



भारतीय प्रौद्योगिकी संस्थान रोपड़  
INDIAN INSTITUTE OF TECHNOLOGY ROPAR  
रुपनगर, पंजाब-140001/ Rupnagar, Punjab-140001  
Ph. 01881-230142, e-mail: purchase@iitrpr.ac.in

No: 1384-19/ACD-30021/Instt/PS/

09/07/2019

**NOTICE INVITING QUOTATION**

Sealed tenders are invited from the manufacturers/authorized dealers for the purchase of following items. You are, therefore, requested to send your sealed offer in TWO BID System i.e. Technical bid and Financial bid should be sealed in separate covers duly superscribed and both these sealed covers are to be put in a bigger cover which should also be sealed and duly superscribed on the cover of the envelope: (i) Name of the item, (ii) Reference no. of this letter; and (iii) Last date & time of receipt of tenders.

Sl. No.	Description	Qty
1.	<b>Podium with AV Systems</b> (Detailed specification as per annexure - A)	12
2.	<b>Normal Podium</b> (Detailed specification as per annexure - A -1 )	7

a). Last date of receipt of tender:	<b>30.07.2019 up to 03:00 PM</b>
b). Opening of tenders on:	<b>30.07.2019 at 03:30 PM</b>
c). EMD (In shape of DD/FDR/BG in the favour of "IIT Ropar Revenue Account" payable at Ropar to be submitted in Technical Bid):	<b>₹27,000.00</b>
d). Place of submission of tenders:	<b>Addressed to "The Registrar" IIT Ropar on the following address: The Deputy Registrar (S&amp;P), M. Visvesvaraya Block, Hind Floor Indian Institute of Technology Ropar, Permanent Campus, Rupnagar-140001</b>
e). Place of opening of bids :	<b>M. Visvesvaraya Block</b>

**NB:**

- Please take note of the instructions overleaf before submitting your offer.
- Tenders received late shall not be considered.
- Tenders will be opened as per the above schedule in the presence of bidders, if any.

**Registrar**

## INSTRUCTIONS

### **1) FOR IIT Ropar**

Rates offered should be on FOR IIT Ropar basis. Comparison will be made on Net price (including everything i.e. installation/freight/taxes etc.)

### **2) Payment**

30 days credit – 100% payment will be made within 30 days from the date of successful installation of material at IIT Ropar.

OR

30 days credit – 90% payment will be made within 30 days from the date of receipt of material and inspection at IIT Ropar and balance 10% after successful installation of software/equipment and submission of performance bank guarantee valid for the warranty period plus 3 months.

### **3) Warranty**

Warranty period would be as per annexures from the date of successful installation of equipment.

### **4) Customs Duty**

IIT Ropar is exempted from the payment of Customs Duty. CDEC with DSIR certificate will be provided along with the purchase order (If applicable).

### **5) Validity of offer**

The offer submitted should have the validity of atleast 90 days from the date of opening of bids.

### **6) Opening of Bids:**

Tender will be opened as per the above schedule in the presence of bidders or their authorized representatives whosoever may wish to attend the opening. In case the due date of receipt/opening of the tender is declared a holiday in the Institute, then, the due date of receipt/opening of the tender shall be the next working day at the same time.

### **7) Parts of Machine:**

Where the machine is composed of several subunits/components, the rate should be quoted for each subunit/component. The Institute reserves the right to increase or decrease the number of subunits/components and number of machine according to its requirements. The rates in ambiguous terms will render the quotation liable to rejection. The words “Not quoting” should be clearly written against any item of machines for which the tenderer is not quoting.

### **8) Service Manual/Circuit Diagram**

It is specifically required that the bidders will supply all the operating & service manuals and circuit diagrams alongwith the machines.

### **9) Power Supply:**

The machines should be quoted only for 220 volts and 50Hz electricity supply. The extra requirement of line voltage, current rating etc. and the optimum climate and environment required for the machines must be stated precisely. Voltage stabilizers/isolation transformers/CVT/UPS etc., as may be required shall be listed separately. The full technical specifications and literature in respect of the voltage stabilizer etc., must be furnished.

### **10) Customs Duty or Excise Duty:**

IIT Ropar is exempted from the payment of Customs Duty/Excise Duty. CDEC/EDEC with DSIR certificate will be provided along with the order (If applicable).

### **11) Service Facility**

Supplier should mention about the service set up in India and how capable they are to provide after sales service.

### **12) Training:**

If required, should be included as an optional item in your offer without any extra cost.

### **13) Banker's details:**

Name and address of the banker of your company should be mentioned as per RTGS form attached.

### **14) Reference of supply:**

It is specifically required that the bidders will supply all the operating & service manuals and circuit diagrams alongwith the machines

### **15) Brochure/Templates**

The suppliers must support the quoted specifications with the help of original printed manuals of the equipments and must highlight the specification details in the original manual

### **16) Liquidated Damages**

In case the firm fails to execute the supply as per the purchase order in whole or in part as per the terms and conditions of PO, IIT Ropar can impose the penalty @1% per week of the undelivered stores, subject to a maximum of 10%. It will also be open to the institute to procure the required item(s) from any other source at the risk and expense of the firm.

### **17) Jurisdiction:**

The Courts of Ropar alone will have the jurisdiction to try any matter, dispute or difference between the parties arising out of this tender/contract. It is specifically agreed that no Court outside and other than Ropar court shall have jurisdiction in the matter.

**18) Force Majuere:**

Any failure of omission or commission to carry out the provision of this contract by the supplier shall not give rise to any claim by one party, one against the other, if such failure of omission or commission arises from an act of God; which shall include all acts of natural calamities such as fire, flood, earthquake, hurricane, or nay pestilence or from civil strikes, compliance with any statute and/or regulations of the Government, lockouts and strikes, riots, embargoes or from any political or other reason beyond the supplier's control including war (whether declared or not) civil war or stage of insurrection, provided that notice of the occurrence of any event by either party to the other shall be given within two weeks from the date of occurrence of such an event which could be attributed to Force Majuere conditions.

**19) Risk & Cost**

In the event of failure to carry out the contractual obligations, within the stipulated period or extended period and determination of the contract for any reason, violation of warranties etc. the IIT Ropar shall have the right to carry out the unfinished obligation at the exclusive cost and risk of the bidder/firm, after due notice and the difference so accrued shall be recoverable from the bidder/firm.

**20)** The material found defective upon opening by the supplier representative in presence of Central stores personnel/indenter of IIT Ropar or not as per tendered specifications will be lifted back at the cost and risk of the supplier. The material lying in the IIT Ropar premises would be at supplier's risk and cost.

**21) Relocation:**

It is specifically required that the bidders will supply all the operating & service manuals and circuit diagrams alongwith the machines.

**Note: The Director, IIT Ropar reserves the right to accept/reject any or all tenders without assigning any reasons thereof and also to reject the material if the same is not found conforming to the specifications, with further right to affect risk and cost of the purchases.**

**Purchase of Customized Podium**

Customized Podium with top sliding tray for monitor protection are required at IIT, Ropar

Podium will have the following features:

1. Built in keyboard tray
2. Side drawer space for Input devices/ Visual Presenter/ Books/ Documents etc.
3. Lockable wheels, easy to move and stop or fixed installation as per site requirements.
4. Cut-outs for integrating various AV equipments such as Control System, Computer, Gooseneck Microphones, AV Connectivity Cubby, 22" Interactive Panel etc.

This station will be fully integrated with all existing audio, video and control systems.

**Detailed Technical Specifications –Type 1 (12 Nos.)**

<b>Type/ Mounting</b>	Fixed or wheel mounted
<b>Material</b>	High grade MDF board with poly coated pose warming board in oxford cherry color or color as approved by Engineer- Incharge.
<b>Dimensions (approx.)</b>	Front Height- 48 inch, Height (Presenter side)- 42 inch, Width- 30-32 inch, Depth- 24-28 inch
<b>Input/output ports</b>	To be integrated with existing AV ports/cables on top of the Podium
<b>Interactive Panel</b>	To be integrated with 22" Interactive Panel (Screen will be provided by the Institute)
<b>Drawer/Tray/Door</b>	Drawer for Input devices/ Visual Presenter/ Books/ Documents at comfortable height for writing on left hand side Tray for Key Board/Mouse Sliding top tray for laptop (at left hand side) and for monitor protection
<b>Computer</b>	To be integrated with CPU
<b>Cable Management</b>	Good quality cable management with full internal/external integration of existing hardware.

**Purchase of Customized Podium**

Customized Podium with top sliding tray for monitor protection are required at IIT, Ropar

Podium will have the following features:

1. Built in keyboard tray
2. Side drawer space for Input devices/ Visual Presenter/ Books/ Documents etc.
3. Lockable wheels, easy to move and stop or fixed installation as per site requirements.
4. Cut-outs for integrating various AV equipments such as Control System, Computer, Gooseneck Microphones, AV Connectivity Cubby, 22" Interactive Panel etc.

This station will be fully integrated with all existing audio, video and control systems.

**Detailed Technical Specifications Type 2 (7 Nos.)**

<b>Type/ Mounting</b>	Fixed or wheel mounted
<b>Material</b>	High grade MDF board with poly coated pose warming board in oxford cherry color or color as approved by Engineer- Incharge.
<b>Dimensions (approx.)</b>	Front Height- 48 inch, Height (Presenter side)- 42 inch, Width- 30-32 inch, Depth- 24-28 inch
<b>Input/output ports</b>	To be integrated with existing AV ports/cables on top of the Podium
<b>Interactive Panel</b>	Without Interactive Panel
<b>Drawer/Tray/Door</b>	Drawer for Input devices/ Visual Presenter/ Books/ Documents at comfortable height for writing on left hand side Tray for Key Board/Mouse Sliding toptray for laptop (at left hand side) and for monitor protection
<b>Cable Management</b>	Good quality cable management with full internal/external integration of existing hardware.

**COMPLIANCE SHEET**

<b>Sl. No.</b>	<b>Specifications as per tender (point wise)</b>	<b>Compliance of the quoted model</b>	<b>Compliance of alternate model, if any</b>	<b>Remarks (Deviations)</b>