

MAHARASHTRA NATIONAL LAW UNIVERSITY, NAGPUR

SHORT TENDER

MNLUN/ADMIN/HARDWARE/2023/02

INVITING QUOTATION SUPPLY AND INSTALLATION SSD 512 GB NVME and RAM 4GB DDR4 - FOR HP (ALL IN ONE) DESKTOP

Maharashtra National Law University (MNLU), Nagpur, invites sealed Quotation from eligible, reputed companies/firms for **Supply and Installation SSD 512 GB NVME and Ram 4GB DDR4 for HP (All in One) Desktop**. Document may be downloaded from MNLU Nagpur website from July 8, 2023. The prescribed Document fee and Earnest Money Deposit (EMD), as mentioned in the Short Tender document, shall be sent with your offer through Demand Draft (DD) drawn in favor of “**The Registrar, Maharashtra National Law University Nagpur**”, payable at Nagpur. The envelope containing the documents as above should clearly mention sender’s name address, telephone number and e-mail address, along with website if any, and superscribed **Supply and Installation SSD 512 GB NVME and Ram 4GB DDR4 - for HP (All in One) Desktop**. Any amendments in the Short Tender will be available on the above mentioned website. Duly filled-in documents must be submitted to the Office of **The Registrar, Maharashtra National Law University, Nagpur** Waranga, PO: Dongargaon (Butibori), Nagpur 441108 Maharashtra, India by Speed Post/RPAD or by-hand, on or before **July 17, 2023 up to 05:00 pm**.

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|-----------------------------|---------------|
| Issue date | July 08, 2023 |
| Last date of submission | July 17, 2023 |
| Earnest Money Deposit (EMD) | Rs.8,000/- |

| Sl No | Particulars | Annexure |
|-------|-------------|----------|
| 1 | Price Bid | 1 |

A). Terms & Conditions:

Sealed Envelope

Tenderer /Bidders shall submit the following documents along with their tender

- Scan copy of Establishment License with proper renewal date of local Govt. Authority
- Scan copy of Proprietary certificate/Partnership Firm Agreement/Company Memorandum
- Scan copy of PAN Card
- Scan copy of GST Registration Certificate
- Scan copy GST paid latest challan
- Should have direct support centers at Nagpur. In case of support through service partners details of customers supported by the service partners to be attached.
- The bidder should submit past work order/Purchase of the similar type of requirements with work completion certificate from any public / private organization.
- Undertaking letter regarding warranty period of each item must be submitted on their company letterhead Each and every documents duly signed.
- Technical specification should be mentioned on their company letterhead.

Terms and Conditions

1. The quotations received after this deadline & unsealed shall not be entertained under any circumstances whatsoever. In case of postal delay, the University will not be responsible. The offer Submitted Fax/Email shall not be considered and no correspondence will be entertained in this matter.
2. If any fault/defect occurs in the equipment during the warranty period, it will be done/ replaced by the Supplier at his own risk and cost.
3. Earnest Money Deposit (EMD) must accompany the offer as mentioned in this document. Offers received without the requisite fee shall be summarily rejected.
4. Do not change this document. Any change/s made in the document by the bidder will lead to disqualification. Bidders are required to sign and submit all the pages of this document and all other required supporting documents.
5. The bids will be evaluated as per specifications laid down for each item proposed for purchase. The bids which will not conform to prescribed specifications and terms and conditions of tender, will not be accepted.
6. Bidder has to visit the site and submit the report on Compatibility of **SSD 512 GB NVME and Ram 4 GB DDR4 - in existing HP (All in One) Desktop.**
7. Any Government / Government agency / Banks / Financial Institutions in India should not blacklist the Bidder during the last 5 years. Self-declaration to that effect should be
8. submitted along with the technical bid.
9. One-year on-site warranty and call on technical support required.
10. Income Tax/GST will be deducted at source as per Government Rule. The quotation therefore should include the amount with GST.
11. Software driver CD and installation manual to be supplied at the time of delivery.
12. No transportation and carriage charges will be paid for delivery / installation of the equipment.
13. If any of the facilities provided by the vendor is not found acceptable to the University, the University has the complete right to reject the facilities without giving any compensation.
14. Work Completion will be checked and verified by University Technical Person.
15. Quotations must be in the enclosed prescribed Proforma on the letterhead of the firm duly signed by the Proprietor/ Partner/ Director or their authorized representative, in case of signing of the quotation by the authorized representative letter of authorization must be attached with the quotation. The Quotation should be submitted at following address:
**The Registrar,
MAHARASHTRA NATIONAL LAW UNIVERSITY, NAGPUR,
Waranga, PO: Dongargaon (Butibori),
Nagpur-441108, Maharashtra, India.
Tel: 0712-2812605, +91 7410094602**
16. Rates must be quoted in Indian rupees and as per the format specified taxes extra if any must be written separately.
17. Please confirm that the total amount mentioned in the Commercial details. Rates must be quoted FOR basis (including Freight charges, Insurance, installation etc.)
18. GST or any other taxes as per Govt. norms shall be applicable from time to time.
19. Incomplete and conditional Quotation (s) will not be accepted. Price bid must be signed by your authorized representative bearing Company Stamp. Bidder's signature is Mandatory.
20. No overwriting or cutting is permitted in the rate. If found, the quotation shall be summarily rejected.

21. The rates quoted must be valid for 60 days minimum from the date of opening of the quotation.
22. Becoming L1 will not be the criteria for awarding of purchase order unless the rates are reasonable & justified.
23. RTGS/NEFT details need to be furnished by the supplier with the quotation on the letter head of the supplier/firm/agency.
24. The firm/agency may satisfy the following conditions and attach a self-attested copy of the same with the quotation: - Firm shall be registered with the Government of Maharashtra / Central Government. - The firm shall have valid GSTIN and IT PAN.
25. The University is National importance engaged in Education and Research the Bidders/Vendors shall give /offer a special educational discounts on quoted rates.
26. The University reserves the right to increase or decrease the quantity. The decision of Quantity of material in the University will be final in this regard.
27. The Vendor/Bidder shall furnish information of the Client list.
28. **Delivery Period** –Within 4-5 days from the date of receipt of the work order. Goods shall be supplied/delivered by the Vendor/Bidder at the University free of cost on working days. Delivery of material as per specification.
29. **Payment Terms:** Payment will be only after satisfactorily delivery / commissioning of material and after inspection by the University. The vendor will be required to submit the bills in triplicate along with the delivery memo.
30. The University reserves the right to reject any quotation or part or the whole of the inviting quotation process without assigning any reason. The decision of the University will be final in this regard.

B). Special Terms &Conditions:

Bidder/Vendor must quote the product as per specification provided in Annexure 1.

REGISTRAR

Encl.: Annexure 1 (Format of Price Bid)

[On the letterhead of firm]

ANNEXURE “1” PRICE BID FORM

To,
Registrar
MNLU, Nagpur

Dear Sir,

I/We submitted
“Quotation for **Supply and Installation SSD 512 GB NVME and Ram 4GB DDR4 for HP (All in One) Desktop** Against the MNLUN /ADMIN/HARDWARE/2023/02. I/We thoroughly examined, understood and accepted terms & conditions given in the enquiry document, failing which my quotation will be rejected out rightly.

I/We hereby offer to supply at the following rates.

| Sr. No. | Description of Items | Quantity | Price/ Unit (INR) | GST | Total Amount Inclusive of TAX (INR) |
|----------------|---|-----------------|--------------------------|---------------------|--|
| 1 | SSD 512 GB NVME for HP (All in One) Desktop | 1 | | | |
| 2 | Ram 4GB DDR4 for HP (All in One) Desktop | 1 | | | |
| | | | | Any Discount | |

Note: -

- The bidder must quoted their quotation only in above said format on the letter of firm otherwise quotation will be REJECTED. Catalogue must be attached with quotation for technical evaluation.
- The Final Nos/quantity order based on your inspection report on Compatibility of **SSD 512 GB NVME and Ram 4GB DDR4-in existing HP (All in One) Desktop at University .**

(Signature of Authorized Person) _____

(Name) _____

Name of Firm/Company/Agency _____

Phone No. _____

Email: _____