

**BID PARTICULARS AND INSTRUCTIONS  
OF  
TENDER NOTICE  
FOR SUPPLY  
OF  
EQUIPMENTS  
FOR  
DEPARTMENT OF HUMANITIES**



**VEER SURENDRA SAI UNIVERSITY OF TECHNOLOGY,  
ORISSA**

*Formerly University College of Engineering, Burla,*



**DETAILED PARTICULARS AND INSTRUCTIONS ON TENDER  
FOR  
PURCHASE OF EQUIPMENTS  
FOR**

**Department of Humanities, VSSUT, Burla**

Sealed Tenders are invited from reputed **Original Equipment Manufacturers (OEM)/Authorised Dealers**, for supply of **Equipments** for the **Department of Humanities, VSS University of Technology, Burla– 768018, Odisha.**

**1. Scheduled Tender Activity:**

Sl. No.	Activity	Date
1.	Last Date of Tender Document Submission	<b>04.07.2012</b> up to 11.00 AM
2.	Tender Opening	<b>04.07.2012</b> up to 11.30 AM

EMD (in Rupees)	Period of complete Delivery, Installation and Commissioning
<b>10,000.00</b>	<b>Two weeks</b>

**Commercial bid & Technical bid must be enclosed separately.**

**The Tender documents can be downloaded from our website [vssut.ac.in](http://vssut.ac.in) and the tenderer has to submit the filled in Documents by SPEED POST/. REGD POST.**

**2. Eligibility of Tenderer and General Instructions:**

**2.1 Eligibility:**

Those who fulfill the following criteria are eligible to participate in the tender.

1. The tenderer must be a reputed **OEM** manufacturer and/or the Authorised Dealer of a reputed manufacturer. Manufacturers should provide all documents relating to their **Manufacturing Capabilities.**
2. If the tenderer is an Authorised Dealer of a reputed manufacturer, necessary certificate to this effect from the manufacturer must be enclosed.
3. The tenderer must have both sales and service center with qualified Service Engineers. All after sales support should be provided directly by the manufacturer only.

4. The tenderer must have the willingness for providing comprehensive maintenance support of the Equipment supplied by him.
5. The tenderer must provide evidence of successful execution of supply orders with installation and successful after sales support in reputed organizations.
6. The tenderer must have cleared Sales Tax and Income Tax payment up to **31.3.2012**. Attested copies of Sales Tax Clearance Certificate or non-assessment certificate from the concerned Sales Tax Authority valid up to **31.3.2012** and attested copy of Income Tax Clearance Certificate or non-assessment certificate, as the case may be, from the competent authority, up to **31.03.2012** and/or PAN Number must be enclosed along with the Tender documents.

## **2.2 General Instructions:**

The tenderers who are **the Original Equipment Manufacturers (OEM)/ Authorised Dealers** of the product must be manufacturing the complete product, selling under the specified brand name and model are the eligible participants.

The tenders will be opened on **04.07.2012** up to 11.30 AM in presence of the tenderers or their authorized representatives. Authorized representatives will be required to produce their authorization before opening of the bid, failing which they will not be allowed to be present.

Submission of more than one bid by a particular tenderer under different names is strictly prohibited. In case it is discovered later on that, this condition is violated, all the tenders submitted by such tenderer/s would be rejected or contract cancelled and earnest money deposited will be forfeited.

All offers should be typed or printed clearly in English and the price quoted for each item should be firm.

***Warranty period, Delivery period and After-Sale-Service conditions, etc. are also to be clearly indicated.***

The rates and the conditions of the offer will remain valid for three months from the date of opening of the tender and no change or alteration of the rate will be acceptable on any account.

Submitted tender forms with overwriting or erased or illegible specifications and rates will be rejected.

Request from tenderer in respect of additions, alterations, modifications, corrections, etc. of either terms & conditions or rate after opening of the bid may not be considered. However, negotiation may be made before finalization.

Tenderers shall carefully examine the bid documents and fully inform themselves of all the conditions, which may in any way affect the work of the cost thereof.

Should a tenderer find discrepancies or omissions from the specification or other documents and any doubt as to their meaning, he should at once notify the purchaser and obtain clarification in writing.

This, however, does not entitle the tenderer to ask for time beyond the due date fixed for receipt of tenders.

The tenderer must also specify minimum uptime and maximum time to repair/replace in the event of a failure and penalty there of.

Verbal clarification and/or information given by the purchaser or its employees or representatives shall not be binding on the purchaser.

Submission of sealed bid will carry with the implication that the tenderer agrees to abide by the conditions laid down in the detailed particulars of the bid notice.

Conditional offers and offers qualified by vague and indefinite expression, as 'subject to immediate acceptance', 'subject to prior sale', etc. will not be considered.

While tenders are under consideration, tenderers and their representatives or other interested parties are advised to refrain from contacting by any means, to the purchaser's personnel or representatives on matter relating to the tenders under study.

The purchaser, if necessary, will obtain clarification on tenders by requesting such information from any or all the tenderers either in writing or through personal contact as may be necessary.

The tenderer will not be permitted to change the substance of his offer after the tenders have been opened.

In the event of non-compliance with this provision, the tenderer is liable to be disqualified.

### **2.3 Submission of Tenders:**

The sealed envelope must show the name of the tenderer and his address and should be super scribed as “*Tender for Equipments*” on the top of the envelope.

All the documents submitted must be in the papers showing signature of the tenderer and printed office name of the tenderer on official seal.

All the documents must be submitted in a sequential manner with separator/flags to help in quick scanning of the topics.

Wherever possible, data in tabular form should be given.

Cost-benefit/break-even analysis should be supported in graphical and tabular form to give quick view and supported with description or details.

Tenders may be sent by Registered Post/Speed Post, addressed to the **REGISTRAR, VEER SURENDRA SAI UNIVERSITY OF TECHNOLOGY, BURLA 768018** superscribed as “*Tender for Equipments*”.

### **3. Requirements by Tenderer before Supply:**

#### **3.1 Rating Plate, Name Plate and Labels:**

Each of the equipment is to have permanently attached to it, a rating plate of non-corrosive material in a conspicuous position, upon which the total specifications along with the manufacturer’s name, address, etc. are to be engraved.

#### **3.2 Packaging:**

All the equipment are to be suitably protected, covered in water-proof packing and crated to prevent damage or deterioration during transit and storage till the time of installation. The supplier shall be responsible for any loss or damage caused during transportation, handling or storage till their successful installation.

#### **3.3 Inspection:**

All materials/equipment shall be inspected and tested for completeness, proper assembly, operation, cleanliness and state of physical condition and performance as per quoted specification.

The test shall be conducted, reported and certifications to provided by the tenderer.

The tenderer shall provide all test and measuring equipment/tools required for inspection/testing.

The cost of all such tests shall be borne by the Tenderer.

VSSUT reserves the right to reject any equipment if it does not comply with the specifications during site testing, installation and commissioning stage.

Inspection & testing would be conducted, jointly, at various stages as applicable during unpacking, installation and commissioning of respective equipment/ components at the manufacturing site.

#### **3.4 Environmental Condition:**

All the equipment supplied shall be rugged and should operate without any deviation in quality, or degradation of equipment performance. All the specification/parameters shall be guaranteed over the following environmental conditions:

\*        Storage Temperature                      0 to 70 degree Celsius

- \* Operating Temperature      0 to 50 degree Celsius
- \* Humidity                      95% RH (non-condensing)

All the equipment are intended to operate under 220 V, 50 Hz power supply.

#### **4. Requirements by Tenderer after Supply:**

##### **4.1 Supply:**

The material would be delivered by the supplier at the **Department of Humanities, VSS University of Technology, Burla– 768018, Odisha.**

The items should be supplied directly from the manufacturing terminal having passed all tests successfully with Certifications as required.

The equipment should conform to the latest relevant National/International standards and shall be completed in all respect.

Any component, fitting etc. which may not have been specifically mentioned in the specifications but which are usual and necessary for the equipment, shall be supplied by the tenderer at no extra cost.

In case, articles are found damaged in transit or found short at the time of delivery the full cost of the same will be deducted from the bill of the supplier in case the supplier does not replace the stock within a week from the date of lodging the complain.

The articles ordered must be supplied in one lot within 02 (TWO) weeks of placing of the purchase order.

In case of delay in delivery or successful installation, a penalty of 1% (one per cent) per week shall be levied.

**REGISTRAR, VEER SURENDRA SAI UNIVERSITY OF TECHNOLOGY, BURLA 768018** reserves the right to procure the materials from alternative sources at the risk and cost of the successful tenderer giving 15 days notice.

Any increase in tax and duties after expiry of delivery period will be to the seller's account.

In case the items supplied by the supplier are found not up to the specification shall be rejected. The supplier will be intimated to take back the stocks at his own cost within three days from the date of rejection and to replace the same within 7 days, failing which the EMD will be invoked in addition to taking legal actions.

Imported consignment, if any, should be destined to **REGISTRAR, VEER SURENDRA SAI UNIVERSITY OF TECHNOLOGY, BURLA 768018**, India through Bhubaneswar Air Port.

The suppliers shall be responsible for releasing the consignments from the carriers/transporters.

The equipment shall be delivered and installed at site at the cost of the tenderer.

All taxes, levies, surcharges including the customs clearance and handling freight and insurance should be paid and handled by the tenderer.

#### **4.2 Installation and Commissioning:**

Installation and Commissioning shall include the following:

- a) Installation and Testing of the Equipment, Machineries etc. supplied by the tenderer.
- b) It will be the responsibility of the tenderer to provide all necessary spares and consumables, which may be required during installation and commissioning, at no extra cost to **VEER SURENDRA SAI UNIVERSITY OF TECHNOLOGY, BURLA 768018**.
- c) The tenderer is to bring their own testing and measuring instruments required for installation, testing, commissioning, which can be taken back after completion.
- d) Installation must complete within a week after delivery on site.

#### **4.3 Documentation:**

Detailed technical manuals, handbooks, drawings, Warranty card and Factory Quality Assurance checklist, test results and any other certifications mentioned in the Technical specifications shall be supplied along with the consignment.

Supplied manuals/handbooks must cover detailed technical specifications and installation, operation, maintenance and System Safety procedures.

For Experimental setups details of theory, procedure and methods of taking measurements etc. should be provided in the form of hand books for each experiment in duplicate.

The receipts for taxes paid, if any, for the supplied materials should also be submitted

#### **4.4 Trial Operation and Performance Guarantee Test:**

After successful completion of Installation and Commissioning of the equipment, a 7-day continuous trial operation putting those on optimum use shall be conducted by the tenderer at site, during which the performance of the equipment shall be demonstrated for trouble-free continuous operation, meeting the specified standards.

During trial operation, tenderer shall do all necessary adjustments required to ensure the performance as per the acceptable level.

In case, guaranteed performance is not established, the tenderer shall be given opportunity to rectify/replace the equipment/components, and restart the 7 days continuous trial operation, at the risk and cost of the tenderer.

#### **4.5 On-Site Warranty:**

- a) The entire materials may be used continuously. The reliability and safety of the total installed system and trouble-free operation are, therefore, of prime importance. The supplied devices/equipment and components shall be covered under **THREE-years or more** comprehensive on-site warranty from the date of issue of successful completion of Performance Guarantee Report.
- b) During the period of warranty, it shall be the responsibility of the tenderer to provide all essential spares and consumables, which may be required for maintenance and trouble-free operation of the devices / components at the tenderer's cost.
- c) Software, if any, has to be tested with at least one-year warranty for trouble free operation.

#### **4.6 Comprehensive Maintenance Contract:**

The tenderer shall be under the obligation of entering into a Comprehensive Maintenance Contract (CMC) with **VEER SURENDRA SAI UNIVERSITY OF TECHNOLOGY, BURLA 768018** for a minimum period of THREE years, renewable if felt necessary, on mutually acceptable rates, terms and conditions. CMC shall start after the completion of Warranty.

The scope of CMC shall cover maintenance and supply/replacement of materials and components, for smooth and reliable operation of the systems without trouble.

Accordingly, the tenderer has to offer rates for the CMC structure per equipment along with the price for the Systems and other associated Equipment supplied.

#### **4.7 After Sales Service:**

During the warranty period and subsequently, after signing of Agreement for CMC the tenderer shall attend to the problems reported by the users of **VEER SURENDRA SAI UNIVERSITY OF TECHNOLOGY, BURLA 768018** on a priority basis.

For any problem reported, the tenderer shall attend and rectify the problem within 3 (three) days or provide a stand by system of the similar configuration.

The report on any problem will be informed through phone or fax number of which shall be given by the tenderer.



The branch office of the concerned manufacturing firm will be fully responsible to provide maintenance service, in case of any negligence, in providing the service by the tenderer.

On failure to comply with those instructions, the **Bank Guarantee of Rs. 50,000.00 (Rupees Fifty Thousand only)** provided for the warranty period in favor of **VEER SURENDRA SAI UNIVERSITY OF TECHNOLOGY, BURLA 768018** shall be invoked.

## **5. Financial Terms:**

### **5.1 EMD**

The tenderer has to submit a Demand Draft/Banker's Cheque/Pay Order for **Rs. 10,000.00 (Rupees Ten Thousand Only)** in favour of **VEER SURENDRA SAI UNIVERSITY OF TECHNOLOGY, BURLA 768018** in any Nationalised Bank towards EMD. **Without EMD, the tender will be summarily rejected.**

There will be no interest paid to the tenderer towards EMD money.

In no case, the EMD Money in cash or other forms will be accepted at the time of opening of the bid.

No request for adjustment of claims, if any, will be accepted.

The EMD of unsuccessful tenderers will be refunded as soon as possible after the tenders are finalized.

No one should submit a tender who is unable to furnish the EMD as indicated above and supply the equipment within the specified period as indicated in the indent/order issued for the quantities decided in his favour.

### **5.2 PRICES:**

Price quoted should be **FOR BURLA only.**

Price should be quoted for unit item; however, the actual requirements may be much more.

Purchase order will be placed as a single lot for each type of item or for all the items together, as the case may be.

In case of items of import, the tenderer should take full responsibility for customs clearance, handling, tax payment, etc. and specify the charge for the same in the price bid.

### **5.3 Sales Tax Concession:**

Central Sales Tax Concession is to be availed on production of the required certificates applicable to Educational Institution.

### **5.4 Discount:**

Our Institute is a pioneer Institution in the field of Teaching and Research in Engineering and allied disciplines and do not run with profit motive.

As such we are availing price discount for purchase of equipment/instruments.

The rate of discount or any other Institutional benefit arising out of Govt. Policy etc., on each item may also be indicated in the bid specifically.

### **5.5 Payments:**

- a) In case of imported items, payment will be made by opening LC in the name of the manufacturer subject to the condition that a Bank Guarantee for an equal amount will be submitted by the selected tenderer to **VEER SURENDRA SAI UNIVERSITY OF TECHNOLOGY, BURLA 768018** for the period of completion of installation and commissioning.
- b) In case of purchase in Indian Rupees, payment of 100 percent of the ordered value will be made after successful installation and commissioning of the equipment subject to submission of satisfactory performance report by our Professor-in-Charge.

### **5.6 Penalty:**

If the delivery, installation and commissioning is not carried out in time as specified in other part of the tender document, the tenderer/manufacturer will be charged @ 1% (one per cent) per week of the total value of the concerned system/ equipment.

### **5.7 Rate Contract with DGS&D or any other Government Organisation:**

In case the tenderer has entered into a Rate Contract with DGS & D or any other Government Organisation such as EPM, rate contract preference, number & copy of rate contract have to be submitted along with tender.

## **6. Technical Specifications:**

Following are the minimum specifications of the equipment.

The minimum specifications are indicative and not exhaustive.

The models with higher specifications may be quoted.

The quoted materials should be of latest trend and technology.

*Each equipment should be complete in itself without needing any extra equipments like power supply, voltmeter, ammeter etc. except the requirement of general test and measuring instruments such as Oscilloscope, VTVM etc.*

#### 6.1 List of Equipments and Instruments:

Sl. No.	Item with Specifications	Quantity	Unit Price (in Rupees )
1.	<p><b><i>BUY BACK OFFER</i></b>  <b>for</b>  <b>Creation of Interactive, Software Integrated Learning Environment With 42 user CACM ISIL software compatible to Windows XP</b>  <b>(WIRELESS VERSION)</b></p> <ul style="list-style-type: none"> <li>• Instructors Microphone to all Users Headset/ PA system</li> <li>• Computer Audio to all Users Headset/ PA system</li> <li>• AUX or other source to all Users Headset/ PA system</li> <li>• Provision for accepting external audio/cable TV input</li> <li>• Talking to any User without interrupting others</li> <li>• Receiving calls from all Users</li> <li>• Attending calls on one-to-one mode</li> <li>• Calls blocking</li> <li>• Grabbing a particular booth and broadcasting the audio to all Users Headset/ PA system</li> <li>• Recording facility</li> <li>• Polling on rapid mode</li> <li>• Polling option with multiple choice</li> <li>• <b>Digital switching unit:</b>  single computer driven switching unit i.e. one digital interface compatible with MS Windows XP/ Vista</li> <li>• <b>User console unit:</b>  Customised User interaction unit with Headphone and Microphone input and Response button for each user</li> </ul>	One Set	



## 7.2 Solving Disputes:

**VEER SURENDRA SAI UNIVERSITY OF TECHNOLOGY, BURLA**, the tenderer and the manufacturer shall make all efforts to resolve amicably by direct informal negotiation on any disagreement or dispute arising between them under or in connection with this contract.

All disputes arising out of the contract shall be referred to courts under the jurisdiction of the Sambalpur court only.

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*The above terms and conditions except those otherwise agreed upon, shall form a part of the Purchase Order.*

*Sign on each page this tender document and Return it along with the offer enclosing this part together with the Technical Offer.*

**\*\*\* The VEER SURENDRA SAI UNIVERSITY OF TECHNOLOGY, BURLA 768018 authority has all rights to accept/reject any tender without assigning any reasons there of.**

**Comptroller of Finance**