

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

PO: Burla Engineering College  
Dist.: Sambalpur, PIN-768018  
Odisha. [www.vssut.ac.in](http://www.vssut.ac.in)



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No.-VSSUT/PE/289/16

Dated: 07/12/2016

**Tender Call Notice for Supply and installation of Modular Computer Workstation and other allied works in the Computer Aided Design (CAD) Laboratory of Production Engineering Department, VSSUT, Burla.**

Registrar, Veer Surendra Sai University of Technology, Burla (VSSUT) invites offers from the Manufacturer/Authorized Dealers having valid ISO 9001 certification for Supply and installation of Modular Computer Workstation and other allied works in the Computer Aided Design (CAD) Laboratory of Production Engineering Department, VSSUT, Burla. Tender papers with all specifications, terms and conditions will be available in the official website of the University ([www.vssut.ac.in](http://www.vssut.ac.in)) which can be downloaded and submitted after filling it up completely. The cost of the tender paper is Rs. 500/- (Rupees five hundred only), which can be paid in the form of a demand draft drawn in favour of 'Veer Surendra Sai University of Technology, Burla' from any nationalized bank, Payable at Burla. The DD must be submitted along with the tender paper; otherwise the tender paper shall be liable for rejection. The tenders are to be submitted only by **Registered Post/Speed Post**. No hand delivery shall be accepted.

**IMPORTANT DATES:**

<b>Last date for submission of tender papers</b>	<b>01.00 PM of 24.12.2016</b>
<b>Opening of tender Papers</b>	<b>04.00 PM of 26.12.2016</b>

Memo No. VSSUT/PE/290/2016

Sd/-  
Registrar  
Dated: 07/12/2016

**Copy to:**

1. M/s Display lines, 219, Saheed Nagar, Bhubaneswar-751007 with a request to publish the above advertisement in one issue of the Odisha daily edition (ALL ODISHA EDITION) of THE SAMAJ and the Odisha edition of The Indian Express using minimum space at I & PR approved/lowest rates. The bills may be sent to the Comptroller of Finance, VSSUT, Burla -768018 in TRIPLICATE along with copies of the paper in which the publication is made, for necessary payment.
2. The University/Department Notice Board for publicity
3. Dean F&P, with a request to hoist the tender call notice in the University web site [www.vssut.ac.in](http://www.vssut.ac.in) for wide publicity.
4. COF/SO Accounts, for information and necessary action. The expenses shall be met from RUSA fund.

Sd/-  
**Registrar**

## **Section I: Invitation for Bids**

Sealed Bids (properly stitched separately) in two separate covers (**Technical Bid and Price Bid**) are invited by the “**The Registrar, Veer Surendra Sai University of Technology, Odisha**” from the manufacturers/authorized distributors/ dealers having valid ISO 9001 certification for supply and installation of Modular Computer Furniture and other allied equipment/works in the Computer Aided Design (CAD) Laboratory of Production Engineering Department, VSSUT, Burla.

All bidders are required to submit EMD not less than 2% of the quoted amount in the shape of Demand draft drawn in favour of “**Veer Surendra Sai University of Technology, Burla**” payable at Burla only. The EMD shall be in Indian Rupees. Non-submission of EMD or submission of EMD of lesser amount than required shall result in rejection of bid. The EMD deposited against other bids cannot be adjusted or considered for this Bid. No interest is payable on EMD.

The Bidders may download the **Tender Documents** directly from the website available at <http://www.vssut.ac.in> and the Tender cost fee of Rs.500/- (Non-refundable) by way of separate Demand Draft drawn in favour of “**Veer Surendra Sai University of Technology, Burla**” payable at Burla should be enclosed along with the Bid. The Tender cost fee and the EMD amount should be submitted separately in separate demand drafts. In case of any bid clarification, responsibility lies with the bidders to collect the same from the website and the purchaser shall have no responsibility for any delay/omission on part of the bidder.

### **Time Schedule**

- a) Date of commencement of downloading bidding document- **08.12.2016 at 11.00 AM**
- b) Last date and time for Receipt of bids- **24.12.2016 up to 01.00 PM**
- c) Time and date of opening of Tender & Technical Bid- **26.12.2016 at 04.00 PM**

### **Place of Receipt and Opening of Tender**

The Registrar  
Veer Surendra Sai University of Technology, Odisha  
P.O.- Burla Engineering College, Dist-Sambalpur-768018,  
Tel. No-0663-2430211 Fax No-0663-2430204

### **Delivery as well as Billing Address**

The Registrar  
Veer Surendra Sai University of Technology, Odisha  
Burla, Dist.- Sambalpur, Odisha, 768018

Sd/-  
**Registrar**

## **Section II: General Guidelines & Terms and Conditions**

1. The bidder should be a reputed manufacturer of modular computer laboratory furniture or authorized distributor and also service provider for the same having ISO 9001 certification.
2. This Tender document must be filled up 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 Tender document.
3. **Cost of tender document:** The cost of tender document is Rs.500.00 (Rupees five hundred only) (Non-refundable). The tender document can be downloaded from the university website [www.vssut.ac.in](http://www.vssut.ac.in). A demand draft towards the cost of the tender document drawn in favor of “Veer Surendra Sai University of Technology, Burla” payable at Burla must be submitted along with bid.
4. **Ernest Money Deposit (EMD):** All bidders are required to submit EMD not less than 2% of the quoted amount in shape of Demand draft drawn in favour of “Veer Surendra Sai University of Technology, Burla” payable at Burla only. The EMD shall be in Indian Rupees. Non-submission of EMD or submission of less EMD than the desired one shall result in rejection of Bid. The EMD deposited against other Bids cannot be adjusted or considered for this Bid. No interest is payable on EMD.
5. The EMD amount of the successful bidder will be kept as retention money and will be released only after supply and installation of the furniture in place. However, the EMD amount of other bidders will be returned back after the tendering process is completed.
6. **Site Inspection:** Bidders may of their own interest inspect the site where the work is to be carried out and satisfy themselves before submitting their proposal. A bidder shall be deemed to have full knowledge of the work whether he inspects it or not and no extra charges consequent on any misunderstanding or otherwise shall be allowed.
7. The tender comprises two parts i.e. 1. **Technical bid** and 2. **Financial Bid**. The first part is technical bid where the vendor is required to give the details of the firm and the confirmation on technical specification. If there is noncompliance in respect of any item, all details thereof must be provided. The second part is financial bid where the vendor is required to quote the rates only. No other information/condition is to be mentioned in the financial bid. Conditions if any, are to be given in the technical bid only.
8. The **Technical Bid** should contain the followings.
  - (i) This tender document signed on each page by the authorized signatory of the bidder.
  - (ii) Self-attested copy of PAN, VAT registration, VAT clearance and service tax and incorporation etc., issued by appropriate government authority for the required services with seal of the quotation.
  - (iii) Demand Draft (Non-refundable) towards the cost of tender document in favor of “Veer Surendra Sai University of Technology, Burla” payable at SBI, Burla.
  - (iv) Demand Draft towards EMD in favor of “Veer Surendra Sai University of Technology, Burla” payable at SBI, Burla.
  - (v) List of user clients and documents related to experience of the bidder along with address and contact no.
  - (vi) Detailed specification of product along with the service support.

- (vii) Detailed literature along with make, model, data sheets, pamphlets, and drawing and performance curves as applicable shall be attached with the technical offer.
  - (viii) Any other documents in support of the eligibility of the bidder.
9. The **Financial Bid** shall specify the followings.
    - (i) Cost for supply, fabrication and installation of modular furniture for the laboratory and other associated equipment/work as per specification and scope of work in the prescribed format of the financial bid.
    - (ii) Prices should not be indicated Technical Bid. It should only be indicated in the Financial Bid.
  10. The bid shall contain the firm and final rates in clear and unambiguous terms in Indian Rupees.
  11. The offered price must be inclusive of freight, packing, forwarding, transit insurance etc. for delivery at VSSUT, Burla. The installation, commissioning and demonstration shall be at the cost of the supplier.
  12. **Submission of Bid:** The bid should be submitted in a three cover format. The i) Technical Bid and ii) Financial Bid should be put inside an outer envelope which should be labeled as “Tender for supply and installation of Modular Computer Furniture and other allied equipment/works in the Computer Aided Design (CAD) Laboratory of Production Engineering Department, VSSUT, Burla” with due date & time of submission.
  13. The tender document completed in all respect must reach to “The Registrar, Veer Surendra Sai University of Technology, Burla, PO.- Engineering College, Burla, Dist. Sambalpur-768018 (Odisha) by the last date and time of submission under a sealed cover by **Registered Post/Speed Post only**. The tender received after the due date & time is liable to be rejected.
  14. The bids submitted by telex / fax/e-mail etc. shall not be considered. No correspondence will be entertained on this matter.
  15. The University is not responsible for delay, loss or non receipt of bid documents sent by post.
  16. The bid document is not transferable. The bid 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 ball-point pen only or by typewriting.
  17. The tender and the offered prices shall be valid for 120 days from the date of opening of the tender.
  18. Tender should be filled with neat legible and correct entries. Indistinct figures should be avoided. Any erasures and alterations made while filling the tender or figure/figures are not permitted. Failure to comply with either of these conditions will render the tender void. No advice of any change in rate or conditions after opening of the will be entertained.
  19. The DPC will evaluate the technical and financial aspects of the tenders. The University shall consider placement of orders for commercial supplies only on the eligible bidder whose offer is found to be technically and financially acceptable and who have accepted the terms and conditions as stipulated in this tender document.

20. For proprietary items, the certificate of proprietary items must be submitted along with the bid. If any item is supplied by an authorized firm, the manufacturer's authorization certificate must be submitted along with the bid.
21. Any deviation in technical specifications shall not be entertained ordinarily. The University reserves the right to modify the specifications during the execution stage of the work. Wherever the technical specifications of items are changed either at the University's request or at Bidder's request, revised price will be fixed, if necessary, by negotiations and as agreed upon by both the parties.
22. Unless otherwise specified in the order, the order price shall remain firm and will not be subject to escalation of any description during the pendency of the order, notwithstanding the change in the cost of materials, labour and/or variations in the taxes, duties and other levies on raw materials and components may take place while the order is under execution even if the execution of the order is delayed beyond the completion date specified in the order for any reason whatsoever.
23. It may be noted that one agency cannot represent or offer on behalf of more than one dealer in the particular proposal. Such proposals, if received will not be considered.
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 quantities in the schedule may be increased or decreased to any extent depending upon the actual requirement.
26. The vendor shall not assign or makeover the contract, the benefit or burden thereof to any other person or persons or body corporate. The bidder shall not underlet or sublet to any person(s) or body corporate for the execution of the contract or any part thereof. Delivery Period, Installation and Commissioning
27. The vendor shall be liable to complete all the works of supply and installation as mentioned in scope of work computers at the site within 30 days from the date of receipt of the work order.
28. In case the firm fails to complete the work within the due period, the University reserves the right to cancel the order and to place orders with other firms without assigning any reason thereof.
29. The firm must supply and install all ordered items at a time. Part supplies and installation are not acceptable and will not be entertained on any account. Any loss or damage during transit and execution will be replaced at the cost of supplier.
30. The vendor shall submit all bills in triplicate on printed forms to the University. The billing must be done with Odisha State VAT billing.
31. 100% payment of the billed amount will be made only after 30 days of receipt of equipment in good conditions and successful performance on site from the final date of demonstration or completion of work as per the specifications.
32. The University will make payments through account payee cheque 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.
33. 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.

34. The University may at any time terminate the work order by giving written notice to the vendor, without compensation to vendor, if the vendor 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.
35. At any time prior to the last date for receipt of bids, the University may, for any reason, whether at its own initiative or in response to a clarification requested by a prospective Bidder, modify the tender document by a corrigendum.
36. On all the matters relating to this tender call document, the decision of the University shall be final and binding. The University reserves the right to reject any or all of the Tenders without assigning any reason what so ever.
37. Any dispute arising out of the deal shall be subjected to the jurisdiction of the court at Sambalpur within the State of Odisha.

### **Section III: Scope of work**

#### **1. Computer Furniture with Electrical & LAN works:**

- a. Preparation of modular computer workstation:** Supply and installation of modular computer workstations for 38 Nos. of computers in cubicle form as per the drawing enclosed and specifications mentioned in this tender document.
- b. Supply and installation of electrical goods:** Supply and installation of quality and branded electrical goods for providing electrical power points to individual workstations for use of individual user as per specification.
- c. LAN connectivity to computers:** Supply and installation of LAN for 38 nos. of computers using CAT 6e cable, cable connectors, 1.5m patch cord and I/O ports.

**Section IV: Forms and Annexures**

**Annexure I: Tender Application Form**

To,  
The Registrar  
VSSUT, Burla

**Sub:** Supply and Installation of Modular Computer Workstation and other allied works in the Computer Aided Design (CAD) Laboratory of Production Engineering Department, VSSUT, Burla.

Dear Sir,

I/We the undersigned have carefully gone through and clearly understood the specifications, quantities with terms and conditions mentioned in the tender document for the above mentioned work do hereby tender to execute and complete the supply in accordance with the priced bill of quantified and/or as per given specifications.

It is understood that the lowest or any tender will not necessarily be accepted and that you are not bound to assign any reason thereof for the same.

I/We agree to keep our offer open for 120 days from the date of opening of tender.

Having examined the schedule of requirements relating to the proposed tender for supply of equipment/software and having acquired the tenders invited by you, we the undersigned hereby offer to execute, complete and maintain the proposed work in strict accordance with the conditions and specifications described in the tender document at the item rates quoted by us in the tender.

We undertake to complete and deliver the total work within the stipulated time period from the date of issue of work order by the competent authority.

Place:

Signature & Stamp of vendor

Date:

Name and address of the vendor

## **Annexure II: Technical Bid**

To be filled and signed by the authorized signatory of the firm and this is to be put in separate sealed cover superscribed with “Technical bid for Supply and Installation of Modular Computer Workstation and other allied works in the Computer Aided Design (CAD) Laboratory of Production Engineering Department, VSSUT, Burla.”.

1	Name of the firm	
2	Address	
3	Contact No.	
4	Date of commencement of business	
5	PAN No. (Attach a copy)	
6	VAT/CST Registration No ( Attach a copy)	
7	Whether previous experience in the field (Attach proof)	
8	Is there any deviation from the specifications mentioned herewith, if yes, attach a separate sheet stating the deviations.	
9	Warranty information.	Please attach list of items along with relevant warranty, if applicable
10	Product brochure/literature for each item	Attach copies of product brochure/literature for each item
11	Particulars of EMD attached	DD No _____ Date _____ Amount <u>Rs.</u> _____

**Signature of the Vendor with seal**



**Annexure III: Price Bid**

To be filled and signed by the authorized signatory of the firm and this is to be put in separate sealed cover superscribed with “Price bid for Supply and Installation of Modular Computer Workstation and other allied works in the Computer Aided Design (CAD) Laboratory of Production Engineering Department, VSSUT, Burla.”.

S/N	Item	Quantity	Rate	Amount
1	a) Supply and installation of modular computer workstations for 38 Nos. of computers in cubicle form as per the drawing enclosed and specifications mentioned in this tender document.  b) All electrical wiring from UPS to individual fitting of two power points to individual user with required gauge of wire. The power points include two modular 5-pins sockets and two switches fitted in a molded case.  c) Structured cabling with Cat 6 cable with required RJ45 connector and I/O box complete set and 1.5m Cat 6 patch cord.	38		
2	VAT			
	Total			
In words:				

**Note-** (i) The offered price should include the cost of cubicle along with electrical and LAN connectivity. Individual offered price for each work shall not be entertained.

(ii) 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 be permissible.

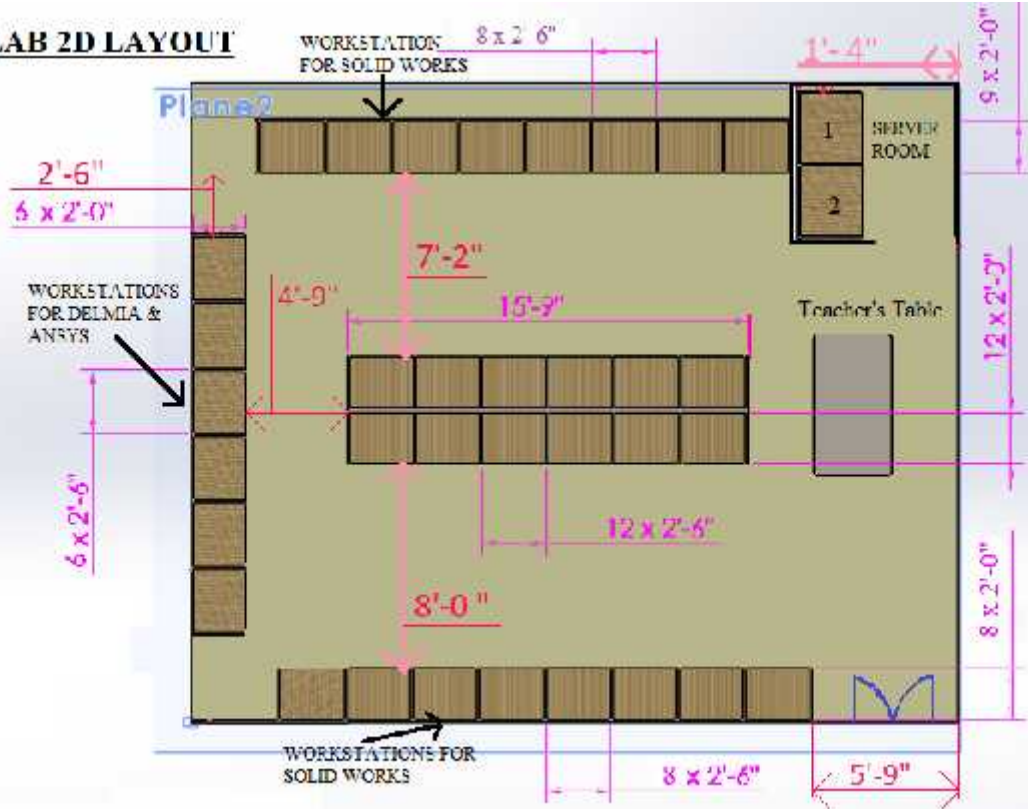
**Signature of the Vendor with seal**

## **Section IV: Technical Specifications and Drawings**

### **TECHNICAL SPECIFICATIONS**

<b>S/N</b>	<b>Item</b>	<b>Description</b>	<b>Quantity</b>
<b>1.</b>	<b>(a) Modular Computer Workstation</b>	Modular computer workstation of size 2'6" width×2'depth×4' height in cubicle form as shown in the figure enclosed herewith with post form finish of approved color. The thickness of the cubicle should be of 25mm (for wall), 18mm (top) and 12mm for the back side wall having postform finish with 0.6mm sunmica laminate. Due provision shall be made available for electrical wiring LAN connectivity and CPU stand for individual cubicle.	<b>38</b>
	<b>(b) Electrical Installation</b>	All electrical wiring from UPS to individual fitting of two power points to individual user with required gauge of wire. The power points include two modular 5-pins sockets and two switches fitted in a molded case.	<b>38</b>
	<b>(c) LAN Connectivity</b>	Structured cabling with Cat 6 cable with required RJ45 connector and I/O box complete set and 1.5m Cat 6 patch cord.	<b>38</b>

**CAD LAB 2D LAYOUT**



**SPECIFICATION**

