



SOUTH ASIAN UNIVERSITY

Akbar Bhawan Campus, Chankyapuri

New Delhi – 110 021

Phone: +91 -11-24122512-13, Fax: +91-11-24122511 www.southasianuniversity.org

INVITATION OF BIDS

For Supply & Installation of Windows Pro 10 and RAM (for Desktop)

Tender No. SAU/SP/ICT/2018/15318 dated 15.03.2018

The South Asian University (SAU) is an International University sponsored by the eight member countries of the South Asian Association for Regional Cooperation (SAARC) viz. Afghanistan, Bangladesh, Bhutan, India, Maldives, Nepal, Pakistan and Sri Lanka.

The University invites sealed bids from reputed authorized distributors/dealers/retailer etc. to Supply & Installation of WinPro 10 SNGL Upgrd OLP NL Acdmc 32/64 Bit (Paper License) and 4GB DDR3 SDRAM PC3-10600 (1333MHz) non ECC (For Desktop System) under the following specifications:

S. No.	Description	Qty.	Specification
1	WinPro 10 SNGL Upgrd OLP NL Acdmc 32/64 Bit	33	WinPro 10 SNGL Upgrd OLP NL Acdmc 32/64 Bit (Paper License)
2	4GB DDR3 SDRAM PC3-10600 (1333MHz) non ECC	33	4GB DDR3 SDRAM PC3-10600 (1333MHz) non ECC (For Desktop System)

Terms and Conditions for Submission of Bids

1. The Bid must be made in a duly sealed and signed cover with the Contract Name and Tender Number at the top left corner of the envelope and submitted to the **Assistant Registrar, Stores & Procurement Section, Room No. 424, 4th Floor, South Asian University, Akbar Bhawan, Chanakyapuri, New Delhi-110021** or submitted at the Reception of South Asian University. The university assumes no responsibility in respect of bid not made and/or not submitted as required.

The Bid must reach the university no later than **3:00 PM on 1.04.2018**. All timely-received bids are scheduled to be opened on the same date at 3:30 PM.

2. If this date is declared a holiday, the same will be done on the next working day.
3. All valid bids shall remain valid for a period of 60 (sixty) days after the last date for the submission of bids.
4. The bidder is once required to make with the bid an Earnest Money Deposit (EMD) of Rs. **15000.00** (Rupees Fifteen Thousand only). Refundable without interest by a demand draft/Pay order drawn on any scheduled banks in favor of "South Asian University" payable at New Delhi. NSIC & other exemption certificate will not be accepted as EMD. Bids not accompanied by the required EMD will be summarily rejected.



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5. While submitting their bids, the bidders are required to submit a duly-certified copy of the stipulated conditions evidencing their full acceptance of the terms and conditions and without which their bids are liable to be rejected summarily.
6. The Bid must be typed or legibly written in English with indelible ink and signed with official stamp by a person duly authorized to sign on behalf of the vendor.
7. The Bidder is expected to examine all instructions, forms, terms and specifications in the bidding documents. Failure to furnish any information required by the bidding documents or submission of a Bid not substantially in every required term of the bidding documents may result in rejection of bid.
8. The bid proposal must be properly indexed and bound with all the pages duly signed and stamped. Any loose or unauthenticated document submitted by bidders will to be considered.
9. The unit price of each item should be indicated in the price schedule given in Annexure I. The applicable tax should be indicated separately. Any additional charges to be levied should be clearly specified. The vendor shall quote only in Indian Rupee.
10. The contract price(s) shall remain fixed for the purposes of the vendor's due performance of the contract.
11. Uncertain/incomplete offers shall not be considered. The vendors are advised not to quote different options for the same item but, furnish the most competitive among the options available. A Bid submitted with an adjustable price shall be treated as non-responsive and may be rejected.
12. *The South Asian University is an international organization declared by the central government in pursuance of section 3 of the United Nations (Privileges and Immunities) Act 1947 (46 of 1947) and is therefore entitled to claim refund of Goods and Services Tax (GST) paid on the procurement of Goods and/or Services. Therefore, any invoice raised should be in conformity with the various provisions of respective GST Acts.*

SAU is exempted from Custom Duty (except IGST). Exempted certificates to this effect will be issued by SAU as and when needed.
13. The bidder shall make a duly-signed declaration that he/she has never been convicted on the ground of moral turpitude and that no civil or criminal case is continuing or pending against him/her or against any other natural or legal person he/she represents or claims under.
14. The University has the right to withdraw this invitation at any time prior to its any acceptance, and to reject any bid without assigning any reason.
15. The university reserves the right to place an order for the full or part quotations under any items of supply mentioned in the price schedule.
16. The University will accept the bid which it has found to be the lowest evaluated bid and in substantial/material conformity with the documents inviting bids.



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17. The goods shall be supplied within 2 weeks from the date of receipt of the purchase order. The date of supply and installation shall be strictly adhered to, failing which the University reserves the right to reject the goods and claim reasonable damages or make an alternative purchase at the supplier's cost and risk. If the supplier fails to supply and install the goods within the above mentioned period, a reasonable compensation may be recovered at the rate of 1% of the cost of the order for every week of delay or a fraction thereof, subject to a maximum of 10% of the cost of the goods. If and when required, an extension for the date of delivery should be obtained reasonably in advance and for a proper justification.
18. 100% payment will be made within 30 days after the supply and installation of all goods against order and to the satisfaction of the University.
19. On the receipt of a purchase order, the supplier shall give to the University a performance bank guarantee (PBG) of 5 % of the total contract price in favor of South Asian University for a period of sixty days beyond the date of completion of all contractual obligations of the supplier including warranty obligations. No interest will be payable by the University on the PBG.
20. **WARRANTY:** Standard warranty for the products including the repairing of any defect or as per Principal Vendor should be given.
21. Any dispute arising from or relating to the contract shall be settled through direct and good faith negotiations/consultations between the parties, recognizing their mutual interest and endeavoring to reach mutually satisfactory solution.

If the dispute is not settled by the negotiations/consultations within 15 days, the dispute shall be referred to arbitration. The arbitrators selected by each party mandatorily within 10 days of the referral of the dispute to arbitration shall appoint the third arbitrator within 5 days of their appointment. If they are unable to do so, the third impartial arbitrator shall be appointed by the President of the University. The place of the arbitration shall be New Delhi. The parties shall bear the costs of the arbitration as apportioned by the arbitrators. The award of the arbitrators shall be final and binding on both parties.

**Assistant Registrar
Stores & Procurement**



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Annexure I

Price Schedule

(For Price Schedule for Supply & Installation of Windows Pro 10 and RAM)

Description	Qty	Price (Rs.)	GST (Rs.)	Total Price with Taxes (Rs.)
WinPro 10 SNGL Upgrd OLP NL Acdmc 32/64 Bit , (Paper License)	33			
4GB DDR3 SDRAM PC3-10600 (1333MHz) non ECC (For Desktop System)	33			
Total				

DECLARATION

1. This is certified that the rates quoted above are not more than the rates charged from any other Government Institution/Department/Organization.
2. I/We have gone through the terms & conditions stipulated in the tender document and undertake to abide by the same.
3. No other charges would be payable by the University.

Full Name of the Bidder:

Signature of the Bidder: Date:

Official Seal



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DECLARATION REGARDING BLACKLISTING / DEBARRING FOR TAKING PART IN TENDER

- (I) We are not involved in any litigation that may have an impact of affecting or compromising the delivery of the services as required under this tender.
- (II) We are not black-listed by any Central/State Government/Public Sector/Educational Institute Undertaking in India.
- (III) I/we undertake that the documents submitted are genuine/ authentic and nothing material has been concealed there from and that I/we are not debarred by any Government organization and are competent to have the contract. I/we understand that the contract is liable to be cancelled, if found to be having obtained, through fraudulent means/concealment of information.

(Signature of Authorized Signatory)

Date:

Name of the bidder: _____

Complete Address: _____

Contact Nos. _____



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Check List for Submission of Bid

1. Earnest Money Deposit of Rs. **15000.00**
2. Self-declaration to the effect that the company has not been black listed
3. Company Registration Number (Attach attested copy of certificate)
4. GST Registration No. (Attach attested copy of certificate)
5. Permanent Account Number (PAN) (Attach attested copy of PAN Card)
6. Manufacturers' authorization letter in case of a dealer
7. Bid document have been duly completed and signed as per instructions
8. Bid is enclosed in a sealed cover with reference to the Tender No. and Tender Name