



**Karnataka Samskrit University  
(Government of Karnataka)  
Pampa Mahakavi Road  
Chamarajpete, Bangalore  
Ph: 080-26705596**

Tender Reference Number:KSU/OMEBF-1126-2017/18

Date:09.12.2017

**Short time Tender Notification**

**For**

**Supply and Installation of Laptops, Computers and Tablets**

**Karnataka Samskrit University**

Tender documents are available in the University and in [www.ksu.ac.in](http://www.ksu.ac.in)  
Tender EMD shall pay by demand draft in the Favor of Finance Officer Earnest  
Money Document **Rs.10.000/-**-(Rupees Ten Thousand only)

**Request for Quotation**

Karnataka Samskrit University invites offers through manage procurement from eligible reputed OEM's or their authorized dealers/ vendors herein afterwards called as 'vendor/bidder' for **Supply and Installation of Laptops ,Desktops and Tablets to the University**. The details are given below:

Tender Reference	
EMD	RS.10,000/-
Tender Publishing date	09.12.2017
Last Date for receipts of Offer	23.12.2017
Date and time of opening of offer	27.12.2017 at 3:00 PM
Address for Communication	Registrar Karnataka Samskrit University Pampa Mahakavi Road, Chamarajapete, Bangalore-18
Contact Telephone Numbers	Ph:080-26705596

**1. Karnataka Samskrit University:**

An autonomous body, Government of Karnataka Imparting Samskrit Education to the society.

**2. Objective and scope of this Tender**

Supply and Installation of new laptops, Desktops and Tablets to the University Office, Bangalore.

**3. Qualification Criteria**

Only the vendor/bidder who meets all the qualifications as required to the tender are eligible to participate in the tender.

**4. Terms and Conditions**

The terms and conditions for the vendor/bidder who participate in this tender are specified in Annexure-1 "Terms and Conditions". These terms and Conditions are binding on all the vendor/bidder.

**5. Earnest Money Deposit (EMD)**

Vendor/bidder are required to deposit EMD of Rs.10.000/- (Rupees Ten thousand only) shall pay through Demand Draft in the favor of Finance Officer, Karnataka Samskrit University.

Offers made without E.M.D will be summarily rejected. No interest would be payable on the EMD amount. The EMD shall be refundable to the bidders after placing Purchase Order to the successful bidder.

**6. Forfeiture of EMD**

If the successful vendor/bidder fails to fulfill the obligations specified in these tender documents, EMD paid by the successful vendor/bidder will be forfeited.

**7. Offer Validity Period**

The offer should be valid for a period of 180 days from the date of the opening of financial bid of the tender.

**8. Address for Communication**

Registrar  
Karnataka Samskrit University  
Pampa Mahakavi Road,  
Chamarajapete, Bangalore-18  
Ph: 080-26705596

**9. Proposal Ownership**

The proposal and all supporting documents submitted by the vendor / bidder in this tender process shall become the property of the University.

**10. Modification and Withdrawal of Offers**

Vendor/bidder are not allowed to modify their offer when once submitted. No offer can be withdrawn by a vendor/bidder after the closing date and time for submission of offers.

**11. Opening of offers**

Offers received within the prescribed closing date and time will be opened in the presence of only the vendor/bidder who have submitted their in response to this tender on the date and time specified in this tender document.

**12. Preliminary Scrutiny**

Offers from vendor/bidder not meeting the qualification criteria will be rejected. The committee of the University will scrutinize the offers received to determine whether they are complete and as per tender requirements, whether documentation as asked for and required to evaluate the offers has been submitted. Whether the documents have been properly signed and whether items are offered as per the tender requirements.

**13. Clarification of Offers**

To assist in the scrutiny, evaluation and comparison of offers, the University may, at its discretion, ask some or all vendor/bidder for clarification on the offer made by them in writing or by email. The request for such clarifications and the vendor/bidders response will necessarily be in writing or email.

**14. No Commitment to Accept any Offer**

The University shall be under no obligation to accept any offer received in response to this tender and reserves its right to reject all offers including complete offers without assigning any reason whatsoever, the

University reserves the right to make any changes in the terms & conditions of purchase as and when need is felt.

The University will not be obliged to meet and have discussions with any vendor/bidder or to entertain any representation which is deemed unfit.

**15. Documentation**

Technical information in the form of Brochure / Manuals/ etc. must be submitted in support of the offer made.

**16. Submission of Technical Details**

It is mandatory to provide the technical details in the format of Annexure-2 Technical Details & Specifications.

The offer may not be evaluated / may be rejected by the University in case of non adherence to the format or partial submission of technical information as per the format given in the offer. The deviations in the technical details should be mentioned in the technical offer only (Annexure-2) and on the contrary specifying the deviations elsewhere in the offers is not acceptable and will not be considered.

The University shall not allow/permit changes in the technical details after due date for submission of offers.

**17. Technical Documents required**

1. Checklist.
2. Audited Balance sheet and profit & loss account or Certificates issued by Chartered Accountant for the last Two years.
3. Duly signed **Annexure-1**
4. Duly filled all the columns and signed Technical Details & Specifications as given in **Annexure-2**
5. Covering **letter as per Annexure-3 and be in the letter head of the vendor company.**

6. Duly signed, Details of the vendor, as per **Annexure-4**
7. Letter of undertaking of Authenticity as in **Annexure-5**
8. Experience Details as in **Annexure-7**
9. Any other relevant documents.

**18. Fixed Price**

The offer shall be on a fixed price basis on one set of material and installation in each item specified, inclusive of all taxes and levies. No price increase due to increases in GST, customs duty, Dollar price variation etc. will be permitted. However, any downward revision of GST, customs duty, Dollar price, the benefit of which has to be passed on to the University.

**19. Evaluation of Financial Bid**

The Financial Evaluation will be done in **Annexure-6**.

**20. Guarantees**

The vendor/bidder should ensure that the items delivered to the University are brand new, including all components.

**21. Letter of Undertaking of Authenticity**

The vendor/bidder should give letter of undertaking of authenticity in the format given in **Annexure-5**.

**22. Negotiation**

It is absolutely essential for the vendor/bidder to quote lowest price at the time of making the offer in their own interest, as the University will not enter into any price negotiations, except with the lowest quoting vendor/bidder, in case of absolute necessity.

**23. Liabilities of KSU**

The tender is not an offer by the University but an invitation for vendor/bidder responses. No contractual obligation on behalf of the University. Whatsoever, shall arise from the tender process unless and until a

formal work order is issued by duly authorized officer of the University to the successful tenderer.

**24. Proposal Process Management**

The University reserves the right to accept or reject any/ all proposal/ to revise the tender document, to request one or more re-submissions or clarifications from one or more vendor/bidder, or to cancel the process in part or whole. No vendor/bidder is obligated to respond to or to continue to the tender. Additionally, the University reserves the right to alter the requirements in part or whole process. Each party shall be entirely responsible for its own costs and expenses that are incurred while participating in the tender, subsequent presentation and contract negotiation processes.

25. Collecting the tender document from the University. It should be strictly noted here that the documents should be sent to the university by ordinary or speed post or courier. Must be written 'Tender' on the envelope.

In case of any dispute/discrepancy the physical version of the tender available with the University will be final & binding on all who participate in the tender.

**Sd/-  
Registrar**

**Karnataka Sanskrit University**

**CHECK LIST**

<b>Sl. no</b>	<b>Particulars</b>		<b>Enclosed (YES/NO)</b>
<b>A</b>	<b>TECHNICAL DOCUMENTS</b>		
1	Duly signed Terms and Conditions as in	Annexure-1	
2	Duly filled and signed Technical details & Specifications as in	Annexure-2	
3	Covering letter in the letter head of the vendor company as in	Annexure-3	
4	Duly signed details of the vender as in	Annexure-4	
5	Duly signed letter of undertaking of authenticity	Annexure-5	
6	Expeirience Details	Annexure-7	
7	Warranty Details	Annexure-8	
<b>B</b>	<b>FINANCIAL DOCUMENT</b>		
8	Commercial Offer	Annexure-6	

Signature of Vendor/ Bidder:

Name & Designation:

Company Seal:



**Annexure-1**

**TERMS AND CONDITIONS**

1. Quotes submitted must be clearly legible, duly signed by authorized signatories.
2. Supply and installation of laptops ,Desktops and Tablets within **30 days** from the acceptance of Purchase Order.
3. **Bid Pricing and process:**
  - a. Prices shall be quoted in Indian Rupees only.
  - b. Price shall be inclusive of all fright, forwarding, transits insurance and installation charges.
  - c. Prices stated in the bid offers submitted by vendor /bidder/OEM's are in accordance with the tender document. The Vendor/bidder further understands that the quantities and scope of work as specified in this tender may vary at the time of award of purchase order as per the discretion and requirements of the University.
4. **Payment terms:**
  - No advance payment will be made.
  - Cost for the items supplied and upon successful installation as certified by the IT personnel and users of the University.
5. **Penalty:** Failure to supply and installation of the Laptops ,Desktops and Tablets within the time schedule as mentioned in terms and conditions above shall entail for forfeiture of EMD.

**WARRANTY:**

- a. Onsite Comprehension NBD Warranty for laptops , desktops and Tablets installed shall be for a minimum period of (3) three years from the date of supply/installation
- b. In case, a part thereof or the whole equipments is found defective the same will have to be rectify/replaced on free of charge basis without lapse of time.
- c. If any equipments gives continues trouble, say six times in one month during the warranty period the bidder shall replace the

equipments with new one without any additional cost to the university.

- 6.** Resolution of disputes: The University and the vendor/bidder shall make every effort to resolve issues amicably by, direct informal negotiation any disagreement or dispute arising between them under or in connection with the contract. If after 30(Thirty) days from the commencement of such informal negotiation, the university and the vendor/bidder are unable to resolve amicably a contract dispute; either party may require that the dispute be referred for resolution by formal arbitration.

Signature of vendor/bidder:

Name and Designation:

Company Seal:

**Annexure: 2**

**Minimum Technical Specifications for laptops, Desktops and Tablets**

Sl. no	Particular	Minimum Specifications (Laptop)	Minimum Specifications (Desktop)
1	Processor make	Intel	Intel
2	Processor	Intel Core i5-67003, 3.4 GHz, 8 MB cache, 4 cores	Intel Core i5-67003, 3.4 GHz, 8 MB cache, 4 cores
3	Operating System	Windows 10 Professional	Windows 10 Professional
4	Chipset	Intel Q170	Intel Q170
5	<b>RAM Size</b>	4GB, expandable up to 16 GB	4GB, expandable up to 16 GB
6	<b>RAM type and speed</b>	DDR4 & 2133 MHz	DDR4 & 2133 MHz
7	<b>HDD Size and speed</b>	1TB SATA & 7200 RPM	1TB SATA & 7200 RPM
8	Display type and size	Non-Touch & 15.6 inches and above	Non-Touch & 19.5 inches and above
9	Display Resolution	1920*1080 with IPS technology Pixels	1920*1080 with IPS technology Pixels
10	<b>USB 2.0,USB 3.0 or Higher</b>	4, 6	4, 6
11	Wi-f5 Connect	802.11 b/g/n	802.11 b/g/n
12	<b>DVD/ R/W</b>	Provided	Provided
13	<b>VGA and HDMI Port</b>	Available	Available
14	Bluetooth connect	4.0	4.0
15	BEE Certification Registration and & ROHS Complains	Yes	Yes
16	Trusted platform	Enabled	Enabled
17	Carry case	Included	Included
18	Mouse	Optical scrod;; with USB interface	Optical scrod;; with USB interface

## Karnataka Sanskrit University

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19	Key board	Standard	Standard
20	All Necessary cables	To be provided	To be provided
21	Warranty	3 years (Comprehensive onsite warranty) with 24*7 support within next 4 hours	3 years (Comprehensive onsite warranty) with 24*7 support within next 4 hours
22	Deviations if any to above Specifications		

Sl. no	Particular	Minimum Specifications (Tablet)
1	Processor make	Quad Core
2	Operating System	Android
3	<b>RAM</b> Size	2GB
5	<b>ROM</b> Size	16 GB Expandable up to 64GB
6	<b>Battery</b>	5000 mAh
7	Display size	8 inch

Signature of vendor/bidder:

Name & Designations:

Company Seal:

**Annexure-3**

**Covering Letter Format (Should be in the letterhead of the Company)**

Offers Reference number: \_\_\_\_\_

Date: \_\_\_\_\_ 2017

To,  
The Registrar  
Karnataka Samskrit University  
Chamarajapet, Bangluru.

**Dear Sir,**

**Tender Ref:**

Having examined the tender documents including all annexures the receipts of which is hereby duly acknowledge, we, the under signed, offer to "Supply and installation of laptops, desktops and Tablets" in conformity with the said tender in accordance with the schedule of prices indicated in the offer and made part of this offer.

If our offer is accepted, we undertake to complete delivery and installation within time frame mentioned in terms & conditions.

Date

Signature \_\_\_\_\_

Name:

Contact No:

Email id:

**Annexure-4**  
**Details of the Vendor/ bidder**

Details filled in this form must be accompanied by sufficient documentary evidence, in order to facilitate the University to verify the correctness of the information.

<b>Sl. no</b>	<b>Item</b>	<b>Details</b>
1	Name of Company / firm	
2	Postal Address	
3	Telephone, mobile, and Fax numbers	
4	Name and Designation of the person authorized to make commitments to this tender	
5	Year of Commencement of Business	
6	GST Registration Number	
7	Income tax PAN number	
8	Whether OEM authorized dealer /agent	
9	Email Address	
10	Website address of the company	
11	Bank name	
12	Branch name	
13	Account number	
14	IFSC code	
15	Name and address of OEM	
16	The address and contact details of OEMs Service center operating in Bangalore	

Signature of Vendor/Bidder:

Name and Designation:

Company Seal:

**Annexure-5**

**LETTER OF UNDERTAKING OF AUTHENTICITY**

1. We undertake that all the components /parts/software/ used in the Laptops supplied shall be original, new components & software only and that no refurbished/duplicate /second hand components/parts/assembly/software is being used.
2. We hereby undertake to produce that certificate from the OEM in support of above undertaking at the time of delivery /installation. It will be our responsibility to produce such letters from our OEM suppliers at the time of delivery or within a reasonable time.
3. In case of default and we are unable to comply with the above at the time of delivery or during installation, we agree to take back the "Supply and installation of laptops and desktops" without demur, if already supplied and return the money, if any paid to us by you in this regard.

Signature of Vendor/ bidder

Name and Designation

Company Seal

**Annexure-6**

**COMMERCIAL'S OF HE OFFER FOR LAPTOPS , DESKTOPS and TABLETS**

(Amount in Indian Rupees only)

		<b>For One unit</b>					
<b>Sl. no</b>	<b>ITEM</b>	<b>NO.OF UNITS</b>	<b>BASIC COST</b>	<b>GST RATE IN %</b>	<b>TAX AMOUNT</b>	<b>COST INCLUSIVE OF TAX</b>	<b>TOTAL COST FOR TOTAL UNITS</b>
<b>A</b>	<b>B</b>	<b>C</b>	<b>D</b>	<b>E</b>	<b>F=D*E</b>	<b>G=D+F</b>	<b>H=C*G</b>
1	Laptops Complete set as per Annexure-2 with three years onsite comprehensive warranty	8 (Eight)					
2	Desktops Complete set as per Annexure-2 with three years onsite comprehensive warranty	2 (Two)					
3	Tablets Complete set as per Annexure-2 with three years onsite comprehensive warranty	2 (Two)					



# Karnataka Sanskrit University

Rupees.....

**Note:**

- a. The number of units may vary at the time of issuing of Purchase Order.
- b. Karnataka Samskrit University reserves the right to order 25% more at the same price within 180 days from the date of first Purchase Order as per this Tender.

Signature of Vendor/bidder:

Name & Designation:

Company Seal:

**Note:** The vendor/bidder are required to fill all the columns in the Cost Schedule in numeric INR only (No NA/blank coin/-/NIL etc.)

## **Annexure-7** **Experience Details (Customer References)**

<b>Sl. No</b>	<b>Name of the Organization</b>	<b><u>Contact person</u></b>	<b>Contact Telephone no, email and address</b>	<b>Date of supply</b>	<b>No. of laptops installed</b>	<b>Type of supporting Document submitted</b>
<b>1</b>						
<b>2</b>						

Signature of Vendor / bidder:

Name & Designation:

Company Seal:

**Note:** Please fill this form and submit the supporting documents for each customer reference. Failing the same may lead to the rejection of the bid. You may add the customer references by adding multiple rows.

**Annexure-8**  
**OEM Warranty Certificate**

<b>Item</b>	<b>Make and Model</b>	<b>Name of the OEM</b>	<b>OEM Warranty Certificate attached? (Yes/No)</b>
<b>Laptops , Desktops and Tablets</b>			

Signature of Vendor /bidder:

Name & Designation:

Company Seal: