

**(TENDER BID REFERENCE)**

# **Kumaun University, Nainital (Uttarakhand)**



## **e-TENDER DOCUMENT**

for

**Digitalisation of Examination Section**

**Kumaun University, Nainital**

**Official website: [www.kunainital.ac.in](http://www.kunainital.ac.in)**

**March 2024**

**Kumaun University,  
Office of the Registrar**

**Email:** registrar@kunainital.ac.in

**Phone:** 05942-235563

**E-PROCUREMENT TENDER NOTICE**

Kumaun University invites online bids as per Two Bids System (Technical and Financial) from reputed & eligible Seller/agencies through e-procurement for **Digitalisation of Examination Section, Kumaun University, Nainital**

**Critical Date Sheet**

<b>Bid Document Download/Starts Date &amp; Time</b>	<b>:</b>	<b>07-03-2025 - 2 P.M.</b>
<b>Bid Submission Start Date and Time</b>	<b>:</b>	<b>18-03-2025 - 11.00 p.m.</b>
<b>Bid Submission End Date &amp; Time</b>	<b>:</b>	<b>18-03-2025 - 11:00 a.m.</b>
<b>Date and time of opening of Bids (Technical)</b>	<b>:</b>	<b>18-03-2025 - 11:30 a.m.</b>
<b>Bid Opening Date</b>	<b>:</b>	<b>Will be intimated to the qualified bidders at a later date</b>

**Notes:**

- 1- All details regarding the subject tender are available on websites <https://www.uktender.gov.in> Any change/ modification in the Tender Enquiry/ Tender Document will be intimated through above websites only. Bidders are therefore, requested to visit the websites regularly to keep themselves updated.
- 2- Bids shall be submitted online only at website: (<https://www.uktender.gov.in>). Manual bids shall not be accepted.
- 3- EMD should reach the Office of the Registrar, Kumaun University, Mallital, Nainital – 263001 Uttarakhand on or before the end date and time of bid submission, failing which offer will be liable for rejection. Bidders, however have to attach scanned copy of EMD documents along with their e-tender.
- 4- Clarifications/queries, if any, can be addressed to the Personal Officer, Office of the Registrar on telephone# 05942-235563 and email: [registrar@kunainital.ac.in](mailto:registrar@kunainital.ac.in)

As per Uttarakhand Procurement Rules 2017 separate item wise E-Tender are invited in Public Procurement Portal of Uttarakhand State [WWW.UKtenders.gov.in](http://WWW.UKtenders.gov.in) under two bid system for purchase of Computer, Laptops etc for digitization work of Examination section, Kumaun university nainital from 07-03-2025 to 18-03-2025. The received tenders will be opened by the purchase committee constitute by the university in front of the present bidders on 18-03-2025 at 11.30 AM. If said date the declared a holiday due to any reason, the said tender will be opened on its next working day . The e-tender notice is as follows-

### 1 - Standard Terms and Conditions

#### 1 - The details of the item to be purchased are as follows –

Sl.	Particulars	Quantity
1	Laptops	10
2	PC i5	10
3	PC i7	05
4	Heavy Duty Shredder	03

- 1.1 PAN card copy will have to be uploaded in the portal.
- 1.2 GST Registration copy will have to be uploaded in the portal.
- 1.3 All items mentioned in the bid should be of Original OEM. Duplicate/Assembled items will not be accepted and in case of duplicate/Assembled items the respective bid will be rejected.
- 1.4 Offered product's Make & Model number must be clearly mentioned.
- 1.5 The bidder is required to upload self-attested copies of Income Tax Returns (ITR) for Assessment Years 2022-23, 2023-24, and 2024-25 in the online portal as part of the technical bid submission process.
- 1.6 The receipt/draft of the tender form fee must be uploaded in the technical bid, and the original copy should be placed in the technical envelope and submitted to the university. Without it, the bid may be considered incomplete or invalid.
- 1.7 The details of item wise prescribed Earnest Money Deposit (EMD) are as follows –

Sl.	Particulars	EMD Amount
1	Laptops	Rs. 18,000=00
2	PC i5	Rs. 23,100=00
3	PC i7	Rs. 14,250=00
4	Heavy Duty Shredder	Rs. 18,000=00
	<b>Total</b>	<b>Rs. 73,350=00</b>

If a bidder is willing to tender for all items then he will have to deposit total EMD of Rs. 73,350=00 (₹ Seventy three thousand three hundred fifty). The EMD amount must be submitted by the bidder in the form of a demand draft, pay order, banker's cheque, or bank guarantee, which must be issued in the name of the Finance Officer, Kumaun University, Nainital, and must be drawn from a commercial bank and payable in Nainital.

The EMD amount, in whatever form it is submitted, must be uploaded in the technical bid section of the designated portal, and the original copy must be kept in the

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technical envelope and made available to the university. The EMD must be valid for at least 03 (three) months after the tender submission date. Those bidders who have already deposited the security amount in the e-tender invited earlier for the above mentioned items are not required to deposit the security amount again.

The EMD of successful bidders will be retained by the university. In case the bidder withdraws the tender after submission or fails to execute the required agreement within the specified period, the EMD will be forfeited.

1.8

All bidders are required to upload the following documents related to GST compliance

2- A **No Due Certificate** issued by the competent authority, confirming that the bidder has no outstanding GST liabilities. If the bidder is registered in the State of Uttarakhand, the referenced certificate must be issued by the Jurisdictional Tax Authority under whose jurisdiction the supplier falls. In cases where the supplier is under central jurisdiction, the referenced certificate must be issued by the State Tax Authority within whose geographical limits the centrally administered supplier is located.

For bidders registered in any state outside Uttarakhand, the referenced certificate must be issued by the jurisdictional tax authority where the supplier is registered.

2- GST Statement>Returns confirming that all GST returns have been filed for the relevant period.

Those bidders who have already deposited the GST No due Certificate in the e-tender invited earlier for the above mentioned items are not required to deposit the GST No due Certificate again.

1.9

The bidder should have the following item wise an average annual turnover in the last three financial years (considering FY— 2021-22, 2022-23, 2023-24).

Sl.	Particulars	Required Turn over
1	Laptops	Rs. 10 Lakh
2	PC i5	Rs. 12 Lakh
3	PC i7	Rs. 08 Lakh
4	Heavy duty Shredder	Rs. 09 Lakh
	<b>Total</b>	<b>Rs. 39 Lakh</b>

If a bidder is willing to tender for all items then his average annual turnover in the last three financial years (considering FY— 2021-22, 2022-23, 2023-24) should be Rs 39 Lakh. Bidder shall have to submit Audited Balance Sheet/Audited Accounts/Auditor Certificate in support of their claim.

1.10

The bidder shall have executed similar nature of in the last three financial years (2021-22, 2022-2023, 2023-2024) in Government Departments/PSUs/autonomous body/any reputed organization. (Attached purchase orders).

1.11

The Bidder should provide bid specific OEM authorization for all products quoted.

1.12

The bidder should submit Malicious Code Certificate for Laptops and AIO.

1.13

Hardware's like Keyboard, Mouse and other accessories should be of the same OEM for computers and OEM logos (not stickers) must be embossed/etched on the all accessories.

1.14

Certificate of compliance with the technical specification of items to be issued by the bidder on the OEM letterhead.

1.15

Original Equipment Manufacturer (OEM) must have a Functional Service Centre within state of UTTARKHAND to provide mandatory ONSITE support. Service Centre details must be uploaded on the portal.





- 1.16 The Bidder must not be blacklisted. Please submit self-declaration in bidder's letter head pad.
- 1.17 Desktop OEM should be among top five companies as per latest IDC rating.
- 1.18 The bidder must enclose the undertaking for replacement of defective items/parts and software problem at on site (customer's site) within 48 hrs without any extra cost.
- 1.19 Bidder must upload undertaking from the OEM regarding the preloaded Operating System for Laptops and All in One.
- 1.20 The bidder must upload clear details of Make and Model number of each item in the portal.
- 1.21 Tender Fee (Non-Refundable) - Rs. 1,000 (Rs. One Thousand only) for each item To be submitted manually at the Office of the Registrar, Kumaun University Mallital, Nainital – 263001 Uttarakhand on or before the end date and time of bid submission.
- 1.22 Selected bidder will supply the material at scheduled destination/Examination Wing of the Kumaun University within 30 days of issue of Order and release of relevant documents for which no extra cost will be paid.
- 1.23 All Technical evaluations will be done on the basis of attached specifications in the ATC
- 1.24 Bidder has to upload separate tender for each item.
- 1.25 Clarification/Queries, if any, can be addressed to  
Senior Personal Assistant,  
Office of the Registrar,  
Kumaun University Mallital, Nainital  
Uttarakhand. Pin - 263001  
Phone No.: 05942 - 05942-235563  
Email: [registrar@kunainital.ac.in](mailto:registrar@kunainital.ac.in)

### 3- Time for Completion

The maximum completion and delivery time for the proposed work is 10 Days from the date of order issued by the University.

### 4- Preparation of Bid

- 4.1 **DOCUMENTS COMPRISING THE BID:** The bid document is comprised of this complete document along with duly filled and signed bid proposal sheets and schedules to this document.
- 4.2 All communication will be in the English language only. All correspondences and other documents pertaining to this bid document and subsequent contract will be in the English language.
- 4.3 Rates shall be written both in words and figures. There must not be errors and/or over writings. Corrections, if any, should be made clearly and initialed by the authorized signatory of the bidder along with dates. If any variation is found between the amount written 'in words' and 'in figures,' the amount written in words will only be considered.
- 4.4 **Cost of Bidding:** The Bidder shall bear all costs associated with the preparation and submission of its bid and the University shall in no event or circumstance be held responsible or liable for these costs, regardless of the conduct or outcome of the bidding process.



- 4.5 All taxes, VAT, GST, Local taxes, etc., to be paid by the Bidder for the Work/Service, and any claim for extra payment on any such account shall not be entertained.
- 4.6 No alterations or additions anywhere in the Bidder Document are permitted. Corrections, if any, should be made clearly and initialed by the authorized signatory of the bidder along with dates. If any of these are found, the Bid may be summarily rejected.
- 4.7 In case of Private Limited/Public Limited companies, the power of attorney shall be supported by a Board Resolution and appropriate and adequate evidence in support of the same shall be provided.
- 4.8 Bidder shall properly number the documents attached with the Bid as support/documentary evidences, and a reference of such page numbers shall be provided in the Bid.
- 4.9 All pages and pasted slips should be signed by the Bidder. Corrections, if any, must be signed. No pages shall be added or removed from the set of Bid Document.
- 4.10 The Bidder shall submit the Bid which satisfies each and every condition laid down in this tender document, failing which the Bid will be liable to be rejected. Conditional Bids will be rejected.
- 4.11 Bidders are advised to follow the instructions provided in the 'Instructions to the bidder for the e-submission of the bids online through e Procurement at <https://www.uktender.gov.in>
- 4.12 Bidder who has downloaded the tender document from the website (<https://www.uktender.gov.in>) shall not tamper/modify the tender form including downloaded financial bid template in any manner. In case if the same is found to be tampered/modified in any manner, bid will be completely rejected and EMD would be forfeited and bidder will be liable to be banned from doing business with Kumaun University, Nainital.
- 4.13 Validity of Tender - One hundred and twenty days from the date of opening of tender. During the period no bidder shall be allowed to withdraw his tender. In case of withdrawal, the EMD submitted by the bidder shall be forfeited and no claim shall be entertained in this regard.

#### 5- Clarification on Bidding Documents

If the prospective bidder is in doubt as to the true meaning of any part of the bid document, he/she shall at once make a request in writing for an interpretation/clarification to the University. The University shall issue interpretation/clarification as it may think fit in writing. The University will not respond to any clarifications sought by the bidders after the pre bid meeting.

#### 6- Collection of Bidding Document

The bid documents can be downloaded from the website (<https://www.uktender.gov.in>).

#### 7- Bid Price

- 7.1 The bidders shall quote in the appropriate schedule of the bid form, lump sum firm price and also the unit rates of the work, it proposes to supply and services rendered under the contract. All the work is to be quoted on a 'Firm Price' basis. Schedule of financial bid in the form of BOQ\_XXXX.xls
- 7.2 All currency is to be quoted in Indian Rupee only.
- 7.3 The tender rate should be inclusive of all taxes, transportation and handling rates and installation charges.



7.4 Tender will be sanctioned on the basis of lowest price (L-1) of each item.

### **8- Duties & Taxes**

- 8.1 All taxes like GST, Sales Tax, Service Tax and other levies payable by the bidders in respect of the transaction between their vendor/suppliers while procuring the material shall be included in the bid price and no separate claim on these behalf will be entertained by the owner.
- 8.2 If any taxes are required statutorily to be deducted at source, the owner (the University) shall be entitled to deduct the same while making payment.
- 8.3 In the event of any increase in taxes/duties, the extra liability on account of these taxes shall be not borne by the Kumaun University, Nainital.

### **9- Freight & Insurance**

- 9.1 The bidder shall make all arrangements towards safe and complete delivery at the designated locations indicated by the University in the Purchase Order. Such responsibility on part of the bidder will include taking care of insurance, freight, state-level permits, etc., as applicable. The bidder will keep the University informed of various stages of deliveries.

### **10- Bid Validity**

- 10.1 Bid shall remain valid for a period not less than 120 days after the deadline date of bid submission as specified, which may be extended with mutual consent. A shorter bid validity period shall be rejected as non-responsive.

### **11- Submission of Bid**

- 11.1 Bids shall be submitted online only at website (<https://www.uktender.gov.in>).
- 11.2 The Tender Committee set up by the University will first open the Technical Bid.
- 11.3 The Tender Committee constituted by the University will shortlist successful bidders.
- 11.4 The bidders, who were found qualified in the Technical Bid, will be intimated in due course. After the technical evaluation of the bids, the University will open the 'Financial bid' of all technically qualified bidders. The lowest financial bid shall be considered for the award of contract.

### **12- Evaluation & Comparison of Bids**

- 12.1 Technical comparative statement will be prepared on the basis of the documents submitted by the bidder.

### **13- Award of Contract**

- 13.1 The notification of award/letter of award will constitute the formation of the contract. The University will promptly notify each unsuccessful bidder and will return the earnest money without any interest on the earnest money.
- 13.2 The University reserves the right to accept any bid or to reject any or all bids without assigning any reasons, whatsoever.
- 13.3 The University reserves the right to accept or reject any bid, and to cancel the bidding process and can also reject all bids at any time prior to the award of the

contract, without thereby incurring any liability to the affected bidder or bidders or any obligation to inform the affected bidder or bidders of the grounds for the University's action.

13.4

**Security Deposit/Performance Security:**

Within 15 days of notifying the acceptance of the proposal for the award of contract, the Service Provider shall furnish the Performance Guarantee of 5% of the contract value for the entire contract period as its commitment to perform services under the contract from a Nationalized Bank, which shall be accepted in the following forms and shall be in favour of 'Finance Officer, Kumaun University Nainital' with a validity of months as under:

- i. Fixed deposit receipt (FDR) of a nationalized bank (60 days validity)
- ii. Bank Guarantee (60 days validity)
- iii. Demand Draft.

#### **14- Prices**

14.1 **Schedule of financial bid in the form of BOQ\_XXXX. Xls**

#### **15- Terms of Payment**

15.1 The vendor will submit three copies of accurate invoices on the letterhead bearing GSTN, TAN no, etc., of the company with the signature of the authorized signatory and the seal of the organization.

15.2 The payment will be made by the University in Indian Rupees through RTGS/NEFT, etc., to the supplier after receiving the internal approvals from the respective authorities and adjustments of the liquidating damages, if any.

15.3 The payment to the contractor will be made by the Owner (the University) on the recommendations of the competent authority of the University as specified below:

#### **16- Jurisdiction of Contract**

16.1 The laws applicable to the contract shall be the laws in force in India. The courts of Nainital only shall have exclusive jurisdiction in all matters arising under this contract.

#### **17- Completion of Contract**

17.1 The University will issue a certificate of completion on successful completion of the work to the contractor as specified in the contract.

#### **18- Forfeiture of EMD**

18.1 In case the bidder who has been awarded the work contract refuses to accept the Work contract issued by the University or fails to respond to the letter of award of work by the University in 07 days' time, then the EMD paid by the bidder will be forfeited.

#### **19- Termination of Contract**

19.1 The University will terminate the contract in the following ways:

- a. The term of Contract expires.
- b. Termination of Contract by the University due to non-performance during the execution of the Project.

- c. Performance is below the expected level.
- d. Non-adherence to the timelines of the project.
- e. Quality of work is not satisfactory.



**Finance Controller**  
Kumaun University Nainital



**Registrar**  
kumaun university Nainital

## All in one (i5 Genration)

SN	Minimum Technical Specifications	
1	Form Factor	All in One Desktop
2	Processor	Intel Core i5 13th Generation Processor with vPro Enabled or Higher, (up to 4.4 GHz with Intel Turbo Boost Technology, Minimum 12MB L3 cache, Minimum 10 cores, Minimum 12 threads
3	Chipset	Latest Intel Q Series Chipset or equivalent
4	Graphics	Integrated Graphics
5	Memory	Minimum 8GB DDR 5 RAM or better
6	Hard Drive	Minimum 512 GB SSD
7	Audio	Integrated Audio controller
8	NIC	On-board 10/100/1000 Mbps NIC
9	Connectivity	Integrated On Board 802.11bgn/ac+Wifi+Bluetooth 5 or better
10	Keyboard	OEM Keyboard ( Same make as PC )
11	Mouse	OEM Optical Scroll mouse ( Same make as PC )
12	Ports	Min 1 HDMI, Min 1 RJ45 Port, Min 1 Universal Audio jack, Min 4 USB ports
13	Display	23.8" or hiher FHD LED display
14	Camera and Speaker	Inbuilt FHD Camera and Speakers
15	General Certification	Microsoft Windows 11, FCC,CE, RoHS, UL, EPEAT, Energy Star, TCO, MIL STD 810H TUV Low Blue Light to protect eyes and preserve vision ISO 9001,14001,20001,27001 for OEM, ROHS
16	Operating System	Microsoft windows 11 Professional
18	Accessories	With required connecting cables, drivers, system recovery or cloud image & power cable(s)
19	Warranty	3 Year on-site warranty
20	Software	<b>Bidder will have to submit Microsoft office professional LTSC 2021 or higher academic version MAF for this from the microsoft with in one week after the purchase order issued by the university. The purchase order will be sent through email.</b>

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