

**CENTRE FOR COMPUTERS AND COMMUNICATION TECHNOLOGY  
CHISOPANI, SOUTH SIKKIM – 737126**

**No: CCCT/Notice/2023/24, Dated: 06.07.2023**

Sealed quotations are invited by post/hand for the supply of Desktop PC, UPS and Multiple Power Supply. (CCCT will not be responsible for any postal delays)

**GENERAL TERMS & CONDITIONS**

1. Eligibility of Firm: Manufacturer/Authorized Agent/Authorized Dealer or Authorized Distributor. Certificate of authorized dealership to be submitted along with quotation, it should be self-attested by dealer/proprietor or authorized signatory with company/firm seal.
2. Suppliers should give the quote as per the minimum specifications as specified in the attached list. All the products must bear the brand name (lot no., batch no., date of manufacturing and date of expiry (if any) etc. must be mentioned). Supplier shall not submit more than one quotation for the same set of goods.
3. The Supplier/firm must provide the pictures/brochures indicating specifications, features, make and model of the equipment/item. Non-compliance may lead to rejection.
4. The supplier should invariably incorporate Guarantee/Warranty (G/W) clauses in his quotation letter wherever applicable. While incorporating G/W clause, nature should be specifically mentioned. One year Guarantee and three years Warranty should be provided. Non-compliance will lead to rejection.
5. Quotation must be addressed to Principal, CCCT, Chisopani, P.O.Nandugaon, South Sikkim-737126, signed by authorized person. The quotation must be printed in registered letter head of the suppliers with ref. no. and date, GST registration number etc.
6. The quotations received after declared date & time are liable to be rejected. The institute shall not be responsible for receipt of quotations after due date for postal delays or any other reason, whatsoever.
7. The supplier should quote price clearly in figure and total amount should be in both figure and words. All prices must be exclusive of GST (Goods & Service Tax)/applicable taxes; however, the rate of taxation must be mentioned appropriately. Price should be quoted ex-site and inclusive of transportation, installation, delivery, warranty, packing, installation transit insurance and forwarding charges till CCCT Chisopani, South Sikkim.
8. The consignment of the equipment shall be booked always in favor of consignee only as per instructions mentioned in the supply order.
9. The firm may be called for technical discussions by the purchase committee duly constituted or nominated by the Competent Authority of this institute.
10. Quotation will be evaluated in two ways: First- Technical and Second-Financial.
11. Supply of material should be completed within stipulated date/ time from the date of issue of firm order failing which the institute (CCCT) reserves the right to cancel the order. Delivery should be made within the 30 days from the date of Supply Order at the campus. Delay will attract penalties. Any extension of delivery date should be formally communicated prior to at least one week before the last date. Extension shall be provided formally subject to scrutiny of valid justification. Part supply shall not be accepted.

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12. Free replacement must be made against defective/damaged supplies by the firm/supplier at their own cost & risk within 15 days.
13. 80% payment will be made after the delivery of items at our campus, Chisopani, South Sikkim and successful installation of the items as well as appropriate training provided to the concerned of items/equipment /software delivered. Remaining 20% payment will be released after 3 months from date of the first payment made.
14. On submission of bill, supplier must raise IGST invoice.
15. Bill/Invoice should have PAN number printed or flat @20% income tax will be deducted as per Govt. notification.
16. The firms submitting the quotation against the quotations notice issued by the institute shall be governed by the laws of Govt. of Sikkim and be interpreted in accordance with such laws. Any dispute arising in process of the quotations, the matter shall be referred to the sole arbitrator who in such cases shall be the Principal CCCT and whose verdict shall be binding on both the parties.
17. The institute (CCCT) reserves the right to place order for the scheduled quantity and/or part thereof.
18. The terms & conditions given by the supplier will not be binding on us. The institute reserves all rights to reject a quotation not fulfilling above mentioned terms and conditions.
19. All disputes are subject to the jurisdiction of court at Namchi, South Sikkim.
20. A printed and signed copy of the Terms and Conditions must be made available with the quotation. **Last date of receiving quotation is 23.07.2023.** Quotation will be received in all working days (10 a.m. to 3 p.m.). Office remains closed on 2<sup>nd</sup> and 4<sup>th</sup> Saturday, Sunday and Government holidays.

I have read all above 20 terms & conditions and the instructions attached herewith and understood them carefully and agree to abide by the same.

Vendor/Supplier:

Name:

Place:

Date and sign with seal.

**Signature of Supplier With date & seal**

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**FORM-1**

**PLEASE GO THROUGH THIS DOCUMENT AND ENSURE COMPLIANCE. THE NON-COMPLIANCE OF  
CONDITION MAY MAKE YOUR OFFER INVALID:**

**Quotation reference no.** \_\_\_\_\_ **Date:** \_\_\_\_\_

1. Application for the supply of: \_\_\_\_\_

2. Name of the applicant firm \_\_\_\_\_

3. Permanent Address: \_\_\_\_\_

4. Correspondence Address: \_\_\_\_\_

5. Telephone/Mobile No. \_\_\_\_\_ Fax No. \_\_\_\_\_

E-mail \_\_\_\_\_

6. Status of the applicant/Firm: \_\_\_\_\_  
(Whether manufacturer/authorized Agent/Authorized distributor/Authorized dealer/Trader)

7. Mode of supply: \_\_\_\_\_  
(Direct/through dealer (Please give full  
Name & address of the dealer (if any) \_\_\_\_\_ Contact No. \_\_\_\_\_

8. GST (Goods & Service tax) Registration No. & date: \_\_\_\_\_

9. Income tax PAN. No. \_\_\_\_\_

10. Details of present clients/consumer dealing with said equipment: \_\_\_\_\_

\_\_\_\_\_

11. Indicate the after sales service/warranty (3 years) of items quoted: \_\_\_\_\_

\_\_\_\_\_

**Below mentioned documents must be attached with quotation:-**

1. General Terms & Conditions duly signed.
2. Demand draft of Rs 2000/- in favor of Principal CCCT, Payable at Jorethang, South Sikkim as cost of form which is non-refundable.
3. Copy(s) of certificate of dealership/distributor ship.
4. Copy(s) of GST registration certificate.

**NOTE:**

Before sending/submitted the quotation, the Firm should read attached terms& conditions, instructions to the quotation etc. carefully.

**Signature of Supplier With date & seal**