

	<p><b>INDRAPRASTHA COLLEGE FOR WOMEN/इन्द्रप्रस्थ महिला महाविद्यालय</b>  University of Delhi/दिल्ली विश्वविद्यालय</p> <p>31, Sham Nath Marg, Delhi-110054/31, शाम नाथ मार्ग, दिल्ली-110054</p> <p>Website/वेबसाइट : <a href="http://www.ipcollege.ac.in">www.ipcollege.ac.in</a></p> <p>Email/ईमेल : <a href="mailto:ipcw@ip.du.ac.in">ipcw@ip.du.ac.in</a></p> <p>Tel./दूरभाष : 23954085, 23962009 FAX/फैक्स : 23962009</p>
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Ref. No. IPC/PUR/MMMC/2019/80/07

Dated 18.07.2019

**E-PROCUREMENT TENDER NOTICE**

Tender in two bid systems i.e. (i) Technical bid (ii) Financial bid are invited for procurement of the following item/equipment:-

S. No.	Description of Items	Quantity
1	Apple I-Mac	6

**Note:** The equipment must be ISO/CE/ISI compliant with certification proof of current validity of quoted model.

**IMPORTANT DATES**

Bid Document Download Start Date	<b>20.07.2019</b>
Bid Submission Start Date	<b>20.07.2019</b>
Bid Submission End Date	<b>29.07.2019 up to 01.00 pm</b>
Bid Opening Date (Technical)	<b>30.07.2019 at 2.30 pm</b>
Bid Opening Date (Financial)	Will be decided after technical evaluation of bids.

**NOTES:**

- 1) All details regarding the subject tender are available on our websites [www.ipcollege.ac.in](http://www.ipcollege.ac.in) and <https://eprocure.gov.in/eprocure/app> Bidders are therefore, requested to visit these websites regularly to keep themselves updated.
- 2) Manual bids shall not be accepted. For submission of E-Bids, bidders are required to get themselves registered with <http://eprocure.gov.in/eprocure/app>.
- 3) Clarifications/ queries, if any, can be addressed to Principal, Indraprastha College for Women, University of Delhi, 31, Sham Nath Marg, Delhi-110054

**Sd/-  
PRINCIPAL**

## **INFORMATION & INSTRUCTIONS FOR BIDDERS**

Tender Fees*	Rs 1,000/- (Rupees One thousand Only) through Demand Draft/Banker"s cheque in favour of ' Indraprastha College for Women'.
Earnest Money Deposit *	Rs 25,000/- (Rupees Twenty Five Thousand Only) through Demand Draft/Banker"s cheque in favour of ' Indraprastha College for Women'.
*EMD & Tender Fees should reach the Principal, Indraprastha College for Women, University of Delhi, 31, Sham Nath Marg, Delhi-110054 before end date and time of bid submissions in closed envelope super scribing the Tender Enquiry Number, Description of the Item, due date etc. Bidders however have to attach scanned copy of EMD & Tender Fees along with the E-Tender (Technical Bid). Tender Document may be downloaded from the website of CPPP portal <a href="http://eprocure.gov.in/eprocure/app">http://eprocure.gov.in/eprocure/app</a> as per the schedule.	

### **BID SUBMISSION**

A. "Bid" shall be submitted as per Annexures

**Annexure – I (Technical Bid)**

**Annexure – II (Tender Acceptance Letter)**

**Annexure – III (Specification)**

**Annexure – IV (Deviation Statement)**

**Annexure – V (Authorization Certificate from Manufacturer/Principal Firm)**

**Annexure – VI (Certificate of Manufacturer/Principal Firm)**

**Annexure – VII (Performance Statement Proforma)**

**Annexure - VIII (Maintenance of Infrastructure Facilities)**

**Annexure - IX (Financial Bid Format)**

**B. General Instructions**

**C. Terms & Conditions**

**Technical Bid**

Details filled in this form must be accompanied by sufficient documentary evidence, in order to verify the correctness of the information.

S.No.	Description	Details
1	Name of the Company/Firm	
2	Status of the company (Prop./Pvt./Public/Govt.)	
3	Mailing Address	
4	Telephone and fax numbers	
5	Email Id and Website address of the Company.	
6	Year of registration of the Company	
7	GST No. of the company (Proof enclosed)	
8	PAN No. of the company (Proof enclosed)	
9	Whether the participating firm is a ISO certified company? If yes, please enclosed proof.	
10	Are you manufacturer or authorized dealers?	
11	Tender Acceptance Letter submitted as per format	
12	Make and Model of the offered equipment as per specifications of the tender.	
13	Deviation Statement filled as per format	
14	Performance Statement submitted as per format	
15	Maintenance of Infrastructure Facilities submitted as per format	

I/we agree to abide by all the terms & conditions mentioned in the tender and further undertake that details of company profile given above with proof are correct & true.

(Signature)

Date : (Name & Designation).....

Place: (Company Seal)

**[Note: The format may be printed on the letter head of the firm and attached with page numbering]**

**TENDER ACCEPTANCE LETTER**

To,  
.....  
.....  
.....

**Sub: Acceptance of Terms & Condition of E-Tender.**

Tender Reference No: ..... dated ..... for  
procurement of .....

Dear Sir,

With reference to your tender, and after having examined and understood the instructions, terms and conditions specified in the tender, we hereby enclose our offer for the supply of the following services as detailed in your tender:-

Work/ Equipment Description	Make and Model offered

- 1) I/We have downloaded/obtained the tender document(s) for the above mentioned material(s) as per your e-tender notified on the websites namely [www.ipcollege.ac.in](http://www.ipcollege.ac.in) and <https://eprocure.gov.in/>
- 2) I/We hereby certify that I/we have read the entire terms and conditions of the tender documents from Page No. \_\_\_\_ to \_\_\_\_ (including all documents like annexure(s), schedule(s), etc.), which form part of the contract agreement and I/we shall abide hereby by the terms / conditions/ clauses contained therein.
- 3) The corrigendum(s) issued from time to time by your department / organization too has also been taken into consideration, while submitting this acceptance letter.
- 4) I/we hereby unconditionally accept the tender conditions of above mentioned tender document(s)/corrigendum(s) in its totality/entirely.
- 5) I/we do hereby declare that our firm has not been blacklisted/ debarred by any Govt. Department/Public Sector undertaking.
- 6) I/we certify that all information furnished by our Firm is true & correct and, in the event, that the information is found to be incorrect/untrue or found violated, then your department/organization shall without giving any notice or reason thereof can summarily reject the bid or terminate the contract, without prejudice to any other rights or remedy including the forfeiture of the full earnest money deposit.

(Signature of the Bidder, with Official Seal)

**Note: The format may be printed on the letter head of the firm/service provider.**

**SPECIFICATIONS****Apple I-Mac**

<b>Description</b>	
Display	<p><b>Retina 4K display</b>            21.5-inch (diagonal) Retina 4K display            4096x2304 resolution with support for 1 billion colours            500 nits brightness            Wide colour (P3)</p>
Processor	<p><b>3.0GHz</b>            3.0GHz 6-core Intel Core i5 (Turbo Boost up to 4.1GHz)</p>
Memory	8GB of 2666MHz DDR4 memory
Storage	1 TB fusion drive
Graphics	Radeon Pro 560X with 4GB of GDDR5 memory
Video Support and Camera	<p><b>FaceTime HD camera</b>  <b>Simultaneously supports full native resolution on the built-in display at millions of colours (21.5-inch) or 1 billion colours (21.5-inch 4K) and:</b>            One 5120x2880 (5K) external display at 60Hz with support for 1 billion colours, or            Two 3840x2160 (4K UHD) external displays at 60Hz with support for 1 billion colours, or            Two 4096x2304 (4K) external displays at 60Hz with support for millions of colours</p> <p><b>Thunderbolt 3 digital video output</b>            Native DisplayPort output over USB-C            Thunderbolt 2, HDMI, DVI and VGA output supported using adapters</p>
Audio	<p>Stereo speakers            Microphone            3.5mm headphone jack</p> <ul style="list-style-type: none"> <li>• Support for Apple iPhone headset with microphone</li> </ul>
Connections and Expansion	<p>3.5mm headphone jack            SDXC card slot            Four USB 3 ports (compatible with USB 2)            Two Thunderbolt 3 (USB-C) ports with support for:</p> <ul style="list-style-type: none"> <li>• DisplayPort</li> <li>• Thunderbolt (up to 40 Gbps)</li> <li>• USB 3.1 Gen 2 (up to 10 Gbps)</li> <li>• Thunderbolt 2, HDMI, DVI and VGA supported using adapters (sold separately)</li> </ul> <p>10/100/1000BASE-T Gigabit Ethernet (RJ-45 connector)            Kensington lock slot</p>
Input	<p><b>Magic Keyboard</b>            Magic Keyboard comes standard with your iMac. It's wireless and rechargeable (so you won't be replacing batteries), with an ultra-compact, edge-to-edge design that wastes no surface space. It has a stable scissor mechanism, optimised key travel and a low profile that provide control and comfort. And it pairs immediately with your iMac straight out of the box.</p> <p><b>Magic Keyboard with Numeric Keypad</b>            You get all the functionality of Magic Keyboard, with an extended layout that makes it even easier to work and play. Magic Keyboard with Numeric Keypad</p>

	<p>includes document navigation controls — page up, page down, home and end — and full-sized arrow keys that are perfect for navigating pro apps, moving through spreadsheets and playing games.</p> <p><b>Magic Mouse 2</b>  Magic Mouse 2 comes standard with your iMac. The design of Magic Mouse 2 lets it glide smoothly across your desk. And since it supports Multi-Touch, you can use simple gestures on its surface to do things such as swipe between web pages and scroll through documents.</p> <p><b>Magic Trackpad 2</b>  If you prefer using a trackpad, Magic Trackpad 2 gives you the full range of Multi-Touch gestures and introduces Force Touch to the desktop. Sensors underneath the trackpad surface detect subtle differences in the amount of pressure you apply, bringing more functionality to your fingertips and enabling a deeper connection to your content. This design, along with a low profile, makes it extremely comfortable to use.</p>
Wireless	<p><b>Wi-Fi</b>  802.11ac Wi-Fi wireless networking  IEEE 802.11a/b/g/n compatible</p> <p><b>Bluetooth</b>  Bluetooth 4.2 wireless technology</p>
Size and Weight	<p><b>21.5-inch iMac with Retina 4K display</b>  <b>Height:</b> 45.0 cm (17.7 inches)  <b>Width:</b> 52.8 cm (20.8 inches)  <b>Stand depth:</b> 17.5 cm (6.9 inches)  <b>Weight:</b> 5.60 kg  (12.3 pounds)</p>
Electrical and Operating Requirements	<p><b>Line voltage:</b> 100–240V AC  <b>Frequency:</b> 50Hz to 60Hz, single phase  <b>Operating temperature:</b> 10° to 35° C (50° to 95° F)  <b>Relative humidity:</b> 5% to 95% non-condensing  <b>Operating altitude:</b> tested up to 3,000 metres (10,000 feet)</p>

**STATEMENT OF DEVIATIONS**

**STATEMENT OF DEVIATIONS FROM TECHNICAL SPECIFICATION AND SCHEDULE OF REQUIREMENTS**

Following are the Technical deviations and variations from the Technical specifications and schedule of Requirements. These deviations and variations are exhaustive. Except these deviations and variations, the entire work shall be performed as per your specifications and documents.

Sl. No.	Item	Statement of Deviations/ Variations

(Signature of the Bidder, with Official Seal)

**Note: The format may be printed on the letter head of the firm/service provider.**

**Authorization Certificate from Manufacturer/Principal Firm on their letterhead in favour of bidder**

To,  
The Principal  
Indraprastha College for Women  
University of Delhi  
31, Sham Nath Marg  
Delhi – 110 054

Subject: - .....

Ref. IPC E-Tender No.: - .....

Dear Madam,

We hereby certify that M/s ..... located at ..... is our Authorized Distributor/Dealer for the product(s) for which Indraprastha College for Women has floated e-Tender on the subject above. Further, M/s ..... is authorized to participate in tenders, quote, negotiate & raise invoice of these goods/services on our behalf. This authorization is valid up to ..... after which it is subject to renewal.

(Signature)

(Name & Designation) .....

(Company Seal)

Date:

Place:

**(Note: This certificate should be on the Letter-Head of the manufacturer/principal firm concern, and should be signed by an authorized person)**



**Manufacturing/Proprietary Certificate**

Ref: No. ....

Date.....

To  
The Principal  
Indraprastha College for Women  
University of Delhi  
31, Sham Nath Marg  
Delhi – 110 054

Subject: .....

Tender Ref. No. ....

Dear Madam,

We, M/s ..... who are a proven and reputable manufacturer of  
..... products, having factories at ..... do  
confirm that the following items are manufactured by us:

.....  
.....  
.....  
.....

(Signature)

(Name & Designation) .....

(Company Seal)

Date:

Place:

**PERFORMANCE STATEMENT PROFORMA**

(If similar equipment supplied elsewhere during the last five years)

Tender Reference No.	
Date of opening	
Name and address of the Tenderer	
Name and address of the manufacturer	

Order placed by (full address of purchaser)	Order number and date	Description and quantity of ordered goods and services	Value of order (INR/FC)	Date of completion of contract		Remarks indicating reasons for delay if any	Have the goods been functioning satisfactorily (attach documentary proof)*
				As per contract	actual		
1	2	3	4	5	6	7	8

(Signature of the Bidder, with Official Seal)

\*The documentary proof will be a certificate from the consignee/ end user will cross-reference of order no. and date in the certificate along with a notarized certification authenticating the correctness of the information furnished. If at any time, information furnished is proved to be false or incorrect, the earnest money furnished may be forfeited.

**Note: The format may be printed on the letter head of the firm/service provider.**

**MAINTENANCE OF INFRASTRUCTURE FACILITIES**

Location	Address of Service Centre	Name of The Contact Person with Tel No., Fax No. & E- Mail	Total No. of Qualified Service Engineers	Remarks

(Signature of the Bidder, with Official Seal)

**Note: The format may be printed on the letter head of the firm/service provider.**

**FORMAT FOR FINANCIAL BID SUBMISSION**

Ref. e-Tender No. **IPC/PUR/MMMC/2019/80/07** dated **18.07.2019**

**Financial Bid to be submitted as per BOQ**

<b>S. No.</b>	<b>Description of Items</b>	<b>Quantity</b>	<b>Rate Per Unit in Figures (Rs.)</b>	<b>Total rate in Figures (Rs.)</b>
1	Apple I-Mac	6	<b>Financial Bid to be submitted as per BOQ</b>	

Date:

Place:

Authorised Signatory  
Seal of the Firm/Service Provider

**Note: The format may be printed on the letter head of the firm.**

## **GENERAL INSTRUCTION**

- 1) The tender must be submitted in two bid system i.e. (i) Technical bid (ii) Financial bid
- 2) Bids shall be submitted online only at CPP portal: <https://eprocure.gov.in/eprocure/app>.
- 3) Bidder/Tenderer are advised to follow the instructions provided in the „Instructions to the Bidder/Tenderer“ for the e-submission of the bids online through the Central Public Procurement Portal for e-procurement at <https://eprocure.gov.in/eprocure/app>.
- 4) Bid documents may be scanned with 100 dpi with black and white option which helps in reducing file size of the scanned document.
- 5) Tenderer who has downloaded the tender from the Indraprastha College for Women website [www.ipcollege.ac.in](http://www.ipcollege.ac.in) and Central Public Procurement Portal (CPPP) <https://eprocure.gov.in/eprocure/app>, shall not tamper/modify the tender form including downloaded price bid template in any manner. In case if the same is found to be tempered/modified in any manner, tender will be completely rejected and EMD & Tender Fees , if any would be forfeited and tenderer is liable to be banned from doing business with University of Delhi.
- 6) Intending tenderers are advised to visit Indraprastha College for Women website [www.ipcollege.ac.in](http://www.ipcollege.ac.in) and CPP Portal <https://eprocure.gov.in/eprocure/app> regularly or at least 3 days prior to closing date of submission of tender for any corrigendum / addendum/ amendment.

## **FINAL DECISION-MAKING AUTHORITY**

Indraprastha College for Women reserves the right to accept or reject any bid and to annul/cancel the process and reject all bids at any time, without assigning any reason or incurring any liability to the bidders. No claim whatsoever will be entertained/paid by the College to the bidder(s).

## **REJECTION OF TENDER**

- 1) If the bidder proposes any alteration in or additions to the prescribed form of tender or any conditions mentioned, etc., tender is liable to be rejected.
- 2) If the signed acceptance letter is not submitted by the bidder, tender is liable to be rejected.

## **TERMS OF PAYMENT**

PAYMENT MODE: After the issue of Purchase Order, the firm has to submit the bill in original. The Payment will be released though RTGS/NEFT after installing, satisfactorily working of the equipment as such participating firms are requested to submit bank details for this purpose.

## **INSTRUCTIONS FOR ONLINE BID SUBMISSION**

The bidders are required to submit soft copies of their bids electronically on the CPP Portal, using valid Digital Signature Certificates. The instructions given below are meant to assist the bidders in registering on the CPP Portal, prepare their bids in accordance with the requirements and submitting their bids online on the CPP Portal.

More information useful for submitting online bids on the CPP Portal may be obtained at: <https://eprocure.gov.in/eprocure/app>

## **REGISTRATION**

- 1) Bidders are required to enroll on the e-Procurement module of the Central Public Procurement Portal (URL: <https://eprocure.gov.in/eprocure/app>) by clicking on the link “Online bidder Enrolment” on the CPP Portal which is free of charge.

- 2) As part of the enrolment process, the bidders will be required to choose a unique username and assign a password for their accounts.
- 3) Bidders are advised to register their valid email address and mobile numbers as part of the registration process. These would be used for any communication from the CPP Portal.
- 4) Upon enrolment, the bidders will be required to register their valid Digital Signature Certificate (Class II or Class III Certificates with signing key usage) issued by any Certifying Authority recognized by CCA India (e.g. Sify / nCode / eMudhra etc.), with their profile.
- 5) Only one valid DSC should be registered by a bidder. Please note that the bidders are responsible to ensure that they do not lend their DSC"s to others which may lead to misuse.
- 6) Bidder then logs in to the site through the secured log-in by entering their user ID / password and the password of the DSC / e-Token.

### **SEARCHING FOR TENDER DOCUMENTS**

- 1) There are various search options built in the CPP Portal, to facilitate bidders to search active tenders by several parameters. These parameters could include Tender ID, Organization Name, Location, Date, Value, etc. There is also an option of advanced search for tenders, wherein the bidders may combine a number of search parameters such as Organization Name, Form of Contract, Location, Date, Other keywords etc. to search for a tender published on the CPP Portal.
- 2) Once the bidders have selected the tenders they are interested in, they may download the required documents / tender schedules. These tenders can be moved to the respective „My Tenders“ folder. This would enable the CPP Portal to intimate the bidders through SMS / e-mail in case there is any corrigendum issued to the tender document.
- 3) The bidder should make a note of the unique Tender ID assigned to each tender, in case they want to obtain any clarification / help from the Helpdesk.

### **PREPARATION OF BIDS**

- 1) Bidder should take into account any corrigendum published on the tender document before submitting their bids.
- 2) Please go through the tender advertisement and the tender document carefully to understand the documents required to be submitted as part of the bid. Please note the number of covers in which the bid documents have to be submitted, the number of documents - including the names and content of each of the document that need to be submitted. Any deviations from these may lead to rejection of the bid.
- 3) Bidder, in advance, should get ready the bid documents to be submitted as indicated in the tender document / schedule and generally, they can be in PDF / XLS / RAR / DWF/JPG formats. Bid documents may be scanned with 100 dpi with black and white option which helps in reducing file size of the scanned document.
- 4) To avoid the time and effort required in uploading the same set of standard documents which are required to be submitted as a part of every bid, a provision of uploading such standard documents (e.g. PAN card copy, annual reports, auditor certificates etc.) has been provided to the bidders. Bidders can use “My Space” or „Other Important Documents“ area available to them to upload such documents. These documents may be directly submitted from the “My Space” area while submitting a bid and need not be uploaded again and again. This will lead to a reduction in the time required for bid submission process.

### **SUBMISSION OF BIDS**

- 1) Bidder should log into the site well in advance for bid submission so that they can upload the bid in time i.e. on or before the bid submission time. Bidder will be responsible for any delay due to other issues.

- 2) The bidder has to digitally sign and upload the required bid documents one by one as indicated in the tender document.
- 3) Bidder has to select the payment option as “offline” to pay the tender fee / EMD (if applicable) and enter details of the instrument accordingly.
- 4) Bidder should prepare the EMD & Tender Fees (if applicable) as per the instructions specified in the tender document. The original should be posted/couriered/given in person to the concerned official, latest by the last date of bid submission or as specified in the tender documents. The details of the DD/any other accepted instrument, physically sent, should tally with the details available in the scanned copy and the data entered during bid submission time. Otherwise the uploaded bid will be rejected.
- 5) Bidders are requested to note that they should necessarily submit their financial bids in the format provided and no other format is acceptable.
- 6) The server time (which is displayed on the bidders’ dashboard) will be considered as the standard time for referencing the deadlines for submission of the bids by the bidders, opening of bids etc. The bidders should follow this time during bid submission.
- 7) All the documents being submitted by the bidders would be encrypted using PKI encryption techniques to ensure the secrecy of the data. The data entered cannot be viewed by unauthorized persons until the time of bid opening. The confidentiality of the bids is maintained using the Secured Socket Layer 125-bit encryption technology. Data storage encryption of sensitive fields is done. Any bid document that is uploaded to the server is subjected to symmetric encryption using a system generated symmetric key. Further this key is subjected to asymmetric encryption using buyers/bid openers' public keys. Overall, the uploaded tender documents become readable only after the tender is opened by the authorized bid openers.
- 8) Upon timely and successful submission of bids (i.e. after Clicking “Freeze Bid Submission” in the portal), the portal will give a successful bid submission message & a bid summary will be displayed with the bid no. and the date & time of submission of the bid with all other relevant details.
- 9) The bid summary has to be printed and kept as an acknowledgement of the submission of the bid. This acknowledgement may be used as an entry pass for any bid opening meetings.

### **ASSISTANCE TO BIDDERS**

- 1) Any queries relating to the tender document and the terms and conditions contained therein should be addressed to the Tender Inviting Authority for a tender or the relevant contact person indicated in the tender.
- 2) Any queries relating to the process of online bid submission or queries relating to CPP Portal in general may be directed to the 24x7 CPP Portal Helpdesk.

## TERMS & CONDITIONS

TERMS & CONDITIONS TO SUBMIT TENDER FOR SUPPLYING, INSTALLING, TESTING, COMMISSIONING, DEMONSTRATION AND TRAINING OF INSTRUMENTS/EQUIPMENTS AT INDRAPRASTHA COLLEGE FOR WOMEN, DELHI.

**IMPORTANT Note: These Terms & Conditions duly signed by the tenderer must be accompanied with each tender. Otherwise the tender will not be considered. By signing the document, the bidder shall be deemed to have accepted the terms & conditions.**

- 1) Tenderers are requested to submit tender under **two bid systems** i.e. (i) Technical Bid & (ii) Financial Bid
- 2) **EMD / Bid Security** amounting to **Rs. 25,000/-** and **Tender Fees** amounting to **Rs. 1,000/-** are to be deposited by the tenderer in the form of Demand Draft /Banker's Cheque from any Commercial Bank payable at Delhi in favour of "Indraprastha College for Women". Without EMD / Bid Security & Tender Fees bid will be summarily rejected.
- 3) **Forfeiture of EMD / Bid Security**
  - (a) In case of failure to supply the order.
  - (b) In the event of withdrawal of the tender within the original validity period.
  - (c) Submitting false, incorrect and misleading information and any mistakes, miscalculations in the bid.
- 4) Exemption from depositing bid security and tender fees in accordance to existing government orders will be considered if requested in writing and supported with valid necessary documents.
- 5) EMD / Bid Security will be released to the unsuccessful tenderers, after finalization of the tender. No interest on EMD / Bid Security is admissible.
- 6) EMD / Bid Security should reach the Principal, Indraprastha College for Women, University of Delhi, 31, Sham Nath Marg, Delhi-110054 before end date and time of bid submissions. Bidders however have to attach scanned copy of EMD / Bid Security document along with the Technical Bid.
- 7) The tenders must fill the details/ prices clearly in the financial bid, if there is a discrepancy between words and figures, the amount in words will prevail at the time of opening of price bid.
- 8) The tenderers must quote only one model of equipment as per our specifications along with brochure and pamphlets etc. of the quoted model. Tenderers should not quote optional accessories. The offers submitted as Option-A, Option -B or C will not be considered and such offers submitted in the form of multiple offers will be summarily rejected.
- 9) **(A) The Technical Bid** should be accompanied with complete specifications, compliance statement as per the tender specification, Technical Literature/Brochures, Registration of Firm/Company, Authorization letter from Mfg., EMD, up to date IT & GST clearance certificate, list of users/customers, period of delivery, guarantee/guarantee after sale, AMC beyond guarantee period, proof of DGS&D/NSIC approved supplier, validity of rate quoted, country of origin, terms and conditions the tender paper duly signed and sealed by the tenderer etc.  
**(B) In the price bid**, the unit cost of the instrument/equipment, % of discount allowed, % of agency commission charges, % of GST, Entry Tax, Custom Duty, Transportation, Installation, Insurance, Training charges or any other taxes as applicable should be clearly indicated. The final tender value (grand total) should be computed for comparison.
- 10) The bidder who submits the tender on behalf of their principals should produce documentary evidence in support of their authority to quote or submit proforma invoice of their principals. No sub-authorization is permitted.
- 11) The tenderers may be required to demonstrate the quoted model of the equipment during the technical evaluation, if required, failing which their bids/offers shall be rejected. The firms are intimated that they should get ready for demonstration and only one-week time will be allowed. The demonstration, if required, must be arranged at Indraprastha College for Women.



- 12) Details regarding terms of payment must be mentioned clearly.
- 13) Indicate the names of the reputed Indian Organizations where similar equipment was supplied and may attach the satisfactory performance report of the equipment from user organization.
- 14) The Tenderer is required to furnish the Permanent Account Number (PAN) allotted by the Income Tax Department. If registered with the National Small Industries Corporation, the registration number, purpose of registration and validity period of registration etc. should also be provided in Technical Bid.
- 15) Cost of the items should be mentioned clearly in the Financial Bid. Packing, Forwarding, freight & Insurance and commissioning Charges, if any extra, may be quoted separately in Price Bid.
- 24) Discount offered, if any, should also be mentioned clearly in the Price Bid only.
- 25) The Tenderer's conditions printed on the tender or otherwise sent along with the tender shall not be binding on Indraprastha College for Women. The terms & conditions of this document shall prevail.
- 26) The College will make payment after receipt of consignment in good condition and satisfactory installation, commissioning, training thereof.
- 27) Supply means, "Supply, Installation, Commissioning, Demonstration of the whole system and training". If any charges extra for Installation, Commissioning and training, the same should be specified in the price bid.
- 28) The item should be supplied with manuals and the manuals including technical drawings should be complete in all respects to operate the system without any problem. If the manuals are on chargeable basis, the same should be specified in the Price Bid.
- 29) Tenders may be rejected if the copy of Goods and Services Tax (GST) Registration and any other applicable Taxes Registration are not furnished (if applicable).
- 30) In case of Indigenous Items, the offer should contain the Basic Price and percentage of GST should be shown separately.
- 31) **PAYMENT:** 100% payment will be made after supply, installation & satisfactory demonstration of the said equipment.
- 32) **Delivery Period:** As time is the essence of the contract, Delivery period mentioned in the Purchase Order should be strictly adhered to. Otherwise the tenderer's EMD/Bid Security will be forfeited.
- 33) **INSTALLATION:** The equipments are required to be installed at Indraprastha College for Women, Delhi
- 34) The tender/quotation/offer submitted should be valid till 120 days from the date of opening of quotations (price bid). Indraprastha College for Women reserves the right to request the firms for the extension of the validity of quotation.
- 35) **WARRANTY/GUARANTEE:** The equipment is to be guaranteed for trouble free performance for a minimum period of five years. Further, the technical specifications and requirements may also be verified and quoted accordingly.
- 36) No sub-contracting will be allowed for installation or maintaining system/equipment/instrument during or after warranty period.

- 37) Tenders, which are submitted without following the Two-Bid offer System, Late/Unsigned/incomplete Tenders, Conditional Offers and tenders submitted by Fax/Email/Telegraphic/Telex, will be summarily rejected.
- 38) Repairs should be carried out within 24 Hrs. Replacement scope should be provided for repairs beyond 24Hrs. duration.
- 39) Goods should not be dispatched until the Vendor receives a firm order.
- 40) Please indicate page nos. and put your seal on all pages of quotation.
- 41) The technical bid shall not contain any indication of the price offered for the item for which tender is given by the vendor. In case it is found that the technical bid contains the price for the item or any direct or indirect indication of it, the entire bid document will be summarily rejected.
- 42) While tenders are under consideration, the tenderers and their representatives or other interested parties shall refrain from contacting by any means, any persons or representative of the buyer on matters relating to the tender under study.
- 43) After Opening of Price Bid(s) no letter/objection will be entertained and decision of the Indraprastha College for Women shall be final.
- 44) All disputes are subject to exclusive jurisdiction of Competent Court and Forum in Delhi, India only.
- 45) The Principal, Indraprastha College for Women, Delhi reserves all the rights to accept or reject any/all tender in full or in part without assigning any reason.

To  
Principal  
Indraprastha College for Women  
University of Delhi  
31, Sham Nath Marg  
Delhi – 110054

I/We agree to abide by all the Terms & Conditions mentioned above.

Signature of the Tenderer

Date:

Name & Address of the Firm with Seal:  
(Phone/Fax No./E-mail id may also be stated for easy communication)