



Central Purchase Office
Aligarh Muslim University
Aligarh



केन्द्रीय कच कार्यालय
अलीगढ़ मुस्लिम विश्वविद्यालय
अलीगढ़

Phone: +91-571-2700920 Ext: 1270/71/72

Email: afo.cpo@amu.ac.in

مرکزی خریداری دفتر، علی گڑھ مسلم یونیورسٹی، علی گڑھ

NIT Ref. No.: D- 1326/CPO/2019-20

Dated: 06th January 2020

NOTICE INVITING TENDER (NIT)

for **Supply, Installation, Testing & Commissioning**
of **Desktops with Window & Microsoft Office**

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 as per eligibility criteria defined in this NIT on behalf of the recommendations of the Committee for **Supply, Installation, Testing & Commissioning of Desktops with Window & Microsoft Office** using a **Two-Bid System (Technical Bid and Commercial Bid)**, as per schedule mentioned below on usual terms and conditions as mentioned at the end of this tender:

SCHEDULE OF EVENTS			
S. N.	Event	Date and Time	Venue
1	Pre-Bid Meeting	18-01-2020 at 12:15 PM	Central Purchase Office Opp. SBI AMU Branch Aligarh Muslim University Aligarh, UP -202002, India
2	Deadline for submission of Bids	30-01-2020 by 12:30 PM	
3	Opening of the Technical Bids	30-01-2020 at 01:00 PM	
4	Opening of Commercial Bid of Technically qualified bids	After Opening of the Technical Bids	

The Master Envelope, superscribed "Tender for Supply, Installation, Testing & Commissioning of Desktops with Window & Microsoft Office" NIT Ref. No.: 1326/CPO/2019-20 Dated: 06.01.2020 containing the Technical Bid & Commercial Bid along with the complete requisite tender documents/ annexures duly signed as defined in the NIT. The Bidder's name and address should also be superscribed on each envelope. This sealed envelope should be submitted to 'Central Purchase Office, Aligarh Muslim University, Aligarh-202002, India'.

For more details, kindly visit <http://www.amu.ac.in> or <https://eprocure.gov.in/>

Sd/-
Assistant Finance Officer
Central Purchase Office



Tender Document
for
Supply, Installation, Testing & Commissioning
of
Desktops
with Window & Microsoft Office

2019-20

Aligarh Muslim University, Aligarh

www.amu.ac.in



1. BACKGROUND

Aligarh Muslim University is a Central University established by Sir Syed Ahmad Khan as Mohammedan Anglo-Oriental College in 1875. The Mohammedan Anglo-Oriental College became Aligarh Muslim University in 1920. The main campus of AMU is located in the city of Aligarh. (hereinafter referred to as “AMU” or “University”).

For more details, kindly visit: www.amu.ac.in

2. INTRODUCTION REGARDING REQUIREMENT

Supply, Installation, Testing & Commissioning of Desktops with Window & Microsoft Office are required for Aligarh Muslim University to facilitate various Departments/ Faculties/ Offices/ Research Works/ Halls etc.

3. SCOPE OF WORK

Supply, Installation, Testing & Commissioning of Desktops with Window & Microsoft Office to facilitate various Departments/ Faculties/ Offices/ Research Works/ Halls etc. located at various Departments/ Faculties/ Offices/ Halls etc. of the Aligarh Muslim University.

The requirements are as below:

S.No.	Particulars	Required Quantity
1	Desktop (i5)	90 Nos. \pm 25%
1	Desktop (i7)	20 Nos. \pm 25%

Specifications as described in Technical Bid Pro-Forma of this NIT.

- ✓ The work must be completed within 04 weeks after getting the Letter of Award (LOA).

4. ELIGIBILITY CRITERIA

The Bidder should meet the following eligibility criteria:

- The bidder should have a minimum of three years of experience in the required field i.e. Supply, Installation, Testing & Commissioning of Desktops with Window & Microsoft Office to the Government Departments/ Organizations/ Autonomous Bodies/ PSUs.
- The annual turnover of the firm must have at least Rs. 30.00 Lac during last three financial years.
- The bidder should have completed at least one major work order (Minimum 75 % Quantity of required quantity) during the last three Financial Years to the Government Departments/ Organizations/ Autonomous Bodies/ PSUs.
- The bidder should have successfully delivered/ supplied jobs at least two satisfied customers (Government Departments/ Organizations/ Autonomous Bodies/ PSUs) in the past three years.



- e) If the bidder other than OEM, the bidder must have proper MAF (Manufacture Authorization Form/ Letter) and the same should be emailed to afo.cpo@amu.ac.in from OEM domain.
- ✓ Relevant documents in the support of eligibility criteria must be attached with the Technical-Documentation duly self-ink-signed-attested.

5. SCHEDULE FOR THE TENDERING PROCESS

The following is the schedule of events for this project.

SCHEDULE OF EVENTS			
S. N.	Event	Date and Time	Venue
1	Pre-Bid Meeting	18-01-2020 at 12:15 PM	Central Purchase Office Opp. SBI AMU Branch Aligarh Muslim University Aligarh, UP -202002, India
2	Deadline for submission of Bids	30-01-2020 by 12:30 PM	
3	Opening of the Technical Bids	30-01-2020 at 01:00 PM	
4	Opening of Commercial Bid of Technically qualified bids	After Opening of the Technical Bids	

6. LATE TENDER

Applications received after the last date/ time shall not be entertained and shall be summarily rejected.

7. TENDER PROCESS

The sealed tender under 2-Bid system is invited by Aligarh Muslim University, from the reputed Original Equipment Manufacturer (OEM)/ reputed firms who have been authorized by the OEM as per eligibility criteria defined in this NIT on behalf of the recommendations of the Committee for **Supply, Installation, Testing & Commissioning of Desktops with Window & Microsoft Office**.

The Tender document can be downloaded from the website:

<http://www.amu.ac.in> or <https://eprocure.gov.in>

Note: Intending tenderers are advised to visit again <http://www.amu.ac.in> or <https://www.eprocure.gov.in> at least 02 days prior to the closing date of submission of tender for any update/ corrigendum/ amendment/ addendum.

• Master Envelope

The Bid (Technical Bid, Commercial Bid in separate sealed envelope and other requisite documents) complete in all respects and duly ink signed should be placed in a sealed envelope, superscribed with the title “**Tender for Supply, Installation, Testing & Commissioning of Desktops with Window & Microsoft Office**” and should be submitted to the Address as mentioned in this NIT. The bidder name and address should also be superscribed on each envelope.



- **Envelope-1 (Technical Bid)**

(Superscribed Technical Bid for Supply, Installation, Testing & Commissioning of Desktops with Window & Microsoft Office)

The Technical Bid should contain the technical bid document, as requisite, and Annexure-I, II, III, IV, V, VII & VIII with supporting documents.

- **Envelope - 2 (Commercial Bid)**

(Superscribed Commercial Bid for Supply, Installation, Testing & Commissioning of Desktops with Window & Microsoft Office)

The Commercial Bid as given in Annexure - VI.

- AMU will not be liable for any cost incurred by the respondents in performing the preliminary study of the existing system, its functionalities, preparing responses to this tender or negotiations associated with award of a contract or presentation.

8. CLARIFICATION OF TENDER DOCUMENT

For any clarification (prior to the submission of bids) please submit your enquiries by e-mailing the same to afo.cpo@amu.ac.in mentioning “Request for Clarifications: NIT for Supply, Installation, Testing & Commissioning of Desktops with Window & Microsoft Office” as the subject of e-mail, and clearly articulate specific queries (for which clarifications are to be sought) along-with contact details on which the response to queries should be sent back, by AMU.

- ✓ Bidders are also advised to participate in the Pre-bid meeting

9. ADDRESS FOR BID SUBMISSION:

Offline/ Manual Sealed Quotations/ Bids must be submitted as per the schedule as mention in this NIT on the prescribed format to the following address only via Post/ Courier only.

- ✓ **By hand submission of the tender document/ bid is strictly prohibited.**

Central Purchase Office
Opp. SBI AMU Branch
Aligarh Muslim University
Aligarh-202002, UP, India

Phone: +91-571-2700920 Ext: 1270/ 1271/ 1272

Email: afo.cpo@amu.ac.in



10. AMENDMENT OF TENDER DOCUMENT

At any time prior to the deadline for the submission of bids, the Aligarh Muslim University, Aligarh may, for any reason, whether at its own initiative or in response to a clarification requested by a prospective Bidder, modify the Tender Document by amendment. The amendment will be notified on the AMU, CPPP & e-Tender website. The deadline for submission of bids may also be extended at the discretion of Aligarh Muslim University, Aligarh.

Note: Intending tenderers are advised to visit again <http://www.amu.ac.in> or <https://www.eprocure.gov.in> at least 02 days prior to the closing date of submission of tender for any update/ corrigendum/ amendment/ addendum.

11. TECHNICAL BID

- A. Firms intending to participate in the tender (called 'Bidder') should first ensure that they fulfill all the eligible criteria as prescribed in the tender.
- B. The Technical Bid consists of the following documents:
- i. Annexure-I, II, III, IV, V, VII and VIII.
 - ii. Requisite EMD, as define in Para 13/ Annexure - VII.
 - iii. The bidder should have a minimum of three years of experience in the required field i.e. Supply, Installation, Testing & Commissioning of Desktops with Window & Microsoft Office to the Government Departments/ Organizations/ Autonomous Bodies/ PSUs.
 - iv. The annual turnover of the firm must have at least Rs. 30.00 Lac during last three financial years.
 - v. The bidder should have completed at least one major work order (Minimum 75 % Quantity of required quantity) during the last three Financial Years to the Government Departments/ Organizations/ Autonomous Bodies/ PSUs.
 - vi. If the bidder other than OEM, the bidder must have proper MAF (Manufacture Authorization Form/ Letter) and the same should be emailed to afo.cpo@amu.ac.in from OEM domain.
 - vii. Letter of reference/ testimonial from at least two satisfied customers (Government Departments/ Organizations/ Autonomous Bodies/ PSUs) to whom services/ supplies were successfully delivered, in the past three years.
 - viii. GST Registration Certificate (Complete)/ PAN Card etc.
 - ix. Acceptance of Terms & conditions as per Annexure- 'VIII'.
- C. The bidder shall not make or cause to be made any alteration, erasing to obliteration to the text of the Tender Document.
- D. The bidder is expected to examine all instructions, forms, terms and condition as mentioned in the tender document. The failure to furnish all information required by the tender document or submission of a tender not substantially responsive to the tender document in every respect will be at the bidder's risk and may result in the rejection of his bid.



12. COMMERCIAL BID

The Commercial bid must contain the following:

- A. The Commercial bid shall be submitted in the format provided at Annexure-VI.

13. EARNEST MONEY DEPOSIT (EMD)

Bid Security/ EMD, as per Annexure-VII (refundable), against the quoted item should be deposited along with quotations, in the form of Demand Draft (DD), in favour of "Finance Officer, Aligarh Muslim University, Aligarh".

In case of unsuccessful bid the EMD after necessary deduction of draft charges will be returned.

However, Vendors registered with MSME (Micro, Small and Medium Enterprises) / NSIC (National Small Industries Corporation) and enclosing attested copy of certificate of registration (valid for at least 6-months from tender opening date) with quotations would be exempted from payment of EMD. (see Rule 170 of GFRs 2017)

14. PERFORMANCE SECURITY

- A. The successful bidder shall be required to furnish a **Performance Security within 02 working days of receipt of "Letter of Award" for an amount of 7.50 % of the ordered value** in the form of Demand Draft from a nationalized bank, in favour of Finance Officer, Aligarh Muslim University, Aligarh.
(see Rule 171 of GFRs, 2017)
- B. The Performance Security shall remain valid for at least a period of three months beyond the date of completion of all contractual obligations/ comprehensive warranty/ agreement period.
- C. Failure of the successful bidder to comply with the requirements of above clauses shall constitute sufficient grounds or the annulment of the award and forfeiture the performance Security.

15. PAYMENT

The payment would be made after the successful execution of the complete order.

16. PENALTY

The duration of delivery of goods/ items shall be the essence of the contract and the items must be delivered within the specific period, failing which the late delivery charge @ 0.50 % per week of the total amount of order as per purchase order will be applicable.



17. DEFAULT IN THE PAYMENT

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.

18. DISCLAIMER

This tender notice is issued for information and planning purpose and does not constitute solicitation.

Information disclosed under and in accordance with the Bidder will not constitute as an offer. The acceptance of responses to the Bidder cannot be considered as a binding contract.

19. RIGHT TO ACCEPT ANY BID AND TO REJECT ANY OR ALL BIDS

- A. Aligarh Muslim University, Aligarh is not bound to accept the lowest or any bid and may at any time by notice in writing to the bidders terminate the tendering process.
- B. Aligarh Muslim University, Aligarh may terminate the contract, if it is found that the contractor is black listed on previous occasions by the any of the Government Departments/ Organizations/ Autonomous Bodies/ PSUs.
- C. Aligarh Muslim University, Aligarh may terminate the contract in the event the successful bidder fails to furnish the order.

20. OTHERS

- A. The awardee bidder/ contractor shall not engage any such sub-contractor or transfer the contract to any other person in any manner.
- B. The contractor shall indemnify and hold the Aligarh Muslim University, Aligarh harmless from and against all claims, damages, losses and expenses arising out of, or resulting from the works/services under the contract provided by the contractor.
- C. In the event of any loss to the AMU, as a result of any lapse on the part of the bidder/ contractor which will be established after an enquiry conducted by the AMU, the said loss can be claimed from the bidder/ contractor up to the value of the loss. The decision of the Vice-Chancellor will be final and binding on the agency.

21. SELECTION CRITERIA

a. for Technical Bid

The successfully submitted bids along with all essential/ required documents/ annexures/ samples and meeting all the eligible criteria along with Samples are eligible for Technical Bid



b. for Commercial Bid Opening:

Initially the Technical Bid shall be evaluated by the Committee. Commercial bids of those bidders shall be opened and considered, who qualified the Technical Bid, as per the decisions made by the Committee.

c. Selection Criteria for winning the tender:

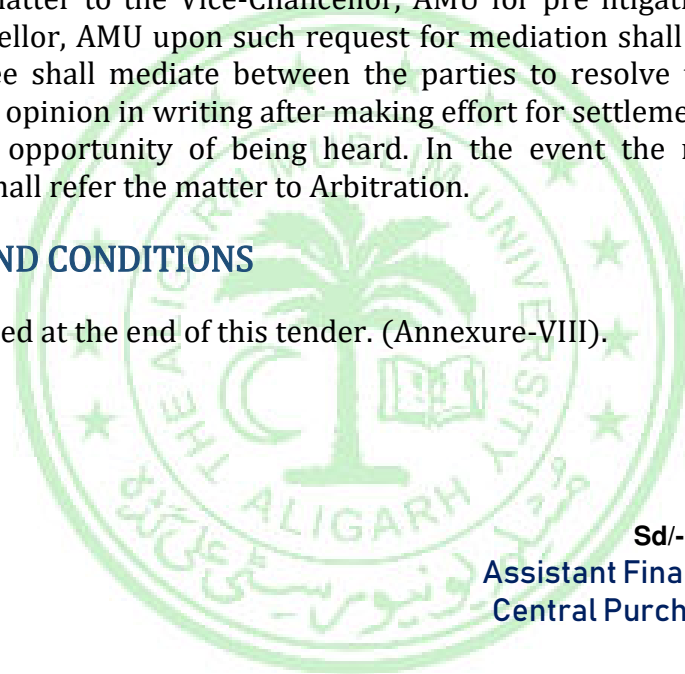
The selection for the approved/ recommended Bidder shall be based on the lowest qualified quoted prices or as the Committee may decide.

22. MEDIATION CLAUSE

In case of any dispute between the parties in relation or arising out of this Agreement, prior to invocation of Arbitration Clause, the aggrieved party, shall refer the matter to the Vice-Chancellor, AMU for pre litigation settlement. The Vice-Chancellor, AMU upon such request for mediation shall himself or through his nominee shall mediate between the parties to resolve the issue and shall express his opinion in writing after making effort for settlement after giving both parties on opportunity of being heard. In the event the mediation fails the mediator shall refer the matter to Arbitration.

23. TERMS AND CONDITIONS

As mentioned at the end of this tender. (Annexure-VIII).



Sd/-
Assistant Finance Officer
Central Purchase Office

Yours faithfully,

Signature & Seal of the Bidder

Date:
Place:

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



Annexure- I

Compliance-sheet

Sl. No,	Requirement Profile of Bidder	(Yes / No)	Documentary Evidences enclosed (Yes/No)
1	The bidder should have a minimum of three years of experience in the required field i.e. Supply, Installation, Testing & Commissioning of Desktops with Window & Microsoft Office to the Government Departments/ Organizations/ Autonomous Bodies/ PSUs.		
2	The annual turnover of the firm must have at least Rs. 30.00 Lac during last three financial years.		
3	The bidder should have completed at least one major work order (Minimum 75 % Quantity of required quantity) during the last three Financial Years to the Government Departments/ Organizations/ Autonomous Bodies/ PSUs.		
4	The bidder should have successfully delivered/ supplied jobs at least two satisfied customers (Government Departments/ Organizations/ Autonomous Bodies/ PSUs) in the past three years.		
5	The bidder agrees that all the communications received from AMU on email-ID provided by the bidder in Annexure-II of this tender document will be responded within one business day, failing which it will be presumed as an offence, thereby attracting actions as deemed fit by AMU.		
6	If the bidder other than OEM, the bidder must have proper MAF (Manufacture Authorization Form/ Letter) and the same should be emailed to afo.cpo@amu.ac.in from OEM domain.		
7	If the bidder found winner of this NIT, he must submit a performance security within due course as define in this NIT. (Para 14) [see Rule 171 of GFRs, 2017]		
8	Warranty of the complete system must be onsite minimum 3-Years for both hardware and software.		
9	The awardee bidder is not only responsible for supply but also for installation-cum-commissioning of the item.		
10	The validity of quoted price is upto 31.03.2020 .		

Yours faithfully,

Signature & Seal of the Bidder

Date:

Place:

Name of Bidder:

Designation:

Name of Firm:

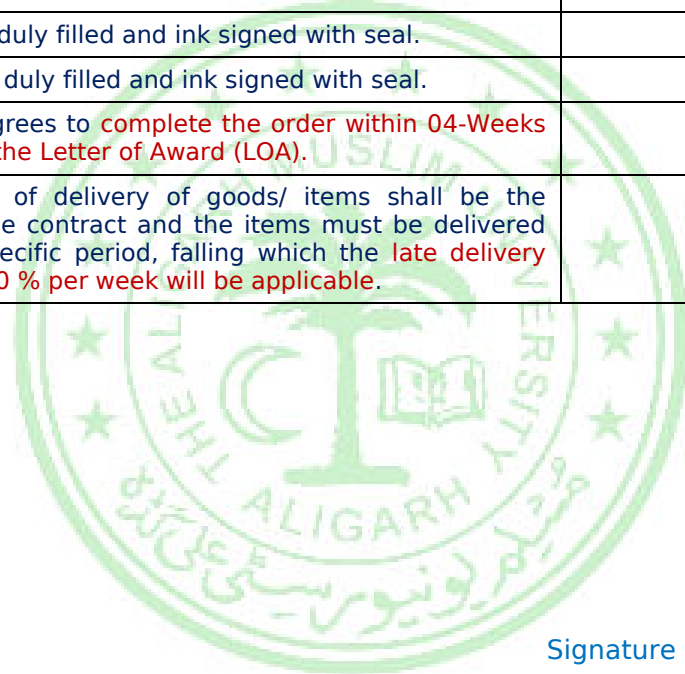
Address:

Contact No.:

Email:



Sl. No,	Requirement Profile of Bidder	(Yes / No)	Documentary Evidences enclosed (Yes/No)
11	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		
12	Annexure-II duly filled and ink signed with seal.		
13	Annexure-III duly filled and ink signed with seal.		
14	Annexure-IV duly filled and ink signed with seal.		
15	Annexure-V duly filled and ink signed with seal.		
16	Annexure-VI duly filled and ink signed with seal. Must be submitted in separate envelop dully superscribed Commercial Bid for Supply, Installation, Testing & Commissioning of Desktop with Window & Microsoft Office)		
17	Annexure-VII duly filled and ink signed with seal.		
18	Annexure-VIII duly filled and ink signed with seal.		
19	The bidder agrees to complete the order within 04-Weeks after getting the Letter of Award (LOA).		
20	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.		



Yours faithfully,

Signature & Seal of the Bidder

Date:
Place:

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



Annexure- II

Brief Details about the Firm/ Company/ Manufacturer

1. NAME OF THE BIDDING FIRM:

.....

Website URL:

2. ADDRESS:

(a) REGISTERED OFFICE:

.....

..... PIN

STD CODE Office Phone No: FAX No:

Primary Cell Phone No: Alternate Cell Phone No:

Official Email: Alternate Email:

(b) WORK/ FACTORY (if applicable):

.....

..... PIN

STD CODE Landline Phone No: FAX No:

Primary Cell Phone No: Alternate Cell Phone No:

Official Email: Alternate Email:

3. Commercial Information (Please enclose self-attested copy wherever applicable)

- a GSTIN :
- b PAN No. :
- c AMU Registration No (if any) :
- d NSIC Registration No (if any) :
- e MSME Registration No (if any) :

I/ We further undertake that all the above information and documents supplied by me/us are correct. In the event of any future changes in the above information, during the period of the **validity of these rates i.e. up to 31.03.2020**, I will immediately inform Assistant Finance Officer (Purchase) in writing and also provide updated documents (if any).

Yours faithfully,

Signature & Seal of the Bidder

Date:
Place:

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



Annexure- III

Tender Acceptance Letter / Self-Declaration by the bidder for quoting the rate

FROM

M/s

.....

.....

To

Assistant Finance Officer
Central Purchase Office
A.M.U. Aligarh 202002

Dear Sir,

1. I/We have downloaded/ obtained the tender document(s) for the above mentioned "Tender/Work" from the web site(s) as mentioned in the Tender.
2. I/We have read and understood the contents of the Tender and agree to abide by all the terms and conditions of this tender.
3. The corrigendum(s) issued from time to time by your department/ organization too have also been taken into consideration, while submitting this acceptance letter.
4. I/We hereby unconditionally accept the tender conditions of above mentioned tender document(s) / corrigendum(s) in its entirety.
5. I/We also confirm that in the event of my/our tender being accepted, I/We hereby undertake to furnish Performance Security, as the tender requirement.
6. I/We further undertake that none of the Proprietor / Partner/ Directors of the firm was or is Proprietor or Partner or Director of any firm whom Aligarh Muslim University, Aligarh or any other government organization (Government Departments/ Organizations/ Autonomous Bodies/ PSUs) has black listed/ banned/ suspended in any business dealing.
7. I/We shall provide uninterrupted services/ supply.
8. The bidder has no outstanding dues in any form with Aligarh Muslim University, Aligarh.
9. I/We certify that all information furnished by our Firm is true and correct and in the event that the information is found to be incorrect/untrue/false or found violated, then your department/organization can reject the bid or terminate the contract, without giving any notice or reason there of or summarily, without prejudice to any other right or remedy including the forfeiture of the full said earnest money deposit absolutely.

I/We further undertake to report to the Assistant Finance Officer (Purchase) immediately after we are informed but in any case not later than 15 days, if any firm in which Proprietor/ Partner/ Directors are Proprietor or Partner or Director of such a firm which is black listed/ banned/ suspended in future during the validity period of the Contract with you.

Yours faithfully,

Signature & Seal of the Bidder

Date:

Place:

Name of Bidder:

Designation:

Name of Firm:

Address:

.....

Contact No.:

Email:



Annexure- IV

Declaration of the Authorized Signatory
[to be filled only if required]

I/ We,

Sl. No.	Name of the Proprietor/ All Partners/ Karta/ Directors/ Managing Directors/ Members of Managing Committee of Associations/ Board of Trustees etc	Status
01		
02		
03		
04		

hereby solemnly affirm and declare that
Mr./ Miss/ Mrs. (Name of Authorized Signatory)
Designation: (Designation) will act as an Authorized signatory
for the Firm M/s. (Firm Name)
participating in this NIT.

All his/ her action(s) in relation to this NIT will be binding on me/ us.

[Signature(s) of the Proprietor/ All Partners/ Karta/ Managing Directors/ Members of
Managing Committee of Associations/ Board of Trustees etc.]

Acceptance as an Authorized Signatory

I, Mr./Miss./Mrs. (Name of Authorized Signatory)
hereby solemnly accord my acceptance to act as authorized signatory for the above
referred to firm and all my acts related to this NIT shall be binding on the firm.

Signature of the Authorized Person

Name of the Authorized Person

Designation of the Authorized Person

Yours faithfully,

Signature & Seal of the Bidder

Date:

Place:

Name of Bidder:

Designation:

Name of Firm:

Address:

Contact No.:

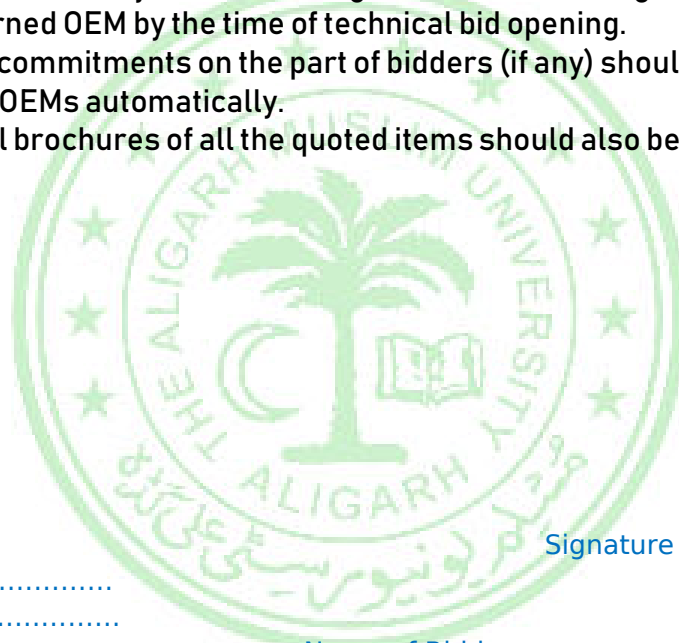
Email:



Technical Specifications

Note (Technical Terms & Conditions):

- All items should be supplied with at least 3-Years of comprehensive on-site warranty of OEM for both hardware and software., in addition to original equipment manufacturer shall also be responsible to extend the warranty to end-users in AMU.
- The supplier is responsible not only for supply of items but also for ensuring successful installation, testing and commissioning at the end-user departments.
- Tender specific authorization (Ink Signed) from respective OEMs is mandatory for all bidders. 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 by the time of technical bid opening.
- Unfulfilled commitments on the part of bidders (if any) should get transferred to respective OEMs automatically.
- The original brochures of all the quoted items should also be attached.



Signature & Seal of the Bidder

Date:

Place:

Name of Bidder:

Designation:

Name of Firm:

Address:

.....

.....

Contact No.:

Email:



Item Name 01 : Desktop PC Core-i5			
Parameters required			Input provided by the bidder
Specification	Description	Required Value	
Processor	Processor Make	Intel	
	Processor Generation	8.0 Or higher	
	Number of Cores per Processor	6 Or higher	
	Processor Base Frequency	3.0 GHz Or higher	
	Processor Description	Intel Core i5	
	Processor Number	Intel Core i5 8500	
Motherboard	Chipset Series	Intel Q Series or Higher	
	Chipset Number	Intel Q 370 or Higher	
Graphics	Graphics Type	Integrated Intel® HD Graphics 630 or higher	
Memory	Type of RAM	RAM DDR4	
	RAM Size	8 GB	
	RAM Speed	2660 MHz Or higher	
	RAM Expandability up to (using spare DIMM Slots in GB)	64 Or higher	
Storage	HHD Capacity	1 TB @7200 rpm expandable up to 2 TB	
Cabinet	Cabinet Form Factor	SFF (7 to 13 Liters) with External Bays (Number), Optical Drive DVD R/W, Internal Speaker etc.	
Connectivity	Integrated LAN	Yes	
	Wireless LAN	Yes	
Ports	Number of USB Ver. 2.0	2 or Higher	
	Number of USB Ver. 3.0	2 or Higher	
	Number of USB Type C Ports	1 or Higher	
	Number of HDMI Ports	1 or Higher	
	Number of DP Ports	2 or Higher	
Monitor	Monitor Technology	IPS Or higher	
	LED Backlit Monitor Size (INCHES)	21.5 Or higher	
	Monitor Resolution (PIXELS)	1920x1080 Or higher	



Item Name 01 : Desktop PC Core-i5		
Parameters required		Input provided by the bidder
Specification	Description	
Certificates	EPEAT Gold	
	Energy STAR	
	RoHS	
	UL Listed	
	CE	
	FCC	
Input Devices	Mouse Connectivity	Wired
	Type of Mouse	Optical Scroll
	Keyboard Connectivity	Wired
	Type of Keyboard	Standard with Rupee Symbol
Operating System	Operating System (Factory Pre-Loaded)	Windows 10 Professional or Higher
	Recovery Image Media	CD
	OS Certification Windows	Required
Microsoft Office	OfficeProPlus 2019 SNGL OLP NL Acdmc (must be perpetual academic license)	
Warranty	On Site Comprehensive OEM Warranty (Year)	03 Years or Higher
Make	HP/ Dell/ Lenovo or equivalent	
Model	Series: Business	

Remark (if any): _____

Note:

1. Kindly see / follow the Terms & Conditions.

Signature & Seal of the Bidder

Date:

Place:

Name of Bidder:

Designation:

Name of Firm:

Address:

Contact No.:

Email:



Item Name 02 : Desktop PC Core-i7			
Parameters required			Input provided by the bidder
Specification	Description	Required Value	
Processor	Processor Make	Intel	
	Processor Generation	9.0 Or higher	
	Number of Cores per Processor	8 Or higher	
	Processor Base Frequency	3.0 GHz Or higher	
	Processor Description	Intel Core i7	
	Processor Number	Intel Core i7 9700	
Motherboard	Chipset Series	Intel Q Series or Higher	
	Chipset Number	Intel Q 370 or Higher	
Graphics	Graphics Type	Integrated Intel® HD Graphics 630 or higher	
Memory	Type of RAM	RAM DDR4	
	RAM Size	16 GB	
	RAM Speed	2660 MHz Or higher	
	RAM Expandability up to (using spare DIMM Slots in GB)	64 Or higher	
Storage	HDD Capacity	1 TB @7200 rpm expandable up to 2 TB	
	SSD	256 GB or higher	
Cabinet	Cabinet Form Factor	SFF (7 to 13 Liters) with External Bays (Number), Optical Drive DVD R/W, Internal Speaker etc.	
Connectivity	Integrated LAN	Yes	
	Wireless LAN	Yes	
Ports	Number of USB Ver. 2.0	2 or Higher	
	Number of USB Ver. 3.0	2 or Higher	
	Number of USB Type C Ports	1 or Higher	
	Number of HDMI Ports	1 or Higher	
	Number of DP Ports	2 or Higher	
Monitor	Monitor Technology	IPS Or higher	
	LED Backlit Monitor Size (INCHES)	21.5 Or higher	
	Monitor Resolution (PIXELS)	1920x1080 Or higher	



Item Name 02 : Desktop PC Core-i7		
Parameters required		Input provided by the bidder
Specification	Description	Required Value
Certificates	EPEAT Gold	
	Energy STAR	
	RoHS	
	UL Listed	
	CE	
	FCC	
Input Devices	Mouse Connectivity	Wired
	Type of Mouse	Optical Scroll
	Keyboard Connectivity	Wired
	Type of Keyboard	Standard with Rupee Symbol
Operating System	Operating System (Factory Pre-Loaded)	Windows 10 Professional or Higher
	Recovery Image Media	CD
	OS Certification Windows	Required
Microsoft Office	OfficeProPlus 2019 SNGL OLP NL Acdmc (must be perpetual academic license)	
Warranty	On Site Comprehensive OEM Warranty (Year)	03 or Higher
Make	HP/ Dell/ Lenovo or equivalent	
Model	Series: Business	

Remark (if any): _____

Note:

1. Kindly see / follow the Terms & Conditions.

Signature & Seal of the Bidder

Date:

Place:

Name of Bidder:

Designation:

Name of Firm:

Address:

Contact No.:

Email:



Annexure- VI

Commercial Bid

Bidder must submit their Commercial bid in the following format only:

S. No.	Item Description	Base Price inclusive all Charges such Commissioning/ installation /F.O.R. etc. (per Unit)	Taxes @ (%)	Total Amount (₹)	Remarks (if any)
1	Cost of Desktop PC Core i5 (as per Technical Specification) Screen Size: _____ Make: _____ Model: _____ (Specify by the bidder)				
2	Cost of Desktop PC Core i7 (as per Technical Specification) Screen Size: _____ Make: _____ Model: _____ (Specify by the bidder)				

Note: Kindly note the Terms & Conditions.

Remark (if any): _____

Signature & Seal of the Bidder

Date:

Place:

Name of Bidder:

Designation:

Name of Firm:

Address:

Contact No.:

Email:



Annexure- VII

EMD Summery
(as per Rule 170 of GFRs, 2017)

Demand Draft/Banker Cheque No. : _____
Issue Date : _____ - January - 2020
Issuer Bank Name : _____
Branch : _____
Amount : ₹ 2,00,000/-

Note:

1. The EMD is refundable.
 - For non-qualified: Immediately after issuance of Letter of Award (LOA) to the successful bidder.
 - For qualified: After submission of the performance security.
2. The Demand Draft/ Banker Cheque must be in favour of "Finance Officer, Aligarh Muslim University" payable at Aligarh.
3. Non-Submission of original EMD document shall lead to rejection of the tender.
4. Bidder(s) registered with MSME (Micro, Small and Medium Enterprises)/ NSIC (National Small Industries Corporation) are exempted from payment of EMD. A Copy of valid Certificate (self-attested) of registration (valid for at least 06-months from tender opening date) must be uploaded with technical cover.

AMU Registration No (if any) :

NSIC Registration No (if any) :

MSME Registration No (if any) :
5. No interest shall be paid on EMD.
6. EMD shall be forfeited, in any of the following case(s):
 - a. The bidder withdraws its proposal after the proposal due date.
 - b. The successful bidder fails to accept LOA within the stipulated period.
7. Kindly see / follow the Terms & Conditions.

Remark (if any): _____

Signature & Seal of the Bidder

Date:
Place:

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



Annexure- VIII

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. Bid Security (EMD) as per Annexure-VII (refundable) against quoted item should be deposited along with quotations, in the form of Demand Draft/ Bankers Cheque, in favour of "Finance Officer, Aligarh Muslim University, Aligarh".
In case of unsuccessful bid the EMD after necessary deduction of draft charges will be returned. However, Vendors registered with MSME (Micro, Small and Medium Enterprises) / NSIC (National Small Industries Corporation) and enclosing attested copy of the certificate of registration (valid for at least 6-months from tender opening date) with quotations would be exempted from payment of EMD. (see Rule 170 of GFRs 2017)
4. The awardee bidder shall be required to furnish a performance Security within 02 working days of the receipt of "Letter of Award" for an amount of 7.50 % of the awardee value in the form of the Demand Draft/ Bankers Cheque/ Fixed Deposit, in favour of "Finance Officer, Aligarh Muslim University, Aligarh". (for more details kindly see Para 14 of this NIT with Rule 171 of GFRs, 2017]
5. Quotations which are incomplete/ incorrect/ unclear/ overwriting/ not accompanied by registration certificate/ not accompanied with other mandatory enclosures shall be rejected outright.
6. Arrangements of all the documents related to taxation and other things shall be the sole responsibility of the service provider/bidder.
7. The rate of GST including surcharge along with concession admissible to educational institution may be specified.
8. 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.
9. 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).
10. The University reserves the right to cancel the order.
11. 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.
12. 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.
13. Payment shall be made against the bill as per the payment milestones detailed in this tender document.
14. 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.
15. In case, if supply/ services is/ are not according to the specifications, the cost shall be borne by the bidder.
16. 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.
17. 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.
18. The tender(s)/ quotation(s) containing uncalled for remarks are likely to result in rejection.
19. The discount/ rebate admissible, if any, may be quoted.
20. 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.



21. 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.
22. Any increase in the rate during the course of service period shall not be acceptable.
23. The bidding firm should not have been blacklisted by any Central/ State Government/ Public Sector Undertaking Govt. of India/ Autonomous Bodies etc.
24. 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.
25. 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.
26. AMU may empanel more than one supply/ service provider and shall be free to take supply/ services through any one or more of them.
27. 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.
28. 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.
29. All disputes arising out of this tender shall be subject to the jurisdiction of Courts at Aligarh only.
30. The University shall not be liable for any violation of Labour/ Tax Law provisions, what so ever, arising out this supply/ services.
31. Errors & omissions excepted.
32. Any conditional bid is not acceptable and seems to be rejected.
33. The supplier is responsible not only for supply of items but also for ensuring successful installation, testing and commissioning at the end-user departments.
34. 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.
35. 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.

Yours faithfully,

Signature & Seal of the Bidder

Date:

Place:

Name of Bidder:

Designation:

Name of Firm:

Address:

Contact No.:

Email: