

Quotations

are invited

for

Supply & Installation of Laptops at IIT (BHU), Varanasi

Ref. No.: IIT (BHU)/SBChE/Laptop/2020-21/QTN-01/153

Quotation Date: 17/02/2021

Last Date & Time of Submission: 03/03/2021 at 03:00 P.M



**School of Bio-Chemical Engineering,
Indian Institute of Technology
(Banaras Hindu University) Varanasi-221005**

Vit

**SCHOOL OF BIOCHEMICAL ENGINEERING
INDIAN INSTITUTE OF TECHNOLOGY (BANARAS HINDU UNIVERSITY)
VARANASI - 221005**

REQUEST FOR QUOTATION

Sub.: Request for Quotation for Supply and Installation of Laptops at IIT (BHU), Varanasi

Dear Sir,

It is proposed to buy the items mentioned below for our Institutional purpose. Accordingly, you are hereby requested to submit your valid and firm quote for supply, installation, commissioning, certification etc. for below mentioned specifications as per the terms & conditions indicated herein in respect of the following item. Your bid MUST be reached to **Prof. Vikash Kumar Dubey, Coordinator, School of Biochemical Engineering, IIT (BHU) Varanasi - 221005, U.P. within due date.**

Sl. No.	Name of Items	Description /Technical Specification	Quantity
1.	Laptops	As per Annexure I-C	07

Please Note:

You are requested to kindly go through the detailed Terms & Conditions mentioned below and overleaf and submit your most competitive bid applicable to Educational and Research Institutes/IITs.

1. Please mention the enquiry no. & due date on the Bid envelop.
2. Full specification and make of the item offered and its rate F.O.R. IIT(BHU) Varanasi.
3. GST at concessional rate as applicable to IITs.
4. Your GST registration number, PAN number.
5. Conditions of supply and terms of payment.
6. If you are a manufacturer of the item or if you have proprietary right over it, please mention it in the quotation and provide a certificate.
7. Please give undertaking as per Annexure-I-A, I-B and quote the price in Annexure I-E.
8. If the bidder is an authorized dealer, then copy of authorization certificate should be enclosed with the quotation.
9. The Bank/RTGS detail must be submitted along with the quotations/Tenders on the letter head.
10. All communications related to this tender should be addressed to the undersigned only.
11. **Tender Processing Fee: Rs. 1180/- (Rs. One Thousand One Hundred Eighty only) (Non-refundable & Inclusive of GST).** Last date and time for submitting Tender Processing fee: **03/03/2021 (up to 15:00 Hrs).** The Tender Processing Fee is to be paid by RTGS/NEFT payable at Varanasi before the Bid Opening Date and time. GST at concessional rate will be applicable as per GST Notification No. 45/2017- CENTRAL TAX (RATE) & 47/2017- INTEGRATED TAX (RATE) Dated 14-11-2017, @ 5%.
12. Tender fees can be paid through RTGS/NEFT) as per the following details:
Name of Account - Registrar, IIT (BHU)
Name of the Bank - State Bank of India
Name of Branch - IT, BHU, Varanasi
Account No. - 32778803937
IFSC Code - SBIN0011445

The proof of payment must be enclosed with Bid.

Terms & Conditions

The offer must comprise of the following in addition to the tender fee as given above failing which it will be treated as non-responsive hence rejected:

1. **Price:** The bidder needs to quote the price in price bid format (annexure I-E).
2. **Taxes and Levies:** Taxes as applicable should be mentioned clearly in percentage (%) and in exact Figure. If No Tax is mentioned it will be presumed that the Price is inclusive and the Bidder is responsible for all Tax related Compliances. Statutory Levies will be accepted on production of valid documents.
3. **Concessional GST is applicable to IITs.** Certificate will be provided as and when required.
4. **Discounts:** The bidder need to mention clearly the exact figure of discount offered to IIT (BHU) being a premier Academic Institution and also the Percentage, if any.
5. **Custom Exemptions:** IIT BHU, Varanasi being an academic Institute is entitled for payment of Concessional Customs Duty on import of Scientific Instruments for Academic and Research purposes in

Vikas

terms of Govt. Notifications and payment of IGST on Import. Institute will provide the required certificates as and when required.

6. **Validity of the Quote:** The validity period of the offer should be clearly specified. It should be at least for 90(Ninety) days from the last date of submission of quotations.
7. **Delivery Terms:** FOR, IIT BHU, Varanasi destination Campus. Rates should be quoted accordingly.
8. **Delivery Schedule:** Delivery within 10days. Items should be delivered only on Working Days (Monday to Friday) during office Hours only.
9. **Terms of Acceptance:** The items will be treated Accepted only after Inspection for Features and Functions. This includes delivery, installation & commissioning, inspection, demonstration, Training schedule etc.
10. **Specification and Make:** Quotation should confirm the exact specification and make, Model, if any shown in the enquiry against Sl. No. of the item. In the view of the supplier there is any other alternative item which can serve out purpose, quotation may also be given for the same separately client list along with the order copy of similar equipment supplied to any IITs/ any Govt. Organization including detail of price & all charges must be attached.
11. In the case of items quoted having specifications different than those mentioned in the enclosed Tender format, kindly submit the information and the prices in the same format but on additional Sheet.
12. **Insurance:** The date of delivery should be strictly adhered to failing which the purchase order is liable to be cancelled. Penalty may be imposed as per P.O. terms & conditions. Goods should be securely, safely and adequately packed & dispatched and delivered at the risk of supplier. In case of damage consignment the same should be replaced without any cost to the Buyer and the supplier can collect the damaged consignment after satisfactory replacement.
13. **Payment:** Payment will be released through wire transfer/bank RTGS transfer/Cheque after arrival, testing, inspection, installation of the item(s) and if found satisfactory with regard to quality, quantity and specifications ordered. The payment will be released after statutory deductions. For the payment, the firm has to submit bill(s), challan(s), warranty certificate, bank details/cancelled cheque, installation report, performance bank guarantee (if required) etc.
14. **Guarantee/Warranty:** The equipment should be guaranteed onsite against any manufacturing defect for a period of at least 01 year by OEM from the date of installation and final acceptance.
15. 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 replace/repaired free of cost at our premises. In case the Part or Equipment is to be taken out of IIT (BHU), Varanasi, the Supplier has to furnish an undertaking and also take it at their own cost and Risk.
16. **Liquidated Damages:** 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 @ 1% per week subject to a maximum of 10% of the total value of supply order & beyond 10% subject to approval of IIT (BHU), Varanasi. In case of delay in installation and Commissioning, Inspection, Certification etc. also the same rate of penalty shall be leviable.
17. **Cancellation:** IIT BHU, Varanasi reserves the right to accept or reject or cancel any or all enquiries or quotations at any stage without assigning any reason thereof.
18. In case of cancellation of order due to Non-compliance of the Terms and Condition and Breach of the Contract, No compensation will be paid towards progress of order/procurement.
19. For any dispute, the place of jurisdiction shall be Varanasi, UP, India only.

Yours' sincerely,



समन्वयक
Coordinator
Prof. Vikash Kumar Dubey
Coordinator
School of Biochemical & Biomedical Engg.
IIT (BHU)
भारतीय प्रौद्योगिकी संस्थान
Indian Institute of Technology
(का०हि०वि०धि०) वाराणसी-221005
(B.H.U.) Varanasi-221005

Vika

INDIAN INSTITUTE OF TECHNOLOGY (BHU) VARANASI

TO BE RETURNED

Following proforma should be filled in and duly signed by the firm and sent along-with the quotation. (Please refer to the detailed instructions/notes before filling this proforma).

- | | | | |
|-----|--|--|--|
| 1. | Validity of the offer | : | |
| 2. | Approximate Delivery Period | : | |
| 3. | (a) Whether rates have been quoted F.O.R. site and covers packing forwarding and insurance charges. | : YES / NO | |
| | (b) If not, please mention the same | : | |
| 4. | (a) Whether the prices are inclusive of GST and : other taxes. | : YES / NO | |
| | (b) If not, kindly specify the amount / rate | : | |
| 5. | If the GST is charged extra, please mention the rate | : | |
| 6. | (a) Whether supply will be made directly or through any Local / Regional / Authorized Dealer / Stockist | : Directly/Stockist/Authorized Dealer | |
| | (b) If through a Stockist / Dealer: - | | |
| | (i) Name and full address of the Party | : | |
| | (ii) Whether the order to be placed with the | : Principal / Stockist / Dealer | |
| | (iii) Who will raise the bill | : Principal / Stockist / Dealer | |
| | (iv) Payment will be made in favour of | : Principal / Stockist / | |
| | Dealer | | |
| | (v) Whether any Delivery, Packing and Forwarding Charges will be payable to local Stockist/Dealer (Please specify the amount/percentage etc, if any) | : YES / NO | |
| 7. | Our terms of payment | : 100% Payment on bill basis & successful installation & commissioning | |
| 8. | Whether any installation charges are payable extra. If yes, amount to be specified. | : YES / NO | |
| 9. | Whether any discount for educational institution : offered on the printed price list of the manufacturer. Please mention the amount / percentage. | : YES / NO | |
| 10. | Whether the product is on DGS &D/D.I. Rate contract. If yes, please enclose a photocopy of the same. | : YES / NO | |
| 11. | Whether the product bears I.S.I. Mark. If yes, please mention the I.S.I. License no. | : YES / NO | |
| 12. | (a) Whether the firm is GST payer. If yes, please mention the GST Number. | : YES / NO | |
| | (b) Whether the Local Dealer(s) is / are GST payer(s) | : YES / NO | |
| | If yes, please mention the GST number of each | : | |
| 13. | Whether printed / authenticated price list of the Firm's Products and Catalogue etc. enclosed. | : YES / NO | |

Signature of the Authorized Official with Seal

Vit

TO BE RETURNED WITH QUOTATION

UNDERTAKING

WE HEREBY UNDERTAKE THE FOLLOWING:

1. We will not sell the product (s) to other institutions, bodies and also in the market on the rates less than those quoted by us to IIT (BHU).
2. The GST levied is as per Govt of India norms amended from time to time.
3. The goods / Stores / articles offered shall be of the best quality and workmanship and their supply will be strictly in accordance with the technical specifications and particulars as detailed in the quotation.
4. The information furnished by us in the quotation is true and correct to the best of our knowledge and belief.
5. We have read and understood the rules, regulations, terms and conditions and agree to abide by them.

*Authorized
Signatory (Seal)*

Vila

Technical Specifications

Sl. No.	<u>Specifications for Laptop:-</u>	Approx. Qty.
1.	Generation 10 th or higher	7
2.	Processor: Intel Core i5	
3.	OS: Windows 10 (64xbit)	
4.	Preloaded MS Office latest and preloaded 3 years antivirus	
5.	Screen: Minimum size 14" convertible / 360 degree foldable with touch screen	
6.	Integrated Intel Graphics Card	
7.	RAM: 8 GB DDR4 Storage: Minimum 512 SSD	
8.	System should have carry bag, adaptor with power cable	
9.	Good quality Integrated micand camera with inbuilt speaker	
10.	PORTS: 1 USB 3.1 (Type-C); 2 USB 3.1 (Type-A); 1 HDMI 1.4	
11.	Battery: At least 3 cell of 40Wh Li-ion or better	
12.	Warranty: 1 Years or more.	

Vils

TECHNICAL COMPLIANCE STATEMENT

(To be submitted by bidder duly filled)

Sl No.	Technical Requirement	YES/NO
	LAPTOP	
1.	Generation 10 th or higher	
2.	Processor: Intel Core i5	
3.	OS: Windows 10 (64xbit)	
4.	Preloaded MS Office latest and preloaded 3 years antivirus	
5.	Screen: Minimum size 14" convertible / 360 degree foldable with touch screen	
6.	Integrated Intel Graphics Card	
7.	RAM: 8 GB DDR4 Storage: Minimum 512 SSD	
8.	System should have carry bag, adaptor with power cable	
9.	Good quality Integrated mic and camera with inbuilt speaker	
10.	PORTS: 1 USB 3.1 (Type-C); 2 USB 3.1 (Type-A); 1 HDMI 1.4	
11.	Battery: At least 3 cell of 40Wh Li-ion or better	
12.	Warranty: 1 Years or more.	

Vikram

PRICE SUBMISSION FORM

RFQ NO.:

Date:

Name of the Company/Firm M/S. _____

	Description	Quantity	Price per Unit in INR	Total Price
Price	Price of the item	1		
Discount	Discount to IITs, if any			
Net Price	Net Price			
Taxes	Concessional GST applicable for IITs			
Other Charges, if any				
Total Landing Price to IIT BHU, Varanasi (in Figures)				
Total Price in Words				

Price quoted is firm and final with Validity as per the terms of IIT BHU, Varanasi tender Terms.

Signature of the Authorized person with seal and date

Vijay