribed tender documents consisting of (i) Technical Bid and (ii) Financial Bid, sealed separately in two different envelopes, super-scribing "Technical Bid" and "Financial Bid", as the case may be, and placed in a duly sealed big single envelop super-scribing "Bid for Desktop PC may be submitted to inward section of administrative office, main building of VJTI, Matunga, Mumbai – 400019, or sent through Post at the same address before 4.00 PM on 24.03.2014.
4. Tenderer has to submit EMD of Rs.25000/- (Rs. Twenty Five Thousand only) along with the technical bid. Tenders received without EMD shall be summarily rejected. The EMD shall be refunded (without interest) after the execution of the contract. The earnest money shall be deposited by crossed Pay Order/Demand Draft/Bank Guarantee in favour of Director VJTI payable at Mumbai. Cheques, Bearer Bonds, Promissory Note, Cash Certificate etc. will not be acceptable towards the EMD. VJTI reserves the right to forfeit the EMD amount on non-acceptance/ non-compliance of offer in full or part or if VJTI feels that Tenderer has miss-guided in any way.
5. The bidder should quote only for the specific brands/models of Desktop PC giving details of make, brand, part number, model number etc.
6. Relevant product literature may be enclosed with the bid along with media (if any).
7. Corrections/Alterations, if any, in the tender documents should be attested properly duly signed by authorized signatory and affixing seal by the vendor, failing which the tender will be rejected.
8. The items can be supplied by the manufacturer directly or through their authorized dealer/authorized channel partners/distributors. Letter of authorization from the manufacturer/parent company to be enclosed in case of authorized dealer/distributor.
9. The bidder shall quote the prices in INR of goods and services inclusive of all duties and all taxes, freight, levies, or charges.
10. In case of any discrepancy between the unit price and the total price, the unit price shall prevail and total price shall be corrected unless it is lower than the sum total of unit prices. If there is any variation between amount written in figure & words and then amount whichever is lower shall be taken into consideration.
11. All the terms and conditions for the supply, delivery, payment, warranty, penalty, etc. will be as given herein and no change in any term or condition by the vendors will be acceptable.

12 The firms should also submit a list of their clients/customers (with complete name, address of the firms and telephone number of the contact person therein) including in Govt. educational institutions & public sectors with details of the Desktop PC of the type under reference supplied by them for information of the Institute.

13. Canvassing in any form will be viewed seriously and if any tenderer is found to be resorting to such practice, the tender of such firm will be rejected.

### **Chapter –3**

#### **TERMS & CONDITIONS of CONTRACT**

1. Tenderer should have turnover of more than Rupees Fifty lakhs (Rs. 50,00,000/-) per annum in the sales/services of computers during last two financial years. Audited balance sheet, profit & loss account statement from 2011-12 to 2012-13 to be submitted along with the bid.
2. Tenderer should have registration of Sales Tax/V.A.T. Documentary proof the same will need to be enclosed.
3. The Desktop PC quoted should be of reputed standard make and should conform to the ISO Standard(s) or other equivalent standard. Documentary proof of the same needed to be attached with the tender.
4. All the terms and conditions for the supply, delivery, payment, warranty, penalty, etc. will be as given herein and no change in any term or condition by the vendors will be acceptable.
5. To assist the examination, evaluation and comparison of bids, VJTI may at its discretion, ask the bidders for clarification of bids including price. The request for clarification and the response shall be in writing.
6. Delivery and Installation period: Maximum eight (8) weeks from the date of purchase order. The installation report should be signed by the firm engineer jointly with authorized VJTI personnel/representative. The items shall be delivered and installed at VJTI, Matunga, Mumbai-400019.
7. Payment terms: 90% of the payment shall be released on successful satisfactory delivery of the computers to be certified by firm's engineer jointly with authorized VJTI representative. The balance 10% payment shall be released on fulfilment of terms & conditions and satisfactory report certified by authorized VJTI representative within 60days.
- 8 The supplier's request for payment shall be made in writing accompanied by relevant document such as proper invoice and satisfactory installation reports duly signed by VJTI's representative.
- 9 VJTI reserves the right to accept or reject any or all offer(s) in part or full without assigning any reason thereof, and to amend the terms and conditions before award of the contract.
10. Any disputes arising out of this tender will be under the jurisdiction of court of Mumbai only.



## Chapter-4

### Specifications for Desktop PC:

Sr. no.	Device Specifications for VJTI		Vendor's Specifications	Deviation (if any)	Remarks
	<b>Make : HP/DELL/LENOVO</b>	<b>Model :</b>			
1	Processor	Intel® Core™ i5-4570 with 3.2GHz Quad-Core or higher.			
2	Chipset	Fourth generation Intel® H81 Chipset or better			
3	Memory	8 GB dual-channel 1600 MHz DDR3 SDRAM			
4	Hard Disk	500GB HDD SATA 7200rpm			
5	Network Card (Built-in)	10/100/1000 Mbps Integrated Gigabit Ethernet Network Connection			
6	Video Memory	Integrated: Intel HD Graphics 4000/4600 or better			
7	Audio	Embedded high-definition audio			
8	Monitor	19.5" Widescreen LED with TCO 05 with DVI Interface or higher.			
9	Slots	1 full height PCIe x16, 3 full height PCIe x1, or higher			
10	Key Board/Mouse	Wired keyboard and optical (800 DPI ) resolution			
11	Ports	2 external USB 3.0 ports (rear) and 2 external USB 2.0 ports or higher ; 1 RJ-45; 1 VGA; 1 DP/DVI/HDMI; 1 Mic-in & 1 Headphone out(front); 1 Mic-in/Line-in & 1 Line-out(rear)			
12	Operating system	Ubuntu current LTS version			
13	Power Supply/ Management	Minimum 275W or higher, Active PFC or better			
14	Environmental & Regulatory Standards	ENERGY STAR compliant Power Supply, TCO-05 certified monitor Energy Star 5.0 or above/ENERGY STAR 5.2, EPEAT Registered			
15	Form Factor	MICRO/MINI			
16	Warranty	Five years onsite comprehensive warranty from OEM.			
17	Service	OS installation shall be done at VJTI.			

Date :  
Signature with seal

## Chapter – 5

### FINANCIAL BID

Price should be quoted in INR inclusive of all taxes, installation charges, freight insurance and specify separate octroi etc.

(A)

Sr. No.	Item	Qty.	Unit Price	Taxes	Total Price
1	Desktop PC (As per specifications in chapter-4)	45		Quote Sales Tax, VAT, Octroi & if any other applicable charges	

Total Bid Price in figure	
Total Bid Price in word	
Signature of Bidder with seal	
Business Address	
Tel No.	
Mobile No.	
Fax No.	
e-mail	

We accept all terms & conditions of the contract.

Place :

Date :

Signature with seal