

# JAMIA HAMDARD

(DEEMED TO BE UNIVERSITY)  
(ACCREDITED BY NAAC IN GRADE 'A+')  
HAMDARD NAGAR, NEW DELHI-110062  
Phone: 91-011-26059688 (12 Lines): Ext.-5326  
Website: www.jamiahamdard.edu

## REQUEST FOR QUOTATION

(JH/HAH-CIT/Tender/36/Oct-24)

Sealed bids are invited by Jamia Hamdard for **Desktops from Lenovo, HP and Dell and their authorized distributors/partners in two bid system of technical and commercial bid. The detailed terms and conditions are given below:**

### Schedule of the Bid

Sr. No	Publication of the Tender Document	Receipts of Suggestions, if any, strictly on the E-mail id given below.	Pre-bid Meeting	Final Submission of the Bids
1	04.10.2024	Till 5.00 P.M, 14.10.2024	18.10.2024	25.10.2024,Till 3.00 P.M
2.	On the University Website	desktop_tender@jamiahamdard.ac.in	HAH-CIT, Jamia Hamdard, Hamdard Nagar New Delhi-62	Tender Box in The 'Purchase Section' Admin Building, Jamia Hamdard, Hamdard Nagar New Delhi-62

### Terms and Conditions:

1. Since the tender is in two bid system of technical & commercials, both these bids should be kept in two separate sealed envelopes **and these two together should be kept in a third envelop and sealed properly and** superscripting it with **"Quotation for Desktop for different department of Jamia Hamdard"** and addressed to: **Registrar, Jamia Hamdard, Hamdard Nagar, New Delhi-110062 and dropped in the tender/quotation box available in the Purchase Section.**
2. Prices should be quoted plus GST as applicable as per Govt. rule on FOR Jamia Hamdard basis.
3. An EMD of Rs.1 lakh and a Tender Fee of Rs.1000/ (Non-refundable) through DD favoring Jamia Hamdard should be deposited with Tender.
4. The bidder should attach a copy of Registration/Incorporation.
5. The turnover of the bidder firm should be 2 crore or above annually for the last three financial years. A certified copy should be attached as proof.
6. Prices can be quoted in Indian Rupees.
7. Jamia Hamdard will deduct an amount of 0.25% from all the bills for *"Jamia Hamdard Relief and Welfare Fund"*.
8. The bidder shall submit with the technical bid, the MAF certificate obtained from OEM especially for this bid and in the name of Jamia Hamdard.
9. The specifications given on Annexure-B should be strictly followed.
10. The 'Technical Compliance Sheet' on Annexure-C should be completely filled.
11. Annexure-D should be used to quote financial bid.
12. Delivery Period: Within 3-4 weeks.
13. In case more time is required it should be given in written with justification.
14. Payment: 100% on delivery and satisfactory supply.
15. Warranty: three years comprehensive onsite warranty.
16. The Vendors whose near relatives / blood relations are employed at Jamia Hamdard need not apply, and the same will not be considered.

17. Jamia Hamdard does not bind itself to accept the lowest quotation and reserves the right for accepting any quotation or to reject any or all quotations and also to reduce or enhance the quantity and period of order according to departmental requirement without assigning any reason.
18. At the time of publication of the Jamia Hamdard plans to procure 60 Computers but the numbers may increase during or after the finalization of the bid. More detail is given at Annexure 'D'.
19. The decision of the University will be final in case of any dispute arising in implementation of the terms of the contract.
20. TAN/PAN and GST certificate should be attached with the quotation documents.
21. The manufacturer/supplier should submit the list of Universities/Govt. organizations/Institutions to whom supplies were made earlier.
22. Correction in the Quotations if any should be initialed otherwise the Quotations will be rejected at the time of the opening; the rates should be quoted in figures and in words as well.
23. No extra payment like carriage freight, loading and unloading, storekeeping, packing, forwarding etc. will be paid.
24. Income tax at source will be deducted from the running bill of supplier from the passed amount as per instruction of Income Tax Department.
25. The Institute takes no responsibility for delay or non-receipt of quotation documents sent by post either way and also reserves the right to accept or reject any or all the quotations in part or full without assigning any reason thereof.
26. In case the date of opening of quotation is declared as Public Holiday, the quotation shall be opened on the next working day at the same time.
27. Late and delayed quotations shall not be considered and may be returned unopened to the bidder.
28. Quotations not in proper sealed cover or received telegraphically or by fax will not be entertained.
29. Conditional quotations will be rejected without assigning any reason.
30. The price to be given in the quotation are fixed prices, irrespective of rise in materials prices and increase in taxes etc., till the delivery of the overall consignment. No request in regard to increase in the price will be entertained after the submission of the quotation.
31. ***It shall be the responsibility of the successful bidder to satisfy Jamia Hamdard that desktops delivered are as per the tender specifications or better***
32. The vendor has to certify that these terms and conditions are acceptable to him.
33. All legal disputes, arising if any, would be settled under jurisdiction of Delhi court.
34. All pages of the tender document should be numbered and should be signed under the seal of authorized person from the bidder company.

Registrar

The above terms & conditions are accepted.

Signature .....

Name .....

Designation.....

Company Name Address & Seal .....



## JAMIA HAMDARD

(Deemed to be University)

(Accredited by NAAC in Grade 'A+')

**Hamdard Nagar, New Delhi-110 062**

Phone: 26059688, Ext.: 5326, 5312 Website: www.jamiahamdard.edu

### QUOTATION APPLICATION FORM

Cost of Tender Documents : Rs. 500.00 (Nonrefundable)

Tender form for : "Desktop"

Date of Submission of Tender : **XX.XX.2024 up to 3.00 p.m.**

Date of opening of Tender Box : **XX.XX.2024 at 3.30 p.m.**

Tender Document Fee : DD/Receipt No. \_\_\_\_\_ Dated \_\_\_\_\_ for  
Rs. \_\_\_\_\_ (Rs. \_\_\_\_\_  
\_\_\_\_\_)

### VENDOR DETAILS

1. Name of Firm / Company : .....
2. Authorised person : .....
3. Address : .....  
.....  
Telephone(s): .....  
Fax: .....  
..... Mobile.....E  
mail .....:
4. Income Tax No. / PAN No. (Mandatory)
5. GST No. / TIN No. (Mandatory) : .....
6. HSN/SAC code (Mandatory)
7. Type of Company (COM, HUF, NRI) (Mandatory)
6. Experience Certificate : .....  
(Attached photo copy)

I/We agree to abide by the terms and conditions of the tender as laid down under Tender No. **JH/PS/XX/feb-24.**

Signature .....

Name .....

Designation .....

Company Seal.....

## Specifications of the Desktop

### ANNEXURE 'B'

Sl. no.	Description	Specification required
1	Processor	Intel Core i5-14500 5.00 Ghz, 14 cores or better
2	Operating System	Microsoft Windows 11 Professional (OEM License)
3	Chipset	Intel Q670 Series or better
4	Chassis	Small Form Factor
5	Memory	16 GB (1X16GB) DDR5 4800 UDIMM
6	Cache	24 MB L3 cache, 6 P-cores and 8 E-cores, 20 threads
7	Hard Drive	512 GB, M.2, NVMe, SSD or Better
8	Video	Integrated (1440*900 resolution) Resolution or Better
9	Sound	Minimum 2 Watt in- built speaker or better
10	Monitor	For Desktop 19.5 inch widescreen flat panel or better display
11	Mouse	Optical Wired Mouse
12	keyboard	Wired

## Technical Compliance Sheet

### ANNEXURE 'C'

S.no.	Description	Specification required	Compliance Yes or No	Mention Deviations, (if Any)	Whether Deviation is on higher side or lower side to the required specification (Plz write higher/lower).
1	Processor	Intel Core i5-14500 5.00 Ghz, 14 cores or better			
2	Operating	Microsoft Windows 11 Professional (OEM License)			
3	Chipset	Intel Q670 Series or better			
4	Chassis	Small Form Factor/			
5	Memory	16 GB (1X16GB) DDR5 4800 UDIMM			
6	Cache	24 MB L3 cache, 6 P-cores and 8 E-cores, 20 threads)			
7	Hard Drive	512 GB, M.2, NVMe, SSD or Better			
8	Video	Integrated (1440*900 resolution) or Better			
9	Sound	Minimum 2 watt in- built speaker or better			
10	Monitor	For Desktop 19.5 inch widescreen flat panel or better display			
11	Mouse	Optical Wired Mouse			
12	keyboard	Wired			

Know the Product					
OEM	Model	Launch Month & Year	Default Warranty	Additional Warranty offered	Time required for delivery

**ANNEXURE 'D'**

**Financial Bid for fixed Quantity of 60 Systems**

<b>Sr. No</b>	<b>OEM</b>	<b>Model</b>	<b>Qty</b>	<b>Unit Price</b>	<b>Amount</b>	<b>Tax</b>	<b>Total</b>
		<b>Total amount in words</b>					

**Financial Bid for variable No of Systems**

<b>Sr. No</b>	<b>OEM</b>	<b>Model</b>	<b>Qty</b>	<b>Unit Price without Tax</b>	<b>No of Months for validity of quoted Rates</b>
			<b>60-80</b>		
			<b>80-100</b>		
			<b>100-120</b>		
			<b>120-140</b>		

**(To be filled by Authorized Person of the Bidder Organization)**

**Signature with Date**

**Name with Mobile No & Email ID**

**Designation**

**Name of the Organization with Address.**

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