

Issued to: _____

**Tender Document for Tender No 7/UPTTI/2016
Schedule 2
(Laptops and Printers)**

**Last date of submission: As per Tender Notice Published
Time and date of opening of Technical bid As per Tender Notice Published
Time and date of opening of Financial bid As per Tender Notice Published**

**Uttar Pradesh Textile Technology Institute,
Kanpur**

INVITATION FOR QUOTATIONS FOR SUPPLY OF GOODS

Dear Sirs,

Sub: INVITATION FOR QUOTATIONS FOR SUPPLY OF Items as per List enclosed as annexure-I
and as per

Tender notice No: _____

(Please note that schedule of requirement of all items under this Tender notice is also displayed on the notice board and at our website www.uptti.ac.in.

1. You are invited to submit your most competitive quotation for the following goods:-

| Brief Description of the Goods | Specifications* | Quantity | Delivery Period | Place of Delivery | Installation Requirement if any |
|-----------------------------------|-----------------------------|----------------------------|-----------------|-------------------|---------------------------------|
| As per List enclosed (Annexure-I) | As per enclosed annexure II | As per enclosed annexure-I | 10 Days | UPTTI, Kanpur | As per annexure-I and II |

2. **Bid Price**

- a) The contract shall be for the full quantity of SI no 1 and SI No 2 of List individually as described above. Corrections, if any, shall be made by crossing out, initialing, dating and re writing.
- b) All duties, taxes and other levies payable by the contractor under the contract **shall be included in the total price.**
- c) The rates quoted by the bidder shall be fixed for the duration of the contract and shall not be subject to adjustment on any account. *(Please note that the bid will be rejected in the absence of above)*
- d) The Prices should be quoted in Indian Rupees only.

3. Each bidder shall submit only one quotation for one schedule.

4. **Validity of Quotation**

Quotation shall remain valid for a period not less than 60 days after the deadline date specified for tender submission.

5. **Evaluation of Quotations**

(i)The Purchaser will evaluate and compare the quotations determined to be substantially responsive i.e. which

- (a) Are properly signed; and
- (b) Conform to the terms and conditions, and specifications.

6. **Award of contract**

The Purchaser will award the contract to the bidder whose quotation has been determined to be substantially responsive and who has offered the lowest evaluated quotation price..

6.1 Notwithstanding the above, the Purchaser reserves the right to accept or reject any quotations and to cancel the bidding process and reject all quotations at any time prior to the award of contract.

6.2 The bidder whose bid is accepted will be notified of the award of contract by the Purchaser prior to expiration of the quotation validity period. The terms of the accepted offer shall be incorporated in the purchase order.

7. **100% Payment after receipt, check/installation & commissioning and verification of material but within 30 days. Please note that payment terms demanding advance of any type will not be acceptable.**

8. Warranty/ Guarantee of one year from the date of Installation shall be applicable to the supplied goods and services unless otherwise specified in the **special terms & conditions** of the tender document or in the specification sheet.

9. You are requested to provide your offer according to the date & Time mentioned in the tender notice.

10. We look forward to receiving your quotations and thank you for your interest in this project.

11. **General Terms and conditions/Guidelines/Instructions for preparation and submission of offers/Tenders:**

(11.1) How to prepare the offers/Tenders:

The essential details of specifications & instructions are to be followed strictly in accordance with the tender notice. The tendering firms are requested to submit their offer in two parts. The first part will be named as **TECHNICAL OFFER** & the second part will be called **FINANCIAL OFFER**.

The Technical offer as well as financial offer are to be prepared separately,(i.e. in separate covers), indicating very clearly on the envelopes with the relevant enclosure given as under:

Both Technical Offer and Financial Offer must be kept in one covering Envelope (i.e. in Third envelope) and should be properly sealed. In Technical Offer and Financial offer BID COVERS, it may specifically be indicated properly the Tender Notice No: _____, Dated _____ Due/Opening on _____ on.

- (11.2) In case of U. P. state firm, enclose valid trade tax registration certificate. In case of outside U.P. firms, enclose valid C.S.T. registration certificate or VAT registration certificate.
- (11.3) All the enclosures should be valid on the date of opening of the Tender
- (11.4) After opening the tender any changes in the rates shall not be acceptable and offer will be rejected in this case.
- (11.5) It shall be responsibility of the tendering firms to present themselves on the date of technical & Financial opening and meeting thereof and acquaint themselves with the shortcomings. No separate intimation will be sent to them in this regard.
- (11.6) The security money/Earnest money @ 2.5 % of the total quoted price (inclusive of all) shall have to be given/ submitted as desired along with the technical offer. **Offers without E.M/Security will be rejected.**
- (11.7) Tenderer (Authorized person) shall **sign the offer and all the enclosure being submitted by them with their designation, seal and date.** All documents may be numbered starting from the first pages 1, 2, 3.....
- (11.8) If any regulatory act is applicable in item then enclose copy of clearance of the competent authority.
- (11.9) Conditional offers shall not be acceptable and such offers shall be rejected out rightly. **Optional bids will also be rejected.** Please do not bid with options in bid

12. **Special Terms & Conditions:**

1. **Prices:**

- a) The quoted prices should be Inclusive of all (Net). The price for each of the above items may be quoted separately in order to enable us to increase or decrease the quantity depending upon requirement (quantity may vary within \pm 20%).
- b) Bidder is having option for bidding one or all items of this tender.
- c) Prices are to be quoted strictly in the following format. Please note that no forms for sales tax rebate will be provided.
- d) Please note that no duty exemption certificate will be provided.
- e) The quotation, in which total value is not indicated in the above format, will be rejected.

2. **Warranty: Standard One year comprehensive for the supplied item.**

- a) Recurring annual charges for any AMC or renewal for the three years must be included in the above rates.
- b) Dropped

3. **Technical bid should be accompanied with the following documents:**

- a. The bidder should have **certificate of OEM authorization** for the major equipment like video conferencing equipment and DSP etc. Any software used should be licensed as stated above. Please enclose the required certificates with the technical bid. In absence of which, the bid may not qualify for financial comparison.
- b. Technical Leaflet/ catalogue / Brochure of the product quoted
- c. The certificates as per terms and conditions mentioned in specification sheet (Annexure-II) of concerned schedule of requirement
- d. A demand draft for earnest money of the quoted price (Refundable to non-successful bidders within seven working days from the date of opening of tender). The DD should be made in favour of 'Director, Uttar Pradesh Textile Technology Institute, Kanpur', payable at Kanpur.

- e. **In the absence of Earnest money or in case of Earnest money deposited less than the required, the bid will be considered as non responsive.**
 - f. The copy of receipt of tender document fee.(The tender document fee is Rs 300/= and is payable in cash or through DD in favour of Director, Uttar Pradesh Textile Institute, Kanpur, Payable at Kanpur. Photocopies of Bid document or downloaded from our website can be used but the document fee as described above must be deposited to us before submitting the tender.
 - g. General information form as per annexure-I
 - h. The certificate of registration in the sales tax / trade Tax/VAT
 - i. **Please ensure that the quoted item must be in conformity with the specifications/ requirement as per our document.**
4. The bidder shall have to deposit a bank guaranty for the 10 % amount of the final order for the period of warranty, if the order is to be placed in favor of the bidder. This BG will be released on the successful completion of warranty period.
5. Payment: After delivery
6. Delivery: Within 10-Days

Director
Uttar Pradesh Textile Technology Institute,
11/208, Parwati Bagla Souterganj, Kanpur
Tel.No 0512-2530199
Fax No.0512-2531814
E-Mail: info@uptti.ac.in

13. FORMAT OF QUOTATION
(May be retyped on Supplier's Letterhead)

Name of the Supplier: _____

Address of the Supplier: _____

| Sl No | Equipment/Item | Brand | Qty | Nett Rate (Rs) | Nett Amount (Rs) |
|-------|---|------------------|-----|----------------|------------------|
| 1 | LAPTOP: Laptop computer i5 at least 4 th generation, 8 GB DDR3 or suitable equivalent RAM, 1 TB Hard Disk, DVD writer, windows 10 preloaded, with drivers, Media and valid license Keys, 15.6" LED monitor, 10/100/100 Gigabit LAN, inbuilt wi-fi, Standard Warranty and support must be included in your scope and price | HP/Dell/ACE R | 3 | | |
| 2 | Printer HP Laserjet M1005 MFP | HP | 14 | | |

| | | | |
|--|--|---|---------------------------------------|
| | | | |
| Signature of Supplier (Please Sign in above Box) | Date (Please write in above Box) | Place (Please write in above Box) | Rubber stamp (in Above Box) |

(Please sign and stamp on each page of quotation).

14 General Information Form

| | | |
|----|--|--|
| 1 | Name of the Firm | |
| 2 | Address of the Firm | |
| 3 | Sales Tax registration Number | |
| 4 | Tender fee receipt no | |
| | Tender fee receipt date | |
| 5 | EMD Details | Bank Draft to be attached on the Top of Technical Bid. |
| | EMD Amount | |
| | Bank Draft Number | |
| | Name of Bank | |
| | Branch | |
| | Date of Bank Draft | |
| 6 | Certificate of Sales Tax registration. | Attached as Page Number _____ of Technical bid. |
| 7 | Catalogue of Laptop | Attached as page numbers from _____ to _____ of Technical Bid. |
| 8 | Catalogue of Printer | Attached as page numbers from _____ to _____ of Technical Bid. |
| 11 | Letter/ Certificate of Authorization from the OEM of Firewall Hardware | Attached as Page Number _____ of Technical bid. |
| 12 | Letter/ Certificate of Authorization from the OEM of Video Conferencing System | Attached as Page Number _____ of Technical bid. |
| 13 | Documents certifying 3 (b) in Special Terms & Conditions above | Attached as page numbers from _____ to _____ of Technical Bid. |

| | | | |
|---|---|--|--|
| | | | |
| Signature of Supplier (Please Sign in above Box) | Date (Please write in above Box) | Place (Please write in above Box) | Rubber stamp (in Above Box) |