



**VEER SURENDRA SAI UNIVERSITY OF TECHNOLOGY: BURLA**  
**P.O: Engineering College Burla (Siddhi Vihar), Dist: Sambalpur**  
**Odisha– 768018, India**

Website : [www.vssut.ac.in](http://www.vssut.ac.in), E-mail: [registrar@vssut.ac.in](mailto:registrar@vssut.ac.in), Ph:(0663)2430573, Fax-2430592

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**QUOTATION CALL NOTICE**

**Ref: No: VSSUT/ChE-Quot/ 4590 /2019**

**Date: 07 / 03 / 2019**

The Registrar, Veer Surendra Sai University of Technology, Burla” invites sealed quotations from intending reputed and experienced firms for Supply & Installation for LAN extension including integration with existing LAN at CHEMCAD/Simulation Lab of Chemical Engg. Dept, VSSUT, Burla.

This quotation document contains the following.

- (i) General Guide Lines for submission of quotation
- (ii) Technical Specifications
- (iii) Scope of work
- (iv) Terms & Conditions of Supply & Installation
- (v) Information sheet of the bidder
- (vi) The price bid
- (vii) Undertaking by the Bidder

Sd /-  
**Registrar**

## **GENERAL GUIDE LINES FOR SUBMISSION OF QUOTATION**

1. Eligibility: The bidder should verify its eligibility criteria as mentioned below before submitting the quotation and enclose the require documents in the sequence listed below, to avoid rejection or disqualification of the quotation. The bidder should meet the following criteria.
  - a. The Bidder should be OEM (Original Equipment Manufacturer) or Authorized Dealer/ Distributor of the OEM of offered product (Please submit manufacturer's authorization letter, in original, on the OEM's letter head duly signed by authorized signatory).
  - b. The bidder must have wide experience in the field of LAN work in Govt. organization / public sector / Educational organization. The documentary evidence shall be provided by the firm in support of their experience.
  - c. The bidder should be a registered company making profit for the last three years, having good business track record.
  - d. The bidder should be a registered firm in India, having G.S.T./PAN/TIN/Service Tax etc.
2. The intending firms may visit the Laboratory site of University, at their own expense on all working days during office hours before quoting, to acquaint themselves with the (i) scope and extent of work, (ii) extent of the university campus and (iii) environment in which their work is required to be carried out. A pre-bid presentation is to be given by the vendors with prior appointment with the Prof.-in-Charge, CAD/ Simulation Lab., Chemical Engg. Dept. of the University. Vendors quoted without understanding the requirement may be rejected.
3. The Bidder shall have the single point responsibility for the complete Turnkey solution including supply & installation of LAN extension as per scope of work.
4. **Cost of quotation documents:** The cost of quotation documents is Rs.500/- (Rupees Five Hundred Only) (non-refundable). The quotation documents can be downloaded from the University website [www.vssut.ac.in](http://www.vssut.ac.in) and to be deposited a DD equal to the cost of quotation documents drawn in favor of "The Comptroller of Finance, Veer Surendra Sai University of Technology, Burla" payable at SBI, Burla along with quotation.
5. **Cost of EMD:** EMD for the amount of **Rs.5,000.00** (Rupees Five Thousands Only) in the shape of Bank draft drawn in favor of "The Comptroller of Finance, Veer Surendra Sai University of Technology, Burla" payable at SBI, Burla to be submitted along with the quotation. The EMD will not carry any interest. The EMD of unsuccessful bidder shall be returned after completion of the work on demand.
6. **Submission of quotation:** This quotation documents must reach to "The Registrar, Veer Surendrasai University of Technology, Burla, Sambalpur-768018 (Odisha) by the last date of submission i.e **31.03.2019 by 4.00 P.M.** under a sealed cover by registered/ speed post only. Quotation by Courier/ e-mail will not be entertained. The quotations received after the due date & time is liable to be rejected.

7. 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.
8. The quotations shall be opened in the presence of Registrar/COF, HOD, Faculties and presented bidders or their authorized representatives on due date and time. The bidder's or their representatives shall carry the letter of authorization and are required to sign an attendance sheet. Only one representative for any bidder shall be permitted to attend the quotation opening.
9. If the date of opening of quotation happens to be a holiday, a revised schedule will be notified. However, in absence of such notification, the quotation will be opened on the next working day. The time and venue remains unaltered.**It is scheduled to be opened on 08.04.2019 at 10.00 A.M.**
10. Any additional information, bidders wish to provide, may be attached separately.
11. The quotation must be submitted in two parts :**( a ) Technical bid& ( b )Price bid.**  
The two bids must be submitted in two separate sealed envelopes clearly marking the bid's name and must be put in the single outer cover subscribing as **"Quotation for LAN Extension"** and also the quotation call notice number.
12. The quotation should contain the following documents.
  - a.**Technical bid containing,**
    - i. This quotation document signed on each page by the authorized signatory of the bidder.
    - ii. Self-attested copy of PAN, GST registration, Tax clearance and service tax and incorporation etc., issued by appropriate government authority for the required services with seal of the quotation.
    - iii. Bank draft (Non-refundable) towards the cost of quotation documents in favor of the Comptroller of Finance, Veer Surendra Sai University of Technology, Burla payable at SBI, Burla.
    - iv. Bank draft for EMD in favor of the Comptroller of Finance, 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. Table-2 containing details of make, model & specifications of product.
    - vii. A technical capability document describing the relevant facilities and services available with them.
    - viii. Detailed literature along with make, model, data sheets, pamphlets and performance curves as applicable shall be attached with the technical offer.
    - ix. Undertaking by bidder & information sheet duly filled in Table-1.
    - x. Any other documents in support of the eligibility of the bidder.

- b. **Price bid:** The price bid shall specify the following,
- i. Cost for supply and installation of LAN as per technical specification and scope of work in the Table-3.
13. **Cancellation of bid:** The quotation is liable to be cancelled, and the EMD shall be forfeited to the **COF, VSSUT, Burla**, in the event of any failure to comply with any of the clauses of the terms and conditions of this quotation call document or in the event of bidder withdrawing his/her offer before /after finalization of this selection process. Bid without the required amount of DD for cost of quotation document and EMD amount will be summarily rejected.
14. **Validity:** Bid shall remain valid for 90 days after the date of bid opening. The bid valid for a shorter period shall be rejected by the University as non-responsive. In exceptional circumstances, the University may request for the consent of the bidder for an extension to the period of bid validity.
15. To assist evaluation and comparison of the bids, the University at its discretion may ask the bidder for clarification of the bid. The clarification and response from bidder shall be in writing.
16. The University reserves the right at the time of award of the order to increase or decrease the quantity of the goods and services specified in the schedule of requirements without any change in unit price of the ordered quantity.
17. The University reserves the right to reject any or all the quotations without assigning any reason and the decision of the university shall be final & binding.
18. 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.
19. The element of applicable taxes is required to be shown separately and distinctly.
20. The University is not responsible for delay, loss or non-receipt of quotation documents sent by post.
21. Any deviation in terms and conditions shall not be entertained. If it is necessary to change any of the terms and conditions of the contract/ order during the contract execution process, it should be agreed upon by both the parties.
22. The University reserves the right to order all or part or none of the items and/or services given in this schedule. The University also reserves the right to order additional services based on the rates finalized as a result of this quotation.
23. Any dispute arising out of the deal shall be subjected to the jurisdiction of the court at Sambalpur within the State of Odisha.
24. The University reserves the right to add/delete/change any of the terms and conditions stipulated in this quotation call document.

25. The University may reject the bid even if it is accepted but the successful bidder fails to execute any of the terms and conditions mentioned herein.

26. Delivery & Billing Address: The Registrar,

Veer Surendra Sai University of Technology,  
BURLA-768018  
Dist. Sambalpur (Odisha)

### **Technical Specification**

Vendors should mention the make, model and technical specification of each item to be supplied in the technical bid in the format given in **Table-2**. Vendors quoted for substandard products will not be considered and the offered quotations are liable for rejection. Technical specification mentioned below is the minimum; any better specification will also be accepted. A list of some known/ approved makes of some items as given below is indicative and for reference of the bidders.

1. CAT6 UTP CABLE: Finolex /Tyco/D-Link or equivalent  
(Unshielded Twisted Pair, Category 6, TIA / EIA 568-C.2 & ISO/IEC 11801 )
2. CAT6 UTP JACK PANELS 24 PORT: HP/D-Link or equivalent  
(24-port, Modular, 1U, PCB based, Unshielded Twisted Pair, Category 6, TIA / EIA 568-C.2 and ISO/IEC 11801)
3. 24p Ethernet Switch: Rack mountable: HP/D-Link or equivalent
4. 4U Rack with patch panel with glass window: Tyco/
5. I/O box set: D-Link or equivalent
6. Casing & Capping material:
7. RJ-45 connectors: D-Link or equivalent

### **SCOPE OF WORK**

The University intends to extend the existing LAN set up in the CHEMCAD/Simulation Lab of Chemical Engg. Dept. Hence the scope of work includes supply, installation, testing & commissioning of LAN to the Lab with existing LAN switch.

The networking of the CHEMCAD/Simulation Lab of Chemical Engg. Dept. is proposed to be done by laying down UTP cat-6 cable between the existing rack to the proposed rack. Bidders are advised to quote for total bill of materials considering this as a turnkey project for LAN extension in the CAD/Simulation Lab of Chemical Engg. Dept. of the Chemical Engg. Dept.. Please note that any addition to bill of materials will have to be mentioned in

the bidder's commercial offer itself. New installation and integration with existing LAN setup includes but not limited to the following tentative work:

1. Wall mounting of 4U racks 24-p patch panel. Fitting of 24p Ethernet switches in the racks.
2. Laying and Termination of CAT6 UTP Cable. All cabling must be "structured".
3. The switches proposed by the bidders must be compatible to the existing network.
4. Cabling of UTP Cat-6 with casing & capping of suitable size from existing switch to new switches to be installed.
5. Cabling of UTP Cat-6 with casing & capping of suitable size from patch panel of new switches to I/O ports to be installed.
6. Patch cords as required for connecting jack panel to switches are to be provided by the vendor.
7. Installation of I/O ports in each node in position.
8. Wherever required, local power supply to the switches is to be provided with necessary electrical arrangement by the vendor.
9. Successful Bidder after placement of order shall be fully responsible to get all drawings approved from University before execution.
10. The price quoted by the vendor should include all the expenses to be incurred in commissioning of all equipment with power supply and accessories.
11. No extra cost shall be paid for miscellaneous items if required to complete the work as per the design concept.
12. The bidders proposal shall include the list of tools (such as crimping tool, Krone Punch tool) and other accessories, which are required for installation of the Connection. No separate charges for fixing/crimping/other connection charges would be paid by University
13. Repair/Refurnishing work owing to damage caused due to cabling or any other work related to this Project. There should not be any hanging or uncovered wire.
14. Equipment furnished shall be complete in every respect with all mountings, fittings, fixtures and standard accessories normally provided with such equipment's and/or needed for erection, completion and safe operation of the equipment's as required by applicable codes though they may not have been specifically detailed in the quotation document, unless included in the list of exclusions. All similar standard components/parts of similar standard equipment's provided shall be interchangeable with one another.
15. The installation of equipment shall be accepted only after installation tests are over.
16. The bidder should ensure while installation of LAN, day-to-day functioning of official work and existing network setup/connectivity/internet connectivity should not get disrupted.

17. Any addition/ alternation/ modification to the LAN structure required and/or inevitable, if any during execution of the job shall be taken up in consultation and recommendation of PIC, Central Internet Facility.

### **TERMS AND CONDITIONS OF SUPPLY & INSTALLATION OF LAN**

All the terms and conditions enumerated in the quotation document shall remain enforced and shall form part of the contract.

1. Acceptance Certificate: The firm must submit a certificate for the acceptance of the work order within seven days of the issue of the work order.
2. The firm may be required to install and run the system within a month from the date of issue of the work order. Rate offered in the quotation shall not be enhanced under any circumstance.
3. The price quoted by the vendor should include all the expenses incurred in commissioning of LAN with power supply, accessories and other devices complete.
4. Termination of contract: The University, may, without prejudice to any other remedy for breach of contract, by written notice of default, sent to the Supplier, terminate this contract in whole or in part.
  - a. If the supplier fails to deliver any or all the goods within the time period (s) specified in the contract, or any extension thereof granted by the University.
  - b. If the Supplier fails to perform any other obligation(s) under the contract;
  - c. If the Supplier, in either of the above circumstances, does not remedy his failure within a period of 15 days (or such longer period as the University may authorize in writing) after receipt of the default notice from the University
  - d. On a notice period of 30 days.
5. The University may at any time terminate the Contract by giving written notice to the Supplier, without compensation to the supplier if the supplier becomes bankrupt or otherwise insolvent as declared by the competent court provided that such termination will not prejudice or effect any right of action or remedy which has accrued or will accrue thereafter to the University.
6. **Payment: Payment of supply and installation Part:** 100% Payment will be made after successful supply, installation, and testing the functioning of the system and also imparting training.
7. The supplier shall submit all bills in triplicate on printed forms clearly mentioning the tax components to the University.
8. The firm must submit valid and up-to-date GST registration, service tax certificate and PAN along with the bill before release of payment.

9. 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 contract shall be payable in any case what so ever.
10. The assets and articles once purchased and installed by the University shall be property of the University.
11. All equipment/ devices shall be covered by at least **one year on-site warranty** from the date of commissioning of the project. However, if any individual component has warranty of more than one year offered by manufacturers, the same will prevail.  
The equipment/ devices found faulty during warranty period shall be replaced soon.
12. Jurisdiction and Right to Amend Rules: The University reserves the right to amend the rules of operation whenever and wherever considered necessary and appropriate. The same shall be intimated to the firm in due course. The University rules shall be binding for execution of the contract. Further, in case of any dispute arising out of or in connection with the aforesaid contract either during subsistence of the contract or thereafter, the Vice-Chancellor of the University is the sole arbitrator to decide the same and his decision is final and binding on both the parties. If differences persist even after attribution and there are compelling reasons to go to the court, it will be decided in the court of Sambalpur only.

Date: 01.03.2019

Sd/  
Registrar



**Table-1 -INFORMATION SHEET OF BIDDER**

S/L	Description	To be filled in by the supplier
1	Name of the Vendor	
2	Address with phone No./FAX/ e-Mail	
3	Contact Person(s)  Phone No. /Mobile No.	
4	Contact Escalation Matrix  ( Separate sheet may be attached)	
5	Details of Bank Draft towards the cost of quotation documents	
6	Details of EMD	
7	GST /Service Tax registration details	
8	Experience Details  ( Separate sheet may be attached)	
9	Financial Turn Over (Annual) for last three years	

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

Signature of the authorised person :

( Seal )

Date :

**TABLE- 2(Details of make, model & specification of items)**

SL NO	ITEM	Make	Model	Specification
1	4U wall mountable Rack with glass door			
2	24-p Ethernet switch, Rack mountable			
3	I/O Box Set			
4	RJ-45 Connector			
5	UTP Cat-6 Cable			
6	Casing & Capping			
7	Patch cord			
8	Patch Panel			
9	Electric board with plug ,switch & wire as requires			
10	Others, if any			

Signature of the authorised person :

( Seal )

Date :

## Financial Bid

The Financial Bid may be submitted as per the technical bids covering all possible equipment/ materials required for the LAN extension work CHEMCAD/Simulation Lab of Chemical Engg. Dept. Cost for each item may be mentioned separately.

**Table-3: LAN Extension Work of CHEMCAD/Simulation Lab of Chemical Engg. Dept.**

**(All the items mentioned below are for Supply, installation & Commissioning)**

SL NO	ITEM	QUANTITY	UNIT	Rate	Amount
1	Supply & fixing of 4U wall mountable Rack in position with glass door	1	Nos.		
2	Supply & Fitting of 24P Ethernet switch in Rack	2	Nos.		
3	Supply & fitting of I/O Box in each room	35	Nos.		
4	UTP Cat-6 cabling with casing & capping for up-linking to switches & individual room/ node.	As per actual	mtr.		
5	Supply & installation of Patch Panel with termination of cabled cat-6	35	Nos.		
6	Supply & installation of Power supply point for switches with required cable, switches ,plugs etc	1	nos		
7	RJ - 45	1 packet (100nos.)	Pkt.		
8	Others, if any				
Total					
Taxes:					
Total including Taxes					
In words:					

N.B.:i. The quantity mentioned above is subject to change. However, for finding out the lowest Bidder the above mentioned quantities will be used. The bidder must submit the sheets mentioning the designation wise breakup for the total cost. No correction on this sheet shall be entertained.

- ii. Prices shall be quoted inclusive of all taxes, duties, freight and forwarding and cost of labor for installation. In case of any discrepancy between Unit Price & Total Price, the Unit Price will prevail.
- ii. The quantity of UTP cabling mentioned above is tentative. The actual quantity may vary while execution. However, payment shall be made as per actual quantity of cabling done to meet the requirement.

Signature of the authorised person :

( Seal )

Date :

## UNDERTAKING BY THE BIDDER

To  
The Registrar,  
Veer Surendra Sai University of Technology,  
Burla, 768-018.

Subject: Quotation for Supply & Installation for LAN extension including integration with existing LAN in CHEMCAD/Simulation Lab of Chemical Engg. Dept.

Dear Sir,

Having examined the conditions of this quotation call document I/we, undersigned, offer for Supply & Installation for LAN extension including integration with existing LAN at CAD/Simulation Lab of Chemical Engg. Dept., VSSUT, Burla.

1. I/We undertake to complete the job within 45 days time, calculated from the date of issue of your work order.
1. I/We understand that you are not bound to accept the lowest or any quotation, you may receive.
2. I/We enclose all the sheets of this quotation call document duly signed by me/us on every page, as a token of having studied the specifications pertaining to this site and having accepted the same.
3. Certified that I/We have studied the full contents of the quotation call document and enclosures and agree to quote by the terms and conditions herein. In case of non-observance of any of the conditions mentioned in the quotation form, my/our quotation may be cancelled.

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:

