

No. : VP/19/ 17 /Comp-DBT/13-14

Dated: 23 Dec 2013

Sir/Madam,

This office is in need of the computers, laptop and other items as per attached list, you are requested to quote your lowest rate. You are requested to send technical and Commercial/Price bid in separate envelope and both should be put up in a another larger sealed envelope and clearly marked on the cover of envelope Technical bid/ commercial/Price bid, enquiry No., date of opening. Sealed envelope should reach to Vigyan Prasar latest by dated 08 Jan 2014 up to 12:00 P.M. Both Technical and Price bid of qualified Venders will be opened on same day at 3:30p.m. If technical and commercial bid not submitted separately, the same (Bid) will not be considered.

Other terms and conditions of the tender:

1. Specifications and make for each item should necessarily be mentioned as per specification.
2. Place of Delivery : FOR: VP, A-50, Sector-62, Noida-201309 with installation.
3. Delivery Period : 10 Days from the date of PO
4. Validity period : 45 days from the date of opening of bid.
5. The Technical bid should be accompanied with an EMD of Rs: 6,000.00 and Non refundable tender fee of Rs: 500.00 in the form of DD, drawn in favor of "**Vigyan Prasar**", payable at **New Delhi and Make, Model, Specification of item to be supplied, TIN/PAN Photocopy**. The EMD of selected bidder(s) will be kept as security deposit till completion of the contract period. 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.
6. All bidders can be present at the time of opening the tender. No. separate intimation shall be given in this regard.
7. 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.

8. **Payment** : 100% payment will be released after inspection and acceptance of Item and submission of Performance Bank Guarantee of 10% of the total amount (including taxes) valid for two months beyond warranty period or else 10% of the amount will be released after two months beyond warranty period.
9. **Warranty period** : 03 years onsite onsite warranty certificate from OEM to be provided.
10. **Insurance** : Transit insurance covering all risk for all the items is to be arranged by the renderer/supplier.
11. **Special Cause** : **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.
12. Prices should be quoted on F.O.R. VP, A-50, Sector-62, Noida-201309 basis only.
13. 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.
14. 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.
15. 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.
16. 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.
17. 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,

(Somesh C Jhingan)
Registrar

SPECIFICATIONS / MINIMUM REQUIREMENTS

Serial No.	Item	Description	Quantity
1	Desktop	Processor: Intel core i7, RAM: 4GB, HDD: 500GB with DVD Writer, Pre installed Microsoft windows 7 & MS Office - Profesional HP, Lenovo, Dell, IBM, HCL make only)	02
2	laptop	Intel Core i7 with windows 7 professional, RAM 4 GB, inbuilt HDD 1 TB HP, Lenovo, Dell, IBM, HCL make only	03
3	Laserjet Color Printer	Resolution (in dpi): Colour 600x600,Paper Size: A4,Print speed in PPM (A4 Size): 8 BW and C, Port: 1 USB, Memory (in MB): NA, Network card 10/100: YES, Duplexing: NA HP, Lenovo, Dell, IBM, HCL make only	01
4	Scanner	Resolution (in dpi): 1200x1200, Speed (in PPM): NA, ADF Capacity: NA, Flat Bed Size: A4, Document Size: A4 HP, Lenovo, Dell, IBM, HCL make only	01
5	UPS 800 VA	Ups APS, Microtech, Luminous Make	02