



# केन्द्रीय प्रौद्योगिकी संस्थान कोकराझार CENTRAL INSTITUTE OF TECHNOLOGY KOKRAJHAR

(Deemed to be University under Ministry of HRD, Govt. of India)  
BODOLAND TERRITORIAL AREA DISTRICTS :: KOKRAJHAR :: ASSAM :: 783370  
Website: [www.cit.ac.in](http://www.cit.ac.in)

To

All Interested Vendors

- Ref: CIT/KOK/EC/2019/002/172//1275
- Date :10/02/2020

(TWO BID SYSTEM)

**SUBJECT: Notice Inviting Quotation for Supply and Installation of 250 KVA Automatic Servo Voltage Stabilizer at CIT Kokrajhar.**

Dear Sir/Madam,

The Director, Central Institute of Technology Kokrajhar invites quotation for **Supply and Installation of 250 KVA Automatic Servo Voltage Stabilizer at CIT Kokrajhar** as per detail mentioned in the **CHECK LIST**, attached herewith. The quotation as per the 'Reference, Annexure, and 'Type of Bid (Single)' indicated in the **CHECK LIST**, is to be submitted in sealed envelopes to the undersigned on or before **03/03/2020**.

Please note:—

Tender document is divided into three parts i.e.

- (1) Instruction to Bidders,
- (2) Terms & Conditions
- (3) ANNEXURES:
  - a) Technical specification of the required items
  - b) Format for quotation annexure I, II & III
  - c) Compliance Certificate
  - d) Format for vendor's detail

Kindly read the Instructions, Checklist and Terms properly and see that instruction and terms are fully understood and compiled. No correspondence shall be entertained in case your quotation is rejected in ground of not compiling with our instructions, terms and conditions.

Thanking you.

Sd/-  
Registrar, CIT, Kokrajhar  
E-mail: [registrar@cit.ac.in](mailto:registrar@cit.ac.in)

**INSTRUCTION TO BIDDERS**

- 1) **Important date, time and place:**
  - (i) **Last date & time of submission: 03/03/2020 (Tuesday), 15 hrs.**
  - (ii) **Date & time of opening: 03/03/2020 (Tuesday), 15:30 hrs.**
  - (iii) **Place of opening quotations: Registrar's Conference Hall of CIT**
- 2) **Mode of Bid:** Double Bid
  - (A) **Double Bid:** In case of **double bid** Technical Bid and Price Bid must be separately quoted as per format provided, in two separate properly sealed covers and both these covers will have to be again put in to a single sealed cover
    - i. In technical Bid the vendor must provide the followings:**
      - (a) Details of the technical features of the offered equipment **in the format at Annexure I**
      - (b) Standard Technical literature on each of the items offered;
      - (c) Up-to-date Authorized Dealership Certificate on the offered products in case of dealer/s;
      - (d) Details of nature and maximum period of **warranty** offered
      - (e) Vendor and list of service centre detail and GST number as per format at **Annexure IV**
      - (f) Up-to-date GST clearance certificate must be enclosed.
      - (g) An Earnest Money Deposit
      - (h) List of reputed organizations/Institutions, where similar orders have been executed, if any (copies of the purchase/work orders will have to be enclosed);
    - ii. Price Bid must be submitted as per Annexure II.**
  - (B) **Single Bid:** In case of **Single** quotation must be submitted as per the following guidelines
    - i. In the Single Bid, the vendor must provide the followings:**
      - (a) Details of the technical features of the offered equipment **in the format at Annexure I**
      - (b) Standard Technical literature on each of the items offered;
      - (c) Up-to-date Authorized Dealership Certificate on the offered products in case of dealer/s;
      - (d) Details of nature and maximum period of **warranty** offered
      - (e) Vendor and list of service centre detail **Annexure IV**
      - (f) Up-to-date Sales GST clearance certificate of the firm will have to accompany the quotation;
      - (g) An Earnest Money Deposit (EMD), as applicable, must be enclosed
      - (h) After Sale Service: The name & address of the nearest available authorized service centre to CITK, must be stated in the quotation.
      - (i) List of reputed organizations/Institutions, where similar orders have been executed, if any (copies of the purchase/work orders will have to be enclosed);
      - (j) Price or rate must be quoted as per Financial Bid format.
    - ii. Price Bid must be submitted as per Annexure II.**
- 3) **Address for correspondence:** The address of the firm submitting the quotation and the Officer to whom the quotation is addressed must appear distinctly on sealed covers. Further, on sealed covers. Further, on sealed cover, the following are to be written:

<p><b>QUOTATION FOR SUPPLY OF ..... (item name)</b> <b>Individual NIQ Ref. No. ....(please consult Check list)</b> <b>LAST DATE OF SUBMISSION: 03/03/2020 (15 HRS)</b></p> <p style="text-align: center;"><b>To,</b></p> <p style="text-align: center;"><b>The Registrar, Central Institute of Technology Kokrajhar, P.O. &amp; Dist-Kokrajhar, BTAD, Assam – 783370</b></p> <p>From: M/s _____ Phone No: _____ Email ID: _____</p>
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- 4) **Bid not Transferable:** The bid documents are not transferable
- 5) **The seal and signature** of the authorized official of firms must appear on all the papers and envelopes.
- 6) **Late and delayed tender:** Late and delayed tender will not be accepted. In case any unscheduled holiday occurs on the prescribed closing/opening date the next working day shall be the prescribed date of closing/opening.
- 7) **Conditional tenders not accepted:** All the terms and conditions mentioned herein must be strictly adhered to by all the vendors. Conditional tenders shall not be accepted on any ground and shall be rejected straightway. Printed conditions mentioned in the tender bids submitted by vendors will not be binding on CITK.

## TERMS & CONDITIONS

01. **Rates:** Rates quoted for indigenous items should be FOR CIT Kokrajhar, on **DOOR DELIVERY** basis, with break-ups as per details given in the format, **Annexure III**.
02. **Quoted rates should be valid at least for a period of 60 Days.**
03. **Warranty:** The quoted equipment and components must be warranted for a minimum of 2 Years
04. **Literature a must:** All the quotations must be supported by the printed technical leaflet/literature and the specifications mentioned in the quotation must be reflected/supported by such printed technical leaflet/literature. The model and specifications quoted should invariably be highlighted in the leaflet/literature for easy reference.
05. **After Sales Service:** In case of imported goods, vendors should clearly state the available nearest after sales service centre and detail address in India, preferably in Guwahati, without which their offers shall be liable for rejection.
06. **Bidder's Qualification Criteria:** As per **Annexure-VII**.
07. **Dealership Certificate:** Dealers or Agents quoting on behalf of Manufacturer must enclosed valid dealership certificate.
08. **Quality Certificates:** Valid certificate to prove that the products are genuine and of International standard, as mentioned below, must be enclosed: (a) Manufacturer's certificate; (b) ISO/ISI certificate.
09. **Earnest Money:**  
For quoted value above Rs.5 lacs, in each case an Earnest Money deposit (**EMD**) **Rs.5,000.00 (Five thousand)** in the form of Bank Guarantee **OR** an Account payee Demand Draft from a Commercial Bank drawn in favour of the "**CIT Kokrajhar**", will have to be submitted along with the quotation. For item treated as part of the same unit the total values of all items taken together will be treated as the value of EMD amount. Offers received without Earnest Money or valid Certificate shall be summarily rejected.  
  
EMD of unsuccessful bidder will be returned within one month of placement of Purchase Order. In case of successful bidder the EMD will be returned after completion of the work.  
  
If exemption is sought from production of EMD, the same should clearly be mentioned indicating the clause under which exemption is sought. Submission of EMD is exempted under the following conditions:
  - (i) If the quoted value is less than Rs.5 lacs.
  - (ii) Firms which are specifically registered for the required items with NSIC. Copy of valid registration must be enclosed along with the quotation.
10. **Delivery:**
  - a) **Time Limit:** Maximum within 60 (Sixty) days from the date of issue of purchase order.
  - b) **Safe Delivery:** All aspects of safe delivery shall be the exclusive responsibility of the vendor. At the destination site, the package will be opened only in the presence of CIT user/representative and vendor's representative. The intact condition of the package and the seal/indicators for not being tampered with shall form the basis for certifying the receipt in good condition.
  - c) **Insurance:** The supplier is to establish 'All Risk Transit Insurance' coverage till door delivery at CIT Kokrajhar.
  - d) **Part Delivery:** Part delivery is not allowed.
  - e) **Penalty delay delivery:** The date of the delivery should be strictly adhered to otherwise the Director, CITK reserves the right to accept delivery in part or full.
11. **Genuine Pricing:** Vendor is to ensure that quoted price is not more than the price offered to any other customer in India to whom this particular item has been sold, particularly to IIT/NIT/Institutes and other Government Organization. Copy of the latest price list for the quoted item, applicable in India, must be enclosed with the offer.
12. **GST:**
  - (a) Up-to-date GST Registration Certificate.
13. **Payment:**
  - (a) 100% Payment within 45 days or availability of the fund from the date of successful delivery, installation and commissioning of goods at CIT Kokrajhar, generally through NET Banking subject to availability of the fund.
14. **PENALTY FOR DELAYED DELIVERY:**  
The date of delivery should be strictly adhered to. In the event of delayed delivery, installation & commissioning, the vendor shall be liable for a penalty deduction at a percentage of the value of the undelivered equipment subject to a maximum of 10% (ten percent) as detailed below:  
@ 1% up to one week;  
@ 2.5% up to two weeks;  
@ 5% up to three weeks;  
@ 10 % for four weeks and above  
For the purpose of this clause, part of the week is considered as a full week. In case of delayed delivery, the Director, CIT Kokrajhar reserves the right not to accept the subject consignment.
15. **Custom and Excise Duty Certificate:** Custom and Excise duty exemption certificate as applicable will be issued against receipt P.O. Acknowledgement.

16. **Enquiry during the course of evaluation not allowed:** No enquiry shall be made by the bidder(s) during the course of evaluation of the tender till final decision is conveyed to the successful bidder(s). However, the Purchase Committee or its authorized representative (CIT Kokrajhar) can make any enquiry/seek clarification from the bidders. In such a situation, the short period notice, as such the bidders have to be ready for the same.
17. **Acceptance of quotations:** The acceptance of the quotation will rest solely with the Director, CIT Kokrajhar, who in the interest of the Institute is not bound to accept the lowest quotation and reserves the right to himself to reject or partially accept any or all the quotations received without assigning any reasons.
18. **Force Majeure:**  
If the performance of the obligation of either party is rendered commercially impossible by any of the events hereafter mentioned that party shall be under no obligation to perform the agreement under order after giving notice of 15 days from the date of such an event in writing to the other party, and the events referred to are as follows:
- i. Any law, statute or ordinance, order action or regulations of the Government of India,
  - ii. Any kind of natural disaster, and
  - iii. Strikes acts of the Public enemy, war, insurrections, riots, lockouts, sabotage.
19. **Termination for default:** Default is said to have occurred
- (a) If the equipment or any of its component is found having poor workmanship, faulty designs, poor performance and bad quality of materials used.
  - (b) If the supplier fails to deliver any or all of the services within the time period(s) specified in the purchase order or any extension thereof granted by CIT Kokrajhar.
  - (c) If the supplier fails to perform any other obligation(s) under the contract.
  - (d) Under the circumstances the penalty term under PBG clause 9(ii) shall be invoked. Besides, the Director, CITK reserves the right to impose any other form of penalty as deemed fit including blacklisting of the vendor.
20. **Applicable Law:**
- (a) The contract shall be governed by the laws and procedures established by Govt. of India subject to exclusive jurisdiction of Competent Court and Forum in Kokrajhar.
  - (b) Any dispute arising out of this purchase shall be referred to the Director, CIT Kokrajhar, and if either of the parties hereto is dissatisfied with the decision, the dispute shall be referred to the decision of an Arbitrator, who should be acceptable to both the parties, to be appointed by the Director of the Institute. The decision of such Arbitrator shall be final and binding on both the parties.
  - (c) Training: The Vendor will provide free training at CIT Kokrajhar after successful installation of the Machines/Equipment.
21. **ADDITIONAL TERMS FOR IMPORTED GOODS**  
Following terms besides the fore mentioned terms (1 to 21) will be applicable in case of foreign purchases:
- a) **Rates:** Rates quoted should be on **FOR CIT, Kokrajhar or DOOR DELIVERY basis**, with break-ups as per details given in the format, **annexure III** as applicable.
  - b) **Exchange rate:** Rate of foreign exchange shall be the rate prevailing on the date of quotation opening.
  - c) **Delivery:**
    - (i) **Period:** Delivery of goods at CIT Kokrajhar, will have to be maximum within 95 (ninety-five) days from the date of issue of the Purchase Order.
    - (ii) Delivery must be made at Kolkata or Guwahati Airport only
    - (iii) While transshipment will be allowed, part shipment will not be allowed.
  - d) **Payment:**
    - (i) 100% Payment shall be made after successful delivery, installation, commissioning and demonstration of goods at CIT Kokrajhar, generally through A/c payee cheque/RTGS/NET Banking.
  - e) **Agency Commission:**  
The percentage of ex-works value to be paid to Indian agent in equivalent Indian currency as agency commission as applicable will have to be clearly stated in the quotation.
  - f) **Country of Origin:**  
While Country of Origin will have to be stated in the Original Invoice for payment through LoC.
  - g) **LoC Amendment:**  
LoC/FDD amendment charges due to mistake on the part of the supplier, if any, will be borne by the supplier.

**Encl: ANNEXURE – I, II, III, IV, V, VI & VII**

Sd-  
Registrar, CIT, Kokrajhar  
Email – [registrar@cit.ac.in](mailto:registrar@cit.ac.in)

**CHECK LIST**

**SCOPE OF WORK:** Supply and Installation of 250 KVA Automatic Servo Voltage Stabilizer at CIT Kokrajhar the bidder as per CIT's requirement.

Sl. No.	Name of items with description	Make/ Model	Qty.	Bid Type
1	Capacity :250KVA 3phase Input Voltage Range :295-465V / 340-480V/ 360-460V 3phase 4wire Output Voltage :415V ph to ph(240V ph to neutral) Line Frequency :47-53Hz. Output Voltage Regulation : +1% Type of Cooling :Oil Cooled Suitable for Indoor Operation Type :Unbalanced supply and Load conditions Efficiency :>98% Speed of Correction : Average 70 V per sec - phase to phase Wave form distortion :True Reproduction of Input Waveform Effect of Load power factor : Nil Ambient Temperature :0-45.C Duty Cycle :Continuous IP protection :IP 40(indoor model) Digital Display :Digital LCD Display to Read , Input and output Voltage Phase to Phase & phase to Neutral,Output Current on each ph, Input High, Input Low display phase wise, Output High,Output Low display phase wise Over Load, Phase Reversal display. Setting for Output voltage, uv/ov voltage, Over load current with the help of control buttons. Data Log facility with the help of control buttons. Indications :Input R,Y,B and 3Ph Output ON, Phase Reversal Protection :Output Under, Over Voltage Protection,Phase Reversal Protection,Over load, Short Circuit Protection,Earth Neutral voltage cut off	--	1	Double

Sign : .....

Vendor : M/s .....

Official Seal of the vendor

NIQ ref: .....

Dated: .....

ANNEXURE – I

**TECHNICAL SPECIFICATON**

License / Subscription Details for 3 years: 1 no.

<b>Renewal Parameters</b>	<b>Description</b>
Subscription with License Details to be renewed	Cyberoam CR 2500 iNG-XP Renewal Subscription should contain license for Web and Application Filter, IPS, Dual Anti-Virus, Anti-Spam, Email Protection, Webserver Protection / WAF, Sandstorm/Sandbox Protection 24 x 7 Enhance Tech Support for 3 years  In case the existing hardware does not support additional Licenses same can be replaced with another upgraded hardware.

Sign : .....

Vendor : M/s .....

Official Seal of the vendor

NIQ ref: -----  
Dated: -----

ANNEXURE – II  
**FORMAT FOR TECHNICAL BID**

Name of Equipment : -----  
Quantity : -----

Sl. No.	Description of item quoted	Justification if not complied NIQ Specification (Extra sheet may be used)

Sign : .....  
Vendor : M/s .....  
Official Seal of the vendor

**ANNEXURE – III**

**FORMAT FOR FINANCIAL BID (DOUBLE BID)**

To

The Registrar,  
Central Institute of Technology Kokrajhar,  
BTAD, Assam-783370.

**Subject: Financial Bid for Notice Inviting Quotation for Renewal of CR 2500 iNG-XP Subscription and Warranty for 3 years**

Sir,

I/we have gone through the tender document, understood it fully and declare that I/ we shall abide by the terms and conditions mentioned therein for supply of the items required. My / our rates are as under:

Sl. No.	Name of items with description	Make/ Model	Qty.	Rate per unit	Amount
1	Capacity :250KVA 3phase Input Voltage Range :295-465V / 340-480V/ 360-460V 3phase 4wire Output Voltage :415V ph to ph(240V ph to neutral) Line Frequency :47-53Hz. Output Voltage Regulation : +1% Type of Cooling :Oil Cooled Suitable for Indoor Operation Type :Unbalanced supply and Load conditions Efficiency :>98% Speed of Correction : Average 70 V per sec - phase to phase Wave form distortion :True Reproduction of Input Waveform Effect of Load power factor : Nil Ambient Temperature :0-45.C Duty Cycle :Continuous IP protection :IP 40(indoor model) Digital Display :Digital LCD Display to Read , Input and output Voltage Phase to Phase & phase to Neutral,Output Current on each ph, Input High, Input Low display phase wise, Output High,Output Low display phase wise Over Load, Phase Reversal display. Setting for Output voltage, uv/ov voltage, Over load current with the help of control buttons. Data Log facility with the help of control buttons. Indications :Input R,Y,B and 3Ph Output ON, Phase Reversal Protection :Output Under, Over Voltage Protection, Phase Reversal Protection,Over load, Short Circuit Protection,Earth Neutral voltage cut off				
<b>Basic Value</b>					
<b>GST (as applicable)</b>					
<b>Grand Total F.O.R. CIT Kokrajhar Value</b>					

**Vendor : M/s .....**

**Official Seal of the vendor**



ANNEXURE – IV

**COMPLIANCE CERTIFICATE**

**(A certificate of compliance to NIQ term to be enclosed)**

Certify that we have carefully examined the terms and fully understood its implications and do hereby agree to comply with all the terms, and hereby submit this compliance certificate

Sl. No.	General Terms and Conditions	Yes/No	Page No.
1.	Details of the technical features of the offered equipment vis-à-vis NIQ specification		
2.	Rate quoted as per instruction		
3.	Standard Technical Literature on each of the items offered		
4.	Warranty period agreed		
5.	AMC rate provided as instructed		
6.	Validity of quoted rate agreed		
7.	EMD submitted (as applicable)		
8.	Delivery terms agreed		
9.	Certificate of Up-to-date GST		
10.	Payment term agreed		
11.	Penalty clause for delay agreed		
12.	Literature: Printed Literature with highlight and tag on the quoted item provided (if any)		
13.	Manufacturer/Authorized certificate submitted		
14.	Quality certificate as claimed submitted		
15.	After Sale service term agreed and detail address & contact provided		

**Note: Page number must be indicated in each page.**

Signature: .....

Name & Full Address of Vendor: M/s .....

.....

.....

Phone Nos.: .....

.....

Email: .....

Official seal of the vendor.

ANNEXURE – V

**BIDDERS DETAIL**

Sl. No.	Name of the Company/Firm	To be filled by vendor (documentary proof must be attached as applicable)
1.	Registered office name & Address Details of contact person Name Designation Telephone Number e-mail	
2.	Name and Address of service centre in Guwahati Contact person/s Name Designation Telephone Number e-mail Details with contact no. of staff who will be involved in this project	
3.	GST Number PAN No.	
4.	Account Details:	
5.	List of Major clients with whom your organization has been associated and submit documentary proof/PO	

All correspondence with reference to this guarantee shall be made at the following address:

**The Registrar,  
Central Institute of Technology Kokrajhar,  
P.O.& Dist-Kokrajhar,  
(BTAD), Assam – 783370.**

**ANNEXURE - VI**

**BIDDERS QUALIFICATION CRITERIA**

<b>Sl. No.</b>	<b>Criteria</b>	<b>Supporting Documents Required</b>
1	Manufacturer Authorization Certificate mentioning the Tender Enquiry No.	The bidder should submit the manufacturer's authorization certificate (MAF) mentioning the tender enquiry no.
2	Bidders should have net positive worth.	Documentary evidence in this regard should be enclosed along with Technical Bid.
3	Bidders should be in IT Sales and Service business for last 3 years	Registration Certificate in the form of Trade License / Tax registration or any other document to prove the date of inception of the bidder to be enclosed.
4	The bidder should have successfully completed similar or related works in either of the following in any State/ Central Government Department or any State/ Central Educational Institution or any State/Central Public Sector Undertaking.	The Bidder shall submit copies of work order(s) in support of above qualification from the respective organizations
5	Bidder should have after sales support facility in Assam	Proof such as municipality trade license, building rent agreement, electricity bill in the name of bidder should enclosed in the technical bid.
6	Bidders should have PAN, GSTIN	Documents should be enclosed in technical bid.
7	Bidders and OEM should have not been blacklisted in the past in India in any Govt. Organisation / Govt. Education Institute / University / PSU	A Self Declaration Document in this regard should be enclosed along with the technical bid by both OEM and Bidder

All correspondence with reference to this guarantee shall be made at the following address:

**The Registrar,  
Central Institute of Technology Kokrajhar,  
P.O.& Dist: Kokrajhar,  
(BTAD), Assam – 783370.**