

This office is in need of the Computer, Printer, Laptop, UPS (APC Maker) and Quick Heal Anti Virus (Multi Users) etc. as per attached Annexure-I, you are requested to quote your lowest rate. You are requested to send Commercial/Price bid in sealed envelope with specification as per our requirement. Sealed envelope should reach to Director, Vigyan Prasar latest by dated 14<sup>th</sup> April 2016 by 16:00 hrs. The Price bids will be opened on 18<sup>th</sup> April 2016 at 11:30 A.M in presence of a competent committee. Interest bidders who have submitted the quotes may attend the opening of price bids.

**Other terms and conditions of the tender:**

1. Specifications and make for each item should necessarily be mentioned as per Specifications.
2. Place of Delivery : Vigyan Prasar, A-50, Sector-62, NOIDA-201309 with installation.
3. Delivery Period : 07 Days from the date of PO
4. Validity period : 45 days from the date of opening of bid.
5. The Price bid should be accompanied with tender fee of Rs.500.00 by means of demand draft in favour of Vigyan Prasar payable at New Delhi. Successful/selected bidder has to submit an EMD of 5% of total value of the items. The detail specifications with **Make, Model Specification of item to be supplied, TIN/PAN Photocopy** and authorized dealer/business partner certificate for the brand/Co. for which firm is quoting the rate. Without authorized dealer/business partner certificate, bid will not be considered.
6. The EMD of selected bidder(s) will be kept as security deposit till supply of the items. If the supplier does not deliver the item within given stipulated time or not accepting the work order, the EMD will be forfeited. EMD of rest all the bidders will be released within 15 days from the date of opening of the bids.
7. All bidders can be present at the time of opening the tender. No. separate intimation shall be given in this regard.
8. The opening of the tenders shall only be attended by an authorized representative of the firm whose name, designation and address should be indicated in the offer of the firm. Tendering firm shall issue a letter of authority to such representative indicating the tender no. date due on for the item. In no case un-authorized person shall be allowed to enter tender opening room.
9. **Payment** : 100% payment will be released after inspection and acceptance of item and successful working of the items.
10. **Warranty period** : Warranty as per OEM to be provided.
11. **Insurance** : Transit insurance covering all risk for all the items is to be arranged by the renderer/supplier.

12. **Special Clause :** Quantity mentioned are tentative and may increase or decrease. Any tender can be rejected by the order of the Director, Vigyan Prasar, Noida without assigning any reason whatsoever.
13. Prices should be quoted on F.O.R. VP, A-50, Sector-62, NOIDA-201309 basis only.
14. Packing & Forwarding charges, Bank Charges, Insurance and Freight Charges should be mentioned clearly and separately in the quoted price. Terms like " At actual" "at the time of delivery" will not be accepted and tender will be summarily rejected.
15. If the item is found to have any defect during of its uses or during the warranty period. The same has to be replaced free of cost.
16. Sealed tender should reach "Director, Vigyan Prasar, A-50, Sector -62, NOIDA 201309" by stipulated date. Tender received late by whatsoever reason will not be accepted at all.
17. If the supplier does not deliver the item within 10 days from the date of PO, the Institute reserves the right to extend the delivery period on suppliers' request or cancel the order without any notice to the supplier and forfeit the EMD.
18. The Institute can Change the number of items/quantity being procured at the time of issue of PO.

**Note: Please quote the tender no. and opening date on the top of the cover containing tenders.**

Yours sincerely,

**K. Dasgupta Misra  
Scientist-F  
PI, DST Web Portal project**

**ANNEXURE-I is attached**

**SPECIFICATIONS / MINIMUM REQUIREMENTS**

**Item No:1 Computer Desktop Requirements: - TWO**

- Processor: Intel core i7
- Screen 18.5" TFT
- RAM: 4GB,
- HDD: 500GB with DVD Writer
- Wi-fi enabled
- Pre installed Microsoft windows 7 & MS Office - Professional
- HP, Lenovo, Acer, IBM make only

**Item No:2 Printer-One**

- Printing Method LaserJet
- Print, copy, Scan
- Paper Size: A4
- Method: Flatbed
- Optical Scanning Resolution: Up to 1200 dpi
- Network card 10/100: YES
- HP, Canon make only

**Item No:3 UPS [APC Make (800VA) ]- Two**

**Item No:4 Quick heal antivirus (latest version) with multiple users - Ten**

**Item No:5 Laptop - One**

The specification for the laptop is as follow:

- Display 13-inch
- Processor dual-core i5 2.5GHz
- RAM 8 GB
- Storage 1 TB HDD
- Graphics HD Graphics 4000
- Operating System Windows 8.1 or latest
- Warranty 4 years OEM Warranty and with Incase/Targus Carry Case
- Lenovo, HP, Acer make only