



INDIAN INSTITUTE OF TECHNOLOGY (BHU) Varanasi

Ref. No.: IIT(BHU)/I.P.Cell/R.C./2015 – 16/ 640

Dated : 5th October 2015

NOTICE

Indian Institute of Technology (BHU)Varanasi invites the sealed quotation for entering into Rate-Contract for Multifunction Printer, Toner Cartridges & Spares for (Photocopier & Computer Printer), LCD / LED Multimedia Projector of different lumens, Screen (Manual & Motorised), LED / LCD Display Panel (all sizes), Complete Audio System, Digital Scanner, Room Cooler, Water Cooler with & without Water Purifier, Water Purifier, All Types of Air Conditioners – (Suitable Stabilizer, Spares List, A.M.C., Buy Back Offer), UPS On-Line & Off-Line, Inverter, Battery, Servo stabilizer, Automatic Voltage Stabilizer, Fire Extinguishers, Generators, General Stationery, Photocopier Paper, Laboratory Chemicals, Plastic wares, Glass-wares / Ceramic laboratory wares, Filter Paper, Acid, Phenyl, Chalk & Writing Board (White & Green Board and Glass Board) for the financial year 2015 – 16. Interested manufacturers may directly or through their authorized dealer(s) quote & submit the quotation (*In case of authorized dealer a valid authorization certificate from the manufacturer for this tender is required, failing which quotation of the authorized dealer will not be entertained under any circumstances*). Tender Document may be downloaded from the website.

Other details as well as **tender documents** are available on IIT(BHU) website www.iitbhu.ac.in.

Last Date of Submission of Complete Tender Documents to the office of the Dy. Registrar, Institute Purchase Cell, Indian Institute of Technology (Banaras Hindu University), Varanasi – 221005 is 16th November, 2015 upto 16:00 Hrs.

REGISTRAR



भारतीय प्रौद्योगिकी संस्थान (का०हि०वि०)
वाराणसी – 221005

संदर्भ सं०: आई०आई०टी०(बीएचयू)आई०पी०सेल /

5 अक्टूबर, 2015

सूचना

निम्नांकित सामानों के दर – अनुबन्धन सत्र 2015 – 16 हेतु मुहरबन्द कोटेशन निर्माताओं या निर्माताओं द्वारा अधिकृत डीलरों से आमंत्रित की जाती हैं – मल्टी फंक्शन प्रिन्टर, टोनर कार्टेज तथा स्पेयर, (फोटोकापियर व प्रिन्टर), एल ई डी – एल सी डी मल्टीमीडिया प्रोजेक्टर – विभिन्न क्षमता के, प्लाजमा एल ई डी / एल सी डी / डिसप्ले पैनल – सभी साईजों के, डीजिटल स्कैनर, एयर कूलर, वाटर कूलर वाटरप्यूरीफायर के साथ व बिना वाटरप्यूरीफायर, वाटरप्यूरीफायर, सभी प्रकार के ए० सी० – (उपयुक्त स्टेबलाइजर, स्पेयर पार्ट्स, ए०एम०सी०, बाय बैक आफर), आन व आफ लाइन यूपीएस, बैटरी, इन्वर्टर, आटोमैटिक वोल्टेज व सर्वो स्टेबलाइजर, अग्निशामक यन्त्र, जेनरेटर, जनरल स्टेशनरी, फोटो कापियर पेपर, लैब केमिकल, प्लास्टिक वेयर, ग्लास वेयर / सिरैमिक लैब वेयर, फिल्टर पेपर, फिनायल, एसिड,, चाक एवं राइटिंग बोर्ड – व्हाइट, ग्रीन व गलास बोर्ड, (भारतीय प्रौद्योगिकी संस्थान – काशी हिन्दू विश्वविद्यालय में आपूर्ति के लिए इस निविदा हेतु अधिकृत डीलरों के सम्बंध में इस आशय का निर्माताओं द्वारा जारी एक प्रमाण पत्र निविदा के साथ संलग्न करना अनिवार्य होगा अन्यथा किसी भी परिस्थिति में निविदा स्वीकृत नहीं की जा सकेगी) इच्छुक फर्म विस्तृत विवरण, नियम व शर्तें एवं निविदा प्रपत्र संस्था की वेबसाइट से डाउनलोड करके प्राप्त कर सकते हैं। निविदा से सम्बंधित विस्तृत विवरण एवमं निविदा प्रपत्र वेबसाइट www.iitbhu.ac.in पर उपलब्ध है।

परिपूर्ण निविदा प्रपत्र को कुलसचिव, इंस्टीट्यूट परचेज सेल, भारतीय प्रौद्योगिकी संस्थान – काशी हिन्दू विश्वविद्यालय, वाराणसी 221 005 के कार्यालय में जमा करने की अंतिम तिथी 16 नवम्बर, 2015 16:00 बजे तक।

कुलसचिव

DETAILS OF ITEMS FOR RATE CONTRACT

S.NO.	Categories	ITEMS	SCHEDULE OF REQUIREMENT	Minimum Annual Turn over
1	2	3	4	5
A.	<i>Electrical & Electronics</i>	<ol style="list-style-type: none"> UPS (On-line & Line Interactive) Sine Wave Inverter, AVS / SERVO Stabilizer Battery (Battery type :- Automotive / Invertors / UPS - Lead Acid / Tubular / SMF with warrantee and scrap rate) Multi Function Printer all models. Toner Cartridges & Spares for Photocopier / Printer All Type of Air Conditioners including Window, Split, Duct type with AVS, etc. (with BEE Star Rated models), Suitable Stabilizer, Spares List, A.M.C., (Buy Back offer price must be indicated in tender separately). Digital Scanner 	<p>Brand Name, Technical Features & specification along with proper catalogues and prices with best possible educational discount / bulk discount of each model and items must be submitted with the prices of consumables.</p> <p align="center">Appendix 'A'</p>	50,00,000/- <i>for each item</i>
B.	<i>Audio Visual</i>	<ol style="list-style-type: none"> Multimedia Projector: LCD / LED Projector of different lumens , Screen (Manual & Motorized), LED/LCD Display Panel. Complete Audio System – Mike (Cordless, Collar, Ordinary & Podium), Amplifier for normal acoustic fitting. 	Appendix 'B'	50,00,000/- <i>for each item</i>
C.	<i>Mechanical & Other Misc. Appliances</i>	<ol style="list-style-type: none"> Air / Room Cooler (ABS Plastic Body / Steel Body) Water Purifier (UV, RO / UV, others), Water Cooler (Capacity-40 / 40, 40 / 80, 150 / 150 ltr etc) with & Without Water Purifier. Generator 	<p>Brand Name, Technical Features & specification along with proper catalogues and prices with best possible educational discount of each model.</p> <p align="center">Appendix-'B'</p>	50,00,000/- <i>for each item</i>
D.	<i>Stationery/ Paper</i>	<ol style="list-style-type: none"> General Stationary Photocopier Paper Chalk & Writing Board, Display, Notice Board, Lectern 	Appendix 'C'	10,00,000/- 50,00,000/- 10,00,000/-
E.	<i>Misc. Items</i>	<ol style="list-style-type: none"> Fire Extinguishers Acid & Phenyl 	Appendix 'D'	5,00,000/- 5,00,000/-
F.	<i>Chemical & Glassware</i>	<ol style="list-style-type: none"> Lab Chemicals Plastic wares, Glassware's / Ceramic lab wares / Filter Paper / Cover slip. 	As per catalogue to be provided by the manufacturer.	10,00,000/- 10,00,000/-

NOTE :- While submitting the offer, **Appendix 'E'** must be read carefully and adhered strictly.

REQUISITE FEE

Tender Processing Fee (T.P.F.)
(Non-refundable)

Rs. 1,500/-

- *Separate tenders should be submitted (in separate envelopes along with MS word / Excel softcopy in CD), in case the bidder desires to quote for more than one item (Column-3). Each tender must be accompanied with requisite fee of TPF.*
- *In case a firm desires to quote one item of different manufacturer, it is required to submit separate tender documents, tender processing fee for each manufacturer.*
- Non-refundable tender processing fee is to be submitted through D / D in favour of the Registrar, IIT (BHU), payable at Varanasi.
- Tenders received without Tender Processing Fee will be summarily rejected.
- Tender may be submitted by Registered Post / Speed Post or by Hand in the office of the Dy. Registrar, Institute Purchase Cell, Indian Institute of Technology (Banaras Hindu University), Varanasi 221005.



Indian Institute of Technology (BHU) Varanasi

Please Go Through the Following Instructions / Notes Carefully Otherwise Your Quotation Is Liable To Be Rejected

LAST DATE OF SUBMISSION OF THE OFFERS AND DATE OF BID OPENING:

The offer should be addressed to the **Registrar, Institute Purchase Cell, Indian Institute of Technology (BHU), Varanasi** in a sealed cover clearly super scribed with “**Tender Enquiry for Empanelment for item**” on the face of the envelope and submitted on or before **16th November, 2015 upto 16.00 hrs. Any offer received after the last date shall not be entertained. Date of bid opening is 23rd November, 2015 at 15.00 hrs which may continue the next day if a large number of bids are received.**

The following undertaking for checklist duly signed with seal and required documents should be submitted along with offer:

Undertaking for Check List

We hereby declare that the following requirements have been fulfilled by us –

- i.** Printed copies of the **Catalogue / Price List** of the products.
- ii.** Attested photocopy of current manufacturing license, for respective items, issued by competent authority.
- iii.** List of organizations where the firm is on rate contract or has been supplying the items, along with their performance certificates if available and attested photocopies of rate contracts.
- iv.** The enclosed certificates and proforma duly filled in and signed.
- iv.** **(A) Documentary evidence for the turnover of last three consecutive years along with copy of the audited balance sheet of both the manufacturer as well as authorized dealer separately. A minimum turnover for consumables & non-consumables should be as indicated at page no. 2 is essential for manufacturer and authorized dealer separately.**
(B) However, if a bidder wants to submit tender for more than one item he has not to submit the whole documents as mentioned at iv(A) above, only a certificate to this effect that the complete documents have been enclosed with the tender document is to be submitted.
- v.** Demand Draft of Rs. 1500/- (Tender Processing Fee) *in favour of “The Registrar, IIT(BHU) Varanasi” payable at Varanasi.*
- vi.** Registration Certificate of Central Excise, wherever applicable.
- vii.** Registration Certificate of C.S.T. and other Taxes of State Govts.
- viii.** Drug manufacturing license (for Chemical & Glassware / plastic ware etc. category)
- ix.** **Copy of Income Tax Returns for 3 years of both the manufacturer and authorized dealer. In case of**
- x.** **Income Tax clearance certificate.**
- xi.** **Copy of Sales Tax / VAT Assessment for 3 years of both the manufacturer and authorized dealer.**
- xii.** **Sales Tax / VAT clearance certificate.**
- xiii.** Registration in SSI / DI, in case of manufacturer.
- xiv.** Undertaking for Quality Control System – Copy of Certificate pertaining to ISO, BIS etc.
- xv.** **Every page of the tender documents and the enclosed copies of the certificates have been signed with seal.**

We hereby agree that in the absence of any of the above documents / information, the offer may be summarily rejected without making any further reference to us.

Important Note :

If a Manufacturer / Dealer is applying for Rate Contract for more than one item need not to enclose all required documents with every tender document. However, a certificate is to be enclosed mentioning therein that the required documents are enclosed with tender document (name of the item).

Further, the vendor who were under rate contract of IIT(BHU) for the session 2013 – 14 have to submit the documents of last financial year only .

Date:

Signature with seal

1. Rates

Please quote your lowest rates F.O.R. Destination only otherwise your offer may not be considered. Please quote for those items/specifications only which have been asked for. The rates should include insurance coverage, if necessary for safe delivery. The Institute shall not pay separately for transit risk insurance. The firm shall be responsible until the items arrive in good condition at the Destination stores.

Further, if there is any damage or loss to the stores in transit, the firm will get the stores replaced/repaired to the entire satisfaction of the consignee otherwise cost will be deducted for items found in broken/ unserviceable conditions or short in quantities.

2. Discount

Kindly indicate the maximum discount allowed on the printed price list for the purpose of rate contract. As the Indian Institute of Technology is a premier educational institution of the country, its rate contract is quite prestigious, **separate rate may be quoted in case of bulk supply.**

3. Taxes and Duties

Please clearly specify the rates of the taxes, duties and other expenses applicable on the stores even if the rates are net. The rate of taxes as applicable should be clearly mentioned in the offer.

In case of sales made by local dealer, only UPTT / VAT can be charged. UPTT / VAT is also not payable to the second importers of the goods in the state.

The CST will be paid only when supplies are made from outside the state of U.P. and are not reimbursable to the local dealers.

Excise duty will be reimbursed only when the claim is supported by a valid gate pass.

4. Validity of The Offer

Since it is rate contract for the financial year 2015 – 16 the rates quoted shall remain valid till next Rate Contract is finalized for the next session and no request for rate revision shall be entertained during this period.

5. Fall Clause

- i.** The prices charged for the stores supplied under the rate contract by the firm in no event should exceed the lowest price at which the firm sells the stores or offers to sell the stores of identical description to any individual / organization / body etc. during the currency of the rate contract.
- ii.** If at any time during the said period, the firm reduces the sales price, sells or offers to sell such stores to any person (s) /organization (s) / body etc including the purchaser or any Department of Central Government or any Department of State Government of any statutory undertaking of the Central or a State Government as the case may be, at a price lower than the price chargeable under the contract, it shall forthwith inform such reduction or sale or offer to sale to the Registrar (Purchase) and the price payable under the contract for stores supplied after the date of coming into force of such reduction or sale or offer to sale shall stand correspondingly reduced. However, if it is discovered later on that the firm failed to inform the Institute about the reduction in the sale price and continues to charge higher rates, *excess money so charged is liable to be deducted from E.M.D. furthermore, such firm is liable to be debarred from doing any business with the Institute in future.*

6. Execution of Supplies and Billing

It is desired that the supplies be made by a manufacturer directly. However, if a manufacturer is not in a position to execute supplies directly and intends to make the same through authorized dealer(s) their name(s) and address(es) should be declared in advance at the time of submission of the offer.

It has been noted that on many occasions, only one dealer is authorized to execute the supplies. The Institute desires that in order to maintain smooth supplies to the Institute, **there should be more than one Local Dealer but not more than three** for the purpose. However, the rates should be quoted by the manufacturer only. Also, the manufacturer should clearly indicate whether the orders will be placed with it or its authorized dealer(s). In such cases, no extra charges by way of any local Taxes/Trade Tax in addition to Central Sales Tax be admissible in case of supplies received from local authorized dealer(s).

7. DGS&D Rate contract

In case if the product(s) is registered under D.G.S.&D. Rate Contract, Rates and specifications of the product(s) must be enclosed with the tender documents, simultaneously if any changes (Rate/Specification etc) occur during the rate contract period, i.e. 2015 – 16 the same be intimated to the Institute immediately.

8. Payment Terms

Payments shall be made after satisfactory execution of the order and supply of goods in satisfactory condition on bill basis.

9. Rejection Clause

If the stores received do not conform to the description and quality as contained in the catalogue or have deteriorated (and the decision of the purchaser in that behalf will be final and conclusive) the purchaser will be entitled to reject the said items or such portion, thereof as may be discovered not to conform to the said description and quality. On such rejection the goods will be replaced by the firm at its cost.

If the terms of the quotation etc. are vague, incomplete, contradictory and confusing, the offer will summarily be rejected without any information.

In case of sub-standard supply / non-execution of supply of ordered goods within the stipulated time, the Institute reserves the right to impose penalty on the concerned firm.

10. Warranty / Guarantee Terms

Should be clearly stated for all items, service facilities, consumables / spare prices, post warranty full spares maintenance agreement rate and conditions for - Digital Photocopier, Multi-Media / LCD Projector / UPS-Online / Generator.

11. Annual Maintenance Contract (Comprehensive) : A.M.C. for 5 years

(1 to 5 yrs on annual basis) shall be clearly stated for all non-consumable items.

12. The Institute Reserves The Right To

- i.** Enter into parallel rate contracts simultaneously with more than one firm for the purchases of the items.
- ii.** Withdraw rate contract of any firm during the currency of rate contract without assigning any reason.
- iii.** Reject the quotation in absence of not furnishing the documentary evidence in respect of Trade Tax Registration (C.S.T./U.P.T.T/VAT.), Income Tax and Trade Tax clearance certificates together with the performance of supplies in various branches/institutions.
- iv.** Reject the quotation in the event of non-furnishing the authentic documentary evidence in respect of Testing reports/Performance report of the concerned Govt. Organization/Institutions about the products being manufactured and marketed. The performance test of the product can be conducted at Institute level also for which charge will have to be borne by the suppliers.
- v.** Reject the supplies already made, if not found up to the mark. Random checking may be adopted to test the correctness of the supply. In such an event further action may call to conform the supply or discard further business.
- vi.** Cancel the order/reject the supplies of chemicals in case where more than one authorized dealers are there and order is placed to local dealer and not to the manufacturers / distributors.
- vii.** To reject any addition/alteration in respect of local dealerships intimated by the Principals after consideration of the case by the committee appointed by the Institute for the purpose.
- viii.** To reject any offer which is not supported/submitted along with the Pricelist/ Catalogues/Leaflets/ Brochures /Samples where ever applicable within the scheduled time.

- ix. To reject any or all the offers without assigning any reasons thereof.
- x. All disputes are subject to “*Varanasi Jurisdiction*” only.

The decisions of the Institute in all respect shall be final and binding on all.

Kindly note that we attach great significance to the list of the organizations of repute where a firm is on rate contract, therefore please enclose certified photocopies of the rate contract.

Please ensure that your offer is complete in all respect as no further clarifications shall be sought from you and reaches us within the last date mentioned above. **The Institute shall not be responsible for any postal delay / loss in transit etc.**

Please mention our reference number and due date on the sealed envelope, otherwise your quotation may not be entertained.

A checklist (list documents to be attached) with proper signature, seal and date should be enclosed with tender document for verification; otherwise the proposal will not be entertained.

***Registrar
IIT (BHU)***

NOTE: 1- While arranging the Tender Documents, check list should be placed on TOP.



**INDIAN INSTITUTE OF TECHNOLOGY (BHU)
VARANASI – 221 005**

Fax: 0542 – 2368428, Phone: 0542 – 6702071, mail: registrar@iitbhu.ac.in

*Following proforma should be filled in and duly signed by the firm and sent along with the quotation.
(Please refer to the detailed instructions/notes before filling this proforma).*

1. Validity of the offer :
2. Approximate Delivery Period :
3. (a) Whether rates have been quoted F.O.R. destination/site and covers packing forwarding and insurance charges. : YES / NO
(b) If not, please mention the same :
4. (a) Whether the prices are inclusive of Sales Tax/VAT & other taxes. : YES / NO
(b) If not, kindly specify the amount / rate :
5. If the Sales Tax/VAT is charged extra, declaration for Charging Sales Tax Correctly, attached. : YES / NO
6. (a) Whether supply will be made directly or through any Local/Regional/Authorized Dealer/Stockiest : Directly/Stockiest/Authorized Dealer
(b) If through a Stockiest/Dealer : -
 - (i) Name and full address of the Party :
 - (ii) Whether the order to be placed with the : Principal/Stockiest/Dealer
 - (iii) Who will raise the bill : Principal/Stockiest/Dealer
 - (iv) Cheques will be drawn in favour of : Principal / Stockiest / Dealer
 - (v) Whether any Delivery, Packing and Forwarding Charges will be payable to local Stockiest/Dealer : YES / NO
(Please specify the amount/percentage etc.)
7. Our terms of payment (Please indicate your preference By a (✓) mark) Please note that no other payment terms are likely to be accepted.
 - (a) **For Local Firms or if the bills are raised by the Local Dealers.**
 - (i) 100% Payment on bill basis :
 - OR**
 - (ii) 100% payment against Proforma Invoice after receipt of materials in good condition, installation and satisfactory report.
(Only under exceptional cases)
 - (b) **If the bill are raised by outstation Firms**
 - (i) 100% Payment on bill basis :
 - OR**
 - (ii) 100% payment against Proforma Invoice after receipt of materials in good condition, installation and satisfactory report :

OR

(iii) D.G.S. & D. Terms of Payment for D.G.S. & D Rate Contract items :

OR

(iv) 75% against Proforma Invoice (at site) and 25% after receipt of materials in good condition, installation and satisfactory report.

OR

(v) 90% payment against Proforma Invoice (at site) and 10% after receipt of materials in good condition, installation and satisfactory report
(Only under special Circumstances).

8. Whether any Excise Duty is payable on the items. : YES / NO

If yes, indicate the amount/percentage. : %

(Please note that excise duty will be paid only when it is clearly shown in the invoice separately)

9. Whether any installation charges are payable. : YES / NO

If yes, amount to be specified. :

Whether any educational discount offered on the printed price list of the manufacturer. : YES / NO

If yes, mention the amount/percentage. : %

11. Whether the product is on DGS &D/D.I. Rate contract. : YES / NO

If yes, please enclose a photocopy of the same.

12. Whether the product bears I.S.I. Mark. : YES / NO

If yes, please mention the I.S.I. License no. :

13. (a) Whether the firm is Sales Tax payer. : YES / NO

If yes, please mention the Sales Tax Numbers. :

(b) Whether the Local Dealer(s) is / are Sales Tax payer(s) : YES / NO

If yes, please mention the Sales Tax numbers of each :

14. Whether certificate of Quality Control enclosed : YES/ NO

15. Whether printed/authenticated price list of the Firm's Products and Catalogue etc. enclosed. : YES/NO

Signature with Seal.

C E R T I F I C A T E

WE CERTIFY THAT :

1. We will not sell the product (s) to other institutions, bodies and also in the market on the rates less than the prices quoted by us to the Institute.
2. ***The vendor shall furnish following certificate to the Paying Authority along with each bill for payment for supplies made against the Rate Contract (*).***
3. The goods on which Sales Tax/VAT. has been charged are not exempted for payment of Sales Tax/VAT under C.S.T. Act or U.P.S.T. Act or the rules made there under and the amount mentioned on account of Sales Tax/VAT on goods is not more than what is payable under the provisions of the relevant Act or Rules made there under.
4. The rate of Excise Duty mentioned in the quotation is in accordance with the provisions of the rules in all respects and the same is payable to the Excise Authorities in respect of the stores.
5. The goods / Stores / articles offered under the rate contract shall be of the best quality and workmanship and their supply be strictly in accordance with the technical specifications and particulars as detailed in the quotation and also certificate of quality control system attached.
6. The information furnished by us in the quotation is true and correct to the best of our knowledge and belief.
7. We have read and understood the rules, regulations, terms and conditions of rate contract as applicable from time to time and agree to abide by them.

Authorized Signatory

(Seal)

N.B. :* I / We certify that there has been no reduction in sale price of the Stores of Description identical to the Government under the contract herein and such stores have not been offered / sold by me / us to any person(s) / Organization(s) including the purchaser or any Department of Central government or any Department of State Government or any statutory undertaking of the Central or State Government as the case may be upto the date of the bill/the date of completion of supplies against all supply orders placed during the currency of the R/C at a price lower than the price charged to the Government under the Contract.

U.P.S. (On-Line) without battery. Make and Model and AH ratings of the batteries to be supplied must be clearly stated.

Rating	Price												
	Without Battery	With SMF Battery								With Tubular Battery			
		60 min	Battery Make /Model	A.H.	No of. Battery	120 min	Battery Make /Model	A.H.	No of. Battery	180 min	Battery Make /Model	A.H.	No of. Battery
1 KVA													
2 KVA													
3 KVA													
5 KVA													
10 KVA 3ph/1ph													
10 KVA 3ph/3ph													
20 KVA 3ph/3ph upto 60 KVA													

- Note:** (1) Only reputed / standard Battery makes be quoted.
 (2) For minimum Technical Specification refer **Appendix... (E)**

◆ **U.P.S. Line interactive (Off-Line)**

Rating	Backup Time			
	15(min.)	30(min.)	45(min.)	60(min.)
600 VA				
800 VA				
1000 VA				
1500 VA				

- Note:** (1) Mention the make(s) and AH rating of internal SMF battery.
 (2) Make, model and AH rating of external batteries be mentioned.
 (3) For minimum technical specifications refer **Appendix...(E)**
 (4) Only reputed/standard battery makes be quoted.
 (5) Price should be quoted in above given respective columns only.
 (6) Detailed terms & conditions should also be specifically mentioned.

◆ **Sine wave Inverter:**

Inverter Make	Capacity	Price of Inverter	Price with Tubular Battery			Battery make/model & No. of Batteries
			Back-up time			
		Without Battery	2 hrs.	3 hrs.	4 hrs.	
	0.6 KVA					
	0.80 KVA					
	1.40 KVA					
	2.00 KVA					
	2.50 KVA					
	3.00 KVA					
	5.50 KVA					

- Note:** For minimum Technical Specification refer **Appendix (E)**
 Mention the make, model No., A.H. rating, No. of Batteries and operating voltage

- **Automatic Stabilizer:** (Copper Wound Transformers)

<i>Make</i>	<i>Capacity</i>	<i>Price without TDR</i>	<i>Price with TDR</i>
	1 KVA		
	2 KVA		
	4 KVA		
	5 KVA		

- ◆ **Servo stabilizer:**

<i>Make</i>	<i>Capacity</i>	<i>Price</i>	
		<i>Single Phase</i>	
		<i>Air Cooled</i>	<i>Oil Cooled</i>
	1 KVA		
	2 KVA		
	5 KVA		
	10 KVA		
<i>Make</i>	<i>Capacity</i>	<i>Three Phase</i>	
		<i>Air Cooled</i>	<i>Oil Cooled</i>
	10 KVA		
	20 KVA		

Note: For minimum Technical Specification refer **Appendix... (E)**

- ◆ **LCD/LED Multimedia Projector**

➤ 3000 Lumens; ➤ 3500 Lumens; ➤ 4000 Lumens; ➤ 5000 Lumens

Note: For minimum Technical Specification refer **Appendix... (E)**

- ◆ **Digital scanner:**

Flat bed and portable document and negative scanners of various DPI:
Detailed Technical specifications are to be provided.

Electrical & Electronics : (Minimum Specifications)**Double Conversion On-Line UPS with standard features:**

Minimum Specifications required: AC input Voltage: 180-280V for 1 ph, 280-485 V for 3 ph Input Frequency 47-52Hz, Efficiency on full load with 10% charge on batteries >90%. Input power factor >0.95 with active p.f. control.
 Output voltage $230 \pm 2\%V$, frequency $50 \text{ Hz} \pm 0.05\%$, load p.f.0.7 lagging, waveform: pure sine wave, THD $\leq 3\%$
 Output overload capacity: 105% continuous, 125% 3-5 mts, >150% 2-5 Sec
 Battery type: SMF, Lead-Acid Tubular
 Battery charging current: 4-8A, enhanced charging current capability for tubular batteries of 150-200AH
 Crest factor: 3:1, Ambient Temperature $0-40^{\circ}\text{C}$; Short-circuit protection.

Line Interactive / Off Line UPS with standard features:

Minimum Specifications required:
 AC Input Voltage: 180-280V for 1 ph, 280-485V for 3 ph
 Input Frequency $50\text{Hz} \pm 5\%$, Efficiency on full load >85%
 Output voltage $230 \pm 2\%V$, (battery mode), $230V \pm 7\%$ mains mode, frequency $50 \text{ Hz} \pm 1\%$,
 Transfer Time :< 3ms
 Battery type: Internal SMF, External SMF, Lead-Acid Tubular
 Battery charging current: 1-10A, Crest Factor: 3:1, Ambient Temperature: $0-40^{\circ}\text{C}$; Short circuit protection.

Sine Wave Inverter:

Minimum Specifications required:
 AC Input: Voltage 180-280V, frequency $50\text{Hz} \pm 5\%$
 Output: voltage inverter mode- $220/230V \pm 7\%$, frequency $50\text{Hz} \pm 1$, THD <3%, Waveform-Sine Wave
 Peak efficiency >80%, Charging current 10-12A, Temp. $0-40^{\circ}\text{C}$; Short-circuit protection.

Automatic Voltage Stabilizer (AVS):

Minimum Specifications required:
 Copper wound transformer, Input Voltage-160-280V, Output Voltage $220V \pm 5\%$; Short-circuit protection.

Servo Stabilizer:

Minimum Specifications required:
 Input Voltage: 160-280V 1ph, 3ph 4 wire input/4 wire output, independently regulated phases
 Out voltage - $220/230 \text{ V} \pm 1\%$

Air-Conditioners:

Minimum Specifications required:
 Govt. of India Bureau of Energy Efficiency certified star rated Air-Conditioners having minimum (2 Star) rating for window types and minimum 3 star rating for split and other types.
 Capacity: Window type 1, 1.5, 2.0 Ton ; Split Type 1,1.5, 2, 3 Ton, Duct Type 5, 5.5, 6 Ton & above.
 NOTE: Preference will be given to 3 ph Air-Conditioner models for 1.5 Ton capacity and above.

❖ **Digital Scanner of Various D.P.I.**

- ◆ **Complete Audio System :**
 - Mike** – *Cordless, Collar, Ordinary & Podium*
 - Amplifier** – *Amplifier for normal acoustic fitting.*
- ◆ **LCD / LED Multimedia Projector**
 - *3000 Lumens; ➤ 3500 Lumens; ➤ 4000 Lumens; ➤ 5000 Lumens*
- ◆ **Screen – Manual / Motorised**
- ◆ **LED / LCD Display Panel** (*All sizes*)
- ◆ **LCD/LED Multimedia Projector**

-
- ❖ **Air / Room Cooler**(ABS Plastic / Steel Body):
 - All sizes and capacity with and without trolley.
 - ❖ **Plasma Display Panel** (**all type & sizes**)
 - ❖ **Water Cooler with & without Water Purifier:**
 - All sizes and capacity
 - ❖ **Water Purifier: UV/RO/RP+UVM+ROPL**
 - ❖ **Generator:** Silent weather proof Diesel Generator Set.
 - *15 KVA; ➤ 25 KVA; ➤ 50 KVA; ➤ 63 KVA*
 - *125 KVA upto 300 KVA*

- **General Specifications:**
 - Engine** :- Diesel speed 1500 rpm cooling systems Air Cooled / Oil Cooled Starting System, 12V DC.
 - Alternator** :- Voltage 415/230 speed 1500 rpm frequency 50Hz, power factor 0.8
Voltage regulation $\pm 1\%$, insulation class H.

Note : 1 – *Wherever provided, Price should be quoted in the given respective columns only.*
2 – *Detailed terms & conditions should also be specifically mentioned.*

◆ **SCHEDULE OF REQUIREMENT OF GENERAL & COMPUTER STATIONERY**

S.NO.	NAME OF THE ITEMS	SPECIFICATION	RATE	REMARKS
SCHEDULE - A				
1.	RULED REGISTERS (COVER OF THE REGISTERS SHOULD BE PRINTED AS PER SAMPLES TO BE PROVIDED BY THE INSTITUTE)	17CMS X 27.5 CMS 1 QR.(96 PAGES)		
		(55-60 GSM) 2 QR. (192 PAGES)		
		(55-60 GSM) 3 QR (288 PAGES)		
		(55-60 GSM) 4 QR. (384 PAGES)		
SCHEDULE - B				
2.	FILE COVER	22.5 CMS X 35 CMS PRINTED INDIAN INSTITUTE OF TECHNOLOGY (BHU) VARANASI WITH DEPARTMENT AND SUBJECT COLUMN IN MIDDLE ON FRONT TOP WITH EYELET ON LEFT HAND TOP CORNER GOOD QUALITY. WEIGHT NOT LESS THAN 80 KG FOR 1000 FILE COVER.		
3.	FILE BOARD	25CMS X 36CMS ON 20-OZ BOARD PASTED WITH BAMBOO PAPER ON BOTH SIDES, BAMBOO PAPER (90 GSM) FLAP WITH CLOTH LINING.THE EFFECTIVE LENGTH OF EACH FLAP SHOULD BE 8CMS-10CMS. THE LENGTH OF THE STRIP(COTTON) SHOULD BE 100 CMS AND ITS BREADTH SHOULD BE 0.5CMS AND SHOULD BE OF GOOD STRENGTH.		
SCHEDULE - C				
4 .	ENVELOPES MADE OF KRAFT PAPER (90 GSM)	16 "X 12"(3" FLAP)		
		13" X 7" (1 ½" FLAP)		
		11" X 5" (1 ½" FLAP)		
		10" X 12" (2" FLAP)		
		13" X 7" (2 ½ " FLAP)		
	ENVELOPES KRAFT GOLDEN THICK PAPER (PLASTIC COATED , 80 GSM)	9" X 4"		
		10 X 4 1/2"		
		11" X 5"		
	ENVELOPES PINK CLOTH LINED (54 -60 GSM)	14"X11" WITH 2" THICKNESS 3" FLAP PLAIN WITHOUT PRINTING		
		14"X11" WITH 2" THICKNESS 3 .5" FLAP PLAIN WITHOUT PRINTING		
	ENVELOPES YELLOW CLOTH LINED (54-60 GSM)	12" X 10" WITH 3" FLAP ABD WITH 1.5 THICKNESS PLAIN WITHOUT PRINTING		
		14" X 10.5" WITH 2" FLAP		
	ENVELOPES BUFF PAPER(100 GSM)	27CMSX 15 CMS		
		35 CMS X 25CMS		
SCHEDULE - D				
5.	PHOTOCOPIER PAPER HAVING GOOD QUALITY PAPER	60GSM (RS.)	75 GSM (RS.)	80 GSM (RS.)
	SIZE A-4			
	SIZE LEGAL			
	SIZE A-3			

Important Note: - Samples for the stationery items are required to be submitted along with offer, failing which the quotation will be summarily rejected.

Writing Board :

Ceramic steel writing cum Projection Board-white surface:

The writing top surface shall be made of CRC steel sheet of thickness 0.3 to 0.4 mm and shall have vitreous enamel coating of 0.11 mm min. thickness on top and 0.03 mm min. on the back. The top shall be free from waviness and shall show no scratches when HB to 3H pencils are used for writing.

Ceramic steel chalk:

The writing top surface shall be made of CRC steel sheet of thickness 0.3 to 0.4 mm. It shall have vitreous enamel coating of 0.095 mm min. thickness on top and 0.03 mm min. on the back. The top shall be free from waviness and shall show excellent eras ability.

Resin White:

The writing top surface shall be made of CRC steel sheet of thickness 0.3 to 0.4 mm and shall have regular modified Polyester (RMP) coating of 0.02 mm min. thickness on top and 0.005 mm min. in the back. The top shall be free from waviness and shall show no scratches when HB to 3H pencils are used for writing.

Resin Chalk:

The writing top surface shall be made of steel sheet of thickness 0.3 to 0.4 mm and shall have Polyester Resin coating of 0.02 mm min. thickness on top and 0.005 mm min. on the back. The top shall be free from waviness and shall show excellent eras ability.

Dustless wax free (white) – 10 pic stick

Dustless wax free (Colored) – 10 pic stick

- ❖ Interactive White Board
- ❖ Ceramic Board
- ❖ Display Board
- ❖ Notice Board
- ❖ Lectern (Name Plate – Steel/Brass)

General Specifications applicable to all above items:

The core material shall be min 9 mm thick MDF board having Bulk Density of 7.5 Kg per cubic meter and Grade-1 as per IS: 12406-2003. Amendment No.1 & 2. The backing material sheet shall be min 0.25 mm thick electro galvanized steel sheet conforming to IS : 277-2003 (Reaffirmed 2007) Both the top and the backing sheet shall be properly fixed with the MDF board using suitable adhesive to avoid any moisture absorption.

The writing board shall be provided with suitable wall mounting device.

Important Instructions:

- (i) Deflection of Shelves: Passes 80kg. Load test as per Storage Equipment and Manufacturers Association 1986(SEMA).
- (ii) Durability of pivoted door: assess 80,000 cycles of opening and closing.
- (iii) Strength of pivoted door to withstand against appropriate load condition of the usual office equipment.
- (iv) Slamming of pivoted door should be proper.
- (v) **MS Sheet thickness less than 22gauge will not be accepted.**
- (vi) All Dimensions may vary within $\pm 5\%$.
- (vii) Price should be quoted against respective columns only.
- (viii) Detailed terms & conditions should also be specifically mentioned.

FIRE EXTINGUISHERS :

Dry Powder Type: ISI marked powder and gas cartridge of 120 gms or more.

Water CO2 Type: ISI marked gas cartridge

Mechanical Foam Type: ISI marked AFFF and gas cartridge

CO2 Type: ISI marked with bend/hose horn

ABC Stored Pressure Type: ISI marked with nozzle and delivery hose

EPR Type stored pressure: ISI marked chrome plated brass valve , visibility in darkness

NOTE: BIS certified **capacity: 2.5 Kg., 5.0Kg.**

General Specifications applicable to all above items:

The core material shall be min 9 mm thick MDF board having Bulk Density of 7.5 Kg per cubic meter and Grade-1 as per IS: 12406-2003, Amendment No. 1 & 2. The back material sheet shall be min 0.25 mm thick electro galvanized steel sheet conforming to IS : 277-2003 (Reaffirmed 2007) Both the top and the backing sheet shall be properly fixed with the MDF board using suitable adhesive to avoid any moisture absorption.

The writing board shall be provided with suitable wall mounting device.

Important Instructions for All The Tenderers

Your sealed offer should reach the office of the undersigned **by Registered Post / Speed Post or by Hand**. Any offer received after the last date shall not be entertained. The following documents should also be submitted along with the offer: -

- i. **Three printed copies** of the **Catalogue / Price List** (*a Soft Copy may also be provided*) of the products.
For Chemical & Glassware category, in case of imported chemical (s), original catalogue may also be enclosed.
- ii. **Attested photocopies of the following documents:**
 - A. *Manufacturing license issued by the competent authority for each items separately.*
 - B. *Registration Certificate of Central Excise.*
 - C. *Registration Certificate of Central Sales Tax & Provincial Trade Tax.*
 - D. *Drug Manufacturing License if needed for manufacturing (for Chemical & Glassware category).*
 - E. *Copy of Income Tax return for the last 3 year of manufacturer & Authorized dealer.*
 - F. *Copy of Sales Tax / VAT Assessment for the last 3 year of manufacturer & Authorized dealer.*
 - G. **Documentary evidence for the turnover of last three consecutive years along with copy of the Audited Balance Sheet of both the manufacturer and authorized dealer. A minimum turnover for consumables & non consumables as indicated at page no. 3 is essential for manufacturer and authorized dealer separately.**
 - H. *Registration in S.S.I. / D.I. in case of manufacturer.*
 - I. *Undertaking for Quality Control System.*
- iii. List of organizations, Research Laboratories & Educational Institutes where the firm is on rate contract or has been supplying the items, along with their performance certificates and attested photocopies of rate contracts.
- iv. The enclosed **certificates and proforma must be returned in original** duly filled in and signed (***Photocopy will not be accepted***) failing which quotation may not be considered for Rate Contract.
- v. The Bidders must agree for immediate free replacement in case any discrepancy is found with regard to quality /quantity of the material to be supplied by them under this Rate Contract.
In the absence of any of the above documents/information, the offer may be summarily rejected without making any further reference to the bidders in this regard.

APPOINTMENT OF LOCAL DEALER

- a. *The manufacturer may appoint one or a maximum of three local dealers for Indian Institute of Technology (BHU). **The manufacturer should ensure that the dealer appointed for the execution of supplies are registered with Trade Tax Department and having valid C.S.T. and U.P.T.T. / VAT No.***
- b. *Request of appointment of new local dealer or withdrawal of any previously appointed local dealer during the financial year i.e. 2015 - 16 will not be permitted in any circumstances.*
- c. *The manufacturer should furnish the detail information of the local dealer/s on the proforma given below and enclose along with the quotation positively, failing which appointment of local dealer will not be considered.*

N.B. :-

- (i) **Any changes towards information given by proforma below will not be accepted during the Rate Contract Session i.e. 2015 – 16.**
- (ii) **Diversion of order will not be allowed during the Rate Contract session i.e. 2015 – 16 if the appointment of local dealer is not informed at the time of submission of quotation.**
- d. **The local dealer must be Income Tax Assesses and possessing PAN No.**

DETAIL INFORMATION IN RESPECT OF LOCAL DEALER APPOINTED FOR THE SESSION 2015 – 16

Sl. No.	Name & Address, Contact No. & e - mail address	C.S.T. No.	U.P.T.T. / V.A.T. No.	TIN No.	PAN No	Drug License No., if otherwise required
1.						
2.						