

# **UGC- Human Resource Development Centre**

**Patna University, Dariyapur, Baripath,  
Patna 800005, Bihar, India**

## **TENDER DOCUMENTS FOR PROCUREMENT OF LAPTOP, PROJECTOR AND HANDY CAMERA FOR THE OFFICE OF UGC-HUMAN RESOURCE DEVELOPMENT CENTRE AT PATNA**

UGC-Human Resource Development Centre, Patna University, Patna invites sealed quotations from reputed Companies / supply agencies for procurement of Laptop, Projector with accessories and Video Camera(Branded) . The interested Company/ Supplier/Agency may submit their technical and financial bid documents in prescribed format in separate sealed cover. Details of Specification of Computer System & estimated quantities are as follows:-

### **Sl. No Name of Item Specifications Quantity**

01. Computer Laptop 02
02. Projector with Accessories 01
03. Handy Camera with Accessories 01

. All sealed quotations will be received by 21/03/2017 till 2.00 P.M. and it will be open on the 23.03.2017 before the bidder or their representative who wish to be present in the Director's office at 3:00pm

Director,

UGC-HRDC,

Patna University, Patna

## CHECK LIST FOR BIDDERS / APPLICANTS

1. The Bidder should ensure that all documents and papers submitted in this BID are fully authenticated by the authorized signatory under his signature with official seal wherever applicable.
2. The following documents form part of the BID and should be submitted with BID:

Sr. No	Documents to be submitted	Documents Submitted	
		Y/N	Page No. At Which Document Attached
1	All pages of this BID document should be duly signed by the authorized signatory as a token of acceptance of all terms and conditions by the bidder. Any other document submitted by the bidder should also be signed by the authorized signatory.		
2.	Statement indicating experience of supplying such items & working with Govt. Ministries/ Departments/PSUs, etc		
3	General Power of attorney in favour of the signatory signing the BID documents. It is not required in case of proprietary firm if the proprietor himself signs the documents.		
4	Attested copy of Article or Memorandum of Association or partnership deed or proprietorship registration as the case may be.		
5	Attested copy of VAT/CST/Service TAX /GST/ Registration number, if applicable.		
6	Attested copy of PAN/Number.		
7	Attested copy of return for last month/quarter as the case may be submitted towards Central and State Sales Tax/VAT if applicable.		
8	Attested copies of IT returns for the last three years filed by the agency		
9	Attested copy Audited Accounts for details of turn over for the year 2013-14, 2014-15 and 2015-16.		
10	BID security/EMD of Rs.10,000/- to be submitted in the form of demand Draft in favour of UGC-Human Resource Development Centre, Patna University, Payable at Patna with Technical Bid)		
11	Bank Account No. of the Firm with IFS code & Bank Branch Name		
12	Bid Form		
13	Financial Bid (Separate envelope)		

*Signature of the Bidder*

# UGC- Human Resource Development Centre

Patna University, Dariyapur, Baripath,  
Patna 800005, Bihar, India

## TENDER DOCUMENTS FOR PROCUREMENT OF LAPTOP, PROJECTOR AND HANDY CAMERA FOR THE OFFICE OF UGC-HUMAN RESOURCE DEVELOPMENT CENTRE AT PATNA

01. Sealed tenders are invited from reputed Companies / supply agencies for procurement of Laptop, Projector and camera (Branded) for its state level. The interested Company/ Supplier/Agency may submit their technical and financial bid documents in prescribed format in separate sealed cover. Details of Specification of Computer System & estimated quantities are as follows:-

Sl. NO	Item	Specifications		Quantity
01	<b>Laptop</b>	Processor	Mobile Inter core i3 6 Generation,2.7GHz with 4MB L3Cache or higher, Sandy Bridge configuration.	02
		Chipset & Motherboard	Intel 6 series or higher chipset on OEM motherboard.	
		Memory	4GB DDR3-1333 RAM expandable upto 8GB	
		HDD	1TB 5400rpm (min.) SATA with shock absorbers.	
		Display	Touch Screen 12.1 inch (30.73 cm) or above (TFT) active Matrix Display.	
		Resolution	1280X800WXGA or higher	
		Video Controller	Mobile Intel HD Graphics, 128 MB or higher of shared system memory.	
		Wireless Connectivity	Wireless Intel 802.11 b/g/n, Integrated Blue Tooth	
		DVD Writer	Internal/External DVD Writer 8X and Integrated stereo speaker.	
		Pointing Device	Touchpad with multi-touch gesture support	
		Keyboard	Full-size island-style keyboard with integrated numeric keypad	
		Web Cam	HP TrueVision HD Camera with integrated digital microphone	
		Expansion Slot	1 multi-format SD media card reader	
		Ports	2 USB 2.0; 1 USB 3.0; 1 HDMI; 1 RJ-45; 1 headphone/microphone combo	
		Operating System	Microsoft Windows 10 64 Bit professional and Ms-office preinstalled & Norton/ McAfee/ Quick heal Total Security& other software, Antivirus Software latest Version with 3 year license.	
		Power Supply	230V, 50Hz AC Supply with rechargeable Battery Pack, Comprising of LI-ION battery Suitable for approx. 4hrs. Operation complete with battery charger/adaptor.	
		Carry case	To be Provided	
		Weight	Less than 2 KG with DVD Writer	
		Warranty	3 Year on Site. Warranty on Battery will be one year	

02	<b>Digital Projector</b>	Type	LCD, Portable	01
		Resolution Type	XGA (1024X768)	
		Illumination	3300	
		Contrast Ratio	13000:1	
		Aspect Ratio	4:3	
		Display Colour	1.07 Billion Colours	
		Minimum Image Size Generated (Inches)	30	
		Maximum Image Size Generated (Inches)	300	
		Uniformity (Percentage)	85	
		Life of Lamp in Eco Mode (Hours)	7000	
		Audio Features	Stereo	
		Audio Output (Watts)	One	
		Convenience Features	Zoom Lens, Lens Shift, Digital Keystone Correction, Remote Control	
		Compatibility	NTSC/PAL Playback, SECAM	
		Connectivity	USB Port, HDMI Input, S-Video Input, Computer in, Monitor out, 3D Compatibility IR Receiver	
		Total Power Consumption (watts)	273	
		Power Consumption by Projection Lamp (Watts)	210	
		Additional Features	Wireless presentation from Mobile Device, Network Presentation with Optional Dongle	
		Screen With Stand	4 X 6	
		Warranty Period	At least 1 year	
03	<b>Handy Camera</b>			
		Minimum Mega Pixels	16 Mega pixel or better.	
		Optical Zoom	30x or better	
		Digital Zoom	350x or better	
		Focus	Autofocus	
		Built	Sleek, durable & robust, shock resistant and capable,of withstanding light showers.	
		Max Shutter Speed	1/10000 s Seconds	
		Min Shutter Speed	16 Seconds	
		Optical Sensor Resolution	2.2Mega Pixel	

	Connectivity	USB 2.0	
	LCD Screen	Minimum 3" TFT LCD	
	Memory	Minimum 16 GB Micro SD Card or better	
	Dimensions	12.8 X5.9 X 5.9	
	Weight	Not more than 900 gram.	
	Accessories	Inside Rechargeable battery, USB Cable, AC Adaptor, Power Cord, Lens Cap, Micro HDMI Cable, Provision for mounting on Tripod stand.	
	Warranty	Two (2) years.	
	Carrying case	Durable and handy.	

## 02. Delivery Place :

Bidder will supply and deliver the materials in requisite number at the office of "UGC-Human Resource Development Centre, Patna University, Dariyapur, Baripath, Patna-800004

## 03. Qualification Conditions:

- Bidder should be registered under Bihar Shop & establishment Act. Bidder should be authorized supplier/service provider of the quoted item/work and should submit the relevant documents/certificates.
- Bidder should have experience of supplying such items and will have to furnish details of previous supplies.
- Bidder shall provide all relevant records required i.e. Income Tax Return Certificate/PAN, Commercial Tax Clearance/V.A.T. Certificate and other taxes (whichever applied)

## 04. Bid Price:

- The contract shall be for a period of One Year
- The rates quoted by the bidder shall be fixed for the duration of the contract and shall not be subject to adjustment of any account.
- All duties, taxes and other levies including the transportation expenses are payable by the Supplier/Agencies/Company under the contract and shall be included in total price.
- Each bidder shall submit only one quotation in the format supplied with IFQ. Bidder submitting more than one quotation for the same package will not be entertained. All the columns and requisite information's must be filled in the supplies Format.

## 05. Submission of Quotations/Bid:

- Each bidder should submit sealed quotations (in two separate part i.e. **Technical (Part – I)** and **Financial (Part – II)** in separate sealed envelopes.
- The following documents will form the Technical part (Part –I) of the bid (Photo copy duly self attested to be compulsorily enclosed)
  - Establishment Registration Certificate
  - Current Return of Income Tax.
  - Commercial Tax Clearance Certificate
  - Certification of authorization of the company.
  - Bid Security as stipulated in the bid document.
  - Details of Work Experience.
- The Financial part (Part – II) of the bid shall consists of only Rate/Price in Performa supplied with the IFQ on the company's /Firm's letter pad. All the column and requisite information must be filled in the prescribed format. Bidder must quote the item wise.
- Award of contract on the basis of lowest evaluated price for which the bidder must quote the rate per item. Bidder must quote the rate of all items.

## **06. Performance Security:**

- a) 5% of total bid/contract value will have to be deposited as performance security in /form of Bank Guarantee/ Demand Draft in favour of UGC-Human Resource Development Centre, Patna University, payable at Patna by the lowest evaluated responsive bidder before the award of work. The performance security will be refunded only after the expiry of the contract as specified in the bid document/agreement.
- b) The performance security deposit shall be forfeited in case any terms and conditions of the contract/ agreement etc. infringed or the bidder fails to complete the supply in time.

## **07. Earnest Money Deposit (Deposit) :**

Each Bidder will have to submit EMD ` 10,000/- (Rupees Ten thousand ) only, in the form of Demand Draft in the name of Director, UGC-Human Resource Development Centre at Patna.

The EMD shall be forfeited

- a) In case a bidder withdraws its bids after opening of Technical (part – I) and before the validity period of the Bid.
- b) If bidder fails to deposit performance security within specified period as per intimation/ request from BSPP.
- c) If the bidder fails to execute the agreement within specified time as intimated/ requested.

## **08. Validity Quotation :**

Quotation shall remain valid for a period not less than 10 days after the deadline date specified for submission.

## **09. Evaluation of Quotations:**

The purchaser will evaluate and compare quotations determined to be substantially responsive i.e.

- a) Are properly signed;&
- b) Confirm to terms, conditions, specifications and qualifications and qualifications conditions.

## **10. Award of Contract:**

The purchaser will award the contract to the bidder whose quotations has been determined to be substantially responsive, and who has offered the lowest evaluated quoted price.

- 10.1 Notwithstanding the above, the purchaser reserves the right to accept or reject any quotations and to cancel the bidding process and reject all quotations at any time prior to the award of the contract.
- 10.2 The bidder whose bid is accepted will be notified of the award of contract by the purchaser. The terms of the accepted offer shall be incorporated in the supply order. The validity period may be extended by the purchaser by another 15 day in exceptional cases.

## **11. Other Terms & Conditions :**

- (a) UGC-Human Resource Development Centre, Patna University, reserves the right to proposed/postponed/cancelled the bid, the bidder will have to abide with the decision.
- (b) Payment shall be made after the supply and submission of bills which will be subject to satisfactory supply (certified by the committee constituted for the purpose). Personnel In Charge will certify the quality and quantity of the items supplied/ work done as per specifications and recommend accordingly the extent of payment.
- (c) No preference will be given to any bidder of class of bidders, either for the price or for other terms and conditions.
- (d) Quotation may be submitted on the printed letter head of the bidder in the prescribed format supplied with IFQ.
- (e) Successful bidder will have to enter into an agreement with Director, UGC-Human Resource Development Centre at Patna for timely execution of the Purchase order.
- (f) No payment will be made for any damage of goods supplied.
- (g) Liquidated damages provisions for damages shall be included in conditions of the contract when delays in delivery of goods, completion of work or failure of the goods or works to meet performance requirements would result in extra cost, or loss of revenue or loss of other benefits to the implementing agency.

You are requested to send your offer during working hours on or before **2.00 PM** of the **21.03.2017** in the prescribed format (enclosed herewith) in sealed envelopes in form of Technical – (Part– I) and Financial (part – II) bids /quotations to the UGC-Human Resource Development Centre, Patna University, Dariyapur, Baripath, Patna – 800 005. Sealed quotations received till then will be opened in the office on the 23.03.2017 at **3:00PM** in the presence of bidders or their authorised representatives who desire to be present. We look forward to receiving your quotations and thank you for your interest in this project.

**Purchaser : Director  
UGC-Human Resource Development  
Centre, Patna University, Dariyapur,  
Baripath, Patna 800004**

**UGC-Human Resource Development Centre  
PROFORMA FOR TECHNICAL BID (PART - I)**

<b>Sr. No</b>	<b>Particular</b>	<b>To be filled in by the tenderer</b>
	Name of the Agency	
<b>2</b>	Details of EMD Package No. -	
	(i) Amount	
	(ii) Draft No.	
	(iii) Date	
	(iv) Issuing Bank	
<b>3</b>	Date of establishment of the agency	
<b>4</b>	Detailed office address of the Agency with Office Telephone Number, Fax Number and Mobile Number and name of the contact Person	
<b>5</b>	Whether the firm is registered under Company Act, partnership or proprietorship. (Copies of all certificates of registration to be enclosed.)	
<b>6</b>	PAN/TAN Number( copy to be enclosed)	
<b>7</b>	Sales Tax/VAT Registration Number (copy to be enclosed)	
<b>8</b>	Attested copy of return for last month/quarter as the case may be submitted towards Central and State Sales Tax/VAT/Service Tax if applicable. (copy to be enclosed)	
<b>9</b>	Attested copies of IT returns for the last three years filed by the agency	
<b>10</b>	Whether the firm is blacklisted by any Government Department or any criminal case is registered against the firm or its owner/partners anywhere in India. (If no, a certificate is to attached in this regard.)	
<b>11</b>	Attested copy Audited Accounts turn over details for the year 2013-14, 2014-15 and 2015-16.	
<b>12</b>	Experience in dealing with Govt. Departments attach copies of supply orders placed on the agency)	
<b>13</b>	Whether bid document of all pages of the terms and conditions duly signed, in token of acceptance of the same, is attached.	
<b>14</b>	Whether agency profile is attached?	

Place :  
Date:

Signature of the Bidder  
Office Seal



**FORMAT OF FINANCIAL BID  
(Part - II)**

**Name of the Firm :** .....

Quotation for purchase of Computer System , Projector & Handy Camera

Sr.no	Name of Item	Features & Specification	Brand	QTY	Rate Per Unit(Including VAT)	Amount (Rs.)
01	Computer Laptop			02		
02	Projector			01		
03	Handy Camera			01		
	Total					

(Total Amount in Rupess.....only)

1. We agree to supply the above mentioned items in accordance with technical specification for a total contract price of ` ..... ( in words Rupees .....) including taxes, Transportation etc. within five days of the issue of supply order.
2. We also confirm that the normal commercial warrantee/guarantee shall apply to the supplied items.
3. We also agree and abide with the terms and conditions stipulated in the bid document.

(Signature of Bidder with Seal)

Name :

Designation :

Address:

Contact No.:

Date: