

VEER SURENDRA SAI UNIVERSITY OF TECHNOLOGY, ODISHA, BURLA  
(Formerly University College of Engineering, Burla)

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

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Quotation document for supply, installation and commissioning of desktop computers for Central Internet Facility of the University

Quotation Call Notice No. VSSUT/ INT/AC/3559

Date: 20.09.2013

Submitted by

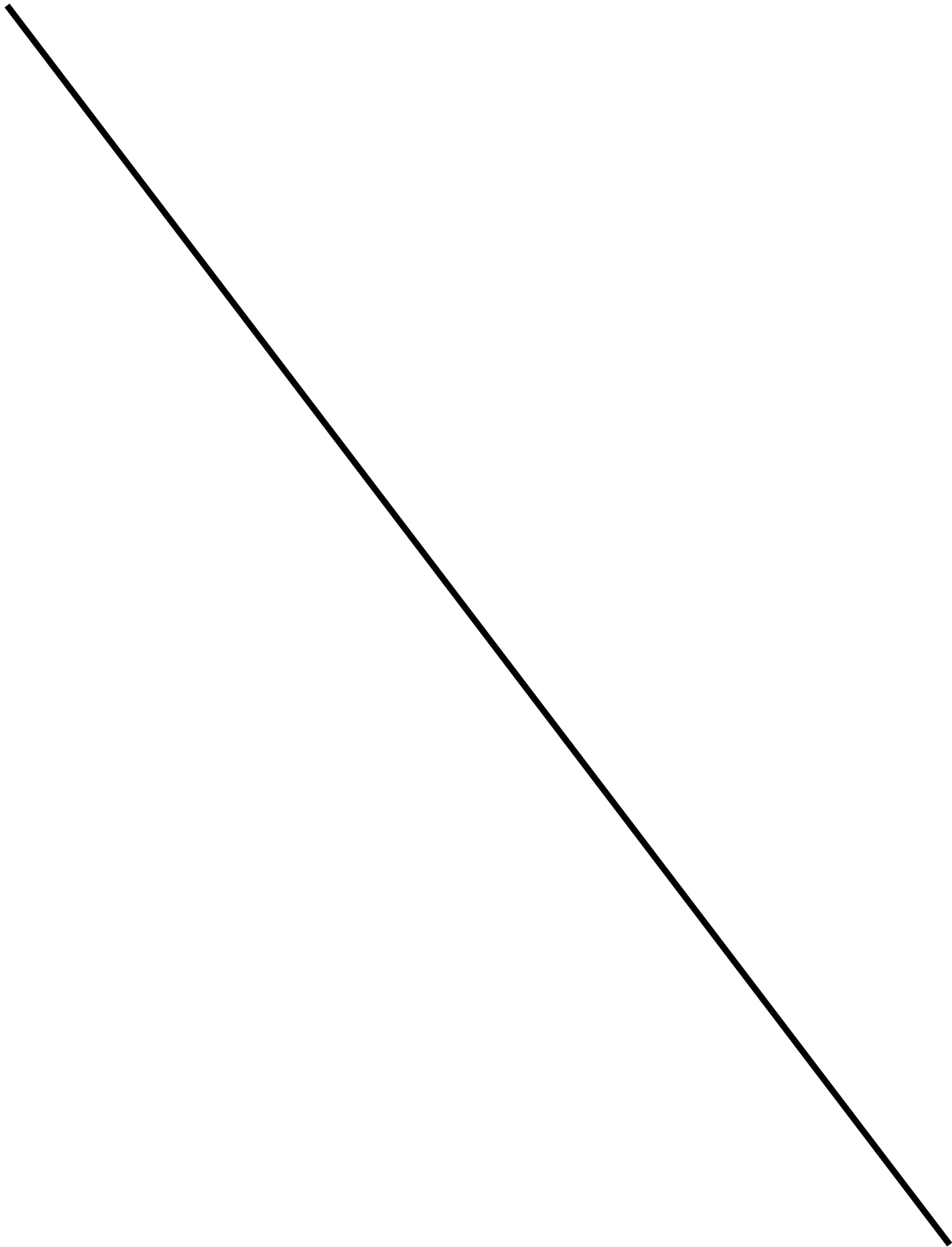
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Last Date and Time of Submission of : 05.10.2013 by Office Hours

Quotations

Cost of Quotation Documents : Rs.500.00 (Rupees five hundredonly)

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.



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 OEM 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. The qualification and experience of key personnel should be provided who will look after this project.
  - 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 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.
4. **Cost of quotation documents:** The cost of quotation documents is Rs.500.00 (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). A bank draft towards the cost of quotation documents drawn in favor of "The Comptroller of Finance, Veer SurendraSai University of Technology, Burla" payable at SBI, Burla must be submitted along with quotation.
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 "The Comptroller of Finance, Veer SurendraSai University of Technology, Burla" payable at SBI, Burla must be submitted. 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 Comptroller of Finance, Veer SurendraSai University of Technology, Burla, PO. Burla, Dist. Sambalpur-768018 (Odisha) by the last date of submission i.e. 05<sup>th</sup> October 2013 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" 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 quotation 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. 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 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.
13. 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**

14. The quotation shall contain the firm and final rates in clear and unambiguous terms in Indian Rupees in the format given in this document only (Table-3).
15. The quoted base 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.
16. The bidder shall also indicate the applicable prevailing VAT.
17. 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**

18. 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.
19. 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.
20. 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.
21. The University reserves the right to select more than one bidder for one or more items at its discretion.
22. 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.
23. The University reserves the right to order all or part or none of the items and/or services given in this document.
24. 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.
25. 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**

26. 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.

27. 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.
28. Form 'D' will be supplied wherever required to avail tax concession for Educational Institutions.

#### **Installation and Commissioning**

29. 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.
30. 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 purchase order.

#### **Warranty**

31. 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.
32. 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**

33. The supplier shall have a service support base 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.
34. 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**

35. The supplier shall submit all bills in triplicate on printed forms to the University. The billing must be done with Odisha State VAT billing.
36. The supplier must submit valid and up-to-date VATCC and PAN along with the bill before release of payment.
37. 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 what so ever. No payment will be made for goods rejected at site during installation and commissioning.
38. 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.
39. 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.
40. 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, which shall be 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**

41. The supplier shall submit a performance security for 5%(Five percent) 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**

42. 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.
43. 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.

44. 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.
45. 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.
46. Any dispute arising out of the deal shall be subjected to the jurisdiction of the court at Sambalpur within the State of Odisha.
47. 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 Comptroller of Finance,  
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	
11	Financial Turn Over (Annual) for last three years	

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 Comptroller of Finance,  
Veer Surendra Sai University of Technology,  
Burla-768018.  
Dist. Sambalpur, 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 Comptroller of Finance,  
Veer Surendra Sai University of Technology,  
Burla-768018.  
Dist. Sambalpur, Odisha

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

Dear Sir,

1. 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 this  
bidder 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 Technical Specifications of Desktop Computers

Processor	Intel 3rd Gen Core i3 3220(3.3 GHz, 3 MB Cache)
Chipset	Intel H61 Express chipset
Motherboard	OEM motherboard
Memory	4 GB DDR-III 1333 Mhz dual channel Expandable upto16GB with 2 DIMM Slots
Hard Disk Drive	500 GB SATA 7200 rpm
Optical Drive	16 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", 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, Front: 2 USB2.0
Audio Port	Front : 1 Audio out, Rear : 1 Line In, 1 Line Out, 1 MIC In,
Form Factor	Mini Tower
Power Supply	200 W Surge Protected Power Supply
Monitor	18.5" Color TFT/LED with 1366 x 768 resolution (TCO certified)
Keyboard	OEM 104 keys PS2/USB KBD
Mouse	2 Button Optical USB mouse with scroll
Operating system	Windows 8 Professional 64 Bit Preloaded with Recovery Media
Antivirus	Norton Antivirus preloaded with media with 3 yrs license
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.
Warranty	Three years comprehensive on site warranty
Compliance and certifications	DMI , ACPI & RoHS

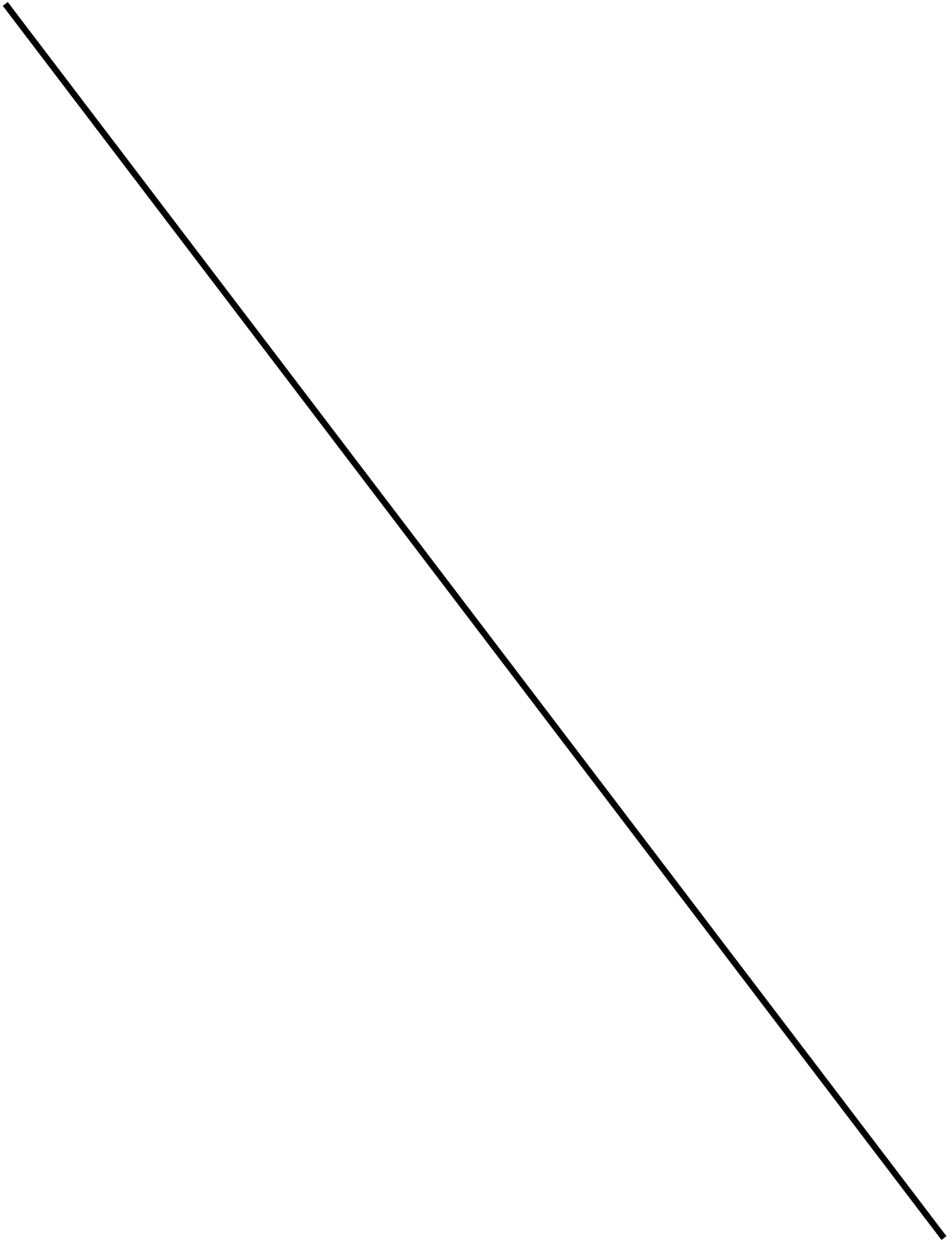


Table-3 Price Bid for Supply, Installation and Commissioning of Desktop Computers

Name of the OEM/Business Partner of OEM:

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Item Description	Price Description	Price per Unit Computer (INR)	Total Amount for 54 Computers (INR)
Desktop Computers (As per Specification given in Table-2 of this quotation documents)	(A1) Base Price		
	(A2) VAT @		
	(A3) Any Other (If any Mention Details)		
	(A ) Total= A1+A2+A3		
	(A ) Total= A1+A2+A3 (In words)		

- Note: Any type of correction/ addition in price schedule is not permissible.

