

Form PPIM-1B

[Para 1.17(ii)]



**NATIONAL INSTITUTE OF TECHNOLOGY
ROURKELA – 769 008, ORISSA**

(Form to be used for purchases above Rs.1.0 lakh; to be sent to at least six firms)

Advertised/Limited Tender Enquiry

Department: Computer centre

Enquiry No: NITR/CC/ HOD/2016/L/1176

Dated: 13.06.2016

Important Dates

| Event | Date | Time |
|--------------------------------------|-------------|-------------|
| Last Date of submission of quotation | 23.06.2016 | 3.30PM |
| Quotation Opening date | 23.06.2016 | 4.00PM |

Dear Sir,

We intend to purchase the commodities specified below and invite quotations in accordance with the terms and conditions detailed in the bid document. If you are interested, kindly send your offer (demand note) with prices and complete terms and conditions within the time mentioned above.

Please send your quotation to:

Head,
Computer Centre
Attn.: Prof. A K Turuk
NATIONAL INSTITUTE OF TECHNOLOGY
ROURKELA – 769008, ORISSA

Yours sincerely,

[Signature]
13/6/16
Head, Computer Centre

Encl :

1. Schedule of requirement, specifications, dates etc.
2. Bid document containing detail terms and conditions.

1. Schedule of requirements

| Sl. No. | Description of Goods/Service | Quantity |
|---------|--|----------|
| 1 | Non-comprehensive AMC for PC and 600 VA UPS (Annexure A) | 1000+ |

2. Specifications and allied Technical Details

ANNEXTURE (A) ATTACHED

3. Format of Quotation (tick appropriate box)

It is a single bid; please give all technical specifications and price bid in one envelope.

OR

It is a two-part bid with separate techno-commercial and price bids. Please see item 1.12 of instructions for method of bidding.

4. The bid envelope should be super-scribed with

Bid for Prepare Non-comprehensive AMC for PC and 600 VA UPS
vide Enquiry No.NITR/CC/HOD/2016/L/1176 Dated: 13.06.2016

5. Quotations should be valid for a period of 60 days from the closing date of the bid.**6. Some important dates:**

- | | | |
|--|------------------|--------------|
| i. Last date for receipt of quotation: | Date: 23.06.2016 | Time: 3.30PM |
| ii. Opening of techno-commercial bid: | Date: 23.06.2016 | Time: 4.00PM |

7. Warranty :For one year

8(a) Excise Duty: The Institute is exempt from Excise Duty. Please state applicable excise duty as a separate item.

8(b) VAT/CST: The Institute is not authorized to give C or D form. CST or VAT should be charge according to applicable rates.

8(c) Entry Tax: The State of Orissa charges entry tax on all goods entering the State. Please include it in your quotation as a separate item. Entry Tax will be reimbursed on production of proof of payment.

9. Bid Security (See Item 2.8 of instructions):

- 10. Performance Security** (See Item 2.10 of instructions): 10% of order value per month for recurring component only (Only for the successful bidder). : NA
- 11.** Please go through the enclosed "bid document" carefully for other bidding instructions.
- 12(a)** Please send your quotations by Registered/Speed Post or Courier Service to:

Head, Computer Centre
Attention: Prof. A.K. Turuk
National Institute of Technology, Rourkela -769008
Phone: 0661-2462671

OR (b) Drop the quotation in the Tender Box kept in the office of the Department during the normal working hours of the Institute. Please do not hand over the quotation to any person by hand.

- 13.** For technical details, you may contact

Prof. A.K. Turuk
Head, Computer Centre
National Institute of Technology, Rourkela - 769008
Phone: 0661 - 2462671, 2462360
E-mail: akturuk@nitrkl.ac.in

Form PPIM-1B (Contd.)

[Para 1.17(ii)]

**NATIONAL INSTITUTE OF TECHNOLOGY
ROURKELA – 769 008, ORISSA****BID DOCUMENT****1. Instructions to the bidders**

- 1.1 Sealed bids are invited on behalf of the Head, Computer Centre, National Institute of Technology (NIT), Rourkela – 769 008, Orissa, from the intending bidders for supply of the goods/stores/ equipments for the Institute as detailed in the enquiry letter.
- 1.2 The bidders should quote their offer/rates in clear terms without ambiguity.
- 1.3 The rates should be quoted both in figures and words and legibly written without any over-writings. In case of any correction, the same must be attested by the bidder with full signature. However, no over-writing is permissible. Manufacturer's price-list, where applicable, should be submitted along with the bid.
- 1.4 In case of any discrepancy between the rates in figures and that in words, the rate in words will be accepted as correct.
- 1.5 **The last date for receipt of the bid is 23.06.2016.** In case the above date is declared a holiday for NIT, Rourkela, and the bids will be received up to the appointed time on the next working day.
- 1.6 The bidder may modify his bids before the last date appointed for receipt of the bids by sending an amendment to the bid. No bid shall be modified after the deadline for receipt of the bids.
- 1.7 If a prospective bidder requires any clarification in regard to the bidding documents, he may make a request the concerned officer or faculty member at least 15 days before the deadline for receipt of bids.
- 1.8 Bids received after the deadline of receipt indicated in para 1.5 above, shall not be taken in to consideration.
- 1.9 Each bidder shall submit only one bid. A bidder, who submits more than one bid, shall be disqualified and considered non-responsive.
- 1.10 (In respect of high value plant, machinery etc. of a complex and technical nature). The bids may be submitted in two parts, viz., technical bid and financial bid. The above two bids may be sealed by the bidder in separate cover duly super-scribed and both these sealed covers are to be put in a bigger cover which should also be sealed any

duly super-scribed. The bidding format is specified in the quotation enquiry. : N.A

1.11 The cover containing the bid must be sealed and super-scribed "Bid for Non-comprehensive AMC for PC and 600 VA UPS" vide enquiry No. NITR/CC/HOD/2016/L/1176 Dated: 23.06.16"

1.12 The bids shall be opened in the Board room of the institute at the date and time given on the top of the document. The bidders are advised to send their authorized representatives to attend the bid opening, if they so desire. In the event of the above bid opening date being declared holiday for the NIT, Rourkela, bids will be opened at the appointed time and place on the next working day.

1.13 The bidder has to sign in full at all pages of the bidding document.

1.14 The bidders should enclose documents showing past business, volume of transaction during the past years, references from major public or private sector clients, academic institutions like IITs, NITs and other institutes of repute.

2. Conditions of the bid

2.1 The rates quoted should preferably be net, inclusive of all taxes and duties, packing, forwarding, freight, Insurance and all other incidental charges. In case these charges are quoted extra in addition to the quoted rates, the amount thereof or advalorem rate must be specified. Packing, forwarding, freight, entry tax etc., when quotes separately are reimbursable at actuals. If external agencies are employed, their receipts must be enclosed with the invoice.

2.2 Duties and Taxes are to be quoted separately.

2.3 The goods are required to be delivered at the indenting Department of NIT, Rourkela, and must be dispatched within 30 days from the date of placement of the supply of order under the risk and arrangement of the bidder and offers with delivery beyond the above period shall be treated as unresponsive. In case the delivery time is higher, the same must be mentioned clearly in the quotation.

2.4 The bid should remain valid for a period of 60 days from the date of opening. In case your offer has a different validity period that should be clearly mentioned in the quotation.

2.5 Conditional discount, if any, offered by the bidder shall not be considered at the time of evaluation.

2.6 The goods offered should strictly conform to the specification and technical details.

- 2.7 The Institute may like to conduct pre-dispatch inspection of goods, where applicable.
- 2.8 Period of guarantee/warranty, where should be specified in the bid.
- 2.9 If the successful bidder, on receipt of the supply order, fails to execute the order within the stipulated period, in full or part, it will be open to the Director, NIT, Rourkela to recover liquidated damage from the firm at the rate of 1 percent of the value of undelivered goods per month or part thereof, subject to a maximum of 5 percent of the value of undelivered goods. Alternatively, it will also be opened to the Director, to arrange procurement of the required goods from any other source at the risk and expenses of the bidder.
- 2.10 The successful bidder may be required to execute a contract, where applicable.
- 2.11 The bidder has to furnish up to date VAT and Income Tax Clearance Certificate along with the bid.
- 2.12 Payment (*100 percent*) after delivery of stores in good condition, successfully installation and submission of invoice in triplicat
- 2.13 In the event of any dispute arising out of the bid or from the resultant contract, the decision of the Director, NIT, Rourkela shall be final.
- 2.14 The bid document/resultant contract will be interpreted under Indian Laws.
- 2.15 Software upgradable support must be provided by the bidder for a period for of 3 years. And if any additional cost is involved the price must be specified in the bid

ANNEXTURE-A**General Instructions:**

1. The tender is for non-comprehensive AMC for PC and 600 VA UPS. The PCs to be maintained are more than three years old and currently not covered under warranty. Majority of the PCs are manufactured by HP and DELL.
2. Eligibility Criteria: Firms quoting for above service should fulfill below criteria:
 - I. (a) Turnover of rupees fifty lakhs per years on PC sale and service in each of the last three financial years (2012-13, 2013-14, 2014-15). Income Tax returns and company audit statement to be included.
(b) The firm quoting should have supplied at least three hundred computers in single order to a corporate organization in FY 2013-14 to 2015-16 (three financial years)
 - OR**
 - II. Firms engaged in service of computers and peripherals (hardware, software and troubleshooting) only will also be considered eligible to quote. Such firms should have average turnover of at least ` 10,00, 000/- (Five lakhs only) from computer maintenance only, in the last 3 financial years (2012-13, 2013-14 and 2014-15). Experience in providing computer maintenance service to academic institutions, banks, corporates will be an added advantage. Firms providing warranty service to computer manufacturers will also be eligible for against this clause. Firms are advised to submit copies of their audited balance sheet/ income tax return/ spare part purchase and sales details to quantify their business details.
3. Firm quoting must have an office for sales and services at Rourkela.
4. Firm should deploy one person for every 600 PCs for providing AMC services. NIT Rourkela will provide suitable space for the purpose.
5. Cost of replacement of faulty parts will be borne by NIT Rourkela. The spare will be either provided by the Institute or the firm will be asked to supply the same.
6. Selected will be made on technical-cum-financial combined bid evaluation. Technical bid shall constitute 70% weightage and financial bid 30% weightage.
7. Technical evaluation will done by the Computer Centre Purchase Committee. Scores of technical evaluation will be informed to the qualifying bidders before financial bids are opened.
8. Bid format:
 - General documents including IT return, Company audited balance sheet, Current company profile including manpower details (Rourkela operations).
 - Financial bid in terms of cost of non-comprehensive AMC for PC (service only) including UPS.