



राष्ट्रीय प्रौद्योगिकी संस्थान रायपुर
NATIONAL INSTITUTE OF TECHNOLOGY RAIPUR
(An Institute of National Importance)
G.E. Road, Raipur – 492010 (CG),

Phone: (0771) 2252700
Fax: (0771) 2253104
Email: registrar@nitrr.ac.in
Website: www.nitrr.ac.in

Open Tender Enquiry for Card Printer & Barcode Scanner (Single Bid System)

Department: **Central Library.**

Enquiry NITRR/Central Store/LB/OT/2015/937

Date: 01/07/2015

To

Important Dates

Event	Date	Time
Last Date of submission of quotation	24/07/2015	Up to 03:00
Bid Opening date	24/07/2015	At 03:30

Dear Sir,

We intend to purchase the commodities specified in this document and invite quotations in accordance with the terms and conditions detailed in the bid document. If you are interested, kindly send your offer with prices and complete terms within the time mentioned above.

Please send your quotation to:

REGISTRAR
NATIONAL INSTITUTE OF TECHNOLOGY RAIPUR
G. E. ROAD, RAIPUR – 492 010, CHHATTISGARH

Yours sincerely,

-Sd-

Registrar

National Institute of Technology,
Raipur

Enclosed:

- (1) Instruction to bidder - containing General terms and conditions.
- (2) List of Items with the specification - Annexure 1
- (3) Bidder information & check list – Annexure 2
- (4) Price Bid Format- Annexure 3

General Terms & Conditions of The BID Enquiry

1. Please go through the instruction contained in this document carefully for bidding instructions.
2. For clarifications if any, please mail to asstreg.str@nitrr.ac.in
3. Please submit the Demand Draft of Rs. 500/- towards Tender fee not refundable (in favor of Director NIT Raipur, Demand Draft should not be dated prior to the date of advertisement. Separate request letter and separate Demand Draft shall be sent for each tender document.) in a separate cover along with a covering letter duly marked on the cover "Tender fee in respect of Tender No". please note carefully that; **Quotations received without tender fee will not be considered.**
4. The bid should remain valid for a period of **180 days** from the date of opening. In case your offer has a different validity period that should be clearly mentioned in the quotation. Validity period may also be extended without change in bid prices, if required on mutually agreed basis only.
5. **The price of the goods quoted should be FOR NIT RAIPUR** inclusive of all taxes(Custom duty/Excise duty, VAT/ST, etc), packing ,forwarding , insurance and other local services required for delivering the goods at NIT Raipur.
6. **Bid in sealed envelop should be addressed to Registrar NIT RAIPUR and top of the envelop should be super scribed with (Tender No/ Department and due date of opening.)**
7. Drop the quotation/bid in the Tender Box kept in the office of Registrar, NIT Raipur in normal working day that is Monday to Friday (working hours 10 AM to 5 PM) of the Institute. Please do not hand over the quotation to any person by hand.
8. **Excise Duty/Custom duty:** The NIT Raipur have Excise Duty/Custom duty exemption certificate.
9. **VAT/CST:** The Institute is not authorized to give C or D form. CST or VAT should be charged according to applicable rates.
10. **Entry Tax:** The State of Chhattisgarh may charges entry tax on all goods entering the State. Please include it in your quotation as a separate item. Entry Tax will be reimbursed on production of proof of payment.
11. **Bid Security (BS)/(Earnest Money, EMD)** The Bidder/Tenderer shall furnish, as part of its bid, a bid security (BS) of **the amount 3 % of gross value of offered items** only. The bid security shall be in Indian Rupees. The bid security shall be in one of the following forms at the Bidder/Tenderers' option:
 - a. A Banker's cheque or demand draft in favour of the Director, NIT Raipur.
 - b. FDR in favour of the Director, NIT Raipur
12. The bid security should be submitted in its original form. Copies shall not be accepted.
13. *Any bid without EMD or bid not secured in accordance with above will be rejected by the Institute as non- responsive.*
14. The bidders should quote their offer / rates in clear terms without ambiguity.
15. The rates should be quoted both in figures and words and legibly written without any over-writings. In case of any correction, the same must be attested by the bidder with full signature. However, no over-writing is permissible.
16. In case of any discrepancy between the rates in figures and that in words, the rate in words will be accepted as correct.

17. Each bidder shall submit only one bid. A bidder, who submits more than one bid, shall be disqualified and considered non-responsive.
18. The bidder has to sign in full at all pages of the bidding document
19. The Bidder/Tenderer shall indicate **unit prices in the prescribed format only**.
20. The bid security of unsuccessful Bidder/Tenderer will be discharged /returned as promptly as possible but not later than 30 days after the expiration of the period of bid validity or placement of order whichever is later
21. The successful Bidder/Tenderer's bid security will be discharged normally with in 30 days after the completion supply order.
22. **Delivery period:** Delivery should be made within **60 days** from the date of placement of the order of goods.
23. **Delayed delivery:** In case of delayed delivery of the goods a penalty **4% per month or part there of subject to maximum of 5 % will be recovered from the firm of the value of undelivered goods. Request for extension in delivery period should be made before the last date of supply as mentioned in Purchase Order.**
24. **Non delivery beyond extended period:** If the bidder fails to execute the order within the delivery period as mentioned above the order will be cancelled and EMD will be forfeited by the institute. In case of incomplete supply of items even in extended period, EMD will be forfeited and payment of the supplied items will be released after recovering the penalty for delay in delivery of goods.
25. The bidder need to submit the following certificates along with the Tender Documents to confirm their eligibility in this part :
 - i. Proof of establishment of Firms/shop/business/ manufacturing unit etc.
 - ii. The Sales Tax/Commercial Tax/Service tax certificate should be enclosed as per the applicability.
 - iii. The bidder should enclose Photocopy of PAN card issued in the name of the bidder's firm/ in the name of proprietor in case of proprietorship firm.
26. All damaged or unapproved goods shall be returned at suppliers cost and risk and the incidental expenses incurred thereon shall be recovered from the supplier. Damaged or unapproved goods, if found shall be replaced within 45 days on receipt of the intimation from this office at the cost and risk of supplier including all other charges.
27. *Payment for Goods shall normally be made in Indian Rupees, as follows: 100% payment will be made through account payee cheque or Draft/ online Transfer using RTGS to the Supplier normally within thirty (30) days after the complete supply of goods as per the terms & conditions contained in these documents.*
28. Any disputes arising out of this enquiry shall be dealt in the Raipur jurisdiction.
29. Bidder has to sign all the pages of this tender and enclose it with the bid.

-Sd-
Registrar
NIT-Raipur

Item with Technical Specification

Sr. No.	Name of Item	Quantity	Unit Rate In Rs.(Including all Taxes & F.O.R. Basis)	Total Amount
1.	Card Printer with dual side printing integration with LIBSYS7 Integrated Library Management Software, 300 dpi, both print ribbon option i.e. EZ & ECO, USB interface, optional Ethernet with internal print server, 32 MB RAM, print speed 6 or 8 seconds per card.	01		
2.	Barcode Scanner with 330 scans per second, 2500 pixels, Depth of field up to 300 mm	01		
3.	White Printable PVC RFID Patron Smart Cards 1024 bits memory to work on LIBSYS Software	01		
4.	Printer Ribbon (Full Color)	01		

- 1. Proof of registration of the firm:**
- 2. Authorisation certificate of delership:**
- 3. PAN card in Firm's name:** (Incase of Proprietership firm ,PAN of Propriter will be valid)
- 4. Sales tax certificate:**
- 5. Commercial tax certificate:**
- 6. Service tax certificate:**
- 7. Proof of registration with any central govt . organisation :**

Signature of Bidder

Annexure-3

Price Bid Format: Price Schedule for Goods Being Offered in INR
(Separate form to be used for each item offered)

Name of the Bidder/Tenderer:

Name & Model No of offered good:

Tender No.:

S. No.	Details	Price per Unit in INR
1	Ex-works, Ex-warehouse, Ex-show room off the shelf price (inclusive of all taxes already paid)	
2	VAT & other taxes like excise duty* payable, if contract is awarded	
3	Packing & forwarding up to station of dispatch, if any	
4	Charges for inland transportation, insurance to ultimate destination i.e. NIT, Raipur, if any	
5	Installation, Commissioning and training Charges, If any	
6.	Any other charges (Please specify)	
Total Price (Sum of S. No 1 to 5) FOR NIT RAIPUR		

**** NIT Raipur have custom/exsices exemption certificate.**

Total Bid price in Indian currency_____

In words:_____

Name_____

Business Address

Note:

(a) The cost of optional items shall be indicated separately.

Signature of Bidder

