

TENDER DOCUMENT

FOR

PURCHASE OF DESKTOP COMPUTERS

SEPTEMBER, 2023



**BABA BANDA SINGH BAHADUR ENGINEERING COLLEGE,
FATEHGARH SAHIB (Pb) 140407**

TENDER DETAILS:

ISSUE OF TENDER: 21.09.2023

DUE DATE: 05.10.2023

DATE OF TIME OF OPENING: Will be communicated to tenderers later on

TENDER FEE: 2000/-

NAME AND ADDRESS OF TENDER ISSUING AUTHORITY:

The Principal, Baba Banda Singh Bahadur Engineering College Fatehgarh Sahib- 140407

Tender can be downloaded from the Internet (<http://www.bbsbec.edu.in/tenders/>) or can be procured from college free of the cost on any working day).

Purchase of Desktop Computers:

The BBSBEC proposes to procure **40 Desktop computers** to be used by the college for the year 2023. The college is looking for vendors who have experience in supplying of above type of hardware. Sealed tenders under two bid systems (Technical and commercial bid) are invited from reputed manufacturers and their accredited/ authorized selling agents for supply, installation and commissioning of the Desktop computers

Terminology and Abbreviations

- (i) BBSBEC / College (Meaning: Baba Banda Singh Bahadur Engineering College, Fatehgarh Sahib)
- (ii) Tender, Bid (Meaning: offer received from a supplier)
- (iii) Tenderer (Meaning: an entity who seeks to supply goods by sending tender/bid)
- (iv) Tender Document (Meaning: a detailed document issued by the purchaser specifying his needs and the requirements that a potential tenderer must meet).
- (v) Notice Inviting Tenders (Meaning: advertisement containing brief details of the requirement).
- (vi) Earnest Money Deposit (Meaning: monetary guarantee furnished by the tenderer along with its tender).

Procedure for submission of Tender / Bids

It is proposed to have a Two Cover System for this purchase

- (a) Technical Bid in one cover.
- (b) Commercial Bid in one cover.

The Technical Bid and Commercial Bid of the Tender should be covered in a separate sealed cover super scribing the wordings "**Technical Bid**" & "**Commercial Bid**" respectively. Commercial Bid should only indicate prices and must mention every type of the cost involved in the purchase of computers. Both the documents viz. Technical Bid Cover and Commercial Bid Cover prepared as above are to be kept in a single sealed cover super scribed with "**Tender Bid for Purchase of Computers**". The cover thus prepared should also indicate clearly the name and address of the bidder to enable the Bid to be returned unopened in case it is declared "late". Earnest money demand draft must be in a separate sealed envelope indicating the amount, tender notice number, and due date and enclosed with the commercial bid.

GENERAL TERMS AND CONDITIONS

1. Tender should carry Letter of Authority in the name of Principal BBSB Engineering College, Fatehgarh Sahib from the original Manufacturer to quote the Tender, Technical Specifications offered, Literature and Compliance Certificates.
2. Tenderer should have at least five years' experience in executing such projects for reputed organizations (Proof Required) and shall supply the list of such clients.
3. Tenderer should not have been blacklisted for any reason by any government institution / department.
4. Rates for Desktop Computers should be quoted for the following MNC brands only: **/Dell/HP/Lenovo.**
5. Tenderer is advised to study all technical and commercial aspects, instructions, forms, terms and specifications carefully in the tender document. Failure to furnish all information required in the Tender Document or submission of a bid not substantially responsive to the Tender document in every respect will be at the tenderer's risk and may result in the rejection of the bid. Tenderer should stick strictly to the required specifications and should not quote vaguely and ambiguously. Such tenders will be rejected immediately without citing any reason. No change in tender document will be allowed once it is submitted. All pages of the Bid document must be numbered and duly signed by the tenderer along with the seal of the company.
6. The hardware should be completely compliant or better than the asked specifications. The technical evaluation committee will evaluate the technical bids and non-compliant tender would be rejected. The commercial/price bid of only those tenderers would be opened who qualify the pre-qualification/Technical bid.
7. Mention GST or any other tax applicable. No tax should be mentioned "as per actual". Taxes/Levies if any should be clearly quoted in price.
8. If the order is not executed within 30 days after placement of order, legal action/penalty may be initiated against the bidder.
9. Tenders received late, improperly sealed or incompletely or with overwriting/corrections in tender documents are liable to be rejected. The college reserves the right to place order for full quantity or part there of as considered necessary.
10. No advance payment or payment against Performa invoice will be made. Payment will be made after receipt, inspection, installation/testing of computers
11. Validity: 30 days from the opening the tender.
12. On acceptance of tender, the date of delivery as mentioned in purchase order should be strictly adhered to otherwise. BBSBEC reserves the right not to accept the delivery in full or in part. In case the order is not executed within the stipulated period, BBSBEC will be at liberty to make purchases through other sources and to forfeit the earnest money of the Tenderer
13. Termination for Default

- The agreement will be terminated if
 - The company fails to provide any or all of the services for which it has been assigned within the period(s) specified in the agreement, or within any extension period thereof if granted by the college pursuant to conditions of the agreement **or**
 - In the judgment of the College, the company is engaged in corrupt or fraudulent practices in competing for or in executing the agreement. **or**
 - The company fails to follow instructions, guidelines, submission of reports, lists, data. **or**
 - The company is found to be involved in or associated with any unethical, illegal or unlawful activities. The agreement will be summarily suspended by the College without any notice and thereafter the agreement may be terminated after giving a show cause notice and considering its reply, if any, received within 10 days of the receipt of the show cause notice.
- 14. Matters regarding any dispute shall be referred for arbitration to any Officer appointed by the Head of BBSBEC, whose decision shall be binding and final. Any dispute whatsoever will be subjected to the jurisdiction of Fatehgarh Sahib Courts only.
- 15. For any tender related query tenderer may contact to Dr. Jatinder Singh Saini, Head Computer Science & Engineering Department @ hod_cse@bbsbec.ac.in or 9814830404.

TECHNICAL SPECIFICATIONS

BBSBEC invites tenders for the purchase of desktop computers as per following specifications:

Product Description:
Processor: 12 th Generation Intel Core i3 Processor (4 cores, 3.30 GHz to 4.30 Ghz)
Cache: 12MB
RAM: 8GB DDR4
Hard Disk: 512 GB NVMe
Chipset: Intel H Series
Ports and slots: USB 2.0 (4), USB 3.2 Gen1 Type-A (4), Ethernet RJ-45 Port, PCIe Expansion slot
Keyboard/Mouse: Wired Keyboard/Mouse
Display Ports: HDMI/Digital
Monitor: 19.5" LED
Operation System: Ubuntu/Genuine Windows 11
Form Factor: Mini Tower
Warranty: 3/5 Years on site warranty

It is minimum required specifications. Vendor may offer new specifications also.

Vendor must specify the make and model of the offered product.