

# TENDER NOTICE

**NATIONAL INSTITUTE OF TECHNOLOGY, UTTARAKHAND**  
Temporary Campus-Govt. Polytechnic Srinagar Garhwal, Distt. Pauri Garhwal, Uttarakhand-246174  
Contact: 01346-257400, 251104 (O), 01346-251095 (Tele Fax)  
[E-Mail:nituttarakhand@gmail.com](mailto:nituttarakhand@gmail.com), [Website: www.nituk.com](http://www.nituk.com)



## **Tender No. NITUK/Stores/2014/10** **TENDER FOR** **“Supply of Computers”**

Open Tenders are invited from reputed manufacturer/dealer/ suppliers for Supply of Computers to the National Institute of Technology, Uttarakhand.

The tender document along with terms & conditions is attached. A demand Draft of Rs. 500/- (Five Hundred Only) has to be attached with technical bid as a cost of tender. The tender complete in all respects must be dropped in a tender box placed at the Office of NIT Uttarakhand located at Govt. Polytechnic, Srinagar Garhwal on or before 25<sup>th</sup> July, 2014 upto 11:00 AM or by speed post only on or before 24<sup>th</sup> July, 2014 upto 06:00 PM. Incomplete in any respect and conditional tenders shall be summarily rejected. The Director NIT, Uttarakhand reserves the right to reject any or all the tenders without assigning any reason thereof.

**Date:03/07/2014**

**Director**

### **Schedule**

S. No.	Details	Date	Time
1	Notification of Tender	04/07/2014	-----
2	Pre-Bid Conference	15/07/2014	02:00 PM
3	Last date of submission of tender	24 <sup>th</sup> July (Speed Post Only)	Upto 06:00 PM
		25 <sup>th</sup> July	Upto 11:00 AM
4	Opening of tender document	25 <sup>th</sup> July	01:00 AM

राष्ट्रीय प्रौद्योगिकी, संस्थान, उत्तराखण्ड  
**NATIONAL INSTITUTE OF TECHNOLOGY, UTTARAKHAND**

**INVITATION TO TENDER**

**(Non-Transferable)**

**Tender for “SUPPLY OF COMPUTERS” to National Institute of Technology,  
Uttarakhand**

**Ref: Tender No. NITUK/Stores/2014/10**

1. Sealed Tenders in the prescribed form (attached) are invited from the reputed manufacturer/dealer/suppliers, experienced in supplying computing equipments, in two bid system i.e.
  - (i) Technical bid
  - (ii) Price bid
2. Tenderer should attach cost of tender in the form of Demand Draft of Rs 500/- payable in favour of Director NIT Uttarakhand along with Technical bid of the Tender Document.
3. The completed tender is required to be submitted along with the E.M.D. of Rs. 5,00,000/- (Five Lakh only) in the form of D.D. drawn in favour of “Director, NIT Uttarakhand” payable at “Srinagar Garhwal”. The EMD in the form of DD should be kept with the Technical Bid. The Technical Bid and Price Bid will be opened on 25<sup>th</sup> July, 2014 at 1:00 p.m. in the Conference hall of the Institute, in presence of the tenderers or their authorized representatives. Bids without proper E.M.D. shall be summarily rejected. The EMD amount without interest will be returned to the unsuccessful tenderer within 30 days from the award of the Contract.
4. The Tender must be submitted in the prescribed formats only for technical bid and price bid together with its enclosures as asked for.
5. The Tenderer, with prior appointment on any working day, may visit the office of Assistant Registrar-Stores of the Institute to get familiarized with the nature, specification and quality of the required equipments. The Tenderer may contact Assistant Registrar (Stores), NIT Uttarakhand for this purpose on Tel. no. 01346-257400.

By submitting the tender, the Tenderer shall be deemed to have fully familiarized with all requisite conditions under which the Tenderer is to perform the obligations under contract. Any Tender received after the above mentioned date and time shall not be considered.

However, in the event of any unforeseen circumstances, the tenders may be opened at a later date and the same would be intimated through Institute website [www.nituk.com](http://www.nituk.com).

6. Tenders which are not submitted in the prescribed formats and/or without requisite documents and incomplete in any manner shall not be considered. Tenderer should submit the Tender duly signed on each page with the rubber-seal of respective manufacturer/dealer/ supplier indicating the status of the signatory.

Tender with additional or counter clauses/items and any additional conditions if incorporated, will be liable for rejection and Institute will not be bound to give any explanation for such rejections. Tenderer(s) should submit the Tender duly signed on each page with the rubber-seal of the manufacturer/dealer/ supplier indicating the status of the firm/organisation.

**7. Sealing and Marking of Bids:**

- a. The Technical Bid (Annexure- IV) along with all the documents mentioned in the check list should be placed in one sealed envelope superscribed “Technical Bid”. The Price Bid should be kept in a separate sealed envelope superscribed “Price Bid” (Annexure-VI). Both the envelopes

should then be placed in one single, sealed envelope Super scribed “**BID FOR SUPPLY OF COMPUTERS**” and should be addressed to the Director, National Institute of Technology, Uttarakhand. The tenderer’s name, telephone number and complete mailing address should be indicated on the cover of the outer envelope.

- b. Both the inner envelopes superscribed Technical Bid and Price Bid should have the name and address of the tenderer so that if required, they may be returned to the tenderer without opening them.
  - c. If the outer and inner envelopes are not sealed and marked as required, the Institute will assume no responsibility for the bid’s misplacement or premature opening.
  - d. If for any reason, it is found that the Technical Bid reveals the Price Bid related details in any manner whatsoever, or the Price Bid is enclosed in the envelope superscribed, “Technical Bid”, the Bid document will be summarily rejected in the first instance itself.
8. At any time prior to the deadline for submission of bids, the Institute may, if necessary, modify the tender document by a written amendment. All prospective tenderers will be notified the amendment which will be binding. The amendments will be notified on the NIT Uttarakhand website [www.nituk.com](http://www.nituk.com).
  9. A pre-bid conference will be held at 02:00 p.m. on 15<sup>th</sup> July, 2014 in the Conference Hall of the Administrative Building of NIT Uttarakhand for which all the tenderers are advised to attend. Any doubt regarding the tender document, technical specification of the required items and the terms and conditions of the contract may be clarified in the pre-bid conference.
  10. Tenders shall be kept valid for a period of at least 180 (one hundred eighty) days from the date of opening.
  11. The Authorities of NIT, Uttarakhand reserve the right to accept or reject any or all the offers or apportion the work amongst the different tenderers in any manner as they may choose without assigning any reason whatsoever and their decision shall be final and binding on all concerned.
  12. The tenderers have to fill all relevant technical details of the each item, which will be provided to the Institute, as asked in technical specification (Annexure-III). It is mandatory to use the same format as provided in Technical Specification.

**DIRECTOR  
NIT UTTARAKHAND**

Enclosures:

Annexure – I: Check list of the documents to be provided with technical bid

Annexure – II: Terms and Conditions

Annexure – III: Technical Specifications

Annexure – IV: Technical Bid

(Part A) – Company Details

(Part B) - Specification Sheet to be filled by the vendor

Annexure – V: Declaration Regarding Blacklisting/Debarring for Taking Part in Tender

Annexure – VI: Price Bid

**Check List of the documents to be provided with Technical Bid:-**

Sr. No.	Documents/ Certificate	Yes/No
1	<b>Technical Bid – Annexure- III</b>	
2	Demand Draft of Rs. 500/- (Five Hundred Only) as Tender Fees (non refundable).	
3	Demand Draft of Rs. 5,00,000/- (Five Lakh Only) as EMD.	
4	The Certificate for the Status of the Firm/ Company/Agency. (as applicable)	
5	Copy of affidavit duly notarized or certificate issued by Competent Authority as a proof of proprietary (in case of proprietorship firm)	
6	Tender specific authorization letter from Original Equipment Manufacturer (OEM) in favour of tenderer.	
7	Copy of Balance Sheet with Profit & Loss Account for last three financial years. (duly attested by Chartered Accountant)	
	2010-11	
	2011-12	
	2012-13	
8	Copy of appropriate PAN Card	
9	Income Tax return for last three financial years	
	2010-11	
	2011-12	
	2012-13	
10	Copy of purchase order of value of Rs. 10 lakh or more.	
11	Copy of Sales Tax Registration Number.	
12	Copy of Service Tax Registration Number.	
13	Declaration regarding blacklisting/ debarring for taking part in tender	
14	Signed copy of the following tender documents as a token of acceptance. a) Copy of Tender Notice. b) Copy of Invitation to tender (all pages). c) Copy of Terms & Conditions (all pages). d) Copy of Technical Specification (all pages).	
15	Signed & stamped guarantee / warranty declaration certificate must be enclosed.	
16	Copy of certificate that the firm has adequate experienced manpower for installation and maintenance of equipments supplied.	
17	Any other document.	

**Note:** The technical bid shall be summarily rejected if these documents are not attached.

**DIRECOR,  
NIT UTTARAKHAND**

**Terms and Conditions**

1. Only manufacturer(s) or their sole authorized distributor / agent are eligible to bid. Tender Specific Authorization letter from Original Equipment Manufacturer (OEM) in favor of authorized Agent to bid / negotiate / conclude the order against this tender, must be enclosed with technical bid.
2. The tenderer should have executed at least one order of not less than Rs. 10 lakh in the recent 03 (three) years.
3. Annual turnover of the tenderer for each of the last three financial years should not be less than Rs. 20,00,000/- (Rupees Twenty Lakhs). Financial statement with net profit, duly audited / certified by Chartered Accountant (CA), of the last three financial years along with the copies of Income Tax Return (ITR) must be enclosed with the technical bid.
4. There should not be multiple quotes for an item. Only one and best product that meets the technical specifications for an item should be quoted.
5. The tenderer should not have been debarred or blacklisted by any Central / State Government Departments of India. An affidavit to that effect on Non-Judicial stamp paper of Rs.100/- duly notarized must be enclosed with the technical bid in prescribed format. The proforma of the affidavit is attached with the tender as Annexure – V.
6. Signed & stamped specification sheet of the technical specification of the goods as given in Annexure - III with technical printed literature must be enclosed with the technical bid. The pamphlet and committed specification must match. In case there is any mismatch, then there has to be undertaking by the firm that the requisite modifications will be done in the product before supply. However, if there is any deviation and no such undertaking is submitted, then tenderer will be rejected even after opening the price bid.
7. Signed & stamped guarantee / warranty declaration certificate must be enclosed with the technical bid.
8. Tenders should state categorically that they have fully trained technical staff for installation / commissioning of the equipment and for “after sales service”.
9. The tenderer shall submit a copy of the tender document and addenda thereto, if any, with each page signed and stamped to confirm the acceptance of the entire terms & conditions of the tender.
10. The tender of any tenderer, who has not complied with one or more of the conditions of pre-qualification criteria and / or fail to submit the required documents in prescribed format as mentioned / or required / or conditional tender are liable to be summarily rejected.
11. The Institute reserves the right to accept or reject any or all the offers or apportion the work amongst the different tenderers in any manner as it may deem fit without assigning any reason whatsoever and its decision shall be final and binding on all concerned.

**12. Delivery & Installation:**

All the items/materials shall be delivered, satisfactorily installed/commissioned with ready to use status within a stipulated period mentioned in purchase order or within such time as extended by the institute. The delivery period expected is 6 weeks from the date of issue of the purchase order.

**13. Liquidated Damages(LD):**

If the supplier fails to perform the satisfactory installation / commissioning of the equipment with a status of ready to use within stipulated time, penalty at the rate of 1% per week subject to maximum of 10% of the order value will be deducted / the Institute may withdraw the Purchase order.

**14. Extension of Delivery & Installation Period:**

If the supplier is unable to deliver/install and satisfactorily commission the order within the stipulated time, for which the supplier is responsible, he is required to request in writing for the extension of the delivery period before the stipulated date of delivery, it may be extended at the discretion of competent authority with the imposing of the liquidated damages. In case the supplier has failed to complete the order within the stipulated time, Institute reserves the right to cancel the purchase order and performance security / EMD may be forfeited.

**15. Guarantee / Warranty:**

Tender must be quoted with the one year (01) comprehensive on-site Warranty / Guarantee and it will commence from the date of the satisfactory installation / commissioning of equipment against the defect of any manufacturing, workmanship and poor quality of components and tenderer also give the guarantee / warranty declaration.

In case supplier has failed to repair or rectify the equipment during the warranty / guarantee period in reasonable time not exceeding two weeks, Institute may employ or pay other person for the repairing of the equipment and all such damages, loss and expenses shall be recoverable from the supplier.

**16. LEGAL**

Any dispute with regard to the meaning, effect or interpretation of any terms and conditions shall be referred to Director, NIT, Uttarakhand who would act as the sole Arbitrator and proceedings of such arbitration shall be conducted in accordance with the provision of the Indian Arbitration Act, 1940 or any statutory modification thereof. The venue of Arbitration shall be Srinagar Garhwal. In case of litigation, if any and the cause of action shall be deemed to have been arisen in Pauri District only and the District Court of Pauri (Uttarakhand) shall have the jurisdiction for any such litigation.

**17. PERFORMANCE SECURITY**

(i) To ensure due performance of the contract, performance security is to be obtained from the successful bidder awarded the contract. Performance security is to be obtained from every successful bidder irrespective of its registration status, etc. Performance security should be for an amount of six (06) percent of the value of the contract. Performance security may be furnished in the form of an account payee Demand Draft, Fixed Deposit Receipt from a commercial bank, bank guarantee from a commercial bank

in an acceptable form safeguarding the purchasers' interest in all respects.

(ii) Performance security should remain valid for a period of sixty days beyond the date of completion of all contractual obligations of the supplier including warranty obligations.

(iii) Bid security should be refunded to the successful bidder on receipt of performance security.

**18. IMPORTANT NOTE – No Deviation Clause**

Any deviation in terms and conditions or the form of price bid i.e. inclusive/exclusive of taxes, levies, surcharges, and additional head for charges shall be discussed in pre bid conference. The Institute authorities shall modify the tender documents if required in the light of discussion.

However, any bid technical/price stipulating additional conditions or deleting the condition mentioned in the tender shall be summarily rejected.

**DIRECTOR  
NIT UTTARAKHAND**

**UNDERTAKING**

I have read and agree to all the terms and conditions of the tender.

**Date:**  
**Place:**

**Signature**

**Name** \_\_\_\_\_

**Stamp** \_\_\_\_\_

**Technical Specification (Required)**

S.No.	Item	Specification		Quantity Required
01	<b>Desktop Computer</b>	Operating System	Windows 8 Pro fully updated at least 8.1	140
		Monitor	23-inch LCD flat panel, 1920×1080	
		Processor	Intel i7 processor with at least 2.4 GHz	
		RAM	At least 8 GB DDR3 or more	
		Hard Disk	Min 500GB	
		USB Ports	At least 4 ports At least 1 USB Port should be USB 3.0	
		Graphic Card	NVDIA 1GB	
		Keyboards Mouse	Wired Keyboard and Mouse	
		Warranty	1 Year Onsite warranty	



**Technical Bid**  
**“Supply of Computers”**

**Part – A Company Details**

(Signed copy of all relevant documents must be enclosed in the under mentioned serial order)

1. Name of the Tenderer \_\_\_\_\_
2. Address \_\_\_\_\_  
\_\_\_\_\_
3. Telephone No. (O) \_\_\_\_\_ (R) \_\_\_\_\_ (M) \_\_\_\_\_
4. Demand Draft no. \_\_\_\_\_ dated \_\_\_\_\_ as Tender Fees of `500/-  
(non-refundable).
5. Demand Draft no. \_\_\_\_\_ dated \_\_\_\_\_ as EMD of  
`5,00,000/- (Five lakh only).
6. Status of Tenderer (Firm/ Company/Agency).
7. Original Equipment Manufacturer (OEM) whose authorization is attached  
\_\_\_\_\_
8. Balance Sheet with Profit & Loss Account for last three financial years (Rs. In  
lakhs). (Duly Attested by Chartered Accountant.)
  - (a) 2010-11 \_\_\_\_\_ (Turnover) \_\_\_\_\_ (Net Profit/Loss)
  - (b) 2011-12 \_\_\_\_\_ (Turnover) \_\_\_\_\_ (Net Profit/Loss)
  - (c) 2012-13 \_\_\_\_\_ (Turnover) \_\_\_\_\_ ( Net Profit/Loss)
9. PAN Number \_\_\_\_\_
10. Taxable income as mentioned in Income Tax Return for last three financial years (Rs.  
In lakhs).
  - (a) 2010-11 \_\_\_\_\_ (Taxable Income) \_\_\_\_\_ (Total Tax Paid)
  - (b) 2011-12 \_\_\_\_\_ (Taxable Income) \_\_\_\_\_ (Total Tax Paid)
  - (c) 2012-13 \_\_\_\_\_ (Taxable Income) \_\_\_\_\_ (Total Tax Paid)
11. Detail of Purchase order of Rs. 10 lakh or more
  - a) Name of Organization \_\_\_\_\_
12. Sales Tax Registration Number. \_\_\_\_\_
13. Service Tax Registration Number. \_\_\_\_\_

**Date:**

**Signature** \_\_\_\_\_  
**Name** \_\_\_\_\_  
**Stamp** \_\_\_\_\_

## Part B - Specification Sheet to be filled by the Vendor

**Note:** (i) The vendor must fill all the Tables given below for the items mentioned in same order as given in technical specification of Annexure – III

(ii) The pamphlet and committed specification must match. In case there is any mismatch, then there has to be undertaking by the firm that the requisite modifications will be done in the product before supply. However, if there is any deviation and no such undertaking is submitted, then tenderer will be rejected even after opening the price bid.

S. No.	Specification				
1	Model No.				
2	Operating System				
3	Monitor	Size (inch)		Resolution	
4	Processor	Type (e.g. i7)		Speed (GHz)	
5	RAM	Size (GB)		Type e.g. DDR3	
6	Hard Disk	Size (GB)		RPM	
7	USB Ports	Number of Ports		USB 3.0 ports	
8	Graphic Card	Size		Make	
9	Keyboards Mouse				
10	Warranty	Years			

### Undertaking

I hereby agree to provide and install all the items mentioned in Annexure III as per the rates quoted by me/negotiated in Annexure -VI as per the terms and conditions mentioned in Annexure - II.

**Date:**

**Signature**\_\_\_\_\_

**Place:**

**Name** \_\_\_\_\_

**Stamp**\_\_\_\_\_

DECLARATION REGARDING BLACKLISTING/ DEBARRING FOR TAKING PART IN TENDER

(To be executed & attested by Public Notary/ Executive Magistrate on Rs. 100/- non judicial Stamp paper by the Tenderer)

I/ We \_\_\_\_\_(Tenderer) hereby declare that the firm/agency/namely M/s. \_\_\_\_\_ has not been blacklisted or debarred in the past by Union/ State Government or Organization from taking part in Government tenders in India.

OR

I/ We \_\_\_\_\_(Tenderer) hereby declare that the firm/agency/namely M/s. \_\_\_\_\_ was blacklisted or debarred by Union/ State Government or any Organization from taking part in Government tenders for a period of \_\_\_\_\_ years w.e.f. \_\_\_\_\_ to \_\_\_\_\_. The period is over on \_\_\_\_\_and now the firm/company is entitled to take part in Government tenders.

In case the above information found false I/We are fully aware that the tender/contract will be rejected/ cancelled by Director, NIT, Uttarakhand, and EMD/SD shall be forfeited. In addition to the above the Director, NIT, Uttarakhand will not be responsible to pay the bills for any completed/ partially completed work.

DEPONENT

Attested: (Public Notary/ Executive Magistrate)

Address \_\_\_\_\_
\_\_\_\_\_  
Name \_\_\_\_\_

**राष्ट्रीय प्रौद्योगिकी संस्थान, उत्तराखण्ड**  
**NATIONAL INSTITUTE OF TECHNOLOGY, UTTARAKHAND**

ANNEXURE- VI

**Price Bid**

**Ref: Tender No. NITUK/Estt./2014/10**  
**Tender for "Supply of Computers"**

Name of the Tenderer: \_\_\_\_\_

Address: \_\_\_\_\_

Telephone No. \_\_\_\_\_ Mobile No. \_\_\_\_\_

Sr. No.	Item	Quantity	Description	Percentage (%)	Amount (Rs.)	Total Price (Rs.)
1	Desktop Computer	140	Base Price	-----		
			Excise			
			CST			
			VAT			
			Others			
			Others			
			Packing, Forwarding and installation			
<b>Grand Total (Rs.)</b>						
<b>Grand Total (Rs.) in Words</b>						

\*- F. O. R. NIT, Uttarakhand Srinagar

Terms and Conditions

- (i) Comparison will be done on the basis of lowest total price quoted.
- (ii) If price increases due to error/change in Tax rate/freight etc. shall be borne by the tenderer. Any reduction shall be passed on to the Institute.
- (iii) Any calculation error by tenderer shall be at the cost of tenderer i.e. if quoted price is higher, Institute will pay as per correct calculation, if it is lower, difference will be borne by the tenderer.

**Undertaking**

I hereby agree to provide and install all the items mentioned in Annexure III as per the rates quoted by me/negotiated in Annexure -VI as per the terms and conditions mentioned in Annexure - II.

**Date:** \_\_\_\_\_ **Signature** \_\_\_\_\_

**Place:** \_\_\_\_\_ **Name** \_\_\_\_\_  
**Stamp** \_\_\_\_\_