



Ravenshaw University Cuttack

TENDER FOR THE SUPPLY OF IT EQUIPMENTS FOR DEPT OF HHA, RAVENSHAW UNIVERSITY

TENDER NO:4137

Date: 01/11/2011

Sealed Tenders are hereby invited from reputed dealers for IT equipments by Ravenshaw University, Cuttack for supply of following items.

IT equipment and teaching aid

- | | | |
|------------------------------|---|---------|
| 1. Branded Desktop Computers | : | 11 Nos. |
| 2. Branded Laptop | : | 01 No |
| 3. Laser Printer (MFP) | : | 01 No |
| 4. Projector with Screen | : | 01 No |
| 5. Photocopier | : | 01 No |
| 6. Internet wiring | : | 11 Nos |

Tender documents including specifications of the above items can be obtained from the University Website i.e. **www.ravenshawuniversity.ac.in**. The Tenderers should submit the completed documents along with a Bank Draft drawn in favour of the "Ravenshaw University" payable at Cuttack for Rs.500/- as the non-refundable tender fee.

The Tenders should be accompanied with EMD, 2% of the quoted value (refundable) of equipment on the tender documents in the form of Demand Draft drawn in favour of "Ravenshaw University" payable at Cuttack.

Tenders marked as "**Tender for the supply of IT Equipments for Dept of HHA**" corner of the envelope should reach the Ravenshaw University, Cuttack on or before **15 November 2011**.

Sd/-
Registrar
Ravenshaw University



Ravenshaw University Cuttack

Terms & Conditions:

1. The Quotation paper, filled in every respect must reach the undersigned with copies of relevant documents **on or before 15 November 2011 by 03.00 PM** by Speed Registered / Courier post.
2. This is a two bid tender. The Bidders are requested to submit the Technical Bids and Price Bids separately in two different covers. Each cover should be earmarked as to know the contents within as either "Technical Offer" or "Price Offer". Both these covers should be placed in a third cover super scribed as "**Tender for the supply of IT Equipments for Dept of HHA, TENDER NO. 4137**". If Tenderers so desire, they may personally deposit tenders in the "Tender Box" available with Development Officer at the administrative office (Room No.09) of Ravenshaw University, Cuttack.
3. Quotation of the bidders, who qualify for the Technical bid, will be eligible for Commercial comparison. The bidders who do not qualify Technical bid, will have their quotation rejected.
4. Copies of the credibility certificates and valid authorization certificates of various relevant products must be enclosed with the quotation.
5. The firm is required to enclose copies of its current valid VAT Clearance Certificates and PAN Certificate with the quotations.
6. In case of negligence of the firm, the undersigned reserves the right to cancel the order and actions may be initiated as deemed fit against the firm.
7. The quoted prices must be according to concessional rates and taxes applicable for educational institutions.
8. All Tenderers will be evaluated and compared on the basis of the following order :
 - I. Compliance with the Instructions/General Conditions of the Tender.



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- II. Conformity with the Specifications.
 - III. Proof of ability.
 - IV. Delivery Period.
 - V. Guarantee/ Warranty, expiry period offered.
 - VI. Quality.
 - VII. Price.
 - VIII. Past experience.
 - IX. Authorization letter from Manufacturer
9. The following Documents should accompany the Tender.
- I. Tender duly completed and signed
 - II. Specifications
 - III. Bidding data sheets/Offer sheets duly completed and signed.
 - IV. Tender Fee.
 - V. EMD as applicable
 - VI. Copy of VAT and CST Registration.
 - VII. Certificate of Incorporation/Business Registration.
 - VIII. All other documents as mentioned in the term and condition.
 - IX. Authorization letter from Manufacturer
10. Service Tax may be charged against as per the rules applied to an educational institution.
11. Any dispute arising out of the transaction shall be subjected to the jurisdiction of Orissa High Court, Cuttack only.
12. The Quotationer is required to submit the Quotation papers filled in, with other supportive documents, failing which, they may be rejected.
13. The undersigned reserves the right to reject any or all quotations received without assigning any reason thereof.



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N.B:- Incomplete data in any respect is liable for rejection.

Registrar
Ravenshaw University



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Tender No. 4137

Dt. 01.11.2011

1. Name of the Firm :

2. Address :

3. Phone No :

4. Contact Person :
with mobile

5. PAN (copy enclose) :

6. TIN (copy enclose) :

7. Tender Fee Details :

Declaration:

We do hereby declare that, we have gone through the details of the technical specifications and other terms and conditions mentioned in the Tender Paper received against the Tender No. 4137 Date.01.11.2011 and will abide by them.

Authorised Signatory with Seal & Date
On behalf of the Firm.