

# INDIRA GANDHI NATIONAL OPEN UNIVERSITY

Regional Centre, Deoghar

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F. No.: IG/RC-87/Computer/2019

Dated: 18/10/2019

To,

**Sub: Inviting Quotation for Purchase of Computers, UPS and printers at IGNOU Regional Centre, Deoghar.**

Sir/Madam,

Limited Tender Quotations are invited from authorized vendors/distributors/suppliers for purchase of Computers, UPS and printers at IGNOU Regional Centre, Deoghar. A detailed specification and tentative no. of items/units each for Computer, UPS and Printer are attached herewith.


Sl. No.	Items & Description	Specification	Tentative Quantity
1.	All in one Desktop (CPU, Monitor, Keyboard with Mouse)	For details specification refer to Annexure-01	04
2.	Printer		02
3.	UPS		04

## **GENERAL TERMS & CONDITIONS:**

1. The Rate is to be quoted keeping in mind the specification and tentative quantity of the items.
2. The quantity to be purchased is at the sole discretion of this office. The office reserves the right to increase or decrease the quantity to be purchased.
3. The vendor/suppliers must be **authorized vendor/suppliers** of the computer/printer/UPS brand for which quotation is submitted.
4. The firm must have Valid GST Registration number.
5. The rate quoted should be **inclusive of all the charges** (including Transportation to office premises (IGNOU Regional Centre, Mandakini Sadan, Rohini Road, Basuwadih, Jasidih, Deoghar-814142).
6. The rate quoted is to remain valid for three months.
7. Any deviation from the specification shall be liable to the cancellation of order even after delivery.
8. Please note that only genuine product/brand is to be quoted. No assembled product is to be quoted.
9. The payment shall be made by A/c payee cheque/ECS only, after the satisfactory delivery and demonstration of computer/printer/UPS in good condition.



10. No advance payment shall be made.
11. The firm/ agency/ vendor having experience of supplying Computer/printer/UPS to the offices of Central Govt./State Govt. and or/University may be given preference, as per discretion of the office. Copy of such Purchase Orders may be enclosed as proof of experience.
12. The date and time of opening of Quotations shall be 13-11-2019 at 11:30 AM (Technical) and 13-11-2019 at 02:00 PM (financial).
13. **HOW TO SUBMIT QUOTATION:**
  - (i) The interested firm / agency / vendor may go through this letter inviting quotation and submit the **sealed quotation** in the enclosed Performa duly signed and stamped by the Authorized Signatory.
  - (ii) **EMD:** The quotation must be accompanied by **EMD of Rs. 5,000/- (Rupees Five Thousand Only)** through DD drawn in **favour of IGNOU, Payable at Deoghar**. It will be refundable after completion of supply/purchase order.
  - (iii) It may be noted that quotations are to be submitted in two bid format, i.e. technical bid & financial bid. Both the technical bid (also containing EMD) and the financial bid should be enclosed in separate sealed envelopes and both these envelopes should be kept in a separate bigger envelope properly sealed.
  - (iv) The envelope must be subscribed as **"Quotation for Computer/Printer/UPS"** on the top of the envelope and may be submitted by speed post/by hand to this office on or before the last date of submission.
14. Bid security (EMD) of all the unsuccessful bidders shall be returned after placement of work order and that of successful bidder(s) shall be returned after receiving performance security of Rs 10000/- from that bidder(s).
15. In case of any dispute, decision of this office shall be final and binding.
16. The last date for submission of quotation is 13-11-2019 at 11:AM.
17. Performa for submission of Technical bid (Part A)  
Refer to Annexure A2
18. Performa for submission of Financial bid (Part B)  
Refer to Annexure A3
19. All tenders strictly in the prescribed form should be submitted before the Date & Time of submission, as specified, along with this tender, duly signed and stamped, as a token of acceptance of terms and conditions of this tender.
20. The IGNOU shall have the right to accept or reject any or all tenders without assigning any reason thereof.

  
(Regional Director)  
IGNOU, Regional Centre, Deoghar

Encl: (i) Annexure-01,02 & 03



**Specifications**

Standard Desktop All in one		
S. No	Specification Name	Minimum configuration/Specifications
A	Golden Parameters	
1	Processor generation	8
2	Processor Make	Intel
3	Processor base Frequency (GHz)	2.1
4	Number of cores per processor	6
5	On site OEM warranty (year)	3/3
6	Type of drivers used to populate the Internal Bays	HDD
7	OS (Factory pre-loaded)	Windows 10 Professional
8	RAM Size (GB)	4
9	RAM Expandability up to (using spare DIMM slots in GB)	32
10	Display size (Inches)	20 or higher
11	Display type	Non touch
12	Display resolution (Pixels)	1600x900
13	Total HDD capacity (GB)	1000
14	Webcam integrated with display	Yes
15	Processor	Intel core i5
16	Processor Number	Intel core i5 8500T
17	Chipset series	Intel Q Series
18	Chipset number	Intel Q 370
Printer		
S. No	Specification Name	Minimum configuration/Specifications
A	Golden Parameters	
1	Printing technology	Laser
2	Cartridge technology	Separate toner and drum
3	Type of printing	Mono
4	Paper size	A4
5	Print speed (A4) – Mono (PPM)	18
6	Print speed (A4) – Color (PPM)	0
7	On site OEM warranty (years)	1
8	Duty Cycle/month (No of Prints)	5000
UPS		
S. No	Specification Name	Minimum configuration/Specifications
A	Golden Parameters	
1	Rating in KVA/min VAH capacity of battery (KVA/VAH)	1.5/800
2	Technology	MOSFET-PWM
3	Type of battery	SMF-VRLA confirming to JISC-8702 pt 1, 2 & 3
4	Rated output (volt)	Single phase sine wave 230 V AC, 50 Hz
5	Degree of protection	IP-21
6	Inverter efficiency (%)	>=60%
7	Warranty for the battery from the date of delivery	1 year
8	Inverter output socket AC output for print (not through inverter)	3 Three Pin
9	AC output printer (not through inverter)	No
10	Warranty for line Interactive UPS	2 years

**Annexure-02**

**TECHNICAL BID**

1. Name of the Bidder
2. Full Address of the Bidder with Pin Code, Telephone number, Fax number, e-mail address
3. Local Address of the Bidder, (if any) with Pin Code, Telephone number, Fax number, E-mail address
4. Annual turnover in last years
5. GST registration no. & place
6. PAN (Documents be attached)
7. Detail profile of Bidder
8. Proof of Experience of at least two years in supplying/selling computers.
9. Details of Earnest money deposit (Amount Rs., Bank Draft No., Bank Draft Issuing Date  
Drawn on (Bank)

Date: [Signature of authorized signatory]  
with Seal of the Firm

Name:

Designation:

**Encl :**

1. EMD of Rs.5,000/- DD No. ....date.....
2. Experience Certificate.
3. Pamphlet/Browser/Leaflet
4. Signed copy of Quotation letter and Annexure-02

**Annexure-03**

**FINANCIAL BID**

Please specify your prices of the below particulars.

**S.No WORK DESCRIPTION TOTAL AMOUNT  
 (in Rupees)**

Sl. No	Particulars	Brand & Model	Specification	Quantity	Rate including of tax	Other Charges (Rs) @installation etc	Amount (in Rupees)
<b>Grand Total</b>				(in figure)			
				(in words)			

Date: [Signature of authorized signatory]  
 with Seal of the Firm  
 Name:  
 Designation: