

Rajiv Gandhi Institute of Petroleum Technology
[Institute of National Importance established under the Act of Parliament]

C/o Feroze Gandhi Polytechnic
Ratapur Chowk
Rae bareli – 229316 (Uttar Pradesh)
Website: www.rgipt.ac.in

TENDER DOCUMENT
FOR
PURCHASE OF COMPUTER HARDWARE
[Laptop]


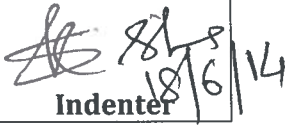
i)	Last date of receipt of tender	08.07.2014 (Tuesday)	03.30 pm
ii)	Opening of Techno-Commercial Bids	08.07.2014 (Tuesday)	04.30 pm
iii)	Opening of Financial Bid	At later date	

Tender No. RGIPT/RBL/ITEquipment-Laptop/2014-15/02

The information provided by the bidders in response to this Tender Document will become the property of RGIPT and will not be returned. RGIPT reserves the right to amend, rescind or reissue this Tender Document and all amendments will be advised to the bidders and such amendments will be binding on them.

**OPEN TENDER ENQUIRY FOR THE SUPPLY & INSTALLATION OF LAPTOP
AT RAIIV GANDHI INSTITUTE OF PETROLEUM TECHNOLOGY, RAE BARELI
(IN TWO PART BID SYSTEM)**

Sealed Tenders from reputed Original IT Equipment Manufacturers/ Authorized Dealers for **PROCUREMENT OF 10 Nos. LAPTOPS** are invited by the Rajiv Gandhi Institute of Petroleum Technology, Rae Bareli.

Opening of Tender	08.07.2014 (Tuesday) at 04.30 pm
Place of Opening of Tender	Conference Room, Ist Floor Rajiv Gandhi Institute of Petroleum Technology
Tender No.	RG IPT/RBL/IT Equipment-Laptop/2014-15/02
Tender Date	18.06.2014 (Wednesday)
Item Description	10 Nos. New Laptops
Last date of submission of tender	08.07.2014 (Tuesday) upto 03.30 pm
Place of Submission	PA to Director, Director's Office, Room No.103 Rajiv Gandhi Institute of Petroleum Technology Ratapur Chowk, Rae Bareli - 229316, Uttar Pradesh
Tender Type	Two Bid System: Tender should be submitted on the schedule to tender and returned with your covering letter in the enclosed form duly signed. Your quotation must be submitted in two envelopes (i) Techno-Commercial Bid and (ii) Financial Bid subscribing on both the envelopes the tender no. and the due date and both these sealed covers are to be put in a bigger cover which should also be sealed and duly subscribed with our Tender No. & Due Date. <u>The Financial bid will be opened only of those firms, who will be found technically qualified after evaluation of their technical bids.</u>
Technical Clarification	Name: Dr. Satish K Sinha Incharge, IT Department Email: ssinha@rgipt.ac.in Contact: 09453045135, 0535-2704226
Any other Clarification	Stores & Purchase Officer Email: sarora@rgipt.ac.in Contact: 0535-2704202
Other Conditions (apart from General Terms & Conditions)	EMD of Rs.45768.00 (Rupees Forty five thousand seven hundred sixty eight only) must be enclosed in a separate sealed envelope. Tenders not accompanied with prescribed earnest money deposit (EMD) are liable to be rejected.
Date: 18/6/14.	 Stores & Purchase Officer  Indenter

RAJIV GANDHI INSTITUTE OF TECHNOLOGY, RAE BARELI

NOTICE INVITING TENDER

Tender Enquiry No.: RGIPT/RBL/ITIT Equipment-Laptop/2014-15/02

Dated: 18.06.2014

Rajiv Gandhi Institute of Petroleum Technology, Rae Bareli being set up by the Ministry of Petroleum and Natural Gas (MOP&NG), Government of India, as an apex level Educational Institute of National Importance in line with IIT's under an Act of Parliament. The Institute is empowered to award degrees in its own right. RGIPT is co-promoted as an energy domain by six leading Oil Public Sector Units (ONGC, IOCL, OIL, GAIL, BPCL and HPCL) in association with the Oil Industry Development Board (OIDB). The Institute is associating with leading International Universities/Institutions specializing in the domain of Petroleum Technology. Institute would like to procure the **10 Nos. New Laptops for IT Computer Lab** for which sealed Offers/Tenders are invited from the reputed & bonafide Manufacturers and Authorized Dealers/Distributers.

1. Brief Details of item(s)/ material

10 Nos. New Laptops for IT Computer Lab

The Detailed Technical Specifications of the IT Equipment to be procured under this tender are given separately in the tender document.

2. The Bidders are requested to give detailed tender in two Parts i.e.

Part - I: Techno-Commercial

Bid. Part - II: Financial Bid.

Detailed procedure for submission of bids/offers is given in Tender Document.

Submission of Bids:

Bids shall be submitted to:

Stores & Purchase Officer
Rajiv Gandhi Institute of Petroleum Technology,
Ratapur Chowk
Rae bareli - 229316
Uttar Pradesh, India


Time and Date of Submission: On or before 03.30 PM on 08.07.2014.

- **Time and Date of opening Part-I (Techno-Commercial Bid): At 04.30 PM on 08.07.2014.**
- **Opening of Part-II (Financial Bid) will be intimated later to technically qualified tenderers after scrutiny of Techno-Commercial part.**

RGIPT, Rae bareli will not be responsible, for submission / delivery of quotation at wrong places.

The Institute insists on the following Terms & Conditions from the vendors in the Tender -

1. The Bidder should attach an **EMD of Rs. 45768.00 (Rupees Forty five thousand seven hundred sixty eight only)**.
2. The **Authorization letter from the Principals** for the specific above mentioned tender.
3. **Certificates** – The registration number of the firm (Copy of Registration Certificate), **Copy of PAN and Tin No.** also be enclosed with the tender document.
4. **Non-Blacklisting Declaration on Rs. 100.00 Non-Judicial Stamp Paper duly notarized**
5. Bidders must have minimum **05 years experience** in the desired field
6. **Annual turnover** of the firm **should not be less than Rs. 1.00 crore.**
7. Bidder should enclose the copies of last three's **Balance Sheet (FY 2010-11, FY 2011-12 and FY 2012-13)** duly authenticated by a Chartered Accountant.
8. OEM should have members participating in International Standard Bodies like **ISO/IEC/EIA/TIA** etc.
9. Copies of Purchase Orders Purchase Order Copies of Central Govt. Premier Educational Institutes/ Central Universities/ Government Departments/ Research Organizations etc. / User's List


Dr. Satish K Sinha
Indenter

SPECIAL INSTRUCTIONS FOR TWO PART TENDER

1.1 MANNER AND METHOD FOR SUBMISSION OF TENDERS

1.1.1 All tenders in response to this invitation shall be submitted in Three Parts as under in the separate sealed envelopes. On top of the envelopes containing respective part, it will be clearly indicated in bold letters:-

- (i) EMD Draft (**Envelope –One**)
- (ii) Part-I (Techno-Commercial) (**Envelope- Two**)
- (iii) Part-II (Financial) (**Envelope-Three**)

1.1.2 **A. PART-I (TECHNO-COMMERCIAL)** This part of the tender shall include/contain all technical details, technical specifications, drawings and also the commercial terms and conditions of contract for the supplies to be made and the services to be rendered **EXCLUDING ANY PRICE DETAILS THEREOF.**

B. PART-II (FINANCIAL) This part should contain only the prices of the stores offered for supply and the charges for the services to be rendered.

1.1.3 **Part-I (Techno-Commercial)** should contain/include only technical specifications, technical details, literature, reference to earlier supplies of similar IT Equipment, manufacturing and delivery schedule, inspection/testing procedure itemized list of spares and quantity (without price) recommended by the tenderer for purchase term of price mode and terms of payment, mode of dispatch, the quantum/percentage of statutory levies payable by the Purchaser as extra and all related commercial terms and conditions for the supplies and for the services like erection and commissioning to be rendered by the tenderers. The details of Warranty, deliverables, AMC etc. must be included in Techno-Commercial Bid. The tenderer shall take special care **NOT TO MIX UP** the price of the stores in this part of the tender.

1.1.4 **Part-II (Financial)** shall include/contain only price, price break-up, freight/safe delivery charges, charges for training of the Purchaser's engineers wherever applicable, lumpsum charges for erection and commissioning work as is envisaged in the Purchaser's tender document etc. This part of the tender i.e. Part-II (Price) shall be enclosed separately in the sealed envelope.

1.2 TECHNICAL CLARIFICATIONS

1.2.1 After opening the Part-I (Techno-Commercial) of the tender, if it becomes necessary for the technical authorities/user department to seek clarification from the tenderers, the same will be sought for from the tenderers by the Technical authorities/user department, in such an event, the tenderer shall-

- (i) Furnish all technical information/clarification to the concerned technical authority directly in the sealed envelope to reach on or before the due date, and time fixed by the technical authorities in an ordinary envelope indicating the Purchaser's tender reference. If the technical clarification/details sought for by the technical authorities from the tenderers do not reach them on or before the due date and time fixed for its receipt, such tenders will be liable for

rejection at the discretion of purchaser.

- (ii) Have an option to modify the price based on the technical clarifications or discussion the tenderers had with the user department. In case they wish to make any revision in the price, they should communicate such a revision in price in sealed cover within due date.

1.3 OPENING OF TENDERS

1.3.1 **Part-I (Techno-Commercial)** of the tender will be opened at the first stage on the due date and time indicated for opening in the tender notice. While the **Part-II (Financial)** will be opened at the second stage on the date and time as intimated after scrutiny of **Part-I (Techno- Commercial)**.

1.3.2 While all the tenderers who submit tenders within the due date and time specified for its receipt will be permitted to participate in the opening of **Part-I (Techno-Commercial)** of the tender on the due date and time indicated in the tender inquiry, the opening of the **Part-II (Financial)** of the tender can be attended to only by such of those tenderers whose tenders are found to be technically suitable/acceptable to the Purchaser and to whom intimation thereof is given by the Purchaser by email, etc.

1.3.3 The tenders whose **Techno-Commercial Part (Part-I)** are found suitable/acceptable to the Purchaser, will be given advance intimation by the Purchaser to enable such tenderers to depute their representative to participate in the opening of the **Part-II (Financial)** of the tender. The technically unqualified tenderers will neither be given any intimation about the due date and time for opening **Part-II (Financial)** of the tender nor will they be permitted to participate in the opening of the same. **Part-II (Financial) of the technically disqualified tenderers will not be opened.**

Note:-

1. **EMD Draft (Envelope-One), Part-I (Techno-Commercial) (Envelope-Two) and Part-II (Financial)(Envelope-Three)** should be submitted in separate sealed covers, super scribed with the Purchasers tender number and the Part number say **EMD Draft (Envelope-One), Part-I (Techno-Commercial) (Envelope-Two) and Part-II (Financial)(Envelope-Three)**.
2. **All the Part envelopes will be sealed in a cover envelope super scribed with the tender number and date and time of submission and opening of tender.**

Tenders not submitted in the manner specified above will be summarily rejected.

INSTRUCTIONS TO BIDDERS (ITB)

1. Only Original Manufacturer or his authorized dealer need apply.
2. **All pages of the tender document shall be invariably signed by the authorized Personnel and Company's rubber stamp affixed. Photocopies of all certificates shall be self-attested by the authorized personnel. There shall be no corrections or overwriting in the tender document. Corrections, if any, should be made clearly and countersigned.**
3. Bidders/ Tenderers are required to note that they should substantiate the Compliance Statement for Technical Specifications with necessary and relevant documents, wherever applicable. They should not merely write a "Yes" or "No" in the Bidder/ Tenderer's Response Column but bring out salient features/ limitations of their proposed IT Equipment.
4. The bids under **Two Bid System** will consist of **two parts** as following details -
 - a) **Techno-Commercial Bid (Part-I)** consisting of all technical details along with commercial terms & conditions
 - b) **Financial Bid (Part-II)** indicating item-wise price of the IT Equipment
5. The prices must be net per unit, for delivery upto RGIPT, Rae bareli. Sales Tax/ Central Sales Tax/ Octroi duty, if leviable and intended to be claimed from the purchaser, must be specifically mentioned alongwith the price quoted, failing which no such claim will be admitted on any ground and at any stage.
6. **EMD (Earnest Money Deposit):** The Techno-commercial Bids must accompany a crossed Demand Draft of **Rs. 45768.00 (Rupees Forty five thousand seven hundred sixty eight only)** drawn in favor of "Rajiv Gandhi Institute of Petroleum Technology" on any Nationalized bank and **payable at Rae bareli** for earnest money. No interest shall be paid on earnest money deposited.
 - a) The EMD of the unsuccessful bidders will be returned after finally award of the Job to a successful bidder/ acceptance of the tender and within reasonable time not exceeding six months from the date of opening of Tender. The EMD will carry no interest.
 - b) **The EMD will be forfeited if the bidder withdraws his offer before finalization of the tender.**
7. **Performance Security:**
 - a) The successful bidder shall submit a **Performance Security @ 10% of the cost of the IT Equipment within 21 calender days** of the placement of Purchase order.
 - b) **The Performance Security shall be in the form of DD/FDR, from any of the Nationalized Bank,**
 - **For Demand Draft** - In favour of "Rajiv Gandhi Institute of Petroleum technology" payable at Rae bareli.
 - **For FDR**- In favour of "Director, Rajiv Gandhi Institute of Petroleum Technology, Rae bareli" payable at Rae bareli, Uttar Pradesh.
 - c) **Performance Security should remain valid at least for a period of 180 days beyond the date of completion of all contractual obligations of supplier.** Thereafter the security will be returned, provided there is no defect in the IT Equipment supplied.
 - d) **No interest will be payable** by the purchaser on the Performance Security deposited.
 - e) In case supplier fails to deliver the items within stipulated period or failed to provide satisfactory after sale service within the warranty period, the Performance Security submitted by the firm is liable to be forfeited.

8. Sealing and Marking of Bids-

- a) Earnest Money Deposit (EMD) should be sealed in a separate envelope **(ENVELOPE-ONE)** duly super scribed as EMD fee for Limited Tender No. RGIPT/RBL/IT Equipment-Laptop/2014-15/02.
- b) The **Techno-Commercial Bid (Part-I)** should be sealed in a separate envelope **(ENVELOPE-TWO)** duly super scribed as Techno-Commercial Bid for Limited Tender No. RGIPT/RBL/IT Equipment-Laptop/2014-15/02.
- c) The **Financial Bid (Part-II)** should be sealed in a separate envelope **(ENVELOPE-THREE)** duly super scribed as financial Bid for Limited Tender No. RGIPT/RBL/IT Equipment-Laptop/2014-15/02.
- d) These **THREE** separate sealed envelopes are to be put in a bigger envelope **(ENVELOPE-FOUR)**, which should also be sealed.

Each of these **FOUR** envelopes **MUST** be super-scribed with following details

Tender No. RGIPT/RBL/IT Equipment-Laptop/2014-15/02 Due Date-_____ and Time _____ Name & Complete address of the Firm/ Bidder at the bottom of the envelope

- e) **The following documents, each bearing signature (in ink) and seal of bidder, should to be enclosed with Techno-Commercial Bid (Part-I) in ENVELOPE-TWO -**
 - i) Checklist for Eligibility Criteria
 - ii) Bid Proposal Sheet
 - iii) Bidder's Statement
 - iv) Compliance in the Terms & Conditions of the Tender Document
 - v) Technical Compliance Statement of the Technical Specifications
 - vi) Bill of Material [**Note:** Prices should NOT be indicated in this envelope]
 - vii) Deviation Statement
 - viii) Manufacturer's Authorization Form (MAF)
 - (ix) Price Responsibility Certificate
 - (x) Declaration
 - (xi) Non-Blacklisting Declaration (on Rs. 100.00 Non-Judicial Stamp Paper duly notarized)
 - (xii) Copy of Firms Registration
 - (xiii) Copy of the PAN Card of the Firm
 - (xiv) Copy of TIN of the Firm
 - (xv) Copy of the Service Tax Registration of the Firm
 - (xvi) Audited Annual Accounts for last 3 years (2010-11, 2011-12, 2012-13) alongwith ITR.
 - (xvii) Purchase Order Copies of Central Govt. Premier Educational Institutes/ Central Universities/ Government Departments/ Research Organizations etc.
- f) **The following documents, each bearing signature (in ink) and seal of bidder, should to be enclosed with Financial Bid (Part-II) in ENVELOPE-THREE -**
 - (i) Financial Bid (Part-II) – Price Schedule Form

9. The bidders are requested to enclose only requisite and relevant data, which has been asked for in proper serial order with page number.
10. The bidders are not allowed to make addition and alteration in the tender document, any additions and alterations shall be at bidder's risk. Conditional/ modified tender are liable to be rejected.

GENERAL CONDITIONS OF CONTRACT (GCC)

1. Quotations must be submitted within the prescribed time. RGIPT, Rae bareli shall not be liable for postal delays. The incomplete tenders and the tenders received after the due date of submission will not be considered.
2. The rates quoted should remain firm for **120 days** from the last date of submission of the tender.
3. The Principal Manufacturer only should submit the quotation. However, if quotations are submitted by Authorized dealers/ distributors, it can be acceptable only in case they attach a latest and valid authorization letter of their principals indicating that they are authorized to quote on behalf of their principals and are fully equipped to render us after sale service during warranty and thereafter.
4. In case of Foreign Quote, the mode of dispatch should be by Air / Post Parcel. The approximate dimensions of the packages and weight of consignment are to be indicated.
5. In case of INR bids the price quoted should be on F.O.R., RGIPT, Rae bareli. Govt. Levies like excise duty, sales tax, octroi, WCT etc., if any, shall be paid at actual rates applicable on the date of delivery. Rates should be quoted accordingly giving the basic price, Excise Duty, VAT/ Central Sales Tax etc. **Please note that RGIPT, Rae bareli is exempted from payment of Central Excise duty vide Govt. Notification No.10/97-Central Excise dated 1st March, 1997.**
6. **Being an Educational and Research Institute RGIPT, Rae bareli is exempted from payment of Custom Duty vide Govt. Notification No.51/96-Customs dated 23rd July, 1996.**
7. For imported items the agency commission payable to Indian Agent may be indicated. Agency commission will be paid in INR after satisfactory commissioning and acceptance of the item.
8. **Eligibility Criteria for the Authorized Channel Partner -**
 - a) The Bidder should be an Authorized partner having a direct purchase and support agreement with the OEM.
 - b) A letter of Authorization from the principal specific to the tender should be enclosed (In the enclosed format).
 - c) The Bidder should have availability of service engineer and or a service center operating in or around Rae bareli. Communication address and telephone numbers for the same should be provided.
 - d) The Bidder should have an experience of supplying proposed IT Equipment, to reputed Indian organizations especially IITs/NITs/IITs/IISERs/ etc. The details of such supplies for the preceding three years should be given with details. Copies of "Purchase Orders" must be enclosed alongwith with the Techno-Commercial Bid.
 - e) The Bidder will have to submit an undertaking stating that they will NOT be outsourcing any work specified in this tender document to any other party.
9. **Criteria for the OEM of the product -**
 - a) The OEM of the IT Equipments being quoted by the bidder should have presence in India for more than 5 years.
 - b) OEM should have members participating in International Standard Bodies like ISO/IEC/EIA/TIA etc.
 - c) The Principal vendor should have local offices in India.

- d) The Principal of the bidder/ tenderer should have a 24 x 7 technical assistance center in India and the bidder must have service centers of their own in Northern India with engineers qualified to handle the repair & maintenance work.
10. The tenderer must quote warranty period of delivery of stores. The orders must be executed within stipulated date of delivery otherwise penalty clause is applicable.
 11. Part Shipment will NOT be allowed.
 12. The IT Equipment must be new.
 13. Indicate the names of the Indian reputed organizations where you have supplied the similar IT Equipment and may attach the satisfactory performance report of the IT Equipment from the users.
 14. **Delivery Period** : The required quantity of material have to be delivered and installed within ***10-12 weeks or as needed*** from the date of issue of the Purchase Order.
 15. **Inspection & Testing** – IT Equipment will be inspected by the Purchaser at his end. Goods rejected on inspection will be replaced by the supplier free of cost and all charges for collection and delivery of the same to the Purchaser will be to suppliers account.
 16. **Warranty** – Five-year (5-5-5) limited warranty delivers five years of on-site, next business day service for hardware parts and labor and includes free telephone support 24 x 7.
 17. **Quotations may also state the cost of Annual Maintenance Contract for 5 years, if applicable (in steps of one year) after warranty (Optional).** Service support in the form of maximum down time expected, penalty clauses, duration of support etc., should be provided with the Techno-Commercial Bid.
 18. **Installation & Commissioning** – After successful inspection and testing by the Purchaser, the IT Equipment shall be installed and commissioned at location specified by purchaser.
 - a) Installation, Commissioning and satisfactory demonstration of the whole systems should be free of cost.
 - b) **The Installation, Commissioning and Demonstration of the system should be completed within four weeks from the date of arrival of the items at RGIPT, Rae bareli.**
 - c) The entire responsibility of installation, integration and operational performance of the IT Equipment will be of the Bidder/ Tenderer.
 - d) At the time of installation and commissioning of the configuration, if it is found that some additional hardware accessories and/or IT Equipment items with licenses are required to complete the configuration to meet the operational performance requirement of the IT Equipments /items which are not included in your original list of deliverables then you are required to supply such items to ensure the completeness of the IT Equipment/machine at **No Extra Cost To RGIPT, Rae bareli.** Bidder/Tenderer should ensure completeness of the list of deliverables in the offer to avoid such discovery during installation, in strict consultation with respective OEMs.

19. Payment Term-

For Indigenous items: 90% payment shall be made against satisfactory delivery and balance 10% after successful installation & commissioning of the IT Equipment certified by the Indenter.

For imported items:

- (a) 100% payment shall be made only by Irrevocable Letter of Credit.

Out of which - 90% will be paid against submission of following documents:

1. Air way Bills- 2 copies
2. Packing List- 2 copies
3. Invoice for shipping- 4 copies

Balance 10 % will be paid after installation and acceptance of item by purchaser.

Foreign currency payment - LC will be open in the name of the principal. 90% payment will be released on receipt of above documents without any discrepancies through letter of credit and balance 10% will be paid after installation and acceptance of item.

Reimbursement of Expenses in Indian Rupees -Payment will be made after receipt/satisfactory installation, testing & commissioning of IT Equipment as certified by the Indenter. *The payment indigenous items, nominal custom duty, Custom Clearance, Insurance and transportation charges will be paid in Indian currency to Indian Agent on production of bill supported by documentary proof Verified by the Indenter after the installation of the IT Equipment.*

- Note.**
- I. All bank charges outside India shall be borne by the supplier.
 - II. LC will be opened on receipt of unconditional acceptance of purchase order.
 - III. Accepted term of payment shall be clearly indicated in Tender/ Offer document.

20. Penalty for delayed supply and installation

Time is the essence of the contract. If the successful bidder, on receipt of the supply order, fails to execute the order within the stipulated period, in full or part, RGIPT will recover liquidated damage from the firm at the rate of 0.5% percent of the value of undelivered goods per day or part thereof, subject to a maximum of 10% of the value of undelivered goods. In case of non-delivery RGIPT will have the option to arrange procurement of the required goods from any other source at the risk and expenses of the bidder.

Due consideration will be given to waive levy of penalty for the reasons absolutely beyond suppliers control for which documentary evidence will have to be provided. The request for extension in delivery giving reasons and supporting documents shall have to be made available within one month on completion of the supply, and no request to waive levy of penalty will be entertained / reviewed during the execution of order.

21. REPLACEMENTS OF GOODS BROKEN, DAMAGED OR SHORT-

If whole or part of the goods/ IT Equipment supplied against the order is found defective/ non-functional or without specification the supplier will have to replace the defective goods/IT Equipment to make IT Equipment operational within a reasonable time (not exceeding two months from the date of intimation to the supplier or the Indian Agent), failure to which the supplier will have to refund the full cost of the IT Equipment including freight, Insurance etc.

22. STATUTORY VARIATION-

Any statutory increase or decrease in the taxes and duties subsequent to the offer under this tender if it takes place within the original contractual delivery date will be to RGIPT account subject to the claim being supported by documentary evidence. No

increase due to such variation shall be allowed for the portion of the delivery after the original contractual delivery date. However, if any decrease takes place after the contractual delivery date, the advantage will have to be passed on to RGIPT.

23. RGIPT does not accept the printed conditions of any Tenderer. It will be ignored without any reference; hence tenderers should withdraw such printed conditions if they have any. ***RGIPT shall accept only unconditional tender.***
24. If technical deviations furnished by the Tenderer are not agreeable to RGIPT, the offers may be ignored. However it will be solely at discretion of RGIPT to consider the technical deviations OR not for considering the Tenderer. No correspondences of the Tenderer will be entertained in this matter.
25. In the event of any dispute arising out of the bid or from the resultant contract, the decision of the Director, RGIPT, Rae Bareli shall be final.
26. ***RGIPT, Rae bareli reserves the right to accept or reject any bid in part or full without assigning any reason whatsoever. The Institute will not hold any responsibility for postal loss or delay of any bid.***
27. **Jurisdiction -**
The disputes, legal matters, court matters, if any, shall be subject to Rae bareli Jurisdiction only.

Stores and Purchase Officer

RAJIV GANDHI INSTITUTE OF PETROLEUM TECHNOLOGY

RAE BARELI

**Tender No. RGIPT/RBL/IT Equipment-Laptop/2014-15/02
DATED 18.06.2014**

i)	Last date of receipt of tender	08.07.2014 (Tuesday)	03.30 pm
ii)	Opening of Techno-Commercial Bids	08.07.2014 (Tuesday)	04.30 pm
iii)	Opening of Financial Bid	At later date	

TECHNO-COMMERCIAL BID PART - I

TECHNO-COMMERCIAL BID (PART-I)

Techno-Commercial Bid (Part-I) will be the compilation of following documents, along with required supporting documents. No document in support of **minimum eligibility criteria** will be accepted / entertained after opening of tender.

Sl. No	Documents
1.	Cover letter by bidder (On the Letter Head of the Bidder)
2.	Format - A : Check List for Eligibility Criteria (On the Letter Head of the Bidder)
3.	Format - B : Bid Proposal Sheet (On the Letter Head of the Bidder)
4.	Annexure-1 : Bidders Statement (On the Letter Head of the Bidder)
5.	Annexure-2 : Compliance Statement of the Terms and Conditions for Tenders
6.	Annexure-3 : Technical Compliance Statement of bidder with reference Gas Chromatograph fitted with FID/TCD Module (On the Letter Head of the Bidder)
7.	Annexure-4 : BILL OF MATERIAL (BOM)
8.	Annexure-5 : DEVIATION STATEMENT
9.	Annexure-6 : MANUFACTURERS' AUTHORIZATION FORM (MAF)
10.	Annexure-7 : PRICE REASONABLE CERTIFICATE
11.	Annexure-8 : DECLARATION (On the Letter Head of the Bidder)
12.	Annexure-9 : NON-BLACKLISTING DECLARATION (On Rs.100.00 Non-Judicial Stamp Paper – Duly notarized)
13.	Copy of Firms Registration
14.	Copy of the PAN no. of the Firm
15.	Copy of the TIN no. of the Firm
16.	Copy of the Service Tax Registration No. of the Firm
17.	Supporting Document showing Annual Turnover for the last 3 years certified by the Chartered Accountant – Audited Annual Accounts for last 3 years (FY 2010-11, FY 2011-12, FY 2012-13) alongwith ITR.
18.	Purchase Order Copies of Central Govt. Premier Educational Institutes/ Central Universities/ Government Departments/ Research Organizations etc., during preceding THREE years, as on date of signing the bid. (Purchase Orders Copies must be enclosed)

[NOTE: The Techno-Commercial Bid (Part-I) must be submitted in an organized and structured manner. None of the documents/brochures/ leaflets etc. should be submitted in loose form.]

- **All the above mention documents should be signed and stamped by authorized person.**

**CHECK LIST FOR ELIGIBILITY CRITERIA
(ON THE LETTER HEAD OF THE BIDDER)**

Sl. No.	Particulars	To be filled by Bidder			
		Yes	No	N.A	Enclosure
1.	Enclose a copy, if registered with				
	a. NSIC				
	b. SSI				
	c. DGS & D				
2.	Required Earnest Money Deposit (EMD)				
3.	Format - A: Check List for Eligibility Criteria				
4.	Format - B: Bid Proposal Sheet				
5.	Annexure-1: Bidder's Statement (on the Letter head of the Bidder)				
6.	Annexure-2: Compliance Statement of the Terms & Conditions of the Tender				
7.	Annexure-3: Technical Compliance Statement				
8.	Annexure-4: Bill of Material (BOM)				
9.	Annexure-5: Deviation Statement				
10.	Annexure-6: Manufacturer's Authorization Form (MAF)				
11.	Annexure-7: Price Reasonability Certificate				
12.	Annexure-8: Declaration				
13.	Annexure-9: Non-Blacklisting Declaration (On Rs.100.00 Stamp Paper - duly notarized)				
14.	Copy of Firm's Registration				
15.	Copy of PAN No. of the Firm				
16.	Copy of the TIN. No. of the Firm				
17.	Copy of the Service Tax Registration No. of the Firm				
18.	Copy of last three years Audited Balance Sheets and statement showing turnover of last three years certified by the Chartered Accountant (FY 2010-11, FY 2011-12 & 2012-13)				
19.	Purchase Order Copies of Central Govt. Premier Educational Institutes/ Central Universities/ Government Departments/ Research Organizations etc. (for last three years)				
20.	All documentary proofs showing satisfaction of the eligibility criteria, as laid down in the Tender.				
21.	All prices quoted, for products and services, are valid for a period of 120 Calendar Days from the last date of submission of Bids.				
22.	The quoted prices should be FOR, RGIPT, Rae bareli inclusive of Packing, Forwarding, Freight/Cartage and Insurance Charges. The Institute is exempt from Excise/ Custom Duty vide Certificate No.-TU/V/RG-CDE(1083/2011 dated 02.12.2011 valid upto 31.08.2016. Please state applicable nominal excise/ custom duty as a separate item and also mention custom clearance charges and transportation charges and any other charges, if applicable.				
23.	In Financial Bid (Part-II) , all applicable taxes, duties etc. are mentioned, clearly & separately				
24.	The Bidder is registered with Ministry of Finance. <i>If the bidder is supplying the imported materials, he must be registered with Ministry of Finance.</i>				

25.	All relevant Technical Literature/Catalogue/Pamphlets/Technical Literature is attached along with Techno-Commercial Bid (Part-I) .				
26.	Please provide your Delivery Schedule , attached along with Techno-Commercial Bid (Part-I) , failing which your quotation will NOT be considered. The successful bidders are required to supply the good within prescribed delivery schedule from the date of Purchase Order.				
27.	In case of Becoming successful bidder, the bidder agrees to submit a Performance Bank Guarantee of 10% of the total cost of the Purchase order , as per the Purchase Order of RGIPT, Rae bareli, along with the Acceptance.				
28.	Liquidated Damages -The Bidder agrees that in case the IT Equipment/ accessories are not supplied within specified delivery period, or the installation and commissioning is delayed beyond the specified time, RGIPT will recover liquidated damage from the firm at the rate of 0.5% percent of the value of undelivered goods per day or part thereof, subject to a maximum of 10% of the value of undelivered goods. The same would deduct from the final payment.				
29.	The IT Equipment must be warranted against all manufacturing defects for the standard warranty period from the date of successful installation and acceptance. <u>In case, a part thereof or the whole IT Equipment is found defective, the same will have to be rectified/ replaced on free of charge basis without lapse of time.</u>				
30.	The Bidders agrees that all disputes, if arising related to this tender, shall be in Courts of Rae bareli.				
31.	The Bidder agrees that the RGIPT, Rae braeli reserves the right to reject lowest quotation or all the quotations or accept any quotation or part thereof without assigning any reason.				

Place:
Date:

Signature and seal of the
Manufacturer/ Authorized Dealer

**BID PROPOSAL SHEET
(ON THE LETTER HEAD OF THE BIDDER)**

To
Director
Rajiv Gandhi Institute of Petroleum Technology
Rae bareli, Uttar Pradesh

Subject: Supply and Installation of “**10 Nos. New Laptop**” at RGIPT, Rae bareli

Dear Sir,

We, the undersigned Tenderers, having read and examined in detail the specifications and scope of the work as specified in this document in respect of Supply and Installation of “**10 Nos. New Laptops**” at RGIPT, Rae bareli do hereby propose to supply the required products and services.

Tender No.				
EMD submitted			YES / NO (Please strike off whatever is not applicable)	
Amount	Mode	Date of Issue	Name of Bank	Valid up to
45768.00	Demand Draft			

- 1. PRICE AND VALIDITY:** All the prices mentioned in our proposal are in accordance with the terms as specified in bidding documents. All prices quoted by us for the products and services shall remain valid respectively for a period of **120 days** from the last date of submission of bids.
- 2. DEVIATIONS:** We declare that all the services shall be performed strictly in accordance with the Technical specifications mentioned in the Tender document. No Technical deviation will be acceptable and any technical deviation is liable to the rejection of tender.
- 3. BID PRICING:** We further declare that the prices stated in our proposal are in accordance with your Terms & Conditions in the bidding document. We further understand that the quantities as specified in this Tender may increase or decrease at the time of Award of Purchase Order as per the requirements of RGIPT, Rae bareli.
- 4. QUALIFYING DATA:** We confirm that we satisfy the qualifying criteria and have attached the requisite documents as documentary proofs. In case you require any further information/documentary proof in this regard during evaluation of our bid, we agree to furnish the same in time to your satisfaction.
- 5. CONTRACT PERFORMANCE SECURITY:** We hereby declare that in case the contract is awarded to us, we shall submit the **Performance Security** as per the guidelines defined in the chapter “Instructions to Bidders – Point No.7).
- 6. PAYMENT TERMS:** We hereby declare that in case the contract is awarded to us, we agree with payment terms specified in the tender documents.
- 7. CERTIFICATE AND DECLARATION:**
 - a) I/We certify that no addition/modification/alteration has been made in the Original Tender Document. If at any stage addition /modification /alteration is noticed in the Original Document, I/We will abide by the terms and conditions contained in the original tender document, failing which RGIPT, Rae bareli reserves the right to reject the

- tender and/or cancel the contract.
- b) It has been certified that all information provided in tender form is true and correct to the best of my knowledge and belief. We hereby declare that our proposal is made in good faith, without collusion or fraud. No forged /tampered document(s) are produced with tender form for gaining unlawful advantage. We understand that RGIPT, Rae bareli is authorized to make enquiry to establish the facts claimed and obtained confidential reports from clients.
 - c) In case it is established that any information provided by us is false / misleading or in the circumstances where it is found that we have made any wrong claims, we are liable for forfeiture of EMD and/or any penal action and other damages including withdrawal of all work /purchase orders being executed by us. Further RGIPT, Rae bareli is also authorized to blacklist our firm/company/agency and debar us in participating in any tender/bid in future.
 - d) I/We assure the Institute that neither I/We, nor any of my /our workers, will do any act which is improper/ illegal during the execution in case the tender is awarded to us.
 - e) I/We assure the Institute that I/We will NOT be outsourcing any work specified in the tender document, to any other firm.
 - f) Neither I/We, nor anybody on my/our behalf will indulge in any corrupt activities /practices in my /our dealing with the Institute.
 - g) Our Firm/Company/Agency are not been blacklisted or banned by any Govt. Department, PSU, University, Autonomous Institute or any other Govt. Organization.
 - h) I/We certify that, I have understood all the terms & conditions, and scope of work, as indicated in of the tender document, and hereby accept all the same completely.
 - i) I/We, further certify that I/We, possess all the statutory /non-statutory registrations, permissions, approvals, etc., from the Competent Authority for providing the requisite services,
 - j) We understand that you are not bound to accept the lowest or any bid you may receive.
 - k) I/We hereby declare that this tender on acceptance communicated by you shall constitute a valid and binding contract between us.

Signature and Seal of the Manufacturer/Authorized Dealer

**BIDDER'S STATEMENT
(ON THE LETTER HEAD OF THE BIDDER)**

(Note: Tenderer should submit documents in support of minimum eligibility criteria alongwith the tender. No document in support of minimum eligibility criteria will be accepted/ entertained after opening of tender. A list of all documents submitted alongwith the acceptance should be provided.)

1.	Name & Address of the Bidder		
2.	Website of Firm		
3.	Place & Year of the Firm's Incorporation		
4.	Registration No. (Copy to be enclosed)		
5.	Constitution of the firm (Pvt. Ltd., Public, Proprietary, Partnership)		
6.	Name of the Chief Executive of the firm		
7.	Permanent Account No. (Income Tax) (Attach Attested Copy)		
8.	Tax Identification No. (TIN) (Attach Attested Copy)		
9.	Service Tax Registration No. (Attach Attested Copy)		
10.	Annual Turnover for the last 3 Years (Please attach the Audited Balance Sheet)		
	2010-11 (Rs. in Lakhs)	2011-12 (Rs. in Lakhs)	2012-13 (Rs. in Lakhs)
	Rs.....	Rs.....	Rs.....
11.	Classification of Bidder		
	(i) Manufacturer		
	(ii) Authorized Dealer		
12.	Name and address of the contact person to whom all reference shall be made regarding this enquiry		
	(i) Name		
	(ii) Address		
	(iii) Telephone No.		
	(iv) Fax No.		
	(v) Mobile No.		
	(vi) E-mail		
13.	If Manufacturer - Pl. attach the certificate of Registration If Authorized Dealer/Distributor - Pl. attach relevant certificate		
14.	The Firm should not have been Black listed or banned by any Govt. Department, Government Organizations, IITs, NITs, IISERs, IIITs etc. A notarized certificate to this fact should be enclosed with Techno-Commercial Bid as per Annexure - 9		
15.	Are you an ISO Certified manufacturer? If so, please attach a copy of the certificate.		
16.	Delivery Period - Please specify the minimum time required to supply the item/ material from the date of receipt of the Purchase Order.		
17.	Give details of the major clients - Educational Institutes/ Universities, Government Departments,		

Research Organizations, to whom item/ material of same type have been supplied by the bidder during the last three years in the following format. (Purchase Order Copies must be enclosed)				
Sl.No.	Name & Address of the client with details - Name of the contact person, telephone no., Fax no., Email Id	Name & quantity of the items sold	Purchase Order No. & Date	Amount
1				
2				
3				
4				
5				
(If the space provided is insufficient, a separate sheet may be attached)				
18.	Additional Information, if any (Attach Separate Sheet, If required)			

Signature and Seal of the
Manufacturer/Authorized
Dealer

**COMPLIANCE STATEMENT OF THE TERMS AND CONDITIONS FOR TENDERS
(ON THE LETTER HEAD OF THE BIDDER)**

Sl. No.	Item	Compliance Statement/
1.	The Tenders submitted after the due date and time shall be rejected. Your quotation must be neat and clean duly signed by authorized signatories. No erasure or alteration must appear in the quotation.	
2.	ELIGIBILITY CRITERIA: Documentary proofs showing satisfaction of the eligibility criteria laid down in the Tender document must be attached.	
3.	PRICES: The prices should be quoted in Indian Rupees. Please note that RGIPT, Rae bareli is an educational institution and is availing custom duty exemption in terms of Government Notification No. 51/96-Customs dated 23 rd July 1996 and Central Excise Duty Exemption in terms of Government Notification No. 10/97-Central Excise dated 1 st March 1997 as amended from time to time. And the relevant certificate will be provided at the time of Custom Clearance. The quoted prices should be FOR, RGIPT Rae bareli inclusive of Packing, Forwarding, Freight/Cartage and insurance charges.	
4.	LITERATURE: The Catalogue/Pamphlets/ Technical Literature and Instruction Manual must be attached along with your quotation.	
5.	TAXES/DUTY/ETC.: All applicable taxes, duties etc should be clearly and separately mentioned in the financial bid. If taxes are not mentioned it would be assumed that the rates quoted are inclusive of taxes.	
6.	DELIVERY SCHEDULE: The successful bidders are required to supply the goods within prescribed delivery schedule from the date of our order. Please quote your <u>delivery schedule</u> clearly failing which your quotation will NOT be considered.	
7.	VALIDITY OF PRICES: All prices quoted for products and services shall remain valid for a period of 120 calendar days from the last date of submission of bids. No upward change in prices and changes in terms and conditions will be permitted.	
8.	PERFORMANCE SECURITY: Once the Purchase Order is raised in the name of the successful bidder, a performance security must be provided as per the guidelines provided in the chapter "Instructions to Bidders – Point No.7.	
9.	INSTALLATION AND COMMISIOING: Complete installation and commissioning work will be carried out by the Technical Expert of the supplier up to the satisfaction of RGIPT, Rae bareli. Time required for installation and commissioning shall be indicated in the quotation.	
10.	ADDITIONAL PURCHASE/WORK ORDER: RGIPT, Rae bareli in case of the requirements may also place repeat purchase order/work order on the company, within 06 months of its initial purchase order, but only after the satisfactory execution of the initial purchase order. In such cases, we shall accept and execute all the purchase/work order placed on us by RGIPT, Rae bareli.	

11.	WARRANTY: The IT Equipment must be warranted against all manufacturing defects for the standard warranty period from the date of successful installation and acceptance. In case, a part thereof or the whole IT Equipment is found defective the same will have to be rectified/replaced on free of charge basis without laps of time. In case the IT Equipment are not repaired/replaced within the "Service" Time quoted suitable action may be taken by the RGIPT, Rae bareli.	
12.	ARBRITATOR: All disputes arising out of this shall be referred to a mutually appointed arbitrator. His award shall be final and binding on both the parties to the dispute. All suits in respect of this shall be in courts of Rae bareli.	
13.	Purchasers RIGHT: The RGIPT Rae bareli reserves the right to reject lowest quotation or all the quotations or accept any quotation or part thereof without assigning any reason.	

Signature and Seal of the
Manufacturer/ Authorized
Dealer

Technical Compliance Statement for Laptops

<u>Technical Specifications</u>		<u>Comply (or) Not Comply</u>
Intel® Core™ i5-4300U (Up to 3.00 GHz, 3MB L3, 1600 MHz FSB)		
Mobile Intel QM87 Chipset		
Intel® HD Graphics 4600 with docking connector		
Docking Station (Make OEM make as Laptop)		
8 GB (2x4) 1600MHz DDR3 SD RAM		
SSD: 500 GB SSD Hard Drive		
720p HD face-tracking technology, low light sensitive webcam		
2 SODIMM Memory Slot		
Power Backup Up to 6 hours on full HD playback		
Power Bridge 6-cell Long Life Battery		
14 - 15.6 inch HD + anti-glare display		
Energy Star Qualified Configurations Available		
21.5 to 23.5 inches LED Monitor (Make OEM make as Laptop)		
USB Business Keyboard & Mouse		
5 Year Accidental Damage Service	a. Laptop	
Five Year (5-5-5) limited warranty delivers five Years of on-site, next business day service for Hardware parts and labor and includes free Telephone support 24 x 7	a. Laptop b. Laptop Battery c. Docking Station d. Monitor	
Three Year (3-3-3) limited warranty delivers Three Years of on-site, next business day service for Hardware parts and labor and includes free Telephone support 24 x 7	a. Keyboard b. Mouse	

Place:

Date:

Signature and seal of the
Manufacturer/ Authorized Dealer

**BILL OF MATERIAL (BOM)
(ON THE LETTER HEAD OF THE BIDDER)**

Name of IT Equipment: 10 Nos. New Laptops

S. No	Item	Unit	Qty	Compliance (Yes/No)
1		Nos.		
2		Nos.		
3		Nos.		
4		Nos.		
5		Nos.		
6				

(A.) Warranty Details for IT Equipment and accessories:

(B.) Period of Delivery for IT Equipment and accessories:

Signature and Seal of the
Manufacturer/Authorized
Dealer

**DEVIATION STATEMENT
(ON THE LETTER HEAD OF THE BIDDER)**

The following are the particulars of deviations from the requirements of the tender specifications:

CLAUSE	DEVIATION	REMARKS (including justification)

[**NOTE:** Where there is no deviation, the statement should be returned duly signed with an endorsement indicating "No Deviations".]

Place:

Date:

Signature and seal of the
Manufacturer/Bidder

**MANUFACTURERS' AUTHORIZATION FORM (MAF)
(ON THE LETTER HEAD OF THE BIDDER)**

[NOTE: The Bidder shall require the Manufacturer to fill in this Form in accordance with the instructions indicated. This letter of authorization should be **on the letterhead of the Manufacturer** and should be signed by a person with the proper authority to sign documents that are binding on the Manufacturer. It should be included by the Bidder in its bid]

No. Dated

Date: **[insert date (as day, month and year) of Bid Submission]**

Tender No.: **[insert number from Invitation for Bids]**

To,
Director
Rajiv Gandhi Institute of Petroleum Technology
Ratapur Chowk
Rae bareli – 229316, Uttar Pradesh

WHEREAS

We **[insert complete name of Manufacturer]**, who are official manufacturers of **[insert type of goods manufactured]**, having factories at **[insert full address of Manufacturers factories]**, do hereby authorize **[insert complete name of Bidder]** to submit a bid the purpose of which is to provide the following Goods, manufactured by us **[insert name and or brief description of the Goods]**, and to subsequently negotiate and sign the Contract.

We hereby extend our full guarantee and warranty in accordance with Clause 16 & 17 of the General Conditions of Contract, with respect to the Goods offered by the above firm.

Signed: **[insert signature(s) of authorized representative(s) of the Manufacturer]**

Name: **[insert complete name(s) of authorized representative(s) of the Manufacturer]**

Title/Designation: **[insert title]**

Duly authorized to sign this Authorization on behalf of: **[insert complete name of Bidder]**

Dated on _____ day of _____, _____ **[insert date of signing]**

Yours faithfully,

(Name of manufacturers)

**PRICE REASONABILITY CERTIFICATE
(ON THE LETTER HEAD OF THE BIDDER)**

It is certified that the rates quoted against Tender No. datedfor the items vide our Quotation No.datedare exclusively for supply to ACADEMIC and RESEARCH Institutions and are not more than as charged to other Govt. /PSU's for similar supplies made in recent past. If they have been approved by the Director, RGIPT and if at any stage it has been found that the quoted rates are higher than the rates applicable to supply to Government then in such condition RGIPT, Rae bareli, will have the right to cancel the approved rates and to take legal action against the tenderer.

Yours faithfully,

(Name of manufacturers)

(Signature with date) (Name and designation)

Duly authorized to sign tender for and on behalf of

DECLARATION
(On Company's Letter Head)

1. I, _____ Son/ Daughter of Shri _____ Proprietor/
Partner/CEO/MD/Director/Authorized Signatory of M/s _____ am
competent to sign this tender document.
2. I have carefully read and understood all the terms and conditions of the tender and hereby
convey my acceptance of the same.
3. The information/ documents furnished along with the above application are true and
authentic to the best of my knowledge and belief.
4. I/ we/ am are well aware of the fact that furnishing of any false information/ fabricated
document would lead to rejection of my tender at any stage besides liabilities towards
prosecution under appropriate law.
5. Each page of the tender document and papers submitted by my Company is authenticated,
sealed and signed, and I take full responsibility for the entire documents submitted.

Date: -----
Place: -----

Signature of the Authorized Person

Full Name: -----
Company Seal: -----

CERTIFICATE & DECLARATION

It has been certified that all information provided in tender form is true and correct to the best of my knowledge and belief. No forged / tampered document(s) are produced with tender form for gaining unlawful advantage. We understand that RGIPT, Rae bareli is authorized to make enquiry to establish the facts claimed and obtain confidential reports from clients.

In case it is established that any information provided by us is false / misleading or in the circumstances where it is found that we have made any wrong claims, we are liable for forfeiture of EMD and or any penal action and other damages including withdrawal of all work / purchase orders being executed by us. **Further RGIPT, Rae bareli is also authorized to blacklist our firm/company/agency and debar us in participating in any tender/bid in future.**

I / We assure the Institute that neither I / We nor any of my / our workers will do any act/s which are improper / illegal during the execution in case the tender is awarded to us.

Neither I / We nor anybody on my / our behalf will indulge in any corrupt activities / practices in my / our dealing with the Institute.

Our Firm/ Company/ Agency is not been blacklisted or banned by any Govt. Department, PSU, University, Autonomous Institute or Any other Govt. Organization.

Date

Signature of the Tenderer

Place

Stamp

Note: This certificate should be executed on duly notarized ₹ 100/- Non Judicial Stamp Paper.

SCOPE OF WORK

The work includes the following –

1. The supply and installation of IT Equipment with accessories.
2. Testing of IT Equipment
3. To provide, one copy of following documentation (on CD/DVD and printed manual, both)
 - i) Installation Manual
 - ii) Operating Manual and
 - iii) Service Manual
4. Any other work required for IT Equipment making functional upto the satisfaction of Incharge, IT Department, RGIPT, Rae bareli.

Signature with date and seal of the
Manufacturer/ Authorized Dealer

RAJIV GANDHI INSTITUTE OF PETROLEUM TECHNOLOGY

RAE BARELI

**Tender No. RGIPT/RBL/ITEquipment-Laptop/2014-15/02
DATED 18.06.2014**

iv)	Last date of receipt of tender	08.07.2014 (Tuesday)	03.30 pm
v)	Opening of Techno-Commercial Bids	18.07.2014 (Tuesday)	04.30 pm
vi)	Opening of Financial Bid	At later date	

FINANCIAL BID PART - II

FINANCIAL BID – 10 Nos. LAPTOPS
(To be submitted in a separate sealed envelope)

Enquiry No. _____

Supply of: _____

Currency: _____

Sl. No	Description of IT Equipment	Quantity	Rate Quoted per Unit	Total Amount
1.	Laptops As per the technical specifications defined in the tender document	10		
	Sub Total			
	Discount Offered			
	Discounted Price			
	Taxes & Duties and Freight & Cartage (if any) Defined separately			
	Net Price Offered (in Fig. and words) (FOR Rae bareli)			
	Optional Items, If Any (FOR, Rae bareli)			

Note-

1. The above price should be FOR, Institute (In either the cases, whether foreign Currency Bid or Indian Currency Bid) (RGIPT, Rae bareli).
2. *Please indicate basic price, discount offered, Taxes, Duties, transportation charges etc. separately.*
3. *Price of Optional items and accessories shall be quoted separately.*

4. **In case the price quoted in Foreign Currency (Other than INR), for the purpose of comparison the Exchange Rate prevailing on the date of opening of Financial Bid will be considered.**

For bid in foreign currency, the prices upto New Delhi Airport (CIF, New Delhi) must be given in foreign currency in the Financial Bid and from New Delhi Airport to RGIPT, Rae bareli must be given in Indian Rupees (For Custom Duty (If any against DSIR Certificate), Clearances Charges, delivery charges, taxes etc.). And the amount in Indian Rupees will be paid to Authorized Dealer of the Principal's in India after the installation & commissioning of the equipment on production of supporting documents verified by the Indenter.

And payment terms will be applicable as defined in the tender document.

5. The above prices are valid for 120 days after the opening of Financial Bid.

Date

Signature of the Tenderer

Place

Stamp