



**HIDAYATULLAH NATIONAL LAW UNIVERSITY,  
NAVA RAIPUR, ATAL NAGAR 493 661, CHHATTISGARH**

OFFICE OF  
THE DEPARTMENT OF STORE & PURCHASE  
HIDAYATULLAH NATIONAL LAW UNIVERSITY,  
NAVA RAIPUR, ATAL NAGAR 493 661, CHHATTISGARH

**NOTICE INVITING e-TENDER**

N.I.T. NO. : HNLU/2603/NIT/AIO/2023-24  
NAME OF WORK : Supply of 75 Units of All-In-One Desktop at Hidayatullah National Law University, Nava Raipur Chhattisgarh  
ESTIMATED COST : Rs. 48, 75,000.00  
EARNEST MONEY : Rs. 1, 22,000.00  
CONTRACT PERIOD : 1 Month  
TYPE OF WORK : Procurement of Goods

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**Contact information:**

Purchase (I/c)  
Department of Stores and Purchase  
Hidayatullah National Law University,  
Sector 40, Nava Raipur, Pin 493661  
Chhattisgarh  
Phone: +91-7587017924  
Email: purchase@hnl.ac.in  
Website: [www.hnl.ac.in](http://www.hnl.ac.in)



**HIDAYATULLAH NATIONAL LAW UNIVERSITY,  
NAVA RAIPUR, ATAL NAGAR-492 002, CHHATTISGARH**

Online bids are invited under a two-bid system from reputed and experienced agencies on behalf of the Registrar, Hidayatullah National Law University, Nava Raipur, for providing **75 units of ALL IN ONE Desktop at HNLU, Raipur** as per the following schedule.

Name of Work	<b>Supply of 75 Units of All-In-One Desktop at Hidayatullah National Law University, Nava Raipur Chhattisgarh.</b>
Tender No & date	<b>HNLU/2603/NIT/AIO/2023-24 Date: 30.09.2023</b>
Bid Submission Start date	<b>30.09.2023</b>
Estimated Cost	<b>48,75,000/-</b>
Supply / Contract Period	<b>1 Month</b>
Last Date & Time of Submission of Bids	<b>16.10.2023, 15.00.00</b>
Date of Opening of Technical Bids	<b>16.10.2023, 15.30.00</b>
Tender Fee	Rs.1,500/- (Non-refundable)
Earnest Money Deposit (EMD)	Rs.1,22,000/- (refundable)
<b>Performance Security</b> Performance Bank Guarantee (PBG) or Security Deposit (SD)	5% of Tendered Value.

In the event of any of the above-mentioned dates being declared as a holiday / closed day, the bids will be opened on the next working day at the appointed time. Manual bids shall not be entertained. Copy of the bid document is available in e-WIZARD Portal <https://hnluewizad.in> and University website i.e. [www.hnlue.ac.in](http://www.hnlue.ac.in). Instructions regarding submission of online bids are available at URL: <https://hnluewizad.in>. Please keep visiting our website for any corrigendum/amendments and submit the bid documents accordingly. Changes made in the tender documents due to reasons beyond the control of the University will be uploaded on the website only and no additional notification will be issued in any newspaper.

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## Section - I

### **PROCEDURE FOR SUBMISSION OF E-TENDER**

The bidders are required to submit soft copies of their bid electronically on the ITI e-Wizard Portal using valid Digital Signature Certificates. Below mentioned instructions are meant to guide the bidders for registration on the e-Wizard Portal, prepare their bids in accordance with the requirements and submit their bids online on the ITI e-Wizard Portal. For more information, bidders may visit the ITI e-Wizard Portal <https://hnl.u.ewizard.in>

#### **1) REGISTRATION PROCESS ON ONLINE PORTAL**

- a) Bidders to enroll on the e-Procurement module of the portal <https://hnl.u.ewizard.in> by clicking on the link "Bidder Enrolment" as per portal norms.
- b) The bidders to choose a unique username and assign a password for their accounts. Bidders are advised to register their valid email address and mobile numbers as part of the registration process. These would be used for any communication from the e-Wizard Portal.
- c) Bidders must provide the details of PAN and other registration details as applicable and submit the related documents. The user id will be activated only after submission of complete details. After completion of registration payment, you can also send your acknowledgement copy on our help desk mail id [ewizardhelpdesk@gmail.com](mailto:ewizardhelpdesk@gmail.com) for activation of your account.
- d) The bidders must ensure to get themselves registered on the portal at least 1 week before the tender submission date and get trained on the online tender submission process. For tender submission and registration process bidders are advised to refer respective manuals on website. Tender inviting Authority/Department will not be held responsible for any sort of delay or the difficulties faced during the submission of bids online by the bidders due to local issues like internet connectivity/PC speed/etc
- e) Bidders to register upon enrolment their valid Digital Signature Certificate (DSC: Class III Certificates with signing key and encryption usage) issued by any Certifying Authority recognized by CCA India with their profile.
- f) A bidder should register only one valid DSC. Please note that the bidders are responsible to ensure that they do not lend their DSCs to others, which may lead to misuse. Foreign bidders are advised to refer "DSC details for Foreign Bidders" for Digital Signature requirements on the portal.
- g) Bidder then logs in to the site through the secured login by entering their user ID/password and the password of the DSC / e-Token.

#### **2) Tender Document Search**

- a) Various built-in options are available in the e-Wizard Portal to facilitate bidders to search active tenders by several parameters. These parameters include Tender ID, organization, location, date, value, etc.

- b) There is also an option of advanced search for tenders, wherein the bidders may combine a number of search parameters such as organization name, a form of contract, location, date, other keywords, etc. to search for a tender published on the Online Portal.
- c) Once the bidders have selected the tenders they are interested in, they may download the required documents/tender schedules. These tenders can be moved to the respective '**Interested Tenders**' folder. This would enable the Online Portal to intimate the bidders through SMS / e-mail in case there is any corrigendum issued to the tender document.
- d) The bidder should make a note of the unique Tender ID assigned to each tender, in case they want to obtain any clarification/help from the Helpdesk.

### **3) Bid Preparation**

- a) Bidder should take into account any corrigendum published on the tender document before submitting their bids.
- b) Please go through the tender advertisement and the tender document carefully to understand the documents required to be submitted as part of the bid.
- c) Please note the number of covers in which the bid documents have to be submitted, the number of documents - including the names and content of each of the document that needs to be submitted. Any deviations from these may lead to rejection of the bid.
- d) Bidder, in advance, should get ready the bid documents to be submitted as indicated in the tender document/schedule and generally, they can be in PDF/XLS/PNG, etc. formats.

### **4) Bid Submission**

- a) Bidder to log into the site well in advance for bid submission so that he/she uploads the bid in time i.e., on or before the bid submission time. Bidder will be responsible for any delay due to other issues.
- b) The bidder to digitally sign and upload the required bid documents one by one as indicated in the tender document.
- c) Bidders must pay required payments (Form fee, EMD, Tender Processing Fee etc) as mentioned before submitting the bid
- d) Bidder to select the payment option mode as specified in the Schedule (EMD/FORM FEE Section) to pay the form fee/ EMD wherever applicable and enter details of the instrument.

- e) A standard BoQ format has been provided with the tender document to be filled by all the bidders. Bidders to note that they should necessarily submit their financial bids in the prescribed format and no other format is acceptable.
- f) The server time (which is displayed on the bidders' dashboard) will be considered as the standard time for referencing the deadlines for submission of the bids by the bidders, the opening of bids, etc. The bidders should follow this time during bid submission.
- g) All the documents being submitted by the bidders would be encrypted using PKI encryption techniques to ensure the secrecy of the data, which cannot be viewed by unauthorized persons until the time of bid opening.
- h) The uploaded tender documents become readable only after the tender opening by the authorized bid openers.
- i) Upon the successful and timely submission of bids, the portal will give a successful bid submission message & a bid summary will be displayed with the bid no. and the date & time of submission of the bid with all other relevant details.
- j) Kindly have all relevant documents in a single PDF file.
- k) The off-line tender shall not be accepted and no request in this regard will be entertained whatsoever.

## 5) Amendment of bid document

At any time prior to the deadline for submission of proposals, the institutions reserve the right to add/ modify/ delete any portion of this document by the issuance of a Corrigendum, which would be published on the website and will also be made available to the all the Bidder who has been issued the tender document. The Corrigendum shall be binding on all bidders and will form part of the bid documents.

## 6) Instruction to Bidders

- a) Process for Bid submission through ITI Ewizard portal is explained in Bidder Manual. Bidders are requested to download Bidder Manual from the home page of website (<https://hnl.u.ewizard.in>). Steps are as follows:

**(Home page    ⇒    Downloads    ⇒    Bidder Manuals).**

- b) The tenders will be received online through portal <https://hnl.u.ewizard.in>. In the Technical Bids, the bidders are required to upload all the documents in .pdf format.
- c) Possession of Valid Class III Digital Signature Certificate (DSC) in the form of smart card/ e-Token is a prerequisite for registration and participating in the bid submission activities through <https://hnl.u.ewizard.in>. Digital Signature Certificates can be

obtained from the authorized certifying agencies, details of which are available on the web site <https://hnluewizard.in> under the link 'DSC help'.

Tenderers are advised to follow the instructions provided in the 'User Guide and FAQ' for the e- Submission of the bids online through the ITI e-Wizard Portal for e-Procurement at <https://hnluewizard.in>

- a) The bidder has to “**Request the tender**” to portal before the “**Date for Request tender document**”, to participate in bid submission.
- 7) All entries in the tender should be entered in online Technical & Commercial Formats without any ambiguity.
- 8) The tender document containing eligibility criteria, scope of work, terms & conditions, and draft agreement can be downloaded from the Website [www.hnlu.ac.in](http://www.hnlu.ac.in). Those who download the tender document from Website should pay a **Tender fee of Rs 1500/- (Rupees One Thousand only)** through online transfer mode only i.e. Debit Card/Credit Card/Net Banking.
- 9) The bidder shall pay **Bid Security (EMD) of Rs. 1, 22,000.00 (Rupees Own Lakh Twenty Two Thousand only)** through online transfer mode only i.e. Debit Card/Credit Card/Net Banking along with the technical bid. Bids received without Earnest Money Deposit (EMD) shall stand rejected and thus shall not be considered for evaluation etc. at any stage.
- 10) Any order resulting from this e-tender shall be governed by the terms and conditions mentioned therein.
- 11) No deviation to the technical and commercial terms & conditions allowed.
- 12) The tender inviting authority has the right to cancel this e-tender or extend the due date of receipt of the bids

### Technical Support

Tel: 011-49606060, [ewizardhelpdesk@gmail.com](mailto:ewizardhelpdesk@gmail.com)  
Tariq Anwar: 9355030608, [eprochelpdesk.35@gmail.com](mailto:eprochelpdesk.35@gmail.com)  
Saikat Pal: 9355030620, [eprochelpdesk.38@gmail.com](mailto:eprochelpdesk.38@gmail.com)

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## Section - II

### **GENERAL INSTRUCTIONS TO BIDDERS**

1. **Scope of Work:** Supply of 75 Units of All-In-One Desktop at Hidayatullah National Law University, Nava Raipur Chhattisgarh as per the specification mentioned in section – V (Technical Specification).
2. **Locations for the Supply and Installation & Warranty Services:** The entire products as described in Schedule of Requirements at Section - VI must be supplied, installed & supported at Hidayatullah National Law University, Nava Raipur Chhattisgarh.
3. **Time of Supply:** All the items covered in the Schedule of Requirements at Section – VI must be supplied within 3-4 weeks from the date of placement of work / purchase order. Supplier should complete the installation within two weeks from the date of supply.

#### **4. Amendment to Bidding Documents**

- 1) At any time prior to the deadline for submission of bids, HNLU may, for any reason, whether on its own initiative or in response to the clarification request by a prospective bidder, modify the bid document.
- 2) The amendments to the tender documents, if any, will be notified by release of Corrigendum. Notice on the institute website against this tender. The amendments/ modifications will be binding on the bidders.
- 3) HNLU at its discretion may extend the deadline for the submission of bids if it thinks necessary to do so or if the bid document undergoes changes during the bidding period, in order to give prospective bidders time to take into consideration the amendments while preparing their bids.

#### **5. Preparation of Bids**

Bidder should avoid, as far as possible, corrections, overwriting, erasures or postscripts in the bid documents. In case however, any corrections, overwriting, erasures or postscripts have to be made in the bids, they should be supported by dated signatures of the same authorized person signing the bid documents. However, bidder shall not be entitled to amend/ add/ delete/ correct the clauses mentioned in the entire tender document.

#### **6. Forfeiture of EMD**

- 1) In case of the bidder whose offer is accepted, the EMD will be returned on submission of Security Deposit. However, if the return of EMD is delayed for any reason, no interest/ penalty shall be payable to the bidder.
- 2) The successful bidder, on award of contract/ order, must send the contract/ order acceptance in writing, within 15 days of award of contract/ order, failing which the EMD will be forfeited and the order will be cancelled.
- 3) If the bidder withdraws the bid during the period of bid validity specified in the tender.



## **7. Period of validity of bids**

- 1) Bids shall be valid for minimum 90 days from the date of submission. A bid valid for a shorter period shall stand rejected.
- 2) HNLU may ask for the bidder's consent to extend the period of validity. Such request and the response shall be made in writing only. The bidder is free not to accept such requests without forfeiting the EMD / BG. A bidder agreeing to the request for extension will not be permitted to modify his bid.

## **8. Deadline for Submission of Bids – online only**

- 1) The Bid documents shall be neatly arranged. They should not contain any terms and conditions, printed or otherwise, which are not applicable to the Bid. The conditional bid will be summarily rejected.
- 2) HNLU may extend this deadline for submission of bids by amending the bid documents and the same shall be suitably notified on its website.
- 3) HNLU shall not be responsible and liable for the delay in submission of the bid for whatsoever reason.

## **9. Bid Opening & Evaluation of Bids**

- 1) The technical bids will be evaluated in two steps.
  - a.) The bids of eligibility bidders only will be evaluable based on eligibility criteria mentioned in Section III (Eligibility and Qualification Criteria) of the tender documents.
  - b.) The technical bids of only the shortlisted eligible bidders shall be evaluated based on technical specifications stipulated at Section – V (Technical Specifications).
- 2) The bidders whose technical bid is found to meet both the requirements as specified above will qualify for opening of the commercial bid.
- 3) The duly constituted Tender Evaluation Committee (TEC) shall evaluate the bids. The TEC shall be empowered to take appropriate decisions on minor deviations, if any.
- 4) The bidder's name, bid prices, discounts and such other details considered as appropriate by HNLU, will be announced at the time of opening of the commercial bids.

## **10. Comparison of Bids**

- 1) Only the short-listed bids from the technical evaluation shall be considered for financial comparison.
- 2) The bids shall be evaluated on the basis of total price quoted in the financial bid.
- 3) The bids shall be evaluated on the basis of the total prices including all taxes and duties as per the details mentioned in section VII (Financial Bid Format).

## **11. Purchase Order**

- i) HNLU issue purchase order to the eligible bidder whose technical bid has been accepted and determined as the lowest evaluated financial bid based on the Grand Total calculated of all items. However, HNLU reserves the right and has sole discretion to reject the lowest evaluated bid.
- ii) If more than one bidder happens to quote the same lowest price, HNLU reserves the right to decide the criteria and further process for awarding the contract, decision of HNLU shall be final for awarding the contract.

## **12. Purchaser's Right to amend / cancel**

1. HNLU reserves the right to amend the eligibility criteria, commercial terms & conditions, scope of supply, technical specifications etc.
2. HNLU reserves the right to cancel the entire tender without assigning any reasons thereof.
3. HNLU reserves the right to place part orders.

## **13. Corrupt or Fraudulent Practices**

1. It is expected that the bidders who wish to bid for this project have the highest standards of ethics.
2. HNLU will reject bid if it determines that the bidder recommended for award has engaged in corrupt or fraudulent practices while competing for this contract.
3. HNLU may declare a vendor ineligible, either indefinitely or for a stated duration, to be awarded a contract if it at any time determines that the vendor has engaged in corrupt and fraudulent practices during the award / execution of contract.

## **14. Interpretation of the clauses in the Tender Document / Contract Document**

In case of any ambiguity/ dispute in the interpretation of any of the clauses in this Tender Document, the interpretation of the clauses by Hon'ble Vice Chancellor, HNLU shall be final and binding on all parties.

### **Section – III**

## **Eligibility and Qualification Criteria**

The bidder / Company / Firm / Agency having following minimum qualification are eligible to apply:

1. The Bidder may be a proprietary firm; partnership firm; Company; Corporate body legally constituted and registered who possesses the required licenses, registrations etc. as per law.
2. The bidder shall have the following Registrations and details the same as provided in the Technical Bid:
  - (a) GST Registration Certificate
  - (b) PAN Card Certificate
  - (c) Valid Bank Account Details
  - (d) Partnership deed / Incorporation Documents
3. The bidder must be solvent having a net worth of at least Rs. 20 lakhs. The proof of Solvency certificate of Rs. 20 Lakhs from any scheduled bank must be submitted.
4. The Bidder must have at least 3 years' of relevant experience in supply of services / products to State Government / Central Government / PSU / Government Institutions etc. A performance certificate from such institutions must be uploaded.
5. Proof of financial statement for three financial years with the Income-tax return, which must have at least an annual turnover of Rs.1.5 cores in the last three financial years.
6. There should be no case pending with the police against the Proprietor / Firm / Partner or the Company (Agency).
7. The bidder must not be blacklisted by any Government Departments / PSUs / Autonomous organization. A self attested undertaking must be uploaded in this regard.
8. Committee also reserves the right to modify the stipulated eligibility criteria at any time during the tenure of procurement.
9. The committee reserves the right to reject the technical bid if any of the above condition is not satisfied.
10. If in the view of bidder, any exemption/ relaxation are applicable to them from any of the eligibility requirements, under any Rules/ process/ Guidelines/ Directives of Government of India, bidder may submit their claim for the applicable exemption/ relaxation, quoting the valid Rule/ process/ Guidelines/ Directives. In this case the bidder must submit necessary and sufficient documents along with the technical bid, in support of his claim. The applicability of exemptions and /or validity of documents

submitted by the bidders will be evaluated by the bid evaluation committee during technical evaluation of bids.

*Note: The bidders should provide sufficient documentary evidence to support the eligibility Criteria. HNLU reserves the right to reject any bid not fulfilling the eligibility criteria.*

## SECTION- IV

### **General Conditions of Contract (GCC)**

#### **1. Prices:**

- 1) Prices should be quoted only on FOR Basis and should be inclusive of all taxes and duties.
- 2) The statutory taxes and duties applicable at the time of supply of material shall be applicable and will be reimbursed on submission of requisite documents/ proofs as per the relevant Government Notification.
- 3) In case due to any error/ oversight, the GST quoted by the bidder is less than the rate as per tariff, the bidder will not be permitted to rectify the error/oversight. The orders/ contract will be placed for the total amount including the (lower)rate/s quoted by the bidder, with reduced basic amount to the extent of in tax/duty amount, so that the total amount (basic + actual rate as per), remains same (quoted basic + quoted rate). The difference amount payable, if any between the quoted rate and actual rate as per tariff (without exemption) shall be borne by the bidder. The exemption certificate, if applicable, will be issued on the reduced basic amount only.

#### **2. Performance Security**

To ensure due performance of the contract, The bidder has to submit a Performance Bank Guarantee (PBG) or Security Deposit (SD) within fifteen days (15) days from the date of the issue of supply order of an amount equal to ten percent (5%) of the total value of the contract, valid up to sixty (60) days beyond after the date of completion of all contractual obligations by the supplier, including the warranty obligations initially valid for a period of minimum 36 months from the date of Notification of Award.

Performance security may be furnished in the form of Insurance Surety Bond, account payee demand draft, fixed deposit receipt from a commercial bank, bank guarantee issued/confirmed from any of the commercial bank in India, or online payment in an acceptable form, safeguarding the purchaser's interest in all respects.

#### **3. Completeness Responsibility**

Notwithstanding the scope of work, engineering, supply and services stated in bid document, any equipment or material, engineering or technical services which might not be even specifically mentioned under the scope of supply of the bidder and which are not expressly excluded there from but which – in view of the bidder - are necessary for the performance of the equipment in accordance with the specifications are treated to be included in the bid and has to be performed by bidder. The items which are over & above the scope of supply specified in the Schedule of Requirements may be marked as “Optional Items”.

#### **4. Warranty**

All the equipment's and components supplied must have 3 (Three) year warranty covering all parts & labour starting from the date after the successful installation, during the warranty period. The Supplier warrants that all the Goods are new, unused, and of the most recent or current models, and that they incorporate all recent improvements in design and materials, unless provided otherwise in the Contract. The supplier further warrants that all Goods supplied under this contract shall have no defect arising from design, materials or workmanship (except when the design and/or material is required by the Purchaser's specifications) or from any act or commission of the supplier. The warranty should be comprehensive on site, repair/replacement basis free of cost. The defects, if any, during the guarantee/warranty period are to be rectified free of charge by arranging free replacement wherever necessary. Goods requiring warranty replacements must be replaced on a free of cost basis. Collecting of faulty Hardware from onsite and provisioning the replacement of Hardware under warranty at onsite shall be the responsibility of the supplier. HNLU reserves the right to invoke the Performance Bank Guarantee submitted by bidder, in case:

- a) Supplied equipment & Software components fail to achieve the performance as stipulated in this document and / or
- b) The bidder fails to provide the warranty and other services in scheduled time frame, as stipulated in this document, penalty clauses mentioned under point 7 of this tender shall be applicable.

The successful bidder will have to submit the Warranty Certificate for the material.

## 5. Payment

INR Payment by NEFT – 100% against delivery, Installation, commissioning, acceptance by HNLU.

## 6. Name of Consignee and Delivery Location

Registrar,  
Hidayatullah National Law University,  
Sector 40, Nava Raipur, Pin 493661  
Chhattisgarh  
Phone: +91-7587017924  
Email: purchase@hnl.ac.in  
**Website: www.hnl.ac.in**

## 7. Liquidated Damage

HNLU reserves the right to levy penalty @ of 0.5 % of order value per week of delay in supply and / or installation, beyond the schedule as mentioned in this tender document subject to maximum of 10% of the order value.

HNLU reserves the right to cancel the order in case the delay is more than 02 weeks from stipulated time of delivery. The delay in delivery and/or installation not attributed to supplier viz. delay in site preparation, delay in submission of required documents etc. and the conditions arising out of Force Majeure will not be considered for the purpose of calculating penalties.

## **8. Force Majeure**

HNLU may consider relaxing the penalty and delivery requirements, as specified in this document, if and to the extent that, the delay in performance or other failure to perform its obligations under the contract is the result of a Force Majeure.

Force Majeure is defined as an event of effect that cannot reasonably be anticipated such as acts of God (like earthquakes, floods, storms etc.), acts of states / state agencies, the direct and indirect consequences of wars (declared or undeclared), hostilities, national emergencies, civil commotion and strikes at successful Bidder's premises or any other act beyond control of the bidder.

## **9. Arbitration**

All disputes/claims of any kind arising out of supply, commissioning, acceptance, warranty maintenance etc. under this Contract, shall be referred by either party (HNLU or the bidder) after issuance of 30 days' notice in writing to the other party clearly mentioning the nature of dispute to the Sole Arbitrator appointed by mutual consent. The venue for arbitration shall be Raipur. The arbitration proceedings shall be conducted in English and as per the provisions of Indian Arbitration and Conciliation Act, 1996. The decision of the Arbitrator shall be final and binding on both the parties.

## **10. Jurisdiction**

The disputes, legal matters, court matters, if any shall be subject to Raipur jurisdiction only.

## **11. Indemnity**

Selected bidder shall save, indemnify and hold harmless HNLU from any third-party Govt. Claims, losses penalties, if any, arising in connection with this Contract

## **12. Assignment**

Selected bidder/ Party shall not assign, delegate or otherwise deal with any of its rights or obligations under this Contract without prior written permission of HNLU.

## **13. Severability**

If any provision of this Contract is determined to be invalid or unenforceable, it will be deemed to be modified to the minimum extent necessary to be valid and enforceable. If it cannot be so modified, it will be deleted and the deletion will not affect the validity or enforceability of any other provision.

## **14. Unloading**

The bidder should ensure to unload all the materials (equipment and other related accessories etc) to the installation site at HNLU. Unloading of the goods at HNLU is the responsibility of the bidder. No manpower will be provided by HNLU.

**SECTION- V**

**TECHNICAL SPECIFICATION**

The Technical Data Sheet for supply of 75 Units of All-in-one Desktops is as follows:

<b>S.N.</b>	<b>Description</b>	<b>Specification</b>
1)	Make	ASUS / Lenovo / Dell
2)	Color	Black
3)	Operating System	Windows 11 Home / Professional (Lifetime License)
4)	Processor	Minimum Intel® Core™ i5 (12 <sup>th</sup> Generation) (1.3 GHz)
5)	Display	<ul style="list-style-type: none"><li>• Non-Touch screen</li><li>• Minimum 60.45cm (23.8 inch), FHD (1920 x 1080) 16:9, IPS-level Panel, Anti-glare display</li></ul>
6)	Memory	Minimum 8GB DDR4 3200 MHz with extendable slot
7)	Storage	Minimum 512GB M.2 NVMe™ PCIe® 3.0 SSD
8)	Minimum I/O Ports	2x USB 1x HDMI 1x 3.5mm audio jack 1x RJ45 Gigabit Ethernet
9)	Camera	Minimum 720p HD camera
10)	Audio	Built-in microphone Built-in speakers
11)	Network and Communication	Wi-Fi 6 + Bluetooth® 5.3 Wireless Card
12)	Microsoft Office	Minimum Office Home and Student 2021
13)	Keyboard and Mouse	Wireless
14)	Easily Upgradable	YES
15)	Warranty	3 Years

Place.....

Date.....

.....  
(Signature of Bidder with seal)

.....  
Name of Authorised Person



**SECTION- VI**

**SCHEDULE OF REQUIREMENT**

<b>Sl. No.</b>	<b>Item Description</b>	<b>Qty</b>	<b>Technically Complied (Y/N)</b>	<b>Deviation, if any</b>	<b>Remarks</b>
1.	ALL IN ONE Desktop (Configuration as per Technical Specification – Section V)	75			

Place.....

Date.....

.....  
(Signature of Bidder with seal)

.....  
Name of Authorised Person

**SECTION- VII**

**FINANCIAL BID FORMAT**  
**(To be submitted through Online Portal)**

**TENDER FOR SUPPLY OF 75 Units of ALL IN ONE DESKTOP AT HNLU RAIPUR**

S. No.	Item Description	Per Unit Price (in Rupees)  (A)	Per Unit GST Amount (in Rupees)  (B)	Total Price of Per Unit Including GST (in Rs.)  (C)  (C = A+B)	Total Value of 75 Units  (D)  (75 x C)
1	ALL IN ONE Desktop  (Configuration as per Technical Specification – Section V)				

Total Value of 75 Units in Figures (Rounded-off to two decimal places): \_\_\_\_\_  
In words (Rounded-off to two decimal places): \_\_\_\_\_

**Notes:**

1. The quoted total price is inclusive of all taxes / duties, freight charges and installation charges.
2. The rate quoted above is firm in nature and nothing extra on any ground / circumstance shall be paid.
3. If there is a discrepancy between the unit price and total price, then the total value of 75 units (mentioned in D) shall prevail.
4. The Total Price of 75 Units must be quoted on figures and words.
5. There would be no increase in rates during the Contract period except provision under the terms & Conditions.
6. The offers remain valid for 6 months from date of acceptance of order.
7. All the terms and condition mentioned in the tender document are accepted.

**Declaration by the Bidder:**

This is to certify that I/We before signing this tender have read and fully understood all the terms & conditions contained herein and undertake myself/ourselves to abide by them.

Place.....

Date.....

.....  
(Signature of Bidder with seal)

.....  
Name of Authorised Person

**SECTION- VIII**

**BANK GUARANTEE FORM FOR PERFORMANCE SECURITY**

To  
The Registrar  
Hidayatullah National Law University  
Nava Raipur, Chhattisgarh  
493 661

WHEREAS \_\_\_\_\_ (Name and address of the supplier) (Hereinafter called "the supplier") has undertaken, in pursuance of contract no \_\_\_\_\_ dated \_\_\_\_\_ to supply (description of goods and services) (herein after called "the contract").

AND WHEREAS it has been stipulated by you in the said contract that the supplier shall furnish you with a bank guarantee by a scheduled commercial bank recognised by you for the sum specified therein as security for compliance with its obligations in accordance with the contract;

AND WHEREAS we have agreed to give the supplier such a bank guarantee;

NOW THEREFORE we hereby affirm that we are guarantors and responsible to you, on behalf of the supplier, up to a total of \_\_\_\_\_ (Amount of the guarantee in words and figures), and we undertake to pay you, upon your first written demand declaring the supplier to be in default under the contract and without cavil or argument, any sum or sums within the limits of (amount of guarantee) as aforesaid, without your needing to prove or to show grounds or reasons for your demand or the sum specified therein.

We hereby waive the necessity of your demanding the said debt from the supplier before presenting us with the demand.

We further agree that no change or addition to or other modification of the terms of the contract to be performed there under or of any of the contract documents which may be made between you and the supplier shall in any way release us from any liability under this guarantee and we hereby waive notice of any such change, addition or modification.

This guarantee shall be valid up to 38 months from the date of satisfactory installation of the equipment i.e. up to ----- (indicate date).

.....  
(Signature with date of the authorised officer of the Bank)

.....  
Name and designation of the officer

.....  
Seal, name & address of the Bank and address of the Branch

**SECTION- IX**

**FORM FOR DETAILED INFORMATION BY BIDDER**

**(Vendor Details)**

1.	Name of the Bidder	
2.	Permanent Account No (PAN)	
3.	Particulars of Bank Account	
	a) Name of the Bank	
	b) Account Number	
	c) Name of the Branch	
	d) Branch Code	
	e) Address	
	f) City Name	
	g) Telephone / Mobile No	
4.	Legal status of the bidder (attach copies of original document defining the legal status a) An Individual b) A proprietary firm c) A firm in partnership d) A limited company or Corporation	
5.	GST Registration Certificate No	
6.	Valid Email ID of the Bidder	
7.	Complete Postal Address of the bidder	
8.	PAN NO.	

Place.....

Date.....

.....  
(Signature of Bidder with seal)

.....  
Name of Authorised Person

**SECTION- X**

**CHECKLIST**

<b>Sl. No.</b>	<b>Document Description</b>	<b>Enclosed Yes/ No</b>	<b>Page No.</b>	<b>Remarks</b>
1.	Have you submitted copy of the Copy of Registration Certificate In case of Firm / Company or Shop & Establishment Registration (Gumasta License) for Proprietor			
2.	Have you submitted copy of the GST Registration Certificate			
3.	Have you submitted copy of the PAN Card			
4.	Have you submitted copy of the Bank Statement last 3 months			
5.	Have you submitted copy of the Bank Solvency Certificate			
6.	Have you submitted copy of the order(s) / Experience Certificate and end user certificate of Similar Work?			
7.	Have you submitted copy of the Annual Turnover of the last three financial Year with Audited balance sheet and copy of income tax return certificate			
8.	Have you submitted copy of the Self declaration regarding police case and black listing in any organization			
9.	Signed copy of Annexure wherever applicable			
10.	Any other document			
11.	Have you submitted the Vender Details as in Section IX in respect of all orders?			
12.	Final Check: Have you submitted all the papers starting from Section VI to Section XV duly sign and seal as well as other required documents as Technical Bid?			

I / We do hereby declare that all the above mentioned documents are enclosed as per the tender document.

Place.....

Date.....

.....  
(Signature of Bidder with seal)

.....  
Name of Authorised Person