



**MAHATMA GANDHI UNIVERSITY**  
**Priyadarshini Hills, Kottayam-686560**

**NOTICE INVITING TENDER**

**Tender No. SGTDS/RUSAMRP-24/PURCHASE/1/2023**

**DATED, 22.08.2023**

Principal Investigator, RUSA Project-24, School of Gandhian Thought and Development Studies, Mahatma Gandhi University, Kottayam invites sealed tenders in original including all taxes for the supply and installation of equipment from reputed dealers/ firms under the RUSA Fund for the year 2023-2024.

1	Name of the Equipment	Laptops, Printer, Voice Recorders, Hard disc (Detailed specifications given in Annexure-1)
2	Earnest money deposit (EMD)	1%
3	Tender Submission Fee	0.2% of the cost of the equipment rounded to the nearest multiple of 100, subject to a maximum of 25,000/- + GST as applicable
4	Period of supply and Installation	Within 30 days from the L/C Opening Date
5	Address	Principal Investigator, RUSA Project-24, School of Gandhian Thought and Development Studies, RUSA Project Mahatma Gandhi University PD Hills Kottayam
6	Last date and Time of submission of tender with relevant documents.	15 Days, 7/09/2023, 2.00 pm
7	Date and time of bid opening	7/9/2023, 4.00 pm

Duly filled up and signed tender schedule along with relevant documents should be sent to **Principal Investigator, RUSA Project-24, School of Gandhian Thought and Development Studies, Mahatma Gandhi University, Kottayam** by speed post so as to reach before the date and time specified. The cover containing the document should be super scribed the name of the **equipment, tender number and last date of submission** of the tender.

Relevant documents may also be sent to: E-mail: manjusha.ka1111@gmail.com

## ELIGIBILITY CRITERIA

1	Bidder should be a company registered in India or Registered Partnership /proprietary firms	Copy of valid registration certificate/Copy of Certificates of incorporation
2	Should not have been blacklisted by any of the Government entities under state / central government.	Self-Certificate
3	The bidder should have a registered number of (i) GST where his business is located (ii) Income Tax / PAN number.	Copies of relevant certificates of registration

Further details can be had from the office of School of Gandhian Thought and Development Studies, RUSA Project-24, Mahatma Gandhi University, Kottayam Email: manjusha@mgu.ac.in on all working days during working hours.

If relevant documents through speed post are not submitted with in time, the tenders will not be considered. The undersigned reserves the right to reject any or all the tender without assigning any reason whatsoever.

Principal Investigator  
RUSA Project-24

**Please see the Annexures**

**ANNEXURE-1**

**Technical Specification of the Instruments**

<b>Sl.No.</b>	<b>Item</b>	<b>Specification/Configuration</b>	<b>Quantity</b>	
<b>1</b>	<b>HP LAPTOP</b>	<p><b>HP Laptop 14s, 12th Gen Intel Core i5-1235U</b>  <b>Processor: Intel Core i5-1235U (up to 4.4 GHz with Intel Turbo Boost Technology(2g), 12 MB L3 cache, 10 cores, 12 threads) Memory: 16 GB DDR4-3200 SDRAM (2 x 8 GB)  Storage: 512 GB PCIe NVMe M.2 SSD</b></p> <p><b>OS-Windows 11 Home 64 Plus Single Language</b>  <b>MS Office Student 2021</b></p>	<b>1</b>	
<b>2</b>	<b>HP LAPTOP</b>	<p><b>HP Laptop 15s, 11th Gen Intel Core i5-1155G7</b>  <b>Processor: Intel Core i5-1155G7 (up to 4.5 GHz with Intel Turbo Boost Technology(2g), 8 MB L3 cache, 4 cores, 8 threads)</b>  <b> Memory: 8 GB DDR4-3200 MHz RAM (1 x 8 GB) Upto 16 GB DDR4-3200 MHz RAM (2 x 8 GB) Storage: 512 GB PCIe NVMe M.2 SSD</b></p> <p><b>OS-Windows 11 Home 64 Plus Single Language</b>  <b>MS Office Student 2021</b></p>	<b>1</b>	
<b>3</b>	<b>PRINTER</b>	<p><b>EcoTank L6270 A4 Wi-Fi Duplex All-in-One Ink Tank Printer with ADF</b></p> <p><b>Printer Type: InkTank;</b>  <b>Functions: Print, Scan and Copy; Printer output: Colour; Connectivity: Wifi;</b></p>	<b>1</b>	

		<b>Scanner: Yes; Scanner resolution: 1200X2400 dpi</b>		
<b>4</b>	<b>VOICE RECORDER</b>	<b>Sony ICD-UX570F Light Weight Voice Recorder, with 20 hours Battery Life, 4GB Built-in Memory – Black</b>	<b>1</b>	
<b>5</b>	<b>VOICE RECORDER</b>	<b>Olympus WS-852 Digital Voice Recorder with Built-in USB (Silver)</b>	<b>1</b>	
<b>6</b>	<b>EXTERNAL HARD DISK</b>	<b>Western Digital WD 2TB My Passport Portable Hard Disk Drive, Compatible with Windows and Mac, External HDD- Black</b>	<b>1</b>	

## **ANNEXURE-2**

### **Terms and Conditions**

- 1. Last date of submission of tender along with requisite fee, EMD and all documents  
07.09.2023 at 2.00 pm**
- 2. The technical bid will be opened on 07.09.2023 at 4 pm.**
- 3. Tenders must accompany a copy of the “Annexure II and Annexure III” section of this document, signed and stamped on each page indicating that they agree to these.**
- 4. The non-refundable application fee of 0.2% of cost with the chalan of 5% of it as GST must be accompanied with tender for each instrument. The application fee must be as D.D. drawn in favor of Principal Investigator, RUSA Project -24 , School of Gandhian Thought and Development Studies, Mahatma Gandhi University, Kottayam.**
- 5. The DD/Cheque for EMD or any other must be drawn in of favour of Principal Investigator, RUSA Project-24 , School of Gandhian Thought and Development Studies, Mahatma Gandhi University, Kottayam payable at SBI Mahatma Gandhi University Campus Branch.**
- 6. Instrument should have a warrantee of at least three year and should have at least one Service engineer and one application scientist based in India with onsite training facility on the same quoted equipment. Training should include operation, handling and maintenance of system.**
- 7. A good record in supply and service to other research institutes will be considered as a positive point for a particular company. User list of similar equipment supplied recently in India should be provided.**
- 8. Laboratory floor space, electrical power requirements, earthing, room temperature/ humidity requirements etc. should be mentioned appropriately.**
- 9. All necessary accessories should be supplied with the instrument, as per standard package offered, including complete set of service and operation manuals for diagnosis, trouble shooting, maintenance and electronic circuitry (hard and soft copies).**
- 10. The Delivery Schedule, Payment Terms & Warranty/Guarantee etc must be clearly indicated in the technical bid. The charges for extended warranty and/or Annual Maintenance Contract after the expiry of offered warranty period should also be specified in the financial bid.**
- 11. The price of the equipment should be quoted in Indian rupee. The total price of the equipment quoted should be inclusive of GST & other taxes if any; material cost; transportation cost; loading and unloading cost; installation cost; labour charges and all other expenses in whatsoever means.**
- 12. Payment process will be initiated only after supply of items as per tender specifications and satisfactory installation of the items.**
- 13. It will be the responsibility of the supplier to deliver the ordered materials at School of Gandhian Thought and Development Studies, RUSA Project, Mahatma Gandhi University, Kottayam. All required materials for satisfactory installation are to be provided by the supplier at their own cost.**

**ANNEXURE 3:  
TENDER FORM PART-I (TECHNICAL BID)**

**Date:**

From,

M/s. ....  
.....

To

Principal Investigator,  
RUSA Project 24,  
School of Gandhian Thought and Development Studies  
M.G. University, Kottayam, Pin-686560  
Kerala, India.

Dear Sir,

I/We have gone through the tendering conditions pertaining to the Tender and General Terms and Conditions of Contract and other requirement for delivery and complete Installation and Special Conditions of Contract contained herein with this tender document. I/we hereby agree to supply the stores conforming to the tender specifications incorporated in ANNEXURE 1 of the tender document and also agree to abide by your General Conditions of all Contra acts and Special Conditions of Contract contained in the ANNEXURE 2 of the Tender document.

You will be at liberty to accept any or more of the items of stores offered by us and I/we shall be bound to supply you the stores as may be specified in the Purchase Order/Contract.

I/We hereby agree to keep the price valid for your acceptance for a period of 30 days from the date of opening of Part-II (Financial bid) of the tender. Deviations to Technical specifications contained in ANNEXURE 1 of the tender documents are detailed in ANNEXURE-A to the tender form while deviations proposed to the General Special Conditions of Contract contained in ANNEXURE 2 are detailed in Annexure-B to this tender. Price applicable for the stores are indicated separately in a sealed envelope marked as financial bid of the tender.

I/We are also enclosing herewith all the leaflets catalogue etc. pertaining to the stores offered.

Yours faithfully

Stamp and Signature of the Tenderer

**ANNEXURE 4:  
TENDER FORM PART-II (FINANCIAL BID)**

**Date:**

From

M/s. ....  
.....

To

Principal Investigator,  
RUSA Project 24,  
School of Gandhian Thought and Development Studies  
M.G. University, Kottayam, Pin-686560  
Kerala, India.

Dear Sir,

In response to your invitation and as per your tendering and contracting conditions, the prices applicable for the scope of supply contained in ANNEXURE-3 (TECHNICAL BID) of our tender are indicated in the format at annexure "A" to this tender.

We hereby agree to keep the price valid for your acceptance for a period of 30 days from the date of actual opening of Part-II (FINANCIAL BID) of the tender.

Yours faithfully,

Stamp and Signature of the Tenderer