

CHANAKYA NATIONAL LAW UNIVERSITY, PATNA

Nyaya Nagar, Mithapur, Patna -1, Ph. No. – 0612-2352300, Website: <https://cnlu.ac.in>

NIQ No.: – 27/2023-24

Date: - 10.11.2023

Notice Inviting Quotation Through E-Procurement

Through e-procurement mode only <https://eproc2.bihar.gov.in>

Chanakya National Law University invites E-Tender in two bid systems (Technical and Financial) from the reputed system integrator / retailers for Supply, Installation & Commissioning of Lenovo / HP / Dell / equivalent make Commercial Business Series Laptop.

1	Name of the Work	Supply, Installation & Commissioning of Lenovo / HP / Dell / equivalent make Commercial Business Series Laptop.
2	Cost of Document (Non-Refundable)	1,000/- (Rupees One Thousand)
3	Earnest Money Deposit	75,000/- (Rupees Seventy Five Thousand)
4	E-Tender Processing Fee	As per Eproc2 website
5	Time of Completion	Thirty working days of CNLU from the date of purchase order
6	Bid start Date	10/11/2023
7	Date of Pre-bid meeting	On 23/11/2023 at 03:00 pm in the chamber of Registrar
8	Last Date & Time for Uploading of Quotation	till 02:00 pm on 30/11/2023
9	Date & Time of Opening of Technical Quotation	At 02:30 pm on 30/11/2023
10	Date & Time of Opening of Financial Quotation	Will be intimated later
11	Place of Opening of Quotation	Registrar's Chamber
12	Periods of Financial Quotation Validity	60 days
13	Officer inviting Quotation	The Registrar, CNLU, Patna.
14	For participation in E-tendering proc. The contractor shall have to get themselves registered to get User ID, Password & Digital Signature. This will enable accessing the website https://eproc2.bihar.gov.in & download / Participate in E-Tender.	
15	The tender document can be obtained through our website https://eproc2.bihar.gov.in and https://www.cnlu.ac.in	
16	(i) Bid Processing Fee to be paid through online mode i.e., Internet payment gateway (Credit/Debit Card), Net Banking, NEFT/ RTGS. (ii) Bids along with necessary online payments must be submitted through e-procurement portal https://eproc2.bihar.gov.in before the date & time specified in the NIQ. (iii) The department does not take any responsibility for the delay /Non availability of internet connection, Network Traffic / Holidays or any other reasons."	
17	Bid Document cost should be paid as per https://eproc2.bihar.gov.in	
18	Earnest Money Deposit (EMD) shall have to be paid through e-payment.	
19	For support related to the e-tendering process, bidders may contact "e-procurement HELP DESK, Mjunction Services limited RJ Complex, 2 nd Floor, Canara Bank Campus, Khajpura, Ashiana Road, P.S. –Shastri Nagar, Patna-800014, Bihar, Contact No. 18005726571.	

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Scope of work

1. The scope of work shall include the Supply, Installation & commissioning of Lenovo / HP / Dell / equivalent make Commercial Business Series Laptop as per specification mentioned in Annexure-II.

Eligibility Criteria

Documents mentioned below is eligible to participate in this NIQ:

1. Scan of the document (Name of the quotationer, Address with contact number, FAX, E-mail of the Firm and Firm's Bank Account Details with Bank Name & Address and IFSC / RTGS codes).
2. Affidavit related to litigation history as per Annexure-I on Rs. One Hundred Non Judicial Stamp Paper
3. Scan of original document of only three work orders / agreements, each of Rs. 5,00,000.00 (Rupees Five Lakhs) or more, for Supply, Installation & Commissioning of IT or ITes related work in reputed Institutes of Higher Learning / Indian Universities / Central or State Government Organizations / Professional bodies etc. during the financial years 2020-21, 2021-22 and 2022-23 .
4. Scan of PAN card (in name of Proprietor in case of Proprietorship Firm & in name) & GST certificate of quotationer.
5. Scan of document in support of yearly turnover in financial year 2020-21, 2021-22 and 2022-23 along with duly audited profit & loss account and balance sheet by Chartered Accountant.
6. Scan Copy of document of IT return of financial year 2020-21, 2021-22 and 2022-23.
7. Scan of Brochure with detailed specification of quoted make & model of Laptop.
8. Scan of details of Authorised Service Centre at Patna of Quoted make of Laptop.
9. Scan of OEM authorisation letter for participating in this NIQ.
10. Scan of Annexure-II

Terms & Conditions

1. **Manner of submission of the Quotations:** Online through <https://eproc2.bihar.gov.in>
2. All the hard copy of the documents as per mentioned in eligibility criteria should be submitted to University Office by hand or sent by Post at the address "Registrar, Chanakya National Law University, Nyaya Nagar, Mithapur, Patna-800001" so as to reach up to 02: 00 pm on 30/11/2023.

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3. All the documents, annexed with technical quotation, should be duly signed, stamped and indexed properly.
4. Authorised Service Centre of the quoted make of Laptop should be in Patna.
5. Any Suggestion / Clarification may be put forth in a pre-bid meeting.
6. Documents as mentioned in Eligibility Criteria are mandatory. Quotationer should annex all the copy of Genuine documents with technical quotation otherwise their technical bid shall be declared non responsive.
7. Quotationer or their authorised representative will remain present during the opening of technical quotation and quotationers whose technical quotation is declared responsive will remain present at the time of opening of Financial Bid.
8. The price will remain firm and fixed during the pendency of the contract. It will not vary on any account whatsoever.
9. Incomplete quotation and quotation without **genuine documents** are liable for rejection. No responsibility will be taken for any type of technical glitch while online submission of quotation.
10. **Amendment of Quotation Document.**
 - a. At any time prior to the last date for receipt of quotations, the client may for any reason, whether at its own initiative or in response to a clarification requested by a prospective Quotationer, modify the Quotation Document by an amendment.
 - b. The amendment will be notified through the official website of Chanakya National Law University for all the prospective Quotationers.
 - c. In order to afford prospective quotationer reasonable time in which to take the amendment into account in preparing their quotations, the Client may, at its discretion, extend the last date for the receipt of the Quotations.
11. **Chanakya National Law University reserves the right to withdraw / cancel / amend the quotation at any stage without assigning any reason whatsoever.**
12. The work is required to be completed within Thirty (30) working days of CNLU from the date of purchase order. If the work is not completed within the stipulated completion period liquidated damages @ 0.5% of agreement value per week of delay will be levied (subject to maximum of 10%).



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If the liquidated damages reach the level of 10% the agreement value the contract is liable to be rescinded.

13. Clarification regarding contents of the quotations:

- I. During evaluation and comparison of quotations, the Buyer may, at its discretion, ask the quotationer for clarification of his quotation. The request for clarification will be given in writing and no change in prices or substance of the quotation will be sought, offered or permitted. No post-quotation clarification on the initiative of the quotationer will be entertained.
- II. The University will be at liberty to involve any expert or team of experts in evaluating the quotation for completing the entire tender process.

14. Opening of Quotation:

- i. Tenders shall be opened in the presence of the designated authority / authorities and representatives of the quoters who wish to be present. The date of the financial quotation opening will be communicated to the shortlisted quotationers at a later time.

15. Goods Inspection and Acceptance Protocol :

(i) Goods Inspection:

The inspection of the goods is essential to ensure their conformity with the technical specifications outlined in the NIQ (Notice Inviting Quotation) document. An inspection report, bearing the signature of a competent authority from the Original Equipment Manufacturer (OEM) and including detailed information such as the serial and model number of the display panel, shall be provided to the purchaser. This report, along with the manufacturer's warranty certificate, will be furnished to the purchaser together with the supplied items.

(ii) Acceptance Testing:

The acceptance test will be conducted by the purchaser, and it requires uninterrupted, trouble-free operation for a duration of five working days. No additional charges shall be incurred by the purchaser for the execution of these acceptance tests. It is imperative that there be no occurrences of malfunctions, partial or complete hardware failures, excessive heating of components, or any software-related issues during the testing period.

(iii) Rectification Grace Period:

In the event that the hardware and software fail to meet the acceptance test criteria, a grace period not exceeding two weeks will be granted to rectify any defects and successfully complete the acceptance test. Failure to do so will empower the purchaser to exercise their right to request equipment replacement by the supplier, incurring no additional cost to the purchaser.

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16. Acceptance Certificates:

Upon the successful completion of the acceptability test, the receipt of deliverables, and the satisfaction of the purchaser with the system's performance, an acceptance certificate, signed by both the supplier and a representatives / concerned committee of the purchaser, will be issued. The date on which this certificate is signed will be considered the official date of the successful commissioning of the systems.

17. Supplier's Obligations:

The Supplier is bound by the following obligations:

I. Collaboration with Purchaser:

The Supplier is required to maintain close cooperation with the Purchaser's staff. This entails working within their designated authority and adhering to directives issued by the Purchaser concerning implementation activities.

II. Compliance with Safety Measures:

The Supplier is expected to adhere to the prevailing job safety standards in India. Moreover, the supplier shall absolve the Purchaser of any claims or liabilities resulting from accidents or loss of life caused by the Supplier's negligence. The Supplier is responsible for the payment of all indemnities arising from such incidents and shall not hold the Purchaser liable or accountable.

III. Responsibility:

The installation and commissioning of the supplied laptop are exclusively within the domain of the supplier. This scope encompasses the full installation and commissioning offered. It includes the installation and configuration of client settings wherever needed.

IV. Confidentiality:

The Supplier is obligated to treat all data and information concerning the Purchaser, obtained in the course of executing their responsibilities, with the utmost confidentiality. The Supplier shall not disclose such information to any third party without prior written consent from the Purchaser.

18. Settlement of Disputes

- a) In the event of any dispute, controversy, or claim arising in relation to or in connection with the Purchase Order (P.O.) or Agreement, it shall be subject to the exclusive jurisdiction of the courts in Patna.

19. The supplier will enter into the agreement within seven working days from the date of the purchase order on a Rs 1000/- non-judicial stamp paper.



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20. Performance Security

- a) Performance security shall be **5% (Five Percent)** of the total quoted amount without tax. EMD shall be adjusted in the amount of performance security. Successful Quotationer can deposit an amount of performance security after deducting the amount of EMD in the form of **NEFT / RTGS/ DD / Bank Guarantee / Fixed Deposit** for performance security after release of P.O.
- b) Performance Security will be refundable after **60 days of successful completion of defect liability period i.e., One Year.**

21. Payment Terms :

Payment for Goods and Services shall be remitted in Indian Rupees, as outlined below:

- I. **Payment on Delivery and Installation:** 70% of the payment will be disbursed upon the delivery of all supplied items, successful installation and the validation of the certificate from the Original Equipment Manufacturer (OEM) affirming compliance with the technical specifications of the supplied product.
- II. **Payment upon Completion and Certification:** The remaining 30% of the payment shall be made after the successful conclusion of performance tests and issuance of the Acceptance Certificate.
- III. **Deductions :** Statutory deduction as applicable.

Registrar,
CNLU, Patna

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Annexure-I

Declaration

I / we declare

that
my / our company namely..... has not been
black listed by any Government / Semi Government Organisation nor should have any litigation enquiry pending and
/ or initiated by any of these Department or Court of Law with regards to the works executed by our company since
incorporation. No FIR has been lodged against us.

that
the documents annexed along-with the quotation are genuine and not tampered by me / us while copying.

that
_____ Model of laptop quoted by me / us are matched with specifications mentioned in Annexure
-II of NIQ no.- _____ dated _____.

that
I / We examined the tender document and have no reservations and I / We agreed with all the terms &
conditions of NIQ no.- _____ dated _____. If my / our declaration above found fake or forged then:

- i. my quotation document shall be rejected
- ii. Letter of Intent / Purchase Order / Agreement, if issued, shall be canceled and
- iii. FIR shall be inflicted against my / our company / firm by the University.

Signature of the Quotationer / Authorized Signatory (Name & Designation)

Seal of the Quotationer

Place

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Annexure-II

<u>Sr. No.</u>	<u>Name of Equipment</u>	<u>Tentative Specifications</u>	<u>Quantity</u>	<u>Quoted Make and Model</u>	<u>Remarks</u>
A.	Lenovo / HP / Dell / equivalent make Commercial Business Series Laptop	Processor 13th Generation Intel® Core™ i7-1355U Processor (E-cores up to 3.70 GHz P-cores up to 5.00 GHz) Operating System Windows 11 Single Language 64 bit (English) Display Type 35.56cms (14) FHD (1920 x 1080), IPS, Anti-Glare, Touch, 100% sRGB, 300 nits, Memory 16 GB DDR4 3200MHz Hard Drive 512 GB SSD M.2 2242 PCIe Gen4 Speaker Stereo speakers with Dolby Atmos AC Adapter USB-C Slim AC Adapter Touch Screen Yes Graphics Integrated Intel® Iris® Xe Graphics Ports USB-C Thunderbolt™ 4 USB-C 3.1 Gen 2 (DP/PD) 2 x USB-A 3.1 Gen 1 (1 always on) HDMI 2.0 Battery 4 cell, 60Wh Camera 1080P FHD with Dual Microphone Digital Pen Yes Fingerprint Reader Yes Certifications RoHS, ENERGY STAR® Keyboard Backlit, English Pointing Device ClickPad + Digital Pen Wireless Wi-Fi 6 11AX (2x2) & Bluetooth® 5.1 Free Microsoft Office Home and Student 2021 India Accessories' : Bluetooth Mouse and All weather laptop bag Warranty : One Year with Accidental Damage Protection	40		

Signature of the Quotationer / Authorized Signatory (Name & Designation)

Seal of the Quotationer

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Financial Quotation for NIQ No. 27/2023-24 dated 10.11.2023 for supply, Installation & Commissioning of Lenevo /HP/Dell/ equivalent make Commercial Business Series Laptop

Sl. No.	Make & Model of Laptop	Quantity	Unit Rate without GST	GST	Amount with GST
1.		40			
Total Amount with GST in Word					

Sl. No.	Make & Model of Laptop	Quantity	Unit Rate without GST of Extended warranty with Accidental Damage Protection for next four years after completion of warranty period of Laptop	GST	Amount with GST
1.		40			
Total Amount with GST in Word					

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