



**NATIONAL INSTITUTE OF TECHNOLOGY SIKKIM**  
Ravangla Campus, Barfung, South Sikkim 737139  
[www.nitsikkim.ac.in](http://www.nitsikkim.ac.in)  
**INVITATION OF TENDERS/BIDS**

Tender No: 02/NITS /ICTI/ Intercom facilities/2017-18/Tender-01

Date: 16/11/2017

**SUPPLY & INSTALLATION OF EPABX 128 channel system at NIT SIKKIM**

<b>TENDER SUMMARY</b>							
<b>Bid System</b>	<b>Two Bid Open Tender</b>						
<b>Closing Date &amp; Time for submission of bid</b>	12 <sup>th</sup> Decemeber 2017, 3: 00PM						
<b>Opening Date &amp; Time of technical bid (TENTATIVE)</b>	12 <sup>th</sup> December, 2017, 4:00 AM (Opening Date & Time of price bid will be informed later <i>only to Technically qualified bidders.</i> )						
<b>Place of opening of bid</b>	DSP Laboratory, National Institute of Technology Sikkim, Ravangla Campus, South Sikkim, 737139						
<b>Bid should be addressed to</b>	<b>Registrar (I/c),</b> National Institute of Technology Sikkim Ravangla Campus, South Sikkim 737139.						
<b>Tender Fees (non-refundable)</b>	<b>Rs. 500/- (Rupees Five Hundred,</b> in the form of a Demand Draft drawn in favour of “DIRECTOR, NIT Sikkim” payable at Ravangla, South Sikkim)						
<b>Earnest Money Deposit (EMD) (Non-interest bearing)</b>	<table border="1" style="width: 100%;"> <thead> <tr> <th>SI. No.</th> <th>Item</th> <th>EMD Value (₹)</th> </tr> </thead> <tbody> <tr> <td>1</td> <td>EPABX System</td> <td>₹ 1,00,000/-</td> </tr> </tbody> </table>	SI. No.	Item	EMD Value (₹)	1	EPABX System	₹ 1,00,000/-
	SI. No.	Item	EMD Value (₹)				
1	EPABX System	₹ 1,00,000/-					
The EMD as mention in the above table should be made in the form of a Demand Draft drawn in favour of “DIRECTOR, NIT Sikkim” payable at Ravangla, South Sikkim, and valid for a period of 45 days beyond the final bid validity period.							

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

Group No.	Brief description of Items	Quantity	Installation required, if any	Place of Delivery
1	Non IP based COMMUNICATION SERVER for 128 Channel. Equipped with as following configuration • 19" Rack mountable • Analog CO Trunk Lines - 08 • Digital Extensions Ports - 08 • Analog Extensions Ports - 128	1 Set	Yes	NIT Sikkim
2	19"Rack for Communication Server	1 Pc	Yes	
3	Analog Telephone Instrument with CLI Facility	60Pcs	Yes	
4.	Digital Telephone with 12 programmable keys	10Pcs	Yes	
5.	Telephone Cable	Per meter	Yes	

The bidders are requested to read the tender document carefully and ensure compliance with all specifications/ instructions herein. Noncompliance with specifications/ instructions in this document may disqualify the bidders from the tender process.

The Institute reserves the right to accept or reject any quotations or to select the item or to reject the bidding process or any quotation wholly or partly without assigning any reason. Incomplete tenders, amendments and additions to tender after opening or late tenders are liable to be ignored and rejected.

### **Instructions to Bidders**

1. **Tender Fee:** A Demand draft of **₹500/-(Rupees Five Hundred only)** towards non-refundable tender fee, drawn in favour of “The Director, NIT Sikkim” payable at Ravangla should accompany the **Technical bid documents**.
2. **EMD:** The EMD as mentioned above should be enclosed in the form of A/C payee DD in favours of “**Director, NIT Sikkim**” payable at Ravangla. If the successful bidder fails to supply the goods/equipments within stipulated time, then the EMD may be forfeited. The EMD, technical and financial bids should be sent separately and put in different sealed envelopes marked “**EMD**”, “**Technical bid**” and “**Financial bid**” as applicable and to be put in a separate envelope, that should be properly sealed and duly marked “Tender reference no: 02/NITS /ICTI/ Intercom facilities/2017-18/Tender-01”
3. **Prices:** The prices quoted should be inclusive of all taxes or duties, packing, forwarding, freight, insurance, delivery, installation, commissioning etc. at destination site (NIT Sikkim, Ravangla, South Sikkim 737139). **NIT Sikkim is registered with DSIR, Govt. of India and is exempted from Custom / Excise Duty.** Exemption Certificate to this effect will be issued by NIT Sikkim. Hence, Customs/Excise Duty exempted price should be quoted. The rates shall be firm and final. Nothing extra shall be paid on any account. In the price bid/financial bid, the vendor should clearly mention the final price breakup i.e. ex-work price/FCA price, FOB price, CIP/CIF price & FOR NIT Sikkim, Sikkim Campus price, as applicable in their bid.
4. **Pre-Qualification Criteria:** Bidder has to submit the signed copy of the following documents:
  - a) Bidder is requested to furnish GST Registration Number and GST Registration States.
  - 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. Quality assurance certificate (if any).
  - d) Credentials of supply to NITs/IITs/Central autonomous bodies/Central Govt. dept. or agencies.
  - e) Self certificate that the firm has not been black listed from participating in tenders by any central Govt. organizations.
  - f) If the supplier/firm is original equipment manufacturer (OEM)/authorized dealer/sole distributor of any item, the certificate to this effect should be attached.
  - g) An undertaking from the OEM is required stating that (a) they shall be responsible to provide all kind of technical supports, and (b) would facilitate the bidder on a regular basis with technology/product updates and extend support for the warranty as well. In case of proprietary items, suitable declaration documents from the manufacturer to be submitted.
5. All tender documents should have to be sent through courier, speed post or registered post only or may be dropped in the tender box at NIT Sikkim. Since, NIT Sikkim is located in a remote location, even through speed post it may keep few more days in hand to reach it timely. Therefore, bidders are suggested to send the quotation well in advance or by hand. The postal address for submitting the tenders is:

Registrar (I/c)  
National Institute of Technology Sikkim,  
Ravangla Campus, South Sikkim – 737 139

6. Quotation received after the closing date/time will not be considered.
7. The bidder should also mention the make and model number of the items. (Please refer to Annexure II and Annexure III).
8. The printed literature and catalogue/brochure giving full technical details should be included to verify the specifications quoted in the tender. The final amount should be in figures as well as in words. If there are overwriting, they should be duly initialled, failing which the bids are liable to be rejected. No alternate price will be entertained in the quotation.
9. The supplier/firm must be either original equipment manufacturer (OEM) or authorized dealer/sole distributor of quoted items. The certificate or equivalent document must be attached/communicated.
10. 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.
11. All tenders in which any of the prescribed conditions is not fulfilled or any condition is put forth by the tenderer shall be summarily rejected.
12. **Performance Bank Guarantee (PBG):** Successful bidder shall have to deposit a performance security of 10% for the period covered under warranty of the item(s). The Performance security can be in the form of a Commercial bank Guarantee or Retention money deducted from the gross payment to the supplier. If it is not submitted then 10% of the total payment will be kept for specified period. PBG will be retained beyond 60 days after expiry of warranty.
13. **Opening of Bids:** The bidders or their authorized representative may be present during the opening of the Technical Bid, if they desire so, at their own expenses. The financial bids will be opened for only the bidders whose technical bids are found suitable by the committee appointed for the purpose. Date and time of opening of the financial bids will be decided after technical bids have been evaluated by the committee. Information in this regard will be posted on Institute's web site / Notice board/Communicated through e-mail.
14. **Evaluation:** The bids for various groups shall be evaluated individually and partial orders may be placed as per the discretion of the institute.
15. **Payment:** 100% payment against onsite delivery (in good condition), installation and furnishing of PBG.
16. **Clarifications:** Normally, pre-bid enquiries will not be entertained. However, in case the bidder requires any clarification regarding the tender documents, they are requested to contact DSP Lab, NIT Sikkim (e-mail: [hemant.ece@nitsikkim.ac.in](mailto:hemant.ece@nitsikkim.ac.in)) on or before closing date of the tender. Any attempt by any vendor to bring to bear extraneous pressures on us shall be sufficient reason to disqualify the vendor. **A pre-bid meeting at DSP Lab, NIT Sikkim, may be arranged on 21<sup>st</sup> November 2017 at 11:00 am with all interested bidders (at a time) to understand the requirement and location of offices, hostels and residential quarters.**
17. The NIT Sikkim reserves the right to amend/cancel the tender at any stage (point of time) without assigning any reason.
18. **Validity:** The bid should be valid for acceptance for a period of 180 Days. The Bidders should be ready to extend the validity, if required.
19. **Delivery:** The Equipment should be delivered and installed within the period as specified in the purchase order and be ready for use within 60 days of the issue of purchase order unless otherwise prescribed.

20. **Liquidated Damage:** If the bidder fails to deliver and place any or all the Equipment or perform the service by the specified date, penalty at the rate of 2% per month of the total order value subject to the maximum of 10% of total order value will be deducted.
21. **Warranty:** The period for which the warranty is valid should be mentioned by the bidder exclusively (as asked in technical details). Bidders must give the comprehensive onsite warranty as required from the date of successful installation of Equipment against any manufacturing defects and also give the warranty declaration that *“everything to be supplied by us hereunder shall be free from all defects and faults in material, workmanship and shall be of the highest quality and material of the type ordered, shall be in full conformity with the specification, as specified in the tender document.”*
22. **Amendment of Bidding Documents:** Corrigendum, if issued any for the tender, shall form part of the Tender Document, Corrigendum will be posted on NIT Sikkim website ([www.nitsikkim.ac.in](http://www.nitsikkim.ac.in)). Bidders are requested to visit NIT Sikkim website regularly and note to corrigendum / amendments to the tender without fail and submit the bid/tender accordingly. NIT Sikkim will not be responsible for ignorance of corrigendum.
23. **Defective Equipment:** All damaged or unapproved goods shall be returned at suppliers cost and risk and the incidental expenses incurred thereon shall be recovered from the supplier. Defective part in equipment, if found before installation and / or during warranty period, shall be replaced within delivery period on receipt of the intimation from this office at the cost and risk of supplier including all other charges.

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.

24. Mode of communication is preferred through email.

**Registrar (I/c)**  
National Institute of Technology Sikkim  
Ravangla Campus, South Sikkim 737139.

**Declaration Form – I**

**ON-SITE MAINTENANCE SERVICE FOR OFFERED MATERIAL**

The Director  
National Institute of Technology Sikkim  
Ravangla, South Sikkim  
PIN 737 139, INDIA

I / We declare that we will provide on-site full maintenance services from the date of delivery/installation of bellows materials quoted against your tender no. 02/NITS /ICTI/ Intercom facilities/2017-18/Tender-02 dated 20/11/2017

Name	Warranty Period (in Months)
(1) .....	.....
(2) .....	.....
(3) .....	.....
(4) .....	.....
(5) .....	.....

During these warranty period we will not charge for maintenance services.

We have enclosed herewith the explicit terms and conditions of the original equipment manufacturer for your perusal.

(Sign. Seal & Date of the bidder)

## **Annexure-I**

### **Technical Specification for EPABX System**

1. The main EPABX system shall be Non-IP based and having 19 inch 2U chassis and stackable 100% non-blocking system with universal slot architecture.
2. The system should be expandable upto 512 Digital/ Analog Extensions Ports, 256 Analog Trunk Ports.
3. The system should have own (OEM) manufactured .
4. The system should support ISDN PRI / ISDN BRI/ Analog Trunk / Analog Extensions / Digital Trunk .
5. The system should support distributed architecture, the remote chassis should be integrated through software. The system should support upto 49 remote chassis.
6. The system should be scalable to support any voice/data convergence
7. The system call server must be based on software easily updatable and manageable
8. The system must manage a large range of telephonic services, integrated contact center applications, collaboration and Unified Messaging applications
9. The system should support mobile integration.
10. The system should support up-to 32party conference.
11. System Should have three year on site warranty.

## **Annexure -II** **Format of Technical Bid**

Tender No: 02/NITS /ICTI/ Intercom facilities/2017-18/Tender-02 dated:20/11/2017

The following is the detailed technical bid against the above mentioned tender.

<b>Sl. No.</b>	<b>Item</b>	<b>Make and Model No.</b>	<b>Technical compliance (Write Yes or No)</b>	<b>Detailed technical specification (Write Attached or Not attached)</b>	<b>OEM or Authorized dealership (Write Attached or Not attached)</b>
1					
2					
3					
4					

From,  
Vendor's Name:  
Address:

e-mail ID:  
Cont. No:

[Seal and Signature of the firm]

## **Annexure -III**

### **Format of Financial Bid**

Tender No: 02/NITS /ICTI/ Intercom facilities/2017-18/Tender-02 dated 20/11/2017

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

<b>Sl. No.</b>	<b>Item</b>	<b>Quantity</b>	<b>Make and Model No.</b>	<b>Unit Price (₹)</b>	<b>Taxes GST (₹) with %</b>	<b>Grand Total (₹)</b>
1						
2						
3						
4						

From,  
Vendor's Name:  
Address:

e-mail ID:  
Cont. No:

[Seal and Signature of the firm]



**Annexure IV**  
**Firm and bank details (attached with Technical bid)**

<b><u>Sl. No.</u></b>	<b><u>Particulars</u></b>	<b><u>Information</u></b>
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).	
7	Please enclose a cancelled cheque and copy of PAN card. Cancelled cheque & PAN card is to be submitted only once	
9	Firm (Beneficiary) Name	
9	Complete Bank Account No. of the Firm [beneficiary]. [In case of change in bank account vendor should write to Account Office]	
10	Bank Name	
11	Bank Address	
12	IFS Code no	

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]**

**Annexure V**  
**COMPLIANCE STATEMENT**  
**Part I (Pre-bid criterion)**

Sl. No.	Required Indent Specifications	Your Comment(s)
1.	Is tender fees enclosed? (Yes/No):	If Yes DD No..... Bank..... Amount.....
2.	Is EMD enclosed? (Yes/No):	If Yes DD No..... Bank..... Amount.....
3.	Is the bidder original equipment manufacturer (OEM) / authorized dealer?	
4.	If authorized dealer, recent dated certificate to this effect from OEM, attached or not?	
5.	Whether special educational discount for NIT Sikkim is given.	
6.	Whether GST registration details, valid trade license, valid firm/company registration certificate, quality assurance certificate (if any) is given.	
7.	Whether list of reputed clients/organizations (along with telephone numbers of contact persons) for the past three years specific to the instrument attached. Documents furnished for other instruments will not be considered.	

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]

**COMPLIANCE STATEMENT**  
Part II (Technical criterion)

**[Seal and Signature of the firm]**