

INDIRA GANDHI NATIONAL OPEN UNIVERSITY
REGIONAL CENTRE, SHILLONG
NEHU Campus, Umshing, Shillong-793022

Ref. No. 12-55RC-SHG/Purchase of computer REC

Date: 6th December 2023

**Notice Inviting Quotation (NIQ) for supply and Installation of Standard Desktop (Branded),
UPS, Printer & Scanner at IGNOU Regional Centre, Shillong.**

Quotations are invited from authorized vendors/distributors/supplier for supply and installation of Standard Desktop, UPSs and Printer at IGNOU Regional Centre Shillong. A Detailed specification and no. of items/units each for computer, UPS and Printer are attached herewith.

Sl.No	Items & Description	Specification	Quantity
1.	Desktop Computer	For details specification refer to ANNEXURE - I	3 Nos
2.	Printer	For details specification refer to ANNEXURE - I	2 Nos
3.	UPS	For details specification refer to ANNEXURE - I	3 Nos
4.	Scanner	For details specification refer to ANNEXURE - I	1Nos

TERMS & CPNDITIONS:

1. Rates: The rate is to be quoted keeping in mind the specification and quantity of the items. The bidder may quote rate for different brands but with the same specification.
2. The rate quoted should be inclusive of all charges (including Transportation to office premises).
3. 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.
4. The vendors/supplier must be authorized vendor /suppliers of Computer/Printer /UPS/Scanner for which quotation is submitted. Dealer or Agent quoting on behalf of Manufacturer must enclosed valid dealership certificate.
5. The firm must have Valid GST Registration number.
6. Vendor detail: Vendor and their nearest Service Centre details must be provided as per the format at **Annexure –II**.
7. **Validity of Quotation:** The quoted rate is to remain valid for one year from the last date submission of quotation
8. **Warranty:** The onsite warranty all three items (Computer/Printer/UPS/Scanner) must be for at least one year from the date of delivery.
9. **Literature a must:** In case of equipment printed technical leaflet/literature must be submitted. The model and specification quoted should invariably be highlighted in the leaflet/literature for easy reference.
10. The vendor/suppliers must have to display the specification to the office to its satisfaction before delivering the same. This will be at the own expense of the vendor /suppliers.
11. **Quality Certificates :** Valid certificate to prove that the products are genuine and of International standard as applicable must be enclosed.

12. Please note only genuine product/brand is to be quoted. No assembled product is to be quoted.
13. Any deviation from the specification shall be liable to the cancellation of order.
14. **Important date, date and place:**
 - (a) **Last date of & time submission : 15th December 2023**
 - (b) **Place of opening quotation :IGNOU Regional Centre Shillong**
 - (c) **Late and delayed tender: Late and delayed tender will not accepted.**
 - (d) **Unscheduled Holiday:** In case any unscheduled holiday occurs on the on prescribed closing/opening date the next working day shall be the prescribed closing date of closing /opening.
 - (e) The date and time of opening of Quotation shall be communicated email /telephone.
- Delivery:-**
 - a) Time limit: Maximum within 7 (Seven) days from the date to issue of purchase order.
 - b) Safe Delivery: All aspects of safe delivery shall be the exclusive responsibility of the vendor. At the destination site, the package will be opened only in the presence of IGNOU representative and vendor's representative. The Intact Condition of the package and the seal/indicators for not being tampered with shall form the basis of certifying the receipt in good condition.
 - c) Insurance: The supplier is to establish 'All Risk Transit Insurance' coverage till door delivery at IGNOU RC, Shillong.
 - d) Part Delivery: Part Delivery is not allowed.
 - e) Penalty against delay delivery: The date of delivery should be strictly adhered to otherwise IGNOU, RC Shillong reserves the right not to accept in part or full.
15. **Genuine Pricing:** Vendor is to ensure that quoted price is not more than the price offered to any other customer in India to whom this particular item has been sold, particularly to IGNOU and other Government Organization.
16. **Conditional tender not acceptable:** All the terms and conditions mentioned herein must be strictly adhered to by all the vendors. Conditional tenders shall not be accepted on any ground and shall be rejected straightway. Printed conditions mentioned in the tender bids submitted by vendors will not be binding on IGNOU, RC, Shillong.
17. In case any firm quoted L-1 price for some items whereas other has quoted L-1 for other items then the firm quoting L-1 price for major item (i.e Desktop) may be negotiated to lower the price for the rest of the items to the level quoted by different firms.
18. 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 Purchase order may be enclosed as proof of experience.
19. **Payment:** No advance payment shall be made.
20. The Payment shall be made by A/c payee cheque/ECS only, after the satisfactory delivery and demonstration of Computer/Printer/UPS good condition.
21. **Enquiry during the course of evaluation not allowed:** No enquiry shall be made by the bidder(s) during the course of evaluation of the tender till final decision is conveyed to the successful bidder(s). However, the clarification from the bidders. In such a situation

the agency shall extend full co-operation. The bidders may also be asked to arrange demonstration of the offered items, in a short period notice, as such the bidders have to be ready for the same and will be at the own expense of the vendor/supplier.

22. **Acceptance of Quotations:** The office reserves the right to accept/reject any or all the quotations, at any stage.

23. In case of any dispute, decision of this office shall be final and binding.

24. HOW TO SUBMIT QUOTATION:

- I. The interested firm/agency/vendor may go through this NIQ and submit the sealed quotation in the enclosed Proforma duly signed and stamped by the Authoised signatory. Self attested copy of the Work Award Letter/Purchase Order received (if any) from Central Govt./State Govt. and or/University may be attached as proof of experience.
- II. The Envelope must be subscribed as “Quotation for Computer/Printer/UPS/Scanner” 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.

Regional Director
IGNOU Regional Center Shillong

Encl:

- I. Annexure I (Specification)
- II. Annexure II
- III. Quotation Proforma

Annexure -I (Specification)

Sl. No.	Item	Item Description	Nos.*
1	Desktop Computer	<ul style="list-style-type: none">• Processor Brand: Intel• Processor Name: Core i3• Processor Generation: 13th Gen• SSD: Yes• SSD Capacity: 512 GB• RAM: 8 GB• RAM Type: DDR4• Clock Speed: 2.4 GHz or above• Cache: 8 MB• Graphic Processor: NVIDIA• Number of Cores: 4• Operating System: Windows 11• USB Port: Minimum 1 x USB 3.1 (1st Gen) Type C and 2 x USB 3.1 (1st Gen) Type A• HDMI Port: 1 x HDMI Port (v1.4)• Screen Size: 18.5 inch or above• Screen Resolution: 1920 x 1080 Pixel• Wired Keyboard for Windows, USB Plug-and-Play, Full-Size, Spill-Resistant.• Wired USB Mouse with 800 DPI Optical Tracking• Bluetooth: v5.0• Warranty Summary: 1 Year Onsite Warranty• Warranty Service Type: Onsite	03
2	Printer	Model Canon Laser Shot LBP2900B Mono Printer or HP Laserjet P1108 Single Function Monochrome Laser Printer.	02
3	UPS	Model APC Back-UPS BX1100C-IN 1100VA / 660W, 230V.	03
4	Scanner	Type: USB, Model: Canon Cano Scan Lide 300 Scanner or equivalent	01

ANNEXRUE – II

NIQ Ref:

Dated:

BIDDERS DETAIL.

Sl.No	Name of the Company / Firm	To be filled by vendor (Documentary Proof must be attached as applicable)
1.	Registered office Name & Address Contact person details : Name : Designation: Mobile Number : E-mail:	
2.	Name & Address of service centre in or nearest to RC, Shillong. Contact person/details : Name : Designation : Mobile Number : E-mail :	
3.	Is the company/firm a register company /firm? If yes, mentioned year and place of the establishment of the company and submit documentary proof.	
4.	Is the company/firm registered for goods & service tax? It yes, submit valid registration certificate.	

Sign: _____

Vendor : M/S _____

Official seal of the vendor:

Quotation Proforma

Sample format for quoting the price

Sl. No	Components	Minimum Specification	Model/Make	Unit Price (Inclusive of Taxes)	Qty	Total Price (Unit Price x Quantity)
Grand Total (Inclusive of all taxes)						