



NATIONAL INSTITUTE OF TECHNOLOGY SIKKIM

Ravangla Campus, Barfung, South Sikkim 737139

www.nitsikkim.ac.in/

NOTICE INVITING QUOTATION

NIQ No: 24/NITS /CSE-Dept/ComputerLabAntivirusPurchase/2017-18/01, Date: 04/08/2017

Notice Inviting Quotation (NIQ) for supply of Antivirus at NIT Sikkim

NIQ SUMMARY	
Closing Date & Time for submission	23 th August, 2017 5:00PM
Opening Date & Time of bid (TENTATIVE)	24 th August, 2017 11:00 AM
Bid should be addressed to	Head of the Department, Computer Science & Engineering National Institute of Technology Sikkim Ravangla Campus, South Sikkim 737139.

National Institute of Technology (NIT) Sikkim, Ravangla, South Sikkim invites sealed quotation from reputed manufacturers or their authorized Indian Agents/representatives, on the terms and conditions as per the document, for procurement of following item:

Sl. No.	Particulars	Quantity	License Period	Place of Delivery
1.	Quick Heal Total Security	150 users	36 months	NIT Sikkim

Instructions to Bidders

1. **Prices:** The prices quoted should be inclusive of all taxes or duties, packing, forwarding, freight, insurance, delivery, etc. at destination site (NIT Sikkim, Ravangla, South Sikkim 737139).
2. The invoices must be printed with GST No.
3. **Pre-Qualification Criteria:** Bidder has to submit the signed copy of the following documents:
 - a) Bidder is requested to furnish GST Registration Number.
 - b) Valid trade license issued by local authority authorizing the vendor to bid in the category of goods for which bid has been submitted. Bidders must be a registered computer/electronics item supplier for last one year.
 - c) Valid firm/company registration certificate.
 - d) If the supplier/firm is original equipment manufacturer (OEM)/authorized dealer/sole distributor of any item, the certificate to this effect should be attached.
4. **Liquidity damage:** In case of failure in supply within the specified period, liquidity damage shall be charge at the rate of 5% per month.
5. **Clarifications:** For any clarification regarding the NIQ, bidders are requested to contact HOD CSE, NIT Sikkim (e-mail: cse_hod@nitsikkim.ac.in) on or before closing date. Any attempt by any vendor to bring to bear extraneous pressures on us shall be sufficient reason to disqualify the vendor.
6. **Delivery:** The item should be delivered and installed within 30 days of the issue of purchase order unless otherwise prescribed.
7. **Payment:** 100% payment against onsite delivery and installation.
8. NIT Sikkim can cancel fully or partially any item(s) or all items based on their requirement or can increase/decrease the quantity. Bidder cannot claim any cost from NIT Sikkim.
9. **License period:** The period for which the antivirus license is valid should be mentioned by the bidder exclusively (as asked in requirement).
10. Quotation received after the closing date/time will not be considered.

11. In the event of any dispute or difference(s) between the vender Institute (NIT Sikkim) and the vendor(s) arising out of non-supply of material or supplies not found according to specifications or any other cause whatsoever relating to the supply or purchase order before or after the supply has been executed, shall be referred to “The Director, NIT Sikkim”, who may decide the matter himself.
12. The NIT Sikkim reserves the right to amend/cancel the tender at any stage (point of time) without assigning any reason.

Any deviation in the material and the specifications from the accepted terms may liable to be rejected and the bidders need to supply all the goods in the specified form to the satisfaction / specifications specified in the order / contract and demonstrate at their own cost.

Head of the Department,
Computer Science & Engineering
National Institute of Technology Sikkim.
Ravangla Campus, South Sikkim 737139.

Firm details

<u>Sl. No.</u>	<u>Particulars</u>	<u>Information</u>
1	Name of the Firm	
2	Complete Postal Address with Tel. No., Fax/Email	
3	Date of Establishment: Professional Experience (in years)	
4	Registration details with concern authority	
5	Name of the contact person Mobile no (Office) Mobile no (Home) e-mail Id	
6	GST Registration No (please enclose a copy of GST Registration).	
9	Firm (Beneficiary) Name	

We undertake that all information provided above is correct and NIT Sikkim will not be responsible in case of any error on the part of firm.

[Seal and Signature of the firm]

Format of Financial BidNIQ No: 24/NITS /CSE-Dept/ComputerLabAntivirusPurchase/2017-18/01

The following is the detailed financial bid against the above mentioned NIQ.

Sl. No.	Item	Quantity	License period	Unit Price (₹)	Taxes GST (₹) with %	Grand Total (₹)
1	Quick Heal Total Security	150 users	36 months			

From,

Vendor's Name:

Address:

e-mail ID:

Cont. No:

[Seal and Signature of the firm]