

COCHIN UNIVERSITY OF SCIENCE AND TECHNOLOGY

DEPARTMENT OF INSTRUMENTATION

ഇൻസ്ട്രുമെന്റേഷൻ വകുപ്പ്



Dr. PANKAJ SAGAR

Assistant Professor

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DIN/106/ Workstation/2022-23/

10/05/2022

TENDER NOTICE

Sealed tenders are invited for the supply Desktop Workstation with the specifications given below for the use in the Department of Instrumentation:

Sl. No.	Item & Specification		Quantity required
	<u>TENDER NO. DIN/ 106/2022-23/Workstation</u>		
1.	Processor	Core i7, 11700 Processor	01 No.
	Chipset	Compatible with Core i7	
	Memory (RAM)	2 X 16 GB RAM	
	Hard drive	1 TB HDD + 256 GB SSD	
	Optical Drive	DVD Writer	
	LAN	Integrated 10/100/1000Mbps Ethernet port	
	Wi-Fi LAN Card	Wireless PCI Lan card 802.11/a/g/n Internet WLAN Adapter Card	
	Monitor	27" Monitor	
	Accessories	USB Keyboard, Wireless Mouse	
	Operating System	Windows 11	
	Warranty	3 Years	

Earnest Money Deposit (EMD) : 1% of cost of item + 5% GST

Tender Form Cost: 0.2% of item cost + 12% GST (Inclusive of all taxes)

Tender Form download: Download from www.din.cusat.ac.in .

Last date for submitting Tender :31.05.2022, 1:00 pm.

Date of opening : 31.05.2022, 3.00 pm.

Bid Validity: 90 days

Sealed Tender with all enclosures attached herewith and superscription, “**Quotation for the supply of Desktop workstation, Last Date: 31.05.2022**” shall be sent through Speed Post/Registered Post/Courier Service so as to reach the undersigned on or before 31.05.2022 (1.00 pm) The Cost of Tender form & EMD shall be submitted along with the Tender form by way of separate DD's drawn in favor of Dr. Pankaj Sagar, Principal Investigator, Core Research Grant, SERB, Department of Instrumentation, CUSAT.



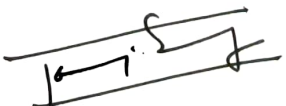
Please note the following:

- i) Tenders must be accompanied by two demand drafts-one for 0.2% + 5% GST of item price towards the Tender Form cost and the second Demand Draft, equivalent to 1.0% of the estimated amount as Earnest Money Deposit, drawn in favor of **Dr. Pankaj Sagar, Principal Investigator, Core Research Grant, SERB, Department of Instrumentation, CUSAT** payable at the Cochin University Branch of State Bank of India.
- ii) EMD of the unsuccessful tenderer will be returned after the finalization of the tender. EMD of the successful tendered will be adjusted towards the security amount, which will have to be deposited for the satisfactory fulfillment of the contract.
- iii) An Agreement (as given as Annexure in the tender form) is to be executed in Kerala Government Stamp paper for Rs. 200/-.
- iv) An amount equivalent to 5% of the total cost of the item is to be given as a bank guarantee by the successful tenderer.
- v) The price quoted should be inclusive of all duties, taxes, delivery, installation, and commissioning charges and **the warranty period should be specified.**
- vi) After receiving the Purchase Order, the item has to be supplied to the Department of Instrumentation as well as installed and all formalities completed within 4 weeks maximum from the date of Purchase Order, free of cost.
- vii) Apart from the specifications mentioned above, the tender should contain detailed brochures/information sheets of the product should be furnished along with the brand name and other necessary certificates like OEM, authorization, etc.
- viii) List of customers should be attached along with quotations.
- ix) GST registration number and PAN (income tax), copy of GST registration certificate should be given along with the tender. CUSAT GST NO. is 32AAALC0844J1ZJ. An undertaking attached with the tender documents should be submitted on your letterhead along with the tender.
- x) Please note that, as per the Govt. of India notification No. 45/2017- Central Tax (Rate) and No.47/2017- Integrated Tax (Rate) dated 14/11/2017, the Department of Instrumentation is entitled to GST at a concessional rate of 5% as it is a research institute. The necessary documents will be issued along with the supply order to the selected firm.

Address:

Dr. Pankaj Sagar
Principal Investigator, SERB Project
Department of Instrumentation
Cochin University of Science & Technology
Kochi-682022, Kerala, INDIA.




Dr. Pankaj Sagar
Principal Investigator,
Core Research grant, SERB
Dr. PANKAJ SAGAR
Assistant Professor
Department of Instrumentation
Cochin University of
Science and Technology
Kochi - 682 022, Kerala

Agreement

Articles of agreement executed on this the day of Two
Thousand and BETWEEN the Registrar of Cochin University of Science &
Technology (hereinafter referred to as "the University") of the one par and
Shri.....
... (H.E. name and address of the tenderer) (hereinafter referred to as "the bounden") of the other part.
WHEREAS in response to the Notification No..... dated the
bounden has submitted to the University a tender for the
Specified therein subject to the terms and conditions contained in the said tender;

WHEREAS the bounden has also deposited with the University a sum of Rs. as earnest money
for execution of an agreement undertaking the due fulfilment of the contract in case his tender is accepted
by the University.

NOW THESE PRESENTS WITNESS and it is hereby mutually agreed as follows:

1. In case the tender submitted by the bounden is accepted by the University and the contract for
..... is awarded to the bounden, the bounden shall
within days of acceptance of his tender execute an agreement
with the University incorporating all the terms and conditions under which the University accepts his
tender.
2. In case the bounden fails to execute the agreement as aforesaid incorporating the terms and conditions
governing the contract, the University shall have power and authority to recover from the bounden any
loss or damage caused to the University by such breach as may be determined by the University by
appropriating the earnest money deposited by the bounden and if the earnest money is found to be
inadequate the deficit amount may be recovered from the bounden and his properties movable and
immovable in the manner hereinafter contained.
3. All sums found due to the University under or by virtue of this agreement shall be recoverable from
the bounden and his properties movable and immovable under the provisions of the Revenue Recovery
Act for the time being in force as though such sums are arrears of land revenue and in such other manner
as the University may deem fit.

In witness whereof Shri..... (H.E. name and designation) for and
on behalf of the Registrar of Cochin University of Science & Technology and Shri
..... the bounden have hereunto set their hands the day and year
shown against their respective signature.

Signed by Shri. (date)

In the presence of witnesses: 1.2.



Signed by Shri. (date)

In the presence of witnesses: 1. 2.

APPENDIX VI

Letter of Tender

From

.....
.....
.....

To

Dr. Pankaj Sagar, Principal Investigator,
Core Research Grant, SERB
Department of Instrumentation
Cochin University of Science & Technology
Cochin – 22.

Sir,

I/We hereby tender to supply, under the annexed general conditions of contract; the whole of the articles referred to and described in the attached specification and schedule, or any portion thereof, as may be decided by the University, at the rates quoted against each item. The articles will be delivered within the time and at the places specified in the schedule.

Yours sincerely,

Signature

Address

Date:



TENDER TERMS

Sealed Tenders are invited for the supply of Desktop Workstation as specified in the schedule below/attached:

1. The Tenders should be addressed to Dr. Pankaj Sagar, Principal Investigator, Core Research Grant, SERB, Department of Instrumentation, Cochin University of Science and Technology, Cochin-22, in a sealed cover with the tender no. and name duly superscribed on the cover. Tenders should be sent by Registered post or Speed post/Courier service only. Tenders will not be accepted by personal delivery.
2. Price quoted should be on the basis of delivery at the site. The Purchaser will not pay separately for transit insurance. The transit is exclusive of the contractor and the purchaser shall pay only for such stores as are actually received in good condition in accordance with the contract.
3. Quotation should be valid for at least 90 days from the date of opening of the tender.
4. The time for and the date of delivery of the stores stipulated in the Purchase Order shall be deemed to the essence of the contract and delivery must be completed not later than the date specified therein, failure to do so, without adequate justification may involve the cancellation of the contract at the discretion of the Purchaser.
5. (a) Prices are required to be quoted according to the units indicated in the annexed tender form. When quotations are given in terms of units other than those specified in the tender form, the relationship between the two units must be furnished. (b) Corrections, if any, must be attested. All amounts shall be indicated both in words as well as in figures. When there is a difference between the amount quoted in words and figures amount quoted in words shall prevail.
6. The purchaser reserves the right to accept or reject any quotation fully or partly without assigning any reasons.
7. Payment terms are full payment within 60 days from the date of receipt, installation, and commissioning of the equipment. Our Bankers are the State Bank of India, Cochin University Campus Branch, Cochin – 682 022.
8. Late/Delayed Tenders will not be considered.
9. Where counterterms and conditions/printed or cyclostyled conditions of sale have been offered by the tenderers, the same shall not be deemed to have been accepted by the purchaser unless the purchaser's specific written acceptance thereof is obtained.
10. Specifications: Stores offered should strictly conform to our specifications. Deviations if any, shall be clearly indicated by the tenderer in their quotation. The tenderer should also indicate the Make/Type number of the stores offered and provided catalog, technical literature and samples wherever necessary along with the quotations Test certificate wherever necessary should be forwarded along with supplies whenever options are called for in our specifications, the tenderer should address all such options, wherever specifically mentioned by us the tenderer could suggest changes to specifications with an appropriate response for the same even in such case, the tenderer should state why he cannot meet our specification and why he is suggesting the change.



11. Guarantee: The stores offered should be guaranteed for a minimum period of one year against defective stores design, operation, or manufacture from the date of installation and commissioning. An installation/commissioning report should be submitted by the Contractor. For defects noticed during the guarantee period, replacement/rectification should be arranged free of cost within a reasonable period of such notification. In cases where our specifications call for a guarantee period of more than 12 months specifically then such a period shall apply.

12. The Contractor shall at all times indemnify the purchaser against all claims which may be in respect of the stores for infringement of any right protected by Patent. Registration or design or lands mark and shall take all risks of accidents or damage. Which may cause a failure of the supply from whatever causes arise and the entire responsibility for the sufficiency of all means used by him for the fulfillment of the contract.

13. Arbitration in the event of any question dispute or difference arising under these conditions or any condition contained in the Purchase Order or in connection with this contract. (except as to any matters the decision of which is specially provided for by these conditions). The same shall be referred to the sole arbitration of the Head of the Purchase Office or some other person appointed by him. There will be no objection that the arbitrator is a Government Servant that he had to deal with a matter to which the contract relates or that in the causes of his duties as a Government Servant has expressed views on all or any of the matters in disputes or difference. The award of the arbitrator shall be final and binding on the parties to this contract. It is a term, of the contract. (a) If the arbitrator is the Head of the Purchase Office: i) In the event of his being transferred or vacating his office by resignation or otherwise. It shall be lawful or his successor in office either to proceed with the reference himself or to appoint another person as an arbitrator or; ii) In the event of his being unwilling or unable to act for any reason it shall be lawful for the Head of the Purchase Office to appoint another person as an arbitrator or; (b) If the arbitrator being a person appointed by the Head of the Purchase Office: In the event of his denying or neglecting or refusing to act, or resigning or being unable to act, for any reason, shall be lawful for the Head of the Purchase Office either to proceed with the reference himself or to appoint another person as arbitrator in place of the outgoing arbitrator subject as aforesaid, the Arbitration Act 1940 and the Rules thereunder and any statutory modifications thereof for the time being in force shall be deemed to apply to the arbitration proceedings under the clause. The Arbitrator shall have the power to extend with the consent of the Purchaser and the Contractor the time for making and publishing the award. The venue of arbitration shall be the place as the Purchaser in his absolute discretion may determine work under the contract shall if reasonably possible continue during Arbitration Proceedings.

14. Successful Tenderer will have to furnish in the form of a Bank Guarantee or any other form as called for by the Purchaser towards adequate security for the materials/property provided by the Purchaser for the due execution of the Contract.

15. Packing and Forwarding: The Contractor will be held responsible or the stores being sufficiently and properly packed for transport by rail, road; and or air to withstand transit hazards and ensure safe arrival at the destination. The packing and making of packages shall be done by end at the expense of the Contractor.

16. "The Purchaser reserves the option to give price preference to the offers from Public Sector units and/or Small Scale/Cottage Industries/Units over those from other units, in accordance with the policies of the Government from time to time"

17. The Tenderer should show the GST Registration No. and the PAN No. in the tender failing which quotations are liable to be rejected.



18. The quotation with price variation clause and/or “subject to prior sale” conditions is liable to be rejected.

19. The confirmation of supply order is decided not only on the lowest rate but also on the quality of the item for the scheme/project to which it is being procured.

20. The Rules of the store purchase manual of the state will be applicable to these tender and further proceedings.

21. The university is exempted from the payment of Excise /customs duty for the purchase of equipment for research purposes. The necessary certificate will be provided for availing exemption. If the duty is Nil, the ‘NIL’ certificate should be mentioned in the tender.



COCHIN UNIVERSITY OF SCIENCE AND TECHNOLOGY

Cochin - 682 022, Kerala.

TENDER FORM

From Date of tender Notice: Tender No : DIN/106/
Workstation/2022-23/ Due on :31.05.2022 up to 1.00
pm Date of opening :31.05.2022 at 3.00 pm

To

Dr. Pankaj Sagar, Principal Investigator,
Core Research Grant, SERB
Department of Instrumentation
Cochin University of Science & Technology Tenderer's Ref. No. :
Cochin – 22. Date :
Sir,

I/We hereby offer to supply the stores detailed herewith/below at the price hereunder quoted and agree to hold this tender form open till I/We shall be bound to supply the stores hereby offered on receipt of the Purchase Order communicating the acceptance thereof on or before the expiry of the last-mentioned date. You are at liberty to accept any one or more of the items of stores tendered for or any portion of any one or more of the items of such stores. Notwithstanding that the offer in this tender has not been accepted in whole, we shall be bound to supply to you such items and such portion or portions or more of the items as may be specified in the said Purchase Order communicating the acceptance

Sl. No.	Description #	Quantity	RATE			GST	Delivery Terms
			Unit	Rs.	Ps.		

Details can be attached in separate sheets if required.

Date of Delivery

We have understood the terms and conditions of the contract and the instructions to tenderers annexed to the invitation to tender and have thoroughly examined the specifications/drawing and/or pattern quoted or preferred to herein and are fully aware of the nature of stores required. Our offer is to supply the stores



strictly in accordance with the requirements subject to the terms and conditions contained in the purchase order communicating the acceptance of this tender either in whole or in part.

UNDERTAKING

I/We, (give the name & address of the firm/ contractor with GST Registration Number) hereby solemnly declare that, due to the implementation of GST from 1st July 2017, I/We have passed all the benefits obtained by way of any reduction in rate of tax on any goods or service or input tax credit to the Cochin University of Science & Technology (GSTIN NO: 32AAALC0844J1ZJ) by way of commensurate reduction in the price. I declare that above is true and correct and is legal obligation on my/ our part as per the section 171 of the Central & State GST Act 2017.

Signature with Name, GST Registration no. &
complete address of the firm/contractor

