

**Dr.YSR HORTICULTURAL UNIVERSITY
ADMINISTRATIVE OFFICE, VENKATARAMANNAGUDEM
WEST GODAVARI DISTRICT**

Lr.No.7565/L,V & Spl.Cell/2020, dt:17.12.2020

Sub:- Dr.YSRHU – Supply of HP 200 Pro G4 22 All-in-One PC and HP Laser jet Pro M403dn printer – Quotations – Called for.

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With reference to the subject cited, it is requested to quote your lowest rates for HP 200 Pro G4 22 All-in-One PC and HP Laser jet Pro M403dn printer to Dr.YSR Horticultural University, Venkataramannagudem. The specifications as detailed below.

S.No	Description	Qty.
1.	HP 200 Pro G4 22 All-in-One PC Specifications:	1 No
	Operating system :	Windows 10 Pro 64
	Processor Name :	Intel® Core™ i3-10110U (2.1 GHz base frequency, up to 4.1 GHz with Intel® Turbo Boost Technology, 4 MB L3 cache, 2 cores)
	Form factor	All-in-one
	Memory	4 GB DDR4-2666 SDRAM (1 x 4 GB)
	Hard drive description	1 TB 7200 rpm SATA
	Storage type	HDD
	Optical drive	HP 9.5 mm Slim DVD-Writer
	Display	54.61 cm(21.5) diagonal FHD IPS widescreen LCD anti-glare WLED-backlit, 250 nits (1920 x 1080)
	Graphics	Intel® UHD Graphics
	Ports	1 HDMI-out 1.4; 1 headphone/microphone combo; 1 power connector; 1 RJ-45; 2 USB 2.0; 2 USB 3.2 Gen 1
	Ports	1 3-in-1 SD card reader
	Webcam	5 MP pull-up webcam with integrated dual array digital microphone, maximum resolution of 2592 x 1944
	Pointing device	HP USB Hardened Mouse
	Keyboard	Universal USB wired keyboard
	Network interface type	LAN
	Network interface	Integrated Realtek RTL8111HSH-CG GbE
	Power	65 W external AC power adapter
	Warranty	3 year (3-3-3) limited warranty and service offering includes 3 years of parts, labor and on-site repair. Terms and conditions vary by country. Certain restrictions and exclusions apply.
	UPS	V-Guard 600 VA UPS for PC
2.	HP Laser jet Pro M403dn Printer	1 No

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Your quotation should reach to this office on or before **31.12.2020** duly addressing to the Registrar, Administrative Office, Dr.YSR Horticultural University, Venkataramannagudem – 534 101, West Godavari District and the firms is must having the firms is must having the firm the Registration Certificate, PAN number, Bank Account on firm name which was linked with PAN and GST number otherwise the quotation will be rejected through the firm quoted the lowest rate with all terms and conditions duly superscribing letter reference of this office on the cover.

Note: Terms and Conditions (Enclosed)


REGISTRAR
17/12

- Copy to the Chairman, Purchase Committee, Admn.Office, Dr.YSRHU.
- Copy to the University website, Dr.YSRHU.
- Copy to Notec Board for display.
- Copy to SF/SC

TERMS AND CONDITIONS

GENERAL TERMS AND CONDITIONS FOR SUBMISSION OF TENDER for Supply of HP Desktop Computer (HP 200 Pro G4 22 All-in-one PC) and HP Laser jet Pro M403dn Printer to Dr.YSR Horticultural University, Venkataramannagudem. The firm should submit complete technical specifications of the proposed Computer and Printer.

1. **Price:** The rates quoted/indicated shall include cost of all Equipment, labour supervision and all working accessories, tools and tackles, reliable standard testing equipment, etc. and including all handling charges for Supply of the system as specified in **Annexure-D** "Technical specification", in the document along with warranty of the complete Equipment. **The rates of GST and other taxes/levies to be imposed on the cost of the Equipment shall have to be clearly and separately mentioned.**

The firm shall consider the prevailing tax rates while quoting the rates. However, in the event of any changes in the statutory taxes and duties, the rates applicable at the time of payment shall be made by the competent authority of the Dr.YSR Horticultural University, Venkataramannagudem against submission of supporting documentary evidence.

2. The firm shall submit the following documents within 03 (Three) days from the date of placement of Letter of Intent.
 - i) Duplicate copy of Letter of Intent duly signed and stamped as a token of acceptance of the work order.

3. **TIME OF COMPLETION:** The entire work viz. Supply of the HP Desktop Computer (HP 200 Pro G4 22 All-in-one PC) and HP Laser jet Pro M403dn Printer shall be completed in time bound manner. The supply shall be completed within **15 (fifteen) days** from the date of placement of Letter of Intent.

For non-compliance of any of the above terms and non-delivery of the tendered item complete in all respects within the above stipulated period, the University shall either cancel the order or impose penalty as detailed in Clause 4 below. The Purchase Committee of Dr.YSR Horticultural University, Venkataramannagudem reserves the right to cancel the order and no payment will be made under such condition. Decision of the Purchase Committee of Dr.YSR Horticultural University, Venkataramannagudem in this regard shall be final and binding on the successful firm.

4. **PENALTY CLAUSE:** The successful firm shall strictly observe the time allowed for carrying out the job as detailed in Clause No. 3. The job shall, throughout the stipulated period of the order be proceeded with all the diligence (time being deemed to be the essence of the order) and the successful firm shall pay to the Dr.YSR Horticultural University, Venkataramannagudem, an amount equal to 1% of the amount of the order value for every week that the delivery may remain incomplete as per delivery schedule as stipulated in Clause no.3, subject to a maximum compensation of 10% of the order value and after that period appropriate action will be taken by the Authorities of Dr.YSR Horticultural University, Venkataramannagudem as it will deem fit.

The Authorities of Dr.YSR Horticultural University, Venkataramannagudem may extend the time of delivery of the firm job at its discretion on the application of the successful firm for such purpose provided that it considers the reasons for such extension as good, sufficient and acceptable.

5. **TECHNICAL SPECIFICATIONS:** As per **Annexure "D"**

6. In case, the lowers quoted firm refuses to accept the offer after finalization or does not comply with the **Clause No.2** within 03 (Three) days from the date of placement of the order as per the finalized and accepted terms and conditions, the order shall be cancelled forthwith without any further reference and the firm will be forfeited and kept in blocked.

7. **PAYMENT TERMS:-**

No advance payment shall be made by the Dr.YSR Horticultural University, Venkataramannagudem on any circumstances. Digital Payment (e-Payment) through RTGS/NEFT/TT/etc., shall be released within 60 (sixty) working days from the date of receipt of Tax-Invoice, duly supported by receipted challan subject to satisfactory inspection. Invoice should be submitted in the name of The Registrar, Dr.YSR Horticultural University, Venkataramannagudem and also indicating the Name of the Banker, IFSC Code, Account number etc., for releasing payment to the supplier.

8. **WARRANTY:**

Manufacturer's standard onsite warranty for the equipment as per Annexures should be offered by the firm. The firm shall be responsible for all defects of materials including transportation, etc., for the entire warranty period of the manufacturer effective from the date of final acceptance of the ordered materials.

9. The equipment to be supplied by the firm shall conform to the technical specifications given in the Lr.No.7565/L,V&SC/2020, dated.16.12.2020 of the Registrar, Dr.YSR Horticultural University, Venkataramannagudem.
10. If it is noticed that the goods supplied do not conform to the technical specification of the order, the Dr.YSR Horticultural University, Venkataramannagudem shall have the right to reject the materials in part or full. The supplier shall be liable to replace the rejected materials within the stipulated time. Till the replacement is done, the rejected materials shall be lying at the risk, cost and responsibility of the supplier.
11. If the supplier do not arrange to replace the rejected materials within the stipulated time, the same may be disposed off at the risk of the supplier and in the manner which the Purchase of Dr.YSR Horticultural University, Venkataramannagudem will deem fit. The University shall be entitled to retain the proceeds of the disposal either in part or in full towards expenses incurred on storage, handling and disposal of the materials. The University shall also be entitled to recover the expenses made by them on account of storage & handling of such rejected goods till the goods are removed from the premises of the University.
12. The authorities of the Dr.YSR Horticultural University, Venkataramannagudem have the right to amend, alter or modify the terms & condition mentioned above, if necessary, from time to time.
13. The authorities of Dr.YSR Horticultural University, Venkataramannagudem, reserves the right to reject or accept the quotation any or all wholly or partially without assigning and reason whatsoever.
14. The quantities specified in the letter may be decreased or increased at the sole discretion of the authorities of Dr.YSR Horticultural University, Venkataramannagudem.
15. Incomplete offers, i.e. offers received without prescribed "General Terms & Conditions" & Technical Specifications" shall be rejected straightway without reference to the firm.
16. The firm must have valid GST/PAN number and attach documentary proof with the Quotation. The firms are requested to enclose a copy of their valid certificate of PAN/ GST or any other document as requested by the University with their Quotation.
17. All disputes and differences between the lowest quoted firm and the University regarding the supplied material/items shall be referred to the Registrar, whose decision in this regard will be final and binding on both the parties – the lowest quoted firm and the University.
- 18. Quote should come from Manufacturer (or) authorized dealer or distributor or reseller for each of the product quoted. An authorization letter from OEM should accompany your quote, otherwise it may lead to rejection. If the offers received without the certificate and authorization will be rejected without any intimation.**

Signature of the firm / Constituted Attorney

(With date and Official Seal)

**Dr.YSR HORTICULTURAL UNIVERSITY
ADMINISTRATIVE OFFICE, VENKATARAMANNAGUDEM
WEST GODAVARI DISTRICT**

DECLARATION-I

This is to certify that I/We have no close relative as an employee of the Dr.YSR Horticultural University, Venkataramannagudem (close relatives means: Father, Mother, Brother, Sister, Son, Daughter and Spouse) nor any such close relatives are associated with us as proprietor/partner/share holder/ director and like.

Address :

Signature of the firm

Official seal with date

DECLARATION-II

We, do hereby accept the General Terms and Conditions as provided by the Dr.YSR Horticultural University, Venkataramannagudem along with quotation document for "Supply of HP 200 Pro G4 22 All-in-One PC, HP Laser jet Pro M403dn Printer to Dr.YSR Horticultural University, Venkataramannagudem and also undertake to execute the job strictly as per the specifications of Dr.YSR Horticultural University, Venkataramannagudem as provided along with the Quotation documents." Dr.YSR Horticultural University, Venkataramannagudem shall be at liberty to cancel the order in full or in part and forfeit in the event of failure of any of the declaration made by us.

Signature of the firm / Constituted Attorney

(With date and Official Seal)

Technical Specifications

Name of Work: Supply of HP 200 Pro G4 22 All-in-One PC, HP Laser jet Pro M403dn Printer for Dr.YSR Horticultural University, Venkataramannagudem.

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Signature of the firm / Constituted Attorney

(With date and Official Seal)