

Date: 19th December, 2013

Tender No.: IITGN/RES-SERB-201314-023/CE/LTA/2013-14/055

Last date: 30th December, 2013 on/before 05:00 PM

SUB: Invitation of sealed tender for supply of "HP Laser jet 475DN Printer" for the Specified Project of IIT Gandhinagar.

Dear Sir/Madam,

Indian Institute of Technology Gandhinagar invites sealed tender for **supply of "HP Laser jet 475DN Printer" for the Specified Project of IIT Gandhinagar** on the following terms & conditions:

1. If the supplier/firm is manufacturer/authorized dealer/sole distributor of any item/equipment, the Certificate to this effect should be attached.
2. The tender documents are to be in two parts as **Technical Offer and Financial offer:**
 - a.) The Technical offer should include the detailed specifications of main equipment/item and its accessories. All items should be numbered as numbered for each item/instrument.
 - b.) The financial offer should include the cost of main equipment/item and its accessories numbered as in (a). If there is any separate cost for installation etc. that should be quoted separately. The total cost should be quoted in words as well as figures (typed or printed). Amendment should be avoided. Amendments, if any, should be duly initialed, failing which the offers are liable to be rejected.
 - c.) The two parts of the offer should be placed in separate sealed envelopes clearly marked "**Technical Offer**" & "**Financial Offer**". These two envelopes must be enclosed for EMD and Tender Fee marked "**Tender Fee & EMD**" (total three envelopes) must be enclosed in one bigger envelope duly sealed and super scribed with tender number, name of the equipment/item and tender due date must be forwarded to the undersigned so as to reach him on or before the due date.
 - d.) The Financial Offer should be quoted in the prescribed format as per the Annexure-I only. If the financial offer is not in the prescribed format, it will be rejected.

Incomplete tenders, amendments and additions to tender after opening or late tenders are liable to be ignored and rejected.

3. Fax and Email quotation are not acceptable.

4. Quotations should be valid for 120 days from the tender due date. The quotation should clearly indicate the period of delivery, warranty terms etc. A minimum of one year warranty is required from the date of commissioning.

5. Relevant literature pertaining to the items quoted with full specifications (and drawing, if any)

should be sent along with the Quotations, wherever applicable. The Suppliers should submit copies of suitable documents in support of their reputation, credentials and past performance.

6. The quotations should be given for the items in the same order as in the tender document.

7. The required quantity of the cited item is approximate 1 (One) Nos. and may vary as per demand of the Institute at the time of placing order.

8. Any effort by a supplier to influence IITGN's tender evaluation, tender comparison or contract/order award decisions may result in the rejection of the supplier's tender and forfeiture of the supplier's EMD.

9. The Vendor must be able to provide the item/equipment within stipulating time as specified the Purchase Order. Failing the EMD will be forfeited. Furthermore on completion of the stipulated time period (as specified in purchase order), Purchase Order will be cancelled and award will be given to another qualified bidder with the negotiated terms & conditions.

10. Imported supplies (if any) should be delivered by air and quoted for CIP Ahmedabad.

11. Advance Payment is not allowed in any case. 100% payment will be released after completion of the supply and successful installation.

12. IIT Gandhinagar is exempt from payment of Excise Duty and is eligible for concessional rate of Custom Duty. Necessary certificate will be issued on demand.

13. In the event of any dispute or difference(s) between the vendee IIT Gandhinagar and the vendor(s) arising out of non-supply of material or supplies not found according to the specifications or any other cause whatsoever relating to the supply or purchase order before or after the supply has been executed, shall be referred to the concerned authority of IIT Gandhinagar who may decide the matter himself or may appoint arbitrator(s) under the arbitration and conciliation Act 1996. The decision of the arbitrator shall be final and binding on both the parties.

14. The place of arbitration and the language to be used in arbitral proceedings shall be decided by the arbitrator.

15. All disputes shall be subject to Gandhinagar Jurisdiction only.

16. IIT Gandhinagar reserves the rights to accept/reject any offer in full or in part or accept any offer other than the lowest offer without assigning any reason thereof. Any offer containing incorrect and incomplete information shall be liable for rejection.

17. The Tender/Bid will open on **31.12.2013 at 03:00 PM at IIT Gandhinagar Premises.**

a.) The suppliers or their authorized representative may also be present during the opening of the Technical offer, if they desire so, at their own expenses.

b) Only those financial offers will be opened whose technical offers are found suitable by the expert committee appointed for the concerned item/equipment.

- c) No separate information shall be given to individual bidders. In incomparable situation, the committee may negotiate price with the qualified bidder quoting the lowest price before awarding the offer.
- d) The Tender Committee reserves its right to select or reject any or all of the Items/equipment mentioned above without assigning any reasons.

18. In case the supplier requires any elucidation regarding the tender documents, they are requested to contact to the Assistant Registrar (M.M.) through e-mail, purchase@iitgn.ac.in on or before **4:00 PM, 30.12.2013**.

19. A demand draft of **Rs. 250/- (Rupees Two Hundred Fifty Only)** towards non-refundable tender fee and a demand draft of **Rs. 1,200/- (Rupees One Thousand Two Hundred Only)** towards refundable EMD from a Nationalized bank/Schedule bank in favour of “**IIT Gandhinagar Project & Consultancy Account**” payable at Ahmedabad placed in a separate envelope marked “**Tender Fee & EMD**” should accompany tender bid documents. Both the demand drafts should be valid for 90 days. Without the Tender Fee and EMD the bid will not be considered. **NSIC Certificate will not be accepted for relaxation of EMD and Tender Fee.**

The EMD of the successful bidder will be returned to them without any interest after completing the successful installation. The earnest money of unsuccessful bidders will be returned to them without any interest within thirty (30) working days after awarding the offer.

20. All tender documents should have to be forwarded through speed post or registered post, courier, Hand Delivery to the following address so as to reach the following address on/before **05:00PM, 30.12.2013**.

Assistant Registrar (M.M.)

Indian Institute of Technology Gandhinagar,
Vishwakarma Government Engineering College Campus,
Ground Floor, Block “A” ,
Visat-Gandhinagar Highway, Chandkheda
Ahmedabad 382424
Fax No. +91 79 2397 2583

Other Terms & Conditions:

1. Pre – Qualification Criteria:

a. Bidders should be the manufacturer / authorized dealer. Letter of Authorization from Manufacturer on the same and specific to the tender should be enclosed.

b. An undertaking from the original Manufacturer is required stating that they would facilitate the bidder on a regular basis with technology/product updates and extend support for the warranty as well.

2. **Delivery:** The Equipment should be delivered and installed within the period as specified in the purchase order and be ready for use within one week of delivery unless otherwise prescribed.

3. **Penalty:** If the suppliers fails to deliver and place any or all the Equipment or perform the service by the specified date, penalty at the rate of 1% per week of the total order value subject to the maximum of 10% of total order value will be deducted.

4. **Training:** Suppliers need to provide adequate training at IIT Gandhinagar to the nominated person of IIT Gandhinagar at their cost. IIT Gandhinagar will not bear any training or living expenditure in this regard.

5. **Installation & Warranty Declaration:** Suppliers must give the comprehensive onsite warranty as required from the date of successful installation of Equipment against any manufacturing defects. In the installation report the model number of item/equipment and all spares parts numbers should be in the line of purchase order. And suppliers must be written in the warranty declaration that “everything to be supplied by us hereunder shall be free from all defects and faults in material, workmanship and shall be of the highest quality and material of the type ordered, shall be in full conformity with the specification and shall be complete enough to carry out the experiments, as specified in the tender document.” If any item covered under warranty fails, the same shall be replaced free of cost including all the applicable charges (shipping cost both ways). **Installation must be done within stipulated time period from the date of delivery of the item/equipment as specified in the purchase order.**

Any deviation in the material and the specifications from the accepted terms may liable to be rejected and the suppliers need to supply all the goods in the specified form to the satisfaction / specifications specified in the Purchase order and demonstrate at the their own cost.

Sd/-

Assistant Registrar (M.M)

Form A

PARTICULARS TO BE FILLED BY THE BIDDER

1. Name of the Supplier:
2. Complete Address of the Supplier:
3. Availability for demonstration of item/instrument(s) at IIT Gandhinagar: Yes / No [Please √]
4. Cost of the Tender enclosed: Yes/No [Please √] If yes,
 - a.) Name of the Bank _____
 - b.) Amount in (₹) _____
 - c.) Demand Draft No. _____
5. Earnest Money Deposit enclosed: Yes / No [Please √] if Yes,
 - a.) Name of the Bank _____
 - b.) Amount in (₹) _____
 - c.) Demand Draft No. _____
 - d.) Last Validity date of the enclosed DD _____
6. Communication details of the concerned contact person to whom all references shall be made regarding this tender enquiry. [NOTE: Any changes after submission of Tender documents kindly update IIT Gandhinagar]
 - a.) Full Name :
 - b.) Complete Postal Address:
 - c.) Telephone No.:
 - d.) Fax No.:
 - e.) Mobile No.:
 - f.) E-mail:
 - g.) Website Address:

Form B

PARTICULARS FOR REFUND OF EMD TO SUCCESSFUL/UNSUCCESSFUL BIDDER

RTGS/National Electronic Fund Transfer (NEFT) Mandate Form

1	Name of the Bidder	
2	Permanent Account No (PAN)	
3	Particulars of Bank Account	
	a) Name of the Bank	
	b) Name of the Branch	
	c) Branch Code	
	d) Address	
	e) City Name	
	f) Telephone No	
	g) NEFT/IFSC Code	
	h) RTGS Code	
	i) 9 Digit MICR Code appearing on the cheque book	
	j) Type of Account	
	k) Account No.	
4	Email id of the Bidder	

Note: - Please attach original cancelled cheque along with the RTGS/National Electronic Fund Transfer (NEFT) Mandate Form.

Annexure – I

FINANCIAL OFFER

FOR INDIGINEOUS SUPPLIES

Supplier's Ref No. & Date: -

Tender No. : -

Due Date: -

Description of item: -

Sr. No	Description of Item & Specification (Model no if any)	Qty. in Units	Unit Price in Rs.	Discount (%)	Excise Duty /Custom Duty (%)	CST/ VAT (%)	Octroi (%)	Total Price in Rs.

- Delivery Mode : Delivery at IIT Gandhinagar, at site only
- Total bid price should be inclusive of all taxes and levies, transport, loading, unloading etc.
- Warranty Period:
- Delivery Period:days/weeks.
- Installation Period:..... days/weeks after receipt of item/equipment.
- Quotation Validity Date: - Minimum 120 Days from the date of Submission of quotation/tender.
- Payment Term: Payment within 30 working days from the date of submission clear of bill with acceptance certificate from the concerned dept./Sect./MMD.

Sign of bidder: - _____

Date: - _____

Name of the bidder:- _____

Firm's Name:- _____