



# UNION CHRISTIAN COLLEGE

(Affiliated to Mahatma Gandhi University, Kottayam)

www.uccollege.edu.in

Re-accredited by NAAC with 'A' Grade, (Cycle -3)

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Tender No.UCC/BOT/DST-FIST/02/16

Date: 31-10-2016

## TENDER NOTICE

Sealed tenders are invited for the purchase of various items to the Department of Botany, Union Christian College, Aluva, Kerala as per the specification appended. The tenders superscribed 'Purchase of Computers and Accessories to the Department of Botany, DST-FIST' should reach **The Principal, Union Christian College, Aluva, Kerala, 683102** latest by **3 p.m.** on **30.11.2016**. The tender forms with detailed specifications and terms and conditions can be downloaded from the college website ([www.uccollege.edu.in/tenders](http://www.uccollege.edu.in/tenders)) and should submit a demand draft favoring "The Principal, Union Christian College, Aluva", payable at Aluva as the tender fee with following amount.

Cost of Tender form is as follows according to the total amount quoted:	
Particulars	Cost of tender forms original (Rs) by DD
Supplies costing ₹ 50,000/- or less	₹ 300 + VAT
Supplies costing above ₹.50,000/- and up to ₹ 10 lakhs	0.2% of the cost of the items rounded to the nearest multiple of 100, subject to a minimum of ₹.400/- and maximum of ₹1500/-+VAT
Tender form can be down loaded from website	www.uccollege.edu.in/tenders
Last date & time for the receipt of tender	30/11/2016 up to 3 PM
EMD	1% of tendered value, by DD

The tender documents should contain:

1. Prescribed tender form duly signed and sealed
2. Detailed technical specifications and original brochure and literature supporting technical specifications
3. Earnest Money deposit.
4. List of installations in Kerala and details of service facility in Kerala
5. Compliance to payment condition and delivery period and Place of delivery
6. Warranty and Training details if any.
7. Price of the equipment and its accessories, of essential spare parts.
8. AMC details if any, etc.

The tenders duly filled and signed by the tenderer along with necessary documents should be submitted to The Principal, Union Christian College, Aluva on or before 2 pm on **30/11/2016**. Earnest Money Deposit (EMD) shall be submitted by way of demand draft in favor of the 'Principal, Union Christian College, Aluva', payable at Aluva. The Tender will be opened at 3 pm on **30/11/2016** at the College office of Union Christian College, Aluva in the presence of such tenderers or their representatives who may be present at that time. The Principal, Union Christian College, Aluva, reserves the right to accept or reject all or any tender at his sole discretion without assigning any reason. For legal purposes, the cause of action will be deemed to have arisen in Ernakulum, Kerala state, India.

PRINCIPAL

**A. The specifications of the items are given below.\***

<b>Sl.No</b>	<b>Item</b>	<b>Specifications</b>	<b>Quantity</b>	<b>Remarks</b>
<b>01</b>	<b>Desktop Computers</b>	Core i3 4 <sup>th</sup> Gen CPU, 4 GB RAM, 500 GB HDD, 18.5" Monitor, Keyboard, Mouse, OS Win 10	<b>12 Nos</b>	Please quote OS separately
<b>02</b>	<b>Desktop Computer</b>	Core i5 4 <sup>th</sup> Gen CPU, 8 GB RAM, 1TB HDD, CDRW, 18.5" Monitor, Keyboard, Mouse, OS Win 10	<b>01 Nos</b>	Please quote OS separately
<b>03</b>	<b>UPS-online</b>	3KVA/230V/50HZ Online UPS with 4 Nos of 65AH Battery and Rack	<b>01 Nos</b>	
<b>04</b>	<b>Switch/Port</b>	16 port 10/100/1000 MBPS	<b>01 Nos</b>	
<b>05</b>	<b>Accessories</b>	Cables, RJ45 Connectors, Antivirus, Internet security etc		
<b>06</b>	<b>Computer Chairs</b>		<b>12 Nos</b>	Wooden preferred
<b>07</b>	<b>Installations charges</b> for PC, Networking, UPS <b>if any</b> may be quoted separately.			

**.\* Please quote separately for assembled and branded (Acer/Lenova/Asus)**

Principal  
 Union Christian College,  
 Aluva-683102, Kerala, India

M/s The Principal  
Union Christian College,  
Aluva-683102, Kerala, India

## **TENDER FORM**

Sir,

I,.....of M/s.....  
..... hereby agree to supply to the Department of Botany,  
Union Christian College Aluva, in accordance with the terms and conditions stipulated in the tender  
form, the equipment hereunder named of the quality or sort and at the rate or price hereunder  
specified, on the acceptance on this tender (Ref  
No..... ) by you. I enclose demand draft  
No.....dated.....for the sum of Rs..... towards earnest money deposit to your  
credit which needs to be returned to me by you if this tender is not accepted.

### **Delivery:**

We confirm that the quoted prices are firm and inclusive of all taxes and duties (including entry tax),  
freight and insurance for supply and installation at Union Christian College Campus. There would not  
be any price escalation during the supply period. We also confirm that we will abide by all the terms  
and conditions and we do not have any counter conditions.

*Yours faithfully,*

**Signature of the Tenderer..... (Seal)**

Place.....

Date.....

## TERMS AND CONDITIONS

1. The latest model with specifications shall be quoted and certified.
2. Tenders not accompanied by earnest money deposit (EMD) will not be considered and will be summarily rejected.
3. The earnest money deposit of all unselected tenders will be refunded within a short time after the tenders are opened. EMD of the successful bidders will be refunded immediately after the successful completion of the warranty period. No interest will be allowed on the earnest money remitted and no claim shall be entertained against The Principal, Union Christian College Aluva (herein after called 'THE PRINCIPAL') in respect of the same.
4. The quoted price should include cost of the instrument, freight, insurance, customs duty, clearance charges, entry tax (if applicable at the time of installation), installation and commissioning.
5. Payment terms: 100 % after successful commissioning and acceptance by the end user.
6. Customs duty percentage and the CIF price on which it is based should be clearly specified in the tender and if the customs duty exemption certificate is secured the corresponding amount or the actual duty paid whichever is higher will be deducted from the bill. If the bill is actually paid, the tenderer should refund the amount to THE PRINCIPAL.
7. The tenderers should verify and make sure that the claims made by them against items towards Sales tax, customs duty, excise duty etc., are not more than those permissible under the provisions of the laws in force, and that they will refund any excess claims admitted in this respect.
8. The offers should be kept open for a period of three months from the date of opening tenders. Acceptance of the offers will be intimated to the successful tenderers within that period. Tenderers will however, be given the option to keep their offers open for a further agreed period if there be any delay in intimating the acceptance.
9. The installation should be done by the supplier free of cost .
10. Delivery period: The equipment and its accessories should be completely supplied, installed and commissioned to the satisfaction of the Department of Botany within 15 days from the date of supply order or date of L/C whichever is later.
11. Warranty: The entire equipment and its accessories should have comprehensive warranty of two years from the date of acceptance by the end user. If any spares are to be imported during warranty period, the cost, insurance, freight, customs duty and clearance charges should be given by the vendor.
12. The rates of terms of AMC (both comprehensive and labour) for a minimum period of three years after the warranty period shall be clearly specified. Both comprehensive and labour AMC amounts will be taken into consideration for final selection.
13. During warranty and AMC period, the vendor shall give an uptime guarantee of 95% or more.
14. List of installations in Kerala over the past three years shall be provided.
15. Trained engineers/technicians available in nearest service centre shall be mentioned.
16. Wherever options are called for in respect of specifications, the tenderer should induct all such options.
17. The successful tenderer should execute an agreement for the fulfillment of the contract in the stamp paper in the model form given in prescribed format as per Store Purchase Manual within fifteen days from the date of acceptance of the tender. The expenses incidental to the executing of agreement shall be borne by the successful tenderer.
18. AMC prices and accessories prices should be quoted separately for the items, *if any*.
19. All procedure, Terms and Conditions as per Store Purchase Rules, Kerala Govt.
20. For all clarifications and doubts regarding tender procedure please refer Store Purchase Manual -2013, Government of Kerala.

**INSTRUCTIONS TO TENDERERS REGARDING TENDER FORMS  
DOWNLOADED FROM INTERNET**

1. Tender file is to be downloaded from the internet and printout is to be taken on A4 size paper and details are to be entered by the tenderer at the various locations in the document.
2. This tender document (in full) downloaded along with the various documents required to be submitted as per the tender conditions in a sealed cover duly super scribing with the name of the equipment, tender notice no. and date, should be submitted in the office as mentioned in the tender notice before the date and time stipulated in the tender document.
3. The cost of tender document as indicated in the tender document will have to be deposited by the tenderer in the form of bank draft payable in favour of Principal, Union Christian College Aluva along with the tender document. This should be enclosed as a separate Demand Draft. A single demand draft for the cost of tender form and Earnest Money Deposit will not be accepted. Tender not accompanied with the demand draft towards the cost of the tender document will be summarily rejected.
4. The earnest money deposit required for this supply as stipulated in the tender document also to be submitted separately.
5. Tenderers are advised to download tender documents well in advance and submit the tender before the stipulated time. It is the responsibility of the Tenderer to check any correction or any modifications published subsequently in Website and the same shall be taken into account while submitting the tender. Tenderer shall download corrigendum (if any), print it out, sign and attach it with the main tender document. Tender document not accompanied by published corrigendum/s is liable to be rejected. The institution will not be responsible for any postal delays / delay in downloading of tender document from the internet.
6. The tenderer may please note that the rate for items should be written in figures and in words. Each page of tender document should be signed by the tenderer.
7. Tenderers are free to download tender document at their own risk and cost, for the purpose of perusal as well as for using the same as tender document for submitting the offer. Master copy of the tender document is available in the Department of Botany as mentioned in the tender document. After award of tender an agreement will be prepared based on the master copy of tender document available in the above mentioned department. In case, any discrepancy between the tender document downloaded from the internet and the master copy, latter shall prevail and will be binding on the tenderers. No claim on this account will be entertained.
8. If any change/addition/deletion is made by the Tenderer the tender will be summarily rejected and full earnest money deposit will be forfeited.
9. The following declaration should be given by the tenderer while submitting the tender:

## **Declaration**

(a) I/we have downloaded the tender form from the internet site [www.uccollege.edu.in](http://www.uccollege.edu.in) and I/ we have not tampered / modified the tender forms in any manner. In case, if the same is found to be tampered / modified I/we understand that my/our tender will be summarily rejected and full earnest money deposit will be forfeited and the contract will be terminated at my/ our risk and cost.

(b) I/we am/are submitting a demand draft no. \_\_\_\_\_ dated \_\_\_\_\_ issued by \_\_\_\_\_ for Rs. \_\_\_\_\_ towards the cost of tender form.

Signature of Tenderer:

Date:

Address:

(Seal)