



भारतीय प्रौद्योगिकी संस्थान (भारतीय खनि विद्यापीठ), धनबाद

धनबाद, झारखण्ड, भारत, पिन-826004

(मानव संसाधन विकास मंत्रालय, भारत सरकार के अधीन राष्ट्रीय महत्व का एक संस्थान)

INDIAN INSTITUTE OF TECHNOLOGY (INDIAN SCHOOL OF MINES), DHANBAD

DHANBAD, JHARKHAND, INDIA, PIN-826004

(An Institute of National Importance under Ministry of H.R.D., Govt. of India)

STORES & PURCHASE SECTION Phone:(0326) 2235678 || Email : purchase@iitism.ac.in || Website : www.iitism.ac.in

File No. TEQIP/PRJ/324/18-19

Date: 21.01.2019

Request for Quotation

To,
National Informatics Centre Services Inc.
New Delhi.

Subject: Supply & Installation of e-Office Lite.

The Indian Institute of Technology (Indian School of Mines), Dhanbad is interested for the purchase of the materials/ equipment listed below:

S No	Description of item(s)	Quantity	Remarks
1	Supply & Installation of e-Office Lite (Specification attached in Annexure – I)	01 No.	At the earliest/ Ex-stock

Tender Schedule:

Particulars	Date & Time
Last date and time for submission of tenders	06.02.2019 at 1:00 P.M.
Date and time of opening of tenders	06.02.2019 at 4:00 P.M.

INSTRUCTIONS:

- 1) Please attach relevant technical literature of the item.
- 2) Please mention warranty/guarantee period in your offer.
- 3) Please mention after sales service information in your offer.
- 4) Price should be in F.O.R. IIT(ISM), Dhanbad basis only.
- 5) Please submit Proprietary Article Certificate issued by the OEM, if applicable.
- 6) Please attach a certificate that the quoted price is not more than that of any other Govt. organization/ institution in India. This has to be mentioned in the offer letter clearly.
- 7) Please attached copies of similar nature of purchase order/supplied (minimum two) preferably with Government Institute.
- 8) The rates should be quoted for each item separately.
- 9) Quotation,
 - a. The contract shall be for the full quantity as described above.
 - b. Corrections, if any, shall be made by crossing out, initialing, dating and re writing.
 - c. All duties and other levies payable by the supplier under the contract shall be included in the unit price.
 - d. Applicable taxes shall be quoted separately for all items.
 - e. The prices quoted by the bidder shall be fixed for the duration of the contract and shall not be subject to adjustment on any account.
 - f. The Prices should be quoted in Indian Rupees only.
- 10) Each bidder shall submit only one quotation.
- 11) IIT (ISM) does not issue any Form 'C' or 'D' towards sales tax concessional rate.
- 12) The items/ materials shall be required to be delivered at **Automation Centre, IIT(ISM), Dhanbad** at the risk and cost of the tenderer.
- 13) Your tender must be **valid for minimum 55 days** from the date of opening of tender.



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- 14) The stores are required to be delivered within **30 days**; late delivery may not be accepted.
- 15) Full details of stores offered should be given in the tender along with supporting & relevant literatures/ Technical Literature.
- 16) GSTIN should be clearly mentioned in your offer, failing which your offer may not be considered.
- 17) The items offered should be of good quality confirming to BIS standards, wherever applicable.
- 18) Evaluation of Quotations,
The Purchaser will evaluate and compare the quotations determined to be substantially responsive i.e. which
 - a. are properly signed ; and
 - b. confirm to the terms and conditions, and specifications
- 19) The Quotations would be evaluated for all items together.
- 20) All supplied items are under warranty of 36 months from the date of successful installation with one year onsite technical support.
- 21) Award of contract:
The Purchaser will award the contract to the bidder whose quotation has been determined to be substantially responsive and who has offered the lowest evaluated quotation price.
 - a. Notwithstanding the above, the Purchaser reserves the right to accept or reject any quotations and to cancel the bidding process and reject all quotations at any time prior to the award of contract.
 - b. The bidder whose bid is accepted will be notified of the award of contract by the Purchaser prior to expiration of the quotation validity period. The terms of the accepted offer shall be incorporated in the purchase order.
- 22) **Advance payment is not admissible.** Payment shall normally be made within 30-45 days subject to receipt and acceptance & installation (as per Purchase Order Terms) of the ordered materials/items.
- 23) **Performance Bank Guarantee:** Performance Security/Performance Bank Guarantee: Performance Security has to be submitted from the successful bidder. Performance Security should be 10% of the ordered value. Performance Security may be furnished in the form of Bank Guarantee/Demand Draft from any Nationalized Bank only and. Performance security should remain valid for a period of two months beyond the date of completion of all contractual obligations of the successful bidder(s). In case the contractor fails to provide satisfactory service, the Performance Security submitted by the bidder(s) is liable to be forfeited. An undertaking to this is to be submitted. **PBG format is available at IIT(ISM) website.**
- 24) In the event of the supplier failed to supply the materials or install the same as contractual condition, IIT (ISM) shall have the right to deploy suitable agency/ third party to get the job completed at the risk and cost of the supplier.
- 25) Tender must be submitted **in sealed cover only superscribed with Enquiry No. TEQIP-PRJ-324-18-19 and due date** as is **06.02.2019** to The Assistant Registrar, Indian Institute of Technology (Indian School of Mines), Dhanbad -826004.
- 26) Your bid should reach our office preferably latest by **06.02.2019 through speed post/courier or mail only.**
- 27) IIT (ISM) reserves the right to accept and/or to reject any/all tenders without assigning any reason.

Assistant Registrar



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Annexure-I

Specification of e-office lite.

1. File Management System (e-File) – Automates the processing of files and receipts.
2. Knowledge Management System (KMS) – Centralized repository of various documents (Circulars, Guidelines, Policies etc.)
3. Collaboration and Messaging Services (CAMS) – For Internal collaboration (mailing) and messaging.
4. Personnel Information System Management System (PIMS) – For keeping eService Book.



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FORMAT FOR QUOTATION SUBMISSION

(In letterhead of the supplier with seal)

Annexure -II

PRICE SCHEDULE FOR GOODS BEING OFFERED WITHIN INDIA

Name of the Bidder_____

NIT Reference No. _____

File Reference No. _____

Sl. No.	Full Description of items with (HSN Code/SAC Code)	Quantity	Unit Price (in INR)	Total Amount (in INR)
1.				
2.				
3.				
Ex-Works Price-				
Packing & Forwarding				
Transportation				
FOR (IIT ISM) Dhanbad				
<u>GST/IGST (their rate(s) as the case may be, clearly specified)</u>				
<u>Please note that IIT ISM is eligible for Concessional GST as per Notification No. 45/2017- Central Tax (Rate) for CGST, 45/2017-State Tax (Rate) for SGST and 47/2017-Central Tax (Rate) for IGST,</u>				
Insurance up to Destination/handover (in case of fabrication)				
Installation & Commissioning charge				
Training charges, if any				
Additional Warranty Charges, if any				
Annual Maintenance Charge, if any				

*(On the basis of the technical specifications submitted)

Total Bid Price_____

in words_____

Note :

(a) The Price schedule of optional items shall be indicated in a separate sheet in the same Performa.

(b) Cost spare parts may be indicated separately

Signature of Bidder

Name _____

Business

Address_____