



**Central Purchase Office**  
**Aligarh Muslim University**  
**Aligarh**



**केन्द्रीय क्रय कार्यालय**  
**अलीगढ़ मुस्लिम विश्वविद्यालय**  
**अलीगढ़**

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مرکزی خریداری دفتر، علی گڑھ مسلم یونیورسٹی، علی گڑھ

Ref. No.: D- 0440/CPO/2020-21/NIT

Dated: 29<sup>th</sup> October, 2020

## **NOTICE INVITING TENDER (NIT)** ***for Supply of Laptop***

The Aligarh Muslim University, Aligarh, invites **Offline/ Manual Sealed quotations by Post/ Courier only** on the prescribed format from the reputed Original Equipment Manufacturer (OEM)/ reputed firms who have been authorized by the OEM for **Supply of Laptop(s)** as per specification mentioned in Table-1 on the Performa printed as per Annexure- 'A' upto as mentioned in Table-2 on usual terms and conditions as per Annexure- 'B'.

**TABLE-1**

S. No.	Particulars	Quantity	Duration
1	<b>Laptop</b> Intel Core i5 10 <sup>th</sup> Generation 15.6" Screen 1920x1080 Resolution, IPS Panel 1 TB HDD + 128 GB SSD Drive 2 GB Graphic Card 8 GB RAM HDMI, USB 2.0, USB 3.1, Type C Port Attachment Port 3.5 MM Jack Audio 6 Cell Battery Bluetooth 5.0, Wireless Connectivity, HD Webcam Window 10 Profession Inbuilt Comprehensive on-site OEM Warranty: Minimum 03-Years with Battery	02	Maximum Delivery Time <b>15 days</b> (from email of the order)

**TABLE-2**

S. N.	Event	Date and Time	Venue
1	Date of submission Tender/ Quotations	till 07 <sup>th</sup> November 2020 by 03:20 PM	Central Purchase Office Aligarh Muslim University Aligarh, UP - 202002
2	Tender / Quotations opening	07 <sup>st</sup> November 2020 at 03:30 PM	

Sd/-

(Irfan Ahmad)  
Assistant Finance Officer  
Central Purchase Office

**Annexure- 'A'****Performa**

I have read the terms and conditions carefully. I am offering the rates of following items with presence of mind, activeness and without any pressure. I shall abide all the terms and conditions given overleaf.

Sl. No	Specification	Required Quantity	Price (INR) [per Unit only]		
			Base Price	Tax / GST	Total Cost (inclusive of all Charges)
1	<b>Laptop</b> Intel Core i5 10 <sup>th</sup> Generation 15.6" Screen 1920x1080 Resolution, IPS Panel 1 TB HDD + 128 GB SSD Drive 2 GB Graphic Card 8 GB RAM HDMI, USB 2.0, USB 3.1, Type C Port Attachment Port 3.5 MM Jack Audio 6 Cell Battery Bluetooth 5.0, Wireless Connectivity, HD Webcam Window 10 Profession Inbuilt Comprehensive on-site OEM Warranty: Minimum 03-Years with Battery	02			

## Terms and conditions if any

1. Period of validity of the offered rates 50 days.
2. Required Maximum supply time 15 days.
3. MAF from respective OEMs is mandatory. Scanned copy of the same should also be emailed to afo.cpo@amu.ac.in by the authorizing officer of OEM using his/ her official email id of concerned OEM domain.

## Signature &amp; Seal of the Bidder

Date: .....

Place: .....

Name of Bidder: .....

Designation: .....

Name of Firm: .....

Address: .....

District: ..... State: ..... PIN code: .....

GSTIN (copy enclose): .....

Contact No.: .....

Email: .....

**Note:**

- All the fields are mandatory and must be clearly filled by the bidder. Overwriting / Cutting / Fluid is/are not acceptable.
- Vendor has also option to enclose printed brochures in support of quoted item. The brochures should be signed with stamp.

**Annexure- 'B'****Terms and Conditions**

1. The bidding firm should be a reputed firm having registration certificates, viz. Goods & Service Act, 2017 (GST), PAN/ TAN Card etc. The photocopies of the documents should be attached with the quotation. The firm should submit records related to Registration, GST, PAN Experiences etc. along with the bid.
2. University reserves the right to accept, reject, cancel or extend the contract on satisfactory service.
3. Quotations which are incomplete/ incorrect/ unclear/ overwriting/ not accompanied by registration certificate/ not accompanied with other mandatory enclosures shall be rejected outright.
4. Arrangements of all the documents related to taxation and other things shall be the sole responsibility of the service provider/bidder.
5. The rate of GST including surcharge along with concession admissible to educational institution may be specified.
6. The University reserves the right to accept/ reject any or all the tender(s)/quotation(s) or to allot full or part of the supply/ services to one or more firms.
7. The University reserves the right to reject any or all the tender(s)/quotation(s) thereof and to call for any other details or information/ clarification from any of the tender(s)/quotation(s).
8. The University reserves the right to cancel the order.
9. In addition to official landline phone/ fax numbers, two mobile telephone numbers (including the mobile number of Chief Executive Officer of the bidding firm) and email ids for communication, should be specifically provided.
10. Providing any false/ wrong information (including the supply of any wrong contact information, leading to the loss of communication) will be treated as the breach of contract/ tender.
11. Payment shall be made against the bill as per the payment milestones detailed in this tender document.
12. No advance payment will be made to the supply/ service provider for any of the work assigned by AMU. The payments shall be released against the bills as per the payment milestones mentioned in this tender document.
13. In case, if supply/ services is/ are not according to the specifications, the cost shall be borne by the bidder.
14. The duration of delivery of goods/ items shall be the essence of the contract and the items must be delivered within the specific period, falling which the late delivery charge @ 0.50 % per week will be applicable.
15. If as a result of post payment audit any overpayment is detected in respect of the supply order by the awardee bidder under the tender, it shall be recovered by the Aligarh Muslim University, Aligarh from the awardee bidder.
16. The tender(s)/ quotation(s) containing uncalled for remarks are likely to result in rejection.
17. The discount/ rebate admissible, if any, may be quoted.
18. If the date of receipt/ submission/ opening of tender(s)/ quotation(s) is/ are declared to be a public holiday, the tender(s)/ quotation(s) will be received/ submitted/ opened on the next working day at the same time.
19. If there is any need for any clarification/ information/ amendment in this NIT, it should be brought to the notice of Assistant Finance Officer (Purchase) within 02 working days from the date of publication of this NIT. After that, no clarification/ amendment will be accepted/ entertained.
20. Any increase in the rate during the course of service period shall not be acceptable.
21. The bidding firm should not have been blacklisted by any Central/ State Government/ Public Sector Undertaking Govt. of India/ Autonomous Bodies etc.
22. The bidding firm should not be involved in any litigation that may have an impact of affecting or compromising the delivery of services as required under this Request for Empanelment and in the execution of agreement.
23. AMU reserves the right to remove any such supply/ service provider from the empaneled list along with the forfeiture of performance Security, if the service provided by the Agency is found to be unsatisfactory or if the information provided for empanelment is proved to be false.



24. AMU may empanel more than one supply/ service provider and shall be free to take supply/ services through any one or more of them.
25. Intending tenders are advised to visit again AMU/ CPPP website at least 02 days prior to the closing date of submission of tender for any corrigendum/ addendum/ amendment.
26. All disputes relating to this tender shall be referred to the sole arbitrator to be appointed by the Vice-Chancellor, AMU, whose decision will be binding on both the parties.
27. All disputes arising out of this tender shall be subject to the jurisdiction of Courts at Aligarh only.
28. The University shall not be liable for any violation of Labour/ Tax Law provisions, what so ever, arising out this supply/ services.
29. If the requisite item with requisite specifications will be available on GeM portal during the tender process then preference will be given to GeM portal by following the GFRs, 2017.
30. The above said NIT will be governed under the Rules/ Guidelines/ Orders/ Law of the Union Government/ CVC/ Hon'ble Courts as issued time to time. However, if there is any deviation, the Rules/ Guidelines of the Union Government will be treated as final.
31. If the awardee vendor(s) fail to supply within the time/ complete the order/ supplied item not as per specification, the order would be assigned to other technical bid qualified vendor(s) without assigning any reason on the rate and specification/ item of awardee vendor (L1) into the parts/ full as decided by the Competent Authority and appropriate action(s) would be taken against the awardee vendor(s).
32. Errors & omissions excepted.
33. Any conditional bid is not acceptable and seems to be rejected.
34. The representative of the selected Firm must be report within 24 Hours as and when required by AMU.
35. The selected firm has to strictly adhere to the time limit.
36. No bidder has been allowed to any alter, delete, or add anything with the main/ partial contents of this tender document, if anyone found, the University reserves the right to take any appropriate action against the bidder.

I/ We, the undersigned confirm that I/we have read and considered/ understood all the above points carefully as per this tender document and agree to its terms, and am/are signing it voluntarily. I/we understand that if I/we have any questions or concerns about this tender document, it is my/our responsibility to discuss this with the concerned officer as define in this tender document.

I/We, \_\_\_\_\_ for M/s \_\_\_\_\_ is hereby agree with above Terms & Conditions (Sl. No. 01 to 36).

Yours faithfully,

Signature & Seal of the Bidder

Date: .....  
Place: .....

Name of Bidder: .....  
Designation: .....  
Name of Firm: .....  
Address: .....  
.....  
Contact No.: .....  
Email: .....