

I. GENERAL CONDITIONS

1. **Purchase of Tender Document:** The Tender document can be downloaded from the University website www.pondiuni.edu.in.
2. **Price Schedule: The rates should be quoted for 1 year validity.** The price should include supply installation, maintenance, replacement, transportation, training, documentation of testing etc.
3. **Warranty:** Onsite Comprehensive Warranty of **3 years** for
 - Layer 2 Managed Switch
 - Centralized Surveillance Management System (Monitor and Storage)
 - 55” Professional Display
 - Workstation

Onsite Comprehensive Warranty of **1 year** for

 - 4 Mega Pixel Color Outdoor IP IR Bullet Camera
 - 1.3 Mega Pixel Color Outdoor IP IR Bullet Camera
 - Printer
4. **AMC:** Onsite comprehensive AMC rate to be specified as % of the total after the expiry of respective Warranty periods for items nos.1 to 6 & 8. AMC will be decided/awarded after warranty.
5. Quoting merely the lowest price does not confer any right to any bidder for award of Work order. The University reserves the right to select the firm under the grounds of specification compliance, technologically advanced quality, proven performance track record, brand reputation, service backup support, additional warranty, offer of additional / special features, training, etc.
6. **Quoting the Core price & Tax, Duties, Discount, etc.:** The taxes / duties / discounts, if applicable, are to be explicitly and separately shown in the bid.
7. **Eligibility:** The firm must have the requisite domain expertise with regard to supply and installation of the item they are quoting. The firm should have been in existence for at **least 5 years as** on the date of this tender and must have executed at least 5 orders for this kind of work during the **last five years**.
8. **Maintenance:** If any item fails, the same item shall be replaced at free of cost including all applicable charges including transportation cost both ways within 48 hours.
9. Complete technical specifications / details must be mentioned explicitly.

10. The validity of the quotation should be **at least 12 months** from closing date of the bid.
11. The offers will not be considered if received after the bid closing date and time.
12. The offers received through fax / e-mail will not be accepted by the University under any circumstances.
13. The University shall not be responsible for any delay / loss or non-receipt of tenders by post / courier service.
14. No unsolicited correspondence shall be entertained after the submission of the offer.
15. **Agreement:** If an order is placed with the firm, the purchase shall be governed by an agreement to be signed as per the University rules in force at the time.
16. Additional terms and conditions will be incorporated in the purchase order, if needed, to safe guard the interests of the University.
17. Tender is not transferable.
18. In case of any dispute in respect of the tender, all legal matters shall be instituted within the jurisdiction of Puducherry.
19. **Power to reject the offer:** Pondicherry University reserves the right to accept / reject any offer in full or in part or accept any offer other than the lowest offer without assigning any reason thereof. Any offer containing incorrect and incomplete information shall be liable for rejection.
20. **Liquidated damages:** Timely supply of the ordered items, installation, commissioning (wherever is applicable) training etc. is the essence of the contract. In case of failure to supply within the time specified in the Purchase order, a penalty/LD of 0.5% of the total value per week or a part thereof shall be levied subject to a maximum of 7.5% in respect of items which are not supplied. The decision of Pondicherry University shall be final in this regard.

II. SUBMISSION OF TENDER

The sealed covers containing Technical Bid and Financial Bid each shall be superscribed“ Tender for Electronic Surveillance System” (Technical Bid) or (Financial Bid) respectively and both shall be placed inside another sealed cover superscribed“ Tender for Electronic Surveillance System”. The offer must be in English.

All the sealed tenders should be submitted / sent by post to

**The Registrar,
Administrative Building, Pondicherry University,
Puducherry – 605 014.**

III. PAYMENT OF EMD AND TENDER DOCUMENT FEE

The Tender must be accompanied by **EMD** and **Tender Document Fee** as stated above, by means of **TWO Demand Drafts**, drawn in favour of **the Finance Officer, Pondicherry University**, payable at **Puducherry** separately.

- ❖ *The EMD amount is only refundable.*
- ❖ *Small Scale units are exempted from payment of EMD provided they enclosed proof of their exemption Certificate issued by the competent authority.*

The rates should be indicated both in figures and words against item specified in the given table.

IV. SPECIFIC CONDITION

1. The Successful bidder should start the work immediately after receipt of the firm supply/work order and complete the work in 60 days from the date of award of work/Purchase order
2. **Payments terms:** As per University norms (60% on delivery,30% after satisfactory completion of the work,10% after completion of warranty)

Date: 20/06/2016

REGISTRAR (i/c)