

**TENDER NO.GPW/SK-202/08/
DATED :**

**GOVERNMENT POLYTECHNIC FOR WOMEN
SECTOR 10-D, CHANDIGARH**

TENDER DOCUMENT

(PAGES 1 – 15)

**LAST DATE AND TIME FOR RECEIPT : 03-03-2008 UPTO 4.00 PM
OF TENDER**

DATE AND TIME OF OPENING

**Technical Bid : 05-03-2008 at 03.00 PM
Financial Bid : 10-03-2008 at 03.00 PM**

**PLACE OF OPENING OF TENDER : COMMITTEE ROOM
GOVERNMENT POLYTECHNIC FOR WOMEN, SECTOR
10-D, CHANDIGARH**

PRICE : Rs 300/-

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**CHECK LIST DULY FILLED IN TO BE ATTACHED WITH THE TENDER
FOR TECHNICAL BID**

- | | | |
|----|--|--------|
| 1. | Whether EMD in the shape of Demand Draft valid for six months, for the asked for amount attached ? | Yes/No |
| 2. | Whether Technical specifications of the material/equipment attached? | Yes/No |
| 3. | Whether tender document duly signed by authorized signatory attached? | Yes/No |
| 4. | Whether affidavit duly attested by Notary/ Executive Magistrate regarding non-black listing of firm attached? | Yes/No |
| 5. | Whether a list of institutions/organizations where your firm has Supplied this item/equipment / instrument recently, is attached? | Yes/No |
| 6. | In case you are manufacturer, have you enclosed the certificate? | Yes/No |
| 7. | Whether you are an authorized agent / dealer / distributor of the firm / company / manufacturer and whether authority letter as issued by them in your favour attached ? | Yes/No |
| 8. | Whether Technical broacher of the equipments attached? | Yes/No |
| 9. | Whether the item / machinery / equipment to be supplied is Covered under guarantee /warrantee valid for 1-2 years from the date of installation as asked for in the tender document? | Yes/No |

Signature of authorized signatory
With seal of the firm

GOVERNMENT POLYTECHNIC FOR WOMEN, SECTOR 10-D, CHANDIGARH**TENDER FOR PURCHASE OF COMPUTER SOFTWARE, CONSUMABLES ITEMS & FURNITURE****IMPORTANT NOTE AND DATES**

1. All the instructions contained in the Tender Form are important and required to be complied with.
2. Please ensure that Technical Bid, Financial Bid and Bid Guarantee (EMD) are submitted in three separate envelopes and these should be put in an outer envelope, super – scribing, name of the items, due date and time.
3. The Earnest Money Deposit should be submitted in the shape of Demand Draft valid for six months in favour of Principal, Govt. Polytechnic for Women, Sector 10-D, Chandigarh payable at Chandigarh. Earnest Money in any other shape is not acceptable.

LAST DATE AND TIME FOR RECEIPT OF TENDER : 03-03-2008 UPTO 4.00 P.M.

DATE AND TIME OF OPENING

Technical Bid : 05-03-2008 at 03.00 P.M.

Financial Bid : 10-03-2008 at 3.00 P.M.

PLACE OF OPENING OF TENDER : **COMMITTEE ROOM**
GOVT. POLYTECHNIC FOR WOMEN, SECTOR 10-D, CHANDIGARH

ANNEXURE-1

GOVERNMENT POLYTECHNIC FOR WOMEN, SECTOR 10-D, CHANDIGARH**TENDER NOTICE**

Sealed tenders are invited for the Purchase of **Computer Software, Consumables items & Furniture.**
The tender form alongwith terms & conditions may be had from the office of the undersigned by depositing Rs.300/- in cash or demand draft in favour of Principal, Govt. Polytechnic for Women, Chandigarh on any working day or can be downloaded from the Institute website i.e. WWW.gpwchandigarh.org. subject to payment (cost) of Rs.300/- payable in the shape of Demand Draft drawn in favour of Principal , Govt. Polytechnic for Women, Chandigarh.

The last date for the receipt of the tender in the office of the Govt. Polytechnic for Women, Sector 10-D, Chandigarh is **03-03-2008 upto 4.00 PM.**

The undersigned reserves the right to reject any or all the tenders without assigning any reason.

PRINCIPAL

INSTRUCTIONS/GUIDELINES TO THE TENDERER / BIDDER

The tenderer is required to go through the instructions before submission of tender document.

1. A copy of Tender Notice is enclosed as **Annexure –1**.
2. Tenders duly sealed in envelope and clearly superscribed as “**TENDER FOR PURCHASE OF COMPUTER SOFTWARE, CONSUMABLE ITEMS & FURNITURE**, due on **03-03-2008 AT 4.00 PM** should be submitted in three separate sealed envelopes duly superscribed as under :-
 - i) Bid Guarantee containing earnest money deposit instrument (IN ENVELOPE NO.1)
 - ii) Technical Bid along with Tender documents and Affidavit (IN ENVELOPE NO 2)
 - iii) Financial Bid (IN ENVELOPE NO 3).
3. Attach an affidavit duly attested by an Executive Magistrate or a Notary Public as per proforma given at **Annexure II**, check list and technical brochure of the equipments with **TECHNICAL BID**.
4. Attach a signed copy of tender documents with the **TECHNICAL BID**.
5. Unsealed tender (s) will be rejected.
6. Offer should be preferably typed or written in neat/legible hand.
7. The tenderer (s) will be responsible to ensure that the tender is received on or before the due date and time in the office of Principal, Govt. Polytechnic for Women, Sector 10-D Chandigarh.
8. Each page of tender document should be signed by the tenderer (s) with stamp of the firm duly affixed on each page.
9. The tenderer, preferably, should fill the rates and amount in the price schedule as per **Annexure –III** itself and submit the bid to avoid any kind of mistake. However, the tenderer is free to submit the bids in his own format giving detailed specifications of the equipment he/she intends to supply. In case of any mistake in the specifications given by the tenderer in his own format, the specifications given in tender document shall be treated correct and final.
10. The tenderer should indicate specifically the sales tax, duties and levies chargeable against each item.
11. The tenderer should clearly indicate the availability of service and maintenance facilities at Chandigarh for the item quoted.
12. The tenderer must indicate the list of eminent institutions/ organizations particularly in and around Chandigarh, where the same equipment has been supplied during the last three years.
13. The Tender must be submitted alongwith the copies of :
 - Manufacturers license or authority from the manufacturer.
 - Sales Tax Registration Certificate

TERMS AND CONDITIONS OF THE TENDER

1. The last date and time for receipt of tenders is **03-03-2008 at 4.00 PM**. Tender (s) received after the due date and time shall not be considered.
2. Each tender must be accompanied with earnest money deposit **Rs.10,000/-** in the shape of Demand Draft in favour of the Principal, Govt. Polytechnic for Women, Sector 10-D, Chandigarh, valid for six months payable at Chandigarh on any Scheduled Bank.
3. Tender (s) received without earnest money shall be rejected straightway.
4. Earnest Money deposited with the Govt. Polytechnic for Women, Sector 10-D, Chandigarh in connection with any other tender will not be considered against this tender.
5. The Principal, Govt. Polytechnic for Women, Sector 10-D, Chandigarh reserves all rights to accept or reject any tender without assigning any reason This Tender form is not transferable.
6. The quantity mentioned against items in the list enclosed are tentative and can be increased/decreased
7. The tender i.e. Technical Bid shall be opened at **3.00 P.M on 05-03-2008**. Financial bids of only those tenderer will be opened on **10-03-2008 at 3.00 P.M**. whose Technical Bids are found to be acceptable as per tender specifications.
8. In the event of date of receipt or opening of tender being declared a holiday in the Govt. Polytechnic for Women, Sector 10-D, Chandigarh, tenders will be opened on next working day at the same time.
9. The tender (s) shall be opened in the presence of intending tenderer(s) or their authorized representative (s) present at that time of opening.
10. Conditional offer shall be rejected.
11. Any attempt direct or indirect, to cast influence, negotiation on the part of the tendered with the officials/authority to whom he will submit the tender or the tender accepting official/authority before the finalization of tenders will render the tenderer liable for exclusion from consideration.
12. The tenders not accompanied by Earnest Money or incomplete in any respect will be rejected outright.
13. No advance payment or payment against proforma invoice will be made. Payment will be made after receipt of equipment/ material, its inspection, installation and testing to the satisfaction of the authorized representative (s) of The Principal, Govt. Polytechnic for Women, Chandigarh..
14. All damaged or unapproved goods shall be returned at the risk and cost of the Tenderer and the incidental expenditure thereupon shall be borne by the concerned party.
15. The quoted prices must be mentioned showing Excise Duty and sales tax separately.
16. The Public Sector Undertaking of the Central / State Govt. are exempted from furnishing Earnest Money Deposit.

17. Rates should be quoted F.O.R Govt. Polytechnic for Women, Sector 10-D, Chandigarh including packing, forwarding postage and freight etc.
18. Principal, Govt. Polytechnic for Women, Chandigarh reserves all rights to reject the goods if the same are not found in accordance with the required description / specifications.
19. In case of violation of any term and condition as mentioned, Earnest Money Deposit of the tenderer shall be forfeited in full or part at the entire discretion of the Principal, Govt. Polytechnic for Women, Chandigarh.
20. Training, if any, shall be provided by the firm free of cost to the faculty / other allied staff of the college.
21. The defective equipment material from the Store of Govt. Polytechnic for Women, Chandigarh will be lifted at the entire cost & risk of the firm. Govt. Polytechnic for Women, Chandigarh will not bear any expenses on this account and the material will be lying in the GPW premises at tenderers risk and cost.
22. The Equipment/ Machinery will be maintained free of charges during the warranty period.
23. Performance security @ 05% of the value of supply order covering the warranty period shall be furnished by the firm in the shape of Bank Guarantee duly pledged in favour of Principal, Govt. Polytechnic for Women, Chandigarh before the supply of equipments.
24. The GPW would return the Earnest Money Deposit to the successful tendering firm on the submission of the Bank Guarantee.
25. Rates quoted in Indian Currency only shall be accepted irrespective of Foreign make of equipment / material which includes all kinds of charges, taxes, duties etc.
26. Period for which the offer will remain open

The tendering firms should keep their offers valid for acceptance up to **31-08-2008**. If the firms are unable to keep their offers open for the above said period, they should specifically state the period for which their offers would remain open but they must realize that such a provision may result in the rejection of their offers, provided, however, that in the event that the day upto which the offer is to remain open is declared holiday for the GPW the offer shall remain open for the following day.
27. Any conditional tender or any deviation from the terms and conditions of the tender document shall render the tender liable to rejection.
28. Any quantity discounts must be specifically indicated in the price bid.
29. The Machinery/equipment /material will be installed free of charge by the firm / agent at the designated premises.
30. The delivery period of the equipment / material shall be 4-6 weeks from the date of supply order. The delivery period can be extended at the sole discretion of the Principal, Govt. Polytechnic for Women, Chandigarh in special circumstances on written request from the qualified firm. Penalty @ 1% of delayed period after the due date of supply of machinery will be charged fro actual period of delay.

31. Installation and demonstration will be done by the supplier to the satisfaction of Concerned Official/Officer & Officer Incharge of the Deptt.
32. Warranty period, where applicable, should be clearly specified not less than 1-2 year in any case.
33. All equipment / material should conform to IS specifications.
34. Any fault or deficiency in the equipments should be rectified by the supplier within two weeks after intimation.
35. Foundations of Machinery wherever necessary shall be provided/constructed by the supplier free of cost.
36. Instructional materials and manuals will be supplied by the supplier free of cost.
37. The technical broucher for the material / equipments shall be supplied along with Technical Bid

38. JURISDICTION

The courts of Chandigarh alone will have the jurisdiction to try any matter, dispute or reference between the parties arising out of this purchase. It is specifically agree that no court outside and other than Chandigarh Court shall have jurisdiction in the matter.

GOVERNMENT POLYTECHNIC FOR WOMEN, SECTOR 10-D, CHANDIGARH**SPECIFICATION AND ALLIED TECHNICAL DETAILS OF MATERIALS AND SCHEDULE OF REQUIREMENT****(A) LIST OF ITEMS OF SOFTWARES.**

S.No	Name of Item and Specification	Qty Reqd
01	Software (Auto CAD,2008 Education version) 8 users	01
02	M.S.Office-2007 (Academic) with 20 users license	01
03	<p>PCB Design Software Professional Version (10 users) should have following features:-</p> <ul style="list-style-type: none"> ➤ forward and back Annotation ➤ Integrated text editor. ➤ Multiple windows for board, schematic and library. <p>Layout Edition</p> <ul style="list-style-type: none"> ➤ Maximum drawing area 64x64 inch ➤ Resolution 0.1 micron. ➤ Upto 16 signal layers. ➤ Conventional and SMT parts. ➤ Design rule check. ➤ With all libraries. <p>Schematic Editor</p> <ul style="list-style-type: none"> ➤ Upto 99 sheets in one schematic. ➤ Electrical rule check <p>Auto router</p> <ul style="list-style-type: none"> ➤ Ripup & retry router ➤ Upto 16 signal layers ➤ Routing strategy driver by user definable cost factors. 	01

GOVERNMENT POLYTECHNIC FOR WOMEN, SECTOR 10-D, CHANDIGARH**SPECIFICATION AND ALLIED TECHNICAL DETAILS OF MATERIALS AND SCHEDULE OF REQUIREMENT****(B) LIST OF ITEMS OF COMPUTER CONSUMABLES.**

S.No	Name of Item and Specification	Qty Reqd
01	Dot Matrix Printer Hi- Density Fabric Ribbon for DMP 24 PIN	35 Nos.
02	Cartridge for following Printers: <ul style="list-style-type: none"> ➤ Inkjet 1180C ➤ HP-LaserJet 3055 ➤ HP-Desk Jet 930C ➤ HP-Ink jet 1200 ➤ HP-Laser Jet 1022 	2 Nos. 2 Nos. 2 Nos. 2 Nos. 2 Nos.
03	Pen Drive 2 GB (MOSEBARE)	5 Nos.
04	Floppy Box 3.5" Hi-Density (10 Floppies each box)	5 Box
05	CD-R (10CD pack with CD case)	5 Box
	CD-RW (10CD pack with CD case)	5 Box

GOVERNMENT POLYTECHNIC FOR WOMEN, SECTOR 10-D, CHANDIGARH**SPECIFICATION AND ALLIED TECHNICAL DETAILS OF MATERIALS AND SCHEDULE OF REQUIREMENT****(C) LIST OF ITEMS OF COMPUTER TABLE & CHAIR FOR COMPUTER CENTRES.**

S.No	Name of Item and Specification	Qty Reqd
01	COMPUTER TABLE: - Size (36"x30"x30") having slide in keyboard & storage shelf at bottom. All steel sheet should be conforming to no 15513-88 or JIS G-3141 or DIN 1623OR BS 1449 . Sheet slides and back should be of 0.8 mm thick. Sport pipe should be 25x25 mm x 1.2mm thick. Table top should be made from pre-laminated particle board (ISI mark) 18 mm thick and having lamination on both the sides. Table top should be provided with rubberized PVC beading along its edges.	15 Nos
02	Computer Chair without Arms :- Chair without arms having flexible back to give cushioning back rest with height and back adjustment, having five pronged based powder coated frame with superior quality castors upholstered neatly with superior quality fabric or leatherette.	15 Nos.

ANNEXURE –III

PRICE SCHEDULE

**PROFORMA FOR FINANCIAL BID (TO BE UTILIZED BY THE BIDDER FOR
QUOTING THEIR RATES)**

Sr. No	Item	Qty Reqd	Rate/Price (To be quoted by Bidder)					Gross Unit Price
			Basic unit price	Sales Tax % age & Amt.	VAT %age & Amt.	Exise Duty %age & Amt.	Any other Tax /Duties %age & Amt.	

Signature with seal of the firm

ANNEXURE –II

I/We (Name)_____

Contractor / partner / sole proprietor (Strike out word which is not applicable) or (Firm)

_____do hereby declare and

solemnly affirm to the fact that the individual firm / companies are not black-listed by the

Union or State Government or any autonomous body.

DEPONENT

Address_____

I/We do hereby solemnly declare and affirm that the above declaration is true and correct to the best of my knowledge and beliefs. No part of it is false and nothing has been concealed.

DEPONENT

Dated :

(Note : To be furnished on non judicial stamp paper duly attested by executive Magistrate or Notary Public)

(This letter alongwith Earnest Money Deposit be submitted in the envelope No. 1 and should be clearly super scribed as EARNEST MONEY DEPOSIT)

From

M/S _____

To

The Principal,
Govt. Polytechnic for Women,
Sector 10-D, Chandigarh.

No _____

Dated _____

Subject Tender for the Purchase of Computer Software, consumable items & Furniture.

Madam,

Please find enclosed herewith Earnest Money Deposit (EMD) of Rs. _____ in
Shape of a demand draft bearing No _____ dated _____ issued
by _____ (Name of the Bank) on _____ drawn in
favour of the Principal, Govt. Polytechnic for Women, Sector 10D, Chandigarh,
valid for a period of six months.

Thanking you,

Yours faithfully,

(Signature)
Seal of the Firm with full address

Enclosed
EMD

(This letter along with Technical bid, Check List and Affidavit be submitted in the envelope No 2 and should be clearly super scribed as TECHNICAL BID)

From

M/S _____

To

The Principal,
Govt. Polytechnic for Women,
Sector 10-D, Chandigarh.

No _____

Dated _____

Subject Tender for the Purchase of Computer Software, consumable items & Furniture.

Madam,

With reference to your Tender Notice dated _____ for the Purchase of Computer Software, consumable items & Furniture. I/We enclose herewith my / our Technical Bid duly filled, stamped and authenticated on each page along with Check List and Affidavit.

I/We undertake to abide by the terms and conditions of the tender set forth by you.

Thanking you,

Yours faithfully,

(Signature)

Seal of the firm with full address

Enclosed :
Technical Bid
Affidavit
Tender Documents Page 2 to ____
Any Other documents

**(This letter along with Financial Bid be submitted in the envelope No 3 and should be
Clearly super scribed as FINANCIAL BID)**

From

M/s _____

To

The Principal,
Govt. Polytechnic for Women,
Sector 10-D, Chandigarh.

No _____

Dated _____

Subject Tender for the Purchase of Computer Software, consumable items & Furniture.

Madam,

With reference to your Tender Notice dated _____ for the purchase of Computer Software, Consumable items & Furniture. I/we enclose herewith, my / our Financial bid duly filled, stamped and authenticated on each page.

I/We undertake to abide by the terms and conditions of the tender set forth by you.

Thanking you,

Yours faithfully,

(SIGNATURE)

Seal of the firm with full address

Enclosed :
Financial Bid