



**State Council for Technical Education & Vocational Training,
Odisha**

Near Raj Bhawan, Unit-VIII, Bhubaneswar-751012

**INVITATION OF QUOTATIONS FOR SUPPLY OF
COMPUTER TO SCTE&VT, ODISHA, BHUBANESWAR**

No. 800 / Dt. 12.06.2020

SC-STY-08/2015

**INVITATION OF QUOTATIONS FOR SUPPLY OF ALL-IN-ONE PC TO SCTE&VT, ODISHA,
BHUBANESWAR.**

Eligible suppliers are invited to submit your quotation at the most competitive price for supply of goods as per the schedule of requirements specified in **Annexure-I**.

**GENERAL INFORMATIONS, TERMS AND CONDITIONS FOR THE BIDDERS FOR SUPPLY OF TOOLS/
EQUIPMENTS/ MACHINERIES**

1. State Council for Technical Education and Vocational Training, Odisha, Bhubaneswar invites sealed Quotations for supply and installation of Computers & Printers in the Council.
2. Interested eligible Bidders can download the Bid Documents from the Council website "www.sctevtodisha.in" from 17.06.2020 onwards.
3. The Bidders are required to mention the page no. and put signature with seal on each page of the Bid document. **Further they are required to submit the competitive price for the of items with detailed technical specifications, make, model, brand etc. supported by technical literature/leaflets.**
4. A Bidder will submit only one Quotation for supply of goods for one/ both the trades in the sealed cover packet super-scribing the followings:
 - i) Quotation for supply of goods for
 - ii) Name of the firm with full address
 - iii) Date of the opening of Quotation
5. The Quotation shall be accompanied by the Earnest Money Deposit (EMD)/irrevocable Bank Guarantee (**as per Annexure-II**) which will be 2% of the Bid value in the shape of Bank Draft from any Nationalised Bank drawn in favour of **The Vice-Chairman, SCTE&VT, Odisha, Bhubaneswar** payable at Bhubaneswar, failing which the bid shall be summarily rejected. Quotation with part-EMD is also liable for rejection. The bid security shall be returned to unsuccessful bidders on finalization of order. In the event of failure to execute the supply order or violation of terms and conditions by the successful bidder, the EMD for the Schedule shall be forfeited.
6. Conditional Quotation shall be out rightly rejected.
7. **The Quotations should reach in the office of the Vice-Chairman, SCTE&VT, Odisha, Near Raj Bhawan, Unit-VIII, Bhubaneswar-751012 on or before 30.06.2020 upto 3.00PM** by speed post/registered post or can be deposited in the Diary Section of the Council during the working days within the stipulated date and time mentioned above. The quotations will be opened **30.06.2020 at 4.00PM** in the Conference room of the Council in presence of the Bidders or their authorized representatives who choose to

remain present. Quotations received after due date and time shall not be entertained and the authority shall not be held responsible for any delay or missing of the Quotation during postal transit. If the office happens to be closed on the date of receipt and opening of this Quotation specified as above, the Quotation will be received & opened on the next working day at the same time and venue.

- 8 (I) The Price quoted should be inclusive of all required accessories.
(II) **The Bidder shall have to give unit price rate including all charges as per the Annexure-III. The Rate shall be indicated both in words and figures. In case of discrepancy, the rate quoted in words in the Quotation shall be taken in to consideration.**
9. No claim shall be entertained towards any expenses made by the Bidders for submission of the Quotation in case of cancellation or withdrawal of Quotation call notice.
10. The Bidder shall make his own arrangement for procurement of the stores which is required in connection with the supply.
11. Delivery of materials must be accompanied with Manufacturing Test Certificate/Guarantee Certificate/Manual/Leaflets, as applicable.
12. Unilateral stoppage of supply by the supplier without prior written permission shall be considered as breach of contract and the authority reserves the right to take action ,as deemed fit.
13. Materials rejected by the authority shall be immediately removed with the knowledge of the undersigned. If it is not removed within the specified time, the authority reserves the right to remove the same and deduct the expenditure incurred from the supplier's bill .The authority shall in no way be held responsible for any detoriation or damage to the materials under any circumstances what-so-ever.
14. **BID EVALUATION:** - The Purchaser will evaluate and compare the bids determined to be substantially responsive i.e. which
 - (a) are properly signed; and
 - (b) confirm to the terms and conditions, and specifications.

Taxes in connection with sale of goods shall not be taken in to account in evaluation.

The specific brand and model, price & suitability for purpose of use by the authority shall be a considering factor of selection of goods. The bid shall also be evaluated taking into consideration of **after sale service** provided by the firm, experience in supply of similar type of equipments to reputed organization.

15. PERFORMANCE SECURITY:-

- i) The Supplier shall submit a performance security Guarantee to the purchaser for an amount of **5%** of the contract value after completion of supply and before release of his payment as enclosed at **Annexure-IV**. The validity of the performance security guarantee should cover the warranty period of the supplied materials.
- ii) No payment shall be released to the supplier against his bill without submission of the performance security guarantee.
- iii) The proceeds of the performance security shall be payable to the purchaser as compensation for any loss resulting from the Supplier's failure to complete its obligations under the contract.
- iv) The performance security shall be denominated in Indian Rupees and shall be in one of the following forms:
 - (a) A Bank Guarantee issued by a Nationalized bank located in India in the form provided in the bidding documents acceptable to the Purchaser, or
 - (b) A Demand Draft from any Nationalized Bank in favour of Vice-Chairman, SCTE&VT, Odisha, Bhubaneswar payable at Bhubaneswar.

The performance security guarantee will be discharged by the purchaser and returned to the Supplier not later than 30 days following the date of completion of its validity.

- 16. PERFORMANCE STATEMENT:** - The Bidder shall submit his experience in supply of the Computers for last 3(three) years in performance statement format in **Annexure-V.**
- 17. DELIVERY OF GOODS/CONSIGNEE:** - The materials shall be delivered at SCTE&VT, Odisha, Bhubaneswar within 30(thirty) days from the date of issue of Purchase Order. Any delivery beyond the stipulated period shall attract a penalty of 0.5% per week of the contract amount subject to maximum of 10% of contract value. The goods on delivery will be physically verified by the SCTE&VT, Odisha through Technical Experts and it shall be the responsibility of the suppliers to arrange demonstration on functioning of Individual goods wherever required.
- 18. PAYMENT TERMS:-** 100% payment shall be made(deducting penalty amount if any) within 15(fifteen) days from receipt of stock entry certificate after satisfactory supply, installation, demonstration & training of the goods within due date of delivery.
- 19. FREE AFTER SALES SERVICE:** The supplier has to give 02 (two) free after sales service within the warranty/ guarantee period, wherever applicable.
- 20. BID VALIDITY:** The price quoted in the bid should be valid at least for 90 (Ninety) days from the date of opening of the Quotation.
- 21. WARENTEE/GUARENTEE:** The goods shall be covered with warrantee/guarantee for minimum period of 36(Thirty Six) Months from the date of supply. The firm shall provide prompt after sales services and attend complaint within a week to prevent disruption of work in the Council. The Bidder shall provide uptime guarantee of 95%.
- 22. DOWNTIME PENALTY:** During the warranty period, desired uptime of 95% of 365 days(24 hours) if downtime exceeds 5% penalty in the form of extended warranty, double the number of days or more will be applied for which the equipment goes out of service.
In no case the machineries should remain in non- working condition for more than 30 days beyond which a penalty of 0.2% of machine cost will be charged per day.
- 23. TAXES AND DUTIES:** The Bidder shall be entirely responsible for all Taxes, Duties, License fees, Road permits etc. incurred until delivery of the contract goods to the consignee. The Bidder has to provide Valid GST registration certificate as applicable. Attested copies PAN Card must be furnished along with the Bidding Documents. Entry Tax paid by the Bidder is allowed once only on production of the money receipt for such payment, if claimed by the Bidder.
- 24. AUTHORIZATION:** In case of Authorized supplier of the Manufacturer/Dealer the bid must accompany with authorization from the Manufacturer/Dealer (**Annexure-VI.**)
- 25. ACCEPTANCE:** - **The Bidder should sign each page of Bid document with seal as a token of acceptance of all terms and conditions of the Quotation and should submit along with the Bid documents.**
- 26. TRANSPORTATION:** The Supplier shall be required to meet all transport and storage expenses until commissioning of the instrument(s)/equipment covered in the contract.
- 27. PURCHASER'S RIGHT:** The purchaser is having the right to accept/reject any or all bids without showing any reason thereof. He may also withheld the payment on account of subsequently discovered evidence, nullify the whole or a part to the extent as may be necessary to protect himself from loss on account of:
 - (i)Defective supply not remedied.
 - (ii)Damage caused due to departmental property.

- 28. AWARD OF CONTRACT:** Purchase order shall be placed with successful bidders. As a token of acceptance, the supplier shall return one copy of the purchase order out of the two copies sent within a week along with the acceptance letter.
- 29. BID LANGUAGE AND CURRENCIES:** All information in the offer & all correspondences & documents, printed literatures furnished by the bidder should be written in English. The quoted price will be Indian Rupees only.
- 30. JURISDICTION:** Dispute if any, will be settled in the court under the jurisdiction of Bhubaneswar.

Vice-Chairman
SCTE&VT, Odisha, BBSR

SCHEDULE OF REQUIREMENT OF GOODS

Sl. No.	Name of the Item with specification	Qty. Reqd	Delivery period	Place of Delivery
1	All-in-One PC : HP 1000 G2 AIO i7 Win10P 1621285 27" monitor (hp) Processor – Intel core i7 8700, 8 gen, 6 core, intel Q 370 series, 12MB cache, 16 GB DDR4 RAM expandable to 32 GB, 2TB HDD, 128GB SSD, 27" display, resolution 3840 x 2160, optical mouse, keyboard, UHD 630 integrated graphics, OS-Windows 10 P, Wi-Fi 802.11ac wireless connectivity, integrated speaker, Web CAM, 10/100/1000 on board Integrated Gigabit Port, BIS Registration Number and its Validity-R-41004987, ROHS Compliance, BEE / Energy Star for the given Model, Windows, UL,CE,FCC certified, On Site OEM Warranty 5 years	1 no.	30 days	SCTE&VT, Odisha, BBSR

Vice-Chairman
SCTE&VT, Odisha, BBSR

BID SECURITY FORM

Whereas.....(Here in after called "the Bidder") has submitted its bid dated.....(Date of submission of bid) for the supply of.....(name and /or description of the goods)(herein after called "the bid") .

KNOW ALL PEOPLES by these presents that WE.....(name of bank) of.....(name of country) , having our registered office at.....(address of bank) (herein after called "the Bank"), are bound unto.....(name of purchaser) (herein after called "the purchaser") in the sum of-----for which payment well and truly to be made to the said Purchaser, the Bank binds it self, its successors, and assigns by these presents. Sealed with the Common Seal of the said Bank this -----day of ----- 2020.

THE CONDITIONS of this obligation are:

1. If the Bidder
 - (a) Withdraws its Bid during the period of bid validity specified by the Bidder on the Bid Form
 - or
 - (b) Does not accept the correction of errors in accordance with the Quotation ; or
2. If the Bidder , having been notified of the acceptance of its bid by the purchaser during the period of bid validity:
 - (a) Fails or refuses to execute the contract form if required , or
 - (b) Fails or refuses to furnish the performance security in accordance with the Instruction to Bidders;

We undertake to pay the Purchaser up to the above amount upon receipt of its first written demand, without the purchaser having to substantiate its demand , provided that in its demand the Purchaser will note that the amount claimed by it is due to it , owing to the occurrence of one or both of the two conditions, specifying the occurred condition of conditions,

This guarantee will remain in force up to and including Forty Five (45) days after the period of the bid validity and any demand in respect thereof should reach the Bank not later than the above date.

(Signature of the Bank)

Note: The bank guarantee [submitted by Indian Bidder] should be executed on stamp paper in accordance with stamp. Act. The stamp paper should be in the name of executing bank.

FORMAT FOR QUOTATION

Sl.No.	Item Description with Make/Model/Specification	Unit Rate in Rs. Including Package, forwarding, ,Inland transport, Insurance, Incidental cost, incidental to delivery & incidental services.	GST	Total Amount with Tax	
				In figure	In words
1	2	3	4	5=(3+4)	

We agree to supply the above goods in accordance with the technical specification at the above specified rate with in the period specified in the Invitation for Quotations.

We also confirm that the normal commercial warrantee/ guarantee of Months shall apply to the offered goods.

We here by certify that we have taken steps to ensure that no person acting for us or on our behalf will engage in bribery.

Place:
Date :

Signature of the Bidder
Name

PERFORMANCE SECURITY FORM

To

The Vice-Chairman
SCTE&VT, Odisha
Near Raj Bhawan, Unit-VIII
Bhubaneswar-751012, (ODISHA).

WHEREAS.....(Name of Supplier) hereinafter called "The Supplier" has under taken, in pursuance of Contract (Notification of Award) No.....dated,.....20.....to supply.....(Description of Goods and Services) hereinafter called" the Contract".

AND WHEREAS it has been stipulated by you in the said Contract that the Supplier shall furnish you with a Bank Guarantee by a recognized Bank for the sum specified therein as security for compliance with the Supplier's performance obligations in accordance with the Contract.

AND WHEREAS we have agreed to give the supplier a Guarantee:

THEREFORE WE hereby affirm that we are Guarantors and responsible to you, on behalf of the Supplier, up to a total of.....(Amount of the Guarantee in Words and Figures) and we under take to pay you, upon your first written demand declaring the Supplier to be in default under the Contract and without cavil or argument, any sum or sums within the limit of(Amount of Guarantee)as aforesaid, without your needing to prove or to show grounds or reasons for your demands or the sum specified therein.

This Guarantee is valid until the day of.....20.....

Signature and Seal of Guarantors

.....

.....

Date.....

Address:

Note: The Bank Guarantee (Submitted by Indian Supplier) should be executed on stamp paper in accordance with stamp Paper act. The stamp paper should be in the name of Executing Bank.

MANUFACTURER'S AUTHORIZATION FORM

NO. _____ / Date

To

The Vice-Chairman
SCTE&VT, Odisha
Near Raj Bhawan, Unit-VIII
Bhubaneswar-751012 (ODISHA)

REF: QUOTATION CALL NOTICE

Dear Sir.

We _____ who are established and
reputable manufacturers/authorized distributors/dealers of _____ having office at

(Address of office) hereby authorize M/s. _____ (Name and Address of
Agent) to submit a bid and sign the contract with you against the above bid.

No company of firm or individual other than M/s. _____ are authorized to bid
and concludes the contract in this business against this specific IFB.

We hereby extend our full guaranty and warranty as per general conditions of contract for the
goods and services offered by the above farm against this bid.

Yours faithfully

(Signature for and on behalf of manufacturers/authorized Distributers/dealers)

**Note: This letter of Authority should be on the letterhead of the manufacturers/authorized
distributers/dealers and should be signed by a person, competent and having the power of attorney to
bind the manufacturers/authorized distributers/dealers. It should be included by the Bidders in its bid.**