**ODISHA UNIVERSITY OF TECHNOLOGY AND RESEARCH**

**(Formerly College of Engineering & Technology, Bhubaneswar)**

**Techno Campus, Ghatikia, P.O.-MahalaxmiVihar**

**BHUBANESWAR-751029 ODISHA, INDIA**

**No. 2493(02)/OUTR Date:26/11/2021**

**Tender Call Notice**

Sealed Tenders are invited from reputed Original Manufacturers/Authorized Dealers, for the supply, installation and testing of a **HP Workstation Computer** for the Department of Biotechnology of the college, details of which are available in the tender papers. The tenderers must possess valid up-to-date GST/income tax clearance etc. The last date of submission of tender is **20/12/2021 by 4.00 PM** and will be opened on **21/12/2021 at 3.00 PM.** The sealed tender will be received by **Speed Post/Registered Post** only. No hand delivery or courier is acceptable. Tender received after the scheduled date and time will not be considered. The authority is not responsible for any postal delay. The authority reserves the right to cancel the bids without assigning any reason thereof. More details are available at our institute website: **www.*cet.edu.in***.

**Sd/-**

**Officer on Special Duty**

**BID PARTICULARS AND INSTRUCTIONS OF TENDER NOTICE**

**FOR**

**SUPPLY, INSTALLATION AND TESTINGOF**

**WORKSTATION COMPUTER**

**FOR**

**THE DEPARTMENT OF BIOTECHNOLOGY**

**ODISHA UNIVERSITY OF TECHNOLOGY AND RESEARCH**

**(Formerly College of Engineering & Technology, Bhubaneswar)**

**Techno Campus, Ghatikia, P.O.-MahalaxmiVihar**

**BHUBANESWAR-751029 ODISHA, INDIA**

**DETAILED PARTICULARS AND INSTRUCTIONS ON TENDER**

**FOR**

|  |  |  |
| --- | --- | --- |
| 1. | Tender Opening | **21/12/2021 at 3.00 PM** |

#### Purchase of Computer workstation with their supply,installations and testing

**FOR**

**Department of Biotechnology**

**Odisha University of Technology and Research**

**(Formerly CET, Bhubaneswar)**

**Bhubaneswar – 751029, Orissa**

Sealed Tenders are invited from reputed Original Manufacturers/Authorised Dealers, for supply, installations and testing of “**Workstation Computer” for the DST Odisha Biotech Project and Department of Biotechnology, Odisha University of Technology and Research** (Formerly College of Engineering and Technology), Techno Campus, MahalaxmiVihar, Bhubaneswar – 751029, Orissa.

### Scheduled Tender Activity:

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Sl. No.** | **Activity** | | **Date** | | |
| 1  2 | Due date for tender  Last Date of Tender Document Submission | | **20/12/2021**  **20/12/2021** by 4.00 PM | | |
| 3. | Tender Opening | | **21/12/2021**at 3.00 PM | | |
| **Items** | | **EMD (in Rupees)** | | **Cost of Tender Document (in Rupees)** | **Period of complete Delivery, Installation and Commissioning** |
| Workstation Computer for Department of Biotechnology | | See under clause no. 5.1 of this tender | | Rs.1000/- | 6 weeks/120 days |

**Commercial bid & Technical bid must be enclosed separately.**

The Tender documents can also be downloaded from our website [cet.edu.in](http://www.cet.edu.in) and the tenderer has to submit a separate draft of Rs.1000.00 + GST as applicable (in favor of **Principal, College of Engineering and Technology,** payable at Bhubaneswar in any Nationalized Bank towards tender paper cost) along with submitted tender, otherwise the offer submitted by the tenderer will be cancelled.

### Eligibility of Tenderer and General Instructions:

### Eligibility:

Those who fulfill the following criteria are eligible to participate in the tender.

1. The tenderer must be a reputed **original manufacturer** and/or the Authorized Dealers of a reputed manufacturer. Manufacturers should provide all documents relating to their **Manufacturing Capabilities.**
2. If the tenderer is an Authorized Dealers of a reputed manufacturer, necessary certificate to this effect from the manufacturer must be enclosed.
3. The tenderer must provide evidence of successful supply orders of equipments (as per enclosed list) with installations and successful after sales support in reputed government/public sector organizations.
4. The tenderer must have cleared Sales Tax and Income Tax payment up- to- date. Attested copies of Sales Tax Clearance Certificate or non-assessment certificate from the concerned Sales Tax Authority valid up- to-date and attested copy of Income Tax Clearance Certificate or non-assessment certificate, GST certificates from the competent authority, PAN Number must be enclosed along with the Tender documents.

### General Instructions:

The tenderers who are **the Original Manufacturers / Authorized Dealers o**f the product must be manufacturing the complete product, selling under the specified brand name and model are the eligible participants.

The tenders will be opened on**21/12/2021at 3.00 PM** in presence of the tenderers or their authorized representatives. Authorized representatives will be required to produce their authorization before opening of the bid, failing which they will not be allowed to be present.

Submission of more than one bid by a particular tenderer under different names is strictly prohibited. In case it is discovered later on that, this condition is violated, all the tenders submitted by such tenderer/s would be rejected or contract cancelled and earnest money deposited will be forfeited.

All offers should be typed or printed clearly in English and the price quoted for each item should be firm.

Warranty period, Delivery period and After-Sale-Service conditions, etc. are also to be clearly indicated.

The rates and the conditions of the offer will remain valid for three months from the date of opening of the tender and no change or alteration of the rate will be acceptable on any account.

Submitted tender forms with overwriting or erased or illegible specifications and rates will be rejected.

Request from tenderer in respect of additions, alterations, modifications, corrections, etc. of either terms & conditions or rate after opening of the bid may not be considered. However, negotiation may be made before finalization.

Tenderers shall carefully examine the bid documents and fully inform themselves of all the conditions, which may in any way affect the work of the cost thereof.

Should a tenderer find discrepancies or omissions from the specification or other documents and any doubt as to their meaning, the tenderer should at once notify the purchaser and obtain clarification in writing.

This, however, does not entitle the tenderer to ask for time beyond the due date fixed for receipt of tenders.

The tenderer must also specify minimum time and maximum time to repair/replace in the event of a failure and penalty thereof.

Verbal clarification and/or information given by the purchaser or its employees or representatives shall not be binding on the purchaser.

Submission of sealed bid will carry with the implication that the tenderer agrees to abide by the conditions laid down in the detailed particulars of the bid notice.

Conditional offers and offers qualified by vague and indefinite expression, as ‘subject to immediate acceptance’, ‘subject to prior sale’, etc. will not be considered.

While tenders are under consideration, tenderers and their representatives or other interested parties are advised to refrain from contacting by any means, to the purchaser's personnel or representatives on matter relating to the tenders under study.

The purchaser, if necessary, will obtain clarification on tenders by requesting such information from any or all the tenderers either in writing or through personal contact as may be necessary.

The quantity mentioned against each item is approximate but it may change during finalization.

The bid should include cost of each item, installations and testing together and fulfilling the technical specifications mentioned in this tender. The bid will not be considered on individual item basis.

The tenderer will not be permitted to change the substance of his offer after the tenders have been opened.

In the event of non-compliance with this provision, the tenderer is liable to be disqualified.

### Submission of Tenders:

#### The sealed envelope must show the name of the tenderer and his address and should be superscribed as “Tender forWorkstation Computerfor the Department of Biotechnology” on the top of the envelope.

All the documents submitted must be in the papers showing signature of the tenderer and printed office name of the tenderer on official seal.

All the documents must be submitted in a sequential manner with separator/flags to help in quick scanning of the topics.

The tenders should be submitted at the office of the **Principal, College ofEngineering & Technology, Techno Campus, MahalaxmiVihar, Bhubaneswar – 751029, Odisha**.

Outstation offices may send the tender forms by Registered Post/Speed Post and addressed to the **Principal, College of Engineering & Technology**superscribed as **“Tender for Workstation Computerfor Department of Biotechnology*”.***

### Requirements by Tenderer before Supply:

### Rating Plate, Name Plate and Labels:

Each of the Equipments to have permanently displayed to it, a name of the manufacturer etc.

### Packaging:

All the Equipmentsare to be suitably protected, covered in water–proofpacking and crated to prevent damage or deterioration during transit and storage till the time of supply/installation. The supplier shall be responsible for any loss or damage caused during transportation, handling or storage till their successful installation.

### Inspection:

All Equipmentsshall be inspected and tested for completeness, proper assembly, operation, cleanliness and state of physical condition and performance as per quoted specification.

The test shall be conducted, reported and certifications to provided by the tenderer.

The tenderer shall provide all test and measuring Equipmentsrequired for inspection/testing.

The cost of all such tests shall be borne by the Tenderer.

OUTR reserves the right to reject any Equipmentsif these do not comply with the specifications during site testing, installation and commissioning stage.

### Environmental Condition:

All the Equipmentssupplied shall be rugged and should operate without any deviation in quality, or degradation of Equipments performance. All the specification/parameters shall be guaranteed over the following environmental conditions:

\* Storage Temperature 0 to 70 degree Celsius

\* Operating Temperature As per standard temp. in Biotechnology lab.

\* Humidity 95% RH (non-condensing)

All the Equipmentsare intended to be used in the Biotechnology laboratories/department.

### Requirements by Tenderer after Supply:

### Supply:

The Equipmentswould be delivered by the supplier at **College of Engineering & Technology, Techno Campus, MahalaxmiVihar, Bhubaneswar – 751029, Odisha** and perform the installations and testing at his own cost.

The items should be supplied directly from the manufacturing terminal having passed all tests successfully with Certifications as required.

The Equipmentsshould conform to the latest relevant National/International standards and shall be completed in all respect.

Any component, fitting etc. which may not have been specifically mentioned in the specifications but which are usual and necessary for the Equipments with installations and testing shall be supplied by the tenderer at no extra cost.

In case, articles are found damaged in transit or found short at the time of delivery the full cost of the same will be deducted from the bill of the supplier in case the supplier does not replace the stock within a week from the date of lodging the complain.

The articles ordered must be supplied in one lot within 6 (SIX) weeks (for Indian Equipments or 120 days for foreign manufacturers) of placing of the purchase order.

In case of delay in delivery or successful installation, a penalty of 1% (one per cent) per week shall be levied.

OUTR reserves the right to procure the materials from alternative sources at the risk and cost of the successful tenderer giving 15 days notice.

Any increase in tax and duties after expiry of delivery period will be to the seller’s account.

In case the items supplied by the supplier are found not up to the specification shall be rejected. The supplier will be intimated to take back the stocks at his own cost within three days from the date of rejection and to replace the same within 7 days, failing which the EMD will be invoked in addition to taking legal actions.

The suppliers shall be responsible for releasing the consignments from the carriers/transporters.

The equipmentshall be delivered at site at the cost of the tenderer.

All taxes, levies, surcharges, handling freight and insurance, if any,should be paid and handled by the tenderer.

### Installation and Commissioning:

Installation and Commissioning shall include the following:

1. It will be the responsibility of the tenderer to provide all necessary spares and consumables, which may be required during installation and commissioning, at no extra cost to OUTR.
2. The tenderer is to bring their own testing and measuring instruments required for installation, testing, commissioning, which can be taken back after completion.
3. Installation, if any, must complete within a week after delivery on site.

### Documentation:

If necessary, detailed technical manuals, handbooks, drawings, Warranty card and Factory Quality Assurance checklist, test results and any other certifications mentioned in the Technical specifications shall be supplied along with the consignment.

Supplied manuals/handbooks must cover detailed technical specifications and installation, operation, maintenance and System Safety procedures.

### 4.4 Trial Operation and Performance Guarantee Test:

After successful completion of Installation and Commissioning of the equipment, a 7-day continuous trial operation putting those on optimum use shall be conducted by the tenderer at site, during which the performance of the equipment shall be demonstrated for trouble-free continuous operation, meeting the specified standards and proper training shall be imparted to two persons of the purchaser.

During trial operation, tenderer shall do all necessary adjustments required to ensure the performance as per the acceptable level.

In case, guaranteed performance is not established, the tenderer shall be given opportunity to rectify/replace the equipment/components, and restart the 7 days continuous trial operation, at the risk and cost of the tenderer.

### 4.5 On-Site Warranty:

1. The entire materials may be used continuously. The reliability and safety of the total installed system and trouble-free operation are, therefore, of prime importance. The supplied devices/equipment and components shall be covered under **Threeyears or more** comprehensive on-site warranty from the date of issue of successful completion of Performance Guarantee Report.
2. During the period of warranty, it shall be the responsibility of the tenderer to provide all essential spares and consumables, which may be required for maintenance and trouble-free operation of the devices / components at the tenderer’s cost.
3. Software, if any, has to be tested with at least one-year warranty for trouble free operation.

### 4.6 Comprehensive Maintenance Contract:

The tenderer shall be under the obligation of entering into a Comprehensive Maintenance Contract (CMC) with OUTR for a minimum period of two years, renewable if felt necessary, on mutually acceptable rates, terms and conditions. CMC shall start after the completion of Warranty.

The scope of CMC shall cover maintenance and supply/replacement of materials and components, for smooth and reliable operation of the systems without trouble.

Accordingly, the tenderer has to offer rates for the CMC structure per equipment along with the price for the Systems and other associated Equipment supplied.

### 4.7 After Sales Service:

During the warranty period and subsequently, after signing of Agreement for CMC the tenderer shall attend to the problems reported by the users of OUTR on a priority basis.

For any problem reported the tenderer shall attend and rectify the problem within 7 (seven) days or provide a standby system of the similar configuration.

The report on any problem will be informed through phone or fax number of which shall be given by the tenderer.

The branch office of the concerned manufacturing firm will be fully responsible to provide maintenance service, in case of any negligence, in providing the service by the tenderer.

On failure to comply with those instructions, the Bank Guarantee provided for the warranty period shall be invoked.

### Financial Terms:

* 1. **EMD**

The tenderer has to submit a Demand Draft/Banker’s Cheque/Pay Order/ Bank Guarantee towards EMD amounting to **Rs.6,000/-** (Rupees six thousand only) in favour of **Principal, College of Engineering and Technology** payable at Bhubaneswar in any Nationalized Bank towards EMD. **Without EMD for an item, the tender will not be considered**.

There will be no interest paid to the tenderer towards EMD money opening of the bid.

No request for adjustment of claims, if any, will be accepted.

The EMD of unsuccessful tenderers will be refunded as soon as possible after the tenders are finalized.

No one should submit a tender who is unable to furnish the EMD as indicated above and supply the equipmentswithin the specified period as indicated in the indent/order issued for the quantities decided in his favour.

* 1. **PRICES:**

Price quoted should be **for Bhubaneswar only.**

Price should be quoted for unit item; however, the actual requirements may be much more. The tentative numbers of items required are given which may vary (increase/decrease) after words as per requirement. (A tenderer may propose to give discounts if any for purchase of more than one unit of a particular item.). The bid should include the cost of each item with its installations and testing.

* 1. **Sales Tax Concession:**

Central Sales Tax Concession is to be availed on production of the required certificates applicable to Educational Institution.

* 1. **Discount:**

Our Institute is a pioneer Institution in the field of Teaching and Research in Engineering and allied disciplines and do not run with profit motive.

As such we are availing price discount for purchase of equipments.

The rate of discount or any other Institutional benefit arising out of Govt. Policy etc., on each item may also be indicated in the bid specifically.

* 1. **Payments:**

In case of purchase in Indian Rupees, payment of 100 percent of the ordered value will be made after successful supply, installations and testing of the equipmentssubject to submission of satisfactory performance report by our Professor-in-Charge.

* 1. **Penalty:**

If the delivery is not carried out in time as specified in other part of the tender document, the tenderer/manufacturer will be charged @ 1% (one per cent) per week of the total value of the concerned system/ equipment.

* 1. **Rate Contract with DGS&D or any other Government Organisation:**

In case the tenderer has entered into a Rate Contract with DGS & D or any other Government Organisation such as EPM, rate contract preference, number & copy of rate contract have to be submitted along with tender.

### Technical Specifications:

The IT Equipments with their technical specifications are as follows:**WorkstationComputer**

**Quantity required -1No.**

This equipment is to be installed at the site decided by the Department of Biotechnology.

|  |  |
| --- | --- |
| **SPECIFICATIONS:WorkstationComputer (HP)** | |
| Processor | Intel® Xeon® W-2133 (W Series), Minimum 6 Core or higher |
| Memory/RAM | 16GB DDR4, 3200 MHz, RDIMM ECC memory or better |
| Storage Hard Disk | 2 TB, 3.5” 7200 RPM SATA Hard disk drive(HDD) or better |
| **Optical Storage** | 8X DVD +/- RW Optical Disk Drive or better |
| Processor Speed | 3.5GHz - 4.8GHz or better |
| Graphics | P 2200 5GB GFX/NVIDIA Graphics |
| Moniter | 23”-24” HD Monitor with HDMI port or larger size HD Monitor |
| Key Board& Mouse | Wireless Keyboard &Wireless Optical Mouse |
| Software | Windows 10 Pro WKST |
| Accessories | Integrated Realtek HD ALC221 |
| Warranty | Minimum 3 Years Labor, service,on-site basic warranty |

### Instruction to the Tenderer:

* 1. **Instructions to Offer Technical and Price BidsSeparately:**

Technical Offer (**Annexure-I**) and Price Bid (**Annexure-II**) should be separately given 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 superscribed as **“Tender for IT Equipmentfor the Department of Biotechnology*”.***

Some of the minimum specifications specified may be redundant, obsolete or incompatible and in these cases, quote the particulars of correct specification of latest trend and technology. Higher specifications instead of minimum specifications are allowed if a minimum specification is not available, obsolete or incompatible. Otherwise, model with higher specification should be in addition to the model with minimum specifications.

Specify brand name and full model name and catalogue number for each offer. Include the printed catalogue and price list if any for each of the equipments quoted.

Specify the list of Accessories required along with each of the equipment.

Quote the additional price of the accessories; only those, which are fully compatible with the quoted model, should be furnished.

Specify the list of Accessories to be given free of cost, along with the equipments as “**Free Accessories”**; these should be fully compatible with the quoted models.

* 1. **Solving Disputes:**

CET, the tenderer and the manufacturer shall make all efforts to resolve amicably by direct informal negotiation on any disagreement or dispute arising between them under or in connection with this contract.

All disputes arising out of the contract shall be referred to courts under the jurisdiction of the Bhubaneswar court only.

**The OUTR authority has all rights to accept/reject any tender without assigning any reasons thereof.**

NB: (i) The above terms and conditions except those otherwise agreed upon shall form a part of the Purchase Order.(ii) Sign on each page of this tender document and return it along with the offer enclosing this part together with the technical offer.

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**DEPARTMENT OF BIOTECHNOLOGY**

**Techno Campus, Ghatikia, P.O.-MahalaxmiVihar**

**BHUBANESWAR-751029 ODISHA, INDIA**

**Ref. No. /BT/OUTR Date: 25/11/2021**

**Annexure-I**

**TECHNICAL BID**

1. Name of the Firm :

2. Official Address :

3. Contact person with designation :

4. Contact Info: e-mail & :

5. Tender paper cost deposited :Yes /No (tick one)

If yes, give details :

6. EMD deposited : Yes/ No (tick one)

If yes, give details :

7. Registration of the firm : (submit the documentary proof)

8. Tax Clearance up to :

Name of the document(s) submitted : (submit the documentary proof)

9. TIN/PAN :

10. GST/GSTIN as applicable : (submit the documentary proof)

10. Manufacturer’s Authorization : (submit the documentary proof)

11. Clientele list

12. Any other document etc. submitted :

13. Technical details for the following equipment:**WorkstationComputer**

**Quantity required -1 No.**

|  |  |
| --- | --- |
| **SPECIFICATIONS:WorkstationComputer (HP)** | |
| Processor | Intel® Xeon® W-2133 (W Series), Minimum 6 Core or higher |
| Memory/RAM | 16GB DDR4, 3200 MHz, RDIMM ECC memory or better |
| Storage Hard Disk | 2 TB, 3.5” 7200 RPM SATA Hard disk drive(HDD) or better |
| **Optical Storage** | 8X DVD +/- RW Optical Disk Drive or better |
| Processor Speed | 3.5GHz - 4.8GHz or better |
| Graphics | P 2200 5GB GFX/NVIDIA Graphics |
| Moniter | 23”-24” HD Monitor with HDMI port or larger size HD Monitor |
| Key Board& Mouse | Wireless Keyboard &Wireless Optical Mouse |
| Software | Windows 10 Pro WKST |
| Accessories | Integrated Realtek HD ALC221 |
| Warranty | Minimum 3 Years Labor, service,on-site basic warranty |

Date:

Place: Signature of the authorized person & seal

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**Ref. No. /BT/OUTR Date: 25/11/2021**

**Annexure-II**

**PRICE BID**

1. Name of the Firm :

2. Official Address :

3. Contact person with designation :

4. Contact Info: e-mail & Mobile no. :

5. Tax Clearance up to :

6. TIN/PAN :

7. Rate of equipments. The cost should be inclusive of supply, installations and testing of these items.

**IMP: (i)** The equipment must be of as per the specifications.

(ii) Price bid will not be considered for any particular item if make of it is not mentioned.

(iii) Quantity required are approximate which may change during finalization.

**Equipment (supply, installations and testing): WorkstationComputer**

**Quantity required -1 No.**

|  |  |
| --- | --- |
| **SPECIFICATIONS:WorkstationComputer (HP)** | |
| Processor | Intel® Xeon® W-2133 (W Series), Minimum 6 Core or higher |
| Memory/RAM | 16GB DDR4, 3200 MHz, RDIMM ECC memory or better |
| Storage Hard Disk | 2 TB, 3.5” 7200 RPM SATA Hard disk drive(HDD) or better |
| **Optical Storage** | 8X DVD +/- RW Optical Disk Drive or better |
| Processor Speed | 3.5GHz - 4.8GHz or better |
| Graphics | P 2200 5GB GFX/NVIDIA Graphics |
| Moniter | 23”-24” HD Monitor with HDMI port or larger size HD Monitor |
| Key Board& Mouse | Wireless Keyboard &Wireless Optical Mouse |
| Software | Windows 10 Pro WKST |
| Accessories | Integrated Realtek HD ALC221 |
| Warranty | Minimum 3 Years Labor, service,on-site basic warranty |

Date:

Place: Signature of the authorized person & seal