



DR. BHIM RAO AMBEDKAR COLLEGE  
(University of Delhi)



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Ref: BRAC/Desktop/2017-18/ 668

Dated: 15-09-2017

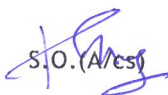
**Sub: - Quotation for Purchase and Installation of 30 Desktop**

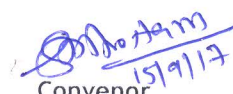
Sir/Madam,

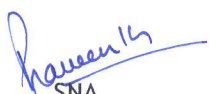
1. Sealed quotations (Technical & Financial to be put in 2 sealed envelopes separately) addressed to the Principal as applicable are invited from experienced and established agencies/ service providers empaneled with appropriate agencies for supply and Installation of Desktop.
2. Agency should not have been blacklisted by any agency etc. Its Rates/Prices should be valid for at least one year after the date of awarding the tender. Service Tax/VAT etc. as applicable should be mentioned separately. Any effort by the bidder to influence the college in the process of examination, clarification, evaluation and comparison of bids and decision concerning award of contract may result in rejection of the bidder's bid.
3. Please ensure: (A) Quotations including for additional page and copy; (B) Demand Draft; (C) Firm/ Proprietor's Profile are also enclosed. Any Prospective bidder requiring any clarification on the bid should notify through e-mail at the mailing address info@drbramedkarcollege.ac.in and may see samples kept with A.O. However, the quotations which are not complete in all respects shall be ignored and no correspondence or enquiry will be entertained.
4. Your quotations must enclose: (i) supporting documents as required in Annexure I (ii) list of clients for work done during the last three years (iii) demand draft for the earnest money deposit ( EMD) of Rs. 10,000/- should be drawn in favour of Principal, Dr. Bhim Rao Ambedkar College, payable at New Delhi. A bid received without Bid Security (EMD) shall be rejected. The same will be kept as performance security of the successful bidder and the draft of the unsuccessful bidders will be returned.
5. Both the Technical (Annexure I) and Financial (Annexure II) bids are to be separately sealed and put in a duly sealed bigger envelope with a mark '**Quotation (highlighting Technical or Financial) for supply and Installation of Desktop**' and should reach the college by 30.09.2017 upto 2:00 p.m. Bids received after the specified date and time shall not be considered. Technical Bids will be opened on 03.10.2017 at 2:30 p.m. in the presence of the bidders or their representatives, who may wish to be present. The financial bid will be opened only of those bidders, who are qualified in Technical Bid and the date will be notified on the college website.
6. The work should be completed within specified days as mentioned in the tender after issue of work order. A penalty per day averaged amount of total consideration will be imposed.
7. Please note: The College reserves the right (i) to shortlist parties after examining the product for their technical specifications/ product supplies feedback/ standardization etc. (ii) to select more than one firm for the purpose (iii) to accept or reject a particular tender and is not bound to accept the highest bidder. The College will not be responsible in any manner for the delayed delivery of deposits of EMDs. (iv) to exclude the party not consideration if the documents/information is not provided as required or incomplete or hypothetical or lacking in any form; or the college had come to know that such a vendor/ proprietor/ person is canvassing in any manner or can go against the college interests at any stage; (v) to take the appropriate /action as warranted from time to time if not satisfied with the work and delivery of services and penalty per day averaged amount of total consideration will be imposed if service/supply is time-barred and/or not up to the mark; (vi) to amend/modify/discontinue/terminate the current process at any stage without being liable to any one and assigning any reason; (vii) Change the quantity/ number of items depending upon the situation if circumstances so warrant and; (viii) to amend/ withdraw/relax/modify any of the terms and conditions contained in the Tender Documents or reject any or all bids without giving any notice or assigning any reason thereof. You are advised to see the College website for all such matters/changes as Terms and Conditions.
8. The decision of the Competent Authority will be final and binding and shall be put up on the college website and public notice board accordingly.

  
Principal

  
Consultant/AO

  
S.O. (Acad)

  
Convenor

  
SNA

