

IGNOU REGIONAL CENTRE, DEOGHAR
Mandakini Sadan, Basuwadih, Rohini Road, PO Jasidih, Deoghar-814142, Jharkhand
Phone No : 9234455958; Email: rcdeoghar@ignou.ac.in; Website:
<http://rcdeoghar.ignou.ac.in>

F. No. IG/RC-87/Quotation-Computer/2013/ _____

Date: September, 2013

 To,
 M/s _____

**Sub: Invitation of quotation for purchase of Desktop Computers for IGNOU
 Regional Centre, Deoghar- SECOND CALL reg.**
Sir/Madam,

The IGNOU Regional Centre, Deoghar wishes to Purchase the following items:

S. No	Items	Qty. (In units)	Description/specification
1	Desktop Computer	10	3rd gen Intel® Core™ i5-3330S processor, 4GB DDR3 SDRAM (1600MHz-1X4GB), SATA hard drive- More than 500 GB with 7200RPM; Video Card- Nvidia GeForce GT 620 and Intel Integrated Graphics, Display: 18.5" Widescreen Flat Panel Monitor, ENERGY STAR 5.2 qualified, Software- Windows 8 Operating System and MS Office 2013 Preinstalled

Terms and Conditions

1. Equipment offered shall be in accordance with the stipulated technical specifications as provided above. Deviations from the specification, if any, shall be clearly indicated along with explanations (Annexure - I).
2. All prices and other information like discounts etc. having a bearing on the price shall be written both in figures and words in the prescribed form. Where there is a difference between amount quoted in words and figures, the amount quoted in words shall prevail.

3. The interested Tenderers will submit bid as asked for in the Tender Document. Non-compliance of these may lead to rejection of bid. The bid should be for Item price with warranty / Gurantee / post warranty and comprehensive AMC.
4. The Excise Duty, Sales Tax/VAT etc., as applicable should be quoted separately, in absence of which it will be presumed that they are included in the rates and IGNOU shall have no liability to pay these charges.
5. The quotations should be submitted on printed pad preferably with Sales Tax and PAN number of the firm.
6. **The Last date of submission of bid is 21st October 2013 till 1:00 PM**
7. The quotation must bear the email ID, phone numbers, and owners/proprietor's mobile number.
8. The rates quoted should include transportation costs upto IGNOU Regional Centre, Deoghar.
9. The rates quoted should be valid for at-least 90(Ninety) Calendar days from the date of opening of Financial Bid.
10. The rates must be quoted both in figures and words and over writing should be avoided, however all cuttings/corrections must be duly authenticated. In case of any discrepancy in the quoted rates in figures and words, rates quoted in words will be considered.
11. The firm/Vendor may quote rates, only if the firm/vendor agrees to the terms & conditions given in this enquiry letter.
12. Warranty Period should be mentioned.
13. The quantity shown is approximate and may vary as per demand of the department at the time of placing the order.
14. The Institute reserves the right to split the order between two or more vendors on the rates of lowest quotation.
15. The IGNOU Regional Centre, Deoghar reserves the right to reject any quotation wholly or partly without assigning any reason thereof.
16. The offers in the prescribed format should be addressed to the Regional Director, IGNOU Regional Centre, Deoghar under sealed cover. This is a two-bid system. The first sealed cover shall be superscribed "**Tender for Technical Bid with Commercial Terms and Conditions**". The second sealed cover shall be superscribed "**Tender for Financial Bid**". Both these Envelopes, after being sealed properly, shall be put into a third cover superscribing "**Quotation/Tender for the supply of Desktop Computer for IGNOU Regional Centre, Deoghar (Jharkhand)**", which should be properly sealed and to be addressed to the "**Regional Director, IGNOU Regional Centre, Mandakini Sadan, Basuwadih, Rohini Road, P.O. Jasidih, Deoghar-814142, Jharkhand**".
17. After examination of the technical bid and price bids, the purchase committee will have discretion to award the contract to more than one firm, if their L-1 rates are same.
18. The "**Technical Bids with Commercial Terms and Conditions**" shall be opened in the first instance at **2.00PM on 21st October 2013** in the presence of tenderers representatives who may wish to be present.

19. The “Financial Bid” must be submitted in the prescribed form (Annexure- 2), which will be opened at a later date in respect of technically qualified bidders in the presence of the representative of the firm(s) who may wish to be present.
20. The IGNOU reserves the right to select the tenderer on the basis of best possible features quoted. The decision of IGNOU arrived at as above shall be final and representation of any kind shall not be entertained on the above. Any attempt by any tenderer to bring pressure of any kind shall disqualify the tenderer for the present tender and the tenderer may be liable to be debarred from bidding for IGNOU tenders in future for a period of three years.
21. The IGNOU reserves the right to award the contract to any of the bidders irrespective of not being lowest and in this respect, the decision of the University shall be final.
22. Purchase Order shall be placed as per IGNOU’s requirements by the authorized Officer. The successful tenderer will supply and install complete equipment within a maximum period of 30 days from the date of placing the Purchase Order.
23. All the terms and conditions for the supply, testing and acceptance, payment terms, penalty etc. shall be as those mentioned herein and no change in the terms and conditions will be acceptable.
24. The Registration number of the firm along with CST number allotted by the Sales Tax authorities shall invariably be given in the tender. Excise clearance for Custom duty if any for relevant year may be submitted.
25. During the validity of the contract including the extended period, if any, if the tenderer sells any system or sub-system of the same or equivalent configuration to any other Department/Organization in India at a price lower than the price fixed for the Purchaser, the tenderer shall automatically pass on the benefits to the Purchaser.
26. IGNOU reserves the right to place the order on the successful tenderer for additional quantity up to 25 percent of the quantity specified in the tender at the final approved rates. The Tenderer is bound to accept the orders for additional quantity during the period upto 12 months from the date of purchase order to the supplier at the approved rates or prevailing market rate which ever is less.
27. The contractor shall deliver the store in accordance with the conditions of the Contract at the time/place and in the manner specified in the contract. Any delay in the supply, installation and commissioning within the time fixed or in the event of repudiation of the contract, the (IGNOU) purchaser reserves the right to recover damage for Breach of Contract as indicated below:
 - a) To recover from the contractor liquidated damages including administration expenses a sum equivalent to 0.05% of the price of stores which the contractor has failed to deliver within the period fixed for delivery/commissioning for each week or part thereof during which delivery is in arrears subject to an overall ceiling of 10% of the total contract price.
28. 100 % payment shall be made within 30 days of submission of bills duly supported by the consignee’s receipt with satisfactory performance report and as governed by the following:

- a. No part of the contract price shall become due or payable until the tenderer has delivered, installed and commissioned the items to the complete satisfaction of IGNOU. Payment shall be made subject to recoveries, if any.
- b. A pre-receipted bill shall be submitted in duplicate in the name of IGNOU. It shall be done soon after the delivery, installation and commissioning of the items along with a copy of the duly receipted delivery challan of the consignee certifying satisfactory commissioning.

29. Warranty: The equipment shall have a comprehensive one year warranty after the successful commissioning and acceptance.

30. Penalty for Delay in attending Fault Reports during the Warranty

- (a) During the Warranty period, if the performance (Fault Reports) are not rectified within a period of 24 hours from the time it is reported verbally or through phone/fax /letter to the contractor or his Field nominee, the same shall render the contractor liable for liquidated damages at the rate of 1% (One per cent) of the total value of the faulty items per week subject to maximum of Five weeks and thereafter the IGNOU holds the option for purchasing a new system from other Vendor and may invoke the Bank guarantee of the supplier depending upon the severity of the problem with the system supplied by the supplier.
- (b) The decision of the authority placing the order in this regard will be final. If the tenderer does not feel satisfied with the decision, he will be at liberty to approach Vice-Chancellor, IGNOU. His decision in this regard will be full and final and no appeal will lie against his decision.

11. Arbitration

- (a) In the event of any question, dispute or difference arising under these terms and conditions or in connection with this contract the same shall be referred to the arbitration of a sole arbitrator, to be nominated by VC, IGNOU or his nominee. The award of the arbitrator shall be final and binding on the parties to this contract. The arbitration shall be held at New Delhi. The proceedings of arbitration shall be held in accordance with the provisions of the Arbitration and Conciliation Act, 1996 or any statutory amendments thereto.
- (b) If the dispute cannot be settled by mutual discussion within 30 days as provided herein the courts at Delhi/New Delhi, India only will have the jurisdiction to adjudicate upon the matter.

It is requested to quote your most competitive rate and submit your quotation in a sealed envelope super scribing “**Quotation/Tender for the supply of Desktop Computer for IGNOU Regional Centre, Deoghar (Jharkhand)**”.

Thanking you,

Yours faithfully,
Regional Director (I/C)

**PROFORMA FOR QUOTING THE RATE FOR SUPPLY OF COMPUTER TO
IGNOU REGIONAL CENTRE, DEOGHAR (JHARKHAND)**

Part-I : General Information:

(To be filled and sent in sealed envelope no. (1))

FORMAT OF QUOTATION FOR TECHNICAL BID

(Information pertaining to deviation and compliance statement)

S. No	Items	Description/specification	Technical Specification of the product offered/Compliance	Deviation (if any) with remarks
1	DESKTOP COMPUTER			

Please give brief description on the technical superiority/inferiority/deviation, if any, of the item to be supplied by tenderer.

1. Name of the Firm:
2. Address:
3. Workshop/Site Description:
4. Whether the firms ownership is Sole Proprietorship or partnership:
5. Annual turnover for 3 Financial Years:
6. Client List:
7. PAN/TAN No.:
8. Landline/Mobile No./E-mail ID:
9. Authorized Signatory:
10. Copy of ITCC/STC etc:

Date:
Place:

Signature and Seal of the Tenderer
Name:
Address:

Price Schedule (Financial Bid)

(To be duly filled in and sent in sealed envelop no. (2) - each page must be signed with SEAL of the Tenderer)

FORMAT OF QUOTATION FOR FINANCIAL BID

Sl. No.	Description of Items	Qty.	Quoted Unit Rate in Rs.	Taxes (if any) give break up	Total Amount (Rs.)

We agree to supply the above goods in accordance with the technical specifications for a total contract price of Rs. (amount in figures) within the period specified in the Invitation for Quotations/ bid document on terms and conditions agreed to therein.

We also confirm that the warrantee/ Guarantee period for the items shall be as per the tender terms & conditions.

Date:

Signature and Seal of the Tenderer

Place
Name:
Address: