

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/College/Univ.		
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 GSTIN 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.	Details of turn over for the last three years		
9.	BID security/EMD of 2% of the Total cost to be submitted in the form of demand Draft in favour Principal, GGSDS College, Chandigarh.		
10.	Bank Account No. of the Firm with IFS code & Bank Branch Name along with the cancelled cheque		
11.	Bid Form		
12.	Financial Bid (Separate envelope)		
13.	Authorization certificates from company		

Signature of the Bidder

GGDSD COLLEGE SCOEITY
SECTOR 32-C, CHANDIGARH
TENDER DOCUMENTS FOR PROCUREMENT OF
ALL IN ONE DESKTOP

1. Sealed tenders are invited from reputed Companies / supply agencies for procurement of Computer Desktop/ Laptop/Software (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:-

SNO	ITEM	SPECIFICATION	QTY.
1	COMPUTER DESKTOP	Brand Specific: Lenovo / HP Model: All in One Desktop (Commercial) <ul style="list-style-type: none"> • Intel Core i3 / i5 Processor (10th/ 11th Generation) • Minimum 16 GB RAM DDR4 • Min. 500 GB to Max 1 TB Hard Disk with 7200 RPM • 21.5” Screen Size • Wired Keyboard and Wired Mouse • Wireless LAN • Gigabit Ethernet LAN 10/100/1000 • Minimum 4 USB and 1 HDMI Port (VGA Port Optional) • Integrated Graphics • 3 Years or more onsite warranty from Manufacturer service Centre • Windows 10 Professional Pre-Installed (Genuine Only) • Bluetooth Enable (Must) • Webcam Included 	105

2. Delivery Place:

Bidder will supply and deliver the materials in requisite number at the office of **Principal, GGDSD College Sector 32, Chandigarh, India.**

3. Qualification Conditions:

- a) Bidder should be authorized supplier/service provider of the quoted item/work and should submit the relevant documents/certificates.
- b) Bidder should have experience of supplying such items and will have to furnish details of previous supplies.
- c) 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)

4. Bid Price:

- a) The contract shall be for a period of One Year.
- b) 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.
- c) 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.
- d) Each bidder shall submit only one quotation in the format supplied

with Invitation for Quotation (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.

5. Submission of Quotations/Bid:

- a) Each bidder should submit sealed quotations (in two separate part i.e. **Technical (Part – I)** and **Financial (Part – II)** in separate sealed envelopes.
- b) The following documents will form the Technical part (Part –I) of the bid (Photo copy duly self attested to be compulsorily enclosed)
 1. Establishment Registration Certificate
 2. Current Return of Income Tax.
 3. Commercial Tax Clearance Certificate
 4. Certification of authorization of the company.
 5. Bid Security as stipulated in the bid document.
 6. Details of Work Experience.
- c) 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.
- d) Award of contract on the basis of lowest evaluated price for which the bidder must quote the rate per item. Bidder can quote one or more 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 Principal, GGDS D College payable at Chandigarh 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 2 % of the Total cost in the form of Demand Draft in the name of Principal, GGDS D College payable at Chandigarh.

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 GGDS D College, Chandigarh
- c) If the bidder fails to execute the agreement within specified time as intimated/ requested.

08. Validity tender:

Tender shall remain valid for a period not less than 90 days after the deadline date specified for submission.

09. Evaluation of Quotations:

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

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

10. Award of Contract:

The Principal 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 Principal 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 Principal. The terms of the accepted offer shall be incorporated in the supply order. The validity period may be extended by the Principal by another 15 day in exceptional cases.

11. Other Terms & Conditions :

- (a) The college 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 GGSDS College 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.
- (h) Delivery period will be within 20 Days from the date of issuing of work order
- (i) In case of failure to execute the supply with in stipulated delivery period, GGSDS college Society can impose a penalty of Rs. 4000 per day.

You are requested to send your offer during working hours on or before 12:00 PM of 15th July, 2021 in the prescribed format (enclosed herewith) in sealed envelopes in form of Technical – (Part – I) and Financial (part – II) bids /quotations to the Principal, GGSDS College, Sector 32-C, Chandigarh Sealed quotations received till then will be opened in the office on the same day at 1:00 PM in the presence of bidders or their authorized representatives who desire to be present.

We look forward to receiving your quotations and thank you for your interest in this project.

Authorized Signatory

**GGDSD COLLEGE SOCIETY
SECTOR 32-C, CHANDIGARH
PROFORMA FOR TECHNICAL BID FOR UPCOMING
PML SD BUSINESS SCHOOL CHANDIGARH
(PART - I)**

SNO	ITEM	SPECIFICATION	QTY.
1	COMPUTER DESKTOP	SPECIFICATION Brand Specific: Lenovo / HP Model: All in One Desktop (Commercial) <ul style="list-style-type: none"> • Intel Core i3 / i5 Processor (10th / 11th Generation) • Minimum 16 GB RAM DDR4 • Min. 500 GB to Max 1 TB Hard Disk with 7200 RPM • 21.5" Screen Size • Wired Keyboard and Wired Mouse • Wireless LAN • Gigabit Ethernet LAN 10/100/1000 • Minimum 4 USB and 1 HDMI Port (VGA Port Optional) • Integrated Graphics • 3 Years or more onsite warranty from Manufacturer service Centre • Windows 10 Professional Pre-Installed (Genuine Only) • Bluetooth Enable (Must) • Webcam Included 	105

Place :
Date:

Signature of the Bidder
Office Seal

**GGDSD COLLEGE SOCIETY
SECTOR 32-C, CHANDIGARH
FORMAT OF FINANCIAL BID**

(Part – II)

Name of the Firm :

Quotation for purchase of Computer Desktop

Sl. No.	Name of Item	Features & Specifications	Brand	Qty.	Rate Per Unit (including GST)	Amount (in Rs.)
01.	Computer Desktop (All in One)					
	Total					

(Total Amount in Rupees)only)

1. We agree to supply the above mentioned items in accordance with technical specification.
2. We also confirm that the normal commercial warranty/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: