

LIMITED TENDER NOTICE

No. MRP 1850/CS/CKP Principal , **Union Christian College, Aluva-2**

Sealed tenders are invited to purchase the following items in the Department of Computer Science under the UGC Minor Research Project (File No.1850-MRP/14-15/KLMG012/UGC-SWRO) entitled "Creation of an ambient picture from video Clips" with Mr Cijin K Paul, Dept. of Computer Science as Principal Investigator.

Sl No.	ITEM	SPECIFICATIONS
1 a)	Laptop	Core i5 Processor , HP/ Asus make, 8GB RAM, 1 TB hard disk ,Windows operating system , Graphics card , carry case
b)	Desktop computer / All in one	Core i5, 8GB RAM, 1TB HDD, Windows, Graphics card, LED monitor 20 " minimum ,UPS
c)	Net book Asus X200LA-KX034D 11.6-inch Laptop	Core i3 , Min 500GB HDD , 4GB RAM, Carry case
d)	Ricoh Printer SP300	Dual side printer
e)	Epson VS335W wxga 2700 lumens , usb, hdmi support	USB play, HDMI support, VGA support
f)	1 TB External HDD	Branded
g)	Sound Recorder	Branded
h)	Power point presenter	Auto slide changer
i)	Laser pointer	For pointing on presentations
2. a)	Canon Camera 70D 18-55 with carry case and interface cables	
b)	Sandisk Extreme pro Class 10, 32GB	
c)	Camera Tripod with carry case	
d)	Extra battery with charger set	

If model is not available then quote for other model having similar capacities
The number requirement of each item will be specified in the purchase order.

The envelopes containing the tender should bear the superscription “Limited Tender, UGC/MRP/1850/CS/CKP, Union Christian College, Aluva - 2” and should be addressed to THE PRINCIPAL, UNION CHRISTIAN COLLEGE, ALUVA 2

Last date for receipt of limited tenders will be **28/12/2015, 3.00 pm**. Late limited tenders will not be accepted.

The limited tenders will be opened at **4.00 pm on 28/12/2015** in the presence of limited tenderers or their authorized representatives who may be present at that time.

The tender forms with detailed specifications and terms and conditions can be downloaded from the college website: www.uccollege.edu.in.

An agreement in Kerala Stamp paper worth Rs 100/- duly signed by the bidder should be submitted along with the tender specifying that the items will be supplied in time by satisfying the conditions of tender.

Tenderers must submit a **demand draft worth Rs.420/(Inclusive of VAT) favoring “Principal, Union Christian College, Aluva”, payable at Aluva.**

The tender document should contain the following

1. Tender form duly filled in
2. Cost of tender form as DD
3. An agreement in Kerala stamp paper worth Rs 100/- duly signed by the bidder.

Aluva

16/12/2015

Principal

UC College . Aluva

TENDER FORMAT

Tender No MRP 1850/CS/CKP for Equipments, Department of Computer Science Union Christian College, Aluva-2	
Due date and time for receipt of tender	28/12/2015 3.00 pm
Date and time for opening of tender	28/12/2015 4.00 pm
Date up to which the rates are to be firm	Up to three months
Price of tender form	Rs.420/(Inclusive of VAT)
Address of Officer from whom tender forms are to be obtained and to whom tenders are to be sent:	THE PRINCIPAL., UNION CHRISTIAN COLLEGE, ALUVA 2

Name of Office: Union Christian College

(Name & designation of Purchasing Officer)

Station: Aluva.
Date: 16/12/2015

Dr. P. THOMAS MATHEW
PRINCIPAL.,
UNION CHRISTIAN COLLEGE,
ALUVA- 2

SCHEDULE OF ITEMS

Sl. No	Item	Specifications(Model and Make)	Unit	Rate (Rs.Ps)	Remarks
1	2	3	4	5	6
Attached as separate sheet					

Period within which items should be delivered: One week after the receipt of Order

Other special conditions: Price should be inclusive of taxes.

Place

Name & Address of Tenderer:

Date

Signature:

General conditions

1. Tender forms can be downloaded from the UCC Website www.uccollege.edu.in/tenders. Please quote the tender/s with specified references separately.
2. Cost of tender forms has to be remitted by way of DD in favor of the Principal, Union Christian College, Aluva.
3. The bidder should give the detailed specifications of the type and capacity of the proposed equipments.
5. All consumable and spares required for the satisfactory running of the equipment during the warranty period has to be born by the bidder.
6. The bidder should indicate the number of years of guarantee/ warranty for the item of equipment executed.
8. **The bidder to whom tender has been awarded should execute an agreement in Kerala stamp paper worth Rs.100/-. The format of the agreement is available in the UCC website.**
9. The installation, commissioning and trial running of the equipments should be conducted within three months from the date of confirmed purchase order.
10. The final approved cost for the supply of equipments will be released only after satisfactory commissioning of the equipments. No advance payment will be entertained. Tax of any nature will be levied from the quoted amount. All the rates quoted should be excluding tax.
11. Any deviation from the tender should be made in a tabular form in the tender.
12. The undersigned reserves the right to accept / reject any /all quotations without assigning any reason. All other rules and conditions for quotations prevailing in UCC will be applicable to this quotation also.
13. Branded models of the reputed firms will be given preference over others
14. We are exempted (regd. with DSIR) from payment of customs and excise duty for our procurement and hence prices quoted should be exclusive of these. Prices inclusive of ST and other taxes and installation charges, if any, may be indicated. We shall provide the necessary forms and certificates as required.
15. The exact specifications, details of make, model number, name of manufacturer etc., of the equipment offered must be clearly specified. Copies of detailed technical literature and illustrated brochures of the units quoted are to be included along with the offer. Offers without these are liable to be rejected. List of users giving the exact address of the contact persons and the model number of the units available at these locations have to be provided.

16. Instrument operating manuals have to be provided along with the supply.
17. Details of warranty offered should be clearly stated in the tender.
18. Evidence of exclusive/authorized distributorship from foreign principals should be provided along with the offers for overseas products.
19. Period of firmness of the quoted prices should be clearly stated in the offer.
20. The undersigned reserves the authority to accept or reject any or all of the offers for any particular item without assigning any reason whatsoever.
21. All the rules and regulation applicable to Government tenders will be applicable to this tender also.

Principal, Union Christian College, Aluva

**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 favor 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 if any 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 College office 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 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)