

# VEER SURENDRA SAI UNIVERSITY OF TECHNOLOGY, ODISHA, BURLA

(Formerly University College of Engineering, Burla)

P.O.: Engineering College, Burla, Dist: Sambalpur, Odisha, India, PIN: 768018

Phone: 0663-2430211, FAX: 0663-2430204, Website: [www.vssut.ac.in](http://www.vssut.ac.in)



## Quotation document for supply of Surveying instruments

Quotation Call Notice No. VSSUT/ CIVIL/SURVEY/ 8450

Date. 18.07.2014

**Submitted by**

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Last Date and Time of Submission of Quotations : 20.08.2014 (15:00 Hours)  
Cost of Quotation Documents : Rs.1000.00 (Rupees one thousand only)

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**

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Quotation Call Notice No. VSSUT/ CIVIL/SURVEY/ 8450

Date: 18 .07.2014

Quotation call notice for supply of Surveying Instruments

Sealed quotations are invited from the intending reputed Original Equipment Manufacturers/Direct importers/Registered Authorized Dealers for supply of Auto Levels & Micro Optic Theodolites for Surveying Laboratory of Civil Engg Department of VSSUT, Burla. Detailed information and the quotation document are available in the University website [www.vssut.ac.in](http://www.vssut.ac.in).

The quotationers of QCN **No.VSSUT/CIVIL/SURVEY/6886 dtd 26/03/2014** are hereby requested to submit fresh quotations without EMD & cost of quotation if submitted earlier.

Sd/-

Comptroller of Finance

**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/registered authorized dealer/direct importer of the Original Equipment Manufacturer. The bidder should provide supporting Manufacturer's Authorisation certificate in this regard.
    - b. The bidder should have support network, with presence across India.
    - c. The bidder shall have sufficient experience as on bid calling date in supply of the equipments in corporate/Govt./other Academic Institution or Public Sector in India.
    - d. The bidder should be a VAT registered company and profit making for the last three years.
    - e. **Instruments manufactured in INDIA, JAPAN & European countries are preferable.**
  4. **Cost of quotation documents:** The cost of quotation documents is Rs.1000.00 (Rupees one thousand 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 Surendra***
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***Sai University of Technology, Burla” payable at SBI, Burla*** must be submitted along with quotation.

5. **Earnest 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 Surendra Sai University of Technology, Burla**” payable at SBI, Burla must be submitted. The EMD will not carry any interest. **Quotation without EMD & cost of quotation will not be taken into consideration.**

#### **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 sides of the A4 size paper sheet).**
7. The completed document must reach to “The Comptroller of Finance, Veer Surendra Sai University of Technology, Burla, PO. Burla, Dist. Sambalpur-768018 (Odisha)” by the last date of submission i.e. 20.08.2014 (15:00 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 OF INSTRUMENTS FOR SURVEYING LABORATORY**” 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 quotationer.

- f. Self attested copies of VAT clearance certificate/ITCC/service tax clearance certificate.
  - g. One affidavit from a notary that the firm has never been black listed.
  - h. Documentary evidences/ technical literature/catalogues in original for the model.
  - i. List of Clients in India and documents related to experience of the bidder.
  - j. Other documents in support of the eligibility of the bidder as mentioned above.
11. Any additional information 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 **(Please quote price in Format enclosed as annexure-A)**.
15. 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.
16. The bidder shall also indicate the applicable prevailing VAT.
17. The quotation and the quoted prices must be valid for at least 90 days from the date of submission of the quotation.
18. Prices will be quoted on F.O.B. as well as estimated CIP Burla basis for imported goods, Indian Agency commission/rebate payable to Indian Agent, if any, shall be shown separately and that will be payable in equivalent rupee directly to Indian Agent .The Indian Agency commission will be calculated on the exchange rate prevailing on the day of negotiation of L/C. The Quotationer must quote the taxes levied, if any, on the Indian Agency commission. The supplier shall be responsible to get the goods air – freighted/sea freighted & air insured/marine insured up to the Institute. **(Please quote price in Format enclosed as annexure-B)**

### **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. 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 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 quantities in the schedule may be increased or decreased to any extent depending upon the actual requirement.
25. The supplier shall quote for the latest model of their equipments only.
26. 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.
27. 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.

28. 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**

29. All the instruments are to be door-delivered to the University within 90 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.
30. 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.
31. Form 'D' will be supplied wherever required to avail tax concession for Educational Institutions.

**Installation and Demonstration**

32. The supplier shall be liable to complete all installation and demonstration of the instruments at the site within 30 days from the date of receipt. All packing must be opened at the site and be handed over to the consignee, at the supplier's cost.
33. If the supplier does not complete the supply, installation and successful demonstration of the all the instruments within the stipulated date, it shall be open to the University to cancel the purchase order.

**Warranty**

34. The instruments supplied will be under warranty for a period of 2 years from the date of installation and demonstration. Free replacement of faulty parts shall be provided during the warranty period. Warranty Certificate shall be submitted at the time of delivery.

**Services**

35. 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. The manufacturer or their Indian representative will ensure proper after sales service, against the guarantee/warranty clause as per terms and conditions agreed under negotiations,

would be provided to our University without fail. Any negligence on this account shall be the sole responsibility of the vendor/their agent and the liability for compensation will be fixed up by the Comptroller of Finance, VSSUT, Burla.

36. The supplier is required to take care of change in technology and supply the higher version of the instruments available at the time of delivery at the same total cost as per the order. The operating manuals in original must be supplied at the time of delivery of the instruments.

### **Billing and Payment**

37. The supplier shall submit all bills in triplicate on printed forms to the University. The billing must be done with Odisha State VAT billing.
38. The supplier must submit valid and up-to-date VATCC and ITCC along with the bill before release of payment.
39. 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 instruments rejected at site during demonstration.
40. The prices charged by the supplier for instruments delivered and services performed under the contract shall not be higher from the prices quoted by the supplier in this quotation.
41. The 90% of the billed amount will be released only if the instruments have been received in good conditions and successfully demonstrated as per the specifications.
42. The balance 10% will be released after 30 days of the satisfactory on site performance from the final date of demonstration of all the instruments. 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.

43. **Payment Terms for imported instruments:-**

In case of imported instruments, the payment schedule will be as follows.

A - 90% against shipment

B - 10% against satisfactory demonstration



The mode of payment will be through irrevocable letter of credit. However, Indian Agency Commission or Technical Services charges would be paid in Indian rupee after satisfactory receipt & installation of goods at site. Indian Agency Commission should be declared in the price bid. If Indian agency commission is not mentioned in the price bid no claim for it shall be admissible afterward.

**Performance Security**

44. D E L E T E D

**Other terms and conditions**

45. The University reserves the right to cancel the purchase order if the instruments 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.
46. 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.
47. 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.
48. Any dispute arising out of the deal shall be subjected to the jurisdiction of the court at Sambalpur within the State of Odisha.
49. 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 SURENDRA SAI 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/<br>OEM/Agency                     |                                 |
| 2   | Address with Phone No./FAX/ e-Mail                               |                                 |
| 3   | Contact Person(s)<br>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<br>of quotation documents |                                 |
| 8   | Details of Bank Draft towards EMD                                |                                 |
| 9   | VAT registration details   |                                 |
| 10  | Experience Details   |                                 |

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

***Subject: Quotation for "Supply of Surveying instruments for Civil Engineering Department".***

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 instruments 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 the equipments 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 of Surveying instruments for Civil Engineering Department”.**

Dear Sir,

1. We \_\_\_\_\_ (OEM Name),  
who are established and reputable manufacturers of \_\_\_\_\_ 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 instruments 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 \_\_\_\_\_ (name of the instruments)  
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 Specifications for one second micro optic theodolite**

**MAKE.....MODEL NO.....**

|   |  |
|---|--|
| 1) Magnification                                    |  |
| 2) Field of view(at 100m)                           |  |
| 3) Shortest focusing distance                       |  |
| 4) Stadia multiplying constant                      |  |
| 5) Stadia additive constant                         |  |
| 6) Micrometer reading                               |  |
| 7) Plate level, Sensitivity                         |  |
| 8) Circular level, Sensitivity                      |  |
| 9) Working range of vertical index auto compensator |  |
| 10) Repetition accuracy                             |  |
| 11) Resolving power                                 |  |
| 12) Image   |  |

**Table 3 Specifications for Auto Level**

**MAKE.....MODEL NO.....**

|  |  |
|--|--|
| 1) Magnification                                   |  |
| 2) Field of view(At 100m)                          |  |
| 3) Minimum focusing distance                       |  |
| 4) Stadia multiplying constant                     |  |
| 5) Stadia additive constant                        |  |
| 6) Reticle   |  |
| 7) Damping system                                  |  |
| 8) Setting accuracy                                |  |
| 9) Working range                                   |  |
| 10) Standard deviation for 1km double run leveling |  |
| 11) Resolving power                                |  |
| 12) Image  |  |

### **A. Price Bid Proforma for INR**

Name of the OEM/Business Partner of OEM:

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| Item Description   | Price Description                        | Price per Unit (INR) | Price for 20 Nos(INR) |
|--|--|----------------------|-----------------------|
| <b><u>Auto level</u></b><br>(As per Table-3)             | (A1) Base Price                          |                      |                       |
|  | (A2) VAT @                               |                      |                       |
|  | (A3) Freight Charge (if any)             |                      |                       |
|  | (A4) Any Other (If any, Mention Details) |                      |                       |
|  | (A ) Total= A1+A2+A3+A4                  |                      |                       |
|  | (In words)                               |                      |                       |
| <b><u>Micro Optic Theodolite</u></b><br>(As per Table-2) | (A1) Base Price                          |                      |                       |
|  | (A2) VAT @                               |                      |                       |
|  | (A3) Freight Charge (if any)             |                      |                       |
|  | (A4) Any Other (If any, Mention Details) |                      |                       |
|  | (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 be permissible.
- Table 2 & Table 3 must be filled up without which the price bid will not be taken into consideration.

**B. Price Bid Proforma for Foreign Currency**

|  |  |              |  |              |
|--|--|--------------|--|--------------|
| Name of the OEM/Business Partner of OEM:   |  |              |  |              |
| <b>EQUIPMENT Name:</b>   | <b><u>Auto level</u></b><br>(As per Table-3) |              | <b><u>Micro Optic Theodolite</u></b><br>(As per Table-2) |              |
| <b>Quoted FOB PRICE:</b>   | Unit Price                                   | Price for 20 | Unit Price   | Price for 20 |
| <b>SGD/JPY/Euro/USD/YEN</b>  |  |              |  |              |
| Less Indian Agency Commission  |  |              |  |              |
| <b>Net FOB Value</b>   |  |              |  |              |
| Add Freight & Insurance  |  |              |  |              |
| <b>Total CIP / CIF</b>   |  |              |  |              |
| <b>* Custom Duty</b>   |  |              |  |              |
| <b>* Clearance Charges</b>   |  |              |  |              |
| <b>* Add Indian Agency Commission</b>  |  |              |  |              |
| <b>Total Cost of Equipment +<br/>Custom &amp; Clearance</b>  |  |              |  |              |
| <b>NOTE:- (*) Conditions applied.</b>  |  |              |  |              |
| * <b>Custom Duty</b> will be paid on actual or Quoted rate, whichever is less.   |  |              |  |              |
| * <b>Clearance Charges</b> will be paid on actual or maximum @ 1% of FOB Price, whichever is less.   |  |              |  |              |
| * <b>Indian Agency Commission</b> will be paid on basis of the conversion rate on date of Negotiation of LC or of the date of Payment of IAC, whichever is less. No Taxes will be paid on IAC. |  |              |  |              |