

**RAJIV GANDHI UNIVERSITY
RONO HILLS: DOIMUKH**

District Papum Pare, Arunachal Pradesh, PIN 791112 Phone No. 2278253, Fax 0360 2277889

Quotation Ref No. : 156/CSE/2014

All interested Vendors

Sub: - Notice inviting quotation for supply of Online UPS with Battery.

Rajiv Gandhi University, Rono Hills, Doimukh, Arunachal Pradesh invites Sealed Quotation for supply of equipments as per details shown in Annexure- 1 attached herewith.

Instruction to Bidders

- (i) Last date and time of receipt of quotation: 30.06.2016:16.00 Hrs)
- (ii) Date and time of opening tender : 04.07.2016: 14.30 Hrs)

Terms & Condition:

1. Bidder should quote with tender specific authorization letter from respective manufacturer.
2. Authorization letter should have details like, tender no, bidders name & address. This authorization letter should be valid till the warranty period exists.
3. Bidder should have operational office in Arunachal Pradesh /Assam for last 5 years. Document in support of their existence in Arunachal Pradesh/ Assam should be submitted along with the bid. Documents like sale tax registration, company registration, trade license copy may be submitted.
4. Bid security/ Earnest Money of Rs. 15,000/- (Rupees fifteen thousand) only in the shape of Demand draft should be submitted along with the quotations favoring Registrar, Rajiv Gandhi University, Payable at SBI Itanagar/ Naharlagun or Vijaya Bank Itanagar/ Naharlagun.
5. The bidder should furnish the OEM's authorization letter/ MAF specific to this tender clearly mentioning the tender details for which the authorization is being provided.
6. Quoting the Core price , Tax, Duties, Discount etc separately.
7. All rates quoted should be F.O.R destination (Rajiv Gandhi University, Doimukh) with breakup. Vague /Ambiguous terms like "Packing, forwarding, clearing, installation charge etc. Extra" without mentioning the specific amount should not be accepted.
8. The taxes / duties / discounts, if applicable, are to be explicitly and separately shown in the quotation and under no circumstances these components shall be added to the basic price and shown as single price. All the components of taxes, if applicable, should be shown explicitly and separately. Bidders shall indicate their rates in clear/ legible figures as well as in words and should not contain overwriting.
9. The Quoted rates must be valid for 90 days from the last date of submission of quotation.
10. The Equipment and its components under the purchase order, when installed, shall be warranted for the quality, workmanship, trouble free operation and performance for a period of at least 1 year from the date of putting the system into operation at Rajiv Gandhi University, (A signed Bidder's Warranty has to be submitted along with the Bid Document) If any item covered under warranty fails, the same shall be replaced free of cost including all the applicable charges including shipping cost both ways.
11. All the quotations must be supported by the printed technical leaflet/ literature and the specifications mentioned in the

quotation must be reflected/ supported by such printed technical leaflet/ literature. For easy reference the model and specification quoted should invariably be highlighted in the leaflet/ literature.

12. The vendors should clearly state the after sales service centre and detail address in India, without which their quotations shall be liable for rejection.
13. Dealers or agents quoting on behalf of Manufacturer must enclose valid dealership certificate.
14. The offers received through telex / tele-fax / e-mail and after due date shall not be accepted by the University under any circumstances.
15. The University shall not be responsible for any delay / loss or non-receipt of tenders by post / courier service.
16. No solicited correspondence shall be entertained after the submission of the offer. No enquiry shall be made by the bidders during the course of evaluation of the tender till a final decision is conveyed to the successful bidder. However, the purchase committee or its authorized representative can make any enquiry/seek clarification from the bidders. In such a situation, the agency shall extend full cooperation.
17. The bidders may also be asked to arrange demonstration of the offered items, in a short notice, as such the bidders have to be ready for the same.
18. Delivery:
 - a) Maximum within 15 (fifteen) days from the date of issue of purchase order.
 - b) All aspects of safe delivery shall be the exclusive responsibility of the vendor. For sophisticated equipments the package will be opened only in the presence of University representative and vendor's representative. The intact condition of package and the seal/ indicators for not being tampered with shall form the basis for certifying the receipt in good condition
 - c) The supplier is to establish all Risk Transit Insurance coverage till door delivery at Rajiv Gandhi University, Doimukh.
 - d) Part delivery is not allowed.
19. Vendor is to ensure that quoted price is not more than the price offered to any other customer in India to whom this particular item has been sold, particularly to Universities / other educational institutions and Government organizations.
20. All the terms and conditions mentioned herein must be strictly adhered to by all the vendors. Conditional tenders shall not be accepted on any ground and shall be rejected straightway. Printed conditions mentioned in the tender bids submitted by vendors will not be binding on the University.
21. Arunachal Pradesh Entry Tax 4% will be added while evaluating cost status of the concerned equipment to be supplied by vendors from outside the State of Arunachal Pradesh. Since there is no provision of Road permit Under Arunachal Pradesh Goods Tax Act, 2005 the supplier of the equipments shall have to pay the entry tax required for entry of goods to Arunachal Pradesh at the entry check gate. (Banderdewa / Gumto). If the entry tax is not paid / collected in the check gate the same shall be deducted by the University from the supplier's bill and payment will be made to the State Government, The goods can also be sent through the authorized transporters subject to payment of entry tax.
22. **VAT/ CST/ IT**
 - a) CST/ VAT registration certificate indicating the TIN number of the firm must be clearly mentioned in the quotation. The Vendor may also attach documents of IT returns to the concerned Income Tax authority/ submit the exemption certificate. Otherwise TDS and other Taxes as applicable may be deducted from the bills as per the instructions of the Government.
 - b) Concessional Form C & D is not applicable to this University.
 - c) Late and delayed tender will not be considered. In case any unscheduled holiday occurs on the prescribed closing/opening date the next working day shall be the prescribed date of closing/ opening.

23. The Rajiv Gandhi University, Itanagar, has been granted the benefit of exemption from the payment of Central Excise duty and Customs Duty by the Department of Scientific and Industrial Research (DSIR) Government of India vide their Notification No.TU/V/ RG-CDE (120)/2013 dated 20th November, 2013. Customs and Excise duty exemption certificate will be issued as applicable, against receipt of Purchase order (P.O) acknowledgement.
- Hence the bidders should take into consideration about this facility while quoting for the advertised equipments/ instruments.
24. Additional terms and conditions will be incorporated in the purchase order, if needed, to safe guard the interests of the University.
25. Tender is Tender is not transferable.
26. Power to reject the offer:
- a) Any offer containing incorrect and incomplete information shall be liable for rejection.
 - b) Rajiv Gandhi University, Doimukh, Itanagar reserves the right to accept / reject any offer in full or in part or accept any offer other than the lowest offer without assigning any reason thereof.
27. 100% payment will be made within 40 days from the date of successful delivery, installation / commissioning / acceptance of goods at Rajiv Gandhi University, Doimukh, generally through Account Payee cheque. No advance payment will be made.
28. Timely supply of the ordered items, installation, commissioning (wherever is applicable) and training etc. is the essence of the contract. In the event of delayed delivery, installation and commissioning i.e. after the expiry of the period as agreed by both the parties, the vendor shall be liable for a penalty deduction at a percentage on the value of the undelivered equipment subject to a maximum of 10% as detailed below.
- @ 2% up to one week
 - @ 3 % up to two weeks
 - @ 5% up to three weeks
 - @ 10% for four weeks and above subject to approval given by RGU, Doimukh.
29. Support, accuracy of result, etc. is to be submitted along with the Tender Document.
30. Incorporate full specification of the items to be supplied in the quotation.
31. The signature on the quotations sent therewith will be deemed to be the authorized signatory of the firm.
32. The offer must be in English. The rates should be indicated both in figures and words. The rates and units shall not be over written, amount shall be both in figures and words. All corrections must be signed in full by the Firm.
33. The prices quoted shall remain firm /valid until equipment/instruments are supplied to the Centre.
34. In case of any dispute in respect of the tender, all legal matters shall be instituted within the jurisdiction of the place where the purchaser ordinarily resides.
35. The University may terminate the contract/ supply order in whole / part and forfeit the EMD/ PBG in case the supplier/ vendor fails to meet the contractual obligations.
36. Free training should be provided by the firm / authorized technical persons on the specimen and operation of the equipments immediately after the installation.
37. Quotationers are requested to enclose a self attested copy of their valid certificate of PAN No.TAN No, Service Tax No. and trading license with their tender.
38. Quotations received without Bid Security (EMD) amount by way of DD or Pay Order/Banker's Cheque in the name of Registrar, Rajiv Gandhi University, Itanagar / Naharlagun shall not be considered at all.

39. No payment will be made for unsatisfactory supply.
40. The bills may be preferred in the name of Registrar, Rajiv Gandhi University, Doimukh.
41. The sealed quotation envelope should be super scribed as under:
Quotation Ref No. -----
Quotation for supply of Equipments for Dept. of CSE, Rajiv Gandhi University, Doimukh, Itanagar, Arunachal Pradesh. Each page of the tender document and annexure if any, should be signed by the quotationer/ tenderer failing which quotation / tender shall not be considered.

MEMO No. ST-156/CSE/2014 / 653
Copy to:

Dated, the 10th June, 2016

1. All authorized Dealers/ Suppliers.
2. Senior System Analyst for uploading the quotation in the University website.
3. Notice Boards
4. Guard File.
5. Office Copy.



Registrar

