

RASHTRIYA SANSKRIT VIDYAPEETHA : TIRUPATI - 517 507
(University established under Section 3 of the UGC Act, 1956)

F.No. RSV/TN/DTC/SERV/UPS/OA/2015-16

Date: 16.02.2016

LIMITED TENDER NOTIFICATION

The sealed Quotations under two Bid systems (Technical & Financial) are invited for supply and installation of (1) Desktop Computer Systems (2) Servers (3) UPS systems and (4) Office Automation, as per Annexure- I, II, III & IV. The interested firms may send their Tenders/proposals on the prescribed application along with the Technical Bid (Annexure – V, VI, VII & VIII) & Financial Bid (Annexure – IX, X, XI & XII) to the Registrar, Rashtriya Sanskrit Vidyapeetha, Tirupati – 517 507 up to **25.02.2016 by 16.00 Hours**. Tenders for each item must be submitted in sealed cover and the envelope containing the same is to be marked as “Tender for Supply of “Desk Top Computer Systems” , “Servers”, “UPS systems and “Office Automation”. Tenders will be opened in the office of the undersigned at **15.00 hrs. on 26.02.2016** in the presence of all bidders.

The following documents should be enclosed in separate envelopes of appropriate size each of which should be sealed.

(i) Covering letter along with Earnest Money Deposit (ii) Technical Bid, duly signed and stamped (iii) Financial Bid and (iv) Annexure – A accepting all terms and conditions with signature.

Only such bids which are technically qualified will be opened for financial bidding.

The tenders shall be submitted according to the terms and conditions specified in Annexure A. Unless specified otherwise in the tender, it shall be construed that the terms and conditions stipulated here under have been agreed to. 1. There should not be any over writing or corrections in the tender. If a figure is to be amended, it should be neatly scored out, the revised figure to be written above and the same be attested with full signature, seal and date. In the absence of the attested signature, the tender is liable to be rejected. 2. On acceptance of the tender, it will become a contract and the contractor shall be bound by the terms and conditions of the tender as specified in Annexure-A.

3. A sum of Rs.28,000/- (Rupees twenty eight thousands only) for Desk Top Computers, Rs. 8,000/- (Rupees eight thousands only) for Servers, Rs. 3,000/- for UPS systems and Rs. 30,000/- (Rupees thirty thousands only) for Office Automation

in the form of Demand Draft in the favour of the Registrar, Rashtriya Sanskrit Vidyapeetha, Tirupati, payable at Tirupati must be paid along with the tender as Earnest Money Deposit which is refundable without interest. 4. Tender Document can be downloaded from the website: www.rsvidyapeetha.ac.in. 5. The rates quoted by the contractor shall hold good up to six months from the date of opening of tender. No amendment in the rate except increase in the statutory levies if any, during the period of execution of the contract will be accepted. 6. The tenders that do not comply with the above conditions are liable to be rejected without any notice/intimation.

Station: Tirupati

Sd/-
Registrar

Annexure-A

Tender document MANDATORY REQUIREMENTS 1. The Bidder must enclose the Authorization letter for supplying Desktop Top Computers, supply and installation of Office Automation and UPS systems from Industries / Institution / Organizations. 2. The Bidder must submit their quote as per Annexure – I, II , III & IV. The Company should be at least 02 years experienced and turnover of the company should be at least Ten Lakhs during the last two financial years, audited balance sheet, with registration certificates to be enclosed 4. The Vendor should have executed at least 3 similar supplies of Said items. The completion report with details of contact Person and the name of the Institution/University to be provided in the last one year calculated as on the date of opening of the bid. TERMS AND CONDITIONS 5. The Rates Quoted should be Inclusive of all charges viz. packing, forwarding, local taxes, railway freight, transit insurance etc. and supply and installation at Tirupati, AP. 6. The rates should be quoted for a single unit and also for the total quantity required by the University. 7. L1 would be identified based on the least price, including taxes, of the Desk Top Computer, Servers, UPS systems and Office Automation. 8. Losses or damages in transit will be to the account of the supplier. The supplier may if he so desires get the goods insured and include such charges in the tendered rate. 9. Quoting merely the lowest price does not confer any right to any bidder for award of supply order. The University's Purchase Committee, reserves the right to select the Desk Top Computer, Servers, UPS systems and Office Automation of any bid under the grounds of specification compliance, technologically advanced quality, proven performance track record, brand reputation, service backup support & training, offer of additional / special features, Compatibility with the existing System, etc. 10. The payment for the ordered items would be made after the items have been received, found in order and in working condition. Normally payment shall be made through a crossed cheque within 30 days of the receipt of goods to our entire satisfaction. 11. The undersigned is not bound to accept the lowest tender and may reject any tender or any part of the tender without assigning any reason thereof. 12. The price should be quoted on prescribed price schedule and must be sent in a properly sealed envelope. 13. The rates and units shall not be over written in the price schedule. The rates shall be quoted both in figures and words. The Tender should be signed by the authorized signatory of the firm.

14. The payment will be made on actual basis after receipt of Desk Top Computer, Servers, UPS systems and Office Automation as per specifications attached at Annexure-I, II and III respective its installation with satisfactory working performance. In case the technical authority of the University are rejected these have to be removed by the supplier at his own cost.

15. (a) The penalty Clause is as under: Should the Bidder fail to deliver the Desk Top Computer, Servers, UPS systems and Office Automation for the University within the period specified in the tender form, the University may, at its discretion, allow an extension in time subject to recovery from the bidder as agreed liquid damages, and not by way of penalty, a sum equal to 10 percentage of the value of order which the bidder has failed to supply for period of delay. (b) In case of failure to supply the Desk Top Computer, Servers, UPS systems and Office Automation within the prescribed time and in accordance with the specifications given in the quotations, the University shall be free to cancel the order and make purchases from the next higher tenderer or from the open market as the case may be. In that case the loss sustained by the University shall be recovered from the defaulting supplier. The University will be at liberty to recover the loss from the payment of earnest money/or any other pending claims of the supplier without prejudice to its general right to effect recovery from the supplier. 12. No payment will be made in advance for any supplies under this tender. The valid documentary proof of Authorised Distributorship/ Dealership, Sales Tax, VAT/Service Tax Registration No. and details of Income Tax registration (PAN) should be submitted along with the quotation. The taxes must be quoted clearly and separately. **If the taxes are not quoted separately, it will be presumed that the rates quoted are inclusive of taxes.** 13. The University reserves the right to accept or reject any tender without assigning any reason. 14. The University reserves the right to verify/seek confirmation of all original documentary evidence submitted by the vendors in support of the tenders, specifications for eligible criteria. In case any information furnished by vender is found false/incorrect the tender will be rejected.

15. Delivery and installation of the item within 4 weeks from the date of P.O.

16. The quantity against each item may vary depending on the decision of the University authorities. 17. The Dept. of Science and Technology, Govt. of India has issued Customs Exemption Certificate to the University for getting exemption. Therefore, the bidders may make a note of it while quoting the price.

Sd/-
Registrar
Rashtriya Sanskrit Vidyapeetha,
Tirupati.

I accept all the terms and conditions mentioned above.

SIGNATURE : _____

ADDRESS OF THE PARTY; _____

Contact Number : _____

Annexure-I

1. Specifications for Desktop Computer Systems:

Sl.No.	Description		Quantity
1.	Mother Board	Intel Make	40 Nos.
	Processor	Core I3 4160, 3.6 GHZ	
	RAM	4 GB	
	HDD	500 GB	
	DVD ROM / RW		
	Monitor	18.5" LED	
	Mouse	USB Optical Scroll Mouse	
	Keyboard	USB	
	Any other feature	Specify	
	Cost	With and without warranty.	

Annexure - II

2. Specifications for Server :

Sl.No.	Description		Quantity
1.	Mother Board	Intel Make	02 Nos.
	Processor	Intel Xeon Quad Core Tower Type	
	RAM	16 GB	
	HDD	3 Nos. with RAID Zero Fail over	
	DVD ROM / RW		
	Monitor	18.5" LED	
	Mouse	USB Optical Scroll Mouse	
	Keyboard	USB	
	Any other feature	Specify	
	Server	Windows 2010 preloaded with media	
	Cost	With and without warranty	
Quote separately with and without Operating System			

Annexure-III

3. UPS systems.

Sl.No.	Description	Quantity
1.	3 KVA with 1 Hour back up	2 Nos.
2.	1 KVA with 1 hour backup	2 Nos.
3.	2 KVA 1 hour back up	1 No.

Annexure- IV

4. Office Modular Furniture (for Administration, Academic and Accounts Sections):

Sl.No.	Description	Quantity
1.	Modular Work stations	
a.	L-Type work station both side partition – Supply of 55mm thick tile base 1175 mm height modular workstation of size 1500mm x 1800mm. Table top made of 25mm pre-laminated particle board with 2mm PVC edge band all across. Each workstation to have a pinup board and a marker board.	22 nos.
b.	Free Standing Table for the Cabins: Supply and delivery of free standing table of size 1800mm x 750mm x 750mm table top is made up of 25mm thick pre-laminated particle board with 2mm thick PVC lipping all across. The side return storage unit of size 1200mm x 450mm x 750mm with open-able doors.	3 Nos.
c.	Full Height Modular Partition – Extension: Supply of 55mm thick tile base 1175mm height modular partition	540 SFT.
d.	Doors for the Cabins Modular partition – Supply of 55mm thick tile base 1175mm height modular partition.	3 nos.
2.	Chairs for Workstations and Visitors: Medium back with fabric seat and back with cushion foam knee tilt. Mechanism adjustable armrest, push back mechanism simple push to backrest, gas lift for seat height adjustment, standard 5-prong Nylon base.	28 Nos.
3.	Executive Chairs for Cabins – High back chair with heavy duty castors, with head rest and fabric upholstered cushioned seat and mesh back. With hi-lo and normal tilt mechanism, gas lift for seat height adjustment, silver Epoxy Backbone, Adjustable Armrest, Standard5-prong Aluminium polished base.	3 Nos.

4.	Accessories for Modular Workstations:	
a.	Supply of CPU Trolley – Metal with castors	22 Nos.
b.	Supply of 3 draw pedestal made in metal CRA sheet duly powder coated with castors	25 nos.
c.	Metal keyboard trays	22 Nos.
5.	Electrical works for the workstations:	
a.	Supply, fixing, testing and commissioning of 3 nos. 6A 3/5 pin shurtred universal type socket controlled by 1 No. 16A switch with moulded front plate and PVC enclosure and other associated accessories in the work station as required as per the site conditions. This is inclusive of 2 run 2.5 sq.mm and 1 run of 1 sq.mm in a PVC insulated copper wire FRLS rated with suitable PVC conduit with all necessary accessories (for UPS power).	28 Nos.
b.	Power circuit cabling supply and laying of 2 run 4.0 sq.mm 2.5 sq.mm PVC insulated copper wire FRLS rated with suitable PVC conduit with all necessary accessories (All conduits should be concealed in the wall and the cost should be inclusive of cutting, plastering and finishing the wall surface).	80 Nos.
6.	Networking works for Data:	
a.	Cat-6 UTP four pair cable in PVC conduit RAJ45- Cat-6 information outlets Wallmount face plate-Dual.. Make – Amp netconnect.	24 Nos.
b.	Testing, dressing and punching etc for voice and data	24 Nos.

Note. 1. Quote should be given to C.I.F Tirupati. The equipments/items should be provided with all necessary accessories and spare parts for a fully functional unit. Availability of services and spare parts will be considered while finalizing the tender. Installation should be free of cost.

2. University has customs exemption certificate issued by the Dept. of Science and Technology, Govt. of India.

ANNEXURE- V

Format for Technical Bid for the supply of Desktop Computer Systems.

Technical Bid should indicate following information along with the self-attested photocopies of supporting documents:

1. Name of Firm/Agency : _____
 2. Registered address: _____
 3. Telephone No. (Landline): _____
 4. Fax No.: _____
 5. Mobile No.: _____
 6. Email Address: _____
 7. Name & Address of Branch, if any:

 8. Type of Organization (whether sole proprietorship/partnership
_____ Private Ltd. Etc)
 9. Name of Proprietor/Partners/Directors _____
of the Organization/Firm:
 10. Payment Details: DD No....., Amount: Rs. 28,000/- Name of
Bank/Branch.....
- S. Documentary Proof of Attached Page Annexure "A" (Yes/No) No (If attached) i. Incorporation/inception/Registration of the agency ii. Dealership/ Distributor/ Supplier/ Indian Agent/ Foreign Associates Authorised Certificate for the Supply of **Desktop Computers** iii. Name of the Foreign/Indigenous/Principal manufacture of.....machine/plant/equipment from where these are to be imported/procured for supply iv. Name and Address of the Principal/Manufacture v. Whether on rate contract with the DGS&D vi. PAN Number vii. CST/ST No. viii. Service Tax Registration Proof ix. VAT No. x. Satisfactory Performance of supply of for last 2 year from at least Three organization/Institution of repute. Xi. The Bidder must enclose the Authorization letter for supplying specified Equipments (mandatory) xii. The Company should be at

least 02 years experienced and turnover of the company should be 10Lakhs cumulative for, 2 years audited balance sheet, with registration certificates to be enclosed (mandatory) w.r. to Annexure –A. xiii. The Vendor should have executed at least 3 similar supplies & installation of Said items, The completion report with details of contact Person and the name of the Institution/University to be provided in the last one year calculated as on the date of opening of the bid. (mandatory) xiv. Technical Specifications of the xv. Any other relevant information, specify Name and signature of the authorized person of the firm along with seal.

Name and signature of the authorized person of the firm.

Annexure-IX

Financial Bid for supply of Desktop Computer systems.

Name of the firm with address:-

Sl.No.	Particulars	Quantity	Unit Price(Rs.)	Total
1.	Desktop computers (as per the specification mentioned at Annexure-I)	40		

Name and signature of the authorized person of the firm.

ANNEXURE- VI

Format for Technical Bid for the supply of Servers.

Technical Bid should indicate following information along with the self-attested photocopies of supporting documents:

1. Name of Firm/Agency : _____
2. Registered address: _____
3. Telephone No. (Landline): _____
4. Fax No.: _____
5. Mobile No.: _____
6. Email Address: _____
7. Name & Address of Branch, if any:

8. Type of Organization (whether sole proprietorship/partnership
_____ Private Ltd. Etc)
9. Name of Proprietor/Partners/Directors _____
of the Organization/Firm:
10. Payment Details: DD No....., Amount: Rs. 8,000/- Name of
Bank/Branch.....

S. Documentary Proof of Attached Page Annexure "A" (Yes/No) No (If attached) i. Incorporation/inception/Registration of the agency ii. Dealership/ Distributor/ Supplier/ Indian Agent/ Foreign Associates Authorised Certificate for the Supply of **Servers**. iii. Name of the Foreign/Indigenous/Principal manufacture of.....machine/plant/equipment from where these are to be imported/procured for supply iv. Name and Address of the Principal/Manufacture v. Whether on rate contract with the DGS&D vi. PAN Number vii. CST/ST No. viii. Service Tax Registration Proof ix. VAT No. x. Satisfactory Performance of supply of for last 2 year from at least Three organization/Institution of repute. Xi. The Bidder must enclose the Authorization letter for supplying specified Equipments (mandatory) xii. The Company should be at least 02 years experienced and turnover of the company should be 10Lakhs cumulative for, 2 years audited balance sheet, with registration certificates to be

enclosed (mandatory) w.r. to Annexure –A. xiii. The Vendor should have executed at least 3 similar supplies & installation of Said items, The completion report with details of contact Person and the name of the Institution/University to be provided in the last one year calculated as on the date of opening of the bid. (mandatory) xiv. Technical Specifications of the xv. Any other relevant information, specify Name and signature of the authorized person of the firm along with seal.

Name and signature of the authorized person of the firm.

Annexure- X

Financial Bid for supply of Servers.

Name of the firm with address:-

Sl.No.	Particulars	Quantity	Unit Price(Rs.)	Total
1.	Servers (as per the specification mentioned at Annexure-II)	2		

Name and signature of the authorized person of the firm.

ANNEXURE- VI I

Format for Technical Bid for the supply of UPS systems (3 KVA, 2 KVA AND 1 KVA with 1 hour backup).

Technical Bid should indicate following information along with the self-attested photocopies of supporting documents:

1. Name of Firm/Agency : _____
2. Registered address: _____
3. Telephone No. (Landline): _____
4. Fax No.: _____
5. Mobile No.: _____
6. Email Address: _____
7. Name & Address of Branch, if any:

8. Type of Organization (whether sole proprietorship/partnership
_____ Private Ltd. Etc)
9. Name of Proprietor/Partners/Directors _____
of the Organization/Firm:
10. Payment Details: DD No....., Amount: Rs. 3,000/- Name of
Bank/Branch.....

S. Documentary Proof of Attached Page Annexure "A" (Yes/No) No (If attached) i. Incorporation/inception/Registration of the agency ii. Dealership/ Distributor/ Supplier/ Indian Agent/ Foreign Associates Authorised Certificate for the Supply of **UPS systems (3 KVA, 2 KVA AND 1 KVA with 1 hour backup)**. iii. Name of the Foreign/Indigenous/Principal manufacture of.....
.....machine/plant/equipment from where these are to be imported/procured for supply iv. Name and Address of the Principal/Manufacture v. Whether on rate contract with the DGS&D vi. PAN Number vii. CST/ST No. viii. Service Tax Registration Proof ix. VAT No. x. Satisfactory Performance of supply of for last 2 year from at least Three organization/Institution of repute. Xi. The Bidder must enclose the Authorization letter for supplying specified Equipments (mandatory) xii. The Company should be at least 02 years experienced and turnover

of the company should be 10Lakhs cumulative for, 2 years audited balance sheet, with registration certificates to be enclosed (mandatory) w.r. to Annexure –A. xiii. The Vendor should have executed at least 3 similar supplies & installation of Said items, The completion report with details of contact Person and the name of the Institution/University to be provided in the last one year calculated as on the date of opening of the bid. (mandatory) xiv. Technical Specifications of the xv. Any other relevant information, specify Name and signature of the authorized person of the firm along with seal.

Name and signature of the authorized person of the firm.

Annexure- XI

Financial Bid for supply of UPS SYSTEMS (3 KVA, 2 KVA and 1 KVA with one hour back up).

Name of the firm with address:-

Sl.No.	Particulars	Quantity	Unit Price(Rs.)	Total
1.	UPS systems (as per the specification mentioned at Annexure-III)	3 KVA – 2 Nos. 2 KVA – 1 No. 1 KVA – 2 Nos.		

Name and signature of the authorized person of the firm.

ANNEXURE- VI II

Format for Technical Bid for the supply & installation of Office Automation.

Technical Bid should indicate following information along with the self-attested photocopies of supporting documents:

1. Name of Firm/Agency : _____
 2. Registered address: _____
 3. Telephone No. (Landline): _____
 4. Fax No.: _____
 5. Mobile No.: _____
 6. Email Address: _____
 7. Name & Address of Branch, if any:

 8. Type of Organization (whether sole proprietorship/partnership
_____ Private Ltd. Etc)
 9. Name of Proprietor/Partners/Directors _____
of the Organization/Firm:
 10. Payment Details: DD No....., Amount: Rs. 30,000/- Name of
Bank/Branch.....
- S. Documentary Proof of Attached Page Annexure "A" (Yes/No) No (If attached) i. Incorporation/inception/Registration of the agency ii. Dealership/ Distributor/ Supplier/ Indian Agent/ Foreign Associates Authorised Certificate for the Supply of **Office Automation** iii. Name of the Foreign/Indigenous/Principal manufacture of.....machine/plant/equipment from where these are to be imported/procured for supply iv. Name and Address of the Principal/Manufacture v. Whether on rate contract with the DGS&D vi. PAN Number vii. CST/ST No. viii. Service Tax Registration Proof ix. VAT No. x. Satisfactory Performance of supply of for last 2 year from at least Three organization/Institution of repute. Xi. The Bidder must enclose the Authorization letter for supplying specified Equipments (mandatory) xii. The Company should be at least 02 years experienced and turnover of the company should be 10Lakhs cumulative for, 2 years audited balance sheet, with registration certificates to be

enclosed (mandatory) w.r. to Annexure –A. xiii. The Vendor should have executed at least 3 similar supplies & installation of Said items, The completion report with details of contact Person and the name of the Institution/University to be provided in the last one year calculated as on the date of opening of the bid. (mandatory) xiv. Technical Specifications of the xv. Any other relevant information, specify Name and signature of the authorized person of the firm along with seal.

Name and signature of the authorized person of the firm.

Annexure- XII

Financial Bid for supply and installation of Office Automation.

Name of the firm with address:-

Sl.No.	Particulars	Quantity	Unit Price(Rs.)	Total
1.	Office Automation (as per the specification mentioned at Annexure-IV)	Pl verify Annexure IV.		

Name and signature of the authorized person of the firm.