

**PATNA HIGH COURT**

**LIMITED TENDER ENQUIRY**

ENQUIRY NO. Hardware/01/COMP/2017

DATE: 05/08/2017

Dear Madam/Sir

Sub: Request for Quotation for Portable External Hard Drive of (2 TB) capacity.

Last date of submission : 23/08/2017

Date of opening : 23/08/2017

You are requested to quote for the following items sealed in single bid super scribing the cover with quotation for **"Portable External Hard Drive of (2 TB) capacity"** against Enquiry No. **Hardware/01/Comp/2017**, dated **05/08/2017**, date of opening **23/08/2017 at 4:30 PM**. The outer cover should bear only the addresses. Offer with complete details on the following should reach this office on or before **23/08/2017 (3:00 PM)**.

Sl.No.	Item with detailed specification	Qty.
01.	Seagate make Portable External Hard Drive of (2 TB) capacity.	36 (Thirty Six)
	<b>Note: Detailed Specification of above items enclosed Annexure- 1.</b>	

You are requested to kindly go through the detailed instructions and terms and condition mentioned below and overleaf and submit your most competitive offer by the last date and time of submission cited above.

**INSTRUCTIONS**

1. Please, mention the enquiry no. and due date on the top of the envelop.
2. Please, submit copy of your Income Tax Number and copies of PAN with your offer.
3. The offer must be submitted in Single Bid. Tender should be dropped in the tender box kept in the office of Registrar IT-cum-CPC, Patna High Court only. No tender is to be handed over to our staff personally. All tenders/quotations should be sent to the following Address: The Registrar IT-cum-CPC, Patna High Court, Patna.
4. Quotation sent through E-mail will not be entertained and hence not be accepted only duly signed hard copy quotation will be accepted.
5. Tenders/quotations must be sent sufficiently in advance so that it reaches us on or before the due date and time. Quotation received after the due date and time will not be considered.

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6. Quotation document (s) and all enclosures must contain the signature of the competent authority of the firm.
7. The firm quoting for above mentioned items should be the authorized dealer of the manufacturer. Copy of authorization certificate should be enclosed with the quotation. Offers submitted without proper authorization shall be rejected summarily.

### **Terms and Conditions**

The offer must comprise of the following failing which it will be treated as non responsible hence rejected.

1. The basic price must not be higher than price of the principal, if any additional accessories required, as per enquiry, it must be quoted separately. Price list in case of proprietary items must be submitted.
2. Percentage of taxes must be either inclusive/extra in exact figure (should not be as applicable) against concessional sales tax certificate not against "C/D" form along with GST No. (s).
3. The exact days of delivery period, installation and commissioning schedule.
4. The exact figure of percentage of discount offered.
5. The quoted price (final offer) must be F.O.R. i.e. Patna High Court, Patna including packing and forwarding, freight and insurance etc. with detail break-up.
6. Packing, forwarding, transporting, postage/courier, octroi, freight, insurance, Any Certificate (s), Extra warranty, installation, commissioning any, Any levy, Any other charge (s) must be mentioned clearly.
7. The quotations must be neatly typed or computer printed. Hand written offer will be rejected. Quotations must carry the numbers of sales tax/VAT/TIN/GST invariably on the top.
8. Specification and Make: Quotation should be given for the exact specification and make as shown in the enquiry against Sl. No. of the item, if in the view of the supplier there is any other alternative item with the order copy of similar equipment supplied to any IITs/any Govt. Organization including detail of price and all charges must be attached.
9. Delivery: Items quoted should be supplied on the basis of free delivery at Patna High Court, Address of Computer Cell, Prashal Bhawan, Patna High Court Patna.
10. Insurance: The date of delivery should be strictly adhered to failing which the purchase order is liable to be cancelled. Penalty may be imposed as per P.O. terms and conditions. Goods should be securely, safely and adequately packed and dispatched at the risk of supplier.
11. Validity period: The validity period of the offer should be clearly specified. It should be at least for 60 days from the last date of submission of quotation.

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12. Rate Contract: If any of the stores mentioned are already under DGS & D rate contract, you are requested to give us the advantage of the contract rate.
13. Payment: 85% payment after delivery of goods and rest 15% payment after testing/inspecting/commissioning and found satisfactory with regard to quality, quantity and specifications ordered.
14. Guarantee/Warranty: The equipment should be guaranteed against any manufacturing defect for a period of at least 36 months or above from the date of successful installation as authorize mentioned. In case any part of whole of the equipment is found to be defective during the guarantee period, then the same will have to be replaced/repaired free of cost at our premises.
15. Liquidated Damages: As time is the essence of this order, the date of delivery should be strictly adhered to, otherwise the delivery in full or in part may not be accepted and penalty for late delivery will be imposed @ 0.5% pr week subject to a maximum of 10% of the total value of supply order and penalty shall be leviable. In case of cancellation of order no compensation will be paid towards progress of order/procurement.
16. All communications are to be addressed to the undersigned only.
17. High Court at the Judicature at Patna reserves the right to accept or reject or cancel any or all enquiries or quotations or P.O. at any stage without assigning any reason thereof.
18. For any dispute, the place of jurisdiction shall be Patna, India only.

Yours faithfully  
  
Registrar IT-cum-CPC

**ENQUIRY NO. Hardware/01/COMP/2017**

**Critical Technical Specifications:**

The characteristics of the equipment module can be described in terms of Seagate make portable external Hard Drive of 02 (Two) TB capacity for features like Creating easy customized backup plans with included Seagate Dashboard software, USB powered – no power supply necessary, quick file transfer with USB 3.0 connectivity and works interchangeably on PC and Mac Computers-without needing to reformat.