



November / 2010

Short Tender Notification No. November / 2010

COMPUTER SUPPORT GROUP

Item No. **CSG 10 - D: Networking (Labour / Installation)**

BIDDER'S COPY

INSTRUCTIONS TO BIDDERS

1. This document set contains the following:

a) Terms and conditions of the Tender	- Pages 2 & 3
b) Details of the Firm offering this Quote	- Page 4
c) Technical Compliance Form and Quotation form (Price Bid)	- Pages 5 to 8
d) NIT-T's check list copy	- Page 9
2. The bidder's copy is for your future records. Please fill in and return only NIT-T's copy.
3. Read through the terms and conditions given and affix your signature and seal if you find them acceptable. Any deviations may be recorded. Read carefully list of specifications that we have enclosed.
4. Fill in the questionnaire regarding the Firm.
5. The downloaded documents '**Technical Compliance Form**' and '**Quotation Form (Price Bid)**' should be **TYPE WRITTEN USING CAPITAL LETTERS ONLY**. At the time of filling the "**Quotation Form (Price Bid)**" make sure that you have not missed anything. Specify the model number & specification for each item. The form should be filled item-wise. Do not leave blank fields. If you are not quoting for a specific item, you should specify "**NOT QUOTING**".
6. **Do not use** ambiguous terms like "**yes**", "**complied**" or "**available**". Specifically mention the matching specification of the product offered by you. Make sure that you have affixed your signature with date and seal on all the documents.
7. Please send the tenders in a sealed envelope superscribed as "**QUOTATIONS AGAINST SHORT TENDER NOTIFICATION NO: November/2010 Item No. CSG 10 - D: Networking (Labour / Installation)**" so as to reach "The Head, Computer Support Group, National Institute of Technology, Tiruchirappalli - 620 015, India" on or before **November 25, 2010 at 2.30 p.m.**
8. **Please note that NIT-T already has a 10G high speed campus wide network, with Core & Edge switches, 15km of fiber, and CAT 6 cabling. This tender is for new requirements / expansion as and when it arises. The order will be based on the actual requirement at the time of ordering.**
9. For any further clarifications, contact by E-Mail: purchase@nitt.edu or by written request to "The Head, Computer Support Group, National Institute of Technology, Tiruchirappalli - 620 015"
10. DO NOT VISIT US WITHOUT OUR CONCURRENCE.

Last Date for receipt of tender at NIT-T : **November 25, 2010 at 2.30 p.m.**
Opening Date for Tender : **November 25, 2010 at 3.30 p.m.**

CHECKLIST TO BE FILLED IN BY BIDDER	
List of documents to be enclosed	Completed & Signed
1. Terms and Conditions form	YES / NO
2. Details of the Firm offering this Quote	YES / NO
3. NIT-T's Quotation form (Technical & Price Bid)	YES / NO
4. Currency Form(quoted on behalf of the foreign suppliers)	YES / NO
5. Other technical specifications & pamphlets	YES / NO

- Note:** 1. "Cover" should contain the following:
- a. Form of "**Acceptance of Terms and Conditions**".
 - b. Form of "**Firms details**"
 - c. Pamphlets, if any (in a separate sealed cover)
2. Quotation Form (Technical, Price Bid and Currency Form)

Please retain this page with you for your future reference.

BIDDER'S COPY



November/2010

Short Tender Notification No. November/2010

COMPUTER SUPPORT GROUP

Item No. **CSG 10 - D: Networking (Labour / Installation)**

“TERMS AND CONDITIONS FORM”

**IMPORTANT : READ ALL THE FOLLOWING TERMS AND CONDITIONS AND
SIGN THE ACCEPTANCE CLAUSE FOLLOWING IT**

1. The offers should be addressed to “The Head, Computer Support Group, National Institute of Technology, Tiruchirappalli 620015, India” and should be sent in a sealed envelope superscribed “**QUOTATIONS AGAINST SHORT TENDER NOTIFICATION No.: November/2010 CSG 10 - D: Networking (Labour / Installation)**” so as to reach us **on or before 2.30 p.m. on November 25, 2010** .
2. Each offer should be sent in a sealed cover with the tender documents. Tenders received through email or FAX will not be considered.
3. The tenders will be opened on **November 25, 2010 at 3:30 p.m.** in the presence of the vendors present with authorization letter from the respective companies / firms. Suppliers intending to attend the tender opening should intimate us in advance.
4. Full technical specifications and pamphlets should be sent along with the tenders. **Offers without proper technical specifications will be rejected.**
5. All offers should indicate the taxes and duties applicable, if any. Additional charges for packing, forwarding, freight, insurance etc., if any, should be clearly mentioned. Clearance at Customs will be arranged by us.
6. NIT-T is paying concessional Customs & Excise duty under Government of India Notification No.51/96 for Customs and 10/97 for Excise Duty. Currently the purchaser is paying 5% Basic Customs Duty, 2% Educational Cess on Basic Customs Duty, 1% Higher Education Cess on Educational Cess, and 4% Import Additional Duty.
7. The Institute is not authorized to issue C and D forms of Sales tax certificate.
8. In case the offered items are to be imported, the rates should be quoted in foreign currency on C.I.F. Chennai Airport basis, and it should include the Freight up to Chennai airport and the insurance cover should be up to National Institute of Technology, Tiruchirappalli. NIT-T shall pay Customs duty if any.
9. If the price quoted is in foreign currency and if the order value is more than US\$10,000 then 100% payment will be made through **Letter of Credit (LC) at sight on acceptance**. If the order value is less than US\$10,000 , then 100% payment will be through a Telegraphic Transfer (TT). **The bank charges outside India should be borne by the Supplier / Beneficiary. Part shipment not allowed.** If the price quoted is in Indian Rupees, then 100% payment will be made only after installation and commissioning. **No advance payment will be made.**
10. No revision of the price bid will be allowed once the price bids are opened.
11. No increase in price will be allowed after our firm orders are placed.
12. The warranty period should be clearly mentioned. The maintenance charges (AMC) under different schemes after the expiry of the warranty should also be mentioned.
13. Quote should come from authorized dealer or distributor or reseller for each of the product quoted. An authorization letter should accompany your quote for each product quoted, otherwise it may lead to rejection.
14. The delivery period and other terms should be clearly mentioned.
15. Complete user, technical and service documentation, and spare parts catalogue are to be provided along with the supply of the item.

SIGNATURE WITH DATE

SEAL OF THE FIRM



November / 2010

Short Tender Notification No. November/2010

COMPUTER SUPPORT GROUP

Item No. CSG 10 - D: Networking (Labour / Installation)

16. The vendors are informed that they should not call us over phone or contact us in person. All clarifications can be obtained through E-Mail/FAX/Post. Vendors shall not make attempts to establish unsolicited and unauthorised contact with us after the opening of the offers and prior to the notification of the award. Any attempt by any vendor to bring to bear extraneous pressures on us shall be sufficient reason to disqualify the vendor.
17. Delay / loss in postal transit or due to other reasons will not be NIT-T's responsibility.
18. We are not responsible for accidental opening of the covers that are not properly superscribed and sealed before the time scheduled for opening.
19. The tender should be made only on the "Technical compliance form" & "Quotation form" which is available in our website, otherwise it shall lead to rejection. The technical compliance form & Quotation form should be duly filled up (preferably **TYPE WRITTEN IN CAPITAL LETTERS**) and should clearly mention the features offered by the bidder against each specification.
20. Authorized signatory should sign on all the pages. Bids without authorized signatures will be rejected.
21. The manufacturers of the quoted make of the product must be of national / international repute and having ISO certificate.
22. **The vendors are informed that they should sign a stamp paper agreement with us, for Warranty, AMC, etc. before placing the final purchase order as per our terms & conditions and 5% of purchase order value (equipments) in the form of bank guarantee towards performance security. The bank guarantee will be returned to the supplier after the successful completion of supply, installation, and the warranty period.**
23. No Earnest Money Deposit (EMD) or processing fee is required for submitting this rate contact.
24. Failure to comply with all the terms and conditions mentioned herein would result in the tender being summarily rejected.
25. Vendors are informed that once the companies are shortlisted based on the technical specification, only then the price bids of the firms that meet NIT-T's Technical specification / requirements would be compared.
26. The rate contract period is for December 2010 to December 2011 for new requirements / expansion as and when it arises. The quoted prices should be valid for the entire rate contract period.
27. NIT-T reserves the right to modify or alter the specifications after short listing of tenderers.
28. NIT-T reserves the right to change the order quantity or split the orders among multiple vendors without assigning any reason(s) whatsoever.
29. NIT-T reserves the right to reject any or all the tenders without assigning any reasons whatsoever.
30. Apart from the above General Terms and Conditions, item-wise terms and conditions are enlisted in the Technical compliance form and Quotation form.

ACCEPTANCE

We accept the above terms and conditions and shall comply with them strictly.

NAME OF THE VENDOR:

ADDRESS :

SIGNATURE WITH DATE

SEAL OF THE FIRM



November / 2010

NATIONAL INSTITUTE OF TECHNOLOGY
TIRUCHIRAPPALLI - 620015

Short Tender Notification No. November/2010

COMPUTER SUPPORT GROUP

Item No. CSG 10 - D: Networking (Labour / Installation)

“DETAILS OF THE FIRM OFFERING THIS QUOTE”

(Write or print or type in block letters and please answer all the questions)

- 1. Name of the firm?
- 2. Date of incorporation?
- 3. Nature of the company - Government / Public / Private Company / Partnership / Proprietorship:
- 4. Specify the number of years in this line of activity by the Company ::

5. Number of Work Orders (Installations) in the last three years for the “Computer Networking (Fibre & Copper)” as that you have quoted ?

2007-2008	2008-2009	2009-2010
<input type="text"/>	<input type="text"/>	<input type="text"/>

6. Turn over in the last three years (Figures should be in Indian Rupees in Lakhs):

2007-2008	2008-2009	2009-2010
<input type="text"/>	<input type="text"/>	<input type="text"/>

7. Provide the postal address, telephone & fax numbers, and email address of the nearest service center.

8. A) Number of Engineers/Technical manpower in the above location trained on the product quoted along with their educational qualification, certification and designation and B) Assured response time for service calls in hours:

A)

B)

9. What would be the Work completion period in days from the date NITT place an official purchase order and from the date NITT providing the materials (Fiber & Copper).

11. Enclose the list of customers to whom you have executed “work order” during the last 3 years ending 31/03/2010 with full postal address and name of the contact person with phone, FAX numbers, and E-Mail id. Certificate regarding satisfactory performance of the “work order” from the minimum three end users should be furnished.

12. Are the firm had authorization certificate from any certification agency to do this type of Work order

13. Have you executed similar type of “work order” to National Institute of Technology, Tiruchirappalli in the last 3 years? If yes, specify the number of ports & total length of the area covered (Fiber & Copper) in the last 3 years and last PO reference

14. Was there any elapse or delay in installing / supplying the goods ordered or any service related issue for the installation / work contract order provided by NIT-T with your firm? If yes, provide details.

15. On Manufacturer’s Side to whom NITT have to contact in case of delayed supply and other issues committed by the authorized dealer / distributor / reseller :

Contact Person Name :	
Address :	
E-mail ID :	Telephone / Cell Phone :



November / 2010

Short Tender Notification No. November/2010

COMPUTER SUPPORT GROUP

Item No. **CSG 10 - D: Networking (Labour / Installation)**

TECHNICAL COMPLIANCE & QUOTATION FORM (PRICE BID)

FIBER ACCESSORIES & INSTALLATION

FIRM'S NAME & ADDRESS:

FIRM'S REF:

DATE :

Sl. No.	<i>NIT-T's Specification</i>	Firm's Matching Specification with Unit Price (Per Meter)
1.	Labour charges: Digging of hard or soft soil (3 feet Depth and 1 feet width) and refilling of trenches Supplying and filling 4 inches for 1 feet width of river sand in the trenches (before HDPE Pipe / Cable laying) Supplying and fixing of 9" width, 36" Length, 1" thickness of RCC Semi Circular Slab (after cable laying) Supply and Laying of Warning Tape of 9" width	
2.	HDPE Pipe Laying	
3.	Fiber Cable Laying (inserting the cable in HDPE pipe)	
4.	Supplying and Fixing of RCC Route Marker 6" breadth, 24" Height, 6" width with engrave "CSG/NIT-T- FOC" Route Marker (after cable laying) (quote per marker)	
Note : 1. Fiber Optic Cable and HDPE Pipe will be supplied by NIT-T. 2. The Awardee / contractor should register the names of labourers with the District Labour Welfare Office and the Awardee / contractor should file the documents related to labour laws (the form prescribed by the District Labour Officer) and fees / charges to be paid to District Labour Welfare Office is the responsibility of the Awardee / contractor. Photocopies of the relevant documents should be submitted before the commencing of work.		

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November / 2010

Short Tender Notification No. November/2010

COMPUTER SUPPORT GROUP

Item No. CSG 10 - D: Networking (Labour / Installation)

TECHNICAL COMPLIANCE & QUOTATION FORM (PRICE BID)

FIBER TERMINATION

FIRM'S NAME & ADDRESS:

FIRM'S REF:

DATE :

Sl. #	NIT-T's specifications	Firm's Matching Specification with Unit Price
	Termination (per fiber)	Pigtails will be supplied by NIT-T, only Labor charges to be quoted
1.	Fusion Splicing	
2.	Fixing LIUs	
	Testing and Report (per link)	
3.	Source and Power Meter test, OTDR (Soft copy as well as Hard Copy)	
4.	Labeling & Documentation	

Terms and Conditions

1. Payment will be made after completion of the work and after testing (end-to-end) to our satisfaction.
2. The work should be executed at the specified places. The working time will be from 09.30 am to 05.30 pm
3. The labourers employed for this work on the start of the day should only be engaged till completion of the work and they should not be changed in between at any cost.
4. Work schedule should be submitted before starting the work and the same has to be strictly adhered to and failing to adhere to the schedule will invite invoking of suitable penalty clause on you.
5. If the execution of the work is not satisfactory, the contract is liable to be cancelled.

SIGNATURE WITH DATE

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November / 2010

Short Tender Notification No. November/2010

COMPUTER SUPPORT GROUP**Item No. CSG 10 - D: Networking (Labour / Installation)**

TECHNICAL COMPLIANCE & QUOTATION FORM (PRICE BID)
CAT6 cable & Accessories INSTALLATION & TERMINATION

FIRM'S NAME & ADDRESS:

FIRM'S REF:

DATE :

Option 1:

Sl. #	NIT-T's specifications	Firm's Offer Per meter / Nos	Unit Price (in Rs.)
	1. CAT6 cable and accessories will be supplied by NIT-T. 2. Vendor should Supply of PVC Materials, Accessories and Labor charges to be quoted [Comply with ISI Standard]		
1.	Supply and Fixing of ½" PVC Casing and Capping		
2.	Supply and Fixing of 1" PVC Casing and Capping		
3.	Supply and Fixing of 1 ½" PVC Casing and Capping		
4.	Supply and Fixing of 2" PVC Casing and Capping		
5.	Supply and Fixing of 40 x 40 mm PVC Cable duct / channel		
6.	Supply and Fixing of 50 x 50 mm PVC Cable duct / channel		
7.	Supply and Fixing of ¾" PVC Pipe by saddle clamp		
8.	Supply and Fixing of 1" PVC Pipe by saddle clamp		
9.	Supply and Fixing of 1 ¼" PVC Pipe by saddle clamp		
10.	Laying of CAT 6 Cable		
11.	Fixing of Surface Mount Box and Face Plate (85 mm x 85 mm x 40 mm Open Box)		
12.	Fixing and Termination of Information Outlet		
13.	Termination of CAT6 Cable with Patch Panel		
14.	Fixing of 24 Port Patch Panel		
15.	Fixing of 48 Port Patch Panel		
16.	Labeling and documentation		
17.	Fixing of Cable Organizer		

SIGNATURE WITH DATE**SEAL OF THE FIRM**



November / 2010

Short Tender Notification No. November/2010

COMPUTER SUPPORT GROUP**Item No. CSG 10 - D: Networking (Labour / Installation)**

...Contd.

Option 2:

Sl. #	NIT-T's specifications	Firm's Offer	Price (in Rs.)
18.	Service charges for structured cabling work per port (includes supplying and fixing of proper PVC channel, CAT 6 cable laying, SMB fixing, Patch Panel fixing, Wall mount rack fixing, termination of CAT 6 cable in IO + Patch panel and documentation) <u>Note:</u> A single network port (CAT 6 cable) may have a length of 5 meter to 25 meter. The total number of network ports will be above 50 ports in different locations.		
19.	Service charges for structured cabling work per port (includes supplying and fixing of proper PVC channel, CAT 6 cable laying, SMB fixing, Patch Panel fixing, Wall mount rack fixing, termination of CAT 6 cable in IO + Patch panel and documentation) <u>Note:</u> A single network port (CAT 6 cable) may have a length of 26 meter to 50 meter. The total number of network ports will be above 50 ports in different locations.		

Option 3:

Sl. #	NIT-T's specifications	Firm's Offer	Price (in Rs.)
20.	Service and Labour charges for structured cabling work per running meter (All materials will be supplied by NIT-T – quote only for Service and Labor cost)		

Terms and Conditions

1. NIT-T will go in for any of the above three options.
2. Measurements to be taken in presence of our Technical staff.
3. Payment will be made after completion of the work and after testing (end-to-end) to our satisfaction.
4. The work should be executed at the specified places. The working time will be from 09.30 am to 05.30 pm
5. The labourers employed for this work on the start of the day should only be engaged till completion of the work and they should not be changed in between at any cost.
6. Work schedule should be submitted before starting the work and the same has to be strictly adhered to and failing to adhere to the schedule will invite invoking of suitable penalty clause on you.
7. If the execution of the work is not satisfactory, the contract is liable to be cancelled.

SIGNATURE WITH DATE**SEAL OF THE FIRM**



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NIT-T'S COPY (To be filled in and submitted by the bidder)

Last Date for receipt of tender at NIT-T : November 25, 2010 at 2.30 p.m.
Opening Date : November 25, 2010 at 3.30 p.m.

CHECKLIST TO BE FILLED IN BY BIDDER (Please make sure that these pages are filled and send duly signed)	
List of documents to be enclosed	Completed & Signed
1. Terms and Conditions form	YES / NO
2. Details of the Firm offering this Quote	YES / NO
3. NIT-T's quotation form (Technical, Price Bid & Currency form)	YES / NO
4. Other technical specifications & pamphlets (in a separate sealed cover)	YES / NO

SEAL OF THE BIDDER

SIGNATURE WITH DATE

FOR NIT-T USE ONLY	
Name of the Vendor Address (Location):	
1. Terms and Conditions form duly signed	YES / NO
2. Details of the Firm offering this Quote	YES / NO
3. NIT-T's quotation form (Technical & Price Bid)	YES / NO
4. Currency Form (quoted on behalf of the foreign suppliers)	YES / NO
5. Other technical specifications & pamphlets (in a separate sealed cover)	YES / NO
6. No. of enclosures	
7. Status of tender	Accepted for evaluation / Rejected
	REGISTRAR

SIGNATURE WITH DATE

SEAL OF THE FIRM