

**Tender Document for procurement of items with terms & conditions**  
**DST i-TBI SHARDA LAUNCHPAD, SHARDA UNIVERSITY**  
Knowledge Park-III, Greater Noida, UP-201310

The tenders received for the items **SLP/DST i-TBI/2024/ 08 to 11** in response to the tender notice dated 24/08/2024 were not sufficient for a healthy competition. Therefore, date for submission of tenders only for the items mentioned further in this document is **extended to 11th Oct. 2024**.

Sealed Tenders are invited by Sharda Launchpad Federation, Sharda University, Greater Noida-Delhi NCR for procurement of items, as specified in the tender document, to establish DST Inclusive Technology Business Incubator. The details of the items with terms and conditions are given in tender document.

Tender Processing fee	Rs. 1180 (Rs 1000.00 + GST@18%) To be paid before submitting the tender
Earnest Money Deposit	2% of the total quoted price

**List of items:**

Sr. No.	Item name	Quantity
1	Video Conferencing setup with smart board and audio (PA) system	01
2	LED Display	02
3	A3 size color printer	01
4	Online UPS 10KVA	01

**General Terms and Conditions:**

- Sealed tender documents duly filled and completed in all respect along with all required enclosures shall be submitted to Central Store, Sharda University on or before 11/10/2024 17:00 hrs.
- PAN and GST registration certificate is mandatory.
- Only DGS & D suppliers / Government e-Marketplace (GeM) users / actual manufacturers, or their authorized agents/dealers/representatives and stockist may tender. Sub-letting and assigning of contracts will not be accepted.
- The tender documents shall be accompanied with the proof of payment of non-refundable tender processing fee of Rs. 1000.00 + GST@18% (One Thousand One Hundred and Eighty Rupees) within the sealed envelope. *Copy of the proof of payment shall be submitted separately also along with sealed envelope.*

The amount shall be transferred to the following account:

Beneficiary Name: Sharda Launchpad Federation

Bank: ICICI Bank

Branch: Sharda University, Knowledge Park III, Greater Noida, UP

A/c No: 769201000052

IFSC: ICIC0007692

Type of account: Saving

- The bidder should deposit an earnest money deposit (EMD) @2% of the total quoted price with sealed tender. The amount will be accepted in the form of Bank Draft or Pay order in

- favour of “Sharda Launchpad Federation” contained within the sealed envelope.
6. The EMD shall be forfeited if the bidder withdraws his offer after the tender opening during the bid validity period or after the award of contract. The i-TBI shall not be liable for payment of any interest on EMD and security / performance deposit or any depreciation thereof. Any offer not accompanied with the EMD shall be rejected summarily as non-responsive
  7. The earnest money of the bidder whose tender is not accepted will be refunded to the bidder within 30 working days after the date of opening the technical/ financial bid.
  8. Conditional tender will not be accepted.
  9. All the rights to accept or reject the tender in part or full are reserved with the committee appointed by the i-TBI. The right to reject the lowest of any tender will remain with the i-TBI. The i-TBI may hold the selection of tender for o
  10. ne or more items or withdraw the tender notice for one or more items at any time during the entire tendering process without stating any reason thereof.
  11. Subsequently, after acceptance and allotment of successful tender, the bidders will have to enter into an agreement for providing offered items.
  12. Leaflets and Descriptive Literature: Full descriptive particulars and actual images of the equipment offered should accompany the tender. Information regarding the country of manufacture or origin of item offered should be furnished.
  13. Prices: The prices should be quoted in Indian Rupees for Indigenous items & CIF Gautam Buddha Nagar, UP should be mentioned for imports. Any Taxes, if extra, should be clearly specified. All prices should be F.O.R. Sharda University, Greater Noida, Gautam Buddha Nagar, UP.
  14. GST: Percentage of CGST/SGST/IGST should be clearly specified. GST Identification Number (GSTIN) should be furnished. Copy of the GST Registration Certificate also should be enclosed. No GST / Customs Duty Exemption Certificate, full tax may be quoted.
  15. The time for delivery shall be clearly mentioned.
  16. Payment: 100% of the cost of items will be paid within a reasonable time after the receipt of the items in good condition and in accordance with the specifications, installed and verified.
  17. Validity: The quotation should be valid at least for 90 days from the date of opening the tender and the term "the prices ruling at the time of delivery" will not be accepted.
  18. The Loss or Damage: External damages or shortages that are prima facie the results of rough handling in transit or due to defective packing will be intimated within a fortnight from the receipt of the material. Internal defects, damages of any internal parts which cannot ordinarily be exhibited on a superficial inspection though due to bad handling and transit or defective packing would be intimated within two months from the date of receipt of the stores. In either case the damaged or defective items will be replaced by the vender free of cost and the defective stores may be taken back at cost and risk of the bidder.
  19. Penalty clause: The delivery should be guaranteed by the vender under our penalty clause mentioned hereunder  
Should delivery be delayed by strike, lockouts, fire accidents or any case whatsoever, beyond the reasonable control of the contractor and whether such delay or impediment occurs before or after the time or extended time for dispatch or completion, a reasonable extension of time shall be granted. If the contractor fails in due performance of his contract, within the time fixed by the contract or any extension thereof the contractor is liable at the discretion of the purchaser to a penalty up to 4% per month of the contract value of such portion only of the materials as cannot in consequence of the delay be used during each month between the appointed or extended time as the case may be and the actual time of acceptance, but such penalty/liability for the delay shall not in any case exceed 25% of the contract value of such portion of the materials.

**GENERAL TERMS**

<b>Sr. No.</b>	<b>Parameters</b>	<b>Specifications</b>
1	Currency	INR
2	Delivery Schedule	Not later than twelve weeks
3	Delivery Terms	DDP Sharda University, Gautam Buddha Nagar, UP
4	Warranty	Three Years
5	Installation	On-site Installation and Operational Training by Authorized Personnel
6	Accessories	All adapters, cables, software and accessories for testing and calibration of equipment shall be supplied; no short supply will be accepted
7	Calibration Certificate	Accredited ISO 17025 calibration certificate where applicable shall be supplied and softcopy shared prior to dispatch
8	Documentation	All technical documents such as Datasheets, Operational Manual, Service Manual, Schematics as applicable shall be provided along with supplied material
9	Notes on Format of Technical Details in the Proposal	<ol style="list-style-type: none"> <li>1. Statement of Compliance as per specifications shall be provided along with the technical proposal</li> <li>2. Bill of Material shall be provided for complete requirement as per respective tender document;</li> <li>3. Authorization Letter from OEM where applicable shall be attached along with the technical/ commercial bid</li> <li>4. Reference list of similar supplies in India shall be provided</li> <li>5. Support plan for supplied products along with details of support hierarchy shall be provided.</li> </ol>
10	Notes on Commercial Details in the Proposal	<ol style="list-style-type: none"> <li>1. Itemized Commercial proposal shall be provided; non-itemized quotes shall not be accepted</li> <li>2. Freight, Warranty, Calibration, Support and all additional charges shall be separately and clearly highlighted in the commercial bid</li> <li>3. Optional items prices shall be highlighted separately as marked as OPTIONAL</li> <li>4. No refurbished, reused item shall be supplied</li> </ol>

**Submission of Tender Documents and Accompaniments**

The bidder shall submit the Tender and documents duly numbered, signed and stamped by the bidder or authorised representative in the serial order as given below.

<b>Sr. No.</b>	<b>Document</b>	<b>Description</b>
1	Sealed cover envelope	Full name and address of the bidder delivering the sealed cover having all tender documents should be written on the bottom left hand of the cover envelope.
2	Covering letter mentioning enclosures	A covering letter stating the checklist of items for which the bid is being submitted and list of enclosures, complete address, contact details, email address, website address etc. of the bidder.
3	Payment of the tender fees	Proof of payment of Tender Processing fee of Rs. 1000 + GST @18%

4	Payment of the Earnest Money Deposit	Demand draft/pay order on nationalized bank drawn in favour of “Sharda Launchpad Federation” payable at Greater Noida, UP for EMD must be attached. Name of the company/bidder and tender notice number should be written on the back side of the the Demand Draft / Pay order, validity of 3 months
5	GST and PAN	Self-attested copy of GST registration certificate and PAN card
6	List of clients	List of clients (minimum 3) other than Sharda University to whom the item(s) offered (same make and model) in the bid has been supplied and after sales services rendered along with contact details of one representative of the client. This will help to verify the quality and performance of the model offered by the bidder.
7	Form for NEFT/RTGS	Details to be provided in the format given below.

**Mandatory form for the NEFT / RTGS Payment to the Bidder**

Name of the bidder as per bank account	
Address of the bidder for communication	
Bidder PAN	
Bidder GST No.	
Mobile Number	
Email id	
Name of the bank	
Branch address	
Bank IFSC	
Bank account number	

I/We hereby declare that all the information provided above by me/us is true in all respect.

Note: Enclose a copy of the cancelled cheque with this form.

Date:

Name and Signature  
Designation

Company Seal:

**DST i-TBI SHARDA LAUNCHPAD**  
**SHARDA LAUNCHPAD FEDERATION**  
 SHARDA UNIVERSITY, Knowledge Park-III, Greater Noida, UP-201310

i)	Item Name	:	See schedule
ii)	Tender No.	:	See schedule
iii)	Name of the Tenderer	:	
iv)	Specification	:	Specification of the equipment offered (separate sheet may be enclosed)
See schedule of items for item details.			
v)	Item Price	:	
	Amount of CGST/SGST/IGST (% age should be clearly specified along with the amount)	:	
	Amount of Excise duty/customs duty/any other tax (% age should be clearly mentioned) along with the amount	:	
	Freight charges (F.O.R.)	:	
	Discount if any	:	
vi)	Details of maintenance	:	
vii)	Warranty period	:	
viii)	Delivery time	:	
ix)	Payment terms	:	
100% value of the items will be paid after receipt in good condition and satisfactory installation			

Date:

Place:

Firm Seal

Name and Signature

of Representative of the tenderer

Designation

**NOTE:**

1. Packing, forwarding and freight charges may be clearly mentioned for delivery of the items at the institutional premises. Rate for F.O.R. Greater Noida, Dist. Gautam Buddha Nagar, Uttar Pradesh, 201310 may also be mentioned separately.

2. The tenders should be accompanied by the following declaration on the letterhead of the company:

I/We hereby quote for the supply of stores of the rates specified in the underwritten in the manner and within the time as set forth in the terms and conditions attached thereto. The quotations furnished in the schedule below are subject to conditions set forth in the tender notice and tender forms and instructions to tender received by me/us.

**Check List of Tender Items**

<b>Sr. No.</b>	<b>Item Description</b>	<b>Amount excluding any tax/charges (INR)</b>	<b>Amount all inclusive (INR)</b>
1	<b>Video Conferencing setup with smart board and audio (PA) system (SLP/DST i-TBI/2024/08)</b>		
2	<b>LED Display (SLP/DST i-TBI/2024/10)</b>		
3	<b>A3 size color printer (SLP/DST i-TBI/2024/11)</b>		
4	<b>Online UPS 10KVA (SLP/DST i-TBI/2024/11)</b>		

**Specifications/Performance Parameters:**

1	<b>Video Conferencing setup with smart board and audio (PA) system (SLP/DST i-TBI/2024/08)</b> Ultra wide angle Camera with voice pickup, 12 or more table mic, smart display/projector with screen, Wireless control, intelligent zoom and lighting optimization
2	<b>LED Display (SLP/DST i-TBI/2024/10)</b> 75 inch smart interactive display with Windows OS, OPS and multiple networking options such as LAN, Wifi etc.
3	<b>A3 size color printer (SLP/DST i-TBI/2024/11)</b> Automatic duplex printing Multi-function (print/copy/scan) Refillable ink tank/cartridge USB, Wifi, Wifi Direct, Ethernet connectivity
4	<b>Online UPS 10KVA (SLP/DST i-TBI/2024/11)</b> Including No maintenance battery Full load Backup time 15 minutes Short circuit and overheat protection, LCD display 100% ~ 125% load 10 minutes; 125% ~ 150% load 1 minute; > 150% load on the bypass or better Bypass alarm, mains fault, load on bypass, overload, mains failure, output voltage high / low, over temperature, battery voltage high/low, short circuit, fault inverter, battery test