



कृषिमूला ऋद्धिः

**ASPEE Agribusiness Management Institute  
Navsari Agricultural University, Navsari-396450, Gujarat**

**Tender Document**

**For**

**Computer purchase at AABMI**

**[AABMI/NAU/02-2018]**

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## Chapter 1: Tender Notice - AABMI/NAU/02-2018

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ASPEE Agribusiness Management Institute , Navsari Agricultural University (NAU) running MBA (ABM) and PhD (ABM) Programme . This tender is intended to procure desktop computer for computer lab

Tender available for downloading	3/10/2018 to 24/10/2018
Last date for submission of tender fee, EMD and other documents	24/10/2018 upto 18. Hrs
<b>Tender fees</b>	<b>1500</b>

The details information for bidding

Procurement	EMD (Rs.)	Bid validity	Pre bid meeting and Inspection of buyback items (Date and Time )
Computer purchase including old Buy Back	<b>13500</b>	<b>Six months</b>	<b>(11:00) 9 /10/2018</b>

The detail requirements, specifications of procurements and tender document will be published on website [www.nau.in](http://www.nau.in) under tender section. If any future updates /corrigendum regarding tender will be only published on website [www.nau.in](http://www.nau.in). Bidder may check [www.nau.in](http://www.nau.in) periodically during tender period.

Pre Bid Meeting & Inspection of Buy Back Items are arranged for procurement separately as per scheduled specified. The scope of the procurements will be elaborated and discussion would be took place in the form of question answer between bidders and tender invitee. Participation in Pre Bid Meetings is not compulsory for participation in this tender, but bidder are requested to take part for understating requirement undoubtedly. Inspection of Buy Back Items is arranged with specified schedule only.

**Venue of Pre Bid Meetings: ASPEE Agribusiness Management Institute, Conference Hall, ASPEE Agribusiness Management Institute, Navsari Agricultural University, Navsari - 396450**

## Chapter 2: Guidelines and Terms & conditions

Sr. No.		<b>Content of the tender document &amp; Clarification of tender document</b>
1.	1.1	The parties are expected to examine all instructions, forms, terms and requirements in the tender document. Failure to furnish all information required by the tender document or submission of a bid not substantially responsive to the tender document in every respect will be at the party's risk and may result in the rejection of the bid.
	1.2	A prospective party requiring any clarification on the tender document may clear their doubt in Pre Bid Meetings only. If any bidder is not attending this meeting is considered that he is well aware with requirements of this tender. In future bidder can't claim that they were not aware about pre-bid meeting discussions.
<b>2.</b>		<b>Amendment of tender document</b>
	2.1	At any time prior to the last date for receipt of bids, the Purchaser, may, for any reason, whether at its own initiative or in response to a clarification requested by prospective party, modify the tender document by an amendment.
	2.2	The amendment will be notified through website ( <a href="http://www.nau.in">www.nau.in</a> ) to all prospective parties. So all the bidders are requested to frequently visit the Navsari Agricultural University website.
	2.3	In order to give prospective parties reasonable time in which to take the amendment into account in preparing their bids, the Purchaser may, at its discretion, extend the last date for the receipt of Bids.
<b>3.</b>		<b>Bid Prices</b>
	3.1	The bidders should have to quote the prices in Indian Rupees for the each including installation, configuring, commissioning, labour, transportation and taxes charges. Prices quoted must be firm and final and shall remain constant throughout the bid validity period of the contract and shall not be subject to any upward modifications, whatsoever.
	3.2	Travel expenditures of man power for installation and configuration and other charges will not be given by Navsari Agricultural University
		<p>The bid prepared by the bidder shall comprise of (i) technical bids and price bid Bid may be submitted in the following manner:</p> <p>Envelop No. 1- Shall contain all the information and documents in the same serial order as shown in the technical bid. The complete document should be numbered chronologically. On the top of envelope must be suprescribed "Technical Bid". Shall also contain the bid EMD.</p> <p>Envelop No.2- Shall contain the rates/prices of the items duly filled in (schedule of rates) and signed and stamped. On the top of envelope must be suprescribed "Price Bid". (Please note that the price should not be indicated in any of the documents enclosed in envelope 1).</p>

<b>4</b>		<b>Site Conditions</b>
	4.1	It will be imperative on each party to fully acquaint him with the Navsari Agricultural University building conditions and factors which would have any effect on the performance of the work and / or the cost.
<b>5</b>		<b>Selection of Bidders</b>
	5.1	Selection of each bidders will be done on the basis of the overall grand total obtained for the individual.
<b>6</b>		<b>Documentation</b>
	6.1	The party shall supply the following documents at the time of Acceptance test: Complete set of technical/operation and Maintenance Manual.
<b>7</b>		<b>Terms of Payment</b>
	7.1	The Bidder should specifically note that no advance payment will be made.
	7.2	The payment of all charges shall be made after satisfactory completion of the work as specified.
	7.3	5% security deposit of amount paid will be deposited by Demand draft in favour of " <b>Drawing and Disbursing Officer (DDO) ASPEE Agri. Mgmt. Inst. A/c</b> ", payable at Navsari after completion of Bid selection.
<b>8</b>		<b>The Rights</b>
	8.1	Right is reserved by purchaser to accept or reject any or all tender without assigning any reasons thereof.
<b>9</b>		<b>Warranty</b>
	9.1	The parties should warrants that the Goods supplied under this tender are new, unused, of the most recent or current models and those they incorporate all recent improvements in design and materials unless provided otherwise in the tender. This warranty shall remain valid for a period of a minimum 12 months after the Goods or any portion thereof as the case may be, have been delivered, commissioned and accepted at the final destination.
	9.2	The Purchaser shall promptly notify the party in writing of any claims arising under this warranty.
	9.3	Upon receipt of such notice, the party shall, within 48 hours and with all reasonable speed, repair or replace the defective Goods or parts thereof, without cost to the Purchaser.
	9.4	If the Supplier, having been notified, fails to remedy the defect(s) within the period specified in 9.3 above, the Purchaser may proceed to take such remedial action as may be necessary, at the party's risk and expense and without prejudice to any other rights which the Purchaser may have against the Supplier under the Contract.
<b>10</b>		<b>Condition for group: Computer purchase including old Buy Back</b>
	10.1	The bidder will be disqualified under this group while Buy Back price is not offered.

**SEAL & SIGNATURE OF BIDDER**

### **Chapter 3: Bidder Information**

1. Name of supplier /  
: firm :
2. Complete postal  
: address :
  
3. Telephone Number :
4. FAX Number (if any) :
  
5. E-mail address (if any) :
  
6. Sales Tax / Service Tax No. :
  
7. GST / TIN No. :
  
8. PAN No. :
  
9. Registration No. :
  
10. Any other details :

**I/We agree to abide by the terms and conditions of supply mentioned in this tender document.**

Signature of Bidder  
(With Stamp, Name & Designation)

## Chapter 4: Technical Bid Document (Checklist Documents)

Sr. No	Check List Documents	Remarks
1	Scan copy of Tender Fee: Demand draft of <b>Rs. 1500/- (Non-Refundable)</b>	Mandatory
2	Scan copy of EMD : Demand draft as applicable (Refundable)	Mandatory
3	Valid Registration Certificate of bidder's firm. (Shop Act Registration / Partnership deed /Memorandum of article/Registration of firm / Small Scale Industry Registration)	Mandatory
4	Scan copy of Chapter 2: Guidelines and Terms & conditions	Mandatory
5	Copy of Chapter 3: Bidder Information	Mandatory
6	Last 3 Year Income Tax Returns of financial year 2015-16, 2016-17, 2017-18	Mandatory
7	Original affidavit from the bidder that business entity is not blacked listed (notarized on Rs. 100 stamp paper)	Mandatory

## Chapter 5: Tender Fee, EMD and Submission Address

**Tender Fee:** Bidder has to submit nonrefundable Tender Fee 1500 in the form of Bank Draft in favor of “**Drawing and Disbursing Officer (DDO) ASPEE Agri. Mgmt. Inst. A/c**”, payable at Navsari. Tender fee is compulsory for tender participation, without which tenders will not be considered.

**Earnest Money Deposit:** Tender shall be accompanied by an earnest money, without which tenders will not be considered. The amount of EMD should be deposited in the form of Nationalized or Scheduled Bank Draft in favor of “**Drawing and Disbursing Officer (DDO) ASPEE Agri. Mgmt. Inst. A/c**”, payable at Navsari. Bidder has to deposit EMD as per the participation in procurement groups.

Procurement	EMD (In Rs.)
Computer purchase including old Buy Back	13500

**Refund of earnest money:** The earnest money of unsuccessful Bidder will be refunded.

**Forfeiture of earnest money:** The earnest money will be forfeited in the following cases:

- When Bidder withdraws or modifies the offer after opening of tender.
- When the Bidder does not deposit the security money after the work/purchase order is given.

**Security Deposit:** Successful bidder shall deposit security/performance guarantee money (5% of purchase/work order) in the form of Bank Draft in favor of “Drawing and Disbursing Officer (DDO) ASPEE Agri. Mgmt. Inst. A/c”, payable at Navsari or Performance Bank Guarantee (25% of purchase/work order).

**Refund of Security Deposit:** The amount of security deposit will be refunded after completion of warranty period.

**Forfeiture of Security Deposit:** The security deposit will be forfeited in the following cases:

- When works/services are not successfully executed as per requirement mentioned in the tender document.
- When successful bidder terminate the works/services in during execution period.
- When any issue raised in quality or services during warranty period

**Tender Fee, EMD and Tender Submission Address:**

**Principal,  
ASPEE Agribusiness Management Institute, Navsari Agricultural  
University, Eru Char Rasta, Navsari– 396450 (Gujarat**



## Chapter 6 : Specifications, Requirement and scope of work for procurement

### Procurement : Computer purchase including old Buy Back

Sr. No	Item specifications	Number
1	All-In-One Computer with following configuration or higher configuration: H110/ 19.5" HD+ / i3-7100 3.9G 2HZ Full Powered Proc/ 4GB DDR4 2400/ 1 TB HD 7200 RPM/Wifi + BT/DVDRW/Win 10 Pro /Wired Kybd Mouse/720P CAM/ Internal Speaker/ 3 Yrs Onsite warranty or (Higher grade)	10
	<b>Buy Back items</b>	
1	Lenovo CPU, Dual core, 512 Ram , No GB HD	
2	Lenovo CPU, Dual core, 2 GB Ram , 160 GB HD	
3	Lenovo CPU, Dual core, 2 GB Ram , 160 GB HD	
4	Lenovo, CPU, Dual core, HDD 160 GB, Without ram	
5	Lenovo, CPU, Dual core, HDD 160 GB, 1+1 GB Ram	
6	Lenovo, CPU, Dual core, HDD 160 GB, 1+1 GB Ram	
7	SIS Make, Intel core i3, ram 3 GB, No HDD	
8	SIS Make, Intel core i3, ram 3 GB, 320 HDD	
9	SIS Make, Intel core i3, ram 3 GB, 320 HDD	
10	SIS, Dual core, 160 GB hdd, 2 GB Ram	