

Shri Vishwakarma Skill University

Transit Campus, Plot No. 147, Sector 44 Gurugram 122003

Tender Notice Inviting bids for Purchase of Apple iPad

SVSU invites sealed bids from reputed Companies / supply agencies for procurement of Apple iPad. The interested Company/ Supplier/Agency may submit their technical and financial bid documents in prescribed format in separate sealed envelope. Details of Specification of Apple I pad estimated quantities are as follows: -

Sl. No	Name of Item	Quantity
01	Apple iPad	02

1. Intending eligible bidders may obtain Bid document free of cost, from the office of the Assistant Registrar (Purchase), SVSU on any working day between 10.00 AM to 04.00 PM from 30-11-2021. The bid document may also be downloaded from the University website www.svsu.ac.in
2. The interested applicants may submit to the office of Registrar, SVSU through speed post/by hand their proposals as per instructions latest by 06-12-2021 up to 04.00 PM.
3. Technical & Financial documents sealed in separate covers and marked with Technical/Financial must be delivered to the office of Registrar, SVSU upto 06.12.2021 till 04.00 PM. All sealed quotations received till then will be opened on 08-12-2021 before the bidders or their representative who wish to be present, in the office at 04.00 P.M.

Registrar

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:

Sl. No	Documents to be submitted	Documents Submitted	
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.	Y / N	Page No. at which Document Attached
2.	Statement indicating experience of supplying such items & working with Govt. Ministries/ Departments/PSUs, etc		
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 VAT/CST/Service TAX/GST Registration number, if applicable.		
5.	Attested copy of PAN/TAN Number.		
6.	Attested copy Audited Accounts for details of turn over for the year 2020.21 or 2019-20.		
7.	BID security/EMD of Rs. 3980/- to be submitted in the form of demand Draft in favour of Registrar , SVSU (Enclosed with Technical Bid)		
8.	Bank Account No. of the Firm with IFS code & Bank Branch Name		
9.	Bid Form		
10.	Financial Bid (Separate envelope)		

Signature of the Bidder

TENDER DOCUMENTS FOR PROCUREMENT
OF
Apple iPad

1. Sealed tenders are invited from reputed Companies / supply agencies for procurement of Apple iPad. The interested Company/ Supplier/Agency may submit their technical and financial bid documents in prescribed format in separate sealed cover. Details of Specification of Apple iPad are as follows: -

Sr. No.	Item	Specification	Quantity
1	Apple iPad	<ul style="list-style-type: none">• Screen Size -- 10 inch or above• Display type -- LED-backlit Multi-Touch display• Resolution --- 2048 x1536 -pixel or above• RAM size - 3 GB or above• connectivity type -- Wi-Fi and cellular• Storage Capacity -- 64 GB or above• Processor/Chip - A12 or above• Digital/Smart pencil• keyboard with cover• Power/charging adopter with the charging cable	02

2. Delivery Place:

Bidder will supply and deliver the materials of requisite number at the office of Assistant Registrar (Purchase), Transit Campus, Plot No. 147, Sector 44 Gurugram 122003.

3. Qualification Conditions:

- a) Bidder should be registered under vat Act / GST. 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 / GST, 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. 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 (Photocopy duly self-attested to be compulsorily enclosed)
 1. VAT / GST Registration Certificate
 2. Bid Security as stipulated in the bid document.
 3. Details of Work Experience.
- c) The Financial part (Part – II) of the bid shall consists of only Rate/Price in Performa supplied with the document on the company's /Firm's letter pad. All the column and requisite information must be filled in the prescribed format.
- d) Award of contract based on lowest evaluated price for which the bidder must quote the rate per unit.

6. Earnest Money Deposit (Deposit):

Each Bidder will have to submit EMD 3980/- (Rupees Three thousand nine hundred and eighty only), in the form of Demand Draft in the name of Registrar, SVSU payable at Gurugram.

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 the bidder fails to supply the item within specified time as intimated/ requested.

7. Validity of Quotation:

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

8. Evaluation of Quotations:

The purchaser will evaluate & compare quotations determined to be substantially responsive i.e.

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

9. Award of Contract:

The purchaser will award the supply order to the bidder whose quotations has been determined to be substantially responsive, and who has offered the lowest evaluated quoted price.

9.1 Notwithstanding the above, the purchaser 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 supply order.

9.2 The bidder whose bid is accepted will be notified of the award of supply order by the purchaser. The terms of the accepted offer shall be incorporated in the supply order. The validity period maybe extended by the purchaser by another 10 day in exceptional cases.

10. Other Terms & Conditions:

- (a) SVSU reserves the right to proponed/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 or 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 document.
- (e) Successful bidder will have to enter into an agreement with SVSU for timely execution of the supply 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 supply order 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.

You are requested to send your offer during working hours on or before 4.00 PM of the 06.12.2021 in the prescribed format (enclosed herewith) in sealed envelopes in form of Technical – (Part– I) and Financial (part – II) bids /quotations to the office of Registrar, SVSU, Transit Campus, Plot No. 147, Sector 44 Gurugram 122003.

Sealed quotations received till then will be opened in the office on 08.12.2021 at 04:00 PM in the presence of bidders or their authorised representatives who desire to be present.

PROFORMA FOR TECHNICAL BID (PART - I)

S.N.	Particulars	To be filled in by the tenderer
1	Name of the Agency	
2	Details of EMD Package No. -	
	(i) Amount	
	(ii) Draft No.	
	(iii) Date	
	(iv) Issuing Bank	
3	Date of establishment of the agency	
4	Detailed office address of the Agency with Office Telephone Number, Fax Number and Mobile Number and name of the contact person	
5	Whether the firm is registered under Company Act, partnership, or proprietorship. (Copies of all certificates of registration to be enclosed.)	
6	PAN/TAN Number (copy to be enclosed)	
7	Sales Tax/VAT /GST Registration Number (copy to be enclosed)	
8	Whether the firm is blacklisted by any Government Department or any criminal case is registered against the firm or its owner/partners anywhere in India. (If no, a certificate is to attach in this regard.)	
9	Attested copy Audited Accounts details for the latest year	
10	Experience in dealing with Govt. Departments attach copies of supply orders placed on the agency)	
11	Whether bid document of all pages of the terms and conditions duly signed, in token of acceptance of the same, is attached.	
12	Whether agency profile is attached?	
	Place: Date:	Signature of the Bidder Office Seal

FORMAT OF FINANCIAL BID
(Part - II)

Name of the Firm:

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Bids for purchase of Apple iPad

Sl. No.	Name of Item	Features & Specifications	Brand	Qty.	Rate Per Unit (including GST)	Amount (in Rs)
01	Apple iPad			02		
		Total				
Total Amount in Rupees						only)
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1. We agree to supply the above-mentioned items in accordance with technical specification for a total contract price of. (in words Rupees)
including taxes, Transportation etc. within five days of the issue of supply order.
2. We also confirm that the normal commercial warrantee/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: