

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 and installation of Drawing Tables, Drawing Board Stands & Drafting Stools
at VSSUT, Burla

Quotation Call Notice No. VSSUT/ARCH/3688

Date. 03.10.2015

Submitted by

Last Date and Time of Submission of Quotations: 30.10.2015, 4.00 PM

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**VEER SURENDRA SAI UNIVERSITY OF TECHNOLOGY,
BURLA**

Po: Engineering College, Burla, Dist: Sambalpur, Odisha, 768018

No: VSSUT/ ARCH/3688

Date: 03.10.2015

**Quotation call notice for supply and installation of Drawing Tables,
Drawing Board Stands & Drafting Stools at VSSUT, Burla**

The "Registrar, Veer Surendra Sai University of Technology, Burla" invites sealed quotations from the intending reputed Original Equipment Manufacturer or its registered authorized dealers for supply and installation of Drawing Tables, Drawing Board Stands & Drafting Stools. All details and the quotation documents are available on the University website www.vssut.ac.in. Last Date and Time of Submission of Quotation is 30/10/2015, 4:00PM.

Sd/- Registrar

Memo No. VSSUT/ ARCH/3689(10)

Dated. 30.10.2015

Copy to:

1. M/s. The Advertising Corporation of India Private Limited, Plot No-312, Bomikhal, Bhubaneswar-751010. with request to publish the above advertisement in one issue of the all Orissa daily edition of *The Samaj* and one all India daily edition of *The Times of India* on or before 05.10.2015 at the I&PR approved/lowest rates. The bill may be sent in triplicate along with a copy of the paper in which the publication is made.
2. University Notice Board.
3. The Dean, Faculty & Planning with a request to display the advertisement in University website immediately.
4. COF for information & necessary action
5. PA to V.C. for kind information of the Vice Chancellor.
6. PA to Registrar for kind information.

REGISTRAR

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.
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.
 - i. The bidder should be Original Equipment Manufacturer (OEM) or Business partner of the Original Equipment Manufacturer/ Authorized Dealer. 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 Drafting equipment such as drawing tables and drafting stools. The bidder should provide supporting Manufacturer's Authorization certificate in this regard (that is authorized System Integrator/Authorized Dealer).
 - ii. The bidder should have large support network with presence across India.
 - iii. The bidder shall have sufficient experience (minimum 3 years) as on bid calling date in supply and installation of the drawing tables and drafting stools in corporate/Govt./other Academic Institution or Public Sector in India.
 - iv. The Bidder's key technical engineers should have OEM certifications to install and maintain the Drafting equipment quoted by the Bidder.
 - a. The bidder shall have sufficient experience (min. 3 Years) 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 from earlier users.
 - b. The bidder should be a VAT registered company and profit making for the last three years.
 - c. The bidder shall have service support base.
 - d. The bidder shall have sufficient experience in maintenance of drawing tables and drafting stools.

4. **Earnest Money Deposit (EMD):** A bank draft towards EMD for the amount of Rs 20000.00 (Rupees Twenty Thousands Only) drawn in favor of “Veer Surendra Sai University of Technology, Burla” payable at SBI, Burla or Syndicate Bank, Burla must be submitted. The EMD will not carry any interest.

5. **Submission of quotation and Documents Required**

- a. 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).
- b. 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 **30/10/2015 at 4:00PM** 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.
- c. The envelope containing the quotation must be super-scribed as “Quotation call notice for supply and installation of drawing tables, drawing board stands and drafting stools” with due date & time of submission.
- d. The University is not responsible for delay, loss or non receipt of quotation documents sent by the post.
- e. The quotation should contain the following documents.
- f. This quotation document signed on each page by the authorized signatory of the bidder.
- g. Detail Name & address with Phone no./FAX No., e-mail ID of the contact person.
- h. Bank draft towards EMD.
- i. Self attested copies of VAT clearance certificate/ITCC/service tax clearance certificate
- j. Documentary evidences/ technical literature for the quoted model
- k. List of Clients with address and contact number with e-mail id and documents related to experience of the bidder such as purchase order from other organization.
- l. Documents in support of OEM/Business of OEM/Authorized Dealer.

6. The quotation document is not transferable. The quotations submitted by the bidder in their own pro-forma 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.
7. 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

8. The quotation shall contain the firm and final rates in clear and unambiguous terms in Indian Rupees.
9. The quoted price must be inclusive of freight, packing, forwarding, transit insurance etc. for delivery at site. The installation shall be at the supplier cost.
10. The bidder shall also indicate the applicable prevailing VAT.

Evaluation and Award of Contract

11. 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.
12. 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.
13. Any deviation in technical specifications shall not be entertained ordinarily. The University reserves the right to modify the drawing tables, drawing board stands and drafting stools-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.
14. The University reserves the right to order all or part or none of the items and/or services given in this document.
15. 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.

16. 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

17. All the drawing tables, drawing board stands and drafting stools are to be door-delivered to the University within 60 days 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.
18. 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.

Installation

19. The supplier shall be liable to complete all installation of the drawing tables, drawing board stands and drafting stools at the site within 30 days from the date of receipt of the drawing tables, drawing board stands and drafting stools. All packing must be opened at the site and be handed over to the consignee, at the supplier's cost.

Warranty

20. The drawing tables, drawing board stands and drafting stools supplied will be under warranty for a minimum period of 3 years from the date of installation. Free replacement of faulty parts shall be provided during the warranty period. Warranty Certificate shall be submitted at the time of delivery.

Services

21. The supplier shall have a service support base and shall submit full detail address with phone no., fax no. and e-mail ID of the contact person for after sale service.

22. The supplier shall submit all bills in triplicate on printed forms to the University. The billing must be done with Odisha State VAT billing.
23. . The supplier must submit valid and up-to-date VATCC and ITCC along with the bill before release of payment.
24. 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.
25. 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.
26. The 90% of the billed amount will be released only if the drawing boards, drawing board stands and drafting tools have been received in good conditions and successfully installed as per the specifications.
27. The balance 10% will be released after 30 days of the satisfactory on site performance from the final date of installation of all the drawing boards, drawing board stands and drafting stools 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

28. 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

29. The University reserves the right to cancel the purchase order if the drawing tables, drawing board stands and drafting stools 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.
30. 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.

31. 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.
32. Any dispute arising out of the deal shall be subjected to the jurisdiction of the court at Sambalpur within the State of Odisha.
33. 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 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 (with proof of orders from organization to which supplied earlier)	

DECLARATION: 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 Surendra Sai University of Technology,
Burla-768018.
DistSambalpur, Odisha

Subject: Quotation for “Supply and installation of drawing tables, drawing board stands and drafting stools”

Dear Sir,

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.

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.

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.

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.

We hereby agree to supply and install the drawing tables, drawing board stands and drafting stools 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:.

Table 2 TECHNICAL SPECIFICATIONS OF DRAWING TABLES, DRAWING BOARD STANDS AND DRAFTING STOOLS

Drawing tables, Drawing Board Stands and Drafting Stools
<p>A. Drawing Board</p> <ol style="list-style-type: none">1) The drawing board size should be of 30" X 42".2) The drawing board should be made of good quality soft pine wood having minimum thickness of 22 mm with tongued joint employing suitable adhesive supported on at least three wooden planks of suitable width and thickness fitted to the board with screw and with parallel edge arrangement on both side.3) The drawing board should be fitted with parallel bar arrangement. <p>B. Drawing Board Stand</p> <ol style="list-style-type: none">1) The specified quality of board should be mounted on steel frames at suitable height adjustment and also angle adjustment for inclination of drawing board.2) The steel frame on which drawing board is to be placed should be made of high quality sheet of 2.5 mm thickness and minimum 1.0" x 1.0" square or any suitable section of sufficient length and strength to support the board.3) All four legs should be made of minimum 2.0"x2.0" hollow steel section having minimum 2.5 mm sheet thickness.4) Radial type arrangement with suitable knob is required for the adjustment of inclination to drawing board.5) For the height adjustment, groove type arrangement with three level adjustments should be provided.6) All steel members strictly to be powder coated instead of conventional painting.7) There should be a tray type storage space below the drawing board to keep accessories related to drawing etc.8) There should be a minimal use of nut bolt.9) Where there is requirement of knob, that knob should be user's friendly in shape and size and also be of high quality. <p>C. Drafting stool</p> <ol style="list-style-type: none">1) The drafting stool should be made up of good quality steel having the facility of 360° rotation with height adjustment and backrest.2) Stool should be mounted on suitable base.3) Provision for radial leg rest at appropriate height and diameter.4) Height adjustment should be made up of using good quality hydraulic system.5) The seating top should be of steel surface of sufficient strength

Table 3: PRICE BID FOR SUPPLY AND INSTALLATION OF DRAWING TABLES, DRAWING BOARD STANDS AND DRAFTING STOOLS

Name of the OEM/Business Partner of OEM/ Authorized Dealer:

Item Description	Price Description	Price per Unit (INR)	Total Amount for 100 Units (INR)
A) Drawing Boards (As per Specification given in Table-2 of this quotation documents)	(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)		
B) Drawing Board Stands (As per Specification given in Table-2 of this quotation documents)	(B1) Base Price		
	(B2) VAT @		
	(B3) Freight Charge (if any)		
	(B4) Any Other (If any Mention Details)		
	(B) Total= B1+B2+B3+B4		
	(B) Total= B1+B2+B3+B4 (In words)		
C) Drafting Stools (As per Specification given in Table-2 of this quotation documents)	(C1) Base Price		
	(C2) VAT @		
	(C3) Freight Charge (if any)		
	(C4) Any Other (If any Mention Details)		
	(C) Total= C1+C2+C3+C4		
	(C) Total= C1+C2+C3+C4 (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.

Registrar