

VEER SURENDRA SAI UNIVERSITY OF TECHNOLOGY, ODISHA, BURLA
(Formerly University College of Engineering, Burla)
Po: Engineering College, Burla, Dist: Sambalpur, Odisha, India, PIN: 768018
Phone: 0663-2430211, FAX: 0663-2430204, Website: www.vssut.ac.in



Quotation document for supply, installation and commissioning of desktop computers for
Central Computer Facility (CCF) of the University

Quotation Call Notice No. VSSUT/ CCF/7972

Date: 01.09.2016.2016

Submitted by

The Document is prepared by VSSUT, Burla. It should not be reused or copied or used either in partially or fully in any form. The information provided by the bidders in response to this quotation document will become the property of VSSUT, Burla and will not be returned.

VEER SURENDRA SAI UNIVERSITY OF TECHNOLOGY, ODISHA, BURLA

(Formerly University College of Engineering)

Quotation call notice for supply, installation and commissioning of desktop computers

Quotation Call Notice No. VSSUT/ CCF/7972

Date: 01.09..2016

The “The Registrar, Veer SurendraSai University of Technology(VSSUT), Burla” invites sealed quotations from the intending reputed Original Equipment Manufacturer or its registered authorized dealers for supply, installation, commissioning of 100 numbers of desktop computers for Central Computer Facility. All details and the quotation document are available on the University website www.vssut.ac.in.

Sd/-

Registrar

RFP Schedule & Fact Sheet

S/N	Item	Date & Time
1	Purchase Concept	Desktop Computer for Central Computer Lab.
2	Commencement of the bid	26.07.2016
3	Availability of Quotation documents	Quotation documents can be downloaded from University website www.vssut.ac.in
4	Selection Method	Pre-Qualification with Least Cost based selection
5	Last date & time of quotation submission	29.09.2016 up to 4.00 PM
6	PIC for correspondence	Prof. Amiya Kumar Rath Prof.-in-Charge, Central Computer Facility(CCF),VSSUT,Burla e-mail: pic_internet@vssut.ac.in Ph.: 0663 2430 411 Mob: 9437577560
7	Opening of technical bids	03.10.2016 at 4.00PM
8	Opening of Commercial bids	04.10.2016 at 4.00PM
9	Bid System	Two Bid System a. Technical Bid b. Financial Bid

GUIDE LINES, TERMS AND CONDITIONS

1. The bidder shall furnish an unconditional acceptance of all the terms and conditions of this quotation call document. The quotations without such certificate shall be liable for rejection. No correspondence will be entertained from the bidder on this subject.
2. The person signing the quotation or other documents shall indicate his full name below his signature and must specify whether he has signed as:
 - a. Sole Proprietor
 - b. Partner, in the case of Partnership firm (Who is empowered to sign such quotations, enter into agreement).
 - c. Director, in the case of a company, incorporated under the Indian Companies Act and duly authorized by the Board of Directors for the purpose.
 - d. Holder of Power of Attorney or authorized signatory
3. **Eligibility of the Bidder:** The bidder should verify its eligibility criteria as mentioned below before submitting the quotation and enclose the required documents in the sequence listed below, to avoid rejection or disqualification of your quotation. The bidder should meet the following criteria.
 - a. The bidder should be Original Equipment Manufacturer (OEM) or Business partner of the Original Equipment Manufacturer. In case of business partner, the partner must be an Authorized Systems Integrator (ASI) having a direct purchase and support agreement with the OEMs of the IT equipment such as Desktop Computers. The bidder should provide supporting Manufacturer's Authorisation certificate in this regard.
 - b. The bidder should have large support network, with presence across India.
 - c. The bidder shall have sufficient experience as on bid calling date in supply, installation, testing and commissioning of the desktop computers in corporate/Govt./other Academic Institution or Publics Sector in India.
 - d. The Bidder's key technical engineers should have OEM certifications to install and maintain the IT equipment quoted by the Bidder.
 - e. The bidder shall provide evidence of access to lines of credit, and availability of other financial resources.
 - f. The bidder shall have sufficient experience to execute such services/contract preferably in a university or an educational organization. The Bidder must submit

satisfactory evidence of their capability and adequacy of resources to carry out this contract effectively.

- g. The bidder should be a VAT registered company and profit making for the last three years.
 - h. The bidder shall have service base located in Odisha preferably at Sambalpur or Bhubaneswar.
 - i. The bidder shall have sufficient experience in maintenance of desktop computers, its hardware, licensed operating systems or other software and other peripherals.
 - j. The bidder shall have clear program for e-waste management or green environment measures as per the national or international guidelines.
4. **Cost of quotation documents:** The cost of quotation documents is Rs.500.00 (Rupees five hundred only) (Non-refundable) which is to be submitted in Technical bid in shape of bank draft drawn in favor of “ Veer Surendra sai University of technology (VSSUT) payable at SBI, Burla. The quotation documents can be downloaded from the University website www.vssut.ac.in.
5. **Ernest Money Deposit (EMD):** A bank draft towards EMD for the amount of Rs.20,000.00 (Rupees Twenty Thousands Only) drawn in favor of “Veer Surendra Sai University of Technology(VSSUT), Burla” payable at SBI, Burla must be submitted in the Technical bid.. The EMD will not carry any interest.
- Submission of quotation and Documents Required**
6. This quotation documents must be filled in completely and signed by the authorized signatory of the bidder on all the pages as acceptance of all the guidelines, terms and conditions laid in this quotation document. (This document should be printed on both side of the A4 size paper sheet).
7. The completed document must reach to “The Registrar, Veer Surendra Sai University of Technology, Burla, PO. Burla, Dist. Sambalpur-768018 (Odisha) by the last date of submission i.e. 18.08.2016 up to 4.00PM by Office Hours under a sealed cover by registered/speed post only. The quotations received after the due date & time is liable to be rejected. Quotation by FAX/ e-mail or any other media will not be entertained.
8. The envelope containing the quotation must be super-scribed as “Quotation call notice for supply, installation and commissioning of desktop computers for CCF” with due date & time of submission.
-

9. The University is not responsible for delay, loss or non receipt of quotation documents sent by the post.
 10. The Technical bid should contain the following documents.
 - a. This quotation document signed on each page by the authorized signatory of the bidder.
 - b. Detail Name & address with Phone no./FAX No., e-mail ID of the contact person.
 - c. Bank draft towards EMD.
 - d. Bank draft (Non-refundable) towards the cost of quotation documents.
 - e. Self attested copies of Certificates of registration for VAT, sales tax & service tax and incorporation etc., issued by appropriate government authority for the required services with seal of the quotation.
 - f. Self attested copies of VAT clearance certificate/ITCC/service tax clearance certificate.
 - g. Documentary evidences/ technical literature for the quoted model
 - h. List of Clients and documents related to experience of the bidder.
 - i. Document in support of e-waste management and green environment efforts.
 - j. Other documents in support of the eligibility of the bidder as mentioned above.
 11. Any additional information you wish to provide may be attached separately.
 12. The Price bid as given in Table-3 should be submitted in a separate sealed cover. The price bid of those vendors shall be opened who technically qualify on the scheduled date & time.
 13. The quotation document is not transferable. The quotations submitted by the bidder in their own proforma shall not be accepted. While filling up the forms / offering any other information, it shall be done using ink/ball-point pen only or by typewriting.
 14. It may be noted that one agency cannot represent or quote on behalf of more than one dealer in the particular quotation. Such quotations if received will not be considered.
- Price and its Validity**
15. The quotation shall contain the firm and final rates in clear and unambiguous terms in Indian Rupees.
 16. The quoted price must be inclusive of freight, packing, forwarding, transit insurance etc. for delivery at site. The installation, commissioning and demonstration shall be at the supplier cost.
 17. The bidder shall also indicate the applicable prevailing VAT.

18. The quotation and the quoted prices shall be valid for 90 (Ninety) days from the date of opening the quotation specified in the quotation call document.

Evaluation and Award of Contact

19. The University will evaluate the technical & financial aspects of the quotations. The University shall consider placement of orders for commercial supplies only on those eligible bidder whose offers are found to be technically, commercially and financially acceptable and who have accepted the terms and conditions as stipulated in this quotation document.
20. On all the matters relating to this quotation call document, the decision of the University shall be final and binding and the same cannot be referred to the court of law. The University reserves the right to reject any or all of the quotations without assigning any reason what so ever.
21. The University reserves the right to call the bidders and to conduct negotiations, if necessary and has the right to select more than one bidder for one or more items at its discretion.
22. The University reserves the right to select more than one bidder for one or more items at its discretion.
23. Any deviation in technical specifications shall not be entertained ordinarily. The University reserves the right to modify the computer-specifications during the execution stage of the purchase process. Wherever the technical specifications of items are changed either at the University request or at Bidder's request, revised price will be fixed, if necessary, by negotiations and as agreed upon by both parties.
24. The University reserves the right to order all or part or none of the items and/or services given in this document.
25. The University may reject the bid even if it is accepted but the successful bidder fails to execute any of the guidelines, terms and conditions mentioned in this quotation document.
26. The supplier shall not assign or makeover the contract, the benefit or burden thereof to any other person or persons or body corporate. The supplier shall not underlet or sublet to any person(s) or body corporate for the execution of the contract or any part thereof.

Delivery Period

27. All the computers are to be door-delivered to the University within 4-5 weeks of the issue of the purchase order. In case the supplier fails to deliver the goods within the due period, the University reserves the right to cancel the purchase order and to place orders with other firms without assigning any reason thereof.
28. The supplier must supply all ordered items at a time. Part supplies are not acceptable and will not be entertained on any account. Any loss or damage during transit will be replaced at the cost of supplier.
29. Form 'D' will be supplied wherever required to avail tax concession for Educational Institutions.

Installation and Commissioning

30. The supplier shall be liable to complete all installation and commissioning of the computers at the site within 15 days from the date of receipt of the computers. All packing must be opened at the site and be handed over to the consignee, at the supplier's cost.
31. If the supplier does not complete the supply, installation and successful commissioning of the all the computers within the stipulated date, it shall be open to the University to cancel the offer.

Warranty

32. The computers supplied will be under warranty for a period of 3 years from the date of installation and commissioning. Free replacement of faulty media or hardware including free technical support/version up-gradation shall be provided during the warranty period. Warranty Certificate shall be submitted at the time of delivery.
33. The software products shall be warranted against any defects those may be responsible for any hardware breakdown/system crash/and any other reasons attributed to total hardware failure which is otherwise warranted and certified to run the software.

Services

34. The supplier shall have a service support base in Odisha preferably at Sambalpur/ Bhubaneswar and shall submit full detail address with phone no., fax no. and e-mail ID of the contact person for after sale service.
35. The supplier is required to take care of change in technology and supply the higher version of the hardware and software available at the time of delivery at the same total cost as per the order. The operating manuals must be supplied at the time of delivery of goods.

Billing and Payment

- 36. The supplier shall submit all bills in triplicate on printed forms to the University. The billing must be done with Odisha State VAT billing.
- 37. The supplier must submit valid and up-to-date VATCC and ITCC along with the bill before release of payment.
- 38. The University will make payments through account payee cheque drawn on SBI Burla, in Indian Rupees. No interest on any deferred claim arising out of this purchase shall be payable in any case whatsoever. No payment will be made for goods rejected at site during installation and commissioning.
- 39. The prices charged by the supplier for goods delivered and services performed under the contract shall not be higher from the prices quoted by the supplier in this quotation.
- 40. The 90% of the billed amount will be released only if the computers have been received in good conditions and successfully installed and commissioned as per the specifications.
- 41. The balance 10% will be released after 30 days of the satisfactory on site performance from the final date of installation and commissioning of all the computers against performance security valid till the date of the warranty period. All payments will be released based on separate invoices submitted to the university by the supplier. The supplier shall submit the bills in triplicate on printed forms only for the release of the balance 10% amount to the University.

Performance Security

- 42. The supplier shall submit a performance security for 10% of the purchase order value in the form of bank guarantee to cover the entire period of warranty. Performance security will be released only after successful completion of the warranty. The performance Security will not bear any interest.

Other terms and conditions

- 43. The University reserves the right to cancel the purchase order if the computers supplied fail to meet the specification mentioned within the terms and conditions of this quotation call document. The University shall not be held responsible for any loss or damage suffered by the bidder as a result of the cancellation of the purchase order.
- 44. The University reserves the right to cancel an item as ordered or cancel the whole order, if the University does not agree to a change of specification suggested by the bidder or if the bidder is not able to supply an item as per changed specifications required by the University or if there is no agreement on the revision to price.

45. The University may cancel the order if it is found that the agency is black listed on previous occasions by any of the departments/ institutions/ local bodies etc.
46. The University may at any time terminate the contract by giving written notice to the supplier, without compensation to supplier, if the supplier becomes bankrupt or otherwise insolvent as declared by the competent court provided that such termination will prejudice or affect any right or action or remedy which has accrued or will accrue thereafter to the University.
47. Any dispute arising out of the deal shall be subjected to the jurisdiction of the court at Sambalpur within the State of Odisha.
48. The University reserves the right to add/delete/change any of the terms and conditions stipulated in this quotation document.

Delivery as well as Billing Address

The Registrar,
Veer SurendraSai University of Technology, Odisha
BURLA-768018
Dist. Sambalpur (Odisha)

Table-1 INFORMATION SHEET OF BIDDER

S/L	Description	To be filled in by the supplier
1	Name of the Supplier:- Dealer/ OEM/Agency	
2	Address with phone No./FAX/ e-Mail	
3	Contact Person(s) Phone No. /Mobile No.	
4	Name of the OEM(Brand)	
5	Quoted Brand/Model No.	
6	Certificate w.r.t. Authorized dealer	
7	Details of Bank Draft towards the cost of quotation documents	
8	Details of Bank Draft towards EMD	
9	VAT registration details	
10	Experience Details	

DECLARARION: We hereby certify that the information furnished above is full and correct to the best of our knowledge. We understand that in case any deviation is found in the above statement at any stage, the quotation is liable to be rejected.

Undertaking by the Bidder

To
The Registrar,
Veer SurendraSai University of Technology,
Burla-768018.
DistSambalpur, Odisha

Subject: Quotation for "Supply, installation and commissioning of desktop computers".

Dear Sir,

1. We have studied the full contents of the quotation call document and agree to quote by the guidelines, terms and conditions laid in this quotation document.
2. We enclose all the sheets of this quotation call document duly signed by us on every page, as a token of accepting all the guidelines, terms and conditions laid in this quotation document.
3. In case of non- observance of any of the guidelines, terms and conditions mentioned in this quotation document by us, we understand that our quotation/purchase order (as the case may be) may be cancelled.
4. We warrant that the goods supplied under this contract are new, unused, of the most recent or current models, and they incorporate all recent improvements in design and materials and all the services configured shall render trouble free function.
5. We hereby agree to supply, install and commission the desktop computers as per the terms and conditions of this quotation call document if we are offered to execute the contract.

Dated:

Signature of

In capacity of

Duly authorized to sign the quotation for and on behalf of

Name and Address of the authorized Signatory

Signature.

Date:.

Authorisation Form from Manufacturer

(In case, if the bidder is a Business Partner of OEM)

To
The Registrar,
Veer SurendraSai University of Technology,
Burla-768018.
DistSambalpur, Odisha

Subject: Quotation for "Supply, installation, testing and commissioning of desktop computers".

Dear Sir,

1. I/We _____ (OEM Name), who are established and reputable manufacturers of Desktop Computers having factories at _____ (factory address) do hereby authorize _____ (Bidders address and name) to submit a bid, and subsequently negotiate and execute the contract with you for the desktop computers manufactured by us against this quotation call notice.
2. We hereby extend our full guarantee and warranty as per warranty clause of this quotation call notice for the desktop computers and services offered for supply by thisbidder against this quotation call notice.

Dated:

Signature of

In capacity of

Duly authorized to sign the quotation for and on behalf of

Name and Address of the authorized Signatory

Signature.

Date:

Table-2(A) Technical Specifications of Desktop Computers

Processor	Intel 4th Generation Core i7-4770,
Chipset	Quad Core Processor 3.4GHz
Cache	8MB Cache
Motherboard	OEM motherboard
Memory	Memory 2 X 4 GB DDR3 SDRAM @ 1600 MHz upgradeable up to 16GB
Hard Disk Drive	500 GB SATA III 6.0Gbps with 6 SATA Ports and pre failure alerts
Optical Drive	24 X SATA DVD Writer
Graphics	Integrated Intel High Definition Graphics 2000
Ethernet	Integrated 10/100/1000 Mbps ethernet controller with PXE and WOL support
Bays	2*Front Accessible 5.25", 2*Front Accessible 3.5", 1*Internal 3.5"
Slots	2 PCI, 1 PCI ex x1 and 1 PCI ex x16 slots
I/O Ports	Rear : 2 PS/2, 1 Serial, 1 Parallel,1 VGA,1 RJ-45, 4 USB2.0 , 2 USB 3.0, 1 HDMI , 1 DVI-D port, Front : 2 USB 2.0
Audio Port	Front : 1 Audio out, Rear : 1 Line In, 1 Line Out, 1 MIC In,
Form Factor	Micro ATX
Power Supply	250 W Surge Protected Power Supply
Monitor	18.5" Color TFT/LED with 1366 x 768 resolution
Keyboard	OEM 104 keys USB KBD with Rupee symbol
Mouse	2 Button Optical USB mouse with scroll
Operating system	Windows 8 Professional 64 Bit Preloaded with Recovery Media
Antivirus	Norton/Mcafee/QuickhealAntivirus preloaded with media for 3 yrs
Management Features	OEMs own S/W for Manageability features like Asset tracking (BIOS, HDD, Memory, O/S Information, BIOS, Serial number, Model and Manufacturer), Pre-failure alert etc.
Recovery S/W	OEMs Pre loaded software tool that has provision for scheduled backup for restoring OS &data.
Compliance certifications	DMI , ACPI & RoHS

Table-2(B) Compliance sheet for Technical Specifications of Desktop Computers

The bidders are requested to fill up the compliance sheet with reference to the specification in table-2(A).

Description	Configuration	Deviation
Make/model		
Processor		
Chipset		
Cache		
Motherboard		
Memory		
Hard Disk Drive		
Optical Drive		
Graphics		
Ethernet		
Bays		
Slots		
I/O Ports		
Audio Port		
Form Factor		
Power Supply		
Monitor		
Keyboard		
Mouse		
Operating system		
Antivirus		
Management Features		
Recovery S/W		
Compliance certifications		

Table -3: Price Bid for Supply, Installation and Commissioning of Desktop Computers

Name of the OEM/Business Partner of OEM:

Item Description	Price Description	Price per Unit Computer (INR)	Total Amount for 100 Computers (INR)
Desktop Computers (As per Specification given in Table- 2(A) of this quotation documents or as approved by the University)	(A1) Base Price		
	(A2) VAT @		
	(A3) Freight Charge (if any)		
	(A4) Any Other (If any Mention Details)		
	(A) Total= A1+A2+A3+A4		
	(A) Total= A1+A2+A3+A4 (In words)		

- Note: Taxes like VAT, Freight and or other taxes/ Charges, if any applicable must be explicitly mentioned in this price schedule. Any type of correction/ addition in price schedule shall not permissible.