

SHRI GURU GOBIND SINGHJI
INSTITUTE OF ENGINEERING & TECHNOLOGY,
VISHNUPURI, NANDED - 431 606



e -TENDER DOCUMENTS

For

***Supply & installation of iTell – Orell Digital Language lab
Premium P3 Version (Teachers , Students)***

For

Computer Science Engineering

e-Tender Notice No.

SGGSIE&T/Stores-2823/i-Tell – Orell Digital Language Lab/CSE/2018-19 Date **10/04/2018**

e-Tenders available on

Web sites <https://mahatenders.gov.in>

Institute Web site <http://www.sggs.ac.in>

File No. Stores-2823/iTell – Orell Digital Language Lab/CSE/2018-19

Price of e-Tender Document Rs. 500/-

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File No. SGGSE&T/Stores-2823/iTell – Orell Digital Language Lab/CSE/2018-19

Date: 10/04/2018

NOTICE FOR INVITATION OF e-TENDER

1. The institute invites online tenders/quotations for **Supply & installation of i-Tell – Orell Digital Language Lab for CSE** at our institute from **Manufacturers, Authorised Dealers, suppliers** who have registered under Shop Act, CGST/SGST Registration Certificate as **manufacturer / authorised dealers, suppliers of the same material/equipment**; details as per the e-tender notice published in news paper. (**Press note** enclosed here with).
2. The Terms and conditions, which are Govern the contract made on behalf of the institute, are also enclosed.
3. The Tenderers are requested to read the instructions in the e-Tender; Terms and conditions carefully before quoting the rates in quotations / Tender Schedule and comply with the same.
4. The Tenderer should satisfy & comply all the Terms & conditions and instructions, which are mentioned in the e-Tender Notice and in this e-Tender document and there after amendments made if any.
5. The institute reserves the right to delete any item or items or to increase or to decrease the quantity of any item or items from the e-Tender Schedule.
6. All the rights to increase or decrease the quantity of the required item is reserved, the right to cancel any item or items is reserved with the institute.
7. **The right to accept or reject any / or all the tenders/quotations from any or all parties without assigning any reason is reserved.**

**Sd/-
DIRECTOR
Shri Guru Gobind Singhji
Institute of Engg. & Tech.
Vishnupuri, Nanded.**

e-Tender documents for supply & installation of iTell - Orell Digital Language Lab for CSE.



Press note
SHRI GURU GOBIND SINGHJI
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File No. SGGSE&T/Stores-2823/iTell – Orell Digital Language Lab/CSE/2018-19

Date: 10/04/2018

e-TENDER NOTICE

Online Tenders / quotations are invited for **Supply & installation of iTell-Orell Digital Language Lab for CSE** of this institute from manufacturers / Authorised Dealers, suppliers those who have registered under Shop Act, CGST/SGST Registration Certificate for required goods. The e-Tender documents containing all detailed **specification of the Equipments & Tender's Terms and conditions** will be available on the web sites <https://mahatenders.gov.in> & <http://www.sggs.ac.in>. Vendors can download and submit their tenders online only from <https://mahatenders.gov.in> **e-tender fees Rs. 500/-**.
EMD is Rs.15,000=00

The tender EMD and Tender Fees should be paid online using given payment options on mahatenders.gov.in

All tenders should be submitted on or before **online key schedule** & technical bids will be opened on **as per key schedule**.

The right to accept or reject any or all the quotations / tenders from any or all parties without assigning any reason is reserved.

**Sd/-
Director**

e-Tender documents for supply & installation of iTell - Orell Digital Language Lab for CSE.

File No. SGGSE&T/Stores-2823/iTell – Orell Digital Language Lab/CSE/2018-19

Date: **10/04/2018**

Tender Schedule : (Key Dates)

Seq. No.		
1	Tender Publishing	10-04-2018
2	Bid Submission Start	10-04-2018
3	Bid Submission End	24-04-2018
4	Technical Bid Opening	28-04-2018
5	Financial Bid Opening	After preparation of Technical summery c

e-TENDERING PROCEDURE

Tender Information:

Tender Forms can be available on the e-Tendering Portal Maharashtra Government i.e. <https://mahatenders.gov.in>.

All vendor/bidder are cautioned that tenders containing any deviation from the contractual terms and conditions, specifications or other requirements and conditional tenders will be treated as nonresponsive. The tenderer should clearly mention in forwarding letter that his offer (in envelope No. 1& 2) does not contain any conditions, deviations from terms and conditions stipulated in the tender.

Vendor/bidder should have valid Class II / III Digital Signature Certificate (DSC) obtained from any Certifying Authorities. In case of requirement of DSC, interested Bidders should go to <http://maharashtra.etenders.in/mah/DigitalCerti.asp> and follow the procedure mentioned in the document 'Procedure for application of Digital Certificate'.

Vendor/bidder should install the Mandatory Components available on the Home Page of <https://mahatenders.gov.in> under the section 'Mandatory Components' and make the necessary Browser Settings provided under section 'Internet Explorer Settings'

Guidelines to Bidders on the operations of Electronic Tendering System on <https://mahatenders.gov.in>

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File No. SGGSE&T/Stores-2823/iTell – Orell Digital Language Lab/CSE/2018-19

Date: 10/04/2018

INSTRUCTIONS TO TENDERERS

1. The Tenderer should submit quotations / Tenders in online sealed envelope. Please note No EMD exemption will be considered and all interested bidder have to pay **EMD Rs. 15,000=00** by online payment gateway
2. We are giving here with Tender Schedule with **specifications of the Supply & installation of iTell – Orell Digital Language Lab for CSE of the institute. Your quoted goods/material & accessories/allied components should be strictly as per our specifications**, and should be given with detailed specifications in writing on your letter head **along with catalogue.**
3. **Tenders / Quotations received late will not be considered.**
- 4 Online super scribed **“Quotation for Supply & installation of iTell – Orell Digital Language Lab for CSE”**
- 5 The Technical Bids will be opened and scrutinized online as per key dates, technically qualified vendors price bid will get opened as per online schedule.
- 6 All the terms and conditions are enclosed herewith.
- 7 The Tenders / quotations should be strictly **as per the G.R. of Maharashtra Govt.** for two Bid systems, bidder should quote rate as per the specification provided by Tender calling authority.
- 8 Procedure for submission of quotations: -
Tenderer should note that they will have to submit as per online envelops
- 9 **a) ENVELOPE No. 1 [TECHNICAL TENDER ENVELOPE / TECHNICAL BID]:** The first Envelope is T1 ie **“ENVELOPE No. 1” for Supply & installation of iTell Orell Digital Language Lab for CSE”** shall be consisting of the following documents.
 - i) The attested copies of the Registrations under Shop Act and CGST/SGST Registration Certificate; Registration should be attached along with Envelope No. 1.
 - ii) The statement as per above clause No.8 in following format.

Specifications as per Tender Notice	Acceptance of full filling specifications
1	2

iii) CGST/SGST Registration No. [attested copy] should be attached with the technical bid. [Envelope No.1].

iv) Original manufacturers certificate as they are manufacturing the quoted equipments.

v) Authorised Dealership Certificate from manufacturer. If necessary

vi) Income Tax Returns “SARAL” certificate.

b) ENVELOPE No. 2 [Commercial Bid / envelope for Rates]: -

Its available with tender document in excel format i.e. BOQ.

Tenderer should fill and upload online only given BOQ

10 **The Tenderer should note that in case Envelope No. 1 does not full fill any requirement like tender fees, EMD, registration of Shop under Shop Act and CGST/SGST Registration No. Authorisation from Manufacturer or any documents required as per technical bid the Envelope No. 2 will not be opened and the offered quotation will be liable for rejection.**

e-Tender documents for supply & installation of iTell - Orell Digital Language Lab for CSE.

11 The tenderer should **quote the rates on quotation/our enclosed Tender schedule duly signed online with valid digital certificate.** Vendors should not quote the rates anywhere directly or indirectly in Envelope No. 1.

12 If there is any correction in quotation, it is allowed at bid preparation stage only, once time for bid preparation is over no corrections will be allowed.

13 Tenderer must follow all instructions, terms and conditions. If he fails to follow any of the conditions, and instructions, his / her Tender / Quotation are to be liable for rejection.

14 Tenderer, whose Offer is found to be the best as per clause No. 1 & as per our specifications, will be informed about the same, He will have to deposit 5% amount of total quantity as Security Deposit (S.D.); after receipt of S.D. orders will be placed.

15 If the Tenderer is manufacturer or authorised dealer and the item is the PROPRIETARY item then they should furnish the “PROPRIETARY ITEM CERTIFICATE” along with the quotation /Tender.

Sd/-
DIRECTOR
SGGSIE&T NANDED

**SHRI GURU GOBIND SHINGHJI INSTITUTE OF ENGINEERING & TECHNOLOGY,
VISHNUPURI, NANDED. 431 606**

File No. SGGsIE&T/Stores-2823/iTell – Orell Digital Language Lab/CSE/2018-19

Date: 10/04/2018

TERMS AND CONDITIONS

1. The rates should be quoted online as F.O.R. Destination at our **Vishnupuri, Nanded.**
2. CGST/SGST if any tax, Levis, Freight, Packing, Forwarding and Insurance Charges etc. etc. that must be incorporated in quoted amount.
3. No additional amount will be considered or paid excluding rates quoted by bidder.
4. The validity period for the rates offered should be clearly mentioned and it should be minimum 180 days from the date of opening of a items quoted should be confirms our specification, in addition, please furnish your detailed specifications against each item, the relevant catalogue/pamphlet should be necessary to accompany with the quotations; if any deviations in the specifications then please submit the statement duly signed as mentioned in “Instructions to Tenderer”, clause No.8 and clause No. 9 (iv).
5. The delivery period should be clearly stated.
 - a) Liquidated Damages: Firm should have to quote the delivery period clearly from the date of receipt of order or confirmed order.
 - b) If supplier fails to supply the ordered material within the scheduled delivery period, for late delivery of goods we will entitled to recover the liquidated damages as a sum equal to ½ percent of the price of stores delivered late per week.
6. Extension of Delivery period: The delivery period as mentioned in purchase order may be extended.
 - i) If the completion of supply of goods/components/equipments/etc is Delayed due to reasons such as act of God, act of Public enemy, Wars, Act of Government, Fires, Floods, Epidemics, Quarantine, Restrictions, Strikes and Freight embargoes the delivery period may be extended.
 - ii) Supplier will have to give notice within 10 days to this institute in writing of his claim for an extension of the delivery period. After receipt of such notice and verification; if necessary the delivery period will be extended but without prejudice to other terms and conditions of the purchase order and Tender notice/Tender document’s conditions.
 - iii) If supplier has delivered material even after expiry of extended delivery period then we will be entitled to recover the liquidated damages.
7. The instructions manual for each equipment/components/machinery/material should be supplied separately with each item/s supplied.
8. Supplier’s Technician/Engineer on free of cost must carry out the demonstration and installation at our site.
9. The institute reserves the right to accept any/all quotations, reject any/all quotations and to order any of the item/s in any quantity without assigning any reason.
 - a) The institute reserves the right with itself to delete any item/s from Tender Enquiry.
10. The items will be checked at the institute and acceptance is subject to the approval of the institute.
11. If the supply of goods/equipments/material or any part there of is rejected by the institute, the supplier will have to bear all expenses incurred in the matter including all charges for return and replacement of the items. The rejected material/ equipments/parts of equipments should be got it back by supplier on their own cost.

12. PAYMENT CONDITION:-

[Send Your Bank Details i. e. name of Bank, IFSC code, mobile number etc]

*** For equipments and instruments/components etc those items are required to installed and demonstrated at this institute:**

I. 90% payment on demonstration of satisfactory working and installation of instruments/equipments/goods/components and balance 10% after 30 days for balance 10% payment firm has to submit separate bill/invoice.

*** For the items those need not to install and demonstrate at this institute:**

File no. No. SGGsIE&T/Stores-2823/i-Tell – Orell Digital Language Lab/CSE/2018-19

e-Tender documents for supply & installation of iTell - Orell Digital Language Lab for CSE.

- II.** 100% payment will be released after receipt of material in good condition and approved by this institute.
13. Inspection of Goods: - The ordered equipments/goods/instruments will be inspected if required by our representative at your workshop/show room before despatch of goods.
- a) The supplier should inform the date of inspection in advance by 10 days.
- b) The supplier will have to provide free lodging and boarding facilities to our representative who would carry out inspection.
14. The equipments should be guaranteed for minimum one year from the date of installation of the goods.
15. The repairs within the guarantee period must be carried out at own cost of supplier.
16. If any damages in transit, that should be repaired / or equipments should be replaced by the supplier of their own cost.
17. The gate pass of excise duty must be supplied in duplicate.
18. Demurrage: - If any demurrage will be charged due to any delay any other reasons from supplier; then the same should be heard by supplier or it can be deducted from their final payment.
19. Mode of Despatches: - Equipments/Stores/Components/Machineries should be despatched by Railway or Road Transport as per availability of facilities. The road transporters office / Godown must be available at Nanded City. A copy of the invoice / bill and packing list should invariably be kept inside each of the packages.
20. The package should be marked as follows
- I) Consignee: - Director, S.G.G.S. Institute of Engg. and Tech., VISHNUPURI, NANDED – 431 606 (MAHARASHTRA)
- II) Purchase Order No. _____ Date _____ Department. _____ R.R. /L.R. No. _____ Number of cases/packages _____ S.G.G.S. Institute of Engineering and Technology, VISHNUPURI, NANDED (M.S.)
Destination: Nanded.
21. Cancellation of purchase orders: - institute reserves the right to cancel the purchase orders on following grounds.
- a) If supplier fails to supply the goods/equipments/machinery/components within the delivery period without confirmation of extension of the period from the institute or without obtaining the permission for extension of delivery period.
- b) If the supplier fails to supply the goods within extended delivery period.
- c) If supplier fails to follow the terms & conditions and instructions as mentioned in the tender documents or conditions mentioned in purchase orders.
- d) If supplier found defaulter.
22. The institute has reserves the right to place an order for any party who is ready to supply on lowest rate for the items cancelled the order as above clause 21, and institute has reserves the right to place an order on 2nd lowest rate if any supplier not ready to supply on 1st lowest rate for items which order cancelled (which was placed on 1st lowest but party fails to supply).
- 23. Security Deposit:** - Successful tenderer will be informed that their quotation/Tender rates are acceptable to us, such Tenderer should deposit the **5% value** of the equipments/order value; in form of Demand Draft/Bank Guarantee in favour of Director, S.G.G.S.I.E.& T., Nanded, payable at State Bank of India, main branch, Vazirabad, Nanded or any Nationalised Bank at Nanded. The Security Deposit will be refundable after completion of 1 year from the date of complete payment of ordered items.
- 24. Exemption from security Deposit:** - The following tenderer s are exempted from the payment of Security Deposit
- I. If the Tenderer has produced a certificate from the Director of Supplies & Disposal, Bombay to affect that they are exempted from payment of Security Deposit.
1. The Security Deposit is liable to be forfeited in the event of non-fulfilment of terms and conditions by the tenderer.

e-Tender documents for supply & installation of iTell - Orell Digital Language Lab for CSE.

a) If any stores, equipment/all equipments or any parts of equipment Is/are damaged in transit, and not replaced by supplier within stipulated period as notified by institute. We will recover the damages and applicable expenditure will be deducted from balance payment of supplier or from Security Deposit; or Security Deposit will be forfeited.

25. All the replacement of stores/equipments shall also be guaranteed for a period of 12 month from the date of installation and demonstration.

26. If any short supply is found at the time of verification/inspection of material/checking of material on its receipt, the supplier will have to supply the material within 15 days. Non-compliance of the order will compel institute to recover the cost from balance payment.

27. Repeat order:- If necessary/any equipment/stores is required in additional number, the repeat order will be placed on previous purchase order. The supplier should have to supply the equipment/s, stores as per the previous rates.

28. Training: - If we required training facility to our representative/staffs the supplier should have to provide training facility on free of cost.

29. The origin of stores offered whether Indian or foreign and in the case of the former State in which it is manufactured should be clearly stated against each article/equipment.

30. IMPORTED EQUIPMENTS: -

a) If any tenderer is going to quote the imported equipments, he should quote the rates in Indian currency (Rupees), and he should note that, if the item finalised to purchase they should supply at our door delivery and payment will be made in Rupees only.

b) If such equipments are in foreign currency and agent/or manufacturer/dealer has quoted the equipments. The Tenderer should have to quote the rates, all charges, Freight, Insurance clearly. F.O.R. VISHNUPURI site; If finalised to purchase the imported equipments, he should do the all Import formalities; and must be followed all other conditions of Tender Notice/documents and purchase orders; and the tenderer has to supply at our site.

31. **Rate Contract:** - If the item/s is/are covered under DGS&D Rate contract, the tenderer should quote DGS&D Rate contract number, furnish the copy of the Rate contract and other relevant particulars.

32. **Disputes:** - If any disputes or differences, questions what so ever arises the same subject to Nanded Jurisdiction.

**Sd/-
DIRECTOR
S.G.G.S.I.E. & T., Nanded**

Encl. Tender schedule

e-Tender documents for supply & installation of iTell - Orell Digital Language Lab for CSE.

SHRI GURU GOBIND SINGHJI
INSTITUTE OF ENGINEERING & TECHNOLOGY,
VISHNUPURI, NANDED. 431 606

e-TENDER SCHEDULE

File No. SGGsIE&T/Stores-2823/iTell – Orell Digital Language Lab/CSE/2018-19

Date: 10/04/2018

Dept.: Computer Science Engineering

Name of the Head of Stores: Equipments/**Non – Recurring** [Dead Stock]/ **Recurring**

Note: Please read carefully all instructions, required specifications, Terms & conditions before quoting the rates.

Sr. No.	Name of the Equipment & Technical Specification of the equipment	Req. Qty.	Remark/ Make
1	iTell – Orell Digital Language lab Premium P3 Version (Teachers, Students)	01	

I / we agree to the all above terms and conditions of Tender documents and required specification of the items as per above tender schedule of the **e-Tender notice No.SGGsIE&T/Stores-2823/iTell – Orell Digital Language Lab/CSE/2018-19 Date 10/04/2018**

Name of the firm:-

Seal of the firm:

Signature of Tenderer: _____

Quotation no.: _____

Date: _____

Details of Certificate & documents attached [pl. mark as√]

1. Shop Act Registration
2. CGST/SGST Registration No.
3. Format No. 3 & 4 “List of Users, Proforma for performance of bidder” for as per Tender document.
4. Copy of Income Tax returns.
5. Manufacturer’s should certify that the items quoted are manufactured by them only.
6. Authorized dealership certificate
7. **EMD is Rs. 15,000=00 need to be paid online and receipt should be uploaded.**

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INSTRUCTION TO BIDDERS e-Tendering

(To be printed on the letter head of the firm)

FORMAT3

No.
Date.

LIST OF USER

List of users other than this Department (other than DTE) for verifying the quality of the equipment being supplied and after sales service rendered by the manufacturer.

Name of Item:-

Model No.

Sr, No.	Name and Address of the User	Contract person	Contract no, mobile no and e-mail address of the contract person	Purchase order no with date	Quantity Purchased	Any Complaints/queries court matter etc in this regard?

Signature of Manufacturer/Bidder with a Seal

e-Tender documents for supply & installation of iTell - Orell Digital Language Lab for CSE.

INSTRUCTION TO BIDDERS e-Tendering

FORMAT 4

PROFORMA FOR PERFORMANCE OF BIDDER (To be given by other customers of the bidders) (5 separate such certificates are to be produced.)

Certified that performance of the equipment supplied and after sales service provided by M/s.

_____ for last 3 Years is as given below:-

Sr. No.	Name of Equipment	Supply Order No. & Date for 3 recent Years	Date of Delivery	No. of failures during warranty period (Please Give details)	No. of failures after expiry of warranty period (Please Give details)	After sales service provided by supplier ** Unsatisfactory /Satisfactory/Good	Remark Please attach service reports of the supplier
1	2	3	4	5	6	7	8

Signature of Manufacturer/Bidder with a Seal