



Indian Institute of Information Technology Sri City Chittoor

630, Gnan Marg, Sri City, Chittoor District,
Andhra Pradesh, 517646, India
it.procurement@iiits.in

Enquiry No. IIITSricity/ITPROC/2020/15, dt.13.10.2020

GST No: 37AAAAI7242R1Z4

NOTICE INVITING TENDER (NIT)

To

Sir/Madam,

Sub: Quotation for Supply of "HP Laserjet Pro MFP M226dw Printer, "- Reg.
Ref: Our Enquiry No. IIITSricity/ITPROC/2020/15, dt.13.10.2020

The IIIT Sri City Chittoor is interested in purchase of the following material as per the enclosed terms and conditions.

S.No	Description	Qty. Nos.
1	HP Laserjet Pro MFP M226dw Printer	1
2	HP 88A Original toners	3

For any technical query related to enquiry you may feel free to contact Email: it.procurement@iiits.in.

Last date & time for submission of offer: **30-10-2020 at 12:00 pm**

Date & Time of Tender Opening : **30-10-2020 by 12:30 pm**

Kindly acknowledge receipt.

Yours faithfully,

Ro Balaji

(Convenor)

Encl: Terms and Conditions

TERMS & CONDITIONS:

1. We are interested in the material available from Ready Stock / Within 0 weeks
2. The quotation may be submitted only if you are able to complete the supply and installation within the time limit.
3. Please indicate GST number on the application and attach a copy of GST certificate.


4. As the firm is required to deliver the items at IIIT Sri City, Chittoor with a minimum Three year guarantee/warranty, so the rates must be quoted as F.O.R. destination i.e., IIIT, Sri City, Chittoor, and the rates must include the charges for packing, forwarding, insurance, freight, commissioning, demonstration, transportation charges etc., if any.
5. The complete offer should be typed in the letterhead of the tenderer. The offer should be signed & stamped by the Company's authorized signatory.
6. Please write the detailed specifications as the product brochures.
7. Rates quoted in the tender should be inclusive of GST, and should be valid for 90 days. Breakdown details of packing, forwarding, freight and insurance charges in percentages should be shown separately. The goods should be insured in our favor against all risks from Warehouse to warehouse.
8. The rate of GST should be clearly indicated wherever chargeable. However, the concessional rate of Central Sales Tax admissible to research institutes on purchase of scientific equipment from certain States is applicable to this Institute.
9. The Delivery period should clearly have indicated and strictly adhered to in the event of an order is placed against your offer. Late delivery will attract liquidated damages @1 % per week subject to a maximum of 10% of the total value of supply order.
10. Payment for the supply will be made by RTGS/NEFT through State Bank of India, Sri City branch within 30days from the date of receipt and acceptance of material and your bill in triplicate original signed over a revenue stamp affixed. In case of Equipment/Instruments the Payment will be initiated only after the receipt of a certificate/report about successful demonstration/installation from the department/officer concerned. No Payment in Advance will be done.
11. Quotation erased & overwritten will be summarily rejected unless corrections are authenticated with the tenderer's signature.
12. The Offer should be submitted strictly as per the terms and conditions failing which the offer will be liable for rejection. In the event of the tenderer remaining silent on any terms & conditions of the NIT, it will be presumed that the tenderer(s) have accepted such terms and conditions in the event of any order/contract on them.
13. No deviation of the terms and conditions is acceptable. Terms and conditions which are in deviation of the tender terms are liable for rejection without making back reference to the tenderer.
14. Conditional tenders will not be accepted.
15. Minimum **validity of the quotation must be 45 days** from the date of opening of the quotation/tenders.
16. The price of items may be quoted in Indian rupees.
17. All the firms may invariably mention their CST/ST/LST/PAN numbers on quotation/tender failing which quotations may not be considered valid. Further, this institution does not issue any Concessional form, so the CST/ST/GST applicable as per actual rates must be mentioned in the offer. In case CST/ST/GST is not mentioned, the rates shall be treated as inclusive of all taxes.
18. All the equipment must be compatible with Indian electrical standards and codes.
19. Bidder must provide letters from respective OEMs that the offered products are certified and compatible and support will be available with spare parts and accessories for a minimum of 3 years from the date of installation
20. Institute reserves the right to alter the quantity of the components and no reason will be necessary to be provided by the Institute for the same.

Ro Balaji



21. **The Product should be quoted with 3 years of warranty or support** subscription as relevant with next business day onsite response for hardware problems.
22. Bidder should be a Registered company/firm in India and existing for the past Five years in India.
23. The Bidder must provide business day support during business hours (9 am to 5 pm) for three years.
24. The OEM must have an authorized customer service center in India/Southern India for fast resolution of issues.
25. Quotation should be sealed & addressed to **The Director, IIIT Sri City Chittoor, 630, Gnan Marg, Sri City, Chittoor District, 517 646, Andhra Pradesh, India**. The cover should be sealed with wax and super scribed as per subject and enquiry No.IIITSricity/ITPROC/2020/15. mentioned on pre page. Quotation delivered personally should be delivered to the Receipt & Dispatch Section of IIIT Sri City Chittoor. Late & Delayed tenders will not be considered.
26. IIIT Sri City Chittoor does not take any responsibility for loss of tender in transit.
27. The tender(s) should enclose the list of similar item(s) if supplied to IIIT Sri City Chittoor for the past three years with complete address, telephone /Fax No. and the contact person to whom they have supplied and installed similar item(s) with their tenders along with the prices finally paid. The tender(s) can also provide the information if supplied the similar item to any Centrally Funded Technical Institution.
28. **Warranty & Maintenance contract:** The supplier shall warranty equipment, system components for a minimum period of Three years following satisfactory installation and commissioning. The defects, if any, during the guarantee/warranty period are to be rectified free of charge by arranging free replacement wherever necessary. Any expenditure including government levies on account of the replacement are to be borne by the supplier/agent. The supplier shall offer an annual test & maintenance agreement for three years, consisting of the following: Regularly and systematically examine, test and adjust all system components. Submit test reports that certify all components have been tested and the system is in proper working order and functions in accordance with this specification.
29. **a) Spares & service Support:** The instrument supplied shall be of latest technology and model, so that you would support with onsite service and spares. **b) Complete system pre-installation requirements.**
30. **Installation & Testing:** The installation shall be completed within a week from the date of intimation regarding the arrival of the equipment in the institute. A Penalty equivalent to 1% of the value of the goods will be levied for every week's delay in installation. The installed system shall be performance tested at our premises in accordance with the manufacturer's/supplier's recommendation/specifications. Tests shall demonstrate the proper operation of the instrument and all components.
31. **Commissioning & Training:** The supplier shall perform on site installation, commissioning & startup of all system components in order to provide a fully functional system. The supplier shall train onsite institute's personnel on the operation and maintenance of the system framework. The supplier shall perform system check-out /start-up and /or training functions free of cost.
32. The Director, IIIT Sri City Chittoor reserves the right to reject or accept or withdraw the tender in full or part and to increase or decrease the quantity without assigning reason thereof.
33. The quotations are liable to be rejected if any of the above conditions are not complied with. The quotations should be complete in all respects duly signed wherever required. Incomplete and unsigned offers will not be considered. Quotations that are unclear leave room for interpretation will be considered non-responsive and will not be evaluated.

ROBALAYIT



34. **ARBITRATION:** a) Unless otherwise specified, in all cases of disputes which cannot be settled by mutual negotiations, the disputes or differences shall finally be settled and binding on both parties by arbitration in conformity with the rules of Indian Arbitration Act, 1940. All disputes or differences whatsoever arising between the parties out of relating to the construction, meaning and operation or effect of the general terms and conditions including the Purchase Order or the breach thereof shall be settled by Arbitration Act, 1940 and the award made in pursuance thereof shall be binding on the parties. b) Performance of the purchase order shall continue during arbitration and any subsequent proceedings. c) The Jurisdiction and Venue of arbitration shall be Chittoor. The Arbitrator will be the Director, IIIT Sri City Chittoor.
35. **RISK PURCHASE:** If you fail to deliver the ordered material within the maximum delivery period stipulated in the purchase order, we may procure the same items in such a manner as it deemed appropriate for us. And, if we happen to incur any additional cost in the process of our procurement of similar materials you are liable to pay the same.
36. **FORCE MAJURE:** If the performance of the obligation of either party is rendered commercially impossible by any of the events herein-after mentioned, the same party shall notice 15 days from the date of such an event in writing to the other party. i) Government regulation; (ii) Legislation; (iii) Natural disasters; (iv) Strikes; (v) Lockout; (vi) Act of God.
37. Any bidders from a country sharing a land border with India will be eligible to bid in the tender only if the bidder is registered with the department for promotion of industry and internal trade (DPIIT). Details of requirement of Registration and Certificate by bidder is enclosed as Annexure-II & III
38. All future amendments/corrigendum will be published on IIIT Sri City website (www.iiits.ac.in). Hence, Interested vendors are requested to regularly visit our website for any such updates.

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Annexure I of NIT

Specifications

Following is detailed information

S. No	Name of the Product	Description	Specification	Quantity Required	Total Quantity Required
1	HP Printer	HP Laserjet Pro MFP M226dw Printer	HP Laserjet Pro MFP M226dw Printer	1	1
	HP 88AToner	88A Original toners	HP 88A Original toners	3	3

Quantity of items may be increased based on the remaining budget available.

ANNEXURE-II

Requirement of registration:

Vide Ministry of Finance OM No. 6/18/2019-PPD dated 23rd July 2020.

- Any bidder from a country sharing a land border with India will be eligible to bid in this tender only if the bidder is registered with the Department for Promotion of Industry and Internal Trade (DPIIT). A copy of the valid Certificate to be attached with the Bid.
- "Bidder" (including the term 'tenderer', 'consultant' or 'service provider' in certain contexts) means any person or firm or company, including any member of a consortium or joint venture (that is an association of several persons, or firms or companies), every artificial juridical person not falling in any of the descriptions of bidders stated hereinbefore, including any agency branch or office controlled by such person, participating in a procurement process.

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- iii. "Bidder from a country which shares a land border with India" for the purpose of this Order means:
- a) An entity incorporated, established or registered in such a country; or
 - b) A subsidiary of an entity incorporated, established or registered in such a country; or
 - c) An entity substantially controlled through entities incorporated, established or registered in such a country; or
 - d) An entity whose beneficial owner is situated in such a country; or
 - e) An Indian (or other) agent of such an entity; or
 - f) A natural person who is a citizen of such a country; or
 - g) A consortium or joint venture where any member of the consortium or joint venture falls under any of the above

For details about registration procedures please visit the above mentioned OM. Mandatory documentary evidence regarding the bidder's registration with DPIIT is to be submitted along with the tender, failing which the tender shall be liable for rejection.

ANNEXURE-III

CERTIFICATE BY BIDDER

"I have read the clause regarding restrictions on procurement from a bidder of a country which shares a land border with India; I certify that this bidder is not from such a country or, if from such a country, has been registered with the Competent Authority. I hereby certify that this bidder fulfills all requirements in this regard and is eligible to be considered.

Signature with Date and Stamp

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