



(Please mention our "REF NO" in your response)

**LIMITED TENDER ENQUIRY (SINGLE BID)**

REF No.: VNIT/STR/LT/ADM/2018-19/232

Date:15.03.2019

To, \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

REF No. OF THIS LETTER MUST BE MENTIONED ON THE ENVELOPE CONTAINING YOUR QUOTATION

**Subject:** – Limited Tender Enquiry (Single Bid) for Procurement of **Desktop Computers** for department of Admin Offices.

**Dear Sir / Madam,**

You are invited to submit your most competitive quotation for the supply of following items / goods as per time schedule of submission, terms and conditions mentioned below;

**Schedule of Tender/ Bid Submission**

**Date of Issue** : Friday, 15<sup>th</sup> March 2019  
**Last Date & Timing of Submission the Tender** : Monday, 25<sup>th</sup> March,2019, Time 3.00 PM  
**Date & Timing of Opening the Tender** : Monday, 25<sup>th</sup> March,2019, Time 3.30 P.M.  
**EMD – Rs.9000/-**

**Item Particulars**

Item Name/ Specification	Qty
<p><b><u>Desktop Computers</u></b></p> <ul style="list-style-type: none"><li>• <b>Make – HP / Lenovo / Dell</b></li><li>• Processor – Intel Core i5 7<sup>th</sup> generation CPU with frequency 3 GHz or higher, 6 MB cache or better</li><li>• Motherboard - OEM Motherboard with integrated graphics, high definition integrated audio with internal speaker</li><li>• Memory - 16 GB DDR4 RAM expandable to 32 GB</li><li>• Hard Disk Drive 1 TB HDD, 7200 RPM, SATA</li><li>• Ethernet / Communication integrated Gigabit 10/100/1000 NIC LAN and wireless support, Slots - Minimum 2 PCIe slots (PCI Express x16 )</li><li>• Ports- Minimum 8 USB Ports of which at least 2 USB Ports in front headphone output jack, Rear I/O USB ports, RJ-45 network connector, RS-232 serial port, audio in/out jacks</li><li>• Optical Drive 8x DVD writer</li><li>• Form Factor SFF (Small Form Factor)</li><li>• Power Supply MAX 200W with 85% efficiency</li><li>• Keyboard/Mouse - USB 104 keys keyboard ,USB 2 Button Scroll Mouse</li><li>• Monitor 19.5" or higher IPS Panel LED backlit</li><li>• Operating System - Preloaded Windows</li><li>• <b>Warranty :3 Years</b> with onsite support</li><li>• Installation at site is required.</li></ul> <p>Vendor must produce Authorization Certificate</p>	10 No.

**[The bidder should offer / quote special educational discount for the Institute.]**

**General Instructions, Terms & Conditions**

1. The Prices should be quoted F.O.R. VNIT, Nagpur on delivery basis. Quotation / Rates should be submitted / quoted in prescribed format.
2. Vender should submit copy of **Firm's Registration Certificate, GST, PAN, Authorization Letter** etc. with your bid/quotation. Vendor should mention Guarantee/ Warranty period, delivery period in **PRICE BID** format.

3. **Valid Period of Quotation/offer:** The quotation/offer shall be normally valid for a period of 180 days from the date of opening the tender.
4. **Taxes:** GST or any other taxes as per Govt. norms shall be applicable from time to time. The % of Tax must be indicated separately in the quotation. The duties, taxes and other levies payable by the vendor shall be shown separately in bidding document. The basic price per unit should be separately mentioned in the given format at Annexure-I. Duties & taxes viz. Custom, GST, Freight / Transportation, Packing & Forwarding, Insurance, Price Ex-Works etc. shall be indicated separately in the given format only.
5. **Items for Research Purpose: Concessional GST @ 5% will be applicable for purchase of goods viz Scientific & Technical instruments and other required for the Research purposes only.** This is in accordance of Govt. of India, Ministry of Finance Notification 45/2017-Central Tax (Rate) dated 14<sup>th</sup> November, 2017 and 47/2017-(Integrated Tax (Rate) dated 14<sup>th</sup> November, 2017, and DSIR No. TU/V/RG-CDE (190)/2016 Dated: 20.02.2018. The description of goods is given in Govt. of India notification dated 14<sup>th</sup> November, 2017 mentioned above. A certificate in this respect will be issued to the vendor by the Institute.
6. **For Import Item** – Govt. of India Ministry of Science & Technology, DSIR, New Delhi vide letter No TU/V/RG-CDE(190)/2016 dated 20/02/2018 has issued Certificate of Registration to VNIT, Nagpur for purposes of availing customs duty exemption in terms of Govt. Notification 51/96-Customs dated 23<sup>rd</sup> July, 1996 and Central Excise duty exemption in terms of Govt. Notification No 10/97-Central Excise dated 1<sup>st</sup> March, 1997 as amended from time to time and this registration is valid up to 31.08.2021. This document will be provided by the Institute. Vendor shall provide the details of service centre in Nagpur or other regions nearby with name of contact person, their contact nos. & address.
7. If any document of tender /quotation enquiry, certificate etc. submitted by the vendor is observed to be incorrect /false/ forged/having ambiguity, intentionally or un-intentionally at any stage, the tender/quotation submitted by the vendor is liable to be treated **Disqualified/Non-Responsive**. Further the Institute reserves the right to initiate any action as deemed fit in such case against the vendor including the action of blacklisting of firm.
8. Each Vendor shall submit only one quotation. VNIT Ref No & Item Name must be mentioned on envelope / cover containing quotation. Vendor shall furnish price & other information in the prescribed Price Bid format. Each document submitted with quotation should be duly attested & stamped by the vendor, failing which submitted quotation will be treated as Non-Responsive. Incorrect, Incomplete or Conditional Quotation(s) will not be accepted and will be treated as Non-Responsive.
9. **Authorization Certificate:** Sole Selling Agent/ Authorized Distributors/ Dealers/ Suppliers are eligible to bid on behalf of Original Equipment Manufacturers (OEM) provided they submit requisite authorization and self certification from the (OEM). The bidder should the latest Authorization Certificate from the (OEM).
10. Vendor submitting the bid/quotation should be the authorization dealer of the original equipment Manufacturer (OEM)
11. Vendor shall take full responsibility in case of any damage, loss or injury to any person / building or to any part thereof, and shall repair / and make good the loss, at his own cost.
12. Information brochure, product catalogue, if any must be accompanied with the quotation clearly indicating model quoted for.
13. **Educational Discount:** VNIT, Nagpur is a Govt. of India's Institute of National Importance engaged in education & research of National & International repute, the Vendors shall give / offer the special educational discount on quoted rates.
14. In case of price quoted in foreign currency, its conversion rate to INR on the date of opening the quotation/tender shall be considered.
15. The rates quoted by the bidder shall be FIRM & FIXED and shall not be variable/subject to adjustment on any account.

16. **Evaluation of Quotations:** The Purchaser will evaluate and compare the quotations determined to be substantially responsive i.e. which
- Are properly signed; and
  - Confirm to the terms and conditions, and specifications.
17. **Earnest Money Deposit (EMD):** Bidder shall submit EMD in form of Demand Draft / Fixed Deposit Receipt / Bank Guarantee in favor of "**Director, VNIT Nagpur**" payable at Nagpur. The EMD to be submitted strictly in a separate envelope super scribed with Vendor / Firm's name & address & also on back side of DD with stamp. **Bid received without EMD will be summarily rejected.**
18. **EMD Exemption:** Exemption is applicable to MSE Firms engaged in manufacture/ production of goods or providing of any services, as per MSMED act. 27/2006 chapter – 1 2(e), subject to furnishing of relevant valid certificate (including terminal validity date of their registration) for the item tendered. Selling agent/ authorized distributors/ dealers/suppliers are not eligible for exemption in tendered items.
19. **Client List:** Bidder shall furnish information of Client list along with the order copy of similar good/s / equipment supplied to any IIT/NITs/ any Govt. Organization including details of price & all other charges / duties with the bid.
20. **Delivery of Goods** -Vendor shall deliver/supply the goods **within 4-6 Weeks** period from the date of receipt of purchase order. Goods shall be supplied / delivered by the vendor / bidder at the installation site in concerned laboratory/ department of VNIT, Nagpur at free of cost on working days. Vendor shall deliver the material strictly as per the delivery schedule given in P.O., failing which **Liquidated Damages Clause** will be applicable.
21. **Liquidated Damages Clause:**
- The Director, V.N.I.T. Nagpur reserves the right to recover from the vendor, liquidated damages a sum equivalent to 1/2 percent of the price of the undelivered stores at the stipulated rate for each week or part thereof, during which the delivery of such stores, may be delayed subject to, a maximum limit in the case of an order exceeding Rs. One Lakh in value, up to 10 percent and in the case of an order not exceeding Rs. One Lakh in value up to 5 percent of the stipulated price, of the stores so undelivered.
  - To purchase elsewhere, on vendor's accounts, at his risk, the stores etc. undelivered, or other of a similar description, where others exactly employing with the particulars, are in the opinion of the Director, Visvesvaraya National Institute of Technology, Nagpur are not readily procurable, without cancelling the contract, in respect of consignment not yet due for delivery.
  - If the Supplier fails to deliver the material/goods within the stipulated delivery period, then Amount of EMD given by the Vendor shall be forfeited. In case of Supplier [registered with MSME/NSIC/SSI etc.] not required to submit the EMD, the Institute reserves the right to initiate action including reporting to principal Govt. authorities.
  - To cancel the contract –
- In the event of action being taken under (b) or (c) above, the vendor shall be liable to make good for any loss, which the Institute may sustain, by reason of higher price of items/goods, so purchased or the otherwise, howsoever:
- The decision of the Director, Visvesvaraya National Institute of Technology, Nagpur shall be final as regards to the acceptability of stores supplied by the seller and the Director, Visvesvaraya National Institute of Technology, Nagpur, shall not be required to give any reason in writing or otherwise at any time for the rejection of stores.
22. **Rate Contract:** If any of the items/ materials mentioned are already under the DGS&D rate contract, you are requested to give us the advantage of the contract rates as VNIT Nagpur is an Educational and Research Institute sponsored by the Government of India.
23. **Installation/Testing:** Goods / Equipments shall be delivered / installed at concerned laboratory / department of VNIT by the Bidder at free of cost. Installation & testing of good/s supplied should be completed preferably within 10 days of supply of good/s.
24. **Payment (Indigenous Item):** Institute will release the full & final (100%) payment after delivery of items and its successful installation/ demonstration at concerned department / laboratories of VNIT Nagpur. The vendor will be required to submit the bills in triplicate along with delivery memo. Payment will be

made through Crossed Cheque / ECS / NEFT. The Firm/Company Bank/RTGS/NEFT/ECS details must be submitted along with the Quotations/Tenders on the letter head.

25. **Guarantee/Warranty:** In case any part or whole of the equipment is found to be defective during the guarantee period, then the same will have to be replaced/repaired free of cost at VNIT by the vendor.
26. The vendor shall take full responsibility in case of any damage, loss or injury to any person / building or to any part thereof, and shall repair / and make good the loss, at his own cost.
27. It will be the sole discretion of VNIT to accept or reject the tenders/quotations in case of deviations, if any, from the technical specification.
28. Bidder should enclose required documents/copies failing which quotation / tender will be disqualified.
29. **Any corrigendum/ amendment regarding this limited tender enquiry will be issued on the Institute website only [[http; //stores.vnit.ac.in](http://stores.vnit.ac.in)]**
30. For any dispute, the place of jurisdiction shall be Nagpur, India only.
31. Director, VNIT, Nagpur reserves the right to increase/decrease the quantity of goods at any stage.
32. Director, VNIT, Nagpur reserves the right to accept or reject or cancel any or all enquires or quotations/PO at any stage without assigning any reason thereof.
33. **It will be presumed that the vendor has read carefully all the above mentioned instructions, terms & conditions and abide by same.**
34. Quotations received after the last date of submission will not be considered.
35. The Quotation in sealed envelope super-scribed with "**Limited Tender Enquiry for procurement of "Item Name" for "Department Name"**" and to be sent to Dy. Registrar (Stores), Visvesvaraya National Institute of Technology, South Ambazari Road, Nagpur - 440 010, Maharashtra (India). The quotation can also be submitted in person in the "**Quotation/Tender Box**" at the Stores Section, VNIT, Nagpur - 440010 on any working day. The vendors / firms name with complete address must be mentioned on the envelope.
36. **The last date of submission is Monday 25<sup>th</sup> March, 2019 by 3.00 P.M.**
37. All Communication are to be addressed to: –  
**DIRECTOR**, Visvesvaraya National Institute of Technology,  
South Ambazari Road, Nagpur - 440 010, Maharashtra (India)

Sd/-

**DEAN [P & D]**

**PRICE BID FORMAT**

REF No.: VNIT/STR/LT/ADM/2018-19/232

Date: 15/03/2019

**ITEM: Desktop Computers**

Sr. No	Item with Specifications	Qty	Basic Rate P.U.(Rs.)	GST % & Amount P.U. (Rs.)	Total Amount P.U. (Rs.)
1	<b>Desktop Computers</b> Detail specification as mentioned above)	10 No.			
	Educational Discount				
	Total Cost F.O.R. V.N.I.T. Nagpur				

[Note - The bidder should offer / quote special educational discount for the Institute.]

**[A] DUTIES & TAXES (if applicable):**

1. Custom Duty if any : \_\_\_\_\_
2. GST @ \_\_\_\_\_% : \_\_\_\_\_
3. Freight/ Transportation : \_\_\_\_\_
4. Insurance @ \_\_\_\_\_% : \_\_\_\_\_
5. Packing & Forwarding : \_\_\_\_\_
6. Others, (if any) : \_\_\_\_\_
7. **Final Offer (Including Installation Charges & Taxes) FOR VNIT Nagpur** : \_\_\_\_\_

**[B] Others Details (Enclosed)**

1. **EMD No. & Amount** : No.: \_\_\_\_\_ Dt. \_\_\_\_/\_\_\_\_/2019 Rs.9000/-
2. Specification as per Requirements : Yes / No
3. Warranty/Guarantee : \_\_\_\_\_Years
4. Delivery period : \_\_\_\_\_
5. Firms Registration Certificate : \_\_\_\_\_
6. Authorization Certificate : \_\_\_\_\_
7. Details of client lists : \_\_\_\_\_
8. GST Registration Certificate : \_\_\_\_\_
9. PAN / GST No. : \_\_\_\_\_
10. Others, (if any) : \_\_\_\_\_

The Firm/Company agrees to supply the above items for **final offer price (Rs. \_\_\_\_\_/- [In Words Rs.....) inclusive of duties & taxes at [A] above** within the period specified in the Invitation for Quotations.