



PRESIDENCY UNIVERSITY  
KOLKATA

86/1 Hindoo College (1817-1855), Presidency College (1855 - 2010)

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**Tender Notice No. : PU/INSTMT-1/14-15(2)**

**Dated: 17-05-2014**

Sealed tenders are invited from the reputed **Original Equipment Manufacturers (OEM) and their Authorized certified Distributors/Dealers** for procurement of **quality PC Desktops with FCC or equivalent certification** for Science Departments and others for the FY 2014-15.

University may also prefer to enter into a Rate Contract to meet its regular demand of PC Desktops for usual teaching, research, project and administrative work in reference to the indents being received from the Faculty members, Officers of the Departments of the University.

Interested tenderers are requested to send their sealed tenders as per **Technical Specifications (Annexure-I)** and **General Terms & Conditions (Annexure-II)** along with details in the **Technical Bid Format (Annexure-III)** and signed **Declaration (Annexure-IV)** under a **Two-Cover System**. A **checklist and compliance statement fulfilling all requirements on the product and bidder profile and capability shall also be submitted**.

The tender should consist of two separate sealed covers: (i) Cover – I containing **Technical Bid in the Form under Annexure-III and signed Declaration in the Form under Annexure – IV**, and (ii) Cover - II containing the **Price Bid in the form of Quotation in the letter head of the bidder**. Those two covers should again be put in another sealed Cover **addressed to the Registrar, Presidency University, 86/1 College Street, Kolkata – 700 073** and **duly superscripted with the present Tender Notice No. and Date**.

**The tender fees of Rs.2,500/- and EMD of Rs.50,000/-** in the form of **two separate Demand Draft** in favour of **Presidency University payable at Kolkata** should be put in Cover – I.

**The sealed tenders will be received in the Office of the Finance Officer, Presidency University, Kolkata, PIN: 700 073 on or before 03-06-2014 by 3 P.M.**

**The Cover - I will be opened on 04-06-2014 at 3.00 P.M.** in the Office of the Registrar, Presidency University, Kolkata. **The Cover – II of the tenderers whose whose Cover – I documents are in order will be opened on the same day.**

**Registrar  
Presidency University, Kolkata**

## Annexure – I

### TECHNICAL SPECIFICATIONS

Name of the Item	Specification		
<b>Desktop Computer</b>	Processor	Intel Core i5-4570 Processor (Quad Core, 6MB Cache, 3.2 GHz) or higher	
	Chipset	Intel Q87 Express Chipset or higher	
	Motherboard	Motherboard make from the same Desktop OEM (OEM Logo sticker in the motherboard will not accepted)	
	Memory	4 GB 1600MHz DDR3	
	Expandable to	Memory Expandable up to 32 GB DDR3-1600 MHz or higher with 4 DIMM slots	
	Hard Disk	500GB 3.5inch Serial ATA (7,200 Rpm) Hard Drive	
	Monitor	48.3 cm (19.0 inches) or Higher LED monitor with Maximum resolution of 1440 x 900 or higher	
	Ethernet	Integrated Gigabit (10/100/1000) NIC ,and WiFi NIC card (Same OEM/Brand as system)	
	Mouse	2 Button USB Optical Scroll Mouse (Same OEM make/brand as system)	
	Keyboard	104 Keys USB keyboard (Same OEM make/brand as system)	
	Optical Drive	Internal SATA DVD R/W Drive	
	Graphics	Integrated Intel HD Graphics 4600	
	Audio	Internal audio connector with Internal audio Speaker	
	I/O Ports	1 Serial	
		10 or more USB (at least 4 USB V3.0)	
		1 Ethernet (RJ45)	
		1 VGA out and 2 display port	
		1 Stereo line in/out	
		1 Microphone Line in	
	Expansion Slots	1 Headphone (front)	
		Minimum 1 half height PCIe x16	
		Serial, USB & Network Enable/Disable Port Control - Power-On Password	
	WLAN	Integrated Wireless Receiver	
	Chassis	Security lock option to lock both PC and Monitor. Trusted Platform Module (TPM) 1.2 or Higher, Chassis with Chassis Intrusion Switch. Chassis Volume (liters) not more than 8.50 liters.	
	Power Supply	Not more than 260 Watt with min 90% or higher energy efficient power supply	
	Bios Flash	Presidency University Logo when switch on the Desktop	
	Bays	1 internal 3.5" and 1 external 5.25"	
Operating System & Media	Ubuntu Linux 12.04 or higher, Systems Hardware driver should be available in OEM website against the offered model.		
OS Certifications	Windows Professional and Linux Certification		
Compliance/ Certification	For OEM: ISO 9001 and 14001.For quoted model : UL,FCC ,EPEAT GOLD (for both PC and the monitor) & ENERGY STAR 5.2		
Warranty	On-site Comprehensive OEM Warranty for at least 5 years		

## ANNEXURE – II

### **GENERAL TERMS AND CONDITIONS**

#### **(1) Important Dates**

- a. **Last Date of Submission of Sealed Tenders in** the Office of the Finance Officer, Presidency University: **03-06-2014 up to 3.00 P.M.**
- b. **Date of opening of the Tenders** in the Office of the Registrar, Presidency University: **04-06-2014 at 3.00 P.M.**

#### **(2) Payment Terms:** 90% Payment shall be made after successful installation and commissioning duly certified by the concerned Head of the Department. Balance

- a. 10% may be released against submission of Performance Bank Guarantee to the tune of 10% of the total purchase order value. The Performance Bank Guarantee shall be issued from any Nationalized Bank, validity of which shall be one years.
- b. No advance/mobilization support, is payable against supply of stores
- c. In the event of failure to deliver the stores beyond the date as specified in the purchase order, liquidated damages @ 1% per month or part thereof in respect of the value of stores will be deducted, subject to a maximum of 5%; alternately the order will be cancelled and the undelivered stores purchased from elsewhere at the risk and expense of the bidder.

#### **(3) Warranty/Guarantee & On-site sk ill support: At least 5 years onsite comprehensive OEM warranty,** including 24x7 supports from the date of successful installation and commissioning. Any PC Desktop shall be attended and repaired within 24 hours from the date and time of complaint received from the user. In the event, any PC Desktop is found defective or non-operative, in terms of its components and features, then the machines should be replaced (with same technical specifications or higher) within 72 hours from the date and time of initial complaint from the user. This is applicable from the date of installation to the tenure of the warranty/guarantee period. The OEMs/Authorized Distributors and Dealers must attach certificate about their after sales and service facilities, escalation support for on-call service or station engineer etc.

#### **(4) Delivery of Stores:** The store items to be supplied within the delivery period as per the Purchase Order.

#### **(5) Tender Fee:** An amount of Rs.2,500.00 (Rupees two thousand five hundred only) as tender fee (non-refundable) is to be paid by Demand Draft from any Nationalized Bank in favour of “Presidency University”, payable at Kolkata. **This should be enclosed along with the Technical Bid document.**

#### **(6) Earnest Money Deposit (EMD):** An amount of Rs. 50,000.00 (Rupees fifty thousand only) in the form of Demand Draft from any Nationalized Bank in favour of “Presidency University”, payable at Kolkata is to be enclosed along with the technical bid. The validity of the EMD should be 6 (six) months from the date of issue. This will be refunded to the unsuccessful tenderers after 15 days from the date of completion of the process of technical and price bid opening. The EMD of

the tenderer the purchase order will be retained and returned six months after successful completion of the work. No interest is payable on EMD. This EMD shall be forfeited if the selected bidder accepts the supply order, but is unable to execute the same.

- (7)**Price:** The price shall be **quoted in Indian Rupees only**, on free delivery at site basis. Price shall be all inclusive except VAT / Sales Tax which is chargeable as extra at the applicable rate. Excise Duty Exemption/Custom Duty Exemption Certificate and Inter-state transit Way Bill (Form-50) will be issued only to the selected bidder as may be mentioned in the Purchase Order. Price bid should be sent in Cover – II in the form of usual quotation in the letter head of the tenderer and should be duly signed by the tenderer.
- (8)**Bid:** Technical Bid and Price Bid should be submitted in two separate sealed envelopes quoting reference number on the top of the envelope. Tender Fee and EMD should be enclosed with the Technical Bid documents, in separate sealed envelopes, stapled with the packet containing Technical Bid documents. The OEMs may either bid directly or authorize their Country/Regional/State Distributors/Dealers/Bidders, to quote with valid authorization certificate, capable of sales and service of the products.
- (9)**Acceptance of Tender:** The Authority of PRESIDENCY UNIVERSITY, Kolkata does not bind itself to accept the lowest priced bid and reserves the right to reject any or the entire tender bids received without assigning any reason thereof. The authority may also decide to empanel more than one OEM or their certified authorized distributors/dealers and fix a price band for the product specifications offered by different companies/brands, compliant to minimum specifications asked in the tender. This is in view of the spectrum of products available in the market, requirements of the faculty/researchers and particular choice of the indenters.
- (10) **Extra Features:** If the bidder provides any other extra features on the Hardware or Software which are not mentioned in the tender product specifications, then that shall be highlighted in clear terms, with documentary evidence/literature.
- (11) **Compliance List:** The proposal be properly indexed and a compliance list against the technical specifications should be provided.
- (12) **Service:** Response Time should be less than 3 (three) hours on the same business day. Minimum 95% annualized uptime is to be maintained throughout the warranty period. **For every 300 PCs there must be at least one resident engineer to be posted at PRESIDENCY UNIVERSITY, Kolkata.** To ensure quality of services, the deputed Engineer from the OEM/Bidder shall have a minimum of 3 years of experience in the relevant field and must be in the payroll of the OEM/Bidder.
- (13) **Installation and Commissioning:** Free of cost at PRESIDENCY UNIVERSITY, Kolkata. The OEM must ensure timely installation of the PC Desktops with necessary support to the indenters, as per details and lists to be made available by the Stores & Purchase Section or the indenting Departments/Centres/Schools.
- (14) **Validity of licenses:** Software like OS, compilers and other software's licensing price or policy (if any) shall be clearly mentioned.

- i. All licenses should be perpetual
  - ii. All the accessories like Keyboard, Mouse, and Monitor shall be from the same OEM.
- (15) The OEM should be an ISO-9000 and ISO-14001 certified company with due credits to energy conservation and green earth compliance.
- (16) **Relevant documents in connection with FCC or equivalent certificate of the OEM shall be enclosed, along with the Technical Bid. Any explanation on this account shall be supported with documentary evidence from the principals.**
- (17) **Conditional Offer** will not be accepted.
- (18) **Period of Validity:** Bids shall remain valid for acceptance for a period of 60 days from the date of opening of the price bid.
- (19) The benefit of downward prices (revision on account of budget/financial policy, tax revision, EPZ etc.) should be given to PRESIDENCY UNIVERSITY, Kolkata by the selected OEM/bidder.
- (20) **Past Performance of the Bidders will be judged at the time of Technical a. Evaluation.**
- (21) **The University does not bind** itself to offer any explanation to those bidders whose technical bids have not been found acceptable by the Technical Evaluation Committee of the University.
- (22) **Bidders should** enclose the following documents:
  - a. Attested copy of the Certificate of Registration / Trade License
  - b. Attested copy of PAN card, Service Tax, CST/VAT registration papers
  - c. Banker's Solvency Certificate.
  - d. Audited statement of accounts and IT returns / clearance (Latest).
  - e. Authorized Distributors/Dealers must submit appropriate authorization certificate and letter from their OEMs, **for participation in the present tender.**
  - f. Name and address of past satisfactory supplies or minimum three clients to whom such items/stores have been supplied should be mentioned in the technical bid (along with documentary evidences).
  - g. 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.
  - h. Copy of product literature, for which the prices have been quoted.
  - i. A write up on service and maintenance capability, mitigation of risks or breakdown and replacement capability, with the escalation support matrix suggested for the University. Tenderers must indicate their sales and support service centre in India and their plan to address issues about services, maintaining minimum service inventory etc.
  - j. Signed copy of the tender document, with company seal, agreeing to the terms & conditions and declaration.
- (23) **All tenders are to** be submitted or handed over to the office of the Finance Officer, Presidency University and acknowledgement to be obtained. The bids (technical and price bids) once submitted shall be the property of the University and shall not be returned to the bidder in future.

- (24) **The person/officer signing** the tender/bid documents should be delegated with an appropriate authority through an authorisation letter by the Chief Executive Officer/Managing Director / Partner of the bidding Company / Firm to sign such documents.
- (25) **Opening of Price Bids** : The Price Bids of only those bidders who are found technically qualified will be opened and the same will be opened before the technically qualified bidders.
- (26) Tenderer or his/her authorized representative (with proper authorization letter for opening of technical bids and also for opening of price bids) may choose to be present at the time of opening of Technical Bids/Price Bids.
- (27) A bid submitted with false information will not only be rejected but also the OEM/bidder will be debarred from participation in future tendering process.
- (28) The OEMs/Bidders need to submit a certificate during opening of technical bids that they are not currently debarred or blacklisted in PRESIDENCY UNIVERSITY, Kolkata for any supplies, products or services, or at present in any national organization or educational institute/university.
- (29) In case of any dispute, the decision of the University authority shall be final and binding on the bidders.
- (30) For any query pertaining to this bid document, correspondence be addressed to:

The Registrar  
Presidency University  
86/1, College Street, Kolkata-700 073  
E-mail: registrar@presiuniv.ac.in

**Registrar**  
**PRESIDENCY UNIVERSITY, Kolkata**

**ANNEXURE - III**

**TECHNICAL BID DOCUMENT**

**FORMAT TO BE FILLED BY THE MANUFACTURERS / INDIAN AGENTS (ON BEHALF OF THEIR FOREIGN PRINCIPLES) OR THEIR AUTHORIZED COUNTRY DISTRIBUTORS/ REPRESENTING DEALERS/ REGIONAL AGENCIES. SUBMITTING TENDER FOR SUPPLY OF QUALITY PC DESKTOPS FOR PRESIDENCY UNIVERSITY, KOLKATA**

1. Name of the Tenderer :
2. Status of the Tenderer :  
(attach documents, if registered  
company/partnership/propriety ship)
3. Address (Head Office / Registered Office) :  
with Phone No. and e-mail id :
4. Present Address with Phone No. and e-mail  
id:
5. Whether OEM/representing foreign principle /  
authorised dealer / authorised distributor :  
(attach copy of certificate of authorization from OEM)
6. Name of Proprietor / Managing partner/  
Managing Director / authorised signatory :  
(attach details)
7. Details of tie-ups for supply/services, if any :  
(attach details, agreements, escalation matrix)
8. Income Tax return / Clearance Certificate  
(latest) (attach attested copy) :
9. Annual Turnover of Bidder for last three  
Years (to be certified by a Chartered Accountant)
10. Name and address of at least three largest  
Customers with value of purchase order :  
(attach copies of documentary evidences)

11. Name and address of Bidder's bankers and  
attach a Solvency Certificate from the Bank. :
11. Income Tax Permanent A/c No. (attach copy) :
12. VAT / CST Registration No. :  
(attach copy of the certificate)
13. Trade Licence / ROC Certificate No. :  
(attach copy of the certificates)

**12. Details of EMD and Tender Fees Bank Draft No., issuing branch and date:**

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

Dated signature & seal of the authorised  
signatory of the Tenderer

**NOTE** : This is to be submitted in a separate sealed envelope super scribing "TECHNICAL BID", Notice inviting Tender No. **PU/INSTMT-1/14-15(2)**, Dated: **17-05-2014** 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 duly signed and sealed.**



**ANNEXURE – IV**

**DECLARATION**

1. I, ----- Son /Daughter of Shri -----  
-----, Proprietor/Partner/CEO/MD/Director/  
Authorized Signatory of M/s. ----- am  
competent to sign this declaration and execute this tender document.
2. I have carefully read and understood all the terms and conditions of the tender  
and hereby convey my acceptance of the same.
3. The information/ documents furnished along with the above application are true  
and authentic to the best of my knowledge and belief.
4. I/ we am / are well aware of the fact that furnishing of any false  
information/ fabricated document would lead to rejection of my tender at any  
stage besides liabilities towards prosecution under appropriate law.
5. Each page of the tender document and papers submitted by my Company  
is authenticated, sealed and signed, and I take full responsibility for the  
entire documents submitted.
6. I/ our firm / company am / is not currently debarred or blacklisted in  
PRESIDENCY UNIVERSITY, Kolkata or in any national organization or  
educational institute/university for any supplies, products or services,.

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Signature of the Authorized Person

Date : -----

Full Name \_\_\_\_\_

Place : -----

Designation with Seal