

INDIRA GANDHI INSTITUTE OF TECHNOLOGY

(An Autonomous Institute of Govt.of Odisha)

AT/PO-IGIT,SARANG,DIST-DHENKENAL-759146,ODISHA

TENDER FOR SUPPLY DESKTOP COMPUTERS TO CENTRAL LIBRARY,IGIT,SARANG

TERMS & CONDITIONS

1. Reputed Suppliers having experience in supplying Desktop Computers Can participate in this tender process.
2. Tender document costing Rs.1000/-(non refundable) can be downloaded from IGIT website www.igitsarang.ac.in .
3. The tenderer should submit their tenders in a sealed cover, addressed to “The principal IGIT, Sarang, Dhenkanal-759146,Odisha”through speed post/Registered post (hand delivery is not allowed) and the corresponding postal address of the tenderers should also be mentioned on the cover of the sealed tender. Each tenderer must enclose the copy of demand draft in support of purchase of tender paper or a Bank Draft of Rs.1000/- when the tender form would be downloaded from the website as the case may be. The DD is to drawn in favour of “**the principal IGIT, Sarang**”. The sealed tender will be received by the undersigned on or before **08/01/2020 up to 4.00 PM. The technical bid** will be opened on **09.01.2020 at 11.00 AM and financial bid will be opened on 10.01.2020 at 11.00 AM** in presence of the tenderers or their authorized representatives who should be present at the place as per scheduled date and time. If the tenderers or their authorized representatives fail to turn-up at the time of opening of the tenders, it will not be bar for the authority to open the tender. Tender received beyond the scheduled date and time will not be taken into consideration and will be rejected. Any deviation in the scheduled date of opening of the tender will be intimated to the tenderers through their postal address given by them on the cover of the sealed tender.
4. The tenderers should furnish the Xerox copy of PAN Card along with their tender.
5. Delivery of materials to Central library, IGIT, Sarang, Dhenkanal-759146,Odisha.
6. The tenderers should mention the period/time required for supply of materials from the date of purchase order, if not supplied within the stipulated period will be treated as cancelled in case of extension of supply duration, will be decided by the authority /authorized committee.
7. Tender is valid up to 31/03/2019 from the date of approval.

8. The authority / committee reserve the right to accept in full or part or reject any or all the tenders without assigning any reasons thereof. The authority/ committee is not bound to accept the lowest rates of tenders. The technical aspects will be taken in to consideration.

9. The tenderer shall furnish the following documents along with the tender which are to be reflected in the forwarding letter.

A. Demand Draft towards the cost of the tender paper.

B. Photocopy of the PAN Card.

C. Photocopy of the GST Registration Certificate

F. The bidder should submit EMD amounting to Rs.10,000/- in shape of D.D. payable at, Principal, IGIT,Sarang

H. Income Tax return for last 3 years with PAN No.

10. The product description is enclosed herewith in separate pages.

11. The authority will carry no responsibility for receipt of the tender paper beyond the stipulated last date for submission due to postal delay.

12. All the documents are to be kept in a sealed envelope marked 'Envelope A'. The EMD amount is not to be disclosed and the DD in this regard is to be enclosed in a separate envelope and kept inside Envelope A. The price bid document is to be kept in another sealed envelope marked as 'Envelope B'. Both envelope A & envelope B are to be kept in another sealed envelope – marked as 'Envelope C'. The Envelope C is to be superscripted as "TENDER FOR SUPPLY OF COMPUTERS TO THE CENTRAL LIBRARY of IGIT, SARANG

13. Any dispute is subject to Cuttack jurisdiction only.

TECHNICAL BID

Tenderer's reference No. _____ date _____

1. Name of the Applicant: _____

2. Address : _____

3. Tel. No. _____ Fax No.: _____

Mobile No.: _____ e-mail: _____

4. Particulars of Demand Draft:

DD Number & Date of Issuing Bank

Earnest Money

Deposit(EMD)

5. Proforma for submitting the Technical Bid

i. Name of the Company/Firm _____

ii. Address of the Company/Firm _____

iii. Nominated Contact Person (along with his/her profile and work experience)

Documents/certificates from the appropriate authority are to be attached in support of the statements.

Name & Signature of the Authorized Signatory
of the Company/Firm

FINANCIAL BID

PRODUCT DESCRIPTION(HP MAKE)	TOTAL COST OF DESKTOP
Core i5/8 th generation processor Integrated graphics 8GB RAM,1TB HDD Windows 10 and MS Office preloaded(included) 19.5" Moniter USB 3.0 Wifi and Bluetooth DVD W/R Wired keyboard and Mouse UPS-APC/V-Guard Warranty-03 years	

Name & Signature of the Authorized Signatory of the Company/Firm

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AT/PO-IGIT, SARANG, DIST-DHENKHAL-759146, ODISHA

No.IGIT/LIB-

Dt.21/12/2019

TENDER NOTICE

Sealed tenders are invited from the Reputed Suppliers having experience in supplying Desktop computers with valid TIN/SRIN/VAT/GST NO/IT RETURN(Last three years) and PAN for supply of computers. Interest parties may apply in the prescribed tender document which can be available in the institute website www.igitsarang.ac.in along with non-refundable fees of 1,000/-(rupees one thousand) only in shape of account payee demand draft in favour of "PRINCIPAL,INDIRA GANDHI INSTITUTE OF TECHNOLOGY,SARANG" payable at SBI,IGIT,Sarang from any nationalized bank.

Last date of receipt of tender paper: **08/01/2020 up to 4.00pm**

REGISTRAR

Memo.No.IGIT/LIB-

Dt.21/12/2019

Copy to:-

- 1) Managing Director, Sobhagya Advertising Service, Sobhagya House,179, Saheed Nagar, Bhubaneswar-751007 with a request to publish in daily News paper SAMAJ and SAMBAD in one issue.
- 2) Mr. Gaurab Ghosh, Asst. Prof. & Prof. in-charge Institute website for kind information. He is requested to make it to display in the institute website along with the details of tender documents.
- 3) Accounts officer for information and necessary action.

REGISTRAR