

**Center For Journalism & Mass Communication
Visva-Bharati
Santiniketan**

Ref. No. CJMC/ NIT/01/ 2017

Date:-7/02/2017

NOTICE INVITING TENDERS (NIT)

LAST DATE OF SUBMISSION	27.02.2017
HOURS (I.S.T.)	5 p.m.

To

Dear Sir (s),

Tender is invited for following items:

Sl. No	Particulars	Quantity
Computer		
1.	iMac <ul style="list-style-type: none"> • 21.5 inch (diagonal) LED- backlit display with IPS technology, • 2.7 GHz quad-core Intel Core i5 processor (Turbo Boost up to 3.2 GHz) with 4 MB L3 cache. • 8GB (two 4 GB) of 1600 MHz DDR3 memory, • 1 TB (5400 rpm) hard drive. • Apple Magic Keyboard • Apple Magic Mouse 	04
2.	iMac 27 Inch 5K Retina	01
3.	Apple Care Protection Plan for iMac (2 Years)	05

Software

Sl No.	Particulars	Quantity
1.	Adobe Creative Cloud (CC) Master Collection	2 Mac
2.	Kaspersky Anti-Virus (6/3 user pack)	For 6 pc
3.	Final Cut Pro	For 2 Mac
4.	Sony Sound Forge	2 Mac
5.	Pro Tools 11	2 Mac
6.	Perfect Typist	3 windows+ 2Mac
7.	Quark Express	For 2 windows+ 2 Mac

8.	Indica Software - All Indian Languages - All Fonts - Mac support technology	2 Mac
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Hardware and Accessories

Sl No.	Particulars	Quantity
1.	Sound System 5.1 Dolby (BOSE)	01
2.	Sennheiser Professional Stereo Headphone	04
3.	Condenser Microphone (Rode)	02
4.	Digital Voice Recorder with built-in USB (SONY)	04
5.	External Hard Disk 1Tb	02
6.	HDMI cable	04
7.	USB cable	04
8.	Pendrive 32 GB	04
9.	Microphone Stand	04
10.	Sound Card and Mixing Console	01
11.	Web Cam	04

The quantity of items to be purchased may be decreased or increased at the discretion of the Purchase Committee of CJMC.

Delivery & Installation: Delivery and installation must be completed within 15 days from the date of the issuing purchase order or before 31st March, 2017 whichever is earlier.

Price bid evaluation will be done item wise.

Last date of submission of bid: 27/02/2017.

Your Quotation shall comprise of two parts: (a) Technical Bid (b) Price Bid

Both the parts must be submitted separately in two envelopes labeled clearly as "Technical Bid" and "Price Bid" respectively, and these shall be put in a third envelope. All three envelopes shall be superscribed with the following:

Tender Enquiry No. CJMC/NIT/1/2017 Date: 7/02/2017

Due on: 27/02/2017

Bid opening: 28/02/17

Quotation must be sent in sealed cover either by Registered Post or by courier service or by hand delivery to the following address by the deadline mentioned above:

In-Charge, Centre for Journalism & Mass Communication, Visva-Bharati, 3rd Floor of BhashaBhavana, Santiniketan, Birbhum, West Bengal, Pin-731235

An undertaking about the unconditional acceptance by the bidder of Terms and Conditions as stipulated below in A & B is to be given along with the offer.

A. GENERAL TERMS AND CONDITIONS RELATED TO SUBMISSION OF BIDS

1. Penalty for suppression/ distortion of facts: Submission of false document(s) by vendor is strictly prohibited and may be liable for civil and criminal action.
 2. Validity of the tender: Offer must remain valid for 30 days from the date of opening of tender.
 3. Payment terms: All rates should be quoted in INR only. Offer in any other currency will be rejected. Bids containing clauses like "Rates are subject to exchange rate fluctuations" will be rejected. Process of billing for Payment will be initiated within 15 working days from the satisfactory Receipt of goods and installation, commissioning, testing and completion of all contractual obligations. Partial payment against partial supply within scheduled delivery period will not be admissible.
 4. Tender Submission: By Registered Post or by courier service or by hand delivery to the following address by the deadline mentioned above: Office of the In-Charge, Centre for Journalism & Mass Communication, Visva-Bharati, 3rd Floor of BhashaBhavana, Santiniketan, Birbhum, West Bengal, Pin-731235
 5. Opening and Evaluation of Tender:
 - i. Technical Bid will be opened first by the Departmental Purchase Committee of CJMC. Only those financial bids will be considered whose technical bid is cleared for consideration by Departmental Purchase Committee.
 - ii. The tender opening committee (i.e. Departmental Purchase Committee of CJMC) and the trade representatives of the bidder, if present, should sign the envelope containing the price bid. Then the technical bid and envelope containing the price bid should be put in a bigger envelope, sealed and signed by the tender opening committee and the trade representatives, if present.
 - iii. During evaluation, the committee may summon bidders and seek clarification/ information or additional documents or original hard copy of any of the documents already submitted. If these are not produced within the stipulated time frame, the bid may be liable for rejection.
 - iv. Financial bid of bidders declared technically eligible by the Committee will be opened on the prescribed date and time. At most two representatives of each interested bidder may remain present during tender opening if they so desire.
- Cutting/overwriting/insertions must be accounted for by marking and putting initials on each page. The important terms and conditions etc. should also be initialed in RED ink by tender opening committee.

For CVC rules regarding negotiation with L1, please referred to circular number 4/3/07 (OM No. 005/CRD/012) Dated the 3rd March, 2007.

6. The Departmental Purchase Committee, CJMC, Visva-Bharati reserves the right to cancel the tender at any time without assigning any reasons whatsoever thereof. While rejecting/recalling tenders, the authority must record clear, logical reasons for any such action on the file.

B. Specific Requirements/terms for Bidders

1. Credentials are required regarding at least 5 years' experience in dealing with the required items. Authorized dealership/ Distributorship certificate (where applicable) should be submitted along with the quotation.
2. Apart from other information in respect of the quality, standard, terms etc, the offer should specially clarify the points noted below (as and where required), in the following order:
 - (i) Central Sales Tax
 - (ii) VAT Registration certificate
 - (iii) VAT Sales/ Service Tax
 - (iv) Excise Duty (if any)
 - (v) Insurance
 - (vi) Packing and forwarding Charges and Freight
 - (vii) Other incidental charges.
 - (viii) Current Bank Solvency Certificate issued within one year from the date of tender
 - (ix) Income Tax Return (for the last 3 years)
 - (x) Audited Balance Sheet (for the last 3 years)
 - (xi) PAN Card copy
 - (xii) NEFT/RTGS Details
3. An earnest money deposit of Rs.22,500 (Rs. Twenty Two Thousand Five Hundred only) is to be sent in demand draft in the name of Account Officer, Visva-Bharati as part of the tender document.
4. University reserves the right to accept/ cancel any of the tender or part thereof without assigning any reason.
5. Suppliers having Rate Contract with Central or State Government should quote alongwith a certificated copy of the current Government Rate Contract.
6. The Offers must be accompanied by the related catalogues, leaflets, brochures wherever possible.
7. All prices should be net, after showing discount etc.

8. Once the offer is accepted by and the order is placed on the basis of the quoted rates the suppliers will have to deliver and install the items accordingly (with user demonstration and orientation for CJMC representatives) within 15 days from the date of receipt of order, failing which compensation for loss, if any on account of non-execution of the supply order, shall have to be paid.
9. Liquidated Damages: Visva-Bharati reserves the right to impose liquidated damage as and when required: the rate of penalty will be at par with the same of the Govt. of India's instruction.
10. Bank commission where applicable will have to be borne by the supplier.
11. All disputes subject to "Bolpur, Birbhum, W.B. jurisdiction" only.

Copy to:-

In-Charge, V.B. Computer Centre, with a request to upload this notice in the University Website and to other GOI websites if any as may be required as per GOI norms.

In-Charge,
Centre for Journalism & Mass Communication,
Visva-Bharati,