

KANNUR UNIVERSITY, DEPARTMENT OF INFORMATION TECHNOLOGY
MANGATTUPARMBA CAMPUS, KANNUR, KERALA 670567

**TENDER DOCUMENT FOR THE PURCHASE OF 4 LAPTOPS AS PART OF THE SPECIAL
EDUCATION PROJECT UNDER THE SCERT AND KANNUR UNIVERSITY**

Name of the item	Purchase of Laptops
Tender Notice No.	DIT/SCERT/PURCHASE/2023
Last date for receipt of Tender:	11-09-2023- 17:00 Hrs
Date and time of opening of Tender:	14-09-2023 – 11:00 Hrs
EMD:	Rs 3000
Period of completion of Supply with Bills	Within 10 days on receipt of the purchase order.
Warranty Period	3 years
Address of the officer from whom tender forms can be obtained and to whom Tenders are to be submitted	Principal Investigator , SCERT Project Dept. of Information Technology, Kannur University – Mangattuparamba Campus Kannur University Campus PO- 670567 Kannur – Kerala

1. OVERVIEW OF WORK

As part of SCERT funded project under The Department of Information Technology, Mangattuparumba Campus , Kannur University, there is a requirement for 4 Laptops. The Department of IT is looking for vendors who can supply this product the earliest.

2. SPECIFICATION OF THE PRODUCT

- Intel i7 Processor (12th or higher Generation)
- 16 GB RAM
- Minimum: 512GB SSD
- Minimum 15.6 Inch Display
- Graphics Card (Desirable)

SUMMARY OF REQUIRED PRODUCT

S. No	Product	Quantity
1.	Laptop	4 No.
(Preferably HP , DELL or similar)		

CHECKLIST

S. No	Description	Attach ed(Y/ N)
01	Scanned copy of Preliminary Agreement in Kerala Stamp paper of Rs.200/-as per format	
02	Warranty details	
03	Copy of GST payment receipt of Tender fee(<i>18%of tender fee</i>){ <i>MSME firms attach MSME certificate/UDYAM registration certificate</i> }	
04	Scanned copy of valid registration certificate, GST and PAN card of Bidder	
05	Detailed Technical Specification of each supplying product	

TERMS AND CONDITIONS

- 1) Tenderers shall keep their rate for a period of 120 days.
- 2) Tender fee and EMD for each item as given below should be remitted through SBI Internet banking/ online NEFT transaction as indicated in the-Tender notice.

Sl.No	Item	Tender Fee(exc IGST)	Tender Fee(18 %GST)	EMD
1.	Laptop	600	108	3000
TOTAL		Rs 600	Rs 108	Rs 3000

- 3) The bidder should upload along with his tender a preliminary agreement executed and signed in Kerala Stamp Paper of value of **Rs.200/-** as per format given.
- 4) The total rate tendered should be inclusive of all taxes and other charges.
- 5) The firm should ensure quick back up response in case of Laptop failure which should be replaced / repaired if needed, within 48 hours of the distress call.
- 6) The bidder should have own functional service center or authorized functional service centers in Kannur or nearby Kannur with adequate stock of spares.
- 7) Any amendment/corrigendum to this tender will be published on the website.
- 8) Profile of Bidder as per Annexure I shall be provided.

GSTIN32AAAGK0152J1ZT

ANNEXURE1**BIDDERPROFILE**

Sl. No	Particulars	
Details of bidder (Firm/Company)		
1	Name	
2	Address	
3	Telephone & Mob	
4	Email & website	
Details of Authorized Person		
5	Name	
6	Address	
7	Telephone & Email	
Information about the company		
8	Status of Company (Public Ltd./Pvt. Ltd)	
<i>Details own functional service center or authorized functional service centers in Kannur or nearby.</i>		
9	Number of Professionals	
10	Service Tax Registration Number	

11	Income Tax Registration Number (PAN)	
12	GST Registration Number	

Signature of the Bidder

ANNEXURE-2

Preliminary Agreement

Articles of agreement executed on this the.....day
of..... between the Head of
the Department, Kannur University (here in after referred to as “the University”) of
the one part and Shri.....
(H.E.name and address of the tenderer) (here in after referred to as “the bounden”) of
the other part. WHEREAS in response to the Notification No.....
.....dated the bound enhanced submitted to the University a tender for
the.....Specification there in subject to the terms and conditions
contained in the said tender; WHEREAS the bound enhasal so deposited with the
University a sum of Rs.....as earnest money for execution of an
agreement undertaking the due fulfilment of the contract in case his tender is accepted
by the University NOW THE SEPRESENTS WITNESS and it is here by mutually
agreed as follows:

- a) In case the tender submitted by the bounden is accepted by the University and the
Contract for.....is awarded to the bounden, the bounden shall
within.....days of acceptance of his tender execute an agreement with the
University incorporating all the terms and conditions under which the
University accepts his tender.

b) In case the bounden fails to execute the agreement as a foresaid in cooperating the terms and conditions governing the contract, the University shall have power and authority to recover from the bound if any loss or damage caused to the University by such breach as maybe determined by the University by appropriating the earnest money deposited by the bounden if the earnest money is found to be inadequate the deficit amount may be recovered from the bounden his properties movable and immovable in the manner here in after contained.

.c) All sums found due to the University under or by virtue of this agreement shall be recoverable from the bounden and his properties movable and immovable under the provisions of the Revenue Recovery Act for the time being in forecast though such sums are arrear soft and revenue and in such other manner as the University may deem fit.

In witness where of Shri.....(name and designation)

for and on behalf of the University and Shri.....

..... Bounden have here unto set their hands the day and year shown against their respective signatures Signed by Shri.....(date).....

In the presence of witnesses:

1.

2.