



(Please quote "LTE NO" for reference in all documents)

**LIMITED TENDER ENQUIRY**

LTE No. VNIT/STR/LT/ECE/KMB/VK/35

Dated: 05.07.2017

**Sub.: Request for quotation for supply of "Laptop"**

**Date & Timing of issuing the tender**

**: Time 9.30 A.M. Date 5<sup>th</sup> July 2017**

**Last Date & Timing of Submission the Tender**

**: Time 3.00 P.M. Date 19<sup>th</sup> July 2017**

**Date & Timing of opening the tender**

**: Time 3.30 P.M. Date 19<sup>th</sup> July 2017**

**EMD :- Rs.4000=00**

Dear Sir,

You are requested to quote for the following items sealed in single cover:-

Sr. No	Item with Specifications	Qty	Rate per Unit	Total Amount
1	<b>Laptop</b> <ul style="list-style-type: none"><li>• Core i7, 6<sup>th</sup> Generation</li><li>• 8 GB RAM, 1 TB HDD</li><li>• 4 GB Graphics Card,</li><li>• Linux Operating System</li><li>• 15.6 Screen</li></ul>	02		

You are requested to kindly go through the detailed terms & conditions/instructions mentioned below and overleaf and submit your most competitive offer latest by the submission deadline cited above.

**Instructions:**

1. Please mention the enquiry no., name of the equipment and due date on the top of the envelope.
2. Please submit copy of your GST, PAN, with your offer.
3. The offer must be submitted in Single Bid. Tender/quotations should be dropped in the tender box kept in the Stores Section, Old Library Building, 1<sup>st</sup> Floor, South Amabazari Road ,Visvesvaraya National Institute of Technology, Nagpur-440010 (MH) OR courier/registered post/speed post in advance so that it reaches us on or before the due date and time to Stores Section, Old Library Building, 1<sup>st</sup> Floor, South Amabazari Road,Visvesvaraya National Institute of Technology, Nagpur-440010 (MH) on any working day on or before 3.00 pm of the last date of submission. Quotations received after the due date and time will not be considered.
4. The email offer will be rejected. The quotations must be neatly typed, computer printed, hand written. Quotations must carry the numbers of GST/PAN invariably on the top.
5. Each bidder shall submit only one quotation. Quotation document (s) and all enclosures must contain the signature of the competent authority of the firm. Conditional quotations(s) will not be accepted.
6. The price should be indicated in the prescribed format in the Price/Commercial Bid only. Any other format will lead to disqualification.

7. The firm quoting for above mentioned items should be the authorized dealer of the manufacturer. Copy of authorization certificate should be enclosed with the quotation. Offer submitted without proper authorization shall be rejected summarily. The quantity mentioned in enquiry is and shall be deemed to be only approximate and will not in any manner be binding to the Institute.
8. The Bank/RTGS/NEFT detail must be submitted along with the quotations/Tenders on the letter head. A scan copy of the cancelled cheque can also be attached for verification of IFSC code.

### **Terms and Conditions**

**The offer must comprise of the following, failing which it will be treated as non responsible hence rejected:**

1. The basic price must not be higher than price of the Principal, if any additional accessories required, as per enquiry, it must be quoted separately. For proprietary items, original proprietary certificate from Manufacturer and quotation with duly signed must be submitted. The price quoted by supplier in foreign currency will be converted into Rupees as per corresponding rates on the day of opening of the bid (Price Bid).
2. The rates offered should be exclusive or inclusive taxes. The rates offered should clearly be specified, the exact figure of percentage of discount offered. The percentage of taxes must be either inclusive/exclusive (extra) in exact figure. The concessional Form 'C/D' have been abolished W.E.F 01.04.2007.
3. The delivery period should be specifically stated. Ex-stock and earlier delivery may be preferred.
4. EMD: Earnest money deposit to be submitted in the form of Account Payee Demand Draft, Fixed Deposit Receipt, Banker's Cheque or Bank Guarantee in favor of the Director, VNIT Nagpur payable at Nagpur. Vendor should write name of firm and address on the reverse side of EMD/put the rubber stamp of the firm. Bid received without EMD will be rejected. EMD SHOULD BE ATTACHED WITH BID. For those who are registered with the Central Purchase Organization, National Small Scale Industries Corporation (NSIC) or the concerned Ministry or Department are exempted from submission of the EMD.
5. Delivery Period: Delivery should be made within **04 weeks** from the receipt of the purchase order.
6. Authorization Certificate: Suppliers should enclose Authorization Certificate from Principal Manufacturer
7. Items/Equipments shall be commissioned /Installed at VNIT site by the Bidder Free of Cost. Service centre details with address & Telephone No., Product Literature/Information Brochure should be enclosed.
8. The quoted price (final offer) must be for F.O.R. VNIT Nagpur, Stores Section, 1<sup>st</sup> Floor, Old Library Building, South Amabazari Road, Visvesvarya National Institute of Technology, Nagpur-440010 or respective department/section, including Packing & Forwarding, Freight and Insurance etc with detail break-up. In all cases (i.e. imported/Indigenous Item) insurance should be up to VNIT, Nagpur.
9. Any Certificate(s), Extra Warranty, Installation, Commissioning charges and other charge(s) if any, must be mentioned clearly.
10. Specification and Make: Quotation should be given for the exact specification and make as shown in the enquiry against Sr. No. of the item. The quotation which is not as per our tender enquiry will be treated as non responsive.
11. Client list: Client list along with the order copy of similar equipment supplied to any IIT/NITs/ any Govt. Organization including detail of price and all charges must be attached.

12. Taxes: for indigenous items as per Govt. Notification NO. TU/V/RG-CDE (190) / 2011,Dt.30.08.11 VNIT Nagpur is fully exempted from payment of Excise Duty under Notification No. 10/97 & For Import items partially exempted Custom Duty vide Notification No 51/96. Related documents provided to enable you to clear the goods without payment of Excise duty and partially Custom Duty wherever required. Please state clearly that this certificate is required. The supplier who has quoted the price in Rupees, but importing the items from the foreign country has to sign the High Sea Sale Agreement. Against High Sea Sales Agreement, GST is not payable only partially Custom Duty is payable under Notification No 51/96. The charges towards HSS agreement, if any, will have to be borne by the firm.
13. Imported Items: Quotations for imported items should be on the basis of C.I.P./C.I.F. International Airport, Nagpur and insurance of goods upto the VNIT, Nagpur.
14. Delivery: All materials/items should be supplied on the basis of free delivery at respective department of VNIT Nagpur. Items should be supplied on the basis of free door delivery on working days. The date of delivery should be strictly adhered to failing which the purchase order is liable to be cancelled.
15. Penalty: Penalty may be imposed as per P.O. terms and conditions. Goods should be securely, safely and adequately packed and dispatched at the risk of supplier and packing costs quoting this order reference should be kept in all package. Firms are requested to deliver the goods in our stores before 4.00 pm on any working days.
16. Validity period: The validity period of the offer should be clearly specified. It should be at least for 180 days from the last date of submission of quotations.
17. 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 Govt. of India.
18. Payment: for Indigenous purchase within 30 days from the date of received of the materials, tested/inspected/commissioned and found satisfactory with regards to quality, quantity and specifications ordered. In case of import, the payment term shall be 100% through irrevocable Letter of Credit-(90% against dispatch documents and items/materials received at Nagpur Airport and balance 10% after successful delivery and installation of the items. Letter of Credit amendment charges will be borne by the beneficiary.
19. Guarantee/Warranty: The equipment should be guaranteed against any manufacturing defect for a period of **03 Years Warranty**, from the date of successful installation. 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 our premises.
20. Liquidation Damage: As time is the essence of this order, the date of delivery should be strictly adhered to, otherwise the delivery in full or in part may not be accepted and penalty for late delivery will be imposed @0.5% per week subject to maximum of 10 % of the total value of supply order and beyond 10% subject to approval of Director, VNIT Nagpur. In case of delay in installation the same rate of penalty shall be leviable. In case of cancellation of order no compensation will be paid towards progress of order/procurement.
21. All communications are to be addressed to the undersigned only.
22. For any dispute, the place of jurisdiction shall be Nagpur, India only.
23. 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, VNIT, Nagpur, shall not be required to give any reason in writing or otherwise at any time for the rejection of items/materials.

24. It will be the sole discretion of VNIT to accept or reject the tenders in case of deviations, if any, from the technical specification.
25. If the certificates submitted by the vendor/bidder or any misleading information whether intentional or unintentional are found to be false/incorrect/forged/fake, will lead to disqualification of the quotation. The Institute shall be free to take any action by blacklisting the firm/company.
- 26.. 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.
27. Any corrigendum or Amendment regarding this tender will be issued on Institute website.

We look forward to receiving your quotations and thank you for your interest.

Yours faithfully

**CHAIRMAN, SPC**

**“PRICE / COMMERCIAL BID”**

**Limited Tender Enquiry No.: VNIT/STR/LT/ ECE/KMB/VK**

**Item :: “Laptop ”**

<b>Sr. No.</b>	<b>ITEM / Specifications</b>	<b>Unit Cost</b>	<b>Quantity</b>	<b>Total Cost in</b>
1.	<b>Laptop</b> (As per given specification)		02	
Bidder should be quoted Special Educational Discounted price for the Institute.				
<b>Total Cost with Educational Discount</b>				

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

1. Excise (fully exempted) : \_\_\_\_\_
2. Freight/ Transportation : \_\_\_\_\_
3. Insurance : \_\_\_\_\_
4. GST : \_\_\_\_\_
5. Packing & Forwarding : \_\_\_\_\_
8. Others, (if any) : \_\_\_\_\_
9. Final Offer (Including Installation Charges & Taxes) FOR VNIT Nagpur : \_\_\_\_\_

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

1. EMD No & Amount : \_\_\_\_\_
2. Specification as per Requirements: Yes/No
3. Delivery period : \_\_\_\_\_
4. PAN/GST No : \_\_\_\_\_
5. Others, (if any) : \_\_\_\_\_

**Note : Price/Commercial bid and other details should be furnished as per institute prescribed format if failed, the price/commercial Bid is treated as unresponsive and disqualified**

Finally, We agree to supply the above items for **total (₹ \_\_\_\_\_ Amount in figures)** ( \_\_\_\_\_ **Amount in words**) **included all above** within the period specified in the Invitation for Quotations. We also confirm that the normal commercial warrantee /guarantee of 36 months shall apply to the offered goods.

Signature of Supplier  
(Authorized Signatory)

Stamp:  
Date: