

**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 : Electronics and Communication Engineering**

**Enquiry No:** NITR/ECE/2017/1657

**Date:** 10/11/2017

To

**IMPORTANT DATE**

Event	Date	Time
Last date of submission of Quotation	04/12/2017	4.00 P.M.
Quotation opening date	04/12/2017	4.30 P.M.

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 with prices and complete terms within the time mentioned above.

Please send your quotation to:

Head, Department of  
Electronics and Communication  
Engineering  
Attn.: Prof. Santos Kumar Das  
NATIONAL INSTITUTE OF TECHNOLOGY  
ROURKELA – 769 008, ORISSA

Yours sincerely,

Name Prof. S.K. Das  
In-charge, PI, PID:SR/17/EC/024  
Laboratory

Encl :

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

**1. Schedule of requirements**

<b>Sl. No.</b>	<b>Description of Goods/Service</b>	<b>Quantity</b>
01	<b>HIGH END PCs</b> Processor Make- Intel, Hard disk-1000, Type of RAM-DDR4, RAM Speed- 2667, Processor- Intel core7.7700k ( 4.2 GHz, 8 MB Cache-4 Cores), Chipset-Intel Z270, Operating system (Pre-loaded)- Window 10 Professional, RAM Size-8, Warranty-5, Monitor size-20, Processor Generation-7 <sup>th</sup> , Required Quantity-10.	10
02.	<b>LAPTOP</b> Processor make-Intel, Processor Generation-7 <sup>th</sup> , Processor-Intel Core7.7y75(up to 3.60 GHz 4 cache-2 cores, Operating system-Windows 10 Professional, Hard Disk Drive Size-1000, Type of RAM-8, RAM size-8, Display size 16, Warranty-3, Required quantity-01	01
03.	<b>LASER PRINTER</b> Print speed(A4)- Mono-Up to 40ppm in A4 (42ppm in Letter), Network Capability-Yes, Wireless- Yes, Duplex- Yes, scanner – yes, Required Quantity-01	01
04	<b>DESKTOP</b> Processor Make-Intel, Hard Disk- 1000, Type of RAM-DDR4, Operating System(Pre-loaded- Windows 10 Professional, RAM Size-8, Warranty- 5, Monitor size-20.0, Processor Generation- 7 <sup>th</sup> , Required Quantity- 4	04

**2. Specifications and allied Technical Details**

As mentioned in the schedule of requirements

**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 Purchasing of HIGH END PC, LAPTOP, DESKTOP, LASER PRINTER Vide "Enquiry No. NITR/ECE/2017/1657 dated 10.11.2017

**5.** Quotations should be valid for a period **90 days** from the closing

**6. Some important dates:**

- ii. Last date for receipt of quotation: Date: 04/12/2017 Time: 4.00 P.M.
- iii. Opening of techno-commercial bid: Date: 04/12/2017 Time: 4.30 P.M.
- iv. Opening of Financial bid: Date: 04/12/2017 Time: 4.30 P.M.

**7. Warranty:** Standard warranty must be provided.

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

**8. (b) GST:** GST should be charged according to applicable rates.

**9. Bid Security :** NA.

**10. Performance Security:** 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, <u>ECE</u> Department Attention: <u>Prof. S.K.Das</u> National Institute of Technology, Rourkela - 769 008
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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./Mr. <u>S.K.Das</u> Department of <u>Electronics and Telecommunication Engg</u> National Institute of Technology, Rourkela - 769 008 Phone: 0661 - 2462466 Fax: 0661 - 2462999 E-mail: <u>dassk@nitrkl.ac.in</u>
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**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 Director, 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 marked in the enquiry. 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 bids may be sent by registered or speed post or by courier service, so as to reach the concerned department before the last date of receipt, or alternatively, be dropped in the tender box kept at the Department office. The name of the Department is mentioned in the Enquiry.
- 1.7 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.
- 1.8 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 07 days before the deadline for receipt of bids.
- 1.9 Bids received after the deadline of receipt shall not be taken in to consideration.

- 1.10 Each bidder shall submit only one bid. A bidder, who submits more than one bid, shall be disqualified and considered non-responsive.
- 1.11 The cover containing the bid must be sealed and super-scribed "Bid for HIGH END PC, LAPTOP, DESKTOP, LASER PRINTER vide No. NITR/ECE/2017/1657 dated 10.11.2017" as given under item 4 of the enquiry.
- 1.12 The bids shall be opened in the Departmental office at the date and time given on the top of the document. The bidders may 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, the 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.

## **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 advolerum 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. Advolerum rates thereof should be clearly indicated with reference to the relevant Acts and Rules.

**It may be noted that the Institute is exempt from paying Excise Duty vide Government Notification No. 10/97 dated 01.03.1997 [Registration No.: TU/V/RG-CD(227)/2001, dated 10.12.2001]. GST may be charged at applicable rates.**

- 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 **90 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 mentioned in the enquiry.
- 2.7 Period of guarantee/warranty, where applicable, should be specified in the bid.
- 2.8 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.
- 2.9 The successful bidder may be required to execute a contract, where applicable.
- 2.10 The bidder has to furnish Income Tax Clearance Certificate along with the bid.
- 2.11 Payment (*100 percent*) will be made by Account Payee Cheque/Bank Draft, within 30 days from the date of receipt of the goods in good condition or receipt of the bill, commissioning of the equipment, where applicable, whichever is later/latest. If the payment is not made by the Institute within this stipulated date, the vendor may claim compensation at rates fixed by the Institute.
- 2.12 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.
- 2.13 The bid document/resultant contract will be interpreted under Indian Laws.