

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

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

Phone: 0663-2430211, FAX: 0663-2430204, Website: www.vssut.ac.in



Quotation document for supply, installation testing and commissioning of new desktop computers and buyback of old desktop computers at the Central Internet Facility of the University

Quotation Call Notice No. VSSUT/ INT/1374/13

Date: 02.07.2013

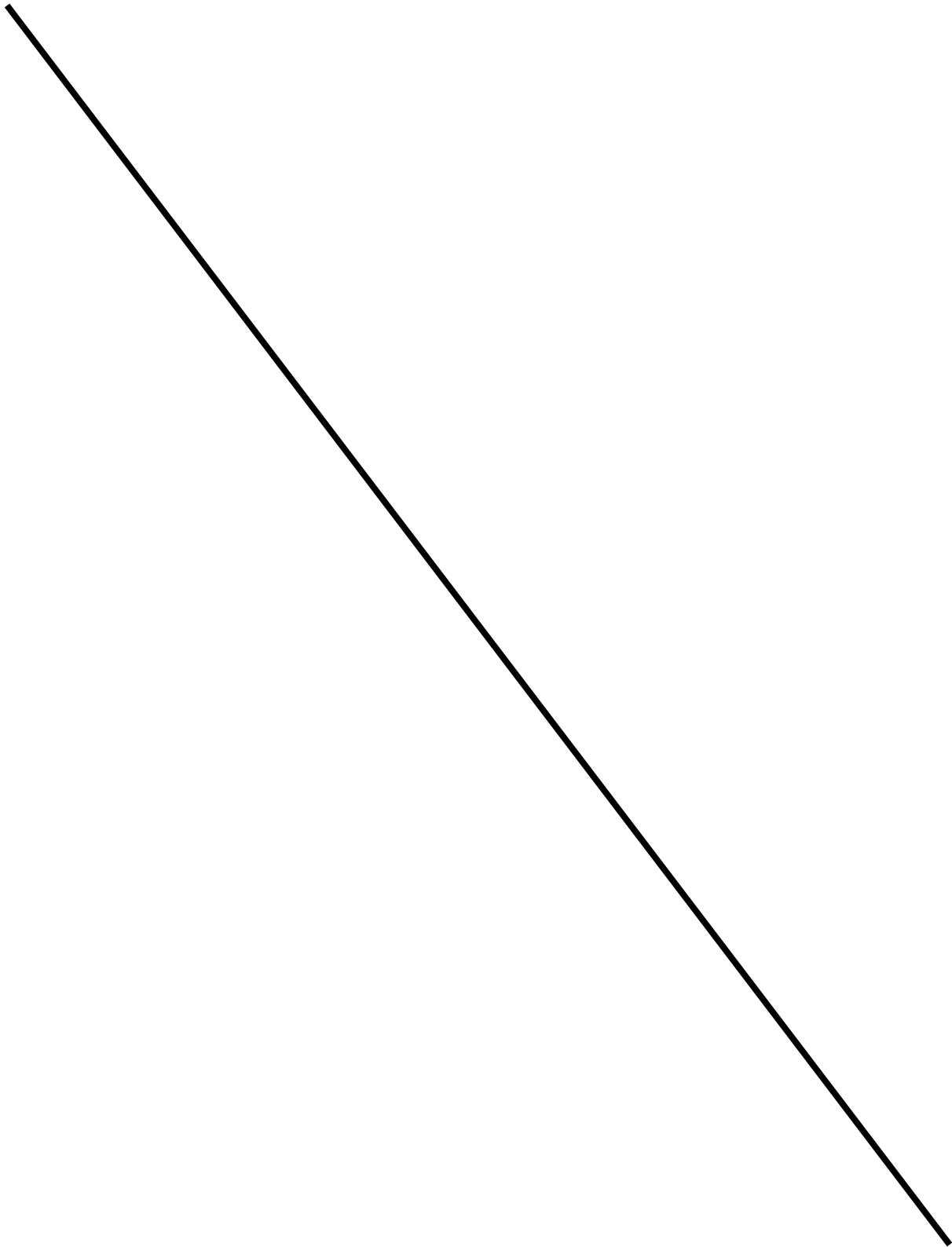
Submitted by

Last Date and Time of Submission of : 17.07.2013 by Office Hours

Quotations

Cost of Quotation Documents : Rs.1000.00 (Rupees One thousand only)

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

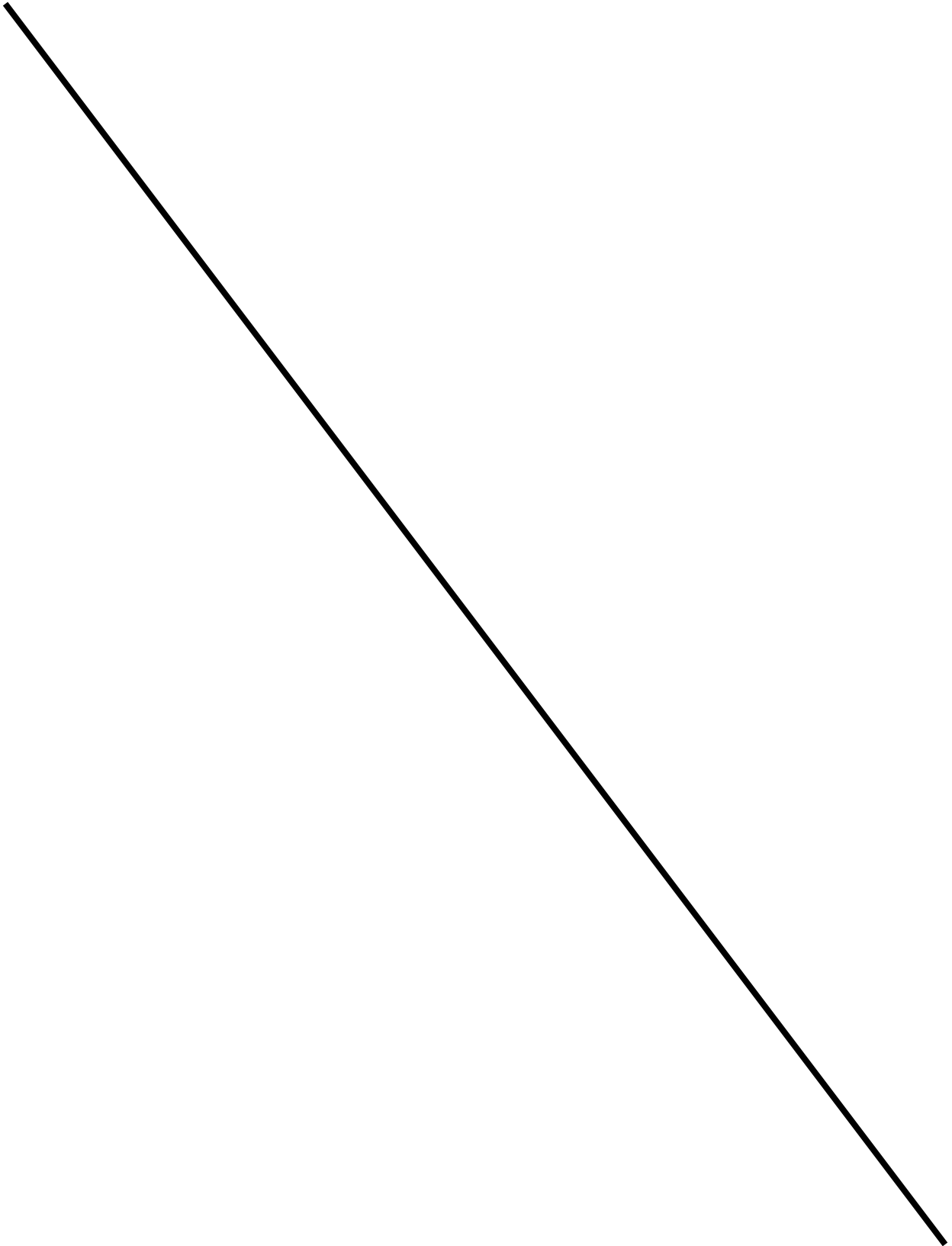
Quotation call notice for supply, installation, testing and commissioning of new desktop computers and buyback of old desktop computers

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Date: 02.07.2013

The "Comptroller of Finance, Veer Surendra Sai University of Technology, Burla" (COF, VSSUT, Burla) invites sealed quotations from the intending reputed Original Equipment Manufacturer or its registered authorized dealers for supply, installation, testing & commissioning of 54 numbers Desktop computers at DGS & D R/C for Central Internet Facility and buyback of 93 numbers of old desktop computers on as-is-where-is conditions. All details and quotation call documents are available on the web site of the University. The bidders are advised to download the quotation document from the University web site www.vssut.ac.in.

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: 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 bidder 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.
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- 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 registered company making profit 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.
 - j. The bidder shall have clear program for e-waste management or green environment measures as per the national or international guidelines.
4. The Intending firms may inspect the old computers installed in laboratories of Internet Centre of the university at their own expense on all working days from 08.07.2013 to 12.07.2013, during office hours before quoting for the same. The quantity, make and configuration of the old computers are given in this quotation call document.
 5. Cost of quotation documents: The cost of quotation documents is Rs.1000.00 (Rupees One thousand only) (Non-refundable).
 6. The quotation documents can be downloaded from the University website www.vssut.ac.in and have to deposit a DD equal to the cost of quotation documents drawn in favor of "The Comptroller of Finance, Veer Surendra Sai University of Technology, Burla" payable at SBI, Burla along with quotation.
 7. 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).
 8. 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. 17th July 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 through FAX/ e-mail or any other media will not be entertained.
 9. The envelope containing the quotation must be super-scribed as "Quotation call notice for supply, installation, testing and commissioning of 54 nos. desktop computers and buyback of 93 nos. desktop computers" with due date & time of submission.
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10. The University is not responsible for delay, loss or non receipt of quotation documents sent by the post.
 11. 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 (Non-refundable) towards the cost of quotation documents in favor of the Comptroller of Finance, Veer Surendra Sai University of Technology, Burla payable at SBI, Burla.
 - d. 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.
 - e. Self attested copies of VAT clearance certificate/ITCC/service tax clearance certificate.
 - f. The copy of the valid DGS & D Rate contract
 - g. Technical Brochure.
 - h. List of Clients and documents related to experience of the bidder.
 - i. Document in support of e-waste management and green environment efforts.
 - j. Other documents in support of the eligibility of the bidder as mentioned above.
 12. Any additional information you wish to provide may be attached separately.
 13. 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.
 14. The quotation shall contain complete information for costing the value of items and services, including warranty. The quotation shall contain the firm and final rates in clear and unambiguous terms.
 15. The quoted price must be as per valid DGS & D R/C and the total prices & unit prices quoted shall indicate all taxes, freight, packing, forwarding, transit insurance etc. for delivery at site.
 16. The quoted price must be inclusive of installation and demonstration charges. Any increase in taxes and other duties after the date of purchase order shall be to the supplier's account. However, benefit of any decrease in price as per DGS & D R/C, taxes/duties shall be passed on to this University by the supplier.
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17. The bidder shall give the total price per item indicating base price, VAT, insurance, packing, forwarding, freight etc. The offer shall be firm in Indian Rupees.
18. The quotation and the quoted prices shall be valid for 45 (fortyfive) days from the date of opening the quotation specified in the quotation call document.
19. 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.
20. 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.
21. 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.
22. 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.
23. The University reserves the right to select more than one bidder for one or more items at its discretion.
24. 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.
25. The University reserves the right to order all or part or none of the items and/or services given in this document.
26. 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.
27. All the computers are to be door-delivered to the University within 45 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.

28. 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.
29. Form 'D' will be supplied wherever required to avail tax concession for Educational Institutions.
30. 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 equipments. All packing must be opened at the site and be handed over to the consignee, at the supplier's cost.
31. 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 offer.
32. **Disposal of old computers:** The old computers will be released only after the new computers are successfully installed. The supplier must take delivery of old computers within 7-days from the date of final installation of the new computers. The supplier must submit an undertaking in this regard. The supplier has to fill up a form as prescribed by the University as a token of receipt of the old desktop computers.
33. The computer supplied will be under warranty for a minimum period of 3 years from the date of installation. 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.
34. 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.
35. The supplier has to post one service engineer for the warranty period at the University, who will be responsible for complete day to day computer maintenance or the supplier shall have a service support base at Sambalpur and shall submit full detail address with phone no., fax no. and e-mail ID of the contact person for after sale service.
36. 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.
37. 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.
 38. The supplier shall submit all bills in triplicate on printed forms to the University.
 39. The supplier must submit valid and up-to-date ITCC and VATCC along with the bill before release of payment. Income Tax (IT) as admissible may be deducted from the bill against the non-receipt of up-to-date IT clearance certificate from the supplier.
 40. 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 goods rejected at site on testing.
 41. 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 his quotation.
 42. The 98% of the billed amount will be released only if the following conditions are fulfilled.
 - a. The new computers have been received in good conditions and successfully installed and commissioned as per the specifications.
 - b. The supplier has lifted all the old computers.
 - c. The balance 2% shall be released after successful operation of 15 days. The supplier has to submit bill separately in this regard accordingly.
 43. The University reserves the right to cancel the purchase order if the equipment 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.
 44. 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.
 45. 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.
 46. 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
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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.

47. Any dispute arising out of the deal shall be subjected to the jurisdiction of the court at Sambalpur within the State of Odisha.
48. 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/ 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. Note: Furnish documentary evidences/ technical literature for the above quoted model	
6	Certificate w.r.t. Authorized dealer	
7	Warranty Period from the date of installation	As per DGS & D norms
8	Delivery Schedule: Within 45 days on releasing the PO.	
9	Validity of quotes: Should be valid for period of "45: days from the last date of submission. The price should be quoted in INR with applicable taxes.	
11	Details of Cash receipt or Bank Draft towards the cost of quotation documents	

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, testing and commissioning of desktop computers and buy back of old 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 undertake to take back the old desktop computers on "as is where is basis" at our own cost without any conditions thereof, within seven days of installation of new desktop computers.

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, testing and commissioning of desktop computers and buy back of old computers".

Dear Sir,

1. We _____ (OEM Name),
who are established and reputable manufacturers of Desktop PC 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 SPECIFICATIONS OF NEW DESKTOP COMPUTERS TO BE PURCHASED**(Ref: Item no. 45 as per DGS & D Rate Contract)**

ITEM NO.	Parameter/ Component	Specification	Any Deviation
A	CPU	Intel Core i5-2400, 3.1 GHz, 6 MB Cache or higher.	
B	Chipset	Intel Q 67 or better on OEM Motherboard.	
C	Bus architecture	4 PCI (PCI/ PCI Express)	
D	Memory	2 GB 1066 MHz DDR3 RAM with 8 GB Expandability.	
E	Hard Disk Drive	320 GB 7200 rpm Serial ATA HDD or higher.	
F	Monitor Colour	47 cm or larger (18.5 inch or larger) TFT/LED Digital Monitor TCO-05 certified.	
G	Key Board	104 keys	
H	Mouse	Optical with USB interface.	
I	Bays	3 Nos. or above.	
J	Ports	6 USB Ports (with at least 2 in front) audio ports for microphone and headphone in front.	
K	Cabinet	Mini Tower.	
L	DVD ROM Drive	8X or better DVD ROM Drive	
M	Network Facility	10/100/1000 on board integrated Network Port with remote booting facility remote system installation, remote wake up, out of band management using any standard management software.	
N	Operating System	Windows 7 Professional preloaded, with Media and Documentation and Certificate of Authenticity.	
O	OS Certifications	Windows 7 OS and Linux certification.	
P	Power Management	Screen Blanking, Hard Disk and System Idle Mode in Power On, Set up Password, Power supply SMPS Surge protected.	
Q	Preloaded Software	Norton or McAfee or Trend Micro Antivirus (Latest Version) with 60 days License.	
R	Warranty	Three-years Comprehensive Onsite	

Table-3A DETAILS OF OLD DESKTOP COMPUTERS PROPOSED FOR BUYBACK

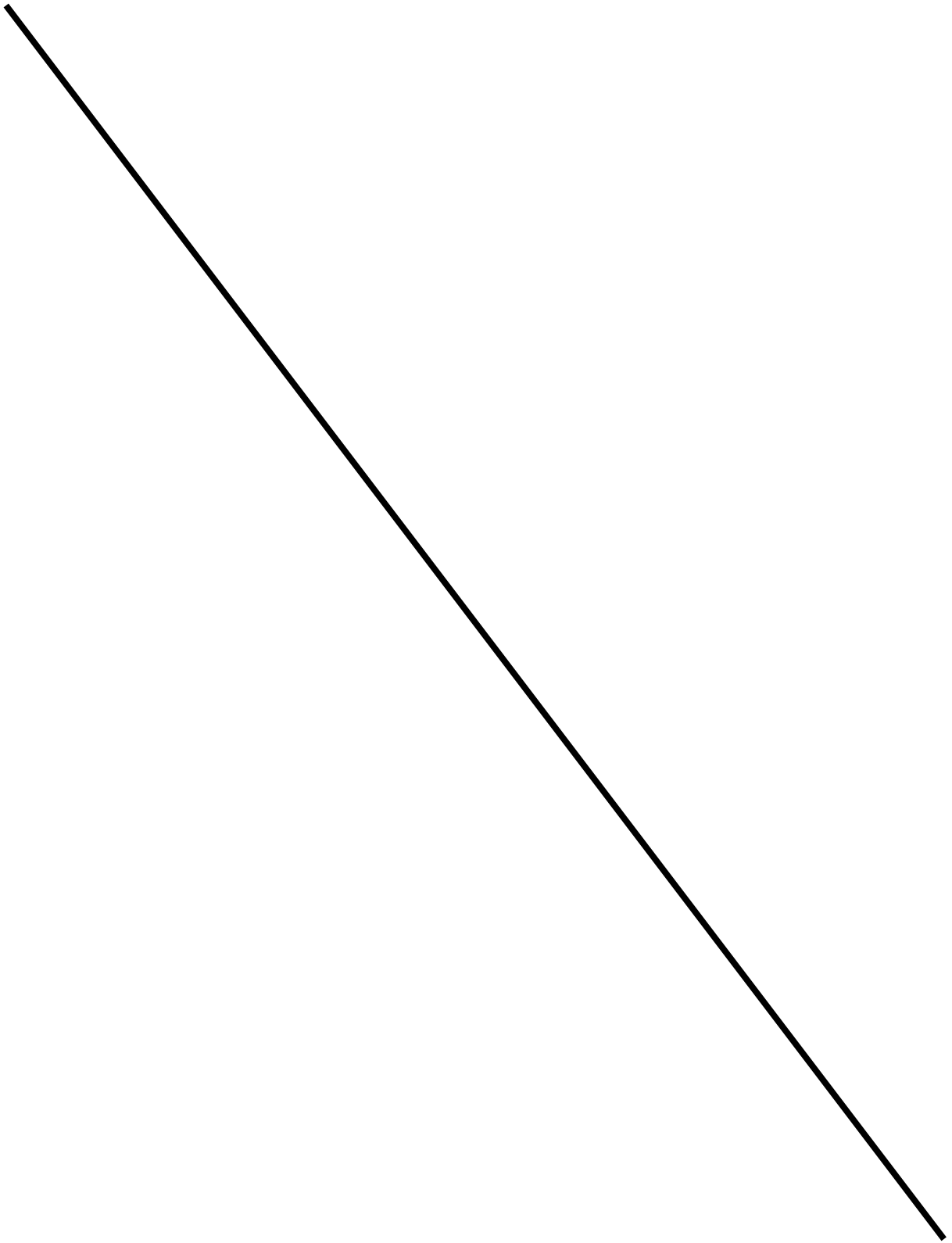
Sl. No.	Description	Make	Supplier	Model/Configuration	Year of Purchase	Quantity
1	Desktop computers	HCL	M/S HCL Info system Ltd, Pondicherry	Model: Infinite Pro Intel Pentium IV, 3.0 GHZ, Intel Original 865 GV chipset mother board, HT Technology, 3 PCI slots, 800 MHZ FSB, 1 MB L2 cache, 256 MB DDR RAM @ 400 MHZ expandable up to 4 GB, 40GB ULTRA DMA ATA-100 7200 rpm IDE HDD, Dual channel IDE controller, 15” SVGA color monitor (1024X768), Integerated AC 97 6 channel audio codec sound controller, Integerated Intel extreme 2 Graphics display on DVMT technology to share Video RAM up to 64 MB, Optical scroll mouse on PS/2 port with pad, Multimedia key board, 1 serial 1 parallel and 6 USB port, On board 10/100 MBPS ethernet card, ATX mini tower cabinet with SMPS, Open source LINUX preloaded, ISO, NSTL, Microsoft Energy Star, Novell, Red Hat Linux, Suze Linux, DMI certified.	2005	50Nos.

Table-3B DETAILS OF OLD DESKTOP COMPUTERS PROPOSED FOR BUYBACK

Sl. No.	Description	Make	Supplier	Model/Configuration	Year of Purchase	Quantity
1	Desktop computers	PCS	M/S PCS Industries Ltd., Bhubaneswar	Model: ERGO Intel Pentium IV, 3.0 GHZ, Intel Original 865 GV chipset mother board, HT Technology, 3 PCI slots, 800 MHZ FSB, 1 MB L2 cache, 256 MB DDR RAM @ 400 MHZ expandable up to 4 GB, 40GB ULTRA DMA ATA-100 7200 rpm IDE HDD, Dual channel IDE controller, 15” SVGA color monitor (1024X768), Integerated AC 97 6 channel audio codec sound controller, Integerated Intel extreme 2 Graphics display on DVMT technology to share Video RAM up to 64 MB, Optical scroll mouse on PS/2 port with pad, Multimedia key board, 1 serial 1 parallel and 6 USB port, On board 10/100 MBPS ethernet card, ATX mini tower cabinet with SMPS, Open source LINUX preloaded, ISO, NSTL, Microsoft Energy Star, Novell, Red Hat Linux, Suze Linux, DMI certified.	2005	43Nos.

Note:

- a) Bidder may visit the VSSUT premises to inspect the above listed computers on all working days during office hours between 08.07.2013 to 12.07.2013.
- b) The authorization letter with valid ID of his company is to be produced for the above purpose.



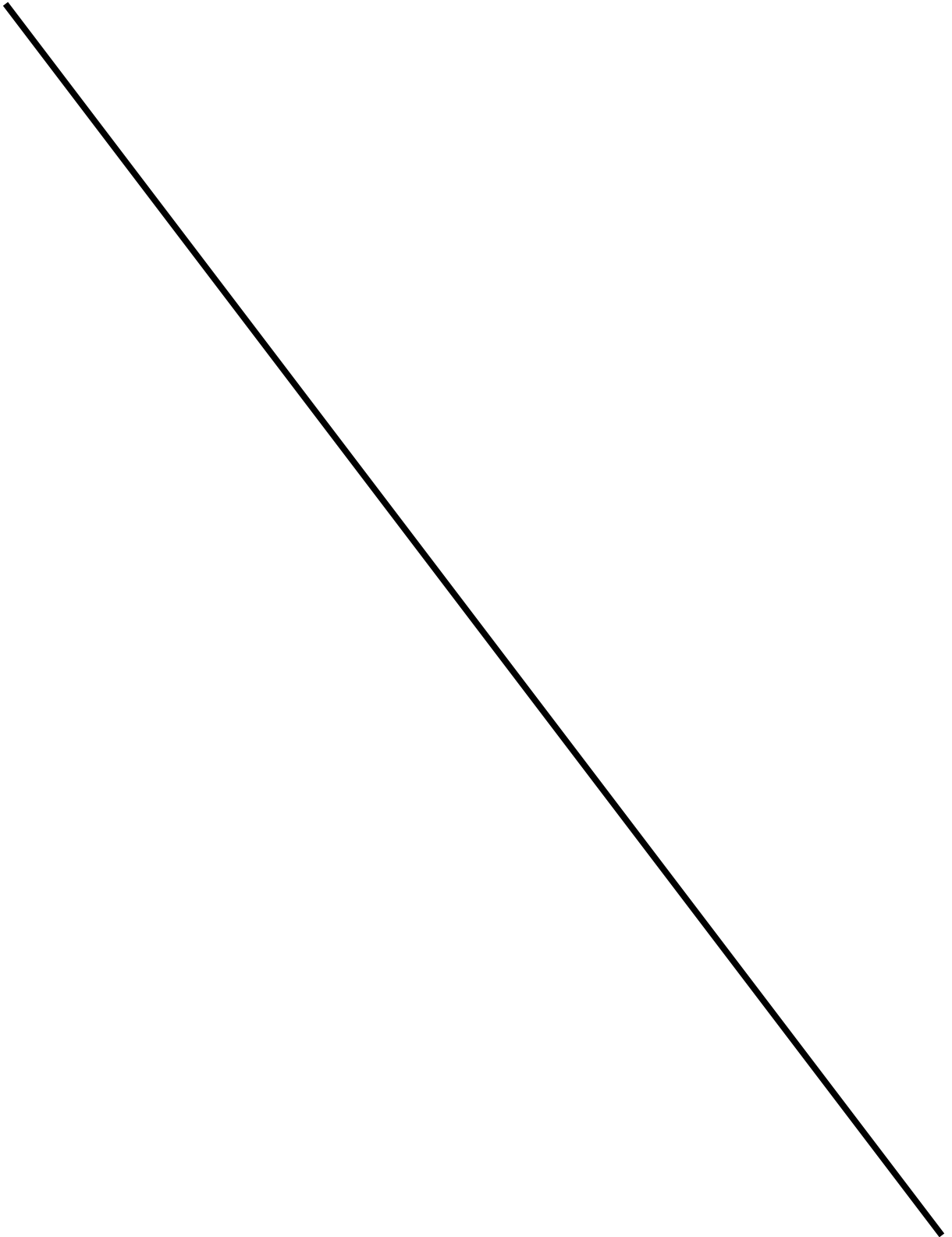
**A. PRICE FOR SUPPLY, INSTALLATION, TESTING AND COMMISSIONING OF NEW
DESKTOP COMPUTERS**

Name of the OEM/Business Partner of OEM:

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) as per DGS & D rate contract	(A1) Base Price		
	(A2) VAT @		
	(A3) Freight Charge (if any)		
	(A4) Any Other (If any Mention Details)		
	(A) Total= A1+A2+A3+A4		
	(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 permissible.

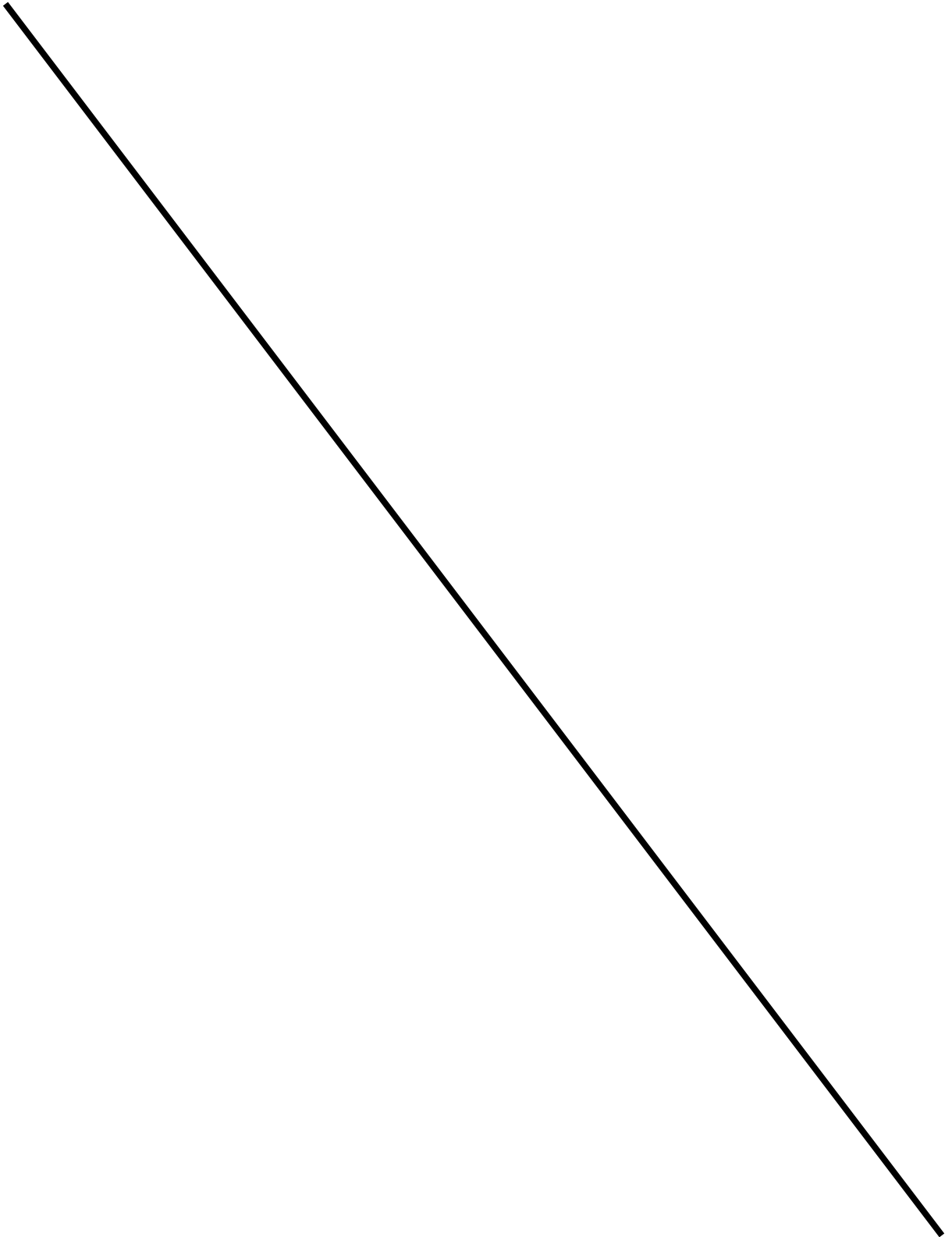
I/We agree to abide by the terms & conditions as given in the quotation document.



B. PRICE OFFER FOR BUY BACK OF OLD DESKTOP COMPUTERS

Name of the OEM/Business Partner of OEM:

S/L	Item Description	Rate in INR (All Inclusive)	Quantity	Total Amount
B1	HCL Make-	Rs. (In Figure) Rupees..... (IN Words)	50 Nos.	Rs. (In Figure) Rupees..... (IN Words)
B2	PCS Make-	Rs. (In Figure) Rupees..... (IN Words)	43 Nos.	Rs. (In Figure) Rupees..... (IN Words)
B	(B) Total buyback offer= B1+B2		93 Nos.	Rs. (In Figure) Rupees..... (IN Words)



C. NET OFFER

Name of the OEM/Business Partner of OEM:

S/ L	Item Description	Quantity	Total Amount
A	Total (A)	54 Nos.	Rs. (In Figure) Rupees..... (In Words)
B	Total (B)	93Nos.	Rs. (In Figure) Rupees..... (In Words)
C	(C) Net =(A-B)		Rs. (In Figure) Rupees..... (In Words)