

## Tender Document

T.E. No. SCEI/Tender/2018-2019/15

Date: 22<sup>nd</sup> March, 2019

To,

All the interested and eligible Vendors

**Subject: Tender Enquiry for supply of 75" and 86" Interactive Display with inbuilt CPU, in Symbiosis Centre for Entrepreneurship and Innovation(SCEI), Lavale, Pune 412115.**

Dear Sirs/ Madams,

For and on behalf of the SCEI, sealed tenders are invited from all the interested and eligible firms for **supply of 75" and 86" Interactive Display with inbuilt CPU, in SCEI, Lavale, Pune- 412115** as per requirements given in the Schedule of this document.

In case your firm is interested in the above said work, you are requested to quote your lowest prices in an enclosed proforma in a sealed cover. The sealed cover containing the quotation should be super scribed "**Quotation for supply of 75" and 86" Interactive Display with inbuilt CPU, in SCEI, Lavale, Pune 412115**" and should be sent or handover to Accounts Department of SCEI, on or before **28<sup>th</sup> Mar, 2019 latest by 15:00 hours**, which will be **opened on 28<sup>th</sup> Mar, 2019, 2019 at 15:30 hours** in **Conference Hall of SCEI** in the presence of such tenderers who wish to be present. SCEI reserves the right to accept or reject any quotation / estimates without assigning any reason thereof.

The sealed envelope must be accompanied by a Demand Draft/Pay order/ banker's cheque of Nationalized Bank for **Rs.26,000/-** (Rupees Twenty Six Thousand Only) as earnest money deposit, and **Rs.500/-**(Rs. Five Hundred only) as Tender Document Cost. The earnest money amount will be returned to the unsuccessful firm immediately after the award of the contract to successful bidders and the earnest money of the successful tenderer will be returned only after completion of the work to the satisfaction of the Purchaser. Unsolicited bids from parties not invited, if received, will be rejected.

Tendering firms fulfilling the requirements in this tender document are requested to quote their competitive lowest prices as per the requirements given in the attached schedules.

Yours faithfully,

Dr. Ketan Kotecha  
Chief Executive Officer  
Tel: 020-28116410

**TENDER SCHEDULE**

**Please Note :** All bid related activities(Processes) like sale of Tender Document, Bid Preparation, Bid submission will be governed by the time schedule given under key dates below:

<b>Sr No</b>	<b>Activities</b>	<b>Date and Time</b>
1	Tender Notice	22 <sup>nd</sup> March, 2019 at 16:30 hours (4:30 PM)
2	Sale of Tender Document	From 22 <sup>nd</sup> March, 2019 onward on Website (www.scei.org.in)
3	Submission of Bid	On or before the 28 <sup>th</sup> March, 2019 <b>latest by 15:00 hours.:</b>
4	Bid Opening	<b>28<sup>th</sup> March, 2019 latest by 15:30 hours (3:30 PM) in Conference Hall of SCEI</b>

## **IMPORTANT INFORMATION & GENERAL INSTRUCTIONS**

1	Purchaser	Symbiosis Centre for Entrepreneurship and Innovation(SCEI)
2	Tender Reference No.	<b>T.E. No. SCEI/Tender/2018-2019/15</b>
3	Name of Work / Item	<b><u>75" and 86" Interactive Display with inbuilt CPU</u></b>
4	Venue of opening of Tender	SCEI Conference Hall, 3 <sup>rd</sup> Floor of SIT, Lavale
5	Address for Communication	The quotation should be addressed to "Chief Executive Officer, Symbiosis Centre for Entrepreneurship and Innovation, 3 <sup>rd</sup> floor of SIT, Lavale, Tal. Mulshi, Pune-412115." It should be submitted by hand to Accounts Department, SCEI or by courier <b>on or before 15:00 hours on 28<sup>th</sup> March, 2019</b> .
6	Contact details	020-28116338, 28116380. E-mail: accountsadmin@scei.org.in
7	Delivery, Installation & Commissioning period	Within 30 days from the date of issue of Supply order at the requested location. Material should be delivered to the consignee on working days during office hours ( 9AM – 5PM ) only.
8	Prescribed Forms	Tenders of firms received in the format prescribed in this tender document shall only be considered. Offers not received in prescribed format shall be ignored and no correspondence in this regard will be entertained. Bid (s) sent through Telegraphic/ Telex/ Fax/ E-mail will not be accepted and ignored straightaway.
9	Total tentative cost of tender	INR 13,00,000 (In words: Thirteen Lakh only)
10	Earnest Money Deposit(EMD)	The EMD of Rs.26,000/- has to be submitted by way of Demand Draft, Pay Order/Banker's Cheque along with the original copy of the tender submitted by the firm in the name of "Symbiosis Centre for Entrepreneurship and Innovation, Pune". Payment by any other mode shall not be acceptable. Offers received without EMD shall be rejected and will not be considered under any circumstances. EMD of tendering firms who submit the sealed quotation but withdraw the same before expiry of the tender validity date will be forfeited.
11	Cost of Tender Document	Cost of Tender Document is Rs.500/- . Amount has to be submitted by way of Draft, Pay Order/Banker's Cheque along with the original copy of the tender submitted by the firm in the name of "Symbiosis Centre for Entrepreneurship and Innovation, Pune". Payment by any other mode shall be rejected. Tender amount is non-refundable. Tender received without Tender amount will be rejected.
12	Late/ Delayed tenders	Tenders received <b>after 15:00 hours of 28<sup>th</sup> March, 2019, will be rejected and no communication will be entertained after that.</b> In the event of any confusion, the time set in the clock in the room will be taken as standard and decisive. Tenderers may note that if the date of tender opening given in this Tender Document is declared a closed holiday by the Central or State Government, the tender shall be opened on the next

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		working day at the same timing. In such an event the closing hours for receipt of tenders in SCEI will stand automatically extended up to 15:00 hours of the next working day in the Central or State Government offices.
13	Opening of Tender	The tenderer is at liberty to present either him/her or authorize not more than one representative to be present at the opening of the tender. The representative present at the opening of the tender on behalf of the tenderer should bring with him/her a letter of authority from the tenderer and proof of identification. He/She must be capable of answering questions in the meetings.
14	Validity of the bids	The bids shall be valid for a period of one year from the date of opening of the tender. This has to be so specified by the tenderer in the commercial bid. Purchase orders will be issued as per requirements throughout the year. If model becomes outdated the tenderer has to supply the next replacement higher model without any extra cost.
15	Non-transferability	This tender is non-transferable.
16	Purchaser's right	Symbiosis Centre for Entrepreneurship and Innovation reserves all right to reject any tender, including; of those Tenderers who fail to comply with the instructions without assigning any reason whatsoever and does not bind itself to accept the lowest or any specific tender. The decision of the SCEI in this regard will be final and binding. Any failure on the part of the contractor to observe the prescribed procedure and any attempt to canvass the work may lead to rejection of Tender.
17	Performance Security	<p>The successful tenderer will be required to furnish a Performance Security Deposit of 2% of tender amount in the form of Bank Guarantee or DD of any Nationalized Bank in the name of "Symbiosis Centre for Entrepreneurship and Innovation, Pune" payable at Pune</p> <p>The security deposit can be forfeited by order of SCEI in the event of any breach or negligence or non-observance of any condition of contractor for unsatisfactory performance or non-observance of any condition of the contract.</p> <p>Performance Security will be discharged after completion of contractor's performance obligations (for 2 years) under the contract.</p>
18	Terms & Conditions	Terms & Conditions as set out in this Tender Document shall have to be complied by the tendering firm. Offers not complying with such terms & conditions shall be ignored/ rejected at the discretion of SCEI.
19	Duties & Taxes	<p><b>GST:</b> Tenderers are requested to enclose a copy of their valid GST certificate / VAT registration number.</p> <p>Tenderers should indicate in their Bid whether the prices quoted are exclusive or inclusive of GST. They should indicate the rate of GST. In case, they are exempted from payment of GST, a copy of the Exemption Certificate issued by the appropriate authority may be furnished.</p> <p><b>Excise Duty:</b> The tenderers must clearly indicate in their bid the rate/ quantum of Excise duty applicable and payable by them irrespective of the fact whether the quoted prices are inclusive or exclusive of Excise Duty. If it is intended to ask for excise duty or any other charges extra, the same must be specifically stated. In the absence of such</p>

		<p>stipulation, it will be presumed that prices are inclusive of all such charges and no claim for the same will be entertained. They should also indicate their Excise Duty Registration. In the case of small scale industrial units, they should indicate the rates of Excise Duty in various turnover slabs.</p> <p>If a tenderer states in his bid that the Excise Duty is nil, he must intimate the basis for the same and also confirm that no Excise Duty will be charged by him under any circumstances.</p>
20	Inspection Authority and Officer	SCEI or its representative shall have the right to inspect or test the items to confirm their conformity to the ordered specifications. The supplier shall provide all reasonable facilities and assistance to the inspector at no charge to SCEI. In case any inspected or tested goods fail to conform to the specifications, SCEI may reject them and supplier shall replace the rejected goods to meet specifications required free of cost to SCEI premises.
21	Guarantee / Warranty	<p>The on-site replacement warranty shall be assured by the vendor for a reasonable as period discussed with SCEI from the date of acceptance of goods at site.</p> <p>If the supplier having been notified, fails to respond to take action to replace the defect(s) within 10 days the purchaser may proceed to take remedial action(s) as deemed fit.</p>
22	Terms of Payments	Negotiable
23	Installation and Training	<p>The qualified bidder shall supply all the spares and accessories for installation &amp; Commissioning, as may be required during initial operation of the facility till successful commissioning at SCEI premises. The bidder will have to arrange / provide for all the testing equipment &amp; tools required for successful installation, testing &amp; acceptance, maintenance etc. And also provide due training to at least one SCEI designated staff member.</p> <p>The bidder should have adequate facilities, trained manpower and staff for installation, commissioning and providing maintenance support service after the sale of the equipment.</p>
24	Risk purchase clause	<p>If the contractor fails to deliver the materials or any instalment thereof within the period fixed for such delivery or at any time repudiates the contract before the expiry of such period, CEO is entitled to cancel the contract and to repurchase the materials of the same specifications to the extent of the stores not delivered at the risk and cost of the defaulting contractor. In the event of such a risk purchase, the defaulting contractor shall be liable for any loss that CEO may sustain on that account provided the purchase, or if there is an agreement to purchase, such agreement, is made, in case of default to deliver the stores within the stipulated delivery period, within six months from the date of such default and in case of repudiation of the contract before the expiry of the aforesaid delivery, within six months from the date of cancellation of the contract of such period.</p> <p>In case any amount is outstanding to be paid to the defaulting contractor such amount should be withheld in the interest of SCEI.</p>

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25	Fall Clause	It is a condition of the contract that the price at which the Contractor will supply the materials should not exceed the lowest price charged by the Contractor to any customer during the currency of the rate contract and that in the event of the prices going down below the rate contract prices the Contractor shall promptly furnish such information to the CEO, to enable the purchaser to amend the contract rates for subsequent supplies.
26	Penalty Clause	<p>Failure and termination of contract: -If the firm fails to deliver the materials or any part thereof within the period prescribed for delivery, the CEO, SCEI shall be entitled in his opinion to take any one or more of the following steps:-</p> <p>To recover from the firm as liquidated damages assume equivalent to ½ percent of the price of the undelivered materials at the stipulated rate or each week or part thereof during which the delivery of such material may be delayed subject to a maximum limit in the case of an order not exceeding rupees one lakh in value of 10 percent &amp; in the case of an order exceeding Rs.1 Lakh in value of 5 percent of the stipulated price of the materials so undelivered. Such penalty is to be deducted always by the consignee from the bill of the firm.</p>
27	Legal Jurisdiction	The agreement shall be deemed to have been concluded in Pune, Maharashtra and all obligations here under shall be deemed to be located at Pune, Maharashtra and Court within Pune, Maharashtra will have the Jurisdiction to the exclusion of other courts.
28	Partner/Dealer	Only OEMs or authorized dealer's/channel partners of OEMs can participate in the tender. The bidder has to attach copy of a certificate of their authorized dealership/channel partnership issued from the OEM.
29	Non-Blacklist Certificate	A copy of the certificate on company letterhead, stating that the bidder hasn't been blacklisted by any institution/ organization/ society/ company of the Central / State Government ministry/department, or its public sector organizations during the last three years, with company stamp and signed by authorized signatory should also be attached.
30	Communication of Acceptance	SCEI reserves all right to split the award of tender between two or more Tenderers or to reject any tender including of those Tenderers who fail to comply with the instructions without assigning any reason whatsoever and does not bind itself to accept the lowest or any specific tender. The decision in this regard will be final and binding. Any failure on the part of the contractor to observe the prescribed procedure and any attempt to canvass the work may prejudice the contractor's quotation.

## Annexure I

## Symbiosis Centre for Entrepreneurship and Innovation

**Contractor's details: Mandatory Information, if not filled, the bid will be rejected straightway**

Supporting documents be annexed with the application form (Applications found deficient in any respect are liable to be rejected without further correspondence)

Sr.No.	Description	Information
01	Name of the Applicant/Firm	
02	Nationality	
03	Address:	Registered Office:
		Head Office:
04	Telephone Numbers	Landline No.: Mobile No.: Fax No.: E-mail Address:
05	Other Details (Supporting Required)	PAN : VAT Registration No.: GST Number:
06	Constitution	Individual Sole Proprietorship concern Partnership Firm Public Ltd. Company Pvt. Ltd. company/ Public sector enterprises

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07	Name of the Bankers with full details/orders	
08	Place of Business	
09	<p>Certificates:</p> <p>(a)</p> <p>(b)</p> <p>(c)</p>	<p>I/ We (including all partners) certify that I/ we have read the Terms and Conditions mentioned in the tender enquiry form and shall abide by them</p> <p>I/we certify that the information given is true to the best of my/our knowledge. I/we also understand that if any of the information is found wrong/false at any stage, I/we are liable to be deregistered from panel of approved contractors for doing any business dealings with SCEI or subject to any monetary penalties that be deemed fit and appropriate by SCEI. Hereby accept and agree with the Fall clause, penalty clause and Risk purchase clause for the tender no <b>T.E. No. SCEI/Tender/2018-2019/15 Due on date 22/03/2019</b></p> <p>We, the OEMs or Authorized Dealers/ Channel Partner of (name of item) do undertake that we will permit your inspectors/representatives for inspection of goods as below.</p> <p>1. Post-delivery inspection of the order</p> <p>Further we undertake to deliver the material mentioned in the tender No <b>T.E. No. SCEI/Tender/2018-2019/15</b>, due on <b>22/03/2019</b> within the stipulated delivery period mentioned in the tender form.</p>



To be printed on letter head of the company

**FORMAT 1**

No.

Date:

**No Deviation Statement**

To

Chief Executive Office

Symbiosis Centre for Entrepreneurship and Innovation,

Lavale, Pune 412115

Maharashtra State

Dear Sir,

We submit herewith a no deviation statement giving comparison of our technical offer and the specifications of the items mentioned in the tender no **T.E. No. SCEI/Tender/2018-2019/15 due on date 22<sup>nd</sup> March, 2019.**

Name of Manufacturer: -

Make & Model quoted:-

Specification of item stated in Tender Enquiry <u>step by step</u>	Specification of item offered by Bidder <u>step by step</u>	Whether there is any deviation from the tender specification (Yes/No)	If yes, indicate clearly the deviations and your justification for deviation
1	2	3	4

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To be printed on letter head of the company

**FORMAT 2**

No.

Date:

**LIST OF CUSTOMERS**

List of users in Education for verifying the quality of the material being supplied and after sales service rendered by the manufacturer.

Name of Item:-

Model No.

Sr. No.	Name and Address of the user	Contact person along with designation	Contact no., mobile no. and email address of the contact person	Purchase order No. with date	Quantity purchased	Any complaints/ Queries court matter etc. in this regard?

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T.E. No. SCEI/Tender/2018-2019/15 Date: 22 <sup>nd</sup> March, 2019			
Schedule I : Bill Of Quantities (Display)			
<u>Displays</u>			
Sr. No	Item Name	Specifications	Qty.
1.	Display 86"	<p><b>86" Interactive 4k Display with inbuilt CPU with floor mounting stand:</b></p> <p>86" interactive with 4K resolution H7 hardness screen, min Intel core i5 6th gen or above, 8 GB RAM, SSD HDD 250 GB or SATA HDD 500 GB or above, Ethernet and WiFi adaptor (2.4G and 5.0G), Bluetooth 4.0, adequate usb and hdmi ports or above, OS Windows 10 along with features like white board, on screen recorder, Wireless mobile and laptop connectivity for screen sharing, good responsive touch screen &amp; life span of 50000 hr or more with 3 years onsite warranty.</p>	2 Nos.
2	Display 75"	<p><b>75" Interactive Display with built in CPU with floor mounting stand:</b></p> <p>75" interactive with 4K resolution, H7 hardness screen, min Intel core i3 6th gen or comparative , 8 GB RAM or above, SSD HDD 120 GB or SATA HDD 500 GB or above, Ethernet and WiFi adaptor (2.4G and 5.0G), Bluetooth 4.0, adequate usb and hdmi ports or above, OS Windows 10 along with features like white board, on screen recorder, Wireless mobile and laptop connectivity for screen sharing, good responsive touch screen &amp; life span of 50000 hr or more with 3 years onsite warranty.</p>	3 Nos.
3	Installation	Equipment Installation and commissioning	1 No.

**Note:** All specification parameters are variable and it may change according to brand specifications.

**CHECKLIST OF DOCUMENTS TO BE SUBMITTED ALONG WITH THE TENDER**

The following documents should be SUBMITTED by the bidders in the form of HARDCOPY in the same order as mentioned below:

Sr. No.	Item
1.	Covering Letter for tender on the company letterhead mentioning official address, Contact No (Mobile and Landline), contact person and designation, email address and website (if available) address
2.	Copy of Certificate for OEMs or Authorized Dealers/Channel Partner for the supply of Equipment
3.	Copy of PAN card
4.	GST registration certificate
5.	Tax clearance certificate FY 2017-18
6.	Income Tax returns AND Balance Sheets for last two financial years
7.	No deviation certificate in prescribed pro-forma only (FORMAT1)
8.	References: List of customers(with whom you have done business) with complete address, name of contact persons, contact numbers and email addresses with make and model number of items sold to them to be mentioned in the tender form (FORMAT2)
9.	Annexure I (Firm's Information)
10.	Signed and Sealed Copy of Tender Document and Bill of Quantities