QUOTATION NOTICE

SEALED QUOTATIONS drawn in favour of the Director, NITPy are invited for the supply of the computer and minor equipments are given in Schedule C. The tenderers are requested to send their quotations (as per the format given in schedule D) in sealed covers with the quotation number and last date for receipt of quotation superscribed. Wherever indicated, samples may be furnished at the supplier expense unless otherwise specified. The tenderers are requested to follow the instruction given in Schedule A. This Institute cannot accept terms and conditions of payment other than the alternative given in Schedule B.

   Dt.: 06.01.15
2. Last date for receipt of quotation : 06.02.15
3. The quoted rates should be valid upto : 120 days
4. Addresses to which quotations are to be sent: The Registrar
   NIT Puducherry
   Arignar Anna Govt. Arts & Science College Campus
   Nehru Nagar
   Karaikal - 609 605.

-sd-
Registrar

To

SCHEDULE A - INSTRUCTIONS TO SUPPLIERS
(a) Quotations should contain the complete specifications and brand names.
(b) All taxes, packing and forwarding charges (if any) and any other charges should be clearly shown.

Note:- 1. This Institute cannot furnish C or D forms, but can issue a concession certificate to avail you of the concession on CST for purchase of scientific goods for educational institution.
2. This Institute is not exempted from payment of entry tax. Suppliers should supply at NITPy, Karaikal and entry tax should be paid at Pondicherry sales tax check post. The entry tax amount will be re-imbursed on production of original proof of tax payment.
(c) Prices quoted should be F.O.R NITPy, Arignar Anna Govt. Arts & Science College Campus, Karaikal.
(d) Period within which the items can be supplied of firm order should be clearly mentioned.
(e) Quotations containing conditions like “subject to prior sale” may not be considered.
(f) Quotations received after the due date is liable to be rejected.
SCHEDULE B - CONDITIONS OF PAYMENT
The following conditions of payment should be accepted if the quotations are to be considered.
(a) 100% payment after the receipt of the items in good condition.
Normally, complete payment will be made within a period of three weeks from the date of receipt of the items.

SCHEDULE C
Quotation No.: NITPY/CHEMISTRY/DST-EP1/PURCHASE/2014-15/004    Dt. 06.01.15
Items with Technical Specifications:

<table>
<thead>
<tr>
<th>S.No.</th>
<th>Detailed Description</th>
<th>Quantity</th>
<th>Whether samples are to be sent</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>Computer (Specification in annexure – 1)</td>
<td>1</td>
<td>Yes</td>
</tr>
<tr>
<td>2.</td>
<td>LaserJet All in One – HP Pro MFP M126nw</td>
<td>1</td>
<td>Yes</td>
</tr>
<tr>
<td>3.</td>
<td>UPS (1 KVA/1 hour back up)</td>
<td>1</td>
<td>Yes</td>
</tr>
</tbody>
</table>

Delivery Terms and Conditions:
Download: See Annexure – 2

SCHEDULE D – Format of Quotations
(For use of the bidder. See note below)

Quotation Ref. No: Last Date:

<table>
<thead>
<tr>
<th>Sl. No.</th>
<th>Description of Goods</th>
<th>Specification</th>
<th>Qty.</th>
<th>Unit</th>
<th>Quoted Unit Rate in Rs.</th>
<th>Total Amount In Figures</th>
<th>In Words</th>
</tr>
</thead>
</table>

Gross Total Cost : Rs.

1. We agree to supply the above goods in accordance with the technical specification for a total price (Including all taxes, freight etc) of Rs.………………………… (amount in figures) (Rupees ………………………………………………………………… only) (amount in words) within the period specified in the Invitation for Quotations.
2. We also confirm that commercial warrantee/guarantee of ………………… months shall apply to the offered goods from the date of installation/commissioning.
3. We undertake that in competing for (and if the award is made to us in executing) the above contract of supply of goods. We will strictly observe the laws against fraud and corruption in force in the Republic of India as required by National Institute of Technology Calicut.

Signature of the Suppliers

Place:
Date:
Note:
1. Above tabular form is applicable while bids are being invited for more than one item and will be evaluated for all the items together. Modify the format accordingly where evaluation would be made for each item separately.
2. Quotations should be submitted on the official stationery of the supplier.

List of Enclosures: (1) Annexure 1
(2)…………………….. (3) ………………………..
Annexure 1

Quotation No.: NITPY/CHEMISTRY/DST-EP1/PURCHASE/2014-15/004 Dt. 06.01.15

System specification:

<table>
<thead>
<tr>
<th>Item</th>
<th>Specification</th>
</tr>
</thead>
<tbody>
<tr>
<td>CPU</td>
<td>Intel Core i5/i7, 4\textsuperscript{th} generation, 3.2 GHz, 6 MB Cache or higher</td>
</tr>
<tr>
<td>Chipset</td>
<td>Intel Q77 or better</td>
</tr>
<tr>
<td>Memory</td>
<td>16 GB 1333 MHz DDR3 RAM with 32 GB Expandability</td>
</tr>
<tr>
<td>Hard Disk</td>
<td>2 TB, 7200 rpm or higher</td>
</tr>
<tr>
<td>Monitor</td>
<td>18.5 inch WLED</td>
</tr>
<tr>
<td>Keyboard &amp; Mouse</td>
<td>104 keys &amp; Optical with USB interface</td>
</tr>
<tr>
<td>Bays</td>
<td>3 Nos. or above</td>
</tr>
<tr>
<td>Ports</td>
<td>6 USB Ports (with at least 2 in front), 1 Serial audio ports for microphone and headphone in front</td>
</tr>
<tr>
<td>Cabinet</td>
<td>Mini Tower</td>
</tr>
<tr>
<td>DVD Drive</td>
<td>8X DVD RW Drive or better</td>
</tr>
<tr>
<td>Network Facility</td>
<td>10/100/1000 on board integrated Network Port with remote booting facility remote system installation, remote wake up</td>
</tr>
<tr>
<td>Operating Systems</td>
<td>Windows 8 Professional / Linux preloaded with Media and Documentation and Certificate of Authenticity</td>
</tr>
<tr>
<td>OS Certifications</td>
<td>Windows 8 OS and Linux certification</td>
</tr>
<tr>
<td>Power Management</td>
<td>Screen Blanking, Hard Disk and System Idle Mode in Power On, Set up Password, Power supply SMPS Surge protected</td>
</tr>
<tr>
<td>Preloaded Antivirus</td>
<td>Symantec Endpoint Protection or Norton or Kaspersky Antivirus (Latest Version) with one year License</td>
</tr>
</tbody>
</table>
Annexure 2

TERMS AND CONDITIONS

1. The quotations should be addressed to “The Registrar, National Institute of Technology Puducherry, Arignar Anna Govt. Atrs and Science College Campus, Karaikal – 609 605, Puducherry, India”. Quotation Notification No.: NITPY/CHEMISTRY/DST-EP1/PURCHASE/2014-15/004 dt. 06.01.15 so as to reach us on or before 06-02-2015 upto 3.00 pm.

2. Each offer should be sent in a sealed cover with the quotation documents. Quotations received through email or FAX will not be considered. Softcopy of the Technical Compliance form and Quotation Forms should be submitted along with the quotation in MS-Excel file format in a CD/DVD. However, if there is any dispute between Hard copy and Soft copy, Hard copy will be taken.

3. The quotations will be opened on 06-02-2015 at 4.00 pm in the presence of the purchase committee with authorization letter from the respective companies / firms.

4. Full technical specifications and pamphlets should be sent along with the quotations. **Quotations without proper technical specifications will be rejected.**

5. The rate quoted should be on unit basis excluding Taxes. Taxes and other charges should be quoted separately, considering exemptions if any.

6. All offers should indicate unit price (excluding taxes and duties applicable). Taxes and other charges should be mentioned separately, if any. Additional charges for packing, forwarding, freight, insurance etc., if any, should be clearly mentioned. Clearance at Customs will be arranged by us.

7. **This Institute is exempted from payment of service tax as per Sl.no. 9 of Government notification No25/2012-ST dated 20th June, 2012.** The Institute is not authorized to issue C and D forms of Sales tax certificate.

8. In case the offered items are to be imported, the rates should be quoted in foreign currency on C.I.F. Chennai Airport basis, and it should include the Freight up to Chennai airport and the insurance cover should be up to National Institute of Technology Puducherry, Karaikal. NIT Puducherry shall pay Customs duty, if any.

9. If the price quoted is in foreign currency and if the order value is more than US$10,000 and requested by the bidder then 100% payment will be made through **Letter of Credit (LC) at sight on acceptance.** The bank charges outside India should be borne by the Supplier / Beneficiary. Part shipment not allowed.

10. No advance payment will be made. 100% of the payment will be made after installation and commissioning of the equipment to the satisfaction of the competent authority.

11. No revision of the price bid will be allowed once the price bids are opened. In case of foreign currency, the agency should mention the % of currency fluctuations they can bear.

12. No increase in price will be allowed after our firm orders are placed.

13. **Payment of excise duty and sales tax / VAT (on ultimate products)** as applicable on the closing date of quotation will be to the supplier’s / contractor’s account. Any statutory variation (both plus and minus) in the rate of excise duty / sales tax / VAT after closing date of quotation / revised price bid but before the expiry of the contractual delivery / completion period will be to the account of the office. The bidder(s) should indicate, in their bid, the amount with exact rate of the Excise and Sales tax / VAT on ultimate finished product, as applicable at quoting stage, separately in the bid.
In case the above information subsequently proves wrong, incorrect or misleading (a) this Institute will have no liability to reimburse the excess in the difference in rates of the item under which the duty/tax assessed finally (b) this Institute will have the right to recover the difference in case the rate of duty / tax finally assessed is on the lower side. Any increase in excise duty, sales tax / VAT during extended period of the contract / supply order will be to supplier’s / contractor’s account where such extension in delivery of the materials/completion of the project was on the request of supplier / contractor. However, any decrease in excise duty/sales tax/ VAT during extended period of the contract / supply order, will be to the account of this Institute.

14. The warranty period should be clearly mentioned.

15. Quote should come from authorized dealer or distributor or reseller for each of the product quoted. An authorization letter should accompany your quote for each product quoted; otherwise it may lead to rejection.

16. The delivery period and other terms should be clearly mentioned.

17. Eligibility: Quotation from registered firms/company’s / manufacturer under TNGST/CST / other statutory bodies alone will be considered. Any Manufacturer / Supplier / Dealer who has been declared ineligible by World Bank/Government of India shall not be eligible to participate in this bid. Any fraudulent practices including concealing of facts at the time of submission of bid and there after shall lead to disqualification. List of beneficiaries especially from Educational Institutions / R & D Institutions should also be enclosed with the quotations.

18. For those instruments Cost exceeding Rs. 5,00,000/- the company should have (i) Three similar supply, each of value not less than 40% of the estimated cost put to tender, or (ii) Two similar supply, each of value not less than 50% of the estimated cost, or (iii) One similar supply of value not less than 80% of the estimated cost, all amounts rounded off to a convenient full figure, in the last 7 years ending on the last day of the month previous to the one in which the tenders are invited.

19. Complete user, technical and service documentation and spare parts catalogue are to be provided along with the supply of the item.

20. All clarifications of the vendors can be obtained through E-Mail/Phone/Post. Vendors shall not make attempts to establish unsolicited and unauthorized contact with us after the opening of the offers and prior to the notification of the award. Any attempt by any vendor to bring to bear extraneous pressures on us shall be sufficient reason to disqualify the vendor.

21. Delay / loss in postal transit or due to other reasons will not be NIT Puducherry’s responsibility.

22. The institute will not responsible for accidental opening of the covers that are not properly superscribed and sealed before the time scheduled for opening.

23. The tender should be made only on the FORM which is available in our website; otherwise it shall lead to rejection. The FORM should be duly filled up (preferably TYPE WRITTEN IN CAPITAL LETTERS) and should clearly mention the features offered by the bidder against each specification.

24. Authorized signatory should sign on all the pages. Bids without authorized signatures or seal of the firm will be rejected.

25. The manufacturers of the quoted make of the product must be of National / International repute and having ISO /BIS certificate.

26. Liquidated damages: If the bidder/supplier, after accepting the Purchase Order, fails to deliver any or all of the Goods within the period specified in the Order, NIT Puducherry shall, without prejudice to its other remedies under the Rules of Purchase, proceed to cancel the order...
or agree to accept a delayed delivery on the condition of payment of liquidated damages by the bidder / supplier a sum equivalent to 0.50% of the total cost as indicated in the Purchase Order (which will be deemed as agreed price) for each week or part thereof delay until actual delivery or performance is completed and such penal charges shall be limited to a maximum of 5% of the total cost. Once the maximum is reached NIT Puducherry may proceed on its own to consider the termination / cancellation of the order.

27. **The vendors are informed that they should sign a stamp paper agreement with us, for Warranty, AMC, etc. before placing the final purchase order as per our terms & conditions and 5% -10% of purchase order value in the form of bank guarantee towards performance security. The bank guarantee will be returned to the supplier after the successful completion of supply, installation, and the warranty period.**

28. The component must be brand new.

29. Failure to comply with all the terms and conditions mentioned herein would result in the tender being summarily rejected.

30. Vendors are informed that once the companies are shortlisted based on the technical specification, only then the price bids of the firms that meet NIT Puducherry’s Technical specification / requirements would be compared.

31. The order will be based on the actual requirement at the time of ordering, optional items may also be ordered based on the actual requirements at the time of ordering. Not quoting for this may result in disqualification.

32. NIT Puducherry reserves the right to modify or alter the specifications after short listing of tenderers.

33. NIT Puducherry reserves the right to change the order quantity or split the orders among multiple vendors without assigning any reason(s) whatsoever.

34. NIT Puducherry reserves the right to reject any or all the tenders without assigning any reasons at all.

35. NIT Puducherry reserves the right to purchase decreased number of quantity of the item to be purchased.

36. The agencies should submit their rate as per the format given in Section 4 of the Notice Inviting quotation in this cover. All the pages of the bid should be signed affixing the seal. All corrections and overwriting should be initialed.

37. Quotations will be acceptable only from the manufacturers or its authorized supplier.

38. The bid shall be in the format of price schedule given in Section 4. The contract form as per format given in section 5 shall be submitted. Incomplete or conditional quotation will be rejected.

39. Details of quantity and the specifications are mentioned in Section 3 appended to this Notice Inviting quotation.

40. The items to be used are strictly according to the specification and subject to test and demonstration by the supplier and user. It must be delivered and installed in good working condition by the supplier. The institute will not bear any responsibility for any damage in transportation and during installation. All damage must be replaced by genuine and new parts.

41. The Contractor/Supplier shall have no claim to any payment of compensation or otherwise whatsoever, on account of any profit or advantage which might have derived from the execution of the work/supply in full but he did not derive in consequence of the foreclosure of the whole or part of the works.

42. In case of dispute, the matter will be subject to Karaikal, Puducherry Jurisdiction only.
Validity of quotation: The rate quote should be valid for a minimum of 120 days. No claim for escalation of rate will be considered after opening the quotation.

Imports: In case, goods are to be imported, the Indian agent should furnish authorization certificate by the principles abroad for submission of the quotation in response to this Notice Inviting quotation.

Clarification of quotation Document: A prospective bidder requiring any clarification of the quotation document may communicate to the contact person given in this notice inviting quotation.

Amendment of quotation document: At any time prior to the last date of receipt of quotation, Institute may for any reason, whether at its own initiative or in response to a clarification requested by prospective person, modify the quotation document by an amendment.

The Institute may at its own discretion extend the last date for the receipt of quotations.

The quotations shall be written in English language and any information printed in other language shall be accompanied by an English translation, in which case for the purpose of interpretation of the quote, the English translation shall govern.

The Institute reserves the right of accepting any bid other than the lowest or even rejecting all the quotations without assigning any reasons. The decision of the Institute Purchase Committee is final in all matters of quotation and purchase.

The sender should give the following declaration while submitting the quotation.

ACCEPTANCE
We accept the above terms and conditions and shall comply with them strictly.

NAME OF THE VENDOR:
ADDRESS:

Signature and seal