

NALSAR UNIVERSITY OF LAW
Post Box No.1, Justice City, Shameerpet,
R.R Dist, HYDERABAD-500101. TELENGANA
Phone: 040-23498/104/115
Fax: 040-23498385/386.

Tender No. NALSAR/IT/04/2014

Date: 3.12.2014

Sub: Supply of Desktops, Laptops and Printers

NALSAR University of law invites sealed quotations in two envelope systems from Original Equipment manufacturers or from authorized distributors of OEM's for Procurement of Desktops, laptops and Printers, as per Terms and Conditions mentioned in the Tender Document.

Tender document's which includes Technical specifications of the Desktops, Laptops and Printers and their required accessories, Application forms like technical bid form, price format form, along with terms and conditions, can be collected from Registrar's office, NALSAR University of Law, Shameerpet between 09.00 A.M. and 05.00 P.M. on any working day up to 09th December, 2014 on payment of Rs. 500 /- (non-refundable) in the form of DD/ pay order/ banker's cheque in favour of "Registrar, NALSAR University of Law, Hyderabad". The application forms can also be downloaded from the University's website www.nalsar.ac.in and should be sent along with the above requisite fee.

Last date of submission of tender	09-12-2014, 03.00 p.m.
Date of opening of technical bid	10-12-2014 at 11.00 a.m.
Tender Document cost	Rs. 500

S.No.	Particulars	Annexure
1	Certificate	I
2	Technical Bid Format	II
3	Format for Price Bid	III

METHOD OF SUBMISSION OF QUOTATIONS IN TWO ENVELOPE SYSTEM

FIRST ENVELOPE - "Technical Bid" contents following:-

- (a) Subscribe on **FIRST ENVELOPE – Technical Bid** for "**Tender No. NALSAR/IT/04/2014**
Due Date 09-12-2014 and write your Company Name & Address at the bottom of envelope for identification.
- (b) **EMD (Earnest Money Deposit) by Demand Draft/Pay Order or by Cash equivalent of Rs.5,000/-**. **EMD paid by way of Cheque not acceptable**. Please enclose the **Receipt/DD** in original favoring Registrar, NALSAR University of Law. If you are depositing **Cash then enclose Original Cash Receipt** in to this envelope and retain a photocopy of the Cash Receipt with you.

- (c) The **Tenderer's Status form** (Annexure II) is enclosed with this Enquiry. The form to be filled in indicating your Company profile and signed by your authorized representative and to be attached in the First Envelope – Technical Bid.
- (d) Please note that, Tax related concessional forms like 2B/C/3D/D will not be provided by us.
- (f) Please attach photocopy of PAN Card.
- (g) Mention all present Taxes, Excise, Octroi, which you have considered, their percentage and Amount in Rupees.
- (h) Please confirm that the total amount mentioned in the Commercial Details include all the taxes.
- (i) **Please confirm that the quote / price for all the ITEMS have been mentioned in the "Price Bid."**
- (j) **Please confirm that the amount mentioned, in the Price Bid (Kept in the "Envelope Two") is unconditional in nature. Accordingly, it shall be treated as "Unconditional Offer".**
- (k) **Please confirm that the price is not to be mentioned in the Technical Bid.**
- (l) **The format of Declaration/Acceptance undertaking** (Annexure I) is also enclosed with this enquiry. The same should be signed by your authorized representative and attached with Technical Bid.

Note: As part of/along with your Technical Bid, please submit Registration Certificates, OEM Authorization certificates (recent) OEM partnership Agreement's, if any as applicable. NALSAR may visit the facility of Bidders to assess suitability as part of Technical Evaluation of bids.

SECOND ENVELOPE– "Price Bid" will have following:-

- (a) On the SECOND ENVELOPE – write **"Tender No. NALSAR/IT/04/2014 Due date 09-12-2014"** and also mention your Company's Name & Address at the bottom of the envelope.
- (b) Please fill up enclosed Price Bid Form (Annexure III) and keep in the Second Envelope– Price Bid. The Price Bid must be signed by your authorized representative bearing Company Stamp.
- (c) **Alternatively** you can use your Company letter head for Price Bid but it has to be typed in the manner/format shown in our Price Bid Form.

CORRECTIONS / OVERWRITINGS IN BIDS: Bidder needs to sign at all these places

THE TWO SEPARATE SEALED ENVELOPES (i.e. ONE ENVELOPE FOR THE TECHNICAL DETAILS, AND SECOND ENVELOPE FOR THE PRICE DETAILS) MAY BE INSERTED IN A MASTER ENVELOPE SUPERSCRIBED WITH **"BID FOR TENDER ENQ. NO Tender No. NALSAR/IT/04/2014 DUE FOR OPENING AT 11.00 HRS. ON 10-12-2014"** and should be submitted at the following address up to 3.00 p.m. on or before 09-12-2014.

**The Registrar,
NALSAR University of Law, Justice city,
Shameerpet, Hyderabad-500101.**

QUALIFICATION CRITERIA OF BID – BID MAY BE REJECTED, BASED ON ANY ONE OF THE FOLLOWING REASONS :

- (a) Only single Envelope (Technical Bid or Commercial Bid) received.
- (b) Details received by fax.
- (c) Unsigned Offer.
- (d) If you mention Total Amount in "First Envelope – Technical Bid". (Total Amount must appear in Annexure IV only).
- (e) If your Organization does not have "PAN" issued by Income Tax authority.
- (f) If the list of your existing Customers is NIL for this Item.
- (g) If the bidder has not quoted for all the Items mentioned in this "Purchase Enquiry".
- (h) If the EMD (Bank Draft or Cash Receipt) is not kept in the first envelope.

CLARIFICATIONS:

- a) For any technical clarification please contact:
Internet Center
Nalsar University of Law,
Post Box No.1, Justice City,
Shameerpet, R.R Dist,
HYDERABAD-500101
Tel.No. 040-23498113
Fax: 040-23498385/386.

NOTE: Registrar – NALSAR University of Law reserves the right to accept or reject, in part or whole, any or all tenders received without assigning any reasons whatsoever.

You are requested to confirm your intention to quote or regret to **The Registrar, NALSAR University of Law, Justice city, Shameerpet, Hyderabad-500101.**

Sd/-

**REGISTRAR
NALSAR University of Law**

Technical specification for supply of Desktops, Laptops and Printers at NALSAR UNIVERSITY OF LAW, SHAMEERPET, 500101.

Sno	Component	Technical Specification	Requirement
1	Desktops	Processor Name: Core i3 (3 rd /4 th Generation)Processor Brand: Intel, Clock Speed: 2.0 Ghz, Cache: 3 MB , Memory Slots: 2 (Unused Slot - 1)RAM:4-6GB DDR3 , Hard Disk Capacity:500 GB, Hardware Interface: SATA, Optical Drive: DVD/RW Architecture:32/64, bit Screen Size: 18.1 (desktops)Screen Type: HD LED/LCD Dedicated Graphics Memory Type:DDR3 , Graphics Memory Capacity:1 GB Integrated, ,Keyboard: stranded Keyboard, Internal Mic: Array Microphone, Speakers: Yes, Sound Effect: Stereo Speakers CertificationEthernet:100/1000Mbps, USB Port/S: 1 x USB 2.0, 2 x USB 3.0, Mic In: Yes,RJ45 LAN:Yes, HDMI Port: Yes, VGA port : Yes, Other Ports: 1 x Headphone / Microphone Combo Jack, 1/8 inch Stereo Audio Port ,Desktop , wired mouse and Keyboards.	12
2	Laptops	Processor Name: Core i3 (3 rd /4 th Generation)Processor Brand: Intel ,Clock Speed: 2.0 Ghz, Cache: 3 MB , Memory Slots: 2 (Unused Slot - 1),RAM:4-6 GB DDR3, Hard Disk Capacity:500 GB , Hardware Interface: SATA Optical Drive: DVD/RW Architecture:32/64 bit Screen Size:15.1 Inches(laptops)/ Screen Type: HD LED/LCD Dedicated Graphics, Memory Type:DDR3, Graphics Memory Capacity:1 GB, Integrated Camera:720p HD Webcam, Pointer Device: Multitouch Touchpad (with Scroll and Zoom Functions),Keyboard: stranded Keyboard, Internal Mic: Array Microphone, Speakers: Yes, Sound Effect: Stereo Speakers with Advanced Audio Certification,Ethernet:100/1000Mbps, LAN Wireless LAN:IEEE802.11b/g/n, Bluetooth: v4.0, Battery Backup: Upto 5 hours, Standard Battery: 6 cell, USB Port/S: 1 x USB 2.0, 2 x USB 3.0, Mic In: Yes,RJ45 LAN:Yes,HDMI Port: Yes, VGA port : Yes, Multi Card Slot 2-in-1 Card Reader Other Ports: 1 x Headphone / Microphone Combo Jack, 1/8 inch Stereo Audio Port , Desktop , USB mouse and Keyboards.	3
3	All in one Printer	Print resolution of :1200 X1200 dpi and above, scan resolution of 600 X 600 dpi and above, page print speed should be 15- 20 PPM or above ,page handling should be A4 and legal and should have duplex printing and network printing features.	11

Terms & Conditions:

1. Definitions:

The Purchaser is

(a) **The Registrar,
NALSAR UNIVERSITY OF LAW, HYDERABAD**

(b) The supplier is

2. Earnest Money Deposit (EMD): Rs.5,000 to be submitted as EMD through DD/Bank pay order/Bankers Cheque drawn in favour of **The REGISTRAR, NALSAR UNIVERSITY OF LAW, HYDERABAD** payable at any Nationalised Bank at **HYDERABAD**. EMD is to be enclosed with the Technical Bid. Offers received without the requisite EMD will be summarily rejected.

3. Acceptance/Rejection of offer: NALSAR University of Law, Hyderabad reserves the right to accept/reject any offer in full or in part or accept any offer other than the lowest offer without assigning any reason thereof. Any offer containing incorrect statement and incomplete information shall be liable for rejection.

4. Inspection and Tests :

Inspection and tests prior to shipment of Goods and at final acceptance are as follows:

At Store/Warehouse

(i) The inspection of the Goods shall be carried out to check whether the Goods are in conformity with the technical specifications attached to the Tender document and shall be in line with the inspection/test procedures laid down in the Technical Specifications. Following broad test procedure will generally be followed for inspection and testing of machine. The supplier will dispatch the goods to the ultimate consignee after internal inspection testing along with the supplier's inspection report and manufacturer's warranty certificate. The purchaser will test the equipment after completion of the installation and commissioning at the site of the installation. For site preparation, the supplier should furnish all details to the purchaser sufficiently in advance so as to get the works completed before receipt of the equipment. Complete hardware and software as specified in the schedule should be supplied, installed and commissioned properly by the supplier prior to commencement of performance tests.

At On-Site –Nalsar premises

(ii) The acceptance test will be conducted by the purchaser/their consultant or any other person nominated by the purchaser, at its option. The acceptance will involve trouble-free operation for 30 days. There shall not be any additional charges for carrying out acceptance tests. No malfunction, partial or complete failure of any part of hardware or excessive heating of motors attached to projectors, drivers etc. or bugs in the software should occur. All the software should be complete and

no missing modules/sections will be allowed. The supplier shall maintain necessary log in respect of the results of the tests to establish to the entire satisfaction of the purchaser, the successful completion of the test specified. An average uptake efficiency of 98% (*to modify as considered appropriate for each case*) for the duration of test period shall be considered as satisfactory.

- iii) In the event of the hardware and software failing to pass the acceptance test, a period not exceeding two weeks will be given to rectify the defects and clear the acceptance test, failing which the purchaser reserves the rights to get the equipment replaced by the supplier at no extra cost to the purchaser

5. Acceptance certificates:

On successful completion of acceptability test, receipt of deliverables etc, and after the purchaser is satisfied with the working of the system, the acceptance certificate signed by the supplier and the representative of the purchaser will be issued. The date on which such certificate is signed shall be deemed to be the date of successful commissioning of the systems.

6. Packing

Packing Instructions: The Supplier will be required to make separate packages for each Consignee. Each package will be marked on three sides with proper paint/indelible ink, the following:

- i) Product
- ii) Bid Document No.
- iii) Country of Origin of Goods
- iv) Supplier's Name, and
- v) Packing list reference number.

7. Delivery and Documents

Upon delivery of the Goods, the supplier shall notify the purchaser full details of the shipment including bid document number, railway/airway/transporters receipt number and date, description of goods, quantity, name of the consignee etc. The supplier shall mail the following documents to the purchaser with a copy to the insurance company:

- (i) Three Copies of the Supplier invoice showing Goods description, quantity, unit price, total amount;
- (ii) Railway/Airways/Transporter's receipt/acknowledgment of receipt of goods from the consignee(s);
- (iii) Three copies of packing list identifying the contents of each package.
- (iv) Manufacturer's/Supplier's warranty certificate;

- (v) Inspection Certificate issued by the nominated inspection agency, and the Supplier's factory inspection report; and
- (vi) Certificate of Origin.

The above documents shall be received by the Purchaser before arrival of the Goods (except where the Goods have been delivered directly to the Consignee with all documents) and, if not received, the Supplier will be responsible for any consequent expenses.

The equipment shall be on CIF basis, to be delivered to the Campus of NALSAR UNIVERSITY OF LAW, HYDERABAD, Justice City, Shameerpet and duty exemption certificate as per University norms may be obtained by the shortlisted vendor at the time of submitting the final offer after negotiations.

8. Incidental Services

- 8.1 The following services shall be furnished and the cost shall be included in the bidding price:
- a. Performance of the on-site assembly, commissioning and start-up of the equipment.
 - b. Furnishing the detailed operation and maintenance manuals for each items of supply at each location.
 - c. Training of the Purchaser's personnel at the Supplier's office or other facility, in the installation and operation of the hardware, utilities and all contracted software.
 - d. Maintenance and repair of the equipment at each location during the warranty period including supply of all spares. This shall not relieve the supplier of any warranty obligations under this bidding document.
 - e. Maintenance and/or repairs of the supplied goods for a period of three years after the end of the warranty period. The bidder should indicate the spares and their costs, if any, which are not, included in the maintenance bidding price.
 - f. The Service Level Agreements (SLA) will be comprehensive and will cover the cost of all the spare parts required for replacement/repair the network system except consumable items. The SLA may be on regular basis to ensure the minimum downtime of the system.

8. Warranty

In partial modification of the provisions, the warranty period shall be 3 years from the date of acceptance of the Goods or 3 years from the date of shipment, whichever occurs earlier. The supplier shall, in addition, comply with the performance guarantees specified under the Tender document. If, for reasons attributable to the Supplier, these guarantees are not attained in whole or in part, the Supplier shall, make such changes, modifications, and/or additions to the Goods or any part thereof as may be necessary in order to attain the contractual guarantees specified in the Tender document at its own cost and expense and to carry out further performance tests. The purchaser is required to be taken into confidence

In the event of any correction of defects or replacement of defective material during the warranty period, the warranty for the corrected/replaced material shall be extended to a further period of 3 years.”

8.1 If any component/equipment gives continuous trouble, say three times in one month during the warranty period, the supplier shall replace the system with new system without any additional cost to the purchaser.

8.2 For passive components performance warranty period shall be 3 years or more.

9. Spare Parts

Supplier shall carry sufficient inventories to assure ex-stock supply of consumables and spares. Supplier shall ensure the availability of after sales service for a period of at least 3 years including the warranty period.

10. Maintenance service:

i) **Minimum three years support commitment has to be given for active device components by the bidder. The bidder has to confirm in their authorization letter that the prices for Active Components have been offered with 3 years onsite replacement warranty.**

ii) The maximum response time for maintenance complaint from any of the destinations specified in the Schedule of Requirements (i.e. time required for supplier’s maintenance engineer to report at the installation after a request call/telegram is made or letter is written) shall not exceed 24 hours.

iii) It is expected that the average downtime of the item (system) will be less than half the maximum downtime (i.e. defined as number of days for which an item of equipment is not usable because of inability of the supplier to repair it) as mentioned in the form of technical details. In case an item is not usable beyond the stipulated maximum downtime the supplier will be required to arrange for an immediate replacement of the same till it is repaired. Failure to arrange for the immediate repair/replacement will be liable for a penalty of Rs.1,000 per day plus equivalent warranty/maintenance bidding cost for the period per item. The amount of penalty will be recovered from the Performance Security guarantee during warranty period. During annual maintenance contract period, the said penalty will be recovered from the amount of annual maintenance charges.

iv) The Purchaser reserves the right to terminate maintenance and repairs contract, after warranty period, at any time without assigning any reasons and the Supplier cannot claim any compensation in this respect.

v) Free maintenance services shall be provided by the Supplier during the period of warranty. After warranty

period, the supplier has to sign a maintenance agreement. For next two years, annual maintenance and repairs of the entire system including supply of spares etc. will be done by the Supplier. The annual maintenance and repair cost (after warranty period) shall be paid in equal quarterly installments at the end of each quarter from the date of completion of the warranty and signing of maintenance agreement subject to satisfactory services rendered as specified in the bid document and the resultant bidding price as per the rates quoted in the price schedule.

11. Payment

Payment for Goods and Services shall be made in Indian Rupees as follows:

- (i) *80% Payment will be paid on delivery of all supplies, installation and commissioning as per the purchase order after due verification and acceptance.*
- (ii) *10% of the payment shall be made in phases which are mutually agreed upon. Payments shall be paid within 30 days after successful completion of performance test and s Acceptance Certificate issued by the University with in performance obligation on the technical specifications for the respective deliveries and commissioning of the same.*
- (iii) *Remaining 10% of the order value shall be released only on satisfactory completion of all the supplies, commissioning, installation and on execution of the goods 15 days of second installment.*

12. Period of completion:

Three weeks for installation and commissioning after issue of Purchase cum Work order

Right to use defective equipment:

If after delivery, acceptance and installation and within the guarantee and warranty period, the operation or use of the equipment proves to be unsatisfactory, the Purchaser shall have the right to continue to operate or use such equipment until rectifications of defects, errors or omissions by repair or by partial or complete replacement is made without interfering with the Purchaser's operation.

13. Liquidated Damages for delays:

The applicable rate is 1% per week and the maximum deduction is 10% of the bidding price.

14. Settlement of Disputes

All disputes or differences whatsoever arising between the parties out of or relating to meaning and operation or effect of the Tender processes or the breach thereof shall be settled by arbitration in accordance with the Rules of Arbitration of the Indian Council of Arbitration and the award made in pursuance thereof shall be binding on the parties. The venue of arbitration shall be **Hyderabad**. Appointment of Arbitrator will be done by the Vice-

Chancellor, NALSAR University of Law, Hyderabad , whose decision will be final and binding to the supplier.

15. Supplier Integrity:

The supplier is responsible for and obliged to conduct all contracted activities in accordance with the tender documentation using state-of-the-art methods and economic principles and exercising all means available to achieve the performance specified in the Tender document's.

16. Supplier's Obligations:

The Supplier is obliged to work closely with the Purchaser's staff, act within its own authority and abide by directives issued by the Purchaser and implementation activities.

The Supplier will abide by the job safety measures prevalent in India and will free the Purchaser from all demands or responsibilities arising from accidents or loss of life the cause of which is the Supplier's negligence. The Supplier will pay all indemnities arising from such incidents and will not hold the Purchaser responsible or obligated.

The Supplier is responsible for managing the activities of its personnel or sub-contracted personnel and will hold itself responsible for any misdemeanors.

The Supplier will treat as confidential all data and information about the Purchaser, obtained in the execution of his responsibilities, in strict confidence and will not reveal such information to any other party without the prior written approval of the Purchaser.

17. Patent Rights:

In the event of any claim asserted by a third party of infringement of copyright, patent, trademark or industrial design rights arising from the use of the Goods or any part thereof in the Purchaser's country, the supplier shall act expeditiously to extinguish such claim. If the supplier fails to comply and the Purchaser is required to pay compensation to a third party resulting from such infringement, the supplier shall be responsible for the compensation including all expenses, court costs and lawyer fees. The Purchaser will give notice to the supplier of such claim, if it is made, without delay.

18. Site Preparation and Installation:

- ✓ The Purchaser is solely responsible for the construction of the hardware-sites in compliance with the technical and environmental specifications defined by the Supplier. The Purchaser will designate the installation sites before the scheduled installation date to allow the Supplier to perform a site inspection to verify the appropriateness of the sites before the installation of the hardware.
- ✓ All active components are to be from the same OEM and also all the passive components shall be of the same OEM.
- ✓ All the products and components must be certified from the appropriate authority.

19. Hardware Installation:

The Supplier is responsible for all unpacking, assemblies, wiring, installations, cabling between hardware units and connecting to power supplies. The Supplier will test all hardware operations and accomplish all adjustments necessary for successful and continuous operation of the hardware at all installation sites.

Installation & Commissioning:

Supplied equipment installation & commissioning is the sole responsibility of the vendor. The scope of the installation covers the complete installation and commissioning of all the hardware and software items offered. The scope includes the installation and configuration of the client configuration wherever required. The scope also includes the supply and installation of the Ethernet network cabling, fiber cabling.

At the time of installation and commissioning of the configuration if it is found that some additional hardware accessories or software items with licenses are required to complete the configuration to meet the operational requirement of the configuration which were not included in the vendor's original list of deliverables then vendor is required to supply such items to ensure the completeness of the configuration at no extra cost to NALSAR . Vendor should therefore ensure completeness of the list of deliverables in the offer to avoid such discovery during installation. In case any system requires power sourcing which is different from the standard options, vendor shall indicate the power requirement for such subsystems clearly.

20. Hardware Maintenance:

The Supplier will accomplish preventive and breakdown maintenance activities to ensure that all hardware execute without defect or interruption for at least 98% uptime for 24 hours a day, 7 days a week of operation of the machine, on a quarterly basis.

If any critical component of the entire configuration is out of service for more than three days, the Supplier shall either immediately replace the defective unit or replace it at its own cost.

The Supplier will respond to a site visit and commence repair work on the equipment within 24 hours of being notified of equipment malfunction.

21. Training:

For each hardware and software component installed, the Supplier is required to train the designated Purchaser's technical and end-user personnel to enable them to effectively operate the total system. The training schedule will be agreed to by both parties during the awarding of the tender.

22. Technical Documentation:

The Technical Documentation involving detailed instruction for operation and maintenance is to be delivered with every unit of the equipment supplied. The language of the documentation should be English.

23. Taxes & duties:

Where ever applicable taxes will be deducted before making payment.

24. Notices

For the purpose of all notices, the following shall be the address of the Purchaser and Supplier.

Purchaser: **The REGISTRAR, NALSAR UNIVERISTY OF LAW, HYDERABAD**

Supplier: (To be filled in at the time of tender awarding by the supplier)

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25. Other important Instructions:

The bidder has to give a checklist of following points in tabular form where in first column he will write following points and in second column he will write action in form of followed or not followed.

- i) Bidders have to quote for all items. Skipping any item will lead to outright rejection of the bid. Bidders will not be allowed to raise any request for consideration.
- ii) **The bidders have to quote OEM charges for 3 years (in a separate sheet) following the warranty period, with support commitment from OEM, preferably in the form of the percentage (%) price of the quoted price of each item.**
- iii) Minimum seven years support commitment has to be given above warranty period.
- iv) Technical literatures should be submitted for all the active, passive, firewall, components offered. Failing to this bid will be out rightly rejected. The literatures being submitted should be available on the OEM's website.
- v) Bidders should submit the detailed bill of materials with make, model no., part nos. & quantities for all the active components offered. In case bidder provides illusive/incomplete details by not specifying the same (such as: Model/ Series no. etc.) will be out rightly rejected. Compliance sheet for the offered products/solutions against the specification given in tender should be submitted.
- vi) The bidders are advised to visit the work site, if required, before sending quotation. Further details can be had from the, **The REGISTRAR, NALSAR UNIVERISTY OF LAW, HYDERABAD** Justice City, Shameerpet during working hours.
- vii) **The two bids (Technical and Commercial) and General Compliance statement must be sealed in separate envelopes (all properly super-scribed with appropriate titles) along with application cost and the EMD in a separate envelope mentioning the type of bid (Technical or Commercial or EMD or**

General compliance) in the envelope and then placing the two bids and General compliance along with the EMD in a large sealed envelope super scribing therein "Tender No., Bid Closing date, Bidders Name, etc." The Earnest Money and application fees should be placed in the Technical bid envelope. Any deviation in the procedure will attract the disqualification.

- viii) All the papers, catalogue, certificates etc. placed in the two bids should be signed by the authorized representative of the Supplier with seal and date.
- ix) **The tender will be opened on the last day of the tender acceptance at 3:30 hrs. Only ONE representative from the bidder will be allowed to be present at the time of opening of Tender.**

The Proposals submitted are expected to comply with each of the Domain Specific Qualifiers and the Technical Minimum Requirement specifications detailed against each component/deliverable equipment/service. The proposals are to be submitted as General Compliance, Technical and Commercial bids separately in a sealed covers in favor of The REGISTRAR, NALSAR UNIVERISTY OF LAW, HYDERABAD and carrying the specific details as listed against items as applicable.

ANNEXURE –I

ON TENDERER'S LETTER HEAD

CERTIFICATE

To,

The Registrar,
Nalsar University of Law,
Post Box No.1,
Justice City,
Shameerpet, R.R Dist,
HYDERABAD-500101

Sir,

It is certified that we have studied and understood the terms and conditions of the tender for **Supply of Desktops, Laptops and Printers** at NALSAR University of Law, Hyderabad.

The Authorized supplier is only the claim amount as per the amount quoted in Annexure –III.

The benefit of reduction in statutory taxes/ levies, if any, arising during the term of the procurement and installation, if awarded in our favour, would be passed on to NALSAR University of Law.

AUTHORISED SIGNATORY

COMPANY SEAL

ANNEXURE II

TECHNICAL BID FORMAT

TENDER NO. NALSAR/IT/04/2014

1	Name of Tender Document	
2	Name of the Bidder / Co.	
3	Address	
4	Telephone No. / Mobile No.	
5	Fax No.	
6	Email ID	
7	Name of Contact Person	
8	The bidder must be in this 1. Original Equipment Manufacturer 2. Authorized supplier of OEM , with highest order of technical compliance certification(2013,2014) from OEM. 3. Authorized supplier of OEMS Spares and services part.	Required Documentary proof submitted Yes / No
9	Attach photo copy of latest Income Tax Return	
10	Sales Tax / TIN Number (Attach photo copy)	
11	Attach photo copy of Annual Turnover for last two years	
11	Certificate accepting all the terms and conditions unconditionally of the	Certificate accepting all the terms and conditions unconditionally of the tender on the Bidder's letter head in the format as given at Annexure- I enclosed

	tender on the Bidder's letter head in the format as given at Annexure- I.	YES / NO			
					YES / NO
12	Number of Employees	<u>SKILLED</u>	<u>UNSKILLED</u>		
13	Details of institutional Customers.(Please attach proof)				
14	PAN OR PF NO. (Please attach photo copy)				
15	Mention all types of taxes considered/applicable i.e. VAT, Octroi, transportation, handling charges, insurance, etc. and their percentage.				
16	Attach photo copy of latest Electricity Bill of your Organization.				

Desktops, laptops and printer Technical compliancy status report

Sno	Component	Technical Specification	Compliance (yes/no)
1	Desktops	Processor Name: Core i3 (3 rd /4 th Generation)Processor Brand: Intel, Clock Speed: 2.0 Ghz, Cache: 3 MB , Memory Slots: 2 (Unused Slot - 1)RAM:4-6GB DDR3 , Hard Disk Capacity:500 GB, Hardware Interface: SATA, Optical Drive: DVD/RW Architecture:32/64, bit Screen Size: 18.1 (desktops)Screen Type: HD LED/LCD Dedicated Graphics Memory Type:DDR3 , Graphics Memory Capacity:1 GB Integrated, ,Keyboard: stranded Keyboard, Internal Mic: Array Microphone, Speakers: Yes, Sound Effect: Stereo Speakers	If Yes for all (Please enclose model and serial number(optional)of the product from OEM)

		Certification Ethernet:100/1000Mbps, USB Port/S: 1 x USB 2.0, 2 x USB 3.0, Mic In: Yes,RJ45 LAN:Yes, HDMI Port: Yes, VGA port : Yes, Other Ports: 1 x Headphone / Microphone Combo Jack, 1/8 inch Stereo Audio Port ,Desktop , wired mouse and Keyboards.	
2	Laptops	Processor Name: Core i3 (3 rd /4th Generation)Processor Brand: Intel ,Clock Speed: 2.0 Ghz, Cache: 3 MB , Memory Slots: 2 (Unused Slot - 1),RAM:4-6 GB DDR3, Hard Disk Capacity:500 GB , Hardware Interface: SATA Optical Drive: DVD/RW Architecture:32/64 bit Screen Size:15.1 Inches(laptops)/ Screen Type: HD LED/LCD Dedicated Graphics, Memory Type:DDR3, Dedicated Graphics Memory Capacity:1 GB, Integrated Camera:720p HD Webcam, Pointer Device: Multitouch Touchpad (with Scroll and Zoom Functions),Keyboard: stranded Keyboard, Internal Mic: Array Microphone, Speakers: Yes, Sound Effect: Stereo Speakers with Dolby Advanced Audio Certification,Ethernet:100/1000Mbps, LAN Wireless LAN:IEEE802.11b/g/n, Bluetooth: v4.0, Battery Backup: Upto 5 hours, Standard Battery: 6 cell, USB Port/S: 1 x USB 2.0, 2 x USB 3.0, Mic In: Yes,RJ45 LAN:Yes,HDMI Port: Yes, VGA port : Yes, Multi Card Slot 2-in-1 Card Reader Other Ports: 1 x Headphone / Microphone Combo Jack, 1/8 inch Stereo Audio Port , Desktop , USB mouse and Keyboards.	If Yes for all (Please enclose model and serial number(optional) of the product from OEM)
3	All in one Printer	Print resolution of :1200 X1200 dpi and above, scan resolution of 600 X 600 dpi and above, page print speed should be 15- 20 PPM or above ,page handling should be A4 and legal and should have duplex printing and network printing features.	If Yes for all (Please enclose model and serial number(optional) of the product from OEM)

AUTHORISED SIGNATORY &

COMPANY SEAL

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ANNEXURE - III**PRICE FORMAT****TENDER NO. NALSAR/IT/04/2014**

item	Component	Technical Specification	Requirement	Item cumulative pricing
1	Desktops (NO AIO)	Processor Name: Core i3 (3 rd /4 th Generation)Processor Brand: Intel, Clock Speed: 2.0 Ghz, Cache: 3 MB , Memory Slots: 2 (Unused Slot - 1)RAM:4-6GB DDR3 , Hard Disk Capacity:500 GB, Hardware Interface: SATA, Optical Drive: DVD/RW Architecture:32/64, bit Screen Size: 18.1 (desktops)Screen Type: HD LED/LCD Dedicated Graphics Memory Type:DDR3 , Graphics Memory Capacity:1 GB ,Keyboard: stranded Keyboard, Internal Mic: Array Microphone, Speakers: Yes, Sound Effect: Stereo Speakers CertificationEthernet:100/1000Mbps, USB Port/S: 1 x USB 2.0, 2 x USB 3.0, Mic In: Yes,RJ45 LAN:Yes, HDMI Port: Yes, VGA port : Yes, Other Ports: 1 x Headphone / Microphone Combo Jack, 1/8 inch Stereo Audio Port ,Desktop , wired mouse and Keyboards.	12	
2	Laptops	Processor Name: Core i3 (3 rd /4 th Generation)Processor Brand: Intel ,Clock Speed: 2.0 Ghz, Cache: 3 MB , Memory Slots: 2 (Unused Slot - 1),RAM:4-6 GB DDR3, Hard Disk Capacity:500 GB , Hardware Interface: SATA Optical Drive: DVD/RW Architecture:32/64 bit Screen Size:15.1 Inches(laptops)/ Screen Type: HD LED/LCD Dedicated Graphics, Memory Type:DDR3, Dedicated Graphics Memory Capacity:1 GB, Integrated Camera:720p HD Webcam, Pointer Device: Multitouch Touchpad (with Scroll and Zoom Functions),Keyboard: stranded Keyboard, Internal Mic: Array Microphone, Speakers: Yes, Sound Effect: Stereo Speakers with Dolby Advanced Audio Certification,Ethernet:100/1000Mbps, LAN Wireless LAN:IEEE802.11b/g/n, Bluetooth: v4.0, Battery Backup: Upto 5 hours, Standard Battery: 6 cell, USB Port/S: 1 x USB 2.0, 2 x USB 3.0, Mic In: Yes,RJ45 LAN:Yes, HDMI Port: Yes, VGA port : Yes, Multi Card Slot 2-in-1 Card Reader Other Ports: 1 x Headphone / Microphone Combo Jack, 1/8 inch Stereo Audio Port , Desktop , USB mouse and Keyboards.	3	
3	All in one Printer	Print resolution of :1200 X1200 dpi and above, scan resolution of 600 X 600 dpi and above, page print speed should be 15- 20 PPM or above ,page	11	

		handling should be A4 and legal and should have duplex printing and network printing features.		
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Prices stated above should be inclusive all taxes, transportation, warranty coverage for three years etc.

Bidding is allowed any one or more of the items stated above, also for all items University reserve the right to award least bidders of each item wise cumulative pricing.

NOTE:

- 1) Total amount shall include all kinds of taxes.
- 2) Do not attach any other sheet to this Annexure.
- 3) THE TENDERERS ARE ADVISED TO ENSURE THAT THE PRICES AND OTHER DETAILS ARE FILLED IN CORRECTLY AND COMPLETELY IN THE ABOVE FORMAT. SUBMISSION OF INCORRECT OR INCOMPLETE INFORMATION, AND / OR SUBMISSION OF THE ABOVE FORMAT WITH ARITHMETICAL ERRORS IN COMPIATION OF THE DATA WOULD BE AT THE TENDERER'S SOLE RISK AND THE DECISION OF NALSAR IN SUCH CASES WOULD BE FINAL AND BINDING.

COMPANY SEAL

SIGNATURE _____

NAME _____

DESIGNATION _____

MOBILE NO. _____